TRINIDAD CAMPUS

# 2023-2024
# COURSE CATALOG

TRINIDAD STATE

VALLEY CAMPUS

# TRINIDAD STATE
## COLORADO

*Trinidad State College is your college.* We take pride in offering a variety of classes designed to meet your unique needs. From accounting to welding, we have it all and it's all here for you. We hope you find this schedule useful as you plan your future. Whether you're a returning student, a lifelong learner, or a person considering a new career, Trinidad State can help you reach your goals.

We offer courses on two great campuses in beautiful southern Colorado and we are committed to providing you with personalized attention and endless opportunity. With a student to faculty ratio of 12-to-1, we look forward to giving you the one-on-one attention you deserve as you pursue your dreams. Come by and see us, visit our website at www                              a call at (888) TSC-1925. We hope to see you ir

Your future awaits!

Warmest regards,

Rhonda M. Epper, Ph.D.
President
Trinidad State College

*Enriching our diverse communities through quality educational experiences and lifelong learning.*

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# ABOUT TRINIDAD STATE

## ACADEMIC ADVISING

### ACADEMIC ADVISING

Students are responsible for making the decisions that help them achieve their academic and career goals; your Academic Advisor is available to support you along the way.

**An Academic Advisor:**

- Helps you identify your strengths and challenges to maximize your goals.
- Helps you identify the degree or certificate program that matches your goals.
- Helps you create an academic plan and choose the correct courses.
- Helps you understand the registration process.
- Helps you discover the transfer options and institutions to meet your goals.
- Helps you access resources on campus to support your classroom success.
- Provides accurate and timely information.

Advising is available in the Advising and Financial Aid Suite on the Trinidad Campus or in the Welcome Center on the Valley Campus. Advisors are available to meet for individual sessions with students. Services available include academic advising, degree work evaluation, transfer and scholarship information.

Students are encouraged to meet with an advisor at the beginning of each semester as well as throughout the semester.

**NOTE:**

For new and readmitted students, please make an appointment with an academic advisor. Students that choose not to meet with their advisor may take courses that will not apply to their certificate or degree program which may affect financial aid (CPOS) or transfer to four-year institutions.

Transfer advising is available for TSC students hoping to attend a four-year college. It is important to get transfer advising, which is different than course registration. Once a student begins classes, transfer advisers can assist with selection of colleges, understanding the necessary steps to be transfer-ready, and assurance that the student is taking the appropriate courses for the major they want to pursue.

For more information on advising, please go to the following website: https://www.trinidadstate.edu/advising/index.html

## ACADEMIC RENEWAL POLICY

### Academic Renewal

The Academic Renewal Policy allows former Trinidad State students to apply for the establishment of a new academic record. A student may be granted an "Academic Renewal" only once, and the decision will be final if approved by the Registrar and accepted by the student. Call the Registrar's office for additional information and clarification on this procedure.

*Registrar email*
Phone:  719-846-5550

### Eligibility

1. A student who has an academic record with courses older than two years from the current date is eligible for an Academic Renewal.
2. A student must have all financial holds cleared before a request can be honored.
3. Students can only apply for Academic Renewal once, which is not reversible.
4. A student must have completed at least six credit hours with a 2.00 GPA before applying for Academic Renewal.

### Procedures

1. A student must submit a letter of request to the Registrar's Office.
2. The Registrar's Office will check the student's transcript for eligibility and, if eligible, will compute an Academic Renewal GPA from the designated academic term and provide the student with an updated transcript.
3. A comment will be placed on the transcript that states "Academic Renewal has been granted."

### Guidelines

1. The student's transcript will reflect the entire academic record, and no classes will be deleted or removed. Thirty credit hours can be excluded from GPA.
2. Only grades earned after the Academic Renewal will be used to compute the new cumulative GPA.
3. Only grades of "D's" and "F's" will be eligible for Academic Renewal.
4. Academic Renewal will not change Satisfactory Progress for Financial Aid eligibility, and previous grades are subject to interpretation by specific Financial Aid Policy.

# ACADEMIC YEAR

## ACADEMIC YEAR

- **Freshman:**
  Completion of fewer than 30 semester credit hours
- **Sophomore:**
  Completion of 30 or more semester credit hours
- **Unclassified:**
  Previously awarded a degree at the associate level or above

# ADMISSION STATUS

## ADMISSION STATUS

- **New Student:**
  Attending TSC for the first time
- **Continuing Student:**
  Uninterrupted attendance at TSC
- **Readmitted Student:**
  Have not attended TSC within the past one or more semesters and are reentering

# ADMISSION FOR ADULT EDUCATION SERVICES

## Admission for Adult Education Services

Adult Basic Education (ABE) is available to anyone 17 years of age or older who is not enrolled in another school under the department of education. ABE guides students in the development of their skills in reading, writing, mathematics, social studies, and science and prepares them to test for the General Education Development (GED) diploma.

Students begin a program of study leading to GED completion by attending an assessment and orientation day that places them at the appropriate beginning academic level. The length of time to GED completion varies from student to student. Students utilize traditional classroom and individualized instruction. Distance learning options are available for students who meet eligibility requirements.

The Adult Basic Education (ABE) and General Educational Development (GED) programs are committed to meeting the broad spectrum of adult and nontraditional students' educational needs in their respective communities. With more than thirty years of service to the community, the Adult Education Services

Program continues to show great success, not only in terms of number of participants and GED completion rates, but also in the percentage of those that transfer on to higher education. In addition, the growing population of non-English speaking residents in our communities has resulted in an increasingly successful ESL Program. These students first learn to communicate in English, and then many continue on through the GED program and on to TSC.

The Adult Basic Education program is also designed to assist students in making the transition from GED completion to enrollment in degree or certificate programs at Trinidad State College. Contact (719)-846-5640.

# ADMISSIONS

## ADMISSIONS

Admission to Trinidad State College is open to all high school graduates, non-graduates of high school who are 17 years of age or older and any other person who can benefit from the instruction. Admission to Trinidad State College does not ensure acceptance of an individual student in a particular course or program. If an applicant does not meet the requirements for a particular program, the student will be advised of courses or programs available to them. Admissions are subject to space availability and program requirements.

Non-high school graduates are strongly urged to take a high school equivalency test and earn a high school equivalency certificate. The General Educational Development (GED) test is administered on campus and is recognized by the State Department of Education, potential employers, and the United States Armed Forces.

# ABOUT TRINIDAD STATE

## APPLICATION AND ENROLLMENT PROCEDURES

### Application and Enrollment Procedures

***Detailed application procedures can be found at https://trinidadstate.edu/apply/. In general, enrollment in Trinidad State College consists of the following;***

1. **Apply for Admission (*It's FREE!*)**
   Apply online at by clicking Apply on the drop-down Admissions menu or from the Quick Links at the bottom of each web page. If you have questions, email TS.admissions@trinidadstate.edu.
   Once you have been accepted, you will be given a Student ID Number (S#). You will receive your S Number in your acceptance letter and email confirmation. You will need your S# to take the Accuplacer test, log into the portal, log onto school computers, for registration, etc.

2. **Apply for Financial Assistance**
   Complete the Free Applications for Federal Student Aid (FAFSA) to apply for federal, state, and institutional grants, work-study, and student loans at https://studentaid.gov/h/apply-for-aid/fafsa. The priority deadline for the FAFSA is May 1 every year. Allow at least 4-6 weeks for processing. After May 1 you can still apply, but funding may be limited. Our school code when filling out the FAFSA is 001368.
   If you have been a Colorado resident for twelve consecutive months, you are entitled to a state stipend for attending college! Did you check the box to apply for COF in your application? If not, sign up for the College Opportunity Fund (COF) online at https://cof.college-assist.org/ and go to the apply link. Once you apply, you'll be asked to authorize COF when you register for classes.
   **\*\* Note:** COF is not the same as federal student aid\*\*
   Be sure to apply for scholarships!
   For more information visit: https://trinidadstate.edu/scholarships/index.html Scholarships deadlines vary. Check the website for details.

3. **Meet the Academic Placement Requirements**
   If you need to, you may qualify for an exemption to the test if you have recent ACT or SAT scores (within the last five years), or meet the exemption requirements. Please bring a copy of unofficial high school or college transcripts, Accuplacer scores, ACT or SAT scores when you meet with an Academic Advisor.
   Take the placement test. The test is an untimed, online/computer-based, multiple-choice placement test, to assess your current academic skill levels in reading, math, and English for placement into classes. You must bring your Student ID number and a government issued ID with picture to take the test.

4. **Meet with an Academic Advisor**
   An Advisor will help interpret your options for placement test exemption, review educational goals, interpret academic placement results, create an educational plan and review program requirements. Always bring your student photo ID for service.

5. **Log into the TSC Portal (Student Account and Activate your TSC e-mail)**
   From the TSC website go to the Portal link at the bottom of the TSC home page. To log in for the first time, use your S# and your 6-digit birth date (MMDDYY) as the password at the login screen. You will be asked to reset your password when you first log in, for security purposes. You can check e-mail, search and register for classes, pay tuition, view financial aid status, access online courses, and more in the Portal.
   All official communication from Trinidad State are delivered through your student email. For assistance with portal login, contact IT Support Desk Trinidad:(719) 846-5663; IT Support Desk Valley: (719) 589-7105

6. **Register for Classes**
   To register online, login to the Portal and click on the "Student" tab to register for classes. Use the 5-digit CRN# in the class schedule to add a class to your schedule.
   Verify your Academic Plan in Degree Works, located in the Portal, under the "Student" tab.
   To register in person and identify your program pathway, meet with an Academic Advisor.

7. **Get your Student ID**
   Get your official TSC ID card. Your ID card gives you access to the library, computer labs, and other services on campus in addition to discounts around town. Bring a state-issued photo ID, your current class schedule, and S number to the admissions office on either campus.

8. **Complete the Payment Process**
   Login to the Portal. Click on the "Pay My Bill" icon. TSC accepts credit card payments through the portal. Or call the business office at 1-800-621-8752 ext 5547. If you anticipate receiving financial aid, you may be eligible to charge your books at the bookstore. For more information, visit the Welcome Center office on the Valley Campus or the Cashier on the Trinidad Campus.
   You will receive a refund card in the mail 7-10 days after registration. Go online to activate your card and select your refund preference.
   **Note:** After you receive your refund card, if you need assistance with your card see the Student Success Center in the Library (Trinidad), or the Welcome Center office on the Valley Campus.

9. **Purchase Books & Supplies**
   Books and supplies are available at the Bookstore on either campus. Bring your printed class schedule, photo ID, and tuition calculation (if applicable) to buy your books and supplies at the TSC Bookstore. For more information on the bookstore, please go to the following website: http://trinidadstate.edu/bookstore/index.html

10. **Be Successful!**
    TSC is proud to provide academic support to every student who needs it.
    • TRiO Student Support Services -Trinidad Campus: Student Success Center – 719-846-5665
    • TRiO Student Support Services -Valley Campus: Welcome Center – 719-589-7063
    • Student Success Center Trinidad: (719) 846-5664
    • Welcome Center Valley: (719) 589-7067

# ABOUT TRINIDAD STATE

## BACKGROUND CHECKS

### Background Checks

All accepted applicants to the Dental Assisting, Early Childhood, Elementary Teacher Education, Emergency Medical Services (EMS), Gunsmithing, Law Enforcement Academy, Medical Assistant Professional, Nursing, Nurse Aide and Rocky Mountain Line Tech programs at Trinidad State College are required to complete a criminal background check.

The Nursing, EMS, and Nurse Aide, Medical Assistant Professional programs also require drug screening as part of the admissions process

Instructions for completing required background check and/or drug screening will be included with your acceptance letter. Your acceptance is conditional and will depend on the results of your background check and drug screening (if required). If an accepted applicant or student tests positive for an illegal or un-prescribed drug, that individual will be denied admission or terminated from their program. Testing positive for marijuana will be considered a failed drug test and students may be denied or removed from the program.

Separate criminal background checks and urine drug screens may be required by clinical sites prior to placement. Students denied by a clinical site that is a required component of their program will be dismissed from the program and their registration withdrawn from courses related to that program.  If the student tests positive for an illegal or un-prescribed drug, the student will be denied admission or terminated from any health sciences program even if a denied placement was not required to meet program competencies.

Successful reports of criminal background checks and urine drug screens do not assure eligibility for specific clinical site placement, program completion, and/or eligibility to sit for professional licensure/board examinations.

You should remember that licensing boards for certain professions may deny, suspend, or revoke a license or may deny an individual the opportunity to sit for an examination if it is determined that an applicant has a criminal history or has been convicted of, or pleads guilty, or pleads nolo contendere or the like to a felony or other serious crime.

Successful completion of a program of study at Trinidad State College does not guarantee licensure, the opportunity to sit for a licensure examination, certification or employment in the relevant occupation.

Students may be automatically denied admission or, if enrolled, dismissed from the program if they have not been truthful or have provided inaccurate information on the application or on any other form or submission. Students who have questions or concerns are encouraged to contact Vice President of Academic Affairs, at 719-846-5559.

### PLEASE NOTE:

*TSC will only accept criminal background checks and drug screens performed by a college approved vendor.  Criminal background checks are completed online and must be paid for by the student.*

## COLLEGE OPPORTUNITY FUND (COF)

### College Opportunity Fund (COF)

If your tuition classification is Colorado (in-state) resident, be sure to sign up for the College Opportunity Fund (COF), which provides a stipend to eligible college students in Colorado.  Students who do not apply for and authorize the use of the COF funding will be responsible for the full amount of in-state tuition.

## CONCURRENT ENROLLMENT FOR HIGH SCHOOL STUDENTS

### CONCURRENT ENROLLMENT FOR HIGH SCHOOL STUDENTS

Trinidad State's Concurrent Enrollment Program allows high school students to enroll in college courses concurrently. High school students earn both high school and college credits. Concurrent credits earned through Trinidad State are recorded on the student Trinidad State transcript.

Students must be approved by their high school for enrollment in concurrent enrollment courses. Guidelines for student eligibility include:

1. Demonstration of readiness to take college courses employing acceptable assessment scores.
2. Demonstrate the skills or knowledge necessary to succeed in the concurrent enrollment course through previous high school work.
3. Completion of all high school and college prerequisites.

Please check with your local school district regarding their policies concerning concurrent enrollment.

### Trinidad State's Concurrent Enrollment program:

- Lowers the initial higher education cost by providing each student college credit at low or zero cost.
- Prepares students for a smooth transfer to college by providing the experience of being a college student.

All courses administered through Trinidad State's concurrent enrollment program conform to college academic standards of rigor and Colorado Community College System (CCCS) curriculum outcomes.

Concurrent enrollment courses can be applied towards a degree or certificate at Trinidad State College or can be transferred to another college or university.

For more information about Trinidad State's concurrent enrollment program, contact the Concurrent Enrollment Coordinator at (719)-846-5028.

Concurrently enrolled students and their high school counselor are encouraged to work with the Trinidad State College Concurrent Enrollment Coordinator to develop a post-secondary educational plan.

# COURSE CANCELLATIONS

### COURSE CANCELLATIONS

The College reserves the right to cancel programs or courses, to change instructors, and to change times or locations of classes. The Vice President of Academic Affairs will have current, up-to-date information on scheduled classes.

# CREDIT HOURS

### CREDIT HOURS

For Institutional Scholarships, students must be registered in 15 credit hours.  Federal Financial Aid recognizes a student carrying 12 credit hours to be full time.

Students may not take more than 18 credit hours without approval from the Dean of Instruction.

# DEGREE/CERTIFICATE REQUIREMENTS

### DEGREE/CERTIFICATE REQUIREMENTS

To earn a degree or certificate, students must satisfy all program, course and/or curriculum requirements for the degree or certificate under which they are registered.  Student must attain a cumulative grade point average of 2.0 or higher.

Familiarize yourself with the provisions and regulations about your program. See your advisor when in doubt. TSC will make every effort to assist you in meeting requirements for completion and graduation. Final responsibility, however, rests with the student.

# DENIAL OF ADMISSION

### Denial of Admission

The College may deny admission to any individual whose personal history and background indicates that his or her presence at the college would endanger the health, safety, welfare or property of the college community, or interfere with the orderly and effective performance of the college's functions. TSC has the right to deny admission or continued enrollment to any individual who has misrepresented his or her credentials or background.

Persons who seek enrollment under CRS 16-11-212 9 (Work and Education Release Programs) will be given timely notification of acceptance or denial of admission as required by the statue. Review of a denial of admission or denial of continued enrollment or re-enrollment of students shall be in accordance with the TSC's disciplinary and program procedures.

# DISABILITY SERVICES / SPECIAL POPULATIONS

### Disability Services / Special Populations

Trinidad State is committed to providing equal educational opportunity for persons with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and in compliance with CCCS State Board Policy BP 19-60b – Student Disability Services. Students, including concurrent high school students, requesting accommodations must self-identify to Disability Services / Special Populations and provide current documentation from a qualified professional. The student must take on the role and responsibility of self-advocacy. Student disclosure is always voluntary, but in order to receive accommodations, students must identify themselves as having a disability. Trinidad State will provide reasonable accommodations provided they do not: 1) fundamentally alter the nature or operation of the programs, services, or activities at the College, 2) cause undue burden to the College, or 3) pose a direct threat to the health and safety of others. Accommodations are not retroactive.

- **Disability Services contact information:**
    - Trinidad Campus, Berg 209 (719) 846-5014
    - Valley Campus, Welcome Center, Suite 104 (719) 589-7067

# DROPS, WITHDRAWING AND REPEATING A COURSE

### DROPPING A CLASS

## Dropping a Class

Students may drop a class during the first fifteen percent (15%) of the course duration (census date) without being financially responsible for the class; the class will not appear on the student's permanent record. Specific drop deadlines for term classes are listed in the schedule of classes. Students, who register and do not want to be held liable for tuition and fees or have a transcript record created, must drop the class on or before the last day for a refund, which is the census date.

Notifying an instructor, advisor or simply not attending the class is not sufficient to ensure that you are dropped from the class. An official Add/Drop Registration form must be received with appropriate signatures within the deadline. Please see an advisor in person to make sure you properly drop from the class.

## Drop for Non-Attendance

The faculty member is responsible for ensuring that all students listed on their roster have attended their course during the Add/Drop (census) period. If a student has not attended any class by the end of the Add/Drop period, the faculty member must No-Show the student by the end of the Add/Drop period.

Students are expected to attend all classes. Students who do not attend any class sessions by the course census (add/drop date) will be identified as a no-show by the faculty and will be dropped from the course.

Once dropped as a no-show, a student cannot re-register in that same section, regardless of the no-show reason. In addition, the student could be dropped from any prerequisite or co-requisite courses, regardless of attendance in prerequisite/co-requisite course(s). Being dropped as a no-show can negatively affect students using financial aid or Veteran's benefits.

For online courses, attendance is defined as accessing the course and completing at least one academic activity (as determined by the individual faculty). What constitutes an academic activity may vary from course-to-course based on the uniqueness of each course.

Instructors will inform students of their individual class participation policies. Students who miss too many class sessions, or who fail to participate in class, may be advised to withdraw from a course.

## Withdrawal from Classes

Withdrawal from Class(es) - Any student may withdraw from any course(s) or the college without academic penalty anytime up to and including eighty percent (80%) of total class days. All courses withdrawn during this period will receive the grade "W."

Courses designated "W" will be recorded on the student's permanent record but will not be used to calculate the student's semester or cumulative grade point average. After the dates for withdrawal without penalty specified above, the students may not withdraw from a course, and "W" is no longer a grade option for the instructor.

A student initiates requests for withdrawal from a course by obtaining the appropriate withdrawal form from an academic advisor. The student will then obtain the signatures of the instructor(s) and the advisor, indicating communication of the student's intent. Course withdrawals will not become valid until the student has returned the completed forms to the advisor. Failure to complete the prescribed withdrawal procedure will result in a grade in each course affected by withdrawal.

**Note:**
Students are responsible for the full amount of tuition and fees for courses from which they are withdrawn.

## Withdrawal from College-All Courses

Withdrawal from College/All Courses - A student who decides to withdraw from all enrolled courses must obtain the "Add/Drop Withdrawal form from the Vice President of Student Affairs. This form must be completed and returned with the current ID before withdrawal from college is official. The student must come in person and fill the form out in front of an advisor.

A 'student-initiated' total withdrawal from college can be completed up to and including the last date to withdraw from classes for the term. As part of a total withdrawal from college, a student cannot withdraw from a class that has already given its final exam or has otherwise ended.

The withdrawal code to be used by an instructor will be a "W" to show a termination of enrollment or an "I" for an incomplete, which allows the student to complete specific course requirements at a later date. The instructor and student must complete all required protocols before the instructor can assign a grade of incomplete.

**Note:**
In unusual circumstances (death, disability, emergency), the Vice President of Academic Affairs, a Dean or Division Chair, Registrar, or the academic advisor may initiate a withdrawal for a student. Procedures for withdrawing from the institution may be initiated only in the office of the Vice President of Academic Affairs.

## Repeating Courses

The college recognizes the varied circumstances when a student requests to repeat a course such as, but not limited to, the following: an unacceptable grade earned will not transfer, a course is required for graduation or transfer, or a demonstrated need to raise a low grade point average (GPA) for graduation.

To understand how a repeat class could affect grade point average and overall transcript, the student should consult an academic advisor before enrolling in the same class for a second time.

Any semester course can be repeated (no restrictions on the type of course or the previous grade), and only the highest grade will be used for computation of the grade point average. Each registration for the course and each grade received will be listed on the transcript.

On the transcript, a notation will follow the course indicating that the course was repeated and designating whether the course will be included in the GPA. The highest grade will be used in the GPA calculation. If the grade for the repeated course is the same as the original grade, only the most recent grade will count in the GPA calculation. All credit hours earned for initial and repeated courses will be deducted from a student's remaining COF stipend eligible hours.

"Repeated" courses may be applied only once to a certificate or degree, except for variable credit courses and designated courses that may be repeated for professional or personal development. To replace a grade, the course must be taken at Trinidad State College.

All courses, which students enroll for, after the drop date will be listed on the student's transcript, and none will be eliminated by future enrollments or course completions. Credit hours can only be earned once for any course.

The most recent grade will be included in the term and cumulative GPA if a duplicate grade is earned. All previous grades in a given course will also appear on the student's transcript.

All other duplicate grades will be excluded from the term and cumulative GPA. Students should direct questions on repeating courses to an academic advisor, or at the Registrar's Office.

# ABOUT TRINIDAD STATE

## GET STARTED

### Welcome to Trinidad State!

With a commitment to student success, Trinidad State College offers a student to faculty ratio of 12 to 1 and encourages students to take advantage of available resources to facilitate the learning process, like free tutoring. The two campuses serve a diverse population of nearly 2,000 students of all ages, background and ethnicities.

Trinidad State College operates under an open admission policy, providing access to all who desire a higher education or seek to enhance their knowledge and skills.

*For more information call: 719-846-5621*
*or email us at TS.Admissions@trinidadstate.edu*

# ABOUT TRINIDAD STATE

## IMMUNIZATION AND HEALTH INSURANCE

### Immunization Requirements

Colorado Law (Board of Health rule 6 CCR 1009-2) requires that all full-time students born after January 1, 1957 show proof of immunization against measles, mumps, and rubella.  Students residing in student housing are also required to show proof of immunization against meningococcal disease and COVID-19 at the time of housing check in.

There are two types of immunization exceptions.  Medical exemptions must be signed by a licensed physician and must include a date and reason for exemption.  Non-medical exemptions are provided for religious or personal beliefs that are opposed to immunizations.  Please contact the Housing Director for more information:  (719) 846-5497.

Certification and waiver forms are available online on the Student Life Housing link under immunization link or at the Student Services Office. The COVID-19 vaccination is not required as a condition of enrollment at the College.  The College will provide students with a list of local providers offering the COVID-19 vaccine at no cost.

### Student Health Insurance

TSC does not require health insurance for non-athlete students.  However, all student athletes must show proof of a student health insurance plan.  Trinidad State encourages all students to carry health insurance.  For information on student insurance, see the Student Services Office on your campus.

International Students are required to provide evidence of insurance in accordance with the International Student Application process.

## INTERNATIONAL STUDENTS

### ADMISSION OF INTERNATIONAL STUDENTS

Trinidad State College welcomes international students and recognizes the value they add to the learning environment. This policy applies to non-immigrant, international students seeking admission to the college on an F1 student visa.

### International Student Admission Process

Fall semester applications and all supporting documents are requested to be on file at the college by July 15. Spring semester applications and supporting documents must be on file by November 15.

Admission of international students will be considered, and a Form I-20 will be issued when the following are received and evaluated as acceptable.

1. Apply for admission to Trinidad State College at https://trinidadstate.edu/apply/index.html .The application must indicate in which semester the student will begin.
2. Provide complete transcripts of all previous secondary and collegiate academic work with certified English translations (if needed).
3. Provide evidence of proficiency in the English language.

**Note:** No documentation is required if the student's native language is English or if the student graduated from an American high school. If the student's native language is other than English, the student must provide one of the following:

- Test of English as a Foreign Language (TOEFL): minimum score of 65, International English Language Testing System (IELTS): minimum score of 6.5, or Duolingo English Test minimum score of 95.

1. Statement of financial support for a two-year program for the student at Trinidad State including taxes incurred for scholarship income. Federal and state financial aid and non-resident alien scholarships are not available for international students.
   **Note**:
   Scholarship funds, either athletic or other institutional-affiliated scholarships - above tuition and fees - are considered income to international students and thus will be taxed at 14%.  Students should be aware and account for this **student-incurred** tax expense.
1. Record of immunizations.
2. Proof of medical insurance. All international students are required to have medical insurance in place while attending Trinidad State College.
3. Full payment of outstanding tuition and fees or signed payment plan in place on census day each semester.  Failure to comply may result in the withdrawal of the student's U.S. Immigration I-20.
4. The final steps for F1 Visa completion include:
5. The Designated School Officer (DSO) creates a file in SEVIS (Student and Exchange (or previous college transfers information in SEVIS) to print a Form I-20. Trinidad State's International Student Coordinator serves as the Designated School Officer.
6. The DSO signs and sends the student the original Form I-20.
7. Student pays the SEVIS I-901 fee at www.ice.gov/sevis.
8. Student makes an appointment with the U.S. Embassy or Consulate to interview for an F1 visa.
9. Consular reviews application, confirms SEVIS fee payment, runs security check, interviews student, and potentially grants visa.
10 Student obtains the visa before departure to the U.S.

Please see the Student Handbook or the International Student Coordinator for more detailed information.

# LIBRARY

The Samuel F. Freudenthal Library on the Trinidad Campus is under renovation during the 2023-2024 academic year opening again in Fall 2024.

For library online resources, please see the website or contact the Library Coordinator at 719-846-5777.

# MILITARY/VETERANS AND FAMILIES

### MILITARY / VETERANS AND THEIR FAMILIES

Trinidad State College takes pride in being able to meet the educational needs of military service members, their families and veterans.  The college is approved by the Colorado State Approving Agency for Veterans Education.  Military tuition assistance, veteran's education benefits, and veteran's vocational rehabilitation are administered by the Financial Aid Office on both campuses.

Each semester, active duty military members and veterans and /or beneficiaries using or wanting to use educational benefits must report to the Financial Aid Office after completing the enrollment process.  To maintain educational benefits in good standing students must immediately inform the Financial Aid Office if
you:

- drop, add or audit classes;
- stop attending classes;
- have a class canceled, withdraw or are withdrawn from classes or the college;
- are unable to attend classes; or
- make any changes to your enrollment status

TSC students using a military benefit must complete paperwork with the TSC Financial Aid Office each semester. To make an appointment to review your benefits, verification, intent to register or related questions, contact Financial
Aid at 719-846-5017.

For more information, visit the TSC website for Veteran Benefits or stop by the Financial Aid Office on your campus.

# NEW STUDENT ORIENTATION AND CURRICULUM ADVISING

### New Student Orientation and Curriculum Advising

New students have the opportunity to attend orientation sessions prior to fall registration to select a major, take the assessment test, and meet with assigned advisors. Students learn about the College, its offerings and requirements, social and leadership opportunities and advising and counseling services available at TSC.

# PRIOR LEARNING ASSESSMENT (PLA)

### PRIOR LEARNING ASSESSMENT (PLA)

Prior Learning is a non-college or experience-based learning that has been attained outside the sponsorship of accredited post-secondary education institutions.

Prior Learning Assessment (PLA) includes learning acquired from work and life experiences, community and volunteer extension courses, individual study and reading, civic, community, and volunteer work, and participation in informal courses and in-service training sponsored by associations, businesses, government, professional organizations, and so forth. PLA is not awarded for EXPERIENCE but for college-level LEARNING, which entails knowledge, skills, and competencies that students have obtained as a result of their prior learning experience.

Prior Learning Assessment Credit may be awarded by a variety of methods that include:

1. Standardized Tests.
2. College Level Examination Program (CLEP).
3. Advanced Placement (AP).
4. International Baccalaureate (IB).
5. Institutional Challenge Examinations.
6. Examination equivalent to the comprehensive final exam
7. Examination may be written, oral, demonstration, or a combination of all three.
8. Evaluated by an area dean or designated subject expert.
9. Published Guides.
10 American Council on Education (ACE) for military training and experiences.
11 ACE (non-collegiate) for industrial and corporate training programs.

12Other published guides developed by nationally-recognized organizations.

13Portfolio Assessment.

14Portfolio requirements and assessments determined by college faculty for work or life experiences that meet the following criteria:

15The learning is demonstrable.

16Includes both theoretical and applied components.

17Are at the college level.

18Are equivalent to specific college course(s) in the student's program of study.

To be eligible to apply for PLA:

1. You must be an TSC student.
2. PLA credit must be directly applicable to your declared certificate or degree program.
3. Prior learning must be demonstrated and cover specific core competencies.
4. It is the student's responsibility to determine the transferability of PLA credits outside the Colorado Community College system.
5. Your TSC transcript will show class credit only; no grades are assigned to PLA credit.
6. You may receive PLA credit in any amount not to exceed 75% of the total credits required for your degree or certificate
7. A student seeking PLA credit must contact the Registrar to initiate the process

Official cumulative, permanent records must be established and maintained for all students who have been awarded credit from prior learning experiences. Official Trinidad State transcripts shall designate all credit earned through the prior learning process. Such credit shall be identified with a special course prefix, course number and designated credit hour(s). All documentation used as a basis for credit awarded is to be maintained by the Registrar's Office.

The Registrar and applicable faculty will evaluate prior learning credit transferred from a regionally accredited institution.

# READMISSION

## Readmission

(Former students): Any students who have previously attended TSC and who are returning after an absence of one academic year or three or more semesters must make readmission arrangements in the Student Service's Office. If students have attended any other educational institutions since their last registration at Trinidad State College, they must also arrange to have official transcripts submitted to the respective Student Service's Office. Students seeking readmission are advised to complete the above requirements well in advance of scheduled registration dates.

# REFUND POLICY

## REFUND POLICY

All refunds (disbursements) from financial aid and other credits will be sent through the refund preference selected by the student. Each student will need to select a refund preference through Bank Mobile Disbursements, a technology solution, powered by BMTX, Inc. If students have questions, contact the Business Office.  Visit this link for more information: http://bankmobiledisbursements.com/refundchoicessso/

If a student officially drops a class from College before the census date (the last day to drop a class for a semester), 100% of your tuition and fees will be refunded.  There will be no refund of tuition and fees after census date.

# REGISTRATION

## REGISTRATION

Students are encouraged to register early for classes. Registration dates and procedures are announced to currently enrolled students on our website http://trinidadstate.edu/, in official informal notices, via e-mail, advertising, in the semester schedule of classes and by instructors in the classroom.

To be eligible for registration, students must complete the steps listed under Application and Enrollment Procedures. Registration is not considered complete until the registration information has been filed and all tuition and fees have been paid.   No person may attend a course in which he/she has not been officially registered. A student must be on the class list for an instructor to admit that person into his/her class.

The deadline for registering for classes is the first Friday of class or as designated in the TSC schedule. Students requesting to register after the deadline date must obtain approval from the Dean of Instruction for late authorization and registration into a class after the deadline date.

# ABOUT TRINIDAD STATE

## REGISTRATION DEADLINE

**REGISTRATION DEADLINE**

The deadline for registering for classes is the first Friday of class or as designated in the TSC schedule.  Students requesting to register after the deadline date must obtain approval from the Dean of Instruction for late registration authorization.

## REGISTRATION HOLDS

**REGISTRATION HOLDS**

Academic and administrative offices may place a hold on your registration, which prevents registering or changing your registration schedule. Holds are placed for a variety of reasons (academic, financial, etc.). Failure to meet a payment deadline will result in a financial hold which prevents schedule changes. Only the office that places the hold can remove the hold. If a hold was placed on your registration after you have registered, your registration will not be automatically cancelled. However, you will not have registration access to adjust your schedule for subsequent terms until the holds are cleared.

A registration hold is placed on all new student accounts. It will be removed once the student has met with an Advisor. The student must clear each hold with the office involved before they can access registration. It is the student's responsibility to ensure that course drops, withdrawals and deadlines are met regardless of a hold status on a student account. If a student has a hold and needs to drop or withdraw from a course, they will need to contact their advisor to do so.

# ABOUT TRINIDAD STATE

## RESIDENCE LIFE - HOUSING

**RESIDENCE LIFE - HOUSING**

The Trinidad campus of Trinidad State College has 4 residence halls, one of which will be under renovation FY 23/24.  The rooms are double occupancy, single occupancy requests may be made by second year students but are not likely and not guaranteed.

Residence Hall students must purchase a meal plan. Each residence hall is supervised by Resident Advisors, Director of Housing & Student Life and the Hall Director.

Students living in the residence halls are expected to abide by Trinidad State's standards of conduct, guidelines and policies out lined in the Student Handbook and the Residence Hall Handbook.

## SELECTIVE ADMISSION PROGRAMS

**Selective Admission Programs**

 Admission to the college does not guarantee enrollment in any specific course or program.

 TSC has a number of selective admission programs. These programs of study have specific deadlines, prerequisites, holistic review and other admission criteria. Selective Admission Programs at TSC include:

Dental Assisting, Early Childhood, Elementary Teacher Education, Emergency Medical Services (EMS), Gunsmithing, Law Enforcement Academy, Medical Assistant Professional, Nursing, Rocky Mountain Line Tech.

Admission to each of the selective admission programs is highly competitive. Therefore, you should review the admission requirements and submit an application as early as possible as these programs have a limited number of openings each year.   They have specific entry-level admission requirements that must be met before selection for admission to the program. If you are interested in any of the selective admission programs, please visit the TSC website for admission requirements and application instructions.

 Meet with an academic advisor and check the website for more information.

## TRIO STUDENT SUPPORT PROGRAMS

**TRiO Student Support Program**

Trinidad State College offers several federally funded programs designed to assist students in achieving success. TRIO programs offered at TSC include:

- Educational Opportunity Center
- Student Support Services

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**TRiO Educational Opportunity Center**

The Southern Colorado Educational Opportunity Center at Trinidad State College is one of five in the State of Colorado. It is a federally funded program in which the efforts are geared toward serving the "nontraditional" student, generally meaning those individuals returning to school after a long absence, and also those with dependents. Although high school juniors and seniors can be assisted with various college forms and applications, priority is given to those who are: 1) low-income; 2) first-generation (those whose parents do not have a four-year college degree); and 3) other. Each participant receives information about postsecondary education, admissions, and financial aid guidelines and opportunities. Clients will also be given intensive assistance in filling out forms, initial direction in selecting the most appropriate course of study, and extensive follow-up toward completing the educational objectives of the participant. The Trinidad EOC office is located in Berg 201. The phone number is 719-846-5689.

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**TRiO Student Support Services**

Student Support Services is a college-sponsored, federally funded program designed to assist qualified students in pursuit of post-secondary education. Students involved in the SSS program are more than twice as likely to remain in college as those students from similar backgrounds who do not participate in the program. Services include the development of an individualized academic success plan; personal career counseling; tutoring and study group assistance to achieve academic success; learning outside the traditional classroom through cultural tours; visitations to four-year campuses to attend orientation sessions with advisors, faculty, and students; and advising in the selection of a four-year college or university.

Student Support Services (SSS) at both campuses of Trinidad State College help first-generation and low-income students stay in college and meet their educational goals.  Eligible participants may receive the following services

- Tutoring and study group assistance for any student in any TSC course.
- Drop-in assistance in completing writing assignments for any course.
- Drop-in assistance for all students in any level of mathematics.
- State-of-the-art computer lab for word processing and writing assignments.
- Financial Aid guidance and counseling including assistance with completion of applications and forms.
- Grant aid for qualified participants.
- Guidance in identifying a course of study & defining career goals for SSS eligible students.
- Advising and visits (all expenses paid) to assist in transferring to a four-year college or university for SSS eligible students.

Student Support Services are located in the Berg Building Room 209 on Trinidad Campus and in the Welcome Center on the Valley Campus. For additional information, call (719) 846-5665 on the Trinidad Campus or (719) 589-7063 on the Valley Campus.

# TRANSFER INFORMATION

**Transfer Information**

## Transfer of Credits into Trinidad State College

A student who wishes to transfer to Trinidad State College may do so provided that the student is in good standing at the college from which they wish to transfer.  Transfer students will apply for admissions as first-time freshman. Each applicant for admission who has attended another institution or college may not disregard a previous collegiate record.

An official transcript must be sent directly to Trinidad State from the institution(s) where the credits were earned.  College transcripts will be evaluated prior to registration to ascertain acceptable credits that apply to the student's program of study.   Only transfer credits with passing grades will be evaluated and applied to transcripts. Up to 45 credits earned at regionally accredited colleges or universities or other approved educational institutions may be applied toward fulfilling TSC program requirements.  These transfer credits will be used to fulfill as many course/program requirements as possible. Courses for which there are no equivalencies will be treated as electives.

Transfer credits and grades will not be used in calculating cumulative GPA at Trinidad State.

All lower-division undergraduate credit hours awarded within ten years may apply to completing graduation requirements. Credits more than ten years old will receive careful consideration and approval. The Registrar, in conjunction with the department chair of the respective academic divisions, reserves the right to examine any course over ten years old to determine its currency and applicability to existing curriculum and programming before credit is accepted. Courses for which the student has earned a grade of "D" or "F" will not be accepted for credit.

Students with a GPA below 1.5 may be admitted on academic probation.  In determining academic standing while attending TSC, the GPA of a transfer student is computed on the basis of credits attempted at Trinidad State College only and will not include credits and grade points earned at other colleges.  Please contact the Registrar at 719-846-5550 for more information about accepted transfer credits.
*Registrar Email*

## International Credit Transfer Information

Students who have attended international colleges or universities may either submit their non-U.S. transcripts to an evaluation service to be considered for transfer or they may waive pre-requisites. (International students who have attended other U.S. colleges or universities must submit their official U.S. transcripts.)  Trinidad State College accepts non-U.S. transcript evaluations through any NACES member organization. These organizations can be found listed at http://naces.org/members.html.

It is up to the student to select an appropriate evaluation service and pay the fees associated with that evaluation.

Costs will vary by service and type of evaluation offered. Trinidad State College requires a **course-by-course** or **detailed** evaluation. Credit recommendations do not guarantee acceptance of credits by Trinidad State. Official evaluations can be mailed directly to:

Trinidad State College
Registrar's Office
600 Prospect Street
Trinidad, CO  81082
*Registrar's Email*

If transcripts are being delivered in person, they must be in the sealed envelope from the evaluation service.

# Transfer of Trinidad State College Credits to Your Next Institution

## Bridge to Bachelors

The Colorado Community College System's (CCCS) Bridge to Bachelor's Degree Program ensures **first-time students attending any CCCS College are guaranteed admission to a participating four-year college or university** upon completion of an Associate degree.

**How to apply**:

1. Indicate that you want to participate in the Bridge to Bachelor's Degree program when filling out your TSC college application.
2. Review with your advisor to make sure your intended degree and program are eligible.

**Benefits to Students**

Trinidad State College students who participate in the Bridge to Bachelor's Degree program will have access to:

- **Personalized student advising guidance** to ensure credits and administrative supports are in place to easily transfer to a desired four-year program.
- **Scholarship opportunities** to make degrees from a four-year institution more attainable and affordable.
- **A no-hassle transfer process** between participating two-year and four-year programs, ensuring a smooth transition.

More information may be found at https://trinidadstate.edu/bridge/index.html or by contacting your academic advisor.

## Degrees with Designation

Colorado also has developed Statewide Transfer Articulation Agreements (Degrees with Designation) that allow you to graduate from a Colorado community college with a 60-credit associate degree with designation, such as an Associate of Arts in English or an Associate of Sciences in Biology; enroll with junior status at a four-year university; and complete the bachelor's degree in that major in no more than an additional 60 credits (for a total of 120 credits).

You can find more information about the Statewide Transfer Articulation Agreements (STAAs) on the Transfer Degrees webpage on the Colorado Department of Higher Education's site.

## gtPathways

To help you avoid taking unnecessary courses and quickly earn your degree, Colorado has developed a general education curriculum (gtPathways) that forms the core of all AA and AS degrees offered by Trinidad State College in the state and the core of most bachelor's degrees offered by public four-year colleges and universities in the state. All gtPathways courses (in which student has earned a "C" grade or better) are guaranteed to transfer between two-year and four-year public colleges and universities in Colorado.

You can find more information about the gtPathways curriculum and courses on the Guaranteed Transfer webpage on the Colorado Department of Higher Education's site.

The AA and AS transfer agreements apply to courses completed at a Colorado community college. Credit earned for Prior Learning, Advanced Placement, correspondence courses, CLEP, and other tested-only credit may not apply. The institution you transfer to will evaluate these credits according to its policies.

## Colorado Reverse Transfer

Reverse Transfer allows students who transferred from a Colorado two-year institution to a four-year institution to combine credits and apply them toward an associate degree. Formerly known as "Degree Within Reach," the program began in 2014.

If you are a transfer student, this means you can earn the associate degree you started at your community college while still working toward your bachelor's degree. You could be eligible even if you recently left a four-year institution before earning a degree.

An associate degree offers students currently pursuing their bachelor's degree two unique opportunities. First, it allows students to round out their academic qualifications. For instance, if you are pursuing an accounting bachelor's degree, you can bolster your credentials with an Associate of Arts degree. Second, an associate degree can make students more competitive for employment and earn more while working on their bachelor's degree. For further information about Reverse Transfer (https://cdhe.colorado.gov/students/attending-college/credit-transfer/colorado-reverse-transfer) or contact the Transfer Advisor at (719) 846-5612 or the Registrar at (719) 846-5550.

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## Transfer Advisors

Trinidad State College has a transfer advisor on each campus. The transfer advisor is the best person to meet with about transfer requirements. While all core courses and degrees that meet the pathway requirements will transfer, certain schools have specific electives that are required and if the student can take those equivalent classes at Trinidad State, it will make transferring more efficient. *Planning* is the key to a successful transfer to a four-year baccalaureate program. Begin researching as soon as possible during your time at Trinidad State College.

The sooner you decide on a major at the four-year college you want to attend, the easier it will be to plan a program at Trinidad State College. You should not wait until your last semester at Trinidad State to make decisions.

### Steps to Successful Transfer

1. Visit the Advising Office (Berg 209) on the Trinidad Campus or the Welcome Center on the Valley Campus to explore possible majors, and find out more about areas that interest you.
2. Search for colleges that offer your area of interest and learn how to use each school's online resources to access the accurate information needed. If you need assistance in this task, make use of the transfer advisor, who will help you in the confusing world of navigating college websites. Create a plan with your academic advisor.
3. Sign up for the transfer and foundation scholarships available from many of the 4-year schools. The sooner you apply for them, the more financial assistance you may get if you end up attending that college. March 1st is the deadline for scholarship applications to most Colorado colleges. Be prepared to submit your application as well as any other required material well before the March 1st scholarship deadline.
4. While working on your program at Trinidad State, visit with the transfer advisor regularly as well as your Trinidad State academic advisor to help familiarize yourself with the whole application process. They can also help you change majors and make up any courses you will need to transfer.
5. Be aware of deadlines and submit applications by these dates! Preferred fall admissions consideration deadlines are usually in mid to late spring; however, keep in mind that to be considered for scholarships, you must be admitted to the school. As a general rule, you should apply for admission by no later than the scholarship deadline (*March 1st*).

More information may be found at https://trinidadstate.edu/advising/transfer.html and by meeting with your transfer advisor.

# TUITION CLASSIFICATION

## TUITION CLASSIFICATION

## Residency Classification for Tuition Purposes

Your residency classification for tuition purposes is based on the information you provide on your admissions application in accordance with Title 23, Article 7, Colorado Revised Statues, as amended. You have the right to challenge your tuition classification by the census date of each semester. To do so, obtain a Petition for In-State Tuition Classification from the Registrar and complete and return the petition with the required documentation. The Registrar will use the documents supplied by you, along with the answers to the residency questions on the petition, to make a final residency decision. Students who are under the age of 23 and unmarried are classified according to their parents' residency status. Contact Admissions for additional information.

The Trinidad State College Registrar is the College Tuition Classification Officer and can answer questions about residency classification. Contact the Registrar at (719) 846-5550 or email Registrar Email .

### *Colorado Resident*

Resident state tuition classification is governed by state law (Colorado Revised Statutes §23-7-101, et seq., 1998) and by judicial decisions that apply to all public institutions of higher education in Colorado. The complete tuition classification guidelines can be located on the Colorado Department of Higher Education website: https://cdhe.colorado.gov/students/preparing-for-college/residency-requirements .

### *Non-Resident*

Non-resident tuition refers to the tuition rate that students coming from outside Colorado, including international students, pay to attend Trinidad State College.

### *Reciprocity*

The States of Colorado and New Mexico have maintained a Tuition Reciprocity Agreement since 1985.  The purpose of the agreement is to allow eligible students from New Mexico to enroll at designated Colorado institutions of higher education at in-state tuition rates and an equal number of eligible students from Colorado to do the same at New Mexico institutions.

### *WICHE/WUE*

Western Undergraduate Exchange (WUE) is a program of the Western Interstate Commission for Higher Education (WICHE).  Through WUE, students in many western states may enroll in many two-year and four-year college programs at a reduced tuition level – 150 percent of the institution's regular resident tuition.  WUE's tuition is considerably less than non-resident tuition.  Only students from the following states may qualify Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming, and the Commonwealth of Northern Marianas Islands. For more information, please contact the Registrar's Office.

*ANY STUDENT WHO WILLFULLY GIVES WRONG INFORMATION TO AVOID PAYING NON-RESIDENT TUITION IS SUBJECTED TO DISCIPLINARY AND LEGAL ACTION.*

### Tuition Classification Appeal Process

When a tuition classification decision is rendered and the student is not in agreement with the decision, the student may appeal the decision.  Contact the Vice President of Student Affairs or the Registrar to understand and then to begin the appeals process. The student will be required to present supporting documentation for review and resolution. The student will be notified of the decision made and the reasons behind the decision. The decision of the appeals panel is final.

Students have until the first Friday of each semester to submit a petition for a change in Tuition Classification.  Once the petition is submitted, the College will make a determination by the census date.

# UNDERAGE ADMISSION

## UNDERAGE ADMISSION

According to Colorado Revised Statute 23-60-103(3), TSC admits students who are 17 years of age or older. Students wishing to secure a waiver of the minimum age for admission to the college must meet the criteria as outlined in State Board Policy BP4-10.

Qualified students must demonstrate readiness for courses by meeting all established cut scores, recommended preparation, and prerequisites for the course.

Students are required to discuss special considerations, including expectations of college enrollment and appropriateness of course selection, with an advisor or designee, as well as complete the underage admission waiver.  The underage admission waiver must be signed by the student and parent, or legal guardian, indicating that the student and parent/guardian have been advised regarding the expectations of the college.

## ACADEMIC APPEAL

**Academic Appeal**

**Academic Appeal Procedures**

1. Statement of Purpose-To secure equitable solutions to problems of an academic nature that affect a student's academic progress.
2. Basis for an Academic Appeal-An academic appeal may be initiated for the following:
    a. Denial of program completion/graduation
    b. Academic dismissal from a program
    c. Appeal an end of semester grade (final grade)
3. Procedure
    a. Informal Appeal - This process must be used first. The student and instructor should attempt to resolve the problem on an informal basis whenever possible. If this fails, the student may meet with the instructor to resolve the issue. If the issue is not resolved in the informal process, the student may initiate the formal appeal process.
    b. Formal Appeal - A written request, via email, to the appropriate Dean of Instruction must be initiated according to the procedures and timelines listed below:
    i.
    Final grade appeals must be initiated by the student within thirty calendar days of the awarding of the grade by the instructor after the semester ends.
    ii.
    Denial of program completion/graduation or academic dismissal appeals from any program must be initiated within ten calendar days following the notification to the student.
    iii.
    The student may initiate a formal appeal by submitting a written request, via email, to the appropriate Dean of Instruction. Appeals may be submitted outside the timelines indicated above only if documented extenuating circumstances exist. These circumstances must be fully explained in the written request and accompanied by supportive documentation. Acceptance of late appeals will be at the discretion of the Instructional Dean.
    iv.
    The Dean of Instruction will convene an administrative hearing.
    v.
    Participants in the administrative hearing will include the student, the instructor, and the Dean of Instruction.
    vi.
    The instructor may submit written statements by other individuals having information regarding the complaint. If a student wishes to submit supporting documentation with their appeal, it must be uploaded with the written request before submitting via email.
    vii.
    After the hearing, the Dean of Instruction will review all oral and written statements and reach a decision. Students will be notified of the appeal decision via their student issued CCCS email account, accessible through Student Portal within ten calendar days after the hearing. A written notification will also be sent to the instructor.
    viii.
    Petition for Review of Due Process: After the appeals decision by the Dean of Instruction, the student may submit a written request to the campus Vice President of Academic Affairs for a process review of the appeals proceedings. The Petition for Review must be submitted within ten calendar days of the written notification of the initial decision. Failure to meet the ten-day deadline for a written request for review will result in the initial decision made by the Dean of instruction being final and not subject to additional review.
    All decisions of the Vice President are final.

*Note:*
Appeals/grievances of a non-academic nature are handled by the Vice President of Student Services in accordance with the current student grievance procedure.

## ACADEMIC FULL-TIME AND PART-TIME ENROLLMENT

**Academic Full-Time and Part-Time Enrollment**
To complete a 60 credit hour degree program on time in two years, and to be eligible for insititutional scholarships, students must be enrolled in at least 15 credit hours per semester. However, by academic and federal financial aid definition, to be considered a full-time student at Trinidad State College, you must be enrolled in at least 12 credit hours. Federal Financial Aid recognizes a student carrying 12 credit hours to be full-time. A student who registers for fewer than 12.0 credit hours within a semester is a part-time student. Students may not register for more than 18.0 credit hours without written approval from the appropriate Instructional Dean.

# ACADEMIC PROGRESS POLICY

## Academic Progress Policy

All Trinidad State College students are expected to achieve satisfactory progress as required by the Colorado Community College System (CCCS), System President's Procedure (SP4-20d). Through the Academic Alert Process students will be informed when they are not making satisfactory academic progress. The following outlines the standards and practices of the CCCS Academic Process Policy:

1. The Academic Process Procedure applies to all students who have completed nine (9) or more credits in residence while attending a Colorado Community College System college.
2. During the student's first 8 credit hours of enrollment, TSC will monitor satisfactory progress through the Academic Alert process.
3. A student is considered in "Good Standing" when the student's cumulative GPA is at least 2.0 or greater for all courses completed at TSC.
4. A student is placed on Probation (initial) when the student's cumulative GPA is less than 2.0 for all courses completed at TSC.
5. A student is considered on Probation (continuing) when the student's cumulative GPA remains less than 2.0 for all courses completed at TSJC and the student's last term GPA is 2.0 or greater.
6. A student is placed on Suspension (initial) when his/her cumulative GPA is less than 2.0 for all classes completed at the College and the last term GPA is also below 2.0. A student placed on Suspension (initial) is not permitted to register at any CCCS college for the next term, excluding summer term, after the term of suspension unless a suspension appeal is approved. A student may appeal for unusual or mitigating circumstances by meeting with an academic advisor and
submitting an academic plan to the Vice President of Student Affairs for approval. A student who is approved to register for classes will remain on probation (continuing) and must complete the semester with a semester GPA of 2.0 to continue enrollment. Initial suspension is for one term.
7. A student is placed on Suspension (second) when his/her cumulative GPA is less than 2.0 for all classes completed at TSC and the last term GPA is less than 2.0 for the second time. A student placed on Suspension (second) is not permitted to register for the next two terms after the term of suspension unless a suspension appeal is approved, excluding summer term. A student may appeal for unusual or mitigating circumstances by meeting with an academic advisor and submitting an academic plan to the Vice President of Student Affairs for approval. A student who is approved to register for classes will remain on probation (continuing) and must complete the semester with a semester GPA of 2.0 to continue enrollment.
8. A student is placed on Suspension (third) when his/her cumulative GPA is less than 2.0 for all classes completed at the College and the last term GPA is also below 2.0 for the third time. A student placed on Suspension (third) is not permitted to register for the next two years after the term of suspension. The student must meet with an advisor from the CCCS college the student wishes to attend in order to get their suspension hold removed.
9. Summer term may NOT be used as a "suspension term."

# ASSESSMENT AND LEARNING COMMITTEE

## Assessment and Learning Committee (ALC)

Trinidad State College is committed to the assessment of student learning as a strategy for understanding, confirming, and improving student learning in academic curriculum, programs, and services offered by the college. The Higher Learning Commission and TSC share a common definition of assessment, as "a participative and iterative process" that:

- Provides information regarding student learning,
- Engages stakeholders in analyzing and using information on student learning to confirm and improve teaching and learning
- Produces evidence that confirms achievement of intended student learning outcomes, and
- Guides broader educational and organizational improvement.

Because students, faculty, staff, and administrators all play a role in student learning, assessment activities at TSC are conducted by academic, administrative, business, and student affairs departments and units. Assessment of student learning and satisfaction may take the form of surveys, standardized tests, program evaluation forms, focus groups, student projects, student reflective activities, or any of a variety of other mechanisms. Some assessment instruments are given to specific groups of students. Assessments may be administered both inside and outside of the classroom. Some assessments may be voluntary; others may be required. Educational support unit and academic program assessment includes business and industry input; analysis of general education, learning, and program outcomes; and indirect measures such as surveys, student data, and other items as appropriate.

TSC's Assessment and Learning Committee (ALC) oversees all academic assessment efforts at Trinidad State College. This committee's principle task is to help improve student learning through improvement of assessment processes, review of data, regular reporting, discussion and course or program enhancement efforts.

Assessment-related data are kept confidential for individual students and are released only in aggregate form. Unless the assessment tool is also part of the assignments for a course, student performance in the assessment activity does not affect course grades or progress toward graduation.

Additional information about assessment at TSC can be found on the assessment web site at: https://trinidadstate.edu/assessment/

# ATTENDANCE (PARTICIPATION) POLICY

### Attendance (Participation) Policy
Students are expected to attend all scheduled meetings of each course and the encouragement of regular class attendance remains with the instructor while the actual responsibility remains with the student. Each course syllabi provides information on course attendance. Absence, for any reason, does not relieve the student of the responsibility of completing all of the work for the course to the satisfaction of the instructor.

### *Attendance (Participation) definitions*
- *Contact hour:*
  A contact hour is fifty minutes of clock time.
- *Class period:*
  That period of time during which the Instructor meets with the Student in a classroom, lab or other educational setting, beginning and ending at previously announced times. It may include one or more contact hours. Students should expect to spend approximately two hours on out of class assignments and preparation for every one hour of class time.
- *Excused Absence:*
  Any absence caused by travel to and attendance of any function approved by a coach of a recognized college sport or sponsor of an approved campus club by a current team or club member. Any absence caused by illness if the student presents a written statement from a certified health care provider. Any other reasonable excuse that is acceptable to the Instructor.

# CATALOGS AND EMPHASIS

### Selection of Appropriate Catalog
All first-time entering students are allowed two (2) years from their entrance date as a degree-seeking student to complete requirements and regulations in force at the time of their entrance to Trinidad State College. If graduation requirements are not completed within the two-year span, the student must meet the requirements and regulations that exist at the time of application for graduation. Students who interrupt their studies for one year or more will enter under the current catalog.

### Selecting Your Emphasis
Students may choose one or more area of emphasis. The Associate of Arts (AA) and the Associate of Science (AS) degrees allow students to select a specific emphasis of study. Though it is not necessary to select an emphasis other than AA or AS, their doing so will help those planning to transfer to a four-year college or university and aid them in setting educational and career objectives. Completion of an AA or AS degree is guaranteed to transfer to any four-year college or university in Colorado.

# DISTANCE EDUCATION

### Distance Education
Distance Education consists of various media styles including WebEx, online, hybrid, two-way video/audio, or other combinations of media to deliver instruction at a distance or where the student is not normally required to be on campus in a traditional classroom. TSC offers a number of methods of alternative delivery including;
- Online courses delivered through a Learning Management System (LMS).
- Hybrids are those courses delivered partially (30% or more) through a LMS with reduced contact hours.

Polycom/CISCO Telepresence, WebEx, are two-way video/audio systems for courses where a network, linking the Trinidad campus to the Valley Campus or other locations such as area high schools and other Colorado Community Colleges provides opportunity for interactive video conferencing.

To find the current offerings of each of these types of classes in addition to the traditional face-to-face classes see https://trinidadstate.edu/schedule/index.html.

Trinidad State College also offers many classes on-line through CCCOnline. See the schedule of CCCOnline classes on https://trinidadstate.edu/schedule/index.html.

# FINAL EXAMINATIONS

### Final Examinations
Final exams and/or final evaluations are given the last full week of classes during regular class times. Check the latest Schedule for details.

# FINANCIAL AID FULL-TIME AND PART-TIME ENROLLMENT STATUS

### Financial Aid Full-Time and Part Time Enrollment Status
Enrollment status of a student is determined by the number of semester hours of credit that the student is pursuing for the term for which the certification is made. Credit requirements are as follows:
- Full-time: 12 or more semester hours of credit.
- Three-Quarter Time: 9 to 11 semester hours of credit.
- Half-time: 6 to 8 semester hours of credit.
- Less than Half-time: 1 to 5 semester hours of credit.

**Student Load**
Normal load for a full-time student is 12 to 18 academic credit hours per semester. A student should plan to devote about two hours per week for each credit hour for which the student is registered, including time spent on outside preparation. Students who wish to attend class regularly but do not wish to receive credit or a grade for the class should register for "audit" after receiving permission from the instructor. The student will be charged full tuition for an "Audit." Credit for such courses cannot be established at a later date. The total of all credit and audit hours shall not exceed a normal load.

# GENERAL EDUCATION GUARANTEE TRANSFER PROGRAM

**General Education Guaranteed Transfer Program**
A student completing an AA or AS degree, containing a minimum of 38 credit hours of State Guaranteed Transfer Courses and passing all coursework with a "C" or higher is guaranteed to have a minimum of 60 credit hours transfer to any 4-year state college/ university in Colorado. For further information, contact a college advisor.

# GRADE POINT AVERAGE

**Grade Point Average (GPA)**
The scholastic standing of students at Trinidad State College is indicated by letter grades, which have the following interpretation:
GRADE EARNED ~ QUALITY POINTS EARNED
A – Superior ~ 4 credit points per credit hour.
B – Good ~ 3 credit points per credit hour.
C – Average ~ 2 credit points per credit hour.
D – Deficient ~ 1 credit point per credit hour.
F - Failure ~ 0 credit points per credit hour.
S – Satisfactory ~ 0 credit points per credit hour.
U – Unsatisfactory ~ 0 credit points per credit hour.
W - Withdrawal ~ 0 credit points per credit hour.
AU – Audit ~ 0 credit points per credit hour.
SP- Satisfactory Progress ~ 0 credit points per credit hour.
Grades of "AU", "I", "S", "U", and "W" are not assigned quality points and are not computed into the grade point average.

The computation of a student's grade point average takes into consideration the grades received for successful completion of classes, the quality points earned for those classes, and the total number of completed credit hours. Please note, transfer credits do not include the transfer of quality points or calculated grade point average.

Total credit hours completed (11). Total quality points (35).
The grade point average (GPA) is computed as follows:
GPA = Total Quality Points (35), divided by total credit hours earned (11), 35/11= 3.1818 GPA.

**Cumulative Grade Point Average**
To compute the cumulative GPA, add the # of credit hours earned for each semester completed and add the total quality points earned for each semester. Divide the total quality points by the total credit hours earned.

72/28 = 2.57 cumulative GPA. A cumulative GPA of 2.0 is required to graduate with a degree or certificate.

**AU - Audit**
By auditing a course, a student may participate in course activities, but does not receive a formal transcript grade. Students must indicate intent to audit a course at registration or by the deadline listed in the course schedule. Audited courses are not eligible for the College Opportunity Fund stipend. Students will be responsible for the full in-state or out-of-state tuition and all applicable fees. Audited courses do not meet the credit hour requirements for financial aid or veteran benefits and may not be applied to certificates or degrees.

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

Students are encouraged to let instructors know, as soon as possible (before withdraw date), if they are having difficulties that may prevent them from completing a test or assignments at the end of the term. In requesting an Incomplete grade the student must present to the instructor the documentation of circumstances justifying an Incomplete grade.

Instructors will fill out an "Incomplete Contract Agreement" with the terms, i.e. assignments and/or tests to be completed and deadlines for completion. The agreement will be signed by the instructor and student.

In the event that a student and instructor cannot reach resolution concerning an Incomplete, the student can seek mediation with the appropriate Dean.

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

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

# GRADUATION INFORMATION

## Graduation Requirements

TSC awards the Associates of Arts (AA) Degree, Associate of Science (AS) Degree, Associate of General Studies (AGS) Degree, Associate of Applied Science (AAS) Degree, and various Certificates. The following graduation requirements generally apply for each degree or certificate conferred:

To be eligible for the Associate of Arts (AA) Degree, Associate of Science (AS) Degree, Associate of General Studies (AGS) Degree or the Associate of Applied Science (AAS) Degree granted by Trinidad State College, the student must:

1. Fulfill the curricular requirements of the degree program as outlined in the College Catalog and State Board for Community Colleges and Occupational Education policies.
2. Complete common core of general education courses as prescribed by the program selected.
3. Have earned a minimum cumulative grade point average 2.0.
4. Have completed a minimum of fifteen (15) semester hours at TSC.
5. Have completed all courses with a grade of "C" or above.

*Note:*

Students who complete all required courses in the appropriate areas with grades of "C" or better will have their transcript stamped "core transfer program completed." When a student has not satisfactorily completed the core courses prior to transfer, the receiving institution will review and accept courses on a course-bycourse basis in relation to college/university requirements.

To be eligible for a Certificate granted by TSC, students must:

1. Fulfill the curricular requirements of the occupational program pursued as outlined in the College catalog.
2. Have earned a minimum cumulative grade point average 2.0.
3. Have completed all courses with a grade of "C" or above.

## Applying for Graduation

All students must apply for graduation to participate or walk at graduation. Students may complete graduation requirements anytime during a specific term; however, the official graduation date that is posted on the student's transcript is the last day of full-term classes for the appropriate term. TSC holds one formal graduation ceremony for all three terms. This is held at the end of spring semester.

It is recommended that the student schedule an appointment with the advisor for verification of eligibility for graduation at the beginning of the semester in which the student will complete his/her program of study. The student should review the following areas with his/her advisor:

1. Confirm that the course and area of study is correct for the Current Academic Program;
2. Confirm that all transfer credit and Credit for Prior Learning that applies to the student's current program has been posted on the transcript;
3. Confirm with the advisor that all course substitutions and/or waivers that were previously discussed have been approved and posted to the student's record;
4. To participate in the graduation ceremony please submit a complete Application for Graduation upon appropriate verification of eligibility as outlined in: (A) for fulfilling curricular requirements for an Associate of Arts Degree, Associate of Science Degree, Associate of General Studies Degree or Associate of Applied Science Degree; or in (B) for fulfilling curricular requirements for a Certificate;
5. Complete Exit Interview with Financial Aid Office.

The Application for Graduation Form must be completed and returned to the Office of the Registrar, Berg 108 or Valley Campus Student Services Office, prior to the following Graduation Application Deadlines to be eligible to participate in the graduation ceremony:

Fall - November 1
Spring - March 1
Summer - June 30

Applications for Graduation are available from the following areas: Registrar's Office, Student Services Office, or https://trinidadstate.edu/pdf/students/documents/app_for_graduation.pdf

## Commencement Program:

Graduate's name, program and hometown will be listed in the Spring commencement program.

**Graduation Honors**

Graduation honors recognize outstanding academic achievement throughout a student's academic career at the home institution. The honors are awarded to students who complete the requirements for an associate degree and earn a 3.5 or better cumulative grade point average at the institution. Only college level courses completed at the institution will be included in the GPA calculation. For those students transferring credits from another institution, Trinidad State College requires a minimum of 15 credits to be earned in residence to be eligible for graduation honors. The three levels of recognition are defined as follows and will be posted on the student's transcript.

- Cum Laude ("with honor")
  3.50 to 3.749 Cumulative GPA
- Magna Cum Laude ("with great honor")
  3.75 to 3.990 Cumulative GPA
- Summa Cum Laude ("with greatest honor")
  4.00 Cumulative GPA

*Phi Theta Kappa (PTK) Honor Graduates:*

Phi Theta Kappa is recognized by the American Association of Community and Junior Colleges as the only official honor fraternity for two-year colleges. PTK recognizes and encourages scholarship among college students. PTK provides opportunity for stimulation of interest in continuing academic excellence, for the development of leadership and service and for lively fellowship of scholars.

The Gamma Xi Chapter, the oldest PTK Chapter in Colorado, was chartered at Trinidad State College in 1937. Students will be invited to join Gamma Xi chapter if they perform academically as follows: A grade point average of 3.5 must be obtained during a semester in which a student is enrolled in a minimum of 12 college level credit hours. A cumulative 3.5 GPA must be maintained to retain membership. Membership is open to all students without regard to their status as candidates for a degree. PTK members in good standing are permitted to wear the PTK gold stole at graduation indicating their participation in the Honor Fraternity.

To promote scholarship and academic excellence in the profession of nursing, the Organization for Associate Degree Nursing (OADN), has established the Alpha Delta Nu honor society which is active on both campuses.

*Psi Beta (ΨB):*

Psi Beta (ΨB) is a scholastic honor society that recognizes academic achievement among students in the field of Psychology at Two-Year Colleges. The society was incorporated in Chattanooga, Tennessee on November 5, 1981, and admitted to the Association of College Honor Societies in 1994. Psi Beta honor society has active chapters across the United States, and a total membership of approximately 38,000. The mission of Psi Beta honor society is professional development of psychology students at two-year colleges through promotion and recognition of excellence in scholarship, leadership, research, and community service.

*Veteran Honor Cords:*

The red, white, and blue honor cords are one way to show graduating veterans how much Trinidad State appreciates their service, through their self-sacrifice and service to our country, in addition to the pride we feel for their latest academic success. We hope these cords will inspire a sense of pride and patriotism not only in our veteran graduates, but in every one of us.

*Scholastic Achievement List:*

Students who excel in their courses of study at TSC may qualify to be named to the Scholastic Achievement List.

*President's List:*

Students who enroll in twelve or more college credit hours and earned a 4.0 grade point average are recognized on the President's List.

*Vice-President's List:*

Students who enroll in twelve or more college credit hours and earn a grade point average between 3.75 and 3.99 are recognized on the Vice-President's List.

*Dean's List:*

Students who enroll in twelve or more college credit hours and earn a grade point average between 3.5 and 3.749 are recognized on the Dean's List.

# ABOUT TRINIDAD STATE

## AREAS OF STUDY

### AREAS OF STUDY

- **Associate of Science (AS)**
  This degree is designed for students who wish to transfer into a bachelor's degree program, with junior standing, in one of the mathematical, biological, physical sciences, or one of the professional fields with such disciplines at its base.
- **Associate of Arts (AA)**
  This degree is designed for students who wish to transfer into a bachelor's degree program, with junior standing, in the arts, humanities, social or behavioral sciences, or one of the professional fields with such disciplines as its base.
- **Associate of General Studies (AGS)**
  The Associate of General Studies degree curriculum is designed for students who want to complete a broad program of both career/technical and academic transfer courses without the constraints of specialization, or for those students desiring a specific mix of career/technical and traditional academic transfer courses. Transferability of the Associate of General Studies degree depends upon the courses taken and the receiving institution. The Associate of General Studies degree program requires a minimum of 30 credit hours of general education courses including 25 of these credit hours in prescribed general education courses. An additional 30 credit hours of electives, in Career and Technical Education courses or any other area of interest is required. This is an excellent degree completion option for certificate holders where no AAS is available.
- **Associate of Applied Science (AAS)**
  This degree, with a specific occupational field, is designed to prepare individuals in skilled and/or paraprofessional occupations or to upgrade/enhance their employment. These degree programs are not intended for transfer to bachelor's degree programs; however, some AAS degrees and certain courses may be accepted toward a bachelor's degree at various institutions. Many Articulation Agreements exist between Trinidad State College and four year institutions. The required general education component for the Associate of Applied Science degree is a minimum of 15 credit hours.
- **Certificates**
  Trinidad State offers numerous certificates, which are designed to prepare individuals to either enhance current employment skills or provide new ones. The common goal for all certificate programs is to prepare students for employment in specific occupations. Some programs consist of major courses as well as related general education courses. While many of these courses may transfer to a four-year College or university, the programs themselves do not have transferability as their primary goal. Students are encouraged to discuss career goals and educational objectives with an Advisor prior to enrollment. Some certificates require prerequisites and selective entry so it is important to read the catalog carefully to understand what is required.

## COURSE OFFERINGS

### Academic Program Listing

Degree programs by letter at Trinidad State College
( *TC=Trinidad Campus | VC=Valley Campus* )
- *Academic Pathways* - *Articulation Agreements* - *Course Specific Fees* -

*During the current academic year, some or all of the instructional formats may change due to an emergency situation affecting college operations, public safety, or public health, including the COVID-19 pandemic. Tuition and fees are charged at the beginning of the semester and will remain in place regardless of any changes in instructional format. Tuition and fees will not be refunded in the event the curriculum delivery format changes for any part of the current academic year.*

- **To see all of our academic program offerings, visit this page.**

## PATHWAYS

### Discover your unique path!

**Click below to follow the path that's right for you! Let this page serve as your launchpad to program descriptions, course and degree information plus multiple career opportunities all starting at Trinidad State!**

- **Pathways Comprehensive List**

## ADDITIONAL FINANCIAL AID RESOURCES

**Federal Pell Grant**
The Federal Pell Grant is a federal aid program designed to provide financial assistance for postsecondary education. Awards are an amount determined by the Federal Government. Students must complete a FAFSA.

**Federal Supplemental Educational Opportunity Grant (FSEOG)**
The FSEOG is a grant for undergraduate students who demonstrate documented financial need.  Students must complete a FAFSA. Students must be non-residents.

**Colorado Student Grant**
The Colorado Student Grant program is funded by the Colorado General Assembly and is to aid qualified undergraduate students with documented financial need at state institutions of higher education.  Award limitations are set by the Colorado Department of Higher Education. Students must be a Colorado resident and complete a FAFSA/CASFA

**Federal Work-Study**
Federally funded work programs with a portion of the funds contributed by the college. Awards are made only to students who have a documented financial need. Students must complete a FAFSA. Please meet with a Financial Aid advisor to check eligibility.

**Colorado Work-Study**
Funding by the Colorado General Assembly for an employment program awarded to Colorado residents with documented financial need. A wide variety of positions are available on campus. Students must complete a FAFSA/CAFSA. Please meet with a Financial Aid advisor to check eligibility.

**Colorado No-Need Work-Study**
Funding by the Colorado General Assembly for an employment program awarded to a limited number of Colorado residents without documented financial need. Students must complete a FAFSA/CAFSA. Please meet with a Financial Aid advisor to check eligibility.

**Federal Direct Subsidized Stafford Loan**
These are low interest loans that are based on documented financial need. With the William D. Ford Direct Lending Program, the loan funds are delivered directly from the U.S. Department of Education. The federal government pays the interest while you are in school or during your grace period. Repayment begins six months after the student leaves school or is enrolled in less than six credit hours. Origination fees are deducted prior to disbursement of funds. Students must complete a FAFSA.

**Federal Direct Unsubsidized Stafford Loan**
These loans are not based on financial need. The borrower is responsible for the interest payments. With the William D. Ford Direct Lending Program, the loan funds are delivered directly from the U.S. Department of Education. Origination fees are deducted prior to disbursement of funds. Students must complete a FAFSA.

**Federal Direct Parent Loan for Undergraduate Students (PLUS)**
Variable interest rate loan made to the student's parents for the student's educational expenses. This loan is based on a credit check. Amount is limited to the cost of educational expenses minus other aid. Origination fees are deducted prior to disbursement of funds. Repayment begins 30 days after the final disbursement.
For further loan information, please contact the Financial Aid office.

**Summer Aid**
Funding for summer generally consists of unused academic year Federal Pell Grant, Federal Direct Stafford Loan, Unsubsidized Federal Direct Stafford Loan, or PLUS Loan eligibility. If you are interested in Summer aid, contact the Financial Aid Office for a summer aid application.

**Department of Veteran Affairs**
The Financial Aid Office works with the Veterans Administration to assist in administering provision of the various programs of benefit to veterans or eligible relatives of veterans under benefits. The Financial Aid Office certifies enrollment and transmits necessary credentials and information to the proper Veterans Administration Office.

For information in regards to VA Education and Training Benefits see website https://www.va.gov/education/, or contact the School Certifying Official. Please see TSC website at https://www.trinidadstate.edu/fia/va-benefits.html


## FINANCIAL AID

**Financial Aid**

The Office of Financial Aid gives counsel to students and/or parents and administers funds that are designed to assist students in meeting their educational expenses. Trinidad State College participates in grant, work-study, loan programs and scholarships. Funding sources for these programs include federal, state, institutional, and private sources. Information regarding financial aid programs may be obtained in the Trinidad State College Financial Aid Office. We will assist students to develop a plan to finance their college education which may involve drawing on a number of aid sources. Our school code when filling out the Free Application for Federal Student Aid (FAFSA) is 001368.

# FINANCIAL AID APPLICATION

## Financial Aid Application

1. Submit an Application for Admission to Trinidad State College. Financial aid awards are only for students who have been accepted for admission and are in an eligible degree and/ or certificate program. Not all degree and/or certificate programs offered by Trinidad State are eligible for financial aid.
2. Submit a Free Application for Federal Student Aid (FAFSA). The FAFSA application opens October 1 and closes June 30 of every year.  The application is available on the U.S. Department of Education's website at https://studentaid.gov/.
   **a.** There is a priority date for completing the FAFSA for certain available funds. Students with completed applications on file in the Financial Aid Office by March 1st will be considered first for those funds.
   **b.** A new application must be submitted for each academic year.
   **c.** FAFSA applications for the current academic year must be completed before June 30.
3. Financial aid applications will be accepted at any time during the year. However, funding sources may be limited past the priority date of submission.
4. Submit all required documentation to the Financial Aid Office. Awards will not be made until supporting documentation is complete.
   **a.** Check student portal for Financial Aid requirements.  Award notifications will be updated in the student portal and a notification will be sent via student email once financial aid awards are available for review.
   **b.** Stafford Direct Student Loans process:
      **1.** Students must complete the Entrance Counseling (https://studentaid.gov/entrance-counseling/) and Master Promissory note (https://studentaid.gov/mpn/) on the studentaid.gov website.
      **2.** Students must accept their loan award through their portal.

# FINANCIAL AID ELIGIBILITY CRITERIA

## Financial Aid Eligibility Criteria

To qualify for need-determined assistance through the FAFSA, the student must meet the following criteria:

1. Be accepted in an eligible degree and/or certificate program.
2. Be a citizen or permanent resident of the United States.
3. Have a high school diploma, passed the General Equivalency Diploma (GED), or demonstrated the Federal Ability to Benefit test.
4. Not owe a refund on a Federal Grant or be in default on a Federal Student Loan.
5. Making satisfactory academic progress.
6. Apply in a timely manner and submit all documentation and/ or information needed to the Financial Aid Office to determine eligibility.

## Colorado Application for State Financial Aid (CASFA)

The CASFA is a Colorado funded program that allows state aid to be awarded to eligible ASSET students who do not have lawful immigration status, but meet the following criteria:

• Student has resided in Colorado for at least three years before graduating from a Colorado high school or passing a high school equivalency exam.
• Student has been admitted to a college within 12 months of graduating high school.
• Student has signed an affidavit affirming they will seek legal immigration status as soon as they are eligible.

Students eligible for federal Title IV financial aid should complete the FAFSA, and will not be eligible for the CASFA.  For additional information and to apply for the CASFA, visit:  https://cdhe.colorado.gov/students/preparing-for-college/colorado-application-for-state-financial-aid.

## Course Program of Study (CPoS) Information:

The US Department of Education requires that institutions ensure financial aid funds are used to pay for courses that apply to a student's degree program. The CPoS will be considered when determining Federal Financial Aid eligibility. If a student is enrolled in courses that do not count towards their degree, the student will be responsible for those course costs. Trinidad State will make every effort to ensure financial aid is correctly applied at the time of disbursement, there may be instances where Trinidad State is required by the US Department of Education to review and make corrections to your financial aid. If financial aid has been paid toward classes that are not part of the student's degree program, Trinidad State is federally required to return that aid which may result in a balance due for the student. If this happens, the student will be notified.

Students should verify their curriculum through viewing their portal under the "Financial Aid requirements" tab, making an appointment with their advisor, or checking their DegreeWorks via their portal, to ensure CPoS will be approved for financial aid funding. If the student needs to change their major, they must do so before the census date of each semester of the current term. Any change of program submitted after census date will be applied to the following term. As a result, the student may not receive federal funding.

# FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

## Financial Aid Satisfactory Academic Progress

Each institution that receives Title IV funds is required by the U.S. Department of Education, Section 132 of the Higher Education Amendments of 1976, to define and enforce standards for satisfactory academic progress. Satisfactory Academic Progress measures a student's performance in the following three areas/criteria: cumulative completion rate, cumulative grade point average (GPA), and maximum time frame.

The Financial Aid Office is responsible for establishing and monitoring a standard of "satisfactory academic progress" for continuation of financial aid eligibility. In order to be eligible to receive financial aid (federal and/or state and at times institutional aid), the student must be making satisfactory progress towards a certificate or degree as identified in the quantitative (the completion rate of credit hours attempted) and qualitative (the GPA) standards of the policy. Progress is reviewed at the time an application is processed (including Federal Pell, Federal Stafford, and Federal PLUS Loans if submitted separately) and at the end of each term.

The maximum timeframe allowed for a student to complete his/her certificate and/or degree program is 150% of the number of credit hours required for the specific program. The standard of satisfactory academic progress must include a student's total academic history at Trinidad State regardless of whether he/she has previously received financial assistance. A complete copy of the policy is available on the CCCS website, CCCS SP 4-20d Satisfactory Academic Progress.

Students are notified of their Satisfactory Academic Progress via their student portal and student email after each semester. If a student is ineligible because of Satisfactory Academic Process requirements, they must appeal to reinstate their aid:

1. Complete the Financial Aid Appeal form (available on the TSC website on the Financial Aid page, or in the Financial Aid Office)
   - *Appeals must be completed within the current semester they are attending.*
2. Provide a student statement explaining the situation.
3. Provide a signed Degree Plan, received from an academic advisor.
4. Provide a required, signed Success Plan required from your academic advisor if GPA is below 2.0 or completion rate is below 67%.

# SCHOLARSHIPS

## Scholarships ~ Trinidad State Institutional and Trinidad State Foundation

For a complete description of all Trinidad State College Institutional Scholarships, Trinidad State College Foundation Scholarships and application procedures, please visit the website at https://trinidadstate.edu/scholarships/index.html.

Students may receive private scholarships which will be administered either through the TSC Foundation or through the TSC Business Office.

# STUDENT ACCOUNT INFORMATION

## Student Financial Obligation / Student Payment Agreement

By registering, students automatically incur a financial obligation to the college in the form of tuition, fees, and other charges. Prior to census date each semester, students will be required to either have their bill paid in full or have completed a Student Payment Agreement indicating that they understand they are responsible for paying for tuition, fees and other related charges. Failure to make full payment or commit to a payment plan by census date will result in student being dropped from all classes.

## Note:

The US Department of Education requires that institutions ensure financial aid funds are used to pay for courses that apply to a student's degree program. The Course Program of Study (CPoS) will be considered when determining Federal Financial Aid eligibility. If a student is enrolled in courses that do not count towards their degree, the student will be responsible for those course costs. Students should verify their curriculum to ensure CPoS will approve financial aid funding.

No student who has a prior financial obligation to the college will be allowed to register for any new semester. Financial obligation shall include tuition and fees, room and board charges, and any other financial holds placed on the student's record showing a balance owed to the college.

## Your College Bill

Your college bill may be obtained anytime through the Trinidad State Student Portal.

## Methods of Payment

Trinidad State College accepts cash, check or credit card. (Visa, MasterCard, Discover and American Express). Bills may be paid at the Cashier Office, online, over the phone, or by mail.

Your bill must be paid in full or a payment plan in place by census date of each semester. Payment plans may be set up through your student portal. For further information, schedule an appointment with your advisor or financial aid counselor.

## Refunds

All refunds (disbursements) from Financial Aid and other credits will be sent to the refund preference selected by the student. Each student will need to select a refund preference through Bank Mobile Disbursements, a technology solution, powered by BMTX, Inc. Visit this link for more information: http://bankmobiledisbursements.com/refundchoicessso/

If a student officially drops a class or withdraws from College before the census date (the last day to drop a class for a semester), 100% of your tuition and fees will be refunded. There will be no refund of tuition and fees after census date.

# TSC RETURN OF FEDERAL FINANCIAL AID TITLE IV FUNDS

### Return of Title IV Federal Financial Aid Funds if Student Withdraws

The law specifies how Trinidad State College must determine the amount of Title IV program assistance that you earn if you withdraw from school. Title IV programs covered by this law include: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loan, Direct Plus Loans, Federal Supplemental Educational Opportunity Grants and Federal Perkins Loans.

When a Title IV aid recipient completely withdraws from TSC prior to the end of the term, a refund of the unearned aid will be calculated. The calculation will be based on the number of days attended compared to the total number of days in the semester. Withdrawal after 60% of the term is not subject to the return calculation. Aid used for tuition, fees, books, and room/board, will be refunded by both the student and the College.

Please refer to Colorado Community College System Procedure SP 4-20c for the procedure in its entirety.

**Note:**
Additional information may be found in the TSC Student Handbook and on the Trinidad State College website: https://www.trinidadstate.edu/fia/return4.html

## TUITION & FEES, ROOM & BOARD

Tuition and fees are determined by the number of college credits for which a student registers and the residential tuition classification of the student. The most current fee schedule is available at https://trinidadstate.edu/tuition/index.html .

### TUITION

The State Board for Community Colleges and Occupational Education approves tuition rates annually, and students are billed according to their residency status. The number of college credits for which a student registers and the residential classification of the student determine tuition. A student who carries twelve credits or more qualifies as a full-time student. A student with fewer than twelve credit hours is considered a part-time student.  Current detailed information in regards to tuition may be found at: https://www.trinidadstate.edu/tuition/index.html

### FEES

The State Board for Community Colleges and Occupational Education (SBCCOE) approves fees for full-time and part-time students. A registration fee is charged for all students each semester of enrollment. In addition, students pay fees to support technology, student activities, athletic and wellness fee, student government, etc.  Detailed information can be found at: https://www.trinidadstate.edu/tuition/pdf/tuition.pdf

Various courses have fees related to the course as indicated in the semester schedules. Selected career and technical programs such as cosmetology, automotive technology, gunsmithing and nursing require special equipment or materials.

The SBCCOE has approved the Trinidad State College Institutional Fee Plan detailing how student fees are proposed, approved, assessed and allocated at TSC.  Detailed information may be found at https://www.trinidadstate.edu/tuition/index.html

### ROOM AND BOARD COSTS

Room and board expenses are approved annually by the State Board for Community Colleges and Occupational Education. For current rates, contact the Office of Admission, Housing Office, Business Office, or see our website https://trinidadstate.edu/tuition/pdf/tuition.pdf .

All fees, tuition, room and board charges effective at the printing of this catalog are reviewed yearly and are subject to change by the State Board.

### Room and Board Disclaimer for the 2023-2024 School Year:

Room, board, and meal plan charges will not be refunded in the event that a student elects to move off-campus for personal reasons or due to an emergency affecting college operations, public safety, or public health, including but not limited to changes in instructional format.

### REFUNDS:  Tuition, Fees, Residence Hall, Meal Plan

If a student officially drops from classes prior to the class census date, a 100% tuition refund is made. To be eligible for tuition refunds, students must officially withdraw through the Student Services Office and apply for the refund by presenting the completed documents to the Business Office. The College reserves the right to cancel course offerings where enrollment is too low to make a course educationally sound and/or economically feasible. Course cancellations will result in refund of tuition.

During the academic year, some or all of the instructional formats may change due to an emergency situation affecting college operations, public safety or public health including the COVID-19 pandemic. Tuition and fees are charged at the beginning of the semester and will remain in place regardless of any changes in instructional format. Tuition and fees will not be refunded in the event curriculum delivery format changes for any part of the academic year.

Room, board, and meal plan charges will not be refunded in the event that a student elects to move off-campus due to an emergency affecting college operations, public safety, or public health, including but not limited to changes in instructional format.

### FINANCIAL DISCLAIMER FOR THE 2023-24 SCHOOL YEAR:

During the 2023-2024 academic year, some or all instructional formats may change due to an emergency affecting college operations, public safety, or public health. Tuition and fees are charged at the beginning of the semester and will remain in place regardless of any changes in an instructional format. Tuition and fees will not be refunded if the curriculum delivery format changes for any part of the 2023-24 academic year

# VERIFICATION POLICY AND PROCEDURE

**Verification Policy and Procedure**

Verification is the process of checking the accuracy of the information you provide when you apply for federal student aid from the U.S. Department of Education. The US Department of Education typically selects 30% of all federal aid applicants for verification. The institution may also select additional applicants for verification. If you are chosen for verification, you will be notified in your portal by the Financial Aid Office to submit additional documentation. It is important to submit the required information to the financial aid office by June 30 of the subsequent year.

*Incomplete documentation cannot be accepted. Failure to meet this deadline will prevent financial aid from being processed.*

# TRINIDAD STATE COLLEGE

## ABOUT THE ONLINE CATALOG

*Release Date: 07/30/23*
Nothing in this Catalog is intended to create (nor shall be construed as creating) an expressed or implied contract. Trinidad State College reserves the right to modify, change, delete, or add to, as it deems appropriate, the policies, procedures, and other general information in this Catalog. For the most current information, please go to: https://www.trinidadstate.edu/catalog/index.html

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The 2023-2024 Trinidad State College Catalog contains a summary of campus facilities, services, programs, degree requirements, curricula, course descriptions, and listing of faculty and staff. Students should refer to this edition of the catalog for current program information, course descriptions and college policies. Students are subject to the degree, area of emphasis, or certification requirements in effect at the time they formally enroll in a program. For additional information, students should contact their advisor, faculty member, or student services offices.

All statements made in this catalog and similar publications distributed generally to prospective or admitted students shall be for informational purposes only and should not be interpreted as being contractual for any purpose.

**Changes**
*Attention: Changes can and are made to this catalog!*
In an effort to offer our students the best educational choices possible, our programs are reviewed annually. Programs can be added, dropped and/or changed as needed.
Please check: https://www.trinidadstate.edu/catalog/index.html for the current information.

Trinidad State College reserves the right at any time, without notice, to change, modify, or cancel any course, procedure, policy, financial requirements, or disciplinary arrangements set forth in this catalog whenever, in its sole discretion, it determines such action to be appropriate.

**Course numbers and descriptions are subject to change**
The Colorado Community College System launched a common course numbering and common competency project to improve student transfer and to ensure curriculum quality across our system. For more information, contact the Registrar.

# TRINIDAD STATE COLLEGE

## ACCREDITATIONS AND AFFILIATIONS

**Trinidad State College is accredited by:**
The Higher Learning Commission of the North Central Association of Colleges and Schools
230 South LaSalle St., Suite 7-500
Chicago, Illinois 60602-1411
(800) 621-7440; (312) 263-0456
The most recent comprehensive evaluation for continued accreditation at the Associates degree-granting level occurred in 2016, with a result of continued ten-year accreditation.

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### Program Accreditations and governance:

- **Barbering and Cosmetology Programs**
  Division of Professions and Occupations
  Department of Regulatory Agencies
  1560 Broadway, Suite 1350
  Denver, CO 80202
  Phone: (303) 894-7800
  Fax: (303) 869-0364
  Email: dora_barbers-cosmetology@state.co.us
- **Colorado Law Enforcement Training Academy**
  Criminal Justice Section-Colorado Peace Officers Standards and Training Board
  1300 Broadway, 9th Floor
  Denver, CO 80203
  Phone: (720) 508-6721
  Email: post@state.co.us
- **Early Childhood**
  National Association for the Education of Young Children
  1313 L St. NW, Suite 500
  Washington, D.C. 20005
  (202) 232-8777; (800) 424-2460
- **Heavy Equipment-EPIC**
  National Center for Construction Research and Education
  13614 Progress Boulevard
  Alachua, FL 32615
  Phone: (888) 622-3720
  Fax: (386) 518-6303
- **Nursing Program**
  Colorado State Board for Nursing
  1560 Broadway, Suite 1350
  Denver, CO 80202
  Phone: (303) 894-2430
  Fax: (303) 894-2821
  Email: dora_nursingboard@state.co.us
  www.colorado.gov/pacific/dora/nursing
- **The Accreditation Commission for Education in Nursing**
  3343 Peachtree Road NE, Suite 850
  Atlanta, Georgia 30326
  Phone: 1 (404) 975-5000
  Fax: 1 (404) 975-5020
  https://www.acenursing.org/
- **Nursing Assistant Program**

Colorado State Board for Nursing
1560 Broadway, Suite 1350
Denver, CO 80202
Phone: (303) 894-2430
Fax: (303) 894-2821
Email: dora_nursingboard@state.co.us
www.colorado.gov/pacific/dora/nursing
- **Occupational Safety and Health Technology**
  AAS degree is accredited Applied and Natural Science Accreditation Commission of ABET.
  415 North Charles Street
  Baltimore, MD 21201
  Phone: (410) 347-7700
  Fax: (410) 625-2238
  https://www.abet.org/
- **Welding-EPIC**
  National Center for Construction Research and Education
  13614 Progress Boulevard
  Alachua, FL 32615
  Phone: (888) 622-3720
  Fax: (386) 518-6303

## ARTICULATION AGREEMENTS

### Trinidad State Articulation Agreements with 4-year Institutions
Trinidad State College has transfer agreements with Colorado's four-year colleges and universities. These agreements ensure that if you complete requirements for graduation with an Associate of Arts or Associate of Science Degree, you have fulfilled general education requirements and you will be granted upper division status at the receiving institution.

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***Colorado Community College System Statewide Articulation Agreements***
(Degrees with Designation)
**Agriculture Business**
• Colorado State University-Fort Collins
**Agriculture Education**
• Colorado State University-Fort Collins
**Animal Science**
• Colorado State University-Fort Collins
**Anthropology**
• Colorado State University-Fort Collins
• Fort Lewis College
• Metropolitan State University of Denver
• University of Colorado-Boulder
• University of Colorado-Colorado Springs
• University of Colorado-Denver
• University of Northern Colorado
• Western Colorado University
**Art History**
• Colorado Mesa University
• Colorado State University-Ft Collins
• Colorado State University-Pueblo
• Metropolitan State University of Denver
• University of Colorado-Boulder
• University of Colorado-Colorado Springs
• University of Colorado-Denver
• University of Northern Colorado
• Western Colorado University
**Biology**
• Adams State University
• Colorado Mesa University
• Colorado State University-Fort Collins
• Fort Lewis College
• Metropolitan State University of Denver
• University of Colorado-Boulder
• University of Colorado-Colorado Springs
• University of Colorado-Denver
• University of Northern Colorado
• Western Colorado University
**Business**
• Adams State University
• Colorado Mesa University
• Colorado Mountain College
• Colorado State University-Fort Collins
• Colorado State University-Global Campus
• Colorado State University-Pueblo
• Fort Lewis College
• Metropolitan State University of Denver
• University of Colorado-Boulder
• University of Colorado-Colorado Springs
• University of Denver
• University of Northern Colorado
• Western Colorado University
**Criminal Justice**
• Colorado Mesa University
• Colorado State University-Global Campus
• Metropolitan State University of Denver
• University of Colorado-Colorado Springs
• University of Denver
• University of Northern Colorado
**Early Childhood Teacher Education**
• Adams State University

• Colorado State University-Fort Collins
• Fort Lewis College
• Metropolitan State University of Denver
• University of Denver
• University of Northern Colorado
**Economics**
• Adams State University
• Colorado State University-Ft Collins
• Fort Lewis College
• Metropolitan State University of Denver
• University of Colorado-Boulder
• University of Colorado-Colorado Springs
• University of Colorado-Denver
• University of Northern Colorado
• Western Colorado University
**Elementary Teacher Education**
• Adams State University
• Colorado Mesa University
• Colorado Mountain College
• Colorado State University-Pueblo
• Fort Lewis College
• Metropolitan State University of Denver
• University of Colorado-Boulder
• University of Colorado-Colorado Springs
• University of Denver
• University of Northern Colorado
• Western Colorado University
**Environmental Horticulture-Landscape Business**
• Colorado State University-Fort Collins
**Equine Science**
• Colorado State University-Fort Collins
**Geography**
• Adams State University
• Metropolitan State University of Denver
• University of Colorado-Boulder
• University of Colorado-Colorado Springs
• University of Denver
• University of Northern Colorado
**History**
• Adams State University
• Colorado Mesa University
• Colorado State University-Fort Collins
• Colorado State University-Pueblo
• Fort Lewis College
• Metropolitan State University of Denver
• University of Colorado-Boulder
• University of Colorado-Colorado Springs
• University of Denver
• University of Northern Colorado
• Western Colorado University
**Mathematics**
• Adams State University
• Colorado Mesa University
• Colorado State University-Fort Collins
• Colorado State University-Pueblo
• Fort Lewis College
• Metropolitan State University of Denver
• University of Colorado-Boulder
• University of Colorado-Colorado Springs
• University of Denver
• University of Northern Colorado
• Western Colorado University

**Nursing Agreements**
• Colorado State University-Pueblo
• Metropolitan State University of Denver
• University of Colorado-Colorado Springs

**Physics**
• Colorado Mesa University
• Colorado State University-Fort Collins
• Colorado State University-Pueblo
• Fort Lewis College
• Metropolitan State University of Denver
• University of Colorado-Boulder
• University of Colorado-Colorado Springs
• University of Denver
• University of Northern Colorado

**Pre-Engineering**
• Colorado Mesa University
• Colorado School of Mines
• Colorado State University-Fort Collins
• Colorado State University-Pueblo
• Fort Lewis College
• Metropolitan State University of Denver
• University of Colorado-Boulder
• University of Colorado-Colorado Springs

**Psychology (BA)**
• Adams State University
• Colorado Mesa University
• Colorado State University-Pueblo
• Fort Lewis College
• Metropolitan State University of Denver
• University of Colorado-Boulder
• University of Colorado-Colorado Springs
• University of Denver
• University of Northern Colorado
• Western Colorado University

**Psychology (BS)**
• Colorado State University-Fort Collins
• Colorado State University-Pueblo
• University of Denver

**Sociology**
• Adams State University
• Colorado Mesa University
• Colorado State University-Fort Collins
• Fort Lewis College
• Metropolitan State University of Denver
• University of Colorado Boulder
• University of Colorado Colorado Springs
• University of Colorado Denver
• University of Northern Colorado
• Western Colorado University

**Soil and Crop Science**
• Colorado State University-Fort Collins

**Studio Art**
• Adams State University
• Colorado Mesa University
• Colorado State University-Ft Collins
• Colorado State University-Pueblo
• Metropolitan State University of Denver
• University of Colorado-Boulder
• University of Colorado-Colorado Springs
• University of Colorado-Denver
• University of Northern Colorado
• Western Colorado University

**Theater**
• Adams State University
• Colorado State University-Fort Collins
• Fort Lewis College
• Metropolitan State University of Denver
• University of Colorado-Boulder
• University of Colorado-Colorado Springs
• University of Northern Colorado
• Western Colorado University

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**Business Agreements**
• Western Governors University

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**AAS to BA Interdisciplinary Studies with Adams State University**
• Cosmetology
• Diesel Technology
• Gunsmithing

# TRINIDAD STATE COLLEGE

## COLORADO COMMUNITY COLLEGE SYSTEM

### Colorado Community College System

The Colorado Community College System is the largest higher education and workforce training provider in the State of Colorado, with 13 colleges and 35 locations - serving over 114,000 students annually through Concurrent Enrollment, Career & Technical Education (CTE), certificate programs, transfer programs, associate and bachelors degree programs, one masters degree program, and customized employer training.

Learn more here!

# TRINIDAD STATE COLLEGE

## CONTINUING AND CUSTOMIZED WORKFORCE EDUCATION

The College also provides non-credit programs and offerings that are academic, vocational, and cultural in nature.

### Goals

- Facilitate and/or enhance occupational, intellectual, cultural, social, and personal development
- Meet the changing needs of area residents, traditional and nontraditional students, business, industry and the community

## GENERAL EDUCATION AND TECHNICAL EDUCATION

The College defines general education as courses that are balanced and broadly based. These courses expose the student to the mainstreams of thought and interpretation in humanities, sciences, communications, mathematics, social studies, and arts. They also develop the student's understanding of the interrelationships among these fields of study.

The College works toward the enhancement of an informed citizenry with the ability to think critically, communicate effectively, and solve problems, both qualitative and quantitative. The College strives to provide general education that promotes tolerance, lifelong learning, and a devotion to free inquiry and free expression.

### Goals

- Read and comprehend college level work
- Explain and defend ideas verbally and in writing
- Examine ideas using critical reasoning
- Solve problems using logic, mathematics, technology, and creative thinking
- Demonstrate responsible citizenship

In addition to general education goals, students graduating from

Career and Technical Educational programs will be able to:

- Perform job related tasks
- Apply theory in an area of technical specialty
- Demonstrate work ethic and responsibility

These goals are addressed throughout a student's tenure at Trinidad State College. Student learning in these areas is evaluated through components embedded within course assessments. Additionally, students may be asked to participate in various ongoing course assessment efforts. Assessment & Learning Committee (ALC) oversees all assessment efforts at Trinidad State College. This committee's principle task is to help improve student learning through regular reporting, discussion and course modification efforts.

## GOVERNANCE

### Governance

Trinidad State College is a comprehensive coeducational two-year state-supported institution operated under the governance of the State Board for Community Colleges and Occupational Education.

### Mission Statement

Enriching our diverse communities through quality educational experiences and lifelong learning.

### Vision Statement

Educate for the future.

### Core Value

Students First

## HISTORY

Trinidad State College (TSC), the first two-year college in Colorado, offers both Academic and Career and Technical Education programs. The legislature of the State of Colorado passed an Act in April, 1925 authorizing the establishment of a junior college in Trinidad, Colorado. In 1937, the State Legislature passed an act enabling counties to organize a Junior College District. Las Animas County immediately took advantage of this act and organized the Las Animas County District. Since that time, the College has continued to grow and develop in its ability to meet the educational needs of southern Colorado and northern New Mexico.

On July 1, 1968, TSC became a member of the Colorado Community College System (CCCS). The College is governed by the State Board for Community Colleges and Occupational Education (SBCCOE). In 1994, expanding the College's service area, TSC merged with the San Luis Valley Educational Center in Alamosa, Colorado, forming the TSC Valley Campus. TSC has an Advisory Council, who are appointed to provide advice to the college administration, serve as liaisons with the community and promote college programs and services. Members of the Advisory Council represent Trinidad State's eight-county service area.

The Higher Learning Commission of the North Central Association of Colleges and Schools has continuously accredited Trinidad State College since 1962. TSC grants Associate of Arts degrees, Associate of Science degrees, Associate of General Studies degrees, Associate of Applied Science degrees, and Certificates of Completion.

Trinidad State College is committed to providing its students with rigorous, integrated, comprehensive academic and occupational-technical curricula for quality academic transfer, occupational degree, and certificate programs. The institution has implemented unique pre-collegiate and specialized educational programs designed to introduce students to an approach to learning that will enhance any student's potential for success. Reaching out to remote areas, the College offers several methods of alternative delivery including interactive video delivery, online, hybrid and on-site courses providing the opportunity for area high school students and persons in outlying communities to enroll in college-level courses. Additionally, the College has modern computer labs and state-of-the-art classroom technology to enhance the learning environment.

The goal at TSC is to empower students with the ability to compete in work environments and excel in our highly mobile society. The College will continue to explore, examine, develop and implement innovative methods to provide a comprehensive quality education.

Our faculty and staff provide the personalized attention with a student to faculty ratio of 12 to 1. The College has grown from its enrollment of thirty-seven students in 1926 to its present headcount of approximately 1,700 annually between the Trinidad Campus, the Valley Campus, online, and four additional locations.

# TRANSFER EDUCATION PROGRAM

The College provides opportunities for students to fulfill the lower division requirements of a college education in liberal arts or the professions and to qualify students for admission to the junior year at other colleges and universities by providing two-year transfer educational programs.

**Goals**

In addition to General Education goals, students transferring from TSC in Arts and Sciences will be able to:

- Plan and write well-organized essays and papers that focus on interpretation, criteria analysis, and evaluation
- Use basic resources to conduct research (library, internet, and other secondary data sources)
- Think and respect different systems of human values, both contemporary and historical
- Make connections between the past, present, and future
- Use mathematical data and synthesize data using scientific methods
- Accept and apply professional ethics
- Be admitted to a four-year college or university and succeed in their chosen field of study at such an institution

# TRINIDAD STATE COLLEGE

## CALENDAR

- **2021**
  - Fall
- **2022**
  - Spring
  - Summer
  - Fall
- **2023**
  - Spring
  - Summer
  - Fall
- **2024**
  - Spring

# Course Descriptions

The credit courses offered by the College are listed in alphabetical order by discipline/program area. A general description of the content of each course is included. Special Topics are courses that are numbered 075-077, 175-177, and 275-277 and the credits will vary depending on course content. The description and outline is approved by the Dean and filed with the Registrar.

In December 2005, the Colorado Commission on Higher Education established a statewide transfer policy for general education course credits. This policy is also known as GT-Pathways, and more information can be found on the Colorado Department of Education website. and https://highered.colorado.gov/transfer-degrees. Although Trinidad State Junior College does not offer all of the courses listed, if you are transferring any of these courses to Trinidad State from an accredited post-secondary institution, these courses will be accepted at Trinidad State Junior College.

## Advancing Academic Achievement

### AAA 1075          Special Topics
0.0 Credits
To be determined by the individual instructor. A Course Description will be developed for each course and documented within the course syllabus. Refer to the SFCC Style Guide for Course Description, Required Course Learning Outcome, and Topical Outline guidelines.

## Accounting

### ACC 1001          Fundamentals of Accounting
3.0 Credits
Introduces accounting fundamentals with emphasis on the procedures and practices used in business organizations. Major topics include the accounting cycle for service and merchandising companies, including end-of-period reporting.

### ACC 1015          Payroll Accounting
3.0 Credits
Covers federal and state employment laws and their effects on personnel and payroll records. The course is non-technical and is intended to give students a practical working knowledge of the current payroll laws and actual experience in applying regulations, including computerized payroll procedures.

### ACC 1021          Accounting Principles I
4.0 Credits
This course introduces accounting principles for understanding the theory and logic that underlie procedures and practices for business organizations. Major topics include the accounting cycle for service and merchandising companies, internal control principles and practices, notes and interest, inventory systems and costing, and plant and intangible asset accounting.

### ACC 1022          Accounting Principles II
4.0 Credits
This course continues the application of accounting principles to business organizations. Major topics include corporate equity and debt financing, investments, cash flow statements, financial analysis, budgeting, cost and managerial accounting.

### ACC 1032          Tax Help Colorado
2.0 Credits
Examines the preparation of individual, federal, and state income tax returns within the guidelines and limitations set forth by the Tax Help Colorado program and IRS guidelines. Emphasis is placed on form preparation with the use of tax software.

### ACC 1035          Spreadsheet Applications for Accounting
3.0 Credits
Introduces spreadsheets as an accounting tool in the application of fundamental accounting concepts, problem-solving, and decision-making skills.

### ACC 2011          Intermediate Accounting I
4.0 Credits
Focuses on comprehensive analysis of Generally Accepted Accounting Principles (GAAP), accounting theory, concepts, and financial reporting principles for public corporations. It is the first of a two-course sequence in financial accounting and is designed primarily for accounting and finance majors. Focus is on the preparation and analysis of business information relevant and useful to external users of financial reports. Explores the theories, principles and practices surveyed in Accounting Principles, and critically examines `real-world` financial analysis and reporting issues.

### ACC 2012          Intermediate Accounting II
4.0 Credits
Focuses on the theoretical and practical aspects of accounting for long-term liabilities, stockholders` equity, investments, pensions and leases. Includes income tax allocation, financial statement analysis, cash flow statements, and accounting methods changes.

### ACC 2026          Cost Accounting
3.0 Credits
Course covers cost accumulation methods and reports including job order, process, standards, and activity-based cost systems associated with budgeting, planning, and control of costs.

### ACC 2045          Computerized Accounting with a Professional Package
3.0 Credits
Integrates accounting principles and practices with a computerized accounting package such as Peachtree, DacEasy, or other professional package. Emphasizes computerized functions of the general ledger and integrated accounts payable, accounts receivable, invoicing and payroll systems.

## Agriculture Economics

### AGE 1102          Agriculture Economics:GT-SS1
3.0 Credits
Focuses on economic principles and decision-making by consumers, firms, and government with emphasis on their application to the food, fiber, and natural resource sectors of the economy. This is a statewide Guaranteed Transfer course in the GT-SS1 category.

**AGE 2105        Farm and Ranch Management**
3.0 Credits
Provide students with practical experience in applying principles of economics, business, marketing, and finance to the management of a farm/ranch operation.

**AGE 2108        Agricultural Finance**
3.0 Credits
Emphasizes principles of finance and their application to agriculture and agribusiness, including the time value of money, net present value analysis, interest, credit lending institutions, financial statements, and financial ratios.

**AGE 2110        Agriculture Marketing**
3.0 Credits
Studies the agricultural marketing system and methods of marketing crops and livestock. Emphasizes hedging with futures options.

## Agriculture Production

**AGP 1007        Practical Irrigation Management**
2.0 Credits
Introduces the student to irrigation methods, scheduling, limited irrigation concepts, hydrology, safety, water quality, chemigation, and interrelationships between irrigation, soil fertility, and crops. A limited amount of water law is also covered.

## Agriculture

**AGR 2160        World Population and Food:SS3**
3.0 Credits
Covers concepts and issues related to world population, food, and agriculture. This is a statewide Guaranteed Transfer course in the GT-SS3 category.

## Agriculture Crops & Soils

**AGY 1100        General Crop Production**
4.0 Credits
Focuses on production and adaptation of cultivated crops, principles affecting growth, development, management, and utilization.

**AGY 2140        Introductory Soil Science: GT-SC1**
4.0 Credits
Focuses on formation, physical properties, chemical properties, and management of soils emphasizing conditions that affect plant growth. This is a statewide Guarantee Transfer course in the GT-SC1 category.

## Anthropology

**ANT 1001        Cultural Anthropology: GT-SS3**
3.0 Credits
Examines the study of human cultural patterns, including communication, economic systems, social and political organizations, religion, healing systems, and cultural change. This is a statewide Guaranteed Transfer course in the GT-SS3 category.

**ANT 1003        Introduction to Archaeology: GT-SS3**
3.0 Credits
Introduces the science of recovering the human prehistoric and historic past through excavation, analysis, and interpretation of material remains. The course provides a survey of the archaeology of different areas of the Old and New Worlds, the works of selected archaeologists, and major archaeological theories. This is a statewide Guaranteed Transfer course in the GT-SS3 category.

**ANT 1005        Biological Anthropology with Laboratory: GT:SC1**
4.0 Credits
Focuses on the study of the human species and related organisms, and examines principles of genetics, evolution, anatomy, classification, and ecology, including a survey of human variation and adaptation, living primate biology and behavior, and primate and human fossil evolutionary history. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

**ANT 2125        Anthropology of Religion GT:SS3**
3.0 Credits
Explores the culturally universal phenomenon of religion including cross-cultural varieties of beliefs in the supernatural and the religious rituals people employ to interpret and control their worlds. This is a statewide Guaranteed Transfer course in the GT-SS3 category.

## Art

**ART 1002        Visual Concepts 2-D Design**
3.0 Credits
Examines the basic elements of design, visual perception, and artistic form and composition as they relate to two-dimensional media.

**ART 1110        Art Appreciation GT-AH1**
3.0 Credits
Introduces the cultural significance of the visual arts, including media, processes, techniques, traditions, and terminology. This is a statewide Guaranteed Transfer course in the GT-AH1 category.

**ART 1111        Art History Ancient to Medieval: GT-AH1**
3.0 Credits
Provides the knowledge base to understand the visual arts, especially as related to Western culture. This course surveys the visual arts from the Ancient through the Medieval periods. This is a statewide Guaranteed Transfer course in the GT-AH1 category.

**ART 1112        Art History Renaissance to 1900: GT-AH1**
3.0 Credits
Provides the knowledge base to understand the visual arts, especially as related to Western culture. This course surveys the visual arts from the Renaissance to 1900. This is a statewide Guaranteed Transfer course in the GT-AH1 category.

**ART 1113        Art History 1900 to Present: GT-AH1**
3.0 Credits
Introduces the concepts necessary to understand modern visual art, with an emphasis on world art of the 20th century. This course surveys world art of the 20th century, including Modernism to Post-Modernism. This is a statewide Guaranteed Transfer course in the GT-AH1 category.

**ART 1201**      **Drawing I**
3.0 Credits
Investigates the various approaches and media that students need to develop drawing skills and visual perception.

**ART 1202**      **Drawing II**
3.0 Credits
Explores expressive drawing techniques with an emphasis on formal composition, black and white, and color media and content or thematic development.

**ART 1301**      **Painting I**
3.0 Credits
Explores basic techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting to depict form and space on a two-dimensional surface.

**ART 1302**      **Painting II**
3.0 Credits
This course further explores techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with emphasis on composition and content development.

**ART 1401**      **Digital Photography I**
3.0 Credits
Presents the fundamentals of Fine Art digital photography, including camera equipment and software used for image capture, management and manipulation. Topics include camera settings and exposure control, composition, working with light and time, and creative image manipulation.

**ART 1405**      **Mixed Media I: Digital Art**
3.0 Credits
Introduces students to the design and creation of fine-art composites that involve the combinations of techniques, texture, drawing, painting, photography, and objects, and emphasizes the computer as an art tool. In addition to incorporating technology-based vocabulary as it relates to fine-art technique, vector and raster applications are explored for the creation of montage and collage. No computer experience is necessary.

**ART 2403**      **Digital Photo Studio**
3.0 Credits
Introduces the basic concepts of digital imaging as applied to photography. Using applicable technology and hands on experience, modern developments are presented leading to the present applications of digital imaging which combine traditional photographic ideas with electronic media. Enables the student to learn how to operate image manipulation software using a variety of scanning equipment, software tools, and output devices by executing new assignments and applying these technologies to their photographic process.

## Animal Science

**ASC 1100**      **Animal Sciences**
3.0 Credits
Covers the basic fundamentals of livestock production including the principles of nutrition, reproduction, breeding, genetics, health, and physiology of cattle, sheep, swine, horses, and other farm species. Trends and issues in animal science and animal agriculture are also discussed in this course.

**ASC 2125**      **Feeds and Feeding**
4.0 Credits
Focuses on the basic nutrients, common feeds and feed additives, anatomy of digestsive systems, and basic feeding practices for beef, sheep, and dairy. The lab portion of the class is devoted to calculating and balancing rations to fulfill nutrient requirement for farm animals for growth, finishing, reproduction, lactation, work, and wool production. Explores least cost ration balancing on the computer.

**ASC 2150**      **Live Animal/Carcass Evaluation**
3.0 Credits
Explores meat carcass evaluation and the related yield and quality grading system. Emphasizes selection of breeding stock based on performance data. Covers comparative selection, grading, and judging of market and breeding classes of livestock based on knowledge of phenotype, performance, information, and/or carcass merit.

**ASC 2188**      **Livestock Practicum**
0.0 Credits
Provides experiential learning with beef cattle, dairy cattle, swine and sheep.

## Auto Service Technology

**ASE 1001**      **Auto Shop Orientation**
2.0 Credits
Covers safety instruction in the shop and on the automobile. Emphasis on the proper use and care of test equipment, precision measuring and machining equipment, gaskets, adhesives, tubing, wiring, jacks, presses, and cleaning equipment and techniques.

**ASE 1002**      **Introduction to the Automotive Shop**
2.0 Credits
Prepares the incoming automotive student to work in the shop safely and gain familiarity with the shop and common equipment.

**ASE 1010**      **Automotive Brake Service I**
2.0 Credits
Introduces the basic theory of automotive braking systems including operation, diagnosis, basic repair of disc and drum friction assemblies, and basic hydraulic braking systems. This course meets MLR/AST/MAST program accreditation requirements.

**ASE 1011**      **Automotive Brake Service II**
2.0 Credits
Covers diagnostics, test procedures, and repair to automotive foundation braking system. This course also introduces the components, types of Antilock Braking Systems (ABS), and traction control systems of current vehicles. This course meets MLR/AST/MAST program accreditation requirements.

**ASE 1020**      **Basic Automotive Electricity**
2.0 Credits
Introduces vehicle electricity, basic electrical theory, circuit designs, and wiring methods. This course focuses on multimeter usage and wiring diagrams. This course meets MLR/AST/MAST requirements.

**ASE 1022**      **Automotive Electrical Safety Systems**
1.0 Credit

Covers the operation of electrical systems including vehicles safety concerns of vehicle lighting systems, Supplemental Inflatable Restraints (SIR), windshield wipers, driver warning systems, and vehicle accessories. This course meets MLR/AST/MAST program requirements.

### ASE 1023　　　　Starting and Charging System
2.0 Credits
Covers the operation and theory of a vehicle battery, testing, service, and repair of starting and charging systems including voltage testing, draw testing. This course meets MLR/AST/MAST program requirements.

### ASE 1030　　　　General Engine Diagnosis
2.0 Credits
Covers how to perform basic engine diagnosis to determine condition of engine including engine support systems. This course meets MLR/AST/MAST requirements.

### ASE 1032　　　　Ignition System Diagnosis and Repair
2.0 Credits
Focuses on lecture and related laboratory experiences in the diagnosis, service, adjustments and repair of various automotive ignition systems.

### ASE 1034　　　　Automotive Fuel and Emissions Systems I
2.0 Credits
Focuses on the diagnosis and repair of automotive fuel emission control systems, filter systems, and spark plugs. This course also includes maintenance to Diesel Exhaust Fluid (DEF) systems.

### ASE 1040　　　　Suspension and Steering I
2.0 Credits
Focuses on diagnosis and service of suspension and steering systems and components. This course meets MLR/AST/MAST requirements.

### ASE 1041　　　　Suspension and Steering II
2.0 Credits
Covers design, diagnosis, inspection, service of suspension, and steering systems used on light trucks and automobiles including power steering and Supplemental Restraint System (SRS) service. This course meets AST/MAST requirements.

### ASE 1050　　　　Manual Drive Train and Axle Maintenance
2.0 Credits
Covers the operating principles and repair procedures relating to axle-shafts, propeller shafts, and universal joints. This course meets MLR/AST/MAST requirements.

### ASE 1051　　　　Automotive Manual Transmission/ Transaxles & Clutches I
2.0 Credits
Focuses on the diagnosis and repair of automotive manual transmissions, transaxles, clutches, and related components. This course meets AST/MAST requirements.

### ASE 1052　　　　Manual Transmission, Transaxles and Clutches II
2.0 Credits
Focuses on lecture and related laboratory experiences in the diagnosis and repair of automotive differentials, four wheel and all-wheel drive units.

### ASE 1060　　　　Automotive Engine Repair
2.0 Credits
Focuses on the service of cylinder head, valve-train components, and cooling system components including engine removal, re-installation, and re-mounting systems. This course meets MLR/AST/MAST requirements.

### ASE 1062　　　　Automotive Engine Service & Repair
2.0 Credits
Covers engine sealing requirements and repair procedures including engine fasteners, bolt torque, repair of fasteners, cooling system, and basic engine maintenance. This course meets AST/MAST requirements.

### ASE 2010　　　　Automotive Power and ABS Brake Systems
2.0 Credits
Covers the operation and theory of the modern automotive braking systems including the operation, diagnosis, service, and repair of the anti-lock braking systems and power assist units. This course also covers the machining operations of today's automobile brake systems. This course meets AST/MAST requirements.

### ASE 2021　　　　Automotive and Diesel Body Electrical
4.0 Credits
Provides a comprehensive study of the theory, operation, diagnosis, and repair of vehicle accessories.

### ASE 2031　　　　Automotive Computers and Ignition Systems
2.0 Credits
Focuses on lecture and laboratory experiences in the inspection and testing of typical computerized engine control systems.

### ASE 2033　　　　Auto Fuel Injection and Emissions Systems II
4.0 Credits
Focuses on lecture and related laboratory experiences in the diagnosis and repair of electronic fuel injection systems and modern exhaust systems.

### ASE 2035　　　　Driveability & Diagnosis
2.0 Credits
Focuses on diagnostic techniques and the use of diagnostic scan tools, oscilloscopes, lab scopes, multi-meters, and gas analyzers.

### ASE 2040　　　　Suspension and Steering III
2.0 Credits
Covers operation of steering and power steering systems. It will also include different alignment types and procedures.

### ASE 2050　　　　Automatic Transmission/Transaxle Service
1.0 Credit
Focuses on practical methods of maintaining, servicing, and performing minor adjustments on an automatic transmission and transaxle. This course meets MLR/AST/MAST requirements.

### ASE 2051　　　　Automotive Transmission and Transaxle Repair
3.0 Credits
Covers diagnosis, principles of hydraulics, principles of electronic components, power flow, theory of operation including removal, installation, and replacement of transmission/transaxle and components. This course meets AST/MAST requirements.

**ASE 2060            Advanced Engine Diagnosis**
2.0 Credits
Focuses on lecture and related laboratory experiences in the diagnosis and necessary corrective actions of automotive engine performance factors related to customer vehicles.

**ASE 2064            Introduction to Automotive Heating and Air Conditioning**
1.0 Credit
Covers basic operation of heating and air conditioning components. This course meets MLR/AST/MAST requirements.

**ASE 2065            Heating and Air Conditioning Systems**
4.0 Credits
Emphasizes lecture and related laboratory experiences in the diagnosis and service of vehicle heating and air conditioning systems and their components.

**ASE 2087            Cooperative Education**
0.0 Credits
Develops practical objectives assigned by an automotive employer providing an on-the-job learning experience at an approved automotive repair facility.

## Astronomy

**AST 1110            Astronomy with Lab: Planetary Systems: GT-SC1**
4.0 Credits
Focuses on the history of astronomy, naked-eye sky observation, tools of the astronomer, contents of the solar system and life in the universe. Incorporates laboratory experience. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

**AST 1120            Astronomy with Lab: Stars and Galaxies: GT-SC1**
4.0 Credits
Emphasizes the structure and life cycle of the stars, the sun, galaxies, and the universe as a whole, including cosmology and relativity. Incorporates laboratory experience. This is a statewide Guaranteed Transfer course in the GT- SC1 category.

## Barber

**BAR 1007            Introduction to Shaving, Honing & Stropping**
1.0 Credit
Introduces the general principles of shaving to include hair texture, grain of the beard and analysis of the skin. Theory is combined with the practical application of proper shaving procedures and cutting strokes used on the face.

**BAR 1008            Intermediate Shaving, Honing & Stropping**
1.0 Credit
Focuses on theory and practical training related to mustache and beard designing and trimming. Practical applications are incorporated in specialized classes or in a supervised salon.

**BAR 1041            Inermediate Permanent Waves & Chemical Relaxers**
3.0 Credits
Focuses on theory and practical application of permanent waves and chemical relaxers in specialized classes or supervised salon setting. Students practice different wrapping techniques that are required by trend styles.

**BAR 2007            Advanced Shaving, Honing & Stropping**
1.0 Credit
Focuses on advanced training in shaving, honing and stropping. Practical and theory application is completed in specialized classes or supervised clinical training. Student will be prepared for State Board license exam.

**BAR 2041            Advanced Permanent Waves &Chemical Relaxers**
2.0 Credits
Focuses on advanced techniques to prepare the student for employment and examines changes in current industry standards. Provides instruction in specialized classes or a supervised salon setting. Covers student preparation for the State Board Licensing Examination pertaining to permanent waves and relaxers.

## Biology

**BIO 1004            Biology:A Human Approach:GT-SC1**
4.0 Credits
Develops a basic knowledge of the structure and function of the human body by studying the body's structure as a series of interrelated systems. Includes cardiovascular, respiratory, digestive, lymphatic, musculoskeletal, nervous, endocrine, reproductive and urinary systems, and genetics. Emphasizes disease prevention and wellness. This course includes laboratory experience. This is a statewide Guaranteed Transfer course in the GT-SC1 category. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

**BIO 1005            Science of Biology with Lab: GT-SC1**
4.0 Credits
Examines the basis of biology in the modern world and surveys the current knowledge and conceptual framework of the discipline. Explores biology as a science, a process of gaining new knowledge, and the impact of biological science on society. This course includes a laboratory experience. Designed for non-science majors. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

**BIO 1006            Basic Anatomy and Physiology**
4.0 Credits
Focuses on basic knowledge of body structures and function, and provides a foundation for understanding deviations from normal and disease conditions. This course is designed for individuals interested in health care and is directly applicable to the Practical Nursing Program, Paramedic Program and the Medical Office Technology program.

**BIO 1052            Wildlife Biology**
3.0 Credits
Studies the biology of wild mammals, birds, and fish. Focuses on conservation of wildlife and fisheries resources.

**BIO 1111            General College Biology I with Lab: GT-SC1**
5.0 Credits

Examines the fundamental molecular, cellular and genetic principles characterizing plants and animals. Includes cell structure and function, and the metabolic processes of respiration, and photosynthesis, as well as cell reproduction and basic concepts of heredity. The course includes laboratory experience. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

### BIO 1112          General College Biology II with Lab: GT-SC1
5.0 Credits
Examines the fundamental principles of ecology, evolution, classification, structure, and function in plants and animals. This course includes a laboratory experience. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

### BIO 2101          Human Anatomy and Physiology I with Lab: GT-SC1
4.0 Credits
Focuses on an integrated study of the human body including the histology, anatomy, and physiology of each system. Examines molecular, cellular, and tissue levels of organization plus integuments, skeletal, articulations, muscular, and nervous systems. Includes a mandatory hands-on laboratory experience covering microscopy, observations, and dissection. This is the first semester of a two-semester sequence. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

### BIO 2102          Human Anatomy and Physiology II with Lab: GT-SC1
4.0 Credits
Focuses on the integrated study of the human body and the histology, anatomy, and physiology of the following systems and topics: endocrine, cardiovascular, hematology, lymphatic and immune, urinary, fluid and electrolyte control, digestive, nutrition, respiratory, reproductive, and development. Includes a mandatory hands-on laboratory experience involving microscopy, observations, and dissection. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

### BIO 2104          Microbiology with Lab: GT-SC1
4.0 Credits
Covers the diversity of microorganisms, their structure, physiology, and the identification process. There is an emphasis on microorganisms that cause infectious disease and the process of infection, host immune responses, and methods to control microorganisms. Laboratory experiences include culturing, identifying, and controlling microorganisms. This course is designed for students pursuing a health science field. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

### BIO 2116          Human Pathophysiology
4.0 Credits
Focuses on the alterations in physiological, cellular, and biochemical processes, the associated homeostatic responses, and the manifestations of disease. Prior knowledge of cellular biology, anatomy, and physiology is essential for the study of pathophysiology.

### BIO 2120          General Zoology with Lab: GT-SC1
5.0 Credits
Introduces the science of invertebrate and vertebrate animal biology. This course is a study of zoological diversity emphasizing the characteristics, classification, and evolutionary relationships of major animal phyla and classes. Topics include comparative anatomy, physiology, behavior, and ecology of all major animal phyla, classes, and orders. The global loss of biodiversity and principles of conservation are also covered. This course

requires hands-on laboratory experience. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

### BIO 2121          Botany with Lab: GT-SC1
5.0 Credits
Covers plants, emphasizing photosynthetic pathways, form and function, reproduction, physiology, diversity, and evolution. This course requires mandatory hands-on laboratory and research experience and is designed for biology majors. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

## Business Technology

### BTE 1002          Keyboarding Applications I
2.0 Credits
Designed for students with minimal keyboarding skills. Introduces letters, tables, memos, and manuscripts. Emphasizes speed and accuracy.

### BTE 1008          Ten-Key by Touch
1.0 Credit
Introduces touch control of the ten-key pad. Emphasizes the development of speed and accuracy using proper technique.

## Business

### BUS 1002          Entrepreneurial Operations
3.0 Credits
Explores the essential requirements for starting and operating a business. This course covers basic concepts of business law, marketing, finance and operations. It guides the development of an effective business plan and prepares students to launch and sustain their own businesses.

### BUS 1015          Introduction to Business
3.0 Credits
Introduces the application of fundamental business principles to local, national, and international forums. This course examines the relationship of economic systems, governance, regulations, and law upon business operations. It surveys the concepts of career development, business ownership, finance and accounting, economics, marketing, management, operations, human resources, regulations, and business ethics.

### BUS 1016          Personal Finance
3.0 Credits
Surveys the basic personal finance needs of most individuals and introduces the personal finance tools useful in planning and instituting a successful personal financial philosophy. The course emphasizes the basics of budgeting, buying, saving, borrowing, career planning, investing, retirement planning, estate planning, insurance, and income taxes.

### BUS 1020          Introduction to E-Commerce
3.0 Credits
Focuses on principles of e-commerce from a business perspective, providing an overview of business and technology topics, business models, virtual value chains and social innovation and marketing strategies. The course also covers security, privacy, intellectual property rights, authentication, encryption, acceptable use policies, and legal and ethical liabilities.

### BUS 1021          Basic Workplace Skills
1.0 Credit

Focuses on personal and workplace skills necessary for successful performance. This course introduces project management principles necessary to effectively lead and implement a project.

### BUS 2016　　　Legal Environment of Business
3.0 Credits
Emphasizes public law, regulation of business, ethical considerations, and various relationships existing within society, government, and business. Specific attention is given to economic regulation, social regulation, labor-management issues, environmental issues, and contract fundamentals. This course analyzes the role of law in social, political, and economic change business environments.

### BUS 2017　　　Business Communications & Report Writing
3.0 Credits
Emphasizes effective business writing and cover letters, memoranda, reports, application letters, and resumes. This course includes the fundamentals of business communication and an introduction to international communication.

### BUS 2026　　　Business Statistics
3.0 Credits
Focuses on statistical study, sampling, organizing and visualizing data, descriptive statistics, probability, binomial distributions, normal distributions, confidence intervals, linear regression, and correlation. Intended for business majors.

### BUS 2075　　　Special Topics
0.0 Credits
Provides students with a vehicle to pursue special topics of interest in business. The content of this course is designed on an as needed basis to provide current, up-to-date information.

### BUS 2089　　　Capstone
0.0 Credits
Demonstrates the culmination of learning within a given program of study.

## Carpentry

### CAR 1000　　　Introduction to Carpentry
1.0 Credit
Provides a basic introduction to construction work for all crafts. This course specifically applies to construction sites.

### CAR 1003　　　Carpentry Basics
4.0 Credits
Provides a basic introduction to construction work for all crafts, safety concerns and procedures, and the safety and use of hand and power tools. This course specifically applies to construction work.

### CAR 1005　　　Job Site Layout and Blueprint Reading
1.0 Credit
Introduces blue-print reading and how they apply to the construction site. Includes in-depth introduction to site layout (materials and methods).

### CAR 1015　　　Form & Foundation Systems
1.0 Credit
Covers materials and methods for concrete forms and foundations. Includes various reinforcement methods such as re-bar and welded-wire fabric.

### CAR 1020　　　General Construction Framing
1.0 Credit
Instructs students in basic framing methods and materials utilizing a hands-on framing lab. Covers floor, wall, and roof framing.

### CAR 1070　　　Clinical: Construction Lab I
0.0 Credits
Continues to build upon the principles that are expected to be understood by students in the construction discipline.

## Chemistry

### CHE 1011　　　Introduction to Chemistry I with Lab: GT-SC1
5.0 Credits
Includes the study of measurements, atomic theory, chemical bonding, nomenclature, stoichiometry, solutions, acid and base, gas laws, and condensed states. Laboratory experiments demonstrate the above concepts qualitatively and quantitatively. Designed for non-science majors, students in occupational and health programs, or students with no chemistry background. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

### CHE 1012　　　Introduction to Chemistry II with Lab: GT-SC1
5.0 Credits
Presents concepts in the areas of solution properties, chemical kinetics, chemical equilibrium, acid-base and ionic equilibrium, thermodynamics, Intermolecular forces, and electrochemistry. This course emphasizes problem solving skills and descriptive contents for these topics. Laboratory experiments demonstrate qualitative and quantitative analytical techniques. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

### CHE 1111　　　General College Chemistry I with Lab: GT-SC1
5.0 Credits
Focuses on basic chemistry and measurement, matter, chemical formulas, reactions, equations, stoichiometry, and thermochemisty. This course covers the development of atomic theory culminating in the use of quantum numbers to determine electron configurations of atoms, and the relationship of electron configuration to chemical bond theory. The course includes gases, liquids, and solids and problem-solving skills are emphasized through laboratory experiments. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

### CHE 1112　　　General College Chemistry II with Lab: GT-SC1
5.0 Credits
Presents concepts in the areas of solution properties, chemical kinetics, chemical equilibrium, acid-base and ionic equilibrium, thermodynamics, intermolecular forces, and electrochemistry. This course emphasizes problem solving skills and descriptive contents for these topics. Laboratory experiments demonstrate qualitative and quantitative analytical techniques. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

## Computer Information System

### CIS 1015　　　Introduction to Computer Information Systems
3.0 Credits

Provides an overview of computer information systems and their role in society. This course emphasizes terminology and the identification of computer components and systems used in personal and business environments. This course discusses the evaluation of systems and measures that can be applied to protect them.

### CIS 1017 — Introduction to Technical Applications
2.0 Credits
Provides a basic introduction of standard software packages available to support a microcomputer-based workstation. Includes entry-level hands-on work with word processors, spreadsheets, electronic presentations and basic Internet functionality to support the technical environment.

### CIS 1018 — Intro to PC Applications
3.0 Credits
This course introduces basic computer terminology, file management, and PC system components. Provides an overview of office application software including word processing, spreadsheets, databases, and presentation graphics. Includes the use of a web browser to access the Internet.

### CIS 1035 — Complete Word Processing (software package)
3.0 Credits
Introduces basics of word processing software to create, edit, format, and print documents as well as advanced features to enhance documents. This course includes working with images, creating/using styles, formatting multi-page documents using advanced features of headers/footers and section breaks, integrating software to create and format tables and charts, using mail merge, and creating documents with columns.

### CIS 1045 — Introduction to Desktop Database
3.0 Credits
Explores an array of database skills. Includes table, query, form, and report creation and modification. Also includes application integration.

### CIS 1055 — Complete Spreadsheets: (Software package)
3.0 Credits
Introduces basic to advanced features of spreadsheet software to design and create accurate, professional worksheets for use in business and industry. The course includes entering data, creating formulas, professional formatting, creating charts, creating, sorting and filtering tables, creating and using templates, applying built-in functions, creating pivot tables, applying "what-if analysis" with data tables, creating macros, and using solver features.

### CIS 1059 — Microsoft Office Specialist Certification Prep:Excel
1.0 Credit
Prepares students for the Microsoft Office Specialist certification examination for Excel. Students use software to determine strengths and weaknesses and elect to review and prepare for either the Core or Expert level Certification exam. The MOUS test is not included in this course.

### CIS 2040 — Database Design and Development
3.0 Credits
Introduces the basic concepts of relational databases, data storage, and retrieval. Covers database design, data modeling, transaction processing, and introduces the Structured Query Language (SQL) for databases.

### CIS 2067 — Management of Information Systems
3.0 Credits

Introduces the concepts and techniques of managing computer-based information resources. Includes hardware, software, personnel, control techniques, and the placement and integration of information systems resources within the organization.

### CIS 2068 — Systems Analysis and Design I
3.0 Credits
Introduces the student to the materials, techniques, procedures, and human interrelations involved in developing computer information systems. Includes the systems approach, fact gathering techniques, forms design, input/output, file design, file organization, various charting techniques, system audits on controls, project management, implementation, and evaluation.

## Computer & Networking Tech

### CNG 1001 — Networking Fundamentals
3.0 Credits
Introduces network fundamentals using the OSI (Open Systems Interconnection) model and TCP/IP (Transmission Control Protocol/Internet Protocol) suite, fundamentals of Ethernet, IP addressing, and building simple LANs (Local Area Networks).

### CNG 1004 — Intro to TCP/IP
3.0 Credits
Covers the basic elements of the Transmission Control Protocol and the Internet Protocol, the basic technologies that implement the Internet and computer networking. In addition to TCP and IP the course covers networking media, link layer, network layer, and transport layer protocols. Also included are routing, broadcast, multicast, and network address translation. IP version 4 and IP version 6 are both covered.

### CNG 1020 — A+ Certification Preparation
4.0 Credits
Prepares students for the CompTIA A+ certification examination. PC hardware and operating system installation, configuration and troubleshooting are practiced and reviewed using A+ techniques.

### CNG 1031 — Principles of Information Assurance
3.0 Credits
Provides skills and knowledge required to survey key issues associated with protecting information assets, determine the levels of protection and response to security incidents, and design a consistent, reasonable information security system, with appropriate intrusion detection and reporting features. Students learn to inspect and protect information assets, detect and react to threats to information assets, and examine pre- and post-incident procedures, and technical and managerial responses. Students learn about information security planning and staffing functions.

### CNG 1033 — Network Security: Fire Walls and Intrusion Detection and Network Security
3.0 Credits
Teaches students the basics of network firewall security. It covers basic installation techniques, discusses how to make an intelligent choice of firewall technology, and presents basic firewall troubleshooting.

### CNG 1042 — Introduction to Cloud Computing Concepts
3.0 Credits
Introduces fundamental content on cloud computing including system analysis, requirements, configuration, deployment, and testing. This course

includes information on management, business continuity, security, maintenance, updating, and troubleshooting as related to cloud computing.

**CNG 2011          Windows Configuration: (OS)**
3.0 Credits
Provides students with the knowledge and skills necessary to address the implementation and desktop support needs of customers who are planning to deploy and support Microsoft Windows Client OS in a variety of network operating system environments.

**CNG 2056          Vulnerability Assessment Level 1**
3.0 Credits
Presents students with an introduction to vulnerability assessment. Vulnerability assessment skills are necessary to understand how companies address vulnerabilities in the business environment. Students gain a better understanding of how information technology security integrates into the corporate world and how a balance must be achieved between security and functionality.

**CNG 2058          Digital Forensics**
4.0 Credits
Exposes the student to the field of digital computer forensics and investigation. This class provides the student with methods to properly conduct a digital forensics investigation including a discussion of ethics. Topics covered include fundamental concepts, history of computer forensics, file structures, data recovery techniques, computer forensic tools and analyses.

**CNG 2059          Enterprise Security**
4.0 Credits
This course challenges students to combine the skills learned in previous coursework (or work experience) and apply them in whole to a mock business IT environment. Students will work in their own virtualized server environment, complete with servers, routers, firewalls, VPN, IDS/IPS, wireless and other current technologies to develop a security policy and framework using risk analysis and risk management techniques.

## Communications

**COM 1150          Public Speaking**
3.0 Credits
Combines the basic theories of communication with public speech performance skills. Emphasis is on speech preparation, organization, support, audience analysis, and delivery.

**COM 1250          Interpersonal Communication: GT-SS3**
3.0 Credits
Examines the communication involved in interpersonal relationships occurring in family, social, and career situations. Relevant concepts include self-concept, perception, listening, nonverbal communication, and conflict. This is a statewide Guaranteed Transfer course in the GT-SS3 category.

**COM 2063          Conflict Resolution**
1.0 Credit
Focuses on handling conflict productively. Students gain insights into the roots of conflict and engage in skill practice in mediating interpersonal conflicts. The emphasis is on conflict prevention.

## Construction Technology

**CON 1005          Construction Technology**
4.0 Credits
Explores a variety of new software applications now available for the construction trade. Introduces computer applications such as CAD, scheduling, estimating, and accounting programs. Explores technology choices and compares them.

**CON 1057          National Center for Construction Education & Research Core**
5.0 Credits
Introduces the fundamentals for all construction trades to include basic construction site safety, introduction to construction math, introduction to power tools, introduction to construction drawings, basic communication skills, basic employability skills, and introduction to material handling. This course is designed as an entry level course for any of the building trades program specialties.

## Cosmetology

**COS 1003          Introduction to Hair and Scalp**
1.0 Credit
Introduces various types of scalp treatments, shampoos, and conditioners. This course covers hair and scalp disorders, product knowledge, and proper massage techniques. This course provides training in a lab or classroom setting.

**COS 1010          Introduction to Haircoloring**
2.0 Credits
Introduces theory pertaining to the law of color, theory of color, chemistry of color, product knowledge, and analysis of hair and scalp. This course covers basic application techniques and procedures for the application of haircolor.

**COS 1011          Intermediate I: Haircoloring**
2.0 Credits
Expands on haircoloring theory and practical application of color products, formulations of color, level and shades of color. Students will learn application techniques in a specialized class or in a supervised salon setting.

**COS 1020          Introduction to Haircutting**
2.0 Credits
Introduces haircutting theory relevant to patron protection, angles, elevations, and the analysis of hair textures as related to hair cutting procedures. This course covers proper use and care of hair cutting implements, basic hair cutting techniques using various cutting implements, and disinfection and sanitation procedures as they relate to haircutting.

**COS 1021          Intermediate I: Haircutting**
2.0 Credits
Expands on basic haircutting theory incorporating facial shapes, head and body forms to determine the appropriate techniques required to complete a client haircut. Students will apply hair cutting techniques in specialized classes or in the supervised salon.

**COS 1030          Introduction to Hairstyling**
2.0 Credits
Combines theory with the practical application of hairstyling. This course covers roller placement, hair molding and shaping, pin curls, finger waves,

comb-out techniques, air forming, thermal straightening, or curling for short to long hair.

**COS 1031            Intermediate I: Hairstyling**
2.0 Credits
This course covers the accepted methods of styling hair, air forming, roller sets, finger waves, pin curls, braiding, and hair pressing.

**COS 1040            Introduction to Chemical Texture**
1.0 Credit
Introduces a combination of theory and practice focusing on the analysis of hair and scalp, proper equipment and product knowledge. Includes basic techniques in permanent waving and chemical relaxing. Provides training in a classroom or lab setting on mannequins or live models.

**COS 1041            Intermediate I: Chemical Texture**
1.0 Credit
Emphasizes theory and practical application of chemical texture, including permanent waves and chemical relaxers, in a supervised salon setting. Students will practice different wrapping techniques required by trend styles in a classroom or salon setting.

**COS 1050            Laws, Rules, and Regulations**
1.0 Credit
This course covers laws, rules, and regulations governing the beauty industry in Colorado and accountability for the student, licensed individual, salons, and school owners.

**COS 1060            Introduction to Infection Control and Prevention**
2.0 Credits
This course covers various methods of sanitation, disinfection; and principles of workplace safety, infection control and prevention. Topics presented in this course include: classroom study of bacteriology, chemistry of cleaning versus disinfecting products that are used in the cosmetology industry, and terminology dealing with infection control.

**COS 1061            Intermediate I: Infection Control and Prevention**
1.0 Credit
This course focuses on the theory and daily practice of proper methods of disinfection, sanitation and safety procedures as related to all phases of cosmetology. Topics presented in this course include: terminology and training of disinfection, sanitation and safety procedures, and customer service in a supervised salon setting or specialized class.

**COS 2003            Intermediate I: Hair and Scalp**
1.0 Credit
This course covers theory and practical training in shampoos, rinses, and conditioners and examines advanced techniques to prepare the student for employment. Instruction includes preparation for the Colorado State Board Licensing Examination for shampoos, rinses, and conditioners.

**COS 2010            Intermediate II: Haircoloring**
2.0 Credits
This course covers theory and practical application of color products, formulations of color, level and shades of color. Students will practice haircoloring techniques in a specialized class or in a supervised salon setting.

**COS 2011            Advanced Haircoloring**
2.0 Credits
This course covers advanced theory and practical techniques in haircoloring. Course covers the recognition of color problems and color correction procedures in preparation for the Colorado State Board Licensing Examination. Topics in this course include: advanced techniques, color formulation, and product knowledge.

**COS 2020            Intermediate II: Haircutting**
2.0 Credits
This course covers haircutting theory related to facial shapes, head and body forms to determine the techniques necessary for client's specified haircut and practical applications of haircutting techniques for various client requests.

**COS 2021            Advanced Haircutting**
2.0 Credits
This course covers advanced haircutting techniques utilizing multiple cutting tools and emphasizes current fashion trends and preparation for the Colorado State Licensure examination.

**COS 2030            Intermediate II: Hairstyling**
2.0 Credits
This course covers accepted methods of styling hair, including: air forming, roller sets, iron sets, finger waves, braiding and hair pressing. Students will practice hairstyling techniques for client purposes in specialized classes or in a supervised salon setting.

**COS 2031            Advanced Hairstyling**
1.0 Credit
This course covers hairstyling theory and advanced techniques in all phases of hair styling to prepare the student for employment. Training is a combination of supervised salon work and specialized classes. Students will prepare for the Colorado State Board Licensing Examination.

**COS 2040            Intermediate II: Chemical Texture**
1.0 Credit
This course covers theory of chemical texture and practical application of permanent waves and chemical relaxers in specialized classes or a supervised salon setting. Students will practice different wrapping techniques required by trend styles or per client request.

**COS 2041            Advanced Chemical Texture**
1.0 Credit
This course covers advanced techniques for chemical texture and current industry standards of practice to prepare the student for employment and the State Board Licensing Examination. Instruction is provided in specialized classes or supervised salon setting.

**COS 2050            Business Management /Personal Skills/ Ethics**
1.0 Credit
This course covers salon management business practices and the knowledge and skills necessary to build a successful business. Topics covered in this course include: basic business management, interpersonal skills, basic techniques in salesmanship and customer services, job readiness skills, and professional ethics.

**COS 2060**      **Intermediate II: Infection Control and Prevention**

2.0 Credits

This course covers infection control theory and practice of proper methods of sterilization, disinfection, sanitation, and safety procedures as related to all phases of the industry. Topics for this course include: terminology and training of disinfection, sanitation, and safety procedures. The individual's responsibility to provide a safe work environment is practiced.

**COS 2061**      **Advanced Infection Control and Prevention**

1.0 Credit

This course covers advanced training on decontamination and safety practices in a supervised salon and/or classroom setting and primarily focuses on student preparation for the Colorado State Board Licensing Examination in decontamination and safety for all aspects of the industry. Topics for this course include: Occupational Safety and Health Administration (OSHA) requirements for schools and salons.

**COS 2062**      **Advanced II: Disinfection, Sanitation & Safety**

3.0 Credits

This course is the extra hours/credits required for the hairstylist program, per State Board of Colorado Barber/Cosmetology Board. Provides advanced training on decontamination and safety practices in a supervised salon and/or classroom setting. Examines advanced techniques that prepare the student for employment. Includes student preparation for the State Board Licensing Examination in decontamination and safety for all aspects of the industry. Study of OSHA requirements for schools and salon are done in a theory or practical setting.

**COS 2088**      **Practicum**

0.0 Credits

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

## Criminal Justice

**CRJ 1010**      **Introduction to Criminal Justice: GT-SS3**

3.0 Credits

Introduces the basic components of the criminal justice system in the United States. Concepts of crime, crime data, victimization, perspectives, and views of crime, theory, and law are discussed. Particular attention to the criminal justice process, interaction and conflict between criminal justice agencies, and current criminal justice issues are examined. This is a statewide Guaranteed Transfer course in the GT-SS3 category.

**CRJ 1025**      **Policing Systems**

3.0 Credits

Examines policing in the United States, including historical foundations, emerging issues, and the relationship between law enforcement and the community. The various types of law enforcement agencies, their administrative practices, and the behavior of those involved in the delivery of police services are examined from the perspective of democratic values, racial and ethnic diversity, and societal perceptions of police effectiveness. Career requirements, including current and future trends, are also presented.

**CRJ 1027**      **Crime Scene Investigation**

3.0 Credits

Focuses on basic procedures in crime scene management to include photography and preparing initial reports and sketches. Includes processing evidence and related criminalistic procedures. Covers interviewing suspects, witnesses and victims to include the recording of identifications and descriptions. Incorporates lab and lecture.

**CRJ 1035**      **Judicial Function**

3.0 Credits

Provides an overview of the structure and function of the dual American judicial system and the behavior of actors (judges/justices, lawyers, law clerks, interest groups, etc.) within the system. Emphasis is placed on the organization and administration of state and federal courts, criminal court procedures, juries, selection of judges, decision-making behavior of juries, judges and justices, and the implementation and impact of judicial policies

**CRJ 1045**      **Correctional Process**

3.0 Credits

Examines the history of corrections in America from law enforcement through the administration of justice, probation, prisons, correctional institutions, and parole. This course examines the theories, rationales for punishment, and the political system in which corrections, as a component part of the criminal justice system, needs to operate. The course emphasizes legal, sociological, psychological, and other interdisciplinary approached that effect the operation of a correctional system.

**CRJ 2005**      **Principles of Criminal Law**

3.0 Credits

Focuses on common law and statutory law crimes, the Model Penal Code, elements defining crimes and penalties, defenses to criminal accusations, and definitions and distinctions between criminal and civil law.

**CRJ 2010**      **Constitutional Law**

3.0 Credits

Focuses on the powers of government as they are allocated and defined by the United States Constitution. The course includes intensive analysis of United States Supreme Court decisions.

**CRJ 2020**      **Human Relations and Social Conflict**

3.0 Credits

Exploration of the environmental, organizational and socio-psychological dimensions of social control. Includes the study of individual attitudes, beliefs and behavior involved in role conflicts, community relations and conflict management in the social structure.

**CRJ 2030**      **Criminology**

3.0 Credits

Provides an introduction to the study of crime, understanding the causes of crime, and examines, theoretical frameworks and theories to explain criminal behavior. Examination of the nature of crime, crime victimization, crime patterns, types of crime, crime statistics, and criminal behavior is also included.

**CRJ 2036**      **CRJ Research Methods**

3.0 Credits

Focuses on the formulation of research questions covering crime and justice, research designs, data collection, and the interpretation and reporting of these data in criminological and justice-system settings. Course content also includes experimental and non-experimental research designs, probability and non-probability sampling techniques, and construction of scales and indexes for research purposes.

**CRJ 2057        Victimology**
3.0 Credits
Demonstrates to the student the role the crime victim plays in the criminal justice system. The traditional response that a crime victim receives from the system will be studied and the psychological, emotional and financial impact these responses have on victimization will be analyzed.

# Computer Science

**CSC 1005        Computer Literacy**
3.0 Credits
Introduces students to current technologies. Special focus on ensuring students become technologically competent and computer literate. Emphasis is placed on technology fundamentals and terminology through the evaluation of hardware and software. Provides students with a working knowledge of operating system use, file management and security. Introduces the internet as a research and communication tool. Application software is covered to ensure the fundamental computer skills for personal, academic and business use are obtained.

**CSC 1019        Introduction to Programming: (Programming Language)**
3.0 Credits
Focuses on a general introduction to computer programming. This course emphasizes the design and implementation of structured and logically correct programs with good documentation. It is centered on basic programming concepts, including control structures, modularization, and data processing. A structured programming language is used to implement program designs. It emphasizes the writing of multiple programs following the software development process, from start to finish, including design, implementation, and testing.

**CSC 1060        Computer Science I: (Language)**
4.0 Credits
Introduces students to the discipline of computer science and programming. Algorithm development, data representation, logical expressions, sub-programs and input/output operations using a high-level programming language are covered. Intensive lab work outside of class time is required.

**CSC 1061        Computer Science II: (Language)**
4.0 Credits
Continues algorithm development and problem solving techniques not covered in Computer Science I using a high-level programming language. Students are able to gain experience in the use of data structures and the design and implementation of larger software projects. Intensive computer laboratory experience is required for this course.

**CSC 1094        Service Learning**
0.0 Credits
Allows the student to provide a service to the community utilizing knowledge and skills acquired from a course in which the student is curently enrolled or has previously taken at the student`s respective college.

**CSC 2020        Introduction to Microsoft Visual Basic.NET**
3.0 Credits
Provides students with the knowledge and skills needed to develop applications in Microsoft Visual Basic .NET for the Microsoft .NET platform. Focuses on user interfaces, program structure, language syntax, and implementation details. This is the first course in the Visual Basic .NET curriculum and serves as the entry point for other .NET courses.

**CSC 2030        C Programming: Platform**
3.0 Credits
Prepares students to be a better programmer using the C programming language. C is a mid-level language whose economy of expression and data manipulation features allows a programmer to deal with the computer at a low level. The goal is to learn skills that are usable in many languages and understand what is happening at the machine level. The student should already understand the control structures selection, iteration, and subroutines (functions/methods).

**CSC 2040        Java Programming**
3.0 Credits
Introduces the Java Platform, Standard Edition (Java SE), to develop Graphical User Interface (GUI) applications. Language constructs will include loops, conditionals, methods, and arrays. The code will incorporate event and exception handling, File I/O, and Object-Oriented Programming (OOP) concepts.

# Dental Assisting

**DEA 1001        Dental Terminology**
1.0 Credit
Includes colloquial versus professional terminology, word elements and structure as they apply to dental terminology.

**DEA 1011        Introduction to Dental Practices**
1.0 Credit
Includes roles and responsibilities of the dental health team; educational background for the various specialties including general practitioner, hygienist, dental assistant; history, legal implications, ethical responsibilities and the role of professional organizations.

**DEA 1015        Infection Control**
3.0 Credits
Includes basic information concerning infection and disease transmission in the dental office. Emphasizes knowledge of microorganisms, with an emphasis on aseptic techniques, sterilization, and hazardous communication management.

**DEA 1016        Medical Emergencies in the Dental Office**
2.0 Credits
Includes techniques for taking and reading vital signs. Emphasizes recognition, prevention, and management of medical emergency situations in the dental office. Covers completing and updating patient health history. Addresses pharmacology.

**DEA 1021        Principles of Clinical Practice**
3.0 Credits
Includes techniques used in four handed dentistry, instrument identification, and armamentarium for tray set-ups. Covers sterilization and aseptic procedures.

**DEA 1023        Dental Materials I**
3.0 Credits
Includes fundamentals of dental materials as they apply to clinical and laboratory applications of cements, bases, liners, dental metals, resins, glass ionomers, ceramics and dental abrasives.

**DEA 1024        Dental Radiography**

3.0 Credits

Focuses on the science of radiography, the application of radiographic techniques, and aseptic techniques.

**DEA 1081        Dental Clinical Internship I**

0.0 Credits

Provides an opportunity to perform clinical dental assisting skills in a dental office or clinical setting and work toward completing clinical hours required by the Commission on Dental Accreditation (CODA) .

## Early Childhood Education

**ECE 1011        Introduction to Early Childhood Education**

3.0 Credits

Provides an introduction to the profession of Early Childhood Education (ECE). Course content includes eight key areas of professional knowledge related to working with young children and their families in early care and education settings: child growth and development; health, nutrition and safety; developmentally appropriate practices; guidance; family and community relationships; diversity and inclusion; professionalism; and administration and supervision. This course addresses children ages birth through 8 years.

**ECE 1031        Guidance Strategies for Young Children**

3.0 Credits

Provides an exploration of guidance theories, techniques, and practices used to address repeated patterns of child behavior that interferes with a young child's ability to learn and be engaged in prosocial interactions with peers and adults. This course covers factors that influence children's behaviors, as well as aspects of early childhood educator professionalism related to ethical and equitable guidance practice. This course addresses children ages birth through 8 years.

**ECE 1045        Introduction to Early Childhood Education Techniques**

3.0 Credits

Focuses on a classroom seminar and placement in a child care setting. The supervised placement provides the student with the opportunity to observe children, to practice appropriate interactions, and to develop effective guidance and management techniques. Addresses ages birth through age 8.

**ECE 1111        Infant and Toddler Theory and Practice**

3.0 Credits

Presents an overview of development and care pertinent to infant and toddler children, ages birth to three years, in early childhood settings. The course includes information on state requirements for regulating health, safety, and nutrition practices in early childhood settings, and on indicators of quality care for infants and toddlers.

**ECE 1125        Intro to Infant\Toddler Lab Techniques**

3.0 Credits

Includes a classroom seminar and placement in an infant and\or toddler setting. The supervised placement provides the student with the opportunity to observe, to practice appropriate interactions and to develop effective guidance and nurturing techniques with infants and\or toddlers. Addresses ages prenatal through age 2.

**ECE 2051        ECE Nutrition, Health, and Safety**

3.0 Credits

Focuses on nutrition, health, and safety as key factors for optimal growth and development of young children. This course includes nutrition knowledge, menu planning, food program participation, health practices, management and safety, appropriate activities, and communication with families for early childhood educators. This course addresses children ages birth through 12 years.

**ECE 2088        Practicum: Early Childhood Education**

0.0 Credits

Provides students with advanced field experience opportunities in early childhood education programs.

**ECE 2089        Capstone: Early Childhood Education**

0.0 Credits

Incorporates a demonstrated culmination of learning within a given program of study.

**ECE 2101        Working with Families and Communities**

3.0 Credits

Examines professional attitudes related to working with diverse families and how unconscious bias may affect family-professional partnerships in early care and education settings. This course covers theoretical perspectives of families and communities, communication strategies, and an exploration of activities and resources to support family engagement in their children's education. Supporting equity and inclusion of all family cultures in early care and education settings for children ages birth through eight.

**ECE 2381        ECE Child Growth and Development**

3.0 Credits

Covers the growth and development of the child from conception through the elementary school years. This course emphasizes physical, cognitive, language, social, and emotional domains of development as they pertain to the concept of the whole child. It also includes ways adults can provide a supportive early childhood care and educational environment through teamwork and collaboration.

**ECE 2401        Administration of Early Childhood Care and Education Programs**

3.0 Credits

Provides foundational knowledge in early childhood program business operations, program development, and evaluation. This course covers administrative skills, ethical decision making, risk and resource management, and components of quality Early Childhood Education (ECE) programs serving children ages birth through 12 years.

**ECE 2411        Administration:Human Relations for Early Childhood Education**

3.0 Credits

Focuses on the human relations component of an early childhood professional's responsibilities. This course includes director-staff relationships, staff development, leadership strategies, family-professional partnerships, and community interaction.

**ECE 2601        The Exceptional Child**

3.0 Credits

Presents an overview of critical elements related to educating young children with disabilities or special needs in the early childhood setting. Topics include: typical and atypical development; legal requirements; research-based practices related to inclusion; teaming and collaboration; and accommodations and adaptations. This course examines how a

disability or special need may impact a young child's learning process. This course addresses children ages birth through 8 years.

**ECE 2621**  **ECE Curriculum Development: Methods and Techniques**

3.0 Credits

Provides an overview of early childhood curriculum development. This course includes processes for planning and implementing developmentally appropriate environments, materials, and experiences that represent best practices in early childhood (EC) program settings. This course addresses children ages birth through 8 years.

**ECE 2631**  **Language and Cognition for the Young Child**

3.0 Credits

Examines theories of cognitive and language development as a framework for conceptualizing the way children acquire thinking skills. Includes observing, planning, facilitating, creative representation, and evaluating strategies within the context of play. Focuses on language, science, math, problem solving and logical thinking. Addresses ages birth through age 8.

**ECE 2641**  **Creativity and the Young Child**

3.0 Credits

Explores creative learning theories and evidence-based practices related to creative self-expression with young children. The course emphasizes the teacher's role in encouraging and supporting creativity and problem-solving skills. The course also addresses the use of developmentally appropriate curriculum planning to promote creative self-expression in all developmental domains for children ages birth through 8 years.

## Economics

**ECO 2001**  **Principles of Macroeconomics: GT-SS1**

3.0 Credits

Focuses on the study of the national economy, emphasizing business cycles and long-run growth trends. Explores how macroeconomic performance is measured, including Gross Domestic Product and labor market indicators. Examines the saving-investment relationship and its relationship to Aggregate Supply and Aggregate Demand. Discusses money and banking, international trade, fiscal and monetary policy. Explores the macroeconomic role of the public sector. This is a statewide Guaranteed Transfer course in the GT-SS1 category.

**ECO 2002**  **Principles of Microeconomics: GT-SS1**

3.0 Credits

Focuses on the study of individual decision making, emphasizing households, business firms and industry analysis. Explores market models, including competition, monopoly, monopolistic competition and oligopoly. Examines market failure and related efficiency criteria for government intervention. Explores public policy, including labor market issues, poverty and the environment. This is a statewide Guaranteed Transfer course in the GT-SS1 category.

## Education

**EDU 1088**  **Practicum I**

0.0 Credits

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the education facility and with the direct guidance of the instructor.

**EDU 2088**  **Practicum II**

0.0 Credits

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the education facility and with the direct guidance of the instructor.

**EDU 2211**  **Introduction to Education**

3.0 Credits

Focuses on the historical, social, political, philosophical, cultural, and economic forces that shape the United States public school system. This course includes current issues of education reform, technology as it relates to education, and considerations related to becoming a teacher in the state of Colorado. The course addresses the educational theory and practices from Early Childhood Education (ECE) through secondary education.

**EDU 2221**  **Effective Teaching**

1.0 Credit

Focuses on strategies for becoming effective teachers in diverse education settings within Early Childhood Education (ECE), K-12, or higher education. This course includes using learning objectives for assessment, instructional design, and lesson planning to create inclusive learning environments through the implementation of research-based best practices.

**EDU 2341**  **Multicultural Education**

3.0 Credits

Explores racial, ethnic, cultural, and socioeconomic groups to gain an understanding of equity, diversity, and inclusion in communities and education. This course provides opportunities to contextualize multicultural perspectives in society and their impact on the education system.

**EDU 2401**  **Teaching the Exceptional Learners**

3.0 Credits

Focuses on learners with exceptionalities with emphasis on factors relating to current practices, identification, characteristics, and educational adaptations in special education preschool to 21 (P-21). Course topics include issues related to mild disabilities, severe disabilities, emotional and behavioral disorders, intellectual disabilities, and gifted and talented.

**EDU 2611**  **Teaching, Learning & Technology**

3.0 Credits

Explores integration of technology instruction into teaching practices used in preschool through postsecondary (P-21) educational settings for all curriculum areas of content. This course reviews a variety of technologies with an emphasis on increasing student learning and retention of knowledge. The course also explores combining technology with several instructional methodologies to promote professional teacher dispositions related to technology-rich teaching.

## Engineering

**EGG 1030**  **Robotics Design**

1.0 Credit

Focuses on the process of building an autonomous robot from the initial design to final evaluation. Includes design and building of the mechanical structure, electrical system as well as programming and integration of all systems to produce a fully functional autonomous robot capable

of performing a series of proscribed tasks. Culminates with a detailed evaluation of both the robot and its performance.

### EGG 1051 — Introduction to Experimental Design and Engineering

2.0 Credits
Introduces the design and construction of scientific and/or engineering experiments. This course covers the entire life cycle of the experiment or prototype from concept generation and design through construction, making measurements, analysis of collected data, and communication of results.

## Electricity Ind/Commercial

### EIC 1002 — Electrical Principles and Applied Calculations

3.0 Credits
Provide the fundamental principles that are involved with all electrical calculations and operations as well as practical applications of various concepts.

### EIC 1102 — Safety & Industry Certifications

4.0 Credits
Learn a comprehensive review of electrical industry safety standards. When applicable, the student will earn a permit and/or certification in the following areas: CDL Licensing, First Aid/CPR/AED, Flagging, OSH 1910.269, National Electric Safety Code Rescue Procedures, Excavation Safety and use of Personal Protective Equipment.

### EIC 1210 — Power Theory & High Volt Appar

3.0 Credits
Focuses on Ohm's Law, measurements, fundamentals of AC and DC circuits, with an emphasis on transformers and transformer connections, identify key elements in high voltage electrical systems from the generation station to the end consumer.

### EIC 1230 — Underground Power Systems

7.0 Credits
Learn safety practices and related safety manual regulations, terminology, tool usage, fault finding, cable locating, equipment operation, switching procedures, installation of terminal devices, cable pulling, splicing, material identification, transformer and apparatus applications.

### EIC 1231 — Overhead Power Systems

9.0 Credits
Learn safety practices, terminology, material identification, construction standards as per specification books, equipment identification and use, pole climbing, and overhead construction.

## Emergency Medical Service

### EMS 1015 — Emergency Medical Responder

3.0 Credits
Provides the student with core knowledge and skills to function in the capacity of a first responder arriving at the scene of an emergency, providing supportive care until advanced EMS help arrives.

### EMS 1021 — EMT Fundamentals

3.0 Credits

Introduces the Emergency Medical Technician (EMT) student to prehospital emergency care. The topics included in this course are Emergency Medical Services (EMS) systems, well-being of the EMT, communications, documentation, anatomy, airway management, and patient assessment.

### EMS 1022 — EMT Medical Emergencies

4.0 Credits
Provides the Emergency Medical Technician (EMT) student with the knowledge and skills to effectively provide emergency care and transportation to a patient experiencing a medical emergency. This course focuses on the integration of the physical exam, medical history, and pathophysiology when assessing and treating the medical patient.

### EMS 1023 — EMT Trauma Emergencies

2.0 Credits
Provides the Emergency Medical Technician (EMT) student with the knowledge and skills to provide appropriate emergency care and transportation of a patient who has suffered a traumatic injury. The concepts of kinematics and the biomechanics of trauma, along with pathophysiology and injury patterns will provide the student with the ability to assess and manage the trauma patient.

### EMS 1024 — EMT Special Considerations

2.0 Credits
Provides the Emergency Medical Technician (EMT) student with the knowledge and skills required to modify the assessment, treatment, and transportation of special patient populations and patients in special circumstances. This course also provides an overview of incident command, mass casualty incidents, vehicle extrication, air medical support, hazardous materials, and terrorism.

### EMS 1026 — EMT Basic Refresher

2.0 Credits
Provides the student with a refresher course designed to meet the recertification requirements for the State of Colorado and/or a portion of the recertification requirements for National Registry.

### EMS 1070 — EMT Clinical

1.0 Credit
Provides the EMT student with the clinical experience required for initial certification and some renewal processes.

### EMS 1071 — Advanced Emergency Medical Technician Clinical Internship

2.0 Credits
Builds on the Advanced Emergency Medical Technician (AEMT) student's fundamental knowledge of patient care in the clinical and field setting. The student will perform patient assessments through physical examination, and patient interviews of health history and current illness. The student will then use those assessment findings to develop and carry out a patient treatment plan. This will include pediatric, geriatric and adult patients with a variety of presentations. The student will also survey each field scene for safety considerations and scene management.

### EMS 1081 — EMS Internship I

0.0 Credits
Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

**EMS 1125          Advanced Emergency Medical Technician Fundamentals**

2.0 Credits

Provides the Advanced Emergency Medical Technician (AEMT) student with instruction in EMS systems, communications and documentation, pathophysiology, airway management, and the role of EMS in public health.

**EMS 1127          Advanced Emergency Medical Technician Special Considerations**

2.0 Credits

Introduces the Advanced Emergency Medical Technician (AEMT) student to the fundamental knowledge of growth, development and aging considerations in the emergency patient. The student will learn to use assessment findings to provide basic and selected advanced emergency care and transportation for a patient with special needs. These include the obstetric patient, neonatal patient, pediatric patient, geriatric patient, and patients with special challenges. Learners will apply this knowledge to patient assessment and the development of a treatment plan in a simulated setting. This course also provides an overview of the principles of safe ground ambulance operations, incident management, multiple casualty incidents, air medical responses, vehicle extrication, hazardous material awareness and terrorism and disaster response. Learners will apply critical thinking skills to ensuring the safety of a scene and a plan for safe patient care and transportation.

**EMS 1129          Emergency Medical Technician Pharamacology**

1.0 Credit

Provides the Advanced Emergency Medical Technician (AEMT) student with a basis for making clinical decisions in the pharmacologic management of patients commonly encountered in the pre-hospital setting. Topics include the legal and ethical aspects of pharmacotherapy, roles, responsibilities and techniques associated with medication preparation and administration, the classification and naming of medications, pharmacokinetics, pharmacodynamics and medication calculations. In addition the mechanism of action, dose, route(s) of administration, therapeutic effects, adverse effects, and therapeutic indications for medications within the Advanced Emergency Medical Technician scope of practice are discussed in detail.

**EMS 1132          EMS Intravenous / Intraosseous Therapy**

2.0 Credits

Focuses on cognitive and skill practice for the Colorado scope of practice for the IV / IO endorsement as outlined in the Intravenous / Intraosseous Therapy and Medication Administration course curriculum.

**EMS 1133          Advanced Emergencies Medical Technician Medical Emergencies**

2.0 Credits

Introduces the Advanced Emergency Medical Technician (AEMT) student to a fundamental knowledge of emergency care for the medical patient. This course provides instruction in the integration of physical exam findings, history findings, and pathophysiology when assessing and treating the medical patient. Topics addressed include neurology, immunology, infectious diseases, endocrine disorders, cardiovascular disorders, toxicology, respiratory emergencies, hematology, and renal disorders.

**EMS 1135          Advanced Emergency Medical Technician Trauma Emergencies**

2.0 Credits

Introduces the Advanced Emergency Medical Technician (AEMT) student to a fundamental knowledge of emergency care for the trauma patient.

The student will learn how to utilize assessment findings to provide basic and selected advanced emergency care and transportation for the trauma patient

**EMS 2006          EMT Intermediate Refresher**

3.0 Credits

Meets or exceeds minimum requirements for renewing EMT Intermediate or EMT Intermediates in the re-entry program.

**EMS 2020          Paramedic Refresher**

3.0 Credits

Updates the EMT-P in four specific areas of prehospital emergency care. Includes trauma, medical, Advanced Life Support (ALS) and elective topics focused on ancillary issues in EMS.

**EMS 2025          Fundamentals of Paramedic Practice**

3.0 Credits

Introduces the paramedic student to the advanced practice of prehospital care. This course covers professional behavior, medical ethics, legal issues, patient assessment, therapeutic communication, clinical decision making, and basic and advanced airway management. This course discusses EMS 's role in the healthcare continuum, professional communication, patient care documentation, IV fluid therapy and resuscitation, and the application of evidence based medicine. A brief overview of human anatomy, physiology and pathophysiology is included.

**EMS 2026          Fundamentals of Paramedic Practice - Lab**

2.0 Credits

Teaches the skills necessary for the paramedic to apply professional behavior, medical ethics, legal issues, patient assessment, therapeutic communication, clinical decision making, and airway management. Serves as the companion course to Fundamentals of Paramedic Practice.

**EMS 2027          Paramedic Special Considerations**

3.0 Credits

Introduces the paramedic student to concepts in assessing and meeting the emergency care needs of the neonate, pediatric, geriatric and special needs patient. This course focuses on epidemiology, pathophysiology, assessment and treatment of these patient groups. Common medical and traumatic presentations are addressed. Relevant psychosocial and ethno cultural concepts and legal and ethical implications are integrated throughout.

**EMS 2028          Paramedic Special Considerations Lab**

2.0 Credits

Teaches the skills necessary for the paramedic to effectively assess and treat neonatal, pediatric, geriatric, and special needs patients utilizing skills and simulation scenarios. Serves as the companion course to Paramedic Special Considerations.

**EMS 2029          Paramedic Pharmacology**

3.0 Credits

Introduces the paramedic student to advanced emergency pharmacology, pharmacokinetics and pharmacodynamics. This course will include laws affecting the use and distribution of medications, medication dosing, clinical calculations, routes of administration and discussion of common medication classifications to include indications, contraindications and side effects.

**EMS 2030          Paramedic Pharmacology Lab**

2.0 Credits

Teaches the skills necessary for the paramedic to safely and effectively administer emergency medications. Serves as the companion course to Paramedic Pharmacology.

### EMS 2031      Paramedic Cardiology
5.0 Credits
Introduces the paramedic student to cardiovascular emergencies and the care of patients presenting with cardiovascular emergencies. Topics will include assessment of the cardiovascular system, ECG acquisition and interpretation both single lead and 12 lead, pathophysiology of cardiovascular disease and treatments indicated for a given disease.

### EMS 2032      Paramedic Cardiology Lab
1.0 Credit
Teaches the skills necessary for the paramedic to effectively assess and treat patients presenting with cardiovascular emergencies utilizing skills and simulation scenarios. Serves as the companion course to Paramedic Cardiology.

### EMS 2033      Paramedic Medical Emergencies
4.0 Credits
Expands on the paramedic student's knowledge of medical emergencies with the Integration of assessment findings in formulating a field impression and implementing a treatment plan. This course will cover principles of epidemiology and pathophysiology related to common medical emergencies including: neurological, abdominal and gastrointestinal disorders, immunological, infectious diseases, endocrine disorders, psychiatric disorders, toxicological, respiratory, hematological, genitourinary, gynecological, non-traumatic musculoskeletal disorders, and diseases of the eyes, ears, nose, and throat

### EMS 2034      Paramedic Medical Emergencies Lab
1.0 Credit
Teaches the skills necessary for the paramedic to effectively assess and treat patients with a variety of medical emergencies utilizing skills and simulation scenarios. Serves as the companion course to Paramedic Medical Emergencies.

### EMS 2035      Paramedic Trauma Emergencies
4.0 Credits
Expands on the paramedic student's knowledge of trauma emergencies with the integration of assessment findings in formulating a field impression and implementing a treatment plan for an acutely injured patient.
The course will provide an in depth evaluation of trauma to include: categorization of trauma patients, incidence of trauma, trauma systems, types of injury, trauma assessment, documentation in trauma, trauma scoring scales, trauma center designations, and transfer of patients.

### EMS 2036      Paramedic Trauma Emergencies Lab
1.0 Credit
Teaches the skills necessary for the paramedic to effectively assess and treat patients with a variety of traumatic emergencies utilizing skills and simulation scenarios. Serves as the companion lab course for Paramedic Trauma Emergencies.

### EMS 2037      Paramedic Internship Preparatory
2.0 Credits
Reviews concepts and techniques used in the prehospital setting.

### EMS 2080      Internship I: Paramedic
0.0 Credits
Serves as the preceptor/internship program for paramedic students.

### EMS 2081      Paramedic Internship II
0.0 Credits
Serves as the continuation of EMS 280, preceptor program for paramedic students.

## English

### ENG 0092      Composition and Reading
5.0 Credits
Integrates and contextualizes college-level reading and writing.

### ENG 0094      Studio 1021
3.0 Credits
Integrates and contextualizes reading and writing strategies tailored to co-requisite ENG 1021 coursework.

### ENG 1021      English Composition I : GT-CO1
3.0 Credits
Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. This course includes a wide variety of compositions that stress analytical, evaluative, and persuasive/argumentative writing. This is a statewide Guaranteed Transfer course in the GT-CO1 category.

### ENG 1022      English Composition II:GT-CO2
3.0 Credits
Expands and refines the objectives of English Composition I. Emphasizes critical/logical thinking and reading, problem definition, research strategies, and writing analytical, evaluative, and/or argumentative compositions. This is a statewide Guaranteed Transfer course in the GT-CO2 category.

### ENG 1031      Technical Writing I: GT-CO1
3.0 Credits
Develops skills one can apply to a variety of technical documents. Focuses on principles for organizing, writing, and revising clear, readable documents for industry, business, and government. This is a statewide Guaranteed Transfer course in the GT-CO1 category.

### ENG 2021      Creative Writing I: GT-AH1
3.0 Credits
Examines techniques for creative writing by exploring imaginative uses of language through creative genres (fiction, poetry, and other types of creative production such as drama, screenplays, graphic narrative, or creative nonfiction) with emphasis on the student's own unique style, subject matter and needs. This is a statewide Guaranteed Transfer course in the GT-AH1 category.

### ENG 2022      Creative Writing II
3.0 Credits
Provides continued development of written expression in the creative genres (fiction, poetry, and other types of creative production such as drama, screenplays, graphic narrative, or creative nonfiction) with emphasis on the student's own unique style, subject matter and needs. This course is a creative writing workshop centered around producing and critiquing creative work.

# Environmental Science

### ENV 1010      Natural Disasters: GT-SC2
3.0 Credits
Introduces different types of natural hazards, their causes, effects, and what can be done to reduce the risks to human populations. Scientific advances related to understanding, predicting, and preparing for natural disasters are discussed. This course also covers anthropogenic changes to Earth systems, which may be increasing the frequency and severity of these events. This is a statewide Guaranteed Transfer course in the GT-SC2 category.

### ENV 1111      Environmental Science with Lab: GT-SC1
4.0 Credits
Introduces the basic concepts of ecology and the relationship between environmental problems and biological systems. This course includes interdisciplinary discussions on biology, chemistry, geology, energy, natural resources, pollution, and environmental protection. A holistic approach is used when analyzing how the foundations of natural sciences interconnect with the environment. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

# Esthetician

### EST 1010      Introduction to Skin Care
3.0 Credits
This course covers the study of skin in both theory and practical applications for skin care professionals. Topics included in the course are: skin structure and function, massage manipulations while providing facials and the benefits derived from a proper facial, and good skin care routines. Training is conducted in a classroom or lab setting using manikins or models.

### EST 1011      Intermediate Skin Care
2.0 Credits
This course covers skin care and practical application pertaining to anatomy, skin disorders, skin types and facial shapes. Students will help patrons to select the proper skin care treatment(s). Practical and theory application can be done in specialized classes or supervised salon setting using models or customer service.

### EST 2010      Advanced Skin Care
2.0 Credits
This course covers advanced techniques for massage, skin care, and lash/brow tinting. Theory and practical procedures ready the student for employment and preparation for State Board Licensing Examination. Instruction is provided in specialized classes or in a supervised salon setting.

### EST 2011      Make-up for Skin Care Professionals
1.0 Credit
This course covers cosmetics and their functions for the skin care professional, including the importance of color theory, facial types and skin tones as they relate to facial makeup. Topics in this course include: Instruction from the basic makeup application, corrective makeup procedures, and disinfection and sanitation pertaining to all aspects of makeup.

### EST 2012      Hair Removal
3.0 Credits
This course covers in-depth study and practice of hair removal and the practice of patron protection and safety. Training for general waxing and body waxing procedures are provided. Demonstration of disinfection and sanitation as it pertains to Colorado rules and regulations will be practiced.

# Geography

### GEO 1005      World Regional Geography: GT-SS2
3.0 Credits
Examines the spatial distribution of environmental and societal phenomena in the world's regions. Environmental phenomena includes topography, climate, and natural resources. Societal phenomena includes patterns of population and settlement, religion, ethnicity, language, and economic development. This course also analyzes the characteristics that define world regions and distinguishes them from each other. This course examines the relationships between physical environments and human societies, and examines globalization, emphasizing the geopolitical and economic relationships between more developed and less developed regions. This is a statewide Guaranteed Transfer course in the GT-SS2 category.

### GEO 1006      Human Geography: GT-SS2
3.0 Credits
Introduces geographic perspectives and methods in the study of human societies by examining the spatial characteristics of populations, language, religion, ethnicity, politics, and economics. This course examines the relationships between physical environments and human societies. This is a statewide Guaranteed Transfer course in the GT-SS2 category.

### GEO 1012      Physical Geography - Weather, Climate and Ecosystems w/Lab: GT-SC1
4.0 Credits
Introduces the principles of meteorology, climatology, ecology, and regional climate classification. The course investigates the geographic factors which influence climate and ecosystems such as topography, elevation, winds, ocean currents, and latitude. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

# Geology

### GEY 1111      Physical Geology with Lab: GT-SC1
4.0 Credits
Introduces the major topics of geology. Course content encompasses Earth's materials, structure, and surface landforms. Geologic time and the geologic processes responsible for Earth's internal and external features are covered. This course includes laboratory experience. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

### GEY 1112      Historical Geology w/Lab: GT: SC1
4.0 Credits
Covers the development of Earth through the vast span of geologic time. Emphasis is on the investigation and interpretation of sedimentary rocks and features, the record of ancient environments, fossil life forms, and physical events in Earth's history within the framework of plate tectonics. This course includes laboratory experience. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

## Geographical Information Sys

**GIS 1000      Geographic Information System Fundamentals**

3.0 Credits

Introduce students to an overview of geospatial technology. Students will be introduced to the concepts of spatial thinking and analysis through the exploration of GIS, Remote Sensing, web-based maps and mobile mapping. Emphasis is placed on understanding the fundamental aspects of these technologies and how they are currently being applied across a variety of disciplines.

**GIS 1001      Introduction to Geographic Information Systems**

3.0 Credits

Surveys the development, application and use of geographic information systems (GIS).

## Gunsmithing - NRA

**GUN 1003      Blueing**

2.0 Credits

Covers blueing methods, chemicals, temperatures, and equipment. Incorporates hands-on experience with firearm disassembly, metal preparation, and blueing process.

**GUN 1005      Color Case Hardening**

2.0 Credits

Focuses on first hand experience in color case hardening. Includes equipment, metal preparation, types of charcoal, quenching mediums, and source of supplies. Students should bring two or three suitable actions and other parts (grip caps, butt plates, or similar small parts) to be color case hardened. Contact the instructor to make sure that your actions are suitable for color case hardening.

**GUN 1016      Basic Precision Welding**

2.0 Credits

Serves as a forty-hour block of hands-on instruction in four welding processes: Oxy/Acetylene; Shielded Arc Welding; Gas Metal Arc Welding (MIG); and Gas Tungsten Arc Welding (TIG). Emphasizes fabrication and repair of small metal fixtures and parts relating to the gunsmithing industry.

**GUN 1020      Basic Machine Shop**

2.0 Credits

Incorporates instruction and hands-on experience in machine tool operation. Focuses on experience with the drill press, metalworking lathe, and milling machine in the manufacture of parts and tools. Enrollment is limited to 14 students.

**GUN 1021      Advanced Machine Shop**

2.0 Credits

Provides further instruction and practice on machine tool operations. Focuses on rifle rebarreling techniques and advanced machine shop operations. Projects vary according to individual interests, but could include tool making or octagon barrels. Enrollment is limited to 14 students.

**GUN 1022      Tools and Fixtures**

2.0 Credits

Serves as a one-week machine shop course that covers the making of various specialized tools and fixtures used in the gunshop. Projects vary depending on the requirements of the individual student and the types of firearms they wish to work on.

**GUN 1030      Introduction to Computer Numerical Control (CNC) Machining**

2.0 Credits

Covers the history of Computer Numerical Control (CNC) machining development, major types of CNC machinery, basic shop math for CNC operations, basic machining processes related to CNC operations, fundamentals of CNC machine set-up and operations, and common types of work piece materials.

**GUN 1068      Single Action Revolver Modifications**

2.0 Credits

Serves as a one-week course designed for Ruger single action revolvers, although the Colt SAA and copies are also welcome. Covers basic action tuning (general use, hunting, and Cowboy), troubleshooting, timing, barrel fitting, and sight installations.

**GUN 1101      Introduction to Gunsmithing**

2.0 Credits

Covers operational theory, disassembly and assembly, proper use of the hand tools and precision measuring instruments, and an introduction to basic bench work of the gunsmithing trade. Addresses minor gun repair and the installation of firearm accessories. Includes a brief study of Federal Firearms Law and record keeping.

**GUN 1102      Gunsmithing Hand Tools**

2.0 Credits

Introduces gunsmithing tools and their use. Enables the student to make various specialized gunsmithing hand tools. Includes filing, layout work, forging, soldering, brazing, basic metallurgy and heat treating, and shop safety.

**GUN 1108      Blueprint Bolt Actions**

2.0 Credits

Provides instruction in the highest quality benchrest and competitive rifle techniques for the truing and lapping of the bolt action. Involves tuning the lug seats in the receiver and on the bolt, turning bolt faces and fitting oversize recoil lugs, and installing Sako type or AR 15 extractors to complete the alteration. Students provide their own action, lugs and extractors.

**GUN 2075      Special Topics**

0.0 Credits

Provides students with a vehicle to pursue in depth exploration of special topics of interest.

## Gun Repair

**GUR 1001      NRA Home Firearm Safety Course**

0.5 Credits

To teach the basic knowledge and skills and to explain the attitude necessary for the safe handling and storage of guns in the home.

**GUR 1007      NRA Basic Shotgun Shooting**

1.0 Credit

Introduces the basic knowledge, skills, and attitude necessary to safely own and use a shotgun.

**GUR 1008          NRA/NMLRA Muzzleloading Pistol Shooting**
1.0 Credit
Introduces the basic knowledge, skills, and attitude necessary to safely own and use a Muzzleloading pistol.

**GUR 1009          NRA/NMLRA Muzzleloading Rifle Shooting**
1.0 Credit
Introduces the basic knowledge, skills, and attitude necessary to safely own and use a Muzzleloading rifle.

**GUR 1010          NRA Basic Rifle Shooting**
1.0 Credit
Introduces the basic knowledge, skills, and attitude necessary to safely own and use a rifle.

**GUR 1011          NRA/NMLRA Muzzleloading Shotgun Shooting**
1.0 Credit
Introduces the basic knowledge, skills, and attitude necessary to safely own and use a muzzleloading shotgun.

**GUR 1020          NRA Range Safety Officer Course**
0.5 Credits
Designed for persons who have been assigned by a ranger owner, operator, or manager to oversee range safety. Course content includes: ensuring the range is safe to use; conducting range safety briefings for shooters; handling ammunition and firearm malfunctions safely; supervising safety aspects of shooting activities; and handling emergency procedures as established by the range management.

**GUR 2000          NRA Basic Instruction Training**
0.5 Credits
Covers teaching principles, instructional techniques, and training aids used to teach the NRA Basic Firearms Training Courses.

**GUR 2001          NRA Home Firearm Safety Instructor Course**
0.5 Credits
Covers teaching principles, instructional techniques, and training aids used to organize and conduct the NRA Home Firearms Safety Instructor Course.

**GUR 2007          NRA Basic Shotgun Shooting Instructor**
1.0 Credit
Covers teaching principles, instructional techniques, and training aids used to teach the NRA Basic Shotgun Shooting Instructor course.

**GUR 2008          NRA Muzzleloading Instructor**
1.0 Credit
Develops NRA Certified Instructors who possess the knowledge, skills, and attitude necessary to organize and safely conduct the NRA Basic Muzzleloading Course/s.

**GUR 2010          NRA Basic Rifle Instructor**
1.0 Credit
Covers teaching principles, instructional techniques, and training aids used to organize and conduct the NRA Basic Rifle Shooting Instructor Course.

**GUR 2020          NRA Chief Range Safety Officer Course**
0.5 Credits
Develops NRA Certified Range Safety Officers who possess the knowledge, skills, and attitude necessary to train and supervise NRA Range Safety Officers and to provide the essential information to develop Range Standard Operating Procedures.

## Gunsmithing

**GUS 1000          Orientation and Firearms Safety**
0.5 Credits
Incorporates two parts in this course - 1) orientation to the gunsmithing program and 2) introduction to the basic principles of firearm safety. Completing students receive an NRA home firearm safety certificate of completion.

**GUS 1001          Introduction to Small Arms**
4.0 Credits
Introduces the history, basic functions, and troubleshooting techniques for modern military small arms.

**GUS 1002          Introduction to Firearms**
2.0 Credits
Explores the history of firearms and ammunition, firearms design and the function of modern firearms.

**GUS 1003          Small Arms Hand Tools, Bench Work, Metallurgy, and Shop Practices**
4.0 Credits
Introduces hand tools, benchwork, basic metallurgy, shop practices, and inspection procedures common to small arms repair work. This includes shop safety, proper use of precision and semi-precision measuring tools, basic heat-treating of steel, forging, metal finishing, and small arms inspection.

**GUS 1010          Firearms Bench Metal**
5.0 Credits
Emphasizes shop safety and hand work, including: the proper use of measuring and hand tools, layout, drilling, sawing, filing, soldering, silver soldering, forging, heat treatment, and hand polishing.

**GUS 1012          Firearms Machine Shop I**
5.0 Credits
Introduces theory and practice of shop safety, metalworking lathe, and milling machine operations. Students will demonstrate proper use of machine tools while making specialized gunsmithing tools.

**GUS 1019          Stockmaking I**
5.0 Credits
Introduces stockmaking techniques for a bolt action rifle from semi-inletted blanks. The course will cover inletting the barrel and trigger guard, glass bedding, installing grip cap, recoil pad, fore-end tip, swivels, shaping, sanding and finishing.

**GUS 1027          Firearms Machine Shop II**
4.0 Credits
Continues the theory and practice of shop safety, metalworking lathe, and milling machine operations. Students will demonstrate proper use

of machine tools while making specialized gunsmithing tools and fitting, chambering, and contouring a barrel for a bolt action rifle.

### GUS 1035          Firearms Conversions
5.0 Credits
Examines various techniques for conversion of military rifle actions into customized sporter rifle actions. Bolt handles, safeties, iron sights, scope mounts, adjustable triggers, and trigger guard contouring and other custom conversions and accessories will be included.

### GUS 1036          Firearms Metal Finishing
2.0 Credits
Focuses on the skills necessary to perform firearms bluing and parkerizing techniques. Topics include necessary equipment, chemical mixing procedures, and safety as they apply to hot caustic bluing, rust bluing, parkerizing and metal preparation.

### GUS 1039          Stock Duplication
2.0 Credits
Introduces gunstock woods, stock layout, and basic stock duplicating machine operations. Students will sharpen chisels, design and cut a semi-inletted gunstock.

### GUS 1047          Firearms Repair I
5.0 Credits
Explores firearms repair theory and practice. Topics include necessary tools, design, function, takedown, troubleshooting, assembly and repair of selected handguns, shotguns, and rifles.

### GUS 1050          Knifemaking I
2.0 Credits
Incorporates theory, individualized instruction and student project work. Enables the student to develop skill by completing the entire process required to construct a knife. The number of projects are determined by instructor and student.

### GUS 1051          Knifemaking II
2.0 Credits
Builds on the skills leanred in GUS 150 and continues individualized instruction and project work. Enables the student to develop skills by completing the entire process required to construct a knife. Covers Lockback and Hollowground knives. The number of projects are determined by the instructor and student.

### GUS 1062          Gunstock Checkering
2.0 Credits
Includes pattern design, laying out, scribing, transferring the pattern, checkering techniques, and finishing. Hand and power checkering tools will be covered.

### GUS 2001          Tools and Fixtures
2.0 Credits
Focuses on the study and manufacture of tools including milling cutters, taps, dies, and reamers. Includes the study and measurement of screw threads. Incorporates projects to include milling cutters, reamers, taps, and dies.

### GUS 2002          CNC I
2.0 Credits

Incorporates a combined lecture/lab that provides an overview of CNC machining and programming. Enables the student to program and machine small parts.

### GUS 2005          Firearms Machine Shop III
4.0 Credits
Continues the study of machine tool operation with special emphasis on gunsmithing procedures. Course work includes safety, milling, lathe, and advanced barrel fitting and chambering.

### GUS 2008          Alternative Metal Finishes
2.0 Credits
Examines alternative spray-on and transfer coatings available to the modern gunsmith.

### GUS 2040          Shotgunsmithing
2.0 Credits
Provides the advanced gunsmithing student the theories and principles of the most popular shotgun modifications. Emphasizes back boring, choke tubes, forcing cones, shotgun beads, and dent removal.

### GUS 2045          Stockmaking II
5.0 Credits
Explores advanced stockmaking techniques for one and two piece gunstocks of both wood and synthetic materials. Techniques in glass bedding, gun fitting, installation of custom hardware and finishing techniques will also be studied.

### GUS 2047          Firearms Repair II
7.0 Credits
Provides an advanced gunsmithing course in firearms repair theory and practice. Topics include design, function, takedown, troubleshooting, assembly and repair of selected shotguns, rifles, and handguns. Also included is the use of specialized tools and fixtures.

### GUS 2051          Bolt action accuracy Blueprinting
2.0 Credits
Focuses on the study of the necessary modifications to convert the standard bolt action into a varmint, bench rest, or match rifle action. Emphasizes the remachining of the main line and lock up areas of the action. These operations create a straight action concentric to its bore. Covers the building and use of specialized tools and fixtures as well as precision barrel fitting.

### GUS 2065          Comprehensive Skills Evals
0.5 Credits
Learn competencies through a comprehensive evaluation after students have completed the Gunsmithing Program curriculum.

### GUS 2069          Custom Revolversmithing
3.0 Credits
Topics covered include inspecting, troubleshooting, executing custom modifications, reassembly, and performing post assembly checks on Smith & Wesson double action type revolvers.

### GUS 2200          Small Arms Repair
4.0 Credits
Explores small arms repair theory and practice. Topics include special tools, small arms design and function, troubleshooting, disassembly, repair, reassembly, and testing of current military small arms.

**GUS 2201          Machine Gun Repair**
6.0 Credits
Explores machine gun repair theory and practice. Topics include special tools, design and function, troubleshooting, disassembly, repair, reassembly, and testing of current military machine guns.

## History

**HIS 1110          The World: Antiquity-1500: GT-HI1**
3.0 Credits
Explores trends within events, peoples, groups, ideas, and institutions in World History from antiquity to 1500. This course focuses on developing, practicing, and strengthening skills historians use while constructing knowledge and studying a diverse set of narratives through perspectives such as gender, class, religion, and ethnicity. This course focuses on common cultural trends. This is a statewide Guaranteed Transfer course in the GT-HI1 category.

**HIS 1120          The World: 1500-Present: GT-HI1**
3.0 Credits
Explores trends within events, peoples, groups, ideas, and institutions in World History since 1500 as well as on common cultural trends. This course focuses on developing, practicing, and strengthening skills historians use while constructing knowledge and studying a diverse set of narratives through the perspectives such as gender, class, religion, and ethnicity. This is a statewide Guaranteed Transfer course in the GT-HI1 category.

**HIS 1210          United States History to Reconstruction: GT-HI1**
3.0 Credits
Explores trends within events, peoples--including Native American--groups, ideas, and institutions in North America and the United States to Reconstruction. This class focuses on developing, practicing, and strengthening skills historians use while constructing knowledge and studying a diverse set of narratives through perspectives such gender, class, religion, and ethnicity. This is a statewide Guaranteed Transfer course in the GT-HI1 category.

**HIS 1220          United States History Since the Civil War: GT-HI1**
3.0 Credits
Explores trends within events, peoples, groups, ideas, and institutions since the American Civil War. This course focuses on developing, practicing, and strengthening skills historians use while constructing knowledge and studying a diverse set of narratives through perspectives such as gender, class, religion, and ethnicity. This is a statewide Guaranteed Transfer course in the GT-HI1 category.

**HIS 1310          Western Civilization: Antiquity-1650: GT-HI1**
3.0 Credits
Explores trends within events, peoples, groups, ideas, and institutions in Western Civilization from antiquity to 1650. This course focuses on developing, practicing, and strengthening skills historians use while constructing knowledge and studying a diverse set of narratives through perspectives such as gender, class, religion, and ethnicity. This is a statewide Guaranteed Transfer course in the GT-HI1 category.

**HIS 1320          Western Civilization: 1650-Present: GT-HI1**
3.0 Credits

Explores trends within events, peoples, groups, ideas, and institutions in Western civilization since 1650. This course focuses on developing, practicing, and strengthening skills historians use while constructing knowledge and studying a diverse set of narratives through perspectives such as gender, class, religion, and ethnicity. This is a statewide Guaranteed Transfer course in the GT-HI1 category.

**HIS 2015          20th Century World History: GT-HI1**
3.0 Credits
Investigates the major political, social, and economic developments, international relationships, scientific breakthroughs, and cultural trends that have shaped the various global regions, empires, and nation-states since the late nineteenth century. This course focuses on developing, practicing, and strengthening skills historians use while constructing knowledge and studying a diverse set of narratives through perspectives such as gender, class, religion, and ethnicity. This is a statewide Guaranteed Transfer course in the GT-HI1category.

**HIS 2105          Women in U.S. History: GT-HI1**
3.0 Credits
Examines women's changing roles in American history. It explores the nature of women's work and the participation of women in family, political, religious, and cultural activities and in social reform movements. This course focuses on developing, practicing, and strengthening skills historians use while constructing knowledge and studying a diverse set of narratives through perspectives such as gender, class, religion, and ethnicity. This is a statewide Guaranteed Transfer course in the GT-HI1 category.

**HIS 2110          African American History: GT-HI1**
3.0 Credits
Explores the experiences and contributions of African Americans from the colonial period to the present through the social and economic lives and roles of African Americans, their roles in politics and war, their achievements, and movements for self-help and civil rights. This course focuses on developing, practicing, and strengthening skills historians use while constructing knowledge and studying a diverse set of narratives through perspectives such as gender, class, religion, and ethnicity. This is a statewide Guaranteed Transfer course in the GT-HI1 category.

**HIS 2135          Colorado History:GT-HI1**
3.0 Credits
Presents the story of the people, society, and cultures of Colorado from its earliest Native Americans, through the Spanish influx, the explorers, the fur traders, mountain men, the gold rush, railroad builders, the cattlemen and farmers, the silver boom, the tourists, and the modern state. This course focuses on developing, practicing, and strengthening skills historians use while constructing knowledge and studying a diverse set of narratives through perspectives such as gender, class, religion, and ethnicity. This is a statewide Guaranteed Transfer course in the GT-HI1 category.

## Horticulture

**HLT 1101          Introduction to Horticulture**
4.0 Credits
Introduces the biology of horticultural plants, and basic horticultural practices.

# Human Performance and Exercise

**HPE 1000**　　　　**Introduction to Physical Education and Sport**

2.0 Credits
Focuses on the field of physical education and sports. Includes trends, precedents and their effects in the health and total wellness of those involved.

**HPE 1001**　　　　**Introduction to Coaching**

2.0 Credits
Acquaints the learner with the knowledge, requirements and responsibilities of coaching, including sport philosophy, sport medicine, and sport management. Fulfills requirements for ACEP Leader Level I.

**HPE 2000**　　　　**Perspectives in PE & Sport**

3.0 Credits
This course discusses the breadth, scope, and nature of the profession. It is an orientation to the history and philosophy of human performance and the factors that influence its evolution. Special consideration is giving to the history of sport from antiquity to the present, particularly the Olympic Games.

**HPE 2031**　　　　**Care and Prevention of Athletic Injuries**

3.0 Credits
Focuses on techniques in prevention, care and basic rehabilitation of athletic injury.

# Health Professional

**HPR 1010**　　　　**Dietary Nutrition**

1.0 Credit
Studies the basic nutritional principles in clinical practice in health care. The course will cover factors which influence the nutritional status of individuals, methods of nutritional assessment and support, and diet modification for specific disease states.

**HPR 1036**　　　　**Human Diseases**

4.0 Credits
Covers basic knowledge of the deviations that occur in the human body with disease and injury. An integrated study of signs/symptoms, diagnostic tests and treatment.

**HPR 1039**　　　　**Medical Terminology**

2.0 Credits
Discusses the structure of medical terms with emphasis on using and combining prefixes, roots and suffixes. This class includes terms related to major body systems, oncology, and psychiatry, as well as clinical laboratory and diagnostic procedures and imaging, and provides accepted pronunciation and spelling of terms used in the healthcare setting.

# Human Services

**HSE 1006**　　　　**Survey of Human Services**

3.0 Credits
Provides a philosophical, political, statutory and contemporary overview of the role, values, knowledge and intervention strategies encountered by human service professionals in addressing social problems.

**HSE 1007**　　　　**Interviewing Principles and Practices**

3.0 Credits
Provides a beginning level of information on theoretical concepts, primary principles, strategies and interventions implemented in the practice and delivery of human services to individuals and families using the human services interview.

**HSE 2005**　　　　**Human Services for Groups**

3.0 Credits
Introduces the concepts, principles, goals and skills of group work as a method of providing human services. Emphasis is on basic practice skills and intervention techniques. Offered fall semester only.

**HSE 2006**　　　　**Human Services for Families**

3.0 Credits
Introduces family theory and practice. Covers such topics as systems theory, communications theories, structure therapists, developmental theory and future directions in family therapy research.

**HSE 2009**　　　　**Crisis Theory and Intervention**

3.0 Credits
Introduces basic theories and principles of crisis intervention from a historical and practical orientation. Offered spring semester.

**HSE 2075**　　　　**Special Topics**

0.0 Credits
This course provides students with a vehicle to pursue in depth exploration of special topics of interest.

# Humanities

**HUM 1015**　　　　**World Mythology: GT-AH2**

3.0 Credits
Introduces an interdisciplinary approach to world mythology. The course illustrates and connects common themes in mythology to world religion, philosophy, art, literature, music, and contemporary culture using various interpretive methods. This is a statewide Guaranteed Transfer course in the GT-AH2 category.

**HUM 1021**　　　　**Humanities: Early Civilization:GT-AH2**

3.0 Credits
Introduces the interdisciplinary study of ideas that have defined cultures through a survey of the visual, performing, and literary arts, emphasizing connections among diverse cultures, including European and non-European, from the prehistoric to the early medieval era. This is a statewide Guaranteed Transfer course in the GT-AH2 category.

**HUM 1022**　　　　**Humanities: Medieval-- Modern: GT-AH2**

3.0 Credits
Introduces the interdisciplinary study of ideas that have defined cultures through a survey of the visual, performing, and literary arts, emphasizing connections among global cultures from the medieval to the early modern era. This is a statewide Guaranteed Transfer course in the GT-AH2 category.

**HUM 1023**　　　　**Humanities: Modern World: GT-AH2**

3.0 Credits
Introduces the interdisciplinary study of ideas that have defined cultures through a survey of the visual, performing, and literary arts, emphasizing connections among global cultures from the European Enlightenment to

the postmodern era. This is a statewide Guaranteed Transfer course in the GT-AH2 category.

## Health & Wellness

### HWE 1050     Human Nutrition
3.0 Credits
Introduces basic principles of nutrition with emphasis on personal nutrition. This course focuses on macro and micro nutrients and their effects on the functions of the human body. Special emphasis is placed on the application of wellness, disease, and lifespan as it pertains to nutrition.

## Law Enforcement Academy

### LEA 1001     Basic Police Academy I
6.0 Credits
Conforms to POST (Peace Officer standards and Training) standards and Colorado state certification requirements as well as the basic skills and knowledge necessary to perform the entry level duties of a peace officer. Emphasis will be on simulating actual situations utilizing both a lecture and laboratory mode of learning.

### LEA 1002     Basic Police Academy II
12.0 Credits
Conforms to POST (Peace Officer Standards and Training) standards and state certification requirements as well as the basic skills and knowledge to perform the entry level duties of a peace officer. Emphasis will be on simulating actual situations utilizing a lecture and laboratory mode of learning.

### LEA 1005     Basic Law
8.0 Credits
Conforms to the Colorado POST (Peace Officer Standards and Training) standards and state certification requirements as well as the basic skills and knowledge necessary to perform the entry level duties of a peace officer. Emphasis will be on United States Constitution, arrest, search and seizure, interrogation and confessions, rules of evidence, Colorado Criminal Code, Colorado Traffic Code, Colorado Children's Code, Liquor Code and controlled substances.

### LEA 1006     Arrest Control Techniques
3.0 Credits
Conforms to POST (Peace Officer Standards and Training) standards and Colorado state certification requirements as well as the basic skills and knowledge necessary to perform the entry level duties of a peace office. Exploration of the skills, knowledge and abilities necessary to effectively maintain control of a suspect when making an arrest. Explains the continuum of force and de-escalation of force.

### LEA 1007     Law Enforcement Driving
3.0 Credits
Exploration of the skills, knowledge and abilities required for operation of a law enforcement vehicle. Emphasizes defensive driving. Enables students to demonstrate skills by driving a vehicle under simulated conditions.

### LEA 1008     Firearms
3.0 Credits
Conforms to POST (Peace Officer Standards and Training) standards and Colorado state certification requirements as well as the basic skills and knowledge necessary to perform the entry level duties of a peace officer. Discusses the skills, knowledge and abilities necessary to safely use police firearms. Students will demonstrate skills by firing weapons on a firing range. The student will demonstrate basic safety techniques and will be able to explain the firearms role within the continuum of force.

## Literature

### LIT 1015     Introduction to Literature I: GT-AH2
3.0 Credits
Introduces fiction, poetry, and drama. This course emphasizes active and responsive reading. This is a statewide Guaranteed Transfer course in the GT-AH2 category.

### LIT 2001     World Literature to 1600:GT-AH2
3.0 Credits
Examines significant writings in world literature from the ancients to the seventeenth century. It emphasizes active reading and understanding of the works and their cultural backgrounds.~~This is a statewide Guaranteed Transfer course in the GT-AH2 category.

### LIT 2002     World Literature After 1600: GT-AH2
3.0 Credits
Examines significant writings in world literature from the seventeenth century to the present. It emphasizes active reading and understanding of the works and their cultural backgrounds.~~This is a statewide Guaranteed Transfer course in the GT-AH2 category.

### LIT 2011     American Literature to Civil War: GT-AH2
3.0 Credits
Examines American literary works from pre-European arrival on the continent up to the Civil War, including works from diverse people that contributed to American literature. This course also explores historical and social contexts within various genres. This is a statewide Guaranteed Transfer course in the GT-AH2 category.

### LIT 2012     American Literature After the Civil War: GT-AH2
3.0 Credits
Examines American literary works from 1865 to the present, distinguishing among literary themes, genres, and schools of thought that illustrate historical and social contexts across a multicultural spectrum. This is a statewide Guaranteed Transfer course in the GT-AH2 category.

### LIT 2055     Children's Literature: GT-AH2
3.0 Credits
Examines the criteria for selecting appropriate literature for children. Explores literature through a variety of genres, age levels, values taught through literature, and literary and artistic qualities of various texts. This is a statewide Guaranteed Transfer course in the GT-AH2 category.

## Machining

### MAC 1078     Machining Workshop
0.0 Credits
Provides students with an experiential learning opportunity.

### MAC 2078     Machining Workshop
0.0 Credits

Provides students with an experiential learning opportunity.

## Management

### MAN 2000      Human Resource Management I
3.0 Credits
Provides an overview of the contemporary issues, theories, and principles used to effectively manage human resources. Topics covered include job analysis and design, talent acquisition and retention, planning and recruiting human resources, selecting employees, job placement, employee training and performance management, selecting employees, compensation and benefits, and retaining employees.

### MAN 2016      Small Business Management
3.0 Credits
Examines the elements necessary for the successful formation of a new small business and to enhance the skills of those already involved in the operation of a small business. This course includes the development of a complete small business plan.

### MAN 2026      Principles of Management
3.0 Credits
Provides an overview of the principles of management. Emphasis is on the primary functions of planning, organizing, staffing, leading and controlling with a balance between the behavioral and operational approaches.

## Medical Assisting Professional

### MAP 1010      Medical Office Administration
4.0 Credits
Introduces the administrative duties specifically used in medical offices.

### MAP 1020      Medical Office Financial Management
4.0 Credits
Covers the practical uses of accounts and records with emphasis on accounting principles and analysis for use in a medical office. This course introduces outpatient coding with an ultimate goal to present a clear picture of medical procedures and services performed, such as Current Procedural Terminology (CPT) codes, correlating the diagnosis, symptom, complaint or condition, and International Classifications of Diseases (ICD) codes, thus establishing the medical necessity required for third-party reimbursement.

### MAP 1050      Pharmacology for Medical Assistants
3.0 Credits
Provides an overview of pharmacology language, abbreviations, systems of measurement and conversions. The Controlled Substances Act, prescriptions, forms of medications, patient care applications, drug classifications/interactions, and safety in drug therapy and patient care are presented. Information regarding the measurement of medications, dosage calculations, routes of administration, and commonly prescribed drugs in the medical office is provided.

### MAP 1083      Medical Assistant Internship
0.0 Credits
Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

### MAP 2038      Medical Assisting Laboratory
4.0 Credits
Introduces basic, routine laboratory skills and techniques for collection, handling, and examination of laboratory specimens often encountered in the ambulatory care setting.

### MAP 2040      Medical Assisting Clinical Skills
4.0 Credits
Provides hands on experience with clinical skills required in medical offices. Delivers theory and skills presentations allowing for students to properly demonstrate techniques for a variety of medical needs.

### MAP 2069      Review for Medical Assistant National Exam
1.0 Credit
Prepares the candidate sitting for the National Registration/Certification examination for Medical Assistant through review and practice. These examinations are given with the intent of evaluating the competency of entry-level practitioners in Medical Assisting, supporting quality care in the office or clinic.

## Marketing

### MAR 1011      Principles of Sales
3.0 Credits
Addresses ethical sales techniques, the role of selling, and the marketing process. Areas of emphasis include behavioral considerations in the buying and selling process and sales techniques.

### MAR 1060      Customer Service
3.0 Credits
Enables students to learn the relationship of self to customers, problem solve and understand the importance of communicating with customers. Specific emphasis is given to managing customer expectations by building customer rapport and creating positive outcomes.

### MAR 2002      Event Marketing/Communicatons
3.0 Credits
Explores the importance and role of marketing, media and public relations in the event planning industry. This course covers marketing and communication tools such as social media, promotional events, networking, and blogs. The development of marketing plans will be discussed including targeted market research, communication tools, objectives, strategies, and implementation.

### MAR 2016      Principles of Marketing
3.0 Credits
Presents the analysis of theoretical marketing processes and the strategies of product development, pricing, promotion and distribution, and their applications to businesses and the individual consumer.

## Mathematics

### MAT 0200      Algebraic Literacy Lab
1.0 Credit
Supports skill development in students registered in Algebraic Literacy. Topics covered in this course include those defined in Algebraic Literacy and/or any prerequisite skills needed by the student.

**MAT 0250          Quantitative Literacy**

4.0 Credits

Develops number sense and critical thinking strategies, introduces algebraic thinking, and connects mathematics to real world applications. Topics in this course include ratios, proportions, percent, measurement, linear relationships, properties of exponents, and math learning strategies. This course prepares students for math for liberal arts, statistics, integrated math, and college level career math courses.

**MAT 0300          Algebraic Literacy**

4.0 Credits

Develops algebraic skills necessary for manipulating expressions and solving equations. Topics in the course include radicals, complex numbers, polynomials, factoring, rational expressions, quadratic equations, absolute value equations, systems of linear equations in two variables, related applications, and linear inequalities. This course prepares students for College Algebra (MAT 1340) and Finite Math (MAT 1320).

**MAT 1120          Math for Clinical Calculations**

3.0 Credits

Covers the mathematical calculations needed for enteral and parenteral medication administration. It is designed for students in the health disciplines. Topics include measurements, conversion between various systems of measurements, and methods of solving problems related to drug dosage and medication administration.

**MAT 1140          Career Math:**

3.0 Credits

Covers material designed for career and technical students who need to study particular mathematical topics. Topics include measurement, algebra, geometry, statistics, and graphs. These are presented at an introductory level and the emphasis is on applications.

**MAT 1160          Financial Mathematics**

3.0 Credits

Covers the fundamentals of financial mathematics. Topics include pricing, taxes, insurance, interest, annuities, amortization, and investments.

**MAT 1220          Integrated Math I: GT-MA1**

3.0 Credits

Engages students in the concepts underlying elementary level mathematics. The course emphasizes critical thinking and applications. Topics include the structure of number systems, an analysis of numerical operations, set properties, numerical and geometric patterns, and a variety of problem solving skills. This is a statewide Guaranteed Transfer course in the GT-MA1 category.

**MAT 1230          Integrated Math II: MA1**

3.0 Credits

Engages students in the concepts underlying elementary level mathematics. The course emphasizes critical thinking and applications. Topics include probability, statistics, measurement, Euclidean geometry, and algebraic methods. This is a statewide Guaranteed Transfer course in the GT-MA1 category.

**MAT 1240          Mathematics for the Liberal Arts: GT-MA1**

4.0 Credits

Highlights connections between mathematics and the society in which we live and is intended for liberal arts majors. Topics include set theory and logic, mathematical modeling, probability and statistical methods, and consumer mathematics. This is a statewide Guaranteed Transfer course in the GT-MA1 category.

**MAT 1260          Introduction to Statistics: GT-MA1**

3.0 Credits

Introduces descriptive and inferential statistics, with an emphasis on critical thinking and statistical literacy. Topics include methods of data collection, presentation and summarization, introduction to probability concepts and distributions, and statistical inference of one and two populations. This course uses real world data to illustrate applications of a practical nature. This is a statewide Guaranteed Transfer course in the GT-MA1 category.

**MAT 1320          Finite Mathematics: GT-MA1**

4.0 Credits

Covers topics including functions, matrix algebra, linear programming, and an introduction to probability and counting techniques. Emphasis is on applications. This course may include other topics such as statistics when time permits. This course is primarily intended for business, life science, or social science majors. This is a statewide Guaranteed Transfer course in the GT-MA1 category.

**MAT 1340          College Algebra: GT-MA1**

4.0 Credits

Focuses on a variety of functions and the exploration of their graphs. Topics include: equations and inequalities, operations on functions, exponential and logarithmic functions, linear and non-linear systems, and an introduction to conic sections. This course provides essential skills for Science, Technology, Engineering, and Math (STEM) pathways. This is a statewide Guaranteed Transfer course in the GT-MA1 category.

**MAT 1400          Survey of Calculus: GT-MA1**

4.0 Credits

Includes derivatives, integrals, and their applications, with attention restricted to algebraic, exponential, and logarithmic functions for business, life science and/or social science majors. This is a statewide Guaranteed Transfer course in the GT-MA1 category.

**MAT 1420          College Trigonometry: GT-MA1**

3.0 Credits

Explores trigonometric functions, their graphs, inverse functions and identities. Topics include: trigonometric equations, solutions of triangles, trigonometric form of complex numbers, and polar coordinates. This course provides essential skills for Science, Technology, Engineering, and Math (STEM) pathways. This is a statewide Guaranteed Transfer course in the GT-MA1 category.

**MAT 1440          Pre-Calculus: GT-MA1**

5.0 Credits

Extends algebraic concepts and explores the subject of trigonometry. Topics include: polynomial, rational, logarithmic, and exponential functions, trigonometric and inverse trigonometric functions and their graphs, trigonometric identities, and applications. This course provides essential skills for Science, Technology, Engineering, and Math (STEM) pathways. This is a statewide Guaranteed Transfer course in the GT-MA1 category.

**MAT 2410          Calculus I: GT-MA1**

5.0 Credits

Introduces single variable calculus and analytic geometry. It includes limits, continuity, derivatives, and applications of derivatives as well as indefinite and definite integrals and some applications. This is a statewide Guaranteed Transfer course in the GT-MA1 category.

**MAT 2420**        **Calculus II: GT-MA1**
5.0 Credits
Continues the study of single variable calculus which will include techniques of integration, analytic geometry, improper integrals, convergence of infinite numerical series and power series. This is a statewide Guaranteed Transfer course in the GT-MA1 category.

**MAT 2430**        **Calculus III: GT-MA1**
4.0 Credits
Focuses on the traditional subject matter of multivariable Calculus. Topics include vectors, vector-valued functions, partial derivatives, analytic geometry, multiple integrals, line integrals and applications. This is a statewide Guaranteed Transfer course in the GT-MA1 category.

**MAT 2431**        **Calculus III with Engineering Applications: GT-MA1**
5.0 Credits
Focuses on the traditional subject matter of multivariable Calculus with an additional emphasis on word problems and problem solving. Topics include vectors, vector-valued functions, partial derivatives, analytic geometry, multiple integrals, line integrals, Stokes', Divergence Theorems and Green's Theorems, and applications. This is a statewide Guaranteed Transfer course in the GT-MA1 category.

**MAT 2560**        **Differential Equations: GT-MA1**
3.0 Credits
Explores techniques of problem solving and applications. Topics include first, second, and higher order differential equations, series methods, approximations, systems of differential equations, and Laplace transforms. This is a statewide Guaranteed Transfer course in the GT-MA1 category.

## Multimedia Graphic Design

**MGD 1001**        **Introduction to Computer Graphics**
3.0 Credits
Introduces the student to the computer system and software used to develop graphics. The student will learn the hardware and software components for publication and multimedia production through execution in various vector, raster, page layout and multimedia programs. Students will be introduced to career opportunities within graphics fields.

**MGD 1002**        **Introduction to Multimedia**
3.0 Credits
Introduces the basic components of multimedia: text, graphics, animation, sound, and video. Students gain an introductory knowledge of various multimedia and design software programs. Students gain hands-on, technical, conceptual and aesthetic experience pertaining to the creation of multi-dimensional design and time-based media via an array of projects and demonstrations. Students will be introduced to career opportunities within multimedia fields.

**MGD 1004**        **Videography**
3.0 Credits
Offers an introduction to the principles and techniques of videotape production, including camera operation, basic script writing, lighting, sound and basic digital editing. Detailed examination of the pre-production, production, and post-production processes, as well as aesthetics, will be included.

**MGD 1011**        **Adobe Photoshop I**
3.0 Credits
Concentrates on the high-end capabilities of Adobe Photoshop as an illustration, design and photo retouching tool. Students explore a wide range of selection and manipulation techniques that can be applied to photos, graphics and videos. Course competencies and outline follow those set out by the Adobe Certified Associate exam in Visual Communication Using Adobe Photoshop.

**MGD 1012**        **Adobe Illustrator I**
3.0 Credits
Concentrates on the high-end capabilities of Adobe Illustrator as an illustration, design and vector drawing tool. Students learn how to use the tools to create digital artwork that can be used in web design, print media, and digital screen design. Course competencies and outline follow those set by the Adobe certified Associate exam in Visual Communication using Adobe Illustrator.

**MGD 1013**        **Adobe InDesign**
3.0 Credits
Introduces students to InDesign, a page layout program which integrates seamlessly with other Adobe design programs. InDesign delivers creative freedom and productivity to DTP. Class discussions and independent projects supplement hands-on classroom work.

**MGD 1033**        **Graphic Design I**
3.0 Credits
Focuses upon the study of design layout and conceptual elements concerning graphic design projects such as posters, advertisements, logos, and brochures

**MGD 1041**        **Web Design I**
3.0 Credits
Introduces web site planning, design and creation utilizing HTML through industry-standard development tools [may list specific software]. Emphasis is placed on applying stylistic decisions using cascading style sheets. Web-based considerations regarding color, typography, aesthetics, user interface design, and process integration with visual-based design tools will be explored.

**MGD 1043**        **Motion Graphic Design I:(Software)**
3.0 Credits
Explores the creation of animation and dynamic media for web and multimedia applications, conforming to professional standards. Emphasizes the manipulation of time-based media using key-frames, tweens and other technologies related to the specific software being utilized. Also examines the use of scripts to trigger timeline events and create basic interactive behavior.

**MGD 1056**        **Emergent Media Practices**
3.0 Credits
Explores techniques and approaches in the latest delivery methods for web, mobile, and emergent media communication. Students explore digital media outlets such as blogs, podcasts, e-zines and social networks. Concepts in video production, photography, journalism, marketing, advertising, public relations, editing and relevant skills necessary for agile mass communication are introduced. Students create communication pieces for internet-based, mobile, and emergent media.

**MGD 1064**        **Digital Video Editing I**
3.0 Credits

Introduces to digital non-linear video editing. Students will capture, compress, edit, and manipulate video images using a personal computer. Assembly techniques including media management, editing tools, titles, and motion control; transitions and filters, and special effects are explored.

**MGD 2033          Graphic Design II**
3.0 Credits
Continues instruction in idea development for advanced graphic design

**MGD 2064          Digital Video Editing II**
3.0 Credits
Looks at the more complex and advanced techniques of digital video editing. Areas of editing such as masking, filtering, blue/green screening, track mattes, and image mattes will be examined. Students will produce a movie project in this class and discuss practical ways to distribute to various audiences.

## Music

**MUS 1000          Music Theory Fundamentals I**
3.0 Credits
Focuses on the foundational elements of music theory. The course will cover clef reading, pitch and rhythmic notation, intervals, scales, key signatures, triads and diatonic chords, and an introduction to ear training and sight singing. The course will help beginning music students, including those who have limited background reading music notation and understanding the fundamentals of music theory.

**MUS 1020          Music Appreciation: GT-AH1**
3.0 Credits
Introduces the study of music focusing on intelligent listening skills, the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various Western, and non-Western historical style periods. This is a statewide Guaranteed Transfer course in the GT-AH1 category.

**MUS 1021          Music History Medieval thru Classical: GT-AH1**
3.0 Credits
Provides an historical survey of Western art music from the Middle Ages into the Classical period, including styles, genres, composers, works, and significant cultural and historical influences upon the repertoire. This is a statewide Guaranteed Transfer course in the GT-AH1 category.

**MUS 1022          Music History Early Romantic Period to the Present: GT-AH1**
3.0 Credits
Provides an historical survey of Western art music connecting the classical period to the Romantic period and following to the present. This course includes the study of styles, genres, composers, works, and significant cultural and historical influences upon the repertoire. This is a statewide Guaranteed Transfer course in the GT-AH1 category.

**MUS 1025          History of Jazz: GT-AH1**
3.0 Credits
Provides an overview of jazz history covering the basic materials of music and the forms, media, genres, and the historical and cultural framework of each style period. This course emphasizes the building of critical listening tools and the development of a jazz music vocabulary. This is a statewide Guaranteed Transfer course in the GT-AH1 category.

## Nail Technician

**NAT 1010          Introduction to Nail Care**
3.0 Credits
This course covers the proper use of implements used in manicures and pedicures. Theory and practical application of proper set-up, safety, sanitation, nail shapes, anatomy, product knowledge and terminology dealing with manicures and pedicures is covered. Training is done in a classroom or lab setting using models or other techniques.

**NAT 1011          Intermediate I Nail Care**
2.0 Credits
This course covers theory and practical application dealing with different types of manicures, pedicures, nail art, and massage techniques. Theory and practical application of procedures, products, nail shapes, and maintenance of natural nails is covered. Students learn to recognize different nail disorders and their proper treatment. Training is done in a specialized class or in supervised salon (clinical) setting, using models or customer service. Proper sanitation and sterilization as it pertains to all aspects of manicures, pedicures, and nail art is taught.

**NAT 2010          Advanced Nail Care**
2.0 Credits
This course covers advanced theory and practical application dealing with different types of manicures, pedicures, massage techniques, and nail art. Topics included in this course are: practical application of procedures, products, nails shapes and maintenance of the natural nails. Course will cover client education on different nail disorders and their proper treatment. Training is done in a specialized class or in supervised salon (clinical) setting, using models or customer service.

**NAT 2011          Application of Nail Enhancements**
5.0 Credits
This course covers advanced theory and product knowledge of current industry nail enhancements to ready the student for employment. Practical application and removal techniques of nail wraps, tip overlays, acrylics and any current enhancements are practiced. Instruction is provided in specialized classes or in supervised salon setting using models or customer service. This course prepares the student for the Colorado state board licensing examination.

## Nursing Assistant

**NUA 1001          Nurse Aide Health Care Skills**
4.0 Credits
Prepares the student to perform the fundamental skills of the nurse aide. Basic nursing skills, communication skills, restorative services, personal care skills, safety and emergency care issues are covered. Includes knowledge and/or principles of asepsis, OSHA and HIPAA regulations. Ethical behaviors, cultural sensitivity and principles of mental health will be addressed, as well as patient/resident rights.

**NUA 1002          Certification Exam Prep- Nurse Aide**
0.5 Credits
Helps prepare the student for the National Nurse Aide Assessment Program (NNAAP) examination.

**NUA 1070          Nurse Aide Clinical Experience**
0.0 Credits

Applies knowledge and skill gained in NUA 1001 to patient care.~

# Nursing

### NUR 1001      Pharmacology Calculations
1.0 Credit
Prepares nurse to provide safe, patient-centered nursing care related to dosage calculations within the respective scope of practice. This course introduces critical thinking applied to dosage calculations and communication used when interacting with patients and members of the healthcare team related to various aspects of safe administration of medications. Information technology used to document medications administered and patient technology used to deliver medications are also practiced.

### NUR 1006      Medical Surgical Nursing Concepts
7.0 Credits
NUR106 is the first medical/surgical nursing course. Building on NUR109, this course provides for the acquisition of basic medical/surgical nursing theory, as well as application of mental health concepts, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered care to a developmentally and culturally diverse adult patient population experincing various medical/surgical interventions. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the nurse. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of clinical settings.

### NUR 1009      Fundamentals of Nursing
6.0 Credits
Fundamentals of Nursing (NUR 1009) introduces the fundamental concepts necessary for safe, patient-centered nursing care to a diverse patient population while integrating legal and ethical responsibilities of the nurse. Introduces caring, critical thinking, the nursing process, quality improvement, and communication used when interacting with patients and members of the interdisciplinary team, and relates evidence-based nursing practice. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of clinical settings providing care to stable patients with common health alterations.

### NUR 1012      Basic Concepts of Pharmacology
2.0 Credits
Overview of the basic principles of pharmacology including major drug classifications and prototypes of commonly used medications. Principles of medication administration include aspects of best practice for safe, quality, patient-centered care. Central points include safety, quality improvement factors in the administration of medications, patient teaching, and variations encountered when administering medications to diverse patient populations across the lifespan.

### NUR 1050      Maternal - Child Nursing
6.0 Credits
Nursing 150 provides for the acquisition of maternal/child nursing theory, as well as application of mental health concepts, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, family-centered nursing care to childbearing families and children that is developmentally and culturally appropriate. Incorporates evidence-based practice, standards of practice, quality improvement, and legal and ethical responsibilities of the nurse. Application of knowledge and skills occurs in the nursing skills laboratory and in a variety of maternal/child and pediatric clinical settings.

### NUR 1069      Transition into Practical Nursing
4.0 Credits
Facilitates the transition into the role of the practical nurse with emphasis on distinguishing the defined practical nurse scope of practice related to clinical practice, communication, nursing process, ethical/legal issues, and leadership skills. The student practices in the role of the practical nurse in the associated clinical experience.

### NUR 1089      Transition from LPN to ADN
3.0 Credits
Facilitates transition of the LPN to new roles and responsibilities of the ADN, the nursing process, critical thinking, legal and ethical issues in nursing practice, and the nursing care of childbearing families and pediatric clients. Application of knowledge and skills occurs in the laboratory and maternal/child and pediatric clinical settings.

### NUR 2006      Advanced Concepts of Medical-Surgical Nursing I
6.5 Credits
Advanced Concepts of Medical-Surgical Nursing I builds on Medical Surgical Nursing Concepts focusing on advanced concepts of nursing applied to care of patients with high acuity medical/surgical conditions. Builds on medical/surgical nursing theory, mental health concepts, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered nursing care to developmentally and culturally diverse adult patients. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse as applied in a variety of healthcare settings. Application of knowledge and skills occurs in the nursing skills laboratory and in a variety of clinical settings.

### NUR 2011      Phychiatric-Mental Health Nursing
4.0 Credits
Develops concepts of psychosocial integrity and emphasizes the function and responsibility of nursing in promoting and maintaining mental health of individuals and families. This course emphasizes communication and caring through the application of the therapeutic relationship and nursing process in the care and treatment of common psychiatric clinical conditions/disorders.

### NUR 2012      Pharmacology II
2.0 Credits
Builds on previously introduced pharmacological concepts and applies that learning to pharmacologic therapy to provide safe, quality, evidence- based nursing care to patients with complex healthcare needs. Focuses on safety and quality improvement factors in the administration of medications within a variety of healthcare systems. Advanced dosage calculations included.

### NUR 2016      Advanced Concepts of Medical-Surgical Nursing II
5.0 Credits
Nursing 216 is a continuation of Nursing 206, focusing on complex medical/surgical conditions of the high acuity patient. Builds on medical/surgical nursing theory, mental health concepts, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered nursing care to developmentally and culturally diverse adult patients experiencing high acuity medical/surgical conditions. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse as applied in the acute care and high acuity settings. Application of knowledge and skills occurs in a variety of clinical settings.

**NUR 2030**          **Transition to Professional Nursing Practice**
4.0 Credits
Nursing 230 is a seminar and practice capstone course that provides an integrative experience applying all dimensions of the professional nurse in the care of diverse patient populations across a variety of healthcare settings. All major concepts of the nursing program are addressed. Leadership and the management of multiple patients are emphasized. Application of knowledge and skills occurs in the clinical setting to facilitate an effective transition from student to registered professional nurse.

**NUR 3001**          **Integration into Baccalaureate Nursing Practice**
3.0 Credits
Explores professional nursing practice at the baccalaureate level. The course focuses on knowledge and understanding of the professional nursing standards and the nursing role at a baccalaureate level.

**NUR 3002**          **Trends in Nursing Practice**
3.0 Credits
Examines current issues that nurses encounter in the health care environment including their roles and responsibilities within the nursing profession.

**NUR 3003**          **Nursing Research / Evidence Based Practice**
3.0 Credits
Analyzes concepts associated with nursing research, collection, and analysis of data with emphasis on integration of evidenced-based practice within nursing. The course develops the skills for critiquing published research.

**NUR 3004**          **Informatics / Healthcare Technology**
3.0 Credits
Explores concepts and applications related to the nurse's role in utilizing healthcare informatics involving patient care technology. This course will explore the impact of information management systems on the delivery of patient care, healthcare teams, and health outcomes.

**NUR 3005**          **Emergency Preparedness**
3.0 Credits
Focuses on the nurse's roles and responsibilities in the most common types of disasters and how the nurse can deliver effective care in various emergency situations.

**NUR 3007**          **Behavioral Health**
3.0 Credits
Provides an overview of behavioral health promotion for individuals, families, and populations with behavioral health concerns. The focus of the course will explore the nurse's impact on behavioral health trends.

**NUR 4008**          **Legal and Ethical Issues Related to Professional Nursing Practice**
3.0 Credits
Emphasizes the ethical and legal obligations of professional nursing practice. The focus is on values clarification, ethical theory, and ethical decision making models. Additionally, legal issues related to healthcare will be explored.

**NUR 4009**          **Leadership in the Nursing Profession**
3.5 Credits

Focuses on the role of the professional nurse as a leader within healthcare. The course integrates concepts needed to assume leadership and management positions in the healthcare environment.

**NUR 4010**          **Community Health Nursing/Practicum**
6.0 Credits
Focuses on the role of the professional nurse in community-based practice settings, with an emphasis placed on health promotion, prevention, and optimal wellness of the community.

**NUR 4011**          **Senior Seminar**
3.0 Credits
Integrates theory into practice by building on previous concepts and knowledge.

## Occupational Safety Technician

**OSH 1310**          **10-HR Construction Industry Standards**
1.0 Credit
Provides a 10-Hour OSHA certification course for the construction industry and participants will review the current OSHA standards contained in 29 CFR 1926. Participants that complete the course will receive a certificate of completion from the United States Department of Labor, Occupational Safety and Health Administration. The course is taught by instructors certified by the Occupational Safety and Health Administration.

## Physical Education

**PED 1001**          **Conditioning Lab**
1.0 Credit
Offers an independent self-paced format of conditioning exercises to meet individual needs. Emphasizes the value of lifetime fitness and its contribution to achieving personal health and wellness. Students utilize cardiorespiratory, muscular strength and endurance exercises to promote positive changes in health-related fitness components.

**PED 1002**          **Weight Training**
1.0 Credit
Offers basic instruction and practice in weight training. Students utilize weight training equipment in accordance to their abilities and goals. Emphasizes weight training equipment orientation, correct lifting techniques, and basic program design for men and women. 30 Contact Hours

**PED 2010**          **Archery**
1.0 Credit
Introduces the use of archery equipment, the basic skills, safety precautions, and rules of archery.

**PED 2037**          **Varsity Sports**
1.0 Credit
Allows the student-athletes an opportunity to participate in a competitive varsity sports program.

## Philosophy

**PHI 1011**          **Introduction to Philosophy: GT-AH3**
3.0 Credits

Introduces significant theoretical and practical questions and emphasizes understanding the meaning and methods of philosophy. Includes: the human condition, logic, reality, knowledge, freedom, history, ethics, and religion. This is a statewide Guaranteed Transfer course in the GT-AH3 category.

## PHI 1012          Ethics: GT-AH3
3.0 Credits
Examines human life, experience, and thought to discover and develop the principles and values for pursuing a more fulfilled existence. This course examines ethical theories designed to both justify moral judgments, as well as apply these ethical theories to a selection of personal and social issues in the world today. This is a statewide Guaranteed Transfer course in the GT-AH3 category.

## PHI 1013          Logic: GT-AH3
3.0 Credits
Studies effective thinking using language-oriented logic. Provides tools and develops skills for creative and critical thinking and the formal analysis of arguments. Emphasizes the development of decision-making and problem-solving.~~This is a statewide Guaranteed Transfer course in the GT-AH3 category.

## PHI 1014          Comparative Religions: GT-AH3
3.0 Credits
Introduces the major religions of the Eastern and Western world. Covers Hinduism, Buddhism, Confucianism, Daoism, Judaism, Christianity, and Islam. Utilizes methods of religious studies to understand the historical development of each religious tradition as well its worldview and teachings. This is a statewide Guaranteed Transfer course in the GT-AH3 category.

## PHI 1015          World Religions-West: GT-AH3
3.0 Credits
Introduces students to religions of the Western World: Judaism, Christianity, and Islam. Utilizes the methods of religious studies to understand the historical development of each religious tradition in terms of communities, cultural context, and modern manifestations; paying particular attention to differences between sects, denominations, schools, and factions within each tradition. Focus will include the examination of the charismatic leaders, prophets, and narratives that inform the worldview of each tradition. This is a statewide Guaranteed Transfer course in the GT-AH3 category.

## PHI 1016          World Religions-East: GT-AH3
3.0 Credits
Introduces the major religions of the Eastern World: Hinduism, Buddhism, Confucianism, and Daoism. Utilizes the methods of religious studies to understand the historical development of each religious tradition in terms of communities, cultural context, and modern manifestations; paying particular attention to differences between sects, denominations, schools, and factions within each tradition. Focus will include the examination of the charismatic leaders, prophets, and narratives that inform the worldview of each tradition. This is a statewide Guaranteed Transfer course in the GT-AH3 category.

## PHI 2005          Business Ethics: GT-AH3
3.0 Credits
Examines major ethical theories and then applies ethical decision-making criteria to various moral issues and challenges in a business environment. This course includes issues such as job discrimination, worker's rights, consumerism, advertising, whistle-blowing, product safety, responsibility to the environment, as well as compassionate and fair responsibility to society. This is a statewide Guaranteed Transfer course in the GT-AH3 category.

## PHI 2014          Philosophy of Religion: GT-AH3
3.0 Credits
Focuses on the critical analysis and evaluation of the fundamental concepts, ideas, and implications within religious worldviews. This course includes issues such as the nature of God, other conceptions of ultimate reality, arguments concerning God`s existence, the problem of evil and suffering, faith and reason, metaphysical foundations for ethics, the phenomenon of religious experience, and religious diversity. This is a statewide Guaranteed Transfer course in the GT-AH3 category.

## PHI 2018          Environmental Ethics: GT-AH3
3.0 Credits
Analyzes theories of the value of the natural world. Topics may include the relation between scientific and moral principles; theories of the moral worth of persons, animals, plants, and other natural objects; historical, religious, and cultural influences on conceptions of nature; alternative accounts of human relationships and responsibilities to nature; and the connection between moral and political values and economic policies. This is a statewide Guaranteed Transfer course in the GT-AH3 category.

# Physics

## PHY 1105          Conceptual Physics with Lab: GT-SC1
4.0 Credits
Focuses on mechanics, heat, properties of matter, electricity and magnetism, and light. Incorporates laboratory experience. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

## PHY 1111          Physics: Algebra-Based I with Lab: GT-SC1
5.0 Credits
Covers the physics of mechanics and requires application of classical physics to both mathematical and conceptual problems. Major topics include kinematics in one and two dimensions, Newton's Laws, circular motion, work and energy, impulse and momentum, and rotational mechanics. This course may also include topics relating to simple harmonic motion and traveling and standing waves. This is a statewide Guaranteed Transfer course in the GT-SCI category.

## PHY 1112          Physics: Algebra-Based II with Lab: GT-SC1
5.0 Credits
Covers the physics of electricity and magnetism and requires application of classical physics to both mathematical and conceptual problems. DC circuits involving resistors, capacitors, and batteries will be covered. Also covered are electromagnetic waves and geometric optics. This course may also include topics relating to simple harmonic motion, traveling and standing waves, and AC circuits. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

## PHY 2111          Physics: Calculus-Based I with Lab: GT-SC1
5.0 Credits
Covers the physics of kinematics, dynamics, and conservation laws and requires application of classical physics to both mathematical and conceptual problems. Specific concepts covered include 1D and 2D kinematics, Newton's Laws, rotational motion, energy and work, momentum and impulse, and simple harmonic motion. This course may also cover thermodynamics and fluid mechanics. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

## PHY 2112          Physics: Calculus-Based II with Lab: GT-SC1
5.0 Credits

Covers the physics of electricity and magnetism using conceptual and mathematical reasoning, including calculus. Maxwell's equations, waves, and time-varying circuits will be covered. Optional topics include wave and geometric optics and AC circuits. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

## Psychology

### PSY 1001     General Psychology I: GT-SS3
3.0 Credits
Focuses on the scientific study of behavior including motivation, emotion, physiological psychology, stress and coping, research methods, consciousness, sensation, perception, learning, and memory. This is a statewide Guaranteed Transfer course in the GT-SS3 category.

### PSY 1002     General Psychology II: GT-SS3
3.0 Credits
Focuses on the scientific study of behavior including cognition, language, intelligence, psychological assessment, personality, abnormal psychology, therapy, life span development, sex, gender, sexuality, and social psychology. This is a statewide Guaranteed Transfer course in the GT-SS3 category.

### PSY 2107     Human Sexuality: GT-SS3
3.0 Credits
Surveys physiological, psychological, and psychosocial aspects of human sexuality. Topics include relationships, sexual identity, and sexual health. This is a statewide Guaranteed Transfer course in the GT-SS3 category.

### PSY 2221     Social Psychology: GT-SS3
3.0 Credits
Focuses on the behavior of humans in a wide variety of social settings and the social influences humans have on each other in those settings. This is a statewide Guaranteed Transfer course in the GT-SS3 category.

### PSY 2222     Psychology of Death and Dying: GT-SS3
3.0 Credits
Examines philosophies of life and death emphasizing dying, death, mourning, and the consideration of one's own death. This is a statewide Guaranteed Transfer course in the GT-SS3 category.

### PSY 2331     Postive Psychology: GT-SS3
3.0 Credits
Focuses on human strengths and explores strengths-based research and concepts of life satisfaction, well-being, happiness, helpfulness, resiliency, post-traumatic growth, and improving emotional, psychological, and social functioning. This is a statewide Guaranteed Transfer course in the GT-SS3 category.

### PSY 2333     Health Psychology: GT-SS3
3.0 Credits
Focuses on an overview of the scientific study of attitudes, behaviors, and personality variables related to health, illness, and bodily systems. The course emphasizes the interaction of biological, psychological, and social factors that cause illness and influence its treatment and prevention. This is a statewide Guaranteed Transfer course in the GT-SS3 category.

### PSY 2440     Human Growth and Development: GT-SS3
3.0 Credits

Examines human development from conception through death, emphasizing physical, cognitive, emotional, and psychosocial factors. This is a statewide Guaranteed Transfer course in the GT-SS3 category.

### PSY 2441     Child Development: GT-SS3
3.0 Credits
Focuses on the growth and development of the individual, from conception through childhood, emphasizing physical, cognitive, emotional, and psychosocial factors. This is a statewide Guaranteed Transfer course in the GT-SS3 category.

### PSY 2552     Abnormal Psychology: GT-SS3
3.0 Credits
Examines abnormal behavior and its classification, causes, treatment, and prevention. This is a statewide Guaranteed Transfer course in the GT-SS3 category.

## Range Management

### RAM 2005     Range Management
3.0 Credits
Presents the historical and current status of the range livestock industry. Management principles for private and public rangelands, range plant identification and range plant communities are covered.

## Recreation

### REC 1020     Intro to Sport Management
3.0 Credits
Provides the student with knowledge of management in the areas of facilities, professional organizations, educational institutions, promotions, as well as the different managerial styles that can be applied. This course will also provide the student with individual topics such as quality control, leadership, strategic planning, information systems, and sport research.

### REC 2010     Principles of Outdoor Recreation
3.0 Credits
Includes lecture and practical outdoor experience relating to problems and trends in outdoor recreation.

### REC 2020     Social Recreation and Leadership
3.0 Credits
Enables the student to study effective leadership methods and techniques used in social recreation programming. Students experience actual settings of appropriate activities in community organizations with different age groups.

### REC 2021     Recreational Skills
3.0 Credits
Focuses on skills necessary to organize effectively and conduct various recreation activities for the recreation major. Covers sports and games, community centers, fine arts, and playground skills.

## Science

### SCI 1055     Integrated Science I - Physics and Chemistry with Lab: GT-SC1
4.0 Credits

Examines the nature of energy and matter, their interactions and changes, and the application of fundamental concepts to the study of our natural world. These concepts will be explored in hands-on laboratory experiments. This course integrates the fundamental concepts and ideas about the nature of physics and chemistry with the natural world. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

### SCI 1056      Integrated Science II - Earth and Life Science with Lab: GT-SC1
4.0 Credits
Examines earth and biological systems, living and non-living environments, through the application of fundamental energy and matter concepts. These systems and concepts will be explored in hands-on laboratory experiments. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

### SCI 1105      Science in Society: GT-SC2
3.0 Credits
Examines issues relating to the way science interacts with society. A selection of issues from information technology, the environment and earth science, physics and astronomy, biology, medicine, and the interaction of science with politics will be examined, as informed by current events. Emphasis will be on research, inquiry, and critical analysis of science-related issues, including the negative and positive roles of science in society. This is a statewide Guaranteed Transfer course in the GT-SC2 category.

## Sociology

### SOC 1001      Introduction to Sociology I: GT-SS3
3.0 Credits
This course examines the basic concepts, theories, and principles of sociology, including topics of culture, race, class, gender, sexuality, social groups, and deviance through a local and global lens. Analyzes and interprets socio-historic as well as contemporary issues by using critical thinking skills and linking individual experiences to social structures. (GT-SS3)

### SOC 1002      Introduction to Sociology II: GT-SS3
3.0 Credits
Examines the basic concepts, theories, and principles of sociology, including topics of family, religion, education, politics, the economy, health, demography, the environment and social movements through a local and global lens. Analyzes and interprets socio-historical as well as contemporary issues by using critical thinking skills and linking individual experiences to social structures. This is a statewide Guaranteed Transfer course in the GT-SS3 category.

### SOC 2005      Sociology Of Family Dynamics: GT-SS3
3.0 Credits
Offers a critical exploration of marriage, family and kinship. It examines the family as an institution and how social, cultural and personal factors influence family relations locally and globally. Explores the stability and evolution of the family, along with current trends and a range of family forms. This is a statewide Guaranteed Transfer course in the GT-SS3 category.

### SOC 2031      The Sociology of Deviant Behavior: GT-SS3
3.0 Credits
Critically examines various deviant categories and societal reactions to deviance affecting diverse populations. Examines how sociologists study deviance and the theories they use to explain it. Explains the ways social institutions define deviance and attempt to control, change, or treat those deviant behaviors, attitudes, and conditions.

### SOC 2037      Sociology Of Death And Dying: GT-SS3
3.0 Credits
Explores the socially constructed nature of how individuals and societies interact with death and dying. Examines how individuals experience death and dying based on their social location. Analyzes diversity in grief practices related to death.

## Spanish

### SPA 1011      Spanish Language I
5.0 Credits
Develops students' interpretive, interpersonal, and presentational communicative abilities in the language. Integrates these skills in the cultural contexts in which the language is used. Offers a foundation in the analysis of culture.

### SPA 1012      Spanish Language II
5.0 Credits
Expands students' interpretive, interpersonal, and presentational communicative abilities in the language across the disciplines. Integrates these skills with the study of the cultures in which the language is used. Offers a foundation in the analysis of culture and develops intercultural communicative strategies.

### SPA 2011      Spanish Language III: GT-AH4
3.0 Credits
Continues Spanish Language II in the development of increased functional proficiency at the intermediate level in speaking, aural comprehension, reading, writing, and cultural competency in the Spanish language. This course is conducted predominantly in Spanish. This is a statewide Guaranteed Transfer course in the GT-AH4 category.

### SPA 2012      Spanish Language IV: GT-AH4
3.0 Credits
Continues Spanish Language III in the development of increased functional proficiency at intermediate mid level in speaking, aural comprehension, reading, writing, and cultural competency in the Spanish language. This course is conducted predominantly in Spanish. This is a statewide Guaranteed Transfer course in the GT-AH4 category.

## Theater

### THE 1004      Basic Costume and Apparel Construction
3.0 Credits
Provides students with training in cutting and sewing techniques, as well as knowledge of fabric types, qualities, uses, and cleaning.

### THE 1005      Theatre Appreciation: GT-AH1
3.0 Credits
Provides an opportunity to discover, analyze, and evaluate all aspects of the theatre experience: scripts, acting, directing, staging, history, criticism, and theory. This is a statewide Guaranteed Transfer course in the GT-AH1 category.

### THE 1008      Theatre Script Analysis: GT-AH1
3.0 Credits
Explore methods of reading and analyzing a variety of diverse texts for the stage. Additionally, this course provides an opportunity to interpret theatre

scripts through cultural lenses and dramaturgical research methods. This is a statewide Guaranteed Transfer course in the GT-AH1 category.

### THE 1011　　　Acting I
3.0 Credits
Covers basic acting techniques and approaches including scene study, improvisation, and script analysis. It includes practical application through classroom performance.

### THE 1016　　　Technical Theatre
3.0 Credits
Introduces methods of constructing and painting scenery and properties, operating stage lighting and sound equipment, and implementing costumes and multimedia. This course explores the proper procedures of serving on stage crews.

### THE 1029　　　Introduction to the Entertainment Industry
3.0 Credits
Teaches the student an overview of what the Entertainment Industry is and what skill sets are required to enter this field.

### THE 1031　　　Theatre Production I
3.0 Credits
Allows students to put into practice theories of theatre production. Participation in set construction, scenic artistry, costuming, lighting, sound, acting, stage managing, and administration is available.

### THE 1032　　　Theatre Production II
3.0 Credits
Allows students to put into practice theories of theatre production. Participation in set construction, scenic artistry, costuming, lighting, sound, acting, stage managing, and administration is available.

### THE 1052　　　Production Stage Management I
3.0 Credits
Focuses on the basics of stage management, including making a stage manager`s book, organizational methods and protocols of production, calling cues in production and personnel relationships and responsibilities.

### THE 2011　　　Development of Theatre Greek-Reniassance: GT-AH1
3.0 Credits
Surveys the history and development of theatrical practices from Ancient Greece to the Renaissance as well as non-western forms, emphasizing all aspects of performance from period values to analysis of dramatic literature and culture. This is a statewide Guaranteed Transfer course in the GT-AH1 category.

### THE 2012　　　Development of Theatre Restoration to Modern: GT-AH1
3.0 Credits
Surveys the history and development of theatrical practices from Restoration to the present as well as non-Western forms, emphasizing all aspects of performance from period values to analysis of dramatic literature and culture. This is a statewide Guaranteed Transfer course in the GT-AH1 category.

### THE 2015　　　Playwriting: GT-AH1
3.0 Credits

Develops playwriting techniques emphasizing elements of dramatic structure, dialogue, styles, creative writing, and theatrical practices. This is a statewide Guaranteed Transfer course in the GT-AH1 category.

### THE 2016　　　Theatre Lighting and Design
3.0 Credits
Focuses on the theory and practice of stage lighting. Topics include basic electrical theory, color theories, rigging and design of lighting for thr performing arts.

### THE 2021　　　Set Design for Film and Theatre
3.0 Credits
Emphasizes two- and three-dimensional drawing and designs and color theory. Students construct 3-D models and a theatrical stage set.

### THE 2050　　　Practical Theatre Technologies
3.0 Credits
Trains students in basic applications utilizing specific technologies used in modern theatrical production. The course emphasizes working with electricity and electronics (including basic soldering), basic computer-aided design, basic computer networking for sound and lighting, and troubleshooting concepts applied to contemporary theatre technologies.

## Unmanned Aircraft Systems

### UAS 1050　　　Unmanned Aircraft Systems and Safety: UAS Foundations
3.0 Credits
Provides an understanding of the capabilities and limitations of Unmanned Aircraft Systems (UAS) technologies to including the hardware and software configurations and gain a holistic view of concerns facing UAS integration into the National Airspace System.

### UAS 1051　　　Unmanned Aircraft Systems and Safety: UAS Applications
3.0 Credits
Provides an understanding of how Unmanned Aircraft Systems (UAS) are used to accomplish a variety of tasks in complex environments and how remote pilots apply UAS technology for commercial, scientific, and governmental purposes while respecting both physical and regulatory limitations. The course provides a foundation of professionalism and ethics applicable to remote pilots.

### UAS 1052　　　Unmanned Aircraft Systems and Safety: UAS Personnel
3.0 Credits
Provides an understanding of limits and skills employed by remote pilots in identifying and mitigating errors. Human error and skills used to detect and stop errors during the day-to-day execution of remote pilot tasks are addressed. This course surveys the concepts of decision-making bias, stress, and methods for safely identifying and mitigating risk while making decisions.

### UAS 1053　　　Unmanned Aircraft Systems and Safety: Safety Management
3.0 Credits
Introduces Unmanned Aircraft Systems (UAS) pilots to a management system and culture that is fundamental to the aviation industry. The four pillars of safety management will be presented: safety policy, risk

management, safety assurance, and safety promotion. This course will address the process of incorporating these principles into UAS operations.

## Welding

**WEL 1002 Oxy-fuel Joining Processes**
4.0 Credits
Covers Oxy-fuel joining operations.

**WEL 1013 Oxyfuel and Plasma Cutting**
2.0 Credits
Outlines the skills needed to set up equipment and perform cutting and gouging operations utilizing the oxyacetylene and plasma arc cutting processes.

**WEL 1021 Structural Welding I**
3.0 Credits
Covers theory and practice in oxy-acetylene processes with emphasis toward AWS welder qualification with mild steel electrode E-7018 welding in the horizontal and vertical position.

**WEL 1022 Structural Welding II**
3.0 Credits
Continues WEL 121 with final emphasis toward AWS welder qualification with mild steel electrode E-7018 qualification test in the 2G, 3GU, and 4G position.

**WEL 1024 Gas Tungsten Arc Welding I**
4.0 Credits
Covers Gas Tungsten Arc Welding (GTAW) operations in various positions and joint designs.

**WEL 1025 Introduction to Gas Metal Arc Welding**
4.0 Credits
Covers welding in all positions and on various joint configurations using the GMAW (mig) welding process on carbon steel, stainless steel and aluminum. Student should be familiar with basic metallurgy pertaining to the weldability of metals, structural joints, and safety in the welding industry.

**WEL 1035 TIG Welding for Gunsmiths**
2.0 Credits
Introduces the gunsmithing student to basic TIG welding practices.

**WEL 2003 Flux Cored Arc Welding I**
4.0 Credits
Covers Flux Cored Arc Welding (FCAW-S) operations utilizing self-shielded wire in various positions and joint designs.

**WEL 2024 Gas Tungsten Arc Welding II**
4.0 Credits
Covers Gas Tungsten Arc Welding (GTAW) operations utilizing a variety of base metals and advanced joint designs.

**WEL 2030 Pipe Welding I**
4.0 Credits
Covers pipe welding operations utilizing the Shielded Metal Arc Welding (SMAW) process in a variety of positions on carbon steel.

**WEL 2031 Pipe Welding II**
4.0 Credits
Covers pipe welding operations utilizing various processes and positions.

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