COMMUNITY COLLEGE of AURORA

CentreTech Campus
16000 E. CentreTech Parkway
Aurora, Colorado 80011
303-360-4700

Lowry Campus
710 Alton Way
Denver, Colorado 80230
303-340-7093
Residence Halls: 303-340-7000

www.cca.cccoes.edu

Accredited by
North Central Association of Colleges and Schools

Approved by
Colorado Commission on Higher Education
Community Colleges of Colorado

ACCREDITATION. The Community College of Aurora is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2630, Chicago, Illinois 60601-2594, telephone 1-800-225-0689. The college operates under the jurisdiction of the Community Colleges of Colorado. CCA students regularly transfer credits to state colleges and universities within Colorado. A Transfer Guide is available for student use in the Advising Center. ALL FAMILY EDUCATION RIGHTS AND PRIVACY ACT: CCA complies fully with the Family Education Act and Privacy Act, as designed to protect the privacy of student educational records. Further questions to the Registrar’s office, Room 1116, EQUALLY OPPORTUNITY. CCA does not discriminate on the basis of race, color, creed, national origin, sex, age, or handicaps, in admissions or access to, or treatment or employment in, its programs and activities. Inquiries concerning Title VI, Title IX, and Section 504 and the Americans With Disabilities Act may be referred to Ron Ross, Affirmative Action Officer and ADA Coordinator, CCA, 16000 East CentreTech Parkway, Suite 1002, Aurora, CO 80011, Phone 303-670-4552, or the Office for Civil Rights, U.S. Dept. of Education, 1901 Spring Street, Denver, CO 80203. STUDENT RIGHTS-TO-KNOW. In accordance with Title IV of Public Law 101-542, the Student Rights-to-Know and Campus Security Act, information about graduation rates and campus security is provided in a publication distributed to CCA students and staff. RIGHTS RESERVED. The college reserves the right to change any provision or requirement of this catalog, including fees, pursuant to law; the rules of the State Board for Community Colleges and Occupational Education; or the Community Colleges of Colorado, or college policy. The college reserves the right to cancel any course or program described in this catalog, at any time, without notice, and to change any other aspect of any course or program. The college reserves the right to require a student to withdraw at any time for health or other reasons, pursuant to appropriate policies and procedures, and to impose sanctions, according to established policy. Any attempt to fraudulently write or forge a document or the loss of all credit for work which may have been completed.
Summer Semester 2002
Full term (10 weeks) June 3 - August 10, 2002
Session I (5 weeks) June 3 - July 3, 2002
Independence Day (college closed) July 4, 2002
Session II (5 weeks) July 9 - August 10, 2002

Fall Semester 2002
Classes begin August 26, 2002
Labor Day (college closed) September 2, 2002
Thanksgiving (no classes) November 28 - 30, 2002
Classes end December 14, 2002

Spring Semester 2003
Classes begin January 13, 2003
Spring break (no classes) March 24 - 29, 2003
Classes end May 3, 2003

Maymester 2003
Classes begin May 5, 2003
Water Festival (no classes) May 15, 2003
Classes end May 24, 2003
Memorial Day (college closed) May 26, 2003

Summer Semester 2003
Full term (10 weeks) June 2 - August 9, 2003
Session I (5 weeks) June 2 - July 3, 2003
Session II (5 weeks) July 7 - August 9, 2003
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**CENTRETECH CAMPUS**
16000 East CentreTech Parkway, Aurora, Colorado 80011-9036, 303-360-4700

- Academic Services
- Administration
- Admissions and Registration
- Advising Center
- Career Development Center
- Cashier’s Office
- College Fiscal Affairs
- Community Services
- Computer Labs
- Disability Services Office
- Distance Learning Office
- Electronic Library
- Financial Aid
- General Information
- General Classrooms
- Instructional Resource Center
- International Student Admission/Advising
- Learning Resource Center
- Personnel Office
- Service Learning
- Student Life
- Testing Center
- Veteran Affairs

**LOWRY CAMPUS**
710 Alton Way, Denver, CO 80230, 303-365-7660

- Academic Advising
- Biotechnology Program
- Cashier’s Office
- CISCO Networking Academy
- Center for Workforce Development
- Center for Workplace Training & Development
- Computer Information Systems
- Computer Lab
- Dorms
- Early Childhood Professions Program
- Electronic Library
- Emergency Medical Services Program
- Film & Video Technology Program
- Financial Aid
- Fire Science Program
- Fitness Center
- General Classrooms
- Lowry Family Resource Center
- Mind-Body Health Program
- Police Academy
- Science Labs
- Student Services

**OUTREACH CENTERS**
- Aurora Chamber of Commerce: 3131 S. Vaughn Way, Ste. 622
- Aurora Small Business Development Center: 9905 East Colfax Avenue
- Defense Finance & Accounting Services: 6760 E. Irvington Pl.
- Grandview High School: 20300 East Arapahoe Road
- Pickens Tech: 300 Airport Road

**COLLEGE LIBRARY**
Arrangements have been made with the Aurora Public Library to house the greater portion of the Community College of Aurora’s Library collections. Materials will be found in two locations:

- Aurora Central Library: 14949 East Alameda Drive
- Instructional Resource Center: 16000 E. CentreTech Plwy. (CentreTech campus)
WELCOME...

to the Community College of Aurora – the bridge to your future. The Community College of Aurora is a bridge that will take you to where you want to go. It's a bridge to knowledge. A bridge to learning. A bridge to skills and tools that will help you in your quest for a career. But, most of all, it is a bridge to lifelong learning that will always be there when you need it most.

THE BRIDGE TO YOUR FUTURE

THE BRIDGE TO QUALITY TEACHING. Our faculty development program, Teaching for a Change®, assesses your learning style. This is a nationally recognized program. Quality teaching means that your instructor knows you by name and will see that you get the individual help to make your college experience successful.

THE BRIDGE TO LEARNING. Students, faculty, and staff learn best in a cooperative and interactive environment. That's why our teaching methods are student centered, focusing on your learning and your needs.

THE BRIDGE TO CHOICE. The college offers all the programs and courses you need to advance your degree and career goals. Faculty and advisors are available to help you choose the courses that will get you to where you want to go.

THE BRIDGE TO A COLLEGE EDUCATION THAT WILL MEET YOUR NEEDS. We recognize that many students are working their way through college. That's why we schedule evening and weekend courses that are convenient for your lifestyle. You'll also find accelerated programs that get you there in less time.

THE BRIDGE TO A COST-EFFECTIVE COLLEGE EDUCATION. You will find the Community College of Aurora is affordable and comparable to other community colleges. And, if you need assistance, our Financial Aid department can help you find the resources to continue your education.

THE BRIDGE TO A FOUR-YEAR COLLEGE OR UNIVERSITY. Our curriculum provides you with the required courses that you will need to transfer to any public Colorado college or university. Having the options that go with an associate's degree will allow you to continue your education at any time.
HISTORY
Efforts to establish a community college in Aurora began in the early 1950s when a group of citizens envisioned a community college close to their eastern community. In the following years, citizens of the community, business, educational, and civic organizations sought ways to bring higher education to Aurora and enhance the quality of life and create opportunities for its people.

The Community College of Denver opened its first campus in 1968 with the creation of the state system of community colleges. According to state plan, the Community College of Denver developed campuses in the center of Denver and in its western and northern areas. In 1972, CCD established in Aurora Outreach Program by operating evening classes at Hinkley High School. In 1979, the Aurora Education Center was established in a city building provided by the mayor and city council. The center remained a part of CCD but operated under its own executive director.

Community residents were also concerned about the lack of vocational/technical education in the area. Their efforts resulted in the building of the Aurora Technical Center in 1972, now known as Pickens Tech. The Community College of Aurora cooperates with Pickens Tech in the offering of degrees in occupational education.

In May 1983, the Fifty-Fourth Colorado General Assembly created the Community College of Aurora—some thirty years after Aurora’s citizens began working toward their dream.

As the Community College of Aurora grew, so too did its need for additional space. The Aurora City Council stepped to the plate and provided a 32-acre parcel of land in the CentreTech Business Park to be used for a college campus. The Community College of Aurora Foundation, created in 1985, sold bonds needed to build on the site. In 1991, CCA officially moved into the CentreTech Campus, complete with an Administration Building, Classroom Building and Forum/Fine Arts building. In 2000, the College opened the doors on a new Student Centre, offering students a place to relax, study, eat and shop for supplies. And, in 2001, the College opened the Larry D. Carter Theatre, a flexible space designed specifically for theatre, music and dance performances at the College.

CCA also played an instrumental role in helping acquire what is now known as the Lowry Campus. In 1994, the Community Colleges of Colorado helped secure a 150-acre parcel from the Air Force as it shut down operations at Lowry Air Force Base. The new facility was dedicated for the creation of a cooperative facility focused on high technology education and practical skill development. The campus encompasses 18 buildings with more than one million square feet of classroom laboratory and auxiliary space. CCA offers a number of degree and certificate programs at Lowry and also offers student housing in the Residence Hall.

Today, both the CentreTech and Lowry campuses are home to more than 10,000 students annually. Both facilities are equipped with the latest technologies, allowing students to study new and traditional programs. The College attracts a diverse population of students, including out-of-state and out-of-country students, with courses in many disciplines, delivered on-site as well as at a distance via the Internet.

GOALS
In accordance with its assigned mission as a comprehensive community college, and within limits of its resources, the Community College of Aurora offers quality programs and services in the categories which follow.

1. The first two years of college and university education for students who wish to transfer to baccalaureate degree-granting institutions.
2. Occupational education for students who are seeking job preparation, career mobility, and/or job retraining. Just-in-time workforce development and customized training on-site for business and industry.
3. Education that strengthens the academic background of the students and prepares them to pursue their educational and career goals.
4. Diverse educational experiences that are responsive to the needs and interests of persons in the community who desire to enhance their occupational, intellectual, cultural, social, or personal development.
5. Assistance to students in selecting, entering, continuing, and completing their course of study by providing effective academic advising and student support services.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT
Graduation rate information and campus crime statistics are provided in accordance with Title I of Public Law 101-542, the Student Right-to-Know and Campus Security Act. See pages 9 and 31.

CCA GRADUATION RATES. The rate for first-time, full-time, degree-seeking students who enrolled in the Fall of 1996 and who graduated or transferred to a 2-year or 4-year institution by the Fall of 1998 is 28 percent. This does not include students who continue to be enrolled at CCA.

CCA CRIME STATISTICS. In 1998, 1999 and 2000, the Community College of Aurora did not experience any murders, arsons, aggravated assaults, hate crimes, liquor law violations, drug abuse violations or weapon possessions. During this three-year period there were also no forcible or non-forcible sex offenses, nor were there any reports of motor vehicle thefts. In 1999 there were 2 reported burglaries and 2 reported thefts on the CentreTech Campus.

The Security Office is located in Room A101 of the Administration Building. Please call 303-360-4727 if you have any questions or concerns.
ADMISSIONS POLICY

The college practices an "open door" admissions policy, which means that entry is generally unrestricted; however, the college reserves the right to place students in classes on the basis of academic advising, testing, pre-enrollment interviews, and past educational achievement.

The following minimum requirements are used as guidelines for admission:

1. All individuals, except special admit students (see #2 below), should have earned either a high school diploma or its equivalent as determined by the General Education Development: Testing Program (GED).

2. Generally, applicants 16 years of age or older not enrolled in a secondary program, who have not completed high school, or fail to meet the requirements for regular student status may be admitted as special students. Students who fall into the category addressed above, can apply for admission to CCA. Students 15 years of age or younger must see an academic advising director prior to applying for admission. An admission decision will be based upon a student's academic history, determination of ability to benefit from college level instruction, and overall educational goals. All students who do not meet CCA requirements for regular student status must take the assessment test and contact an academic advisor.

3. All new, first-time students who seek a degree or wish to enroll in a college-level English or math course must be assessed. A student may be considered for exemption from assessment if one or more of the following documented criteria are met: ACT or SAT scores (within last 2 years) meet minimum requirements; transcripts showing previous college credit (C or better) for English and/or math; completion of an Associates degree or higher; or completion of another approved assessment. Assessment scores are valid for one year and may be taken once during a semester. (See Assessment/Course Placement, page 17).

Admission to the college does not assure acceptance of a student into a particular course or program. Some students may need to enroll in certain courses in order to compensate for scholastic deficiencies or to meet established prerequisites. The college reserves the right to review and revoke the enrollment of any person who appears to be unable to profit from further education, as well as of those persons whose enrollment would not be beneficial to them or the college.

Students who enroll in an occupational program, who are veterans, who receive financial aid, or who are on F-1 student visa status must declare their program major at the time of registration. Any changes in a program major must be recorded with the Admissions and Registration office and, if a financial aid recipient, the Financial Aid office.

Physical examinations are not required as a condition for admission to the Community College of Aurora. Students who have a disability or who otherwise have special needs are encouraged to contact the Disability Services office located in the Learning Resource Center, Room S202, phone 303-360-4736 (V/TDD). This office provides academic support and accommodations at no cost to students with documented disabilities.
ADMISSIONS PROCEDURE

Students seeking admission to the Community College of Aurora should submit a completed application to the Admissions and Registration office, CentroTech Campus, A103 or Lowry Campus, Bldg. 903. The application form is available from the Admissions and Registration office, phone 303-360-4716, in the back of this catalog and online.

FORMER STUDENTS. Former students returning to the college after an absence of more than one year (summer term included) must complete the application form for re-admission.

HIGH SCHOOL STUDENTS PARTICIPATING IN THE POSTSECONDARY ENROLLMENT OPTIONS (PSEO) ACT. High school students enrolling under the PSEO Act (Title-22, Article-35, C.R.S.) must receive approval from their school district prior to enrolling.

Upon approval students need to:
• Apply for admission to CCA
• Contact a CCA academic advisor
• Register for classes
• Pay for tuition, student fees, books, and supplies.

Upon successful completion of the course(s), the school district will reimburse tuition costs.

For more information on the program, phone 303-360-4705.

HIGH SCHOOL STUDENTS NOT PARTICIPATING IN THE POSTSECONDARY ENROLLMENT OPTIONS ACT.

Students need to:
• Apply for admission to CCA
• Complete the CCA placement test; or provide ACT/SAT scores that meet minimum requirements; or provide a signed letter from the high school with course recommendation(s)
• Contact a CCA academic advisor
• Register for classes
• Pay for tuition, student fees, books and supplies

For additional information, call 303-360-4797.

INTERNATIONAL STUDENTS. The college is authorized under federal law to enroll non-immigrant, alien students. An international student is a student who IS NOT a U.S. citizen and NOT classified by U.S. Immigration as a resident alien. These students MUST SEE the international student advisor in Room A102, phone 303-360-4795.

International students are required to submit the following documents:
1. An application for admission.
2. A high school and college, or equivalent transcript, and a certified English translation.
3. A statement of financial resources that is sufficient, as determined by the college, to provide for stay in the United States.

4. Evidence of proficiency in English as documented by the Test of English as a Foreign Language (TOEFL), minimum score 500; passing grade in English 121, 122 as shown in this catalog, or its equivalent, completed in the U.S.A.; Michigan test scores of at least 80% on each individual section; or graduation from an American high school with satisfactory completion of two years of standard high school English; or proficiency as determined by the International Student Advisor.

5. Medical insurance for one full year must also be purchased at time of registration unless the student can provide the college with proof of their own medical and accident insurance that provides coverage in the United States.

Form I-20AB will not be issued to an international student until all the above documents are on file in the Advising Center and a decision to admit the student is made. Inter-national students should allow sufficient time to gather and submit all required documentation so that an admissions decision can be made at least 30 days prior to the beginning of the term for which admission is sought. Inter-national students must meet with the international student advisor in the Advising Center, Room A102, prior to registering for courses. Registration must be completed no later than 10 weekdays prior to the beginning of the term.

International students must also comply with the following requirements:
1. Immigration requirements with respect to the number of credit hours taken at their home campus. U.S. Immigration and Naturalization Service regulations require that foreign students on F-1 visas carry and complete a full course of study (minimum of 12 credit hours per Spring and Fall semesters) and that they complete their educational objective within a reasonable period of time.

2. Placement testing must be taken before course registration; international students are required to follow course placement in English, mathematics, and reading as determined by the placement test scores.


NEW & TRANSFER STUDENTS. All individuals who have not been registered at CCA previously must complete an application for admission. All students are encouraged to see an academic advisor throughout their educational program. See Assessment/Course Placement, page 17.

VETERAN AFFAIRS. Veterans can use their educational benefits at CCA. Veteran certification will be conducted by the Veterans Certifications Advisor. All questions and forms should be submitted to the Veteran Affairs office, CentreTech Campus, Advising Center, phone 303-360-4706.
It is important for veteran students to select those subjects that will apply to their specific degree. These are the courses that the college can certify to the Veterans Administration. Students using VA benefits must submit transcripts of all previous post-secondary education and training no later than 30 days after the beginning of the first semester of attendance.

A veteran is always responsible for his/her own tuition payment to the college. This payment is required upon registration, regardless of any response or lack of response from the VA. Regional office.

**VETERANS ACADEMIC STANDARDS OF PROGRESS.** A minimum grade point average (GPA) of 2.0 (C) is required of all academic work for students to satisfactorily complete a course of study and graduate. An evaluation of student records is made at the end of each semester by the Admissions and Registration office. Unsatisfactory progress toward graduation is subject to probation for one semester and suspension of VA benefits if the cumulative GPA is not brought up to 2.00 or above.

An "AU" grade indicates that the student audited the course. No credit is allowed for audited courses, nor is this grade certifiable to the VA. For an explanation of the "I" grade (incomplete), the veteran should refer to the "Grading and Evaluation" policy. An incomplete or "I" grade must be made up before the end of the following term (Fall or Spring).

If a veteran student stops attending class but does not officially withdraw, he/she is considered as "non-attending" and may be dropped administratively by the instructor; his/her VA certification will be adjusted accordingly.

**REGISTRATION**

A schedule of course offerings is published each semester. The schedule indicates registration procedures, places, dates, and times of registration. Students may obtain a Schedule of Classes from the Admissions and Registration office, CentreTech Campus (CTC), Room A101, the Lowry Campus (LC), Bldg. 903 or the Advising Center, CTC, Room A102.

Convenient telephone, online and walk-in registration.

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The Campus Security Act requires all higher education institutions to collect and publish crime statistics. All occurrences that endanger the lives and well being of our students should be reported immediately to a security guard on duty at the main campus or on our satellite sites.

CCA strives to create and maintain a learning environment that is safe and accessible. Campus safety is the responsibility of all members of the CCA community.

As members of our community, you should:

- always lock your car when leaving the parking lot to go to class.
- always check your vehicle prior to unlocking and entering it when you are leaving your class location.
- walk out of class in groups or pairs. Get to know your classmates!
- report any suspicious activity immediately to the security guard on duty.
- pay close attention to the physical characteristics of the individual(s) involved in any altercation or incident. If the incident involves a car, try to get the license plate number, also the make and model of the car.
- get to know the security guard on duty when you have classes. Knowing them by sight and name recognition will be beneficial if you need them for any reason.

In the event that you need the assistance of a security guard you can reach them at the CentreTech Campus in A101, or call 303-360-4727 or 303-916-5275, or at the Lowry Campus at 303-419-3557. If an emergency situation arises, the security guard will contact the public safety authorities and any medical personnel needed.

Community College of Aurora is a drug-free campus. As a drug free campus it is illegal to use, distribute or sell drugs on the premises of this campus. People who are suspected of intoxication by alcohol or drugs will be referred to campus security and subsequently to the Vice-President of Student, Faculty, and Staff Services. If a determination is made that an individual is using drugs or alcohol on campus, or coming to campus intoxicated, the individual could be suspended and/or face legal penalties according to law. Alcohol and drug use can have severe consequences both educationally and personally. If you know of someone, or personally have a drug/alcohol problem, please contact the Counseling Needs Services office in the Learning Resource Center for information about referrals to agencies that can assist you. Through collaboration of all members of the CCA campus, we can create and maintain an environment that is safe for all of us.
opportunities are available. See the Schedule of Classes for times, dates, and locations of classes available on-campus or at www.ccac.cccos.edu.

Please refer to the following chart for enrollment periods. On a case by case basis and with division approval, students may register for a class after “open enrollment.” The chart below shows open enrollment and division approval periods for various types of courses.

Students who register after classes start may miss important course materials or may find that the class has been canceled because of insufficient enrollment. Therefore, students are encouraged to register well before the start of classes, as indicated in the semester class schedule. If you need further information, call 303-360-4700.

RESIDENCY CLASSIFICATION FOR TUITION PURPOSES. At the time of application for admission, students are classified for tuition purposes as “in-state residents” or “out-of-state residents,” according to provisions of Colorado Law. To be considered a Colorado resident for tuition purposes, a person must have resided in Colorado for the immediate preceding 12 months and must meet other requirements. The student must provide two documents supporting residency.

Any student who has been classified as an “out-of-state resident,” and who believes he/she can qualify as a resident, may secure a petition for change of residency status from the Admissions and Registration office. It is the student’s responsibility to ensure that petitions and all supportive documentation are on file in the Admissions and Registration office by the published deadline. The Admissions and Registration office cannot assume responsibility for mailed petitions that arrive after the deadline; petitions will not be accepted after the end of the second week of the term.

The final decision regarding residency status rests with the Admissions and Registration office and the Residency Appeals Committee. All questions regarding residency classification should be addressed to the Admissions and Registration office.

Appeals procedures for tuition refunds and residency

<table>
<thead>
<tr>
<th>Course Length/Type</th>
<th>Open Enrollment</th>
<th>Division Approval Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Full term Classroom-Based</td>
<td>1st week</td>
<td>2nd and following weeks</td>
</tr>
<tr>
<td>II. Full term Distance (Online, field study)</td>
<td>1st two weeks</td>
<td>3rd and following weeks</td>
</tr>
<tr>
<td>III. Short term Classroom-Based</td>
<td>1st meeting</td>
<td>2nd and following meetings</td>
</tr>
<tr>
<td>IV. Short-term Distance (Online, field study)</td>
<td>1st week</td>
<td>2nd and following weeks</td>
</tr>
</tbody>
</table>

are available in the Admissions and Registration office, CentreTech Campus, Room A103.

WESTERN UNDERGRADUATE EXCHANGE (WUE). WUE is a program through which students in 12 participating states may enroll at a special, reduced tuition level applicable only to WUE students, namely the amount of in-state tuition plus 50%. Participating states include: Alaska, Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah and Wyoming. For more information, contact the Admissions and Registration office, 303-360-4701.

STUDENT RECORDS

CHANGE OF ADDRESS. It is the responsibility of each student to notify the Admissions and Registration office of any change of address, name, telephone number, or other change that will affect permanent or financial records.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974: PUBLIC INFORMATION AND THE SECURITY OF STUDENT RECORDS. The Admissions and Registration office takes full responsibility for the security of your academic records. Under the Federal Family Education Rights and Privacy Act, the information in the student’s file may only be released under specific conditions. As a current or former student of CCA, students have complete access to their records in compliance with requirements under the Federal Family Educational Rights and Privacy Act of 1974 (Public Law 93-389 Subsecn. 513,88 Stat. 571; 29 U.S.C. 1232a). Students may view them upon request at the Admissions and Registration office. If the students feel the records contain an error, an appeal may be written to the registrar.

The student’s name and current enrollment status at CCA are considered public information. CCA will respond to inquiries in this regard, whether they are made in person, by phone, or in writing. Other items are also considered public information, but disclosure can be prevented. A written statement requesting information to be withheld must be filed with the Admissions and Registration office. The following items may appear in College directories and publications or be disclosed by staff to anyone inquiring in person, by phone, or in writing:

• The student’s major or division
• Date of enrollment
• Number of hours the student is currently taking or have completed previously
• Degrees the student has earned
• Honors the student has received
• Date of birth

The student’s name may be released for graduation listings, and lists of special awards, honors, and events may be released to the news media. All other information contained in the student’s record is considered private and not open to the public without the student’s written consent. Only the following
individuals, because of their official function, have access to this information:

- CCA officials
- Officials at other schools and colleges the students apply to
- Officials of Colorado collegiate institutions that have transfer agreements with CCA and who wish to contact graduates
- State or Federal education authorities
- Officials evaluating the application for financial aid
- State and local officials requesting reporting data
- Organizations conducting studies for educational institutions or agencies
- Accrediting organizations
- Parents of dependent students (proof of dependency is required). CCA will attempt to notify the student before releasing information.
- Veterans Administration

Under the following circumstances, CCA may also provide information without consent:

- Judicial orders
- Emergencies, where the information contained in the student's file is needed to protect his/her safety, health or welfare or that of other persons

**GRADUATION APPLICATIONS.** Students who expect to complete their degree or certificate requirements and be eligible for graduation at the end of a semester must make application for graduation on or before the end of the second week of that semester (see the Schedule of Classes for exact date). Graduation application forms are available in the Admissions and Registration office, Centre Tech Campus, A103 and Lowry Campus, Bldg. 903, and should be returned to that office.

**TRANSCRIPT REQUESTS.** The Admissions and Registration office, Room A103, has the responsibility of maintaining student records and of issuing transcripts. Students who want to have a copy of their Community College of Aurora transcript sent to another college or to an employer must complete a "Request for Transcript" form available in the Admissions and Registration office. A $3.00 fee will be charged for all transcripts ordered online. A $10.00 fee, in advance, will be charged to fax a transcript long distance. (Fees are subject to change.) A minimum of 48 hours (Monday through Friday) is required from the time a request is received in the Admissions and Registration office to the time the transcript is mailed, faxed, or ready for the student to pick up. All students must allow for this 48 hour processing time. No transcript will be provided for a student who has not fulfilled all financial obligations to the college.

**TRANSFER CREDIT EVALUATIONS.** Students must be enrolled at CCA in order to have their credits evaluated. To arrange an evaluation, complete a "Request for Transfer Evaluation" form in the Admissions and Registration office and request that an official transcript be mailed directly to CCA. Transfer credit will be evaluated course by course based upon the student’s declared degree or certificate. Written confirmation of

the credit awarded will be mailed to each student for whom a credit evaluation was completed.

It is the responsibility of the student to provide all required documents. Documents become the property of the college and will not be released to the student or transferred to other institutions.

**TUITION**

Tuition for the Community College of Aurora is determined by the State Board for Community Colleges and Occupational Education and is subject to change. A Schedule of Classes, published each term, lists the tuition rate.

**AUDITING A CLASS.** Students who wish to attend class without earning credit may register on an audit basis and complete the "Request for Audit" form. Before registering for audit status, veterans using their educational benefits must see the veteran advisor; financial aid students must see a financial aid advisor; and international students (FI) must see the international student advisor. Registration and tuition are the same as for credit classes. Auditing students attend classes, do classroom assignments, and take examinations; they receive a final letter grade of "AU" which is not calculated into the GPA but which is recorded on the transcript.

Changes to or from audit status must be made on or before the last date to withdraw from a class. The withdrawal procedures apply to students who audit classes as well as to students who take classes for credit.

**EMERGENCY WITHDRAWAL/TUITION ADJUSTMENTS.** Certain types of emergency withdrawals may be considered for tuition adjustment after the refund date. Emergency withdrawals for documented illness or death in the immediate family (spouse, child, or parent only) may be considered for tuition adjustments, only up to mid-session. Students should contact the Admissions and Registration office, 303-360-4704, for more information.

**FINANCIAL OBLIGATIONS OF STUDENTS.** Financial obligations of students to the college are due and payable at the time of registration, unless the student has made satisfactory arrangements with the Fiscal Affairs Office. A student is not considered officially registered and may not attend classes until tuition is paid or arrangements for payment have been made with the Fiscal Affairs Office. A student who is financially obligated to the college in any way will be denied a transcript and will not be allowed to register for subsequent sessions until he/she has made satisfactory settlement with the college or has made arrangements. Contact the Cashier's Office for more information.
MILITARY PERSONNEL. Active duty members of the armed forces and their dependents stationed in Colorado are eligible for in-state tuition consideration under Senate Bill 2, enacted the fall of 1986.

Under provisions of this bill, the college will permit non-resident active duty military personnel and their dependents to register on an “in-state” basis. Military personnel are required to obtain certification from the base personnel office to confirm that the student is on active duty with a permanent duty station in Colorado (as opposed to TDY or Reserve Duty). This documentation must be resubmitted each semester the student registers and desires this special classification. For further information, call 303-360-4701.

REFUND POLICY. The Community College of Aurora will issue refunds based on the following:

1. One hundred percent (100%) refund of tuition and student fees is granted to students for classes dropped from the first day of the class through the refund date. However, there is a non-refundable charge of $9.60 that is used to offset processing and material costs. The refund date for regularly scheduled classes is published in the schedule. All other refunds are based on 15% of the class meeting times. For further information regarding all refund dates, call 303-360-4700 before the start date of the class.

2. No refunds are given after the refund date, except for extenuating circumstances. (see Emergency Withdrawal)

3. When a class section is canceled by the college due to lack of enrollment or for other causes, the college will notify students. Students are entitled to a one hundred percent (100%) refund. Students may come to the Admissions and Registration office and choose from the class sections still available to substitute for the canceled class.

4. When a class is canceled by the college or dropped by the student before the refund date, a refund is automatically initiated, provided there is not an outstanding balance on the student’s account. If a student paid by credit card, the same credit card is credited for the appropriate amount. If payment was made by cash or check, a refund check is mailed to the student’s address on record. Should a financial aid recipient be eligible for a refund, the funds received must be returned to the student’s financial aid account. A reduction in the award may be required. Financial Aid recipients must contact the Financial Aid office regarding refund requirements.

5. Processing a cash or check refund takes approximately three to four weeks from the time the refund is initiated and is mailed to the student.

SCHEDULE CHANGES. Students may change their schedules (add/drop) after they have registered. General policies related to change of schedule are as follows:

1. The add/drop period extends from registration through the refund date published in the Schedule of Classes.

2. Students will be assessed additional tuition and fees if credit hours added exceed credit hours dropped.

3. Students may add/drop during registration through telephone registration, fax 303-361-7432, online or at the Admissions and Registration window at the Centre Tech Campus, or at Student Services, Lowry Campus, Bldg. 903.


TUITION AND FEES PAYMENT. Sponsored students must bring proof of sponsorship to the Accounts Receivable office by the date specified in the Schedule of Classes.

All students who are not receiving financial aid or who are not being sponsored by a third party should be prepared to pay 100% of their tuition and fees. See the current Schedule of Classes for specific dates. Tuition and fees payment may be made by cash, personal check, MasterCard, Visa or Discover Card. If using a credit card, payment may be made by calling the automated registration phone at 303-823-2747.

A promissory note may be obtained at the time of registration by paying all fees and 50% of tuition costs. The remaining tuition balance will be divided into two payments. A non-refundable fee will be assessed. See the current Schedule of Classes for details.

WITHDRAWING FROM A CLASS. Once a student has registered for a course, space is reserved under the assumption that the student will complete the class unless unforeseen circumstances necessitate the student’s withdrawal. To officially drop or withdraw from a class, complete an add/drop form and submit it to the Admissions and Registration office, CentreTech, A103 or Lowry Campus, Bldg. 903. Failure to attend class or informing the instructor that you will be withdrawing from the class does not constitute official withdrawal. Students who do not officially withdraw may receive a grade of “F” on their permanent record.

WITHDRAWING FROM COLLEGE. All students with six credit hours or more who withdraw from college are required to start the withdrawal procedure in the Advising Center, Room A102, by completing an add/drop form.

Steps in withdrawing from the college are:

1. Visit with an academic advisor, Room A102, before the deadline date and obtain a signed add/drop form.

2. A student who is receiving financial aid, veteran benefits, is an international student, or who has a financial obligation to the college must have the appropriate office sign the add/drop form.

3. Submit the completed add/drop form to the Admissions and Registration office, Room A103.

The date of filing this notice is considered the official date of withdrawal in all cases.
ACADEMIC ADVISING

Individuals seeking academic advising should contact the Advising Center, CentreTech Campus A102, phone 303-360-4797, or Lowry Campus, Bldg. 903, 303-340-7090. All new, continuing, and prospective students should utilize the advising services offered at CCA. Through consistent contact with an academic advisor, a student will have the opportunity to discuss educational goals and plan a course of action that will fulfill these goals.

CONTINUING STUDENT ADVISING. Advising for continuing students in good academic standing is not mandatory, except for financial aid and international students (F1 status). All students should maintain contact with their academic advisor so that optimum benefits from their educational program can be achieved.

FINANCIAL AID STUDENT ADVISING. All students receiving financial aid are required to contact an academic advisor. Students should contact their academic advisor prior to registering for classes.

NEW STUDENT ADVISING. All new degree seeking students are required to contact an academic advisor to discuss goals and degree program requirements.

All new students are assigned an academic advisor. It is essential for the student to maintain contact with the academic advisor as he or she progresses through their educational program. Academic advisors welcome all students on a walk-in basis during business hours. For more information, call 303-360-4797.

New students are also strongly encouraged to participate in New Student Orientation available on-site and at our website located at www.cca.cocoes.edu. Here students will learn all the essentials of becoming a successful college student, find degree and certificate information, tips for success, and other important information.

Students who are enrolling in course work for job upgrade or personal development are encouraged to see an academic advisor for assistance in choosing the course that will best meet their educational goal. In addition, students have the opportunity to meet with the academic department if required.

TRANSFER STUDENT ADVISING. Students whose primary interest in attending the Community College of Aurora is to prepare for transfer to a four-year college or university should familiarize themselves with the requirements of the institution to which they will transfer. Since graduation requirements vary among institutions, it is important to obtain assistance from a CCA academic advisor in planning a transferable program of study. Transfer information is available in the Advising Center, CentreTech Campus, A102, or Lowry Campus, Bldg. 903.
ONLINE (INTERNET) LEARNING

Internet courses are taught via the world wide web and email. Most of these courses run on a semester basis; a limited number are run as condensed courses each semester. Internet courses generally do not have on-campus requirements, although they may require proctored exams. Students can obtain College Online information at www.cca.cccoes.edu. Information Sheets for Internet courses are available online at http://cs.cca.cccoes.edu/info Sheeets during registration each semester. For more information, contact the Distance Learning Team at 303-361-7362, or email DLTeam@cs.cca.cccoes.edu.

DRUG FREE CCA

The Community College of Aurora supports the efforts of local, state, and federal governments in promoting a drug free America. Drug and alcohol abuse cause numerous problems in the domestic and working worlds. The challenges faced by our country cannot be effectively dealt with unless individuals work collectively in combating the problems caused by drug and alcohol abuse. The effects of drug and alcohol abuse are most damaging to the physiological and psychological systems of the human body. Through active abuse, a person is placing harmful toxins in his/her body which can cause illness and impact one’s ability to work and function fully in society. Awareness, education, and intervention are all components of addressing the problems created by substance abuse in our communities and country.

Chronic alcohol abuse affects most major organ systems of the body, most notably the cardiovascular system and nervous system. Chronic alcohol abuse over a period of years can result in brain damage that can be irreversible. Drug abuse follows a similar pattern of degeneration of the body’s major organ systems. Both alcohol and drug abuse can lead to death and are a major cause of automobile fatalities on our roads and highways each year.

The Community College of Aurora adheres to and supports the legislation and laws enacted by the federal, state, and local governments addressing the unlawful possession, use, or distribution of illicit drugs and alcohol. Any person who is involved in these activities on campus will be prosecuted to the fullest extent of the law. Further sanction, such as suspension and expulsion from college, may be deemed necessary.

The Community College of Aurora’s mission is to provide educational opportunities for citizens of the Aurora area. The college cannot permit any individual to impede this process for the student enrolled at the college. All students, faculty, and staff of the college must abide by the laws of the state and nation; any infringement of this through the use of drugs and alcohol on campus is strictly forbidden. The college provides referral information about substance abuse for interested students, staff, and faculty. For more information about programs offered, please contact the Counseling Needs Referral Program, in Room S202, phone 303-360-4784.

FINANCIAL AID

The Financial Aid Office administers funds to assist students in meeting college costs. CCA participates in grant, scholarship, employment and loan programs funded by federal and state governments, the college, and private sources. If you meet the basic eligibility criteria listed below, you may be eligible for financial aid, regardless of your financial circumstances.

The two basic types of financial aid are scholarships and need-determined assistance. Scholarships are awarded on the basis of individual merit, achievement and/or potential. To qualify for need-determined assistance you must prove financial need using a national formula called the Federal Needs Analysis Methodology. Your aid eligibility is derived by subtracting your family contribution, calculated using the Federal Needs Analysis, from the cost of attending the college.

Apply for financial aid using the Free Application for Federal Student Aid (FAFSA) form for the current year. FAFSA forms are available at both CCA campuses. You may also apply online at http://www.fafsa.ed.gov.

All financial aid awards are contingent upon CCA's receiving adequate funding for the specific programs. Policies and procedures may change during the course of an award year as a result of regulatory changes.

SCHOLARSHIPS

Information on private scholarships is available at the Financial Aid Office. In addition, the following scholarship programs, which are funded by dollars provided by the Colorado General Assembly, are also available to CCA resident students who do not have a bachelor's degree. Applications, application deadlines and additional information are available at the Financial Aid Office, or check the CCA Web site (http://cca.cccoes.edu) for details.

Advance Scholarship – Graduates of Colorado high schools who participated in the Post-Secondary Enrollment Act at CCA may qualify for this scholarship. Students must have completed a minimum of six credit hours at CCA with a GPA of 2.5 or better.

Aurarian Scholarship – Students who are entering higher education after at least a five-year absence from any formal education may qualify for this award. This scholarship is based on the student's academic promise and goals rather than on past performance.

Colorado Scholarly – Continuing students who have a cumulative GPA of 3.25 and who have completed a minimum of 12 hours at CCA may apply for this award.
**Financial Aid Office with documentation or information needed to determine eligibility; meet other state and federal eligibility requirements**

**NOTE:** If you are currently a high school student, you are not eligible for any financial aid.

**GRANTS**

**Federal Pell Grant (PELL)** — This federal program is designed for undergraduate students who do not have a bachelor’s degree and have demonstrated need. The amount of this award is determined by a federal funding formula and the cost of education at CCA.

**Federal Supplemental Educational Opportunity Grant (FSEOG)** — This federal program is designed to be awarded first to those applicants with exceptional need.

**Colorado Leveraging Educational Partnership (CLEAP)** — State funds match federal funds available in this program. This grant is available to students who demonstrate financial need.

**Colorado Student Grant (CSG)** — This state program makes awards to Colorado residents who demonstrate financial need.

Certain tuition grants are available for special programs or circumstances:

**Senior Citizen’s Grant** — If you are a Colorado resident, age 60 or over, you are eligible for 50 percent reduction in tuition. Contact the Financial Aid Office, Room A104, at the time of registration.

**State Employees Grant** — Eligible State of Colorado employees are entitled to a 50 percent tuition grant. If you are in this category, ask your supervisor at your State Agency for more information.

**Small Business Management Program Grant.** Participants in the College’s Small Business Management program are entitled to tuition assistance. For more information, contact the Small Business Development Center, Room A201, phone (970) 360-4745.

**WORK-STUDY.** Federal (FWS) and State (CWS) Need-Based College Work-Study Programs - CCA participates in two work-study programs with award amounts based on the applicant’s documented need. These programs provide employment opportunities that enable students to earn money to fund their education. To the extent practical, CCA will attempt to provide employment that complements and reinforces the educational and vocational career goals of each student. Students’ earnings are restricted to the amount of their award.

**Colorado No-Need Work-Study Program (CONN)** — The state provides limited funds for employment of students who do not necessarily have a financial need. Applicants must be Colorado residents for tuition purposes.
Students' earnings are restricted to the amount of their award. Students should submit a written request for these funds to the appropriate financial aid office (a FAFSA is not required).

**MAINTAINING ELIGIBILITY**
To maintain eligibility for financial aid, you must comply with the federal, state, institutional and/or donor rules and regulations that apply to the financial aid awards. You must continue to meet eligibility criteria, and must reapply for financial aid in a timely manner each academic year. Note: To qualify for state financial aid during your second year of study, you must have completed any required remedial coursework during your first 30 hours of enrollment.

If you are receiving need-determined financial aid, you must maintain satisfactory, measurable progress each semester. To remain in good standing, you must complete at least 80 percent of the credit hours for which you register each semester, and must maintain a cumulative grade point average of 2.0. Financial aid is only available for one and one-half (1.5) times the program length specified in this catalog. Credit hours attempted while not receiving aid will also be counted toward the overall time limitations.

If you do not maintain satisfactory progress, you will be put on financial aid probation, and may be suspended from financial aid programs if your academic progress does not improve. Refer to the Financial Aid Handbook, 2002-2003, for the complete policy and your responsibilities in this area.

If you withdraw, drop or change from credit to audit status, you may be required to repay a portion of the financial aid you received. Check with the Financial Aid Office before changing your enrollment status.

**ADDITIONAL INFORMATION**
Further information about financial aid scholarships and loan applications, rules and regulations governing programs, application procedures and payment procedures is presented in the Financial Aid Handbook, 2002-2003. This document is available from the Financial Aid Office and the CCA Web site.

**resources for students with disabilities**

- Accessible Classrooms
- Job Search Skills
- Career and Academic Advising
- Notetaking
- Community Resources
- Referral Readers
- Assistive Computer Technology Training Classes
- Equipment Loan
- Study Skills Assistance
- Schedule Planning
- Textbook Recording
- General Advocacy
- Interpreting for the Deaf
- FM System for Hard of Hearing
- Tutoring

To request an accommodation, contact the Accessibility Coordinator at your earliest convenience.

The Accessibility Service office is in the Learning Resource Center (LRC) on the CentreTech campus. The telephone number is 901-361-7395.

Services are free for students with physical disabilities (including a temporary disability), health conditions, learning differences, or emotional problems requiring specialized support.
HYBRID CLASSES

Hybrid classes have an onsite, classroom component as well as an online, distant component that may involve instructional use of the internet, field study, or research. Such classes are designed to add flexibility to a student's schedule by providing an alternative way to access courses. Some hybrid classes allow faster completion of degrees and certificates. Students must attend the first onsite class session to obtain information about additional class sessions and about completing course requirement in the hybrid format. Consult the Schedule of Classes for a complete list of hybrid classes and onsite meeting dates.

INSCAPE

Inscape is CCA's literary and arts magazine. Inscape is published every spring and showcases poetry, fiction, short essays, photography, artwork and cartoons by students, faculty, and staff of CCA. Submissions are accepted all year by the Humanities, Fine Arts, and Social Sciences Division.

LEARNING RESOURCE CENTER (LRC)

The Learning Resource Center provides students instructional support activities that enhance their educational experience at CCA. Services include tutorial support in mathematics, English, vocational courses and the sciences. A computer lab, including word processing equipment, is available to students at no cost throughout each semester. Students can also use the Learning Resource Center for study groups, quiet study, and to utilize reserved study materials. Services offered at the LRC are described below.

SKILLS DEVELOPMENT. Students who need to refresh their study skills (including time management, note-taking, listening, and test-taking) can join one of the scheduled workshops or request individualized assistance. The LRC also offers a variety of small group workshops to assist students who are unfamiliar with using word processors or who are interested in the Internet as a tool for research.

ASSESSMENT/COURSE PLACEMENT.

The college assists students in making course and educational program decisions through assessment and advising. Students who take the assessment will be able to determine their current academic skills in reading, math, and English. By using the results of the assessment and working with an academic advisor, an educational plan is developed in order to enhance success. Course placement is mandatory and it is the student's responsibility to enroll in appropriate developmental coursework before completing thirty credit hours at CCA. In addition, developmental courses may be taken at any Community College of Colorado. Visit www.rightchoice.org for information. All new, first-time students enrolling in degree programs or in English or math courses, and financial aid students are required to complete the assessment.

In accordance with SP 9-41, students who have met the following conditions are not required to complete the assessment:

1. Documentation of ACT or SAT (college entrance examinations) scores taken within the last five years. Listed below are the minimum scores accepted for college level course placement.
   ACT English: 18 Math: 19 Reading: 18
   SAT Verbal: 450 Math: 440

2. Documentation showing completion of a college level English and mathematics course with a grade of "C" or higher.

3. Documentation showing completion of an Associate degree or higher at a regionally accredited institution.

4. Taking classes for employment.

5. Not planning to enroll in an English or math course.


Assessment is part of the advising process and educational planning. Plan to spend approximately 60-90 minutes taking the assessment. Refer to the Schedule of Classes for times or call 303-360-4736 for additional information.

CAREER DEVELOPMENT CENTER. The Community College of Aurora offers career planning and exploration for students seeking assistance with employment and/or the development of career goals. DISCOVER, a computer-based interest inventory, helps students with career choices. Career counseling, workshops, and courses are offered each semester and will assist the student interested in exploring and developing skills that will enhance employability. Also provided free of charge, is the Colorado Career Information System (CCISIS). CCISIS is a self-directed, computerized career planning and information program.
providing job descriptions, work settings, wages, hiring requirements, and employment outlook. Job fairs and career showcases in several occupational and professional areas are offered to aid students with networking in their field. Local businesses, agencies, and firms participate. The Career Development Center is located in the Learning Resource Center (LRC), phone 303-360-4835. The Center offers a variety of career search tools. The Center posts job openings (full and part-time) which are updated daily. Although placement is not guaranteed, the college tries to assist its students and graduates with employment opportunities. Students wishing to utilize this service should stop by the Learning Resource Center, Room S202, or phone 303-360-4835.

GED Test Candidates. The GED pre-test is offered to provide information indicating readiness for the official GED examinations. There is a $5.00 charge for the pre-test. Referrals to GED preparation programs and testing centers are available.

Internet Classes. Students who are enrolled in internet classes may take exams in the Learning Resource Center. Students should refer to the course information sheets at http://oa.cca.ccc.coes.edu/infosheets for details.

Resources for Students with Disabilities. The Community College of Aurora is committed to providing equitable opportunities for all students. The Accessibility Services office provides numerous support services to students with disabilities. All services are provided on an individual basis by identifying a student's needs and then working to meet those needs. The Computer Access Center offers students training using computer-adapted technology. Adaptive technology is any device that assists a person with a disability with his/her work, personal, and educational life. Reasonable accommodations will be provided upon request for persons with documented disabilities. To arrange for an accommodation, please make an appointment with the Accessibility Services Office at least three weeks prior to the time when you will need the service. The Accessibility Services Office is located in the Learning Resource Center, Room S202, phone 303-361-7395 (V/TDD).

Testing. The Testing Center delivers tests for the Distance Learning courses, outside exams classroom make-up, CLEP, Dantes, and the pre-GED. The Testing Center is in the Learning Resource Center, CentreTech Campus, S202, 303-340-7542.

Tutoring. The Tutoring Program is located in the Learning Resource Center (LRC). Free tutoring is provided in math, writing, accounting, computers, and chemistry to registered CCA students. For a schedule of tutoring times or for information, call the Learning Resource Center at 303-360-4736, or stop in the LRC, Room S202.

Library Services
By special contractual agreement, the Aurora Public Library (APL) maintains the Community College of Aurora Library. Students are served at two primary locations, the Aurora Public Central Library, located one-half mile from the college at 14949 East Alameda Parkway, and the Instructional Resource Center (IRC), located in the Learning Resource Center, on the CentreTech Campus. Limited services are also available at the Lowry Instructional Resource Center, located next to the One-Stop Student Services Center in Building 903. All CCA students can obtain an APL library card and check out materials from any APL library.

The IRC offers video and audio tapes, reference books, and print periodicals. It also offers online access from CentreTech Campus, Lowry Campus, and off-campus to the Aurora Public Library (APL) and other online library catalogs as well as to several online full text periodicals and reference resources to which the college subscribes. APL offers access to several additional subscription online resources. The IRC's location in the Student Center features an electronic library offering Internet access to subscription online resources as well as to publicly accessible resources on the World Wide Web. Students can receive assistance in using all types of online resources in the IRC.

Phi Theta Kappa
Students who have obtained both a cumulative grade point average of 3.5 and have completed at least 12 credit hours at CCA are encouraged to consider membership in Phi Theta Kappa, the international community college academic honorary society. The Phi Theta Kappa Alpha Pi Pi Chapter is committed to community service work and to developing special programs that further enhance students' knowledge of our community, nation, and world. Any student interested in receiving information about Phi Theta Kappa should contact Student Life at 303-360-4781 or the Phi Theta Kappa hotline at 303-360-4719 x5703.
RESIDENCE HALL

The Community College of Aurora makes available residence hall rooms at the college's Lowry campus location. Located minutes from the CentreTech Campus and downtown, the Residence Halls at Lowry are a perfect place to study and live. Residence hall living gives you real-life experience. You learn how to live, study and work with people from diverse backgrounds as well as develop long-lasting friendships.

Each suite contains two single rooms divided by a shared bath (single sex units). Each room has its own sink and vanity. Furniture includes a single bed (twin), nightstand, two large wardrobes/storage lockers, student desk and chair. Students also get a choice of meal plans, free on-site parking and secured entries.

See the Admissions & Records office or Lowry Student Services, Bldg. 901, for information, costs, and to pick up an application.

SAFETY

Vital within the instructional program is concern for safety. Instructors ensure that safety procedures are included in the curriculum and are followed in practice. When appropriate, students are familiarized with the importance, content, and location of Material Safety Data Sheets (MSDS). It is the responsibility of all persons to practice appropriate safety measures. In the event of an injury, during instruction or at any time on campus, the injured party must report the nature of the incident and the manner in which it was handled. This first report is to be filed in the Personnel Office, Room A201, with a copy to the facilities manager, Room A107.

The college supports and complies with the Student Right-to-Know and Campus Security Act, as amended in 1991. The college will publish and distribute information on campus security, the college's relationship with the Aurora Police Department, and occurrences of crime on campus.

SERVICE MEMBERS OPPORTUNITY COLLEGE

The Community College of Aurora is a member of the Service Members Opportunity College (SOC). SOC is a consortium of national higher education associations and 569 institutional members that function in cooperation with the Department of Defense and military services to help meet the voluntary higher education needs of service members. As a member of SOC, the Community College of Aurora subscribes to principles and criteria to ensure that high-quality academic programs are available to military students.

STUDENT DIVERSITY PROGRAMS

The college strongly supports diversity among students, staff, and faculty. Student diversity programs offer students academic, career, social, and cultural experiences at the college. This program works in conjunction with the Student Government Program Board in planning activities that celebrate diversity and discussion of the needs of individuals with differing backgrounds. For more information about this program, please contact the Student Life Office, 303-360-4781, Room S101.

STUDENT GOVERNMENT ASSOCIATION

The purpose of the Student Government Association is to provide a means of organized student expression in CCA affairs, activities and policies. They coordinate and regulate student activities and funds in the interests of the student body. SGA works with new and existing clubs and organizations to arrange publicity and campus events. Serving as the chief representative body of students at CCA, SGA provides a forum for discussion between students, and administration. Any student, administrator, or faculty member may attend meetings and take part in discussion. For more information on SGA events, discussion, and planning contact the Student Centre, Room S101B, 303-360-4726 or 303-360-4781.

WEEKEND COLLEGE

CCA students may complete some degrees and certificates by attending classes only on weekends. Weekend College classes are intended for students who may not be able to attend classes on weekdays as well as for those who may wish to complete a degree or certificate in a shorter period of time. Classes in the Weekend College may not meet every weekend. Students should attend the first class for information about additional class sessions and about completing requirements in the weekend format. Consult the Schedule of Classes for a complete list of Weekend College classes and meeting dates.
<table>
<thead>
<tr>
<th><strong>BLACK STUDENT ALLIANCE</strong></th>
<th><strong>HIGHLINE CHRONICLE</strong></th>
<th><strong>MEN’S BASKETBALL TEAM</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>BSA is an alliance of progressive-minded students working together to promote excellence, unity, and respect among the black student body. BSA also acts as a support network for academic, personal, and professional pursuits and varied interest levels for all students.</td>
<td>The Highline Chronicle is CCA’s student newspaper. The Chronicle seeks to provide CCA’s students and the college community with all forms of news, organized student expression, and various educational experiences. Submit articles for publication in the office at the Student Centre, Room S101C.</td>
<td>The men’s basketball team competes regularly against other community colleges and city leagues. They practice weekly at North Middle School. The team is competitive and welcomes new players or a cheering section.</td>
</tr>
<tr>
<td><strong>BUSINESS CLUB</strong></td>
<td><strong>ICE HOCKEY</strong></td>
<td><strong>PHI THETA KAPPA</strong></td>
</tr>
<tr>
<td>The Business Club in conjunction with DIA Rotary provides a forum for students interested in Management, Marketing, and Business. They strive to provide learning experiences in business and enhance communication among students and the business community through participation in forums, seminars, guest speaker events, and service projects.</td>
<td>The Community College Icemen is a coed inter-college group of students interested in playing ice hockey. They practice at Big Bear Ice Arena and play in the City Ice Hockey League.</td>
<td>Phi Theta Kappa is the international honor society of two-year colleges. Alpha Pi Pi provides a means for scholars with high academic achievements to share their knowledge in the college. Students who have achieved a cumulative grade point average of 3.5 and above have completed at least 12 credit hours at CCA are invited to join.</td>
</tr>
<tr>
<td><strong>CAMPUS CRUSADE FOR CHRIST</strong></td>
<td><strong>INTERNATIONAL STUDENT ASSOCIATION</strong></td>
<td><strong>TENNIS CLUB</strong></td>
</tr>
<tr>
<td></td>
<td>ISA encourages positive interaction among international students and the campus community. ISA assists international students adjust to life</td>
<td>The tennis club encourages students to participate in physical</td>
</tr>
</tbody>
</table>
COMMUNITY SERVICES

The Community College of Aurora is proud to offer services to the community. The following programs are available to area businesses, non-profit organizations, and other groups.

CUSTOMIZED & CONTRACT TRAINING AND EDUCATION PROGRAMS. The Center for Workplace Training & Development office delivers education and services directly to local businesses and industries. Employers contract for instructional credit or non-credit programs that are customized for their work force. Non-instructional services include company and employee assessment, grantsmanship, and technology transfer. This office works with local economic development agencies to attract and retain business in the area.

For public and nonprofit agencies: This office also customizes training and educational programs for public and non-profit agencies. It specializes in boardsmanship and community leadership training as well.

SMALL BUSINESS.
The Small Business Management program (SBM) is designed specifically for small business owners or operators. Instruction takes place at the business site where a team of instructors makes periodic visits and customizes the instruction to meet the needs of the business. This one-year program begins with a thorough analysis of the business and features additional seminars on business-related subjects. The customized, individualized approach delivers instruction in accounting, management, marketing, and computers.

Small Business Development Center (SBDC). The Small Business Development Center combines the resources of federal, state, and local governments with those of the educational system and the private sector to meet the specialized and complex needs of the small business community. Management, financial, and marketing experts work in partnership to provide the entrepreneur with crucial information that can mean the difference between success and failure.

The Aurora Small Business Development Center is located in the Original Aurora district at 9905 East Colfax Avenue, Aurora, Colorado 80010. Phone: 303-341-4849; fax: 303-361-2953. The college also offers services at the Douglas County Small Business Development Center at 420 Jerry Street, Castle Rock, Colorado 80104. Phone: 303-814-0936; fax: 303-688-2688.
BUSINESS CAREER SERVICES
The college's Career Development Center helps match prospective employees with local businesses. The center keeps a databank of more than 1,000 job listings which are available to CCA students and alumni.

Businesses wishing to list jobs with the Career Development Center can call in a request to 303-360-4835, or fax a request to 303-360-4791.

The Career Development Center also keeps listings for internship opportunities for current students. Internship programs allow students to receive on-the-job training and experience while earning college credit. For more information on listing an internship, call 303-360-4835.

SERVICE LEARNING PROGRAM
The Service Learning Program supports opportunities for students to help strengthen their academic work and to better prepare them to pursue their educational and career goals. Service Learning is a unique way for students to gain real world experience while promoting and deepening their understanding of concepts discussed in courses. Students work on a variety of projects appropriate to their needs and designed to fit their schedules. Schools, non-profit organizations,
**STUDENT LOAD/CREDIT HOURS.** A student can complete a degree 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 following is a guide for fall and spring semesters used for tuition, financial aid, and veterans benefits purposes:

- **Full-time:** 12+ credit hours
- **Three-quarter time:** 9 - 11 credit hours
- **Half-time:** 6 - 8 credit hours

(Note: Veterans should consult the veteran’s advisor in the Advising Center.)

**CCA EXPECTATIONS FOR STUDENT PERFORMANCE.** In order to help ensure success in college-level courses, students should have developed basic skills in reading, writing, and mathematics. If the required assessment process indicates that a first-time freshman student does not have the necessary English, reading or mathematics skills to succeed in college-level work, the student must undertake pre-college level work in these areas. The work must be successfully completed within the first 30 semester hours. Although students receive grades and earn credit for pre-college level work, the credit does not apply toward the completion of a degree.

Students are expected to acquire knowledge and skills in communications, literature, humanities, mathematics and in physical, natural, and social sciences by successfully completing general education courses required in each program. Also, students are expected to gain specialized knowledge and skills in courses which relate directly to their field of study or occupational area.

This catalog states the purpose of each degree and certificate program as well as course requirements (see “Degree Policies and Procedures” page 31.) Academic advisors are available to assist students in making program choices to achieve their educational goals. This catalog also informs students about course content (see “Course Descriptions,” page 56). Instructors inform students about course objectives, assignments and grades. Students are expected to achieve satisfactory course grades and to make reasonable progress toward their goals (see “Academic Standards, Information & Policies” p. 23).

CCA conducts surveys and studies to measure student progress toward goal achievement both during the CCA experience and following the program of education at CCA. These studies have as their aim the improvement of the college's educational programs. Students are urged to cooperate by participating in these studies and surveys.

**INSTRUCTIONAL POLICY ON ACADEMIC DISHONESTY.**

Academic dishonesty includes cheating and plagiarism. Cheating is the unauthorized use of assistance with an intent to deceive an instructor or any other individual responsible for evaluating a student’s work. Note the following examples:

1. Submission of any materials not prepared by students but presented as their own.
2. The unauthorized possession and/or use of notes, books, or the soliciting of assistance from another student during an examination.
3. Illegitimate possession or disposition of examination or test materials and/or answer keys to tests and examinations.
4. Plagiarism refers to the use of another person’s work without giving proper credit to that person. A student must give proper credit through the use of appropriate citation format when (a) copying verbatim another person’s work, i.e., words, phrases, sentences, or entire passages; (b) paraphrasing another person’s work, i.e., borrowing but rewording that person’s facts, opinions, or ideas; and (c) summarizing another’s work, i.e., use of one’s own words to condense longer passages into a sentence or two.

**CONSEQUENCES OF ACADEMIC DISHONESTY.** When dishonesty is evident, the following minimum sanctions will be applied:

1. First offense: The student will receive an “F” or “Zero” as the grade for the assignment. In addition, the first incident may result in the loss of testing privileges in the Learning Resource Center for the current and next semester in which the student is enrolled in the college.
2. Second offense: The student may receive an “F” for the course and may be expelled from the class. Also, a second offense may result in permanent loss of testing privileges in the Learning Resource Center.
3. Third offense: The student may receive an “F” for the course and may be expelled from the college.

**PROCEDURES FOR REPORTING ALLEGED DISHONESTY.**

1. The instructor or LRC proctor who suspects a student of dishonesty must notify the student as quickly as possible after the alleged infraction. The instructor or LRC proctor shall collect all pertinent materials. The LRC proctor will not make any decisions regarding the suspected dishonesty incident but will report it to the instructor. The instructor will discuss the suspected incident with the appropriate dean. If the instructor and dean jointly decide that there is sufficient evidence to substantiate the allegation, the dean will report the incident to the Vice President for Instruction.
2. The student will be notified in writing by the Vice-President for Instruction. The Vice-President’s letter will include a description of the student’s appeal rights. Copies of the letter will be sent to the
appropriate dean, the instructor, and the LRC director (if appropriate).

3. A student may appeal the cheating allegation according to the Community College of Aurora Policy/Procedure No. 230, "Student Academic Appeals."

**STUDENT GRIEVANCE AND APPEAL PROCESS**

Student Grievance and Appeal procedures concerning grades and other academic matters are available in the office of the Vice-President for Instruction, on the CentreTech Campus, A200. Appeal procedures for disciplinary actions are available in the Vice-President for Student and Enrollment Management Services office, A105. Appeal procedures for financial aid are available in the Financial Aid office, Room A104. Appeal procedures for tuition refunds and residency are available in the Admissions and Registration office, Room A103.

**STUDENT CODE OF CONDUCT**

Upon enrolling at the college, you assume an obligation to conduct yourself in a manner compatible with the college's function as an educational institution. CCA expects each student to obey the federal, state, and municipal laws as well as college regulations. Any act which interferes with the learning process, rights of others, disrupts or impairs the normal functioning of the college, damages or destroys property, or impairs health or safety is grounds for suspension or expulsion from the college. If you neglect or ignore this responsibility, the college must, in the interest of fulfilling its function, institute appropriate disciplinary action.

Specific misconduct which may be subject to disciplinary action includes, but is not limited to the following:

1. Dishonesty in any aspect of coursework, to include cheating, plagiarism, or knowingly furnishing false information to the college.
2. Forgery; alteration; or misuse of college documents, records, identification educational materials, or college property.
3. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other authorized activities on college premises.
4. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health and safety of any person on college-owned or controlled property or at college-sponsored or supervised functions.
5. Theft of, misuse of, or damage to property on the college premises or at authorized college functions.
6. Unauthorized entry to or use of college facilities; unauthorized use of college equipment.
7. Unauthorized or fraudulent use of the college facilities, telephone system, mail or e-mail systems, or entry into, or alteration of any college computer records.
8. Use of, being under the influence of, possession of, or distribution of alcohol or illegal or dangerous drugs on campus, at college-sponsored functions, and in state-owned or leased vehicles, except as expressly permitted by law and college regulations.
9. Engaging in individual or group conduct that is a criminal act, violent, abusive, indecent, unreasonably loud, or similar disorderly conduct that infringes upon the privacy, rights, or privileges of others or disturbs the peace or the orderly process of education on campus or at college-sponsored or supervised functions, or aiding, abetting, or procuring another person to engage in the aforementioned activities.
10. Failing to settle any debts with the college or any agency associated with the college and/or delivering any check to the college that is not supported by sufficient funds or is deemed worthless.
11. Condoning any act by another student that violates college policy. Students witnessing any such acts are required to report them to the proper authorities. Confidentiality of the identity of the student reporting violations will be maintained.
12. Unauthorized representation or contracting in the name of Community College of Aurora. (A student may not claim to be an official representative of the college or any commercial purpose.)
13. Acts of abusive speech or writing that exposes any individual or group to hatred, contempt or ridicule, and thereby injures the person, property or reputation of another.
14. Dress that fails to meet the established safety or health standards of specific classes on college-owned or controlled property or at college-sponsored activities.
15. Engaging in any kind of hazing action or situation on or off campus that endangers the mental or physical health or safety of a student for the purpose of initiation or admission into, affiliation with, or participation in any student organization.
16. Unauthorized distribution or sale of goods on campus.
17. Failure to comply with reasonable requests and orders by authorized college officials or representatives acting on behalf of the college. (This requirement includes reasonable requests for students to meet appointments in administrative offices and at disciplinary investigations or hearings.)
18. Violations of college policies or state/local laws regarding parking.
19. Unauthorized presence of pets on campus.
20. Smoking in classrooms, elevators, or in any designated non-smoking area and in areas where smoking violates state law.
21. Illegal possession and/or sale of property. (Students involved are subject to college disciplinary action as well as arrest and prosecution by legal authorities. Students are required to make full restitution.)
22. Operation of any motorized or non-motorized vehicle (including skateboards, roller skates, and bicycles) in any location or at times which, at the discretion of campus officials, constitute a pedestrian or motor traffic hazard, or which imperil the health and safety of a person or property on the campus.

23. Possession or use of firearms, explosives, dangerous chemical, or other weapon on campus or at college-sponsored activities except as permitted by law and college regulations. (Weapons are defined as firearms, knives, explosives, inflammable materials, or any other items that may cause bodily injury or damage to property.)

24. Unacceptable uses of any college-owned computing equipment and/or network including but not limited to: any use of computers that creates an intimidating, hostile or offensive environment; knowingly spreading computer viruses; sending harassing, intimidating, offensive, and/or threatening messages; reporting personal communications without the author's consent; copying protected material in violation of copyright law; using the network for financial gain, commercial activity, or illegal activity; accessing the network using another individual's account; downloading, loading or executing software with appropriate authorization; any other attempt to compromise network integrity.

25. Leaving children unattended or unsupervised in campus buildings or on campus grounds can constitute child abuse or child neglect (as outlined in the Colorado Child Protection Act of 1975). Children may be permitted in class only with the instructor's permission and with the understanding that the child's presence will not be disruptive or unduly distracting.

26. Influencing or attempting to influence any employee or student of the college by offering favors, including sexual favors, bribes or threats.

27. Engaging in behavior which may constitute sexual harassment such as sexually suggestive looks, comments or gestures, prolonged staring, sexual teasing or jokes, pressure for dates; sexually demeaning comments; deliberate touching, cornering, pinching; attempt to kiss or fondle; pressure for sex; requests for sex in exchange for grades or favors, or to avoid poor grades or suspension; other actions of sexual nature which interfere with school performance or create an intimidating, hostile or offensive learning environment.

28. Knowingly pursuing malicious, frivolous or fraudulent charges against a student or staff member without cause.

29. Failure to immediately, or as soon as reasonable, report to a CCA Public Safety officer and/or a college official or representative any accident involving injury or property damage, a crime, or a clear violation of school regulations, whether witnessed, or as a party to the incident, on any college-owned or controlled property, or at any college-sponsored or supervised function whether as a student or employee.

SEXUAL HARASSMENT. Sexual harassment is a violation of federal law, a violation of professional ethics, and a form of discrimination. It is the policy of the Community College of Aurora that unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunity; (2) submission to or rejection of such conduct by an individual is the basis for employment or educational decisions affecting such individuals; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work or educational performance, creating an intimidating, hostile, or offensive working or learning environment. Such conduct will not be tolerated. Substantiated charges will result in disciplinary action which may include expulsion. Questions or complaints should be directed to the Director of Personnel, CentreTech Campus, A201. Care will be taken to keep the accusations as confidential as possible.

DISCIPLINARY ACTIONS. The Vice-President for Student and Enrollment Management Services is responsible for investigating any allegations of student misconduct and may take disciplinary action against a student. However, before any action is taken, the accused student is afforded procedural due process to insure that the student's rights are protected. This due process requires that the student be informed of the nature of the charges, be given a fair opportunity to refute them, and be afforded an opportunity for appeal.

A copy of the CCA Grievance and Disciplinary Procedures can be obtained from the Vice-President for Student and Enrollment Management Services, CentreTech Campus, A105, or in the Student Handbook.

TRANSFERABILITY OF CCA CREDIT TO FOUR-YEAR INSTITUTIONS

The Community Colleges of Colorado system has developed a core curriculum that meets the general education requirements for arts and sciences at public four-year colleges and universities in the state. The core curriculum fulfills the general education requirements for the Associate of Arts and Associate of Science degrees at CCA. (See the "Degree Policies and Procedures" page 32).

Students whose primary interest in attending the Community College of Aurora is to prepare for transfer to a four-year college or university should familiarize themselves with the requirements of the institution to which they will transfer. Since graduation requirements vary among institutions, it is important to obtain assistance from a CCA academic advisor in planning a transferable program of study.
LEVEL OF SECURITY. The Community College of Aurora will strive to make its facility a reasonably secure place for all members of the campus community. The Community College of Aurora provides its students and employees with a level of security equal to that afforded similar activities throughout the community.
## LAW ENFORCEMENT EMPHASIS

**Basic Law Enforcement Training Academy**. The Basic Law Enforcement Training Academy is certified by the Colorado Peace Officers Standards and Training (POST) Board. Individuals desiring this POST course of study must file an application with the Academy director before registering. Colorado State law requires that Academy students meet specific guidelines prior to admission. Graduates of the Aurora Police Academy and the Basic Law Enforcement Training Academy will receive credit for the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 128</td>
<td>Police Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 140</td>
<td>Medical First Response for Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 194</td>
<td>Law Enforcement Physical Fitness</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 214</td>
<td>Colorado Revised Statutes</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 240</td>
<td>Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 246</td>
<td>Traffic Investigation &amp; Management</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 247</td>
<td>Firearms</td>
<td>2</td>
</tr>
<tr>
<td>CRJ 248</td>
<td>Arrest Control</td>
<td>2</td>
</tr>
<tr>
<td>CRJ 249</td>
<td>Driving</td>
<td>1</td>
</tr>
<tr>
<td>CRJ 252</td>
<td>Basic Law Enforcement Training Academy</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Basic Law Enforcement Training Academy</td>
<td>30</td>
</tr>
</tbody>
</table>

**Criminal Justice Degree, Law Enforcement Emphasis, Total Credits** 81

### VICTIM ADVOCACY SERVICES EMPHASIS

Vicin Advocacy Services involves the provision of immediate and long-term assistance in addressing the information, education, advocacy, support, and referral needs of individuals whose lives have been impacted by crime, either directly or indirectly. This emphasis area is designed to prepare students to work in a variety of positions in law enforcement, courts, corrections, and human services agencies and/or related programs.

<table>
<thead>
<tr>
<th>Emphasis Requirements (12 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 165</td>
</tr>
<tr>
<td>CRJ 169</td>
</tr>
<tr>
<td>CRJ 180</td>
</tr>
<tr>
<td>CRJ 229</td>
</tr>
</tbody>
</table>

**Victim Advocacy Services Emphasis** 12

### Children’s Advocacy (6 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 153</td>
<td>Violence Against Children</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 216</td>
<td>Juvenile Law and Procedure</td>
<td>3</td>
</tr>
</tbody>
</table>

**Children’s Advocacy Concentration Credits** 6

| Emphasis, Children’s Advocacy Concentration, Total Credits | 69 |

### Adult Advocacy (6 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRJ 151</td>
<td>Domestic Violence</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 152</td>
<td>Sexual Assault</td>
<td>3</td>
</tr>
<tr>
<td>CRJ 218</td>
<td>Addictive Processes</td>
<td>3</td>
</tr>
</tbody>
</table>

**Adult Advocacy Concentration Credits** 6

| Emphasis, Adult Advocacy Concentration, Total Credits | 69 |

### EARLY CHILDHOOD PROFESSIONS

The Early Childhood Professions program is designed to meet the vocational needs of people, who are seeking employment or, who are already employed in the early childhood field. Colorado Department of Human Services, Division of Child Care licensing requirements can be met upon completion of selected courses. The program emphasis is on children ages 8 and under.

**EARLY CHILDHOOD PROFESSIONS AAS DEGREE**

#### General Education Requirements

- English (4 credits)
  - ENG 121 English Composition I
  - ENG 188 English Composition I or
  - ENG 217 Business Communication & Report Writing
  - ENG 288 Business Comm & Rep Writ Practicum

- Mathematics or Science (3 credits)
  - Choose from the following: Astronomy, Biology, Chemistry, Geology, Mathematics 121 or higher, Physics 105 or higher

- Social and Behavioral Sciences (6 credits)
  - PSY 103 General Psychology
  - SOC 101 Intro to Sociology
  - Choose from the following: Art, Communication, Humanities, Foreign Language 111 or higher, Journalism, Literature, Music, Philosophy, Speech, Theatre

- Additional General Education Requirements
  - Select from any courses above. Science (SCI) and Women's Studies (WMS) numbered 103 or higher may be counted as electives.

**General Education Credits** 19

#### Degree Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECP 101</td>
<td>Intro to Early Childhood Professions</td>
<td>3</td>
</tr>
<tr>
<td>ECP 102</td>
<td>Intro to ECP Lab Techniques</td>
<td>1</td>
</tr>
<tr>
<td>ECP 148</td>
<td>Guidance Strategies for Children</td>
<td>3</td>
</tr>
<tr>
<td>ECP 202</td>
<td>Practicum II: Teaching in the Child Care Environment</td>
<td>3</td>
</tr>
<tr>
<td>ECP 203</td>
<td>Practicum III: Advanced Educational Internship</td>
<td>3</td>
</tr>
<tr>
<td>ECP 205</td>
<td>Nutrition, Health &amp; Safety for the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>ECP 287</td>
<td>Exceptional Child: Integrated Setting</td>
<td>3</td>
</tr>
<tr>
<td>ECP 214</td>
<td>Language and Cognition for the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>ECP 227</td>
<td>Curriculum Development: Methods &amp; Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ECP 215</td>
<td>Creativity and the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>ECP 216</td>
<td>Administration: Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>ECP 226</td>
<td>Administration of Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>ECP 228</td>
<td>Child Development</td>
<td>3</td>
</tr>
</tbody>
</table>

**Required Degree Credits** 36

#### Degree Electives (8 credits)

Choose eight from any ECP course listed in this catalog. Early Childhood Professions Elective Credits 8

**EARLY CHILDHOOD PROFESSIONS DEGREE, TOTAL CREDITS** 83
EQUIPMENT AND TRANSPORTATION/TECHNOLOGY

Service Technicians are equipment experts responsible for diagnosing problems, finding solutions, and performing the necessary service or repairs on the equipment. They use cutting-edge diagnostic maintenance systems, advanced technologies, and high-tech tools to service machines and engines in a variety of industries. Students interested in this program should choose degree requirements in consultation with the department chair.

EQUIPMENT AND TRANSPORTATION TECHNOLOGY: SERVICE TECHNICIAN AAS DEGREE

General Education Requirements

ENG 131  Technical Writing ........................................... 3
ENG 188  Technical Writing Practice .................................. 1
MATH 131  Technical Mathematics ..................................... 3
SPE 125  Interpersonal Communication ............................. 3
CIS 105  Introduction to the PC ........................................ 1
CIS 115  Introduction to Computer Information Systems .......... 3
CIS 168  Introduction to GIS Practice .............................. 1
Choose a general education elective ................................... 3
General Education Credits ........................................... 18

Degree Requirements (50 credits)

CIS 168  Shop Safety ....................................................... 2
ETT 111  Preventative Maintenance .................................... 2
ETT 121  Basic Electrical Systems .................................... 2
ETT 131  Basic Hydraulics Systems .................................... 2
ETT 151  Power Train ....................................................... 3
ETT 185  Internship I ..................................................... 3
ETT 221  Basic Electrical Systems .................................... 6
ETT 222  Basic Electrical Systems .................................... 6
ETT 231  Advanced Hydraulic Systems ............................... 6
ETT 241  Advanced Hydraulic Systems ............................... 6
ETT 251  Advanced Drive Train Systems ............................. 6
Degree required credits ................................................. 47

EQUIPMENT AND TRANSPORTATION TECHNOLOGY: SERVICE TECHNICIAN TOTAL CREDITS ........................................ 65

EQUIPMENT AND TRANSPORTATION TECHNOLOGY:

FILM/VIDEO TECHNOLOGY

The Film/Video Technology program is designed for students seeking professional preparation for careers in Film, Video, and related industries. Upon completion of degree requirements students will be prepared for employment in the television, industrial video, network, cable, and internet production, commercial production, educational video, and feature film production industries.

FILM/VIDEO TECHNOLOGY AAS DEGREE

General Education Requirements

• English (4 credits)
  ENG 121  English Composition I .................................... 3
  ENG 188  English Composition I Practice .......................... 1

• Mathematics (4 credits)
  MATH 121  College Algebra .......................................... 4

• Arts, Humanities, Social Science (6 credits)
  SPE 115  Principles of Speech Communication .................... 3

Choose two of the following:
  ART 110  Art Appreciation .......................................... 3

HIS 102  Western Civilization II .................................... 3
PHI 111  Introduction to Philosophy .................................. 3
THE 111  Acting I ......................................................... 3

General Education Credits ........................................... 17

VIDEOGRAPHY/CINEMATOGRAPHY EMPHASIS

FVT 105  Video Production ............................................. 3
FVT 117  Understanding the Actor’s Process ....................... 3
FVT 150  Development of Film Expression .......................... 3
FVT 153  Intro to Film Production .................................... 3
FVT 155  Writing the Short Script .................................... 3
FVT 160  Video Post Production ....................................... 3
FVT 185  Documentary Film & Video .................................. 3
FVT 200  Video Production II .......................................... 3
FVT 205  Film/Video Camera Equipment & Techniques ............. 3
FVT 208  Film/Video Lighting & Grip .................................. 3
FVT 209  Production Management Techniques ....................... 3
FVT 215  Video Post Production II .................................... 3
FVT 220  Film Production .............................................. 3
FVT 285  DVD Studio Pro ............................................... 3
FVT 297  Cooperative Education ....................................... 3

Video/Photography Emphasis Required Credits .......................... 45

VIDEO POST-PRODUCTION EMPHASIS

FVT 105  Video Production ............................................. 3
FVT 150  Development of Film Expression .......................... 3
FVT 155  Intro to Digital Editing ...................................... 3
FVT 200  Video Production ............................................. 3
FVT 208  Sound for Film & Video ...................................... 3
FVT 209  Production Management Techniques ....................... 3
FVT 215  Video Post Production ....................................... 3
FVT 254  Digital FX for Post ........................................... 3
FVT 265  Motion Graphics for the Web: Flash ....................... 3
FVT 265  DVD Authoring: DVD Studio Pro ......................... 3
FVT 285  DVD Authoring: DVD Studio Pro ......................... 3
FVT 297  Cooperative Education ....................................... 3

Video Post-Production Emphasis Required Credits .............. 45

FILM/VIDEO TECHNOLOGY DEGREE, VIDEOGRAPHY/CINEMATOGRAPHY EMPHASIS, TOTAL CREDITS .................. 62

WRITING/DIRECTING FOR FILM & VIDEO EMPHASIS

FVT 105  Video Production ............................................. 3
FVT 117  Understanding the Actor’s Process ....................... 3
FVT 150  Development of Film Expression .......................... 3
FVT 153  Intro to Film Production .................................... 3
FVT 155  Writing the Short Script .................................... 3
FVT 160  Video Post Production ....................................... 3
FVT 185  Documentary Film & Video .................................. 3
FVT 200  Video Production ............................................. 3
FVT 208  Film/Video Lighting & Grip .................................. 3
FVT 209  Production Management Techniques ....................... 3
FVT 215  Video Post Production ....................................... 3
FVT 220  16mm Production ............................................. 3
FVT 250  Scriptwriting for Film Video ................................ 3
FVT 285  DVD Authoring: DVD Studio Pro ......................... 3
FVT 297  Cooperative Education ....................................... 3

Writing & Directing for Film & Video Emphasis Required Credits ............. 45

FILM/VIDEO TECHNOLOGY DEGREE, WRITING & DIRECTING FOR FILM & VIDEO EMPHASIS, TOTAL CREDITS .................. 62
### WRITING/PRODUCING EMPHASIS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FVT 105</td>
<td>Video Production I</td>
<td>3</td>
</tr>
<tr>
<td>FVT 150</td>
<td>Development of Film Expression</td>
<td>3</td>
</tr>
<tr>
<td>FVT 153</td>
<td>Intro to Film Production</td>
<td>3</td>
</tr>
<tr>
<td>FVT 155</td>
<td>Writing the Short Script</td>
<td>3</td>
</tr>
<tr>
<td>FVT 160</td>
<td>Video Post Production I</td>
<td>3</td>
</tr>
<tr>
<td>FVT 184</td>
<td>Intro to Digital Editing: FDP</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose 5 FVT 180's courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FVT 181</td>
<td>Topics in Film Studies</td>
<td>3</td>
</tr>
<tr>
<td>FVT 183</td>
<td>French New Wave/Ilian NeoRealism</td>
<td>3</td>
</tr>
<tr>
<td>FVT 184</td>
<td>Landmarks of Cinema</td>
<td>3</td>
</tr>
<tr>
<td>FVT 185</td>
<td>Documentary Film &amp; Video</td>
<td>3</td>
</tr>
<tr>
<td>FVT 186</td>
<td>The Horror Film</td>
<td>3</td>
</tr>
<tr>
<td>FVT 187</td>
<td>The Science Fiction Film</td>
<td>3</td>
</tr>
<tr>
<td>FVT 188</td>
<td>The Comedy Film</td>
<td>3</td>
</tr>
<tr>
<td>FVT 209</td>
<td>Production Management Techniques</td>
<td>3</td>
</tr>
<tr>
<td>FVT 220</td>
<td>16mm Production</td>
<td>3</td>
</tr>
<tr>
<td>FVT 250</td>
<td>Scripting for Film &amp; Video</td>
<td>3</td>
</tr>
<tr>
<td>FVT 297</td>
<td>Cooperative Education</td>
<td>3</td>
</tr>
</tbody>
</table>

Writing/Producing Emphasis Required Credits: 45

### MANAGEMENT

This program provides the student with the broad-based business and management concepts needed for advanced and entry level positions. The program allows the student flexibility in designing a management program of study. In addition to the required core of courses, students may select courses within a program emphasis area. Graduates of this program may be employed in all areas of service and retail industries. Graduates with limited work experience will begin at entry-level positions. Graduates with extensive work experience may begin at a higher level. Individual courses may be taken by those wishing to move up the career ladder. Students who complete the degree requirements for the Paralegal emphasis will also receive the Paralegal Certificate. There are very specific general education requirements for Paralegal students. To ensure compliance, students must meet with an academic advisor/department chair of Public Service. Students seeking a four-year degree in business should contact an academic advisor.

### MANAGEMENT AAS DEGREE

#### General Education Requirements

- English (4 credits)
  - ENG 121* English Composition I ........................................... 3
  - ENG 188* English Composition I Practicum .................................. 1
  - BUS 217 Business Communication & Report Writing ......................... 3
  - BUS 288 Business Commin & Report Writ Practicum .......................... 1
  - Paralegal students are required to complete
- Mathematics or Science (3 credits)
  - Choose from the following: Astronomy, Biology, Chemistry, Geology, Mathematics 121 or higher, Physics 105 or higher .............. 3
  - * Not acceptable for Paralegal
- Social and Behavioral Sciences (9 credits)
  - Required
    - ECO 201 Principles of Macroeconomics .................................. 3
    - ECO 202 Principles of Microeconomics ................................ 3

Choose from the following: Anthropology, Economics, History, Political Science, Psychology, Sociology, Women's Studies

- Humanities (3 credits)
  - Recommended
    - SPE 115 Principles of Speech Communication ........................... 3
    - or
    - SPE 125 Interpersonal Communication .................................. 3
  - Di choose from the following: Art, Communication, Foreign Language 111 above, Humanities, Journalism, Literature, Music, Philosophy, Speech, Theater**

** Paralegal students should consult with an academic advisor for specific requirements

### General Education Credits .............................................. 18

### Degree Requirements

- ACC 121 Principles of Accounting I ................................... 4
- ACC 123 Principles of Accounting II Reclation .......................... 1
- ACC 211 Intermediate Accounting ........................................... 5
- ACC 226 Cost Accounting ..................................................... 5
- CIS 105 Intro to the PC ..................................................... 1
- CIS 115 Intro to Computer Information Systems ............................ 3
- CIS 188 Intro to CIS Practicum ............................................. 1
- CIS 155 Complete PC Spreadsheet ............................................ 3
- CIS 188 Complete PC Spreadsheet Practicum ............................... 1
- MAN 116 Principles of Supervision ........................................ 3
- Accounting Management Emphasis, Required Credits ....................... 27

### AREAS OF EMPHASIS

Select an emphasis from the following: Accounting Management, Computer Information Systems Management, General Management, Human Resources Management, Paralegal, Small Business Management, Tech Management.

### ACCOUNTING MANAGEMENT EMPHASIS

#### Emphasis Requirements

- ACC 122 Principles of Accounting II ................................... 4
- ACC 124 Principles of Accounting II Reclation .......................... 1
- ACC 211 Intermediate Accounting ........................................... 5
- ACC 226 Cost Accounting ..................................................... 5
- CIS 105 Intro to the PC ..................................................... 1
- CIS 115 Intro to Computer Information Systems ............................ 3
- CIS 188 Intro to CIS Practicum ............................................. 1
- CIS 155 Complete PC Spreadsheet ............................................ 3
- CIS 188 Complete PC Spreadsheet Practicum ............................... 1
- MAN 116 Principles of Supervision ........................................ 3

#### Accounting Management Emphasis, Required Credits ...................... 27

### Electives (6 credits)

Choose from the following (You must select at least one course from ACC and at least one course from either BUS, MAN, or MATH).

- ACC 115 Payroll Accounting ................................................. 2
- ACC 125 Computerized Accounting .......................................... 3
- ACC 131 Income Tax ............................................................. 3
- ACC 216 Governmental and Not-for-Profit Accounting ...................... 3
- ACC 225 Computerized Accounting II ....................................... 3
- ACC 278 Auditing ............................................................... 3
- BUS 115 Intro to Business ................................................. 3
- BUS 226 Business Statistics ............................................... 3
- MAN 225 Managed Financial .................................................. 3
- MAN 244 Management Information Systems .................................. 3
- MAR 216 Principles of Marketing .......................................... 3

### Elective Credits ............................................................ 6

#### MANAGEMENT DEGREE, ACCOUNTING MANAGEMENT EMPHASIS, TOTAL CREDITS .............................................. 89
HUMAN RESOURCES MANAGEMENT EMPHASIS

**Emphasis Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>BUS 115</td>
<td>Intro to Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS 118</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 160</td>
<td>Presentation Graphics</td>
<td>1</td>
</tr>
<tr>
<td>CIS 188</td>
<td>Microcomputer Applications Practicum</td>
<td>1</td>
</tr>
<tr>
<td>MAN 116</td>
<td>Principles of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>MAN 128</td>
<td>Labor Relations</td>
<td>3</td>
</tr>
<tr>
<td>MAN 201</td>
<td>Human Resources Management II</td>
<td>3</td>
</tr>
<tr>
<td>MAN 244</td>
<td>Management Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>MAR 216</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

Human Resources Management Emphasis, Required Credits: 23

**Electives (6 credits)**

Choose from the following:

- Business (all courses)
- Communications (all courses)
- Computer Info. Systems (all courses)
- Insurance (all courses)
- Management (all courses)
- Marketing (all courses)
- Real Estate (all courses)
- Principles of Speech Communication | 3 |

Elective Credits: 6

**MANAGEMENT DEGREE, HUMAN RESOURCES MANAGEMENT EMPHASIS, TOTAL CREDITS:** 65

PARALEGAL EMPHASIS. This program combines an understanding of legal principles, legal analysis and ethical considerations with practical applications. Courses lead to an American Bar Association (ABA) approved Paralegal certificate. Students must complete the certificate requirements found on page 54 and complete (or submit evidence of) 30 semester hours, including 18 hours of general education, and ENG 121 or the equivalent. All Paralegal students must consult with an academic advisor. Students wishing to continue in a baccalaureate degree program after completing their associate degree should contact the University of Colorado at Denver or an academic advisor.

**Emphasis Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BUS 221</td>
<td>Business Law I</td>
<td>3</td>
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<tr>
<td>PAR 107</td>
<td>Legal &amp; Ethical Concepts</td>
<td>3</td>
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<tr>
<td>PAR 115</td>
<td>Introduction to Law</td>
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<td>PAR 119</td>
<td>Legal Research</td>
<td>3</td>
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<tr>
<td>PAR 120</td>
<td>Legal Writing</td>
<td>3</td>
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<tr>
<td>PAR 125</td>
<td>Computers in Law</td>
<td>3</td>
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<tr>
<td>PAR 201</td>
<td>Civil Litigation</td>
<td>3</td>
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<tr>
<td>PAR 203</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
</tbody>
</table>

Paralegal Emphasis, Required Credits: 24

**Electives (9 credits)**

Select one course from each of the following groups:

**Group A**

- Real Estate Law | 3 |

**GENERAL MANAGEMENT EMPHASIS**

**Emphasis Requirements**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACC 122</td>
<td>Principles of Accounting II</td>
<td>4</td>
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<tr>
<td>ACC 124</td>
<td>Principles of Accounting II Recitation</td>
<td>1</td>
</tr>
<tr>
<td>ACC 225</td>
<td>Cost Accounting I</td>
<td>5</td>
</tr>
<tr>
<td>BUS 115</td>
<td>Intro to Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS 118</td>
<td>Microcomputer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 160</td>
<td>Presentation Graphics</td>
<td>1</td>
</tr>
<tr>
<td>CIS 188</td>
<td>Microcomputer App Practicum</td>
<td>1</td>
</tr>
<tr>
<td>MAN 116</td>
<td>Principles of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>MAN 225</td>
<td>Managerial Finance</td>
<td>3</td>
</tr>
<tr>
<td>MAN 244</td>
<td>Management Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>MAR 216</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

General Management Emphasis, Required Credits: 25

**Electives (9 credits)**

Choose from the following:

- Accounting (all courses)
- Business (all courses)
- Communications (all courses)
- Computer Information Systems (all courses)
Group C
PAR 116 Torts ...........................................3
PAR 210 Constitutional Law ................................3
PAR 232 Current Issues in Law ................................3
Elective Credits ...........................................9

MANAGEMENT DEGREE, PARALEGAL EMPHASIS.
TOTAL CREDITS ...........................................69

SMALL BUSINESS MANAGEMENT EMPHASIS. This
emphasis is designed for those students who have
completed the 18 credit hour Small Business Management
Program.

Emphasis Requirements
ACC 122 Principles of Accounting II ...........................................4
ACC 124 Principles of Accounting Recitation ......................................1
CIS 105 Introduction to the PC ..................................................1
CIS 115 Intro to Computer Information Systems ....................................3
CIS 198 Intro to CIS Practicum ..................................................1
MAN 116 Principles of Supervision ...........................................3
MAR 216 Principles of Marketing ...........................................3
SBM 215 Small Business Management Program ..................................16
Small Business Management Emphasis, Required Credits ....................54

MANAGEMENT DEGREE, SMALL BUSINESS
MANAGEMENT EMPHASIS, TOTAL CREDITS ..................70

TECH MANAGEMENT EMPHASIS. See CCA and Area
Vocation Schools and Joint Degree Programs, page 47.

MARKETING
MARKETING AAS DEGREE
This program provides students with the knowledge and
skills needed in a variety of positions in marketing. In
addition to the required core courses, students may design
an individualized plan of study by selecting courses that
relate to their career goals. Graduates of this program may
be employed in many areas of the service, manufacturing,
and retailing industries. Individual courses should be
considered by those wishing to move up the career ladder.

General Education Requirements
• English (4 credits)
  Choose from the following
  ENG 121 English Composition I ...........................................3
  ENG 188 English Composition I Practicum ................................1
  BUS 217 Business Communication & Report Writing .................3
  BUS 288 Business Comm & Report Wrt Practicum .....................1
• Mathematics or Science (3 credits) ........................................3
  Choose from the following: Astronomy, Biology, Chemistry,
  Geology, Mathematics 121 or higher, Physics 105 or higher
• Social and Behavioral Sciences (9 credits) Required
  ECO 201 Principles of Macroeconomics ................................3
  ECO 202 Principles of Microeconomics ................................3
  Required
  PSY 220 Organizational Psychology ......................................3
  Or choose from the following: Anthropology, Economics, History,
  Political Science, Psychology, Sociology, Women's Studies
• Humanities (3 credits) Required
  SFE 105 Principles of Speech Communication .........................3
  or
  Interpersonal Communication ...........................................3

Or choose from the following: Art, Communication,
Foreign Language 111 or above, Humanities, Journalism,
Literature, Music, Philosophy, Speech, Theater
General Education Credits ...........................................19

Degree Requirements
ACC 121 Principles of Accounting I ...........................................4
ACC 123 Principles of Accounting I Practicum ............................1
BUS 115 Intro to Business ..................................................9
BUS 216 Legal Environment of Business I ..................................3
CIS 105 Introduction to the PC ................................................1
CIS 115 Intro to Computer Information Systems ............................3
CIS 198 Intro to CIS Practicum ................................................1
MAN 228 Principles of Management ...........................................3
MAR 108 Personal Selling ..................................................3
MAR 120 Customer Service ..................................................3
MAR 220 Advertising and Promotion ...........................................3
MAR 216 Principles of Marketing ...........................................3
Required Degree Credits ..................................................29

AREA OF EMPHASIS. Select the General Marketing
emphasis and complete the required courses and emphasis
electives.

GENERAL MARKETING EMPHASIS
Emphasis Requirements
MAN 260 Financial Decision Making for Managers ....................3
MAR 215 Retail Management ..................................................3
MAR 228 Principles of Purchasing ...........................................3
MAR 240 International Marketing ............................................3
General Marketing Emphasis Credits .......................................12
Electives (6 credits)
  Choose from the following
    Business (all courses)
    Computer Info. Systems (all courses)
    Management (all courses)
    Marketing (all courses)
    Real Estate (all courses)
  Elective Credits ..................................................6

MARKETING DEGREE, GENERAL MARKETING
EMPHASIS, TOTAL CREDITS ...........................................66

PUBLIC SERVICE
PUBLIC SERVICE AAS DEGREE
The Public Service program is designed for working
professionals and other students whose objectives are to
obtain an AAS degree or certificate in pursuit of upgrading
employment in the area of Fire Service or Emergency
Medical Provider. Students intending to transfer to
baccalaureate programs should consult an academic advisor
or department chair prior to selecting courses.

General Education Requirements
• English (6 credits)
  ENG 121 English Composition I ...........................................3
  ENG 188 English Composition I Practicum ............................1
  ENG 131 Technical Writing ................................................1
  ENG 198 Technical Writing Practicum ................................1
• Mathematics (4 credits)
  MAT 121 College Algebra ...........................................4
• Science (5 credits)
  CHE 101 Introduction to Chemistry ..................5
• Social and Behavioral Sciences (3 credits) ..........3
  POS 111 American National Government ..............3
  or
  POS 125 Amer. State and Local Government ............3
• Humanities (6 credits)
  PHI 112 Ethics ........................................3
  SPE 115 Principles of Speech Communication ..........3
  or
  SPE 125 Interpersonal Communication .................3
  General Education Credits ..................................26

Degree Requirements
The student must select any 12 credit hours in consultation with
department chair to satisfy occupational core degree requirements.
Required Degree Credits .........................................12

AREA OF EMPHASIS
Choose from the following:
Emphasis Requirements (24 credits)
  PSY 100 Firefighter I ....................................12
  PSY 101 Firefighter II ..................................12
  EMP 217 Emergency Medical Provider I ...............12
  EMP 227 Emergency Medical Provider II ..............12
  EMP 237 Emergency Medical Provider III .............24
  Emphasis Credits .............................................24
PUBLIC SERVICE DEGREE, TOTAL CREDITS .......................82

COMMUNITY COLLEGE OF AURORA AND AREA VOCATIONAL SCHOOLS JOINT DEGREE PROGRAMS
The Community College of Aurora (CCA) and area vocational schools are authorized by the Colorado State Board for community Colleges and Occupational Education to provide joint AAS degree programs. Area vocational schools are: Pickens Tech, Emily Griffith, Delta-Montrose, and San Juan Basin. Students who wish to complete these AAS degrees must finish the technical classes for designated occupational certificates at the area vocational school and the general education plus other requirements at CCA. The AAS degree is awarded by the Community College of Aurora.

NOTE: Pickens Tech and Emily Griffith students are encouraged to enroll concurrently in CCA courses. They must comply with the regulations and requirements relating to admission and attendance at each institution. Students should consult an academic advisor at Pickens Tech, Emily Griffith or at CCA for further information. They also should review the transfer guides and catalogs of both institutions.

APPLIED TECHNOLOGY
The AAS degree in Applied Technology requires the completion of at least 60 semester hours. Credits from area vocational schools that apply to the degree vary in number according to the certificate program offered by the area vocational school. A maximum of 42 certificate credits may be applied toward the Applied Technology degree. Students must complete at least 18 credit hours in general education courses at CCA. Students whose certificate program taken at the area vocational school requires less than 42 hours must complete more than the 18 required credit hours at CCA in order to bring the total number to 60 semester hours. Such additional credits may be taken from any course in the CCA catalog which is applicable toward a degree.

Community College of Aurora General Education Requirements
• Speech (3 credits) Choose from the following
  SPE 115 Principles of Speech Communication ..........3
  SPE 125 Interpersonal Communication .................3
• Mathematics or Science (6 credits) ..................6
  Choose from the following: Astronomy, Biology, Chemistry,
  Geology, Mathematics 121 or higher, Physics 105 or higher
• Social/Behavioral Science (3 credits) ................3
  Choose from the following: Anthropology, Economics, Geography,
  History, Political Science, Psychology, Sociology, Women's Studies
• Humanities (3 credits) ..................................3
  Choose from the following: Art, Communication, Foreign
  Languages 111 or higher, Humanities, Journalism, Literature,
  Music, Philosophy, Speech, Theatre
  CCA General Education Requirements .....................15

CCA Electives
Three credit hours selected from areas above.
CCA Elective Credit ............................................3
Total CCA Credits ..................................................18
Total Area Vocational School Credits ......................42

APPLIED TECHNOLOGY DEGREE, TOTAL CREDITS .....................60

MANAGEMENT (TECH MANAGEMENT EMPHASIS)
The AAS degree in Management with an emphasis in Tech Management may be taken at CCA only by students who complete certificates at Pickens Tech. This degree requires the completion of at least 60 semester credit hours. Credits from Pickens Tech that apply to the degree vary in number according to the certificate program offered by Pickens Tech. A maximum number of 30 certificate credits may be applied toward the Management (Tech Management Emphasis) degree. Students must complete at least 30 credit hours at CCA. Students whose certificate program taken at Pickens Tech requires less than 30 hours must complete more than the 30 required credit hours at CCA in order to bring the total number of semester credit hours to 60. Such additional credits may be taken from any course in the CCA catalog which is applicable toward a degree. Students transferring MAT 106 from Pickens Tech must take additional business course work to meet the minimum degree requirement of 60 credit hours.

MANAGEMENT AAS DEGREE
TECH MANAGEMENT EMPHASIS
Community College of Aurora Required General Education Courses
• English (4 credits) Choose from the following
  ENG 121 English Composition I .....................3
  ENG 188 English Composition I Practicum ..........1
  ENG 131 Technical Writing .......................3
  ENG 188 Technical Writing Practicum ..............1
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 217</td>
<td>Business Communications &amp; Report Writing</td>
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</tr>
<tr>
<td>ENG 298</td>
<td>Business Comm &amp; Report Wrt Practicum</td>
<td>1</td>
</tr>
<tr>
<td><em>Mathematics or Science (3 credits)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choose from the following: Astronomy, Biology, Chemistry, Geology, Mathematics 121 or higher, Physics 105 or higher</td>
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</tr>
<tr>
<td><em>Social/Behavioral Science (3 credits)</em></td>
<td></td>
<td></td>
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<tr>
<td>Choose from the following: Environmental Science, Criminology, Psychology 101 or higher, Sociology 103 or higher</td>
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<tr>
<td><em>Humanities (3 credits)</em></td>
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<tr>
<td>Choose from the following: English 101, History 101, Philosophy 101, or equivalent</td>
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<tr>
<td>SPE 115</td>
<td>Principles of Speech Communication</td>
<td>3</td>
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<tr>
<td>SPE 125</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td><em>Management (3 credits)</em></td>
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<tr>
<td>BUS 115*</td>
<td>Intro to Business</td>
<td>3</td>
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<tr>
<td>CCA General Education Credits</td>
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<td><em>BUS 115 may be counted as a general education elective</em></td>
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<tr>
<td>CCA Degree Requirements</td>
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<tr>
<td>ACC 121</td>
<td>Principles of Accounting I</td>
<td>4</td>
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<tr>
<td>ACC 123</td>
<td>Principles of Accounting I Recitation</td>
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<td>CIS 105</td>
<td>Introduction to the PC</td>
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<tr>
<td>CIS 115</td>
<td>Intro to Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 188</td>
<td>Intro to CIS Practicum</td>
<td>1</td>
</tr>
<tr>
<td>MAN 226</td>
<td>Principles of Management</td>
<td>3</td>
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<td>CCA Required Degree Core Credits</td>
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<td>CCA Electives (5 credits)</td>
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<td>Choose from the following:</td>
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<tr>
<td>ACC 122</td>
<td>Principles of Accounting II</td>
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<td>ACC 124</td>
<td>Principles of Accounting II Recitation</td>
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<tr>
<td>BUS 101</td>
<td>Start Your Own Business</td>
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<tr>
<td>BUS 102</td>
<td>Entrepreneurial Operations</td>
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<tr>
<td>BUS 110</td>
<td>Job Search Techniques</td>
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<td>BUS 122</td>
<td>Customer Service</td>
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<tr>
<td>BUS 216</td>
<td>Legal Environment of Business I</td>
<td>3</td>
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<tr>
<td>CIS 135</td>
<td>Complete PC Word Processing</td>
<td>3</td>
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<td>CIS 188</td>
<td>Complete PC Word Processing Practicum</td>
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<tr>
<td>MAN 116</td>
<td>Principles of Supervision</td>
<td>3</td>
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<td>MAN 120</td>
<td>Office Management</td>
<td>3</td>
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<td>MAN 200</td>
<td>Human Resource Management I</td>
<td>3</td>
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<td>MAN 244</td>
<td>Management Information Systems</td>
<td>3</td>
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<tr>
<td>MAR 108</td>
<td>Personal Selling</td>
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<td>MAR 216</td>
<td>Principles of Marketing</td>
<td>3</td>
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<td>PST 100</td>
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<td>Total Pickens Tech Credits</td>
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<tr>
<td>MANAGEMENT DEGREE (Tech Management Emphasis). TOTAL CREDITS</td>
<td></td>
<td>64</td>
</tr>
</tbody>
</table>

Credit in varying amounts from the following certificates, offered by Pickens Tech, are applicable to the Community College of Aurora AAS Management (Tech Management Emphasis) or to the Associate of Applied Science Applied Technology degrees: Administrative Assistant; Appliance Service Technology; Automotive technology; Barber; Business Computer Applications; Cabinetmaking and Millwork; Carpentry; Collision Repair Technology; Computerized Accounting; Computer Service Technician; Cosmetology; Dental Assisting; Desktop Publishing; Diesel Equipment Technology; Electrical Occupations; Esthetician; Esthetician/Phlebotomy Technician; Early Childhood Education; Environmental Technology and Natural Resources; Environmental Technician; General Office Clerk; Graphic Design; Heating and Air Conditioning Service Specialist; Horticulture; Hospitality; Medical Office program; Nail Technician; Opticianry; Practical Nursing; Precision and Computer-Aided Machining; Professional Photography; Property Maintenance Technician; Respiratory Care Practitioner; Retail Management; Sport Vehicle Technology; Technical Career Preparation; Technical Drafting; Telecommunications/Video Technician; Travel and Tourism; Travel, Tourism, and Hospitality; Welding.

**PROGRAM CERTIFICATES**
The college offers several certificates which have been approved by the State Board for Community Colleges and Occupational Education. Certificate programs prepare students for entry-level employment in certain occupations or for upgrading/stabilizing employment where an associate degree is not required. The number of required credits and elective credits is specified for each certificate program. In many cases, certificates are offered in the same program as an AAS degree. Examples include accounting, computer information systems, criminal justice, management and public service.

**ACCOUNTING**

**ACCOUNTING CERTIFICATE**

**COMPUTERIZED EMPHASIS**

**Emphasis Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
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<td>ACC 121</td>
<td>Principles of Accounting I</td>
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<tr>
<td>ACC 123</td>
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<td>ACC 125</td>
<td>Principles of Accounting II Recitation</td>
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<td>ACC 125</td>
<td>Computerized Accounting I</td>
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<tr>
<td>ACC 188</td>
<td>Computerized Accounting I Practicum</td>
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<tr>
<td>BUS 217</td>
<td>Business Communications &amp; Report Writing</td>
<td>3</td>
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<tr>
<td>BUS 298</td>
<td>Bus Comm &amp; Report Writing Practicum</td>
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<tr>
<td>CIS 105</td>
<td>Intro to the FC</td>
<td>1</td>
</tr>
<tr>
<td>CIS 188</td>
<td>Intro to CIS Practicum</td>
<td>3</td>
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<tr>
<td>CIS 188</td>
<td>Intro to CIS Practicum</td>
<td>1</td>
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<tr>
<td>CIS 188</td>
<td>Complete PC Spreadsheet</td>
<td>3</td>
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<td>CIS 188</td>
<td>Complete PC Spreadsheet Practicum</td>
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<tr>
<td>CCA Elective Credits</td>
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</table>

**Computersized Emphasis Electives**

Choose from the Accounting Degree elective credits | 6

**ACCOUNTING CERTIFICATE, COMPUTERIZED EMPHASIS TOTAL CREDITS** | 33

**GOVERNMENTAL EMPHASIS**

**Emphasis Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tr>
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<tr>
<td>ACC 231</td>
<td>Auditing</td>
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**Total Credits** | 64
### Business Communications & Report Writing
BUS 217

### Business Comm & Report Write Practicum
BUS 288

### Intro to the PC
CIS 105

### Intro to Computer Information Systems
CIS 115

### Intro to CIS Practicum
CIS 189

### Required Government Emphasis Credits
29

### Governmental Emphasis Electives (3-4 credits)

<table>
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<tbody>
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<td>ACC 229</td>
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<td>BUS 218</td>
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</tr>
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<td>CIS 155</td>
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<td>CIS 188</td>
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### Certificate Elective Credits
3-4

### Accounting Certificate, Governmental Emphasis
TOTAL CREDITS
32-33

## Biotechnology

### Biotechnology Technician Certificate

The Biotechnology Certificate is designed to prepare students to work as technicians in the biotechnology industry. The certificate program is also a valuable supplement to other educational programs in biology, chemistry, medical technology, or education. Students have the option to emphasize either research and development or manufacturing areas.

The certificate provides the minimal essential background for students who are interested in careers in biomedical research. Students are strongly urged to work with the Biotech Department in planning their course of study. Register early as space is limited.

### Research & Development Certificate Requirements

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<tr>
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<tbody>
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<td>BIO 285</td>
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<td>CHE 112</td>
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<td>ENG 188</td>
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### Biotechnology Research & Development Certificate
TOTAL CREDITS
38

### Biotechnology Manufacturing Certificate Requirements

<table>
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<tr>
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<tr>
<td>BIO 230</td>
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### BIO 285 Biotechnology Internship

### Offered in cooperation with Front Range Community College

### Computer Information Systems Certificate

#### General Education Requirements

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<td>SDC 101</td>
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<td>SPE 115</td>
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### Required Credits

### Certificate Requirements

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<td>CSC 288</td>
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### Certificate Electives

#### Language (4 credits)

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<td>CSC 230</td>
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<td>CSC 288</td>
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<td>Language Elective Credits</td>
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#### Computer Information System (4 credits)

Choose from the following

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<th>Course</th>
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<tr>
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<td>CIS 188</td>
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<td>CIS 220</td>
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<td>CIS 289</td>
<td>3</td>
</tr>
<tr>
<td>CIS 298</td>
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</table>
SOFTWARE APPLICATIONS (6 credits)

Choose from the following:

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<th>Course</th>
<th>Title</th>
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<tr>
<td>CIS 118</td>
<td>Introduction to PC Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 188</td>
<td>Introduction to PC Applications Practicum</td>
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</tr>
<tr>
<td>CIS 123</td>
<td>PC Operating System (MS-DOS) Complete</td>
<td>3</td>
</tr>
<tr>
<td>CIS 188</td>
<td>PC Operating System (MS-DOS) Comp. Practicum</td>
<td>1</td>
</tr>
<tr>
<td>CIS 124</td>
<td>Windows 2000 for Power Users</td>
<td>2</td>
</tr>
<tr>
<td>CIS 188</td>
<td>Windows 2000 for Power Users Practicum</td>
<td>1</td>
</tr>
<tr>
<td>CIS 128</td>
<td>Windows Complete</td>
<td>3</td>
</tr>
<tr>
<td>CIS 188</td>
<td>Windows Complete Practicum</td>
<td>1</td>
</tr>
<tr>
<td>CIS 136</td>
<td>Complete PC Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>CIS 198</td>
<td>Complete PC Word Processing Practicum</td>
<td>1</td>
</tr>
<tr>
<td>CIS 145</td>
<td>Complete PC Database</td>
<td>3</td>
</tr>
<tr>
<td>CIS 188</td>
<td>Complete PC Database Practicum</td>
<td>1</td>
</tr>
<tr>
<td>CIS 155</td>
<td>Complete PC Spreadsheet</td>
<td>3</td>
</tr>
<tr>
<td>CIS 198</td>
<td>Complete PC Spreadsheet Practicum</td>
<td>1</td>
</tr>
<tr>
<td>CIS 160</td>
<td>Intro to Presentation Graphics Graphics</td>
<td>3</td>
</tr>
<tr>
<td>CBW 175</td>
<td>HTML (Complete Web Authoring)</td>
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<tr>
<td>CBW 188</td>
<td>HTML (Complete Web Authoring) Practicum</td>
<td>1</td>
</tr>
<tr>
<td>CBW 135</td>
<td>Complete Web Edition (MS FrontPage)</td>
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<tr>
<td>CBW 198</td>
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Software Applications Elective Credits: 4

NETWORKING CERTIFICATE ELECTIVES (12 credits)

Choose from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 123</td>
<td>PC Operating System (MS-DOS) Complete</td>
<td>3</td>
</tr>
<tr>
<td>CIS 188</td>
<td>PC Operating Sys (MS-DOS) Comp. Practicum</td>
<td>1</td>
</tr>
<tr>
<td>CIS 124</td>
<td>Windows 2000 for Power Users</td>
<td>2</td>
</tr>
<tr>
<td>CIS 188</td>
<td>Windows 2000 for Power Users Practicum</td>
<td>1</td>
</tr>
<tr>
<td>CNT 280</td>
<td>Cisco Network Assoc I</td>
<td>5</td>
</tr>
<tr>
<td>CNT 288</td>
<td>Cisco Network Assoc II Practicum</td>
<td>1</td>
</tr>
<tr>
<td>CNT 281</td>
<td>Cisco Network Assoc II Practicum</td>
<td>1</td>
</tr>
<tr>
<td>CNT 262</td>
<td>Cisco Network Assoc III</td>
<td>5</td>
</tr>
<tr>
<td>CNT 288</td>
<td>Cisco Network Assoc III Practicum</td>
<td>1</td>
</tr>
<tr>
<td>CNT 293</td>
<td>Cisco Network Assoc IV</td>
<td>5</td>
</tr>
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<td>CNT 288</td>
<td>Cisco Network Assoc IV Practicum</td>
<td>1</td>
</tr>
<tr>
<td>CIS 128</td>
<td>PC Windows Complete</td>
<td>3</td>
</tr>
<tr>
<td>CIS 188</td>
<td>PC Windows Complete Practicum</td>
<td>1</td>
</tr>
<tr>
<td>CIS 220</td>
<td>UNIX</td>
<td>3</td>
</tr>
<tr>
<td>CIS 288</td>
<td>UNIX Practicum</td>
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<tr>
<td>CIS 142</td>
<td>Introduction to Networking</td>
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<td>CNT 188</td>
<td>Introduction to Networking Practicum</td>
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<td>CIS 142</td>
<td>Network Administration (NT Server)</td>
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<td>CIS 188</td>
<td>Network Administration (NT Server) Practicum</td>
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Required Credits: 25

COMPUTER INFORMATION SYSTEMS, TOTAL CREDITS: 65

COMPUTER INFORMATION SYSTEMS CISCO CERTIFIED NETWORKING ASSOCIATE PROGRAM CERTIFICATE

Cisco Certificate Requirements

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<th>Title</th>
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<tbody>
<tr>
<td>CNT 280</td>
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<td>CIS 281</td>
<td>Cisco Network Assoc II</td>
<td>5</td>
</tr>
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<td>CIS 288</td>
<td>Cisco Network Assoc II Practicum</td>
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<td>CNT 262</td>
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<td>Cisco Network Assoc III Practicum</td>
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<td>CIS 293</td>
<td>Cisco Network Assoc IV</td>
<td>5</td>
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<tr>
<td>CIS 288</td>
<td>Cisco Network Assoc IV Practicum</td>
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</table>

Cisco Certified Networking Associate Program Certificate, Total Credits: 24

COMPUTER INFORMATION SYSTEMS CISCO CERTIFIED NETWORKING PROFESSIONAL CERTIFICATE

Consult Computer Department for certificate requirements.

COMPUTER INFORMATION SYSTEMS COMPUTER NETWORKING CERTIFICATE

Networking Certificate Requirements

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<td>CIS 115</td>
<td>Intro to Computer Information Systems</td>
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<td>CIS 188</td>
<td>Intro to Computer Info. Systems Practicum</td>
<td>1</td>
</tr>
<tr>
<td>CIS 116</td>
<td>Logic and Program Design</td>
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<tr>
<td>CIS 188</td>
<td>Logic and Program Design Practicum</td>
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</table>

COMPUTER INFORMATION SYSTEMS, TOTAL CREDITS: 37

COMPUTER INFORMATION SYSTEMS PROGRAMMING CERTIFICATE

Programming Certificate Requirements

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<th>Title</th>
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<tbody>
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<tr>
<td>CIS 116</td>
<td>Logic and Program Design</td>
<td>3</td>
</tr>
<tr>
<td>CIS 188</td>
<td>Logic and Program Design Practicum</td>
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</tr>
<tr>
<td>CIS 220</td>
<td>UNIX</td>
<td>3</td>
</tr>
<tr>
<td>CIS 288</td>
<td>UNIX Practicum</td>
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Choose one:

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<tr>
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<td>'C' Language Programming</td>
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<td>'C' Language Programming Practicum</td>
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<tr>
<td>CSC 240</td>
<td>Java Programming</td>
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Required Credits: 17

Network Programming Electives (12 credits)

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<td>Advanced UNIX Practicum</td>
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<td>CSC 150</td>
<td>Visual Basic Programming</td>
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<tr>
<td>CSC 188</td>
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<td>CSC 151</td>
<td>Advanced Visual Basic Programming</td>
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<td>CSC 188</td>
<td>Advanced Visual Basic Practicum</td>
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<td>CSC 160</td>
<td>Microsoft Visual C++ (Computer Science I)</td>
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<td>Microsoft Visual C++ (Comp Sci I) Practicum</td>
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Computer Information Programming Certificate, Total Credits: 29

**COMPUTER INFORMATION SYSTEMS LINUX/UNIX OPERATING SYSTEMS AND SYSTEMS ADMINISTRATOR CERTIFICATE**

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Computer Information Systems Linux/Unix Operating Systems and Systems Administrator Certificate, Total Credits: 21

**COMPUTER INFORMATION SYSTEMS 'C' LANGUAGE PROGRAMMING CERTIFICATE**

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<td>CSC 116</td>
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<td>CSC 198</td>
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<td>CSC 220</td>
</tr>
<tr>
<td>CSC 298</td>
</tr>
<tr>
<td>CSC 230</td>
</tr>
<tr>
<td>CSC 298</td>
</tr>
<tr>
<td>CSC 231</td>
</tr>
<tr>
<td>CSC 298</td>
</tr>
</tbody>
</table>

"C" Language Programming Certificate, Total Credits: 21

**COMPUTER INFORMATION SYSTEMS VISUAL BASIC LANGUAGE PROGRAMMING CERTIFICATE**

<table>
<thead>
<tr>
<th>Certificate Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC 105</td>
</tr>
<tr>
<td>CSC 115</td>
</tr>
<tr>
<td>CSC 188</td>
</tr>
<tr>
<td>CSC 116</td>
</tr>
<tr>
<td>CSC 198</td>
</tr>
<tr>
<td>CSC 150</td>
</tr>
<tr>
<td>CSC 298</td>
</tr>
<tr>
<td>CSC 151</td>
</tr>
<tr>
<td>CSC 298</td>
</tr>
</tbody>
</table>

Computer Information Systems Visual Basic Language Programming Certificate, Total Credits: 17

**COMPUTER INFORMATION SYSTEMS JAVA LANGUAGE PROGRAMMING CERTIFICATE**

<table>
<thead>
<tr>
<th>Certificate Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC 105</td>
</tr>
<tr>
<td>CSC 115</td>
</tr>
<tr>
<td>CSC 188</td>
</tr>
<tr>
<td>CSC 116</td>
</tr>
<tr>
<td>CSC 188</td>
</tr>
<tr>
<td>CSC 220</td>
</tr>
<tr>
<td>CSC 298</td>
</tr>
<tr>
<td>CSC 240</td>
</tr>
<tr>
<td>CSC 298</td>
</tr>
<tr>
<td>CSC 241</td>
</tr>
<tr>
<td>CSC 298</td>
</tr>
</tbody>
</table>

Computer Information Systems Java Language Programming Certificate, Total Credits: 17

**CRIMINAL JUSTICE CRIMINAL JUSTICE CERTIFICATE**

**CORRECTIONAL SERVICES EMPHASIS**

<table>
<thead>
<tr>
<th>Emphasis Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 121</td>
</tr>
<tr>
<td>ENG 188</td>
</tr>
<tr>
<td>ENG 131</td>
</tr>
<tr>
<td>ENG 189</td>
</tr>
<tr>
<td>CRU 105</td>
</tr>
<tr>
<td>CRU 110</td>
</tr>
<tr>
<td>CRU 111</td>
</tr>
<tr>
<td>CRU 216</td>
</tr>
<tr>
<td>CRU 145</td>
</tr>
<tr>
<td>CRU 107</td>
</tr>
<tr>
<td>CRU 146</td>
</tr>
<tr>
<td>CRU 215</td>
</tr>
<tr>
<td>CRU 218</td>
</tr>
<tr>
<td>CRU 225</td>
</tr>
<tr>
<td>CRU 256</td>
</tr>
</tbody>
</table>

Criminal Justice Certificate, Correctional Services Emphasis, Total Credits: 34

**VICTIM ADVOCACY SERVICES EMPHASIS**

<table>
<thead>
<tr>
<th>Emphasis Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRU 105</td>
</tr>
<tr>
<td>CRU 107</td>
</tr>
<tr>
<td>CRU 110</td>
</tr>
<tr>
<td>CRU 150</td>
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<tr>
<td>CRU 151</td>
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<tr>
<td>CRU 152</td>
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<tr>
<td>CRU 153</td>
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<td>CRU 160</td>
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<tr>
<td>CRU 218</td>
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<td>CRU 226</td>
</tr>
<tr>
<td>CRU 265</td>
</tr>
<tr>
<td>CRU 286</td>
</tr>
<tr>
<td>ENG 121</td>
</tr>
<tr>
<td>ENG 189</td>
</tr>
</tbody>
</table>

Criminal Justice Certificate, Victim Advocacy Services Emphasis, Total Credits: 31
### LAW ENFORCEMENT ACADEMY EMPHASIS

- CRJ 126: Patrol Procedures ........................................3
- CRJ 140: Medical First Response for Law Enforcement .........3
- CRJ 164: Law Enforcement Physical Fitness .......................3
- CRJ 214: Colorado Revised Statutes ................................3
- CRJ 240: Criminal Investigation ....................................3
- CRJ 246: Traffic Investigation & Management ....................3
- CRJ 247: Firearms .....................................................2
- CRJ 248: Arrest Control Tactics ......................................2
- CRJ 248: Driving for Law Enforcement ............................1
- CRJ 252: Introduction to Law Enforcement .......................7

**TOTAL CREDITS** ..................30

### EARLY CHILDHOOD PROFESSIONS

The Group Leader Certificate is based on the Colorado Department of Human Services, Division of Child Care, and Colorado Community College and Occupational Education System Early Childhood Professions' requirements for child care providers in a licensed setting. Students must complete 15 credit hours of required Early Childhood Professions courses to satisfy the academic requirements. The Division of Child Care also requires 1395 hours (nine months) of work experience in a group care environment.

The Director Certificate is based on the Colorado Department of Human Services, Division of Child Care, and Colorado Community College and Occupational Education System Early Childhood Professions' requirements for directors of child care centers. Students must complete 30 Childhood Professions courses to satisfy the academic requirement. The Division of Child Care also requires 3640 hours (24 months) of experience working directly with children under first grade in a child development program.

#### EARLY CHILDHOOD PROFESSIONS CERTIFICATE

**GROUP LEADER EMPHASIS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECP 101</td>
<td>Introduction to Early Childhood Professions</td>
<td>3</td>
</tr>
<tr>
<td>ECP 102</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ECP 145</td>
<td>Guidance Strategies for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>ECP 227</td>
<td>Curriculum Development: Methods &amp; Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ECP 238</td>
<td>Child Development</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS** ..................15

#### DIRECTOR EMPHASIS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECP 101</td>
<td>Introduction to Early Childhood Professions</td>
<td>3</td>
</tr>
<tr>
<td>ECP 102</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ECP 145</td>
<td>Guidance Strategies for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>ECP 205</td>
<td>Nutrition, Health &amp; Safety for the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>ECP 216</td>
<td>Admin: Human Relations for Early Child Prof</td>
<td>3</td>
</tr>
<tr>
<td>ECP 226</td>
<td>Admin of Early Childhood &amp; Ed Programs</td>
<td>3</td>
</tr>
<tr>
<td>ECP 227</td>
<td>Curriculum Development: Methods &amp; Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ECP 238</td>
<td>Child Development</td>
<td>3</td>
</tr>
<tr>
<td>ECP 267</td>
<td>The Exceptional Child in the Integrated Setting</td>
<td>3</td>
</tr>
<tr>
<td>ECP Elective</td>
<td>Choose from RSY 101, SSC 101, or any ESP degree requirement or elective</td>
<td>3</td>
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</tbody>
</table>

**TOTAL CREDITS** ..................30

### ESSENTIAL SKILLS FOR THE WORKPLACE

#### Certificate Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTE 120</td>
<td>Touch Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>BTE 111</td>
<td>Speed Building I</td>
<td>1</td>
</tr>
<tr>
<td>BUS 100</td>
<td>Personal Business Skills</td>
<td>1-3</td>
</tr>
<tr>
<td>BUS 109</td>
<td>Workplace Relationships</td>
<td>1</td>
</tr>
<tr>
<td>BUS 280</td>
<td>Teamwork</td>
<td>1</td>
</tr>
<tr>
<td>BUS 290</td>
<td>Workplace Writing</td>
<td>1-3</td>
</tr>
<tr>
<td>CIS 135</td>
<td>Complete PC Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>CIS 188</td>
<td>Complete PC Word Processing Practicum</td>
<td>1</td>
</tr>
<tr>
<td>CIS 189</td>
<td>Windows Complete</td>
<td>2</td>
</tr>
<tr>
<td>CIS 233</td>
<td>Advanced Windows</td>
<td>1</td>
</tr>
<tr>
<td>CIS 298</td>
<td>Advanced Windows Practicum</td>
<td>1</td>
</tr>
<tr>
<td>COM 277</td>
<td>Problem Solving</td>
<td>1</td>
</tr>
<tr>
<td>MAT 123</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS** ..................19

#### Electives (4 credits)

- BUS 122 | Customer Service | 1 |
- CIS 105 | Introduction to Computer Information Systems | 4 |
- CIS 188 | Intro to CIS Practicum | 1 |
- CIS 145 | Complete PC Database | 3 |
- CIS 189 | Complete PC Database Practicum | 1 |
- CIS 195 | Complete PC Spreadsheet | 1 |
- CIS 188 | Complete PC Spreadsheet Practicum | 1 |
- COM 270 | Listening to Work | 1 |
- COM 277 | Communicating with Impossible People | 1 |
- COM 273 | Conflict Resolution | 1 |
- COM 275 | Decision Making | 1 |
- COM 290 | Leadership | 1 |
- SPE 217 | Group Communication | 3 |

**TOTAL CREDITS** ..................4

### ESSENTIAL SKILLS FOR THE WORKPLACE CERTIFICATE

**TOTAL CREDITS** ..................17

### FILM/VIDEO TECHNOLOGY

The Film/Video Technology and Certificate programs are designed for students seeking professional preparation for careers in Film, Video, and related industries. Students will be prepared for employment in the television, industrial video, network, cable, and internet production, commercial production, educational video, and feature film production industries, or for entry into graduate study programs.

#### VIDEOGRAPHY/CINEMATOGRAPHY EMPHASIS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FVT 106</td>
<td>Video Production I</td>
<td>3</td>
</tr>
<tr>
<td>FVT 117</td>
<td>Understanding the Actor's Process</td>
<td>3</td>
</tr>
<tr>
<td>FVT 150</td>
<td>Development of Film Expression</td>
<td>3</td>
</tr>
<tr>
<td>FVT 153</td>
<td>Intro to Film Production</td>
<td>3</td>
</tr>
<tr>
<td>FVT 155</td>
<td>Writing the Short Script</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL CREDITS** ..................9
Videography/Cinematography Certificate, Total Credits: 45

Video Post-Production Emphasis Certificate Requirements

FVT 105 Video Production I ........................................... 3
FVT 150 Development of Film Expression ......................... 3
FVT 153 Intro to Film Production .................................. 3
FVT 155 Writing the Short Script ................................ 3
FVT 160 Video Post Production .................................... 3
FVT 164 Intro to Digital Editing ................................... 3
FVT 165 Documentary Film & Video .............................. 3
FVT 190 Video Production II ....................................... 3
FVT 206 Film/Video Lighting & Grip .............................. 3
FVT 208 Sound for Film & Video .................................. 3
FVT 209 Production Management Techniques ................... 3
FVT 216 Video Post Production II ................................ 3
FVT 264 Digital FX for Post I ...................................... 3
FVT 266 Motion Graphics for the Web: Flash ................. 3
FVT 268 DVD Authoring: DVD Studio Pro ....................... 3
FVT 290 Dreamweaver .................................................. 3
FVT 297 Cooperative Education ................................. 3

Writing & Directing for Film & Video, Total Credits: 45

Writing & Directing for Film & Video Certificate Requirements

FVT 105 Video Production ........................................... 3
FVT 117 Understanding the Actor’s Process .................... 3
FVT 150 Development of Film Expression ......................... 3
FVT 153 Intro to Film Production .................................. 3
FVT 155 Writing the Short Script ................................ 3
FVT 160 Video Post Production .................................... 3
FVT 185 Documentary Film & Video .............................. 3
FVT 189 Video Production II ....................................... 3
FVT 190 Video Production II ....................................... 3
FVT 206 Film/Video Lighting & Grip .............................. 3
FVT 208 Sound for Film & Video .................................. 3
FVT 209 Production Management Techniques ................... 3
FVT 215 Video Post Production I .................................. 3
FVT 220 16mm Production .......................................... 3
FVT 250 Scriptwriting for Film Video ............................ 3
FVT 250 DVD Authoring: DVD Studio Pro ....................... 3
FVT 287 Cooperative Education ................................. 3

Writing/Producing, Total Credits: 45

Management

General Management Certificate

This program is designed for students who have a specific objective in mind but do not desire an Associate of Applied Science degree.

Certificate Requirements

ACC 121 Principles of Accounting I .............................. 4
ACC 123 Principles of Accounting I Recitation .................. 1
BUS 115 Intro to Business ........................................ 3
BUS 216 Legal Environment of Business ......................... 3
BUS 217 Business Communications & Report Writing .......... 3
BUS 288 Business Comm & Report Wrk Practicum ............. 1
CIS 105 Introduction to the PC .................................. 1
CIS 115 Intro to Computer Information Systems .............. 3
CIS 199 Intro to CIS Practicum ................................... 1
MAN 120 Office Management ..................................... 3
MAN 202 Human Resources Management ....................... 3
MAN 228 Principles of Management ............................. 3
MAR 218 Principles of Marketing ................................. 3
SPE 125 Interpersonal Communication ......................... 3

General Management Certificate, Total Credits: 32

Real Estate

Real Estate Certificate

To satisfy the requirements for this certificate, receive the REC-33, and be eligible to sit for the Colorado Real Estate Associate Broker Examination, you must successfully complete:

RES 111 Real Estate Principles I .................................. 6
RES 112 Real Estate Principles II .................................. 6

Real Estate, Total Credits: 12

Mediation

Mediation Certificate

The required core courses introduce basic mediation theories and skills. Each student is required to complete these courses as a part of the certificate program.

Certificate Requirements

MED 101 Introduction to Mediation ............................. 3
MED 105 Culture and Conflict Resolution ...................... 2
MED 106 Community Mediation ................................ 3
MED 107 Legal and Ethical Concepts for Mediators .......... 3
MED 108 Writing Mediation Agreements ....................... 2
SPE 125 Interpersonal Communication ......................... 3

Required Credits: 16
### Areas of Emphasis

Students will complete one of the four areas of emphasis in addition to the required core courses. Students with a professional credential in the emphasis area or a minimum of three (3) years of work experience in that area may elect to apply for credit for prior learning as a substitute for the elective courses only. The final Mediation Certificate Program course is an internship where the student will participate in the mediation of disputes under the supervision of an experienced mediator for 135 contact hours. This requirement exceeds the current recommended guidelines for practice adopted by the Colorado Bar Association and the Colorado Council of Mediators and Mediation Organizations.

### Business Emphasis

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED 102</td>
<td>Mediation in Business</td>
<td>3</td>
</tr>
<tr>
<td>MED 286</td>
<td>Legal Studies Internship</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives (9 credits)**

Choose from the following

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 115</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 216</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>MAN 116</td>
<td>Principles of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>MAN 200</td>
<td>Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>PAR 205</td>
<td>Business Organizations</td>
<td>3</td>
</tr>
<tr>
<td>PAR 230</td>
<td>Employment Law</td>
<td>3</td>
</tr>
<tr>
<td>PAR 232</td>
<td>Current Issues in Law</td>
<td>3</td>
</tr>
</tbody>
</table>

*Business Emphasis Credits: 15*

MEDICATION CERTIFICATE, BUSINESS EMPHASIS, TOTAL CREDITS: 31

### Community Emphasis

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED 108</td>
<td>School-Based Mediation</td>
<td>3</td>
</tr>
<tr>
<td>MED 286</td>
<td>Legal Studies Internship</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives (9 credits)**

Choose from the following

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRU 151</td>
<td>Domestic Violence</td>
<td>3</td>
</tr>
<tr>
<td>CRU 220</td>
<td>Human Relations and Social Conflict</td>
<td>3</td>
</tr>
<tr>
<td>CRU 225</td>
<td>Crisis Intervention</td>
<td>3</td>
</tr>
<tr>
<td>MED 215</td>
<td>Contemporary Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>MED 250</td>
<td>Dynamics of Racism and Prejudice</td>
<td>3</td>
</tr>
</tbody>
</table>

*Community Emphasis Credits: 15*

MEDICATION CERTIFICATE, COMMUNITY EMPHASIS, TOTAL CREDITS: 31

### Criminal Justice Emphasis

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED 103</td>
<td>Mediation and Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>MED 286</td>
<td>Legal Studies Internship</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives (9 credits)**

Choose from the following

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRU 110</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CRU 216</td>
<td>Juvenile Law and Procedure</td>
<td>3</td>
</tr>
<tr>
<td>CRU 220</td>
<td>Human Relations and Social Conflict</td>
<td>3</td>
</tr>
<tr>
<td>CRU 225</td>
<td>Crisis Intervention</td>
<td>3</td>
</tr>
<tr>
<td>PAR 203</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
</tbody>
</table>

*Criminal Justice Emphasis Credits: 15*

MEDICATION CERTIFICATE, CRIMINAL JUSTICE EMPHASIS, TOTAL CREDITS: 31

### Domestic Relations Emphasis

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED 104</td>
<td>Divorce and Child Custody Mediation</td>
<td>3</td>
</tr>
<tr>
<td>MED 286</td>
<td>Legal Studies Internship</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives (9 credits)**

Choose from the following

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRU 151</td>
<td>Domestic Violence</td>
<td>3</td>
</tr>
<tr>
<td>CRU 216</td>
<td>Juvenile Law and Procedure</td>
<td>3</td>
</tr>
<tr>
<td>MED 205</td>
<td>Marriage and Family</td>
<td>3</td>
</tr>
<tr>
<td>MED 280</td>
<td>Family Dynamics: Facts, Dysf. &amp; Therapy</td>
<td>3</td>
</tr>
<tr>
<td>PAR 117</td>
<td>Family Law</td>
<td>3</td>
</tr>
</tbody>
</table>

*Domestic Relations Emphasis Credits: 15*

MEDICATION CERTIFICATE, DOMESTIC RELATIONS EMPHASIS, TOTAL CREDITS: 31

### Paralegal

**Paralegal Certificate**

This program, approved by the American Bar Association (ABA), combines an understanding of legal principles, legal analysis and ethical considerations with practical applications. To be awarded the Paralegal Certificate, the student must complete the certificate requirements and complete an additional (or submit evidence of) 30 semester hours, including 18 hours of general education, and ENG 121, or the equivalent. Five years of law-related work experience may be substituted in some cases for the 30 semester hours requirement. All students must consult with the Department Chair during their first semester. Students who do not have a waiver or 30 semester hours of appropriate credits must complete the Associate of Applied Science degree in Management with the Paralegal emphasis or the Associate of General Studies degree with the Paralegal emphasis. All substantive legal work performed by paralegals must be under the direction and supervision of a licensed attorney to avoid the unauthorized practice of law.

**Certificate Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 221</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>PAR 107</td>
<td>Legal &amp; Ethical Concepts</td>
<td>3</td>
</tr>
<tr>
<td>PAR 115</td>
<td>Introduction to Law</td>
<td>3</td>
</tr>
<tr>
<td>PAR 119</td>
<td>Legal Research</td>
<td>3</td>
</tr>
<tr>
<td>PAR 120</td>
<td>Legal Writing</td>
<td>3</td>
</tr>
<tr>
<td>PAR 125</td>
<td>Computers in Law</td>
<td>3</td>
</tr>
<tr>
<td>PAR 201</td>
<td>Civil Litigation</td>
<td>3</td>
</tr>
<tr>
<td>PAR 230</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>PAR 286</td>
<td>Legal Studies Internship</td>
<td>3</td>
</tr>
<tr>
<td>PAR 286</td>
<td>Directed Studies</td>
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</table>

*Required Credits: 27*

**Electives (9 credits)**

Select one course from each of the following groups

**Group A**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAR 205</td>
<td>Real Estate Law</td>
<td>3</td>
</tr>
<tr>
<td>PAR 206</td>
<td>Business Organization</td>
<td>3</td>
</tr>
<tr>
<td>PAR 230</td>
<td>Employment Law</td>
<td>3</td>
</tr>
</tbody>
</table>

**Group B**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>PAR 101</td>
<td>Introduction to Mediation</td>
<td>3</td>
</tr>
<tr>
<td>PAR 117</td>
<td>Family Law</td>
<td>3</td>
</tr>
<tr>
<td>PAR 211</td>
<td>Estate Planning &amp; Probate Administration</td>
<td>3</td>
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MIND-BODY HEALTH

Americans are taking responsibility and making choices concerning their own health. To further explore the emerging “behavioral medicine revolution,” often called the holistic health approach, the Mind-Body Health program examines all the factors impacting human health: physical, emotional, mental, social, environmental, and spiritual.

SELF AND FAMILY HEALTH ENHANCEMENT.

This program allows students to pursue special interests and provides a foundation for further training and education in the health care field. The contents of these courses are not intended to be used as a substitute for the advice of an appropriate health care practitioner.

Certificate Requirements

MBH/BIO/PSY 290 Mind, Body, Healing & Health ..................... 3
MBH/BIO/PSY 291 Biofeedback for Health ........................... 3
MBH 285 Life Plan for Health ........................................... 1
Required Credits .................................................................. 7

Electives

Choose at least one hour from each category for a total of 9 credits...

The Physical Dimension

MBH 290/PED 110 Hatha Yoga ............................................. 1
MBH 290/PED 110 Tai Chi .................................................... 1

The Mental Dimension

MBH 201 The Creative Mind ................................................ 1
MBH 202 Meditation for Health ............................................. 1
MBH 203 Dreams and Self-Discovery ................................... 1
MBH 206 Visualization for Health ......................................... 1
MBH 208 Expressive Painting for Health ................................. 1
MBH 209 Creative Journaling for Health ................................. 1

The Healing Arts

MBH 251 Reflexology ......................................................... 1
MBH 252 Healing Touch ...................................................... 1
MBH 253 Acupressure ........................................................ 1
MBH 254 Therapeutic Massage ............................................. 1
MBH 256 Naturopathic Healing Arts ...................................... 1
MBH 257 Introduction to Herbs ............................................. 1
MBH 258 Herbal Healing for Women ..................................... 1
MBH 261 Chinese Healing Arts ............................................. 1
MBH 262 Ayurvedic Healing Arts ......................................... 1
MBH 270 Enhancing Your Performance with Brain Gym ............ 1
MBH 271 Brain Gym Applications .......................................... 1

Other coursework may be approved by consulting the Chair of the Mind-Body Health Center, 303-340-7125.

Elective Credits .................................................................. 9

REAL ESTATE APPRAISAL. To satisfy the requirements for this certificate, you must successfully complete the course RES 114, Principles of Real Estate Appraisal.

Certificate Requirements

RES 114 Principles of Real Estate Appraisal .............................. 5

TEACHER TRAINING INSTITUTE FOR CLASSICAL

HATHA YOGA

This program is designed to prepare Hatha Yoga teachers to teach in a variety of settings, e.g., schools, health clubs, and corporations. Students who successfully complete the requirements will have: (1) credible academic knowledge about Hatha Yoga and its benefits; (2) well developed skills in their personal practice of Hatha Yoga; (3) the ability to plan, market and effectively teach Hatha Yoga classes.

Certificate Requirements

MBH 250 Yoga Teacher Institute .............................................. 10
SPECIAL PROGRAMS

COLORADO COMMUNITY COLLEGE ONLINE (CCC ONLINE) DEGREE. The Colorado Community College Online is a consortium of 13 colleges in the Community Colleges of Colorado system. Through CCC Online, you can earn some degrees and certificates. All courses are taught over the internet. Tuition is $122.70 per credit hour. For more information, visit the CCC Online website at: www.ccconline.org or contact an academic advisor at CCA in Room A102, phone 303-360-4797, or e-mail advising@cca.cccoes.edu.

CCA, itself, offers many online courses. Tuition is charged at the current residential and non-residential rates as published in the Schedule of Classes.

INSURANCE EMPHASIS WITH COMMUNITY COLLEGE OF AURORA AND REGIS UNIVERSITY. The Community College of Aurora makes it possible to earn credits toward a Bachelor of Science in Business Administration with an emphasis in Insurance as the result of an agreement between the Community College of Aurora and Regis University. Credits earned through CCA that are applicable to this degree are guaranteed to transfer to Regis University; credits earned by passing either the CPCU or the IIA national examination also apply to this degree. Credits earned at other institutions may apply, subject to approval by Regis University. For information, contact an academic advising, CentreTech Campus A102.
NOTICE TO ALL CCA STUDENTS

The Colorado system of community colleges (which includes the Community College of Aurora) has undertaken a project to assign common numbers and common descriptions to many courses in this catalog. This step is being taken in order to improve student transfer and to ensure curriculum quality across the system. It is expected that some of the changes in course numbers and descriptions will become effective during the period (2002-03) of this catalog. The changes will not jeopardize student credit or transfer. An electronic addendum to this catalog will be available as course numbers and descriptions are completed. Students may access the addendum at http://www.rightchoice.org.

INDEPENDENT STUDY

The College may provide for individual student needs through independent study. All requests for independent study are subject to the approval of the Division Dean. Independent study courses are generally numbered 299. No more than six (6) semester hours of independent study course work may be applied to any Associate degree program.

SPECIAL TOPICS COURSES

Special Topics courses provide instruction on selected topics within a program. They are numbered 290. The number of semester hours of credit is determined by the department offering the course and approved by the Instructional Leadership Team. No more than six (6) semester hours of Special Topics course work may be applied to any Associate degree.

SUPERVISED FIELD EXPERIENCE

The Community College of Aurora recognizes the need for supervised field (off-campus) experience in various programs. Supervised field experience may be titled "work experience", "practicum", or "internship". These field experiences are designed to provide on-the-job training for students with the goal of increased employability upon completion of their education. In a supervised field experience, the community, its resources, and employees become an extension of the college. All supervised field experience courses include: (1) course descriptions; (2) an instructor with credentials in the program area to supervise the off-campus instruction; (3) course activities designed by the instructor; (4) attendance at a minimum of one class session per week with the assigned instructor; (5) a training plan developed by the instructor, including all assignments required for completion of the course; (6) grading following the established grading policy of the College; and (7) instructor scheduling of the supervised field experience hours, requiring the same types of assignments and preparation as for on-campus courses.
ACC 101 Fundamentals of Accounting
3 Credit hours 45 Contact hours
Prerequisites: ACC 101 or 121, Co-requisite: ACC 188
Students will be introduced to the basic concepts of accounting, with emphasis on the procedures used for maintaining journals, ledgers, and related records, and for preparation of financial statements for small service and merchandising businesses.

ACC 115 Payroll Accounting
2 Credit hours 30 Contact hours
Prerequisites: ACC 101 or 121, Co-requisite: ACC 188
Students will be introduced to the basic concepts of payroll accounting, with emphasis on the procedures used for maintaining payroll records. This course is non-technical and is intended to provide students with a working knowledge of current tax laws and actual experience in applying regulations. Students will be exposed to computerized payroll procedures. (Formerly ACC 196)

ACC 121 Principles of Accounting I
4 Credit hours 60 Contact hours
Prerequisite: ACC 123
Introduces the study of accounting principles to give the student an understanding of the accounting cycle and its techniques and practices. Major topics include: the accounting cycle, income and expense summaries, financial statements, cash flow statements, financial analysis, and budgeting. (Formerly ACC 116)

ACC 122 Principles of Accounting II
4 Credit hours 60 Contact hours
Prerequisite: ACC 121 or equivalent, Co-requisite: ACC 124
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 123 Accounting Principles I - Recitation
1 Credit hour 15 Contact hours
Prerequisite: ACC 121
An accompanying recitation for ACC 121, Accounting Principles I. Exposes students to the basic concepts of accounting in the foundational studies of accounting. Students will be introduced to basic principles, concepts, and the application of accounting in real-world business situations, using individual and team problem solving. (Formerly included with ACC 121)

ACC 124 Accounting Principles II - Recitation
1 Credit hour 15 Contact hours
Prerequisite: ACC 122
An accompanying recitation for ACC 122, Accounting Principles II. Exposes students to the broader accounting experience in the financial and managerial accounting. Students will be introduced to the basic concepts of accounting in real-world business situations, using individual and team problem solving. (Formerly included with ACC 122)

ACC 125 Computerized Accounting
3 Credit hours 45 Contact hours
Prerequisites: ACC 101 or ACC 111. Co-requisite: ACC 188
Introduces data entry procedures on the computer for accounting applications. Includes a review of manual and electronic procedures and extensive hands-on experience with computerized accounting systems. The accounting cycle is studied in a computer environment. Financial reports will be prepared and financial statement analysis techniques will be discussed. (Formerly ACC 116)

ACC 131 Income Tax I
3 Credit hours 45 Contact hours
Prerequisite: ACC 121, Co-requisite: ACC 188
This course is the study of basic concepts of federal income taxation, including gross income, deductions, accounting periods and methods, and property transactions, with emphasis on individual taxation.

ACC 132 Income Tax II
3 Credit hours 45 Contact hours
Prerequisites: ACC 131 or equivalent, Co-requisite: ACC 188
This course is the study of federal income taxation of corporations, partnerships and limited liability companies, including formation, operations, distributions, reorganizations, and liquidation. Other special topics include exempt entities, state taxation, and federal gift and estate tax.

ACC 135 Spreadsheet Application For Accounting
3 Credit hours 45 Contact hours
Prerequisites: ACC 122, CIS 150 or spreadsheet experience
This course introduces spreadsheets as an accounting tool. Using an accounting perspective, the student will apply fundamental spreadsheet concepts. The spreadsheet will be used as a problem solving and decision making tool. This course involves a ten-key pad component. (Formerly ACC 126)

ACC 188 - 100 Level Practicum
1 Credit hour 15 Contact hours
Students will demonstrate the practical computer applications and skills required in the 100-level co-requisite course.

ACC 211 Intermediate Accounting I
4 Credit hours 60 Contact hours
Prerequisite: ACC 122 or equivalent
Studies the conceptual framework of financial accounting and practice applicable to the following topics: historical perspective, concepts and principles of financial accounting; the preparation of balance sheets, income statements and statements of cash flow for complex organizations; and accounting for current assets, current liabilities and operating assets.

ACC 212 Intermediate Accounting II
4 Credit hours 60 Contact hours
Prerequisite: ACC 211
This course is a continuation of ACC 211. It focuses on the theoretical and practical aspects of accounting for long-term liabilities, stockholders' equity, investments, pensions and leases. Income tax allocation, financial statement analysis, cash flow statements and accounting methods changes are also covered.

ACC 216 Governmental and Not-for-profit Accounting
3 Credit hours 45 Contact hours
Prerequisite: ACC 121 or equivalent
Studies 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. (Formerly ACC 246) (Offered Spring Semester Only)

ACC 225 Computerized Accounting II
3 Credit hours 45 Contact hours
Prerequisite: ACC 125, Co-requisite: ACC 288
A continuation of Computerized Accounting (ACC 125) with emphasis on the practical application of integrated accounting packages through the use of commercially available software. Other topics included are software evaluation and selection, automated accounting systems controls, and system documentation. (Formerly ACC 216)

ACC 226 Cost Accounting I
3 Credit hours 45 Contact hours
Prerequisite: ACC 122
Studies cost accumulation methods and reports. The concepts and procedures of job order, process, standard, and direct cost systems are covered; budgeting, planning, and cost control for costs are included.
ANTHROPOLOGY

ANT 101 Cultural Anthropology
3 Credit hours 45 Contact hours
Prerequisite: ACC 226
This course is a continuation of ACC 226 and focuses on the decision making aspects of managerial accounting using electronic spreadsheet applications for assigned problems. Topics include product pricing strategy, capital budgeting, statement of cash flow and application of linear programming.

ACC 251 Auditing
3 Credit hours 45 Contact hours
Prerequisite: ACC 122
A study of auditing procedures, standards, and reports; evaluation of internal control and preparation of audit programs; examination of financial statements and preparation of audit working papers. Good working relationship features between the internal accountant and external auditor will be analyzed to assist in preparing for audits. This course will focus on the audit process, procedures, and mechanics.

ACC 280 - 200 Level Practicum
1 Credit hour 15 Contact hours
Students will demonstrate the practical computer applications and skills consistent with the 200-level co-requisite course.

ACCOUNTING MANAGEMENT

(See Management)

AMERICAN SIGN LANGUAGE

ASL 100 Introduction to American Sign Language
3 Credit hours 45 Contact hours
Introduces students to American Sign Language (ASL) and deaf culture.

ASL 111 American Sign Language I
5 Credit hours 75 Contact hours
Prerequisite: ASL 100 or permission of department chair.
Beginning of a sequence dealing with the development of functional proficiency and receptive and expressive skills of the language. NOTE: The order of the topics and the methodology will vary according to individual texts and instructors.

ASL 112 American Sign Language II
5 Credit hours 75 Contact hours
Prerequisite: ASL 111 or permission of department chair.
A continuation of ASL 111 in development of functional proficiency and receptive and expressive skills of the language. NOTE: The order of the topics and the methodology will vary according to individual texts and instructors.

ART 110 Art Appreciation
3 Credit hours 45 Contact hours
An introduction to the cultural significance of the visual arts, including media, processes, techniques, traditions, and terminology.

ART 121 Drawing I
3 Credit hours 90 Contact hours
An investigation of various approaches and media designed to develop drawing skills and visual awareness.

ART 122 Drawing II
3 Credit hours 90 Contact hours
Prerequisite: ART 121 or permission of Instructor
A study of expressive drawing techniques and development of individual expressive style.

ART 121 Design I
3 Credit hours 90 Contact hours
Study of basic two-dimensional design elements and principles, visual perception, color theory, form, and composition.

ART 122 Design II
3 Credit hours 90 Contact hours
Prerequisite: ART 111 or permission of Instructor
The application of design elements and principles to both two- and three-dimensional problems.

ART 151 Photography I
3 Credit hours 45 Contact hours
An introduction to black and white photography as a fine art medium and develops skills necessary for basic camera lab operations. NOTE: Students must provide their own suitable 35 mm reflex or range finder cameras with one lens (preferably 50 mm) and purchase other supplies.

ART 152 Photography II
3 Credit hours 45 Contact hours
Prerequisite: ART 151 or permission of Instructor
Further exploration in camera and lab operations with an emphasis on individual creativity. It includes the development of a comprehensive portfolio. NOTE: Students must provide their own suitable 35 mm reflex or range finder cameras with one lens (preferably 50 mm) and purchase other supplies.

ART 111 Art History I
3 Credit hours 45 Contact hours
Provides a knowledge base to understand the visual arts, especially as related to western culture. Surveys the visual arts from the Ancient through the Medieval periods.

ART 112 Art History II
3 Credit hours 45 Contact hours
Provides a knowledge base to understand the visual arts, especially as related to western culture. Surveys the visual arts from the Renaissance through the Modern periods.

ART 211 Painting I
3 Credit hours 90 Contact hours
Emphasizes color, composition, materials, and techniques of studio painting.

ART 212 Painting II
3 Credit hours 90 Contact hours
Prerequisite: ART 211 or permission of Instructor
Emphasizes experimentation with material, composition, and color.

ART 213 Painting III
3 Credit hours 90 Contact hours
Prerequisites: ART 212 or permission of Instructor
Continues the investigation of subject, color, composition, and individual forms of expression.
ART 214 Painting IV  
3 Credit hours  
90 Contact hours  
Prerequisite: ART 213 or permission of Instructor  
Provides advanced work with theme development, sophisticated color relationships, experimentation in conceptual forms, and consistent progression of subject matter.

ART 211 Drawing III  
3 Credit hours  
90 Contact hours  
Prerequisite: ART 222 or permission of Instructor  
Provides further exploration of expressive drawing techniques and style.

ART 222 Drawing IV  
3 Credit hours  
90 Contact hours  
Prerequisite: ART 221 or permission of Instructor  
Advanced drawing problems with emphasis on individual style, subject, and content.

ART 224 Sculpture I  
3 Credit hours  
90 Contact hours  
An introduction to the fundamentals of sculpture such as the modeling, casting, carving, and assembly processes.

ART 225 Sculpture II  
3 Credit hours  
90 Contact hours  
Prerequisite: ART 224 or permission of Instructor  
Provides a development of the understanding and manipulation of three-dimensional form, with greater concentration on individual creativity and style.

ART 226 Sculpture III  
3 Credit hours  
90 Contact hours  
Prerequisite: ART 225 or permission of Instructor  
Advanced study of subject development, form, style, and theme.

ART 227 Sculpture IV  
3 Credit hours  
90 Contact hours  
Advanced study of technique, individual expression, and consistency of compositional problem solving.

ART 231 Watercolor I  
3 Credit hours  
90 Contact hours  
An introduction to the basic techniques and unique aspects of materials involved with using transparent and/or opaque water media.

ART 232 Watercolor II  
3 Credit hours  
90 Contact hours  
Prerequisite: ART 231 or permission of Instructor  
Provides advanced study of subject development, form, color, and theme.

ART 233 Watercolor III  
3 Credit hours  
90 Contact hours  
Prerequisite: ART 232 or permission of Instructor  
Provides continuing study of watercolor techniques, with an emphasis on original compositions and experimentation with materials.

ART 234 Watercolor IV  
3 Credit hours  
90 Contact hours  
Prerequisite: ART 233 or permission of Instructor  
Provides advanced study of techniques, individual style or expression, and consistency of compositional problem solving.

AST 230 Figure Drawing I  
3 Credit hours  
90 Contact hours  
Prerequisite: ART 231 or permission of Instructor  
An introduction to the basic techniques of drawing the human figure.

AST 231 Figure Drawing II  
3 Credit hours  
90 Contact hours  
Prerequisite: ART 230 or permission of Instructor  
Provides continuing study of the various methods of drawing the human figure, with emphasis on the description of form and individual style.

AST 101 Astronomy I  
4 Credit hours  
60 Contact hours  
Studies the history of astronomy, the tools of the astronomer, and the contents of the solar system: the planets, moons, asteroids, comets, and meteoroids. This course includes observations with binoculars or telescopes and visits to an observatory or planetarium.

AST 102 Astronomy II  
4 Credit hours  
60 Contact hours  
Studies the structure and life cycle of the stars, the sun, galaxies, and the universe as a whole, including cosmology and relativity. This course includes observations with binoculars or telescopes and visits to an observatory or planetarium.

BIO 105 Science of Biology  
4 Credit hours  
90 Contact hours  
Designed for non-science students. Examines the basis of biology in the modern world and surveys the current knowledge and conceptual framework of the discipline. Biology as a science is explored as is the impact of biological science on society. This course includes laboratory experiences.

BIO 108 Human and the Environment  
3 Credit hours  
45 Contact hours  
This is a one semester course for non-science majors. "Topics include basic principles of ecology, and the impact of humans on the environment.

BIO 111 General College Biology I  
5 Credit hours  
105 Contact hours  
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, cell reproduction, and basic concepts of heredity. This course includes laboratory experience.

BIO 112 General College Biology II  
5 Credit hours  
105 Contact hours  
Prerequisite: BIO 111 or permission of Department Chair  
A continuation of Biology I. Includes ecology, evolution, classification, structure, and function in plants and animals. This course includes laboratory experience.

BIO 116 Human Biology  
3 Credit hours  
45 Contact hours  
This course is an introduction to human anatomy and physiology for students who have little or no background in science. It does not substitute for a one year Anatomy and Physiology course with a lab. Topics covered are atoms, molecules, cells, energetics, genetics, and a brief survey of systems.

BIO 135 Human Nutrition  
3 Credit hours  
45 Contact hours  
Prerequisite: Recent experience in biology or chemistry is recommended. General course in human nutrition designed to review the essential nutrients responsible for maintaining health. Topics covered include: carbohydrates, lipids, proteins, vitamins, minerals, and the metabolic pathways by which these nutrients are changed chemically to support life processes. Integrated nutritional concepts will be used by students to develop dietary plans. (Also available as an online course)

BIO 201 Human Anatomy and Physiology I  
4 Credit hours  
90 Contact hours  
Note: Recent experience in biology or chemistry is recommended. An integrated study of the human body in which the histology, anatomy, and physiology of each system is covered. It is a two-semester course. The first part includes molecular, cellular, and tissue levels of organization; integuments, skeletal, articulations, muscular, nervous, senses, (or endocrine, digestive, and respiratory) systems. This course has a lab component that includes experimentation, microscope work, observations, and dissection. The lab covers the same topics as the lecture.
BIO 226 Human Anatomy and Physiology II
4 Credit hours
90 Contact hours
Prerequisite: BIO 201 or permission of Department Chair
An integrated study of the human body in which the histology, anatomy, and physiology of each system is studied. It is the second part of a two-semester course and includes the study of the following systems: cardiovascular with hematology, lymphatic, immunological urinary with fluid and electrolyte control, digestive with nutrition, respiratory, endocrine, and the reproductive system with genetics and development. This course has a laboratory component that includes experimentation, microscope work, observation, and dissection. The lab covers the same topics as the lecture.

BIO 226 Microbiology
4 Credit hours
80 Contact hours
Prerequisite: BIO 201 or permission of Department Chair
A study of microorganisms with emphasis on their structure, development, physiology, classification, and identification. The laboratory component includes culturing, identifying, and controlling microorganisms, and the study of the role of microorganisms in infectious disease.

BIO 227 Genetics
3 Credit hours
45 Contact hours
Prerequisite: BIO 111 or permission of Department Chair
A study of fundamental laws of heredity and their application to living organisms. The course will cover the basic genetics. Topics include the laws of Mendel, linkage, mutation concept, molecular genetics, and Hardy-Weinberg law. This course includes some laboratory experience.

BIO 228 Field Biology
4 Credit hours
160 Contact hours
Prerequisite: BIO 111 or BIO 112 or permission of Department Chair
Students learn to identify plants and animals in their natural environment. Field trips to nearby natural areas are included.

BIO 245 Kinesiology
3 Credit hours
45 Contact hours
Prerequisite: BIO 201
Kinesiology is the science of human motion. This course will focus upon the theories of biomechanics, and muscle/joint structure and function. (Credit is available for BIO 245 or PED 225 but not for both.)

BIO 280 Mind, Body Healing and Health
3 Credit hours
45 Contact hours
A survey of the rapidly developing awareness of the inner-connectedness of mind and body and spirit. The dialog between eastern and western health care and the many choices which could enhance our health and well-being will be explored. (Credit is available for BIO 280, MBH 280, or PSY 285, but only for one.)

BIO 281 Stress Reduction with Biofeedback
3 Credit hours
45 Contact hours
Students will learn about the biological and psychological basis of stress and the detrimental effects it may have on our health. Emphasis will be on learning and applying stress reduction skills which are monitored with simple biofeedback instruments. (Credit is available for BIO 281, MBH 281, or PSY 281, but only for one.)

BIOTECHNOLOGY
Biotechnology is a field in life sciences that supports six distinct areas: molecular and cellular biology, pharmaceuticals, bio-agriculture, biomediation, and manufacturing and material design. Whether you are a student, or a professional already working in the field of biotechnology, the hands on and real time laboratory experience will give you the specialized training you need to excel in the industry.

BIO 190 Introduction to Biotechnology
3 Credit hours
60 Contact hours
Prerequisite: MAT 121 or higher; CHE 101 or CHE 111; BIO 105 or BIO 111
Serves as the prerequisite for all biotechnology curricula. This course introduces students to biotechnology in research and commerce. Students will learn the basic biology behind biotechnology, become exposed to laboratory techniques used in biotech labs, and learn about careers in the biotechnology industry. Students who go on to complete a biotechnology curriculum will be prepared to attain employment in biotechnology or transfer to a four-year life science program.

BIO 228 Techniques in Cell Culture and Protein Production
4 Credit hours
90 Contact hours
Prerequisite: CHE 101, BIO 190
Teaches students the methods commonly used in biotech manufacturing facilities. Methods include esratory cell culture, prokaryotic fermentation, protein production, and purification.

BIO 229 Forensic Science and Criminalistics
3 Credit hours
45 Contact hours
Students learn the fundamentals of forensic science that are essential for gathering evidence at the crime scene and analyzing it in the crime laboratory.

BIO 234 Methods in Cell Biology and Immunology
4 Credit hours
90 Contact hours
Prerequisite: BIO 190
Provides an introduction to research in cell biology. Students perform hands-on laboratory techniques to include cell isolation and culture, subcellular fractionation, protein isolation, protein and enzyme assays, electrophoresis and various monoclonal-antibody techniques. Part of the Biotechnology Program Professional/Vocational Core. (Offered Fall Semester)

BIO 225 Biotechnology Internship
3 Credit hours
135 Contact hours
Prerequisite: BIO 190, BIO 224 & BIO 228
The internship is a required component of the biotechnology certificate and serves as a capstone experience. Students gain real time experience by working in a company laboratory.

BIO 229 Nucleic Acid Techniques and Molecular Cloning
4 Credit hours
90 Contact hours
Prerequisite: BIO 190
Designed as an introduction to Recombinant DNA technology as it is used in Biomedical Research. Basic information on the structure and function of DNA as a genetic material is briefly covered before students are guided through a current 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 electrophoresis, molecular cloning, and automated DNA sequencing. (Offered Spring Semester)
BUSINESS

BUS 101 Personal Business Skills
1 Credit hour 15-45 Contact hours
Students are prepared to enter the work force through analysis of various work styles, job search techniques, time management, work ethics, resume writing, budgeting and personal strategies for work place success.

BUS 101 Start Your Own Business
1 Credit hour 15 Contact hours
Investigates the characteristics of successful entrepreneurs, opportunities for starting your own business and ways of entering your own business.

BUS 102 Entrepreneurial Operations
4 Credit hour 60 Contact hours
Prerequisite: BUS 101, unless you currently manage or own a small business.
Designed for those interested in starting their own business or those who have recently begun their business. It provides student with the marketing, management and financial knowledge needed to succeed in their own business. In addition, students develop and present their own business plans.

BUS 108 Workplace Integration
1 Credit hour 15 Contact hours
Gain a practical understanding of the workplace by examining various structures, employer expectations, and employee rights and responsibilities. Explore a variety of career paths and the relationship of personal traits to career progression. During this class, you will learn how to give and receive feedback on performance, while developing a personal code of working ethics and standards for yourself and your employer.

BUS 109 Workplace Relationships
1 Credit hour 15 Contact hours
Empower yourself to create more harmonious workplace relationship as a sensitive employee and an effective team member. Explore personal or job-related situations that cause stress and learn how to cope in a healthful way. During this class, you will work together as a team to examine member and leader roles, methods for problem-solving, and ways to handle conflict, while maintaining your own peacefulness.

BUS 115 Introduction to Business
3 Credit hours 45 Contact hours
Survey of the operation of the American business system: fundamentals of the economy, careers and opportunities, marketing, management, production, governmental regulations, tools of business, and social responsibilities.

BUS 122 Customer Service
1 Credit hour 15 Contact hours
Improve your skills in handling those tough customers and make all your customers want to come back for more. Emphasis is on practical applications of proven techniques in promoting excellent customer relations.

BUS 131 Introduction to Mortgage Banking
1 Credit hour 15 Contact hours
An overview of the entire mortgage loan process. Students apply the components of the mortgage loan process to a simulated workplace situation beginning with origination and the sale of the loan into the secondary market or to a private investor.

BUS 132 Residential Mortgage Loan Originations
1 Credit hour 15 Contact hours
An introduction to the basic procedures of Residential Mortgage Loan Originiation for Conforming and government loans. Students determine the acceptability of a loan for underwriting and evaluate the market conditions, which effect the loan process.

BUS 133 Residential Mortgage Processing
1 Credit hour 15 Contact hours
An introduction to the basic guidelines and functions of Residential Mortgage Processing. Students will analyze the documentation required to assess and process Conventional and Government loans to be sold in the secondary market or held by a public or private financial institution in its own portfolio.

BUS 134 Residential Banking Mortgage Underwriting
1 Credit hour 15 Contact hours
An overview of the basic guidelines and functions of Residential Mortgage Loan Underwriting. Through workplace simulations, students will utilize real estate contracts, credit analysis, and loan documentation for Government and Conventional loans which are sold in the secondary market.

BUS 135 Residential Loan Closings
1 Credit hour 15 Contact hours
Students learn the requirements for closing a residential loan. Students will apply agency and Secondary Market guidelines to the Residential Loan closing process.

BUS 136 Introduction to Secondary Marketing
1 Credit hour 15 Contact hours
Students learn the various facets of a traditional Secondary Marketing Department. They explore the historical implications of secondary marketing, loaning/pricing an individual loan, the concept of risk management, pipeline management, product development, and the overall department structure.

BUS 152 Personal Financial Planning
3 Credit hours 45 Contact hours
An introduction to personal financial planning, tax saving opportunities, estate and retirement planning. Topics studied also include insurance, retirement planning, equity investments, wills, trusts, and financial tools available to facilitate such plans. (Offered Spring Semester).

BUS 219 Legal Environment of Business I
3 Credit hours 45 Contact hours
Course examines the legal entities of business organizations and includes the study of the Uniform Commercial Code as it applies to commercial paper and secured transactions. Areas emphasized include anti-trust and trade regulations, consumer protection, employment law, environmental law, and securities regulation. Ethics and social responsibility in all areas are examined. (Offered Spring Semester).

BUS 221 Business Law I
3 Credit hours 45 Contact hours
An introductory study of business law to include, but not be restricted to, such topics as foundations of the legal system, contracts, sales (UCC), agency, and property (real and personal).
BUS 226 Business Statistics
3 Credit hours
Prerequisite: MAT 105 or permission of Department Chair
Course is intended for business majors and includes statistical study, descriptive statistics, probability and the binomial distribution, index numbers, time series, decision theory, confidence intervals, hypothesis testing, testing of two-sample means, chi-square and ANOVA, linear regression and correlation. (Offered Spring Semester.)

BUS 260 Business Process Foundations for E-Commerce
3 Credit hours
Prerequisite: CBW 221, MAR 221. Coreq: CBW 228.
Students learn about three industry business process models and how e-commerce solutions help streamline these processes. They examine the relationship of these business process transactions to business accounting and marketing and how to calculate the return on investment of an e-commerce system. The three industries studied are financial services, telecommunications, and manufacturing.

BUS 270 Listening at Work
1 Credit hour
15 Contact hours
More than one-half of communicating is listening; so successful business professionals, whether supervisors or employees, need high-level listening skills. This course will help students improve their listening through a variety of techniques. (Credit is available for BUS 270 or COM 270, but not both.)

BUS 271 Meetings That Work
1 Credit hour
15 Contact hours
Meetings don’t have to be unproductive. Through understanding the strengths and weaknesses of meetings as communication events, students will learn how to be effective facilitators and participants. Agenda preparation and alternative to meetings are discussed. (Credit is available for BUS 271 or COM 271, but not both.)

BUS 272 Communicating With Impossible People
1 Credit hour
15 Contact hours
Learn effective techniques for handling impossible communicators: people who are devious, aggressive, hostile, dogmatic, stubborn, silent, indecisive, or nonlistening. (Credit is available for BUS 272 or COM 272, but not both.)

BUS 273 Conflict Resolution
1 Credit hour
15 Contact hours
Conflict is a part of our daily lives, but it can be handled productively. This course will help students understand the roots of conflict and how to mediate interpersonal conflict in a variety of settings. Conflict prevention techniques are emphasized. (Credit is available for BUS 273 or COM 273, but not both.)

BUS 274 Negotiation
1 Credit hour
15 Contact hours
Learn how to protect your interests and those of others while preserving relationships. Role-playing and other dynamic techniques are used to practice negotiation skills for personal and professional situations. (Credit is available for BUS 274 or COM 274, but not both.)

BUS 275 Effective Presentations
1 Credit hour
15 Contact hours
Presentation skills are needed in many professional settings, including conferences, briefings, training sessions, and sales presentations. Formats, strategies, and presentation tips are emphasized and practiced. (Credit is available for BUS 275 or COM 275, but not both.)

BUS 276 Decision Making
1 Credit hour
15 Contact hours
Do you have difficulty making decisions? This class will help you increase your understanding of personal and professional decision-making strategies. A variety of decision-making strategies are applied. (Credit is available for BUS 276 or COM 276, but not both.)

BUS 277 Teamwork
1 Credit hour
15 Contact hours
Build your teamwork skills and gain insight into what makes teamwork successful. You will use a variety of strategies to understand team functioning, including in-class exercises, problem-solving simulations and lectures. (Credit is available for BUS 277 or COM 277, but not both.)

BUS 278 Problem Solving
1 Credit hour
15 Contact hours
Solving problems in our personal and professional lives requires the ability to think and act creatively in responding to a variety of situations. Students will be introduced to several different perspectives for group and individual problem solving. Real situations and simulations will be explored. (Credit is available for BUS 278 or COM 278, but not both.)

BUS 280 - 300 Level Practicum
1 Credit hour
15 Contact hours
Students will demonstrate the practical computer applications and skills commensurate with the 200 level co-requisite course.

BUSINESS-SMALL BUSINESS MANAGEMENT PROGRAM
(See Small Business Management Program)

CHE 101 Introduction to Chemistry I
5 Credit hours
90 Contact hours
Prerequisite: MAT 090 or permission of Department Chair
For non-science majors, students in occupational and health programs, or students with no chemistry background. Includes the study of measurements, atomic theory, chemical bonding, non-empirical, stoichiometry, solutions, acid and base, gas laws, and condensed states. Laboratory experiments demonstrate the above concepts qualitatively and quantitatively.

CHE 102 Introduction to Chemistry II
5 Credit hours
90 Contact hours
Prerequisite: CHE 101
Includes the study of hybridization of atomic orbitals for carbon; nomenclature of organic compounds; properties of different functional groups; nomenclature of various biologically important compounds, their properties and their biological pathways. Laboratory experiments demonstrate the above topics qualitatively and quantitatively.

CHE 110 General College Chemistry I
5 Credit hours
105 Contact hours
Prerequisites: High school chemistry or MAT 121
For science and engineering majors.
Includes the study of measurements, atomic theory, chemical bonding, stoichiometry, gases, condensed states, solutions, and thermochemistry. Also includes problem solving skills and descriptive contents for these topics. Laboratory techniques used in the experiments will demonstrate the above concepts as well as the qualitative and quantitative analytical techniques involved in chemistry.

CHE 112 General College Chemistry II
5 Credit hours
105 Contact hours
Prerequisites: CHE 111
Includes the study of thermodynamics, chemical kinetics, chemical equilibrium, acid-base equilibrium, ionic equilibrium, electrochemistry, nuclear chemistry, and organic chemistry. Also includes problem solving skills and descriptive contents for these topics. Organic chemistry may be included if time permits. The laboratory experiments will demonstrate both the qualitative and quantitative analytical techniques.
CHE 211 Organic Chemistry I
5 Credit hours 105 Contact hours
Prerequisite: CHE 112
The topics of this course include structure and reactions of aliphatic hydrocarbons and selected functional group families. Nomenclature of organic compounds, stereochemistry, reaction mechanisms will be stressed. Laboratory will demonstrate the above concepts and laboratory techniques.

CHE 212 Organic Chemistry II
5 Credit hours 105 Contact hours
Prerequisite: CHE 211
The topics in this course include structure, reactions, and reaction mechanisms of aromatic compounds and continuation of functional group families from CHE 211. Interest in the chemistry of heterocycles and biologically related compounds will be covered if time permits. Laboratory will demonstrate the above concepts and laboratory techniques.

COMMUNICATIONS
(See Speech)

COMPUTER INFORMATION SYSTEMS

BTE 110 Keyboarding
1 Credit hour 15 Contact hours
Students will learn basic concepts, terminology and keyboard skills. The emphasis will be on keyboarding. A basic understanding of computers is necessary to begin this course.

BTE 111 Keyboarding Speed Building
1 Credit hour 15 Contact hours
Co-requisite: BTE 100.
In this course, students increase their speed and improve their accuracy in keyboarding on the PC through the use of correct techniques and concentrated effort.

CIS 105 Introduction to the PC
1 Credit hour 15 Contact hours
Co-requisite: CIS 115.
A course for the beginning computer user to obtain hands-on experience in the elementary use of the personal computer. This course introduces the basic features and terminology associated with personal computers, including topics such as database, spreadsheets, and word processing.

CIS 115 Introduction to Computer Information Systems
5 Credit hours 45 Contact hours
Co-requisite: CIS 105, CIS 188
This is an overview of the needs for and roles of computer information systems. Emphasis is on computer requirements in organizations, history, hardware functions, programming, systems development, and computer operations. Hands-on experience with applications and programming will be included.

CIS 118 Logic and Program Design
3 Credit hours 45 Contact hours
Prerequisite: CIS 115. Co-requisite: CIS 188
This course is an introduction to the development of computer program designs using the concept of structural programming and logic. Includes use of pseudo-code, and/or flowcharts, structure charts, and other current structured design tools.

CIS 121 Microsoft Office XP Intro to PC Applications
3 Credit hours 45 Contact hours
Co-requisite: CIS 160, CIS 188
This course reviews standard software packages available to support a microcomputer based work station. Included are descriptions of and hands-on work with word processors, spreadsheets, file and database management systems, and other common applications packages.

CIS 123 PC Operating System (MS-DOS) Complete
3 Credit hours 45 Contact hours
Co-requisite: CIS 188
This course introduces concepts, terminology, and skills in the use of an operating system. The emphasis will be on understanding and using an operating system in a practical way in order to complement the student’s use of application software on the microcomputer.

CIS 124 Windows 2000 for Power Users (Microcomputer Interfacing)
2 Credit hours 30 Contact hours
Prerequisite: CIS 122 or CIS 123, Co-requisite: CIS 188
This course introduces the advanced functions of Windows. Demonstrates the use of the Windows filing system, including FAT16, FAT32, VFAT and NTFS. In addition, the following topics are explored: CMOS, registry, troubleshooting tools, customizing bootloaders, compression, utilities and swap files.

CIS 125 PC Operating System Complete (A+ Certification: 1st Course)
2 Credit hours 30 Contact hours
Prerequisite: CIS 123, Co-requisite: CIS 188
Introduces concepts, terminology and skills in the use of both command-driven and GUI operating systems. Emphasis will be on understanding and using an operating system to complement the student’s use of application software on the microcomputer.

CIS 126 Windows Complete
3 Credit hour 15 Contact hours
Co-requisite: CIS 188
An introduction to the functions and capabilities of Microsoft Windows. Topic includes: Basics of Windows, cut, copy and paste program manager, Word Pad, Paint, customizing Windows, OLE, Network Basics, hardware basics and management. (Formally CIS 177 and CIS 122/123)

CIS 135 Microsoft Word 2002 (Complete PC Word Processing)
3 Credit hours 45 Contact hours
Prerequisite: CIS 128, Co-requisite: CIS 188
This course explores a complete array of word processing skills. The skills needed to create, edit, format, and print documents are covered. Other topics include character, paragraph, and page formats, the use of the spell checker and thesaurus, hypertext, tables, mail merge, document design, and graphics.

CIS 145 Microsoft Access 2002 (Complete PC Databases)
3 Credit hours 45 Contact hours
Prerequisite: CIS 128, Co-requisite: CIS 188
This course explores a complete array of database skills. Topics include the functions of databases, file and table creation, searches, sorts, editing, indexing, queries, forms and reports. (Formerly CIS 140.)

CIS 155 Microsoft Excel 2002 (Complete PC Spreadsheets)
3 Credit hours 45 Contact hours
Prerequisite: CIS 128, Co-requisite: CIS 188
This course covers the complete array of spreadsheet user skills. Topics include spreadsheet design, formatting, formulas, functions, charts, databases, macros, and statistical and what-if analysis. (Formerly CIS 150 & CIS 152.)

CIS 160 Microsoft PowerPoint 2002 (Intro to Presentation Graphics)
1 Credit hour 15 Contact hours
Co-requisite: CIS 118
This course will introduce the development of presentation graphics materials including graphs, charts, illustrations, and diagrams.

CIS 180 - 180 Level Precalculus
1 Credit hour 15 Contact hours
This course is designed to require students to spend a minimum of 2 hours per week working on class assignments, projects, and gaining hands on practice. Credit is awarded based upon completion of projects and the mastery of course specific software.
CIS 220 Unix
3 Credit hours
45 Contact hours
Prerequisite: CIS 115. Co-requisite: CIS 288
This course covers the structure and fundamentals of the UNIX operating system. Topics covered will include the file system and file processing, various utility programs, and shell multi-user operation, memory management, text processing, and communications. (Formerly CIS 175.)

CIS 221 Advanced Unix
3 Credit hours
45 Contact hours
Prerequisite: CIS 220. Co-requisite: CIS 288
This course builds upon the skills from CIS 220. Topics include advanced shell programming, user and systems security, building and managing basic overview of data tables, and other advanced features such as sed, awk, join, and programming using the awk command. (Formerly CIS 278.)

CIS 222 Unix/Linux Administrator
3 Credit hours
45 Contact hours
Prerequisite: CIS 221. Co-requisite: CIS 288
The student will be provided an administrative overview of the Unix and Unix systems from a system administrator's perspective. The student will learn Unix System Administration by studying and performing tasks which include: booting and shutting down the system, installing software, devices and drivers, partitions, creating users, user and system security, cping, ftp, advanced Shell Programming, shells, editors, Domain Name System, system backups, Sylog and log files, configuring the Kernel, Filesystem, Network File System, network routing and send mail. (Formerly CNT 212)

CIS 285+ Certification Preparation (2nd Course)
3 Credit hours
45 Contact hours
Prerequisite: CIS 125. Co-requisite: CIS 288
Prepares students for the CompTIA A+ Certification Exam. Hardware and software concepts are reviewed using A+ techniques. Microprocessor, bus system architecture, storage devices, monitors, graphics adapters and printer issues and compatibility will be covered.

CIS 270 Systems Analysis and Design
3 Credit hours
45 Contact hours
Prerequisite: CIS 115, CIS 116, and one programming language. Co-requisite: CIS 271, CIS 288
This course introduces the student to the materials, techniques, procedures and human interrelations involved in developing computer information systems. Topics include the systems approach, fact gathering techniques, forms design, input/output, file design, file organization, various charting techniques, system audits and controls, project management, implementation and evaluation. (Formerly CIS 276.)

CIS 271 Advanced Systems Analysis and Design
3 Credit hours
45 Contact hours
Co-requisite: CIS 270
This course, a continuation of CIS 270, explores the systems development life cycle in depth. Students will work in groups to design a document as an actual computerized business system. A comprehensive evaluation of the materials, techniques, and procedures required to develop a computerized business system. Topics include the systems approach; fact gathering techniques; forms design; input/output file design; file organization; various charting techniques; system processing and controls, systems presentation techniques; system audits and controls; project management; and system implementation and evaluation. (Formerly part of CIS 276.)

CIS 290 - 200 Level Practicum
1 Credit hour
15 Contact hours
This course is designed to require students to spend a minimum of 2 hours per week working on class assignments, projects, and gaining hands on practice. Credit is awarded based upon completion of projects and the mastery of course specific software.

Computer Networking Technology

CNT 140 Introduction to Networking
3 Credit hours
45 Contact hours
Prerequisite: CIS 115. Co-requisite: CIS 188
This course introduces networking concepts and terminology, including networking architectures, transmission media, structure, access, and network protocols. (Formerly CIS 215.)

CNT 142 Network System Administration I
(Windows NT)
3 Credit hours
45 Contact hours
Prerequisite: CNT 140. Co-requisite: CNT 188
This course introduces the concepts and techniques of administering a local area network, including user and group creation, directory structures, login scripts, menus, and printer control. (Formerly CIS 210.)

CNT 160 Intro to Telecommunication
3 Credit hours
45 Contact hours
Prerequisite: CNT 140. Co-requisite: CNT 188
This course introduces the student to the concepts of telecommunication/data communication. Topics include hardware devices, transmission characteristics, network configurations, codes and modes of transmission, software, and protocols. (Formerly CIS 275.)

CNT 188 - 189 Level Practicum
1 Credit hour
15 Contact hours
This course is designed to require students to spend a minimum of 2 hours per week working on class assignments, projects, and gaining hands on practice. Credit is awarded based upon completion of projects and the mastery of course specific software.

CNT 250 Cisco Associate I
5 Credit hours
75 Contact hours
Co-requisite: CNT 288
The first in a series of four courses. This course focuses on Networking Fundamentals including the OSI model and industry standards, network topologies, IP addressing (including subnet masks), and basic network design. Upon successful completion of all four courses, students will be qualified to take the Cisco Certified Network Associate (CCNA) exam. (Formerly CIS 206.)

CNT 261 Cisco Associate II
5 Credit hours
75 Contact hours
Prerequisite: CNT 260. Co-requisite: CNT 288
The second in a series of four courses. This course focuses on Routing and Switching including basic concepts of IP addressing, subnetting, routing protocols, and basic network design. Upon successful completion of all four courses, students will be qualified to take the Cisco Certified Network Associate (CCNA) exam. (Formerly CIS 207.)

CNT 262 Cisco Associate III
5 Credit hours
75 Contact hours
Prerequisite: CNT 261. Co-requisite: CNT 288
The third in a series of four courses. This course focuses on Advanced Routing and Switching including advanced router configurations, routed and routed protocols, and an introduction to LAN Switching. Upon successful completion of all four courses, students will be qualified to take the Cisco Certified Network Associate (CCNA) exam. (Formerly CIS 208.)

CNT 263 Cisco Associate IV
5 Credit hours
75 Contact hours
Prerequisite: CNT 262. Co-requisite: CNT 288
The fourth in a series of four courses. This course focuses on Design and Project Management including advanced network design projects and network management projects. Upon successful completion of all four courses, students will be qualified to take the Cisco Certified Network Associate (CCNA) exam. (Formerly CIS 209.)
CSC 205 Cisco Professional I
5 Credit hours
75 Contact hours
Prerequisite: Department Approval.
Co-requisite: CNT 288.
The first in a series of four courses, this course focuses on using Cisco routers connecting LANs and WANs typically found in medium to large network sites. Upon successful completion of this course, students will be able to select and implement the appropriate Cisco IOS services required to build a scalable, routed network. Topics addressed include those theories and tasks that network managers and administrators need to perform when managing access and controlling overhead traffic in growing, routed networks once connectivity has been established.

CNT 288 - 200 Level Practicum
1 Credit hour
16 Contact hours
This course is designed to require students to spend a minimum of 2 hours per week working on class assignments, projects, and gaining hands on practice. Credit is awarded based upon completion of projects and the mastery of course specific software.

COMPUTER SCIENCE

CSC 108 Visual Basic Programming
3 Credit hours
45 Contact hours
Prerequisite: CNT 116. Co-requisite: CSC 188
This course introduces programming and applications development for the Microsoft Windows Programming environment using Visual Basic for Windows. (Formerly CSC 160.)

CSC 109 Advanced Visual Basic Programming
3 Credit hours
45 Contact hours
Prerequisite: CSC 108. Co-requisite: CSC 188
This course is a continuation of CSC 150. The student will develop more involved applications; work with more advanced controls, and deal with more advanced topics. (Formerly CSC 161.)

CSC 110 Microsoft Visual C++ (Computer Science II)
3 Credit hours
45 Contact hours
Prerequisite: CSC 230. Co-requisite: CSC 288
This course will introduce students to the discipline of computer science. Topics covered will include algorithm development, data representation, arithmetic and logical expressions, subprograms and input/output operations using a structured programming language.

CSC 10B - 100 Level Practicum
1 Credit hour
15 Contact hours
This course is designed to require students to spend a minimum of 2 hours per week working on class assignments, projects, and gaining hands on practice. Credit is awarded based upon completion of projects and the mastery of course specific software.

CSC 110 Visual Basic Programming
3 Credit hours
45 Contact hours
Prerequisite: CNT 116, MAT 160. Co-requisite: CSC 288
Students are introduced to "C" programming language, which is a "mid-level" language whose economy of expression and data manipulation features allow a programmer to deal with the computer at a "low level". (Formerly CSC 230.)

CSC 111 Advanced "C" Language Programming
3 Credit hours
45 Contact hours
Prerequisite: CSC 230. Co-requisite: CSC 288
This course is a continuation of CSC 230. Topics include pointers, arrays, linked lists, stacks and queues, trees, and advanced user interfaces such as menus, windows, and cursor control. (Formerly CSC 231.)

CSC 112 Java Programming
3 Credit hours
45 Contact hours
Prerequisite: CSC 230 & MAT 160. Co-requisite: CSC 288
This course is an introduction to the Java programming language and will cover basic graphics, threads, events/procedures, user interface, and libraries. The student will write and execute a variety of Java programs. Java Applets will be incorporated into HTML pages, allowing for the use of real-time sound, graphics, animation, and user interaction. (Formerly CSC 234.)

CSC 113 Advanced Java Programming
3 Credit hours
45 Contact hours
Prerequisite: CSC 240 & MAT 160. Co-requisite: CSC 288
This course is a continuation of the study of the Java programming language. Advanced programming topics will be covered including multi-threading, network/internet programming, database programming, and JavaBeans. Students will be expected to write advanced, large and complex programs.

CSC 288 - 200 Level Practicum
1 Credit hour
15 Contact hours
This course is designed to require students to spend a minimum of 2 hours per week working on class assignments, projects, and gaining hands on practice. Credit is awarded based upon completion of projects and the mastery of course specific software.

COMPUTER WEB BASED

CWB 125 Complete Web Editing (MS FrontPage)
3 Credit hours
45 Contact hours
Prerequisite: CIS 129. Co-requisite: CWB 188
This course explores the complete set of web editing tools provided by the software specified. Topics include links, backgrounds, controlling text and graphic placement, tables, image maps, frames, and forms.

CWB 175 HTML (Complete Web Authoring)
3 Credit hours
45 Contact hours
Prerequisite: CTE 100. Co-requisite: CWB 188
This course introduces the complete set of web authoring skills using HTML. Topics include links, backgrounds, controlling text and graphic placement, tables, image maps, frames, and forms.

CWB 188 - 200 Level Practicum
1 Credit hour
15 Contact hours
This course is designed to require students to spend a minimum of 2 hours per week working on class assignments, projects, and gaining hands on practice. Credit is awarded based upon completion of projects and the mastery of course specific software.

CORRECTIONAL SERVICES
See Criminal Justice

CRIMINAL JUSTICE

CJU 101 Introduction to Mediation
3 Credit hours
45 Contact hours
Students explore the conflict resolution, communication skills, and problem-solving which are necessary for achieving effective dispute resolution in both work and home situations. Credit is available for CJU 101, MED 101, or PAR 101, but only for one.

CJU 110 Mediation and Criminal Justice
3 Credit hours
45 Contact hours
Examines mediation within criminal justice processes. Includes historical perspectives, a survey of mediation in criminal justice, and a review of current models. (Credit is available for CJU 101, MED 101, but only for one.) (Offered as needed)

CJU 105 Culture and Conflict Resolution
2 Credit hours
30 Contact hours
Explore the role culture plays in dispute resolution and ways that race, religion, ethnicity, gender, national origin, age, sexual orientation, and language influence the process of mediation. (Credit is available for CJU 105, MED 105, or SOC 105, but only for one.) (Offered as needed)
CULJ 107 Legal & Ethical Concepts
3 Credit hours 45 Contact hours
This course will explore the parameters of professional responsibility for Criminal Justice professionals and related occupations. Value systems and clarifications will be examined.

CULJ 110 Introduction to Criminal Justice
3 Credit hours 45 Contact hours
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. An analysis of the roles and problems of the criminal justice system in a democratic society, with an emphasis upon inter-component relations, checks and balances.

CULJ 111 Substantive Criminal Law
3 Credit hours 45 Contact hours
Legal definitions of crime, purposes, and functions of the law; historical foundations and the limits of criminal law.

CULJ 112 Procedural Criminal Law
3 Credit hours 45 Contact hours
Constitutional and procedural considerations affecting arrest, search and seizure; analysis of criminal cases from arrest through final appeal.

CULJ 120 Police Organization and Administration
3 Credit hours 45 Contact hours
An examination of the means by which departments are organized and administered in order to meet their objectives. (Offered as needed)

CULJ 125 Law Enforcement Operations
3 Credit hours 45 Contact hours
An in-depth examination of the complexity and multi-dimensional aspects of the police role; career; police discretion; police values; and culture in modern America. The role and functions of the police occupational, social, political, and organizational context.

CULJ 126 Patrol Procedures
3 Credit hours 45 Contact hours
An in-depth study of the basic knowledge and skills required of a peace officer to safely and effectively accomplish patrol procedures.

CULJ 127 Judicial Functions
3 Credit hours 45 Contact hours
Examines the criminal court system and criminal process with an analysis of the major judicial decision-makers, i.e., prosecutors, defense attorneys, judges, and the discretionary aspects of adjudication.

CULJ 140 Medical First Response for Law Enforcement
3 Credit hours 45 Contact hours
Topics include first responder roles; responsibilities; anatomy; patient assessment, basic life support; wounds; fractures; pediatrics, geriatrics; childbirth; patient packaging, stabilization and transportation.

CULJ 145 The Correctional Process
3 Credit hours 45 Contact hours
Post-conviction corrections process; the development of a correctional philosophy; and theory with emphasis on contemporary professional application; a description of institutional operation, programming, and management; community based corrections, probation, and parole.

CULJ 146 Community Based Corrections
3 Credit hours 45 Contact hours
An analysis of community based correctional programs and procedures. Emphasis on environment and the relationship to public safety, rehabilitation, and punishment. (Offered as needed)

CULJ 150 Introduction to Victimology
3 Credit hours 45 Contact hours
Focuses on the treatment of crime victims by the criminal justice system; victim programs and victim services; impact of victimization on individuals and communities; remedies for crime victims, including civil and criminal solutions. (Offered as needed)

CULJ 151 Domestic Violence
3 Credit hours 45 Contact hours
Examine theories, issues, legal strategies, and intervention applicable to abuse in intimate relationships. (Credit is available for CRJ 151, or SOC 151, but not for both.) (Offered as needed)

CULJ 152 Sexual Assault
3 Credit hours 45 Contact hours
Examine theories, issues, legal strategies, and intervention applicable to sexual assault and retroactive incest. (Credit is available for CRJ 152, or SOC 152, but not for both.) (Offered as needed)

CULJ 153 Violence Against Children
3 Credit hours 45 Contact hours
An in-depth study of the various forms of child abuse, the neglect of children and the community response. (Credit is available for CRJ 153, or SOC 153, but not for both.) (Offered as needed)

CULJ 154 Principles of Counseling
4 Credit hours 60 Contact hours
An introduction to the basic concepts and skills involved in counseling, defining the counselor’s role, and exploring vocational opportunities in counseling. (Credit is available for CRJ 160 or PSY 160, but not for both.)

CULJ 161 Principles of Group Counseling
4 Credit hours 60 Contact hours
Prerequisite: Permission of Department Chair. A study of the principles of group dynamics and applications in group counseling. Group counseling can add a natural social component to the process of personal growth and greater comfort level for the client. (Credit is available for CRJ 161 or PSY 161, but not for both.)

CULJ 164 Law Enforcement Physical Fitness
3 Credit hours 80 Contact hours
Presents basic physical fitness principles and practices necessary to develop, implement, and evaluate individual fitness programs. Students taking this course must take a physical exam at their own expense.

CULJ 209 Constitutional Law
3 Credit hours 45 Contact hours
A study of the powers of government as they are allocated and defined by the United States Constitution; intensive analysis of United States Supreme Court decisions. (Credit is available for CRJ 210, PAR 210 or POS 210, but only one.)

CULJ 214 Colorado Revised Statutes
3 Credit hours 60 Contact hours
Completion of the required curriculum as designated by P.O.S.T. Emphasis areas include Colorado Criminal Code, Colorado Juvenile Code; use of force; civil liability; arrest/search/seizure; interrogations/ confessions.

CULJ 215 Constitutional Rights of Inmates
3 Credit hours 45 Contact hours
An overview of the justice system as it pertains to the constitutional rights of inmates, including civil, criminal liabilities, legal services, and disciplinary proceedings.

CULJ 216 Juvenile Law and Procedure
3 Credit hours 45 Contact hours
An in-depth analysis of the socio-legal operation of the Juvenile Court, focusing on the substantive and due process rights of minors. Analysis of legal reasoning underlying the juvenile law as it operates at all levels of government.
CRJ 218 Addictive Processes
3 Credit hours 45 Contact hours
A study of the psychological, sociological, medical, and behavioral effects on the family and individual due to the use of psychoactive drugs. (Credit is available for CRJ 218, SOC 218, or PSY 218, but only for one.) (Offered as needed)

CRJ 220 Human Relations and Social Conflicts
3 Credit hours 45 Contact hours
Highlights the environmental, organizational, and socio-psychological dimensions of social control. Includes the study of individual attitudes, beliefs, and behaviors involved in role conflicts, community relations, and conflict management. (Credit is available for CRJ 220, or SOC 220 but not for both.)

CRJ 225 Crisis Intervention
3 Credit hours 45 Contact hours
This course provides information and application of crisis theories in working with diverse populations. The interventionist role is examined. (Credit is available for CRJ 225, or SOC 225, but not for both.) (Offered as needed)

CRJ 230 Criminology
3 Credit hours 45 Contact hours
Examination of the question of crime causation from legal, social, political, psychological, theoretical perspectives; history and development of criminology.

CRJ 231 Forensic Science and Criminalization
3 Credit hours 45 Contact hours
Students learn the fundamentals of forensic science that are essential for gathering evidence at the crime scene and analyzing it in the crime laboratory.

CRJ 236 Court Jurisprudence
3 Credit hours 45 Contact hours
Students will learn the basic concepts and methodologies pertaining to the selection of individuals for potential jury service. They will evaluate available jury management systems and determine appropriate action. (Offered as needed)

CRJ 237 Court Case Management
3 Credit hours 45 Contact hours
Students will analyze the basic concepts of case management used in contemporary courts. They will examine the skills required to support court operations.

CRJ 240 Criminal Investigation
3 Credit hours 45 Contact hours
Criminal investigative methods and procedures will be introduced, from the preliminary through the follow-up stages.

CRJ 241 Supervision of Inmates
3 Credit hours 45 Contact hours
Supervisory and managerial theories, legal considerations, principles, and techniques of effectively supervising inmates are the major topics discussed in this course. (Offered as needed)

CRJ 246 Traffic Investigation and Management
3 Credit hours 45 Contact hours
Overview of the skills and concepts necessary to complete an accurate investigation of a traffic collision.

CRJ 247 Firearms
2 Credit hours 52 Contact hours
Completion of the required curricula as designated by P.O.S.T. Emphasis areas include: firearms safety, weapons management, and practical application by live firing at an approved range site.

CRJ 248 Arrest Control
2 Credit hours 59 Contact hours
Completion of the required curricula as designated by P.O.S.T. Emphasis areas include: decisions to use physical force or alternatives; de-escalation of force, balance, movement; and application of the Koga arrest control techniques.

CRJ 248 Driving
1 Credit hour 32 Contact hours
Completion of the required curricula as designated by P.O.S.T. Emphasis areas include: skid avoidance; high maneuverability; cornering; acceleration/deceleration; and practical application of these concepts.

CRJ 252 Basic Law Enforcement Training Academy
7 Credit hours 111 Contact hours
Completion of the required curricula as designated by the State of Colorado Peace Officer Standards and Training (P.O.S.T.) Board. Provides students with the knowledge and skills necessary to perform the entry-level duties of a peace officer as mandated by Colorado law.

CRJ 255 Organizational Management of Correctional Institutions
3 Credit hours 45 Contact hours
This course consists of the history of penal and correctional management, organization of correctional institutions, program management, leadership, control principles and implications for the future. (Offered as needed)

CRJ 256 Classification and Treatment of Offenders
3 Credit hours 45 Contact hours
The process through which the custodial, educational, vocational, and treatment needs of the offender are determined. (Offered as needed)

CRJ 265 Legal Studies Internship
3 Credit hours 135 Contact hours
Prerequisite: 12 Semester hours of criminal justice, paralegal or mediation coursework and consent of the Department Chair. Placement in the legal field to integrate theory with practice.

CRJ 266 Directed Studies
3 Credit hours 45 Contact hours
Prerequisite: CRJ 150 plus 6 semester hours of related coursework plus consent of instructor. An independent project designed to enhance the student’s ability by concentrating on an assignment more complex than that achieved in a classroom setting.

DANCE
DAN 111 Dance I
2 Credit hours 45 Contact hours
Presents basic dance technique from a variety of dance disciplines, with emphasis on ballet and jazz. Students will develop flexibility, strength, and coordination. Concentration on rhythm and ease of movement will enable students to progress from basic dance steps and patterns to complete dance routines.

DAN 112 Dance II
2 Credit hours 45 Contact hours
Prerequisite: Dan 111 or permission of instructor. Continues presentation of dance techniques from jazz and ballet introduced in Dance I. Warm-up, stretch and strength, barre, and isolation work build on previous skills. Combinations and choreography presented will be of an intermediate level.

EARLY CHILDHOOD PROFESSIONS
ECP 101 Introduction to the Early Childhood Professions
3 Credit hours 45 Contact hours
An introduction to the field of Early Childhood Professions. Topics include the eight key areas of professional knowledge: Child Growth and Development; Health, Nutrition & Safety; Developmentally Appropriate Practices; Guidance; Family & Community Relationships; Diversity; Professionalism; and Administration and Supervision. Ages addressed: prenatal through age 8.
**ECP 112 Introduction to Early Childhood Lab Techniques**
3 Credit hours
75 Contact hours
Prerequisite or Co-requisite: ECP 101
The course includes a classroom seminar and placement in a child care setting. The supervised placement provides the student with the opportunity to learn about child care environments, in-service and continuing education, the development of communication skills, and to develop effective guidance and management techniques.
Ages addressed: birth through age 3.

**ECP 113 Before and After School Activities**
1-3 Credit hour(s)
15-45 Contact hours
Students learn many suitable before and after school activities, along with suggestions on how to implement them.

**ECP 118 Puppetry for Teachers**
1 Credit hour
15 Contact hours
Taught by an Early Childhood educator and professional puppeteer, the course teaches construction and use of puppetry in the classroom.

**ECP 119 Puppeting**
3 Credit hours
45 Contact hours
Students examine effective techniques for working with children. Emphasis is on setting realistic expectations, considerations of individual differences, vocabulary, communication, and effective parent-child relationships.

**ECP 121 World of Difference**
1-3 Credit hour(s)
15-45 Contact hours
This prejudice-reduction program is designed to help teachers explore feelings and actions that occur in the classroom as well as to provide techniques for student participation.

**ECP 122 Science/Math and the Young Child**
1-3 Credit hour(s)
15-45 Contact hours
Students examine Piaget's theory of cognitive development as a framework for conceptualizing the way young children acquire scientific and mathematical skills, concepts, and abilities. Students research and develop appropriate individual and group scientific/mathematical activities for young children.

**ECP 124 Guidance Strategies for Children**
3 Credit hours
45 Contact hours
Students explore guidance theories, implications, goals, techniques, and factors that influence expectations, classroom management issues, and prosocial skills.
Ages addressed: birth through age 3.

**ECP 130 Parenting**
3 Credit hours
15 Contact hours
Taught by an Early Childhood educator and professional puppeteer, the course teaches construction and use of puppetry in the classroom.

**ECP 131 World of Difference**
1-3 Credit hour(s)
15-45 Contact hours
This prejudice-reduction program is designed to help teachers explore feelings and actions that occur in the classroom as well as to provide techniques for student participation.

**ECP 132 Science/Math and the Young Child**
1-3 Credit hour(s)
15-45 Contact hours
Students examine Piaget's theory of cognitive development as a framework for conceptualizing the way young children acquire scientific and mathematical skills, concepts, and abilities. Students research and develop appropriate individual and group scientific/mathematical activities for young children.

**ECP 133 Guidance Strategies for Children**
3 Credit hours
45 Contact hours
Students explore guidance theories, implications, goals, techniques, and factors that influence expectations, classroom management issues, and prosocial skills.
Ages addressed: birth through age 3.

**ECP 134 Parenting**
3 Credit hours
15 Contact hours
Taught by an Early Childhood educator and professional puppeteer, the course teaches construction and use of puppetry in the classroom.

**ECP 135 Music/Movement and the Young Children**
1-3 Credit hour(s)
15-45 Contact hours
This is a course for teachers, parents, and others interested in young children. Appropriate learning materials-commercial and/or homemade—are explored.

**ECP 201 Practicum I: Teaching in the Child Care Environment**
3 Credit hours
75 Contact hours
Prerequisite: ECP 102
In this practicum, students accept greater responsibility for curriculum development and teaching activities. (60 hours daytime lab required)

**ECP 203 Practicum III: Advanced Educational Practicum**
3 Credit hours
45 Contact hours
Prerequisite or Co-requisite: ECP 202 or permission of instructor.
As the culmination course in receiving a degree in Early Childhood Professions, the practicum is designed jointly by the student and instructor to fulfill individual educational goals.

**ECP 205 Nutrition, Health and Safety for the Young Child**
3 Credit hours
45 Contact hours
This course focuses on nutrition, health and safety for optimal growth and development of young children. Content includes nutrition knowledge, menu planning, food program participation, health practices, management and safety, appropriate activities and communication with families. Ages addressed: prenatal through age 8.

**ECP 214 Language and Cognition for the Young Child**
3 Credit hours
45 Contact hours
This course examines theories of cognitive and language development as a framework for understanding the way children acquire thinking skills. Content includes observing, planning, facilitating creative representation, and evaluating strategies within the context of play. Content areas include language, science, math, problem solving and logical thinking. Ages addressed: birth through age 8.

**ECP 215 Creativity and the Young Child**
3 Credit hours
45 Contact hours
This course examines creative learning theories and research while focusing on appropriate curriculum strategies in all developmental domains. Ages addressed: birth through age 8.

**ECP 216 Administration: Human Relations for the Early Childhood Professionals**
3 Credit hours
45 Contact hours
Focuses on the human relations component of an early childhood professional's responsibilities. Content course includes director-staff relationships, staff development, leadership strategies, parent-professional partnerships, and community interaction.
ECO 201 Principles of Macroeconomics
3 Credit hours 45 Contact hours
A study of the relationships among theory, research, and practice in the social sciences. Various research activities are integrated and presented in an orderly framework.

ECO 201 Principles of Microeconomics
3 Credit hours 45 Contact hours
A study of the American economy, stressing the roles of the market and government. Students explore the issues of inflation, unemployment, economic growth, monetary and fiscal policies, and international trade.

ECO 280 Principles of Microeconomics
3 Credit hours 45 Contact hours
A study of consumer behavior, and market structures. Explores the issues of utility, the nature of cost, externalities, income distribution, poverty and welfare, and international economic interdependence.

ECO 285 Contemporary Economic Issues
3 Credit hours 45 Contact hours
Prerequisites: ECO 201 or ECO 202
Explores the issues of poverty in America, welfare and healthcare reforms, the economics of education, marriage, and information.

ECO 288 Investment Analysis
3 Credit hours 45 Contact hours
Prerequisite: ECO 201
A study of commercial and investment banking tools, emphasizing personal investment strategies. Students learn to evaluate the financial health of a company, and the stock market.

ECO 270 Money and Banking
3 Credit hours 45 Contact hours
Prerequisite: ECO 201 or ECO 202
Students learn about the nature and functions of money and credit. Topics include the growth of commercial banks and savings/lender institutions, the Federal Reserve System, World Bank and International Monetary Fund, and the Foreign Exchange.

EDUCATION
EDU 104 Childcare of Substance Abuse
1 Credit hour 15-45 Contact hours
Strategies for dealing with children of substance abusers are explored in this course. It includes, but is not limited to, Fetal Alcohol Syndrome, crack babies and HIV positive children. (Credit is available for either EDU 104 or ECP 104, but not both.)

EDU 109 Developmental Kindergarten
1 Credit hour 15 Contact hours
Students learn about the environment, materials, curriculum, and practices needed to implement a developmental kindergarten class. (Credit is available for either EDU 109 or ECP 109, but not both.)

EDU 113 Before and After School Activities
1 Credit hour(s) 15-45 Contact hour(s)
Summer courses may be taken and after school activities, along with suggestions on how to implement them. (Credit is available for either EDU 113 or ECP 113, but not both.)

EDU 118 Puppets for Teachers
1-3 Credit hour(s) 15-45 Contact hours
Taught by an Early Childhood educator and professional puppeteer, this course teaches construction and use of puppets in the classroom. (Credit is available for either EDU 118 or ECP 118, but not both.)

EDU 119 Parenting
3 Credit hour 45 Contact hours
Students examine effective techniques for working with children. Emphasis is on setting realistic expectations, consideration of individual differences, satisfactory communication, and effective parent-child relationships. (Credit is available for either EDU 119 or ECP 119, but not both.)

EDU 120 School-Age Child Care
1 Credit hour(s) 15-45 Contact hour(s)
Students learn the developmental levels of school-age children, new ideas for activities, discipline, grouping, and resources.

EDU 121 World of Difference
1 Credit hour(s) 15-45 Contact hour(s)
This prejudice-reduction program is designed to help teachers explore feelings and actions that occur in the classroom as well as to provide techniques for student participation. (Credit is available for either EDU 121 or ECP 121, but not both.)

EDU 215 Computer Applications in Education
1 Credit hour(s) 15-45 Contact hour(s)
An introduction to the use of computers. Emphasis is placed on using the computer as a learning tool in the classroom. Appropriate activities on the computer are provided.

EMERGENCY MEDICAL PROVIDER
EMP 217 Emergency Medical Provider I
12 Credit hours 220 Contact hours
Completion of this course fully qualifies the student to meet the State and National Standards for EMT - Basic certification. Course includes didactic, field, and laboratory hours, as applicable, held in various medical locations in the Aurora area.

EMP 227 Emergency Medical Provider II
12 Credit hours 341 Contact hours
Prerequisites: Colorado EMT Basic Certification or equivalent, EMP 217 Bridge Courses, or EMP 217 Completion
Completion of this course fully qualifies the student to meet the State and National Standards for EMT - Intermediate certification. Course includes didactic, field, and laboratory hours, as applicable, held in various medical locations in the Aurora area.
ENGL 122 English Composition II
3 Credit hours
45 Contact hours
Prerequisite: ENG 121 with a grade of "C+" or better. Corequisite: ENG 188.
Expands and refines the objectives of English Composition I. Emphasizes critical and logical thinking and reading, problem definition, research strategies, and writing analytical, evaluative, and/or persuasive papers that incorporate research. Basic Word Processing skills needed.

ENG 128 Workplace Writing: E-Mail Memos, Letters
1 Credit hour
15 Contact hours
Students learn techniques for producing effective business documents: e-mail, memos, and letters. Students practice the process of writing, including content organization, draft development, evaluation, revision, and audience profiling.

ENG 129 Workshop Writing: Proposals and Reports
1 Credit hour
15 Contact hours
Students learn techniques for producing effective business documents: proposals and reports. Students practice the process of writing, including content organization, draft development, evaluation, revision and audience profiling.

ENG 131 Technical Writing
3 Credit hours
46 Contact hours
Prerequisite: Appropriate assessment score. Corequisite: ENG 188.
Develops skills one can apply to a variety of technical documents. Students learn principles for organizing, writing, and revising clear, readable documents for industry, business, and government. Basic Word Processing skills needed.

ENG 188 - 100 Level Practicum
1 Credit hour
15 Contact hours
Students will demonstrate the practical computer applications and skills commensurate with the 100-level course.

ENG 217 Business Communications and Report Writing
3 Credit hours
45 Contact hours
Prerequisite: Appropriate assessment score. Corequisite: ENG 288.
Emphasizes effective business writing: letters, memorandum, reports, application letters, and resumes. Also includes fundamentals of business communication and an introduction to international communication. Basic Word Processing skills needed.

ENG 221 Creative Writing I
3 Credit hours
45 Contact hours
Teaches techniques for creative writing. Students explore imaginative uses of language through writing short stories, drama, poetry, and/or literary nonfiction.

ENGL 222 Creative Writing II
3 Credit hours
45 Contact hours
Prerequisite: ENG 221 or permission of Department Chair.
Creative development of written expression in such forms as poetry, fiction, and/or nonfiction writing.

ENG 227 Poetry Writing
3 Credit hours
45 Contact hours
Prerequisite: ENG 221 or permission of Department Chair
Teaches techniques for creating poems, including study of figurative language, forms, and sound patterns of poetry.

ENG 228 Workplace Writing: E-mail, Memos, Letters
1 Credit hour
15 Contact hours
Students learn techniques for producing effective business documents: e-mail, memos, and letters. Students practice the process of writing, including content organization, draft development, evaluation, revision and audience profiling.

ENG 229 Workplace Writing: Proposals and Reports
1 Credit hour
15 Contact hours
Students learn techniques for producing effective business documents: proposals and reports. Students practice the process of writing, including content organization, draft development, evaluation, revision and audience profiling.

ENG 288 - 200 Level Practicum
1 Credit hour
15 Contact hours
Students will demonstrate the practical computer applications and skills commensurate with the 200-level course.

ENGLISH AS A SECOND LANGUAGE

ESL 021 Basic Grammar/Writing
1-6 Credit hour(s)
15-75 Contact hour(s)
Assists the student in mastering basic structures in English grammar through oral and written practice. Does not apply to CCA degrees or certificates.

ESL 022 Intermediate Grammar
3-5 Credit hour(s)
45-75 Contact hour(s)
Prerequisite: ESL 021 or appropriate assessment score.
Reviews basic grammatical structures and introduces more complex structures. It will provide integrated practice of structures through a variety of oral and written exercises. Does not apply to CCA degrees or certificates.

ESL 023 Advanced Grammar
3 Credit hours
45 Contact hours
Reviews Intermediate Grammar structures. It will present increasingly more complex grammatical structures and sentences. Does not apply to CCA degrees or certificates.
ESL 001 Basic Conversation
1-5 Credit hours  15-75 Contact hour(s)
Provides listening and speaking activities
designed to help the student recognize and
produce English sound, stress, and
innovation patterns and use basic
grammatical patterns and vocabulary. Does
not apply to CCA degrees or certificates.

ESL 002 Intermediate Conversation
3-6 Credit hours  45-75 Contact hour(s)
Prerequisite: ESL 001 or placement test scores.
Teach listening/ pronunciation/ conversation
skills and will work toward an increase in
speed and accuracy in speaking through
free and guided conversations, pronunciation
drills, role-playing, and speeches. Does not apply to CCA degrees
or certificates.

ESL 041 Basic Reading
1-5 Credit hours  15-75 Contact hour(s)
Provides effective reading strategies. It will
present techniques to develop and increase
word attack skills, vocabulary use, and
overall comprehension. Does not apply to
CCA degrees or certificates.

ESL 042 Intermediate Reading
2-4 Credit hours  30-60 Contact hour(s)
Prerequisite: ESL 022 or placement test scores.
Assist the student to read more quickly
and accurately and understand a variety of
more complex reading material. Does not
apply to CCA degrees or certificates.

EQUIPMENT AND TRANSPORTATION
TECHNOLOGY

ETT 100 Shop Safety
2 Credit hours  Lecture 1.5
Lab 0.5 Contact hours
Students learn to maintain a safe and clean
working environment, to use and care for
hand, electric, air, and hydraulic tools
safely; to use cleaning equipment properly,
including sand and glass bead type blasting
equipment; to handle and dispose of
hazardous materials correctly; and to apply
mandated regulations.

ETT 111 Preventive Maintenance
2 Credit hours  Lecture 1.5
Lab 0.4 Contact hours
Students perform preventive maintenance
on heavy equipment and trucks, and
complete appropriate maintenance records.

ETT 121 Engine I
3 Credit hours  Lecture 2.5
Lab 4.580 Contact hours
Students learn engine terminology, basic
functions of fuel, air intake, and cooling
systems, and the workings of internal
combustion gas and diesel engines.

ETT 221 Engine II
6 Credit hours  Lecture 1.5
Lab 4.5130 Contact hours
Students apply their knowledge of the
inspection, testing, and adjustments of
engines. Students practice performance
testing to include engine diagnostics and
use of diagnostic equipment.

ETT 222 Engine III
6 Credit hours  Lecture 1.5
Lab 4.5130 Contact hours
Students learn Engine R and R, overheads,
and related fuel systems and computer
controlled systems.

ETT 101 Basic Electrical Systems
2 Credit hours  Lecture 1.5
Lab 0.40 Contact hours
Students learn basic theory of electricity and
its application to electrical charging and
starting systems, relays, brakes, and
solenoids.

ETT 221 Advanced Electrical Systems
6 Credit hours  Lecture 1.5
Lab 4.5130 Contact hours
Students apply their knowledge of
electrical charging and starting systems to
troubleshooting and maintenance of
electrical and computer systems.

ETT 141 Basic Hydraulic Systems
2 Credit hours  Lecture 1.5
Lab 0.40 Contact hours
Students learn hydraulic and hydrostatic
theory and the importance of good
maintenance. Emphasis is on rod and
cylinder calibration and repacking; relief
and directional valves, control valves and
basic theory of hydraulic pumps and
motors, air over hydraulic, electric over
hydraulic and accumulators.

ETT 241 Advanced Hydraulic Systems
6 Credit hours  Lecture 1.5
Lab 4.5130 Contact hours
Students learn how to read schematics and
identify the locations of various
components. They apply knowledge to the
use of flow meters, pump adjustment
trouble shooting, pump R and R, and
pump and component rebuilding.

ETT 101 Power Trails
3 Credit hours  Lecture 1.5
Lab 1.580 Contact hours
Students learn power train theory and basic
principles of shuttle transmissions,
automatic transmission, standard
transmission, final drives, planetarys,
differentials, transfer cases, and air,
hydraulics, etc.

ETT 251 Advanced Drive Train Systems
6 Credit hours  Lecture 1.5
Lab 4.5130 Contact hours
Students practice maintenance procedures
and use power train schematics for system
troubleshooting and failure analysis. They
apply knowledge to rebuilding
components.

ETT 185 Internship I
3 Credit hours  Lecture 3
136 Contact hours
This internship is a required component of
the ETT program and serves as a capstone
experience. Students gain additional real
time experience by working in a company
shop. The facility works closely with the
student to find the most appropriate
company setting.

ETHNIC STUDIES

ETS 101 Introduction to Ethnic Studies
3 Credit hours  45 Contact hours
Surveys ethnic groups. Issues of race,
ethnicty, and culture are discussed. This
course also covers some of the most recent
theories of humankind and the implications
of global diversity.

ETS 116 The Native American Experience
3 Credit hours  45 Contact hours
An introduction to Native American
historical and sociocultural development
with an emphasis upon those processes and
relations with non-Native Americans which
have contributed to the current conditions.

ETS 201 African-American History
3 Credit hours  45 Contact hours
Roles and experiences of African-
Americans from colonial times, the Civil
War period, the civil rights movement into
contemporary issues.

ETS 302 Black Woman And The American
Experience
3 Credit hours  45 Contact hours
Explores the historical, social, political, and
educational experiences of Black women in
America. It further examines their major
contributions to the advancement of
modern society.
EFS 220 Introduction to Latino Studies
3 Credit hours 45 Contact hours
Introduction to Latino Studies examines historical, social, political, and cultural dimensions of the Latino's experience in the United States. A comparative approach to the diverse experiences of Latino groups will be included with emphasis on the Hispanics, Mexican Americans, and Chicanos of the Southwest. The course includes a general overview of Latin American history and U.S.-Latin American relations.

EFS 230 Juvenile Justice System and People of Color
3 Credit hours 46 Contact hours
Examines the juvenile justice system and its effects on people of color. The course is organized around issues of the penal system as it relates to theories, interventions, current trends, and historical context.

FILM AND VIDEO TECHNOLOGY

FVT 105 Video Production I
3 Credit hours 87 Contact hours
This course is a hands-on introduction to video production that must be taken with FVT 160. Students work in pairs constructing and shooting original projects to be edited in FVT 160. Students are responsible for departmental cameras, tripods, and lights while working on projects outside of class.

FVT 117 Understanding the Actors Process
3 Credit hours 67 Contact hours
Designed for beginning directors, this course explores the actor's creative process with emphasis on how to develop collaborations that are supportive and effective. Improvisation, script work and neutral language are explored.

FVT 150 Development of Film Expression
3 Credit hours 67 Contact hours
This course examines the nature and structure of Film/Video expression, concentrating on the way directors, editors, and cinematographers use visual techniques to serve the narrative. Students watch films in their entirety then analyze them for their lighting, composition, camera position, movement, lens, depth of field, use of screen space, and editing techniques.

FVT 153 Introduction to Film Production I
3 Credit hours 67 Contact hours
An introduction to and the processes and considerations involved in 16mm film production. The course covers film stock, laboratory and processing, crew positions and responsibilities, audio, lighting, and exposure considerations.

FVT 155 Writing the Short Script
3 Credit hours 67 Contact hours
Students observe, discuss, and analyze a variety of short films; 15 seconds to a couple of minutes. Films will include commercials, public service spots, animation, political ads, emerging video for internet, etc. Students write, improve and perfect their own scripts throughout the course, building a portfolio. Included in the class are team assignments to encourage collaboration.

FVT 160 Video Post Production
3 Credit hours 87 Contact hours
Students edit two production projects while completing other editing assignments and learning the basics of broadcast signal, VTR operations, vector scope, waveform monitors, time code edit decision list creation and editing aesthetics. Students are expected to work on the Sony JVC and Panasonic family edit systems, both in and outside of class time.

FVT 164 Introduction to Digital Editing-Final Cut Pro
3 Credit hours 87 Contact hours
This course is a prerequisite for FVT 215 for all students who have no digital editing experience. Digitizing, compression boards, inputting, outputting, and software integration as well as the principles of non-linear editing are covered. Final projects are output to digital tape.

FVT 181 Topics in Film Studies
3 Credit hours 87 Contact hours
Survey courses of different genres, cultures and movements. Various topics may include: Soviet Cinema, The Musical, Film Note, Silent Cinema, etc.

FVT 183 Italian Neo Realism and French New Wave Cinema
3 Credit hours 67 Contact hours
A survey course looking at the Post War movements that revitalized world cinema and got production out of the studios and into the streets. The work of Rossellini, De Sica, Goddard, Truffant, and Renois are stressed.

FVT 184 Landmarks of Contemporary Cinema
3 Credit hours 67 Contact hours
A survey course that examines standout films of popular cinema from the last few decades with inquiry into what makes them rise of above their peers. Students evaluate the films and research individual film makers whose work interests them.

FVT 185 Documentary Film and Video
3 Credit hours 87 Contact hours
This course is a overview of the subject including historical and contemporary examples. Classroom visits with local documentary film makers, analysis of documentary techniques, finding the story and the challenges of the medium.

FVT 186 The Horror Movie
3 Credit hours 87 Contact hours
This course provides an overview, history and examination of the horror genre. There is a test, but supplemental reading will also be required; additionally, there will be in-class and supplemental screenings. Students will analyse films from a variety of culture and era, history, culture and film technology. The approach will be by sub-genre, i.e. Vampires, Mad Scientists, Zombies, etc.

FVT 187 The Science Fiction Movie
3 Credit hours 87 Contact hours
This course provides an overview, history and examination of science fiction movies; the ultimate "what if" films. There is a text as well as supplemental reading, but the heart of the class is centered in the in-class and supplemental screenings. Students will analyze films from a variety of perspectives: drama, history, culture and film technology. The approach will be by sub-genre, i.e. space travel, time travel, etc.

FVT 188 The Comedy Movie
3 Credit hours 87 Contact hours
This course provides an overview, history and examination of the film comedy genre. A text and some supplemental reading are required; additionally, there will be in-class and supplemental screenings. Students will analyze films from a variety of perspectives; drama, history, culture and film technology. We will examine both style (Farce, Social Satire, Parody, etc.), and performers (Chaplin, Fields, Marx Brothers, etc.), moving chronologically.

FVT 200 Video Production II
3 Credit hours 87 Contact hours
Pre-requisite: FVT 105, 110, 140, and/or FVT 205, 206, 208, 209. Co-requisite: FVT 215. Students engage in more advanced productions using more sophisticated techniques and equipment in competing two original video productions. Pre-production planning and budgeting, working with actors and resources, management with the aim of maximizing production value are stressed.

FVT 205 Film/Video Camera
3 Credit hours 67 Contact hours
Pre-requisites: FVT 105, 110, 140 or instructor permission.
This course examines how video and 16mm cameras work, and various techniques used in composition and the acquisition of images. Lenses, light filters, formats, CCD's, cranes, dollies, and jib arms are discussed and utilized. The narrative importance of different camera angles, movements and focal planes are analyzed. Students are required to shoot specific exercises both in and out of class.
FVT 255 DVD Authoring with DVD Studio Pro  
3 Credit hours  87 Contact hours  
A hands-on course in DVD authoring. Students learn the ins and outs of DVD design and compression schemes, then learn the Apple DVD Studio Pro software. A significant portion of this course is a workshop to author and burn a DVD, so students should bring a project into the course with them.

FVT 256 Flash, Motion Graphics for the Web  
3 Credit hours  87 Contact hours  
An introduction to Flash, how to prepare motion graphics for streaming on the web, a practical, hands-on, software skills-based course.

FVT 257 Web Authoring with Dream Weaver  
3 Credit hours  87 Contact hours  
A course in how to set up your own website. The new distribution paradigm is to make a film or video, burn a DVD, make a thousand copies, set up a website, show excerpts in streamed video and Flash, and sell the DVDs from the web. This course will enable you to set up a streaming site.

FVT 258 Video Streaming for the Web  
3 Credit hours  87 Contact hours  
Now that you made your film or video, what do you do with it? Want people to see you work? Want potential employers to see your talents? Stream it on the web. Learn about compression schemes and what considerations you should employ in shooting projects for the web.

FVT 259 Special Topics Course  
3 Credit hours  87 Contact hours  
Pre-requisite: Depending on course  
There will be a variety of courses offered under FVT 259 Special Topics designation each semester such as: Understanding the Actor's Process, Intro to Digital FX for Post, Acting Scene to Screen, etc.

FVT 260 Cooperative Education  
3 Credit hours  87 Contact hours  
Pre-requisite: FVT 105, 150, 160, 200 and 215. Internship in the industry. Minimum of 130 hour. Do not take this course if you are planning to enter the UCD BFA program.

FOREIGN LANGUAGES  
Students who have had two (2) or more years of the target language should enroll in FOL 112 and consult with the department chair.
GEO 225 Planet Earth
3 Credit hours 46 Contact hours
This course focuses on recent developments and interrelationships in the sciences of geology, oceanography, meteorology, and astronomy. Topics include continental drift, paleomagnetism, theories of climate change, the origin of the solar system, the sun’s effect on earth, earth resources, and man’s impact on the environment.

GEOLOGY
GEV 111 Physical Geology
4 Credit hours 90 Contact hours
Studies the minerals of the earth, its structure, surface features, and the geologic processes involved in its development. Course includes laboratory and a field experience.

GEV 121 Historical Geology
4 Credit hours 80 Contact hours
Recommended Prerequisite: GEV 111
Studies the physical and biological development of the earth through the vast span of geologic time. Emphasizes the interpretation of sedimentary rocks, the record of ancient environments, fossils life forms, and physical events, all within the framework of shifting crustal plates. Course includes laboratory and a field experience.

GEV 140 Earth Science
3 Credit hours 46 Contact hours
This course examines basic concepts in geology, astronomy, and meteorology. It is intended to introduce the non-science major to the earth sciences and to the effects of geological and meteorological phenomena upon man and man’s effect upon those phenomena.

GEV 205 Geology of Colorado
3 Credit hours 80 Contact hours
Recommended Prerequisite: GEV 111
This course covers the geological history of Colorado, with emphasis on formation of the mountain ranges; igneous, sedimentary, and metamorphic rock types; ore deposits; and land forms. Field experience and classroom lectures are used to cover material.

GEV 206 Geology Field Trip
3 Credit hours 113 Contact hours
Prerequisite: Permission of Instructor
This course involves in-depth field studies into the geology of specific regions both within and outside Colorado. Trips lasting from one to several days to study the area constitute the major activity of the course. The specific area of investigation is indicated in the schedule of classes each time the course is offered.

HISTORY
HIS 101 Western Civilization I
3 Credit hours 46 Contact hours
Surveys number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from the prehistoric era to 1650. It reflects the multiple perspectives of gender, class, religion, and ethnic groups. A principal focus of this course is on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline.

HIS 102 Western Civilization II
3 Credit hours 46 Contact hours
Surveys number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from 1650 to the present. It reflects the multiple perspectives of gender, class, religion, and ethnic groups. A principal focus of this course is on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline.

HIS 110 The Native American Experience
3 Credit hours 46 Contact hours
An introduction to Native American historical and socio-cultural development with an emphasis upon those processes and relations with non-Native Americans, which have contributed to the current conditions.

HIS 137 Contemporary World History
3 Credit hours 46 Contact hours
An investigation of the major historical and cultural developments of various global regions and nation-states from 1960 to the present.

HIS 201 U.S. History I
3 Credit hours 46 Contact hours
Surveys events, trends, peoples, groups, cultures, ideas, and institutions in North American 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 American and the American Civil War. A principal focus of this course is on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline.
HUM 121 Survey of Humanities I
3 Credit hours 45 Contact hours
Through a study of the visual arts, literature, music, and philosophy, this course introduces students to the history of ideas that have defined cultures. It emphasizes connections among the arts, values, and diverse cultures, including European and non-European, from the Ancient world to 1000 C.E.

HUM 122 Survey of Humanities II
3 Credit hours 45 Contact hours
Examines written texts, visual arts, and musical compositions to analyze and reflect the evolution and coexistence of cultures in Europe, Asia, and the Americas from 1000 C.E. to 1750 C.E.

HUM 123 Survey of Humanities III
3 Credit hours 45 Contact hours
Through a study of the visual arts, literature, music, and philosophy, this course introduces students to the evolution and convergence of world cultures from 1750 C.E. to the present.

HUM 215 Ideas in a Changing Society
3 Credit hours 45 Contact hours
Prerequisite: ENG 121 or permission of Department Chair
An interdisciplinary study of the modes of change as manifested in artistic and social movements, in mass culture, and in changing life styles.

HUM 220 Contemporary Issues: A Capstone Experience
3 Credit hours 45 Contact hours
Prerequisite: Permission of Department Chair
Students, working individually and in groups, will integrate theories, models and research gained through their educational experiences. Practical field applications will emphasize the skills and processes needed for continuation as a lifelong learner. This course is required for students seeking Associate of Arts, Associate of Science, or Associate of General Studies - General degrees once they reach 45 credit hours. Other students may take the course as an elective.

INSURANCE
INS 104 Introduction to Property and Liability Insurance
1 Credit hour 15 Contact hours
Introduces a number of property liability insurance coverages and many insurance principles.

INS 220 Property and Liability Insurance Principles (INS 22)
2 Credit hours 30 Contact hours
Basic principles of insurance, an overview of the operation of the insurance business, and an introduction to insurance contracts.

INS 231 Personal Insurance (INS 23)
2 Credit hours 30 Contact hours
Analysis of personal loss exposures and coverages, including homeowners and other dwellings, personal liability, inland marine, auto, life, health, and government programs.

INS 252 Commercial Insurance (INS 25)
2 Credit hours 45 Contact hours
Analyzes commercial loss exposures and coverages including property, business incomes, inland and ocean marine, crime, boiler and machinery, general liability, business auto, workers compensation, and business owners as well as miscellaneous commercial coverages.

INS 254 Delivering Insurance Services (INS 25)
2 Credit hours 30 Contact hours
Applies the principles of quality management to service businesses and the insurance industry.

INS 210 Tax Claims Environment (AIC 33)
2 Credit hours 30 Contact hours
Explains how the claim representatives role is simultaneously determined by policyholders and other customers, the insurance policy, the insurance company and its management, and the law.

INS 211 Workers’ Compensation and Medical Aspects of Claims (AIC 34)
2 Credit hours 30 Contact hours
Explains the importance of the workers compensation system to employers and employees; analyzes compatibility and benefits in given situations; and evaluates the medical aspect of given injury claims.

INS 212 Property Loss Adjusting (AIC 35)
2 Credit hours 45 Contact hours
Explains the significant aspects of property loss claims, other then auto, and applies first-party loss adjustment principles to a variety of specific loss situations.

INS 213 Liability Claim Adjusting (AIC 36)
3 Credit hours 45 Contact hours
Provides an understanding of legal liability in given situations, evaluation of damages for bodily injury claims, and settlement of third-party claims.
INS 236 Fundamentals of Financial Planning (HS 329)
3 Credit hours 45 Contact hours
The course deals with the basic of financial planning. Topics include the financial planning process, measuring client risk, retirement planning, the regulatory and ethical environment, information technology, and a sample financial planning case.

INS 244 Income Taxation (HS 321)
3 Credit hours 45 Contact hours
Students will examine the federal income tax system with particular reference to the taxation of life insurance and annuities. The income taxation of individuals, sole proprietorship, partnerships, and corporations are also covered.

INS 246 Individual Insurance (HS 323)
3 Credit hours 45 Contact hours
All types of individual insurance coverages for meeting life, health and personal risks are discussed.

INS 249 Planning for Retirement Needs (HS 326)
3 Credit hours 45 Contact hours
Focuses on retirement planning for the business, the business owner, and the individual. Assignments are designed to help students understand IRAs and retirement needs for individual clients. (Formerly INS 284)

INS 250 Investments (HS 328)
3 Credit hours 45 Contact hours
All types of securities and investments and their relationship and use with insurance are discussed. (Formerly INS 251)

INS 251 Fundamentals of Estate Planning I (HS 330)
3 Credit hours 45 Contact hours
Various aspects of estate and gift tax planning, including the nature, valuation, transfer, administration, and taxation of property are discussed. (Formerly INS 286)

INS 252 Planning for Business Owners and Professionals (HS 331)
3 Credit hours 45 Contact hours
Discussions include various business forms, valuation, transfer and insurance considerations. (Formerly INS 254)

INS 253 Fundamentals of Estate Planning II (HS 334)
3 Credit hours 45 Contact hours
Topics include estate planning, taxation and trusts, and the use of the insurance tool. (Formerly INS 256)

INS 271 Ethics, Insurance Perspectives, and Insurance Contract Analysis (CPCU 1)
3 Credit hours 45 Contact hours
Examines the American Institute Code of Professional Ethics, and analyzes insurance from the perspective of its origins, its role as a risk management tool, its function as a regulated business, and its unique nature as a legal contract.

INS 272 Personal Insurance and Risk Management (CPCU 2)
3 Credit hours 45 Contact hours
Studies the use of insurance and non-insurance techniques to handle loss exposures and financial planning needs of individuals and families.

INS 273 Commercial Property Insurance and Risk Management (CPCU 3)
3 Credit hours 45 Contact hours
Surveys commercial property loss exposures and the insurance coverages and non-insurance techniques used to manage those exposures.

INS 274 Commercial Liability Insurance Risk Management (CPCU 4)
3 Credit hours 45 Contact hours
Surveys commercial liability loss exposures and the insurance coverages and non-insurance techniques used to manage those exposures.

INS 275 Insurance Operations (CPCU 5)
3 Credit hours 45 Contact hours
Provides an overview of how the various insurance functions interact with each other and with outside entities to provide insurance and related services.

INS 276 The Legal Environment of Insurance (CPCU 6)
3 Credit hours 45 Contact hours
Examines general business law and applies it to insurance situations.

INS 277 Management (CPCU 7)
3 Credit hours 45 Contact hours
Surveys the concepts of management and their application to insurance operations, including an examination of the role of information resources in insurance organizations.
INS 278 Accounting and Finance (PCP 9)
3 Credit hours 40 Contact hours
Examines the basic accounting and finance principles applicable to any organization and the statutory accounting requirements for property and liability insurance companies.

INS 279 Economics (PCP 9)
3 Credit hours 40 Contact hours
Discusses general economic concepts at the macro and micro levels, with particular emphasis on application to insurance operations.

INS 284 Medical Professional Liability
2 Credit hours 30 Contact hours
Students learn about the various segments of the medical professional liability market, including hospital risk management, hospital professional liability and physicians professional liability, and about issues that apply to associated health professionals, such as nurses, therapists, and emergency medical technicians.

INS 287 Commercial Underwriting: Principles and Property (AU 65)
3 Credit hours 40 Contact hours
Examines the tools a professional underwriter uses in evaluating an applicant for commercial insurance, and emphasizes the analysis used in selecting profitable property accounts.

INS 288 Commercial Underwriting: Liability and Advanced Techniques (AU 66)
3 Credit hours 40 Contact hours
Focuses on the major lines of liability insurance and effective risk selection, and investigates topics that broaden an underwriter's ability to assess individual accounts.

INS 288 Fundamentals of Retirement Planning
1 Credit hour 15 Contact hours
Students learn about and practice budgeting, investment planning, tax planning and estate distribution as these concepts apply to retirement.

JOURNALISM
JOU 250 Practicum: College Newspaper
1-3 Credit hour(s) 30-80 Contact hour(s)
Prerequisite: Permission of Faculty Advisor
Students will work on specific tasks associated with producing the College newspaper, including writing, editing, and/or production.

LITERATURE
LIT 115 Introduction to Literature
3 Credit hours 45 Contact hours
Introduces students to fiction, poetry, and drama. Emphasizes active and responsive reading.

LIT 201 Masterpieces of Literature I
3 Credit hours 45 Contact hours
Examines significant writings in world literature from the ancients through the Renaissance. Emphasis on careful reading and understanding of the works and their cultural backgrounds.

LIT 202 Masterpieces of Literature II
3 Credit hours 45 Contact hours
Examines significant writings in world literature from the seventeenth century to the present. Emphasizes careful reading and understanding of the works and their cultural backgrounds.

LIT 211 Survey of American Literature I
3 Credit hours 45 Contact hours
An overview of American literature from the Puritans through the nineteenth century. Explores ideas, historical and social contexts, themes, and literary characteristics of works in various genres by major writers.

LIT 212 Survey of American Literature II
3 Credit hours 45 Contact hours
An overview of American literature from the mid-nineteenth century to the present. Students explore ideas, historical and social contexts, themes, and literary characteristics of works in various genres by major writers.

LIT 221 Survey of British Literature I
3 Credit hours 45 Contact hours
An overview of British literature from the Anglo-Saxon period through the seventeenth century. Explores ideas, historical and social contexts, themes, and literary characteristics of works in various genres by major writers.

LIT 222 Survey of British Literature II
3 Credit hours 45 Contact hours
An overview of British literature from the eighteenth century to the present. Explores ideas, historical and social contexts, themes, and literary characteristics of works in various genres by major writers.

LIT 225 Introduction to Shakespeare
3 Credit hours 45 Contact hours
Explores a selection of works by William Shakespeare. Focuses on careful reading and interpretation of Shakespeare's plays and poems. Includes pertinent information about Elizabethan England, and examines formal as well as thematic elements of the selected works.

LIT 246 The Literature of Women
3 Credit hours 45 Contact hours
Examines the techniques and themes in literature by and about women by examining women's issues from various genres.

MANAGEMENT
MAN 116 Principles of Supervision
3 Credit hours 40 Contact hours
A study of the principles and techniques of managing and motivating personnel. The course is designed for the student who is interested in supervising others or for those presently in supervision. Course content focuses on the human interaction in supervision.

MAN 120 Office Management
3 Credit hours 40 Contact 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. (Offered Spring Semester).

MAN 128 Labor Relations
3 Credit hours 40 Contact hours
An in-depth analysis of labor economics, collective bargaining, labor laws, and the role of the government in labor relations. (Offered Fall Semester).

MAN 148 Project Management
1-3 Credit hour(s) 15-45 Contact hour(s)
An overview of the component parts of managing a project, including planning, implementation and evaluation. Students learn about the project management process from beginning (scope, vision and goals of a project) through the action plan, scheduling, budgeting, monitoring, and communication - to completing the project and evaluation its outcome.

MAN 200 Human Resources Management I
3 Credit hours 45 Contact hours
Emphasizes the study of recruiting, interviewing, selecting, placement, training, and evaluating. Also overall operations of personnel administration are discussed. (Offered Spring Semester).

MAN 201 Human Resources Management II
3 Credit hours 45 Contact hours
Prerequisite: MAN 200
Further discussion of concepts of Human Resources. Topics covered include techniques and pro coders in resources planning, appraising performance, selection and staffing, training and develop ment, job enrichment, and wage and salary administra tion. (Offered Fall Semester).
MAN 225 Managerial Finance
3 Credit hours
46 Contact hours
Prerequisites: ACC 101 or 121, ECO 201 and 202
Focuses on concepts and techniques for using financial accounting information in managerial planning, decision-making, and control, and funds flow management as well as short, intermediate, and long-term financing considerations. (Offered Fall Semester).

MAN 226 Principles of Management
3 Credit hours
46 Contact hours
A survey of the principles of management. Emphasis is on the primary functions of planning, organizing, staffing, directing, and controlling with a balance between the behavioral and operational approach.

MAN 227 Operations Management
3 Credit hours
46 Contact hours
Designed for present and potential first-line supervisors. Topics include scheduling, planning, and organizing the workplace.

MAN 244 Management Information Systems
3 Credit hours
46 Contact hours
Prerequisites: MMR 216, MMR 226, ACC 121, CIS 115, or equivalent experience.
A capstone course utilizing seminar and simulation techniques in management information systems. Management concepts and principles are applied to both individual and comprehensive case problems.

MAN 250 Financial Decision Making for Managers
3 Credit hours
46 Contact hours
Focuses on an understanding of decision-making relating to the areas of budgets, forecasts, cost-vol une-production, and financial statements. Includes a fundamental introduction to accounting, cost behavior, return on investment, and the budgetary processes.

MAN 260 Internship
3 Credit hours
136 Contact hours
Prerequisites: BUS 115, MAN 116, or MAN 226, plus six (6) semester hours of related course work and consent of the Division Dean. For declared majors only.
The student works in a supervised position related to his/her occupational program and occupational objective. The student must see the instructor during the first week of the semester or be withdrawn from the class. In addition to work experience, students are required to participate in related classroom and/or interaction sessions. Students should contact the Business Division Department for enrollment procedures.

MAN 280 Directed Study
3 Credit hours
46 Contact hours
Prerequisites: BUS 115, MAN 116, or MAN 226, plus six (6) semester hours of related course work and consent of the Division Dean.
An independent project designed to enhance the students' skills by concentrating on an assignment that is more complex than that which could be achieved in a classroom setting. Requires consent of instructor.

MARKETING

MAN 108 Personal Selling
3 Credit hours
46 Contact hours
Examines behavioral concepts as they apply to selling process. For example: motivation, personality, decision making, verbal and non-verbal communication, self-concept.

MAN 120 Customer Service
1 Credit hour
16 Contact hours
Improve your skills in handling those "tough customers" and make all your customers want to come back for more. Emphasis is on practical applications of proven techniques in promoting excellent customer relations.

MAN 215 Retail Management
3 Credit hours
46 Contact hours
Topics discussed include retail organization and management, store location, buying and handling merchandise, pricing merchandise, and promotional efforts. (Also available as an online course)

MAN 216 Principles of Marketing
3 Credit hours
46 Contact hours
An introduction to the theoretical marketing processes and the strategies of product development, pricing, promotion and distribution, and their applications to business and the individual consumer.

MAN 220 Advertising and Promotion
3 Credit hours
46 Contact hours
Focuses on understanding and applying techniques in advertising and promotion. Topics include the role advertising and promotion in our economy, consumer behavior and campaign programming.

MAN 221 Introduction to E-Commerce
3 Credit hours
46 Contact hours
Prerequisites: ENG 121, MAT 130, CIS 115, BUS 115, BCG 202.
Students learn E-Commerce concepts, terminology, applications, methodologies, and services address business solutions needed for electronic procurement, supplier management, and customer relationship management. Real-life examples and case studies are examine to provide the student with working knowledge.

MAN 222 Principles of Purchasing
3 Credit hours
46 Contact hours
Objectives and methodology of industrial, institutional, and governmental purchasing agents and buyers. Emphasizes value analysis, product quality control, maintenance of operating efficiency, analysis of competitive price quotations, and materials management. (Offered Fall Semester)

MAN 240 International Marketing
3 Credit hours
46 Contact hours
Recommended prerequisite: MAR 216.
An analytical survey of institutions, functions, policies and practices in international marketing. Relates marketing activities to market structure and marketing environment. (Also available as an online course) (Offered Fall Semester)

MATHEMATICS

MAT 030 Fundamentals of Mathematics
2 Credit hour
30 Contact hours
Prerequisite: Appropriate assessment score. (Arithmetic 4-6)
This course includes the vocabulary, basic operations and applications of whole numbers, decimals, an introduction to English and metric measurement, and an introduction to areas and perimeters. Students are expected to be able to calculate using whole, and decimal numbers both with and without a calculator. Does not apply to CCA degrees or certificates.

MAT 060 Pre Algebra
3 Credit hours
45 Contact hours
Prerequisite: Successful completion of MAT 030 (grade "C" or better) Appropriate assessment score (Arithmetic 11-15; Elementary Algebra 0-19).
This course includes the vocabulary, basic operations and applications of fractions, mixed numbers, ratio, proportion, percent, integers, algebraic expressions, and the solution basic first-degree equations and inequalities. A very brief review of whole number and decimal operations and applications may be included. Does not apply to CCA degrees or certificates.

MAT 090 Introductory Algebra
4 Credit hours
60 Contact hours
Prerequisite: Successful completion of MAT 060 (grade "C" or better) Appropriate assessment score (Elementary Algebra 20 - 49).
This course includes solution of first-degree equations, inequalities, and formulas; polynomials; factoring polynomials and solving quadratic equations by factoring; algebraic fractions; coordinate geometry; coordinate geometry; systems of linear equations; graphing linear equations and inequalities; radical expressions; and applications. Does not apply to CCA degrees or certificates.
MAT 109 Intermediate Algebra
4 Credit hours 60 Contact hours
Prerequisite: Successful completion of MAT 090 (grade "C" or better) or appropriate assessment score (Elementary Algebra 55 - 70).
This course emphasizes problem solving with further study of equations, inequalities, systems of equations, polynomials, quadratic equations, rational expressions, graphing, functions, and applications. A graphing calculator is required, and will be used extensively.

MAT 121 College Algebra
4 Credit hours 60 Contact hours
Prerequisite: Successful completion of MAT 109 (grade "C" or better) or appropriate assessment score (college algebra 72 or above).
This course emphasizes problem solving with further study of intermediate algebra, equations and inequalities, functions with applications to exponential, logarithmic and trigonometric functions, linear and non-linear systems, selection of topics from among graphing of the conic sections, introduction to sequences and series, permutations and combinations, the binomial theorem, and theory of equations.

MAT 122 College Trigonometry
3 Credit hours 45 Contact hours
Prerequisite: MAT 111 or permission of Department Chair.
This is a traditional prerequisite course to the calculus sequence. Topics include trigonometric functions (with graphs and inverse functions), identities and equations, solutions of triangles, complex numbers, and other topics as time permits.

MAT 123 Business Mathematics
3 Credit hours 45 Contact hours
Prerequisite: MAT 090 or appropriate assessment score.
The mathematical constructs commonly used in business are covered in this course. Students learn mathematical problem solving with applications to economic, financial accounting, interest, insurance, inventory, business statistics, and personal finance.

MAT 124 Finite Mathematics
3 Credit hours 45 Contact hours
Prerequisite: MAT 109 or appropriate assessment score.
This course is primarily intended for business, life science, or social science majors. Topics include functions, matrix algebra, linear programming, and an introduction to probability and counting techniques. Emphasis is on applications. The course may include other topics, such as statistics, when time permits.

MAT 125 Survey of Calculus
4 Credit hours 60 Contact hours
Prerequisite: MAT 121 or 124
For business, life science, and social science majors. Includes derivatives, integrals, and their applications, with attention restricted to algebraic, exponential, and logarithmic functions.

MAT 130 Pre-Calculus
5 Credit hours 75 Contact hours
Prerequisite: MAT 109
This is a fast-paced review course in college algebra and college trigonometry intended for those planning to take calculus. Topics include algebraic manipulations, properties of algebraic and trigonometric functions and their graphs, trig identities and equations, conic sections, polar coordinates and parametric equations.

MAT 131 Technical Mathematics
3 Credit hours 45 Contact hours
Prerequisite: MAT 090 or appropriate assessment score.
Review basic algebraic operations; solve linear, rational, and quadratic equations; use scientific notation and units of measurement; solve systems of linear equations; graph functions and apply topics to technical problem solve.

MAT 135 Introduction to Statistics
3 Credit hours 45 Contact hours
Prerequisite: Successful completion of MAT 109 (grade "C" or better) or appropriate assessment score (college algebra 72 or above).
Includes data presentation and summarization, introduction to probability concepts and distributions, statistical inference–estimation, hypothesis testing, comparison of populations, correlation and regression.

MAT 201 Calculus I
5 Credit hours 75 Contact hours
Prerequisite: MAT 121 or equivalent and MAT 122 or MAT 110
Introduces single variable calculus and analytic geometry. Includes limits, continuity, derivatives, and applications of derivatives, as well as indefinite and definite integrals and some applications.

MAT 202 Calculus II
5 Credit hours 75 Contact hours
Prerequisite: MAT 201 or permission of Department Chair
Continuation of single variable calculus, which will include techniques of integration, polar coordinates, analytic geometry, improper integrals, and infinite series.

MAT 203 Calculus III
4 Credit hours 60 Contact hours
Prerequisite: MAT 202 or permission of Department Chair.
This course completes the traditional subject matter of the calculus. Topics include vectors, vector-valued functions, and multi-variable calculus, including partial derivatives, multiple integrals, line integrals, and applications.

MAT 255 Linear Algebra
3 Credit hours 45 Contact hours
Prerequisite: MAT 202 or permission of Department Chair.
This course introduces an introduction to the theory of vector spaces, linear transformations, matrix representations, eigenvalues, and eigenvectors.

MAT 256 Differential Equations
3 Credit hours 45 Contact hours
Prerequisite: MAT 203 or permission of Department Chair.
First and second order differential equations, series solutions. Laplace transforms, linear algebra, eigenvalues, first order systems of equations, and numerical techniques are covered.

MEDIATION
MED 101 Introduction to Mediation
3 Credit hours 45 Contact hours
Students explore conflict resolution, communication skills, and problem-solving which are necessary for achieving effective dispute resolution in both work and home situations. (Credit is available for MED 101, PAR 101 or CRJ 101, but only for one.)

MED 102 Mediation in Business
3 Credit hours 45 Contact hours
Recommended Prerequisite: MED 101, PAR 101 or CRJ 101
Focuses on different applications of mediation to employment issues such as interpersonal conflict, job performance, lay off, insurance, harassment, and discrimination. (Credit is available for MED 102, or MAN 102, but not for both.)

MED 103 Mediation in Criminal Justice
3 Credit hours 45 Contact hours
Recommended Prerequisite: MED 101, PAR 101, CRJ 101.
Examines mediation within criminal justice processes. Includes historical perspectives, a survey of mediation in criminal justice, and review of current models. (Credit is available for MED 103 or CRJ 103, but only for one.)
MED 104 Divorce and Child Custody Mediation
3 Credit hours 45 Contact hours
Recommended Prerequisite: MED 101, PAR 101, CRJ 101.
Explore the process of mediation as it applies to issues such as child custody, visitation, support, spousal support, and property division. Legal, psychological, financial, and ethical aspects of divorce mediation are discussed.

MED 106 Conflict and Conflict Resolution
2 Credit hours 30 Contact hours
Explore the role that plays in dispute resolution and ways that race, ethnicity, gender, national origin, age, religion, sexual orientation, and language influence the process of mediation. (Credit is available for CRJ 105, MED 105, or SOC 105 but only for one.)

MED 109 Community Mediation
3 Credit hours 45 Contact hours
Recommended Prerequisite: MED 101, PAR 101, CRJ 101.
Examine the use of mediation as an alternative to criminal or civil litigation in resolving neighborhood disputes, such as landlord/tenant disagreements, property upkeep disputes and noise complaints. (Offered as needed)

MED 107 Legal and Ethical Concepts
3 Credit hours 45 Contact hours
Explore the parameters of professional responsibility for paralegals, mediators, criminal justice professionals, and related occupations. Value systems and value clarifications also are discussed. (Credit is available for MED 107 or PAR 107, or both for one.)

MED 108 Writing Mediation Agreements
2 Credit hours 30 Contact hours
Recommended Prerequisite: MED 101, PAR 101, CRJ 101.
Students learn the basics needed to draft appropriate mediation agreements. Legal and ethical concerns are addressed. (Offered as needed)

MED 109 School-Based Mediation
3 Credit hours 45 Contact hours
Recommended Prerequisite: MED 101, PAR 101, CRJ 101.
Emphasizes different applications of mediation in the school setting, including peer counseling.

MED 205 Marriage and Family
3 Credit hours 45 Contact hours
Recommended Prerequisite: MED 101, PAR 101, CRJ 101.
Students develop an understanding of marriage, family, and kinship. The course examines the family as an institution and how social, cultural, and personal factors influence family relations. Stability and diversity of the family are explored, along with current trends and some alternative lifestyles. (Credit is available for MED 205, or SOC 205, but not for both.) (Offered as needed)

MED 215 Contemporary Social Problems
3 Credit hours 45 Contact hours
Recommended Prerequisite: MED 101, PAR 101, CRJ 101.
Explores current social issues that result in societal problems. Focuses on such issues as civil liberties, gender discrimination, substance abuse, crime, poverty, and social change. (Offered as needed)

MED 220 Dynamics of Racism and Prejudice
3 Credit hours 45 Contact hours
Recommended Prerequisite: MED 101, PAR 101, CRJ 101.
A survey of early race relations in the U.S.A.; the development of prejudicial attitudes and their social impact; strategies for positive change. (Credit is available for MED 250, PST 250 or SOC 250, but only for one.) (Offered as needed)

MED 220 Family Dynamics: Function, Dysfunction and Therapy
3 Credit hours 45 Contact hours
Recommended Prerequisite: MED 101, PAR 101, CRJ 101.
An examination of roles of family members and the structure and process of family systems in shaping individual behavior and development; history, theory, and practice of family therapy. (Credit is available for MED 260 or FYS 260, but not for both.) (Offered as needed)

MED 225 Legal Studies Internship
3 Credit hours 135 Contact hours
The student must consult with the department chair prior to assignment with any business or agency. Designed to integrate theory with practice.

MIND-BODY HEALTH

MED 295 The Creative Mind
1 Credit hour 15 Contact hours
Students in this course will seek to define the nature of human creativity, learn and practice techniques for tapping one's creative potential, and learn to overcome mental blocks to creative activity.

MED 296 Meditation for Health
1 Credit hour 15 Contact hours
Practice fundamental techniques of training your mind to be quiet and peaceful; to focus your thoughts on what you choose; to stimulate the Mind-Body conversation to enhance your own health.

MED 296 Dreams and Self-Discovery
1 Credit hour 15 Contact hours
Dreams have been important to many cultures historically. Explore the psychological approaches of Freud, Jung, and others to dream analysis as a path to greater self-awareness and inner freedom.

MED 296 Relationships: Challenges and Clinics
1 Credit hour 15 Contact hours
The student will learn how to preserve and enhance couple relationships by understanding the role of gender differences; conflict patterns; communication skills; problem solving; meaning of commitments, fun, and friendship.

MED 296 Visualization for Health
1 Credit hour 15 Contact hours
Visualization has been used to improve athletic ability; enhance the natural healing process; and to ease the damaging effects of stress. Discover how this mental rehearsal can give you an additional dimension over your own life and performance.

MED 296 Expressive Painting for Healing
1 Credit hour 15 Contact hours
Students will learn the stress reduction and personal growth techniques of relaxation and free painting. Participants will paint freely and expressively and begin to understand their personal symbols which arise spontaneously in dreams. An opportunity will be given for processing and interpretation under the guidance of the instructor.

MED 296 Creative Journaling for Health
1 Credit hour 15 Contact hours
An intensive journal keeping course of creative writing exercises and activities designed for students to develop techniques to explore life experiences, developmental issues, and constructed meaning from the inside out.

MED 296 Yoga Teacher Institute
10 Credit hours 224 Contact hours
Prerequisite: Permission of Mind-Body Health Coordinator.
Students learn to be professional Hatha Yoga teachers. Participants understand and practice Yoga and develop skills to teach a wide variety of people in various settings.

MED 296 Introduction to Reflexology
1 Credit hour 15 Contact hours
Reflexology is a specific pressure technique which works on precise reflex points on the hands and feet. This course is designed to present the techniques whereby these reflex points are accessed in an effort to bring the body into a state of homeostasis thus helping to optimize the health of the mind-body.
MBH 261 Healing Touch
1 Credit hour
15 Contact hours
Beginning with "Therapeutic Touch" as developed by the nursing profession, this class offers hands-on instruction to influence the natural energy systems of the body towards physical, emotional, mental and spiritual health and healing.

MBH 263 Acupressure
1 Credit hour
15 Contact hours
Acupressure utilizes light finger pressure in the organ flow and meridians used in traditional Chinese acupuncture. This course offers hands-on instruction emphasizing energizing, balancing, and the easing of common aches and discomforts.

MBH 264 Massage for Health
1 Credit hour
15 Contact hours
Learn the techniques of Swedish Massage, with emphasis on balancing and relaxation. Techniques taught are for the arms, neck, and shoulders.

MBH 265 Introduction to Naturopathic Healing Arts
1 Credit hour
15 Contact hours
Naturopathic medicine traces its philosophical roots to the Hippocratic school of medicine i.e., "First do no harm." This course is designed to present the philosophy underlying the use of diverse and eclectic natural therapies ranging from herbs, homeopathy, and nutrition to hydrotherapy and bodywork. The use of these therapies for common health complaints are described.

MBH 271 Introduction to Herbs
1 Credit hour
15 Contact hours
Herbal medicine is one of man's oldest forms of helping the human mind-body system to heal itself. A selection of common herbs, some of which grow locally, are studied. They have been used traditionally to improve health and vitality.

MBH 280 Herbal Healing for Women
1 Credit hour
15 Contact hours
Students learn about herbs for women's reproduction health, including strategies for dealing with common, ongoing complaints that arise during different cycles of a woman's life.

MBH 281 Native American Healing Arts
1 Credit hour
15 Contact hours
Explore the philosophy, rituals, and techniques of Native American healers.

MBH 282 Chinese Healing Arts
1 Credit hour
15 Contact hours
Explore the philosophy of 'Qigong', the body energy system, including Chi and acupuncture; and the use of herbal medications.

MBH 283 Ayurvedic Healing Arts
1 Credit hour
15 Contact hours
Explore the East Indian philosophy of the "Science of Health"; diagnosis by body types; balancing techniques including cleansing, diet, yoga exercises.

MBH 270 Enhancing Your Performance with Brain Gym®
1 Credit hour
15 Contact hours
Brain Gym is a highly effective system of targeted activities that prepare the brain and nervous system for optimal performance in all areas of life. This includes the intellectual, creative, athletic, and interpersonal aspects of living. Students learn how Brain Gym works; the twenty-six Brain Gym movements, and the benefits of doing each movement.

MBH 271 Brain Gym® Applications
1 Credit hour
15 Contact hours
Prerequisite: MBH 270.
Bulds on the basic Brain Gym principles introduced in MBH 270 and presents the five step process, called a "balance", which is unique to Brain Gym. Each student is encouraged to develop specific and observable goals. The techniques of Brain Gym is used to assist the student in realizing those goals.

MBH 280 Mind, Body Healing and Health
3 Credit hours
45 Contact hours
A survey of the rapidly developing awareness of the inner-connectedness of mind and body and spirit. The dialog between eastern and western health care and the many choices which could enhance our health and well-being will be explored. (Credits is available for MBH 280, PSY 280 or BIO 280, but only for one.)

MBH 281 Stress Reduction with Biofeedback
3 Credit hours
45 Contact hours
Students will learn about the biological and psychological basis of stress and the detrimental effects it may have on health. Emphasis will be on learning and applying stress reduction skills which are monitored with simple biofeedback instruments. (Credits is available for MBH 281, PSY 281 or BIO 281, but only for one.)

MBH 285 Life Plan for Health
1 Credit hour
15 Contact hours
Permission of Program Coordinator only. Students develop a personalized project to identify, pursue, and achieve healthy lifestyle goals.

MBH 290 Independent Study
1 Credit hour
15 Contact hours
Working under supervision of the Department Chair, students explore individual interests and skills in the field of Mind-Body Health.

MUS 100 Fundamentals of Music Theory
3 Credit hours
45 Contact hours
Designed to help the beginning music student develop skills in music theory. Focuses upon the basic elements of music, including notation, rhythm, scales, key signatures, intervals, and chords.

MUS 112 Music Theory II
4 Credit hours
60 Contact hours
Prerequisite: MUS 100 or permission of Music Department Coordinator.
Reviews music fundamentals and emphasizes diatonic four-part harmony, analysis, and ear training.

MUS 101 Music Theory I
4 Credit hours
60 Contact hours
Prerequisite: MUS 101 or permission of Music Department Coordinator.
Reviews music fundamentals and emphasizes diatonic four-part harmony, analysis, and ear training.

MUS 102 Song Writing and Music Theory
3 Credit hours
45 Contact hours
Prerequisite: MUS 101 or permission of Music Department Coordinator.
This course reviews music theory fundamentals and introduces song writing in both vocal and instrumental styles.

MUS 110 Music Appreciation
3 Credit hours
45 Contact hours
Introduces basic materials of music, musical forms, media, genres, and musical periods. Emphasizes the development of tools for intelligent listening and appreciation.

MUS 121 Introduction to Music History I
3 Credit hours
45 Contact hours
Prerequisite: MUS 120 or MUS 121
A study of the various periods of music history with regard to the composers, aesthetics, forms, and genres of each period. Considers music from the Middle Ages through the Classical period.

MUS 122 Introduction to Music History II
3 Credit hours
45 Contact hours
Prerequisite: MUS 120 or MUS 121
Continues Introduction to Music History I with a review of the elements of music and a study of music from the early Romantic period to the present.

MUS 131 Guitar Class
2 Credit hours
45 Contact hours
Recommends: MUS 100 taken prior to or concurrently with course.
Introduction to basic guitar techniques which are applicable to all styles of electric and acoustic guitar performance.
MUS 131 Piano Class
2 Credit hours 45 Contact hours
Recommended Prerequisite: MUS 100 taken prior to or concurrently with course.
Introduction to basic piano techniques. Emphasis on scales, chords, and beginning to intermediate music. Additional applications include sight reading, ensemble performance, and accompaniment patterns.

MUS 131 Voice Class
2 Credit hours 45 Contact hours
Recommended Prerequisite: MUS 100 taken prior to or concurrently with course.
Intended for the beginning singer or singers with previous training who wish to review the fundamentals of vocal technique. Correct breath management, range development, projection, interpretation, performance, and care of the voice are taught in both group and individual sessions.

MUS 151-155 Aurora Symphony
1 Credit hour 30 Contact hours
Prerequisite: If not already a member of the Aurora Symphony, students must pass an audition held at the conductor's discretion.
Weekly rehearsals are required for the public concert. May be repeated for credit for five semesters.

MUSIC PRIVATE INSTRUCTION
MUS Private Instruction
Private instruction consists of one lesson per week plus private student performance class participation. Prerequisites: MUS 131 or audition for guitar, piano, and voice; audition for all other instruments; MUS 100 or composition/song writing experience for composition. Composition students have the opportunity to utilize CCAC electronic/computer equipment. Since private lessons may be renewed for credit for a total of five semesters, they must be taken in sequence, beginning with MUS 141. A private instruction registration permission form is required for enrollment each semester. Also, a fee is added to tuition. Scheduling lessons depends on the availability of an instructor and space. To arrange for an audition, or to schedule lessons, contact the Music Department Coordinator at 303-361-7425.

PARALEGAL
PAR 101 Introduction to Mediation
3 Credit hours 45 Contact hours
Students explore conflict resolution, communication skills, and problem-solving which are necessary for achieving effective dispute resolution in both work and home situations. (Credit is available for PAR 101, MED 101, or CRJ 101, but only for one.)

PAR 107 Legal and Ethical Concepts
3 Credit hours 45 Contact hours
Explores the parameters of professional responsibility for paralegals, mediators, criminal justice professionals, and related occupations. Value systems and value clarifications also are discussed. (Credit is available for PAR 107 or MED 107 but not for both.)

PAR 115 Introduction to Law
3 Credit hours 45 Contact hours
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 substantive areas of law are discussed. Should be taken during the first semester of paralegal study.

PAR 116 Torts
3 Credit hours 45 Contact hours
Prerequisite: ENG 121. Recommended Prerequisite: PAR 115
Examines torts law, including negligence, intentional torts, and strict liability, with an emphasis on personal injury litigation. Skills involved in investigation, legal interview, pre-trial litigation, and settlement are discussed. (Offered Spring Semester)

PAR 117 Family Law
3 Credit hours 45 Contact hours
Prerequisite: ENG 121. Recommended Prerequisite: PAR 115
Focuses on matters of domestic law including dissolution, marital property, tax consequences, Children's Code and other matters related to the process of dissolution of marriage in Colorado, including the Children's Code. (Offered as needed)

PAR 119 Legal Research
3 Credit hours 45 Contact hours
Prerequisite: ENG 121. Recommended Prerequisite: PAR 115
Emphasis is on the utilization of basic research tools: statutes, digests, case law, citators, encyclopedias, and dictionaries.

PAR 120 Legal Writing
3 Credit hours 45 Contact hours
Prerequisites: PAR 119, and ENG 121. Recommended Prerequisite: PAR 115
In this course students practice the content and conventions of legal writing. Students prepare case and trial briefs, office memos, and discovery summaries. This course should be taken in student's last semester of paralegal study.

PAR 125 Computers In Law
3 Credit hours 45 Contact hours
Provides students with an opportunity to develop skills in legal administration, including software applications, spreadsheets, databases, and Internet research.

PAR 201 Civil Litigation
3 Credit hours 45 Contact hours
Prerequisite: ENG 121. Recommended Prerequisite: PAR 115
An intensive study of the legal process, including the federal and Colorado Rules of Civil Procedure. Emphasis is on the drafting of pleadings, preparation of motions, discovery and pre-trial data certification, and trial notebooks. (Offered Fall Semester)

PAR 203 Criminal Law
3 Credit hours 45 Contact hours
Prerequisite: ENG 121. Recommended Prerequisite: PAR 115
A study of statutory and common law crimes, including criminal law theory and construction and interpretation of criminal law statutes coupled with practical application. (Offered as needed)

PAR 205 Real Estate Law
3 Credit hours 45 Contact hours
Prerequisite: ENG 121. Recommended Prerequisite: PAR 115
A study of the law of real property, focusing on Colorado real estate law. Included is a survey of the more common types of real estate transactions such as conveyances, trust deeds, foreclosures, legal descriptions, titles, and closings. (Offered as needed)

PAR 206 Business Organizations
3 Credit hours 45 Contact hours
Prerequisite: ENG 121. Recommended Prerequisite: PAR 115
A study of the major types of business organizations: the sole proprietorship, partnership, and corporate status. Formation and structure of a corporation are studied in depth. (Offered as needed)

PAR 210 Constitutional Law
3 Credit hours 45 Contact hours
A study of the powers of government as they are allocated and defined by the United States Constitution; intensive analysis of the United States Supreme Court decisions. (Offered as needed)
(Credit is available for CRJ 210, PAR 210 or POS 210, but not for both.)

PAR 211 Estate Planning and Probate Administration
3 Credit hours 45 Contact hours
Prerequisite: ENG 121. Recommended Prerequisite: PAR 115
Topics include: probate and non-probate assets; law of intestacy; execution, administration, and validity of will; Colorado Probate Code; administration and closing of estates; tax consequences of a probate proceeding; preparation of tax returns; guardianship, conservatorship, and trusts. (Offered as needed)
PAR 220 Employment Law
3 Credit hours 45 Contact hours
Prerequisite: ENG 111. Recommended Prerequisite: PAR 115
Students taking this course will learn about current legal issues in the area of employer/employee relations. Emphasis is placed on both the federal and state regulatory environment that applies to employment law. (Offered as needed)

PAR 222 Current Issues in Law
3 Credit hours 45 Contact hours
Recommended Prerequisite: PAR 115
Students taking this course gain an understanding of current legal issues and the law as it applies to law and practice in business, civil litigation, and criminal liability. Emphasis is placed on exploration of both federal and state regulatory environments, the role of the paralegal and ethical considerations. (Offered as needed)

PAR 265 Legal Studies Internship
3 Credit hours 135 Contact hours
Prerequisites: BAR 115, nine semester hours of related course work, and consent of the Department Chair.
Placement in the legal field, designed to integrate academic theory with practical performance. The student must see the understanding during the first week of the term or will be withdrawn from the course.

PAR 266 Directed Study
3 Credit hours 45 Contact hours
Prerequisite: BAR 115, nine semester hours of related course work and consent of Department Chair.
Designed to substitute for the internship. Open only to students whose academic progress makes them eligible to enroll in the internship and who demonstrate the ability to participate in an internship. The student must see the instructor during the first week of the term or will be withdrawn from the course.

PHILOLOGY

PHI 110 Applied Thinking Strategies
3 Credit hours 45 Contact hours
Focuses on the thinking/reasoning skills that include the nature and process of thought, goal setting, problem solving, decision making, constructing/evaluating arguments, and thinking critically. (Credit is available for PHI 110 or PSY 110, but not for both.)

PHI 111 Introduction to Philosophy
3 Credit hours 45 Contact hours
Introduces significant human questions and emphasizes understanding the meaning and methods of philosophy. Includes a study of concepts of the human condition, knowledge, freedom, history, society, ethics, the future, and religion.

PHI 112 Ethics
3 Credit hours 45 Contact hours
Theories designed to justify ethical judgments are applied to a selection of contemporary personal and social issues. Examines human life, experience, and thought in order to discover and develop the principles and values for pursuing a more fulfilling existence.

PHI 113 Logic
3 Credit hours 45 Contact hours
Studies effective thinking using language-oriented logic. Provides tools and develops skills for creative and critical thinking. Emphasizes the development of decision-making and problem-solving skills.

PHI 115 Comparative Religions
3 Credit hours 45 Contact hours
This course develops the ability to interpret and understand human religious experience by comparing religions traditions to each other. Philosophical similarities and differences will be compared among Hinduism, Buddhism, Taoism, Confucianism, Shinto, Judaism, Christianity and Islam. Pre-literate or contemporary religions may also be included.

PHI 214 Philosophy of Religion
3 Credit hours 45 Contact hours
A philosophical introduction to the basic topics in philosophy of religion. The course will explore related topics of world religions, including the problem of evil, arguments for and against the existence of God, the nature of faith, problems of religious language, and conflicting truth claims in various religions.

PHI 215 Religion and Western Civilization
3 Credit hours 45 Contact hours
An examination of the original teachings and influence of Judaism, Islam, and Christianity in Western civilization. Topics include The People of the Book, Biblical archaeology, prophecy as social criticism, religion and utopianism, and the Middle East in current events.

PHYSICAL EDUCATION AND RECREATION

PED 110 Physical Activity: Tai Chi
1 Credit hour 15 Contact hours
Careful breathing corresponds with slow, calm movements of the arms, legs, torso and chest to produce greater strength and energy. Tai Chi restores a sense of well-being, serenity, and revitalization. At the same time, it improves mental acuity and flexibility.

PED 220 Introduction to Sports Medicine
3 Credit hours 45 Contact hours
Topics discussed in this course include physical fitness, basic components of fitness, special exercise considerations, and wellness components leading to a healthy lifestyle. (Offered as needed)

PED 225 Kinesiology
3 Credit hours 45 Contact hours
Recommended Prerequisite: BIO 201
Kinesiology is the science of human motion. This course will focus upon the theoretical foundations of biosciences, and muscle/joint structure and function. Credit is available for PED 225 or BIO 245, but not for both. (Offered as needed)

PHYSICS

PHY 105 Conceptual Physics
4 Credit hours 80 Contact hours
Studies include mechanics, heat, properties of matter, electricity and magnetism, light, and modern physics. This course includes laboratory experience. (Offered Fall Semester)

PHY 106 Physics for Technicians
4 Credit hours 80 Contact hours
Prerequisite: MAT 121 or Permission of Department Chair
Studies include mechanics of motion, heat flow, fluid flow, electricity and magnetism fundamentals, and geometrical optics. The course includes laboratory experience.

PHY 111 Physics: Algebra Based I
5 Credit hours 105 Contact hours
Prerequisites: MAT 121 and MAT 122 or Permission of Department Chair
Studies include mechanics and heat. This course includes laboratory experience.

PHY 112 Physics: Algebra Based II
5 Credit hours 105 Contact hours
Prerequisite: PHY 111
Studies include electricity and magnetism, light, and modern physics. This course includes laboratory experience.

PHY 211 Physics: Calculus Based I
5 Credit hours 90 Contact hours
Co-requisites: MAT 201 or Permission of Department Chair
Studies include mechanics and heat. This course includes laboratory experience.
PHYS 212: Physics: Calculus Based II
5 Credit hours
90 Contact hours
Prerequisite: PHYS 211
Studies include wave motion, electricity and magnetism, and light. This course includes laboratory experience.

PHYS 225: Planet Earth
3 Credit hours
45 Contact hours
This course focuses on recent developments and interrelationships in the sciences of geology, oceanography, meteorology, and astronomy. Topics include continental drift, paleomagnetism, theories of climate change, the origin of the solar system, the sun's influence on earth, earth resources, and man's impact on the environment.

POLITICAL SCIENCE

POS 105 Introduction to Political Science
3 Credit hours
45 Contact hours
This course is a survey of the discipline of political science, including political philosophy and ideology, democratic and nondemocratic governments and processes, and international relations.

POS 111: American National Government
3 Credit hours
45 Contact hours
Includes the background of the U.S. Constitution; the philosophy of American governments; general principles of the Constitution; federalism; civil liberties; public opinion and citizen participation; political parties, interest groups, and the electoral process; and the structure and functions of the national government.

POS 125: American State and Local Government
3 Credit hours
45 Contact hours
A study of the structure and function of state, county, and municipal governments, including their relations with each other and with the national government. Colorado government and politics are emphasized.

POS 220 Research Methods
3 Credit hours
45 Contact hours
A study of the relationship between theory, research, and practice in the social sciences. Various research activities are integrated and presented in an orderly framework.

POS 225 International Relations
3 Credit hours
45 Contact hours
Examines relationships among modern nation-states, including diplomacy, nationalism, ideologies, power and influence, conflict and cooperation, the role of non-state actors, and theoretical attempts to understand international behavior.

POS 210 United States Constitution
3 Credit hours
45 Contact hours
Recommended Prerequisite: POS 111
A study of the U.S. Constitution and its impact on individual behavior and rights. Case studies and law analysis are emphasized as they pertain to civil rights.

PSY 101: General Psychology I
3 Credit hours
45 Contact hours
Scientific study of behavior including motivation, emotion, sexuality, physiological psychology, stress and coping, research methods, consciousness, sensation, perception, learning, and memory.

PSY 102: General Psychology II
3 Credit hours
45 Contact hours
Scientific study of behavior including cognition, language, intelligence, psychological assessment, abnormal psychology, therapy, life span development, and social psychology.

PSY 107 Work Group Psychology
3 Credit hours
45 Contact hours
Designed as an introduction to the psychology of work groups in the modern workplace. Emphasis is placed on team dynamics, social diversity issues, team building, interpersonal communication skills, goal setting, time and resource management, and consensus decision making.

PSY 108 Career Development
1-3 Credit hours
15-45 Contact hours
Assists students in recognizing their career potential and provides tools for making realistic decisions concerning educational and occupational objectives.

PSY 110: Applied Thinking Strategies
3 Credit hours
45 Contact hours
Focuses on the thinking/reasoning skills required for successful functioning in the Information Age. Major topics include the mind as an oasis of thought, goal setting, problem solving, decision making, constructing/evaluating arguments, and critical thinking. Encourages students to develop and utilize a variety of thinking strategies and then apply them to school, work, and personal issues. (Credit is available for EHI 110 or PST 110, but not for both.)

PSY 111 Human Potential Seminar
3 Credit hours
45 Contact hours
A personal growth workshop based on the self-actualization principles of psychologists Abraham Maslow and Herbert Otto. Course activities are designed to help students realize their potential for becoming more self-determined, self-motivating, and more understanding of others.

PSY 115: Psychology of Adjustment
3 Credit hours
45 Contact hours
Emphasizes personal growth and the development of interpersonal skills. Focus is on practical application of psychological principles and theories in achieving self-understanding and personal growth.

PSY 117 Parenting
1-3 Credit hours
15-45 Contact hours
Examines effective techniques for working with children, with emphasis on setting realistic expectations, consideration of individual differences, satisfactory communication, and effective parent-child relationships.

PSY 204: Relationships: Challenges and Choices
1 Credit hour
15 Contact hours
The student will learn how to preserve and enhance couple relationships by understanding the role of gender differences, conflict patterns; communication skills; problem solving; meaning of commitment, fun, and friendship.

PSY 217: Human Sexuality
3 Credit hours
45 Contact hours
A survey of physiological, psychological, and psycho social aspects of human sexuality. Topics include sexual identity and sexual health.

PSY 218: Addictive Processes
3 Credit hours
45 Contact hours
A study of the psychological, sociological, medical and behavioral effects on the family and individual due to the use of psychoactive drugs. (Credit is available for PSY 218, SOC 218 or CRJ 218, but only for one.)
PSY 227 Death and Dying
3 Credit hours
Prerequisite: PSY 101, PSY 102 or permission of Department Chair
Examines philosophies of life and death, emphasizing dying, death, mourning and the consideration of one's own death. The course also explores the cause of death, and the experience of dying in nursing homes, emergency rooms, and hospices. A review of the ethical and political issues of death and dying will also be studied. (Credit is available for PSY 227 or SOC 227, but not for both.)

PSY 235 Human Growth and Development
3 Credit hours
Prerequisite: PSY 101, PSY 102 or permission of Department Chair
A survey of human development from conception through death, emphasizing physical, cognitive, emotional, and psycho-social factors.

PSY 237 Assertiveness Training
3 Credit hours
45 Contact hours
Students learn awareness and expression of individual rights and needs in interpersonal relationships.

PSY 240 Psychology of Gender
3 Credit hours
45 Contact hours
This course examines gender differences in work, courtship, family life, and sexual behavior throughout the life span. (Credit is available for PSY 246 or WMS 246, but only for one.)

PSY 240 Abnormal Psychology
3 Credit hours
45 Contact hours
Prerequisite: PSY 101, PSY 102 or permission of Department Chair

PSY 250 Dynamics of Racism and Prejudice
3 Credit hours
45 Contact hours
A survey of early race relations in the U.S.; the development of prejudicial attitudes and the social impact; strategies for positive change. (Credit is available for PSY 250, MED 250, or SOC 260, but only for one.)

PSY 260 Family Dynamics: Function, Dysfunction and Therapy
3 Credit hours
45 Contact hours
An examination of roles of family members and the structure and process of family systems in shaping individual behavior and development; history, theory, and practice of family therapy. (Credit is available for PSY 260, or MED 260, but not both.)

PSY 270 Organizational Psychology
3 Credit hours
45 Contact hours
Provides a comprehensive study of psychological principles and theories as applied to organizational behavior. Topics include motivation, job satisfaction, conflict, management supervision, human relations, and stress management.

PSY 280 Mind, Body Healing and Health
3 Credit hours
45 Contact hours
A survey of the rapidly developing awareness of the inter-connections of mind and body and spirit. The dialog between eastern and western health care and the many choices which could enhance our health and well-being will be explored. (Credit is available for PSY 280, MBH 280, or BIO 280, but only for one.)

PSY 281 Stress Reduction with Biofeedback
3 Credit hours
45 Contact hours
Students will learn about the biological and psychological basis stress and the detrimental effects it may have on our health. Emphasis will be on learning and applying stress reduction skills which are monitored with simple biofeedback instruments. (Credit is available for PSY 281, MBH 281, or BIO 281, but only for one.)

PSY 282 Sex and Society
3 Credit hours
45 Contact hours
This course explores the social parameters of sexual practices, values which center on sex, and the cultural tendencies regarding sexual activity. It further examines the social implications of abortion, AIDS, sexually transmitted diseases, and the social responses to the issues. (Credit is available for PSY 290, SOC 290, or WMS 290, but only for one.)

PUBLIC SERVICE
(Also see Emergency Medical Provider)

PSY 101 Firefighter I
12 Credits
135 Lecture
70 Lab
Prerequisite: Must meet current civil service requirements for hire by Fire Department Agency and permission of Academy Director.
The Fire Academy combines classroom and drill ground instruction, which meets job performance requirements of Fire Fighter Professional Qualifications for Fire Fighter I of the National Fire Protection Association.

PSY 101 Firefighter II
12 Credits
135 Lecture
70 Lab
Prerequisite: Must meet current civil service requirements for hire by Fire Department Agency and permission of Academy Director; must be taken in conjunction with PSY 100.
The Fire Academy combines classroom and drill ground instruction, which meets job performance requirements of Fire Fighter Professional Qualification for Fire Fighter II of the National Fire Protection Association. Must be taken in conjunction with PSY 100 (Firefighter I).

PSY 220 Introduction to Civic Leadership
3 Credit hours
45 Contact hours
Students develop a critical understanding of public leadership through the study of pertinent models, theories and research.

PSY 220 Practicum in Civic Leadership
3-12 Credit hours
45-540 Contact hours
Students test principles and relate theory to practice in community settings. This is a guided learning opportunity.

READING

REA 000 Foundations of Reading
3 Credit hours
45 Contact hours
Prerequisite: Appropriate assessment scores. (Reading comprehension: 19 or below).
This first level reading course provides intensive review of basic reading concepts based on diagnostic/ prescriptive methods. Does not apply to CCA degrees or certificates.

REA 000 College Preparatory Reading
3 Credit hours
45 Contact hours
Prerequisite: Appropriate assessment scores. (Reading comprehension: 40 - 82).
Students prepare for college level content reading. The course builds upon the Level 1 content and provides a bridge to remedial reading to content instruction. Does not apply to CCA degrees or certificates.

REAL ESTATE

RES 100 Introduction to Real Estate
3 Credit hours
45 Contact hours
The function of the real estate broker, sales techniques and methods, and real estate ethics are discussed. The course is for those intending to enter the real estate profession, for sales people needing a review and for those desiring a basic knowledge of the real estate business.
SCIENCE
SOC 151 Domestic Violence
3 Credit hours 45 Contact hours
Examines theories, issues, and intervention applicable to abuse in intimate relationships. Treatment for both the victim and the perpetrator of domestic violence, as well as for children from violent homes, is reviewed. Colorado law pertaining to domestic violence and changes in society's attitude and actions toward domestic violence is discussed.

SMALL BUSINESS MANAGEMENT PROGRAM

SOC 152 Sexual Assault
3 Credit hours 45 Contact hours
Examines sexual assault and retrospective incest. Myths, statistics, impact, services, treatment, and prevention are discussed. (Credit is available for SOC 152 or CRJ 152, but not for both.)

SOC 153 Violence Against Children
3 Credit hours 45 Contact hours
An in-depth study of physical, sexual, and emotional abuse and neglect of children. Focus is on identification and treatment of abusive families and victims of abuse and on the response of the legal system, the community, and human service agencies. (Credit is available for SOC 153 or CRJ 153, but not for both.)

SOC 205 Marriage and Family
3 Credit hours 45 Contact hours
Students develop an understanding of marriage, family, and kinship. The course examines the family as an institution and describes how social, cultural, and personal factors influence family relations. The stability and diversity of the family are explored, along with current trends and some alternative lifestyles. (Credit is available for SOC 205 or MED 205, but not for both.)

SOC 215 Contemporary Social Problems
3 Credit hours 45 Contact hours
An exploration of current social issues that result in societal problems. Focus is on such issues as civil liberties, gender discrimination, substance abuse, crime, poverty, and social change.

SOC 218 Addictive Processes
3 Credit hours 45 Contact hours
Students learn about the dynamics and impact of drugs on human behavior. They study the psychological, sociological, medical, and behavioral affects on the family and individuals due to the use of psychoactive drugs. (Credit is available for SOC 218, PSY 218, or CRJ 218, but only for both.)

RES 111 Real Estate Principles I
6 Credit hours 90 Contact hours
This course includes 32 classroom hours of practical applications covering: entering the field of Real Estate through technology, 48 classroom hours for discipline-specific courses in the science division. Course content will include an overview of the terminology and subject matter which students will encounter in each of the science departments. Does not apply toward CCA degree or certificates.

RES 112 Real Estate Principles II
6 Credit hours 90 Contact hours
Prerequisite: RES 111 or permission of Department Chair
This is a companion course that is to be taken with RES 111. It includes 48 classroom hours of Real Estate contracts and regulations, 8 classroom hours of record keeping and trust accounts, and 24 classroom hours of real estate closing. Additional hours include exam preparations. This course, combined with RES 111 Real Estate Principles I, exceeds the 150 hour requirement to be eligible to sit for the Colorado State Brokers License.

RES 114 Principles of Real Estate Appraisal
5 Credit hours 75 Contact hours
This successful completion of this course is designed to prepare students for the State of Colorado Real Estate Appraiser examination. The course work also prepare students with knowledge of the appraisal field. Plus, the course provides an outline of what an appraiser does in the development and presentation of an estimate of value or appraisal. The vocabulary of appraisal, the three approaches to value, and factors that affect real property will be discussed.

RES 205 Co-op Education Career Training - Real Estate
3 Credit hours 135 Contact hours
Students gain experience in applying their occupational skills and/or develop specific skills in a real estate work setting. The instructor works with students to select an appropriate work site, establish learning objectives, and to coordinate learning activities with the employer or work site supervisor. Attendance at seminars and/or interaction with the instructor is required.

SMALL BUSINESS MANAGEMENT PROGRAM

SBM 215 Small Business Management Program (SBM)
18 Credit hours 270 Contact hours
This one-year Small Business Management Program is designed specifically for business owners and operators. Your business is the classroom; your records are the textbook; your schedule is the class schedule; your instructor is your mentor. A course of study is designed to meet your business needs. Areas of emphasis include accounting, finance, human resource management, and computer applications. Eighteen credit hours are awarded for this program, applicable to an AAS Degree in management.
SPE 211 Group Communication
3 Credit hours
46 Contact hours
The working world is increasingly demanding that employees and managers have excellent group communication skills. Explore the theory and practice of group problem solving and decision making, including group leadership, structure, goals, roles, norms, and agendas.

SPE 220 Intercultural Communication
3 Credit hours
46 Contact hours
Exploring the link between culture and communication will develop and/or enhance communication skills and the abilities appropriate to a multi-cultural society. Emphasis will be on understanding diversity within and across cultures. Relevant concepts include perception, world view, context, ethics, language, and nonverbal communication.

SPE 225 Organizational Communication
3 Credit hours
46 Contact hours
Prerequisite: SPE 115
An understanding of how communication takes place within organizations is a vital skill for any manager or employee. Topics discussed in this course include: leadership strategies, effective managerial communication skills, and communication networks and environments.

SPE 226 Oral Interpretation
3 Credit hours
46 Contact hours
Prerequisite: SPE 115 or permission of Speech Department Chair.
Reading expressively to an audience is a special skill useful for educators, parents, and business professionals. Learn effective performance techniques using literature, essays, poetry and historical speeches. How to select and analyze appropriate material is included.

COM 121 College Survival Skills
3 Credit hours
46 Contact hours
Want to jump-start your academic success and learn more about CCA? This course enables students to identify and develop strategies and skills necessary to successfully meet the challenges and expectations of the college experience. In addition, students will explore resources available at CCA and elsewhere that can aid their success both in college and the workplace.

COM 270 Listening At Work
1 Credit hour
15 Contact hours
More than one-half of communicating is listening so successful business people, whether supervisors or employees, need high-level listening skills. This course will help you improve your listening through a variety of techniques. (Credit is available for COM 270 or BUS 270, but not for both.)
COM 271 Meetings That Work
1 Credit hour 15 Contact hours
Meetings don't have to be unproductive. Through understanding the strengths and weaknesses of communication events, students will learn to be effective facilitators and participants. Agenda preparation and alternative to meetings also are discussed. (Credit is available for COM 271 or BUS 271, but not for both.)

COM 272 Communicating With Impossible People
1 Credit hour 15 Contact hours
Learn effective techniques for handling impossible communicators: people who are devious, aggressive, hostile, dogmatic, stubborn, silent, indecisive, or non-listening. (Credit is available for COM 272 or BUS 272, but not for both.)

COM 273 Conflict Resolution
1 Credit hour 15 Contact hours
Conflict is a part of our daily lives, but it can be handled productively. This course will help you understand the roots of conflict and how to mediate interpersonal conflict in a variety of settings. Conflict prevention techniques are emphasized. (Credit is available for COM 273 or BUS 273, but not for both.)

COM 274 Negotiation
1 Credit hour 15 Contact hours
Learn how to protect your interests and those of others while preserving relationships. Role-playing and other dynamic techniques will be used to practice negotiation skills for personal and professional situations. (Credit is available for COM 274 or BUS 274, but not for both.)

COM 275 Effective Presentations
1 Credit hour 15 Contact hours
Presentations are necessary in many professional settings, including conferences, briefings, training sessions, and sales presentations. Formats, strategies, and presentation tips will be emphasized and practiced. (Credit is available for COM 275 or BUS 275, but not for both.)

COM 276 Decision Making
1 Credit hour 15 Contact hours
Do you have difficulties with making decisions? This class will help you increase your understanding of personal and professional decision-making strategies. A variety of decision-making strategies will be applied. (Credit is available for COM 276 or BUS 276, but not for both.)

COM 277 Teamwork
1 Credit hour 15 Contact hours
Build your teamwork skills and gain insight into what makes teamwork successful. Students will use a variety of strategies to understand team functioning, including in-class exercises, problem-solving simulations and lecture. (Credit is available for COM 277 or BUS 277, but not for both.)

COM 278 Problem Solving
1 Credit hour 15 Contact hours
Solving problems in our personal and professional lives requires the ability to think and act creatively in responding to a variety of situations. Students will be introduced to several different perspectives for group and individual problem solving. Real situations and simulations will be explored. (Credit is available for COM 278 or BUS 278, but not for both.)

SPORTS MEDICINE
(See Physical Education)

STUDY SKILLS

STS 000 Learning Success Strategies
1-3 Credit hours 15-45 Contact hours
An introductory study skills course designed to promote and develop increased independent and adaptive learning strategies and self-confidence within the college environment. The course offers opportunities to learn and practice a variety of in-class or out-of-class techniques to help meet the challenges of academic and interpersonal situations. Does not apply to CCA degrees or certificates.

THEATRE

THE 105 Introduction to Theatre Arts
3 Credit hours 45 Contact hours
Includes discussions, workshops, and lectures designed to discover, analyze, and evaluate all aspects of the theatre experience: scripts, acting, directing, staging, history, criticism, and theory.

THE 111 Acting I
3 Credit hours 45 Contact hours
Explores basic acting techniques and approaches, including scene study, improvisation, and script analysis. It includes practical application through classroom and showcase performance. Recommended for the student of theatre and any one interested in developing "stage presence" and the ability to relax in front of an audience.

THE 112 Acting II
3 Credit hours 45 Contact hours
Prerequisite: THE 111
Continues to explore basic acting techniques and approaches, including scene study, improvisation, and intermediate script analysis. It includes practical application through classroom and showcase performances.

THE 116 Technical Theatre
3 Credit hours 45 Contact hours
This course is an introduction to the technical aspects of Theatre production. Topics include set design and construction, costuming, and stage lighting.

THE 121 Theatre Production I
2-4 Credit hours 60-120 Contact hours
Prerequisites: THE 105, or permission of Theatre Department Director
Allows students to apply theories of Theatre production. Participation in stage management, set construction, scenic artistry, costuming, lighting, sound, acting, and administration is available.

THE 122 Theatre Production II
2-4 Credit hours 60-120 Contact hours
Prerequisites: THE 111, or permission of Theatre Department Director
Allows students to apply theories of Theatre production. Participation in stage management, set construction, scenic artistry, costuming, lighting, sound, acting, and administration is available.

THE 126 Theatre Makeup
1 Credit hour 15 Contact hours
Emphasizes the fundamentals of theatre makeup, design, and application techniques. Techniques include basic corrective, character, old age, and fantasy application.

THE 211 Development of Theatre I
3 Credit hours 45 Contact hours
Surveys the history and evolution of the theatre from Ancient Greece to the Renaissance, emphasizing all aspects of the art form from period values to analysis of dramatic literature and performance.

THE 212 Development of Theatre II
3 Credit hours 45 Contact hours
Surveys the history and evolution of the theatre from the Renaissance to the present, emphasizing all aspects of the art form from period values to the analysis of dramatic literature and performance.

THE 216 Readers Theatre
3 Credit hours 45 Contact hours
Trains students to select, cut, produce, and direct small scale Readers Theatre productions. Oral interpretation skills are emphasized and developed.
THE 231 Theatre Production III
2-4 Credit hours 60-120 Contact hours
Prerequisite: THE 132, or permission of Theatre Department Director
Allows students to apply theories of Theatre production. Participation in stage management, set construction, scenic artistry, costuming, lighting, sound, acting, and administration is available.

THE 232 Theatre Production IV
2-4 Credit hours 60-120 Contact hours
Prerequisite: THE 231, or permission of Theatre Department Director
Allows students to apply theories of Theatre production. Participation in stage management, set construction, scenic artistry, costuming, lighting, sound, acting, and administration is available.

VICTIM ASSISTANCE
(See Criminal Justice)

WOMEN'S STUDIES

WMS 101 Introduction to Women's Studies
3 Credit hours 45 Contact hours
Through readings, discussion, guest speakers, and media, students identify and explore some of the central issues of women's lives today; examine data and theory and test their validity against one's own experience; explore images of women, the institutional roles women play, and the impact of societal expectations on women's lives in the United States and globally.

WMS 209 Women in History
3 Credit hours 45 Contact hours
Surveys the contributions of women in the history and explores ways in which women's history modifies the traditional interpretations of historical events.

WMS 246 Psychology of Gender
3 Credit hours 45 Contact hours
This course examines gender differences in work, courtship, family life, and sexual behavior through the lifespan. (Credit is available for PSY 246 or WMS 246.)

WMS 250 Sex and Society
3 Credit hours 45 Contact hours
This course explores the social parameters of sexual practices, values which center on sex, and the cultural tendencies regarding sexual activity. It further examines the social implications of abortion, AIDS, sexually transmitted diseases, and the social responses to these issues. (Credit is available for PSY 290, SOC 290, or WMS 290, but only for one.)
ADMINISTRATION AND STAFF

The administration, faculty, and staff at CCA have what it takes to help you succeed. The College employs highly skilled professionals who are leaders in their respective fields. Whether you need help from one of your professors or are in need of specialized help from our Student Services division, you can be assured there's always someone qualified to help.

This section introduces you to who's who at CCA - starting with a list of administration and program leaders, as well as a complete listing of all of our outstanding faculty.

For phone numbers and room numbers, please consult a Schedule of Classes, available on campus. This publication regularly lists current departments, staff and phone numbers.
LOWRY FAMILY CENTER
Director .........................................................Kathy Hill-Young
Lowry Family Center, Family Advocate, Case Manager .......... David Bechhoefer
Lowry Family Center, Family Advocate Margaret Louise Moore
Lowry Family Center, Youth Advocate ..........................Shawn Taylor
Lowry Family Center, Administrative Assistant ................ Mary Ann Hanson
Lowry Family Center, Administrative Assistant ................ Wynonna Cherry

ORIGINAL AURORA CENTER
Director, Small Business Development Center ....................Randy Johnson
Administrative Assistant, Small Business Development Center ...Pat Machleidt
Coordinator, Small Business Management Program ..............Dennis Kamlet
Counselor, Small Business Development Center ..................Tena Catlett

STUDENT SERVICES AND ENROLLMENT MANAGEMENT
Vice-President ...............................................Greg Goode
Recruiting Coordinator ........................................Anna Jansen

ADMISSIONS, REGISTRATION
Director ..........................................................Sue Waldheim
Credentials Evaluator ........................................Janice Davis
Assistant Credentials Evaluator ................................Sundi Sullivan
Grades/Computer Records Specialist ..........................Denise Oakeley
Registration and Record Clerk ................................Amy Nellis
Switchboard Operator ...........................................Danette Barela
Transcript Specialist .............................................Rita Borgenah
Computer Imaging ................................................Karel Clift

ADVISING CENTER
Director ..........................................................Vacant
Academic Advisor ..............................................Libby Broughton
Academic Advisor ..............................................Willie Hayes, Jr.
Academic and International Student Advisor ..................Dino Maddocks
Administrative Assistant ......................................Elaine Fergensen

FINANCIAL AID
Executive Director ..............................................Terrry Campbell Caron
Financial Aid Advisor/Technical Coordinator ......................Sharon Robinson
Financial Aid Advisor/Operations Coordinator ....................John Young
Financial Aid Advisor ..........................................Maurice Thompson
Financial Aid Image Processor ................................Celia Molina
Administrative Assistant ........................................Mary Jones

LEARNING RESOURCE CENTER (LRC)
Interim Director ..................................................Lance Lancaster
Student Resources Coordinator ................................Lance Lancaster
Accessibility Services Coordinator ............................Renee Jones
Media Specialist II and Front Desk Coordinator ..................Seanto Rounds
Front Desk Staff ................................................Sheryl Broadnax
Career Development Center Coordinator ......................Paul Chamberlain
Career Development Center Assistant .........................Rusty White
Testing Development Center Coordinator .......................Vacant
Tutoring Coordinator ...........................................Patti N

STUDENT LIFE
Director ..........................................................Amy Grazier Leach

STUDENT GOVERNMENT ASSOCIATION

HIGHLINE CHRONICLE

STUDENT SERVICES-LOWRY
Student Services Specialist ....................................Yen Phillips
Student Services Specialist ....................................Rebecca Berstein
Student Services Specialist ....................................Judy Patrick

ADMINISTRATIVE SERVICES
Vice-President ....................................................Wes Geary
Administrative Assistant ........................................Judy Spitz

FISCAL AFFAIRS
Controller ..........................................................Patricia Bouley
Accountant .......................................................George Goree, Jr.
Accounts Receivable/Cashier ................................Christina Johnson
Accounts Payable/General Ledger .............................Kathy Bodemann
Payroll ..............................................................Kimberly Snaado
Cashier ..............................................................Dianna Doyle
Cashier ..............................................................Sabrina Ward
Administrative Assistant ........................................Eugenia Parham

FACILITIES
Director ............................................................Larry Steele
Assistant Director ................................................Linda Arman
Electrician ..........................................................Mike Davis
HVAC Mechanic ..................................................Chuck Socolnicki
Mail Clerk ..........................................................Chris Hune
Groundskeeper II ...............................................Kurt Scadden
Groundskeeper I ..................................................Tina Bailey
Groundskeeper I ..................................................Don Castanada
Housekeeping Supervisor .......................................Billy Downing
Night Custodian ....................................................Erik Perks
Night Custodian ....................................................Charles Mulhall
Night Custodian ....................................................Jeff Andrich
Swing Custodian ...................................................Arthur Oakeley
Day Custodian .....................................................Mo Gantz

INSTITUTIONAL RESEARCH
Director ............................................................Mike Berry

MANAGEMENT INFORMATION SYSTEMS/IT
Director ...........................................................Bobby Williams
Specialist, Management Information Systems ..................Bill Lind
Network Administrator .........................................Shirley Piper
Ass. Network Administrator ....................................Rick Jaramillo
Ass. Network Administrator/PC Administrator ...............Eduardo Peralta
Purchasing
Purchasing Agent ................................................. Tami Morrissey

Campus Security and Safety
Security Safety Officer ........................................... Vacant

Emeritus
President, Community College of Aurora,
1986-2000 (Retired 2000) ............................... Larry D. Carter
President, Community College of Aurora,
1983-1986 (Retired 1986) .............................. Nai-Kwang Chang
Director, Aurora Education Center,
1979-1983 ...................................................... Nai-Kwang Chang

Colorado State Board for Community Colleges and Occupational Education
Greg Romberg, Chairman ...................................... Evergreen
Jeannie G. Reimer, 1st Vice Chairman .................... Thornton
Lena A. Elliott, 2nd Vice Chairman ......................... Grand Junction
Mary Buckley ..................................................... Denver
Patricia A. Erjavec ............................................. Pueblo
Barbara McKellar .............................................. Castle Rock
Leonel Silva ...................................................... Centennial
Robert E. Smith, Jr. .......................................... Longmont
Andrew B. "Andy" Wyatt ...................................... Lamar
Ron Greenwell, Non-Voting Faculty Member ............ Pueblo
Ester Williams, Non-Voting Faculty Member ............. Pueblo

Community College of Colorado System
President .......................................................... Dr. Joe May

College Advisory Council
Community College of Aurora

NAME AND ADDRESS  TERM EXPIRES

Rees Collickson .................................................. 6/03
Wells Fargo Bank - Buckingham
1450 S. Havana St.
Aurora, CO 80012-4016
303-752-6320
FAX: 303-752-6312

Kevin Hougen* .................................................. 6/03
President
Aurora Chamber of Commerce
562 Sable Blvd. #200
Aurora, CO 80011
303-344-1500
FAX: 303-344-1564

Stephen F. Hungerford ......................................... 6/03
Xpedx
3900 Lima Street
Denver, CO 80239
303-375-2392
FAX: 303-375-4767

James C. Lewien** .............................................. 6/03
President
Commerce Bank of Aurora
13303 E. Colfax Avenue
Aurora, CO 80011
303-344-5202
FAX: 303-364-7636

Edna W. Mosley ................................................ 7/03
13827 E. Chenango Drive
Aurora, CO 80014
303-627-2998

Paul Suss ....................................................... 12/03
Suss Pontiac
1301 S. Havana
Aurora, CO 80012
303-751-3400
FAX: 303-306-4059

Father Michael J. Sheeran .................................. 7/04
Regis University
3333 Regis Boulevard
Denver, CO 80221
303-458-4190
FAX: 303-964-5529

Jay Gershen, D.D.S. ........................................... 3/04
University of Colorado Health Sciences Center
4200 E. 18th Ave., Campus B A095
Denver, CO 80262
303-315-7734
FAX: 303-315-7729

*1 ................................................................. College Advisory Council Chair
*2 ................................................................. College Advisory Council Vice Chair
### Application for Admission

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

**PLEASE PRINT LEGIBLY**

<table>
<thead>
<tr>
<th>PLEASE INDICATE THE YEAR AND TERM YOU WISH TO ENROLL</th>
<th>20</th>
<th>□ SUMMER</th>
<th>□ FALL</th>
<th>□ SPRING</th>
</tr>
</thead>
</table>

**Gender**

- □ Male
- □ Female

**Social Security Number/Student ID:**

**Last Name**

**First Name**

**Middle Name**

**STUDENT STATUS**

- □ Full Time (12 or more credits)
- □ Part Time (6-11 credits)
- □ Less than Full Time (5 credits or less)
- □ Waive (

**Ethnic Origin:**

- □ Native American or Alaskan Native
- □ Asian/Pacific Islander
- □ Hispanic
- □ Other

**Veteran/Military Service**

- □ Active Duty Veteran
- □ Active Duty Military

**Are you a U.S. Citizen?**

- □ Yes
- □ No

**Visa Type:**

**Residency:**

**Local Address:**

**City**

**State**

**Postal Code**

**Country**

**Email Address:**

**Business Phone Number:**

**STUDENT GOALS**

**Why are you attending this college for or career reasons?**

**Do you plan to transfer to another institution?**

- □ Yes
- □ No

**Seminars at this institution, do you intend to**

- □ Computer
- □ Fine Art
- □ Graphic Art
- □ Lab Science
- □ Business
- □ Career
- □ Health
- □ Music
- □ Social Science
- □ Visual Art

**Language**

**College:**

**Degree:**

**Major:**

**Minor:**

**Spec:**

**High School Code:**

**College Code:**

**Government Code:**

**Office Use Only:**

**ENROLLMENT DATA**

**Which best describes your current state?**

- □ Transferring student
- □ New Student
- □ Re-enrolling former student

**Which best describes the level of education you have completed?**

- □ 2.5 or less
- □ 2.5
- □ 2.5 to 2.9
- □ 3.0
- □ 3.0 to 3.3
- □ 3.4
- □ 3.4 to 3.6
- □ 3.7
- □ 3.7 to 3.9
- □ 4.0
- □ 4.0 to 4.3
- □ 4.4
- □ 4.4 to 4.7
- □ 4.8
- □ 4.8 to 5.0

**Do you consider yourself economically disadvantaged?**

- □ Yes
- □ No

**Is your primary language other than English?**

- □ Yes
- □ No

**Type of Secondary Diplomas**

- □ High School Diploma
- □ GED

**Have your parents earned a bachelor's degree?**

- □ Yes
- □ No

**Name of Last High School Attended:**

**Name of Last College Attended:**

**Expected Graduation Date:**

**Responses to items marked by an asterisk (*) are required, will be kept confidential, and are intended to support students designated to receive students participation in the education programs offered by the College. They will not be used as a factor in acceptance to the College. If you do not elect to respond to the request for this information you will not be subject to any adverse treatment.**
# SELECTIVE SERVICE STATEMENT

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

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

If yes, are you registered?  □ Yes  □ No

---

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

COMPLETE FOR COLORADO RESIDENCY CLASSIFICATION

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

<table>
<thead>
<tr>
<th>CURRENT AGE</th>
<th>YOU</th>
<th>and</th>
<th>YOUR PARENT or LEGAL GUARDIAN (If you are under 23)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates of continuous physical presence in Colorado</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dates of extended absences from Colorado during the last two years</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>List the last two years Colorado income taxes have been filed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>List the last two years of employment or source of income</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date current Colorado Driver's License or Colorado I.D. was issued</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>List the last two years of Colorado Motor Vehicle Registration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Colorado Voter Registration</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

If you are on active duty military or a dependent of an active duty military and assigned to a Permanent Change of Station in Colorado, you may be eligible for in-state tuition rates. Contact your Military Base Education Office.

All items are subject to change without notice.

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

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

---

**THANK YOU FOR YOUR INTEREST IN OUR COLLEGE**

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