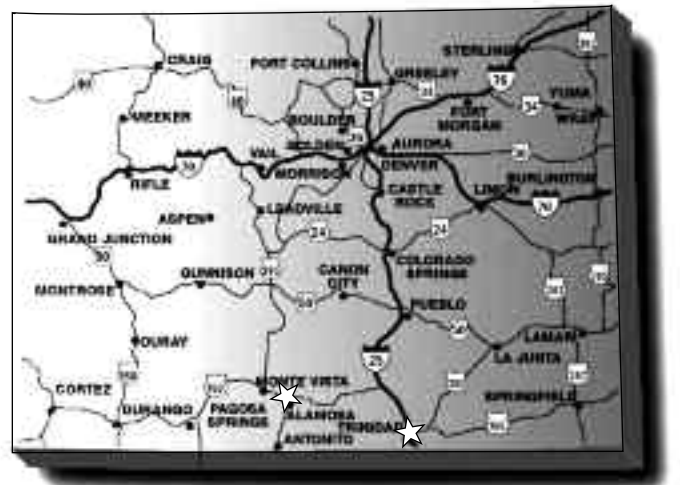


# TRINIDAD STATE JUNIOR COLLEGE

2010 - 2012 Catalog



## Trinidad Campus

600 Prospect Street • Trinidad, CO 81082

(719)846-5011, or toll-free, (800)621-8752

## Valley Campus in Alamosa

1011 Main Street • Alamosa, CO 81101

(719)589-7000, or toll-free, (800)411-8382

[www.trinidadstate.edu](http://www.trinidadstate.edu)



## ABOUT THIS CATALOG...

The 2010 - 2012 Trinidad State Junior 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 the Advising Center, Student Services Offices, or their faculty advisor.

**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.**

Trinidad State Junior College reserves the right at any time, without notice, to change, modify, or cancel any course, program, procedure, policy, financial requirements, or disciplinary arrangements set forth in this catalog whenever, in its sole discretion, it determines such action to be appropriate. Furthermore, TSJC will not be responsible for any failure to present or complete any course or program or to perform any other activity, function, or obligation mentioned in this catalog.

### RIGHTS OF PERSONS WITH DISABILITIES

**No qualified individual with a disability shall by reason of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of Trinidad State Junior College, or be subjected to discrimination by the College.**

**TSJC will provide accommodations for qualified students with disabilities. To request an accommodation, contact the Special Populations Coordinator on your campus, at your earliest convenience. For more information on Special Populations please contact the Disability Services/Special Populations Coordinator on the Trinidad Campus (719)846-5456 and on the Valley Campus in Alamosa (719)589-7084.**

Trinidad State Junior College does not discriminate on the basis of race, color, religion, national origin, sex, age or disability in admission, access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title IV, Title IX, and Section 504 may be referred to the Affirmative Action Officer, Berg Building, Trinidad State Junior College, Trinidad, Colorado 81082, (719)846-5534 or Affirmative Action Director for the Colorado Community College and Occupational Education System, 1391 N. Speer Blvd., Suite 600, Denver, Colorado (800)204-2554, (303)620-4000, or to the Office for Civil Rights, U.S. Department of Education, 1961 Stout Street, Denver, Colorado 80294.

### ATTENTION: COURSE NUMBERS AND DESCRIPTIONS ARE SUBJECT TO CHANGE

The Community Colleges of Colorado launched a common course numbering and common competency project to improve student transfer and to ensure curriculum quality across our system. The project was fully implemented in fall 2003. The project will not jeopardize student credit and transfer. The system will provide an electronic addendum at [www.cccs.edu](http://www.cccs.edu) as course numbers and course competencies are completed.



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## GETTING AROUND...

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### THE TRINIDAD CAMPUS

The **C.O. Banta Vocational Building** has well-equipped shops for career and technical programs in Auto Service Technology, and Welding. Classrooms, the physical plant, maintenance and faculty offices are also housed in this building.

The **Berg Administration Building** was built in 1941. Located within this building are the main administrative offices as well as classrooms for business and other art and science programs. The business and office technologies area is equipped with state-of-the-art computer labs.

The **Boyd Technology Center** is the home of TSJC-TV channel 63. This building also has a smart classroom and houses the instructional technology department. It also has a Mac lab for Multi-Media/Graphic Arts.

The **Guy C. Davis Science Building** provides up-to-date scientific equipment and modern laboratories. Classes for pre-professional science, nursing, EMS and Firefighting are taught here. State-of-the-art computer labs, computer media communications laboratory with smart classroom capabilities are available for classes.

**Latuda Hall** is the location of the Adult Basic Education program ABE, ESL and GED classes. The facility includes offices, classrooms and a computer lab.

The **Massage Therapy Building** contains the classrooms, laboratory and a clinic which is open to the public.

The **Massari Performing Arts Center** houses classrooms for Music and Theater as well as one of the finest performing arts centers in southern Colorado.

The **Mining Tech Building**, located off-campus, accommodates Diesel Mechanics, Heavy Equipment, and the Line Tech Program. A Heavy Equipment simulation lab is also available at this site.

The **Mullen Building** has well-equipped shops for various career and technical programs including Gunsmithing, CAD/CAM, and Cosmetology.

The **Sullivan Student Center** contains a dining hall, game room, bookstore and other student facilities. This building functions as a center for student social and recreational activities. The Student Center also has a general purpose room for public meetings.

The **Samuel Freudenthal Memorial Library** at Trinidad State Junior College has a book collection of approximately 52,000 volumes and 67 periodical subscriptions and houses multiple student support services centers, including the Learning Center, the Student Success Center, the Math Lab, and the Writing Center.

The **Louden-Henritze Archaeology Museum** is located on the ground floor of the Freudenthal Memorial Library. The museum tells the story of the Trinidad area from the formation of land to the early days of the Santa Fe Trail. Geology, fossils and archaeology are featured in the displays. The museum also serves as a repository for the Army Corps of Engineers Trinidad Lake Collection. These collections are available for research by qualified students. Guided tours are available for classes. The museum is also open to the public.

**Scott Gymnasium** provides the facilities for a comprehensive physical education program and men's and women's athletic events including men's basketball and women's volleyball and basketball. A weight and aerobics room is available for our students.

**Sander's Field** is an intramural field located north of the Massari Performing Arts Center.

The **Walton Tennis Courts** are available for student use.

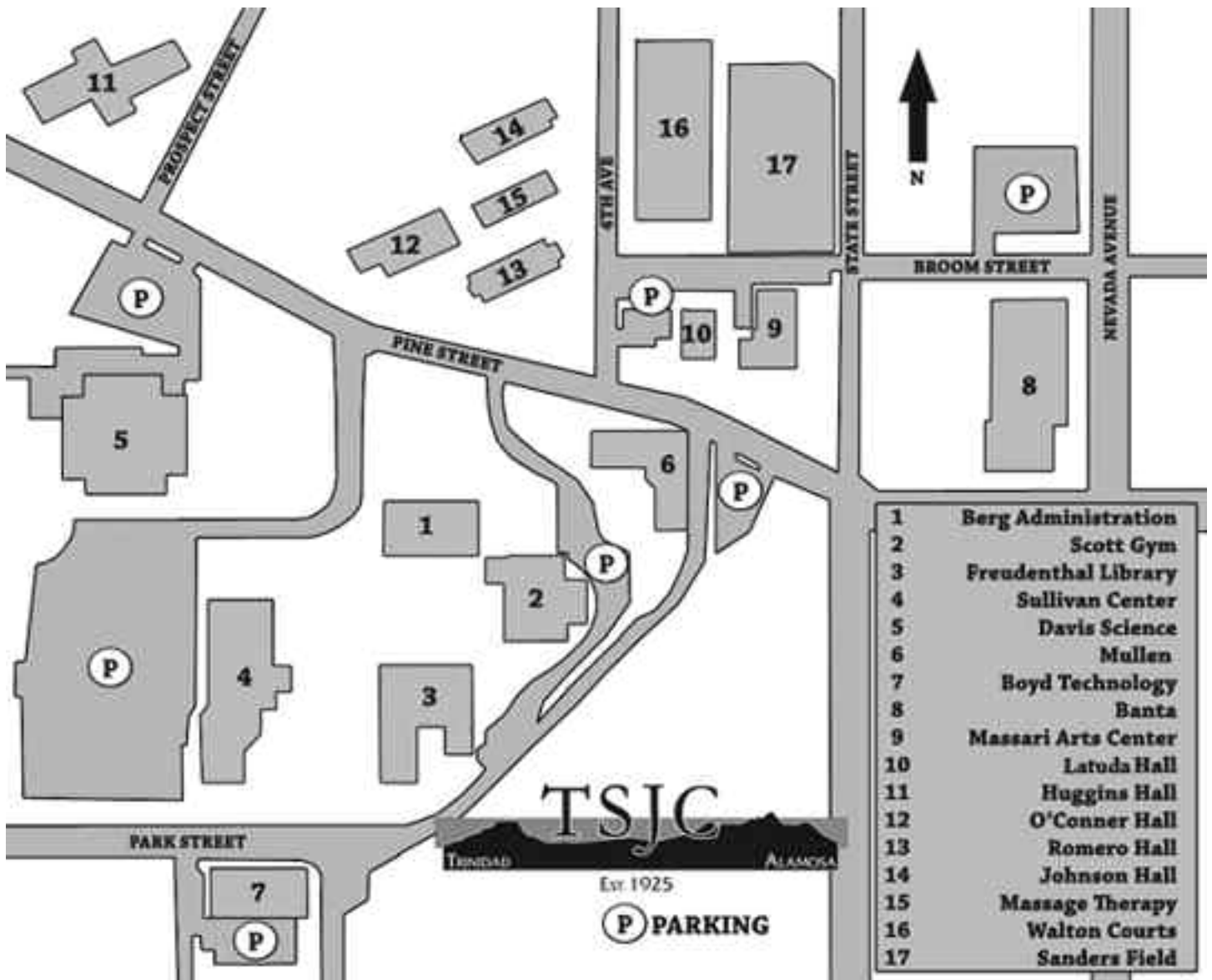
#### Residence halls

**Huggins Hall** is the largest of the four residence halls and is for male students.

**Johnson Hall** is available to student residents.

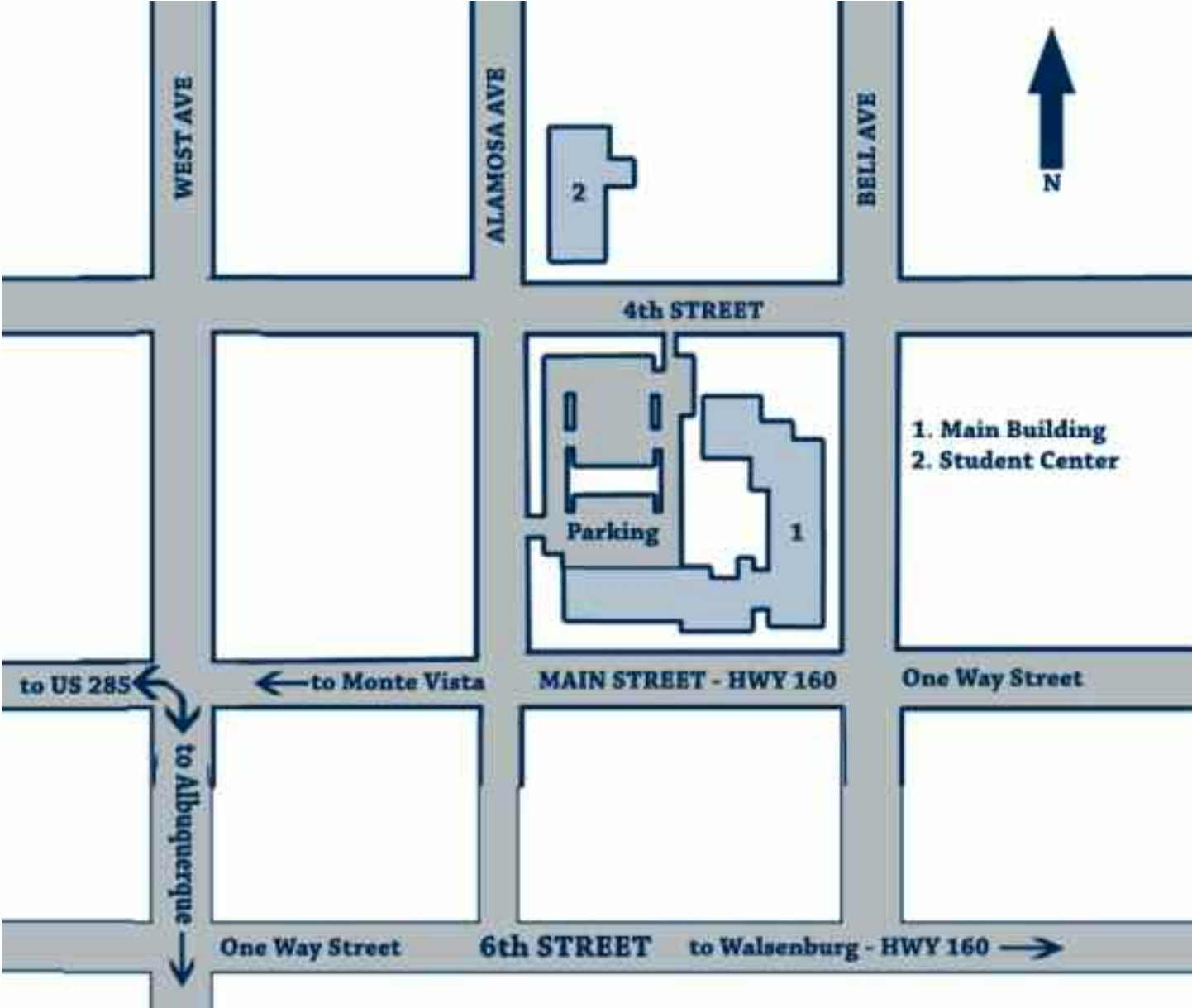
**O'Connor Hall** is designated for female students.

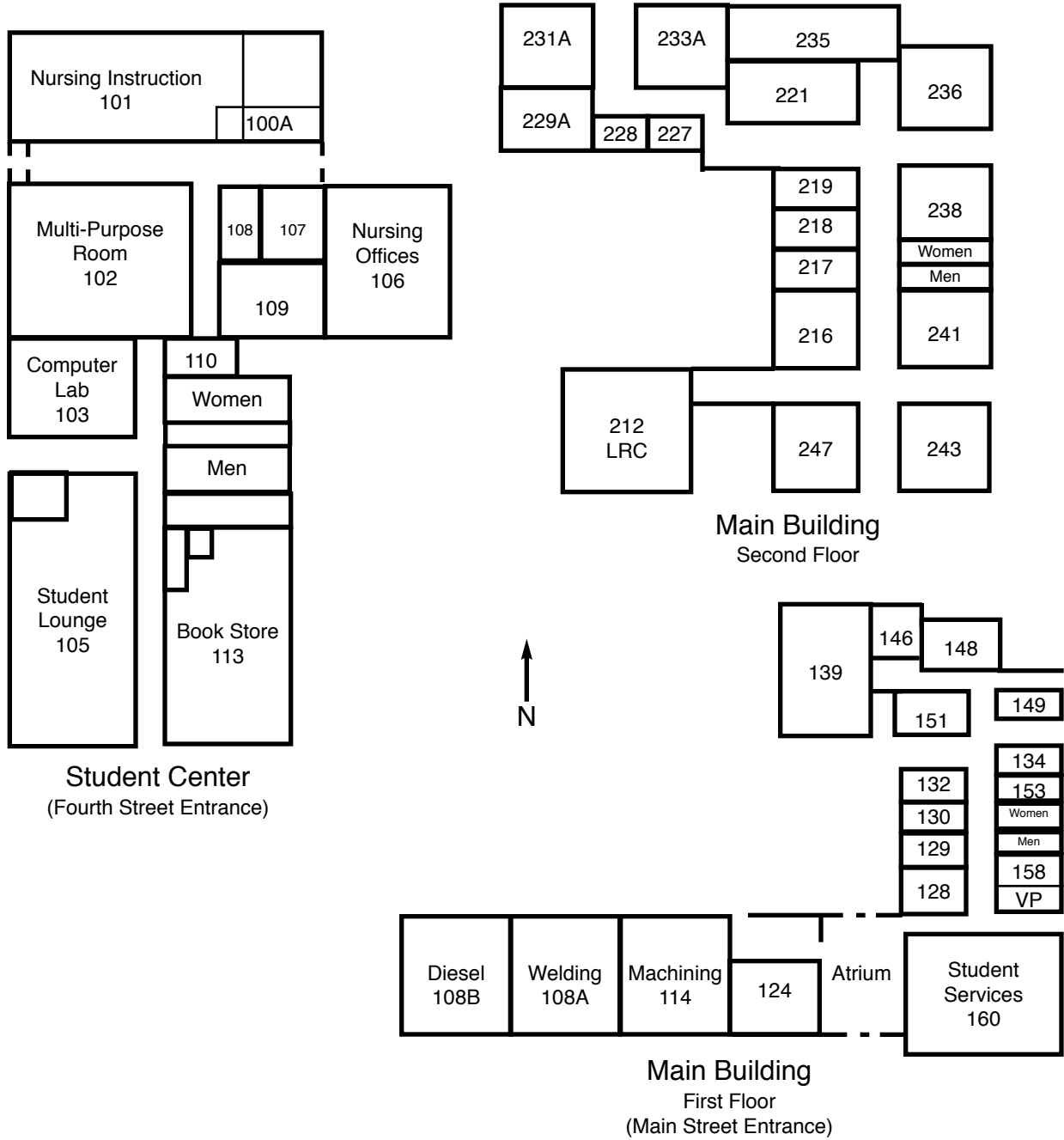
**Romero Hall** is for male residents only and houses many of the Gunsmithing students.



# Getting around...

## THE VALLEY CAMPUS IN ALAMOSA





**Trinidad Campus**  
**600 Prospect Street**  
**Trinidad, CO 81082**  
**Toll Free (800)621-TSJC (8752)**  
**FAX: (719)846-5620**

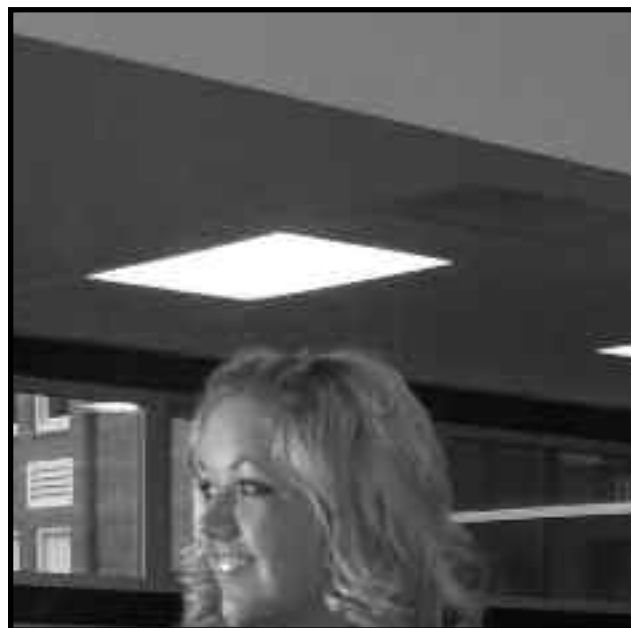
**Valley Campus in Alamosa**  
**1011 Main Street**  
**Alamosa, CO 81101**  
**Toll Free (800)411-8382**  
**FAX: (719)589-7005**

Admissions Office .....(719)846-5621  
 Director of Auxiliaries .....(719)846-5691  
 Director of Housing .....(719)846-5458  
 Associate Director of Housing.....(719)846-5497  
 Director of Financial Aid.....(719)846-5553

Dean of Instruction .....(719)589-7023  
 Dean of Student Services.....(719)589-7050

Service	Location	Extension
Admissions	Berg 201	5621
Advising - Arts and Science	Berg 201	5557
Advising - CTE	Berg 201	5650
Adult Basic Ed. (GED)	Latuda Hall	5698
Adult Education Services	Latuda Hall	5682
Affirmative Action	Berg 101	5534
Alumni/Development	Berg 108	5520
Arts and Sciences	Berg 210	5474
Accuplacer Test/		
Athletics	Scott Gym	5519
Bookstore	SSC	5610
Career & Technical Education	Berg 201	5559
Educational Opportunity Center (EOC)	Berg 209	5689
Financial Aid	Berg 209	5553
Food Services	SSC	5629
Identification Cards	Berg 201	5621
Learning Center	Library 300	5664
Library	Library	5593
Maintenance	Banta Building	5618
Math Lab	Library 301	5515
Dormitories	O'Connor Hall	5497
Dormitories	Huggins Hall	5458
Math Science Upward Bound	Davis 114	5554
Museum	Library (lower level)	5508
Nursing	Davis 116E	5535
President	Berg 218	5541
Security/Physical Plant	Banta Building	5618
Special Populations/ Disability Services	Berg 210	5456
Student Activities/		
Student Government	SSC	5517
Student Success Center	Library 207C	5477
Student Support Services	Berg 101	5655
Transcripts	Berg 201	5621
Trojan Tribune Student Newspaper	SSC 132	5517
Tutoring	Library 300	5664
Upward Bound	Davis 101	5677
Veterans' Counselor	Berg 209	5555
Vice President of Student/ Academic Affairs	Berg 201	5559
Writing Center	Library 304	5467

Service	Room	Extension
Admissions	160	7026
Advising	128	7084
Adult Basic Ed. (GED)	212	7058
Affirmative Action	158	7022
Accuplacer Testing	212	7088
Associate Vice-President	158	7023
Bookstore (Student Center)	113	7029
CTE Student Coordinator	107	7035
Continuing Education	221	7131
Financial Aid	160	7024
GED Testing	212	7060
Identification Cards	221	7081
Job Placement	128	7031
LRC Front Desk	212	7135
Special Populations/ Disability Services	128	7084
Student Life	217	7052
Student Leadership	217	7052
Tech Prep/School to Career	128	7031
Transcripts	160	7026
Tutoring	212	7058
Veterans' Counselor	160	7024





# ...Student Life



# Trinidad State Junior College Celebrates 85th Anniversary



Established 1877.

TRINIDAD, COLORADO, MONDAY EVENING, APRIL 20, 1963

## GOV. MORLEY SIGNED TRINIDAD JUNIOR COLLEGE BILL TO SIGNED BILL WITH PEN OF REP. RALPH WEINBROER

The Trinidad Junior College bill which passed the house Friday morning was signed by Governor Morley at 9:30 this morning, the governor using the pen of Representative Ralph Weinbroer who introduced the bill.



Boston at New York, posts cold.  
Washington at Philadelphia, postponed.

NATIONAL LEAGUE  
Pittsburg ..... 3  
At Cincinnati ..... 0

LET FARMER CALIFORNIA MIGHTY A...

# ...History and Mission



## TRINIDAD CAMPUS

Located in the west central part of the city of Trinidad, the original campus of Trinidad State Junior College abounds in a panorama of mountain beauty with the majestic Sangre de Cristo Mountain Range to the west, and New Mexico mesas and a well-known landmark, Fisher's Peak, to the south.

The City of Trinidad is nestled in a valley surrounded by pinon-studded hills and is known for its moderate, dry climate and clean air. It is located one hundred ninety seven miles south of Denver and about fifteen miles north of the New Mexico border on Interstate Highway 25. Having a population of nearly ten thousand, Trinidad is recognized for the convenience and friendliness of a small town. Recreation parks for camping and fishing are nearby. Trinidad has two golf courses. One, a nine-hole golf course is considered to be one of the best in the state. The other is a new 18-hole Jack Nicklaus designed course.

The Trinidad campus prides itself in being large enough to offer a wide selection of programs in the academic transfer and career and technical areas; yet is small enough to offer personal attention and individualized instruction for its students. The faculty and staff share a genuine interest in the success of their students.

Trinidad State Junior College is committed to providing its students with rigorous, integrated, comprehensive academic and occupational-technical curricula and to strengthening the quality of its academic transfer and 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, on-line, 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 developed computer and multimedia learning laboratories bringing state-of-the-art technology into its learning environment. The goal at TSJC is to equip students with the ability to compete in the ever-changing work environment and excel in a highly mobile society. The College will continue to explore, examine, develop and implement efforts in order to provide a total quality education.

## VALLEY CAMPUS IN ALAMOSA

The TSJC Valley Campus in Alamosa was accredited in 1998 as a branch campus of Trinidad State Junior College by the Higher Learning Commission of the North Central Association of Colleges and Schools. It is located in Alamosa, Colorado, which is in the center of the San Luis Valley. Circled by mountains the valley encompasses an area 122 miles long and 74 miles wide, is the highest alpine desert in America, and has an average elevation of

## HISTORY

Trinidad State Junior College, the oldest two-year college in Colorado, offers the academic and vocational programs you desire. Our faculty and staff provide the personalized attention you deserve with a student to faculty ratio of about 20 to 1. TSJC's Trinidad campus has been accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools since 1962. Trinidad State Junior College grants Associate of Arts degrees, Associate of Science degrees, Associate of General Studies degrees, Associate of Applied Science degrees, and Certificates of Completion. Graduates of TSJC are able to transfer the academic credits earned to other colleges and universities.

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, Trinidad State Junior College became a member of the Community Colleges of Colorado System. The College is governed by the Colorado State Board for Community Colleges and Occupational Education. A College Advisory Council, composed of seven members, is appointed to provide advice to the college administration. Members of the Advisory Council represent Las Animas County, Huerfano County and the San Luis Valley.

The year 2010 marked the eighty-fifth anniversary of educational excellence for TSJC. The College has grown from its enrollment of thirty-seven students in 1926 to its present head count of about two thousand students annually between both campuses. To meet its students' needs, Trinidad State Junior College has two sites: the original campus in Trinidad and the Valley Campus in Alamosa located in the heart of the San Luis Valley.



7500 ft. above sea level. The sun sets over the beautiful San Juan mountain range in the west and in the east the Great Sand Dunes National Monument, the largest natural sand dunes in America, lays at the base of the spectacular Sangre de Cristo Mountains. Eleven “fourteener” peaks surround the valley. The TSJC Valley Campus serves the six counties which comprise the San Luis Valley: Alamosa, Conejos, Costilla, Mineral, Rio Grande, and Saguache. With a population of approximately 8,600, Alamosa is the hub of the valley and is located only 40 miles from the New Mexico border.

Additional notable attractions in the area include: Rio Grande Scenic Railroad; Cumbres and Toltec Scenic Railroad; 186 million acre Rio Grande National Forest; Alamosa and Monte Vista National Wildlife Refuges; San Luis Lakes State Park; 100,000 acre Medano-Zapata Ranch preserve; Rio Grande River (third longest river in the U.S.); Penitente Canyon, noted for rock climbing, three natural hot springs, an alligator farm and UFO tower. Outdoor activities available: hunting, camping hiking, boating, water and snow skiing, snowboarding, fishing, golfing (three locations), birding, 4-wheeling and special events such as the nationally acclaimed Crane festival and Ski-Hi Stampede along with rodeos and fairs.

Highway transportation in the Valley includes U.S. Highway 285 which comes from New Mexico in the south, merges with 160 in Alamosa going west, and then resumes as 285 going north from Monte Vista. Highway 160 extends the width of the valley from east to west. A commercial airline with daily flights to Denver operates out of Alamosa.

## DISTANCE EDUCATION

A network, linking the Trinidad campus to the Valley Campus, as well as several area high schools and other Colorado Community Colleges, provides opportunity for interactive video conferencing.

TSJC offers a number of methods of alternative delivery including on-line, on-site and self-paced computer courses.

Trinidad State Junior College offers its nationally recognized Occupational Safety and Health Technology Program via Distance Learning [www.trinidadstate.edu/osh/](http://www.trinidadstate.edu/osh/). This option for obtaining a Degree or Certificate in Occupational Safety and Health is designed for the employed person who desires safety education but cannot attend college full-time, and/or does not live near an institution which provides this type of training. Courses are available by various methods, from the Internet to traditional postal service and several other options. If interested please call (719)846-5052.

Trinidad State Junior College has continued to update computer laboratories, equipment, and peripherals needed to achieve student success and retention. TSJC is one of the few community colleges in Colorado with a completely wireless campus, both in Trinidad and Alamosa.

## GOVERNANCE

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

## ACCREDITATION AND AFFILIATION

Trinidad State Junior College is accredited by:

**The Higher Learning Commission of the North  
Central Association of Colleges and Schools,  
30 North LaSalle St., Suite 2400  
Chicago, Illinois 60602-2504  
1(800)621-7440; (312)263-0456**

The most recent comprehensive evaluation for continued accreditation at the Associates’ degree-granting level occurred in 2008, with a result of continued eight-year accreditation.

The TSJC Nursing Program is approved by the Colorado State Board for Nursing. Additionally Trinidad State Junior College holds memberships in the American Association of Community Colleges, the North Central Council on High School/College Relations, and other educational and professional organizations.

## MISSION STATEMENT

*Trinidad State Junior College enriches the academic, technical, and cultural life of our diverse community. We are committed to offering traditional and alternative approaches to education, providing quality instruction, and promoting lifelong learning.*

## TSJC VISION STATEMENT

*Trinidad State Junior College will continue to be an active partner in building and maintaining academic excellence and economic vitality in the region it serves. This will be accomplished through:*

- Student Access
- Student Success
- Operational Excellence
- Community Relationships

## TRINIDAD STATE JUNIOR COLLEGE PHILOSOPHY STATEMENT AND OBJECTIVES

Education is the very foundation of good citizenship. It is the principle instrument in awakening individuals to cultural values while preparing them for professional training and in helping them to adjust normally to their environment. It is doubtful that people may reasonably be expected to succeed fully in life if they have desire and capability but are denied the opportunity of an education. Such an opportunity is a right which must be made available to all on equal terms.

### OBJECTIVES

- provide opportunities to acquire essential skills of communication, understanding of the major fields of human experiences and achievement, to develop independent critical judgments, and to recognize and solve problems
- provide guidance to enable each student to discover his/her aptitudes and to assist him/her in the choice of a vocation
- provide educational opportunities for students who have not made a decision concerning their career choices
- provide opportunities to acquire or renew basic skills necessary for future success in certificate and degree programs
- provide opportunities for students to fulfill the lower division requirements of a four-year college degree
- provide career and technical education for specific professions
- provide continuing education for members of the community through special programs, offerings and courses in academic, vocational, cultural, and recreational activities
- provide a trained workforce to meet local and regional business employment needs.

## GENERAL 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. These courses must not be directly related to a student's formal technical, vocational, or professional preparation.

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 a general education that promotes tolerance, lifelong learning, and a devotion to free inquiry and free expression.

### OBJECTIVES

- 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.

These objectives will be addressed throughout a student's tenure at Trinidad State Junior College. Students' learning in these areas will be evaluated through components embedded within course assessments. Additionally, students may be asked to participate in various assessment efforts such as the Collegiate Assessment of Academic Proficiency Exam. The Assessment for Improvement of Student Learning Committee oversees all assessment efforts at Trinidad State Junior College. This committee's principle task is to help improve student learning through regular reporting, discussion and course modification efforts.

## TRANSFER EDUCATIONAL PROGRAMS

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.

### OBJECTIVES

In addition to General Education goals, students graduating from transfer educational programs can:

- 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 deeply and critically about a variety of human issues
- weigh 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.

## CAREER AND TECHNICAL EDUCATION PROGRAMS

The College provides Career and Technical Education for specific professions.

### OBJECTIVES

In addition to General Education goals, Career and Technical Education graduates and trainees can:

- perform specific tasks for specific jobs or for clusters of related jobs
- understand the theory in an area of technical specialty
- demonstrate the practical applications of theory in the technical specialty
- acquire job entry-level skills.

## CONTINUING EDUCATION AND COMMUNITY SERVICES

The College provides lifelong learning for area citizens through special programs, offerings, and courses in academic, vocational, and cultural activities. TSJC supports lifelong learning needs, and the changing needs of industry through nontraditional formats, locations, and/or delivery methods.

### OBJECTIVES

- 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.



## WELCOME!

Admission to Trinidad State Junior College is open to all Colorado 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 for which he/she enrolls. **Admission to Trinidad State Junior College does not ensure acceptance of an individual student in a particular course or program.** In the event that an applicant does not meet the requirements for a particular program, Trinidad State Junior College advisors will advise the student of special courses needed for correction of scholastic or other deficiencies or alternate courses or programs. All admissions are subject to availability of space.

### ABILITY TO BENEFIT

For Financial Aid, federal laws require that post-secondary students must have the ability-to-benefit from instruction. Whether a student is deemed to have the ability-to-benefit from a course of study is determined by whether the student has earned a high school diploma, GED or taken an independent assessment. The student will be required to show proof of a high school diploma, GED or equivalent at the time of registration.

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

### APPLICATION AND ENROLLMENT PROCEDURES

Detailed application procedures can be found at [www.trinidadstate.edu](http://www.trinidadstate.edu). In general, enrollment in Trinidad State Junior College consists of the following;

1. Complete the Application for Admission and submit it to the Student Services Offices in Berg 201 or at the Student Services Office on the Valley Campus Room 160 or go to [www.trinidadstate.edu](http://www.trinidadstate.edu) to apply online.
2. Take the computerized Accuplacer course placement test in the Woods Student Success Center (Library 207 - Trinidad Campus) or in the Learning Resource Center on the Valley Campus, located in the new Student Success Center, Room 212. You may be exempt from the assessment if you can document at least one exemption criterion (listed on page 14 "Assessment Testing").
3. Participate in advising before registering for classes. Contact the staff in Advising, Berg 201, or Student Services Office on the Valley Campus Room 160, for assistance. Teaching faculty and other advisors will be available to discuss assessment scores; answer questions about classes and programs; review past, current, and proposed coursework; provide guidance in educational planning; and help with academic and related problems.

### STUDENT CLASSIFICATION

You will be classified by academic year, admission status and residency according to the following definitions:

#### 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

- **New Student:** Attending TSJC for the first time
- **Continuing Student:** Attended TSJC as a continuing student
- **Readmitted Student:** Have not attended TSJC within the past one or more semesters and are reentering

#### RESIDENCY

You will be classified as either a resident or as a nonresident of Colorado for tuition purposes. See a staff person in the Student Services Office, Berg 201, or Student Services Office Room 160 on the Valley Campus for definitions and details.

#### OUT-OF-STATE STUDENT

Trinidad State Junior College welcomes applications from out-of-state students. All of the applicant's credentials should be on file in the Admissions Office no later than August 15 for the fall semester. Credentials for spring semester applicants should be on file two weeks prior to enrollment.

#### INTERNATIONAL STUDENT

Trinidad State Junior College is authorized under Federal Law to enroll nonimmigrant alien students. International students seeking admission to Trinidad State Junior College should submit an Application for Admission and an English translated transcript indicating graduation from a high school which is equivalent to the twelfth grade in the United States.

English proficiency is a requirement for admission to college-level courses at Trinidad State Junior College. Adequate proficiency will be interpreted as a score of 450 on the TOEFL or 80 on the Michigan Test of English Language Institute or completion of ESL 108 at Trinidad State Junior College. Any student not demonstrating adequate proficiency will be tested and required to enroll in the appropriate English as a Second Language course.

#### TRANSFER STUDENT

Each applicant for admission who has attended another institution or college may not disregard a previous collegiate record

and apply for admissions as a first-time freshman. A student who wishes to transfer to Trinidad State Junior College from another college may do so provided that the student is in good standing at the college from which he/she wishes to transfer. Transfer credit will be evaluated and appropriate credit granted. The student may be admitted upon receipt of an application form and a transcript of all work completed at previous institutions. A transfer student on academic probation from another college will be admitted on probation and must enroll with the advice of the counselor as to credit hours allowed and area of study to be followed.

### **READMISSION (Former Students)**

Any students who have previously attended Trinidad State Junior College and who are returning after an absence of one 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 Junior 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.

### **VETERAN EDUCATION AND SERVICES**

The Veteran Education and Services offices are located in the Berg Building, Room 209, or the Student Services Office Room 160 on the Valley Campus. Trinidad State Junior College has been approved for veterans' training under Chapter 30 Title 38, Chapter 31, Chapter 35 Title 38(DEA) USC, and Chapter 1606/1607 Title 10 USC. A staff person is provided by Trinidad State Junior College for assistance with application process for Veteran's Educational Program benefits.

Standards of Progress are set forth for veterans and eligible students receiving benefits under Chapter 30, 31, 35 Title 38 United States Code in compliance with V.A. Regulations 14253, 14277 and Chapter 1606/1607 Title 10 USC.

### **ASSESSMENT TESTING**

Students pursuing a degree program must complete assessment tests prior to enrollment. TSJC uses the Accuplacer computerized test as its assessment tool for course placement. The results of these tests provide information needed for pre-registration advising.

Trinidad State Junior College is committed to the success of each of its students. Therefore, minimum basic skill levels have been established for College programs in accordance with state mandates. It is the policy of the College that all students enrolling at TSJC must be assessed in mathematics, writing, and reading unless they meet one of the following exemption criteria:

1. The student may provide an official ACT score sheet indicating that his/her scores are at least 18 in English, 23 in mathematics, and 17 in reading.
2. The student may provide an official SAT score sheet indicating that his/her verbal score is at least 440 and mathematics score is at least 460.

3. The student has completed the required college level English or math course at another accredited institution with a C or better.
4. The students may present an official transcript indicating that he/she possesses an associate degree or higher college degree.
5. The student has enrolled specifically for employment in-service and/or upgrading.
6. The student has enrolled for personal enrichment in a course that has no listed prerequisites and has not enrolled in an approved certificate or degree program. (Note: students who initially elect to enroll in an approved certificate or degree program must participate in assessment at the time they enroll in the approved certificate or degree program.)

Documents exempting students from the assessment test must be submitted to the Admissions Office.

The results of the assessment tests are used to place students into the proper English, reading, and mathematics course(s). The results are also used to advise students in the selection of other courses. Students who score below placement test scores in mathematics, writing, and/or reading, must take the appropriate developmental courses within their first 30 credit hours.

### **DEVELOPMENTAL COURSES**

Developmental courses include academic skills courses that are prerequisite to the level of work expected for college level instruction. Developmental courses are not allowed as degree credit for an Associate of Arts (AA), Associate of Science (AS), Associate of General Studies (AGS) or Associate of Applied Science (AAS) academic degrees at TSJC. In order to qualify for state aid, these courses must be taken within the first 30 credit hours.

### **STUDENT ADVISING**

The educational needs of students are the highest priorities of the College. Although students are free to seek guidance or advising from any faculty member, the College provides several avenues to meet the needs of the students.

- Advising is available in Berg 201 or Student Services Room 160 on the Valley Campus for individual sessions with students. Services available include academic advising, transfer and scholarship advice. All students are assigned an advisor and are encouraged to meet with their advisor early and often throughout the semester.
- Various tests and inventories offer students a realistic indication of their aptitudes, interests, and achievement levels. College in Colorado [www.collegeincolorado.org](http://www.collegeincolorado.org) has an excellent website with an interest inventory, learning assessments and career planning tools that can be accessed online. This program allows the student insights into their choice of major programs, career and life-planning goals.



- Transfer advising is available for TSJC 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 take.

**NOTE:** Self-advising is discouraged at TSJC. Students that choose not to meet with their assigned advisor may take courses that will not apply to their certificate or degree program, or transfer to four-year institutions.

## REGISTRATION

Students are encouraged to register in person on the dates designated in the College calendar and in the semester schedule of classes. Returning students may register by phone or on-line. Students may obtain the most current information by consulting with their advisors, Student Services Office personnel, and by reading the most current schedule of classes and registration materials distributed each semester.

To be eligible for registration, all 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 in order for an instructor to admit that person into his/her class.

Registration dates and procedures are announced to currently enrolled students via TSJC-TV, on our website [www.trinidadstate.edu](http://www.trinidadstate.edu), in official informal notices, in the student newspaper, via e-mail, advertising, in the semester schedule of classes and by instructors in the classroom. New and returning students (those who have been out of school for one semester or more) must re-apply for admission and should familiarize themselves with the registration procedures by obtaining a schedule of classes from the respective Admissions Office.

## IMMUNIZATION REQUIREMENTS

Colorado law requires that all full-time students born after January 1, 1957, show proof of immunization against measles, mumps, and rubella. As of July 2005, Colorado law requires proof of meningitis immunization for all students who reside in a dormitory. Proof of immunization is required at the time of registration.

## SPECIAL SERVICES

### ORIENTATION AND CURRICULUM ADVISEMENT

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. The student learns about the College, its offerings and requirements, social and leadership opportunities and advising and counseling services available at TSJC.

Students are assigned to an advisor who monitors the students' progress and assist students with information concerning their major emphasis, graduation requirements, employment trends, and job placement. Advisors assist in course selection with relation to degree requirements, course prerequisites and other academic matters. **Ultimately, it is the responsibility of the student to maintain normal progress, to select the proper courses, and to meet all of the graduation requirements.**

### CAMPUS LIVING ACCOMMODATIONS

In Trinidad, accommodations for campus living are available for both men and women in the residence halls. A \$150 deposit is required with the application for space in the residence halls. The Valley Campus students can make residence hall accommodations through Adams State College.

### FOOD SERVICE

Food service for the Trinidad Campus is provided in the dining hall of the Sullivan Student Center. Commuter students can purchase coupons for meals. Meals may also be purchased on a cash basis.

## TSJC ACADEMIC SUPPORT SERVICES

### TRINIDAD CAMPUS

The **Samuel Freudenthal Memorial Library** has a book collection of approximately 52,000 volumes and 67 periodical subscriptions.

The library utilizes the Auto-Graphic on-line catalog system, which provides access to the TSJC collection, as well as hundreds of additional library collections and databases throughout the country. The library also offers access to a number of on-line, electronic databases, including Britannica Online, SIRS, FirstSearch, Ebscohost, and ProQuest.

The library also has a computer lab with Internet access. In addition, there is a photocopy machine, a microfilm reader and printers available for use. The Student Success Center, Learning Center, Writing Center, and Math Lab are also located there.

Visit the Ruth Ann Woods Student Success Center in Library 207 to get help with transfer advising, personal referrals to community services, professional and personal skills development workshops, Nursing entrance exam test and Accuplacer computerized course placement testing.

**The Learning Center** offers a variety of services to help students succeed at TSJC and achieve their educational goals. Included are one-on-one and group tutoring for any TSJC course and individualized assistance. The Learning Center offers individualized computer tutorials in reading, math and English, free to any student upon request.

The Guided Peer Study Program (GPS) is a group study program especially designed for difficult courses, or courses with large volumes of reading material; however any course may decide to start a GPS group. Once a group is formed, a study skills professional from the Learning Center assists the group to read their textbooks for improved understanding, improved note-taking skills, master test anxiety, and learn group-study techniques. Visit the Learning Center in Library 200 for more information.

**The Math Lab** offers self-paced courses in all levels of developmental mathematics from fundamental math to intermediate algebra. Students work individually using textbooks and state-of-the-art computer software as resources. Both full- and part-time professionals are available whenever a student has a question or experiences difficulty. Students may complete a course early and begin working on the next course during the same semester. The Math Lab also offers open study time with tutorial assistance for students taking any developmental math class at TSJC.

**The Writing Center** is staffed by full- and part-time professionals and trained student tutors. The staff is available to read student writing and offer constructive suggestions and critiques with the goal of helping students develop their skills as writers. The Writing Center is equipped with computers for students to compose and revise assignments and do Internet research.

The Student Success Center offers Accuplacer assessment testing, transfer advising and intervention. Intervention may include assisting students in overcoming obstacles that may be in the way of their academic success and promoting healthy lifestyles.

The Learning Center, Writing Center, and Math Lab are located on the third floor of the library. The Student Success Center is on the main floor. Each center works closely with students to accommodate their individual learning needs. **All learning support is free to TSJC students.**

## VALLEY CAMPUS

The Learning Resource Center offers;

- Professional one-on-one tutoring to students in the academic subjects of reading, writing, and math.
- Adult Basic education, English as a Second Language, and General Education Diploma.

Library Services are provided to Valley Campus students through the Adams State College Library located six blocks from the Valley Campus in Alamosa. Additionally, the students have computer access to the same on-line electronic databases, including

Britannica Online, SIRS, FirstSearch, Ebscohost, and ProQuest that are provided by the Samuel Freudenthal Memorial Library on the Trinidad campus.

The Student Success Center (located in the LRC) offers;

- Accuplacer Testing.
- Referral for academic and personal needs.
- Student engagement activities.

## SPECIAL POPULATIONS

Trinidad State Junior College is an Equal Opportunity Institution which is committed to the educational pursuits of all, including members of special populations. The term 'special populations' includes individuals with disabilities. To serve these individuals, Trinidad State Junior College offers services through the Special Populations Student Services Program on both campuses.

## TRIO PROGRAMS

Trinidad State Junior College offers several federally-funded programs designed to assist students in achieving success. The TRIO programs include:

- Student Support Services
- Educational Opportunity Center
- Upward Bound
- Math Science Upward Bound Programs.

## EDUCATIONAL OPPORTUNITY CENTER

Deciding where to go to college or trade school, figuring out how to pay for it, and completing all the necessary forms can be confusing. The TSJC Educational Opportunity Center is set up to help students gather the necessary information to make good decisions about their future educational plans; think clearly through the available options; and ensure that they receive all the financial aid to which they are entitled.

## 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.

## UPWARD BOUND PROGRAM

The Upward Bound Program serves high school students from the Walsenburg, Trinidad and Raton areas. The program is intended to generate the skills and motivation necessary to successfully complete high school and enroll and complete a postsecondary education. Students are provided tutoring, college counseling, cultural activities, and other services necessary for success. During a six-week summer program, students are brought to campus to gain a simulated college experience and take classes in math, English, science, life skills, Spanish, P.E. and college prep.

## MATH SCIENCE UPWARD BOUND PROGRAM

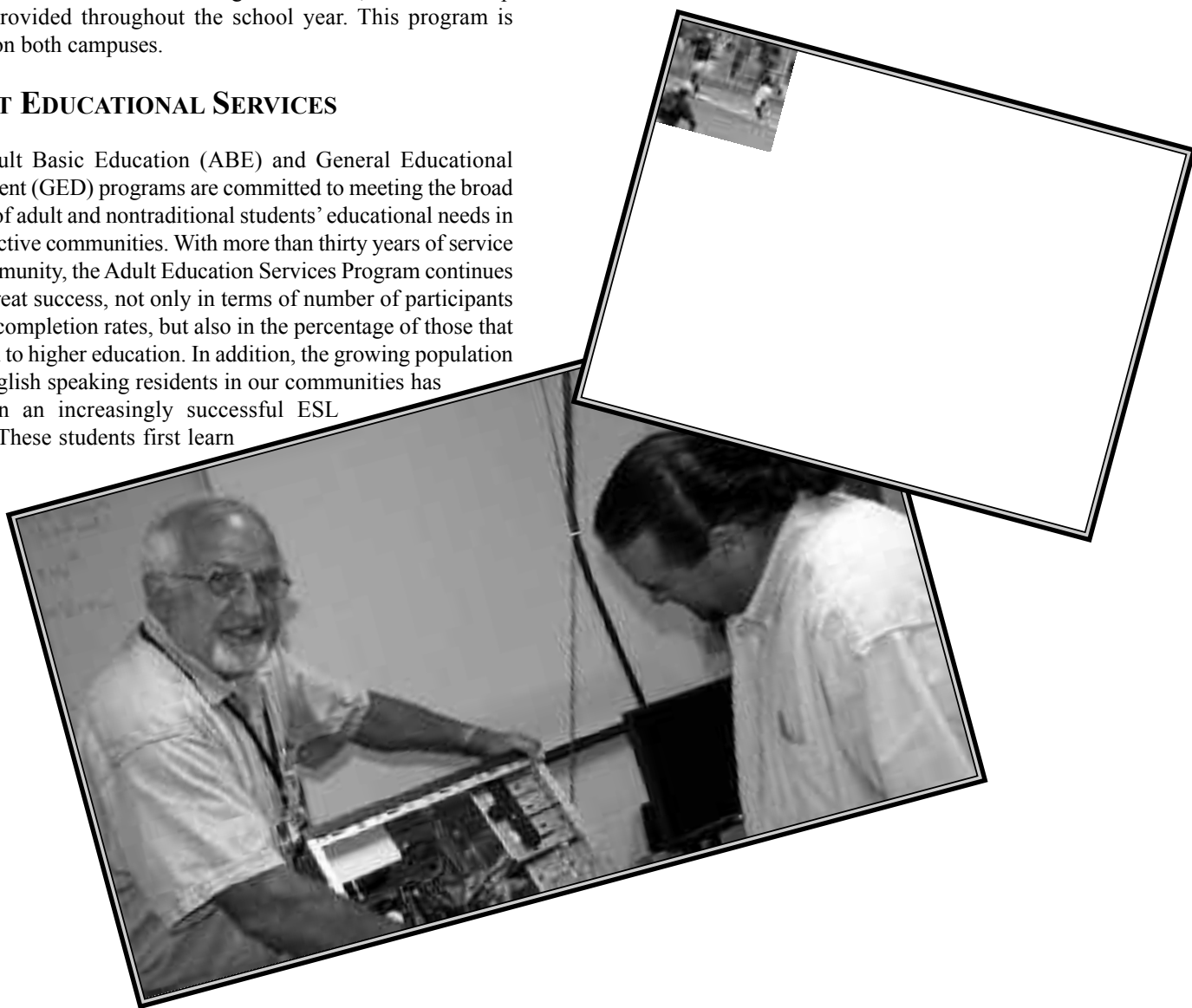
The Math Science Upward Bound Program offers high school students from Colorado and New Mexico concentrated studies in mathematics and science courses. The purpose of the program is to prepare the students for and encourage them to pursue post high school degrees and careers in fields related to science, mathematics and technology. On the Trinidad campus students reside in residence halls for six weeks during the summer, with follow-up services provided throughout the school year. This program is available on both campuses.

## ADULT EDUCATIONAL SERVICES

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 TSJC.

The Adult Educational Services Program has formed community linkages. Agreements throughout TSJC's service area have given the Adult Education program the opportunity to serve those students who choose alternative educational pathways, on their way to higher education at TSJC. With the goal of improving the connection between the employment pool and the training and educational programs at TSJC, the Adult Education program provides a representative to the One-Stop Centers in Trinidad and Alamosa, four mornings each week. The Las Animas County Social Services Program, as well as the Valley's Programs, continues to use the TSJC Adult Education Program as their primary educational unit for their various assistance programs.



## PAYMENT OF FEES

All tuition and fees are due and payable at the time of registration each semester. Registration is not complete until the student's financial obligation is met in full. A student with unpaid financial obligations, of any type, due to the College will not be allowed to register for subsequent semesters, graduate, or receive any transcript of credits.

**Tuition and fees are subject to change depending on legislative and state board action. Therefore, TSJC reserves the right to change the amount of tuition and fees pursuant to such action. Students should refer to the appropriate Semester Schedule of Classes for current tuition and fees.**

## GRADUATION FEES

All graduation fees are applicable at the time of graduation. Please see the Registrar in Berg 210 or in the Student Services Office on the Valley Campus Room 160 for more information.

## RESIDENCE CLASSIFICATION FOR TUITION PURPOSES

A student's classification as a resident for tuition purposes is determined by the Colorado statutes. The initial classification is

made by the Chief Student Services Officer at the time of admission. Any student who has been classified as a nonresident and believes that he or she can qualify as a resident may secure a petition from the Student Services Office and a copy of the summary of the statutes governing tuition classification. This petition is due no later than census date after the beginning of the semester for which the change is desired.

A person moving to Colorado must be domiciled in the state for **TWELVE CONSECUTIVE MONTHS** before becoming eligible for a change in residence classification under the tuition classification law. A minor under 23 years of age who is not emancipated and whose parents move their domicile from Colorado is considered a nonresident and will be assessed nonresident tuition at the next registration. A student must notify the Student Services Office of a change in residency status from resident to nonresident.

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

# FINANCIAL AID

## FINANCIAL AID

The following information has been prepared to provide a better understanding of the financial aid programs at Trinidad State Junior College. The purpose of financial aid is to assist those eligible students who, without such aid, would be unable to pursue their educational goals. The primary responsibility to meet college costs lies with the student and the student's family, with financial aid from the college being a supplementary source of financing. The amount of need-based financial aid offered to a student cannot exceed the student's documented financial need. A student's financial need is determined through a uniform need analysis of the student's and/or family's income, assets, etc., compared with the anticipated costs of the student's education. Financial aid records are classified, confidential, and are treated accordingly. Students are encouraged to seek additional information on financial aid from the Financial Aid Office.

## FINANCIAL AID AWARDS

All financial aid awards are made in compliance with the policies, guidelines and regulations as set down by the state and federal governments and Trinidad State Junior College. Awards may consist of one or a combination of the various financial aids.

Financial Aid recipients are notified of their award by mail, online or in person (providing an award has been made). Award estimates will **NOT** be made! Funding of all financial awards is contingent upon the State and Federal funding of the financial aid programs at TSJC.

All students who receive financial aid must meet the standards of satisfactory progress. The standards are spelled out in the General Information Publication available on request from the Financial Aid Office.

## APPLICATION FOR FINANCIAL AID

- File an application for admission to TSJC (required only once during attendance at TSJC with consecutive enrollment).
- Submit a Free Application for Federal Student Aid (FAFSA) or a renewal Free Application for Federal Student Aid for each year of college attendance. The web address for FAFSA is **www.fafsa.ed.gov**. Federal code for TSJC is 001368.
- After FAFSA receives the student and/or the parent signatures, a Student Aid Report (SAR), will be sent in the mail or e-mailed directly to the student within 10 days.
- If you were selected for verification, see Part 1 of the Student Aid Report (SAR), you must provide the

Financial Aid Office with the documents to verify taxed and untaxed income and complete a verification worksheet. The worksheet can be obtained from the Financial Aid Office. It is important to submit the required information to the financial aid office by June 30 of the subsequent year. For the subsequent year, June 30 will be the deadline. Incomplete documentation will not be accepted. Failure to meet this deadline will keep the applicant's aid from being processed.

- Register for classes.
- Once your financial aid application is complete and has been verified, if necessary, you will be mailed an award notice indicating how much, and the different types of aid you have been awarded. This is the amount of financial aid that you have available to assist you with your educational expenses, beginning with your tuition and fees. Keep this for your records.
- Depending on your award notice, you may then seek a work-study position and/or a student loan. Inquire at the Financial Aid Office on your respective campus for further details.

### APPLICATION DEADLINE

The deadline for early consideration for financial aid is May 1, preceding the college year for which assistance is desired. The final deadline for financial aid applications is June 15th of the current academic year.

**Eligibility for Financial Aid must be determined each college year; therefore, an annual application is required.**

### 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 U.S. Department of Education is required to select 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 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. For example: 2009-10 academic year, June 30, 2010 will be the deadline. Incomplete documentation will not be accepted. Failure to meet this deadline will keep the applicant's aid from being processed.

### SATISFACTORY ACADEMIC PROCESS

In order to meet satisfactory academic progress requirements for terms in which assistance was received, financial aid recipients must:

1. Maintain a cumulative term grade point average of 2.0 or above for all classes attempted; **AND**
2. Successfully complete a minimum of 67% of attempted credit hours.

Review of Satisfactory Academic Progress will be done shortly after the stated due date for grades at the end of each term. Credit hours attempted through consortium agreements will be included in the review of this criterion. Students who fail to meet either or

***Credit hours successfully completed result in the following Satisfactory Progress Status***

ENROLLMENT	GOOD STANDING	PROBATION	SUSPENSION
18	14	13 – 3	Less than 3
17	13	12 – 3	Less than 3
16	12	11 – 3	Less than 3
15	12	11 – 3	Less than 3
14	11	10 – 3	Less than 3
13	10	9 – 3	Less than 3
12	9	8 – 3	Less than 3
11	9	8 – 3	Less than 3
10	8	7 – 3	Less than 3
9	7	6 – 3	Less than 3
8	6	5 – 3	Less than 3
7	6	5 – 3	Less than 3

both of these criteria will be placed on financial aid probation or suspension according to the following guidelines and will be notified in writing of their status.

### CREDIT HOURS SUCCESSFULLY COMPLETED RESULTING IN THE FOLLOWING SATISFACTORY PROGRESS STATUS

#### QUALITATIVE MEASUREMENT

Each institution will define assigned grades and their interpretations.

1. Grade symbols of A, B, C, D earned during the fall, spring and summer will be considered acceptable for courses completed and Satisfactory Academic Progress consideration. S and P (credit) grades will be assigned the equivalent value of a 2.0 GPA.
2. Grades of F, I, W, IP, AW, and AU earned during the fall, spring and Summer **WILL NOT** be considered acceptable for Satisfactory Academic Progress.
3. Students who received an incomplete grade (I) are responsible for notifying the Financial Aid Office if the incomplete grade has been removed. Students can be made aware of this by statements in the Financial Aid Handbook, via a web site or within probation and/or suspension letters. Refer to individual college catalogs as to when the "Incomplete" grade will be changed to a failing grade should the student not complete the course as agreed to in the Incomplete Grade Contract.

## CREDIT HOURS SUCCESSFULLY COMPLETED RESULTING IN THE FOLLOWING SATISFACTORY PROGRESS STATUS

*Hours successfully completed result in the following Satisfactory Progress Status*

Enrollment	Good Standing	Probation	Suspension
18	14	13 – 3	Less than 3
17	13	12 – 3	Less than 3
16	12	11 – 3	Less than 3
15	12	11 – 3	Less than 3
14	11	10 – 3	Less than 3
13	10	9 – 3	Less than 3
12	9	8 – 3	Less than 3
11	9	8 – 3	Less than 3
10	8	7 – 3	Less than 3
9	7	6 – 3	Less than 3
8	6	5 – 3	Less than 3
7	6	5 – 3	Less than 3
6	5	4 – 3	Less than 3
5	4	3	Less than 3
4	3	NA	Less than 3
3	3	NA	Less than 3
<b>Less than 3 credits</b>	<b>Number of attempted credits</b>	<b>NA</b>	<b>Less than number of attempted credits</b>

## QUALITATIVE MEASUREMENT

A student's academic progress will be measured by comparing the number of attempted credit hours with credit hours successfully completed.

- Good Standing: Student is eligible to receive all types of aid.
- Probation: Student will continue to receive aid, but will be monitored closely and must meet good standing criteria by the end of the probation term.
- Suspension: Student is not eligible to receive financial aid (federal, state or, at times, institutional.)
- Warning: Student is eligible to receive all types of aid.

## MAXIMUM TIME LENGTH

Federal regulations require that institutions establish a maximum time period or maximum number of credit hours in which a student should complete an educational degree and/or certificate if financial aid is received. Financial aid recipients will be considered to be making satisfactory academic progress if they complete their educational degree and/or certificate in the time frame indicated below. If a student changes a course of study, the attempted hours under all courses of study are included in the calculation of attempted and earned hours. Transfer credit hours are included in the calculation of allowable maximum time length. All attempted

credit hours, whether or not financial aid was received for the credit hours, must be evaluated when determining the maximum time length for financial aid consideration.

### FOR EXAMPLE:

Associate Degree: This program requires a minimum of 60 credit hours. Students must complete their program by the time they have attempted 90 credit hours.

Certificate: TSJC offers a number of eligible certificate programs each requiring a specific number of credit hours for completion. Students enrolled in certificate programs must complete their program by the time they have completed 150% of the number of credit hours required for the specific program. Example: A student, who is enrolled in a 24 credit Certificate program, must complete that program by the time he/she has attempted 36.0 credit hours.

According to clarification from the U.S. Department of Education, up to 30 credit hours of "for credit" remedial coursework or English as a Second Language (ESL) courses are allowed when determining enrollment status. Those same credits are not required to be included when calculating the quantitative measurement, based upon 150% of the credit hours required for program completion, provided that such exemption is defined in policy. Therefore, as a policy statement of the Community Colleges of Colorado, up to 30 credit hours of remedial/ESL credits will **NOT** be included in the calculation when determining if the student has exceeded the maximum time length (150% of the hours required) for the declared program of study provided that the courses are not applicable to the declared program of study.

Payment of aid is allowed for repeated courses. However, these courses will be counted toward students' maximum time length.

## FINANCIAL AID PROBATION

The Financial Aid Office will evaluate each financial aid recipient's academic progress each term. Each semester-end evaluation will include a GPA review as well as an assessment of the student's completion of the credit hours attempted for that term. Students will be placed on financial aid probation

- If they fail to successfully complete at least 67% of the total attempted hours
- If they earn a term GPA below 2.0 and/or
- If they have attempted less than 110% of the maximum allowable credit hours for their current program.

Students are eligible for payment of aid during the probation term. Students are not able to appeal probation. If at the end of the probationary term under the first two bullet points above, students successfully complete 67% of their attempted hours with a minimum cumulative GPA of 2.0, they will automatically be removed from financial aid probation. Students placed on probation under number 3 above will remain on probation until they attempt more than 150% of the credit hours required for graduation

under their program of study. Students will be placed on a warning status for financial aid at that time and suspended from financial aid the following semester if they do not complete their program of study.

### FINANCIAL AID SUSPENSION

All financial aid recipients will be suspended from additional financial aid consideration for two enrolled terms if;

- They fail to complete 75% of the credit hours they attempt **and/or**
- They earn less than a 2.0 cumulative GPA **and/or**
- They have reached 150% of the maximum allowable credit hours for their current program. This includes students who have obtained a degree and/or certificate and are seeking to pursue another degree and/or certificate.

### FINANCIAL AID WARNING

Financial aid recipients will be placed on a warning status if they have reached 110% to 150% of the maximum allowable credit hours for their current program. This includes students who have obtained a degree and/or certificate and are seeking to pursue another degree and/or certificate

### APPEALS

Each institution is required to have a Financial Aid Appeal Committee and a secondary process for students to appeal the primary decision of the Financial Aid Appeal Committee. All decisions made at the secondary level are final.

A student may appeal when they do not meet the GPA standard or the 67% minimum completion rate. Appeals must be submitted to the Financial Aid Office with supporting documentation attached.

Appeals may be filed for mitigating circumstances, such as:

1. Medical problems (family illness).
2. Family emergency (death of a family member).
3. Other documented extenuating circumstances beyond the student's control.

A student appealing for:

1. Extension of the maximum allowable credit hours for the currently enrolled program, or
2. Funding for an additional degree and/or certificate, **MAY** be required to meet with an academic advisor or counselor to discuss the accumulation of attempted hours beyond the degree requirements and/or the educational purpose of a subsequent degree and/or certificate.

An appeal form can be obtained from the Financial Aid Office or online at the [www.trinidadstate.edu](http://www.trinidadstate.edu) website. The student is responsible for presenting sufficient information and documentation to substantiate the existence of mitigating circumstances.

The Financial Aid Director will initially review and make a decision about the appeal. If the student wishes to appeal that decision, he/she may submit a written request to have the appeal reviewed at a secondary level. The College determines the structure for the secondary review level.

Students with approved appeals will be notified in writing and will be placed on Probation for the term in which the appeal was approved. Students with denied appeals will be notified in writing of the decision and of the reinstatement process.

### REINSTATEMENT

A student who has been terminated may request reinstatement of eligibility after completing one term of a minimum of 6.0 credit hours at his or her own expense, (without the assistance of federal, state or institutional money) meeting the satisfactory academic progress requirements, and repaying any overpayment that he or she may have received. Once these criteria are met, the student must submit a written request to the Financial Aid Office for a review of their satisfactory academic progress eligibility status.

### TSJC RETURN OF TITLE IV FUNDS

When a Title IV aid recipient completely withdraws from TSJC prior to the end of the term, a refund of the 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.

The withdrawal date will need to be determined in order to calculate the amount to be returned. This will be the date the student began the withdrawal process with the Student Services Office, or otherwise provide the institution with notification of intent to withdraw. If the student drops without any notification, the midpoint of the term (50% aid returned) will be used as the withdrawal date or the student's last date of attendance at a documented academically related activity. If the withdrawal process was not begun because of illness, accident, or similar circumstance beyond the student's control the institution will determine the appropriate withdrawal date. If at the end of the semester the student receives all W's, F's or a combination, then again, the midpoint of the term (50% aid returned) will be used as the withdrawal date or the student's last date of attendance at a documented academically related activity.

The College will return to the Title IV programs, the amount based on the standard calculation. That amount is now due to the College by the student. Additionally, the student will return any remaining unearned Title IV funds. (If the student needs to return funds to the Pell or SEOG programs based on the return priority, they need to return no more than 50% of the original amount). Students have 45 days to repay their portion. After 45 days, the College will notify the Department of Education. The student will then be ineligible for Federal Title IV aid at any post-secondary institution until the overpayment is repaid. The loan amounts the

student needs to return will be repaid according to the regular repayment schedule for the loan. The school refund to the loan will be credited to the original loan amount.

**Example:** A student received a Pell Grant for \$1563 for full time enrollment of 12.0 credit hours. Student charges for the term totaled \$726.20. The student completed 30 calendar days of the 111 days of the term.

Original Pell Award \$1,563.00

Student withdraws after attending 30 calendar days (30/111)

Percentage of Title IV aid earned 27% Amount of Title IV aid earned.....\$422.01

Pell award amount of Title IV aid unearned (Title IV aid to be returned).....\$1,140.99

Institutional Charges incurred by student.....\$726.20

Percentage of Title IV aid unearned .....73%

Institutional Charges unearned .....\$530.13

Title IV Aid to be returned by student, computed as follows:

(Original award - institutional charges) = student amount x percentage unearned / 2 = total amount student must repay

$$(\$1563 - \$726.20) \times 73\% = 610.86 / 2 = \$305.43 \quad \$305.43$$

Pell Funds to be returned to the Department of Education by the institution .....\$530.13

The order of return of Title IV funds will be as follows:

- Unsubsidized Stafford Loans
- Subsidized Stafford Loans
- PLUS Loans
- Federal Pell Grant
- Federal SEOG

The fees, procedures, and policies listed above supersede those published previously and are subject to change at any time. Financial aid policies not listed here are available in the Financial Aid Office or online.

## SCHOLARSHIPS

Trinidad State Junior College offers many scholarships annually to students who attend Trinidad State Junior College on a full-time basis. The scholarships provide monetary recognition on a year-by-year basis to first time and continuing students who demonstrate academic expertise in a particular field of study or skill. Many Trinidad State Junior College scholarships are funded by the state of Colorado. Therefore, most of these scholarships are available to Colorado residents only. Examples of TSJC scholarships include:

President's, Honor, Athletic (male and female), and TSJC Invitational Basketball Tournament 'Parade of Princess'. Trinidad State Junior College scholarships may be renewed provided the recipient continues to meet the eligibility requirements of the scholarship. In addition, Trinidad State Junior College offers a number of endowed scholarships to TSJC students.

**Eligibility for scholarships must be determined each college year. Therefore, a renewal application is required. Scholarship information is available at the Financial Aid Office or online at: [www.trinidadstate.edu/](http://www.trinidadstate.edu/) and click on prospective students.**

## LOANS

- **Federal Direct Loan Stafford Student Loan Program**  
The Federal Stafford Subsidized and Unsubsidized Loan enables students to borrow from the Department of Education at a low interest (variable) rate. You may borrow each year based on a scale available in the Financial Aid Office.
- **Federal Direct Loan Parent Loan to Undergraduate Students (PLUS)** This program makes additional loans available to parents of undergraduate students. Application materials and instructions may be obtained from the Financial Aid Office or on line at [www.trinidadstate.edu](http://www.trinidadstate.edu). Students must complete a FAFSA form.

## GRANTS

- **Federal Pell Grant** The Federal Grant Program is designed to provide financial assistance to those students who are eligible. The award varies each college year.
- **Supplemental Educational Opportunity Grant Program (SEOG)** This grant is available to students attending institutions of higher education who are eligible. Grants range from \$200 to \$4,000 per college year.
- **Colorado Student Grant Program (CSG)** This grant is available to resident students who demonstrate financial need. A student may receive up to \$5,000 per college year.
- **Colorado Leveraging Educational Assistance Partnership (CLEAP)** This program is funded jointly through the Federal and Colorado Governments with each providing one-half of the funding. These funds are available to resident students who demonstrate **exceptional** financial need. The maximum award is \$2,000 per college year.

## EMPLOYMENT

- **Federal Work-study Program (FWS)** The purpose of this program is to provide a means through employment,



whereby an eligible student can earn funds with which to pay for educational expenses. The rate of pay is in compliance with the Federal Minimum Wage Law. Based on the amount of demonstrated need, a student could earn as much a \$2,400 during the two semester college year. Through this program students may work up to 15 hours per week while attending classes. In order to qualify for Federal College Work-study, students must demonstrate financial need. They then must find a job on their own. A work-study employment booklet is available in the Financial Aid Office.

- **Colorado Work-study Program (CWS)** The purpose of this program is to provide a means through employment, whereby an eligible student can earn funds

with which to pay for educational expenses. The rate of pay is in compliance with the Federal Minimum Wage Law. Based on the amount demonstrated need, a student could earn as much as \$3,000 during the two semester college year. Through this program students may work up to 15 hours per week while attending classes and up to 40 hours per week during vacation periods. Generally, students must demonstrate financial need to qualify for this program. Student must find a job on their own. A work-study employment booklet is available in the Financial Aid Office.

**Students who withdraw from all of their classes or fail all of their courses will be required to pay back their financial aid.**



## SELECTION OF APPROPRIATE CATALOG

All first-time entering students are allowed five (5) 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 Junior College. If graduation requirements are not completed within the five-year span, the student must meet the requirements and regulations that exist at the time of application for graduation.

## SELECTING YOUR 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. **(A complete list of AA and AS Degree Transfer Emphasis can be found on page 31.)**

## 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:

<b>Full-time:</b>	12 or more semester hours of credit.
<b>Three-Quarter Time:</b>	9 to 11 semester hour of credit.
<b>Half-time:</b>	6 to 8 semester hours of credit.
<b>Less than Half-time:</b>	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 three 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.

## CLASSIFICATION

In order to be classified as a sophomore, a student must have completed a minimum of two college semesters and have earned 30 or more semester hours of credit.

## DROPPING OR WITHDRAWING FROM A COURSE

A student may drop a class within the first 15% of the class term without penalty or without an assigned grade. **After the**

**census date, the instructor will assign a grade of "W". During the last 15% of a class, grades of A, B, C, D, or F are to be assigned unless the Instructional Dean consents to a "W". Not attending classes does not constitute a withdrawal; the student will not automatically receive a refund.**

Before the beginning of each semester, the census date and the date marking the last 15% of the semester will be announced. For short-term classes, instructors should get the census date and a date marking the last 15% of the class from the appropriate dean. Instructors should include these two dates on their syllabi.

A grade of "W" may be given provided the student presents to the Student Services Office a completed withdrawal form signed by the appropriate instructor/advisor.

## REFUND POLICY

If a student officially drops from classes prior to the class census date, a 100% refund of tuition will be 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.**

## ATTENDANCE POLICY

Although attendance is usually a good predictor of student achievement, not all courses are identical, nor are teaching methods. TSJC has a campus-wide attendance policy. However, faculty members may formulate an attendance policy appropriate to the courses they teach and include this policy as part of the syllabus distributed to students at the beginning of the course. Current attendance policies must be on file with the appropriate Dean. Students experiencing difficulty attending classes may be contacted by the Student Success Center Intervention Specialist.

## GRADES

The scholastic standing of students at Trinidad State Junior College are indicated by letter grades, which have the following interpretation:

- A: Superior (4 credit points per credit hour)
- B: Good (3 credit points per credit hour)
- C: Fair (2 credit points per credit hour)
- D: Poor (1 credit point per credit hour)
- F: Failure (0 credit points per credit hour)
- S: Satisfactory (0 credit points per credit hour)
- AU: Audit (0 credit points per credit hour); an audit is not eligible for Financial Aid, COF or Veteran's Benefits
- U: Unsatisfactory (0 credit points per credit hour)
- I: Incomplete
- W: Withdraw

An Incomplete "I" may be reported when the student, for reasons beyond his/her control, has been unable to complete all the work of the course. This grade may be given only upon a written contractual

agreement between the student and the instructor concerned. An incomplete must be removed no later than the last day of the following semester. Failure to do this will result in a grade of "F" being posted in place of the incomplete.

### CREDIT POINTS

Credit points are granted according to the grade schedule. A minimum grade point average of 2.0 is required for an associate degree or a certificate.

### REQUIREMENTS FOR GRADUATION

Trinidad State Junior College awards the Associate of Arts, Associate of Science, Associate of General Studies, and Associate of Applied Science degrees as well as certificates. The following graduation requirements generally apply for each degree or certificate conferred:

A. 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 Junior College, students 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 the general education guaranteed transfer (G.T.) courses as prescribed by the program selected. All G.T. courses must be satisfactorily completed with no grade below "C". When a student has not satisfactorily completed the degree requirements prior to transfer, the receiving institution will review and accept courses on a course-by-course basis in relation to college or university requirements.
3. Achieve a cumulative grade point average for all courses taken of at least 2.0.
4. Have completed a minimum of fifteen (15) semester hours at Trinidad State Junior College.

B. To be eligible for a certificate granted by Trinidad State Junior College students must:

1. Fulfill the curricular requirements of the Career and Technical Education program pursued as outlined in the College catalog.
2. Have earned a minimum cumulative grade point average of 2.0 ("C").

### DEGREE REQUIREMENTS

Trinidad State Junior College has established a common core of basic requirements for all students receiving the AA, AS, AGS, or AAS degrees. In certain curricula, a student who can demonstrate a minimal competence through an appropriate test, as designated by the College, may be exempt from one or more requirements. Developmental courses will not be allowed as degree credit for an AA, AS, AGS, or AAS degree or certificates.

### APPLYING FOR GRADUATION

All students must apply for graduation to be considered a candidate for graduation from a degree or certificate program at Trinidad State Junior College. 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. TSJC 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:

- Confirm that the major and area of study is correct for the current academic program.
- Confirm that all transfer credits and credits for prior learning that applies to the student's current program have been posted on the transcript.
- 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.
- Complete and submit an 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.

## AREAS OF STUDY

### 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 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 as its base.

## AREAS OF ACADEMIC TRANSFER EMPHASIS FOR (AA) AND (AS) DEGREE

Art  
Biology  
Business Administration  
Chemistry  
Criminal Justice  
Education (Early Childhood and Elementary Education)  
Pre-Engineering  
English  
General Exercise Science  
Forensic Science Field Investigations  
Liberal Arts  
Mathematics  
Music  
Natural Resources  
Pre-Dentistry  
Pre-Medical  
Pre-Pharmacy  
Pre-Physical Therapy  
Pre-Veterinary  
Psychology  
Theatre

## 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 32 semester hours of general education courses including 25 of these semester hours in prescribed general education courses. No more than 28 semester hours of course work may be taken in Career and Technical Education courses.

## ASSOCIATE OF APPLIED SCIENCE (AAS)

This degree, with a specific occupational field, is designed to prepare individuals to enter skilled and/or paraprofessional occupations or to upgrade/stabilize 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. The required general education component for the Associate of Applied Science degree is a minimum of 15 semester hours.

## AREAS OF (AAS) DEGREES AND /OR CERTIFICATES

### TRINIDAD CAMPUS

Agriculture Business Management (Certificate)  
Automotive Service Technology (AAS & Certificate)  
Cosmetology (Certificates)

Criminal Justice (AAS)  
Early Childhood Education (AAS & Certificates)  
Emergency Medical Services (Certificate)  
Environmental Engineering (AAS & Certificate)  
EPIC: Diesel Mechanics (AAS & Certificate)  
EPIC: Heavy Equipment (AAS & Certificate)  
EPIC: Welding (AAS & Certificate)  
Esthetician (Certificate)  
Hairstyling (Certificate)  
Hospitality (Certificate)  
Graphic Design (AAS & Certificates)  
Gunsmithing (AAS & Certificate)  
Holistic Health (AAS)  
Line Tech. (AAS & Certificate)  
Manicurist (Certificate)  
Massage Therapy (Certificate & Degree)  
Practical Nursing (Certificate)  
Nursing (AAS)  
Occupational Safety (AAS & Certificate)  
Office Technologies (AAS & Certificates)

### VALLEY CAMPUS

Accounting (Certificate)  
Addiction Counseling (AAS & Certificate)  
Administrative Medical Assistant (Certificate)  
Agriculture Business Management (Certificate)  
Agriculture/Business (Certificate)  
Aquaculture (AAS & Certificate)  
Automotive Service Technology (AAS & Certificate)  
Barber (Certificate)  
Business Management (AAS & Certificate)  
Colorado Law Enforcement Training Academy (CLETA)  
Criminal Justice (Certificate)  
Computer Information Systems & Webmaster (AAS & Certificate)  
Computer & Networking Technology (AAS & Certificate)  
Construction Technology (AAS & Certificate)  
Cosmetology (Certificate)  
Early Childhood Education (AAS & Certificate)  
Emergency Medical Services (AAS & Certificate)  
Esthetician (Certificate)  
Fine Woodworking (Certificate)  
Fire Science Technologies (AAS & Certificate)  
Graphic Design (AAS & Certificate)  
Hairstyling (Certificate)  
Holistic Health & Massage Therapy (AAS & Certificate)  
Manufacturing Technologies (AAS & Certificate)  
Heavy Equipment Diesel (Certificate)  
Precision Machining (Certificate)  
Welding Technology (Certificate)  
Manicurist (Certificate)  
Nursing / LPN / RN (AAS & Certificate)  
Nursing Aide/ Home Health Aide (Certificate)  
Office Technologies (AAS & Certificate)

## **TIME LIMITATIONS ON CREDIT EARNED TOWARD AN ASSOCIATE DEGREE OR CERTIFICATE**

Courses completed within the preceding ten (10) years may apply toward an Associate Degree or Certificate at Trinidad State Junior College. The College also reserves the right to examine all credits to determine obsolescence of content. In the event that course work is found to be obsolete, the student may be required to update the credit.

## **ON-LINE CLASSES**

Trinidad State Junior College offers many classes on-line through CCCOnline. See the schedule of CCCOnline classes on [www.trinidadstate.edu/ccconline](http://www.trinidadstate.edu/ccconline).

## **TRANSFER OF CREDIT**

Credits earned at Trinidad State Junior College are transferable to other collegiate institutions providing that they meet the requirements of the specific field or curriculum selected by the transferring student. TSJC AA or AS graduates are guaranteed to be able to transfer to any four-year Colorado college or university with junior (third year) status, and are regularly accepted as students with junior status by accredited colleges and universities from coast to coast.

Students must satisfactorily complete the transfer courses with a grade of "C" or higher in order for the grade to be accepted at the receiving institution.

## **PROBATION AND SUSPENSION**

If a full-time student earns less than a 2.0 grade point average, at the end of any semester of enrollment, the student will be placed on academic probation for the ensuing semester. Students placed on academic probation will be prohibited from participation in all extracurricular activities.

Students on academic probation must earn a grade-point average of at least 2.0 by the end of the semester of probation or be placed on academic suspension. A student placed on academic suspension will be prohibited from enrolling in college courses, participating in college activities, or residing in college residence halls. In order for suspension to be lifted, the student must obtain a determination from the Academic Standards Committee that he or she is able and ready to resume his or her studies at an acceptable level of performance.

## **WITHDRAWAL FROM COLLEGE**

To leave the College in good standing, a student must first consult with his/her advisor and a staff member in the Office of Student Services. The student must then secure written clearance from each instructor, the program advisor, the Librarian, Business Office and the Financial Aid Office. When clearance from the above individuals or offices is obtained, the signed clearance document is to be returned to the Student Services Office.

## **FINAL EXAMINATION POLICY**

It is the policy of Trinidad State Junior College to give final examinations during the last week of classes each semester.

## **ACADEMIC DISHONESTY**

Academic dishonesty will not be tolerated and is grounds for compulsory withdrawal, suspension, or disenrollment. Academic dishonesty includes, but is not limited to, "cheating" and "plagiarism." "Cheating" means assisting another student, receiving assistance from another student, or relying on any unauthorized assistance, whether provided orally, in writing, or by other means, in the course of taking tests or examinations, conducting research for or writing research papers, carrying out laboratory experiments, preparing projects, or meeting any other course requirement. "Plagiarizing" means intentionally presenting the words or ideas of others as if they were the student's own, or unintentionally presenting them as such without proper attributions.

Instructors are authorized and required to make use of all reasonable means to deter, prevent, and detect academic dishonesty. If in the considered judgment of his or her instructor a student is determined to have committed an act of academic dishonesty, the instructor has the right to impose a penalty commensurate with the severity of the infraction. Penalties may include assigning a failing grade to the particular course requirement, lowering the student's grade for the course, failing the student for the course as a whole, or suspending the student for a defined period of time. If the instructor decides that the student warrants suspension or disenrollment, he or she should bring the matter to the attention of the Chief Student Services Officer who will follow up the decision.

A student who believes that he or she has been wrongfully charged with committing an act of academic dishonesty should see the current Student Handbook for the official procedure for grade appeal.

## EXTRA-CURRICULAR ACTIVITIES

Since there are only freshmen and sophomores at a community college, each student has an unusual opportunity not only to participate in, but also to experience leadership in clubs, music, dramatics, publications, and athletics. These varied activities are considered an integral part of campus life and are therefore kept inexpensive and, in most cases, entirely free.

### COLLEGE ACTIVITIES

All students are invited to participate in a number of both formal and informal social and informative activities. Programs begin with orientation and welcoming events at the beginning of the school year and continue with annual activities. College activities include basketball, baseball, volleyball, softball, intramurals, instrumental and choral music, and theatre on the Trinidad campus. The College newspaper, the *Trojan Tribune*, is published and distributed throughout the year on the Trinidad Campus. The Valley Campus paper the *Prospector*, is also published and distributed throughout the year.

### CLUBS & ORGANIZATIONS

Various departments and interest groups have organized a variety of clubs on the campus to give the students the opportunity to experience leadership and to explore personal and intellectual interests outside the classroom setting.

Clubs include: Choir, Building Trades Club, Gun Club, Theatre Club, Cosmetology Club, and Multi-Media Club.

Organizations include: AmeriCorp, Beta Beta Beta Biological Society, Food Services Committee, Phi Beta Lambda, Phi Theta Kappa, Residence Hall Council, SGA/SLC Student Senate, Skills U.S.A., Student Leadership Team, and Trinidad State Junior College Ambassadors.

The management of all student activities is vested in the Student Leadership Team of Trinidad State Junior College and the Office of Student Life. The Student Leadership Team is composed of officers of the student body and duly constituted representatives of the student body and organizations. Representatives of the student body are elected according to the Student Body Constitution.

### ATHLETIC ACTIVITIES

Trinidad State Junior College provides an opportunity for all students to take part in sports activities through a broad program of intramural and intercollegiate athletics. Intramural activities include badminton, dodgeball, volleyball, basketball, tennis, flag football, paintball, pool, ping-pong, and more.

Trinidad State Junior College men's and women's athletic teams are members of Region IX of the National Junior College Athletic Association. Men's teams compete in basketball, baseball, and golf. Women compete in volleyball, softball, and basketball. In



addition there is a co-ed golf team. Both men and women play against colleges in Colorado and surrounding states, including teams from Arizona, Kansas, Montana, Nebraska, New Mexico, Oklahoma, Texas, Utah, and Wyoming.

### ACTIVITY FEE

Each full-time student pays an activity fee each semester, which entitles him/her to admission, without extra charge, to college events, basketball, baseball, volleyball, and softball games. Activities are scheduled every semester on each campus.

### DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

Trinidad State Junior College is a state system community college governed by the State Board for Community Colleges and Occupational Education. The Board policy requires the College to comply with the Drug Free Schools and Communities Amendments of 1989 (PL 101-226 in Federal Law). The College has adopted the following Drug and Alcohol Abuse Prevention Program:

#### STANDARDS OF CONDUCT

Students and employees shall not engage in the unauthorized or unlawful manufacture, distribution, dispensation, possession, or use/abuse of alcohol and/or illicit drugs on College property, or use as a part of College activities.

#### LEGAL SANCTIONS FOR VIOLATION OF THE STANDARDS OF CONDUCT

Any student or employee who is convicted of the unlawful manufacture, distribution, dispensation, possession, or use/abuse of illicit drugs or alcohol is subject to criminal penalties under local, state and federal law. These penalties range in severity from a fine of up to \$100 to life imprisonment and/or fines. The exact penalty assessed depends upon the nature and severity of the individual offense.

#### PENALTIES WHICH MAY BE IMPOSED BY THE COLLEGE

Students and/or employees who violate the above standard of conduct will be subjected to disciplinary policies. The sanctions include, but are not limited to, a requirement to complete an appropriate rehabilitation or re-entry program; expulsion from College or termination of employment; and/or referral to authorities for prosecution.

**HEALTH RISKS ASSOCIATED WITH USE OF ILLICIT DRUGS AND ALCOHOL**

Health risks associated with drug and alcohol abuse include, but are not limited to: malnutrition, brain damage, heart damage, pancreatitis, cirrhosis of the liver, mental illness, death, low birth weight babies, and babies with drug addictions.

**AVAILABLE INFORMATION, COUNSELING, TREATMENT, REHABILITATION**

A copy of the list identifying which drugs are illicit may be reviewed at the Student Services Office. Information on drug and alcohol abuse prevention counseling, treatment, and rehabilitation programs is available at the Student Success Center, located on the main level of the library.

## ALCOHOL & DRUG POLICY FOR TSJC 20010 - 2012 ACADEMIC YEAR

***Alcohol and Drug Abuse Prevention Program***

(This will apply to **all** students, employees and guests including those over 21).

Trinidad State Junior College is a state system community college governed by the State Board for Community Colleges and Occupational Education ("Board"). The Board policy requires the College to comply with the Drug Free Schools and Communities Amendments of 1989 (PL 101-226 in federal law) and the Higher Education Opportunities Act (HEOA) of 2008. The College has adopted the following Drug and Alcohol Abuse Prevention Program:

**Standard of Conduct:** Students and employees shall not engage in the unauthorized or unlawful manufacture, distribution, dispensation, possession, use/abuse of alcohol and/or illicit drugs on College property or use as a part of College activities.

**Legal Sanctions for Violation of the Standards of Conduct:** Any student or employee who is convicted of the unlawful manufacture, distribution, dispensation, possession, use/abuse of illicit drugs or alcohol is subject to criminal penalties under local, state and federal law. These penalties range in severity from a fine of up to \$100 to life imprisonment and/or a fine of \$48,000.00. The exact penalty assessed depends upon the nature and severity of the individual offense.

**Penalties Which may be Imposed by the College:** Students and/or employees who violate the above standard of conduct will be subject to disciplinary action under employee and student disciplinary policies. The sanctions include, but are not limited to, a requirement to complete an appropriate rehabilitation or re-entry program; expulsion from College or termination of employment and/or referral to authorities for prosecution.

**Health Risks Associated with Use of Illicit Drugs and Alcohol Abuse:** Health risks associated with drug and alcohol abuse include, but are not limited to: malnutrition, brain damage, heart disease, pancreatitis, cirrhosis of the liver, mental illness, death, low birth weight babies, and babies with drug addictions.

**Available Counseling, Treatment, Rehabilitation or Re-entry Programs:** Information on available counseling, treatment, and rehabilitation or re-entry programs are available in the Student Services Office or Student Success Centers on both campuses, and the Colorado Department of Health.

Note: Special permission may be obtained by organizations renting the facilities. Information is available in the Vice-President's Office.

Students and employees shall not engage in the unauthorized or unlawful manufacture, distribution, dispensation, possession, use/abuse of alcohol and/or illicit drugs on College property, or use as a part of College activities.

(Continued on page 32)



## ALCOHOL & DRUG POLICY FOR TSJC 2010 - 2012 ACADEMIC YEAR CONTINUED

Any student or employee who is convicted of the unlawful manufacture, distribution, dispensation, possession, use/abuse of illicit drugs or alcohol is subject to criminal penalties under local, state and federal law. These penalties range in severity from a fine of up to \$100 to life imprisonment and/or a fine. The exact penalty assessed depends upon the nature and severity of the individual offense.

Students and/or employees who violate the above standard of conduct will be subject to disciplinary sanctions. The sanctions include, but are not limited to, a requirement to complete an appropriate rehabilitation or re-entry program; expulsion from College or termination of employment; and/or referral to authorities for prosecution.

### HEALTH RISKS ASSOCIATED WITH USE OF ILLICIT DRUGS AND ALCOHOL

Health risks associated with drug and alcohol abuse include, but are not limited to: malnutrition, brain damage, heart damage, and pancreatitis, cirrhosis of the liver, mental illness, death, low birth weight babies and babies with drug addictions.

### AVAILABLE INFORMATION, COUNSELING, TREATMENT, REHABILITATION OR RE-ENTRY PROGRAMS

A copy of the list identifying which drugs are illicit may be reviewed at the Student Services Office. In addition, information on available counseling, treatment, and rehabilitation or re-entry programs is available at the Counseling Office of the Colorado Department of Health.

### MEDICAL MARIJUANA POLICY

Trinidad State Junior College policy since January 1, 2010 is: "Although possession and use of marijuana for certain medical conditions consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continue to be prohibited while a student is on campus, including while in campus housing."

Students enrolled in a Career & Technical Education (CTE) program must abide by the standards for that program. If a drug test is required and the test reports a positive, the student is not exempt with a medical marijuana license, regardless of whether the student lives on campus or smoked the marijuana while on campus. Disciplinary procedures will be taken according to the program handbook and TSJC Student Handbook.



## ASSOCIATE OF ARTS/ASSOCIATE OF SCIENCE

### YOUR AA OR AS DEGREE WILL TRANSFER TO ALL COLORADO PUBLIC 4-YEAR COLLEGES AND UNIVERSITIES

Colorado's agreement between public colleges and universities guarantees that when you complete your AA or AS degree – at least 60 credit hours of course work receiving a grade of “C” or better in every course – you can transfer to any baccalaureate *Liberal Arts and Sciences major* (e.g., English, history, mathematics) and graduate after earning an additional 60 credit hours. While you are guaranteed not to have to take more than 60 hours to graduate, to finish within *two years* depends on the number of credits you take each semester at the four-year institution, the course sequencing in your major (e.g., some upper-division major courses require that you complete lower-division major courses) and course availability.

This AA/AS transfer agreement applies to courses completed at any Colorado community college. Credit earned for prior learning, advanced placement, correspondence courses, CLEP and other tested-only credit may not apply. The institution to which you transfer will evaluate these credits according to its own policies.

This agreement does not apply to Business, Teacher Education, or Engineering as all three of these have statewide articulations that have specific lower division requirements.

Save time by seeing your transfer advisor at your earliest opportunity for a transfer guide for your specific major field of study from the four-year college or university you plan to attend after finishing your AA or AS degree. You can also find these transfer guides by going to the website of any four-year college or university. In addition to showing you which lower division courses are required for articulated programs such as Business, these guides will tell you which lower division courses will be best suited for your intended major and you can be sure to complete the pre-requisites for sequenced coursework before transferring to a four-year college or university.

For a copy of the Colorado Commissions Transfer Policy go to: [www.cccs.edu](http://www.cccs.edu) or: <http://higher.ed.colorado.gov/Academics/Transfers/Students.html>

### STUDENT APPEALS POLICY

If you . . .

- Graduated with an AA/AS degree,
- Completed a minimum of 35 credit hours of state-guaranteed general education courses,
- Earned a C or better in each course, AND
- Your transcript evaluation indicates that you need more than 60 hours to complete your bachelor's degree, you can file an appeal.

Contact your transfer advisor at your community college who will provide you with the student appeals policy and process. You also may find the policy at [www.cccs.edu](http://www.cccs.edu).

At Trinidad State Junior College, you may take classes to earn an associate degree or a certificate from among more than 40 areas. Credits from the State Guarantee Transfer Core are guaranteed to transfer to Colorado's public four-year institutions. You may also take classes individually for your enrichment or for career upgrading.

## DEGREES BY EMPHASIS

### ASSOCIATE OF ARTS (AA)

With an emphasis in the following subjects:

- Art
- Business Administration
- Criminal Justice
- Early Childhood Education
- Elementary Education
- English
- General Exercise Science
- Music
- Psychology
- Theatre

### ASSOCIATE OF SCIENCE (AS)

With an emphasis in the following subjects:

- Biology
- Chemistry
- Pre- Engineering
- Mathematics
- Natural Resources
- Pre-Dentistry
- Pre-Medical
- Pre-Pharmacy
- Pre-Physical Therapy
- Pre-Veterinary

## ASSOCIATE OF ARTS (AA) TRANSFER DEGREE PROGRAM

The Associate of Arts degree curriculum is designed for students who wish to transfer into a baccalaureate 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.

State guaranteed transfer courses and the new Colorado community college general education requirements have been

incorporated into the degree. Completion of the degree with a grade of "C" or better in every course, guarantees that the student can transfer to any Colorado public 4-year institution **AND** complete specified liberal arts or science baccalaureate degree in an additional 60 credits.

**\* Please Note** The community colleges in Colorado are approved to offer one Associate of Arts degree. This degree will have a generic major of liberal arts. The catalog may indicate areas of concentration for the Associate of Arts degree; however, all official documents and diplomas issued by the College will only indicate the awarding of an Associate of Arts degree without any indication of an area of concentration.

## GENERAL EDUCATION DEGREE REQUIREMENTS

### COMMUNICATION:

9 credits

ENG 121	English Composition I	3
ENG 122	English Composition II	3
COM 115/125**	Public Speaking or Interpersonal Communication	3

\*\*This requirement is a Colorado Community College System requirement and is in addition to the State guaranteed general education transfer courses.

### MATHEMATICS:

3 credits minimum

MAT 120	Mathematics for Liberal Arts	4
MAT 121	College Algebra	4
MAT 125	Survey of Calculus	3
MAT 135	Intro to Statistics	3
MAT 166	Pre-Calculus	5
MAT 201	Calculus I	5
MAT 202	Calculus II	5

### PHYSICAL AND LIFE SCIENCES:

8-10 credits

AST 101	Astronomy I	4
AST 102	Astronomy II	4
BIO 105	Science of Biology	4
BIO 111	General College Biology I	5
BIO 112	General College Biology II	5
BIO 201	Human Anatomy & Physiology I	4
BIO 202	Human Anatomy & Physiology II	4
BIO 204	Microbiology	4
BIO 220	General Zoology	5
BIO 221	Botany	5
CHE 105	Chemistry in Context	5
CHE 101	Introduction to Chemistry I	5
CHE 102	Introduction to Chemistry II	5
CHE 111	General College Chemistry I	5
CHE 112	General College Chemistry II	5
GEY 111	Physical Geology	4
GEY 121	Historical Geology	4
PHY 105	Conceptual Physics	4
PHY 111	Physics: Algebra-Based I	5
PHY 112	Physics: Algebra-Based II	5
PHY 211	Physics: Calculus-Based I	5
PHY 212	Physics: Calculus-Based II	5

### SOCIAL AND BEHAVIORAL SCIENCES:

9 credits from 2 different disciplines, one of which must be history

#### History:

HIS 101	History of Western Civilization I	3
HIS 102	History of Western Civilization II	3
HIS 201	U.S. History I	3
HIS 202	U.S. History II	3

#### Economic and Political Systems:

ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
POS 105	Introduction to Political Science	3
POS 111	American Government	3
POS 205	International Relations	3

#### Geography:

GEO 105	World Regional Geography	3
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#### Human Behavior and Social Science:

ANT 101	Cultural Anthropology	3
ANT 111	Physical Anthropology	3
PSY 101	General Psychology I	3
PSY 102	General Psychology II	3
PSY 226	Social Psychology	3
PSY 227	Psychology of Death & Dying	3
PSY 235	Human Growth and Development	3
PSY 238	Child Development	3
PSY 249	Abnormal Psychology	3
SOC 101	Introduction to Sociology	3
SOC 102	Introduction to Sociology II	3

### ARTS AND HUMANITIES:

9 credits with no more than 6 credits from any one category

#### Arts:

ART 110	Art Appreciation	3
ART 111	Art History I	3
ART 112	Art History II	3
MUS 120	Music Appreciation	3
MUS 121	Music History I	3
MUS 122	Music History II	3
MUS 123	Survey of World Music	3
SPA 211	Spanish Language III	3
SPA 212	Spanish Language IV	3
THE 105	Theater Appreciation	3
THE 211	Development of Theatre I	3
THE 212	Development of Theatre II	3

#### LITERATURE & HUMANITIES:

HUM 121	Humanities Early Civilizations	3
HUM 122	Humanities Medieval to Modern	3
HUM 123	Humanities Modern World	3
LIT 115	Introduction to Literature	3
LIT 201	Masterpieces of Literature I	3
LIT 202	Masterpieces of Literature II	3
LIT 211	Survey of American Literature I	3
LIT 212	Survey of American Literature II	3

#### WAYS OF THINKING:

PHI 111	Introduction to Philosophy	3
PHI 112	Ethics	3
PHI 113	Logic	3
PHI 114	Comparative Religions	3
PHI 214	Philosophy of Religion	3

<b>GENERAL EDUCATION:</b>	<b>38</b>
<b>ELECTIVES:</b> (Selected from the AA/AS Approved Electives List) ** ** Electives should be selected after consulting <b>WITH AN ACADEMIC ADVISOR</b> and referring to appropriate four-year institutions' transfer guides.	<b>22</b>
<b>TOTAL CREDITS:</b> .....	<b>60 credits</b>

The State guaranteed transfer courses and the Colorado community college general education requirements have been incorporated into this degree. Completion of the degree with a grade of "C" or better in every course, guarantees that the student can transfer to any Colorado public four-year institution **AND** complete specified liberal arts or science baccalaureate degree in an additional 60 credits. **NOTE:** This guarantee excludes majors in Education, Business or Engineering.

### SELECTING YOUR ASSOCIATE OF ARTS (AA) EMPHASIS

An AA degree may be obtained without an emphasis. A minimum of 60 college level semester credit hours, including a minimum of 35 semester hours from the AA general education degree requirements is necessary to complete the degree. Each student must see an advisor to make sure the requirements are met.

By selecting a specific emphasis of study at TSJC, the student who is planning to transfer to a four-year college or university has the opportunity to lay the foundation for their educational career. For details regarding a specific emphasis, the student may access our web page at [www.trinidadstate.edu](http://www.trinidadstate.edu) or contact Advising (719) 846-5557, Berg 201; the Arts & Sciences Department (719) 846-5474, Berg 210; or the Student Services Office (719) 846-5621, Berg 201; or the Student Services Office on the Valley Campus, Room 160 (719) 589-7026.

### ART EMPHASIS

**REQUIREMENTS:**

ART 111	Art History I
ART 112	Art History II

**ELECTIVE RECOMMENDATIONS:**

ART 121	Drawing I
ART 122	Drawing II
ART 123	Watercolor
ART 138	Film Photography I
ART 139	Film Photography II
ART 140	Color Photography I
ART 239	Color Photography II
ART 143	Digital Photography I
ART 243	Digital Photography II
ART 154	Sculpture I
ART 156	Figure Drawing I
ART 161	Ceramics I
ART 211	Painting I
ART 212	Painting II

### BUSINESS ADMINISTRATION EMPHASIS

**PREREQUISITES:**

BTE 100*	Touch Keyboarding
BTE 102*	Basic Keyboarding Applications

\* Not required if taken in high school

**REQUIREMENTS:**

MAT 121	College Algebra
ECO 201	Principles of Macroeconomics
ECO 202	Principles of Microeconomics
ACC 121	Principles of Accounting I
ACC 122	Principles of Accounting II
BUS 115	Introduction to Business
BUS 226	Business Statistics
CIS 118	Introduction to PC Applications

**ELECTIVE RECOMMENDATIONS:**

ACC 235	Computerized Accounting/Small Bus.
ACC 245	Computerized Accounting Professional Package
BUS 217	Business Communication/Rept. Writing
BUS 218	Legal Environment of Business
MAR 216	Marketing
MAN 226	Management

### CRIMINAL JUSTICE EMPHASIS

**REQUIREMENTS:**

MAT 135	Intro to Statistics
PSY 101	General Psychology I
SOC 101	Introduction to Sociology I

**ELECTIVE RECOMMENDATIONS:**

CRJ 110	Introductions to Criminal Justice
CRJ 111	Substantive Criminal Law
CRJ 112	Procedural Criminal Law
CRJ 125	Law Enforcement Operations
CRJ 135	Judicial Functions
CRJ 145	Correctional Process
CRJ 210	Constitutional Law
CRJ 220	Human Relations and Social Conflict
CRJ 230	Criminology

### EARLY CHILDHOOD EDUCATION EMPHASIS

**REQUIREMENTS:**

HIS 201	U.S. History I
POS 111	American Government
GEO 105	World Regional Geography
LIT 115	Introduction to Literature <b>OR</b>
LIT 255	Children's Literature
ECE 101	Intro to Early Childhood Education
ECE 102	Intro to Early Childhood Lab
ECE 205	Nutrition, Health, and Safety
ECE 236	Child Growth/Development Lab
PSY 238	Child Development <b>OR</b>
ECE 238	Child Growth and Development
ECE 241	Human Relations for Child Development

**ELECTIVE RECOMMENDATIONS:**

ECE 225	Language & Cognition for Young Child
ECE 226	Creativity and the Young Child

**ELEMENTARY EDUCATION EMPHASIS**

If you plan to teach on the secondary level, you will have to earn your bachelor's degree in a major subject and supplement that with license requirements. Prospective secondary teachers should study carefully the requirements of the four-year institution they plan to attend after TSJC.

**REQUIREMENTS:**

MAT 155	Integrated Math I
MAT 156	Integrated Math II
SCI 155	Integrated Science I
SCI 156	Integrated Science II
HIS 201	U.S. History I
POS 111	American Government
GEO 105	World Regional Geography
LIT 115	Introduction to Literature
EDU 221	Introduction to Education
EDU 188	Practicum I
PSY 238	Child Development

**ELECTIVE RECOMMENDATIONS:**

CIS 118	Intro to PC Applications
LIT 255	Children's Literature

(Other electives to be determined by transfer institution)

**ENGLISH EMPHASIS****REQUIREMENTS:**

LIT 115	Introduction to Literature
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**ELECTIVE RECOMMENDATIONS**

ENG 221	Creative Writing I
ENG 226	Fiction Writing
ENG 231	Literary Magazine
LIT 201	Masterpieces of Literature I
LIT 202	Masterpieces of Literature II
LIT 211	Survey of American Literature I
LIT 212	Survey of American Literature II
LIT 278	Seminar: English Honors
THE 211	Development of Theatre I
THE 212	Development of Theatre II

**GENERAL EXERCISE SCIENCE****REQUIREMENTS:**

MAT 121	College Algebra
BIO 111	General College Biology
BIO 201	Human Anatomy & Physiology I
BIO 202	Human Anatomy & Physiology II
PSY 235	Human Growth and Development
CIS 118	Introduction to PC Applications
PER 113	Intro to Physical Education & Sport
PER 232	Care & Prevention of Athletic Injuries

**ELECTIVE RECOMMENDATIONS:**

Any courses chosen from PED and/or PER.

**MUSIC EMPHASIS****REQUIREMENTS:**

MUS 121	Music History I
MUS 122	Music History II

**ELECTIVE RECOMMENDATIONS:**

MUS 110	Music Theory I
MUS 111	Music Theory II
MUS 112	Ear Training/Sight Singing Lab I
MUS 113	Ear Training/Sight Singing Lab II
MUS 141-144	Private Instruction
MUS 151-154	Ensemble Groups
MUS 210	Music Theory III
MUS 211	Music Theory IV
MUS 212	Adv. Ear Training/Sight Singing Lab I
MUS 213	Adv. Ear Training/Sight Singing Lab II

**PSYCHOLOGY EMPHASIS****REQUIREMENTS:**

PSY 101	General Psychology I
PSY 102	General Psychology II
PSY 235	Human Growth and Development
PSY 249	Abnormal Psychology
SOC 101	Introduction to Sociology I <b>OR</b>
PSY 236	Social Psychology

**NOTE:** At least one of the above courses can be taken as an elective.

**ELECTIVES UNDER ADVISEMENT 15-19 CREDITS.** Students may wish to consult with a psychology instructor concerning appropriate courses depending on their goals. Those wishing to continue their education beyond the AA degree, for example, would probably select different courses than those wanting to enter the human services field upon completion of the AA degree.

**THEATRE EMPHASIS****REQUIREMENTS:**

THE 211	Development of Theatre I
THE 212	Development of Theatre II

**ELECTIVE RECOMMENDATIONS:**

THE 111	Acting I
THE 112	Acting II
THE 116	Technical Theatre
THE 141	Improvisation I
THE 152	Production Stage Management
THE 213	Intermediate Acting I
THE 216	Theatre Lighting and Design
THE 231	Theatre Production I
THE 232	Theatre Production II
THE 246	Rehearsal/Performance I
THE 247	Rehearsal/Performance II

**ASSOCIATE OF SCIENCE (AS)  
TRANSFER DEGREE PROGRAM**

The Associate of Science (AS) degree curriculum is designed for students who wish to transfer into a baccalaureate degree program, with junior standing, in one of the mathematical, biological, physical sciences, or one of the professional fields with such disciplines as its base.

State guaranteed transfer courses and the new Colorado community college general education requirements have been incorporated into the degree. Completion of the degree with a grade of "C" or better in every course, guarantees that the student can transfer to any Colorado public four year institution **AND** complete specified liberal arts or science baccalaureate degree in an additional 60 credits.

**\* Please Note** The community colleges in Colorado are approved to offer one Associate of Science degree. This degree will have a generic major of liberal arts. The catalog may indicate areas of concentration for the Associate of Science degree; however, all official documents and diplomas issued by the College will only indicate the awarding of an Associate of Science degree without any indication of an area of concentration (with the exception of Engineering.)

**ASSOCIATE OF SCIENCE (A.S.) GENERAL EDUCATION DEGREE REQUIREMENTS**

**ARTS AND HUMANITIES:**

Requirement: 9 Credits

Select three courses with no more than two courses from one category.

**ARTS:**

ART 110	Art Appreciation	3
ART 111	Art History I	3
ART 112	Art History II	3
MUS 120	Music Appreciation	3
MUS 121	Music History I	3
MUS 122	Music History II	3
MUS 123	Survey of World Music	3
SPA 211	Spanish Language III	3
SPA 212	Spanish Language IV	3
THE 105	Intro to Theatre Arts	3
THE 211	Development of Theatre I	3
THE 212	Development of Theatre II	3

**LITERATURE AND HUMANITIES:**

HUM 121	Survey of Humanities I	3
HUM 122	Survey of Humanities II	3
HUM 123	Survey of Humanities III	3
LIT 115	Intro to Literature I	3
LIT 201	Masterpieces of Literature I	3
LIT 202	Masterpieces of Literature II	3
LIT 211	Survey of American Literature I	3
LIT 212	Survey of American Literature II	3

**WAYS OF THINKING:**

PHI 111	Intro to Philosophy	3
PHI 112	Ethics	3
PHI 113	Logic	3
PHI 114	Comparative Religions	3
PHI 214	Philosophy of Religion	3

**SOCIAL AND BEHAVIORAL SCIENCES:**

Requirement: 9 Credits

Select three courses, one of which must be history, with no more than two courses from one category.

**HISTORY:**

HIS 101	Western Civilization I	3
HIS 102	Western Civilization II	3
HIS 201	U.S. History I	3
HIS 202	U.S. History II	3

**ECONOMIC AND POLITICAL SYSTEMS:**

ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
POS 105	Introduction to Political Science	3
POS 111	American Government	3
POS 205	International Relations	3

**GEOGRAPHY:**

GEO 105	World Geography	3
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**HUMAN BEHAVIOR AND SOCIAL SCIENCE:**

ANT 101	Cultural Anthropology	3
ANT 111	Physical Anthropology	3
PSY 101	General Psychology I	3
PSY 102	General Psychology II	3
PSY 235	Human Growth & Development	3
PSY 238	Child Development	3
PSY 249	Abnormal Psychology	3
SOC 101	Introduction to Sociology	3
SOC 102	Introduction to Sociology II	3

**MATHEMATICS:**

Requirement: one course (3 to 5 credit hours)

MAT 121	College Algebra	4
MAT 125	Survey of Calculus	4
MAT 166	Pre-calculus	5
MAT 201	Calculus I	5
MAT 202	Calculus II	5

**PHYSICAL AND LIFE SCIENCES:**

Requirement: two laboratory-based courses (8 to 10 credit hours)

Must be a sequence of sciences.

AST 101	Astronomy I	4
AST 102	Astronomy II	4
BIO 111	General College Biology I	5
BIO 112	General College Biology II	5
BIO 201	Anatomy & Physiology I	4
BIO 202	Anatomy & Physiology II	4
BIO 204	Microbiology	4
BIO 220	General Zoology	5
BIO 221	Botany	5
CHE 111	General College Chemistry I	5
CHE 112	General College Chemistry II	5
GEY 111	Physical Geology	4
GEY 121	Historical Geology	4
PHY 111	Physics: Algebra-based I	5
PHY 112	Physics: Algebra-based II	5
PHY 211	Physics: Calculus-based I	5
PHY 212	Physics: Calculus-based II	5

The State guaranteed transfer courses and the Colorado community college general education requirements have been incorporated into this degree. Completion of the degree with a grade of "C" or better in every course, guarantees that the student can transfer to any Colorado public four year institution **AND** complete specified liberal arts or science baccalaureate degree in an additional 60 credits.

NOTE: This guarantee excludes majors in Education, Business, Engineering or Nursing.

**SELECTING YOUR ASSOCIATE OF SCIENCE (AS)**

You may obtain an Associate of Science (AS) Degree without an emphasis. A minimum of 60 college level semester credit hours, including a minimum of 39 semester hours of guarantee transfer courses is required for an AA or AS degree.

By selecting a specific emphasis of study at TSJC, the student who is planning to transfer to a four-year college or university has the opportunity to lay the foundation for their educational career. For details regarding a specific emphasis, the student may access our web page at

[www.trinidadstate.edu](http://www.trinidadstate.edu) or contact the Advisor at (719) 846-5557, Berg 201; the Arts & Sciences Department (719) 846-5474, Berg 210; or the Student Services Office (719) 846-5621, Berg 209 or the Student Services Office on the Valley Campus Room 160 (719) 589-7026.

## BIOLOGY EMPHASIS

### REQUIREMENTS:

MAT 121	College Algebra
BIO 111	General College Biology I
BIO 112	General College Biology II

### ELECTIVE RECOMMENDATIONS:

CHE 111	General College Chemistry I
CHE 112	General College Chemistry II
PHY 111	Physics: Algebra-based I with Lab
PHY 112	Physics: Algebra-based II with Lab
BIO 152	Wildlife Biology
BIO 204	Microbiology
BIO 228	Field Biology III
BIO 216	Pathophysiology
BIO 220	General Zoology
BIO 221	Botany

## CHEMISTRY EMPHASIS

### REQUIREMENTS:

MAT 201	Calculus I
BIO 111	General College Biology I
CHE 111	General College Chemistry I
CHE 112	General College Chemistry II

### ELECTIVE RECOMMENDATIONS:

MAT 202	Calculus II
MAT 203	Calculus III
PHY 211	Physics: Calculus-based I with Lab
PHY 212	Physics: Calculus-based II with Lab

## PRE-ENGINEERING EMPHASIS:

**ENGINEERING EMPHASIS RECOMMENDATIONS:** Select a minimum of 21 credit hours as recommended by advisor.

### REQUIREMENTS:

CHE 111	General College Chemistry I
CSC 160/161	Computer Science I & II, depending on intended engineering discipline
EGG 211/212	Engineering Mechanics I & II
MAT 201	Calculus I
MAT 202	Calculus II
MAT 204	Calculus III w/Engineering Applications
MAT 261	Differential Equations w/Engineering Applications
PHY 211	Physics: Calculus-Based I with Lab
PHY 212	Physics: Calculus-Based II with Lab

Engineering transfer students are strongly encouraged to talk with their advisor concerning the 4-year college they plan to attend.

## MATHEMATICS EMPHASIS

### REQUIREMENTS:

MAT 166	Pre-calculus
MAT 201	Calculus I

10 credits of Physical and Life Science in either BIO, CHE, or PHY

### ELECTIVE RECOMMENDATIONS:

MAT 121	College Algebra
MAT 166	Pre-calculus
MAT 135	Introduction to Statistics
MAT 202	Calculus II
MAT 203	Calculus III
MAT 266	Differential Equation/Linear Algebra

## NATURAL RESOURCES EMPHASIS

### REQUIREMENTS:

MAT 121	College Algebra
BIO 111	General College Biology I
BIO 112	General College Biology II
ECO 202	Principles of Microeconomics

### ELECTIVE RECOMMENDATIONS:

CHE 111	General College Chemistry I
MAT 166	Pre-Calculus
NRE 102	Introduction to Natural Resources Mgmt
BIO 152	Wildlife Biology
BIO 222	General College Ecology
BIO 228	Field Biology III
GEY 111	Physical Geology
NRE 280	Internship
NRE 225	Environmental Education

## PRE-MEDICAL, PRE DENTAL EMPHASIS

### REQUIREMENTS:

MAT 201	Calculus I
BIO 111	General College Biology I
BIO 112	General College Biology II

### ELECTIVE RECOMMENDATIONS:

CHE 111	General College Chemistry I
CHE 112	General College Chemistry II
PHY 211	Physics: Calculus-based I with Lab
PHY 212	Physics: Calculus-based II with Lab
BIO 201	Human Anatomy & Physiology I
BIO 202	Human Anatomy & Physiology II

## PRE-PHARMACY EMPHASIS

### REQUIREMENTS:

MAT 166	Pre-Calculus
MAT 201	Calculus I
CHE 111	General College Chemistry I
CHE 112	General College Chemistry II
ECO 202	Principles of Microeconomics

### ELECTIVE RECOMMENDATIONS:

BIO 111	General College Biology I with Lab
BIO 112	General College Biology II with Lab
PHY 211	Physics: Calculus-based I with Lab
MAT 202	Calculus II

## PRE-PHYSICAL THERAPY EMPHASIS

### REQUIREMENTS:

BIO 111	General College Biology I
BIO 112	General College Biology II

**ELECTIVE RECOMMENDATIONS:**

CHE 111	General College Chemistry I
CHE 112	General College Chemistry II
PHY 111	Physics: Algebra-based I with Lab
PHY 112	Physics: Algebra-based II with Lab
BIO 201	Human Anatomy & Physiology I
BIO 202	Human Anatomy & Physiology II

**PRE-VETERINARY MEDICINE EMPHASIS**

**REQUIREMENTS:**

BIO 111	General College Biology I
BIO 112	General College Biology II
MAT 201	Calculus I

**ELECTIVE RECOMMENDATIONS:**

CHE 111	General College Chemistry I
CHE 112	General College Chemistry II
PHY 211	Physics: Calculus-based I with Lab
PHY 212	Physics: Calculus-based II with Lab

## ASSOCIATE OF GENERAL STUDIES DEGREE PROGRAM (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 60 semester credit hours consisting of a minimum 32 semester credit hours of general education courses and no more than 28 semester credit hours of course work to be taken in courses with a career/technical education prefix.

Students seeking the Associate of General Studies degree must earn the minimum semester credit hours specified in the following subject areas:

**AREA OF STUDY:**

Communications	6
Mathematics	3
Science	4
Social and Behavioral Sciences	6
Humanities	6
General Education Electives	7

**Total General Education Core Courses.....32 credits**

Electives - no more than 28 semester credit hours in career and technical courses .....**28 credits**

**TOTAL .....60 credits**

**COMMUNICATIONS (6 semester credit hours required)**

ENG 121	English Composition I	3
ENG 122	English Composition I	3
COM 115**	Public Speaking	3

\*\* This requirement is a Colorado Community College System requirement and is in addition to the State guaranteed general education transfer courses.

**MATHEMATICS (3 semester credit hours required)**

MAT 107	Career Math	3
MAT 120	Math for the Liberal Arts	4
MAT 121	College Algebra	4
MAT 135	Introduction to Statistics	3
MAT 166	Pre-Calculus	5
MAT 201	Calculus I	5
MAT 202	Calculus II	5

**PHYSICAL AND LIFE SCIENCES**

(4 semester credit hours required) Choose from:

AST 101	Astronomy I	4
AST 102	Astronomy II	4
BIO 105	Science of Biology	4
BIO 111	General College Biology I	5
BIO 112	General College Biology II	5
BIO 201	Anatomy & Physiology I	4
BIO 202	Anatomy & Physiology II	4
BIO 220	General Zoology	5
BIO 221	Botany	5
CHE 101	Introduction to Chemistry I	5
CHE 102	Introduction to Chemistry II	5
CHE 105	Chemistry in Context	5
CHE 111	General College Chemistry I	5
CHE 112	General College Chemistry II	5
GEY 111	Physical Geology	4
GEY 121	Historical Geology	4
PHY 105	Conceptual Physics	4
PHY 111	Physics: Algebra-Based I	5
PHY 112	Physics: Algebra-Based II	5
PHY 211	Physics: Calculus-Based I	5
PHY 212	Physics: Calculus-Based II	5

**SOCIAL AND BEHAVIORAL SCIENCES**

(6 semester credit hours required) Choose from:

ANT 101	Cultural Anthropology	3
ANT 111	Physical Anthropology	3
ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
GEO 105	World Regional Geography	3
HIS 101	Western Civilization I	3
HIS 102	Western Civilization II	3
HIS 201	U.S. History I	3
HIS 202	U.S. History II	3
POS 105	Introduction to Political Science	3
POS 111	American Government	3
POS 205	International Relations	3
PSY 101	General Psychology I	3
PSY 102	General Psychology II	3
PSY 235	Human Growth and Development	3
PSY 238	Child development	3
PSY 249	Abnormal Psychology	3
SOC 101	Introduction to Sociology I	3
SOC 102	Introduction to Sociology II	3
SOC 205	Sociology of Family Dynamics	3

**ARTS AND HUMANITIES:**

(6 semester credit hours required). Choose from:

ART 110	Art Appreciation	3
ART 111	Art History I	3
ART 112	Art History II	3
HUM 121	Humanities: Early Civilizations	3
HUM 122	Humanities: From the Medieval to the Modern	3

HUM 123	Humanities: The Modern World	3
LIT 115	Introduction to Literature	3
LIT 201	Masterpieces of Literature I	3
LIT 202	Masterpieces of Literature II	3
LIT 211	Survey of American Literature I	3
LIT 212	Survey of American Literature II	3
MUS 120	Music Appreciation	3
MUS 121	Music History I	3
MUS 122	Music History II	3
MUS 123	Survey of World Music	3
PHI 111	Introduction to Philosophy	3
PHI 112	Ethics	3
PHI 113	Logic	3
PHI 114	Comparative Religions	3
PHI 214	Philosophy of Religion	3
THE 105	Theater Appreciation	3
THE 211	Development of Theater I	3
THE 212	Development of Theater II	3

**APPROVED ELECTIVES**

AA or AS degree students will select the appropriate number of semester credit hours from the following list of approved courses. In addition to the courses below, all general education guaranteed transfer courses, not used to meet core requirements, may be selected as approved electives. Approved electives are courses that count toward graduation at TSJC; they may or may not transfer to other institutions of higher education.

AS degree students may select elective credit hours from the following list of approved courses having the following prefixes: AST, BIO, CHE, CSC, EGG, GEY, MAT, PHY.

**Accounting**  
ACC 101-299**Anthropology**  
ANT 101-299**Art**  
ART 110-299**Astronomy**  
AST 101-299**Biology**  
BIO 105-299**Business**  
BUS 102-226**Chemistry**  
CHE 101-299**Computer Information Systems**  
CIS 115-299**Computer Science**  
CSC 116-299**Criminal Justice**  
CRJ 110-299**Early Childhood Education**  
ECE 101-299**Economics**  
ECO 201-299**Elementary Education**  
EDU 110-299**Engineering**  
EGG 101-299**English**  
ENG 121-299**Geography**  
GEO 105-299**Geology**  
GEY 111-299**Graphic Design**  
MGD 101**History**  
HIS 101-299**Literature**  
LIT 115-299**Marketing**  
MAR 111-299**Management**  
MAN 102-299**Mathematics**  
MAT 120-299 for AA  
MAT 121-299 for AS**Music**  
MUS 100-299**Natural Resource Management**  
NRE 100-299**Physical Education & Recreation**  
PED 100-299  
PER 100-299**Physics**  
PHY 105-299**Political Science**  
POS 105-299**Psychology**  
PSY 101-299**Philosophy**  
PHI 111-299**Sociology**  
SOC 101-299**Spanish**  
SPA 101-299**Speech**  
COM 115-299**Theater**  
THE 105-299



## **ASSOCIATE OF APPLIED SCIENCE (AAS)**

### **ASSOCIATE OF APPLIED SCIENCES DEGREE & CERTIFICATE PROGRAMS**

Trinidad State Junior College offers a comprehensive career and technical education program that awards both certificates and Associate of Applied Science degrees. The curriculum in each of the program areas is designed to provide the student with entry-level employment in a given occupation, retrain in a new career, or for upgrading employment. Although each program area curriculum is designed to prepare the graduate for immediate employment, there is opportunity for continued educational endeavors. Colleges and universities with similar program areas may accept credits earned in TSJC Career and Technical Education program areas toward their degree requirements.

### **TSJC CAREER AND TECHNICAL EDUCATION PROGRAM AREAS**

#### **AREAS OF (AAS) DEGREES AND /OR CERTIFICATES TRINIDAD CAMPUS**

Agriculture Business Management (Certificate)  
Automotive Service Technology (AAS & Certificate)  
Cosmetology (Certificates)  
Criminal Justice (AAS)  
Early Childhood Education (AAS & Certificates)  
Emergency Medical Services (Certificate)  
Environmental Engineering (AAS & Certificate)  
EPIC: Diesel Mechanics (AAS & Certificate)  
EPIC: Heavy Equipment (AAS & Certificate)  
EPIC: Welding (AAS & Certificate)  
Esthetician (Certificate)  
Hairstyling (Certificate)  
Hospitality (Certificate)  
Graphic Design (AAS & Certificates)  
Gunsmithing (AAS & Certificate)  
Holistic Health (AAS)  
Line Tech. (AAS & Certificate)  
Manicurist (Certificate)  
Massage Therapy (Certificate & Degree)  
Practical Nursing (Certificate)  
Nursing (AAS)  
Occupational Safety (AAS & Certificate)  
Office Technologies (AAS & Certificates)

#### **VALLEY CAMPUS**

Accounting (Certificate)  
Addiction Counseling (AAS & Certificate)  
Administrative Medical Assistant (Certificate)  
Agriculture Business Management (Certificate)  
Agriculture/Business (Certificate)  
Aquaculture (AAS & Certificate)  
Automotive Service Technology (AAS & Certificate)  
Barber (Certificate)

Business Management (AAS & Certificate)  
Colorado Law Enforcement Training Academy (CLETA)  
Criminal Justice (Certificate)  
Computer Information Systems & Webmaster (AAS & Certificate)  
Computer & Networking Technology (AAS & Certificate)  
Construction Technology (AAS & Certificate)  
Cosmetology (Certificate)  
Early Childhood Education (AAS & Certificate)  
Emergency Medical Services (AAS & Certificate)  
Esthetician (Certificate)  
Fine Woodworking (Certificate)  
Fire Science Technologies (AAS & Certificate)  
Graphic Design (AAS & Certificate)  
Hairstyling (Certificate)  
Holistic Health & Massage Therapy (AAS & Certificate)  
Manufacturing Technologies (AAS & Certificate)  
Heavy Equipment Diesel (Certificate)  
Precision Machining (Certificate)  
Welding Technology (Certificate)  
Manicurist (Certificate)  
Nursing / LPN / RN (AAS & Certificate)  
Nursing Aide/ Home Health Aide (Certificate)  
Office Technologies (AAS & Certificate)

### **CTE GENERAL EDUCATION REQUIREMENT**

All Career and Technical Education AAS degree programs require a minimum of 15 credit hours of general education.

- Three credits in Math: Math 107 or above
- Three credits in English: English 115 or above
- Nine credits selected from at least two of the following different disciplines: science, social and behavioral science, humanities, or COM 115/125. Courses to satisfy this requirement must be selected from the list of the CORE transfer or state guaranteed general education transfer courses.

#### **Please note:**

Individual programs may have more specific or additional general education requirements. For details, see the catalog course requirements and meet with the program area advisor. This catalog lists the courses and credit hours required to complete each CTE program. However, if the student does not meet the entry-level requirement for the listed general education courses, additional preparatory course work will be required. The majority of our CTE degree and certificate programs require the student to take the Accuplacer placement exam, please see your advisor for details.

**ADDICTIONS COUNSELING****ASSOCIATE OF APPLIED SCIENCE (AAS)**

ENG 115 or higher	3
MAT 107 or higher	3

Select from at least three of the following disciplines: science, social & behavioral science, arts & humanities, or COM 115/125. Courses chosen to satisfy this requirement must be from the core list. 9

**GENERAL EDUCATION REQUIREMENT:** 15

**ASSOCIATE OF APPLIED SCIENCE (AAS)****CORE**

COM 125	Interpersonal Communication	3
PSY 101	General Psychology I	3
PSY 102	General Psychology II	3
PSY 116	Stress Management	3
PSY 215	Psychology of Adjustment	3
PSY 227	Psychology of Death and Dying	3
PSY 235	Human Growth and Development	3
PSY 238	Child Development	3
PSY 240	Health Psychology	3
PSY 249	Abnormal Psychology	3
HPR 102	CPR for Professionals	0.5
CSL 245	Professional Ethics	1
CSL 255	Infectious Diseases in Alcohol/Drug Treatment Setting	1
CSL 260	Client Records Management	1
CSL 265	Counseling Diverse Treatment Populations	1
CSL 268	Addictions Counseling Skills	1.5
CSL 269	Principles of Addictions Treatment	1.5
CSL 178	Seminar/Workshop-Group Counseling Skills	1.5
CSL 249	Differential Assessment of Problems Related to Psychoactive Drug Use	1
CSL 250	Motivational Interviewing	1
CSL 251	Pharmacology I for Counselors	1
CSL 252	Pharmacology II for Counselors	1
CSL 253	Cognitive Behavior Therapy	1
CSL 175	Special Topics ADAD	1

**TOTAL CORE CREDITS** 45

**TOTAL DEGREE CREDITS** 60

**ADDICTIONS COUNSELING CERTIFICATE LEVEL I**

CSL 245	Professional Ethics	1
CSL 255	Infectious Diseases in Alcohol/Drug Treatment Setting	1
CSL 260	Client Records Management	1
CSL 265	Counseling Diverse Treatment Populations	1
CSL 268	Addictions Counseling Skills	1.5
CSL 269	Principles of Addictions Treatment	1.5

**TOTAL CERTIFICATE CREDITS** 7.0

**ADDICTIONS COUNSELING CERTIFICATE LEVEL II**

CSL 178	Seminar/Workshop-Group Counseling Skills	1.5
CSL 249	Differential Assessment of Problems Related to Psychoactive Drug Use	1

CSL 250	Motivational Interviewing	1
CSL 251	Pharmacology I for Counselors	1
CSL 252	Pharmacology II for Counselors	1
CSL 253	Cognitive Behavior Therapy	1

**TOTAL CERTIFICATE CREDITS** 6.5

**ADMINISTRATIVE MEDICAL ASSISTANT****MEDICAL ASSISTANT CERTIFICATE PROGRAM**

The Medical Assistant program at Trinidad State is designed to prepare students for a career as a multi-skilled professional assisting doctors, mid-level health care professionals, and nurses with both front office and back office procedures. Students will be cross-trained with both administrative and physician support responsibilities.

MOT 120	Medical Office Financial	3
MOT 132	Medical Transcription I	4
HPR 178	Medical Terminology	2
MOT 130	Insurance Billing and Coding	3
MOT 183	Medical Assistant Internship	4
MOT 275	Medical Office Administration	3
MOT 175	Anatomy for Medical Assistants	3
BUS 217	Business Communication & Report Writing	3
CIS 118	Introduction to PC Applications	3
CIS 275	Health Care Information Systems	3
MOT 150	Pharmacology for Medical Assistants	3
MOT 136	Introduction to Clinical Skills	2
EMS 175	First Aid for Medical Assistants	0.5
HPR 102	CPR for Professionals	0.5
MOT 189	Review for Medical Assistant National Exam	1

**TOTAL CERTIFICATE CREDITS** 38

**Electives:**

BUS	Testing Improvement Skills	1
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**MEDICAL TRANSCRIPTION MINI-CERTIFICATE**

BTE 103	Keyboarding Applications I	3
CIS 135	Complete Word Processing	3
MOT 132	Medical Transcription I	4
HPR 178	Medical Terminology	1

**TOTAL CREDITS** 11

**AGRICULTURE BUSINESS CERTIFICATES****AGRICULTURE/BUSINESS PLANNING & FINANCIAL RECORDS**

ABM 111	Records and Business Planning I	9
ABM 112	Records and Business Planning II	9

**TOTAL CREDITS** 18

**AGRICULTURE/BUSINESS FINANCIAL ANALYSIS**

ABM 121	Financial Analysis I	9
ABM 122	Financial Analysis II	9

**TOTAL CREDITS** 18

**AGRICULTURE MARKETING & RISK MANAGEMENT**

**EMPHASIS ON COMMODITY MARKETING**

ABM 131	Commodity Marketing I	9
ABM 132	Commodity Marketing II	9

**TOTAL SEMESTER CREDITS 18**

**EMPHASIS OF MARKETING AND RISK MANAGEMENT**

ABM 135	Marketing and Risk Management I	9
ABM 136	Marketing and Risk Management II	9

**TOTAL SEMESTER CREDITS 18**

**ADVANCED AGRICULTURE/BUSINESS MANAGEMENT**

ABM 141	Advanced Business Management I	9
ABM 142	Advanced Business Management II	9

**TOTAL CREDITS 18**

**AGRIBUSINESS & AG TECHNOLOGY**

This two-year Agriculture/Business is designed to provide hands-on, practical curricula that will equip the students with the skills and knowledge needed to successfully enter the various agriculture occupations available in the College's service area.

**ASSOCIATE OF APPLIED SCIENCE**

**GENERAL EDUCATION REQUIREMENTS:**

	<b>CREDITS</b>
ENG 121 <b>OR HIGHER</b>	3
COM 115 <b>OR</b>	
COM125	3
MAT 121 <b>OR HIGHER</b>	3

Select from at least two of the following disciplines: science, social & behavioral science, or humanities. Courses chosen to satisfy this requirement must be from the core list. 6

**GENERAL EDUCATION REQUIREMENT 15**

**DEGREE**

ASC 100	Animal Sciences	3
AGY 100	General Crop Production	4
RAM 205	Range Management	3
ABM or BUS	core classes	9
Mechanics course from electives listing		3
AGP or NRE Internship		3

**TOTAL CORE 25**

**PATHWAY EMPHASIS ELECTIVES FROM LIST BELOW 24**

**GENERAL EDUCATION COURSES 15**

**TOTAL DEGREE CREDITS 64**

**APPROVED ELECTIVES:**

ACC 121	Accounting Principles I	4
BUS 115	Introduction to Business	3
BUS 216	Legal Environment of Business	3
BUS 217	Business Communication & Report Writing	3

CIS 155+	PC Spreadsheet Concepts	3
ABM 111	Records and Business Planning I	9
ABM 112	Records and Business Planning II	9
ABM 121	Financial Analysis I	9
ABM 122	Financial Analysis II	9
ABM 131	Commodity Marketing I	9
ABM 132	Commodity Marketing II	9
ABM 135	Marketing and Risk Management I	9
ABM 136	Marketing and Risk Management II	9
ABM 141	Advanced Business Management I	9
ABM 142	Advanced Business Management II	9
ADE 135	Small Gasoline Engines	3
AGE 102	Agriculture Economics	3
AGE 208	Agriculture Finance	3
AGE 210	Agriculture Marketing	3
AGP 107	Practical Irrigation Management	2
AGP 108	Agricultural Pesticides	3
AGP 110	Integrated Pest Management	3
AGP 132	Agricultural Accounting/Business Analysis	3
AGP 175	Special Topics	3
AGP 180	Production Ag Internship	3
AGP 204	Soil Fertility and Fertilizers	4
AGP 241	Beef Cattle Management I	3
AGB 218	Computerized Farm Records	3
AGB 228	Agri-Business Management	3
AGB 289	Agri-Business Capstone	2
AME 107	General Power Mechanics	2
AME 151 <b>OR</b>		
WEL 175+	Fund. of Welding or Special Topics Welding	3
ASC 215	Livestock Judging	2
ASC 225	Feeds and Feeding	4
AQT 101	Introduction to Aquaculture	3
AQT 110	Aquaculture I	3
EQM 110	Light Horse Management	3
GIS 131	Global Positioning Systems	3
NRE 100	Foundations of Forestry	3
NRE 127	Field Monitoring Techniques	2
NRE 175	Special Topics	3
NRE 180	Natural Resources Internship	3

**AGRICULTURE TECHNOLOGY CERTIFICATE**

ASC 100	Animal Sciences	3
AGY 100	General Crop Production	4
RAM 205	Range Management	3
ABM or BUS	core classes	9
Mechanics course from electives listing		3
AGP or NRE Internship		3

**TOTAL CORE 25**

**PATHWAY EMPHASIS ELECTIVES FROM LIST BELOW 12**

**TOTAL CERTIFICATE CREDITS 37**

**CROP SCIENCE CERTIFICATE REQUIRES 18 CREDITS FROM THE FOLLOWING COURSES:**

AGP 100	Practical Crop Production	3
AGP 107	Practical Irrigation Management	2
AGP 110	Integrated Pest Management	3
AGP 180	Production Ag Internship	3
AGP 204	Soil Fertility and Fertilizers	4
AGP 175	Special Topics	3
GIS 131	Global Positioning Systems	3
NRE 127	Field Monitoring Techniques	2
RAM 205	Range Management	3

**ANIMAL SCIENCE CERTIFICATE REQUIRES 18 CREDITS FROM THE FOLLOWING COURSES:**

ASC 100	Animal Sciences	3
ASC 215	Livestock Judging	2
ASC 225	Feeds and Feeding	4
AGP 241	Beef Cattle Management I	3
AGP 180	Production Ag Internship	3
EQM 110	Light Horse Management	3
RAM 205	Range Management	3
AQT 101	Introduction to Aquaculture	3
AQT 110	Aquaculture I	3

**NATURAL RESOURCES CERTIFICATE REQUIRES 18 CREDITS FROM THE FOLLOWING COURSES:**

NRE 100	Foundations of Forestry	3
NRE 127	Field Monitoring Techniques	2
NRE 175	Special Topics	3
NRE 180	Natural Resources Internship	3
RAM 205	Range Management	3
AGP 110	Integrated Pest Management	3
AGP 204	Soil Fertility and Fertilizers	4
GIS 131	Global Positioning Systems	3
AQT 101	Introduction to Aquaculture	3
AQT 110	Aquaculture I	3

**AQUACULTURE****ASSOCIATE OF APPLIED SCIENCE (AAS)**

This curriculum is designed to meet the industry demand for aquaculture technicians. Essential courses in fish culture and fish farm management skills are emphasized.

ENG 115 or higher	3
MAT 107 or higher	3

Select from at least three of the following disciplines: science, social & behavioral science, arts & humanities, or COM 115/125. Courses chosen to satisfy this requirement must be from the core list. 9

**GENERAL EDUCATION REQUIREMENT:** 15

**CORE:**

AQT 101	Introduction to Aquaculture	3
AQT 102	Fish Biology & Ichthyology	5
AQT 103	Diseases of Fish	5
AQT 104	Fish Nutrition	4
AQT 105	Water Quality for Fishes	4
AQT 110	Aquaculture I	3
AQT 210	Aquaculture II	5
AQT 230	Aquaculture Engineering & Design	4
AQT 240	Aquaculture Business & Marketing	4
AQT 288	Aquaculture Practicum	6
AQT 275	Special Topics	4
Aquaculture Electives		3

**TOTAL AQUACULTURE CREDITS** 50  
**TOTAL CREDITS** 65

**CERTIFICATE PROGRAM**

This certificate program is recommended for the student who plans to attend college for only one year. Courses are designed to meet the necessary requirements for initial job placement. Should the student decide to continue at TSJC for completion of the two-year Aquaculture AAS degree, he or she may do so without loss of credit.

MAT 107	Career Math	3
AQT 101	Introduction to Aquaculture	3
AQT 102	Fish Biology and Ichthyology	5
AQT 103	Fish Disease	5
AQT 104	Fish Nutrition	4
AQT 105	Water Quality for Fishes	4
AQT 110	Aquaculture	3

**AQUACULTURE ELECTIVES** 3

**TOTAL CREDITS** 30

**AQUACULTURE ELECTIVES:**

AQT 275	Special Topics	1-6
AQT 285	Independent Study	1-6
AQT 210	Aquaculture II	5
AQT 230	Aquaculture Engineering and Design	4
AQT 240	Aquaculture Business and Marketing	4

**AUTOMOTIVE SERVICE TECHNOLOGY**

The Automotive Technology Program at TSJC offers an Associate of Applied Science degree and a two semester Certificate. This program prepares a student with the entry-level competencies needed to gain employment in the automotive service industry. Typical jobs held by graduates include: Auto dealership service technician, service writer, service manager, service technician in an independent repair facility or mass merchandiser, or parts department counter person or manager. Nationally, there are an estimated 60,000 unfilled positions in automotive service. The demand for automotive service technicians currently exceeds the supply by approximately 40%.

**Associate of Applied Science Degree (AAS)**

The Associate of Applied Science (AAS) degree is offered to meet the needs of the student who wishes to advance in this field to a management or supervisory position. A total of 71 credits are required to receive the Associate of Applied Science degree in Automotive Service Technology at Trinidad State Junior College.

**AAS DEGREE REQUIREMENTS**

ENG 115 or higher	3
MAT 107 or higher	3

Select from at least three of the following disciplines: science, social & behavioral science, arts & humanities, or COM 115/125. Courses chosen to satisfy this requirement must be from the core list. 9

**GENERAL EDUCATION REQUIREMENT:** 15

**CORE**

ASE 120	Basic Auto Electricity	2
ASE 123	Auto Battery, Starting & Charging Systems	2
ASE 132	Ignition Systems Diagnosis & Repair	2

ASE 221	Automotive Body Electrical	4
ASE 110	Brakes I	3
ASE 210	Brakes II	3
ASE 140	Suspension & Steering I	3
ASE 240	Suspension & Steering II	3
ASE 150	Auto U-Joint & Axle Shaft Service	2
ASE 130	General Engine Diagnosis	2
ASE 160	Auto Engine Removal & Installation	1
ASE 134	Automotive Emissions	2
ASE 233	Fuel Injections & Exhaust Systems	4
ASE 231	Automotive Computers	2
ASE 151	Auto Manual Trans/Transaxle & Clutch	2
ASE 152	Differentials & 4wd/Awd Service	2
ASE 235	Drivability Diagnosis	1
ASE 250	Automatic Trans/Transaxle Service	1
ASE 260	Advanced Engine Diagnosis	2
ASE 265	Auto Heating & Air Conditioning	5

**TOTAL CORE CREDITS 48**

Certificate students will need an additional 4 credit hours in independent study instruction (ASE 185)

**TOTAL CERTIFICATE CREDITS 52**

Associate degree students will need an additional 8 credit hours in independent study instruction (ASE 185 and ASE 285)

**TOTAL CREDIT HOURS FOR AAS DEGREE 71**

**CERTIFICATE PROGRAM**

This certificate program is recommended for the student who plans to attend college for only one year. Courses are designed to meet the necessary requirements for initial job placement. Should the student decide to continue at TSJC for completion of the two-year Automotive AAS degree, he or she may do so without loss of credit.

Certificate students will need an additional 4 credit hours in independent study instruction (ASE 185)

**TOTAL CREDIT HOURS FOR CERTIFICATE 52**

Associate degree students will need an additional 8 credit hours in independent study instruction (ASE 185 and ASE 285)

**TOTAL CREDIT HOURS FOR AAS DEGREE 71**

**BUSINESS MANAGEMENT**

**ASSOCIATE OF APPLIED SCIENCE (AAS)**

This two year program of study in Business Management prepares students with applied and theoretical approaches in the field of management science. Students will gain entry level skills into the field of business management.

**ASSOCIATE OF APPLIED SCIENCE (AAS)**

ENG 115 or higher	3
MAT 107 or higher	3

Select from at least three of the following disciplines: science, social & behavioral science, arts & humanities, or COM 115/125. Courses chosen to satisfy this requirement must be from the core list. 9

**GENERAL EDUCATION REQUIREMENT: 15**

**ASSOCIATE DEGREE CONSTRUCTION CORE CLASSES**

ACC 121	Accounting Principles I	4
BUS 102	Entrepreneurial Operations	3
BUS 115	Introduction to Business	3
MAN 102	Business Ethics and Values	1
ACC 245	Computerized Accounting w/ Pro Package	3
CIS 118	Introduction to PC Applications	3
BUS 217	Business Communications & Report Writing	3
BUS 216	Legal Environment of Business	3
MAT 112	Financial Mathematics	3
MAN 117	Time Management	1
MAN 226	Principles of Management	3
MAR 216	Principles of Marketing	3
MAN 200	Human Resource Management	3
MAR 160	Customer Service	3
MAN 105	Logistics Management	3
BUS 289	Capstone	1
MAN 100+	Management elective or internship	3

**TOTAL BUSINESS CORE CREDITS 46**

**TOTAL AAS DEGREE CREDITS 61**

**CERTIFICATE CORE CLASSES**

BUS 115	Introduction to Business	3
MAN 102	Business Ethics and Values	1
CIS 118	Introduction to PC Applications	3
BUS 217	Business Communications & Report Writing	3
BUS 216	Legal Environment of Business	3
MAT 112	Financial Mathematics	3
MAN 117	Time Management	1
MAN 226	Principles of Management	3
MAR 216	Principles of Marketing	3
MAN 200	Human Resource Management	3
MAR 160	Customer Service	3
BUS 102	Entrepreneurial Operations	3
MAN 105	Logistics Management	3

**TOTAL CERTIFICATE CREDITS 35**

**CERTIFIED NURSE AIDE**

**CERTIFICATE CREDITS**

NUA 101	Nurse Aid Health Care Skills	4
NUA 170	Nurse Aid Clinical	1
NUA 171	Advanced Nurse Aid Clinical	1
NUA 172	Nurse Aid Clinical Practice with the Elderly	1
HPR 102	CPR for Nurse Aid	0.5

**TOTAL CERTIFICATE CREDITS 7.5**

NUA 101	Nurse Aid Health Care Skills	4
NUA 105	Home Health Aide Theory	2
NUA 170	Nurse Aid Clinical	1
NUA 171	Advanced Nurse Aid Clinical	1
NUA 172	Nurse Aid Clinical Practice with the Elderly	1
HPR 102	CPR for Nurse Aid	0.5

**TOTAL CERTIFICATE CREDITS-ALAMOSA CAMPUS 9.5**

## COMPUTER INFORMATION SYSTEMS/WEBMASTER

### ASSOCIATE OF APPLIED SCIENCE (AAS)

This curriculum has been developed with the support of the CIS Advisory Committee to prepare students in business computer fundamentals and skills for entry-level employment upon graduation. "Hands-on" experience is emphasized as students design and/or complete projects based on current business-world scenarios using spreadsheets, databases, graphics software, and the Internet.

### ASSOCIATE OF APPLIED SCIENCE (AAS)

#### GENERAL EDUCATION REQUIREMENTS:

ENG 121	OR higher	3
COM 115/125		3
MAT 121	OR higher	3

Select from at least two of the following disciplines: science, social & behavioral science, or humanities. Courses chosen to satisfy this requirement must be from the core list. 6

**GENERAL EDUCATION REQUIREMENT 15**

### COMPUTER INFORMATION SYSTEMS

This certificate is designed for the student interested in receiving basic skills for entry-level employment as a microcomputer operator. This certificate requires a minimum of 30 semester credits, and is two semesters in length.

### CERTIFICATE REQUIRED COURSE:

#### COMPUTER INFORMATION SYSTEMS: DEGREE AND CERTIFICATE CORE

CIS 118	Introduction to PC Applications	3
CIS 128	Windows Complete	3
CIS 135	Computer PC Word Processing	3
CIS 145	Computer PC Database	3
CIS 155	PC Spreadsheet Concepts	3
CIS 165	Complete Presentation Graphics	3
CIS 218	Advanced PC Applications	3
CIS 240	Database Design and Development	3
CIS 243	Introduction to PL/SQL	3
CIS 263	PC Help Desk Skills	3
CIS 267	Management Information Systems	3
CNG 132	Principles of Information Security	3

**TOTAL CERTIFICATE CREDITS 36**

**TOTAL ELECTIVE CREDITS 15**

**TOTAL GENERAL EDUCATION CREDITS 15**

**TOTAL AAS CREDITS 66**

<b>WEB MASTER CERTIFICATE</b>		
CIS 240	Database Design & Development	3
CIS 243	Introduction to PL/SQL	3
CNG 132	Principles of Information Security	3
CWB 164	XML	3
CWB 205	Complete Web	3
CWB 210	Advanced Web Scripting	3
MGD 111	Adobe Photoshop	3
MGD 114	Adobe InDesign	3
MGD 133	Graphic Design I	3
MGD 141	Web Design I	3
MGD 143	Motion Graphic Design I	3
MGD 258	Web Design Production	3

**TOTAL CERTIFICATE CREDITS 36**

#### COMPUTER INFORMATION SYSTEMS: CERTIFICATE CORE

CIS 118	Introduction to PC Applications	3
CIS 128	Windows Complete	3
CIS 135	Computer PC Word Processing	3
CIS 145	Computer PC Database	3
CIS 155	PC Spreadsheet Concepts	3
CIS 165	Complete Presentation Graphics	3
CIS 218	Advanced PC Applications	3
CIS 240	Database Design and Development	3
CIS 243	Introduction to PL/SQL	3
CIS 263	PC Help Desk Skills	3
CIS 267	Management Information Systems	3
CNG 132	Principles of Information Security	3

**TOTAL CERTIFICATE CREDITS 36**

#### Electives:

MGD 111	Adobe Photoshop	3
MGD 114	Adobe InDesign	3
MGD 133	Graphic Design I	3
MGD 141	Web Design I	3
MGD 143	Motion Graphic Design I	3
CIS 118	Introduction to PC Applications	3
CIS 128	Windows Complete	3
CIS 135	Computer PC Word Processing	3
CIS 155	PC Spreadsheet Concepts	3
CIS 165	Complete Presentation Graphics	3

## COMPUTER NETWORK TECHNOLOGY

### ASSOCIATE OF APPLIED SCIENCE (AAS)

The AAS degree in Computer Network Technology is designed to provide the student with the technical skills required to become a successful personal computer and network technician. This program is closely connected to the work place, as all students participate in job-based internships and prepare to earn industry-recognized certifications.

### ASSOCIATE OF APPLIED SCIENCE (AAS)

ENG 115 or higher	3
MAT 107 or higher	3

Select from at least three of the following disciplines: science, social & behavioral science, arts & humanities, or COM 115/125. Courses chosen to satisfy this requirement must be from the core list. 9

**GENERAL EDUCATION REQUIREMENT: 15**

**GENERAL EDUCATION REQUIREMENT 15**

**ASSOCIATE DEGREE CORE CURRICULUM**

CNG105	Computer Literacy (Applications)	3
CNG 120	A+ Certification Preparation (hardware)	4
ELT 106	Fundamentals of DC/AC (Electronics)	3
CNG 127	IT Essentials I: PC Hardware and Software (A+)	5
CNG 128	IT Essentials II: Network Operating Systems (A+)	5
CNG 124	Networking I (Network +)	3
CNG 125	Networking II (Network +)	3
CNG 123	Network Server Basics (Server+)	3
CNG 131	Network Security Basics (Security +)	3
CNG 264	Home Technology Integration	5

**TOTAL DEGREE CORE CREDITS 46**

**ELECTIVES: 8 UNITS**

CSC 154	Introduction to MS Visual Basic.net (oop)	3
CSC 151	Advanced MS Visual basic (oop)	3
CNG 258	Computer Forensics	4
CNG 136	Guide to Disaster Recovery	3
CNG 126	Web Server Basics (Server+)	3
CSC 152	Database Programming with VB.net	3
CNG 264	Home Technology Integration	5
CNG 175	Special Topics	4
CNG 180	Internship 1	4

**TOTAL ELECTIVE CREDITS REQUIRED 8**

**GENERAL EDUCATION CREDITS 15**

**CORE CREDITS 46**

**ELECTIVES CREDITS 8**

**TOTAL AAS CREDITS 69**

**CERTIFICATE COMPUTER NETWORKING**

CNG105	Computer Literacy (Applications)	3
CNG 120	A+ Certification Preparation (hardware)	4
ELT 106	Fundamentals of DC/AC (Electronics)	3
CNG 127	IT Essentials I: PC Hardware and Software (A+)	5
CNG 128	IT Essentials II: Network Operating Systems (A+)	5
CNG 124	Networking I (Network +)	3
CNG 125	Networking II (Network +)	3
CNG 123	Network Server Basics (Server+)	3
CNG 126	Web Server Basics (Server+)	3
CNG 131	Network Security Basics (Security +)	3
CNG 264	Home Technology Integration	5
CSC 154	Introduction to MS Visual Basic.net (oop)	3
CNG 180	Internship 1	4

**TOTAL NETWORK CERTIFICATE CREDITS 47**

**A + CERTIFICATION TEST PREPARATION**

CNG105	Computer Literacy (Applications)	3
CNG 120	A+ Certification Preparation (hardware)	4
ELT 106	Fundamentals of DC/AC (Electronics)	3
CNG 127	IT Essentials I: PC Hardware and Software (A+)	5
CNG 128	IT Essentials II: Network Operating Systems (A+)	5

**TOTAL CERTIFICATE CREDITS 13**

**NETWORK+ CERTIFICATION TEST PREPARATION**

CNG105	Computer Literacy (Applications)	3
CNG 120	A+ Certification Preparation (hardware)	4

CNG 124	Networking I (Network +)	3
CNG 125	Networking II (Network +)	3

**TOTAL CERTIFICATE CREDITS 6**

**SERVER+ CERTIFICATION TEST PREPARATION**

CNG105	Computer Literacy (Applications)	3
CNG 120	A+ Certification Preparation (hardware)	4
CNG 123	Network Server Basics (Server+)	3
CNG 126	Web Server Basics (Server+)	3

**TOTAL CERTIFICATE CREDITS 6**

**SECURITY + CERTIFICATION TEST PREPARATION**

CNG105	Computer Literacy (Applications)	3
CNG 120	A+ Certification Preparation (hardware)	4
CNG 131	Network Security Basics (Security +)	3
CNG 258	Computer Forensics	4
CNG 136	Guide to Disaster Recovery	3

**TOTAL CERTIFICATE CREDITS 10**

**CONSTRUCTION TECHNOLOGY  
AAS DEGREE AND CERTIFICATE**

**ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)**

The Associate of Applied Science Degree in Construction Technology is offered to meet the needs of the student who wishes to prepare for a broad range of technical skills applicable to many positions within the construction industry. This program prepares the student for the challenges they will face to advance in the trades as a responsible professional craftsman.

**GENERAL EDUCATION REQUIREMENTS:**

ENG 115	<b>OR</b> higher	3
COM 115/125		3
MAT 107	<b>OR</b> higher	3

Select from at least two of the following disciplines: science, social & behavioral science, or humanities. Courses chosen to satisfy this requirement must be from the core list. 6

**GENERAL EDUCATION REQUIREMENT 15**

**CONSTRUCTION TECHNOLOGY:**

**CORE**

CAR 100	Introduction to Carpentry	1
CAR 105	Job Site Layout/Blueprint Reading	1
CAR 115	Form & Foundation Systems	1
CAR 133	Construction Framing & Safety	4
CAR 134	Exterior Finishes & Trim	4
CAR 156	Shop Tools: stationary, hand portable	4
CAR 170	Clinical: Construction Lab I	5
CON 120	General Construction Framing	3
CAR 125	Roofing Materials & Methods	1
CAR 126	Framing with Metal Studs	1
CAR 140	Stair Construction/Layout	1
CAR 144	Interior Trim and Finish Methods	4
CAR 153	Interior Trim: Cabinet/Countertops	1
CAR 160	Floor Finishes	1
CON 145	Construction Project Management	2
CAR 171	Construction Lab I	6
CON 128	Cost Estimation	2
CON 140	Introduction to Building Codes	3

CAR 270	Clinical: Construction Lab I	5
CON 146	Construction Project Scheduling	2
CON 231	Construction Ethics	3
CAR 271	Clinical: Construction Lab I	5
<b>TOTAL DEGREE CREDITS</b>		<b>75</b>

### CONSTRUCTION TECHNOLOGY CERTIFICATE

This Certificate provides the student with job entry skills in the shortest possible time. It is also designed to accommodate those people currently employed in the residential construction industry with job upgrade skills and refresher courses.

#### CORE

CAR 100	Introduction to Carpentry	1
CAR 105	Job Site Layout/Blueprint Reading	1
CAR 115	Form & Foundation Systems	1
CAR 133	Construction Framing & Safety	4
CAR 134	Exterior Finishes & Trim	4
CAR 156	Shop tools: stationary/hand/port	4
CAR 170	Clinical: Construction Lab I	5
CON 120	General Construction Framing	3
CAR 125	Roofing Materials & Methods	1
CAR 126	Framing with Metal Studs	1
CAR 140	Stair Construction/Layout	1
CAR 144	Interior Trim and Finish Methods	4
CAR 153	Interior Trim: Cabinet/Countertops	1
CAR 160	Floor Finishes	1
CAR 171	Construction Lab I	6
CAR 270	Clinical: Construction Lab I	5
CAR 271	Clinical: Construction Lab I	5
<b>TOTAL CERTIFICATE CREDITS</b>		<b>48</b>

### COSMETOLOGY OCCUPATIONS

#### COSMETOLOGY CERTIFICATE PROGRAMS

Colorado requires a minimum of 60 credit hours in the Cosmetology curriculum to be eligible for the licensing exam. The Trinidad State Junior College curriculum includes professional ethics, bacteriology, shampoo and rinses, color theory, hair coloring techniques, permanent waving, hairstyling, hair cutting, manicures, facials, makeup, OSHA regulations, sanitation, safety and Colorado laws. Students will learn job entry skills, customer communication, and shop procedures. Clinical practice involves working on the public under supervision and parallels, as close as possible, actual shop procedures in order to prepare students for working in the field.

**GENERAL EDUCATION REQUIREMENT:** There are no general education course requirements for this program. However, mathematics, study skills, and communication skills are essential to successful job performance and will be scheduled on an individual basis as necessary.

#### COSMETOLOGY CERTIFICATE :

COS 103	Shampoos/Rinses/Conditioners I	1
COS 203	Shampoos/Rinses/Conditioners II	1
COS 110	Introduction to Hair Color	2
COS 111	Intermediate Hair Color	2
COS 210	Intermediate Hair Color II	2
COS 211	Advanced Hair Color	2
COS 275	Special Topics: Haircolor Techniques	1
COS 120	Introduction to Haircutting	2

COS 121	Intermediate I Haircutting	2
COS 220	Intermediate II Haircutting	2
COS 221	Advanced Haircutting	2
COS 275	Special Topics: Haircutting Techniques	1
COS 130	Introduction to Hairstyling	2
COS 131	Intermediate I: Hairstyling	2
COS 230	Intermediate II: Hairstyling	2
COS 231	Advanced Hairstyling	1
COS 275	Special Topics: Hairstyling Techniques	1
COS 140	Introduction to Chemical Texture	1
COS 141	Intermediate I: Chemical Texture	1
COS 240	Intermediate II: Chemical Texture	1
COS 241	Advanced Chemical Texture	1
COS 275	Special Topics: Chemical Texture Techniques	1
COS 150	Laws, Rules, and Regulations	1
COS 250	Management, Ethics, Interpersonal Skills & Salesmanship	1
COS 160	Introduction to Disinfection, Sanitation, & Safety	2
COS 161	Intermediate I: Disinfection, Sanitation, & Safety	1
COS 260	Intermediate II: Disinfection, Sanitation, & Safety	2
COS 261	Advanced Disinfection, Sanitation, & Safety	1
NAT 110	Introduction to Manicures & Pedicures	3
NAT 111	Intermediate Manicures & Pedicures	2
NAT 210	Advanced Manicures & Pedicures	2
NAT 211	Application of Artificial Nails	5
EST 110	Introduction to Facials and Skin Care	3
EST 111	Intermediate Facials and Skin Care	2
EST 210	Advanced Massage and Skin Care	2
EST 211	Facial Makeup	1
EST 212	Hair Removal	3
<b>TOTAL CERTIFICATE CREDITS</b>		<b>64</b>

#### BARBER:

BAR 103	Introduction to Hair & Scalp	1
BAR 203	Advanced Hair & Scalp	1
BAR 166	Introduction to Facial Massage & Skin Care	1
BAR 167	Intermediate Facial Massage & Skin Care	1
BAR 266	Advanced Facial Massage & Skin Care	1
BAR 107	Introduction to Shaving, Honing, & Stropping	1
BAR 108	Intermediate Shaving, Honing, & Stropping	1
BAR 207	Advanced Shaving, Honing, & Stropping	1
BAR 120	Introduction to Hair Cutting	3
BAR 121	Intermediate Hair Cutting	3
BAR 220	Advanced Hair Cutting	3
BAR 130	Introduction to Hair Styling	3
BAR 131	Intermediate Hair Styling	3
BAR 231	Advanced Hair Styling	3
BAR 140	Introduction to Permanent Waves/Chemical Relaxers	3
BAR 141	Intermediate Permanent Waves/Chemical Relaxers	3
BAR 241	Advanced Permanent Waves/Chemical Relaxers	2
BAR 110	Introduction to Hair Coloring	3
BAR 111	Intermediate Hair Coloring	2
BAR 211	Advanced Hair Coloring	3
COS 150	Laws, Rules, and Regulations	1
COS 250	Management, Ethics, Interpersonal Skills & Salesmanship	1
COS 160	Introduction to Disinfection, Sanitation & Safety	2
COS 161	Intermediate I: Disinfection, Sanitation & Safety	1
COS 260	Intermediate II: Disinfection, Sanitation & Safety	2
COS 261	Advanced Disinfection, Sanitation & Safety	1
<b>TOTAL CERTIFICATE CREDITS</b>		<b>50</b>

#### ESTHETICIAN:



EST 110	Introduction to Facials and Skin Care	3
EST 111	Intermediate Facials and Skin Care	2
EST 210	Advanced Massage and Skin Care	2
EST 211	Facial Makeup	1
EST 212	Hair Removal	3
COS 150	Laws, Rules and Regulations	1
COS 250	Management, Ethics, Interpersonal Skills and Salesmanship	1
COS 288	Practicum	8
COS 160	Introduction to Disinfection, Sanitation & Safety	2
COS 260	Intermediate II: to Disinfection, Sanitation & Safety	2
COS 262	Advanced II:Disinfection, Sanitation & Safety	3
EST 230	Esthetician Preparation for State Board	1
HWE 103	Community First Aid and CPR	1
<b>TOTAL CERTIFICATE CREDITS</b>		<b>30</b>

**HAIRSTYLE CERTIFICATE**

Colorado requires a minimum of 40 credit hours from the Cosmetology curriculum to be eligible for the licensing exam. The Trinidad State Junior College curriculum includes professional ethics, bacteriology, shampoo and rinses, color theory, hair coloring techniques, permanent waving, hairstyling, hair cutting, OSHA regulations, sanitation, safety and Colorado laws.

Students will learn job entry skills, customer communication and shop procedures. Clinical practice involves working on the public under supervision and parallels, as close as possible, actual shop procedures in order to prepare students for working in the field.

**HAIRSTYLING:**

COS 103	Shampoos/Rinses/Conditioners I	1
COS 203	Shampoos/Rinses/Conditioners II	1
COS 110	Introduction to Hair Color	2
COS 111	Intermediate Hair Color	2
COS 210	Intermediate Hair Color II	2
COS 211	Advanced Hair Color	2
COS 275	Special Topics: Haircolor Techniques	1
COS 120	Introduction to Haircutting	2
COS 121	Intermediate I Haircutting	2
COS 220	Intermediate II Haircutting	2
COS 221	Advanced Haircutting	2
COS 275	Special Topics: Haircutting Techniques	1
COS 130	Introduction to Hairstyling	2
COS 131	Intermediate I:Hairstyling	2
COS 230	Intermediate II: Hairstyling	2
COS 231	Advanced Hairstyling	1
COS 275	Special Topics: Hairstyling Techniques	1
COS 140	Introduction to Chemical Texture	1
COS 141	Intermediate I: Chemical Texture	1
COS 240	Intermediate II: Chemical Texture	1
COS 241	Advanced Chemical Texture	1
COS 27	Special Topics: Chemical Texture Techniques	1
COS 150	Laws, Rules, and Regulations	1
COS 250	Management, Ethics, Interpersonal Skills & Salesmanship	1
COS 160	Introduction to Disinfection, Sanitation, & Safety	2
COS 161	Intermediate I: Disinfection, Sanitation, & Safety	1
COS 260	Intermediate II: Disinfection, Sanitation, & Safety	2

COS 261	Advanced Disinfection, Sanitation, & Safety	1
COS 262	Advanced Disinfection, Sanitation, & Safety II	3
COS 288	Practicum	6
<b>TOTAL CERTIFICATE CREDITS</b>		<b>50</b>

**MANICURE CERTIFICATE PROGRAM**

The Trinidad State Junior College curriculum includes professional ethics, sanitation, safety, OSHA regulations, manicures, pedicures, artificial nail application, and Colorado laws.

Students learn job entry skills, customer communication and shop procedures. Clinical practice involves working on the public under supervision and parallels, as close as possible, to actual shop procedures in order to prepare students for working in the field.

**MANICURIST:**

NAT 110	Introduction to Manicures/Pedicures	3
NAT 111	Intermediate Manicures/Pedicures	2
NAT 210	Advanced Manicures/Pedicures	2
NAT 211	Application of Artificial Nails	5
COS 150	Laws, Rules, and Regulations	1
COS 250	Management, Ethics, Interpersonal Skills & Salesmanship	1
COS 160	Introduction Disinfection, Sanitation, & Safety	2
COS 161	Intermediate Disinfection, Sanitation, & Safety	1
COS 260	Intermediate II Disinfection, Sanitation, & Safety	2
COS 261	Advanced Disinfection, Sanitation, & Safety	1
<b>TOTAL CERTIFICATE CREDITS</b>		<b>20</b>

**Criminal JUSTICE**

**ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)**

The two-year Associate of Applied Science degree program in Criminal Justice is designed to provide men and women with the necessary attitudes, knowledge and skills to enter criminal justice occupations. A minimum of 70 semester credit hours is required for an Associate of Applied Science degree in Criminal Justice.

**GENERAL EDUCATION REQUIREMENTS:**

ENG 115	<b>OR</b> higher	3
COM 115/125		3
MAT 107	<b>OR</b> higher	3

Select from at least two of the following disciplines: science, social & behavioral science, or humanities. Courses chosen to satisfy this requirement must be from the core list. 6

**GENERAL EDUCATION REQUIREMENT 15**

**CRIMINAL JUSTICE PROGRAM CORE:**

CRJ 110	Introduction to Criminal Justice	3
CRJ 111	Substantive Criminal Law	3
CRJ 112	Procedural Criminal Law	3
CRJ 116	Civil Liability	3
CRJ 118	Report Writing	3
CRJ 125	Law Enforcement Operations	3
CRJ 126	Patrol Procedures	3
CRJ 135	Judicial Functions	3

CRJ 145	Correctional Process	3
CRJ 210	Constitutional Law	3
CRJ 216	Juvenile Law and Procedure	3
CRJ 220	Human Relations and Social Conflicts	3
CRJ 221	Community Problem Solving	3
CRJ 225	Crisis Intervention	3
CRJ 230	Criminology	3
CRJ 240	Criminal Investigations	3
CRJ 245	Interview and Interrogation	3
CRJ 246	Traffic Investigation	3
<b>TOTAL CORE CREDITS</b>		<b>54</b>
<b>TOTAL DEGREE CREDITS</b>		<b>69</b>

## COLORADO LAW ENFORCEMENT TRAINING ACADEMY (CLETA) (Valley Campus Only)

### BASIC LAW ENFORCEMENT ACADEMY CERTIFICATE

The Academy provides an intensive training course. This program exceeds all of the requirements set by the Colorado Peace Officers Standards and Training Board (P.O.S.T.) for becoming a peace officer in the state of Colorado. This comprehensive course of instruction will provide basic law enforcement training for students wishing to obtain Colorado State Certification. The course covers the areas of administration of justice, basic law, human relations, patrol procedures, traffic control, preliminary investigative techniques, firearm training, communications, arrest control and law enforcement driving. At the completion of the Academy, Trinidad State Junior College will award 35 college credits for the course work.

#### GENERAL EDUCATION REQUIREMENTS:

There are no general education requirements for this program. However, mathematics, study skills, and communication skills are essential to successful job performance and will be scheduled on an individual basis as necessary.

#### CLETA Academy Required Courses:

CRJ 101	Basic Police Academy I	6
CRJ 102	Basic Police Academy II	12
CRJ 105	Basic Law	8
CRJ 106	Arrest Control Techniques	3
CRJ 107	Law Enforcement Driving	3
CRJ 108	Firearms	3
<b>TOTAL SEMESTER CREDITS</b>		<b>35</b>

## EARLY CHILDHOOD EDUCATION ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)

The Early Childhood Education (ECE) curriculum offers a variety of degree and certificate options depending on the interests and career goals of the student. This course of study is designed to prepare students for careers in the field of Early Childhood Education. There are a number of options available to the student that require education and work experience to become certified childcare workers. The Early Childhood Education Program at TSJC is designed to meet the educational requirements for Child Development Associate (CDA), Group Leader, Infant/Toddler

Nursery Supervisor and Director Certification. The student should consult with the ECE advisor for the specific requirements of the state and national issued certificates.

Laboratory classes will enable the student to gain experience working with professionals in approved licensed childcare facilities in the community. Students may exit the program at their desired certification level or continue on and receive an AAS degree. To enable a non-duplicative educational continuum, students will be awarded credit for prior learning according to the Colorado Community College and Occupational Education System Guidelines. In addition to the ECE courses, there are general education electives and requirements as a part of the AAS degree.

While the Early Childhood Education Program at TSJC is designed primarily for students who wish to begin their careers after two years of study, options for transferring may be available. Students who wish to continue their education at a four-year college or university should consult closely with their advisor to select appropriate course combinations as required by the transfer institution. Accuplacer testing is required of all students. Developmental course work is required prior to program entry of all students whose scores fall below the state standards.

## ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM (AAS)

GENERAL EDUCATION REQUIREMENTS:		CREDITS
ENG 121	English Composition I	3
MAT 107	Career Math <b>OR</b>	3
MAT 121/135	College Algebra or Statistics	3
PSY 101/102	General Psychology I <b>OR</b> II	3
	Computer Elective	3
	Electives: Choose from the core or state guaranteed transfer lists	6

### GENERAL EDUCATION REQUIREMENT **18**

#### CORE CURRICULUM REQUIRED

ECE 101	Introduction to Early Childhood Professions	3
ECE 102	Introduction to Early Childhood Professions Lab	3
ECE 103	Guidance Strategies for Children	3
ECE 111	Infant and Toddler Theory and Practice	3
ECE 112	Introduction to Infant/Toddler Lab	3
ECE 205	Nutrition, Health, Safety for Young Child	3
ECE 220	Curriculum Dev.: Methods/Techniques	3
ECE 225	Language and Cognition for the Young	3
ECE 226	Creativity and the Young Child	3
PSY 238/ECE 238	Child Dev. Or Growth Dev. Of Early Child	3 or 4
ECE 240	Admin. Of Early Childhood Care	3
ECE 241	Admin. Human Relations for EC Professions	3
ECE 260	Exceptional Child	3

### TOTAL CORE CREDITS **39 OR 40**

#### ADDITIONAL DEGREE REQUIREMENTS

ECE 125	Science/Math and the Young Child	3
ECE 288	Practicum: Advanced Classroom	3
ECE 289	Capstone	2

### TOTAL ADDITIONAL CREDITS **8**

**ELECTIVES:**

ECE 107	Child Dev. Associate (CDA) Preparation	2
ECE 100	Pre-Licensing Training for Child Care Provider	1
ECE 195	Music, Movement and the Young Child	1
ECE 256	Working with Parents, Families & Community	3
ECE 188	Practicum: Early Childhood Ed (CDA)	2
ECE 280	Internship	3
ECE 288	Practicum: Advanced Classroom	3
ECE 187/287	Cooperative education	1-12
ECE 175/275	Special Topics	1-6
ECE 236	Child Growth and Development Lab	1

<b>TOTAL ELECTIVES REQUIRED</b>	<b>2</b>
<b>TOTAL GENERAL EDUCATION CREDITS</b>	<b>18</b>
<b>TOTAL AAS CREDITS</b>	<b>67 OR 68</b>

**COLORADO CHILD CARE PRE-LICENSING REQUIREMENTS**

ECE 100	Pre-licensing Training-Child Care Providers	1
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**CDA TRAINING CERTIFICATE OPTION 1-PREESCHOOL (HEADSTART)**

ECE 101	Introduction to Early Childhood Professions	3
ECE 103	Guidance Strategies for Children	3
ECE 107	Child Dev. Associate (CDA) Preparation	2
ECE 188	Practicum: Early Childhood Ed (CDA)	2
ECE 220	Curriculum Dev.: Methods/Techniques	3

<b>TOTAL CERTIFICATE CREDITS</b>	<b>13</b>
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**CDA TRAINING CERTIFICATE OPTION 2-INFANTS & TODDLERS**

ECE 101	Introduction to Early Childhood Professions	3
ECE 111	Infant and Toddler Theory and Practice	3
ECE 220	Curriculum Dev.: Methods/Techniques	3
ECE 103	Guidance Strategies for Children	3
ECE 107	Child Dev. Associate (CDA) Preparation	2
ECE 188	Practicum: Early Childhood Ed (CDA)	2

<b>TOTAL CERTIFICATE CREDITS</b>	<b>16</b>
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**GROUP LEADER CERTIFICATE - PRIMARY CERTIFICATE**

ECE 101	Introduction to Early Childhood Professions	3
ECE 102	Introduction to Early Childhood Professions Lab	3
ECE 103	Guidance Strategies for Children	3
ECE 220	Curriculum Dev.: Methods/Techniques	3
PSY 238	Child Development	3

<b>TOTAL CERTIFICATE CREDITS</b>	<b>15</b>
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**DIRECTOR of EDUCATION CERTIFICATE**

ECE 101	Introduction to Early Childhood Professions	3
ECE 102	Introduction to Early Childhood Professions Lab	3
ECE 103	Guidance Strategies for Children	3
ECE 205	Nutrition, Health, Safety for Young Child	3
ECE 220	Curriculum Dev.: Methods/Techniques	3
ECE 240	Admin. Of Early Childhood Care	3
ECE 241	Admin. Human Relations for EC Professions	3
PSY 238	Child Development	3
PSY 101/102	General Psychology I or II	3

**ELECTIVES:**

ECE 225, 226, 260, 125, 111, or SOC 101	3
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<b>TOTAL CERTIFICATE CREDITS</b>	<b>30</b>
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**INFANT/TODDLER SUPERVISOR CERTIFICATE**

ECE 101	Introduction to Early Childhood Professions	3
ECE 102	Introduction to Early Childhood Professions Lab	3
ECE 103	Guidance Strategies for Children	3
ECE 220	Curriculum Dev.: Methods/Techniques	3
PSY 238	Child Development	3
ECE 111	Infant and Toddler Theory and Practice	3
ECE 112	Introduction to Infant/Toddler Lab	3

<b>TOTAL CERTIFICATE CREDITS</b>	<b>21</b>
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**EMERGENCY MEDICAL SERVICES**

**ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)**

This program is designed to prepare a student to work in emergency medicine. Each certificate course allows the student, upon completion, to become certified as an EMT-Basic or EMT-Intermediate. The progression of the curriculum requires completion of the EMT-Basic prior to entry into the EMT-Intermediate course. Emphasis is placed on initial certification followed by various elective options. The electives also qualify the student for recertification possibilities following their initial certification. Students should meet with their EMS advisor prior to the selection of the courses to meet the general education requirement.

EMS practitioners are placed in a position of the highest public trust. They have unsupervised, intimate, physical and emotional contact with patients at a vulnerable time, as well as unsupervised access to personal property. Consequently, the Department shall review and consider felony and misdemeanor convictions in making certification determinations.

A. The Department may deny, refuse to renew, or may revoke, suspend, limit, or modify an EMT certificate or may impose probation on a certificate holder for good cause, in accordance with Department regulations at 6 CCR 1015-3: Rules Pertaining to Emergency Medical Services, and with the State Administrative Procedure Act (APA), section 24-4-101 et seq., C.R.S. Individuals may appeal such actions pursuant to Department regulations and the APA.

Good cause includes conviction of, or a plea of guilty, or of no contest, to a felony or misdemeanor that relates to the duties and responsibilities of an EMT, including patient care and public safety. For purposes of this paragraph, "conviction" includes the imposition of a deferred sentence. The following crimes set forth in the Colorado Criminal Code (Title 18, C.R.S.) are considered to relate to the duties and responsibilities of an EMT:

1. Offenses under Article 3 – Offenses against a person.
  2. Offenses under Article 4 – Offenses against property.
  3. Offenses under Article 5 – Offenses involving fraud.
  4. Offenses under Article 6 – Offenses involving the family relations.
  5. Offenses under Article 6.5 – Wrongs to At-Risk Adults.
  6. Offenses under Article 7 – Offenses related to morals.
  7. Offenses under Article 8 – Offenses – Governmental Operations.
  8. Offenses under Article 9 – Offenses against public peace, order and decency.
  9. Offenses under Article 17 – Colorado Organized Crime Control Act.
  10. Offenses under Article 18 – Uniform Controlled Substances Act of 1992.
- B. The offenses listed above are not exclusive. The Department may consider other pleas or criminal convictions, including those from other state, federal, foreign or military jurisdictions.
- C. Within the categories of criminal offenses listed above, certain crimes are considered to present an unreasonable

risk to public health and safety, such that applications for certification or certification renewal presumably shall be denied or disciplinary sanctions shall be imposed unless, upon consideration of all the facts and circumstances, the Department determines otherwise. These crimes include:

1. Crimes involving sexual misconduct where the victim's failure to affirmatively consent is an element of the crime.
  2. Crimes involving the sexual or physical abuse of children, the elderly or the infirm, such as sexual misconduct with a child, making or distributing child pornography or using a child in a sexual display, incest involving a child, and assault on an elderly or infirm person.
  3. Any crime in which the victim is an out-of-hospital patient or a patient or resident of a health care facility including abuse, neglect, theft from, or financial exploitation of a person entrusted to the care or protection of the EMS applicant/practitioner.
- D. Additionally, the following crimes and/or circumstances are considered to present a significant risk to public health and safety, such that applications for certification or certification renewal may be denied or disciplinary sanctions may be imposed, depending upon the facts and circumstances.
1. Conviction of or plea to crimes for which the individual is currently incarcerated, on work release, on probation or on parole, or has not yet completed all court orders associated with the conviction/plea.
  2. A continuing pattern of criminal conduct.
  3. Conviction of or plea to crimes in the following categories:
    - a. Serious crimes of violence against persons, such as assault or battery with a dangerous weapon, aggravated assault and battery, murder or attempted murder, manslaughter except involuntary manslaughter, kidnapping, robbery of any degree; or arson.
    - b. Crimes involving controlled substances or synthetics, including unlawful use, possession or distribution, or intent to distribute unlawfully.
    - c. Serious crimes against property, such as grand larceny, burglary, embezzlement or fraud.
  - E. In determining whether to deny, refuse to renew, revoke, suspend, modify or otherwise limit an EMT certificate based on a criminal conviction, the Department may consider, but is not limited to, the following information:
    1. The nature and seriousness of the crime.
    2. Whether the crime was against person or property and committed while in a position of trust.
    3. Whether the crime relates directly to the skills of emergency medical services and the delivery of patient care.
    4. The length of time elapsed since the crime was committed.
    5. Whether the crime involved violence to, or abuse of, another person.
    6. Whether the crime involved a minor or a person of diminished capacity.
    7. The applicant/practitioner's actions and conduct since the crime occurred.
    8. Compliance with all court orders associated with the conviction (court issued documents demonstrating fulfillment of all court orders shall be submitted for consideration).
    9. Subsequent criminal actions.

Select from at least three of the following disciplines: science, social & behavioral science, arts & humanities, or COM 115/125. Courses chosen to satisfy this requirement must be from the core list. 9

**GENERAL EDUCATION REQUIREMENT:** 15

**Note:** A minimum of 64 credit hours is required for the AAS degree and must include EMT Basic and EMT Intermediate certification in addition to 23 credit hours of electives.

**ELECTIVES FOR THE ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)**

HPR 102	CPR for Professionals: (EMT)	0.5
HWE 102	CPR Recertifications	0.25
HWE 103	Community First Aid & CPR	1
HWE 104	CPR Instructor Course	0.5
HWE 120	Wilderness First Aid	1
HPR 102	CPR for Professionals	0.5
HPR 103	CPR for Professionals Renewal	0.5
EMS 115	First Responder	3
EMS 116	First Responder Refresher	2
EMS 121	Infection Control for the EMT	0.5
EMS 126	EMT-Basic Refresher	3
SPA 115	Spanish for the Professional I	3
EMS 130	Intravenous Therapy	2
EMS 136	EMT/Paramedic Safety Issues in the Field	1
EMS 150	Pediatric Education for Pre-hospital Professional	1
HPR 190	Basic EKG Interpretation	2
EMS 175	Special Topics	0.5-10
EMS 178	EMS Seminar	0.5-6
EMS 206	EMT-Intermediate Refresher	3
HPR 120	Advanced Cardiac Life Support	1
HPR 121	ACLS Recertification	0.5
EMS 213	Pre-hospital Trauma Life Support	1
EMS 214	Basic Trauma Life Support	1
EMS 220	EMT-Paramedic Refresher	3
EMS 245	Medical Emergencies	1
EMS 275	Special Topics	0.5-10
EMS 285	Independent Study	1-6
FST 100	Fire Fighter I	9
FST 101	Fire Fighter II	6
EMS 225	Fundamentals of Paramedic Practice	3
EMS 226	Fundamental of Paramedic Practice Lab	2
EMS 227	Paramedic Special Considerations	3
EMS 228	Paramedic Special Considerations Lab	2
EMS 229	Paramedic Pharmacology	3
EMS 230	Paramedic Pharmacology Lab	2
EMS 231	Paramedic Cardiology	5
EMS 232	Paramedic Cardiology Lab	1
EMS 233	Paramedic Medical Emergencies	4
EMS 234	Paramedic Medical Emergencies Lab	1
EMS 235	Paramedic Trauma Emergencies	4
EMS 236	Paramedic Trauma Emergencies Lab	1
EMS 237	Paramedic Internship Preparatory	2
EMS 280	Paramedic Internship I	6
EMS 281	Paramedic Internship I	6

**TOTAL ELECTIVES NEEDED FOR DEGREE OPTION 23**

**GENERAL EDUCATION REQUIREMENTS:**

ENG 115 or higher	3
MAT 107 or higher	3

**EMERGENCY MEDICAL TECHNICIAN BASIC (EMT) CERTIFICATE**

Upon successful completion of this certificate, including written and practical examinations, and being at least 18 years of age, candidates are eligible to take a certification examination subject to requirements of the Colorado Department of Health or EMT National Registry.

EMT-Basic graduates may be employed by ambulance, rescue, fire departments, search and rescue, skill patrol or aeromedical services, in specialty areas of hospitals and by private industry, educational institutions, and government agencies.

**EMT BASIC ADMISSION REQUIREMENTS:**

1. Must hold a current CPR for the Professional Rescuer card.
2. Must be at least 18 years of age upon course completion.
3. Must have a high school diploma, GED or equivalent

**EMT-BASIC CERTIFICATION REQUIREMENTS:**

EMS 125	EMT-Basic	9
EMS 170	EMT-Basic Clinical	1

**TOTAL EMT-BASIC CERTIFICATE 10**

**EMERGENCY MEDICAL TECHNICIAN INTERMEDIATE (EMT) CERTIFICATE**

Upon successful completion of this certificate, including written and practical examinations, and being at least 19 years of age, candidates are eligible to take a certification examination subject to requirements of the Colorado Department of Health or EMT National Registry. EMT-Intermediate graduates may be employed by ACLS ambulance services, rescue, fire departments, search and rescue, skill patrol or aeromedical services, in specialty areas of hospitals and by private industry, educational institutions, and government agencies.

**EMT INTERMEDIATE ADMISSION REQUIREMENTS:**

1. Must hold a current CPR for the Professional Rescuer card.
2. Must hold a current EMT B, I, or P card.
3. Must be a minimum of 19 years of age upon course completion.
4. Must have a high school diploma, GED or equivalent
5. Must have EMT-IV Certification

EMS 203	EMT-Intermediate I	6
EMS 205	EMT-Intermediate II	6
EMS 270	Clinical: EMS Intermediate	3
HPR 120	Advanced Cardiac Life Support (ACLS)	1

**TOTAL EMT-INTERMEDIATE CERTIFICATE 16**

**ENVIRONMENTAL ENGINEERING TECHNOLOGY**

**General Education Courses**

HPR 120	Advanced Cardiac Life Support (ACLS)	1
ENG 121	English Composition I	3
ENG 115	Technical Writing	3
GEY 135	Environmental Geology	3
MAT 121/135	College Algebra or Intro to Statistics	3
COM 115/125	Public Speaking or Interpersonal Communication	3
<b>Total General Education Core Credits</b>		<b>15</b>

**Engineering Core**

**First Semester**

BIO 111	General Biology	5
OSH 155	Environmental Regulatory Framework	3
General Education Core Classes		9
<b>Total</b>		<b>17</b>

**Second Semester**

PHY 105	Conceptual Physics/Lab	4
NRE 121	Intro to Hydology	3
General Education Core Classes		6
Environmental Engineering Electives		3*
<b>Total</b>		<b>13</b>

**Third Semester**

ENV 101	Intro to Environment Science/Lab	4
ENT 210	Soil Mechanics	2
GIS 105	ARC View GIS	3
CHE 105	Chemistry in Context	5
Environmental Engineering Electives		3*
<b>Total</b>		<b>14</b>

**Fourth Semester**

OSH 146	Hazardous Materials	2
NRE 227	Reclamation Site Monitoring	3
BIO 228	Field Biology	4
NRE 204	Range Mangement/Restoration	4
Environmental Engineering Electives		3*
<b>Total</b>		<b>13</b>

**Electives:**

GEY 111	Physical Geology/Lab	4
NRE	Range Management/Restoration (Land Use Planning)	4
NRE	Environmental Reclamation	2
NRE	Storm Water Management	2
CAD 101	Auto CAD	3
BIO 222	General College Ecology/Lab	4

**Total electives required for degree 6**  
**Total degree credit hours 63**

**EPIC (ENERGY PRODUCTION & INDUSTRIAL CONSTRUCTION)**

These programs have been designed by the energy companies in the Las Animas County region to meet the needs of the employer in that area. Students will be trained with:

- 1) curriculum designed by the companies;
- 2) with equipment donated by the various energy companies; and
- 3) have the opportunity to be placed on internships with these employers. Three certificates are available to the student, with the option of earning an AAS degree in each.

**EPIC: DIESEL MECHANICS:**

**GENERAL EDUCATION REQUIREMENTS:**

ENG 115 or higher	3
MAT 107 or higher	3

Select from at least three of the following disciplines: science, social & behavioral science, arts & humanities, or COM 115/125. Courses chosen to satisfy this requirement must be from the core list. 9

**GENERAL EDUCATION REQUIREMENT:** 15

**REQUIRED CORE - EPIC: DIESEL MECHANICS:**

**CREDITS**

MAN 125	Team Building	1
OSH 127	10-Hr. Construction Industry Standards	1
EIC 105/ADE 135	Basics of AC & DC Electricity or Small Engines	4
ASE 120	Basic Auto Electricity	2
ASE 123	Battery, Starting and Charging	2
DPM 103	Diesel Engines I	4
DPM 105	Heavy Duty Powertrains I	3
DPM 106	Diesel Fuel Systems	3
DPM 121	Hydraulic Systems I	3
DPM 122	Hydraulic Systems II	3
DPM 203	Diesel Engines II	4
DPM 205	Heavy Duty Powertrains II	3
DPM 170	Lab Experience	3
DPM 206	Heavy Duty Brake Systems	3

**TOTAL CERTIFICATE CREDITS** 39

**ASSOCIATE DEGREE ELECTIVES:**

WEL 102	Oxyacetylene Joining Processes	4
WEL 113	Oxyfuel and Plasma Cutting	2
WEL 121	Structural Welding I	3
WEL 122	Structural Welding II	3
WEL 124	Introduction to Gas Tungsten Arc Welding	4
WEL 125	Introduction to Gas Metal Arc Welding	4
WEL 176	Sp. Topics: Plastic Pipe Welding	0-6
WEL 203	Flux Cored Arc Welding I	4
WEL 224	Advanced Gas Tungsten Arc	4
WEL 230	Pipe Welding I	4
WEL 231	Pipe Welding II	4
WEL 175	Special Topics	6
DPM 100	Diesel Mech & Prevent Maint.	3
DPM 111	Prevent Maint./Troubleshooting	3
HEQ 150	Basic Principles of Eng. Operation	2
HEQ 220	Moter Grader I	2
HEQ 221	Moter Grader II	2
HEQ 225	Backhoe I	2
HEQ 226	Backhoe II	2
HEQ 230	Hydraulic Excavator	2
HEQ 240	Basic Bulldozer I	2
HEQ 241	Bulldozer II	2
HEQ 246	Front End Loader II	2
HEQ 285	Independent Study	4

**TOTAL ELECTIVES REQUIRED** 12

**TOTAL DEGREE REQUIREMENTS** 66

**EPIC: HEAVY EQUIPMENT**

**GENERAL EDUCATION REQUIREMENTS:**

ENG 115 or higher	3
MAT 107 or higher	3

Select from at least three of the following disciplines: science, social & behavioral science, arts & humanities, or COM 115/125. Courses chosen to satisfy this requirement must be from the core list. 9

**GENERAL EDUCATION REQUIREMENT:** 15

**GENERAL EDUCATION REQUIREMENT** 15

**REQUIRED CORE – EPIC HEAVY EQUIPMENT:**

MAN 125	Team Building	1
OSH 127	10-Hr. Construction Industry Standards	1
DPM 100	Introduction to Diesel Mechanics	2
DPM 101	Diesel Shop Orientation	2
DPM 111	Preventative Maintenance I	3
DPM 211	Preventative Maintenance II	3
ENT 275	Sp. Topics: Grade & Staking Surveys	3
HEQ 150	Basic Principles of Eng. Op. & Drive Train	2
HEQ 220	Motor Grader I	2
HEQ 221	Motor Grader II	2
HEQ 225	Backhoe I	2
HEQ 226	Backhoe II	2
HEQ 230	Hydraulic Excavator	2
HEQ 240	Basic Bulldozer	2
HEQ 241	Bulldozer II	2
HEQ 246	Front End Loader II	2
HEQ 275	Independent Study	6

**TOTAL CERTIFICATE REQUIREMENTS** 39

**TOTAL ELECTIVES REQUIRED** 12

**TOTAL AAS REQUIREMENTS** 66

**EPIC: HEAVY EQUIPMENT AAS ELECTIVES:**

WEL 102	Oxyacetylene Joining Processes	4
WEL 113	Oxyfuel and Plasma Cutting	2
WEL 121	Structural Welding I	3
WEL 122	Structural Welding II	3
WEL 124	Introduction to Gas Tungsten Arc Welding	4
WEL 125	Introduction to Gas Metal Arc Welding	4
WEL 176	Sp. Topics: Plastic Pipe Welding	0-6
WEL 203	Flux Cored Arc Welding I	4
WEL 224	Advanced Gas Tungsten Arc	4
WEL 230	Pipe Welding I	4
WEL 231	Pipe Welding II	4
WEL 175	Special Topics	6
EIC 105	Basics of AC & DC Electricity	4
ADE 135	Small Gasoline Engines	4
ASE 120	Basic Auto Electricity	2
ASE 123	Battery, Starting and Charging	2
DPM 103	Diesel Engines I	4
DPM 105	Heavy Duty Powertrains I	3
DPM 106	Diesel Fuel Systems	3
DPM 121	Hydraulic Systems I	3
DPM 122	Hydraulic Systems II	3
DPM 203	Diesel Engines II	4
DPM 205	Heavy Duty Powertrains II	3
DPM 206	Heavy Duty Brakes	3
DPM 170	Lab Experience	2

**EPIC: WELDING:**

**GENERAL EDUCATION REQUIREMENTS:**

ENG 115 or higher	3
MAT 107 or higher	3

Select from at least three of the following disciplines: science, social & behavioral science, arts & humanities, or COM 115/125. Courses chosen to satisfy this requirement must be from the core list. 9

**GENERAL EDUCATION REQUIREMENT:** 15

**REQUIRED CORE – EPEC WELDING:**

MAN 125	Team Building	1
OSH 127	10-Hr. Construction Industry Standards	1
WEL 102	Oxyacetylene Joining Processes	4
WEL 113	Oxyfuel and Plasma Cutting	2
WEL 121	Structural Welding I	3
WEL 122	Structural Welding II	3
WEL 124	Introduction to Gas Tungsten Arc Welding	4
WEL 125	Introduction to Gas Metal Arc Welding	4
WEL 176	Sp. Topics: Plastic Pipe Welding	1
WEL 203	Flux Cored Arc Welding I	4
WEL 224	Advanced Gas Tungsten Arc	4
WEL 230	Pipe Welding I	4
WEL 231	Pipe Welding II	4

**TOTAL CERTIFICATE REQUIREMENTS** 39

**TOTAL ELECTIVES REQUIRED** 13

**TOTAL AAS REQUIREMENTS** 67

**EPIC: WELDING AAS ELECTIVES:**

EIC 105	Basics of AC & DC Electricity	4
ADE 135	Small Gasoline Engines	4
ASE 120	Basic Auto Electricity	2
ASE 123	Battery, Starting and Charging	2
DPM 103	Diesel Engines I	4
DPM 105	Heavy Duty Powertrains I	3
DPM 106	Diesel Fuel Systems	3
DPM 121	Hydraulic Systems I	3
DPM 122	Hydraulic Systems II	3
DPM 203	Diesel Engines II	4
DPM 205	Heavy Duty Powertrains II	3
DPM 170	Lab Experience	3
DPM 100	Diesel Mech & Prevent Maint.	2
DPM 101	Diesel Shop Orientation	2
DPM 111	Preventative Maintenance I	3
DPM 211	Preventative Maintenance II	3
ENT 275	Sp. Topics: Grade & Staking Surveys	3
HEQ 150	Basic Principles of Eng. Op. Drive Train	2
HEQ 220	Motor Grader I	2
HEQ 221	Motor Grader II	2
HEQ 225	Backhoe I	2
HEQ 226	Backhoe II	2
HEQ 230	Hydraulic Excavator	2
HEQ 240	Basic Bulldozer	2
HEQ 241	Bulldozer II	2
HEQ 246	Front End Loader II	2
HEQ 275	Independent Study	6

**FINE WOODWORKING**

This two semester certificate program is designed to provide theory and hands-on training for entry level skills through craftsman-level competencies. Day and evening classes for part- or full-time students range

from areas of safety, wood identification, tool set-up, use & maintenance, layout and design, material selection, jig set-up, cabinet & door construction, finishing, and advanced furniture and cabinet construction.

**FINE WOODWORKING CERTIFICATE:**

FIW 100	Fundamentals of Woodworking	4
FIW 211	Shop Carpentry	4
FIW 108	Tool Making and Jigs	4
FIW 209	Cabinet Making	4
FIW 128	Door Making	4
FIW 213	Furniture Making	4
FIW 125	Finishing Wood	4
FIW 215	Advanced Joinery	4
FIW 217	Advance Cabinet Making	4
FIW 220	Advanced Furniture and Cabinet Construction	4

**TOTAL CERTIFICATE CREDITS** 40

**ASSOCIATE OF GENERAL STUDIES DEGREE OPTION (2 YEAR)**

Fine woodworking core	28
Communications core	6
Mathematics 3	
Science 4	
Social and Behavioral Sciences	6
Humanities	6
General Education Electives	7

**TOTAL AGS DEGREE CREDITS** 60

**FIRE SCIENCE TECHNOLOGY**

**ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)**

**GENERAL EDUCATION REQUIREMENTS:**

ENG 115 or higher	3
MAT 107 or higher	3

Select from at least three of the following disciplines: science, social & behavioral science, arts & humanities, or COM 115/125. Courses chosen to satisfy this requirement must be from the core list. 9

**GENERAL EDUCATION REQUIREMENT:** 15

**FIRE SCIENCE TECHNOLOGY CORE**

FST 100	Firefighter I	9
FST 101	Firefighter II	3
FSW 100	S-190 Introduction to Wildland Fire Behavior	0.5
FSW 101	S-130 Firefighting Training	2
FSW 102	S-131 Firefighter Type I	0.5
FSW 104	I-100 Introduction to ICS	0.25
FSW 105	L-180 Human Factors on the Fire Line	0.25
FSW 141	S-203 Introduction to Incident Information	2
FSW 142	S-211 Portable Pumps and Water Use	1.5
FSW 143	S-212 Wildfire Chain Saws	2
FSW 145	S-230 Crew Boss	1.5
FSW 153	S0-209 Intermediate Wildland Fire Behavior	2
FSW 155	I-200, IS-200, Q-436 Basic ICS	1.5
FSW 175	S-133 Situational Awareness	0.25
EMS 175+	Special Topics: First Aid	0.25
HPR 102	CPR for Professionals	0.5

**TOTAL CREDITS** 27

<b>GENERAL EDUCATION COURSES</b>	<b>15</b>
<b>TOTAL ELECTIVE CREDITS</b>	<b>18</b>
<b>TOTAL DEGREE CREDITS</b>	<b>60</b>

**FIRE FIGHTER CERTIFICATE:**

<b>CREDITS</b>			
FST 100	Firefighter I		9
FST 101	Firefighter II		6
EMS 175+	Special Topics: First Aid	0.25	
HPR 102	CPR for Professionals	0.5	
<b>TOTAL CERTIFICATE CREDITS</b>		<b>15.75</b>	

**WILDLAND FIRE FIGHTER CERTIFICATE:**

FSW 100	S-190 Introduction to Wildland Fire Behavior	0.5	
FSW 101	S-130 Firefighting Training		2
FSW 102	S-131 Firefighter Type I		0.5
FSW 104	I-100 Introduction to ICS		0.25
FSW 105	L-180 Human Factors on the Fire Line		0.25
FSW 141	S-203 Introduction to Incident Information		2
FSW 142	S-211 Portable Pumps and Water Use		1.5
FSW 143	S-212 Wildfire Chain Saws		2
FSW 145	S-230 Crew Boss		1.5
FSW 153	S0-209 Intermediate Wildland Fire Behavior		2
FSW 155	I-200, IS-200, Q-436 Basic ICS		1.5
FSW 175	S-133 Situational Awareness	0.25	
EMS 175+	Special Topics: First Aid	0.25	
HPR 102	CPR for Professionals	0.5	
<b>TOTAL CERTIFICATE CREDITS</b>		<b>15</b>	

**ELECTIVES:**

FSW 103+	D-110 Dispatch Recorder		1
FSW 140+	S-200 Initial Attack Incident Commander		1
FSW 144+	S-215 Fire Operations in Wildland/Urban		2
FSW 146+	S-231 Engine Boss		1
FSW 147+	S-234 Ignition Operations		2
FSW 148+	S-248 Status/Check-in Recorder		1
FSW 149+	S-260 Interagency Incident Business Management		1
FSW 150+	S-261 Applied Interagency Incident Business		1
FSW 151+	S-270 Basic Air Operations		1
FSW 152+	S-271 Helicopter Crew Member		2
FSW 154+	Wildland Fire Origin and Cause Determination	2.5	
FSW 156+	L-280 Followership/Leadership		1
FSW 176+	Special Topics	0-6	
FSW 177+	Special Topics	0-6	
FSW 200+	S-300 Extended Attack Incident Commander		1
FSW 201+	S-330 Task Force/Strike Team Leader		1.5
FSW 202+	S0-336 Tactical Decision Making in Wildland Fire		2
FSW 203+	S-339 Division/Group Supervisor		1
FSW 204+	S-359 Medical Unit Leader		1
FSW 205+	S-390 Introduction to Fire Behavior Calculations		1
FSW 206+	I-300 Inter. ICS for Supervisors & Expanding Incidents		1.5
FSW 240+	S-440 Planning Section Chief		1
FSW 241+	I-400 Advanced ICS for Command & General Staff		1.5
FSW 242+	M-480 Multi-Agency Coordinating MAC Group		0.5
FSW 275+	Special Topics	0-6	
FSW 276+	Special Topics	0-6	
FSW 277+	Special Topics	0-6	
EMS 115+	First Responder		3
EMS 125+	EMT Basic		9

EMS 130+	EMT Intravenous Therapy	2
EMS 162+	Wilderness EMT Upgrade	3
HPR 103	CPR for Professionals Renewal	0.5
EMS 275	Special Topics: EMS Symposium	1

**GRAPHIC DESIGN ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)**

This curriculum is designed to prepare students for careers in the rapidly growing and evolving field of graphic design. Students will learn the skills and techniques required of graphic designers and commercial artists. Strong emphasis is placed on developing the students' individual talents, skills and interests.

In addition to graphic design courses, traditional studio art classes are required for the development of basic techniques. Interdisciplinary studies are strongly encouraged – for example with multimedia, art history, studio art, computer information systems or other computer courses. Coursework in the area of multimedia, including animation and television and video production, are highly recommended.

Students will participate in college art exhibits, and, in order to prepare for job placement and meeting representatives of the industry, a comprehensive portfolio will be required at the completion of the program. An internship relating to the students' interests and skills is also required.

**GENERAL EDUCATION REQUIREMENTS:**

ENG 115	<b>OR HIGHER</b>	3
COM 115/125		3
MAT 107	<b>OR HIGHER</b>	3
ART 110 or 111		3

Select from at least two of the following disciplines: Science, social and behavioral science, or humanities. Courses chosen to satisfy this requirement must be from the core list. 3

**GENERAL EDUCATION REQUIREMENT 15**

**GRAPHIC DESIGN CORE REQUIREMENTS:**

MGD 101	Introduction to Computer Graphics	3
MGD 133	Graphic Design I	3
MGD 141	Web Design I	3
MGD 113/MGD 114	QuarkXPress or InDesign	3
MGD 143	Web Motion Graphic Design I	3
ART 121	Drawing I	3
MGD 111	Adobe Photoshop I	3
MGD 112	Adobe Illustrator	3
MGD 105/116	Typography & Layout or Typography	3
JOU 215 /MGD 213	Pub. Production & Design or Electronic Prepress	3
MGD 109	Design and Color	3
MGD 280	Internship	3
MGD 175	Portfolio	1
BUS 102	Entrepreneurial Operations	3
	Approved Photography Class	3

**APPROVED ELECTIVES 6**

**TOTAL CORE CREDITS 49**

**TOTAL DEGREE CREDITS 64**



## GRAPHIC DESIGN CERTIFICATE (GD)

### GRAPHIC DESIGN REQUIREMENTS:

#### CREDITS

MGD 101	Introduction to Computer Graphics	3
MGD 133	Graphic Design I	3
MGD 141	Web Design I	3
MGD 113/MGD 114	QuarkXPress or InDesign	3
MGD 143	Web Motion Graphic Design I	3
ART 121	Drawing I	3
MGD 111	Adobe Photoshop I	3
MGD 112	Adobe Illustrator	3
MGD 105/116	Typography & Layout or Typography	3
JOU 215 /MGD 213	Pub. Production & Design or Electronic Prepress	3
MGD 280	Internship	3
MGD 175	Portfolio	1
	Approved Photography Class	3

**APPROVED ELECTIVES** **6**

**TOTAL CERTIFICATE CREDITS** **43**

#### ELECTIVES: (Choose 6 credits)

BUS 217	Business Communication and Report Writing	3
MGD 107	History of Design	2
MGD 114	Adobe InDesign	3
MGD 241	Web Design II	3
MGD 268	Commercial Art Business	3
JOU 111	Principles of Advertising	3
ART 122	Drawing II	3
ART 156	Figure Drawing I	3
ART 211	Painting I	3
BUS 102	Entrepreneurial Operations	3
MGD 109	Design & Color	3

#### WEB DESIGN CERTIFICATE:

MGD 101	Introduction to Computer Graphics	3
MGD 111	Adobe Photoshop	3
MGD 112	Adobe Illustrator	3
MGD 133	Graphic Design I	3
MGD 141	Web Design	3
MGD 143	Web Motion Graphic Design I	3
MGD 268	Commercial Art Business	2
PHO 205	Digital Photography	3

**TOTAL CERTIFICATE CREDITS** **23**

## GUNSMITHING

The first gunsmithing courses were designed and offered at TSJC in 1947 by P. O. Ackley. Since that time this program has developed into a two year Gunsmithing Degree Program that is designed to train individuals with the basic concepts and skills needed by the professional gunsmith. Course work at the basic and advanced level includes: bench metal, machine operations, gun repair and stockmaking. A wide variety of specialized courses such as checkering, revolversmithing, competitive rifles, shotgunsmithing and pistolsmithing are also offered. All persons enrolled in the Gunsmithing Program must be able to legally own firearms.

## GUNSMITHING ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)

**INCLUDES 72 SEMESTER CREDITS IN A FOUR-SEMESTER SEQUENCE**

#### GENERAL EDUCATION REQUIREMENTS:

ENG 115 or higher	3
MAT 107 or higher	3

Select from at least three of the following disciplines: science, social & behavioral science, arts & humanities, or COM 115/125. Courses chosen to satisfy this requirement must be from the core list. 9

**GENERAL EDUCATION REQUIREMENT:** **15**

#### GUNSMITHING CORE

##### FIRST SEMESTER

GUS 100	Orientation & Firearms Safety	0.5
GUS 101	Introduction to Gunsmithing	7
GUS 105	Machine Shop I	7
General Education		3

**SEMESTER CREDITS** **17.5**

##### SECOND SEMESTER

GUS 125	Machine Shop II	6
GUS 135	Firearms Conversion	5
GUS 136	Firearms Metal Finishing	2
General Education		6

**SEMESTER CREDITS** **19**

##### THIRD SEMESTER

GUS 140	Stockmaking I	7
GUS 147	Firearms Repair I	5
GUS 225	Machine Shop III	4
General Education		3

**SEMESTER CREDITS** **19**

##### FOURTH SEMESTER

GUS 245	Stockmaking II	5
GUS 247	Firearms Repair II	8
GUS 265	Comprehensive Skills Evaluation	0.5
General Education		3

**SEMESTER CREDITS** **16.5**

**TOTAL DEGREE CREDITS** **72**

## GUNSMITHING CERTIFICATE PROGRAM

### CERTIFICATE CORE

#### FIRST SEMESTER

GUS 100	Orientation & Firearms Safety	0.5
GUS 101	Introduction to Gunsmithing	7
GUS 105	Machine Shop I	7

**SEMESTER CREDITS** 14.5

#### SECOND SEMESTER

GUS 125	Machine Shop II	6
GUS 135	Firearms Conversion	5
GUS 136	Firearms Metal Finishing	2

**SEMESTER CREDITS** 13

#### THIRD SEMESTER

GUS 140	Stockmaking I	7
GUS 147	Firearms Repair I	5
GUS 225	Machine Shop III	4

**SEMESTER CREDITS** 16

#### FOURTH SEMESTER

GUS 245	Stockmaking II	5
GUS 247	Firearms Repair II	8
GUS 265	Comprehensive Skills Evaluation	0.5

**SEMESTER CREDITS** 13.5

**TOTAL CERTIFICATE REQUIREMENTS** 57

#### GUNSMITHING TECHNICIAN CERTIFICATE

GUN 104	Blueing and Metal Finishes	2
GUN 116	Basic Precision Welding	2
GUN 120	Basic Machine Shop	2
GUN 121	Advanced Machine Shop	2
Approved electives from the GUN list of courses		8

**TOTAL CERTIFICATE CREDITS** 16

Eligible students may take this certificate and apply up to 12 credit hours towards the traditional gunsmithing certificate with the appropriate course waiver documentation.

## BROWNELLS - TRINIDAD AMERICAN FIREARMS TECHNOLOGY CERTIFICATE



In January 2010 the Brownells - Trinidad American Firearms Technology Institute opened its doors to students wishing to learn how to operate a gunsmithing shop utilizing skills learned from a first and second year gunsmithing program. Students are able to study from an expert instructor in a state-of-the-art facility, made possible by the partnership between Trinidad State Junior College and Brownells. Brownells is the largest supplier of firearms accessories and gunsmithing tools servicing its customers for over 70 years.

#### CERTIFICATE REQUIREMENTS

<b>GUS 255</b>	Gunsmithing Business Practices I	5.0
<b>GUS 256</b>	Gunsmithing Business Practices II	5.0
<b>GUS 266</b>	Gunsmithing Shop Management I	12.0
<b>GUS 267</b>	Gunsmithing Shop Management II	12.0

**TOTAL CERTIFICATE REQUIREMENTS** 34.0

## LINE TECHNICIAN

Trinidad State Junior College is fortunate to have partnerships with industry in not just the Las Animas County but also in El Paso County. The Southern Colorado Line Tech certificate/degree option serves the Las Animas County region and the Rocky Mountain Linemen School, in cooperation with Pikes Peak Community College and the Colorado Springs Utilities Department, serves the El Paso County. Both programs offer either a certificate or associate degree option. Over 40,000 jobs in this field are expected to open in the next five years as the "baby boom" generation retires.

#### GENERAL EDUCATION REQUIREMENTS

ENG 115		3
COM 115/125		3
GT transfer courses from the Arts and Humanities; Physical and Life Sciences; or Social and Behavioral Sciences. Students may also COM 115/125 Public Speaking or Interpersonal Communication choose from: EMP 241 Decision Making and Problem Solving CIS 115 Intro to Computers, OSH 125 Construction Industry Standards, or PHI 205 Business Ethics.		

**GENERAL EDUCATION REQUIREMENT** 18

## SOUTHERN COLORADO LINE TECH AAS CORE

MAN 125	Team Building	1
EIC 125	Electrical Principles & Applied Calculations	3
EIC 103	Safety & Industry Certifications	4
EIC 105	Basics of AC & DC Electricity	4

EIC 121	Electrical Distribution Theory	5
EIC 122	Electrical Distribution Theory II	6
EIC 123	Electrical Distribution Lab	5
EIC 136	Advanced Electrical Distribution	6
EIC 140	Underground Procedures	7
EIC 142	Hotline Procedures	3

**TOTAL CORE REQUIREMENTS 44**

**GENERAL EDUCATION REQUIRED 18**

**TOTAL CREDITS FOR AAS 62**

**SOUTHERN COLORADO LINE TECH CERTIFICATE**

MAN 125	Team Building	1
MAT 107	Career Math	3
EIC 103	Safety & Industry Certifications	4
EIC 105	Basics of AC & DC Electricity	4
EIC 121	Electrical Distribution Theory	5
EIC 122	Electrical Distribution Theory II	6
EIC 123	Electrical Distribution Lab	5
EIC 136	Advanced Electrical Distribution	6
EIC 140	Underground Procedures	7
EIC 142	Hotline Procedures	3

**TOTAL CERTIFICATE REQUIREMENTS 44**

**ROCK MOUNTAIN LINEMAN SCHOOL (RMLS)**

In cooperation with Pikes Peak Community College, who will be fulfilling general education requirements for RMLS, students must complete the following courses to earn an AAS degree:

**OPTION A**

**AAS REQUIREMENTS:**

EMP 241	Decision Making and Problem Solving	3
OSH 125	Construction Industry Standards	3
OSH 215	Accident Prevention	3
CIS 118	Introduction to PC Applications	3
BUS 216	Legal Environment of Business	3
PHI 205	Business Ethics	3
MAN 226	Principals of Management	3
PSY 101	General Psychology	3
SOC 101	Introduction to Sociology	3
ENG 115+	Technical Writing or above	3
COM 115+	Public Speaking or Interpersonal Communication	3
EIC 180	Internship or other elective as approved	3

**TOTAL DEGREE CORE 36**

**TOTAL CERTIFICATE CREDITS 26**

**TOTAL ROCKY MOUNTAIN DEGREE CREDITS 62**

**ROCKY MOUNTAIN LINEMEN SCHOOL CERTIFICATE:**

EIC 125	Electrical Principles & Applied Calculations	3
EIC 106	Power Theory & High Voltage Apparatus	3
EIC 103	Safety & Industry Certifications	4

EIC 140	Underground Procedures	7
EIC 141	SP: Overhead Procedures	9

**TOTAL CERTIFICATE REQUIREMENTS 26**

**OPTION B**

**POWER CONSTRUCTION SUPERVISION**

Proof of DOL approved apprenticeship completion 43  
 \*\*\*credits must be transferred in as portfolio credits. Students are responsible for portfolio credit cost of 50% of tuition expense

**DOL apprenticeship requires 7500 hours/4 yrs.** of documented apprenticeship hours.

**REQUIRED COURSES:**

PHI 205	Business Ethics	3
ENG 115+	Technical Writing or above	3
COM 115+	Public Speaking or Interpersonal Communication	3
MAT 107+	Career Math	3
BUS 115	Introduction to Business	3

**3 HOURS ELECTIVES FROM THE FOLLOWING:**

CIS 115	Introduction to Computer Information Systems	3
PSY 101	General Psychology	3
SOC 101	Introduction to Sociology	3
OSH 125	Construction Industry Standards	3
MAN 226	Principals of Management	3
EMP 241	Decision Making and Problem Solving	3

**TOTAL POWER CONSTRUCTION SUPERVISION 61**

**MANUFACTURING TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE (AAS)**

The Manufacturing Technology program uses an occupational cluster approach centered on three separate certificate programs: Welding Technology, Precision Machining and Heavy Equipment Diesel Maintenance. The student will select an area of emphasis from the three certificate programs for the first year. Students will return the second year to complete the general education component of fifteen semester credits and cross train for fifteen semester credits in a series of elective courses from one or both of the other Manufacturing Technology programs.

**GENERAL EDUCATION REQUIREMENTS:**

ENG 115 or higher	3
MAT 107 or higher	3

Select from at least three of the following disciplines: science, social & behavioral science, arts & humanities, or COM 115/125. Courses chosen to satisfy this requirement must be from the core list. 9

**GENERAL EDUCATION REQUIREMENT: 15**

**SUGGESTED TECHNICAL ELECTIVES:**

ADE 135	Small Gasoline Engines	4
DPM 103	Diesel Engines I	4
DPM 105	Heavy Duty Power Trains I	3
DPM 121	Hydraulic Systems I	3
MAC 105	Introduction to Machining Shop	2
MAC 110	Introduction to the Engine Lathe	3
MAC 111	Intermediate Engine Lathe	3

WEL 121	Structural Welding I	3
WEL 113	Oxyfuel & Plasma Cutting	2
WEL 102	Oxyacetylene Joining Process	4
WEL 125	Introduction to Gas Metal Arc Welding	4

**CREDITS OF TECHNICAL ELECTIVES 13**

**TOTAL CERTIFICATE CREDITS 38-40**

**TOTAL DEGREE CREDITS 66**

## HEAVY EQUIPMENT DIESEL MAINTENANCE CERTIFICATE PROGRAM

This program has a curriculum designed to prepare students to enter employment as a heavy equipment mechanic. Students will be trained on a variety of diesel engines, fuel systems, powertrains, electrical and hydraulic systems.

### CORE REQUIREMENTS:

<b>CREDITS</b>		
ASE 120	Basic Electricity	2
ASE 123	Battery, Starting, & Charging	2
DPM 103	Diesel Engines I	4
DPM 106	Fuel Injection	3
DPM 203	Diesel Engines II	4
DPM 170	Lab Experience	3
ADE 135	Small Gasoline Engines	4
DPM 105	Heavy Duty Power Trains I	3
DPM 121	Hydraulic Systems I	3
DPM 122	Hydraulic Systems II	3
DPM 205	Heavy Duty Power Trains II	4
DPM 206	Heavy Duty Brake Systems	3

**TOTAL CERTIFICATE CREDITS 38**

### ELECTIVES:

DPM 275	Special Topics	1-6 credits
DPM 280	Internship	1-6 credits
DPM 285	Independent Study	1-6 credits

## PRECISION MACHINING CERTIFICATE PROGRAM

The Precision Machining student will set up and operate all of the common conventional machine shop equipment such as engine lathes, vertical milling machines. Instruction in CNC operation and programming is included. The skills acquired will give the student entry-level knowledge in the field of machining.

### CORE REQUIREMENTS:

<b>CREDITS</b>		
MAC 101	Introduction to Machine Shop	3
MAC 102	Blueprint Reading	3
MAC 110	Introduction to the Engine Lathe	3
MAC 111	Intermediate Engine Lathe	3
MAC 112	Advanced Engine Lathe	3
MAC 113	Engine Lathe Setups & Operations IV	3
MAC 120	Introduction to Milling Machine	3
MAC 121	Intermediate Milling Machine	3

MAC 205	Introduction to CNC Milling Operations	3
MAC 206	CNC Milling Operations II	3
MAC 221	Surface Grinder Setups & Operations	3
MAC 240	CAD/CAM 2D	3
MAN 125	Team Building	1
OSH 127	10 HR Construction Industry Standards	1

**TOTAL CERTIFICATE CREDITS 38**

### ELECTIVES:

MAC 175	Special Topics	1-6 credits
MAC 178	Machining Workshop	1-6 credits
MAC 275	Special Topics	1-6 credits
MAC 278	Machining Workshop	1-6 credits

## WELDING TECHNOLOGY CERTIFICATE PROGRAM

This program is designed to prepare the student through the presentation of concepts, principles, standards and practical applications in a shop environment with the skills necessary to enter the field of welding, fabrication, repair and/or service.

### CORE REQUIREMENTS:

OSH 127	10 Hour Construction Industry Standards	1
MAN 125	Team Building	1
WEL 102	Oxyacetylene Joining Processes	4
WEL 121	Structural Welding I	3
WEL 122	Structural Welding II	3
WEL 125	Introduction to Gas Metal Arc Welding	4
WEL 203	Flux Cored Arc Welding I	4
WEL 113	Oxyfuel & Plasma Cutting	2
WEL 124	Introduction to Gas Tungsten Arc Welding	4
WEL 224	Adv. Gas Tungsten Arc Welding	4
WEL 230	Pipe Welding I	4
WEL 231	Pipe Welding II	4

**TOTAL CERTIFICATE CREDITS 38**

### ELECTIVES:

WEL 175	Special Topics	1-6 credits
WEL 178	Seminar/Workshop	1-6 credits
WEL 180	Internship	1-6 credits
WEL 275	Special Topics	1-6 credits
WEL 278	Workshop Elective	1-6 credits
WEL 285	Independent Study	1-6 credits

### ASSOCIATE DEGREE ELECTIVES

13 credit hours

ADE 135	Small Gasoline Engines	4
DPM 103	Diesel Engines I	4
DPM 105	Heavy Duty Power Trains I	3
DPM 121	Hydraulic Systems I	3
MAC 105	Introduction to Machining Shop	2
MAC 110	Introduction to the Engine Lathe	3
MAC 111	Intermediate Engine Lathe	3
WEL 121	Structural Welding I	3
WEL 113	Oxyfuel & Plasma Cutting	2
WEL 102	Oxyacetylene Joining Process	4
WEL 125	Introduction to Gas Metal Arc Welding	4

**TOTAL CERTIFICATE CREDITS 38**

<b>TOTAL ELECTIVE CREDITS</b>	<b>13</b>
<b>TOTAL GENERAL ED CREDITS</b>	<b>15</b>
<b>TOTAL DEGREE CREDITS</b>	<b>66</b>

The student will be able to identify and describe various spa treatments and spa terminology. Demonstrate various body treatments such as basic massage facials, footbaths, friction treatments, (sugar/salt glows), paraffin treatments and herbal wraps.

MST 275002 Business Mastery for Massage Therapists 1

**HOLISTIC HEALTH/MASSAGE THERAPY/  
ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)**

The student will be able to create and design a successful business strategy for somatic body workers. Students will demonstrate knowledge in Business Start-Up, the Business Plan, Business Management Skills, Marketing Strategies, Financial Management Skills, and Communication.

**GENERAL EDUCATION REQUIREMENTS:**

ENG 115 or higher	3
MAT 107 or higher	3

MST 275003 Energy Medicine 1

Select from at least three of the following disciplines: science, social & behavioral science, arts & humanities, or COM 115/125. Courses chosen to satisfy this requirement must be from the core list. 9

Students will explore creative ways of healing using the Universal and Human Energy Fields. Each student will design energy healing sessions with clients using healing light patterns and will also explore remote energy balancing sessions.

**GENERAL EDUCATION REQUIREMENT:** 15

HHP 275001 Sports Massage 1

**GENERAL EDUCATION REQUIREMENT** 15

The student will be able to explain the physiological effects of sports massage, recognize the indication and contraindications for sports massage, and list the basic techniques and develop massage routines for specific injuries.

**CORE DEGREE REQUIREMENTS:**

HHP 100	Complementary Healing Methods	1
HHP 145	Digestive Wellness	1
HHP 160	Learn to Meditate	0.5
HHP 275+	Special Topic Expanded Aromatherapy	1
HHP 208	Advanced Musculoskeletal Anatomy	2
HHP 224	Introduction to Massage Therapy	1
HHP 235	Mind, Body, Healing & Health	3
HPR 117	Kinesiology	3
MST 105	Lifestyle Wellness	2
MST 111	Basic Massage Therapy	4
MST 216	Pathology for Massage Therapy	3
MST 184	Clinical Massage	3
MST 106	Anatomy & Physiology For Massage Therapy	4
HHP 166	Introduction to Reflexology	1
HHP 218	Acupressure	1
HHP 225	Expanded Concepts of Massage	1
HHP 242	Healing Touch Level I	1
MST 289	Capstone	0.5
MST 113	Professional Massage	3
MST 204	Business Practices/Ethics	2
MST 284	Clinical Massage	3

**TOTAL DEGREE CREDITS 60**

**NURSING**

The Trinidad State Junior College Nursing Program is an Associate Degree Nursing Program with a PN exit option. The number of students admitted to the nursing program is limited. Admission is competitive and is based upon several factors: 2.5 minimum GPA for prerequisite courses; entrance test scores; completion of additional courses; experience in the medical field; previous degree/s; area residency. Students will be admitted into the program based upon admission score and their position on the list. A wait list will be maintained if there are more applicants meeting admission criteria than available spaces.

**TOTAL CORE CREDITS 41**

**LEVEL I NURSING CERTIFICATE (LPN)**

A LPN may be obtained after successful completion of the first year courses and NUR 169 with a minimum grade of "C." Students may then take the NCLEX examination for Practical Nurse licensure in Colorado.

**ELECTIVES**

Student must choose 4 credit hours from the following courses:

HHP 200	Bach's Essences: Health Through Mental Harmony	2
HHP 103	Introduction to the Circle of Healing	1
HHP 165	Visualization for Health	1
HHP 122	Qigong	1
HHP 101	Infant Massage	1
PED 147	Yoga	1
PED 143	Tai Chi I	1
HHP 106	The Creative Mind	1
MST 275001	Spa Massage: A Comprehensive Introduction	2

**ASSOCIATE DEGREE OF NURSING (ADN/RN)**

ADN may be obtained after successful completion of the first and second year with a minimum grade of "C." Students may then take the NCLEX for Registered Nurse Licensure in Colorado.

**Level I CONTINUING TO LEVEL II (ADN/RN)**

LPN's with a current Colorado nursing license may apply for advanced placement for licensure as a Registered Nurse. Students may apply with the same prerequisite requirements noted above. In case Licensure was obtained under an old or transferred curriculum, additional classes may be required. NUR 189 is required. LPN's who received their licensure ten or more years before application must take and pass the NLN Mobility or Excelsior test.

Students who take prerequisite courses more than twice will not be considered for the program. Course work includes classroom, lab, and clinical experiences. The nursing program requires additional expense related to assigned courses, e.g. medical examinations, background checks, drug screens, liability insurance, uniforms, meals, and travel to clinical sites. All expenses are the students' responsibility.

## APPLICATION PROCESS

### 1. APPLY FOR ADMISSION TO TSJC.

Once the application has been submitted, students will receive a Student Identification Number. Your assigned student ID (S#) will be the same at any Colorado community College system school. Student's PIN will be their birth date in the form of (MMDDYY). Students are asked to change the PIN immediately after the first login. Please keep track of all personal login information.

### 2. PRE-ADMISSION SCREENING REQUIREMENT.

New students must take the placement exam per TSJC policy. Transferring students must submit transcripts from prior schools to the registrar.

### 3. CHECK IN WITH ADVISOR BEFORE REGISTERING.

Advisors at each campus help students determine which classes are necessary and devise a plan of action for prerequisite courses. Although TSJC does offer advising services students are responsible for their own education.

### 4. COMPLETE PREREQUISITE COURSES SUCCESSFULLY.

Prerequisite courses must be completed with 2.5 GPA or above and sciences must be completed within seven years of entrance.

### 5. NURSING ADMISSION APPLICATION MUST BE COMPLETED.

Nursing applications are available at [www.trinidadstate.edu](http://www.trinidadstate.edu) after students have completed the required pre-requisite courses.

Upon acceptance students will receive directions regarding the required criminal background check and drug screening. A list of disqualifying offenses can be found at [www.healthcareex.com](http://www.healthcareex.com). Students are encouraged to complete Nutrition, Pathophysiology, and Humanities/Social Behavior Elective before entrance. Medical Terminology and Pharmacology Calculations are recommended courses.

## GENERAL EDUCATION REQUIREMENTS

### PRE-REQUISITES:

BIO	201	Anatomy and Physiology I*	4
BIO	202	Anatomy and Physiology II	4
BIO	204	Microbiology	4
PSY	235	Human Growth and Development	3
ENG	121	English Composition	3

**Total Prerequisite Credits 18**

### FIRST SEMESTER:

NUR	100	Fundamentals of Nursing	8
NUR	112	Basics of Pharmacology	2
HPR	108	Dietary Nutrition	1
MAT	103	Math for Clinical Calculations	3

**TOTAL FIRST SEMESTER CREDITS 14**

### SECOND SEMESTER:

NUR	106	Medical and Surgical Nursing Concepts	9
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NUR	150	Nursing Care of Obstetric & Pediatric Clients	7
BIO	216	Pathophysiology	4

**TOTAL SECOND SEMESTER CREDITS 20**

\*Students seeking the LPN Certification may do so at this point with the addition of NUR 169 Transition into Practical Nursing. The pre-requisite for Biology 201 is the appropriate Biology Accuplacer score, or successful completion of Biology 111.

### THIRD SEMESTER:

NUR	206	Adv. Concepts of Med. Surg. Nurs. I	8
NUR	212	Pharmacology II	2
		Humanities/Social Behavior Elective	3

**TOTAL THIRD SEMESTER CREDITS 13**

### FOURTH SEMESTER:

NUR	216	Adv. Concepts of Med. Surg. Nursing II	6
NUR	230	Leadership, Management & Trends	5
NUR	211	Nursing Care of Psychiatric Clients	3

**TOTAL SECOND SEMESTER CREDITS 14**

\*NUR 189 Transition from LPN to ADN/RN is required for students with LPN to continue with ADN/RN program.

### NURSE AID/HOME HEALTH AID CERTIFICATE

This program is designed to introduce the student to the basic concepts of nursing. It emphasizes the development of basic skills in administering safe, competent care to patients. It demonstrates skills needed for the observation and documentation of the patient's health, physical condition, and general well being. Skills will be practiced in labs and in a real-work setting. Once finished with the course, the student is eligible for certification by the State Board of Nursing and employment as a certified nursing assistant.

NUA 101*	Certified Nurse Aide Health Care Skills	4*
NUA 105	Home Health Aide Theory	2
NUA 170*	Nurse Assistant Clinical Experience	1*
NUA 171	Advanced Nurse Aide Clinical	1
NUA 172	Nurse Aide Clinical Practice w/Elderly	1
HPR102CPR	for the Professional	.5

**TOTAL SEMESTER CREDITS 9.5**

\* Courses required for eligibility to take the state exam.

## OCCUPATIONAL SAFETY & HEALTH ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)

The mission of the Occupational Safety and Health Technology (OSH) Program is to provide a high quality occupational safety and health educational experience to both pre-service students and in-service safety and health professionals to ensure these individuals can function effectively at the safety technician level upon completion of this course of study. Curriculum is based on American Society of Safety Engineers and Accreditation Board for Engineering and Technology, Inc. (ABET) guidelines that reflect the tasks and functions performed by safety and health practitioners.

The OSH program educational objectives address specific performance outcomes necessary for success of the entry-level safety technician with an Associate of Applied Science degree in Occupational Safety and Health Technology. Upon graduation, the TSJC Occupational Safety and Health technician will be able to:

- Apply a working knowledge of mathematics and the sciences to conduct experiments and to analyze and interpret data to solve safety and health related issues.
- Identify, formulate, and solve applied science problems, using the techniques, skills, and modern tools necessary for professional practice.
- Apply the principles of industrial hygiene and toxicology, and use fundamental exposure measurement techniques and instruments.
- Perform basic occupational safety and health functions.
- exhibit teamwork.
- Demonstrate effective communication skills.
- Exhibit the importance of lifelong learning as it relates to contemporary issues and professional and ethical responsibilities in the practice of occupational safety and health.

Occupational Safety and Health classes are delivered exclusively on-line through the Colorado Community Colleges Online consortium ([www.cconline.org](http://www.cconline.org)). In addition to completion of online courses, students will also apply learning relative to principles of safety and health in a non-academic setting through supervised field-based experiences. For more information, visit our website at [www.trinidadstate.edu/osh](http://www.trinidadstate.edu/osh).

**GENERAL EDUCATION REQUIREMENTS:**

ENG 115	Technical English & Communication	3
ENG 121	English Composition I	3
CHE 101	Introduction to Chemistry I	5
COM 115	Public Speaking	3
MAT 121	College Algebra	4
PSY 101	General Psychology I	3
<b>GENERAL EDUCATION REQUIREMENT</b>		<b>21</b>

**OCCUPATIONAL SAFETY & HEALTH REQUIREMENTS (AAS)**

OSH 115	General Industry Standards	5
OSH 125	Construction Industry Standards	3
OSH 135	Case Study Evaluation	5
OSH 145	Fire Protection and Analysis	3
OSH 146	Hazardous Materials	2
OSH 155	Environmental Regulatory Framework	3
BIO 106	Basic Anatomy and Physiology	4
OSH 215	Accident Prevention	3
OSH 225	Industrial Hygiene	3
OSH 226	Ergonomics: Managing Task Stress	3
OSH 235	Workers' Compensation	2
OSH 245	Safety Program Planning/Admin	3
OSH 246	Safety Training Methods	3
OSH 255	Industrial Hygiene Instrument Lab	3
<b>OSH ELECTIVES</b>		<b>4</b>

**TOTAL CORE CREDITS 49**

**TOTAL GENERAL ED. 21**

**TOTAL REQUIRED FOR AAS 70**

**OSH ELECTIVES:**

OSH 100	Introduction to Occupational Safety & Health	1
OSH 165	Excavation Safety	1
OSH 281	Internship	5-12 credits
OSH 285	Independent Study	2
EMP 105	Emergency Planning	3
HWE 103	Community First Aid/CPR	1
PHI 205	Business Ethics	3

**OCCUPATIONAL SAFETY & HEALTH CERTIFICATE PROGRAM**

The Occupational Safety and Health Certificate Program is designed to meet the needs of students who will work in an industrial setting and wish to become better prepared for a safety-related position in industry. The Safety Certificate Program is comprised of the following courses:

**OCCUPATIONAL SAFETY & HEALTH**

**REQUIREMENTS CERTIFICATE:**

OSH 115	General Industry Standards	5
OSH 125	Construction Industry Standards	3
OSH 145	Fire Protection and Analysis	3
OSH 146	Hazardous Materials	2
OSH 215	Accident Prevention	3
OSH 225	Industrial Hygiene	3
OSH 226	Ergonomics: Managing Task Stress	3
OSH 235	Workers' Compensation	2
OSH 245	Safety Program Planning/Admin	3
OSH Electives		3

**TOTAL CORE CREDITS 30**

**OSH ELECTIVES:**

OSH 100	Introduction to Occupational Safety & Health	1
OSH 165	Excavation Safety	1
OSH 281	Internship	5-12
OSH 285	Independent Study	2
EMP 105	Emergency Planning	3
HWE 103	Community First Aid/CPR	1
PHI 205	Business Ethics	3

\*A minimum of 67 semester credit hours, which include at least 21 semester hours of General Education requirements, is required for the Associate of Applied Science Degree in Occupational Safety.

\*OSH electives for the Certificate Program include those listed for the degree program, as well as BIO 106. There are no general education course requirements for the certificate program; however, basic communication, mathematics, and study skills are essential to successful job performance and will be scheduled on an individual basis as necessary.

**TRANSFER OPTIONS**

Trinidad State Junior College has established transfer agreements for Occupational Safety students interested in pursuing a four-year degree. For further information, please contact the Lead OSH instructor at 719-846-5052.

## OFFICE TECHNOLOGIES EMPHASIS ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)

This curriculum is designed to meet the needs of the rapidly changing business environment. Essential courses are offered utilizing current technology and methods to develop necessary skills.

### GENERAL EDUCATION REQUIREMENTS:

ENG 115 or higher 3  
MAT 107 or higher 3

Select from at least three of the following disciplines: science, social & behavioral science, arts & humanities, or COM 115/125. Courses chosen to satisfy this requirement must be from the core list. 9

**GENERAL EDUCATION REQUIREMENT:** 15

### OFFICE TECHNOLOGIES CORE AAS REQUIREMENTS:

ACC 121	Accounting Principles I	4
ACC 245	Computerized Accounting w/Pro Package	3
BTE 103	Keyboarding Applications II	3
BTE 108	Ten-Key by Touch	1
BTE 204	Keyboarding Applications III	3
BTE 225	Office Management	3
BUS 115	Introduction to Business	3
BUS 216	Legal Environment of Business	3
BUS 217	Business Communication & Report Writing	3
CIS 118	Introduction to PC Applications	3
CIS 135	Complete PC Word Processing	3
CIS 145	Complete PC Database	3
CIS 155	PC Spreadsheet Concepts	3
CIS 161	Presentation Graphics I	1
CIS 167 or		
MGD 114	Desktop Publishing or InDesign	3
MAN 226	Principles of Management <b>OR</b>	3
MAR 216	Principles of Marketing	3
MAT 112	Financial Mathematics	3
BUS 289	Capstone	1
<b>TOTAL CORE CREDITS</b>		<b>49</b>

**TOTAL DEGREE CORE CREDITS** 64

The following classes or equivalent skill levels are prerequisites to the required keyboarding classes:

BTE 100	Computer Keyboarding	1
BTE 102	Keyboarding Applications I	1
BTE 111	Keyboarding Speedbuilding I	1
BTE 112	Keyboarding Speedbuilding II	2

Electives can be taken from approved BUS, BTE, CIS, CNG, CSC, CWB, MGD, MAN, MAR, ACC classes:

### OFFICE TECHNOLOGIES CORE CERTIFICATE:

ACC 121	Accounting Principles I	4
MAT 107	Career Math	3
ACC 245	Computerized Accounting w/Pro Package	3
BTE 103	Keyboarding Applications II	3
BTE 108	Ten-Key by Touch	1
BTE 204	Keyboarding Applications III	3
BTE 225	Office Management	3

BUS 217	Business Communication & Report Writing	3
CIS 118	Introduction to PC Applications	3
CIS 135	Complete PC Word Processing	3
CIS 155	PC Spreadsheet Concepts	3
MAT 112	Financial Mathematics	3

**TOTAL CERTIFICATE REQUIREMENTS** 35

## MINI CERTIFICATE PROGRAMS

### ACCOUNTING CLERK CERTIFICATE:

ACC 115	Payroll Accounting	3
ACC 121	Accounting Principles I	4
ACC 135	Spreadsheet Applications for Accounting	3
ACC 245	Computerized Accounting w/Pro Package	3
BTE 108	Ten-Key by Touch	1
CIS 155	PC Spreadsheet Concepts	3
ACC 122	Accounting Principles II	4

**TOTAL CERTIFICATE CREDITS** 21

### BASIC JOB SKILLS CERTIFICATE:

BTE 103	Keyboarding Applications II	3
CIS 167 or		
MGD 114	Desktop Publishing or InDesign	3
CIS 135	Complete PC Wordprocessing	3
BUS 217/BTE 225		
	Bus Com/Report Writing or Admin Office Mgmt	3
CIS 118	Introduction to PC Applications	3
COM 125	Interpersonal Communication	3
	Internship or Elective	3

**TOTAL CERTIFICATE CREDITS** 21

### OFFICE BASIC CERTIFICATE:

BTE 100 and 112 OR BTE 175 and BTE 102	Keyboarding classes	3
BTE 108	Ten-Key by Touch	1
BUS 117	Business Writing	1
CIS 118	Introduction to PC Applications	3
COM 125	Interpersonal Communication	3
BTE 116	File Management	1
BTE 175 and 102 or BTE 103	Keyboarding classes	3
CIS 135	Complete PC Word Processing	3
MAN 117	Time Management	1
BTE 129	Telecommunications	0.5
BUS, BTE, or CIS	elective or internship	3

**TOTAL CERTIFICATE CREDITS** 22.5

### BASIC HOSPITALITY STUDIES CERTIFICATE:

HOS 140	Front Office Procedures	2
HOS 148	Introduction to Food and Beverage	3
HOS 110	Introduction to Hospitality	3
BTE 103	Keyboarding Applications II	3
BUS 217	Business Communications and Report Writing	3
CIS 118	Introduction to PC Applications	3
COM 125	Interpersonal Communication	3
HOS 175	Special Topics	3
HOS 280	Internship	1

**TOTAL CERTIFICATE CREDITS** 24



## COURSE DESCRIPTIONS

### ACADEMIC ACHIEVEMENT

AAA 101

**Title: College 101: The Student Experience**

Credit Hours: 1

Description: Introduces students to college culture and prepares them for the challenges they will face in higher education. Through a series of interactive seminars, students discover learning in a multicultural environment and use college and community resources to attain education and career goals.

### ADDICTIONS COUNSELING

CSL 175

**Title: Special Topics ADAD**

Credit Hours: 1

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

CSL 178

**Title: Seminar/Workshop**

Credit Hours: 1.5

Description: Provides students with an experiential learning experience.

CSL 245

**Title: Professional Ethics**

Credit Hours: 1

Description: Focuses on ethical practice in counseling through an overview of Colorado Mental Health Statute as well as the structure, function, and administration of the licensing and grievance boards in Colorado. This course meets the professional ethics mandatory training requirement for the Counselor I level of the Colorado Alcohol and Drug Abuse Program.

CSL 249

**Title: Differential Assessment of Problems Related to Psychoactive Drug Use**

Credit Hours: 1

Description: Focuses on comparing diagnostic and assessment models available to drug and alcohol addictions counselors. This course meets the differential assessment mandatory training requirements for the Counselor II level of the Colorado Drug and Alcohol Abuse Program.

CSL 250

**Title: Motivational Interviewing**

Credit Hours: 1

Description: Opportunity for students to learn both the model of Motivational Interviewing as well as the underlying Stages of Development model. Discussion of the populations of clients where these models have proven most effective. Opportunity for skills practice during class that includes skill sets specific to each stage of client readiness. Presentation of assessment instruments to evaluate client readiness for change. Minimum of 14 contact hours.

CSL 251

**Title: Pharmacology I for Counselors**

Credit Hours: 1

Description: Focuses on providing the student with an introduction to pharmacological concepts that will be useful to counselors in the field of alcohol and substance abuse. When combined with CSL 252, this course meets the pharmacology training requirement for the Counselor II level of the Colorado Alcohol and Drug Abuse Program.

CSL 252

**Title: Pharmacology II for Counselors**

Credit Hours: 1

Description: Focuses on the pharmacology of alcohol and drugs such as stimulants, nicotine, cannabis, hallucinogens, designer drugs, over the counter medications, and medications for psychiatric illnesses. When combined with CSL 251, this course meets the pharmacology training requirement for the Counselor II level of the Colorado Alcohol and Drug Abuse Program.

CSL 253

**Title: Cognitive Behavior Therapy**

Credit Hours: 1

Description: Opportunity for students to learn the model of Cognitive Behavior Therapy as it applies to addiction. Discussion of the populations of clients where this model has proven most effective. Opportunity for skills practice during class that includes clinical feedback. Minimum of 14 contact hours.

CSL 255

**Title: Infect Diseases/Alcohol/Drug**

Credit Hours: 1

Description: Focuses on risk factors for transmission of HIV/AIDS and the application of counseling methods to individuals infected with HIV/AIDS. This course meets the infectious diseases in treatment settings requirement for the Counselor I level of the Colorado Alcohol and Drug Abuse Program.

CSL 260

**Title: Client Records Management**

Credit Hours: 1

Description: Focuses on Colorado State Laws surrounding the methods of client records documentation. This course meets the records management training requirement for the Counselor I level of the Colorado Alcohol and Drug Abuse Program.

CSL 265

**Title: Counseling Diverse Treatment Populations**

Credit Hours: 1

Description: Focuses on therapeutic methods for treatment of substance abuse disorders as applied particularly to the needs of minorities and special populations. This class meets the diverse treatment populations mandatory training requirements for the Counselor I level of the Colorado Drug and Alcohol Abuse Program.

CSL 268

**Title: Addictions Counseling Skills**

Credit Hours: 1.5

Description: Focuses on clinical skills practice, crisis intervention techniques, and an overview of substance abuse. This course meets the

addictions counseling skills training requirement for the Counselor I level of the Colorado Alcohol and Drug Abuse Program.

CSL 269

**Title: Principles of Addictions Treatment**

Credit Hours: 1.5

Description: Focuses on the major theories of addiction in an historical and theoretical context. Includes an elaboration on NIDA's Principles of Drug Addiction Treatment. This class meets the principles of addictions training requirement for the Counselor I level of the Colorado Alcohol and Drug Abuse Program.

## AG/BUSINESS MANAGEMENT

ABM 111

**Title: Records & Business Planning I**

Credit Hours: 9

Description: Guides the student in the collection of necessary information to implement a computerized record keeping system. Discussion will include computer terminology, application software, balance sheet concepts, accounting principals, computerized accounting reports, and business plan components.

ABM 112

**Title: Records and Business Planning II**

Credit Hours: 9

Description: Focuses on implementing a computerized record keeping system. Emphasis is placed on the application and maintenance of an accurate set of computerized financial records, use of a filing system and compiling a business plan.

ABM 121

**Title: Financial Analysis I**

Credit Hours: 9

Description: Actual enterprise cost analysis is calculated to facilitate the development of whole business projected cash flow statements. All facets of record keeping and updating of data is emphasized. Includes the review and revision of business planning goals and objectives. PreRequisite: Complete set of cash records

ABM 122

**Title: Financial Analysis II**

Credit Hours: 9

Description: Analyzes the development of accurate cost and market value accrual balance sheets for the beginning and ending period. Emphasizes the measurement and analysis of changes between the two balance sheets and includes the preparation of an accrual income statement. Financial ratios are calculated to understand the importance to business analysis. PreRequisite: Complete set of cash records

ABM 131

**Title: Commodity Marketing I**

Credit Hours: 9

Description: Explores the terminology associated with commodity marketing and management of the risks associated with agricultural production and marketing. Discussion includes cash marketing alternatives as well as the basics of utilizing futures and options contracts. Includes the initial steps towards the development of a marketing plan. PreRequisite: Cost of production records for one enterprise

ABM 132

**Title: Commodity Marketing II**

Credit Hours: 9

Description: Explores marketing alternatives in greater depth. Price behavior is analyzed using technical and fundamental analysis. Completes marketing plan through the application of local marketing alternatives, futures contracts, future option contracts, and price behavior information.

PreRequisite: Cost of production records for one enterprise

ABM 135

**Title: Marketing and Risk Management I**

Credit Hours: 9

Description: Teaches students to conduct marketing research and analysis for the initial steps for developing a marketing plan. The focus will be on defining markets, analyzing competition, identification of products/services, pricing, and customer wants and needs. In addition, added value products and niche markets will be explored. The maintenance, refining, or implementation of system to provide accurate sales and expense information will be addressed. Sale and expense calculations will result in the establishment of sale/pricing trends for all enterprises along with margin calculations.

ABM 136

**Title: Marketing and Risk Management II**

Credit Hours: 9

Description: Develops an overall marketing plan derived from marketing research and analysis conducted in ABM 135. It includes a look at advertising, promotion, e commerce, and risk management. This will include the maintenance review of existing software used to track sales and cost information. A trend of historical sales and expenses will be implemented.

ABM 141

**Title: Advanced Business Management I**

Credit Hours: 9

Description: Explores more in depth financial analysis of the business. Includes a review of existing financial trends and emphasis of pro forma activities for further analysis of the business.

PreRequisite: Accurate accrual financial records.

ABM 142

**Title: Advanced Business Management II**

Credit Hours: 9

Description: Focuses on revision of the business plan on a periodic basis and on management skills including the five main sources of risk. The student is exposed to various methods of finding resource materials needed to keep the business plan current and to manage for the future.

PreRequisite: Completed business plan

ABM 175

**Title: Special Topics**

Credit Hours: 1

Max Credit: 6

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

ABM 275

**Title: Special Topics**

Credit Hours: 1

Max Credit: 6

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

ABM 285

**Title: Independent Study**

Credit Hours: 1

Max Credit: 6

Description: Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. PreRequisite: Permission of the instructor.

AGP 110

**Title: Integrated Pest Management**

Credit Hours: 3

Description: Identification and control of economically important weeds, insects and diseases through systems approach management concepts including cultivation, chemical and biological control mechanisms.

AGP 175

**Title: Special Topics**

Credit Hours: 3

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

AGP 180

**Title: Production Ag Internship**

Credit Hours: 3

Description: Students are employed at work or at home in a production agriculture setting, either farming or ranching. This work experience must cover a minimum of 320 hours, involving the student in all facets of the operation. Guidance and supervision is the responsibility of the supervising employer and Coordinator of Production Ag. Emphasizes records, managerial decisions, and production agriculture skills.

AGP 241

**Title: Beef Cattle Management I**

Credit Hours: 3

Description: Provides training in management pertaining to the economics of a commercial cow-calf operation. Includes reproduction, feeding, herd health, selection, record keeping, financial management, and marketing.

EQM 110

**Title: Light Horse Management**

Credit Hours: 3

Description: Covers the basics of equine breeding development and selection. Includes general equine management, care and nutrition. Examines the proper use of equine tack and equipment.

NRE 100

**Title: Foundations of Forestry**

Credit Hours: 3

Credit Hours:

Description: Description: Presents the principles of forest science, dendrology, forest fire behavior, and silviculture principles.

NRE 175

**Title: Special Topics**

Credit Hours: 3

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

NRE 180

**Title: Internship**

Credit Hours: 3

Description: 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.

## ACCOUNTING

ACC 115

**Title: Payroll Accounting**

Credit Hours: 3

Description: Studies federal and state employment laws and their effects on personnel and payroll records. The course is non-technical and is intended to give students a practical working knowledge of the current payroll laws and actual experience in applying regulations. Students are exposed to computerized payroll procedures.

PreRequisite: ACC 101 or 121, or enrolled concurrently, or instructor's permission. CoRequisite: ACC 101 or ACC 121

ACC 121

**Title: Accounting Principles I**

Credit Hours: 4

Description: Introduces the study of accounting principles for understanding of the theory and logic that underlie procedures and practices. Major topics include the accounting cycle for service and merchandising companies, special journals and subsidiary ledgers, internal control principles and practices, notes and interest, inventory systems and costing, plant assets and intangible asset accounting, and depreciation methods and practices. PreRequisite: College level reading, study skills, and math.

ACC 122

**Title: Accounting Principles II**

Credit Hours: 4

Description: Continues the study of accounting principles as they apply to partnerships and corporations. Major topics include stocks and bonds, investments, cash flow statements, financial analysis, budgeting, and cost and managerial accounting.

PreRequisite: ACC 121 Accounting Principles I or equivalent

ACC 130

**Title: Income Tax Preparation**

Credit Hours: 3

Description: Designed to give business and non-business students a foundation in income tax preparation. The course includes a study of income and deductions used when determining taxable income.

ACC 135

**Title: Spreadsheet Applications for Accounting**

Credit Hours: 3

Description: This course introduces spreadsheets as an accounting tool. Using an accounting perspective, the student applies fundamental

spreadsheet concepts. The spreadsheet is used as a problem solving and decision making tool. PreRequisite: ACC 122, CIS 155 or spreadsheet experience

ACC 214

**Title: Web Accounting**

Credit Hours: 3

Description: Introduces World Wide Web (WWW) based accounting terminology, accounting transactions, credit card accounting, inventory, purchasing, auditing and billing. PreRequisite: MAT 107 or equivalent skills. CoRequisite: ACC 121

ACC 235

**Title: Computerized Accounting for Small Businesses**

Credit Hours: 3

Description: Introduces a microcomputer package, such as Quick Books, or similar accounting application, for use in a small business. Focuses on installation, starting the application and converting a manual accounting system to an electric system. Includes an easy to use bookkeeping system that incorporates all daily transactions and summarizes records in reports for a complete financial picture. Requisite: ACC 122 or equivalent with minimum grade of C

ACC 245

**Title: Computerized Accounting with a Professional Package**

Credit Hours: 3

Description: Integrates accounting principles and practices with a computerized accounting package such as Peachtree, DacEasy, QuickBooks, or other professional package. Emphasizes computerized functions of the general ledger and integrated accounts payable, accounts receivable, invoicing and payroll systems. PreRequisite: ACC 121 or ACC 121

## AGRIBUSINESS/AGRICULTURE

AGB 132

**Title: Agricultural Accounting/Business Analysis**

Credit Hours: 3

Description: Focuses on practical uses of accounts and records with emphasis on accounting principles and analysis of the agricultural business.

AGB 218

**Title: Computerized Farm Records**

Credit Hours: 3

Description: Emphasizes the planning and development of record keeping systems, the interpreting and analyzing of agricultural business records, balance sheets, cash flows, and income statements with the aid of a computer.

AGB 228

**Title: AgriBusiness Management**

Credit Hours: 3

Description: Provides the student with basic management principles and practical experience in applying principles of economics, business, marketing, and finance to the management of an agribusiness operation.

AGB 289

**Title: AgriBusiness Capstone**

Credit Hours: 1.0

Description: Provides the student with information necessary for employment and for developing job search skills by offering instruction in writing resumes and cover letters, filling out job applications and developing interviewing skills.

AGE 102

**Title: Agricultural Economic**

Credit Hours: 3

Description: Focuses on economic principles as applied to agriculture through price discovery with producer supply and consumer demand, governmental policies, rural development, and resource management.

AGE 208

**Title: Agricultural Finance**

Credit Hours: 3

Description: 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 210

**Title: Agricultural Marketing**

Credit Hours: 3

Description: Studies the agricultural marketing system and methods of marketing crops and livestock. Emphasizes hedging with futures options.

AGP 107

**Title: Practical Irrigation Management**

Credit Hours: 2

Description: 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.

AGP 108

**Title: Agricultural Pesticides**

Credit Hours: 3

Description: Covers the basic laws and regulations, formulations, physical and environmental safety, mixing, application and use of agricultural pesticides for the control of weeds, insects, diseases, and vertebrate pests common to Colorado.

AGP 204

**Title: Soil Fertility and Fertilizers**

Credit Hours: 4

Description: Emphasizes soil fertility and plant nutrition in crop production, soil plant relations, diagnostic techniques and methods of evaluating soil fertility. Includes composition, manufacture, marketing and use of fertilizer materials and their reactions with soils and plants.

AGY 100

**Title: General Crop Production**

Credit Hours: 4

Description: Focuses on production and adaptation of cultivated crops, principles affecting growth, development, management, and utilization.

AGY 240

**Title: Introductory Soil Science**

Credit Hours: 4

Description: Focuses on formation, physical properties, chemical properties and management of soils emphasizing conditions that affect plant growth.

AME 107

**Title: General Power Mechanics**

Credit Hours: 2

Description: Teaches the theory of operation and maintenance of small engines and related power equipment used on the farm.

AME 151

**Title: Fundamentals of Welding**

Credit Hours: 3

Description: Develops basic welding skills, principles, and practices in arc and oxyacetylene welding.

ASC 100

**Title: Animal Science**

Credit Hours: 3

Description: Studies the basic fundamentals of livestock production pertaining to principles of breeding, genetics, nutrition, health, and physiology of beef, sheep, swine, dairy, and horses. Focuses on the Animal Science Industry in general and each species industry in regard to history, current situation, and future direction.

ASC 215

**Title: Livestock Judging**

Credit Hours: 2

Description: Emphasizes comparative selection, grading, and judging of market and breeding classes of livestock based on knowledge of phenotype, performance information, and/or carcass merit.

ASC 225

**Title: Feeds and Feeding**

Credit Hours: 4

Description: Focuses on the basic nutrients, common feeds and feed additives, anatomy of digestive 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.

RAM 205

**Title: Range Management**

Credit Hours: 3

Description: 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.

**AMERICAN SIGN LANGUAGE**

ASL 121

**Title: American Sign Language I**

Credit Hours: 5

Description: Exposes the student to American Sign Language. Readiness activities are conducted focusing on visual/receptive skills and basic communication. Utilizes the direct experience method.

Students must complete this course with a 'B' or higher or pass the ASL proficiency test with a score of at least 80% or better prior to registering for ASL 122 if planning to enroll in the Interpreter Preparation Program.

**ANTHROPOLOGY**

ANT 101 (State Guaranteed Transfer Course)

**Title: Cultural Anthropology**

Credit Hours: 3

Description: Studies human cultural patterns and learned behavior. Includes linguistics, social and political organization, religion, culture and personality, culture change, and applied anthropology.

ANT 111 (State Guaranteed Transfer Course)

**Title: Physical Anthropology**

Credit Hours: 3

Description: Studies human biology and its effects on behavior. Includes principles of genetics and evolution, vertebrates and primates, human origins, human variation, and ecology.

**AQUACULTURE**

AQT 101

**Title: Introduction to Aquaculture**

Credit Hours: 3

Description: Introduces students to today's Aquaculture industry. Emphasizes terminology, historical background and basic principles and practices. Commonly cultured fish species and other products of aquacultural significance are covered. Local, state and federal policies governing aquaculture operations as well as career opportunities are discussed. Students study factors to consider before starting a business.

AQT 102

**Title: Fish Biology and Ichthyology**

Credit Hours: 5

Description: Introduces the study of fish. Focuses on fish anatomy and physiology, reproduction and development, behavior and activities, nomenclature and taxonomy, and evolution and adaptations. Covers the basic anatomy of fish and their organ systems and includes the laboratory dissection of yellow perch as well as other species of fish. The course also includes a survey of the important families of fishes with emphasis on species of aquacultural significance. Students use taxonomic keys to identify individual species and become familiar with life histories and evolutionary adaptations.

AQT 103

**Title: Diseases of Fish**

Credit Hours: 5

Description: Introduces students to the most common diseases that inflict aquacultural fish species. Covers bacterial, viral, parasitic, mycotic, nutritional and environmental disease. Studies the disease processes in fish as well as the immune response in fish. Laboratory focuses on proper necropsy and sample taking techniques, fish health assessment, disease diagnosis and prognosis, and prescribed therapies. Students perform calculated treatments using various FDA approved chemotherapeutic compounds. Safety and handling of chemotherapeutic is stressed.

## AQT 104

**Title: Fish Nutrition**

Credit Hours: 4

Description: Introduces students to the nutritional aspects of both warm water and cold water fishes. Covers the fish's digestive anatomy, nutritional requirements, metabolic pathways, diets and available food sources. Laboratory focuses on calculation of appropriate feeding levels and feed conversions for developing fish as well as hands on practice of feeding fish through actual production cycles and experimental feeding trials. Feeding practices and methodology is emphasized.

## AQT 105

**Title: Water Quality for Freshwater Fishes**

Credit Hours: 4

Description: Introduces students to the examination of the aquatic environment as it relates to freshwater fish growth, development and health. Concentrates on aspects of water quality, which determine the suitability of water for holding and rearing of aquatic plants and animals. Presents methods and techniques to alter or improve water quality in response to changing environmental conditions or changes in husbandry. Provides a practical hands on approach to water quality principles and management by stressing testing and analysis of water samples under laboratory and field conditions. Students become proficient in analytical procedures used for the determination of various water characteristics critical to fish culture.

CoRequisite: Water Quality for Freshwater Fishes laboratory

## AQT 110

**Title: Aquaculture I**

Credit Hours: 3

Description: Covers the basic biological and production requirements for commonly cultured fish species in ponds, tanks, cages, raceways and reticulating systems. Basic fish handling procedures, aquacultural considerations and inventory practices are emphasized. Detailed record keeping is stressed to allow for accurate predictions of fish growth, feed requirements and production costs. Students are introduced to the common technologies currently employed in the industry. It is an introductory course that provides a background for the advanced Aquaculture II classes in which the student will raise some of the fish species introduced in Aquaculture I.

## AQT 210

**Title: Aquaculture II**

Credit Hours: 5

Description: Exposes students to the day-to-day duties, responsibilities and production strategies associated with the propagation, feeding, care, transfer and harvest of commonly cultured fish species. Emphasizes technological exposure, hands on involvement and farm safety through the actual production of various fish species. PreRequisite: AQT-110, Aquaculture I. CoRequisite: Concurrent enrollment in AQT-110

## AQT 230

**Title: Aquacultural Engineering and Design**

Credit Hours: 4

Description: Engages the student in the mock planning, design and construction of a fish production facility under a given set of specifications. Students strive to successfully address all the major physical and biological concerns related to the development of an aquacultural enterprise including elementary hydraulics, energy requirements, capital construction and operation costs, as well as water

and land requirements for the annual production of a target specie(s). Innovation, creativity and technology usage is stressed. Students build upon their visitations and critiques of various pond, raceway and tank production facilities previous to the design project. PreRequisite: strongly recommended for the second year student of aquaculture. CoRequisite: strongly recommended for the second year student of aquaculture.

## AQT 240

**Title: Aquacultural Business and Marketing**

Credit Hours: 4

Description: Engages the student in the development of mock business and marketing plans. Students are exposed to the dynamics and general economics of an aquaculture business on a small family farm scale, a large corporate scale and a public or governmental scale. Students are presented with the factors that influence and affect competition within the industry as well as the principles, strategies and costs associated with the marketing and sales of aquacultural products. Various fish species actually produced in Aquaculture II are marketed and sold through this course. Industry ethics and entering into contractual business agreements are stressed. PreRequisite: strongly suggested for the second year student CoRequisite: strongly suggested for the second year student

## AQT 275

**Title: Special Topics**

Credit Hours: 0.5

Max Credit: 6

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

## AQT 285

**Title: Independent Study**

Credit Hours: 0.5

Max Credit: 6

Description: Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

PreRequisite: Permission of the instructor.

## AQT 288

**Title: Aquaculture Practicum**

Credit Hours: 1

Max Credit: 10

Description: This course is a supervised training situation at an approved fish production or management facility, or closely related business. Students choose the facility based on species preferences and/or potential for future employment. Students may choose any work scenario that best fits their needs to satisfy the 150 hours of practical work experience needed for completion of the AAS Degree. Summer jobs are usually the most common and available. The practicum provides students the opportunity to practice and refine skills learned in the first year of the program while under the supervision of an experienced aquaculturist. At the end of their employment, the employer will review the student's performance with the instructor on a pass/fail basis.

PreRequisite: Concurrent full time enrollment in the Aquaculture Technician Program

CoRequisite: Concurrent full time enrollment in the Aquaculture Technician Program

**ART**

ART 110 (State Guaranteed Transfer Course)

**Title: Art Appreciation**

Credit Hours: 3

Description: Introduces the cultural significance of the visual arts, including media, processes, techniques, traditions, and terminology.

ART 111 (State Guaranteed Transfer Course)

**Title: Art History I**

Credit Hours: 3

Description: Provides the knowledge base to understand the visual arts, especially as related to Western culture. Surveys the visual arts from the Ancient through the Medieval periods.

ART 112 (State Guaranteed Transfer Course)

**Title: Art History II**

Credit Hours: 3

Description: Provides the knowledge base to understand the visual arts, especially as related to Western culture. Surveys the visual arts from the Renaissance through the Modern periods.

ART 121

**Title: Drawing I**

Credit Hours: 3

Description: Investigates the various approaches and media that students need to develop drawing skills and visual perception.

ART 122

**Title: Drawing II**

Credit Hours: 3

Description: Explores expressive drawing techniques with an emphasis on formal composition, color media and content or thematic development.

ART 123

**Title: Watercolor I**

Credit Hours: 3

Description: Provides an introduction to the basic techniques and unique aspects of materials involved in the use of either transparent or opaque water media or both. Color theory is included.

ART 124

**Title: Watercolor II**

Credit Hours: 3

Description: Continues the study of watercolor techniques, emphasizing original compositions and experimentation with materials. Color theory is included.

ART 138

**Title: Film Photography I**

Credit Hours: 3

Description: Introduces black and white film photography as a fine art medium and develops skills necessary for basic camera and lab operations.

ART 139

**Title: Film Photography II**

Credit Hours: 3

Description: This course is a further exploration in camera and lab operations with an emphasis on individual creativity. It includes the development of a comprehensive portfolio.

ART 140

**Title: Color Photography I**

Credit Hours: 3

Description: Covers the fundamentals of color photography such as color theory and light, production, processing and printing color negatives.

ART 143

**Title: Digital Photography I**

Credit Hours: 3

Description: 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 students to learn how to operate image manipulation software using a variety of scanning equipment, software tools and output devices by executing new assignments and applying these technologies to their photographic process.

ART 154

**Title: Sculpture I**

Credit Hours: 3

Description: Introduces the fundamentals of sculpture such as modeling, casting, carving, and the processes of assemblage.

ART 155

**Title: Sculpture II**

Credit Hours: 3

Description: Develops an understanding and focus on manipulation of three dimensional forms, with greater concentration on individual creativity and style.

ART 156

**Title: Figure Drawing I**

Credit Hours: 3

Description: Introduces the basic techniques of drawing the human figure.

ART 157

**Title: Figure Painting I**

Credit Hours: 3

Description: Focuses on painting the human figure, and includes a brief survey of figure painting, and instruction in the fundamental methods of composition and expressions.

ART 161

**Title: Ceramics I**

Credit Hours: 3

Description: Introduces traditional and contemporary ceramic forms and processes including hand building and throwing on the potter's wheel.

ART 162

**Title: Ceramics II**

Credit Hours: 3

Description: A continuation of ART 161, this course emphasizes skill, technique and form.

ART 211

**Title: Painting I**

Credit Hours: 3

Description: Explores basic techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting to depict form and space on a two-dimensional surface.

ART 212

**Title: Painting II**

Credit Hours: 3

Description: This course further explores techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with emphasis on composition and content development.

ART 213

**Title: Painting III**

Credit Hours: 3

Description: Provides continued exploration of techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with emphasis on composition and content development.

ART 214

**Title: Painting IV**

Credit Hours: 3

Description: Explores advanced techniques, materials, and concepts used in opaque painting processes, with emphasis on the development of themes and a cohesive body of work.

ART 239

**Title: Color Photography II**

Credit Hours: 3

Description: Designed for students who are approaching a personal style and aesthetic in the medium of color photography. It is an extension of Color Photography I. Personal expression is stressed through individual critiques.

ART 256

**Title: Advanced Figure Drawing**

Credit Hours: 3

Description: Provides continuing study of the various methods of drawing the human figure, with emphasis on the description of form and individual style.

ART 257

**Title: Advanced Figure Painting**

Credit Hours: 3

Description: Offers continued study of painting the human figure with advanced problem solving in composition and experimentation with materials and techniques.

**ASTRONOMY**

AST 101 (State Guaranteed Transfer Course)

**Title: Astronomy I**

Credit Hours: 4

Description: Focuses on the history of astronomy, the tools of the astronomer and the contents of the solar system including the planets, moons, asteroids, comets, and meteoroid. Incorporates laboratory experience.

PreRequisite: MAT 060

AST 102 (State Guaranteed Transfer Course)

**Title: Astronomy II**

Credit Hours: 4

Description: 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.

PreRequisite: MAT 090

**AUTOMOTIVE SERVICE TECHNOLOGY**

ASE 102

**Title: Introduction to the Automotive Shop**

Credit Hours: 2

Description: Prepares the incoming automotive student to work in the shop safely and gain familiarity with the shop and common equipment

ASE 110

**Title: Brakes I**

Credit Hours: 3

Description: Covers basic operation of automotive braking systems. Includes operation, diagnosis, and basic repair of disc brakes, drum brakes, and basic hydraulic systems.

ASE 120

**Title: Basic Automotive Electricity**

Credit Hours: 2

Max Credit: 15

Description: Introduces automotive electricity and includes basic electrical theory, circuit designs, and wiring methods. Focuses on multimeter usage and wiring diagrams.

ASE 123

**Title: Automotive Battery, Starting, and Charging Systems**

Credit Hours: 2

Description: Covers the operation, testing, and servicing of automotive battery, starting, and charging systems. Includes voltage and amperage testing of starter and generator, load testing and maintenance of a battery, and starter and generator overhaul.

ASE 130

**Title: General Engine Diagnosis**

Credit Hours: 2

Description: Focuses on lecture and related laboratory experiences in the diagnosis and necessary corrective actions of automotive engine performance factors.

ASE 132

**Title: Ignition System Diagnosis and Repair**

Credit Hours: 2

Description: Focuses on lecture and related laboratory experiences in the diagnosis, service, adjustments and repair of various automotive ignition systems.

ASE 134

**Title: Automotive Emissions**

Credit Hours: 2

Description: Focuses on lecture and laboratory experiences in the diagnosis and repair of automotive emission control systems.



ASE 140

**Title: Suspension and Steering I**

Credit Hours: 3

Description: Focuses on lecture and related experiences in the diagnosis and service of suspensions and steering systems and their components.

ASE 150

**Title: Automotive U joint & Axle Shaft Service**

Credit Hours: 2

Description: Studies the operating principles and repair procedures relating to axle shaft and universal joints.

ASE 151

**Title: Automotive Manual Transmission/Transaxles & Clutches**

Credit Hours: 2

Description: Focuses on lecture and related laboratory experiences in the diagnosis and repair of automotive manual transmissions, transaxles and clutches and related components.

ASE 152

**Title: Differentials & 4WD/AWD Service**

Credit Hours: 2

Description: Focuses on lecture and related laboratory experiences in the diagnosis and repair of automotive differentials, four wheel and all wheel drive units.

ASE 160

**Title: Automotive Engine Removal & Installation**

Credit Hours: 1

Description: Focuses on lecture and laboratory experiences in the removal and installation procedures of the automotive engine from and into front wheel and rear wheel drive vehicles.

ASE 185

**Title: Independent Study**

Credit Hours: 1

Max Credit: 9

Description: Provides laboratory experiences with a variety of work in the areas that the student received training during previous classes.

ASE 210

**Title: Brakes II**

Credit Hours: 3

Description: Covers the operation and theory of the modern automotive braking systems. Includes operation, diagnosis, service, and repair of the antilock braking systems, power assist units and machine operations of today's automobile.

ASE 221

**Title: Automotive Body Electrical**

Credit Hours: 4

Description: Provides a comprehensive study of the theory, operation, diagnosis, and repair of vehicle accessories.

ASE 231

**Title: Automotive Computers**

Credit Hours: 2

Description: Focuses on lecture and laboratory experiences in the inspection and testing of typical computerized engine control systems.

ASE 233

**Title: Fuel Injection and Exhaust Systems**

Credit Hours: 4

Description: Focuses on lecture and related laboratory experiences in the diagnosis and repair of electronic fuel injection systems and modern exhaust systems.

ASE 235

**Title: Drivability Diagnosis**

Credit Hours: 1

Description: Emphasizes lecture and related laboratory experience in diagnostic techniques and the use of diagnostic scan tools, oscilloscopes, lab scopes, multi-meters and gas analyzers. Students diagnose live vehicle drivability problems.

ASE 240

**Title: Suspension and Steering II**

Credit Hours: 3

Description: Emphasizes lecture and related experiences in the diagnosis and service of electronic suspensions and steering systems and their components.

ASE 250

**Title: Automatic Transmission/Transaxle Service**

Credit Hours: 1

Description: Focuses on practical methods of maintaining, servicing, and performing minor adjustments on an automatic transmission and transaxle.

ASE 260

**Title: Advanced Engine Diagnosis**

Credit Hours: 2

Description: Focuses on lecture and related laboratory experiences in the diagnosis and necessary corrective actions of automotive engine performance factors related to customer vehicles.

ASE 265

**Title: Automotive Heating and Air Conditioning**

Credit Hours: 5

Description: Emphasizes lecture and related laboratory experiences in the diagnosis and service of automotive heating and air conditioning systems and their components.

ASE 285

**Title: Independent Study**

Credit Hours: 1

Max Credit: 6

Description: Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

**BARBERING**

BAR 103

**Title: Introduction to Scalp Treatments and Shampooing**

Credit Hours: 1

Description: Introduces various types of scalp treatments and shampoos. Focuses on recognition and treatment of disorders of hair and scalp, product knowledge and proper massage techniques to help control these disorders and cleanse the hair and scalp. Covers

terminology dealing with hair structure scalp and hair disorders. Training is provided in a lab or classroom setting. PreRequisite: 16 years of age

BAR 107

**Title: Introduction to Shaving, Honing and Stropping**

Credit Hours: 1

Description: 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. PreRequisite: 16 years old

BAR 108

**Title: Intermediate Shaving, Honing, & Stropping**

Credit Hours: 1

Description: 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 110

**Title: Intro to Hair Coloring**

Credit Hours: 3

Description: Introduces theory pertaining to law of color, theory of color, chemistry of color, product knowledge, and analysis of hair and scalp. Focuses on basic techniques and procedures for the application of hair coloring.

BAR 111

**Title: Intermediate to Hair Coloring**

Credit Hours: 2

Description: Introduces theory pertaining to law of color, theory of color, chemistry of color, product knowledge, and analysis of hair and scalp. Focuses on basic techniques and procedures for the application of hair coloring. PreRequisite: 16 years old

BAR 120

**Title: Introduction to Hair Cutting**

Credit Hours: 3

Description: Introduces theory relevant to patron protection angles and degree and analysis of hair textures related to hair cutting. Covers proper use and care of hair cutting implements. Introduces basic hair cutting techniques using scissors, razor, clippers, and thinning shears. Training is provided in a classroom or lab setting with students training on mannequins or models.

BAR 121

**Title: Intermediate Hair Cutting**

Credit Hours: 3

Description: Focuses on theory related to facial shapes and head and body forms to determine the appropriate haircut. Practical application of hair cutting techniques is explored in specialized classes or in a supervised salon setting.

BAR 130

**Title: Introduction to Hair Styling**

Credit Hours: 3

Description: Combines theory with the practical application of airforming curling iron, finger waving, soft pressing and hard pressing.

BAR 131

**Title: Intermediate Hair Styling**

Credit Hours: 3

Description: Focuses on the theory and daily utilization and practice of the proper methods of sterilization, sanitation and safety procedures in a supervised salon setting. PreRequisite: 16 years of age

BAR 140

**Title: Intro to Permanent Waves/Chemical Relaxers**

Credit Hours: 3

Description: Focuses on the analysis of hair and scalp, proper equipment and product knowledge. Covers basic techniques in permanent waving and chemical relaxing. Incorporates training in a classroom or lab setting on mannequins or models.

BAR 141

**Title: Intermediate I: Permanent Waves & Chemical Relaxers**

Credit Hours: 3

Description: Emphasizes theory and practical application of color products, formulations of color, and level and shades of color. PreRequisite: 16 years of age

BAR 157

**Title: Intermediate II: Shaving, Honing, and Stropping**

Credit Hours: 2

Description: Provides continued instruction in the theory and practice in shaving techniques, honing and stropping. Training is a combination of supervised work and specialized classes.

PreRequisite: 16 years of age

BAR 166

**Title: Introduction to Facial Massage & Skin Care**

Credit Hours: 1

Description: Emphasizes basic understanding of facial massage manipulations and the study of skin in both practical and theory applications. Covers the benefits derived from proper facial massage and a good skin care routine.

BAR 167

**Title: Intermediate Facial Massage & Skin Care**

Credit Hours: 1

Description: Focuses on practical application dealing with anatomy, skin disorders, skin types and facial shapes. Students help patrons select proper skin care treatments.

BAR 203

**Title: Advanced Hair and Scalp**

Credit Hours: 1

Description: Focuses on advanced theory and practical training of hair, scalp treatments and shampooing in a supervised salon setting. Advanced techniques prepare the student for employment. Covers student preparation for the State Board Licensing Examination on theory and practical procedures.

BAR 207

**Title: Advanced Shaving, Honing & Stropping**

Credit Hours: 1

Description: 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 211

**Title: Advanced Hair Coloring**

Credit Hours: 1

Description: Provides continued instruction in practical techniques for hair coloring with emphasis on recognition of color problems and color correction procedures. Covers advanced techniques and product knowledge to prepare the student for employment. Provides instruction for the State Board Licensing Examination pertaining to hair coloring. PreRequisite: 16 years of age

BAR 220

**Title: Advanced Hair Cutting**

Credit Hours: 3

Description: Provides theory and advanced techniques in all phases of hair cutting to ready the student for employment. Covers student preparation for State Board licensing examination on theory and practical procedures. Training is a combination of supervised work and specialized classes.

BAR 230

**Title: Preparation for State Board**

Credit Hours: 1

Description: Allows students the opportunity to practice written examinations as preparation for the State Board Barber Examination. Hours will be arranged.

BAR 231

**Title: Advanced Hair Styling**

Credit Hours: 3

Description: Focuses on theory and advanced techniques in all phases of hair styling to prepare the student for employment. Training is a combination of supervised salon (clinical) work and specialized classes. Includes student preparation for the State Board Licensing Examination relating to hairstyling.

BAR 241

**Title: Advanced Permanent Waves/Chemical Relaxers**

Credit Hours: 2

Description: 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.

BAR 266

**Title: Advanced Facial Massage & Skin Care**

Credit Hours: 1

Description: Emphasizes anatomy, skin disorders, skin types and facial shapes. Students guide patrons on selection of proper skin care treatments. Covers student preparation for State Board licensing examination on theory and practical procedures.

BAR 275

**Title: Special Topics**

Credit Hours: 1-12

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

BAR 280

**Title: Internship**

Credit Hours: 1-12

Description: This course provides students with the opportunity to

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

BAR 285

**Title: Independent Study**

Credit Hours: 1

Max Credit: 6

Description: Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. PreRequisite: Permission of the instructor

BAR 288

**Title: Practicum**

Credit Hours: 1-12

Description: 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.

BAR 290

**Title: Advanced Barber Studies**

Credit Hours: 1-12

Description: Allows advanced training in all course areas and focuses on student training for the State Board of Barber Licensing Examination. Hours will be arranged.

**BIOLOGY**

BIO 105 (State Guaranteed Transfer Course)

**Title: Science of Biology**

Credit Hours: 4

Description: Examines the basis of biology in the modern world and surveys the current knowledge and conceptual framework of the discipline. Explores biology as a science a process of gaining new knowledge as is the impact of biological science on society. Includes laboratory experiences. Designed for non-science majors.

BIO 111 (State Guaranteed Transfer Course)

**Title: General College Biology with Lab**

Credit Hours: 5

Description: 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.

BIO 112 (State Guaranteed Transfer Course)

**Title: General College Biology II with Lab**

Credit Hours: 5

Description: A continuation of Biology I. Includes ecology, evolution, classification, structure, and function in plants and animals. This course includes laboratory experience. PreRequisite: BIO 111

BIO 152

**Title: Wildlife Biology**

Credit Hours: 3

Description: Studies the biology of wild mammals, birds, and fish. Focuses on conservation of wildlife and fisheries resources.

BIO 201 (State Guaranteed Transfer Course)

**Title: Human Anatomy and Physiology I**

Credit Hours: 4

Description: 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 integument, skeletal, articulation, muscular, nervous, and endocrine systems. Includes a mandatory hands on laboratory experience covering experimentation, microscopy, observations, and dissection. This is the first semester of a two semester sequence.

PreRequisite: The pre-requisite for Biology 201 is the appropriate Biology Accuplacer score, or successful completion of Biology 111.

BIO 202 (State Guaranteed Transfer Course)

**Title: Human Anatomy and Physiology II**

Credit Hours: 4

Description: Focuses on the integrated study of the human body and the histology, anatomy, and physiology of the following systems and topics: cardiovascular, hematology, lymphatic and immune, urinary, fluid and electrolyte control, digestive, nutrition, respiratory, reproductive, and development. Includes a mandatory hands-on laboratory experience involving experimentation, microscopy, observations, and dissection. This is the second semester of a two semester sequence.

PreRequisite: BIO 201

BIO 204 (State Guaranteed Transfer Course)

**Title: Microbiology**

Credit Hours: 4

Description: Designed for health science majors. Examines microorganisms with an emphasis on their structure, development, physiology, classification, and identification. The laboratory experience includes culturing, identifying, and controlling microorganisms with an emphasis on their role in infectious disease.

PreRequisite: BIO 111

BIO 211

**Title: Cell Biology**

Credit Hours: 4

Description: This course is an intensive study of the cell and its organelle. Emphasis will be on the molecular mechanisms involved in cell communication, metabolism, motility, genetics, growth, and reproduction. This course requires hands-on laboratory experience.

PreRequisite: BIO 111

BIO 216

**Title: Human Pathophysiology**

Credit Hours: 4

Description: 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.

PreRequisite: BIO 201 and at least concurrent enrollment in BIO 202

BIO 220

**Title: General Zoology**

Credit Hours: 5

Description: Focuses on the study of invertebrate and vertebrate animals and examines structure, evolutionary development, ecology, classification, physiology, reproduction, and zoogeography. A survey of zoological diversity emphasizes the characteristics, zoological

contributions, and classification of animal phyla and major classes. Requires hands-on laboratory and field experience. Designed for biology majors. PreRequisite: BIO 111

BIO 221

**Title: Botany**

Credit Hours: 5

Description: This course is designed for biology majors. It is a study of nonvascular and vascular plants. It emphasizes photosynthetic pathways, form and function, reproduction, physiology, genetics, diversity, evolution, and ecology. This course requires mandatory hands on laboratory and field experience. PreRequisite: BIO 111

BIO 222

**Title: General College Ecology**

Credit Hours: 4

Description: Studies the interrelationships between organisms and their environment. Covers composition and function of aquatic and terrestrial ecosystems, population biology, pollution and the effects of man on ecosystems. Includes laboratory and field experiences. PreRequisite: BIO 111

BIO 228

**Title: Field Biology III**

Credit Hours: 4

Description: Involves in-depth field study of natural environments within and outside of the United States. The course varies from seven to twenty-one days in length. Focuses on the identification of organisms, as well as an examination of ecological concepts and principles. Requires hands-on laboratory and field experience (includes extensive hiking). PreRequisite: BIO 111

## BUSINESS

BUS 102

**Title: Entrepreneurial Operations**

Credit Hours: 3

Description: Covers the major aspects of small business management to enable the entrepreneur to successfully begin his own business. This course provides the basic concepts of marketing, principles of management and finance needed to manage a small business. Further it develops the business plan and suggests methods of obtaining the financing required to launch the business.

BUS 115

**Title: Introduction to Business**

Credit Hours: 3

Description: Focuses on the operation of the American business system. Covers fundamentals of the economy, careers and opportunities, marketing, management, production, governmental regulations, tools of business and social responsibilities.

BUS 216

**Title: Legal Environment of Business**

Credit Hours: 3

Description: Emphasizes public law, regulation of business, ethical considerations, and various relationships existing within society, government, and business. Specific attention is devoted to economic regulation, social regulation, regulation and laws impacting labor management issues, and environmental concerns. Students develop an understanding of the role of law in social, political, and economic change.

BUS 217

**Title: Business Communication & Report Writing**

Credit Hours: 3

Description: Emphasizes effective business writing and covers letters, memoranda, reports, application letters, and resumes. Includes the fundamentals of business communication and an introduction to international communication.

BUS 221

**Title: Business Law I**

Credit Hours: 3

Description: Introduces Business Law and covers the foundations of the legal system, contract, property, and cyber law.

BUS 226

**Title: Business Statistics**

Credit hours: 3

Description: Focuses on statistical study, descriptive statistics, probability, and the binominal distribution, index numbers, time series, decision theory, confidence intervals, linear regression, and correlation. Intended for the business major. PreRequisites: Introductory Algebra or permission of instructor.

BUS 289

**Title: Capstone**

Credit hours: 1

Description: Demonstrates the culmination of learning within the Business Management program of study.

**BUSINESS TECHNOLOGY**

BTE 100

**Title: Computer Keyboarding**

Credit Hours: 1

Description: Designed for students who have minimal or no keyboarding skills. Introduces the touch method of keyboarding, as well as the basic operation and functions of the equipment. Emphasizes learning the alphanumeric keyboard, proper technique, and speed control.

BTE 102

**Title: Keyboarding Applications I**

Credit Hours: 2

Description: Designed for students with minimal keyboarding skills. Introduces letters, tables, memos, and manuscripts. Emphasizes speed and accuracy. PreRequisite: Ability to keyboard 20 wpm or permission of instructor

BTE 103

**Title: Keyboarding Applications II**

Credit Hours: 3

Description: Reinforces basic keyboarding formats and procedures. Productivity and decision making skills are exercised. Emphasizes speed and accuracy. PreRequisite: BTE 102

BTE 108

**Title: Ten-Key by Touch**

Credit Hours: 1

Description: Introduces touch control of the ten-key pad. Emphasizes the development of speed and accuracy using proper technique.

BTE 111

**Title: Keyboarding Speed building I**

Credit Hours: 1

Description: Designed to increase speed and improve accuracy in keyboarding on the PC through the use of correct techniques and concentrated effort. PreRequisite: Ability to keyboard by touch or permission of instructor.

BTE 112

**Title: Keyboarding Speed building II**

Credit Hours: 2

Description: Designed to increase speed and improve accuracy in keyboarding on the PC through the use of correct techniques and concentrated effort. PreRequisite: BTE 100 or permission of instructor.

BTE 116

**Title: File Management**

Credit Hours: 1

Description: Provides instruction principles, organization, and procedures for alphabetic, numeric, subject, chronological and geographic systems of filing.

BUS 117

**Title: Business Writing**

Credit Hours: 1

Description: Focuses on specific business writing processes needed to produce business memos, email, good and bad news messages, reports, graphics in writing, electronic presentations and proofreading.

BTS 129

**Title: Business Telecommunications I**

Credit Hours: 0.5

Description: Develops effective telephone skills, including dealing with difficult callers, handling conflict resolution, and presenting a business-like and courteous telephone manner. Other forms of telecommunications will be studied.

BTE 175

**Title: Spec. Topics: Keyboarding Speed building I**

Credit Hours: 2

Description: Designed to increase speed and improve accuracy in keyboarding on the PC through the use of correct techniques and concentrated effort. PreRequisite: Ability to keyboard by touch or permission of instructor.

BTE 204

**Title: Keyboarding Applications III**

Credit Hours: 3

Description: Produces mail able computer printouts from straight copy, rough draft, and simulated office projects and develops the ability to make decisions without direct supervision. PreRequisite: BTE 103, or equivalent; keyboard speed of 45 wpm, or permission of instructor.

BTE 225

**Title: Office Management**

Credit Hours: 3

Description: Presents new developments, technology, procedures, organization, and contemporary terminology used in effective office management. Emphasizes decision making and application of administrative skills.

**CARPENTRY**

CAR 100

**Title: Introduction to Carpentry**

Credit Hours: 1

Description: Provides a basic introduction to construction work for all crafts. This course specifically applies to construction sites.

CAR 101

**Title: Basic Safety**

Credit Hours: 1

Description: An overview of safety concerns and procedures in the construction field.

CAR 102

**Title: Hand and Power Tools**

Credit Hours: 1

Description: Focuses on basic hand and power tools including stationary tools. Emphasizes a hands on approach to proper and safe use of these tools as it applies to the construction environment and is taught in conjunction with a lab or framing class.

CAR 105

**Title: Job Site Layout and Blueprint Reading**

Credit Hours: 1

Description: Introduces blueprint reading and how they apply to the construction site. Includes in-depth introduction to site layout (materials and methods).

CAR 115

**Title: Form & Foundation Systems**

Credit Hours: 1

Description: Covers materials and methods for concrete forms and foundations. Includes various reinforcement methods such as rebar and welded wire fabric.

CAR 125

**Title: Roofing Materials & Methods**

Credit Hours: 1

Description: Covers application techniques and estimation of asphalt and wood roofing products and accessories including gutters and flashing.

CAR 133

**Title: Construction Framing & Safety**

Credit Hours: 4

Description: Utilizes hands on techniques to illustrate basic framing methods and materials. Floor/Wall/and Roof framing will be discussed/demonstrated and taught. There will be extensive utilization of modern and western residential framing methods. The course will also include 10 hours of OSH Approved safety instruction, which will qualify the student for their "10 hour safety card."

CAR 134

**Title: Exterior Finishes & Trims**

Credit Hours: 4

Description: Utilizes hands on techniques to illustrate exterior moisture, trim, and exterior door and window installation. Student will explore various residential materials and methods. Estimation of time and material will be discussed as well as general business practices.

CAR 140

**Title: Stair Construction/Layout**

Credit Hours: 1

Description: Covers the various types of wooden stairs used in residential and commercial construction, along with procedures for laying out stairs, cutting out stringers and installing and finishing stairs.

CAR 144

**Title: Interior Trim & Finish Methods**

Credit Hours: 4

Description: Utilizes hands on techniques to illustrate basic interior finishing methods. This class guides the student through the techniques utilized in sheetrock, tape and texture, interior doors, and trim.

CAR 153

**Title: Interior Trim Cabinet/Counter tops**

Credit Hours: 1

Description: Covers the selection/installation/terminology of factory built cabinets and counter tops. Includes various types and design and examines estimation of cost.

CAR 155

**Title: Interior Trim Builtins**

Credit Hours: 2

Description: Covers design and building processes for custom built-in cabinetry. Explores the variety of materials and methods of work to create custom building from closet storage shelves to a built-in entertainment center.

CAR 156

**Title: Shop Tools: Stationary, Hand, and Portable**

Credit Hours: 4

Description: Covers the safe use and care of stationary, hand, and portable tools. Develops skills through tool utilization to pass competency and safety tests for each tool.

CAR 160

**Title: Floor Finishes**

Credit Hours: 1

Description: Covers installation and finishing of hardwood floors, laminate/engineered floors, and tile. Includes discussion on advantages and disadvantages of various choices available.

PreRequisite: Permission of instructor

CAR 170

**Title: Clinical: Construction Lab I**

Credit Hours: 1

Max Credit: 6

Description: Continues to build upon the principles that are expected to be understood by students in the construction discipline.

CAR 175

**Title: Special Topic**

Credit Hours: 0.5

Max Credit: 6

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

CAR 180

**Title: Internship**

Credit Hours: 0.5 Max Credit: 6

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

CAR 205

**Title: Advanced Site Layout**

Credit Hours: 2

Description: Expands upon CAR 105 and gives students a chance to explore more complex plot plans and multiunit site layouts. Includes a more in-depth look at the blueprints and how they apply to the job site.

CAR 240

**Title: Advanced Stair Layout**

Credit Hours: 2

Description: Expands upon the first year course emphasizing construction of residential and commercial stairs. Covers complex stairs, including curved and multilevel stair construction. Includes alternatives to stringers, and finish. Emphasizes methods and materials for balusters and rails.

CAR 253

**Title: Advanced Interior Trim Cabinet/Counter tops**

Credit Hours: 4

Description: Emphasizes an in-depth/hands-on look at all components of cabinet making, installation and counter tops. Includes construction of traditional (face frame) and European cabinets. Covers hardware applications and installation, and counter top construction, ranging from laminates to solid surface.

CAR 270

**Title: Clinical: Construction Lab I**

Credit Hours: 0.5

Max: 6.0

Description: Continues to build upon the principles that are expected to be understood by students in the construction discipline.

**CHEMISTRY**

CHE 101 (State Guaranteed Transfer Course)

**Title: Introduction to Chemistry I with Lab**

Credit Hours: 5

Description: 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.

PreRequisite: MAT 090, CoRequisite: MAT 090

CHE 102 (State Guaranteed Transfer Course)

**Title: Introduction to Chemistry II with Lab**

Credit Hours: 5

Description: Focuses on introductory organic and biochemistry (sequel to Introduction to Chemistry I). Includes the study of hybridization of atomic orbital's for carbon, nomenclature of both organic and

biochemical compounds, physical and chemical properties of various functional groups of organic chemistry, and physical and chemical properties of biochemical compounds along with their biochemical pathways. Incorporates laboratory experiments.

PreRequisite: CHE 101 or instructor permission

CHE 105 (State Guaranteed Transfer Course)

**Title: Chemistry in Context**

Credit Hours: 5

Description: Covers the study of measurements, matter, molecules, atoms, chemical bonding, nomenclature, energy, acids, bases, and nutrition. Course work examines chemistry in the modern world and surveys the current knowledge as well as the conceptual framework of the discipline. Chemistry as a science is explored, as is the impact of chemistry on society. This course includes laboratory experience and is designed for non-science majors.

CHE 111 (State Guaranteed Transfer Course)

**Title: General College Chemistry I with Lab**

Credit Hours: 5

Description: Focuses on basic chemistry and measurement, matter, chemical formulas, reactions and equations, stoichiometry and thermochemistry. Covers the development of atomic theory culminating in the use of quantum numbers to determine electron configurations of atoms, and the relationship of electron configuration to chemical bond theory and molecular orbital theory. The course includes gases, liquids, and solids and problem solving skills are emphasized through laboratory experiments.

PreRequisite: One year of high school chemistry or equivalent.  
CoRequisite: MAT 121

CHE 112 (State Guaranteed Transfer Course)

**Title: General College Chemistry II with Lab**

Credit Hours: 5

Description: Presents concepts in the areas of solution properties, chemical kinetics, chemical equilibrium, acid-base and ionic equilibrium, thermodynamics, electrochemistry, nuclear chemistry, and organic chemistry. Emphasizes problem solving skills and descriptive contents for these topics. Laboratory experiments demonstrate qualitative and quantitative analytical techniques.

PreRequisite: CHE 111, MAT 121

CHE 211

**Title: Organic Chemistry I with Lab**

Credit Hours: 5

Description: Focuses on compounds associated with the element carbon. Includes structure and reactions of aliphatic hydrocarbons and selected functional group families. Covers nomenclature of organic compounds, stereochemistry, and reaction mechanisms such as SN1, SN2, E1 and E2. Laboratory experiments demonstrate the above concepts plus the laboratory techniques associated with organic chemistry. PreRequisite: CHE 112

CHE 212

**Title: Organic Chemistry II with Lab**

Credit Hours: 5

Description: Continues the investigation into the chemistry of carbon based compounds, their reactions and synthesis including the structure, physical properties, reactivities, and synthesis of organic functional groups not covered in the first semester. The course explores functional

groups including alcohols, ethers, aromatics, aldehydes, ketones, amines, amides, esters, and carboxylic acids and the reactions and reaction mechanisms of aromatic compounds. An introduction to biochemical topics may be included if time permits. Laboratory experiences demonstrate the above concepts and the laboratory techniques associated with organic chemistry. PreRequisite: CHE 211

## COMMUNICATION

COM 101

**Title: Employment Strategies**

Credit Hours: 1

Description: This course is designed to assist students with the development of skills that are needed to search for, and acquire a job.

COM 105

**Title: Career Communications**

Credit Hours: 3

Description: Develops skills needed in obtaining and keeping a job. Includes job searching, applications, resumes, interviews, and the dynamics of customer, peer, and managerial relationships. Emphasizes speaking, writing, listening, critical reading skills, and vocabulary development essential to the employment world.

COM 115

**Title: Public Speaking**

Credit Hours: 3

Description: Combines the basic theory of speech communication with public speech performance skills. Emphasis is on speech delivery, preparation, organization, support, and audience analysis.

COM 125

**Title: Interpersonal Communication**

Credit Hours: 3

Description: Examines the communication involved in interpersonal relationships occurring in family, social and career situations. Relevant concepts include self concept, perception, listening, nonverbal communication, and conflict.

COM 220

**Title: Intercultural Communication**

Credit Hours: 3

Description: Explores the link between culture and communication and will develop and/or enhance communication skills and the abilities appropriate to a multicultural society. Emphasis will be on understanding diversity within and across cultures. Relevant concepts include perception, worldview, context, ethics, language, and nonverbal communication.

## COMPUTER INFORMATION SYSTEMS

CIS 115

**Title: Introduction to Computer Information Systems**

Credit Hours: 3

Description: Focuses on an overview of the needs for and roles of computer information systems. Emphasizes computer requirements in organizations, history, hardware functions, programming, systems development, and computer operations. Introduces computer applications.

CIS 118

**Title: Introduction to PC Applications**

Credit Hours: 3

Description: Introduces computer concepts and components, as well as application suite software and the Internet. Includes descriptions of and hands-on experiences with word processing, spreadsheets, databases, operating environments and other common PC application packages.

PreRequisite: Basic Skills Assessments

CIS 128

**Title: Windows Complete**

Credit Hours: 3

Description: Introduces the functions and capabilities of Microsoft Windows. Includes configuring and modifying the operating system environment

CIS 130

**Title: Introduction to Internet**

Credit Hours: 1

Description: Enhances the student's knowledge of the Internet and its resources. Individuals learn terminology in dealing with the Internet. Includes privacy and copyright issues with information retrieved from the Internet. Students experience the use of e-commerce, multimedia and e-mail. Explores searching the Internet and credibility of information obtained with searches.

CIS 135

**Title: Complete PC Word Processing I**

Credit Hours: 3

Description: Provides instruction in the preparation of business documents for the modern office using current software and learning software commands and functions. Including creating, processing, and editing documents. prerequisite: Computer literacy; permission of instructor.

CIS 145

**Title: Complete PC Database**

Credit Hours: 3

Description: Explores a complete array of database skills. Includes table, query, form, and report creation and modification. Other topics include application integration and automation of database tasks within the database.

CIS 155

**Title: PC Spreadsheet Concepts: Excel**

Credit Hours: 3

Description: Exposes the student to a wide range of uses of the electronic spreadsheet with special emphasis on using it as a business tool. Includes fundamentals and terms, creating and saving workbooks, entering and using formulas, formatting, printing, multiple-page workbooks, creating charts, entering and using functions, managing lists, and simple macros.

CIS 161

**Title: Presentation Graphics I**

Credit Hours: 1

Description: Introduces the development of presentation graphics materials including graphs, charts, illustrations, and diagrams. Emphasizes effective communication.



CIS 165

**Complete Presentation Graphics**

Credit Hours: 3

Description: Focuses on the development of presentation graphics materials including graphs, charts, illustrations, and diagrams. Emphasizes effective communication through computerized presentations. Covers features of the software and effective presentation techniques.

CIS 167

**Title: Desktop Publishing**

Credit Hours: 3

Description: Introduces the concepts and applications for desktop publishing using word processing software. Emphasizes page layout and design with techniques for incorporating text and graphics and final production of printed documents. PreRequisite: Knowledge of word processing

CIS 218

**Title: Advanced PC Applications**

Credit Hours: 3

Description: Covers the advanced capabilities of a PC software applications suite. Emphasizes solving business problems by integrating data from all of the software applications that facilitate the production of useful information. Printed documents, reports, slides, and forms are produced to communicate information.

CIS 240

**Title: Database Design/Development**

Credit Hours: 3

Description: Introduces the basic concepts of relational databases, data storage, and retrieval. Covers database design, data modeling, transaction processing, and introduces the Structured Query Language for databases. PreRequisite(s): Will be determined by your instructor.

CIS 243

**Title: Introduction to PL/SQL**

Credit Hours: 3

Description: Introduces students to creating database structures and storing, retrieving, and manipulating data in a relational database. SQL is the set of statements that all users and programs must use to access data in the Oracle database. Also focuses on SQL\*Plus to manipulate SQL statements.

PreRequisite(s): Will be determined by your instructor.

CIS 263

**PC Help Desk Skills**

Credit Hours: 3

Description: Enables the student to understand and develop appropriate help desk techniques. Includes roles of help desk personnel, and how to troubleshoot hardware and software problems.

CIS 267

**Title: Management of Information Systems**

Credit Hours: 3

Description: 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 268

**Title: Systems Analysis and Design I**

Credit Hours: 3

Description: 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.

CIS 275

**Title: Health Care Information Systems**

Credit Hours: 1

Max Credit Hours: 12

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

CSC 151

**Title: Advanced Visual Basic Programming**

Credit Hours: 3

Description: Builds on the skills learned in CSC150. Focuses on more involved applications, work with advanced controls, and deal with additional advanced topics.

CSC 152

**Title: Database Programming with Visual Basic**

Credit Hours: 3

Description: Provides an in-depth look at Visual Basic as a database application development language. Topics may include ADO, multi-tier components, data bound controls, remote data access, SQL, and ASP.

**COMPUTER & NETWORKING TECHNOLOGY**

CNG 105

**Title: Internet Technologies**

Credit Hours: 3

Description: Outlines the important Internet Technologies in use today. Focuses on the major components and functions of each of these technologies as well as methods used to connect different technologies. Provides the students with concepts that are important to the field of systems integration with the Internet as well as a conceptual basis for understanding Internet Technologies.

CNG 120

**Title: A+ Certification Preparation**

Credit Hours: 4

Description: Prepares students for the CompTIAA+ certification examination. Hardware and software concepts are reviewed using A+ techniques.

CNG 123

**Title: Network Server Basics: Server +**

Credit Hours: 3

Description: Provides students who are preparing for roles as network support technicians with skills training in the support of multi-processor computers and high capacity data storage systems typical of servers used in medium to large scale networks.

CNG 124

**Title: Networking I: Network +**

Credit Hours: 3

Description: Provides students with the knowledge necessary to understand, identify and perform necessary tasks involved in supporting a network. Covers the vendor independent networking skills and concepts that affect all aspects of networking, such as installing and configuring the TCP/IP. This course also prepares students for the Networking II: Network + course.

CNG 125

**Title: Networking II: Network +**

Credit Hours: 3

Description: Continues to provide students with the knowledge necessary to implement and support a network. Focuses on the vendor-independent networking skills and concepts that affect all aspects of networking. The Networking I and II: Network + courses prepare students for the Network + certification.

CNG 126

**Title: Web Server Management**

Credit Hours: 3

Description: Covers the installation, configuration and management of Internet web servers. Includes the installation of Apache Web Server and Microsoft IIS Web Server software. Also emphasizes default web site configuration, virtual hosts, file and directory security, management of log files and HTTP protocol.

PreRequisite: CNG 104 or instructor permission

CNG 127

**Title: IT Essentials I: PC Hardware & Software**

Credit Hours: 5

Description: Introduces students to information technology and data communications. Enables the student to develop the necessary skills to enter this field by building a computer, installing the operating system, adding peripherals, connecting the computer to a local area network and the Internet. It is a hands on, lab based course stressing safety and working effectively in a group environment. This course prepares students for CompTIA's A+ certification.

CNG 128

**Title: IT Essentials II: Network Operating Systems**

Credit Hours: 5

Description: Introduces multi-user, multi-tasking networking operating systems. Focuses on characteristics of the Linux, Unix, Windows 2000, NT, and XP networking operating systems. Explores a variety of topics including installation procedures, security issues, back up procedures and remote access. The course prepares the student for both the CompTIA Server + certification and the Linux + certification.

CNG 131

**Title: Network Security Fundamentals**

Credit Hours: 3

Description: Delivers a comprehensive overview of network security, including general security concepts. Communication Security is studied, including remote access, e-mail, the Web, directory and file transfer, and wireless data. Common network attacks are introduced. Cryptography basics are incorporated, and operational/organizational security is discussed as it relates to physical security, disaster recovery, and business continuity. Computer forensics is introduced.

CNG 132

**Title: Principles of Information Security**

Credit Hours: 3

Description: Examines the field of information security to prepare information systems students for their future roles as business decision-makers. The course presents a balance of the managerial and the technical aspects information security. The concepts covered in this course should be helpful for students working towards the Certified Information Systems Security Professional (CISSP) certification.

CNG 136

**Title: Guide to Disaster Recovery**

Credit Hours: 3

Description: Presents methods to identify vulnerabilities and take appropriate countermeasure to prevent and mitigate failure risks for an organization. It will take an enterprise-wide approach to developing a disaster recovery plan.

CNG 165

**Title: Convergent Technologies**

Credit Hours: 3

Description: Summarizes telecommunications with a survey of how data, voice, video technologies are converging for telecommunications systems. Covers wireless, ISDN, PCM, DSL, cable, IPvoice, and computer networks.

CNG 175

**Title: Special Topics**

Credit Hours: 1

Max Credits: 12

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

CNG 180

**Title: Internship I**

Credit Hours: 1

Max Credit: 6

Description: Provides the student with an introduction to personal computer repair in the work place.

PreRequisite: CNG 260 and CNG 127

CNG 181

**Title: Internship II**

Credit Hours: 1

Max Credit: 6

Description: Provides the student with an introduction to personal computer repair in the work place.

PreRequisite: CNG 180

CNG 182

**Title: Internship III**

Credit Hours: 1

Max Credit: 6

Description: Provides the student with an introduction to personal computer repair in the work place.

PreRequisite: CNG 181

CNG 211

**Title: Windows XP Configuration**

Credit Hours: 3

Description: 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 XP Professional in a variety of network operating system environments. PreRequisite: CIS 128 or equivalent.

CNG 224

**Title: Microsoft Windows Wireless Network**

Credit Hours: 3

Description: Provides the student with the Microsoft official curriculum from the Microsoft Regional Academy. Offers detailed instruction on the foundation concepts and technologies of wireless data networking. Upon completion of this course, students are prepared to take the Certified Wireless Network Administrator (CWNP) Certification Exam.

CNG 258

**Computer Forensics**

Credit Hours: 4

Description: Exposes the student to the field of Computer Forensics and investigation. Provides the student with methods to properly conduct a computer forensics investigation beginning with a discussion of ethics. Topics covered include fundamental concepts, history of computer forensics, file structures, data recovery techniques, computer forensic tools and analysis. The curriculum and objectives map to the International Association of Computer Investigative Specialists (IACIS) certification.

CNG 260

**Title: Cisco Network Associate I**

Credit Hours: 5

Description: Introduces network fundamentals, the OSI model and industry standards, IP addressing (subnet masks) and basic network design. PreRequisite: CNG 127 or instructor approval.

CNG 261

**Title: Cisco Network Associate II**

Credit Hours: 5

Description: Focuses on router theory and technologies, including router configurations, protocols, network management and introductory LAN switching. PreRequisite: CNG 260 or instructor approval.

CNG 262

**Title: Cisco Network Associate III**

Credit Hours: 5

Description: Focuses on advanced routing and switching configurations, LAN switching, network management and advanced network design. PreRequisite: CNG 261 or instructor approval.

CNG 263

**Title: Cisco Network Associate IV**

Credit Hours: 5

Description: Focuses on project based learning, including advanced network design projects and advanced management projects. This course and CNG 260, 261 and 262 prepare students for the CISCO Certified Network Associate (CCNA) certification exam. PreRequisite: CNG 262 or instructor approval.

CNG 264

**Title: Home Integration**

Credit Hours: 5

Description: Introduces the elements of 'Smart' home technology in preparation for the HTI+ industry certification examination. The course

presents installation of home audio and entertainment systems, home control and security systems, and computer networking or installation specialties.

PreRequisite: CNG 110 or CNG 260 or instructor approval.

CNG 275

**Title: Special Topics**

Credit Hours: 1

Max Credit: 6

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

ELT 106

**Title: Fundamentals of DC/AC**

Credit Hours: 3

Description: Introduces the basic skills needed for many careers in electronics and related fields. Covers the operations and applications of basic DC and AC circuits consisting of resistors, capacitors, inductors, transformers and diodes. Emphasizes the use of common test instruments in troubleshooting.

## COMPUTER SCIENCE

CSC 105

**Title: Computer Literacy**

Credit Hours: 3

Description: Introduces computers and includes the history of computers and their impact on society. Focuses on microcomputer terminology as well as criteria for evaluating hardware and software. Enables students to develop a working knowledge of an operating system, the internet, and several microcomputer applications.

CSC 116

**Title: Logic and Program Design**

Credit Hours: 3

Description: Introduces computer program design using concepts of structured programming and logic. Includes pseudocode, flowcharts, and structure charts. Covers variables, data types, control structures, looping, program breaks, and arrays.

CSC 130

**Title: COBOL Programming**

Credit Hours: 3

Description: Involves computer programming in which elements of the COBOL language are taught. Focuses on design, code, debug, and document solutions to a variety of business oriented problems.

CSC 154

**Introduction to MS Visual Basic .NET (OOP)**

Credit Hours: 3

Description: 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 155

**Introduction to C# Programming with MS .NET**

Credit Hours: 3

Description: Teaches students the fundamental skills that are required to design and develop object oriented applications for the Web and

Microsoft Windows by using C# and the Microsoft Visual Studio .NET development environment. PreRequisite: CSC116 or permission of Instructor

CSC 160

**Title: Computer Science I: (language)**

Credit Hours: 4

Description: Introduces students to the discipline of computer science. Covers algorithm development, data representation, logical expressions, sub-programs and input/output operations using a structured programming language. Requires intensive lab work outside of class time. PreRequisite: Mat 121

CSC 161

**Title: Computer Science II: (language)**

Credit Hours: 4

Description: Continues the structured algorithm development and problem solving techniques begun in Computer Science I. Enables students to gain experience in the use of data structures and design of larger software projects. Requires intensive computer laboratory experience.

PreRequisite: CSC 160 or permission of instructor

CSC 165

**Title: Discrete Structures**

Credit Hours: 4

Description: Prepares students for a fundamental understanding of computing and computer science. Includes set theory, Boolean algebra, relations, functions, graph theory and techniques for formal reasoning. PreRequisite: CSC 160 or permission of instructor

CSC 240

**Title: Java Programming**

Credit Hours: 3

Description: Introduces the Java programming language and covers basic graphics, events/procedures, user interface, and libraries. Enables the student to write and execute a variety of Java programs. Incorporates JavaApplets into HTML.

PreRequisite: Permission of the instructor

CSC 285

**Title: Independent Study**

MinCredit: 0.5

Max Credit: 6

Description: Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. PreRequisite: Permission of the instructor

## COMPUTER/WEB DESIGN

CWB 164

**Title: XML**

Credit Hours: 3

Description: Provides students with an introduction to the XML language's structure and syntax. Examines supporting tools such as XSL and CSS. This course is not designed to focus on a particular implementation of XML, but examine the possibilities of using XML with popular technologies such as Java SAX, SOAP, RDF, and the DOM.

CWB 205

**Title: Complete Web Scripting**

Credit Hours: 3

Description: Explores the complete set of web scripting skills needed to develop Web Applications. Includes variables, data types, arithmetic operations, logical operations, looping, creating and reading cookies, creating an array, displaying data based on a cookie value, setting flags, working with frames, creating objects in a hidden frame, using the History Object, writing HTML to another window, determining browser and detecting keystrokes.

CWB 210

**Title: Advanced Web Scripting**

Credit Hours: 3

Description: Covers CGI and Perl programming. Includes foundations of CGI, database integration, building CGI programs, processing HTML forms, and Perl programming. A basic understanding of UNIX is required, including directories, files, permissions, and text editing. Covers a brief review of UNIX.

## CONSTRUCTION TECHNOLOGY

CAR 126

**Title: Framing With Metal Studs**

Credit Hours: 1

Description: Includes instructions for selecting and installing metal framing for interior walls, exterior non-load bearing walls, and partitions.

CAR 171

**Title: Clinical: Construction Lab I**

Credit Hours: 6

Description: Continues to build upon the principles that are expected to be understood by students in the construction discipline.

CAR 271

**Title: Clinical: Construction Lab I**

Credit Hours: 5

Description: Continues to build upon the principles that are expected to be understood by students in the construction discipline.

CON 120

**Title: General Construction Framing**

Credit Hours: 1

Description: Instructs students in basic framing methods and materials utilizing a hands-on framing lab. Covers floor, wall, and roof framing

CON 128

**Title: Cost Estimation**

Credit Hours: 2

Description: Provides an overview of the estimation process. Bid requirements, and package are discussed along with an introduction to the CSI divisions.

CON 140

**Title: Introduction to Building Codes & Enforcement**

Credit Hours: 3

Description: Introduces the basic concepts of code enforcement.

CON 145

**Title: Construction Project Management I**

Credit Hours: 2

Description: Covers the principles of project planning, scheduling, estimating and management. The participant learns the basic skills required to supervise personnel, with the introduction of technologies as they become commonly accepted.

CON 146

**Title: Construction Project Scheduling**

Credit Hours: 2

Description: Covers the principles of project planning and scheduling. Techniques and tools for effective scheduling are introduced and investigated. The participant learns the basic skills required to supervise personnel. New technologies will be introduced as they become commonly accepted. Several case studies are included.

CON 231

**Title: Construction Ethics**

Credit Hours: 3

Description: Covers aspects of the trade and how to assure an ethical approach is taken when dealing with owners/customers, contractors, and suppliers. Discussion is encouraged and required as many aspects will have several points of view. Industry standards, customer expectations, warranty issues, and bid practices are all topics which will be discussed.

**COSMETOLOGY**

COS 103

**Title: Introduction to Scalp Treatment/ Shampooing**

Credit Hours: 1

Description: Introduces various types of scalp treatments and shampoos. Enables student to recognize and treat disorders of hair and scalp. Covers product knowledge and proper massage techniques to help control disorders and to cleanse the hair and scalp. Includes terminology dealing with hair structure, scalp, and hair disorders. Provides training in a lab or classroom setting.

PreRequisite: 16 years of age

COS 110

**Title: Intro to Hair Color**

Credit Hours: 2

Description: Provides theory pertaining to the law of color, theory of color, chemistry of color, product knowledge, and analysis of hair and scalp. Covers basic techniques and procedures for the application of hair coloring.

COS 111

**Title: Intermediate Hair Color**

Credit Hours: 2

Description: Focuses on theory and practical application of color products, formulations of color, level and shades of color. Examines techniques in a specialized class or in a supervised salon setting.

COS 120

**Title: Intro to Hair Cutting**

Credit Hours: 2

Description: Introduction to the theory relevant to patron protection, angles, elevations, and the analysis of hair textures as related to hair cutting. Covers the proper use and care of hair cutting implements.

Focuses on basic hair cutting techniques using all cutting implements. Disinfection, sanitation procedures as they relate to haircutting.

COS 121

**Title: Intermediate Hair Cutting**

Credit Hours: 2

Description: Focuses on theory related facial shapes, head and body forms to determine the client's appropriate haircut. Incorporates practical applications of hair cutting techniques in specialized classes or in the supervised salon (clinical setting).

COS 130

**Title: Intro to Hair Styling**

Credit Hours: 2

Description: Combines theory with the practical application of roller placement, shaping, pincurls, finger waves, air forming iron curling, soft pressing and hard pressing.

COS 131

**Title: Intermediate I Hair Styling**

Credit Hours: 2

Description: Focuses on the accepted methods of styling hair, air forming roller sets, finger waves, pin curls braiding and hair pressing.

COS 140

**Title: Intro to Chemical Texture**

Credit Hours: 1

Description: 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 141

**Title: Intermediate I: Chemical Texture**

Credit Hours: 1

Description: Emphasizes theory and practical application of permanent waves and chemical relaxers in specialized classes or a supervised salon setting. Enables the student to practice different wrapping techniques required by trend styles.

COS 150

**Title: Laws, Rules and Regulations**

Credit Hours: 1

Description: Provides instruction on the laws, rules and regulations and how they govern the cosmetology and barber industry. The affects these have on the student, licensed individual, salons and school owners.

COS 160

**Title: Introduction to Disinfection, Sanitation & Safety**

Credit Hours: 2

Description: Introduces the various methods of disinfection, sanitation, and safety as used in the cosmetology industry. Includes classroom study of bacteriology and the terminology dealing with cosmetology.

COS 161

**Title: Intermediate I: Disinfection, Sanitation & Safety**

Credit Hours: 1

Description: Focuses on the theory and daily practice of proper methods of disinfection, sanitation and safety procedures as related to all phases of cosmetology. Covers terminology and training of

disinfection, sanitation and safety procedures. Also includes customer service in a supervised salon (clinical) setting or specialized class.  
PreRequisite: 16 years of age

COS 203

**Title: Shampoos/Rinses/Conditioners II**

Credit Hours: 1

Description: Provides theory and practical training in shampoos, rinses and conditioners. Examines advanced techniques to prepare the student for employment. Includes preparation for the State Board Licensing Examination in shampoos, rinses and conditioners.

COS 205

**Title: Advanced Hair Styling**

Credit Hours: 3

Description: Focuses on theory and advanced techniques in all phases of hair styling to prepare the student for employment. Training is a combination of supervised salon (clinical) work and specialized classes. Includes student preparation for the State Board Licensing Examination relating to hairstyling.

PreRequisite: 16 years of age/COS 156 -Intermediate Hair Styling II

COS 210

**Title: Intermediate Hair Color II**

Credit Hours: 2

Description: Provides continued instruction in the theory and practical application of color products, formulations of color, level and shades of color. Enables students to practice techniques in a specialized class or in a supervised salon setting.

COS 211

**Title: Advanced Hair Color**

Credit Hours: 2

Description: Provides continued instruction on advanced theory and practical techniques in hair coloring. Focuses on the recognition of color problems and color correction procedures. Covers advanced techniques and product knowledge to prepare the student for employment. Prepares the student for the State Board Licensing Examination pertaining to hair coloring.

COS 220

**Title: Intermediate II Hair Cutting**

Credit Hours: 2

Description: Provides continued instruction in the theory related to facial shapes, head and body forms to determine the client's appropriate haircut. Incorporates practical applications of haircutting techniques.

COS 221

**Title: Advanced Hair Cutting**

Credit Hours: 2

Description: Focuses on advanced cutting techniques using all the cutting tools. Emphasizes current fashion trends. Includes student preparation for the State Licensure examination.

COS 230

**Title: Intermediate II Hair Styling**

Credit Hours: 2

Description: Provides continued instruction on accepted methods of styling hair, air forming, roll set, finger waves and hair pressing. Examines techniques in specialized classes or in a supervised salon setting

COS 231

**Title: Advanced Hair Styling**

Credit Hours: 1

Description: Focuses on theory and advanced techniques in all phases of hair styling to prepare the student for employment. Training is a combination of supervised salon (clinical) work and specialized classes. Includes student preparation for the State Board Licensing Examination relating to hairstyling.

COS 240

**Title: Intermediate II: Chemical Texture**

Credit Hours: 1

Description: Provides continued instruction in the theory and practical application of permanent waves and chemical relaxers in specialized classes or a supervised salon setting. Enables students to practice different wrapping techniques required by trend styles.

COS 241

**Title: Advanced Chemical Texture**

Credit Hours: 1

Description: Focuses on advanced techniques to prepare the student for employment and the changes in current industry standards. Instruction is provided in specialized classes or supervised salon (clinical) setting. Includes student preparation for the State Board Licensing Examination pertaining to permanent waves and chemical relaxers.

COS 250

**Title: Management, Ethics, Interpersonal Skills & Salesmanship**

Credit Hours: 1

Description: Emphasizes the importance of salon management and the knowledge and skills necessary to build a successful business. Focuses on the importance of interpersonal skills, basic techniques in salesmanship and customer services. Integrates job readiness skills and professional ethics.

COS 260

**Title: Intermediate II: Disinfection, Sanitation & Safety**

Credit Hours: 2

Description: Provides continued study of theory and practice of proper methods of sterilization, disinfection, sanitation and safety procedures as related to all phases of the industry. Covers terminology and training of disinfection, sanitation and safety procedures. The individual responsibility to provide a safe work environment is practiced.

COS 261

**Title: Advanced Disinfection, Sanitation & Safety**

Credit Hours: 1

Description: 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 262

**Title: Advanced II: Disinfection, Sanitation & Safety**

Credit Hours: 3

Description: 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 275001

**Title: Special Topics: Hair Color Techniques**

Credit Hours: 1

Max Credits: 12

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

COS 275002

**Title: Special Topics: Hair Cutting Techniques**

Credit Hours: 1

Max Credits: 12

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

COS 275003

**Title: Special Topics: Hair Styling Techniques**

Credit Hours: 1

Max Credits: 12

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

COS 275004

**Title: Special Topics: Chemical Texture Techniques**

Credit Hours: 1

Max Credits: 12

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

COS 285

**Title: Independent Study**

Credit Hours: 1

Max Credit: 6

Description: Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

COS 288

**Title: Practicum**

Credit Hours: 1

Max Credits: 12

Description: 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 101

**Title: Basic Law Enforcement Academy**

Credit Hours: 6

Description: Conforms to POST standards and state certification requirements as well as the basic skills and knowledge necessary to

perform the entry-level duties of a police officer. Emphasis will be on simulating actual situations utilizing a lecture and laboratory mode of learning

CRJ 102

**Title: Basic Law Enforcement Academy II**

Credit Hours: 12

Description: Conforms to POST standards and state certification requirements as well as the basic skills and knowledge necessary to perform the entry-level duties of a police officer. Emphasis will be on simulating actual situations utilizing a lecture and laboratory mode of learning

CRJ 105

**Title: Basic Law**

Credit Hours: 9

Description: Covers constitutional and procedural consideration affecting arrest, search and seizure, and civil liability. Includes the Colorado criminal, liquor, controlled substance, and children's codes. Emphasizes victim's rights and courtroom testimony.

CRJ 106

**Title: Arrest Control Techniques**

Credit Hours: 3

Description: Covers the skills, knowledge and abilities necessary to effectively maintain control of a suspect when making an arrest. Emphasizes the continuum of force and de-escalation of force.

CRJ 107

**Title: Law Enforcement Driving**

Credit Hours: 3

Description: Covers 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.

PreRequisite: Requires special application

CRJ 108

**Title: Firearms**

Credit Hours: 3

Description: 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 explain the role of the firearm within the continuum of force.

PreRequisite: Requires special application

CRJ 110

**Title: Introduction to Criminal Justice**

Credit Hours: 3

Description: Introduces a study of the agencies and processes involved in the criminal justice system: the legislature, the police, the prosecutor, the public defender, the courts and corrections. Includes an analysis of the roles and problems of the criminal justice system in a democratic society, with an emphasis upon intercomponent relations and checks and balances.

CRJ 111

**Title: Substantive Criminal Law**

Credit Hours: 3

Description: Teaches legal definitions of crime, purposes and functions of the law, historical foundations, and the limits of the criminal law.

CRJ 112

**Title: Procedural Criminal Law**

Credit Hours: 3

Description: Covers constitutional and procedural considerations affecting arrest, search and seizure, post conviction treatment, origin, development, philosophy, and constitutional basis of evidence. Focuses on degrees of evidence and rules governing admissibility, judicial decisions interpreting individual rights, and an analysis of case studies from arrest through final appeal.

CRJ 116

**Title: Civil Liability**

Credit Hours: 3

Description: Covers the origin and jurisdiction of civil action, procedure and responsibility addressing the liability of criminal justice practitioners.

CRJ 118

**Title: Report Writing**

Credit Hours: 3

Description: Identifies the areas of concern in regards to proper documentation of police related activities. Focuses on report writing skills, proper structuring of interviews and chronological documentation of events. Incorporates proper sentence structuring, the use of correct terminology and accuracy in written reports.

CRJ 125

**Title: Law Enforcement Operations**

Credit Hours: 3

Description: Examines the complexity and multidimensional aspects of the law enforcement role and career; law enforcement discretion; law enforcement values and culture in modern America. Covers the role and functions of law enforcement in occupational, social, political and organizational context.

CRJ 126

**Title: Patrol Procedures**

Credit Hours: 3

Description: Focuses on an in depth study of the basic knowledge and skills required of a peace officer to safely and effectively accomplish the patrol procedure.

CRJ 130

**Title: Administration of Justice for the Reserve Officer**

Credit Hours: 1

Description: Explains the statutory authority by which the student will function as a Colorado Reserve Peace Officer. Students will become familiar with the operations of the criminal justice system, the concepts of ethics in policing and the relationship to the Law Enforcement profession, and elements of Colorado statutes necessary to function as a Reserve Peace Officer.

CRJ 131

**Title: Basic Law for the Reserve Officer**

Credit Hours: 2

Description: Includes U.S. Constitution, Rules of Evidence, Colorado Criminal Code, Victims' Rights and Legal Liability.

CRJ 132

**Title: Introduction/Framework for Community Policing**

Credit Hours: 1

Description: Explains the genesis of community policing and its implications for police operations, citizen involvement and community safety.

CRJ 135

**Title: Judicial Function**

Credit Hours: 3

Description: Examines the criminal process with an analysis of the major judicial decision makers, i.e., prosecutor, defense attorneys, judges, and the discretionary aspects of adjudication.

CRJ 145

**Title: Correctional Process**

Credit Hours: 3

Description: Focuses on the post conviction corrections process, the development of a correctional philosophy, theory, and practice, a description of institutional operation, programming and management, and community based corrections, probation, and parole.

CRJ 210

**Title: Constitutional Law**

Credit Hours: 3

Description: Focuses on the powers of government as they are allocated and defined by the United States Constitution. Includes intensive analysis of United States Supreme Court decisions.

CRJ 216

**Title: Juvenile Law and Procedures**

Credit Hours: 3

Description: Focuses on an in-depth analysis of the socio-legal operation of the Juvenile Justice System emphasizing the substantive and due process rights of minors. Includes analysis of legal reasoning underlying the juvenile law as it operates all levels of government.

CRJ 220

**Title: Human Relations and Social Conflict**

Credit Hours: 3

Description: Highlights 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 221

**Title: Community Problem Solving**

Credit Hours: 3

Description: Explores community oriented policing and problem solving strategies. Emphasizes the development of skills and tools necessary to implement a program. Focuses on handling stress, problem solving, and verbal communication techniques. Examines special problems that affect the police and community including victim's rights, ethics, crime prevention, gangs, ethnic intimidation and child abuse.

CRJ 225

**Title: Crisis Intervention**

Credit Hours: 3

Description: Provides information and application of crisis theories in working with diverse populations. Examines the interventionist role.



CRJ 230

**Title: Criminology**

Credit Hours: 3

Description: Examines the question of crime causation from legal, social, political, psychological and theoretical perspectives. Covers the history and development of criminology

CRJ 240

**Title: Criminal Investigations**

Credit Hours: 3

Description: Introduces investigation methods and procedures from preliminary through the follow-up stages.

CRJ 245

**Title: Interview and Interrogation**

Credit Hours: 3

Description: Focuses on the study of technical and legal approaches used in gathering desired information from victims, witnesses, and suspects. Examines the fundamental characteristics of questioning and the use of psychological influences.

CRJ 246

**Title: Traffic Investigation**

Credit Hours: 3

Description: Provides an overview of the skills and concepts necessary to complete an accurate investigation of a traffic collision. Emphasizes traffic management concepts, selective traffic enforcement, and safety issues.

**DRIVER EDUCATION**

DRV 100

**Title: Driver's Education**

Credit Hours: 2.5

Description: Consists of 30 hours of classroom instruction and six hours of actual driving. Covers defensive driving techniques, drugs and alcohol, consequences of breaking traffic laws, insurance, how to buy a new and used car, proper driving techniques, what to do at the scene of an accident, what to do if your car breaks down, how to maintain your car and prepare for winter driving and seat belt safety. Enables the student to develop skills in defensive driving, three point turns, parallel parking, right and left turns, right of way, winter driving, highway driving, changing lanes safely, learning to pass other vehicles correctly and rural driving techniques. PreRequisite: Must be 15 to enroll.

**DETENTION OFFICERS CERTIFICATION**

DOC 114

**Title: NRA Basic Pistol Shooting**

Credit Hours: 0.5

Description: Teaches the basic knowledge, skills, and attitude necessary to safely own and use a pistol. Benefits beginning to experienced shooters.

DOC 259

**Title: First Aid / CPR for Street**

Credit Hours: 0.5

Description: Provides training and certification for police officers in first aid and CPR for adults, children and infants. Upon completion of this course, the student receives national certification.

**DIESEL MECHANICS**

DPM 100

**Title: Introduction to Diesel Mechanics**

Credit Hours: 2

Description: Focuses on the student identifying and describing the many different types of diesel powered vehicles. Emphasis is placed on being able to research information in maintenance manuals and parts manuals along with demonstration of their abilities in properly identifying and select mechanical fastener for a particular application. Specific coverage of precision fastener, fuels, fluids as they relate to the diesel industry.

DPM 101

**Title: Diesel Shop Orientation**

Credit Hours: 2

Description: Focuses on maintaining a safe and clean working heavy duty diesel shop. Emphasis is placed on the proper use and care for hand, electric, air and hydraulic tools safely. Covers how to clean equipment properly, to handle and dispose of hazardous materials correctly, and to apply mandated regulations. Emphasis is also placed on proper lifting equipment.

DPM 103

**Title: Diesel Engines I**

Credit Hours: 4

Description: Covers the theory and operation of diesel engines with emphasis on cylinder heads and valve trains diagnosis and repair. Also introduces the cooling system's importance with diagnosis and repair. Enables students to diagnose, test, and repair cylinder heads and cooling systems on diesel engines.

DPM 105

**Title: Heavy Duty PowerTrains I**

Credit Hours: 3

Description: Focuses on drive axles and universal joints of heavy duty trucks and equipment. Students will cover operations, tests, removal, inspections, and repair of heavy duty drivelines, axles, and differentials.

DPM 106

**Title: Diesel Fuel Systems**

Credit Hours: 3

Description: Covers the theory of operation and repair of fuel injection systems. Provides laboratory assignments that involve disassembly, assembly, and service procedures on fuel system components.

DPM 111

**Title: Prevent Maintenance I**

Credit Hours: 3

Description: Enables the student to perform preventive maintenance on heavy equipment and trucks, and complete appropriate maintenance records. Addresses the process of diagnostics and troubleshooting. Focuses on the importance of preventive maintenance.

DPM 121

**Title: Hydraulic Systems I**

Credit Hours: 3

Description: Offers instruction on the basic fundamentals of hydraulics and their applications. Diagnosis, service, and testing along with safety are stressed within this course

DPM 122

**Title: Hydraulic Systems II**

Credit Hours: 3

Description: Offers instruction on the repair, replacement, measuring, and subsequent adjustments of components. Identification and repairing pumps, control valves, and cylinders is stressed within this course.

DPM 170

**Title: Lab Experience I**

Credit Hours: 1

Max Credits: 12

Description: Continues to build upon the principles that are expected to be understood by students.

DPM 203

**Title: Diesel Engines II**

Credit Hours: 4

Description: Covers the theory of operation and repair of diesel engines with emphasis on the cylinder block in big bore engines. Enables students to disassemble, inspect, and reassemble engines.

DPM 205

**Title: Heavy Duty PowerTrains II**

Credit Hours: 3

Description: Teaches students to diagnosis clutch and transmission problems. Focuses on clutch, transmission, additional assembly operation, testing, and repairing. Students will learn removal, rebuilding, inspection, repairing, and replacement of all components. Covers electrical systems on transmissions and related assemblies.

DPM 206

**Title: Heavy Duty Break Systems I**

Credit Hours: 3

Description: Focuses on the various braking systems incorporated in heavy-duty trucks and heavy equipment. Includes a study of hydraulic brake systems and covers the diagnosis and service of the mechanical and electrical components.

DPM 211

**Title: Preventive Maintenance II**

Credit Hours: 3

Description: Focuses on preventive maintenance on heavy duty equipment as well as recording critical information for customer. Enables students to grasp the importance of preventive maintenance while gaining an understanding of how components work.

DPM 275

**Title: Special Topics**

Credit Hours: 0

Max Credits: 12

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

DPM 280

**Title: Internship**

Credit Hours: 1

Max Credits: 12

Description: 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.

DPM 285

**Title: Independent Study**

Credit Hours: 1

Max Credits: 12

Description: Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

**EARLY CHILDHOOD EDUCATION**

ECE 100

**Title: Pre-licensing Training for Family Child Care Providers**

Credit Hours: 1

Description: Provides the educational training necessary to meet the hours and categories of training required by the Colorado Department of Human Services to open a licensed child care facility for children ages 2-12, with no more than two children under the age of two. Upon completion of 15 hours of training, in the areas listed below, the student will have met the academic training requirements of the Colorado Department of Human Services, needed to open a licensed child care facility for children ages 2-12, with no more than two children under the age of two.

ECE 101

**Title: Introduction to Early Childhood Professions**

Credit Hours: 3

Description: Provides an introduction to Early Childhood Education. Includes the eight key areas of professional knowledge: Child Growth and Development; Health, Nutrition and Safety; Developmentally Appropriate Practices; Guidance; Family and Community Relationships; Diversity; Professionalism; Administration and Supervision. Focuses on ages birth through age eight.

ECE 102

**Title: Introduction to Early Childhood Professions Lab**

Credit Hours: 3

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

ECE 103

**Title: Guidance Strategies for Children**

Credit Hours: 3

Description: Explores guidance theories, applications, goals, techniques and factors that influence expectations, classroom management issues, and pro-social skills. Addresses ages birth through age 8.

ECE 107

**Title: Child Development Associate Seminar (CDA)**

Credit Hours: 2

Description: Prepares the student enrolled in the Early Childhood Professional Degree program to apply for the Child Development Associate (CDA).

ECE 111

**Title: Infant and Toddler Theory and Practice**

Credit Hours: 3

Description: Presents an overview of theories, applications (including observations) and issues pertinent to infant and toddler development in-group and/or family settings. Includes state requirements for licensing, health, safety and nutrition issues.

ECE 112

**Title: Introduction to Infant/Toddler Lab Techniques**

Credit Hours: 3

Description: 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 125

**Title: Science/Math and the Young Child**

Credit Hours: 3

Description: Examines theories of cognitive development as a framework for conceptualizing the way young children acquire scientific and mathematical skills, concepts, and abilities. Enables students to research and develop appropriate individual and group scientific/mathematical activities for young children.

ECE 127

**Title: Music/Movement for the Young Child**

Credit Hours: 1

Description: Focuses on the purposes of incorporating music and movement into the early childhood curriculum. Through active participation with hands-on experiences, students work with the concepts of age and developmental appropriateness when designing fun activities with both subjects.

ECE 175

**Title: Special Topics**

Credit Hours: 0.5

Max Credit: 6

Description: Explores current topics, issues and activities related to one or more aspects of the early childhood profession.

ECE 178

**Title: Workshop**

Credit Hours: 0.5

Max Credit: 6

Description: Provides students with an experiential learning opportunity.

ECE 179

**Title: Seminar**

Credit Hours: 0.5

Max Credit: 6

Description: Provides students with an opportunity to examine aspects of early childhood education in detail.

ECE 180

**Title: Internship**

Credit Hours: 1

Max Credit: 6

Description: Focuses on work experience in an early childhood setting.

ECE 185

**Title: Independent Study**

Credit Hours: 1

Max Credit: 3

Description: Focuses on structured, guided, and individualized research that is organized and tailored around the interests and needs of the individual student.

ECE 187/287

**Title: Cooperative Education /Cooperative Education**

Credit Hours: 1 - 12

Description: Title: Cooperative Education

Focuses on a college-to-work based experience that draws on combined efforts of educators and employers to produce outcomes related to student career objectives.

ECE 188

**Title: Practicum: Early Childhood Education**

Credit Hours: 0.5

Max Credit: 7

Description: Provides students with field experience in early childhood programs.

ECE 205

**Title: Nutrition, Health and Safety**

Credit Hours: 3

Description: Focuses on nutrition, health and safety as a key factor for optimal growth and development of young children. Includes nutrient knowledge, menu planning, food program participation, health practices, management and safety, appropriate activities and communication with families. Addresses ages from prenatal through age 8.

ECE 220

**Title: Curriculum Development: Methods and Techniques**

Credit Hours: 3

Description: Provides an overview of early childhood curriculum development. Includes processes for planning and implementing developmentally appropriate environments, materials and experiences, and quality in early childhood programs.

ECE 225

**Title: Language and Cognition for the Young Child**

Credit Hours: 3

Description: 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 226

**Title: Creativity and the Young Child**

Credit Hours: 3

Description: Provides an emphasis on encouraging and supporting creative self-expression and problem solving skills in children. Explores creative learning theories and research. Focuses on developmentally appropriate curriculum strategies in all developmental domains. Addresses ages birth through age 8.

ECE 236

**Title: Child Growth/ Development Laboratory Development**

Credit Hours: 1

Description: Covers the growth and development of the child from conception through the elementary school years. Emphasizes physical, cognitive, language, social and emotional domains and the concept of the whole child and how adults can provide a supportive environment. Addresses ages from prenatal through age 12.

ECE 238

**Title: Child Growth and Development**

Credit Hours: 4

Description: Covers the growth and development of the child from conception through the elementary school years. Emphasizes physical, cognitive, language, social and emotional domains and the concept of the whole child and how adults can provide a supportive environment. Ages addressed: prenatal through age 12. This course has an early childhood laboratory component.

ECE 240

**Title: Administration of Early Childhood Care and Education Programs**

Credit Hours: 3

Description: Examines Colorado's minimal licensing requirements, as well as optimal standards pertaining to the operation of programs for young children. Focuses on the director's administrative skills and role as a community advocate for young children. Addresses ages birth through age 12.

ECE 241

**Title: Admin: Human Relations for Early Childhood Education**

Credit Hours: 3

Description: Focuses on the human relations component of an early childhood professional's responsibilities. Includes director-staff relationships, staff development, leadership strategies, parent-professional partnerships, and community interaction.

ECE 256

**Title: Working with Parents, Families, and Community Systems**

Credit Hours: 3

Description: Examines attitudes and family values systems and how they affect parent-professional partnerships. Addresses communication, problem-solving and conflict resolution strategies. Plans effective activities and programs for parent involvement. Addresses ages birth through 8.

ECE 260

**Title: Exceptional Child**

Credit Hours: 3

Description: Presents an overview of typical and atypical developmental progression. Includes planning techniques, learning strategies, legal requirements and accommodations and adaptations that are necessary in order to create an integrated classroom environment for a child with a wide range of exceptionality. Focuses on ages birth through age 8.

ECE 262

**Title: Neglect and Abuse of the Child**

Credit Hours: 1

Description: Explores definitions of child abuse and neglect, stranger training, current laws, social agencies, and emotional, psychological and physical effects.

ECE 265

**Title: First Start: Including Children with Disabilities**

Credit Hours: 3

Description: Covers services for infants, toddlers, and young children with disabilities and chronic conditions. Focuses on strategies, activities, and adaptations that assist with the inclusion of children in childcare and public school programs. Addresses ages birth through age 8.

ECE 266

**Title: Multicultural Curriculum**

Credit Hours: 3

Description: Explores views of different ethnic groups regarding early childhood, child rearing practices and the child's role in society. Focuses on developing a multicultural curriculum to incorporate individually based developmental and culturally appropriate practices. Provides opportunities to design multicultural materials to address cognition, socialization, language and small and large motor development.

ECE 275

**Title: Special Topics**

Credit Hours: 0.5

Max Credit: 6

Description: Explores current topics, issues and activities related to one or more aspects of the early childhood care and education profession.

ECE 278

**Title: Workshop**

Credit Hours: 0.5

Max Credit: 6

Description: Provides students with an experiential learning opportunity.

ECE 279

**Title: Seminar**

Credit Hours: 0.5

Max Credit: 6

Description: Provides students with an opportunity to examine aspects of early childhood education in detail.

ECE 280

**Title: Internship**

Credit Hours: 1

Max Credit: 7

Description: Focuses on work experience in a licensed early childhood care and education program. (30 contact hours per credit hour.)

ECE 285

**Title: Independent Study**

Credit Hours: 1

Max Credit: 3

Description: Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

ECE 288

**Title: Practicum: Advanced Classroom**

Credit Hours: 0.5

Max Credit: 7

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

ECE 289

**Title: Capstone: Early Childhood Education**

Credit Hours: 0.5

Max Credit: 6

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

## ECONOMICS

ECO 201 (State Guaranteed Transfer Course)

**Title: Principles of Macroeconomics**

Credit Hours: 3

Description: Focuses on the study of the American economy, stressing the interrelationships among household, business, and government sectors. Explores saving and investment decisions, unemployment, inflation, national income accounting, taxing and spending policies, the limits of the market and government, public choice theory, the Federal Reserve System, money and banking, and international trade.

ECO 202 (State Guaranteed Transfer Course)

**Title: Principles of Microeconomics**

Credit Hours: 3

Description: Studies the firm, the nature of cost, and how these relate to the economy as a whole. Analyzes economic models of the consumer, perfect competition, monopoly, oligopoly and monopolistic competition. Explores economic issues including market power, population growth, positive and negative externalities, income distribution, poverty and welfare, discrimination, and international economic interdependence.

## EDUCATION

EDU 110

**Title: Overview of Special Populations for Paraeducators**

Credit Hours: 3

Description: Provides students with knowledge in the areas of: laws and history of special education; roles and responsibilities of paraeducators; planning for students with disabilities; typical and non-typical developmental stages of children and youth; basic learning concepts; cognitive, communicative, physical and affective needs of students with disabilities; understanding people with disabilities; transition, job coaching; and how to teach students self-advocacy skills. PreRequisite: A reading level of 9th grade or permission of instructor is required for entry into the class

EDU 111

**Title: Communication Skills with Special Populations for Paraeducators**

Credit Hours: 3

Description: Provides knowledge in areas of effective communication skills problem solving techniques and analyzing self as communicator.

EDU 112

**Title: Health & Safety Issues in Schools for Paraeducators**

Credit Hours: 3

Description: Provides students with the knowledge in the areas of health and safety issues in schools; basic first aid and CPR procedures; and the feeding and positioning of physically challenged students.

EDU 114

**Title: Student Behavior Management for Paraeducators**

Credit Hours: 3

Description: Provides students knowledge in the areas of behavior modification; teaching appropriate behaviors; contingency contracts; observing and recording behavior; lunchroom supervision; and playground supervision.

EDU 141

**Title: Basic Instructional Techniques for Paraeducators**

Credit Hours: 3

Description: Provides students with knowledge in the areas of delivering instruction; grouping students; reading with students; modifying instructional materials; using technology; and utilizing adaptive equipment.

EDU 188

**Title: Practicum I**

Credit Hours: 1

Description: 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 220

**Title: Exploration of Teaching**

Credit Hours: 2

Description: Gives students a study of the broad overview of topics related to the teaching profession, grades K-12. Provides a hands on, relevant exploration to help each student personally consider a career in education.

EDU 221

**Title: Introduction to Education**

Credit Hours: 3

Description: Focuses on the historical, social, political, philosophical, cultural and economic forces that shape the United States public school system. Includes current issues of educational reform, technology as it relates to education and considerations related to becoming a teacher in the state of Colorado. Special interest will be paid to the topic of diversity in the K-12 school system.

PreRequisite: College level reading and writing as demonstrated on college level placement scores

CoRequisite: Field-Experience component, if not embedded in the class

EDU 231

**Title: Introduction to Bilingual Education**

Credit Hours: 4

Description: Focuses on bilingual and multicultural education with emphasis on the linguistically and culturally diverse learner. Covers historical perspectives, philosophical frameworks, legal implications, subject matter methodologies and current issues that impact bilingual educational programs.

PreRequisite: Instructor permission

EDU 232

**Title: Literacy in the Multicultural/Multilingual Classroom**

Credit Hours: 3

Description: Introduces students to the theories, methods, and techniques for teaching reading and language to children from diverse cultural and linguistic backgrounds. Includes field experience applying coursework with children. PreRequisite: Instructor permission

EDU 233

**Title: English Language Learning (K-6)**

Credit Hours: 3

Description: Prepares teachers who work with limited English proficient students to learn strategies to develop English language learners' (ELLs') social and academic English and supports their transition to US culture and schools. This course is appropriate in a variety of program models: mainstream classrooms, self-contained ESL classrooms, and bilingual programs and may be adapted for use with preservice teachers. PreRequisite: A Child Development Course or permission of the instructor

EDU 234

**Title: Multicultural Education**

Credit Hours: 3

Description: Focuses on the need to recognize and understand the similarities and differences among people and develop a respect for all individuals and groups. Assists teachers to recognize the special learning needs of children from different racial, ethnic, cultural and socioeconomic groups and to encourage teachers to integrate multicultural/diversity teaching into the school curriculum.

EDU 240

**Title: Teaching the Exceptional Learner**

Credit Hours: 3

Description: Focuses on the individual differences and modifications that are necessary in the educational practices of the exceptional learner. Incorporates an additional 10-hour 0-credit, pre-professional, supervised, field based experience. Together with this experience, a portfolio and field experience reflective journal is required of all students.

EDU 242

**Title: Expressive Arts in the Elementary Classroom**

Credit Hours: 3

Description: Explores the integration of visual arts, music, and physical education/movement into the self-contained elementary classroom curriculum based upon the theory of multiple intelligence. Familiarizes the student with the Colorado Model Content Standards for each area, basic curriculum development, and the opportunities to practice their skills with students through field experiences.

**LINE TECHNICIAN**

EIC 103

**Title: Safety & Industrial Certificate**

Credit Hours: 4

Description: 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 105

**Title: Basics of AC & DC Electricity**

Credit Hours: 4

Description: Focuses on resistance, current, voltage and power in AC and DC circuits; measurements; computations of series and parallel circuits; circuit analysis and troubleshooting with basic test equipment.

EIC 106

**Title: Power Theory and High Voltage Apparatus**

Credit Hours: 3

Description: 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 121

**Title: Electric Distribution Theory**

Credit Hours: 5

Description: Learns general safety and knowledge of line tech theory practice. Topics will include pole setting techniques, framing methods and specifications, climbing, sagging and splicing of conductors, energizing and de-energizing of lines, installation of protective grounds, power circuits, grounds, and personal communication skills.

EIC 122

**Title: Electric Distribution Theory II**

Credit Hours: 6

Description: Learns topics pertaining to electrical distribution: installing and operation of protective equipment, transformer hookups, voltage regulators/regulation, hotstick maintenance, troubleshooting, and gloving from platforms and the pole.

EIC 123

**Title: Electrical Distribution Lab**

Credit Hours: 5

Description: Studies thoroughly the National Electric Safety Code, learns proper equipment operation and maintenance, maintaining material records, knot tying, installing protective grounds, pole climbing, replacing insulators, replacing cross arms, conductor ties, and constructing overhead lines safely and properly.

EIC 125

**Title: Electrical Principles and Applied Calculations**

Credit Hours: 3

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

EIC 136

**Title: Advanced Electrical Distribution**

Credit Hours: 6

Description: Focuses on meter reading, transmission line construction and maintenance, substation, reclosures, meter hookups.

EIC 140

**Title: Underground Power Systems**

Credit Hours: 7

Description: 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 141

**Title: Overhead Power Systems**

Credit Hours: 9

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

EIC 142

**Title: Hot Line Procedures**

Credit Hours: 3

Description: Focuses on intensive training conducted by field specialists in hotline maintenance and underground installation.

EIC 175

**Title: Special topics: Overhead Procedures**

Credit Hours: 9

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

EIC 180

**Title: Internship**

Credit Hours: 1

Max Credits: 12

Description: 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.

EMP 241

**Title: Decision Making and Problem Solving**

Credit Hours: 3

Description: Enables the student to clearly identify a problem and its causes in order to determine the appropriate type of decision making style. Focuses on a suggested process of problem solving providing students with the ability to apply creative solutions to both emergency and non-emergency situations.

PHI 205

Title: Business Ethics

Credit Hours: 3

Description: Analyzes of ethical behavior for business. The premise is that ethics deals with right and wrong standards of behavior that are determined by the ethical and social expectations of society in general, and further, that we expect responsible people to observe the ethical standards of our society. A case approach is used throughout the course. The ethical issues involve trade-offs among ethical decisions and economics, legal, social, and cultural concepts.

## EMERGENCY MEDICAL SERVICES

EMP 105

**Title: Emergency Planning**

Credit Hours: 3

Description: Introduces a specialized type of community planning that identifies local government strategies, resources and responsibilities for protecting citizens from the effects of disasters and other major emergency events. Focuses on the Emergency Operations Plan (EOP) and a jurisdiction's game plan for dealing with potential catastrophes resulting from natural hazards and/or human caused hazards. Examines EOPs in detail including their history and evolution, process, recommended content, style and format, involved stakeholders, and implementation methods. Covers the context of emergency planning as it relates to long-range community planning. Addresses methods for conducting a comprehensive community hazard analysis and highlights lessons learned in recovering from a disaster.

EMS 115

**Title: First Responder**

Credit Hours: 3

Description: 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 116

**Title: First Responder Refresher**

Credit Hours: 2

Description: Provides the First Responder student with needed updates and review materials to renew and maintain the First Responder certificate. PreRequisite: Current First Responder Certification, and CPR card

EMS 121

**Title: Infection Control for the EMT**

Credit Hours: .5

Description: Provides the student with information regarding blood borne pathogens, communicable disease and transmission, and safety precautions and procedures.

EMS 125

**Title: EMT Basic**

Credit Hours: 9

Description: Enables the student after successful completion of this course to take the EMT Certification Examination subject to the requirements of the Colorado Department of Health and Environment. Includes written and practical examinations. PreRequisite: Student must be at least 18.

EMS 126

**Title: EMT Basic Refresher**

Credit Hours: 3

Description: Provides required didactic and skills review for renewing EMT students. Accommodates the needs of the re-entry EMT student. PreRequisite: Current CPR card, Current or less than 36 months expired EMT Basic certification

EMS 130

**Title: EMT Intravenous Therapy**

Credit Hours: 2

Description: Focuses on cognitive and skill practice as required by Colorado Prehospital Care program for EMT Basic level IV approval. Examines criteria, procedures and techniques for ICV therapy, discusses fluid and electrolyte balance and principles and treatment for shock.

PreRequisite: Current EMT Basic certification, or proper licensure

EMS 136

**Title: EMT/Paramedic Safety Issues in the Field**

Credit Hours: 1

Description: Provides EMTs and paramedics with the skills needed to quickly assess the scene for potential hazards to themselves. Introduces topics on scene safety, evaluation of potential problem patients, verbal communication control techniques, physical control techniques for the problem patient, and scene control techniques. PreRequisite: EMT, Paramedic, any EMS professional who works in the field and emergency department personnel.

EMS 150

**Title: Pediatric Education for Pre-hospital Professionals**

Credit Hours: 1

Description: Provides the student with core knowledge and skills necessary to provide emergency care to the pediatric patient. PreRequisite: EMT-Basic or approval from Program Coordinator

EMS 162

**Title: Wilderness EMT Upgrade**

Credit Hours: 2

Description: Designed for currently certified EMT-Basic's, Paramedics and RN's who want to enhance their assessment and treatment skills in a remote challenging environment. This course is part of a Wilderness EMS pro-gram and builds on the American Health and Safety Institutes (ASHI) Wilderness EMT upgrade course focusing on wilderness concepts and skills with many role-playing scenarios. Students will receive an ASHI Wilderness Upgrade Certification.

PreRequisite: Proof of current license or certification as an EMT-B, EMT-P, or RN is required. Must provide proof of current license or certification as an EMT-B, EMT-P, or RN.

EMS 170

**Title: EMT Basic Clinical**

Credit Hours: 1

Description: Provides the EMT student with the clinical experience required of initial and some renewal processes. CoRequisite: EMS 125 or EMS 126, depending on student status

EMS 175

**Title: Special Topics: Basic Life Support Continuing Medical Education**

Credit Hours: 0.5

Max Credit: 10

Description: Provides the student with Continuing Medical Education at the First Responder or EMT Basic Level. Courses may be combined in an entire program to meet Pre-hospital Care Program requirements for renewal of certificates. PreRequisite: Current certification EMT Basic or First Responder

EMS 178

**Title: EMS Seminar**

Credit Hours: 0.5

Max Credit: 6

Description: Provides the student with the opportunity to explore local interests and needs in a less formal setting.

EMS 203

**Title: EMT Intermediate I**

Credit Hours: 6

Description: Course provides preparatory information and is the first part of the EMT Intermediate program. PreRequisite: Valid EMT-Basic, HEPB vac, Current CPR cads, high school grad or GED, CPT 80, Math

EMS 205

**Title: EMT Intermediate II**

Credit Hours: 6

Description: Serves as the second course for EMT Intermediate certification.

PreRequisite: EMT Intermediate I – EMS 203

EMS 206

**Title: EMT Intermediate Refresher**

Credit Hours: 3

Description: Meets or exceeds minimum requirements for renewing EMT Intermediate or EMT Intermediates in the re-entry program. PreRequisite: Current EMT I certificate, or less than 36 months expired

EMS 213

**Title: Pre-Hospital Trauma Life Support**

Credit Hours: 1

Description: Provides basic and/or advanced trauma life support information and skill practice.

PreRequisite: EMT Basic or higher

EMS 214

**Title: Basic Trauma Life Support**

Credit Hours: 1

Description: Provides students with information and skill practice to treat trauma patients in the Pre-Hospital environment. PreRequisite: EMT Basic or higher

EMS 220

**Title: Paramedic Refresher**

Credit Hours: 3

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

PreRequisite: Currently certified as an EMT-B or less than six months beyond the expiration date

EMS 225

**Title: Fundamentals of Paramedic Practice**

Credit Hours: 3

Description: Serves as the first course of the National Standard Paramedic Curriculum as approved by the Colorado State Department of Health and Environment.

PreRequisite: EMT Basic or EMT Intermediate other requirements vary with site



EMS 226

**Title: Fundamentals of Paramedic Practice Lab**

Credit Hours: 2

Description: Serves as the lab experience to coincide with EMS 225 topics.

EMS 227

**Title: Paramedic Special Considerations**

Credit Hours: 3

Description: Focuses on a comprehensive study of Advanced Life Support Practice.

EMS 228

**Title: Paramedic Special Considerations Lab**

Credit Hours: 2

Description: Serves as the lab experience for those students enrolled in EMS 227.

EMS 229

**Title: Paramedic Pharmacology**

Credit Hours: 3

Description: Focuses on a comprehensive study of emergency pharmacology.

EMS 230

**Title: Paramedic Pharmacology Lab**

Credit Hours: 2

Description: Serves as the required lab course in the paramedic education program.

EMS 231

**Title: Paramedic Cardiology**

Credit Hours: 5

Description: Addresses cardiology topics as presented in the National Standard Curriculum for paramedics.

EMS 232

**Title: Paramedic Cardiology Lab**

Credit Hours: 1

Description: Incorporates a hands-on application of principles of cardiac care in the hospital environment.

EMS 233

**Title: Paramedic Medical Emergencies**

Credit Hours: 4

Description: Focuses on a comprehensive study of adult medical emergencies.

EMS 234

**Title: Paramedic Medical Emergencies Lab**

Credit Hours: 1

Description: Focuses on a clinical study of adult and pediatric medical emergencies.

EMS 235

**Title: Paramedic Trauma Emergencies**

Credit Hours: 4

Description: Focuses on a comprehensive study of adult and pediatric trauma emergencies.

EMS 236

**Title: Paramedic Trauma Emergencies Lab**

Credit Hours: 1

Description: Serves as a lab presenting various acute trauma scenarios.

EMS 237

**Title: Paramedic Internship Preparatory**

Credit Hours: 2

Description: Reviews concepts and techniques used in the Pre-Hospital setting.

EMS 245

**Title: Medical Emergencies**

Credit Hours: 1

Description: Prepares the student for Certification Examination at the EMT Paramedic Level.

EMS 270

**Title: Clinical: EMS Intermediate**

Credit Hours: 3

Description: Provides the EMT-I student with the required field experiences as required by the Colorado Department of Health.

EMS 275

**Title: Special Topics**

Credit Hours: 0.5

Max Credit: 10

Description: Provides students with a method to pursue in depth exploration of special topics of interest.

EMS 280

**Title: Paramedic Internship I**

Credit Hours: 6

Description: Serves as the preceptor/internship program for paramedic students.

EMS 281

**Title: Paramedic Internship II**

Credit Hours: 6

Description: Serves as the continuation of EMS 240, preceptor program for paramedic students.

EMS 285

**Title: Independent Study**

Credit Hours: 0.5

Max Credit: 6

Description: Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

**ENGINEERING**

EGG 211

**Title: Engineering Mechanics I – Statics**

Credit Hours: 3

Description: Focuses on the vector and calculus treatment of forces and force systems. Covers concurrent and nonconcurrent force systems.

EGG 212

**Title: Engineering Mechanics II (Dynamics)**

Credit Hours: 3

Description: Focuses on vector and calculus treatment of the dynamics of particles and rigid bodies using Newton's Laws. Includes work-energy impulse momentum and free and forced oscillations.

**ENGLISH**

ENG 030

**Title: Basic Writing Skills**

Credit Hours: 2

Description: Focuses on sentence and basic paragraph structure and development. Enables the student to review and improve grammar, usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations.

ENG 060

**Title: Writing Fundamentals**

Credit Hours: 3

Description: Focuses on paragraph structure and development and introduces the formal essay. Enables the student to review and improve grammar, usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations.

ENG 090

**Title: Basic Composition**

Credit Hours: 3

Description: Emphasizes critical thinking as students explore writing for specific purposes and audiences. Enables the student to develop skills required for college-level writing while reviewing paragraph structure and focusing on essay development.

ENG 115

**Title: Technical English & Communication**

Credit Hours: 3

Description: Focuses on the written and oral communication needs of students in vocational and technical fields. Enables the student to practice written, oral, reading, reasoning, and interpersonal communication skills in order to become successful (or to remain successful) in the workplace.

ENG 121 (State Guaranteed Transfer Course)

**Title: English Composition I**

Credit Hours: 3

Description: Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. Includes a minimum of five compositions that stress analytical, evaluative, and persuasive/argumentative writing.

ENG 122 (State Guaranteed Transfer Course)

**Title: English Composition II**

Credit Hours: 3

Description: Expands and refines the objectives of English Composition I. Emphasizes critical/logical thinking and reading, problem definition, research strategies, and writing analytical, evaluative, and/or persuasive papers that incorporate research. PreRequisite: ENG 121

ENG 175

**Title: Special Topics**

Credit Hours: 1

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

ENG 201 (State Guaranteed Transfer Course)

**Title: English Composition III**

Credit Hours: 3

Description: Provides students with skills necessary to enter into higher-level undergraduate academic discourse or professional workplace writing. ENG 201 extends students' rhetorical knowledge and develops critical reading, thinking and writing strategies in multiple specialized areas of discourse beyond what they encounter in ENG 122. In ENG 201, students deepen their rhetorical and writing skills by learning to analyze, synthesize and summarize complex texts and incorporate this information into specific writing conventions for a defined discipline. As a more advanced composition course, ENG 201 provides interested students with the opportunity to continue their exploration of expository writing with the added benefit of learning to write for distinct audiences (format, language, level of specificity, length and documentation style). Students will also learn effective editing and revising techniques, discipline-specific writing strategies and how to extend their mastery of rhetorical strategies. While ENG 201 may be taught with the focus in a variety of disciplines (science writing, gender studies, literary criticism, writing in the humanities, business writing, political geography, philosophy, and so on), every discipline will allow students the opportunity to learn how to communicate with specialized audiences and adapt content to the needs of varying rhetorical situations.

ENG 221

**Title: Creative Writing I**

Credit Hours: 3

Description: Teaches techniques for creative writing. Explores imaginative uses of language through creative genres (fiction, poetry, literary nonfiction) with emphasis on the student's own unique style, subject matter and needs. PreRequisite: Eng 121 or instructor's permission

ENG 222

**Title: Creative Writing II**

Credit Hours: 3

Description: Provides continued development of written expression in such forms as poetry, fiction, and/or nonfiction writing.

ENG 226

**Title: Fiction Writing**

Credit Hours: 3

Description: Teaches techniques for creating fiction, including the study and appreciation of the language and forms of the short story.

ENG 227

**Title: Poetry Writing**

Credit Hours: 3

Description: Teaches techniques for creating poems, including study of figurative language, forms, and sound patterns of poetry.

ENG 231

**Title: Literary Magazine**

Credit Hours: 3

Description: Teaches the student the editorial process involved in preparing a literary magazine for publication. Covers the process of

selection of material (fiction, nonfiction, poetry, and visual art) to be published, as well as design, layout, and production to prepare a manuscript for publication. Enables the student to produce a literary magazine.

## ENVIRONMENTAL ENGINEERING TECHNOLOGY

BIO 111

**Title: General College Biology I with Lab: GT-SC1**

Credit Hours: 5

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

BIO 222

**Title: General College Ecology**

Credit Hours: 4

Studies the interrelationships between organisms and their environment. Covers composition and function of aquatic and terrestrial ecosystems, population biology, pollution and the effects of man on ecosystems. Includes laboratory and field experiences.

BIO 228

**Title: Field Biology III**

Credit Hours: 4

Involves in-depth field study of natural environments within and outside of the United States. The course varies from seven to twenty-one days in length. Focuses on the identification of organisms, as well as an examination of ecological concepts and principles. Requires hands-on laboratory and field experience (includes extensive hiking).

OSH 146

**Title: Hazardous Materials**

Credit Hours: 2

Provides information to students on chemical Right-to-Know awareness. Course topics include: Introduction to Right-to-Know awareness, chemical identification, chemical labeling and material safety data sheets.

OSH 155

**Title: Environmental Regulatory Framework**

Credit Hours: 3

Provides an overview of the regulations which affect the environment. Regulations discussed are: EPA, SARA, CERCLA, RCRA and OSHA's role in the control of potential environmental mishaps

PHY 105

**Title: Conceptual Physics: GT-SC1**

Credit Hours: 4

Focuses on mechanics, heat, properties of matter, electricity and magnetism, light and modern physics. Incorporates laboratory experience.

GIS 105

**Title: ArcView GIS**

Credit Hours: 3

Introduces the fundamentals of GIS including cartographic principles, hardware, and software requirements, raster, and vector data structures, and data sources, accuracy, and acquisition, spatial data databases and

spatial analysis. Hands-on experience with vector data utilizing ArcView software includes use of map scales, coordinate systems, determining spatial relationships, map features and attributes, map overlays, and basic operations with databases. Student will learn to create charts and graphs and full map layouts. A final project is required.

CHE 105

**Title: Chemistry In Context: GT-SC1**

Credit Hours: 5

Covers the study of measurements, matter, molecules, atoms, chemical bonding, nomenclature, energy, acids, bases, and nutrition. Course work examines chemistry in the modern world and surveys the current knowledge as well as the conceptual framework of the discipline. Chemistry as a science is explored, as is the impact of chemistry on society. This course includes laboratory experience and is designed for non-science majors.

GEY 111

**Title: Physical Geology: GT-SC1**

Credit Hours: 4

Studies the materials of the earth, its structure, surface features and the geologic processes involved in its development. This course includes laboratory experience. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

NRE 121

**Title: Introduction to Hydrology**

Credit Hours: 3

Description: Introduces the movement of ground and surface water. Basic flow equations and graphs are used.

NRE 204

**Title: Range Management and Restoration**

Credit Hours: 4

Description: Covers management of rangelands, important plants, rangeland communities, and restoration practices to restore disturbed ecosystems. Students will learn field measurement techniques of ecosystem components.

NRE 227

**Title: Reclamation Site Monitoring**

Credit Hours: 3

Description: Covers the aspect of compliance with local, state, and federal regulations, written reports, and oral reporting and the actual sampling procedures and analysis.

ENV 101

**Title: Environmental Science: GT-SC1**

Credit Hours: 4

Description: Provides an introduction to the basic concepts of ecology and the relationship between environmental problems and biological systems. Includes interdisciplinary discussions on biology, chemistry, geology, energy, natural resources, pollution, and environmental protection. Using a holistic approach, students will study how the foundations of natural sciences interconnect with the environment. This course includes laboratory experience.

ENT 210

**Title: Soil Mechanics**

Credit Hours: 2

Description: Emphasizes basic principles of soil mechanics and proper testing procedures as they relate to construction.

CAD 101

**Title: Computer Aided Drafting I**

Credit Hours:

Description: Focuses on basic computer aided drafting skills using the latest release of CAD software. Includes file management, Cartesian coordinate system, drawing set-ups, drawing aids, layer usage, drawing geometric shapes, editing objects, array, text applications, basic dimensioning, and Help access.

**ESTHETICIAN**

EST 110

**Title: Introduction to Facials and Skin Care**

Credit Hours: 3

Description: Provides a basic understanding of massage manipulations when providing facials and the study of skin in both theory and practical applications. Benefits derived from proper facial and good skin care routines. Training is conducted in a classroom or lab setting using mannequins or models.

EST 111

**Title: Intermediate Facials & Skin Care**

Credit Hours: 2

Description: Covers theory and practical application pertaining to anatomy, skin disorders, skin types and facial shapes. Students help patrons to select the proper skin care treatment. Practical and theory application can be done in specialized classes or supervised salon (clinical) setting using models or customer service.

EST 210

**Title: Advanced Massage & Skin Care**

Credit Hours: 2

Description: Provides the student with advanced techniques in massage, skin care, and lash/brow tinting. Theory and practical procedures ready the student for employment. Instruction is provided in specialized classes or in a supervised salon (clinical) setting. Student preparation for State Board Licensing Examination.

EST 211

**Title: Facial Makeup**

Credit Hours: 1

Description: Provides instruction on cosmetics and their functions. The importance of color theory, facial types and skin tones as they relate to facial makeup. Instruction from the basic makeup application to the corrective makeup procedure is taught. Disinfection and sanitation is taught as it pertains to all aspects of makeup.

EST 212

**Title: Hair Removal**

Credit Hours: 3

Description: Provides 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.

EST 230

**Title: Esthetician Preparation for State Board**

Credit Hours: 1

Max Credit: 3

Description: Provides preparation for Skate Boards. Allows the student the opportunity to gain knowledge in the practical and/or written examination required by the Colorado Board of Barber/Cosmetology.

**FINE WOODWORKING**

FIW 100

**Title: Fundamentals of Woodworking**

Credit Hours: 4

Description: Introduces the manipulation of materials, drawings, hand and power tools, sharpening, joinery, assembly, and preparation for and finishing to accomplish woodworking.

FIW 101

**Title: Introduction to Woodworking**

Credit Hours: 8

Description: Provides an introduction to woodworking based on an old world approach to the instruction of basic woodworking skills. The course includes in-depth instruction of all hand, power, and stationary tools and thorough instruction on the elements of design, shop drawings, and wood science. The business side of woodworking is also discussed including the creation of a portfolio, customer relations, and wood shop set-up.

FIW 108

**Title: Toolmaking and Jigs**

Credit Hours: 4

Description: Expands the capabilities, speed and accuracy of the wood worker through the use of jigs and specialty tools. Focuses on constructing several projects (box joint jig, a router table, a mock dovetail jig or spring pole lathe) of progressing difficulty.

FIW 125

**Title: Finishing Wood**

Credit Hours: 4

Description: Allows the student to research the wide variety of finishes available from the oldest formulations to the bewildering array of modern films and stains. Enables the student to experiment with a representative sampling of colorations and surface finishes on a variety of species of wood using a selection of application techniques.

FIW 128

**Title: Door making**

Credit Hours: 4

Description: Focuses on the planning, design, selection and purchase of materials, construction, finishing and hanging of a door that the student has constructed. Examines assorted styles of door construction, joinery, glues and fabrication techniques.

FIW 175

**Title: Special Topics**

Credit Hours: 1

Max Credit: 6

Description: Assists students who are interested in individual topics

within the normal curriculum. The student identifies and selects objectives that he/she needs for industry upgrades or special training to enter the workforce. The student may explore current topics, issues or activities related to one or more aspects of the Fine Woodworking industry.

FIW 185

**Title: Independent Study**

Credit Hours: 1

Max Credit: 6

Description: Involves making a project utilizing only hand tools. Utilizes hand tools to learn techniques and abilities that improve wood working skills. Compares power tool performance.

FIW 209

**Title: Cabinetmaking**

Credit Hours: 4

Description: Covers cabinet types, kitchen and cabinet design, layout, construction, hardware installation, materials, power tool use, accessories and estimation.

FIW 211

**Title: Shop Carpentry**

Credit Hours: 4

Description: Focuses on the non site, shop carpenter and includes jig and patternmaking, stationary power tool maintenance and adjustment, machining of woods, and techniques unique to shops, cabinetmakers and mill workers.

FIW 213

**Title: Furniture Making**

Credit Hours: 4

Description: Teaches furniture design, construction techniques, material selection, joinery, bending, laminating, veneer work and casework details.

FIW 215

**Title: Advanced Joinery**

Credit Hours: 4

Description: Examines all types of joinery from decorative to the most complex of hand and machine cutting techniques. Includes their respective qualities in regards to strength, material and adhesive selection, wood movement and the properties of different joints. Enables the student to incorporate many of these joints in a project.

FIW 217

**Title: Advanced Cabinetmaking**

Credit Hours: 4

Description: Expands the skills taught in FIW 209. Includes a review of the types of joints, gluing and hardware used in cabinets. Familiarizes students with various types/designs of cabinets used in residential/commercial construction. Emphasizes construction of shop built cabinets including a variety of door styles and the proper use of power tools for creating various designs. Explores the uses and application of plastic laminates and students learn the proper installation of shop built cabinets.

FIW 220

**Title: Advanced Furniture & Cabinet Construction**

Credit Hours: 4

Description: Enables the student to produce a finished piece of salable quality. Includes a demonstrated understanding of the materials

available, their sources, shop drawings, various construction and finishing methods and reasonable design and technical skills.

FIW 275

**Title: Special Topics**

Credit Hours: 1

Max Credit: 6

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

FIW 276

**Title: Special Topics**

Credit Hours: 1

Max Credit: 6

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

FIW 277

**Title: Special Topics**

Credit Hours: 1

Max Credit: 6

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

FIW 285

**Title: Independent Study**

Credit Hours: 0.5

Max Credit: 6

Description: Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

## FIRE SCIENCE TECHNOLOGY

FST 100

**Title: Firefighter I**

Credit Hours: 9

Description: Addresses the requirements necessary to perform at the first level of progression as identified in National Fire Protection Association (NFPA) 1001, Firefighter Professional Qualifications. This is a lecture and lab course for meeting the NFPA1001, level I, standard using IFSTA Essentials.

FST 101

**Title: Firefighter II**

Credit Hours: 3

Description: Addresses the requirements necessary to perform at the second level of progression as identified in NFPA1001, level II Fire Fighter Professional Qualifications.

FST 102

**Title: Introduction to Fire Science and Suppression**

Credit Hours: 3

Description: Introduces the fire service organization and operation from past to present operations. Includes operation and organization of federal, state, local and private protection forces. Emphasizes extinguishing methods and equipment, special extinguishing agents, and special hazard considerations. Serves as a prerequisite for students having no previous fire suppression training or experience.

FST 103

**Title: Firefighter Occupational Health and Safety**

Credit Hours: 3

Description: Focuses on scene and on-the-job firefighter health, safety and fitness, the safety officer, mental well being, stress management, and standards related to health, safety and fitness.

FST 104

**Title: Fire Protection Systems**

Credit Hours: 3

Description: Addresses principles and functions involved in the installation and use of sprinkler systems, special suppression systems, and fire detection and alarm systems. Covers portable fire extinguishing equipment requirements, sprinkler systems, installation, inspection and maintenance, special protection systems, and residential sprinklers.

FST 105

**Title: Building Plans and Construction**

Credit Hours: 3

Description: Covers various methods of building construction, the materials used in building construction, and their relationship to methods of fire attack and extinguishments. Includes types of building construction, principles of fire resistance, flame spread, smoke and fire containment, basic knowledge of plan review, and blueprint specifications.

FST 106

**Title: Fire Inspection Practices**

Credit Hours: 3

Description: Introduces the organization of the fire prevention agency; inspections, surveying, mapping and company inspections; recognition of fire hazards; engineering a solution to the hazard, enforcement of the solution, and public relations as affected by fire prevention. Fire Inspector I State Certificate available.

FST 107

**Title: Hazardous Materials Operations (Level 1)**

Credit Hours: 3

Description: Introduces hazardous materials incidents, recognizing and identifying hazardous materials, planning response, implementing response procedures, decision making, and continued evaluation at the awareness and operation level.

FST 201

**Title: Instructional Methodology (Fire Instructor I, II)**

Credit Hours: 3

Description: Covers the role and responsibility of the fire service instructor. Includes oral communication skills, concepts of learning, planning and development of lesson plans, instructional materials and delivery methods, testing and evaluations, records and reports, and demonstration of instructional abilities. Fire Instructor I State Certificate is available.

FST 202

**Title: Firefighting Strategy and Tactics**

Credit Hours: 3

Description: Firefighting strategy and tactics, methods of fire attack, fire behavior, building construction, and pre-fire planning.

FST 203

**Title: Fire Science Hydraulics**

Credit Hours: 3

Description: Covers hydraulic calculations that are necessary in water delivery and supply for fire suppression; hydraulic laws and formulas as applied to fire protection requirements, and fire apparatus UL requirements.

FST 204

**Title: Fire Codes and Ordinances**

Credit Hours: 3

Description: Covers familiarization and interpretation of national, state and local codes, ordinances and laws which influence the field of fire prevention. Fire code and life safety code are reviewed and referred to throughout the course.

FST 205

**Title: Fire Cause Determination**

Credit Hours: 3

Description: Covers the proper method(s) of conducting basic fire investigation, determining area and point of origin, cause and methods of fire spread, recognition and preservation of evidence. Includes arson law, Constitutional law, interviewing, court procedures and testimony.

FST 206

**Title: Fire Company Supervision and Leadership (Fire Officer I)**

Credit Hours: 3

Description: Covers fire department organization, management philosophies, leadership traits, time management, group dynamics, communications, motivation counseling, conflict resolution, and employee discipline. Meets components of Fire Officer I State Certificate.

FST 259

**Title: Wildland Firefighting Strategy and Tactics**

Credit Hours: 3

Description: Focuses on management of uncontrolled fire burning, urban/wildland interface, strategy and tactics used in controlling wild land fires, prevention methods, and incident command practices.

**FIRE SCIENCE**

FSW 100

**Title: S-190 Introduction to Wild Land Fire Behavior**

Credit Hours: 1

Description: Provides instruction in the primary environmental factors that affect the start and spread of wildfire and recognition of potentially hazardous situations. This course can be taught in conjunction with or prior to Firefighting Training S-130

FSW 101

**Title: S-130 Firefighting Training**

Credit Hours: 2

Description: Provides entry-level firefighter skills. A version of the L-180, Human Factors on the Fire line, is included as part of the course. Credit should be issued for S130.

FSW 102

**Title: S131 Firefighting Type I**

Credit Hours: 0.5

Description: Designed to meet the training needs of the Firefighter Type 1. It contains several tactical decision modules designed to

facilitate learning the objectives and class discussion. This course is designed to be interactive in nature. Topics include Fire line reference materials, communications, and tactical decision making.

FSW 103

**Title: D-110 Dispatch Recorder**

Credit Hours: 1

Description: Trains potential dispatch recorders on the structure of an expanded dispatch organization and how to effectively perform within that organization. Course will provide the student with a working knowledge of the purpose and process of completing the resource order and other dispatch forms. It will also provide instruction on established dispatch procedures.

FSW 104

**Title: I-100 Introduction to ICS**

Credit Hours: 0.25

Description: Address the ICS organization basic terminology, and common responsibilities. It provides a foundation upon which to enable entry-level personnel to function appropriately in the performance of incident related duties. For students continuing through more complex ICS modules, this course may be used as pre-course work.

FSW 105

**Title: L-180 Human Factors on the Fire Line**

Credit Hours: 0.25

Description: Designed for unit level supervisors to use when delivering orientation training to new crew members. Presentation of the course involves a few short lecture segments, but the primary content is delivered by video and is supported with small group exercises. Topics include: situation awareness, basic communication responsibilities, attitude and stress barriers, decision making processes, and teamwork principles.

FSW 140

**Title: S-200 Initial Attack Incident Commander**

Credit Hours: 1

Description: Designed to meet the training needs of the ICT4. It is presented in a lecture/discussion format and supplemented with group exercises. The six instructional units cover: Readiness and Mobilization; Size-up, Planning, and Ordering; Deployment and Containment; Administrative Requirements; and Post-Fire Evaluation.

FSW 141

**Title: S-203 Introduction to Incident Info**

Credit Hours: 2

Description: Provides students with the knowledge and skills they need to serve as type 3 information officers (IOF3). It touches on virtually all aspects of establishing and maintaining an incident information operation, communicating with internal and external audiences to handling special situations.

FSW 142

**Title: S-211 Portable pumps and Water Use**

Credit Hours: 1.5

Description: Consists of three areas: supply, delivery, and application of water. Students will be required to demonstrate their knowledge of correct water use, basic hydraulics, and equipment care. The module requires set up, operation, and maintenance of pump equipment. To receive credit for this course, students must have modules observed and approved.

FSW 143

**Title: S-212 Wild Fire Chain Saws**

Credit Hours: 2

Description: Provides introduction to the function, maintenance and use of internal combustion, engine-powered chain saws and their tactical wildland fire application. Modules support entry-level training for firefighters with little or no previous experience in operating a chain saw and provides hands-on cutting in surroundings similar to Fire line situations.

FSW 144

**Title: S-215 Fire Operations in Wild Land/Urban**

Credit Hours: 2

Description: Designed to assist structure and wildland firefighters who will be making tactical decisions when confronting wildland fire that threatens life, property, and improvements in the wildland/urban interface. Instructional units include interface awareness, size up, initial strategy and incident action plan, structure triage, structure protection tactics, incident action plan assessment and update, follow up and public relations, and firefighter safety in the interface.

FSW 145

**Title: S-230 Crew Boss**

Credit Hours: 1.5

Description: Designed to produce student proficiency in the performance of duties associated with the single-resource boss position from initial dispatch through demobilization to the home unit. Topics include operational leadership, preparation and mobilization, assignment preparation, risk management, entrapment avoidance, safety and tactics, offline duties, demobilization and post-incident responsibilities.

FSW 146

**Title: S-231 Engine Boss**

Credit Hours: 1

Description: Designed to produce student proficiency in the performance of the duties associated with engine boss, single resource (ENGB). Topics include engine and crew capabilities and limitations, information sources, fire size up considerations, tactics and wildland/urban interface.

FSW 147

**Title: S-234 Ignition Operations**

Credit Hours: 2

Description: Provides training in the functional roles and responsibilities connected with firing operations. The course covers planning, ignition procedures and techniques, and equipment applicable to wild land and prescribed fire. This course also addresses the role of the ignition specialist or firing boss as the organization manages escalation from a non-complex to a complex situation.

FSW 148

**Title: S-248 Status/Check In Recorder**

Credit Hours: 1

Description: Designed to introduce students to the tools and techniques used to perform the duties of status check-in recorder (SCKN). The course provides an overview of what a student can expect if dispatched to an incident. Each student will need access to a computer that has the most current incident automation software (currently I-Suite).

FSW 149

**Title: S-260 Interagency Business Management**

Credit Hours: 1

Description: Designed to meet the general training needs of all positions for which an understanding of interagency incident business management is required. The Interagency Incident Business Management Handbook, PMS 902, is used as the primary job aid to supplement this course. It provides the basic policy and direction for incident business management

FSW 150

**Title: S-261 Applied Interagency Incident Business Management**

Credit Hours: 1

Description: Designed for entry-level finance positions. It is designed to be taken after completion of Interagency Business Management (S-260).

FSW 151

**Title: S-270 Basic Air Operations**

Credit Hours: 1

Description: Covers aircraft types and capabilities, aviation management and safety for flying in and working with agency aircraft, tactical and logistical uses of aircraft, and requirements for helicopter take-off and landing areas.

FSW 152

**Title: S-271 Helicopter Crew Member**

Credit Hours: 1

Description: Provide student proficiency in all areas of the tactical and logistical use of helicopters to achieve efficiency and standardization. Topics include: aviation safety, aircraft capabilities and limitations, aviation life support equipment, aviation mishap reporting, pre-flight checklist and briefing/debriefing, aviation transportation of hazardous materials, crash survival, helicopter operations, and helicopter field exercise. This course contains the follow OAS modules: A-101, A104, A-105, A-106, A-108, A-110, A-113, A-209, and A-210

FSW 153

**Title: SO-209 Intermediate Wild Land Fire Behavior**

Credit Hours:

Description: Designed to prepare the prospective supervisor to undertake safe and effective fire management operations.

FSW 154

**Title: Wild Land Fire Origin & Cause Determination**

Credit Hours: 2.5

Description: Provides a consistent knowledge and skill base for the Wild land Fire Origin and Cause Determination Investigator (INVF). The concepts taught in this course will help an INVF perform at an acceptable level on a national basis without regard to geographic boundaries. The course is presented by lecture, electronic presentations, field exercises, and class discussion.

FSW 155

**Title: I-200, IS-200, Q-436 Basic ICS: ICS for Single Resources and Initial Action Incidents**

Credit Hours: 1.5

Description: Introduce students to the principles of the Incident Command System (ICS) associated with incident-related performance. Topics include leadership and management, delegation of authority and management by objectives, functional areas and positions, briefings, organizational flexibility, transitions and transfers. This course was

developed in conjunction with the US Fire Administration (Q-463) and the Emergency Management Institute (IS-200). These courses are built on the same lesson objectives and content as the NWCG I-200 course and are inter-changeable; they are all National Incident Management System (NIMS) compliant.

FSW 156

**Title: L-280 Followership/Leadership**

Credit Hours: 1

Description: Combines one day of instruction followed by a second day with students working through a series of problem-solving events. This course is for individuals preparing to step into a leadership role. Topics include: leadership values and principles, transition challenges for new leaders, situational leadership, team cohesion factors, and ethical decision-making.

FSW 175

**Title: Special Topics**

Credit Hours: 1

Max Credits: 12

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

FSW 176

**Title: Special Topics**

Credit Hours: 1

Max Credits: 12

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

FSW 177

**Title: Special Topics**

Credit Hours: 1

Max Credits: 12

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

FSW 200

**Title: S-300 Extended Attack Incident Commander**

Credit Hours: 1

Description: Designed to meet the training needs of the incident commander type 3 (CT3). The six instructional units cover Information Gathering, Planning, Supporting Organization, Operations, Transitioning, and Demobilization/Administrative Requirement.

FSW 201

**Title: S-330 Task Force/ Strike Team Leader**

Credit Hours: 1.5

Description: Designed to meet the training requirements outlined in the Wild land Fire Qualification System Guide and the Positions Task Books (PTB) developed for the positions of Task Force Leaders and Strike Team Leader. Examples and exercises in this package are specific to wild land fire suppression.

FSW 202

**Title: SO-336 Tactical Decision Making In Wild Land Fire**

Credit Hours: 2

Description: Designed to meet training requirements in the Operations Section of the Incident Command System. Examples and exercises in this package are specific to wildland fire suppression.



FSW 203

**Title: S-339 Division Group Supervisor**

Credit Hours: 1

Description: Prepares the student to perform in the role of division/group supervisor. It will provide instruction in the support of the specific tasks of division/group supervisor. Topics include division/group management, organizational interaction, and division operations.

FSW 204

**Title: S-359 Medical Unit Leader I**

Credit Hours: 1

Description: Designed to provide the skills and knowledge needed to perform in the role of medical unit leader (MEDL). Topics include gathering information, organizing, supervising, evaluating, documenting, and demobilizing the medical unit.

FSW 205

**Title: S-390 Introduction to Fire Behavior Calculations I**

Credit Hours: 2

Description: Develop knowledge and skills required for effective fire behavior prediction. This course introduces fire behavior calculations by manual methods, using nomograms. The student gains an understanding of the determinants of fire behavior through studying input (wind, slope, fuels, and fuel moisture.) Students also learn how to interpret fire behavior output. Local and regional environmental differences are stressed.

FSW 206

**Title: I-300 Introduction to ICS for Supervisors**

Credit Hours: 1.5

Description: Provides a greater description and detail of the Incident Command System (ICS) organization and operations, including application of essential principles and description of air operations. This course comprises five of the 17 instructional modules making up the ICS curriculum. These include Organization and Staffing (Module 7), Organizing for Incidents or Events (Module 8), Incident Resources Management (Module 9), Air Operations (Module 10), and Incident and Event Planning (Module 11).

FSW 240

**Title: S-440 Planning Section Chief**

Credit Hours: 1

Description: Designed to meet a portion of the training needs of the planning section chief type 2 (PSC2). Topics include information gathering, strategies and briefings, incident action plan (IAP), interactions, forms, documents, supplies, demobilization, and an optional technology section. In the final module, the students observe a simulated planning meeting and use the information derived to find errors in an incident action plan (IAP).

FSW 241

**Title: I-400 Advanced ICS for Command and General Staff & Complex Incidents**

Credit Hours: 1.5

Description: Directs the student towards an operational understanding of large single-agency and complex multi-agency/multi-jurisdictional incident responses. Presented in an intense participative classroom environment, this course focuses on area command and staff issues, as well as the planning, logistical and fiscal considerations associated with

complex incident management and interagency coordination. This course comprises four of the 17 instructional modules making up the ICS curriculum. These include Command and General Staff (Module 12), Unified Command (Module 13), Major Incident Management (Module 14), Area Command (Module 15).

FSW 242

**Title: M-480 Multi Agency Coordinating MAC Group**

Credit Hours: 0.5

Description: Designed to train and orient potential Multi-Agency Coordinating (MAC) Group members and MAC Group Coordinators. It will provide the students with a working knowledge of the Multi-Agency Coordination System and the organization that helps support MAC Group activities.

FSW 275

**Title: Special Topics**

Credit Hours: 0

Max Credits: 12

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

FSW 276

**Title: Special Topics**

Credit Hours: 0

Max Credits: 12

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

FSW 277

**Title: Special Topics**

Credit Hours: 0

Max Credits: 12

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

**GEOGRAPHY**

GEO 105 (State Guaranteed Transfer Course)

**Title: World Regional Geography**

Credit Hours: 3

Description: Facilitates an understanding of spatial relationships between and among the geographic regions of the world. Includes demographic and cultural (political, economic, and historic) forces related to the physical environments of selected regions. Focuses on analysis of interrelationships between developed and developing regions, and the interactions between human societies and natural environments.

**GEOGRAPHIC INFORMATION SYSTEMS**

GIS 105

**Title: ArcView GIS**

Credit Hours: 3

Description: Introduces the fundamentals of GIS including cartographic principles, hardware, and software requirements, raster, and vector data structures, and data sources, accuracy, and acquisition, spatial data databases and spatial analysis. Hands-on experience with vector data utilizing ArcView software includes use of maps scales,

coordinate systems, determining spatial relationships, map features and attributes, map overlays, and basic operations with databases. Student will learn to create charts and graphs and full map layouts. A final project is required.

GIS 131

**Title: Global Positioning Systems**

Credit Hours: 3

Description: Introduces the terminology, hardware, and technological principles of GPS. Students will receive an introduction in the fundamentals of using a basic hand-held GPS unit. Data will be integrated with preexisting spatial data. Fundamentals of mapping and map reading will be covered. Garmin GPS units will be used initially, followed with Trimble GeoExplorers and Pathfinder Office software. Final student projects integrate GPS data within ArcView projects.

## GEOLOGY

GEY 111 (State Guaranteed Transfer Course)

**Title: Physical Geology**

Credit Hours: 4

Description: Studies the materials of the Earth, its structure, surface features and the geologic processes involved in its development. This course includes laboratory experience.

GEY 121 (State Guaranteed Transfer Course)

**Title: Historical Geology**

Credit Hours: 4

Description: Studies the physical and biological development of the earth through the vast span of geologic time. Emphasizes the investigation and interpretation of sedimentary rocks, the record of ancient environments, fossil life forms, and physical events, all within the frame-work of shifting crustal plates. Course includes laboratory experience. PreRequisite: GEY 111 or consent of instructor.

GEY 135

**Title: Environmental Geology**

Credit Hours: 3

Description: Introduces geology and its relationship to man's environment. Covers geologic hazards such as floods, landslides, avalanches, earthquakes and volcanoes. Focuses on surface and groundwater resources in terms of exploitation and man's responsibility to protect these resources from contamination. The geologic aspects of land use practices, as well as mineral and energy resource exploitation are reviewed and related to legislation regarding environmental law.

## GUNSMITHING

GUS 100

**Title: Orientation and Firearms Safety**

Credit Hours: 0.5

Description: 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 101

**Title: Introduction to Gunsmithing**

Credit Hours: 7

Description: Learn basic gunsmithing theory and practice. Topics include history of firearms and ammunition, firearms parts

nomenclature, cycles of operation, basic troubleshooting and repair procedures, shop safety, the care and use of common hand tools, basic metallurgy, the layout and making of tools and gun parts. Emphasis on Shop Safety, and hand work including the proper use of measuring tools, layout, drilling, sawing, filing, soldering, silver soldering, forging, heat treatment, case hardening and hand polishing.

GUN 104

**Title: Blueing and Metal Finishes**

Credit Hours: 2

Description: Serves as a one-week course that includes instruction and hands-on training in metal preparation, hot blueing, nitre blueing, parkerizing, Teflon coating, and coating with Gun Kote. Students supply their own guns or parts to refinish.

GUS 105

**Title: Machine Shop 1**

Credit Hours: 7

Description: Learn the theory and practice of basic metalworking lathe and milling machine operations. Also includes the use of precision measuring tools, bench grinders and other machine tools as needed. Projects involve making specialized gunsmithing tools. General machine shop safety practices are strongly emphasized.

GUS 114

**Title: Bench Metal Theory**

Credit Hours: 2

Description: Emphasizes safety in the shop with hand and machine tools. Addresses the use of hand tools and welding equipment. Proper use of measuring tools are explained and demonstrated. Covers layout and building of tools and gun parts, using common basic processes. Includes a study of basic metallurgy, heat treatment, soldering and brazing.

GUS 115

**Title: Bench Metal Lab**

Credit Hours: 5

Description: Focuses on care and use of common hand tools. Emphasizes handwork including layout, drilling, sawing, filing, brazing, silver soldering, forging, heat treatment, case hardening and polishing of gunsmithing and measuring tools.

GUN 116

**Title: Basic Precision Welding**

Credit Hours: 2

Description:

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.

GUS 118

**Title: Firearms History and Development**

Credit Hours: 2

Description: Provides an overview of firearms history and development. Includes history of firearms and ammunition, firearms parts nomenclature, cycles of operation, basic troubleshooting and repair procedures.

GUN 120

**Title: Basic Machine Shop**

Credit Hours: 2

Description: 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 121

**Title: Advanced Machine Shop**

Credit Hours: 2

Description: 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.

GUS 122

**Title: Machine Shop / Basic Barrel Fitting**

Credit Hours: 4

Description: Focuses on the theory and practice of barrel fitting with emphasis on the Mauser model 98-type bolt actions. Incorporates projects that include turning, fitting, and chambering a barrel for the 98 Mauser. Emphasizes safety and liability issues.

GUS 125

**Title: Machine Shop II**

Credit Hours: 6

Description: Learn the theory and practice of machine tools as they are related to basic barrel fitting techniques; emphasis on flat breach type guns, similar to the Mauser Model 98. Projects to include jigs and fixtures required for basic action truing techniques, fitting, chambering and turning of a barrel from a blank. Safety and liability issues are discussed.

GUS 130

**Title: Firearm Conversions Theory**

Credit Hours: 2

Description: Addresses the miscellaneous jobs brought into the gunshop other than normal repairs. Emphasizes conversions of military rifles into sportier rifles. Covers iron sights, special scope problems, and accessory parts.

GUS 131

**Title: Firearm Conversions Lab**

Credit Hours: 3

Description: Emphasizes installation of accessory parts for rifles. Involves making of special tools to aid the gunsmith for these special jobs. Focuses on special tools for action conversions as needed for projects with handouts.

GUS 132

**Title: Stockmaking I Theory**

Credit Hours: 2

Description: Introduces tool design and application in stockmaking. Emphasizes the study of the classic style stock design. Covers in setting, forend tip, grip cap, shaping, recoil pad installation, sanding, finishing and refinishing with oil based finishes.

GUS 133

**Title: Stockmaking I Lab**

Credit Hours: 5

Description: Focuses on layout, in setting, shaping, and finishing of a rifle stock starting from a stock blank. Covers fore-end tip, grip cap and recoil pad installation. Includes stock finishes, proper sanding and finishing techniques.

GUS 134

**Title: Gun Bluing and Parkerizing**

Credit Hours: 1

Description: Teaches the skills necessary to operate a gun bluing and/or parkerizing business. Includes necessary equipment, chemical procedures, and safety as they apply to hot caustic and cold rust bluing and parkerizing.

GUS 135

**Title: Firearms Conversion**

Credit Hours: 5

Description: Learn the techniques of the conversion of military rifle actions into customized sportier rifle actions. Bolt handles, safeties, iron sights, scope mounts, adjustable triggers, and trigger guard contouring and other custom conversion and accessory will be included. This course deals with the miscellaneous jobs brought into the gun shop other than normal repairs related to the bolt action rifle.

GUS 136

**Title: Firearms Metal Finishing**

Credit Hours: 2.0

Description: Learn 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 140

**Title: Stockmaking 1**

Credit Hours: 7

Description: Learn an overview of the building of a sporter style rifle stock from a stock blank. Study in stock design, wood cutting hand tools and their application, stock layout, wood selection, routing and in setting, forend tip and grip cap installation, shaping, recoil pad installation, sanding, finishing and refinishing with oil based finishes.

GUS 147

**Title: Firearms Repair I**

Credit Hours: 5

Description: Learn an overview of firearms repair theory and practice, targeting new students. Topics include necessary tools, design, function, takedown, troubleshooting, assembly and repair of selected semi-automatic handguns, single action revolvers, pump and semi-automatic shotguns, and various .22 rim fire rifles.

GUS 148

**Title: Firearms Repair Theory I**

Credit Hours: 2

Description: Provides the new student with an overview of firearms repair theory. Includes necessary tools, and the design, function, take-down, troubleshooting, assembly and repair of selected semiautomatic handgun, single action revolvers, pump and semiautomatic shotguns, and various .22 rim fire rifles.

GUS 149

**Title: Firearms Repair Lab I**

Credit Hours: 2

Description: Provides the new student an overview of firearms repair practice. Includes necessary tools, Scope mounting and collimating, and the design, function, takedown, troubleshooting, assembly and repair of selected semiautomatic handgun, single action revolvers, pump and semiautomatic shotguns, and various .22 rim fire rifles.

GUS 150

**Title: Knifemaking I**

Credit Hours: 2

Description: Incorporates theory, individualized instruction and student project work. Enables the student to develop skill by completing the entire process required to construct a knife. Instructor and student determine the number of projects.

GUS 151

**Title: Knifemaking II**

Credit Hours: 2

Description: Builds on the skills learned 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 Hollow ground knives. The instructor and student determine the number of projects.

GUS 204

**Title: Comprehensive Gunsmithing Competency Review**

Credit Hours: 0.5

Description: Provides a comprehensive evaluation of competencies of those students completing the Gunsmithing program curriculum and used on a daily basis in a Gunsmithing shop.

PreRequisite: All required GUS courses

GUS 220

**Title: Machine Shop /Advanced Practices**

Credit Hours: 2

Description: Focuses on continued theory and practice of machine tool operation with special emphasis on gunsmithing procedures. Projects include specialized gunsmithing tools and fixtures. Covers safety, milling cutters, cutting speeds and feeds, rifle barrel lining, abrasive machining, cutting tool materials, and machine maintenance. Shop safety is strongly emphasized.

GUS 221

**Title: Machine Shop /Advanced Barrel Fitting**

Credit Hours: 2

Description: Focuses on theory and practice of fitting and chambering rifle barrels. Emphasizes coned or recessed breech faces and extractor cuts. Incorporates projects that include fitting and chambering a barrel for an action requiring a coned or recessed breech, and/or extractor cuts. Includes rim fire cartridges, improved cartridges, and octagon or fluted barrels.

GUS 225

**Title: Machine Shop III**

Credit Hours: 4

Description: Learn the theory and practice of more advance fitting and chambering techniques for the gunsmith. Emphasis on coned or recessed breech faces and extractor cuts. Projects include the current precision methods of fitting and chambering a barrel for an action that requires a coned or recessed breech, and/or extractor cuts. Also

covered will be theory on rim fire cartridges, improved cartridges, octagon or fluted barrels, and an introduction to CAD/CAM and its application to the modern gunshop and gunsmith.

GUS 232

**Title: Stockmaking II Theory**

Credit Hours: 2

Description: Emphasizes the study of gun fit. Focuses on stocking competition firearms for bench rest, trap, skeet, silhouette shooting and synthetic stocks. Covers the bedding of the barrel and action along with the installation of skeleton grip caps and butt plates and custom swivels.

GUS 233

**Title: Stockmaking II Lab**

Credit Hours: 3

Description: Serves as the lab section of GUS 232. Incorporates making a stock from a semi-inlet. Covers the fabrication of specialized tools for stock making, bedding applications, installation of skeleton grip caps and butt plates, trap butt plates and custom swivels.

GUS 245

**Title: Stockmaking II**

Credit Hours: 5

Description: Learn stockmaking techniques starting from a semi-inletted for one and two piece gun stock of both wood and synthetic materials. Techniques in glass bedding, gun fitting, installation of custom hardware and finishing techniques will be studied.

GUS 247

**Title: Firearms Repair II**

Credit Hours: 8

Description: Learn 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 248

**Title: Firearms Repair II Theory**

Credit Hours: 5

Description: Serves as an advanced gunsmithing course in firearms repair theory. Includes design, function, takedown, troubleshooting, assembly and repair of selected shotguns, rifles, and handguns. Also covers the use of specialized tools and fixtures.

GUS 249

**Title: Firearms Repair II Lab**

Credit Hours: 4

Description: Serves as an advanced gunsmithing course in firearms repair practice. Focuses on design, function, takedown, troubleshooting, assembly and repair of selected shotguns, rifles, and handguns. Also includes the use of specialized tools and fixtures.

GUS 255

**Title: Gunsmithing Business Practices I**

Credit Hours: 5

Description: Designed for the individual who is opening a gunsmithing business. The student will select an ownership method, create a business plan, develop inventory controls, apply basic accounting principles, develop pricing strategies, and be able to apply human resource management skills to ensure business success.

GUS 256

**Title: Gunsmithing Business Practice II**

Credit Hours: 5

Description: Designed for the individual who is opening a gunsmithing business. The student continues to explore best business practices in the following areas : customer service, human resource management, time and motion studies, marketing and advertising, equipment purchase, maintenance and managing growth.

GUS 265

**Title: Comprehensive Skills Evaluation**

Credit Hours: 0.5

Description: Learn competencies through a comprehensive evaluation after students have completed the Gunsmithing Program curriculum.

GUS 266

**Title: Gunsmithing Shop Manage I**

Credit Hours: 12

Description: Designed to give the student the practical experience of owning and operating a shop that practices in rifle/gun/pistol repair, customization, specialized accessories, and enhanced performance mechanisms. It is also geared toward teaching the student how to customize modifications for the end user. The course will include repair and enhancement of the shotgun, pistol, and rifle with a detail to profitability for business success. This course will also instruct the student in advanced metal finishing and reloading concepts.

GUS 267

**Title: Gunsmithing Shop Manage II**

Credit Hours: 12

Description: Demonstrates proper gunsmithing shop practice. Topics will continue in advanced rifle/gun/pistol repair, customization, specialized accessories, and enhanced performance mechanisms. Course instructs student in performing modifications for the customer. The course will include repair and enhancement of the shotgun, pistol, and rifle with a detail to profitability for business success. This course will also instruct the student in advanced metal finishing and reloading concepts.

**HEAVY EQUIPMENT OPERATOR**

ENT 275

**Title: Special Topics**

Credit Hours: 3

Description: Allows flexible utilization and covers specific topics and current issues in the Engineering Technology field. Includes as-needed for credit appropriate to the topic(s) selected. Each individual offering of this course includes a complete description of the topic(s) selected in a course syllabus unique to that particular offering.

HEQ 150

**Title: Basic Principals of Engine Operation and Drive Train**

Credit Hours: 4

Description: Covers the theory of operation and the maintenance of engines, drive trains and related power equipment used in heavy equipment operations.

HEQ 220

**Title: Motor Grader I**

Credit Hours: 2

Description: Covers the safe operation of a motor grader and perform a variety of operations using the grader.

HEQ 221

**Title: Motor Grader II**

Credit Hours: 2

Description: Focuses on the safe operation of a motor grader and aggregate road maintenance and building.

HEQ 225

**Title: Backhoe I**

Credit Hours: 2

Description: Designed for operators with little or no experience in operating a back-hoe. Covers performing pre-trip inspection, greasing and lubing equipment, nomenclature, and identifying and understanding all controls. Includes use of front-end loader to load dirt, using backhoe attachment to dig trenches of specific depth and length, replacing a cutting edge, and OSHA and industry standards of open excavations.

HEQ

**Title: 226 Backhoe II**

Credit Hours: 2

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

HEQ

**Title: 230 Hydraulic Excavator**

Credit Hours: 2

Description: Covers the safe operation of the hydraulic excavator. Allows the student to perform a variety of operations with the excavator.

HEQ

**Title: 240 Basic Bulldozer I**

Credit Hours: 2

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

HEQ 241

**Title: Bulldozer II**

Credit Hours: 2

Description: Teaches how to perform excavation in confined space, construct an elevated roadway, perform finish work, move large obstacles, perform bull-dozing operations on a slope. Includes identifying and repairing drainage problems, stockpiling materials, use of a transit or hand level to create a 3:1 slope, and OSHA, MSHA and industry safety standards.

HEQ 246

**Title: Front End Loader II**

Credit Hours: 2

Description: Enables the student to learn the safe operation of a front-end loader and perform a variety of tasks. Build on skills such as excavating, stockpiling, and backfilling with different types of attachments.

HEQ 275

**Title: Independent Study**

Credit Hours: 0

Max Credits: 12

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

HEQ 285

**Title: Independent Study**

Credit Hours: 0

Max Credits: 12

Description: Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

**MASSAGE THERAPY**

HHP 100

**Title: Complementary Healing Methods**

Credit Hours: 1

Description: Explores some of the more widely used alternative/complimentary healing methods. Expands the student's health horizons and enables the student to converse in a knowledgeable manner with patients and practitioners.

HHP 101

**Title: Infant Massage**

Credit Hours: 1

Description: Presents part of a parent enrichment program that cultivates love, compassion, respect and well being for infants and children through touch. Infant massage promotes positive interaction between caregiver and infant using systematic manual manipulations of soft tissues of the body, incorporating movements such as rubbing, pressing and rolling for therapeutic purposes.

HHP 103

**Title: Introduction to the Circle of Healing**

Credit Hours: 1

Description: Enables the student to synthesize different energy methods in order to work as part of a healing group using intuition and group consensus of imagery as the vehicle to create the healing environment.

HHP 122

**Title: Qigong**

Credit Hours: 1

Description: Emphasizes the application of the 18 soft exercises found in Qigong to help relax, increase strength, agility, and vitality while calming the mind.

HHP 145

**Title: Digestive Wellness**

Credit Hours: 1

Description: Provides the student with information on nutritional and herbal self care treatments.

HHP160

**Title: Learn To Meditate**

Credit Hours: 0.5

Description: Focuses on techniques to meditate and explores the life-enhancing benefits of meditation

HHP 165

**Title: Visualization of Health**

Credit Hours: 1

Description: Focuses on visualization to improve athletic ability, to enhance the natural healing process, and to ease the damaging effects of stress. Discover how this mental rehearsal can give an additional dimension over life and performance.

HHP 166

**Title: Introduction To Reflexology**

Credit Hours: 1

Description: Teaches the student foot anatomy, basic hand stroke and foot reflex points.

HHP 200

**Title: Bach's Essences: Health Through Mental Harmony**

Credit Hours: 2

Description: Introduces students to the concepts of energy work and complementary healing modalities that impact health and wellness. This class will aid students in identification of the impact of stressors on health, and through identification of stressors, aid them in restoring balance and harmony to their lives, by application of appropriate essences.

HHP 202

**Title: Aromatherapy**

Credit Hours: 0.5

Description: While much ancient wisdom on the use of essential oils in health maintenance and the healing of disease has been lost, some tantalizing data from the ancient Egyptians exists and has been verified by modern scientific research. Explores the pharmacokinetics and neuro-physiology of essential oils, looking into their origins, extraction, storage, and usage. Enables the student to observe a large number of essential oil remedies and their applications.

HHP 208

**Title: Advanced Musculoskeletal Anatomy**

Credit Hours: 2

Description: Presents an intensive study of the musculoskeletal system. Focus will be on understanding the bony structures and the relationship of the muscular system to the skeletal system from a dynamic perspective. Classes include lecture and work with the Mani keno system – building muscles with clay on a scaled down and anatomically accurate skeleton. Clinical connections will be made to take the study of anatomy out of the purely technical arena, and into the practical. The other nine systems of the body will be touched on briefly, because to clinically understand the practical applications of anatomy, you have to be aware of the interconnectedness of all the systems of the body.

HHP 218

**Title: Acupressure**

Credit Hours: 1

Description: Focuses on acupressure, a light finger pressure in the organ flow and meridians used in traditional Chinese acupuncture. Offers hands-on instruction emphasizing energizing, balancing, and the easing of common aches and discomforts.

HHP 224

**Title: Introduction to Massage Therapy**

Credit Hours: 1

Description: Teaches hands-on techniques to complete a full body massage along with integration of healing touch. Swedish massage techniques and basic foot reflexology combined with a complete energy balance are performed and experienced by each student.

HHP 225

**Title: Expanded Concepts of Massage**

Credit Hours: 1

Description: Builds on techniques learned during Introduction to Massage. Includes application of massage techniques with special populations. Examines related basic therapeutic approaches such as hydrotherapy and acupressure. Considerations for developing professional practice are also addressed.

HHP 235

**Title: Mind, Body Healing and Health**

Credit Hours: 3

Description: Focuses on the rapidly developing awareness of the inner-connectedness of mind and body and spirit. Explores the dialog between eastern and western health care and the many choices that could enhance our health and well-being.

HHP 242

**Title: Healing Touch Level I**

Credit Hours: 1

Description: Healing Touch is an energy based therapeutic approach to healing. Enables the student to develop and use touch as a means of assessing a clients/patients state of wellness through the intentional use of touch. Participants are given specific instructions in developing touch sensitivity and practice the assessment and healing methods. Healing Touch is a multi-level program that moves from beginning to advanced practice. After completion of Level 3, a person is eligible to apply for certification as a healing touch practitioner.

HHP 243

**Title: Healing Touch Level II**

Credit Hours: 1

Description: Allows the person who has completed Healing Touch Level I to gain the specific skills necessary to become an advanced practitioner. Emphasizes experiential learning and focus on developing healing sequences for specific client needs. Back techniques are introduced, and the therapeutic interactions for specific emotional and physiological problems are discussed and practiced.

HHP 275

**Title: Special Topics**

Credit Hours: 0.5

Max Credit: 6

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

**HISTORY**

HIS 101 (State Guaranteed Transfer Course)

**Title: History of Western Civilization I**

Credit Hours: 3

Description: Explores a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from the prehistoric era to 1650. Reflects the multiple perspectives of gender,

class, religion, and ethnic groups. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline.

HIS 102 (State Guaranteed Transfer Course)

**Title: History of Western Civilization II**

Credit Hours: 3

Description: Explores a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from 1650 to the present. Reflects the multiple perspectives of gender, class, religion, and ethnic groups. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline.

HIS 201 (State Guaranteed Transfer Course)

**Title: United States (U.S.) History I**

Credit Hours: 3

Description: Explores events, trends, peoples, groups, cultures, ideas, and institutions in North America and United States history, including the multiple perspectives of gender, class, and ethnicity, between the period when Native American Indians were the sole inhabitants of North America, and the American Civil War. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline.

HIS 202 (State Guaranteed Transfer Course)

**Title: United States (U.S.) History II**

Credit Hours: 3

Description: Explores events, trends, peoples, groups, cultures, ideas, and institutions in United States History, including the multiple perspectives of gender, class, and ethnicity, between the period of the American Civil War and the present. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline.

HIS 209

**Title: History of the American Southwest**

Credit Hours: 3

Description: Traces and analyzes the cultural and historical development of what is now the southwestern United States, a region defined most by its arid environment and the cultural and political interactions of Southwest Indians, Spanish conquerors, Mexican settlers, late-coming Yankees, artists and artisans, and modern Sunbelt migrants.

HIS 247 (State Guaranteed Transfer Course)

**Title Contemporary World History**

Credit Hours: 3

Description: Investigates the major political, social, and economic developments, international relationships, scientific breakthroughs, and cultural trends that have shaped the various global regions and nation-states from 1900 to the present. Emphasizes the interactions of global regions and nation-states

**HEALTH CARE PROFESSIONAL**

HPR 102

**Title: CPR for Professionals: (List Certification)**

Credit Hours: 0.5

Description: Meets the requirement for American Red Cross Professional Rescuer CPR or American Heart Association Basic Life

Support for those who work in Emergency Services, Health Care and other professional areas. Material presented in the course is basic patient assessment, basic airway management, rescue breathing, and CPR for infant, children and adult patients.

HPR 103

**Title: CPR for Professionals Renewal**

Credit Hours: 0.5

Description: Provides opportunity for currently certified CPR providers to renew certificates.

PreRequisite: Current healthcare provider CPR card.

HPR 108

**Title: Dietary Nutrition**

Credit Hours: 1

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

HPR 117

**Title: Anatomical Kinesiology**

Credit Hours: 3

Description: Studies the Anatomical Bases of Human Movement.

HPR 120

**Title: ACLS**

Credit Hours: 1

Description: Presents the required material for ACLS completion. It will cover arrhythmia, medications, therapeutic modalities for life-threatening arrhythmia, airway management, and other treatment modalities used in cardiac and respiratory arrest. PreRequisite: Current basic life support health care provider certification

HPR 121

**Title: ACLS Recertification**

Credit Hours: 0.5

Description: Presents the required material for ACLS recertification. It will cover rhythm recognition, cardiac drugs, cardiac monitors, and case based scenarios.

PreRequisite: ACLS completion with current card.

HPR 190

**Title: Basic EKG Interpretation**

Credit Hours: 2

Description: Provides instruction for interpretation of EKG strips, anatomy and physiology of the heart, using three-lead monitoring as a guide. Twelve-lead EKG may be discussed.

HPR 216

**Title: Pathophysiology**

Credit Hours: 4

Description: Focuses on the functions of the human body systems with emphasis on their interrelationships and adaptation to stress and disease.

## HUMANITIES

HUM 121 (State Guaranteed Transfer Course)

**Title: Humanities: Early Civilizations**

Credit Hours: 3

Description: Introduces students to the history of ideas in Western cultures through a study of the visual arts, literature, drama, music, and philosophy of early civilizations, Greek and Roman antiquity and Christian eras. Emphasizes connections among the arts, values, and diverse cultures.

HUM 122 (State Guaranteed Transfer Course)

**Title: Humanities: From the Medieval to the Modern**

Credit Hours: 3

Description: Examines the Medieval, Renaissance, and Baroque periods through a study of the visual arts, literature, music, and philosophy. Compares and contrasts diverse cultural ideas and feminine and masculine viewpoints.

HUM 123 (State Guaranteed Transfer Course)

**Title: Humanities: The Modern World**

Credit Hours: 3

Description: Examines the cultures of the 17th through the 20th centuries by focusing on the interrelationships of the arts, ideas, and history. Considers the influences of industrialism, scientific development and non-European peoples.

## HEALTH & WELLNESS EDUCATION

HWE 100

**Title: Human Nutrition**

Credit Hours: 3

Description: Introduces basic principles of nutrition with emphasis on personal nutrition. Satisfies nutrition requirement of students entering health care professions

HWE 101

**Title: Cardio-Pulmonary Resuscitation (CPR)**

Credit Hours: 1

Description: Teaches emergency procedures for respiratory, obstructed airway and cardiac arrest victims of all ages. It meets certification requirements of the American Red Cross and the American Heart Association.

HWE 102

**Title: Cardio-Pulmonary Resuscitation (CPR) Recertification**

Credit Hours: 0.25

Description: Reviews CPR for those whose CPR card is due but not expired. Student must provide a copy of current CPR certification. Recertification can be done for Professional Rescuer, Community, Adult, Child and Infant CPR.

HWE 103

**Title: Community First Aid and CPR**

Credit Hours: 1

Description: Uses demonstration videos, instructor-led practice and workbook/textbook study to prepare for certification in Adult/Child/Infant CPR and Community First Aid.



HWE 104

**Title: CPR Instructor Course**

Credit Hours: 1

Description: Provides information for the potential CPR instructor. Course requirements, renewal information and current content are discussed. Practice teaching is included in course.

PreRequisite: Current HCPCPR card

HWE 120

**Title: Wilderness First Aid**

Credit Hours: 1

Description: Provides limited medical information to cope with basic wilderness emergencies.

PreRequisite: Current CPR card

**JOURNALISM**

JOU 105

**Title: Introduction to Mass Media**

Credit Hours: 3

Description: Places the mass media in an historical and cultural perspective, considering the validity, integrity and influence of the media in a democracy.

JOU 106

**Title: Fundamentals of Reporting**

Credit Hours: 3

Description: Introduces news writing, reporting and interviewing with an emphasis on clarity, accuracy, completeness, timeliness and fairness.

**LITERATURE**

LIT 115 (State Guaranteed Transfer Course)

**Title: Introduction to Literature I**

Credit Hours: 3

Description: Introduces students to fiction, poetry, and drama. Emphasizes active and responsive reading.

LIT 201 (State Guaranteed Transfer Course)

**Title: Masterpieces of Literature I**

Credit Hours: 3

Description: Examines significant writings in world literature from the ancients through the Renaissance. Emphasizes careful readings and understanding of the works and their cultural backgrounds.

LIT 202 (State Guaranteed Transfer Course)

**Title: Masterpieces of Literature II**

Credit Hours: 3

Description: Examines significant writings in world literature from the seventeenth century to the present. Emphasizes careful reading and understanding of the works and their cultural backgrounds.

LIT 211 (State Guaranteed Transfer Course)

**Title: Survey of American Literature I**

Credit Hours: 3

Description: Provides an overview of American literature from the Native American through the nineteenth century Romantics. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers.

LIT 212 (State Guaranteed Transfer Course)

**Title: Survey of American Literature II**

Credit Hours: 3

Description: Provides an overview of American literature from the mid-nineteenth century to the present. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers.

LIT 235

**Title: Science Fiction**

Credit Hours: 3

Description: Examines the techniques and issues of science fiction through a close reading a variety of writers in the genre.

PreRequisite: ENG 121

LIT 241

**Title: Studies in American Drama**

Credit Hours: 3

Description: Introduces students to 20th century American dramatic literature. Students read representative American plays and view filmed versions of them. The course focuses on analysis and examines themes, historical and social contexts, and traditions in American literature and American theater.

PreRequisite: College-level reading and writing skills.

LIT 245

**Title: Literature of the American West**

Credit Hours: 3

Description: Examines works in various genres by writers of the American West. It investigates the dominant themes and social and historical backgrounds

LIT 246

**Title: Literature of Women**

Credit Hours: 3

Description: Examines the techniques and themes in literature by and about women by examining women's issues from various genres.

LIT 255

**Title: Children's Literature**

Credit Hours: 3

Description: Evaluates the criteria for selecting appropriate literature for children through exploration of genres, age levels, values taught through literature, and the literary and artistic quality of various texts.

LIT 278

**Title: Seminar: Honors**

Credit Hours: 3

Description: Explores particular authors, topics, themes in depth.

**MACHINING TECHNOLOGY**

MAC 101

**Title: Introduction to Machine Shop**

Credit Hours: 3

Description: Covers safety procedures, use of bench tools, layout tools, power saws, drill presses, precision measurement tools, and various hand tools related to the machine shop. Also included are sharpening drill bits and general purpose turning tools for the lathe and determining speeds and feeds for both the lathe and the milling machine.

## MAC 102

**Title: Blueprint Reading**

Credit Hours: 3

Description: Students read blueprints and interpret symbols, notes dimensions and tolerances.

## MAC 105

**Title: Introduction to Machining Technology**

Credit Hours: 4

Description: Introduces the student to the changing era of machining technology, emphasizing terminology, referencing and applications related to manufacturing environments. Covers safety procedures, use of bench tools, layout procedures, materials, precision measuring tools, lathe machining processes such as determining speeds and feeds, drilling turning, facing, lathe tool recognition and cutoff machines and other machining/manufacturing processes will be stressed. Skill competencies and standards will be identified. Use of the Machinery's Handbook will be strictly required and particular competencies may require performance evaluations.

## MAC 110

**Title: Introduction to Engine Lathe**

Credit Hours: 3

Description: Introduces basic lathe applications which will consist of identifying lathe components and controls, understanding turning safety, calculating speeds and feeds, using various tools and tool holders, identifying basic tool geometry, and the use of common lathe spindle tooling. Students will perform basic lathe operations, which will consist of facing, center-drilling, chuck turning, turning between centers, boring, grooving, and knurling. Students will be required to produce specified parts to a tolerance of +/- .004 in. and perform competencies set by manufacturing standards.

## MAC 111

**Title: Intermediate Engine Lathe**

Credit Hours: 3

Description: Teaches students the threading process using tap and die tooling to cut unified screw threads to a Class 3 fit, generate angles with the compound rest within one degree, ream holes concentric within .001 inches, determine cutting speeds, and perform facing and turning operations.

PreRequisite: MAC 101 MAC 102 MAC 110

## MAC 112

**Title: Advanced Engine Lathe**

Credit Hours: 4

Description: Prepares students to form radius, single-point sae and isometric threads, turn spherical radius, use a radius gauge, and work within .0005 inches tolerance externally. PreRequisite: MAC 111

## MAC 113 (Attention: Starts Second Semester)

**Title: Engine Lathe Setups and Operations IV**

Credit Hours: 4

Description: Teaches students to hold .0005 tolerance internally, use an arbor and a sine bar. Students will learn the four jaw chuck setup, multiple lead in threading, tool post grinder setup and radius cutting operations. PreRequisite: MAC 112

## MAC 120

**Title: Introduction to Milling Machine**

Credit Hours: 3

Description: Teaches students to identify the major parts of the vertical

mill, align a vise, use an indicator, edge finder, simple layout procedures, determine speeds and feeds perform simple indexing, mill flat, square surfaces and slots, drill, and tap holes, and work within a plus or minus .002 inch tolerance.

## MAC 121

**Title: Intermediate Milling Machine**

Credit Hours: 3

Description: Prepares students to determine hole locations by use of the DRO (digital read out), coordinates and degrees, use a rotary table, use a jig bore to drill holes by the coordinate method, and work within plus or minus .001 inch tolerance. PreRequisite: Mac 120

## MAC 123

**Title: Advanced Milling Machine**

Credit Hours: 4

Description: Covers the use of multiple axis indexers, angle vise, and other specialty devices. Boring head operations are kept within .0001 inch tolerance. PreRequisite: MAC 121

## MAC 175

**Title: Special Topics**

Credit Hours: 0

Max Credits: 12

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

## MAC 178

**Title: Machining Workshop**

Credit Hours: 0

Max Credits: 12

Description: Provides students with an experiential learning opportunity.

## MAC 201

**Title: Introduction to CNC Turning Operations**

Credit Hours: 3

Description: Covers computer numerical control (CNC) lathe operations, control functions, the letter address system, the program format, and machine setup. G & M codes, control functions, the letter address system, and math issues related to CNC are included.

## MAC 205

**Title: Introduction to CNC Milling Operations**

Credit Hours: 3

Description: Provides transitional information between conventional machining applications and the typical applications found in Computer Numerical Control Machining. Topics may consist of Numerical Control Systems, The Cartesian Coordinate System, High Efficiency Tooling Applications, Objectives of Numerical Control, Calculating Speed and Feed Rates, Defining and Calculating Tool Motion, Fixturing Requirements, Basic Program Structure, Programming Codes, and Basic Conversational Programming. Operations of NC machines will be required.

## MAC 206

**Title: CNC Milling Operations II**

Credit Hours: 3

Description: Exposes the student to the principle operations of both vertical and horizontal CNC milling machines via lecture instruction methods, multi-media instruction methods, and manufacturing hands-

on methods. The student will be exposed to the basic CNC machining center, principle operations, manual controls, programming methods, tool-offsets, G54-G59 work offsets, cutter radius compensation and tool selection methods. General operator skills and basic setup skills will be stressed.

MAC 221

**Title: Surface Grinder Setups and Operations**

Credit Hours: 3

Description: Teaches students how to identify major parts and accessories of the surface grinder and grind flat, vertical, and angular surfaces to a tolerance of .0002 position and size. Behaviors of metal characteristics through grinding, heating, cooling, shaping, and the stresses related to their mechanical properties are covered.

MAC 240

**Title: CAD/CAM 2D**

Credit Hours: 3

Description: Provides the student with the essential concepts and techniques that are required to successfully create part geometry, generate tool path, verify tool path models, and post process the NC codes. The student will be exposed to a 2-axis machining, 3-axis machining wire frame and surface modeling, lathe programming, and DNC systems. Programming projects and models will be demonstrated in the CNC manufacturing lab.

MAC 275

**Title: Special Topics**

Credit Hours: 0.5

Max Credit: 6

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

MAC 278

**Title: Machining Workshop**

Credit Hours: 0

Max Credits: 12

Description: Provides students with an experiential learning opportunity.

MAC 285

**Title: Independent Study**

Credit Hours: 0.5

Max Credit: 6

Description: Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. PreRequisite: Permission of the Instructor.

## MANAGEMENT

MAN 102

**Title: Business Ethics and Values**

Credit Hours: 1

Description: Discusses behavior and identifies what is ethical and appropriate behavior and what is not. This course will identify the role of integrity, character, honesty, self-control, self-sacrifice, and core values in developing ethical and effective behavior in the workplace.

MAN 105

**Title: Logistics Management**

Credit Hours: 3

Description: Explores the logistic system from in-bound movement of materials and freight into the organization, through physical distribution of the completed product to the consumer. Transportation systems, government regulations, material handling, inventory management, and distribution centers are covered.

MAN 117

**Title: Time Management**

Credit Hours: 1

Description: Provides students with the conceptual knowledge and tools to make better use of their time in the management function.

MAN 125

**Title: Team Building**

Credit Hours: 1

Description: Introduces the concept of working as a team member. Activities and assignments will emphasize the ability to negotiate, work together, build consensus, and make quality decisions.

MAN 200

**Title: Human Resource Management**

Credit Hours: 3

Description: Provides the student with a broad overview of the contemporary issues, theories and principles used to effectively manage human resources. Topics include recruiting, hiring, compensation and benefits, training and development, employee relations and legal issues.

MAN 226

**Title: Principles of Management**

Credit Hours: 3

Description: This course is a survey of the principles of management. Emphasis will be on the primary functions of planning, organizing, staffing, directing, and controlling with a balance between the behavioral and operation approach.

## MARKETING

MAR 160

**Title: Customer Service**

Credit Hours: 3

Description: Enables students to learn the relationship of self to customers, problem solve and understand the importance of communicating with customers. Specific emphasis is given to managing customer expectations by building customer rapport and creating positive outcomes.

MAR 216

**Title: Principles of Marketing**

Credit Hours: 3

Description: Presents the analysis of theoretical marketing processes and the strategies of product development, pricing, promotion and distribution, and their applications to businesses and the individual consumer.

MAR 217

**Title: E-Commerce Marketing**

Credit Hours: 3

Description: Explores new marketing strategies that have emerged as areas of information technology and the Internet have evolved. This course examines traditional marketing concepts of buying behavior, promotion, production and others, and then redefines them as they apply to marketing on the World Wide Web. Web fundamentals, e-marketing trends, strategies, models and research will be examined.

MAR 220

**Title: Principles of Advertising**

Credit Hours: 3

Description: Examines the principles and practices of advertising and its relationship to business in order to promote a business or organization. Areas of major emphasis include advertising principles, strategies, media, copy and layout, and ethical considerations.

**MATHEMATICS**

MAT 030

**Title: Fundamentals of Mathematics**

Credit Hours: 2

Description: Includes the vocabulary, operations and applications of whole numbers, decimals and basic fractions and mixed numbers.  
PreRequisite: Math Assessment

MAT 060

**Title: Pre-Algebra**

Credit Hours: 3

Description: Furthers the study of fractions and mixed numbers. Also included are vocabulary, operations and applications of ratio, proportion, percent, area, perimeter, U.S. and metric measures, integers, and an introduction to algebraic expressions and the solution of basic first-degree equations.  
PreRequisite: MAT 030 or Math Assessment

MAT 090

**Title: Introductory Algebra**

Credit Hours: 4

Description: Includes first-degree equations, inequalities, formulas, polynomials, factoring polynomials, solving quadratic equations by factoring, coordinate geometry, graphing liner equations, and applications. Algebraic fractions and systems of liner equations may be included.  
PreRequisite: Successful completion of Math 060 (grade of "C" or better) or Math assessment

MAT 099

**Intermediate Algebra**

Credit Hours: 4

Description: Emphasizes problem solving with further study of equations, slope, inequalities, systems of equations, polynomials, quadratic equations, rational expressions, rational exponents, radical expressions, graphing and applications. A graphing calculator or equivalent software may be utilized.  
PreRequisite: Successful completion of Math 090 (Grade "C" or better) or assessment

MAT 103

**Math for Clinical Calculations**

Credit Hours: 3

Description: Provides a review of general mathematics, introductory algebra and an opportunity to learn systems of measurement and methods of solving problems related to drug dosage and intravenous fluid administration. It is designed for students in the health disciplines. Topics may include algebra, graphs, measurement and conversion between various systems of measurement.

MAT 107

**Title: Career Math**

Credit Hours: 3

Description: Covers material designed for career technical or general studies students who need to study particular mathematical topics. Topics may include measurement, algebra, geometry, trigonometry, graphs, and/or finance. These are presented on an introductory level and the emphasis is on applications.  
PreRequisite: Successful completion of MAT 060 (Grade of "C" or better) or Math Assessment

MAT 112

**Title: Financial Mathematics**

Credit Hours: 3

Description: Covers topics including pricing, taxes, insurance, interest, annuities, amortization, investments using financial calculators and spreadsheets. PreRequisite: MAT 060 or equivalent

MAT 120 (State Guaranteed Transfer Course)

**Title: Math for the Liberal Arts**

Credit Hours: 4

Description: Develops mathematical and problem solving skills. Appropriate technological skills are included. Content is selected to highlight connections between mathematics and the society in which we live. Topics include set theory and logic, mathematical modeling, probability and statistical methods, and consumer mathematics. Additional content will include one topic in geometry, numeration systems, decision theory, or management science. Prerequisite: Survey of Algebra or equivalent competency

MAT 121 (State Guaranteed Transfer Course)

**Title: College Algebra**

Credit Hours: 4

Description: Includes a brief review of intermediate algebra, equations, and inequalities, functions and their graphs, exponential and logarithmic functions, linear and nonlinear systems, selection of topics from among graphing of the conic sections, introduction to sequences and series permutations and combinations, the binomial theorem and theory of equations.  
PreRequisite: Survey of Algebra or equivalent competency

MAT 122 (State Guaranteed Transfer Course)

**Title: College Trigonometry**

Credit Hours: 3

Description: Covers topics including trigonometric functions (with graphs and inverse functions), identities and equations, solutions of triangles, complex numbers, and other topics as time permits. This is a traditional prerequisite course to the calculus sequence. PreRequisite: MAT 121 or equivalent.

MAT 123 (State Guaranteed Transfer Course)

**Title: Finite Mathematics**

Credit Hours: 3

Description: 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. Prerequisite: Survey of Algebra or equivalent competency

MAT 125 (State Guaranteed Transfer Course)

**Title: Survey of Calculus**

Credit Hours: 4

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

Prerequisite: College Algebra (MAT 121) or Finite Mathematics (or equivalent) or permission of the instructor.

MAT 135 (State Guaranteed Transfer Course)

**Title: Introduction to Statistics**

Credit Hours: 3

Description: Includes data presentation and summarization, introduction to probability concepts and distributions, statistical inference-estimation, hypothesis testing, comparison of populations, correlation and regression. Prerequisite: Introductory Algebra or equivalent competency

MAT 155 (State Guaranteed Transfer Course)

**Title: Integrated Math I**

Credit Hours: 3

Description: Covers topics including natural numbers, integers, rational numbers, relations, functions, and equations. This course is the first of a two-course sequence which provides a survey of Mathematical concepts from arithmetic, statistics, and algebra. Concepts are taught through modern techniques including application exercises. Prerequisite: MAT 099 or equivalent competency

MAT 156 (State Guaranteed Transfer Course)

**Title: Integrated Math II**

Credit Hours: 3

Description: Continuation of MAT 155, covering the topics of fundamentals of probability, statistics, and Euclidean geometry. When applicable laboratory techniques are employed.

Prerequisite: MAT 099 or equivalent competency

MAT 166 (State Guaranteed Transfer Course)

**Title: Pre-Calculus**

Credit Hours: 5

Description: Reviews college algebra and college trigonometry intended for those planning to take calculus. Topics include algebraic manipulations, properties of algebraic and trigonometric functions and their graphs, trig identities and equations, conic sections, polar coordinates and parametric equations.

Prerequisite: Survey of Algebra or equivalent competency

MAT 201 (State Guaranteed Transfer Course)

**Title: Calculus I**

Credit Hours: 5

Description: Introduces single variable calculus and analytic geometry. Includes limits, continuity, derivatives, and applications of derivatives

as well as indefinite and definite integrals and some applications. Prerequisite: MAT 121, MAT 166 or equivalent.

MAT 202 (State Guaranteed Transfer Course)

**Title: Calculus II**

Credit Hours: 5

Description: Continuation of single variable calculus which will include techniques of integration, polar coordinates, analytic geometry, improper integrals, and infinite series.

Prerequisite: MAT 201 or permission of instructor.

MAT 203 (State Guaranteed Transfer Course)

**Title: Calculus III**

Credit Hours: 4

Description: Completes the traditional subject matter of the Calculus. Topics include vectors, vector-valued functions, and multivariable calculus including partial derivatives, multiple integrals, line integrals and application. Prerequisite: MAT 202 or equivalent

MAT 204 (State Guaranteed Transfer Course)

**Title: Calculus III with Engineering Applications: GT-MA1**

Credit Hours: 5

Description: Includes all the topics of MAT 203 Calculus III with an additional emphasis on word problems and problem solving. This is the third course in the three-course calculus sequence. This course will additionally contain a thorough examination of multiple integration. This will include double and triple integrals, line integrals, Stokes' and Green's Theorems, and their applications. A graphing calculator is required for this course. Pre-requisite: MAT 202 or equivalent

MAT 261 (State Guaranteed Transfer Course)

**Title: Differential Equations with Engineering Applications: GT-MA1**

Credit Hours: 4

Description: Introduces ordinary differential equations. The content of this course includes all the topics of MAT 265 Differential Equations with an additional emphasis on applications and problem solving. A graphing calculator is required for this course. Pre-requisites: MAT 202 or equivalent

## MULTIMEDIA GRAPHIC DESIGN

ART 122

**Title: Drawing II**

Credit Hours: 3

Description: Explores expressive drawing techniques with an emphasis on formal composition, color media and content or thematic development.

JOU 111

**Title: Principles of Advertising**

Credit Hours:

Description: Employs design concepts, principles and practices for advertising management for the mass media.

JOU 215

**Title: Publications Production and Design**

Credit Hours: 3

Description: Provides for students participation in the planning, writing, design and production processes of a non-newspaper publication.

## MGD 101

**Title: Introduction to Computer Graphics**

Credit Hours: 3

Description: Introduces the student to the computer system developed for graphics. The student will learn the hardware and software components for multimedia production. Each student will explore basic computer operations, ergonomics, file management, scanning techniques, archiving capabilities, and utilization of the multimedia department server and internet connection.

## MGD 102

**Title: Introduction to Multimedia**

Credit Hours: 3

Description: Introduces the types of equipment and technical considerations used in multimedia productions and the multimedia professions. It focuses on current types of equipment such as scanners, printers, digital cameras and computers. Students gain hands-on experience in how the technology is utilized for input and output in production and design projects. Overview of software and basic design principles will be explored.

## MGD 105

**Title: Typography & Layout**

Credit Hours: 3

Description: Covers the creation and production of graphic projects, emphasizing the layout creative design process, problem solving, and research. Provides experience producing thumbnails, roughs and digital layouts emphasizing refined creative typography.

## MGD 107

**Title: History of Design**

Credit Hours: 2

Description: Explores the pivotal events and achievements that have led to the current state of graphic communication. Through lectures, slides, videos, class discussions and research; students discover the creative thinkers, innovations and breakthrough technologies that have shaped the evolution of visual communication, advertising and industrial design today.

## MGD 109

**Title: Design & Color**

Credit Hours: 3

Description: Covers the design process and creative problem solving. Design and color theories, fundamentals, styles, stages area applied to workups, finished art, and presentations. Emphasis will be on line, form, composition, and continuity.

## MGD 111

**Title: Adobe Photoshop I**

Credit Hours: 3

Description: concentrates on the high-end capabilities of raster photo-editing software as a illustration, design and photo-retouching tool. Students explore a wide range of selection and manipulation techniques that can be applied to photos, graphics and videos.

## MGD 112

**Title: Adobe Illustrator I**

Credit Hours: 3

Description: Acquaints students with the processes of a vector-drawing program on the computer. Students learn how to use the tools to create digital artwork that can be used in web design, print media and digital design.

## MGD 113

**Title: QuarkXPress**

Credit Hours: 3

Description: Introduces students to QuarkXPress, a digital page layout tool. Students learn how to assemble, organize, manipulate and manage text and graphics to produce a high quality publication. Class discussions and independent projects supplement hands-on classroom work.

## MGD 114

**Title: Adobe InDesign**

Credit Hours: 3

Description: Introduces students to InDesign, a page layout program that integrates seamlessly with other Adobe design programs. InDesign delivers creative freedom and productivity to DTP. Class discussions and independent projects supplement hands-on classroom work.

## MGD 116

**Title: Typography I**

Credit Hours: 3

Description: Introduces the history and concepts of typography as applied to graphic communications. Explores appropriate use of typography in a variety of design applications, emphasizing the basic design principles of typographic compositions and typesetting. Covers type recognition and typographic terms.

## MGD 133

**Title: Graphic Design I**

Credit Hours: 3

Description: Focuses upon the study of design layout and conceptual elements concerning graphic design projects such as posters, advertisements, logos, and brochures.

## MGD 141

**Title: Web Design I**

Credit Hours: 3

Description: Introduces the fundamentals of HTML syntax using a simple text editor to create a web page. Web-safe colors and the use of graphic editors will be explored. Students study web aesthetics and intuitive interface design. The course emphasizes file organization and layout including tables and frames.

## MGD 143

**Title: Web Motion Graphic Design I**

Credit Hours: 3

Description: Stresses creation of animated GIFs and dynamic, interactive media for Web applications. Students will learn how to draw objects, create symbols, and assemble motion tweens.

## MGD 150

**Title: Legal Issues in Multimedia**

Credit Hours: 3

Description: Educates the student about the unique business legal concerns that media producers face. These include media contracts, labor issues, libel, and privacy rights. We will pay special attention to the use and protection of copyrights and trademarks; both of other people and of the students' own works.

MGD 155

**Title: Light Wave I**

Credit Hours: 3

Description: Introduces students to LightWave's Modeler program with an emphasis on modeling techniques. It also touches on LightWave's Layout program for setting up scenes with texture maps and lighting. There will also be instruction on how to import models from other programs.

MGD 164

**Title: Digital Video Editing I**

Credit Hours: 3

Description: 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 175

**Title: Special Topics**

Credit Hours: 0.5

Max Credit: 6

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

MGD 178

**Title: Seminar/Workshop**

Credit Hours: 0.5

Max Credit: 6

Description: Provides students with an experiential learning experience.

MGD 180

**Title: Internship**

Credit Hours: 0.5

Max Credit: 6

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

MGD 213

**Title: Electronic Prepress**

Credit Hours: 3

Description: Explores in detail the electronic prepress process. Students examine steps for preparing a digital file for trapping, output considerations and proofing techniques. Creating effective electronic designs and efficient use of today's software programs are also covered.

MGD 233

**Title: Graphic Design II**

Credit Hours: 3

Description: Continues instruction in idea development for advanced graphic design.

PreRequisite: MGD 133 or instructor permission

MGD 241

**Title: Web Design II**

Credit Hours: 3

Description: Expands on previously learned fundamentals of HTML introducing cascading style sheets, DHTML, JavaScripts and CGI

forms. Color usage and interface design principles are emphasized in this course. In this course we'll examine Web sites that employ more complex structures, optimal site architecture and navigation necessary for larger and more complex sites.

MGD 258

**Title: Web Design Production**

Credit Hours: 3

Description: Stresses web site development and usability issues, as well as, pre-production, production and post-production concepts. Students will prepare project evaluations, objectives and analysis reports, project budgets and time-lines, content outlines, storyboards, and flow charts. Students will also examine interactive interface design for several Web applications. Projects will vary from semester to semester.

MGD 264

**Title: Digital Video Editing II**

Credit Hours: 3

Description: 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.

MGD 268

**Title: Commercial Art Business**

Credit Hours: 2

Description: Presents a guide to freelance work and a study of business practices and procedures unique to commercial art including billing rates, client management, business forms, employee management, taxes, licenses, registration, bid processes and self-promotion. Course may include visits by professionals in the field and discussion of career opportunities and professional organizations.

MGD 275

**Title: Special Topics**

Credit Hours: 0.5

Max Credit: 6

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

MGD 280

**Title: Internship**

Credit Hours: 0.5

Max Credit: 6

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

MGD 285

**Title: Independent Study**

Credit Hours: 0.5

Max Credit: 6

Description: Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

MGD 289

**Title: Capstone**

Credit Hours: 0.5

Max Credit: 6

Description: A demonstrated culmination of learning within a given program of study.

PHO 205

**Title: Digital Photography I**

Credit Hours: 3

Description: 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.

## ADMINISTRATIVE MEDICAL ASSISTANT

HPR 178

**Title: Medical Terminology**

Credit Hours: 1 - 2

Description: Introduces the student to the structure of medical terms with emphasis on using and combining the most common prefixes, roots and suffixes. Includes terms related to major body systems, oncology, psychiatry, as well as clinical laboratory and diagnostic procedures and imaging. Class structure provides accepted pronunciation of terms and relative use in the healthcare setting.

MOT 120

**Title: Medical Office Financial**

Credit Hours: 3

Description: Covers the practical uses of accounts and records with emphasis on accounting principles and analysis for use in a medical office.

MOT 130

**Title: Insurance Billing and Coding**

Credit Hours: 3

Description: Introduces outpatient coding with an ultimate goal to present a clear picture of medical procedures and services performed (CPT codes), correlating the diagnosis, symptom, complaint or condition (ICD-9 codes), thus establishing the medical necessity required for third-party reimbursement.

MOT 132

**Title: Medical Transcription I**

Credit Hours: 4

Description: Provides basic knowledge, understanding and skills required to transcribe medical dictation with accuracy, clarity and timeliness, applying the principles of professional and ethical conduct.

MOT 136

**Title: Introduction to Clinical Skills**

Credit Hours: 2

Description: Provides hands on experience with the basic clinical skills

required for assisting with patient care in an ambulatory setting. Delivers the theory behind each skill presented as well as proper technique for performing each skill. Includes knowledge and/or performance of universal precautions/OSHA regulations, HIPAA, medical asepsis, procedural gowning and gloving, patient draping and positioning, and measurement of vital signs.

MOT 150

**Title: Pharmacology for Medical Assistants**

Credit Hours: 3

Description: 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.

MOT 175

**Title: Anatomy for Medical Assistants**

Credit Hours: 3

Description: Instructs students in clinical and anatomical laboratory vocabulary used in the pathology laboratory. Assists the health care practitioner who is interested in updating vocabulary specific to the laboratory or for the novice student who is developing career skills. This course includes a lecture/self-study combination.

MOT 183

**Title: Medical Assistant Internship**

Credit Hours: 4

Description: Students will work 180 clinical hours in a clinic setting. Students will be required to represent the school in a professional manner and abide by the clinic's HIPPA and privacy laws. Students are required to look presentable including dress attire, hair, jewelry, make-up and shoes. Students will keep a log of patients they cared and what clinical skills were done on each patient.

MOT 189

**Title: Review for Medical Assistant National Exam**

Credit Hours: 1

Description: 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, therefore supporting quality care in the office or clinic.

MOT 275

**Title: Medical Office Administration**

Credit Hours: 3

Description: Introduces the administrative duties specifically used in medical offices, including scheduling, coordinating, and monitoring appointments and scheduling inpatient/outpatient admissions and procedures. Instructs the student in understanding and applying third-party guidelines, obtaining reimbursement through accurate claims submission, and monitoring third party reimbursement. Understanding and adhering to managed care policies and procedures will be emphasized.



**MASSAGE THERAPY**

HHP 106

**Title: The Creative Mind**

Credit Hours: 1

Description: Enables the student to define the nature of human creativity, learn and practice techniques for tapping one's creative potential, and learn to overcome mental blocks to creative activity.

HHP 275

**Title: Special Topics**

Credit Hours: 1

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

MST 105

**Title: Lifestyle Wellness**

Credit Hours: 2

Description: Provides opportunity to learn and apply specific wellness principles to your individual lifestyle. Student completes self-analysis of health behaviors and how lifestyle affects health status.

MST 106

**Title: Anatomy & Physiology for Massage Therapy**

Credit Hours: 4

Description: Provides a general knowledge of the anatomy and physiology of the body systems with focus on the anatomy and physiology of the muscular and skeletal systems. This course is designed specifically for individuals specializing in massage therapy.

MST 111

**Title: Basic Massage Therapy**

Credit Hours: 4

Description: Introduces theory and techniques of therapeutic massage, including understanding of physiological benefits of massage as well as proper body mechanics and appropriate draping. Focuses on basic strokes of Swedish massage. Students also learn techniques of seated massage.

MST 113

**Title: Professional Massage**

Credit Hours: 3

Description: Continues the study of Integrative Therapeutic Massage techniques with emphasis on assessing and meeting client's needs. Students give massage in supervised in-class clinicals, applying appropriate therapeutic intervention.

MST 178

**Title: Seminar**

Credit Hours: 0.5

Max Credit: 6

Description: Provides students with an experiential learning opportunity.

MST 184

**Title: Clinical Massage**

Credit Hours: 3

Description: Applies skills in a clinical setting. Focuses on improvement of massage therapy skills, ethics, and communication.

MST 204

**Title: MST Business Practices**

Credit Hours: 2

Description: Assists the practitioner of massage therapy to envision, market, establish and maintain a professional massage therapy practice.

MST 216

**Title: Pathology for Massage Therapy**

Credit Hours: 3

Description: Focuses on basic knowledge of disease and injury to assist the massage therapist to promote healing, ease pain and discomfort, and avoid complications during therapy. With a broad perspective of pathology and specific pathophysiology of diseases contributing to the need for massage therapy, this course provides the foundational science for safe practice.

MST 275001

**Title: Spa Message Special Topics**

Credit Hours: 0

Max Credits: 12

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

MST 275002

**Title: Business Mastery for Message Therapists Special Topics**

Credit Hours: 1

Max Credits: 12

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

MST 275003

**Title: Energy Medicine Special Topics**

Credit Hours: 0

Max Credits: 12

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

MST 284

**Title: Clinical Massage**

Credit Hours: 3

Description: Provides an application of massage therapy skills in a clinical setting. This course focuses on improvement of techniques, communication with clients and other health professionals as well as documentation of massage sessions.

MST 289

**Title: Capstone**

Credit Hours: 0.5

Description: Demonstrates the culmination of learning within a given program of study.

**MUSIC**

MUS 100

**Title: Fundamentals of Music Theory**

Credit Hours: 3

Description: Designed to help the beginning music student, or those students with a limited background in music theory, study the basic elements of music, including notation, rhythm, scales, key signatures, intervals and chords

MUS 110

**Title: Music Theory I**

Credit Hours: 3

Description: Presents music fundamentals, diatonic four-part harmony, analysis, ear training, and keyboard harmony. For music majors transferring to a 4-year program

PreRequisite: MUS 100 or permission of the instructor. CoRequisite: MUS 112

MUS 111

**Title: Music Theory II**

Credit Hours: 3

Description: Presents chromatic four-part harmony, analysis, ear training, and keyboard harmony.

PreRequisite: Music 110 Music Theory I and MUS 112 -Ear Training/Sight Singing I

CoRequisite: MUS 113 -Ear Training/Sight Singing II

MUS 112

**Title: Ear Training/Sight-singing I Lab**

Credit Hours: 1

Description: Presents exercises in sight-singing with melodic and rhythmic dictation.

PreRequisite: Follow sequence of MUS 100 or 101, or equivalent proficiency

CoRequisite: MUS 110 -Theory I

MUS 113

**Title: Ear Training/Sight-singing II Lab**

Credit Hours: 1

Description: Presents exercises in sight-singing with melodic and rhythmic dictation.

PreRequisite: Follow sequence of MUS 112 or equivalent proficiency

CoRequisite: MUS 111 -Theory II

MUS 120 (State Guaranteed Transfer Course)

**Title: Music Appreciation**

Credit Hours: 3

Description: Covers the basic materials of music, musical forms, media, genres and musical periods. Emphasizes the development of tools for intelligent listening and appreciation.

MUS 121 (State Guaranteed Transfer Course)

**Title: Music History I**

Credit Hours: 3

Description: Studies the various periods of music history with regard to the composers, esthetics, forms, and genres of each period. Considers music from the Middle Ages through the Classical period.

MUS 122 (State Guaranteed Transfer Course)

**Title: Music History II**

Credit Hours: 3

Description: Continues Music History I with a study of music from the early Romantic period to the present. PreRequisite: MUS 120 or MUS 121

MUS 123 (State Guaranteed Transfer Course)

**Title: Survey of World Music**

Description: Provides an overview of non-Western music from around the world; provides basic listening skills and the historical/cultural context for a variety of world music styles to enable an understanding and appreciation for non-Western musical expression.

MUS 126

Credit Hours: 3

**Title: History of Rock and Pop**

Description: Provides a survey of basic materials of music, musical forms, media, genres and musical periods of Rock and Pop music. It emphasizes the development of tools for intelligent listening and appreciation. There is no pre-requisite.

MUS 131

**Title: Music Class I**

Credit Hours: 2

Description: Applies the fundamentals of music to the voice or specific musical instruments. This course also introduces basic techniques, repertoire, and sight-reading. First year, first term.

PreRequisite: Permission of the instructor

MUS 132

**Title: Music Class II**

Credit Hours: 2

Description: Applies the fundamentals of music to the voice or specific musical instruments. The course also introduces basic techniques, repertoire, and sight-reading. First year, second term.

PreRequisite: Permission of the instructor

MUS 133

**Title: Music Class III**

Credit Hours: 2

Description: Applies the fundamentals of music to the voice or specific musical instruments. The course also introduces basic techniques, repertoire, and sight-reading. First year, third term.

PreRequisite: Permission of the instructor

MUS 134

**Title: Music Class IV**

Credit Hours: 2

Description: Applies the fundamentals of music to the voice or specific musical instruments. The course also introduces basic techniques, repertoire, and sight-reading. First year, fourth term.

PreRequisite: Permission of the instructor

MUS 141

**Title: Private Instruction I**

Credit Hours: 1 or 2

Description: 1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty-minute lesson per week. Participation in a student performance is required at least once each term. First year, first term.

PreRequisite: Class instruction or permission of the instructor. An additional fee is required.

MUS 142

**Title: Private Instruction II**

Credit Hours: 1 or 2

Description: 1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty-minute lesson per week. Participation in a student performance is required at least once each term. First year, second term.

PreRequisite: Class instruction or permission of the instructor. An additional fee is required.

MUS 143

**Title: Private Instruction III**

Credit Hours: 1 or 2

Description: 1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty-minute lesson per week. Participation in a student performance is required at least once each term. First year, third term.

PreRequisite: Class instruction or permission of the instructor. An additional fee is required.

MUS 144

**Title: Private Instruction IV**

Credit Hours: 1 or 2

Description: 1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty-minute lesson per week. Participation in a student performance is required at least once each term. First year, fourth term.

PreRequisite: Class instruction or permission of the instructor. An additional fee is required.

MUS 151

**Title: Ensemble**

Credit Hours: 1

Description: First year, first term. Rehearses and performs various types of musical literature.

PreRequisite: Permission of the instructor.

MUS 152

**Title: Ensemble II**

Credit Hours: 1

Description: Rehearses and performs various types of musical literature. First year, second term.

PreRequisite: Permission of the instructor

MUS 153

**Title: Ensemble III**

Credit Hours: 1

Description: Rehearses and performs various types of musical literature. First year, third term.

PreRequisite: Permission of the instructor.

MUS 154

**Title: Ensemble IV**

Credit Hours: 1

Description: Rehearses and performs various types of musical literature. First year, fourth term.

PreRequisite: Permission of the instructor.

MUS 210

**Title: Music Theory III**

Credit Hours: 3

Description: Continues study of four-part music, including extended harmonic progressions of ninth, eleventh, thirteenth chords, extended alteration, non-chord tones, modulation and compositions

PreRequisite: MUS 110 and MUS 111. CoRequisite: MUS 212

MUS 211

**Title: Music Theory IV**

Credit Hours: 3

Description: Offers a continuation of chromatic harmony, analysis, ear-training, and keyboard harmony. New topics will include Impressionism and 20th Century styles of composition.

PreRequisite: MUS 210

CoRequisite: MUS 213

MUS 212

**Title: Advanced Ear Training/Sight-singing I Lab**

Credit Hours: 1

Description: Presents modulating and chromatic exercises in sight singing and dictation. Dictation includes four-part writing.

PreRequisite: MUS 211 or equivalent proficiency

CoRequisite: MUS 210

MUS 213

**Title: Advanced Ear Training/Sight-singing II Lab**

Credit Hours: 1

Description: Presents modulating and chromatic exercises in sight singing and dictation. Dictation includes four-part writing.

PreRequisite: MUS 212 or permission of the instructor

CoRequisite: MUS 211

MUS 231

**Title: Music Class**

Credit Hours: 2

Description: Applies the fundamentals of music to the voice or specific musical instruments. The course also introduces basic techniques, repertoire, and sight-reading. Second year, first term.

PreRequisite: Permission of the instructor

MUS 232

**Title: Music Class II**

Credit Hours: 2

Description: Applies the fundamentals of music to the voice or specific musical instruments. The course also introduces basic techniques, repertoire, and sight-reading. Second year, second term.

PreRequisite: Permission of the instructor

MUS 233

**Title: Music Class III**

Credit Hours: 2

Description: Applies the fundamentals of music to the voice or specific musical instruments. The course also introduces basic techniques, repertoire, and sight-reading. Second year, third term.

PreRequisite: Permission of the instructor

MUS 234

**Title: Music Class IV**

Credit Hours: 2

Description: Applies the fundamentals of music to the voice or specific musical instruments. The course also introduces basic techniques, repertoire, and sight-reading. Second year, fourth term.

PreRequisite: Permission of the instructor

MUS 241

**Title: Private Instruction**

Credit Hours: 1 or 2

Description: 1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private

instruction consisting of a thirty or sixty-minute lesson per week. Participation in a student performance is required at least once each term. Second year, first term.

PreRequisite: Class instruction or permission of the instructor. An additional fee is required.

MUS 242

**Title: Private Instruction II**

Credit Hours: 1 or 2

Description: 1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty-minute lesson per week. Participation in a student performance is required at least once each term. Second year, third term.

PreRequisite: Class instruction or permission of the instructor. An additional fee is required.

MUS 243

**Title: Private Instruction III**

Credit Hours: 1 or 2

Description: 1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty-minute lesson per week. Participation in a student performance is required at least once each term. Second year, third term.

PreRequisite: Class instruction or permission of the instructor. An additional fee is required.

MUS 244

**Title: Private Instruction IV**

Credit Hours: 1 or 2

Description: 1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty-minute lesson per week. Participation in a student performance is required at least once each term. Second year, fourth term.

PreRequisite: Class instruction or permission of the instructor. An additional fee is required.

MUS 251

**Title: Ensemble I**

Credit Hours: 1

Description: Rehearses and performs various types of musical literature. Second year, first term.

PreRequisite: Permission of the instructor

MUS 252

**Title: Ensemble II**

Credit Hours: 1

Description: Rehearses and performs various types of musical literature. Second year, second term.

PreRequisite: Permission of the instructor.

MUS 253

**Title: Ensemble III**

Credit Hours: 1

Description: Rehearses and performs various types of musical literature. Second year, third term.

PreRequisite: Permission of the instructor

MUS 254

**Title: Ensemble IV**

Credit Hours: 1

Description: Rehearses and performs various types of musical literature. Second year, fourth term.

PreRequisite: Permission of the instructor

## NAIL TECHNOLOGY/MANICURING

NAT 110

**Title: Introduction to Manicures & Pedicures**

Credit Hours: 3

Description: Provides a basic introduction in 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 111

**Title: Intermediate Manicures & Pedicures**

Credit Hours: 2

Description: Presents 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 aspect of manicures, pedicures and nail art is taught.

NAT 210

**Title: Advanced Manicures & Pedicures**

Credit Hours: 2

Description: Presents theory and practical application dealing with different types of manicures, pedicures massage techniques and nail art. Theory and practical application of procedures, products, nail shapes and maintenance of the 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.

NAT 211

**Title: Application of Artificial Nails**

Credit Hours: 5

Description: Provides advanced theory and practical application of nail wraps, tip overlays, acrylics and product knowledge to ready the student for employment. Theory and practical application of removal techniques for artificial nails is covered. Instruction is provided in specialized classes or in supervised salon (clinical) setting using models or customer service. Student preparation for state board licensing examination pertaining to artificial nails is covered.

## NATURAL RESOURCES EDUCATION

NRE 102

**Title: Introduction to Natural Resources Management**

Credit Hours: 3

Description: Covers an overview of our natural resources, the environmental concerns related to their management, and the agencies in charge of management of natural resources.

NRE 127

**Title: Field Monitoring Techniques**

Credit Hours: 2

Description: Teaches the basic techniques utilized by land and water environmental technicians. Students will obtain training in the areas of field equipment use and calibration (inclusive of flow meters, water and soil quality instrumentation etc). Students will also learn the importance properly designed data collection efforts and the limitations imposed by data collection and interpretation activities. Application of statistics and GIS data interpretation methods will also be discussed.

NRE 280

**Title: Internship**

Credit Hours: 1

Max Credits: 12

Description: 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.

**NURSING**

MAT 103

**Title: Math for Clinical Calculations**

Credit Hours: 3

Description: Provides a review of general mathematics, introductory algebra and an opportunity to learn systems of measurement and methods of solving problems related to drug dosage and intravenous fluid administration. It is designed for students in the health disciplines. Topics may include algebra, graphs, measurement and conversion between various systems of measurement.

NUR 106

**Title: Medical and Surgical Nursing Concepts**

Credit Hours: 9

Description: Introduces the student to the role of the nurse in assessing and meeting the medical and surgical nursing needs of adults across the life span in various health care settings. The student learns nursing concepts to assist the patient in achieving optimal functioning. Knowledge from foundational nursing, the sciences, pharmacology, and nutrition along with the continued integration of mental health and cultural concepts provides foundations for nursing care planning for medical and surgical clients.

PreRequisite: Successful completion of preceding nursing program coursework or permission of program director. CoRequisite: Successful completion of concurrent nursing program coursework or permission of program director

NUR 109

**Title: Fundamentals of Nursing**

Credit Hours: 8

Description: Introduces theories and skills basic to the role of the nurse as provider of care, manager of care and member of the nursing profession. Emphasis is placed on introduction to critical thinking and the nursing process. Students will demonstrate a beginning level of competence in providing therapeutic nursing care for clients with common health alterations across the health continuum.

NUR 112

**Title: Basic Concepts of Pharmacology**

Credit Hours: 2

Description: Introduces the basic concepts of pharmacology related to the actions, therapeutic and adverse effects, interactions of drugs, drug classifications, and the basic pharmacology of commonly used medications. Emphasis is placed on nursing considerations and client education. Learners will apply knowledge gained in selected clinical settings in caring for clients across the life span.

PreRequisite: Successful completion of preceding required program coursework or permission of the program director. CoRequisite: Successful completion-concurrent Practical Nursing/ Nursing courses or permission of program director

NUR 150

**Title: Obstetric and Pediatric Nursing**

Credit Hours: 7

Description: Provides a family centered approach to professional nursing practice of the childbearing family and children across the health continuum. Emphasis is placed on the care of the prenatal client and is explored. Legal and ethical accountability are integrated throughout the course.

PreRequisite: Successful completion of preceding nursing program coursework or permission of the program director. CoRequisite: Successful completion-concurrent Practical Nursing/Nursing courses or permission of program director

NUR 169

**Title: Transition into Practical Nursing**

Credit Hours: 5

Description: Provides the student with a transition into the role of the practical nurse. Emphasis will be placed on distinguishing the practical nurses defined 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 189

**Title: Transition from LPN to ADN**

Credit Hours: 4

Description: Focuses on assisting the LPN to transition into a new role as an Associate Degree Nursing Student. Emphasis will be placed on roles and responsibilities of the ADN, nursing process, critical thinking, legal and ethical issues and nursing practice issues related to specialized skills and the care of special populations. The clinical focus will be care of the pediatric and obstetric client.

NUR 206

**Title: Advanced Concepts of Medical-Surgical Nursing I**

Credit Hours: 8

Description: Focuses on the role of the registered professional nurse as care provider, teacher, manager, professional, and advocate in meeting the nursing needs of adults across the life span. Utilizing the nursing process, the student is expected to integrate previous learning to assist the patient and family in achieving optimal functioning in various health care settings. PreRequisite: Successful completion of preceding nursing program course work or permission of the program director. CoRequisite: Successful completion of concurrent nursing program course work or program director permission

NUR 211

**Title: Nursing Care of Psychiatric Clients**

Credit Hours: 4

Description: Develops concepts of psychosocial integrity and emphasizes the function and responsibility of nursing in promoting and maintaining mental health of individuals and families. This course emphasizes communication and caring through the application of the therapeutic relationship and nursing process in the care and treatment of common clinical conditions/disorders. PreRequisite: Successful completion of preceding nursing program course work or program director permission. CoRequisite: Successful completion-concurrent Practical Nursing/ Nursing courses or permission of program director

NUR 212

**Title: Pharmacology II**

Credit Hours: 2

Description: Builds upon the concepts introduced in NUR 112 Pharmacology I regarding the safe administration of medications to clients across the health continuum. Utilizing the nursing process the student demonstrates understanding of the role of the nurse as provider of care, manager of care, and member of the profession. Emphasis is placed upon the therapeutic use of medications in the nursing care of individuals with complex health needs. The student is introduced to the calculation of complex intravenous drip rates.

NUR 216

**Title: Advanced Concepts of Medical Surgical Nursing II**

Credit Hours: 4

Description: Continues to focus on the role of the registered professional nurse as care provider, teacher, manager, professional, and advocate in meeting the complex medical and surgical health care needs of adult clients. Utilizing the nursing process, the student is expected to integrate previous learning to assist the patient and family in achieving optimal functioning in various complex health care situations and settings. PreRequisite: Successful completion of preceding nursing program course work or program director permission. CoRequisite: Successful completion of concurrent nursing program course work or program director permission

NUR 230

**Title: Leadership, Management & Trends**

Credit Hours: 5

Description: Introduces students to current trends in leadership and management concepts affecting the healthcare continuum and the practice of nursing. The student assumes the role of provider, manager of care and member of the discipline at the entry level into professional nursing. There is a practicum for application which may occur across the healthcare continuum, as the student manages groups of clients and health care personnel. The course will facilitate transition from student to the role of the graduate nurse.

**NURSING ASSISTANT**

NUA101

**Title: Certified Nurse Aide Health Care Skills**

Credit Hours: 4

Description: Prepares the student to perform the fundamental skills of the nurse aide. Basic nursing skills, restorative services, personal care skills, safety and emergency care issues are covered in theory and lab. The student will learn skills that address mental health needs as well as patient/resident/client rights.

NUA105

**Title: Home Health Aide Theory**

Credit Hours: 2

Description: Introduces the student to the expanding field of Home Health Nursing, The student will discover the uniqueness of Home Health Care and the vital role that the nursing assistant plays as part of the home care team. The student will learn how to assist home care patients with activities of daily living and maintain a safe, clean and comfortable environment. The student will also learn the differences and challenges of caring for patient in their natural home environment versus institutional settings.

PreRequisite: Successful completion of NUA 101, NUA 102, NUA 104, EMT 126

NUA170

**Title: Nurse Assistant Clinical Experience**

Credit Hours: 1

Description: Applies knowledge gained from NUA101 in a clinical setting.

PreRequisite: Successful completion of NUA101

NUA171

**Title: Advanced Nurse Aide Clinical**

Credit Hours: 1

Description: Prepares the student to move toward more independent functioning in applying knowledge and skills gained in NUA 101 and NUA 170. The student will learn skills that address cultural competency, care of the dying patient and organizational skills.

PreRequisite: Current CPR card, negative TB test or chest X-ray and current immunizations. CoRequisite: NUA101, NUA170

NUA172

**Title: Nurse Aide Clinical Practice with the Elderly**

Credit Hours: 1

Description: Provides theory and clinical practice of care of the elderly client, with emphasis on the special needs and problems of the client in a long-term care organization. PreRequisite: NUA101 and NUA170

**OCCUPATIONAL SAFETY & HEALTH**

BIO 106

**Title: Basic Anatomy And Physiology**

Credit Hours: 4

Description: 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.

OSH 100

**Title: Introduction to Occupational Safety & Health**

Credit Hours: 1

Description: Introduces the student to the occupational safety and health field. Subject topics include general safety and health concepts and terms, historical developments, legislative overview, environmental/safety regulatory framework, hazard identification, recognition, evaluation and control concepts, accident investigation, and ergonomics.

OSH 115

**Title: General Industry Standards**

Credit Hours: 5

Description: Provides an in-depth OSH Acertification course for general industry, and a review of the current OSHA standards contained in 29 CFR 1910. The course is taught by instructors certified by the Occupational Safety and Health Administration.

OSH 125

**Title: Construction Industry Standards**

Credit Hours: 3

Description: Provides an in-depth OSH Acertification course for construction industry and participants will review the current OSHA standards contained in 29 CFR 1926. The course is taught by instructors certified by the Occupational Safety and Health Administration.

OSH 127

**Title: 10 Hr. Construction Industry Standards**

Credit Hours: 1

Description: 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.

OSH 135

**Title: Case Study Evaluation**

Credit Hours: 5

Description: Teaches student interpretations of the regulations for the general industry and the construction industry. Each student analyzes individual cases and courtroom proceedings. Also included is an analysis of the industrial inspection process. Prerequisite: OSH 115 or OSH 125

OSH 145

**Title: Fire Protection & Analysis**

Credit Hours: 3

Description: Introduces the student to the recognition of possible fire sources and emergency procedures in the event of a fire, as well as an in-depth study of fires and the construction techniques of eliminating fires. This course includes: history of fires, types of extinguishing agents and detecting devices, construction techniques, extinguishing systems and detecting systems. National Fire Protection and Occupational Safety and Health Standards will be stressed.

OSH 146

**Title: Hazardous Materials**

Credit Hours: 2

Description: Provides an understanding of hazardous materials classifications systems, an overview of the regulatory requirements for the storage, use and handling of various hazardous material classes. The course will explore the safety and health hazards of specific hazardous materials, via material safety data sheets (MSDS), and through the application of labeling and placarding systems. Regulations and Standards from the Occupational Safety and Health Administration (OSHA) and the National Fire Protection Association (NFPA) will be utilized as primary sources of current hazardous material management information. Department of Transportation (DOT) references will also be covered.

OSH 155

**Title: Environmental Regulatory Framework**

Credit Hours: 3

Description: Provides an overview of the regulations, which affect the environment. Regulations discussed are: EPA, SARA, CERCLA, RCRA and OSHA's role in the control of potential environmental mishaps.

OSH 165

**Title: Excavation Safety**

Credit Hours: 1

Description: Provides detailed information on the safety aspects of trenching and excavation. OSHA standards are stressed. Various types of sloping and shoring methods are covered, along with analysis of soil types.

OSH 215

**Title: Accident Prevention**

Credit Hours: 3

Description: Develops the skills needed to recognize hazards and to design elimination techniques through knowledge of accident prevention controls. Topics include Job Safety Analysis and accident investigation procedures.

OSH 225

**Title: Industrial Hygiene**

Credit Hours: 3

Description: Introduces students to the general concepts of Industrial Hygiene. Topics include: routes of exposure; chemical, physical and biological hazards; ventilation; noise and instrumentation. Identification, evaluation, and control of industrial health hazards are stressed.

OSH 226

**Title: Ergonomics: Managing Task Stress**

Credit Hours: 3

Description: Familiarizes the occupational safety major with the concepts and applications of current ergonomic theory. Discussion will include work physiology, engineering anthropometry, biomechanics, workstation design and controls. Students will learn to measure successful application of ergonomic design through improved acceptance of resultant system design.

OSH 235

**Title: Workers' Compensation**

Credit Hours: 2

Description: Provides students with an overview of Colorado Insurance Regulations and will explain how to design and implement a 'Certified Risk Management Program'. Students will receive reference material to aid them in designing a certified program.

OSH 245

**Title: Safety Program Planning/Administration**

Credit Hours: 3

Description: Explores the practical application methods used in developing and administering a safety and health/accident prevention plan. This plan will be developed to meet the current Occupational Safety and Health Administration's Standards. Prerequisite: OSH 215 Accident Prevention

OSH 246

**Title: Safety Training Methods**

Credit Hours: 3

Description: Introduces students to current safety training methods. Topics stressed are: organization, preparation, and delivery.

OSH 247

**Title: Construction Safety Program Plan/Administration**

Credit Hours: 3

Description: Explores the practical application methods used in developing and administering a safety and health/accident prevention plan specific to the building trades. This plan will be developed to meet the current safety and health plan recommendations developed jointly by OSHA and the National Association of Home Builders

OSH 255

**Title: Industrial Hygiene Instrument Lab**

Credit Hours: 3

Description: Provides a laboratory course where students will gain hands-on skills and knowledge on various monitoring instruments used in the safety profession.

Prerequisite: OSH 225 or Instructor's Consent

OSH 281

**Title: Internship**

Min Credit: 1

Max Credit: 6

Description: 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.

PreRequisite: Permission of the instructor

OSH 285

**Title: Independent Study**

Credit Hours: 2

Description: Meets the individual needs of students. Students engage in occupational safety-related research projects under the direction of a qualified instructor. Prerequisite: Permission of the instructor.

PHI 205

**Title: Business Ethics**

Credit Hours: 3

Description: Analyzes of ethical behavior for business. The premise is that ethics deals with right and wrong standards of behavior that are determined by the ethical and social expectations of society in general, and further, that we expect responsible people to observe the ethical standards of our society. A case approach is used throughout the course. The ethical issues involve trade-offs among ethical decisions and economics, legal, social, and cultural concepts.

**PHYSICAL EDUCATION**

PED 100

**Title: Beginning Golf**

Credit Hours: 1

Description: Introduces a basic course in golf designed for those who have had little or no formal instruction or for those with some experience who are interested in improving some aspect of their game. Includes driving range, putting green, and on-course play.

PED 101

**Title: Baseball**

Credit Hours: 1

Description: Assesses the student's skill level in baseball. Emphasizes skill testing and game participation.

PED 102

**Title: Volleyball**

Credit Hours: 1

Description: Introduces and improves student skill level in volleyball. The primary emphasis is on teaching the student the elements of volleyball including rules, offensive and defensive play, passing, serving, setting, attacking, team play and game strategies.

PED 103

**Title: Softball**

Credit Hours: 1

Description: Introduces and improves skill level in softball. Emphasizes the elements of softball including rules of play, variations of play, equipment, skill technique, and offensive and defensive play and strategies.

PED 105

**Title: Basketball**

Credit Hours: 1

Description: This course is designed to introduce and improve student skill level in basketball. The primary emphasis will be on teaching the student the elements of basketball rules, offensive and defensive foot-work, shooting, passing, dribbling, rebounding, team play, and game strategies.

PED 110

**Title: Fitness Center Activity I**

Credit Hours: 1

Description: Focuses on improving total fitness via an aerobic circuit-training program. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Covers the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. Weight machines, stationary bicycles, and computerized cardiovascular equipment are incorporated to elicit improvements in fitness.

PED 111

**Title: Fitness Center Activity II**

Credit Hours: 1

Description: Serves as an advanced course for individuals interested in reaching a higher level of total fitness via an aerobic circuit-training program. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Focuses on the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. Weight machines, stationary bicycles, and computerized cardiovascular equipment are used to elicit improvements in fitness. PreRequisite: PED 110

PED 116

**Title: Weight Training**

Credit Hours: 1

Description: This course offers basic instruction and practice in weight training. Students utilize weight-training equipment in accordance to



their abilities and goals. Emphasis is placed upon weight training equipment orientation, correct lifting techniques, and basic program design for men and women. 30 Contact Hours.

PED 121

**Title: Step Aerobics**

Credit Hours: 1

Description: Introduces basic step aerobics and exercise techniques to improve physical fitness. Emphasizes the basic principles of step aerobics including the effects upon the cardio respiratory system and skeletal muscles, various step patterns and choreography.

PED 136

**Title: Advanced Weight Training**

Credit Hours: 2

Description: This course offers guided instruction and independent practice in weight training for men and women. Students practice various weight-training techniques in accordance with their abilities. Emphasis is placed upon physiological considerations, equipment orientation, correct lifting techniques, program design, and nutrition.

PED 137

**Title: Varsity Sports**

Credit Hours: 1

Description: This course is designed to allow the student-athletes an opportunity to participate in a competitive varsity sports program. PreRequisite: Permission of the instructor.

PED 143

**Title: Tai Chi I**

Credit Hours: 1

Description: Introduces Tai Chi as an expression of understanding of self-control, exercise and self-defense. The primary emphasis is to gain an understanding of the history (origins and changes) of Tai Chi, the movements and their names, application of movements and terminology.

PED 145

Title: Pilates Matwork I

Credit Hours: 1

Description: Focuses on Pilates matwork to increase core strength, overall muscles tone and flexibility with focused and precise floor work techniques. A physical education class built upon the philosophies and exercises of Josef Pilates.

PED 147

**Title: Yoga**

Credit Hours: 1

Description: Offers a guided instruction in yoga. Students practice yoga according to their individual fitness levels and abilities. Emphasizes enhancing general health and well-being through the performance of yoga strength, flexibility, balance and relaxation techniques and exercises.

## PHYSICAL EDUCATION & RECREATION

PER 100

**Title: Recreation-Principles & Practice**

Credit Hours: 3

Description: Examines the structure and economics of recreation in the United States as well as the inter-relationships between private, public and volunteer recreation groups. Introduces the history, philosophy and theories of recreation as well as career opportunities and professionalism in recreation.

PER 113

**Title: Introduction to Physical Education and Sport**

Credit Hours: 2

Description: To study the field of physical education and sports. Trends, precedents and their effects in the health and total wellness of those involved.

PER 126

**Title: Introduction to Coaching**

Credit Hours: 2

Description: 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.

PER 128

**Title: Introduction to Recreation**

Credit Hours: 2

Description: Studies the history, principles, philosophy and contemporary problems and trends of recreation and their influence upon today's American society.

PER 200

**Title: Outdoor Recreation Programming**

Credit Hours: 3

Description: Provides effective planning, staffing and budgeting for the outdoor experience for the maximum opportunity for a successful program. Issues of marketing and promotion, agency coordination, risk management, environmental impact, logistics and the customer needs and expectations are addressed.

PER 232

**Title: Care and Prevention of Athletic Injuries**

Credit Hours: 3

Description: Focuses on techniques in prevention, care and basic rehabilitation of athletic injury

PER 250

**Title: Social Recreation and Leadership**

Credit Hours: 3

Description: 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.

PER 252

**Title: Principles of Outdoor Recreation**

Credit Hours: 3

Description: Includes lecture and practical outdoor experience relating to problems and trends in outdoor recreation.

PER 260

**Title: Sports Officiating**

Credit Hours: 2

Description: Provides knowledge on basic fundamentals for all officials how to deal with crowds and knowing the state organizations and their purposes.

PER 262

**Title: Sports Law**

Credit Hours: 2

Description: Explains a coach's legal responsibilities in easy to understand terms and gives practical advice for recognizing and improving standards of care and safety for athletes. Ideas and examples of report forms for specific areas are shared.

**PHILOSOPHY**

PHI 111 (State Guaranteed Transfer Course)

**Title: Introduction to Philosophy**

Credit Hours: 3

Description: Introduces significant human questions and emphasizes understanding the meaning and methods of philosophy. Includes human condition, knowledge, freedom, history, ethics, the future, and religion. PreRequisite: College level reading and writing skills.

PHI 112 (State Guaranteed Transfer Course)

**Title: Ethics**

Credit Hours: 3

Description: Examines human life, experience, and thought in order to discover and develop the principles and values for pursuing a more fulfilled existence. Theories designed to justify ethical judgments are applied to a selection of contemporary personal and social issues. PreRequisite: College level reading and writing skills.

PHI 113

**Title: Logic** (State Guaranteed Transfer Course)

Credit Hours: 3

Description: Studies effective thinking using language-oriented logic. Provides tools and develops skills for creative and critical thinking. Emphasizes the development of decision-making and problem solving. PreRequisite: College level reading and writing skills.

PHI 114

**Title: Comparative Religions** (State Guaranteed Transfer Course)

Credit Hours: 3

Description: This course introduces students to the similarities and differences among concepts predominant in the major world religions, comparing sociological, philosophical, and phenomenological similarities between major world faiths. It is designed to transfer to any four-year college philosophy, religious studies or humanities department. PreRequisite: College level reading and writing skills.

PHI 214

**Title: Philosophy of Religion** (State Guaranteed Transfer Course)

Credit Hours: 3

Description: Focuses on the critical examination of the fundamental concepts, ideas, and implications of religion. Includes the nature of God, the varieties of religious experience, argument concerning God's existence, the Problem of Evil, faith and reason, religion and human destiny, and the connection between religion and ethics.

**PHYSICS**

PHY 105 (State Guaranteed Transfer Course)

**Title: Conceptual Physics**

Credit Hours: 4

Description: Focuses on mechanics, heat, properties of matter, electricity and magnetism, light and modern physics. Incorporates laboratory experience. PreRequisite: MAT 060

PHY111 (State Guaranteed Transfer Course)

**Title: Physics: Algebra-Based I with Lab**

Credit Hours: 5

Description: Enables the student to explore the truth about physical reality through reasoning, mathematics and experimentation. Examines kinematics, force, circular motion, energy, momentum, torque, rotational dynamics, simple harmonic motion, temperature, heat and thermodynamics. The concepts and theories presented are explored through demonstrations and hands-on experiments. It is a general physics course that is recommended for all of the health sciences and all other interested students. Students entering engineering or one of the advance sciences should register for PHY211. PreRequisite: MAT 121

PHY112 (State Guaranteed Transfer Course)

**Title: Physics: Algebra-Based II with Lab**

Credit Hours: 5

Description: Expands upon PHY111 and covers sound waves, electric fields, electric circuits, magnetic fields, optics, and modern physics. Explores the concepts and theories presented in class through demonstrations and hands-on experiments. PreRequisite: PHY111

PHY211 (State Guaranteed Transfer Course)

**Title: Physics: Calculus-Based I with Lab**

Credit Hours 5

Description: Enables the student to examine the truth about physical reality through reasoning, mathematics and experimentation. Covers kinematics, force, gravity, energy, momentum, torque, rotational dynamics, fluids and waves. The concepts and theories presented in class are explored through demonstrations and hands-on experiments. This first semester calculus-based physics course is recommended for students entering engineering or one of the advance sciences. CoRequisite: MAT 201 Calculus I

PHY 212 (State Guaranteed Transfer Course)

**Title: Physics: Calculus-Based II with Lab**

Credit Hours: 5

Description: Expands upon PHY211 and examines thermodynamics, electric fields, electric circuits, magnetic fields, light and optics, and modern physics. The concepts and theories presented in class are explored through demonstrations and hands-on experiments. PreRequisite: PHY 211 ac

**POLITICAL SCIENCE**

POS 105 (State Guaranteed Transfer Course)

**Title: Introduction to Political Science**

Credit Hours: 3

Description: Survey of the discipline of political science, including political philosophy and ideology, democratic and nondemocratic governments, and processes, and international relations.

POS 111 (State Guaranteed Transfer Course)

**Title: American Government**

Credit Hours: 3

Description: Includes the background of the U.S. Constitution; the philosophy of American government; general principles of the Constitution; federalism; civil liberties; public opinion and citizen participation; political parties, interest groups, and the electoral process; and the structure and functions of the national government.

POS 205

**Title: International Relations**

Credit Hours: 3

Description: This course examines relationships among modern nation states. Topics include diplomacy, nationalism, ideologies, power and influence, conflict and cooperation, the role of non-state actors, the international economy and theoretical attempts to understand international behavior.

## PSYCHOLOGY

PSY101 (State Guaranteed Transfer Course)

**Title: General Psychology I**

Credit Hours: 3

Description: Focuses on the scientific study of behavior including motivation, emotion, physiological psychology, stress and coping, research methods, consciousness, sensation, perception, learning and memory.

PSY102 (State Guaranteed Transfer Course)

**Title: General Psychology II**

Credit Hours: 3

Description: Focuses on the scientific study of behavior including cognition, language, intelligence, psychological assessment, personality, abnormal psychology, therapy, life span development, and social psychology.

PSY 116

**Title: Stress Management**

Credit Hours: 3

Description: Identifies the physiological, emotional and behavioral aspects of stress. Techniques of stress reduction and management are explored and applied, including nutrition, exercise, assertiveness, time management, and financial management. This course is not designed for transfer.

PSY 215

**Title: Psychology of Adjustment**

Credit Hours: 3

Description: Emphasizes personal growth and the development of interpersonal skills. Focuses on the practical application of psychological principles and theories in achieving self-understanding and personal growth.

PSY 226 (State guaranteed Transfer Course)

**Title: Social Psychology**

Credit Hours: 3

Description: Focuses on the behavior of humans in social settings, including attitudes, aggression, conformity, cooperation and competition, prejudice and interpersonal attraction.

PSY 227

**Title: Psychology of Death and Dying**

Credit Hours: 3

Description: Examines the philosophies of life and death, emphasizing dying, death, mourning, and the consideration of one's own death

PSY235 (State Guaranteed Transfer Course)

**Title: Human Growth and Development**

Credit Hours: 3

Description: Examines human development from conception through death emphasizing physical, cognitive, emotional and psychosocial factors.

PSY237

**Title: Child and Adolescent Psychology**

Credit Hours: 3

Description: Explores human development from conception through adolescence, emphasizing physical cognitive, emotional, and psychosocial factors.

PSY238 (State Guaranteed Transfer Course)

**Title: Child Development**

Credit Hours: 3

Description: Focuses on growth and development of the individual from conception through childhood, emphasizing physical, cognitive, emotional, and psychosocial factors.

PSY 240 (State Guaranteed Transfer Course)

**Title: Health Psychology**

Credit Hours: 3

Description: Students will learn an overview of the scientific study of attitudes, behaviors and personality variables related health, illness and bodily systems. Emphasis is on the interaction of biological, psychological and social factors that cause illness and influence its treatment and prevention.

PSY249 (State Guaranteed Transfer Course)

**Title: Abnormal Psychology**

Credit Hours: 3

Description: Examines abnormal behavior and its classification, causes, treatment, and prevention.

## READING

REA 030

**Title: Basic Reading Skills**

Credit Hours: 2

Description: Focuses on strategies for word attack, vocabulary development, stages of reading and basic reading comprehension. PreRequisite: Reading Assessment

REA060

**Title: Foundations of Reading**

Credit Hours: 3

Description: Focuses on strategies for vocabulary development, improved reading comprehension, and enrichment. PreRequisite: REA 030 or Assessment scores appropriate for placement

REA090

**Title: College Preparatory Reading**

Credit Hours: 3

Description: Enables the student to apply strategies for improving comprehension, developing vocabulary, and increasing rate for reading college textbooks.

PreRequisite: REA 060 or Assessment scores appropriate to placement.

**SCIENCE**

SCI 155 (State Guaranteed Transfer Course)

**Title: Integrated Science I**

Credit Hours: 4

Description: Examines the nature of energy and matter, their interactions and changes, and the application of fundamental concepts to the study of our natural world.

SCI 156 (State Guaranteed Transfer Course)

**Title: Integrated Science II**

Credit Hours: 4

Description: Examines earth and biological systems, living and non-living environments, through the application and refinement of fundamental energy and matter concepts.

**SOCIOLOGY**

SOC 101 (State Guaranteed Transfer Course)

**Title: Introduction to Sociology I**

Credit Hours: 3

Description: Examines the basic concepts, theories, and principles of sociology as well as human culture, social groups, and the social issues of age, gender, class, and race.

SOC 102 (State Guaranteed Transfer Course)

**Title: Introduction to Sociology II**

Credit Hours: 3

Description: Examines social institutions and organizations from the macro perspective. Emphasizes issues of social change, demography, social movements, and conflicts and trends within education, religion, family, political, and economic structures.

SOC 205 (State Guaranteed Transfer Course)

**Title: Sociology of Family Dynamics**

Credit Hours: 3

Description: Develops an understanding of marriage, family and kinship. It examines the family as an institution and how social, cultural and personal factors influence family relations. The stability and diversity of the family will be explored, along with current trends and some alternative life styles.

PreRequisite: ENG 100, SOC 101 or consent of the instructor

**SPANISH**

SPA101

**Title: Conversational Spanish I**

Credit Hours: 3

Description: Offers beginning students the skills necessary to understand and speak Spanish. The material includes basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

SPA102

**Title: Conversational Spanish II**

Credit Hours: 3

Description: Offers students the skills necessary to understand and speak Spanish. The material continues to cover basic conversations patterns, expressions, and grammar. PreRequisite: SPA101 or permission of instructor.

SPA111

**Title: Spanish Language I**

Credit Hours: 5

Description: Deals with the development of functional proficiency in listening, speaking, reading and writing the Spanish language. Note: The order of the topics and methodology will vary according to individual texts and instructors.

SPA112

**Title: Spanish Language II**

Credit Hours: 5

Description: Continues Spanish Language I in the development of functional proficiency in listening, speaking, reading and writing the Spanish language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. PreRequisite: SPA111 or instructor permission.

SPA115

**Title: Spanish for the Professional I**

Credit Hours: 3

Description: Designed as an introduction to a working knowledge of the target language, cultural behaviors and values useful in various professional fields such as health care, law enforcement, bilingual education, business, and others. PreRequisite: College Level Reading

SPA211

**Title: Spanish Language III**

Credit Hours: 3

Description: Continues Spanish Language I and II in the development of increased functional proficiency in listening, speaking, reading and writing the Spanish language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. PreRequisite: SPA112 or instructor permission.

SPA212

**Title: Spanish Language IV**

Credit Hours: 3

Description: Continues Spanish Language I, II and III in the development of increased functional proficiency in listening, speaking, reading and writing the Spanish language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

PreRequisite: SPA211 or instructor permission.

**THEATRE**

THE 105 (State Guaranteed Transfer Course)

**Title: Introduction to Theatre Arts**

Credit Hours: 3

Description: Includes discussions, workshops, and lectures designed to discover, analyze and evaluate all aspects of the theatre experience: scripts, acting, directing, staging, history, criticism and theory.

THE 107

**Title: Elements of Theatrical Craft and Design**

Credit Hours: 3

Description: Explores the theory and practice of technical theatre craft and design. Through lecture, discussion, and class projects, students learn about evolving forms and styles of architecture, scenery, and decoration, properties, costume/make-up, lighting, and sound.

THE 111

**Title: Acting I**

Credit Hours: 3

Description: Covers basic acting techniques and approaches including scene study, improvisation, and script analysis. It includes practical application through classroom performance.

CoRequisite: THE 105 is recommended.

THE 112

**Title: Acting II**

Credit Hours: 3

Description: Continues to explore basic acting techniques and approaches including scene study, improvisation, and intermediate script analysis. It includes practical application through classroom performance. PreRequisite: THE 111 or permission of instructor. THE 105 is strongly advised.

THE 115

**Title: Stage Movement for Actors**

Credit Hours: 3

Description: Introduces the vocabulary of human movement, techniques of physical training, and anatomy and kinesiology for the actor. The course includes forms of basic dance and the coordination of movement with vocal delivery.

THE 116

**Title: Technical Theatre**

Credit Hours: 3

Description: Introduces hands-on methods of constructing and painting scenery and properties and operating stage lighting. Students also learn the proper procedures of using shop equipment and serving on stage crews.

THE 126

**Title: Auditioning for Musical Theater**

Credit Hours: 3

Description: Builds a confident, talented and exciting audition. It includes a mock video taped audition, and covers resumes, head shots, repertoire choices, stage fright, 16-bar audition and dressing for success. This course is presented in conjunction with producers from regional theaters providing valuable feedback for the participants.

THE 131

**Title: Theatre Production**

Credit Hours: 3

Description: 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. PreRequisite: ENG 060, REA 090, THE 111, and or THE 112 or faculty consent.

THE 132

**Title: Theatre Production**

Credit Hours: 3

Description: 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. PreRequisite: ENG 060, REA090, THE 111, and or THE 112 or faculty consent.

THE 141

**Title: Improvisation I**

Credit Hours: 1

Description: Helps students learn improvisation skills for performance and character development. Emphasis is placed on "Second City" style of improvisation.

THE 142

**Title: Improvisation II**

Credit Hours: 1

Description: Helps students continue developing improvisation skills learned in THE 141. Exercises are more advanced and difficult. Level of instruction is appropriate for experienced and/or advanced actors.

THE 152

**Title: Production Stage Management I**

Credit Hours: 3

Description: 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 211 (State Guaranteed Transfer Course)

**Title: Development of Theatre I**

Credit Hours: 3

Description: Surveys the history and evolution of drama from Ancient Greece to the Renaissance, emphasizing all aspects of the art from period values to analysis of dramatic literature and performance.

THE 212 (State Guaranteed Transfer Course)

**Title: Development of Theatre II**

Credit Hours: 3

Description: Surveys the history and evolution of drama from the Renaissance to the present, emphasizing all aspects of the art from period values to the analysis of dramatic literature and performance.

THE 213

**Title: Intermediate Acting I**

Credit Hours: 3

Description: Continues Acting Theatre 112. Emphasis is on artistic concentration of voice and movement. A detailed character biography is required.

THE 216

**Title: Theatre Lighting and Design**

Credit Hours: 3

Description: Focuses on the theory and practice of stage lighting. Topics include basic electrical theory, color theories, rigging and design of lighting for the performing arts.

## THE 231

**Title: Theatre Production III**

Credit Hours: 3

Description: 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 232

**Title: Theatre Production IV**

Credit Hours: 3

Description: 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. PreRequisite: ENG 060, REA090, THE 111, and or THE 112 or faculty consent.

## THE 246

**Title: Rehearsal & Performance**

Credit Hours: 1

Description: Gives the student actor practical experience in a real acting environment. Through the audition and rehearsal process the student's imagination and creative potential will be stimulated. Special attention will be given to characterization, stage movement, speech techniques, dramatic form and the rehearsal / production / performance process. The successful rehearsal and presentation of the current production to the public will be the focal point of their activities. Previous acting experience is helpful but not required.

## THE 247

**Title: Rehearsal & Performance II**

Credit Hours: 2

Description: Gives the student actor practical experience in a real acting environment. Through the audition and rehearsal process the student's imagination and creative potential will be stimulated. Special attention will be given to characterization, stage movement, speech techniques, dramatic form and the rehearsal / production / performance process. The successful rehearsal and presentation of the current production to the public will be the focal point of their activities. Previous acting experience is helpful but not required.

## THE 248

**Title: Rehearsal & Performance III**

Credit Hours: 3

Description: Gives the student actor practical experience in a real acting environment. Through the audition and rehearsal process the student's imagination and creative potential will be stimulated. Special attention will be given to characterization, stage movement, speech techniques, dramatic form and the rehearsal / production / performance process. The successful rehearsal and presentation of the current production to the public will be the focal point of their activities. Previous acting experience is helpful but not required.

**WELDING**

## WEL 101

**Title: Allied Cutting Processes**

Credit Hours: 4

Description: Covers setting up equipment and performing cutting and gouging operations utilizing the oxyacetylene, air carbon arc, exothermic, and plasma arc cutting processes. This course will also provide an introduction to blueprint reading.

## WEL 102

**Title: Oxyacetylene Joining Processes**

Credit Hours: 4

Description: Introduces safety inspections, minor repairs, operating parameters, oxyacetylene welding equipment, and oxyacetylene welding, brazing, and soldering operations. Blueprint reading skills will be practiced in this course. PreRequisite: WEL101 or instructor permission. CoRequisite: May be taken concurrently with WEL 101.

## WEL 113

**Title: Oxyfuel and Plasma Cutting**

Credit Hours: 2

Description: Outlines the skills needed to set up equipment and perform cutting and gouging operations utilizing the oxyacetylene and plasma arc cutting processes.

## WEL 121

**Title: Structural Welding I**

Credit Hours: 3

Description: Covers theory and practice in oxyacetylene processes with emphasis toward AWS welder qualification with mild steel electrode E-7018 welding in the horizontal and vertical position.

## WEL 122

**Title: Structural Welding II**

Credit Hours: 3

Description: Continues WEL121 with final emphasis toward AWS welder qualification with mild steel electrode E-7018 qualification test in the 2G, 3GU, and 4G positions. PreRequisite: WEL121

## WEL 124

**Title: Introduction to Gas Tungsten Arc Welding**

Credit Hours: 4

Description: Covers welding in all positions and on various joint configurations using the GTAW (tig) welding process on carbon steel, stainless steel and aluminum. Student should be familiar with basic metallurgy pertaining to the weldability of metals, structural joints, and safety in the welding industry.

## WEL 125

**Title: Introduction to Gas Metal Arc Welding**

Credit Hours: 4

Description: 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 175

**Title: Special Topics**

Credit Hours: 1

Max Credit: 6

Description: Provides students with a vehicle to pursue in depth exploration of special topics of interest PreRequisite: permission of instructor

## WEL 176

**Title: Special Topics Plastic Pipe Welding**

Credit Hours: 0

Max Credits: 12

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

WEL 178

**Title: Workshop**

Credit Hours: 1

Max Credit: 6

Description: Provides students with an exceptional learning experience.

PreRequisite: To be determined by the instructor.

WEL180

**Title: Internship**

Credit Hours: 1

Max Credits: 2

Description: 12 Meets the needs of the student in selected specialized area in a work-based environment. Individualized instruction at the job site will be set up based on student's interest and instructor approval.

WEL203

**Title: Flux Cored Arc Welding I**

Credit Hours: 4

Description: Covers safety inspections, minor repairs, operating parameters, operation of FCAW equipment utilizing self shielded wire, and principles of joint design, preparation, and material selection to welding operations.

WEL 224

**Title: Advanced Gas Tungsten Arc Welding**

Credit Hours: 4

Description: Covers welding in all positions on carbon steel, stainless steel and aluminum plate and carbon steel pipe with the GTAW process. Student should be familiar with basic metallurgy pertaining to the weldability of metals, structural joints, and safety in the welding industry.

PreRequisite: WEL124 or Instructor's Approval

WEL 230

**Title: Pipe Welding I**

Credit Hours: 4

Description: Covers safety inspections, minor repairs, operating parameters, and operation of SMAW, GMAW, and FCAW equipment in a variety of positions on plain carbon steel pipe joints. Also covers evaluating and solving complex welding and fabrication problems and administering hands on training and supervision to other students during assigned fabrication and welding operations.

WEL 231

**Title: Pipe Welding II**

Credit Hours: 4

Description: Covers safety inspections, minor repairs, operating parameters, and operation of SMAW, GMAW, and FCAW equipment in a variety of positions on plain carbon steel pipe joints. Also covers evaluating and solving complex welding and fabrication problems and administering hands on training and supervision to other students during assigned fabrication and welding operations. PreRequisite: WEL230 or instructor permission. CoRequisite: May be taken concurrently with WEL230

WEL 275

**Title: Special Topics**

Credit Hours: 1

Max Credit: 6

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

PreRequisite: instructor permission

WEL 278

**Title: Workshop Elective**

Credit Hours: 0

Max Credits: 12

Description: Provides students with an exceptional learning experience.

WEL 285

**Title: Independent Study**

Credit Hours: 1

Max Credit: 6

Description: Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. PreRequisite: Permission of the instructor

WEL 287

**Title: Cooperative Education**

Credit Hours: 1

Max Credit: 6

Description: 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.

PreRequisite: To be determined by the instructor.



## Faculty & Staff

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- CURTISS, NELDA  
(Assistant Professor - English)  
M.A., University of Houston
- CUSIMANO, LORENE  
(Assistant Bookstore Manager)  
Certificate, Trinidad State Junior College
- DeANGELIS, TONI  
(Director of Development and College  
Relations)  
A.A., Trinidad State Junior College;  
B.S., Adams State College
- DeCRISTINO, KATHLEEN  
(Assistant Professor - Cosmetology)  
A.G.S., Trinidad State Junior College;
- DeGARBO, BERNADINE  
(Admin. Assistant II - Admissions, Records)  
A.A.S., Trinidad State Junior College
- DINEEN, MARTIN  
(Assistant Professor - Nursing - Valley  
Campus)  
A.S., Trinidad State Junior College
- DONNELLY, KATHY  
(Marketing Coordinator)  
B.A., University of Colorado
- DOUGLAS, SCOTT  
(Instructor, Baseball Coach)  
B.B.S., Hardin-Simmons University;  
M.A., Hardin-Simmons University
- DURAN, CHARLENE  
(Student Activities Coordinator)  
A.A.S., Trinidad State Junior College;  
B.A., Loretto Heights College

EDWARDS, DONNA  
(Assistant Professor - Cosmetology)  
Certificate, Trinidad State Junior College

EVANS, KAY  
(Assistant Professor - Massage Therapy)  
Diploma, Auckland Technical Institute;  
Registered Comprehensive Nurse

FLEMING, LORDES  
(Assistant Professor - Cosmetology)  
Certificate, Trinidad State Junior College

FOLDA, MIKE  
(Head Basketball Coach)  
A.A., Northeastern Junior College  
B.S., Colorado State University – Pueblo

GABRIELSON, KERRY  
(Vice President Institutional Advancement,  
CCRAA Director)  
B.S., University of Dayton  
M.A., DePaul University

GARCIA, JODI  
(Assistant Professor - Nursing)  
A.D.N., Trinidad State Junior College;  
B.S.N., University of New Mexico;  
M.S.N., Walden University

GARVIN, LISA  
(Assistant Professor - Business)  
M.A., Adams State College

GILMORE, JOHN A.  
(Professor - Speech, Theater)  
B.A., Adams State College;  
J.D., University of North Dakota

GIPSON, KEITH  
(Professor - Gunsmithing)  
A.A.S., Trinidad State Junior College;  
Certificate of Gun Repair, Trinidad State  
Junior College

GONZALEZ, THOMAS, A.  
(Instructor - Gunsmithing)  
A.A.S., Texas Tech.

GRAHAM, CHARLES  
(Instructor - Heavy Equipment Operator)

GRIFFIS, STEVE  
(Assistant Professor - Humanities)  
B.A., Westmont College  
M.A., Princeton Theology Seminary

GRUBB, DEREK  
(Director of Student Support Services)  
B.S., Colorado State University;  
M.S., Colorado State University

HADDOW, DONNA  
(Executive Assistant to the President and VP of  
Student and Academic Affairs)

HAMILTON, GAIL  
(Administrative Assistant II)

HARRIS, SUSAN  
(Southern Colorado Professional Development  
Resource Center Coordinator)  
A.B.D., University of Denver;  
B.S.C., Ohio University;  
M.A., University of Denver, Advanced Studies

HART, GILLIAN  
(Assistant Professor - Biology)  
B.A., California State University, Fullerton;  
M.A., California State University

HAVERFIELD, DEBRA  
(Professor - EMT - Valley Campus)  
B.S., Buena Vista College;  
M.A., Adams State College

HEUSTED, MARCIA  
(Assistant Professor, Director of Massage  
Therapy - Valley Campus)  
AMTA Certificate, Massage Institute of New  
England;  
B.S., Northeastern University

HICKMAN, MICHAEL  
(Vice President of Finance)  
B.S., Kansas University

## HOLDEN, RICHARD

(Athletic Director, Golf, and Women's  
Basketball Coach)  
B.S., Northwestern Oklahoma State  
University;  
M.S., Eastern New Mexico University

## HOLDREAD, DOUGLAS

(Professor - Art)  
A.A., Trinidad State Junior College;  
B.A., Fort Lewis College;  
M.A., Adams State College

## HOLDREAD, LORI

(Learning Center Coordinator)  
B.A., University of Texas at El Paso

## HOLLINGSWORTH, LESLIE

(Administrative Assistant III - Financial Aid)

## KINGERY, TANNER

(Assistant Professor - Automotive Service  
Technology)

## KRAVIG, SETH

(Assistant Men's Basketball Coach/Ass't.  
Director of Housing)  
Kinesiology/Psychology, University of  
Northern Texas

## KRUMM, DEBRA

(Upward Bound Director, Instructor -  
Geology)  
B.S., University of South Carolina;  
M.S., University of Florida;  
Ph.D., University of Colorado

## KUEHN, JACQUELINE

(CNA Coordinator)

## LANGFORD, KICHAEL

(Administrative Assistant I)  
A.A., Trinidad State Junior College

## LEE, JUDITH

(Professor - English, Communications,  
Division Chair)  
B.A., University of Colorado;  
M.S., Indiana University

## LINDSAY, ANNA MAE RAE

(Director of Learning Resource Center - Valley  
Campus)  
B.A., Adams State College

## LOPEZ, FELIX

(President)  
Three-Year Degree, Centro de Estudios  
Cientificos y Tecnologicos 5 in Mexico City;  
A.A.S., Trinidad State Junior College;  
B.A., University of Southern Colorado;  
M.E.D., Colorado State University

## LOPEZ, MARGARET

(Outreach Education Specialist)  
B.A., Adams State College

## LUDDEN, CHELO

(Assistant Professor - English)  
ESL Certificate, San Diego State University;  
B.A., San Diego State University;  
M.A., San Diego State University

## LUJAN, ANNETTE

(Assistant Registrar - Institution Research)  
A.A., Liberal Arts, Trinidad State Junior  
College;  
B.A., Adams State College

## MACLAREN, JUDITH

(Professor - Mathematics, Chemistry, Math  
Science Upward Bound Program Director,  
Division Chair)  
A.A., Trinidad State Junior College;  
B.A., University of Colorado;  
M.A., Regis University

## MANTELLI, LOUIS

(Director of Physical Plant Operations)  
A.S., Trinidad State Junior College

## MARTIN, LORETTA

(Museum Director)  
A.A., Trinidad State Junior College;  
B.A., Adams State College

## MASSAROTTI, ALICIA

(Math Science Upward Bound Assistant  
Director)  
B.A., University of Colorado, Boulder

MARTINEZ, ROBERT  
(Special Populations/VE 135 Coordinator–  
Valley Campus)  
B.A.Adams State College

MAXWELL, DESI  
(Assistant Professor, Developmental Math)  
A.S., Trinidad State Junior College

McCOMAS, GINGER  
(Instructional Services Coordinator)  
A.A., Allen County Community College

McGILL, ELLEN  
(Head Volleyball Coach)  
B.S., Virginia Intermont College  
M.S., Western Carolina University

MEDINA, MARIA ANGELA  
(Assistant Professor - Nursing)  
B.S.N., Adams State College

MILLER, ROBERT  
(Instructor - Heavy Equipment, Diesel  
Mechanics)  
Certificate, SLV Vocational

MINCIC, CAROL  
(Coordinator of Fiscal Services)  
A.A., Trinidad State Junior College

MOLINA, NANCY  
(Student Success Center Assistant Coordinator  
- Valley Campus)  
B.A. Adams State College  
M.A. University of Phoenix

MONTOYA, LAWRENCE  
(Computer Services Technician)  
A.A.S., Trinidad State Junior College

MORTENSEN, KASSIE  
(Assistant Professor - Cosmetology)  
Certificate, Olympic Beauty Academy

NESBITT, SUE  
(Professor - Psychology)  
B.A., Northeastern Illinois University  
M.S.W., University of Illinois at Chicago  
PhD, University of Illinois-Chicago

NICCOLI, KIMBERLY  
(AV, CTE, Marketing Assistant)  
A.A.S., Trinidad State Junior College

NOLAN, DAVE  
(Associate Professor - Gunsmithing, Division  
Chair)  
A.A.S., Trinidad State Junior College

O'BRIEN, ERIC  
(Assistant Professor, Heavy Equipment Diesel)  
Certificate, Trinidad State Junior College

ORTA, ANDREW  
(Resident Life Coordinator)  
Certificate, Big Bend Community College  
A.A., Trinidad State Junior College

ORTEGA, BONNIE  
(Assistant Professor - Psychology &  
Sociology, Division Chair)  
B.A., Adams State College  
M.A., Adams State College

ORTEGA, ROSALIE  
(Program Assistant I - Valley Campus)  
Certificate, SLV Area Vocational

PEARSE, DAVID  
(Dean of Students – Valley Campus)  
A.S., Trinity Valley Community College  
B.A., BMA Theo Semin.  
M.S., University of Texas  
Post-graduate studies North Central University

PHILBIN, ROBERT, A.  
(Professor - Physics, Mathematics, Assessment  
Coordinator)  
B.S., Colorado School of Mines;  
M.A., Princeton University

PENA, JUANITA (Controller)  
B.A., Adams State College

RAEL, ROLANDO  
(Dean of Instruction – Valley Campus)  
PH.D Soil Science, University of California  
Riverside

- RALSTON, MERI  
(SSS Program Assistant Coordinator)  
Certificate, Assert Inc.
- RASMUSSEN, GENIA  
(Professor - Business; Student Life  
Coordinator - Valley Campus)  
A.A., LDS Business College;  
B.A., Adams State College;  
M.A., Adams State College
- RAVENS, CHERYL  
(CTE Advisor - Valley Campus))  
B.A. Adams State College
- RELYEA, JAMES  
(Assistant Professor - Fine Woodworking -  
Valley Campus)  
B.S., Colorado State University
- REEVES, BRIAN  
(Assistant Professor - Humanities)  
M.A., Emory University
- REORDA II, JOSEPH  
(Assistant Professor - Theatre)  
B.A., Colorado College  
M.A., CA College of Arts
- RIENKS, VICKI  
(Data Coordinator, Upward Bound Counselor)  
A.A., Trinidad State Junior College;  
B.A., Adams State College
- RITTER, LAURA  
(Human Resources Director)  
B. S., University of Southern Colorado
- RIVERA, WAYNE  
(Library Resource Manager)  
A.A., Trinidad State Junior College;  
B.A., New Mexico Highlands University
- RODMAN, SANDRA  
(Bookstore Manager)  
A. A., San Yuan College  
B. S., Southern Illinois University
- SALAZAR, VICTOR  
(Job Placement Counselor)  
B.A., Adams State College
- SALBATO, MIKE  
(Web Designer, Developer)  
A.A.S., Trinidad State Junior College)
- SANCHEZ, ROBERT  
(Assistant Professor, Welding)
- SANDERSON, MARGARET  
(Assistant to the Associate Vice President)  
B.A., Adams State College
- SANDOVAL, ANNETTE  
(Co-Director, Children's Garden - Valley  
Campus)  
Certificate, Trinidad State Junior College
- SEGURA, BETTY L.  
(Math Science Upward Bound Assistant  
Coordinator)  
A.A., Trinidad State Junior College
- SHIVELEY, SHANNON  
(Title V Coordinator)  
A.A., Trinidad State Junior College;  
B.A., University of Southern Colorado;  
M.E., Lesley University-Cambridge  
Massachusetts
- SILVA, RAMONA  
(Instructor - Infant, Toddler)  
A.A.S., Trinidad State Junior College
- SMITH, TED  
(Assistant Professor, Aquaculture - Valley  
Campus)  
B.S., Colorado State University
- SOWARDS, LOUISE  
(Assistant Professor - Nursing Co-Director,  
Nursing Education - Valley Campus)  
A.D., Mesa State College;  
B.S.N., Regis University;  
M.S.N., UCHSC
- SUMPTER, BILLEE  
(Instructor - Ag, Business Management)  
A.A. Trinidad State Junior College

- SWAZO, STEPHEN  
(Financial Aid Assistant; Softball Coach)  
B.A., University of Nebraska
- THEIMER, DONNA  
(Professor, - Office Technology - Valley Campus)  
B.A., University of West Florida;  
M.A., University of Colorado;  
M.A., University of Phoenix
- TRUJILLO, GAYLE  
(Professor - Cosmetology - Valley Campus)  
Cosmetology Diploma, Lea County Beauty College
- TRUJILLO, PATRICE JOLEEN  
(Student Support Services Director - Trio Program - Valley Campus)  
B.A. Adams State College  
M.A. Adams State College
- ULIBARRI, DEBBIE  
(Dean of Arts and Sciences)  
A.A. Trinidad State Junior College;  
A.S., Trinidad State Junior College;  
B.S., New Mexico Highlands University;  
M.A., Regis University
- VALDEZ, MARTY JO  
(Assistant Professor - ABE, GED, ESL - Valley Campus)  
B.A., Adams State College;  
M.A., Adams State College
- VAUGEOIS, HARRIET  
(Assistant Professor - English, Writing Center Coordinator)  
B.A., Michigan State University  
M.F.A., Wayne State University  
Administrative Credential in Education,  
California State College, Fullerton
- VEGA, THERESA  
(EOC Coordinator)  
B.A., University of Southern Colorado;  
Advanced Study, University of Colorado;  
University of Veracruz, Mexico
- VELTRI, SANDRA  
(Vice President Student and Academic Affairs)  
A.A., Trinidad State Junior College;  
B.A., Loretto Heights;  
M.Ed., Colorado State University;  
Ph.D, Colorado State University
- WATSON-FLORES, LESLEE  
(Mathematics Lab Coordinator, Instructor - Mathematics)  
A.S., Trinidad State Junior College;  
B.S., University of Southern Colorado
- WEBER, LAURIE  
(Budget Director)  
B.A., University of Alaska
- WESTERMAN, MATHILDA  
(Administrative Assistant III - Valley Campus)  
A.A., Trinidad State Junior College
- WEURDING, MARGARET (PEGGY)  
(Arts & Sciences Advising Coordinator)  
A.A., San Diego Community College;  
B.S. University of Southern Colorado;  
M.Ed, Colorado State University
- WILKINSON, NANCY  
(Director of Adult Education Services)  
B.S., Texas A & M University;  
Education Certificate, University of Texas;  
Advanced Study, M.E., Colorado State University
- WILLIAMS, NORMAN  
(Professor -Welding, Valley Campus)  
Apprenticeship Certification

## **Fall 2010**

August 20<sup>th</sup>, 2010      Friday  
Registration/Advising and Testing

August 23<sup>rd</sup>              Monday  
Classes Begin

September 6<sup>th</sup>              Monday  
No Classes/ Office Closed

Nov. 22<sup>nd</sup> – 26<sup>th</sup>          Mon – Fri  
Thanksgiving Holiday

Dec. 13<sup>th</sup> – 14<sup>th</sup>          Mon – Tue  
Final Exams

### **Census and Withdrawal Dates**

Census Date: September 7<sup>th</sup>, 2010

Withdrawal Date: November 17<sup>th</sup>, 2010

## **Spring 2011**

Nov. 12<sup>th</sup>, 2010          Friday  
Registration/ Advising and Testing

January 17<sup>th</sup>, 2011      Monday  
Classes Begin

March 14<sup>th</sup> – 18<sup>th</sup>          Mon – Fri  
Spring Break

April 22<sup>nd</sup> – 25<sup>th</sup>          Fri – Mon  
Easter Break

May 9<sup>th</sup> – 12<sup>th</sup>              Mon – Thu  
Final Exams

May 14<sup>th</sup>                      Saturday  
Commencement

## **Census and Withdrawal Days**

Census Date: February 2<sup>nd</sup>, 2011

Withdrawal Date: April 18<sup>th</sup>, 2011

## **Summer 2011**

June 3<sup>rd</sup>, 2011              Friday  
Registration/ Advising and Testing

June 6<sup>th</sup>                      Monday  
Classes Begin              8-Week Session

June 13<sup>th</sup>                     Monday  
Classes Begin              6-Week Session

### **Census Dates**

6-Week Session: June 18<sup>th</sup>, 2011

8-Week Session: June 13<sup>th</sup>, 2011

### **Withdrawal Dates**

6-Week Withdrawal Date: July 14<sup>th</sup>, 2011

8-Week Withdrawal Date: July 18<sup>th</sup>, 2011

## **Fall 2011**

August 19<sup>th</sup>, 2011          Friday  
Registration/ Advising and Testing

August 22<sup>nd</sup>                  Monday  
Classes Begin

Nov. 21<sup>st</sup> – 25<sup>th</sup>          Mon – Fri  
Thanksgiving Holiday

Dec. 12<sup>th</sup> – 13<sup>th</sup>          Mon – Tue  
Final Exams

*Census and Withdrawal Dates Fall 2011*

Census Date: September 7<sup>th</sup>, 2011

Withdrawal Date: November 21<sup>st</sup>, 2011