

Morgan Community College



GENERAL CATALOG

1978 - 1980

300 MAIN STREET FORT MORGAN, COLORADO 80701 PHONE: (303) 867-8564

**Established By The
1967 General Assembly of the State of Colorado
Under the Jurisdiction of the
Colorado State Board for Community Colleges and
Occupational Education
and the
Morgan Area Council**

**Recognized as a Candidate For Accreditation
By North Central Association
of Colleges and Secondary Schools**

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Note: This is an information document and is not to be considered a contract of offerings. Programs and curricula are subject to change without prior notice.

**MORGAN COMMUNITY COLLEGE
ADMINISTRATION AND SERVICES**

PRESIDENT'S OFFICE

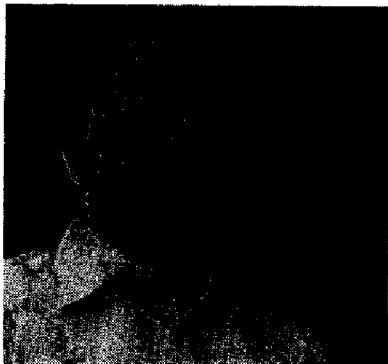
President Dr. Robert F. Datteri
President's Secretary Thelma E. Wiley

INSTRUCTIONAL DIVISION

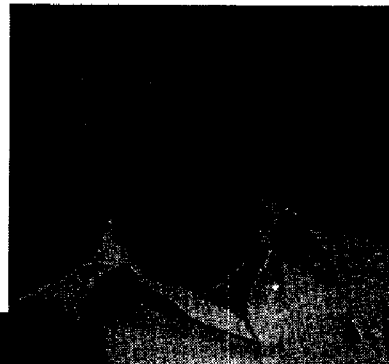
Dean of General Studies Dr. Edwin Ray
Dean of Occupational Studies James C. Hall
Assistant Dean of Occupational Studies Margarete Goodwin
Director of Learning Resources Center Patty Everett
Division Secretary Bonnie C. Kuntz
Division Secretary Janie Hubbell

COLLEGE SERVICES DIVISION

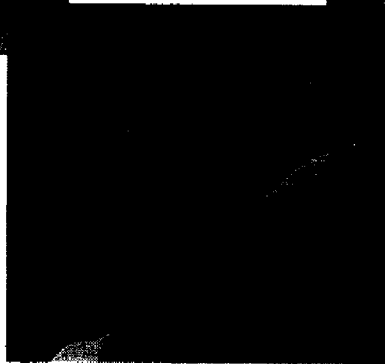
Dean of College Services Kenneth H. Hutchison
Director of Admissions, Records &
Financial Aid Beth A. Lebsock
Director of Counseling, Placement
and Veterans Robert L. Kerr
Director of Finance & Accounting Daniel M. Pederson
Assistant Director of Finance &
Accounting Richard Batman
Secretary—Counseling Office Maxine E. Baker
Secretary—Registrar's Office Rita M. Ewertz
Maintenance Man Arthur Carlson
Custodian Leroy Barrett
Custodian Theodore Betzold
Manager, College Bookstore Marilyn Iungerich



Dean Ray



Dean Hall



Dean Hutchison

ACADEMIC CALENDAR

Quarter	1978-79	1979-80
SUMMER		
Registration	June 19, 1978	June 18, 1979
Classes Begin	June 20	June 19
Last day to drop/add	June 26	June 25
Independence Day Holiday	July 4	July 4
Quarter ends	August 11	August 10
FALL		
Foreign Student Testing	September 18, 1978	September 17, 1979
Foreign Student Orientation	September 19	September 18
Registration	September 20-21	September 19-20
Office Day	September 22	September 21
Classes begin	September 25	September 24
Last day to drop/add	October 3	October 2
Thanksgiving Vacation	November 23-Nov. 28	November 22-25
Pre-registration for Winter Qt.	November 27-Dec. 8	November 26-Dec. 7
Quarter ends	December 8	December 7
WINTER		
Foreign Student Testing	January 2, 1979	January 2, 1980
Registration	January 3 & 4	January 2 & 3
Office Day	January 5	January 4
Classes begin	January 8	January 7
Last day to drop/add	January 16	January 15
Pre-registration for Spring Qt.	March 1-16	March 3-14
Quarter ends	March 16	March 14
SPRING		
Foreign Student Testing	March 26, 1979	March 24, 1980
Registration	March 26 & 27	March 24 & 25
Office Day	March 28	March 26
Classes begin	March 29	March 27
Last day to drop/add	April 6	April 4
Memorial Day Vacation	May 28	May 26
Pre-registration for Fall Quarter	May 29-June 7	May 30-June 6
Quarter ends	June 7	June 6
Commencement	June 8	June 7

GENERAL INFORMATION

mission and goals

The development of Morgan Community College has been based on the philosophy that education is needed, and, in fact, demanded beyond the high school level in order to prepare people for the labor market in the professional, business, or occupational areas and to allow the furtherance of education at four-year institutions. The college is firmly committed to the proposition that learning should not stop at any time in a person's life and that, regardless of his level of attainment, an education can be gained which is beneficial, interesting and personally satisfying to the individual.

Morgan Community College is, and must continue to be, a comprehensive community college. It must be a unique institution with distinct qualities and characteristics which include, among others, responsiveness to the needs of the local community, a broad offering of occupational, transfer and remedial programs; thereby indicating a responsibility to those who have completed or left high school, employed persons in need of training or retraining, or those having academic, socio-economic, or other employment handicaps, and to those who wish to pursue either terminal or transferable academic programs.

Morgan Community College has maintained and will continue to maintain a student population mix of approximately 65% occupational students to 35% academic students. This ratio has been achieved in an attempt by the college to meet demonstrable community needs.

the mission of the college

1. **Occupational Education:** To provide (a) pre-employment training for those who are preparing to enter an occupation; and (b) other courses and/or programs designed for retraining, upgrading, or occupational advancement for those already employed.
2. **General Education:** To provide (a) indirectly, all courses; and directly, in specific courses, those experiences which will lead to the development of a broadly educated person who has a grasp of the interrelationship of knowledge fields; and who is able to think effectively, communicate thought, make relevant judgements, discriminate among values, and made an appropriate application of knowledge gained; and, (b) two full years of general education leading to an Associate Degree either as a terminal degree or in preparation for transfer to a four-year institution of higher education.
3. **Remedial Education;** To provide the resources and personnel to assist individuals who have scholastic or other deficiencies in their educational backgrounds and to prepare them to succeed in post-secondary academic and occupational programs, and to provide language skills for those for whom English is a second language.
4. **Community Services:** To provide through credit and/or non-credit courses, opportunities to enrich community living; to increase and improve the participation of citizens in the affairs that affect them; to release the potential of adults as wage earners; and to emphasize the importance of individual excellence and achievement.
5. **Counseling and Guidance:** To interpret the educational programs of the College to students; to encourage students to select goals and undertake programs consistent with their abilities; to provide career guidance in the broadest sense; and to provide opportunities for students to receive assistance with their educational or personal problems.

goals

The overriding goal of the College is to serve the needs of all people by providing courses both on campus and through its satellite network which they desire and will find beneficial, while attempting to fulfill its stated mission. Morgan Community College has the following general goals which it is and will continue to strive to fulfill:

1. Providing a post-secondary education for all those who may profit from it whether locally, state-wide, nationally or internationally.
2. Providing academic courses developed to meet the needs of those students who plan to transfer to four-year institutions, and/or for those who seek a terminal two-year degree. These courses will be academically rigorous and of such quality that the transfer student may be assured of his ability to compete successfully upon transfer. A careful evaluation of lower division course work at other colleges and universities within Colorado and neighboring states will be maintained in order to assure that courses offered by Morgan Community College are of comparable scholarship.
3. Training students to fulfill the need which exists in occupational areas in the agricultural, business and industrial world, upgrading skills for those already employed, and retraining those who seek to change employment.

4. Providing developmental courses which would assist students in overcoming subject or scholastic deficiencies, or other educational handicaps due to financial, linguistic, social, or related reasons.
5. Increasing the general educational level of all in the community by providing courses for adults at all levels based upon demonstrable need.

historical sketch

In July, 1964, a committee was formed to consider the feasibility of establishing a junior college or community college district that would better serve the educational needs of Morgan County which the committee and other interested groups of citizens felt were not being adequately met by the existing system.

An outgrowth of this local initiative was a printed and published report entitled "Central Northeast Junior College Feasibility Report." The report served two very useful purposes: (1) it established the point of student interest and community need, and (2) it portrayed a community which desired the best possible educational opportunities for its residents and one which is not discouraged by the hard work required to pursue such an organized effort.

Subsequent to that, the Community College concept, unencrusted with tradition and an agent of social change, became more clearly identified and was totally accepted as the type of educational pursuit desired by the populace rather than the traditional junior college.

On May 7, 1967, Senate Bill 405 was signed into law creating the Morgan County Junior College District, bringing the first phase of the community action program to fruitful conclusion. On August 14, 1967, the people acted to approve a local tax levy to accrue funds for the initial operation of the college, and on September 19, 1967, elected a Board of Trustees to guide its development.

In November, 1969, the Board chose Robert W. Johnson, Ed.D., as President, and the first week of December, 1969, college offices were opened at 210 Cameron Street in Brush.

In July, 1970, the administration offices were moved to 300 Main Street, Fort Morgan, to make room for the growing administrative staff.

On September 14, 1970, classes began for the fall quarter and the first full year of operation for Morgan County Community College. Since that date the College has continually increased its enrollment and the programs offered have been constantly improved.

On June 29, 1973, the voters of the Morgan County Junior College District voted in favor of the college joining the state system. On July 1, 1973, the college officially became a state system two-year college. At that time the name of the institution was changed to Morgan Community College.

In June, 1976, Dr. Johnson resigned as President, and the Dean of Instruction, Robert F. Datteri, was appointed Acting President.

In January, 1977, Dr. Datteri was selected by the Morgan Area Council and the State Board for Community Colleges and Occupational Education as President of Morgan Community College.

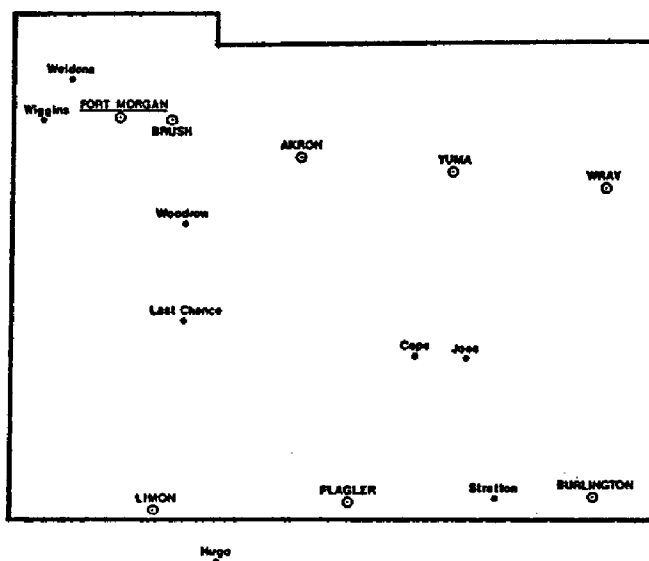
A "Site Fund Drive" initiated in early 1978 led to the acquisition of a ten acre site, situated east of Fort Morgan, close to I-76. This area is the nucleus of a permanent campus for Morgan Community College.

The Colorado State Legislature, during the 1978 session, appropriated construction funds for the first building for the new campus—a general purpose classroom building to house the General Studies—College Transfer programs, Electronics, and Business programs. Construction is scheduled to begin in September, 1978. Classes are scheduled for the new campus in September, 1979.

Morgan Community College provides the full range of its offerings throughout its service area whenever possible. The College is not limited to its permanent campus or to its immediate population area. Generally, the service area of Morgan Community College is contained in the counties of Morgan, Washington, Yuma, and northern Kit Carson. Satellite campus centers are maintained in the following locations: Yuma, Wray, Burlington, Cope, Joes, Otis and Flagler.

Morgan Community College is a comprehensive two-year, publicly supported institution of higher education, offering instruction in credit-bearing courses applicable to Associate Degrees and Certificates of Completion. The College is a member of the Colorado System of Higher Education, and is under the direction of the State Board for Community Colleges and Occupational Education. The College operates under an annual budget appropriation by the Colorado State Legislature.

**M.C.C.'s
Service
Area**



buildings

Morgan Community College is increasing in enrollment, and the space which it requires is increasing at the same pace. At present there are seven facilities in use at Morgan Community College.

The Administration Building located downtown at 300 Main Street in Fort Morgan is easily accessible to all college students. The following people can be found at the Administration Building:

- | | |
|--|------------------------|
| College President | Admissions Director |
| Dean of College Services | Financial Aid Director |
| Dean of General Studies | Veterans Officer |
| Dean of Occupational Studies | Counselor |
| Assistant Dean of Occupational Studies | Placement Officer |
| Registrar | Business Office |
| | Bookstore |

The Learning Resources Center, located at 821 W. Platte Avenue, houses the College Library, Learning Lab, and provides classroom space for a variety of classes. Just next door at 817 W. Platte Avenue is the Business and Secretarial Lab and several more classrooms. Both buildings provide an excellent educational atmosphere.

The Department of Humanities and Communications is located in the Learning Resource Center Annex at 815 W. Platte Avenue.

At 423 Main Street the Auto Mechanics Center houses all the latest equipment necessary for preparing a student in the field of Auto Mechanics. The front third of the building is a classroom and lecture area where full scale models of engines, transmissions, etc., are used to demonstrate what is being taught. The remainder of the building provides a large shop which is fully equipped to handle all kinds of auto mechanical problems.

The Morgan Community College Auto Body Center is located at 129 West Bijou Avenue and is designed in a manner similar to the Auto Mechanics Building. It is also fully equipped and has the capabilities of repairing a car body from start to finish. The building also contains the Electronics Department and several general purpose classrooms.

The Technical Center is located at 219 Main Street and houses the department of Science and Mathematics. The Journalism Department's darkroom is also located in the Technical Center.

In addition to these buildings, the College makes use of public school and other facilities when necessary. The use of the recreational facilities in the Morgan County area enhances our physical education department.

recreation in the area

The Morgan County area has an abundant supply of recreational facilities which provide enjoyment in a student's spare time. A municipal golf course in Fort Morgan has an 18 hole lay-out which is inexpensive and very accessible. Fort Morgan and Brush have tennis courts available to all students, and both communities offer swimming pools and picnic facilities. Although winter months hamper many activities, there is ice skating at the Riverside Park in Fort Morgan and intra-mural sports activities in the major communities to keep an individual occupied. Of course, the greatest ski slopes in the United States are just two hours away. Also, the metropolitan recreational offerings of the Denver area are only 1 1/4 hours driving time on Interstate highways from the Morgan County area.

accreditation

Morgan Community College is under the jurisdiction of the Colorado State Board for Community Colleges and Occupational Education. The Community College Division of the State Board has received letters from officials of four-year colleges and universities in Colorado stating that transfer credit will be granted to students who have successfully completed appropriate courses at the several colleges operating under the State Board. Students who plan to transfer to baccalaureate programs at the four-year institutions can be confident that college-parallel credits earned at Morgan Community College will transfer.

Morgan Community College now has Candidate for Accreditation status in the North Central Association of Colleges and Secondary Schools, the association which accredits all institutions of higher education in this area. This affiliate status indicates that the institution has given evidence of sound planning and the resources to implement these plans, and has indicated an intent to work toward accreditation.

the open door

Morgan Community College has adopted a policy whereby a student can enter our programs with any educational background—hence, the name "Open Door." Students are encouraged to decide upon a degree or certificate program and they will be counseled to enroll in programs commensurate with their interest and abilities.

educational rights and privacy act

Annually, Morgan Community College informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the college intends to comply fully, was designated to protect the privacy of educational records to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the College to comply with the Act.

Morgan Community College policy explains in detail the procedures to be used by the college for compliance with the provisions of the Act. Copies of the institutional policy are available from the Office of the Registrar.

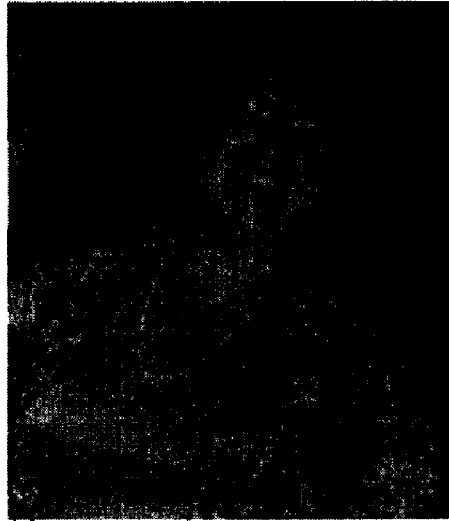
The Office of the Registrar also maintains a Directory of Records which lists the educational records maintained by Morgan Community College.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Office of the Registrar.

non-discrimination statement

This institution does not, in any of its programs or activities receiving federal financial assistance, discriminate against or subject to discrimination any person on the basis of race, color or national origin; any person on the basis of sex; any qualified handicapped person on the basis of handicap.

Furthermore, in the areas of (a) Admission to; (b) Access to; (c) Treatment in; or (d) Employment in, its programs or activities, this institution does not discriminate against or subject to discrimination any person on the basis of sex; or any qualified handicapped person on the basis of handicap. Additional information or guidance regarding any of the above policies may be obtained by contacting the institution's Affirmative Action Officer.



ADMISSION

requirements for admission

The College will admit high school graduates and non-graduates of high school who are 18 years of age or older, who can profit from instruction for which he/she enrolls. However, admission to the college does not assure acceptance of an individual student in a particular course or program. Some students may be requested to enroll in special courses for correction of scholastic difficulties. It is recommended that the student take the American College Test (ACT).

admission of foreign students

Foreign students must apply for admission at least one month prior to the quarter for which they wish to register. Students must present evidence of their ability to meet financial obligations for at least one year, show evidence of past educational achievement (e.g., a high school diploma), and take Morgan Community College English as a Foreign Language placement tests if English is not the student's primary or native language. Details are available from the Admissions Office.

application procedures

Students are requested to submit their application to the Admissions and Records Office at least ten days prior to the quarter for which they are applying. The application should include, if available, the results of the American College Test (ACT), grade transcripts from high school, and past college transcripts, if applicable. Transcripts are required for all full-time students, veterans, and any student planning to receive a degree at M.C.C.

residency

At the time of application for admission, students are classified for tuition purposes as Colorado residents or out-of-state residents according to provisions of Colorado Law.

Any student who has been classified as a non-resident and who believes he/she can qualify as a resident may secure from the Registrar a petition for in-state tuition status. A copy of the regulations governing residence classification is a part of the application. The final decision regarding tuition status rests with the institution. All questions regarding residence classification should be addressed to the Registrar.

registration

Registration is an important part of the student's academic progress. It is the policy of the college to devote as much time as is necessary to pre-registration and registration counseling to help each student select and pursue an education program in harmony with his/her abilities and goals.

The student is responsible for reading the Morgan Community College catalog and studying the curriculum guide sheet for his/her major. The student is also responsible for checking his/her program periodically to determine whether or not he/she is fulfilling all course requirements. If the student has any questions regarding his/her academic status at any time, he/she should check with the Director of Admissions and Records.

adding and dropping classes

In instances where a student's program of study can be improved, adds and drops may be processed after classes begin with the approval of the instructor and advisor. Program change forms may be obtained in the Office of Admissions and Records. Students have seven (7) college working days from the first day of the quarter in which to drop or add.

withdrawal

A student who desires to completely withdraw from the college must obtain the necessary forms from the Office of Admissions and Records. Withdrawals with refund from the college will be granted in accordance with the official Refund Policy.

course cancellations

The college must retain the customary right to cancel programs of course offerings where enrollments are insufficient to permit them to be offered on an educationally sound and economically efficient basis or to alter them for other reasons.

classification of students

A student registered for 12 hours or more is considered to be a full-time student. Anyone taking fewer hours is a part-time student.

Morgan Community College also classifies its students according to the type of program which they enter. High school students who are taking college courses in the occupational fields through their local high school are considered secondary students. Students who have graduated from high school or have received high school equivalency through the GED program and are working towards a degree, certificate or transfer to a four-year institution are post-secondary students.

Post-secondary students are classified as freshmen or sophomore. All those who have completed over 45 credit hours are considered sophomore and all others are freshmen.

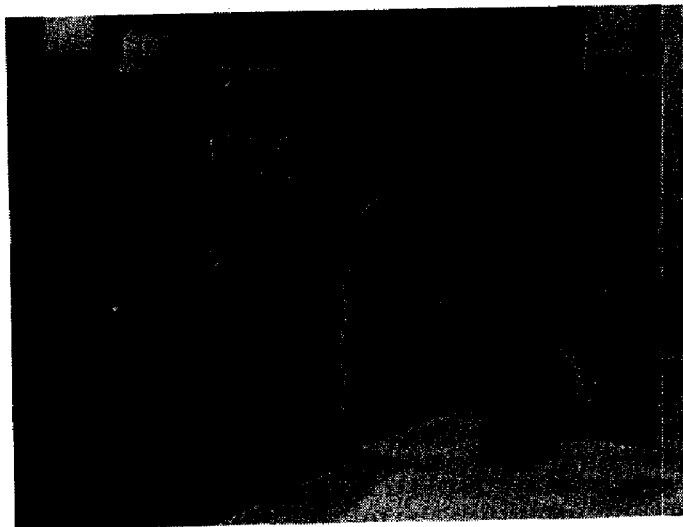
guidance and counseling

The Vocational Guidance Specialist, working closely with student advisors, provides special help to all students in the areas of career information, career development, testing, and agency referral so students can make their own decisions concerning their career goals.

The Guidance Specialist is available by appointment, referral, or any time a student needs a sounding board. All counseling topics and test results are kept confidential.

job development and placement

The Placement Office maintains close contact with business and industry concerning job opportunities and training needs. A record of available positions both full and part-time, is kept in the Placement Office. This office will assist students in obtaining full-time employment after they have completed an approved certificate or degree program at the college. Students interested in part-time jobs should contact the Placement Office and complete an application for employment.



g.e.d. & c.l.e.p.

The college administers the General Educational Development Test (GED) for those who wish to obtain a high school equivalency certificate.

Morgan Community College is authorized to administer the College Level Examination Program (CLEP) which might enable a student to obtain college credit for subject matter he/she has already learned. Arrangements for these tests should be made through the Office of Admissions and Records.

housing

Students who attend Morgan Community College commute, as the College does not operate a residence hall program. Students, are expected to arrange their own housing. Those desiring help may contact the Office of Admissions and Records.

COOPERATIVE ON-THE-JOB TRAINING

Many of the occupational programs at Morgan Community College require cooperative on-the-job training for the student. Morgan Community College believes that the coordinated experience of theory related classes and realistic on-the-job training offers the student the best opportunity for rational job entry preparedness.

The student must either accept employment at a training station approved by the college or must be employed at job locations that meet the program's occupational standards. The on-the-job training coordinator will determine the approval or disapproval of a job location as a training station. Credit is earned on a one-to-thirty ratio, i.e., one quarter hour of credit for 30 hours of work at an approved training station.

An acceptable on-the-job training experience and training station is made up of the following elements:

- 1) a complete course description;
- 2) a vocationally credentialed instructor acting as the on-the-job training coordinator;
- 3) a training agreement between the employer, the student, and the college;
- 4) a training plan that outlines planned experiences for the student on the job and is in concert with concurrent related theory classes—this plan is organized and agreed upon by the training station supervisor, the on-the-job training coordinator, and the student;
- 5) at least two visits per quarter by the on-the-job training coordinator to the student at the training station location;
- 6) a quarterly evaluation of the on-the-job training agreements; plans, visits, and evaluation documents for all on-the-job training students by the on-the-job training coordinator; and,
- 7) grading on the established grading system of the college.

FINANCIAL AID

eligibility for financial aid

Most financial assistance is awarded to students on the basis of need, provided that the funds are available. Need may be defined as the difference between the reasonable cost of attendance and the amount which the student and his/her family could reasonably be expected to provide for such educational expenses.

To maintain eligibility for financial aid (other than scholarships) students must continue to show need, to remain in good standing at Morgan Community College, maintain an academic load that qualifies as at least half time and meet the various specific aid program regulations as published by the State of Colorado and the U.S. Government. Copies of such regulations are available at the MCC Financial Aid Office. Eligibility for aid funds must be reestablished each academic year.

In order for an aid recipient to remain in good standing at Morgan Community College he/she must be eligible for continued enrollment (not become academically dismissed or suspended) and make measurable pro-

gress toward the completion of his/her educational objective. All aid applicants must be accepted for enrollment at MCC before aid funds will be offered.

The MCC Financial Aid Policy book is available for review at the Financial Aid Office.

application procedures and awards process

To apply for all types of financial aid at Morgan Community College, with the exception of scholarships, students should submit the ACT FAMILY FINANCIAL STATEMENT to ACT in Iowa City, Iowa. The Colorado Student Data Form must also be completed and mailed to ACT. In order to receive the maximum financial assistance possible, all applicants should apply for the Basic Educational Opportunity Grant. This is done by checking the appropriate box on ACT's FAMILY FINANCIAL STATEMENT.

ACT will process by computer their Financial Statement and provide MCC with an analysis of the family's financial status. The applicant will receive an eligibility report for the BEOG Program at his/her home address. These results must be sent to the financial aid office even though the applicant may have been found ineligible.

There is no deadline for applying for aid; however, those students who have a completed application in by April 15 of each year will be considered before those who apply after that date.

Students who wish to apply for scholarships only, need to complete the appropriate scholarship application. Such applications are available from the Financial Aid Office.

After your completed application is received, it will be evaluated to determine your eligibility. If you are eligible for aid, your specific awards will be based upon the aid programs you qualify for, the aid programs applied for, and the amounts of aid funds available in the various programs. You will be notified of our actions in early summer if you submitted your application prior to April 15.

Aid disbursements to students for all programs except work study earnings, will be by check during each quarter's enrollment. Work study earnings are paid to students the last working day of each month.

estimated academic year expenses

The budgets listed below are estimates of the academic year's expenses. These budgets are subject to change without notice and are to be used only as general guidelines for expenses.

Single Resident	Single Non-Resident	
\$367	\$1641	Tuition and Fees
1820	1820	Room and Board (school year only)
175	175	Books and Supplies
450	450	Misc. and personal
<hr style="width: 50px; margin-left: auto; margin-right: 0;"/> \$2812	<hr style="width: 50px; margin-left: auto; margin-right: 0;"/> \$4086	Total for 9 months

Educational expenses for students who reside with their parents while attending Morgan Community College are considerably less than those listed above. For more information regarding educational cost at MCC, contact the Financial Aid Office.

grants

Grants are funds awarded to students annually on the basis of "financial need". These funds do not require repayment.

b.e.o.g.

The Basic Educational Opportunity Grant is a federal grant awarded through the campus. All undergraduates seeking financial assistance are required to submit an application for the Basic Grant. Any U.S. citizen who will be enrolled in an eligible program and who has not previously received a baccalaureate degree is eligible to apply. Grants may range up to \$1600 per academic year depending on the cost of education. Applications for the BEOG are available at high schools, or college financial aid offices.

s.e.o.g.

The Supplemental Educational Opportunity Grant is federally funded and awarded to the most "financially needy" students (ACT Family Financial Statement required) after all other sources for aid have been exhausted and where it can be shown that "without such funds the student could not afford college". Awards range from \$200 to \$1500 per academic year and are available to undergraduate students only.

C.S.G.

The Colorado State Grant funds are available to Colorado residents, undergraduates, and "financially needy" students (ACT Family Financial Statement required). Awards range up to \$1000 per academic year.

C.S.I.G.

The Colorado Student Incentive Grant is funded by both the State and Federal government, available to undergraduates, Colorado residents, and "financially needy" students (ACT Family Financial Statement required). Awards range up to \$1500 per academic year.

employment

The two work-study programs are designed to enable students to earn all or part of their college expenses through part-time employment. Employment is arranged so that it will not interfere with the student's academic work and is limited to 20 hours per week while classes are in session. The basic pay rate is \$2.65 per hour; however, a higher rate is paid for specialized work. These jobs include work in laboratories, library, maintenance, office, etc.

colorado work-study

This program is available to Colorado resident students demonstrating "financial need" (ACT Family Financial Statement required). Students are paid an hourly wage based on the job performed and the skills required.

federal work-study

This program is a cooperative program between the federal government and the campus. Students demonstrating "financial need" (ACT Family Financial Statement required) may be employed and paid on an hourly basis.

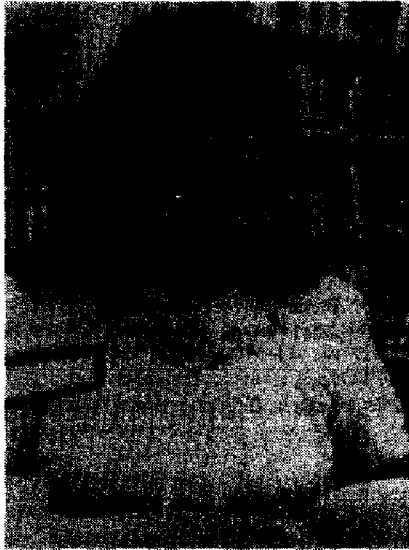
SCHOLARSHIPS

colorado scholars program

These scholarships are available to students who are at least half-time and have a 2.5 grade point average. Scholarships are awarded on ability, desire, and leadership. Applications can be obtained from the Financial Aid Office.

greater gifts scholarships

Applicants must be accepted by Morgan Community College to attend as a full-time (12 quarter hours) student and have a 2.0 or C grade point average. Scholarships will be awarded on the basis of desire, ability and need. Applications can be obtained from the Financial Aid Office.



LOANS

Educational loans are funds advanced to students to be used in meeting expenses incurred in obtaining their education. These funds must be repaid. Loans may vary in the repayment schedule and interest rate. Some loans have special cancellation provisions for part or all of the amount borrowed. The student is cautioned to be familiar with all of the conditions of loan programs before signing the loan note.

n.d.s.l.

The National Direct Student Loan program is a cooperative loan with funding from the federal government and the State of Colorado. The amount which may be borrowed is determined by the student's "financial need" and funding to the institution. Repayment of the loan begins nine months after the student discontinues his/her studies. The interest rate is three (3) percent and interest begins nine months after termination of studies. Cancellation provisions are a part of the NDSL and are detailed on the loan note.

f.i.s.l.

Federally Insured (Guaranteed) Student Loans are made by participating lending institutions in each state (banks, savings and loan associations, credit unions) and are insured by the federal government. In some cases, the federal government will pay the interest on the amount borrowed while the student is in school. Repayment of principle and interest begins nine months after the student ceases to be at least a half-time student. Apply at your local bank.

VETERANS BENEFITS

Morgan Community College cooperates with the Veterans Administration in providing education to eligible veterans and their dependents. The college is approved for the training of veterans under all applicable laws; however, veterans are cautioned to obtain counseling from the Veterans Affairs Office to assure that their program of study is an approved curriculum. A veteran must enroll in a degree program to be eligible for benefits.

registration

Veterans must meet all college requirements as detailed elsewhere in this catalog before becoming students at MCC and eligible for VA Educational Assistance.

mcc entrance requirements

Being accepted for study at Morgan Community College is generally no problem for veterans. All you need to do is complete an MCC application form and provide the college a copy of your high school transcript or G.E.D. Certificate. If you have previously attended another college or university, you must provide an official transcript of your grades there.

g.i. educational allowances

You now have ten (10) years after military separation to use your G.I. Bill educational allowances. Most veterans have 45 months of entitlement available for use within those ten years. Monthly payments depend on the program of study you are in, the number of dependents you have, and the number of credits for which you are enrolled.

Non-Cooperative Programs

	Single	Married	One Child	Additional
Full-Time	\$311	\$370	\$422	\$26
Three-Quarters Time	233	277	317	19
Half-Time	156	185	211	13

All Cooperative Programs

Single	Married	One Child	Additional
\$251	\$294	\$334	\$19

There is also a VA LOAN PROGRAM and a VA WORK-STUDY PROGRAM available.

state tuition waiver

The State of Colorado will generally pay part of your tuition if you were a Colorado resident when you entered the Military, served between August 5, 1964, and August 4, 1973, and are considered a Colorado resident when attending Morgan Community College. Applications for this program are available at the MCC Veterans Affairs Office.

certification for g.i. benefits

The Veterans Affairs Office handles the paperwork to certify you for G.I. benefits and to get your checks coming. You need a copy of your DD-214 for the initial application for benefits.

If you are transferring to Morgan Community College and have used your benefits elsewhere, be sure to fill out a Change in Place of Training form with us (VA Form 22-1995). All vets should check with our office in advance on certification for summer school and new academic year each fall.

jobs and financial aid

The Morgan Community College Financial Aid Office can help you find a part-time job or apply for loans and grants. The Veterans Affairs Office can also help you apply for state bonuses for Vietnam veterans and VA work-study. Also, help is available in preparing job resumes.

tutoring

In addition to your regular benefits, you can receive up to \$80 a month from the VA for private tutoring in a course with which you need help. This service can be particularly helpful to vets who have been out of school for a while or who encounter a course for which they have little background. See the Veterans Affairs Office for information.

your responsibility while receiving va benefits

To keep your checks coming and avoid problems with the VA, notify the Veterans Affairs Office immediately of any changes in the following:

Credit-hour load	Programs of Study
Address	Transfer to another school
Dependents	Decide not to attend MCC

MCC VETERANS POLICIES

credit for previous education and training

The college maintains a written record of applicable previous education and training of the veteran or eligible person and clearly indicates what appropriate credit has been given by the college for previous education and training. The training period will be shortened proportionately and the person and interested agencies so notified. The veteran is responsible to provide to Morgan Community College the written record of applicable previous education and training. Failure of the veteran to provide this information may result in a serious delay in educational benefits.

refund policy for veterans

The college has and maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is discontinued therefrom at any time prior to completion. Such policy provides that the amount charged to the veteran or eligible person for the course shall not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the complete portion of the course bears to its total length. (School policy will comply with VAR 14255).

attendance and satisfactory progress

A written record must be maintained on file for each eligible veteran or dependent documenting satisfactory (and unsatisfactory) attendance and progress. Specifically, any student who fails to maintain proper at-

<p>Veterans Refund Policy Withdrawal During:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>1st Wk.</td><td>2nd Wk.</td><td>3rd Wk.</td><td>4th Wk.</td><td>5th Wk.</td><td>6th Wk.</td><td>7th Wk.</td><td>8th Wk.</td><td>9th Wk.</td><td>10th Wk.</td> </tr> <tr> <td>100%</td><td>90%</td><td>80%</td><td>70%</td><td>60%</td><td>50%</td><td>40%</td><td>30%</td><td>20%</td><td>10%</td> </tr> </table>	1st Wk.	2nd Wk.	3rd Wk.	4th Wk.	5th Wk.	6th Wk.	7th Wk.	8th Wk.	9th Wk.	10th Wk.	100%	90%	80%	70%	60%	50%	40%	30%	20%	10%	15	<p>Veterans Refund Policy Withdrawal During:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>1st Wk.</td><td>2nd Wk.</td><td>3rd Wk.</td><td>4th Wk.</td><td>5th Wk.</td><td>6th Wk.</td><td>7th Wk.</td><td>8th Wk.</td><td>9th Wk.</td><td>10th Wk.</td> </tr> <tr> <td>100%</td><td>90%</td><td>80%</td><td>70%</td><td>60%</td><td>50%</td><td>40%</td><td>30%</td><td>20%</td><td>10%</td> </tr> </table>	1st Wk.	2nd Wk.	3rd Wk.	4th Wk.	5th Wk.	6th Wk.	7th Wk.	8th Wk.	9th Wk.	10th Wk.	100%	90%	80%	70%	60%	50%	40%	30%	20%	10%
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100%	90%	80%	70%	60%	50%	40%	30%	20%	10%																																	

tendance or make academic progress in any class(es) will be reported to the Veterans Administration Regional Office. When a veteran has missed 10% of the class time per term through unexcused absences, he/she will be disenrolled by the instructor and so reported to the Veterans Administration.

audits, and withdrawals for veterans

VA benefits are not allowed for taking a class for an audit.

Veterans who are dropped from a class(es) by the instructor(s) and receive a grade which does not affect their cumulative grade point average are not eligible for VA funds from the date of original enrollment into the class(es). If the veteran receives a Withdrawal (W) grade for a class, there exists a high probability that the veteran will be billed by the VA for an overpayment.

re-enrolling veterans

Veterans who are attending MCC and have been certified for future academic quarters must complete registration for those academic quarters within the first three days of classes. The VA will be notified that you are not enrolled if you fail to register during the first three class days of each quarter.

TIME TABLE OF BENEFITS

Following is a checklist of G.I. benefits showing the amount of time you have to use them after release from military service:

90 days	To apply to a former employer for reemployment
120 days	To convert service life insurance to an individual policy.
1 year	To file for VA dental treatment
1 year	To receive unemployment compensation
3 years	To apply for a correction of military record.
10 years	To complete education under G.I. Bill.
NO LIMIT	To obtain a VA home loan.
NO LIMIT	To obtain VA Hospital care
NO LIMIT	To file a claim for injury or disease
NO LIMIT	To claim Civil Service veterans preference.

ELIGIBLE PROGRAMS OF STUDY AT MCC

Enrollment in some of the following programs is extremely limited or sequential. To be sure that you can get into the program that you want, you should contact the Veterans Affairs Office well in advance of the start of classes.

Associate of Science Degree in:

- Biology
- Chemistry or Physics
- Mathematics

Associate of Arts Degree in:

- Social Science
- Business
- History
- Journalism
- Literature
- Spanish

Associate of Applied Science Degree in:

- Swine Technology
- Automotive Body Technology
- Automotive Mechanics Technology

Accounting
Business Management
Secretarial Science
Electronics Technology
Construction and Maintenance Trades

Veterans enrolled in the Associate of Art and the Associate of Science Degree and eligible for VA benefits will be paid the institutional rate. The exact amount of allowance depends upon the training time enrolled for (full-time, three-quarter time, one-half time or less than one-half time) and the number of dependents.

The Associate of Applied Science programs are cooperative programs for VA educational allowances. Veterans in these programs must enroll as at least a full-time student to receive benefits (there are no VA benefits for less than full-time enrollment in these programs).

A veteran enrolled in a cooperative program which permits certain cycles of training (alternating quarters of classroom sessions and OJT) may elect either to receive the institutional benefit rate or the cooperative benefit rate for that cycle. This election must be made in writing prior to the VA's issuance of benefits. If the institutional rate is selected it can be received only while actually enrolled as a student with a full load of classes. No benefits would be received while enrolled in the work experience (OJT) portion of the cycle.

Should the student be concurrently enrolled in work experience credit and classroom generated credit, the cooperative allowance rate will apply.

For more information regarding specific benefit rates and options, contact the MCC Veterans Affairs Office.

m.c.c. refund policy - refund of tuition and fees

A student must OFFICIALLY withdraw from the college by processing an approved WITHDRAWAL FORM with the Office of Admissions and Records, 300 Main Street, within the stated refund period to be eligible for refund of tuition and fees.

If a student processes an approved OFFICIAL WITHDRAWAL from the college or classes within the first seven (7) college working days from the start of the quarter, he/she will receive a 100% refund of that proportion of the tuition and fees being dropped. NO refund will be granted after that period of time.

Unusual circumstances concerning refunds may be referred to the Dean of College Services for variations from the normal refund policy.

health and accident insurance

All students can receive insurance to cover them in case of accident or illness while they are attending Morgan Community College. This coverage is not limited to the time a student is in the classroom but offers full 24 hour coverage.

probation policy

Only those students enrolled for 6 or more college level credit hours will be considered for academic probation. Students enrolled for 6 or more credit hours who fail to maintain at least a 1.71 quarterly G.P.A. will be placed on academic probation for the following quarter of attendance.

Students enrolled for 6 or more credit hours who fail to maintain at least a 1.71 Grade Point Average for two successive quarters will be suspended. A student who has been suspended for unsatisfactory academic progress may appeal to the Student Services Committee to be readmitted. Additional information regarding the appeal process can be obtained from any Student Services staff member.

GRADING SYSTEM

A	Superior	4 Grade Points
B	Above Average	3 Grade Points
C	Average	2 Grade Points
D	Below Average	1 Grade Point
F	Failing	0 Grade Points
I	Incomplete	
X	Audit	
W	Withdrawal	

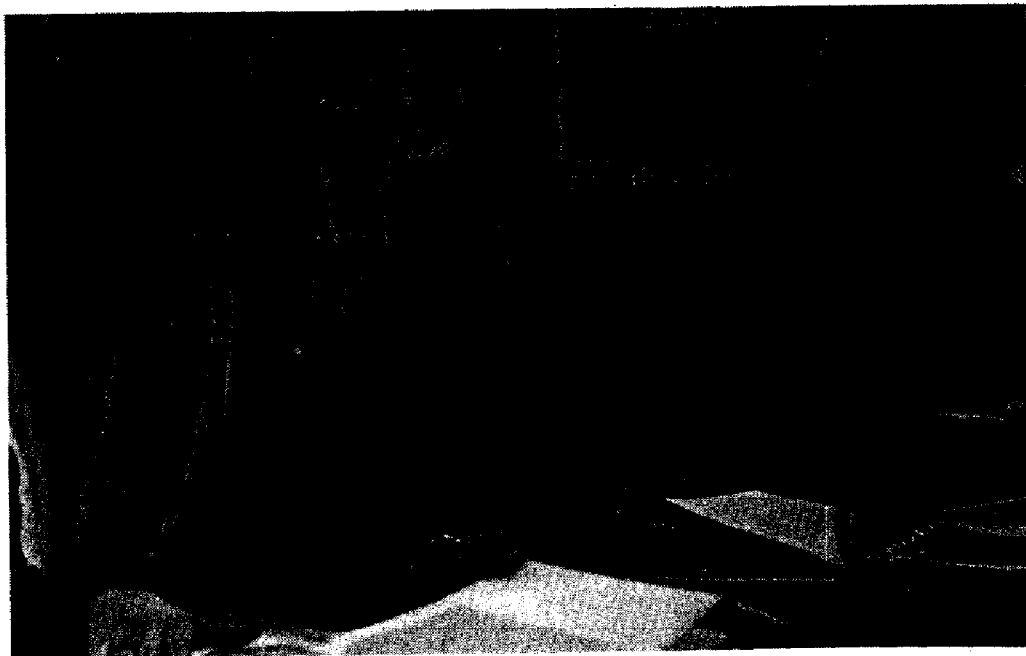
incomplete: Incomplete indicates that course objectives are not fulfilled. Arrangements to receive the incomplete must be initiated by the student and approved by his instructor prior to the end of the term. Unusual circumstances may dictate limited deviation from this procedure. Incompletes not removed by the final day of the succeeding quarter will be recorded as an F.

audit: Assigned when a student is officially enrolled, has paid tuition, but does not wish to have academic credit for the course. A student may change from Credit to Audit, or from Audit to Credit only through the seventh workday after the quarter officially begins.

withdrawal: Assigned only when a student officially withdraws or is dropped by the instructor by the established deadline. Withdrawal is recorded on the official record only if a student drops or is dropped after seven class days following the start of the quarter.

pass/fail grades: The grades "P" (Pass) and "F" (Fail) will be assigned in the following kinds of classes:

1. Remedial education
2. Physical Education, specifically all classes having a PED prefix



3. Cooperative O.J.T., specifically such classes taught in the Occupational Division
4. Classes offered by the Division of Continuing Education, having a CED prefix

MCC considers a Pass grade in Pass/Fail courses to be computable at a 'D' or better. Courses failed under the Pass/Fail system are not computed into a student's overall grade point average.

records and transcript of credits

All grades reported to the records office by an instructor are entered upon the student's permanent record. These grades are permanent and will be changed only in the case of a grading or reporting error by the instructor. Grades and transcripts may be withheld in cases where the student has an indebtedness to the college. To protect the confidentiality of a student's records a transcript will not be released without a written request from the student or former student. Grades may be changed only four weeks into the succeeding quarter.

Additionally, any student or his/her parents if financial dependency exist has the right to inspect and review any and all official records, files, and data directly related to that student.

dean's list and president's list

Those who excel in their courses of study at Morgan Community College may qualify to be named to the Dean's List. To be eligible, a student must complete at least 12 quarter hours of college level work, excluding O.J.T., and maintain a 3.25 grade point average. Those students who maintain the 3.25 average throughout the academic year will be named to the President's List.

student class load

The normal course load is 14 to 18 hours. These courses include only courses taken for credit at the college. Courses obtained in any other manner or from an institution other than Morgan Community College are not included. A student may enroll for more than 18 hours only with permission of the Dean of Occupational Studies or the Dean of General Studies and payment of the overload charge. No student may enroll for more than 24 credit hours in any one quarter.

Students who hold or expect to hold full or part-time employment while enrolled in the college should register for course loads they can expect to complete without unusual difficulty.

transferring credits

Those students desiring to transfer credits from Morgan Community College to a four-year institution may do so by contacting the Registrar. Transcripts of courses taken and grades received will be sent to the institution of the student's choice. The decision as to whether certain courses offered at MCC will transfer to a four-year institution is made by the college accepting the student's credits.

To transfer credits to MCC, a student should submit grade transcripts from the institution he/she last attended. Such transcripts will be evaluated by MCC and credit allowed where appropriate.

auditing courses

A student may elect to attend a class but not receive credit by declaring at registration that he/she is auditing the course. No credit will be granted towards a degree or certificate although the instructional standards are the same as for students taking the course for credit. Students will pay the same tuition and fees as those taking the class for credit.

A student may change from Audit to Credit or from Credit to Audit only during the first seven (7) college working days from the start of the quarter.

class attendance

Students are expected to attend all classes for which they are registered, except in cases of illness or other emergencies. The instructor shall determine and inform students of the effect of absences on the grade. If any student accumulates so many absences that continued enrollment in the class seems to be of little value, the student may be officially withdrawn by the instructor.

student conduct

Each individual is expected to conduct himself/herself as a responsible, mature person. Therefore, the college has no strict rules of conduct for its students. However, we feel that all students should honor the rights of others and observe civil laws. Failure to do so may result in disciplinary action or dismissal.

student retention at mcc

For the prior three academic years, approximately 60% of those students attending Morgan Community College completed their programs of study or completed an academic year. Additional student retention data is available from the Registrar at MCC.

credit by examination

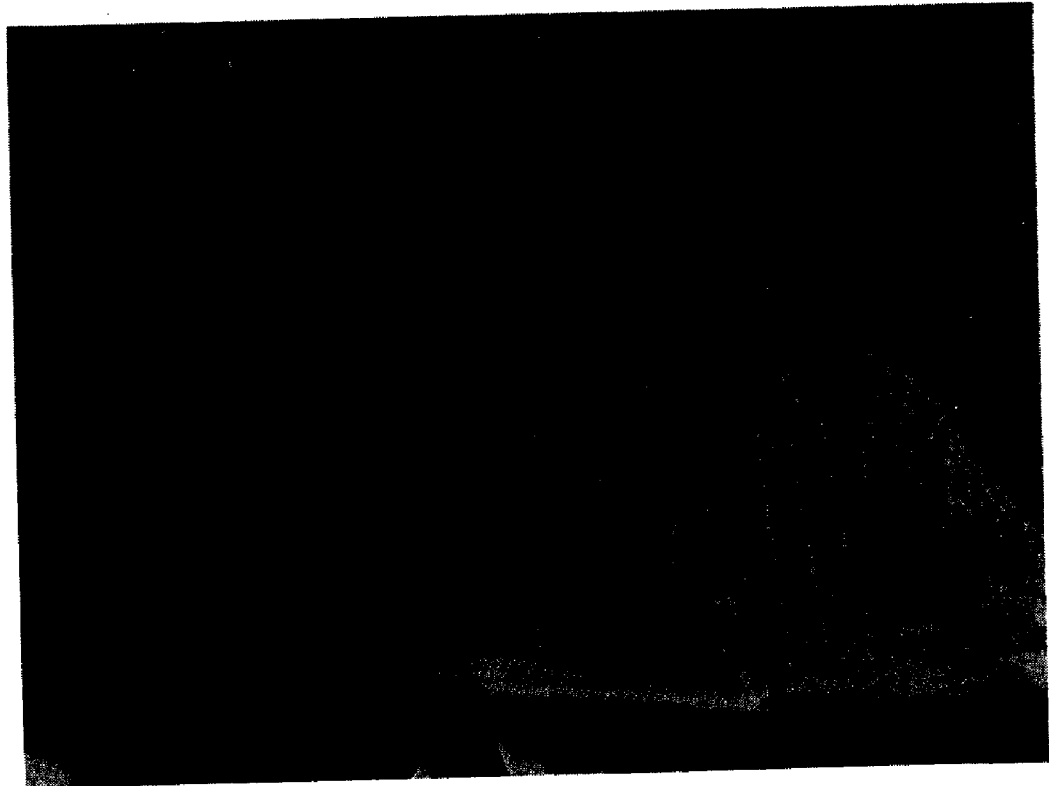
Some vocational courses have proficiency examinations. If a student feels that he/she has mastered the course material through prior training or experience, the student may request a proficiency examination for course credit if that course has a developed proficiency examination.

1. The student may obtain a proficiency examination form from the Registrar's Office. A fee of \$1.00 per credit hour attempted will be paid.
2. After completion of the proficiency examination, the testing instructor will complete the proficiency examination form, noting course number, credit hours, and grade judgement. A grade of "C" or higher is required for proficiency credit.
3. A proficiency examination may not be re-taken and may not be taken to raise a grade already received in a course.

test-out procedures

Students may request, after classes begin, a test-out of classes they are currently enrolled in if they feel they have sufficient mastery of the subject matter to successfully pass a comprehensive examination.

Approval to test out of any course is at the discretion of the individual instructor. If a student's request is granted to test out of a course, the instructor will set the time for the examination. The grade will be recorded by the instructor and turned in at the end of that quarter. The student must make a grade of "C" or higher to receive credit without continuing in the course.



LEARNING RESOURCES CENTER

To fully develop their educational experience, students at Morgan Community College need to learn skills in reading, observation, listening, and social interaction. He/She also needs to master knowledge, to develop working skills, and to communicate ideas to his/her peers.

The resources and services offered by the Learning Resources Center (LRC) are a fundamental part of this educational process. The LRC is by definition a place in a school where a full range of print and audiovisual media, equipment, and services from media specialists are accessible to students and instructors.

On our campus, the LRC includes the library of books, a library of audio-visual material and the Learning Lab. The Learning Lab is a laboratory which serves student needs in the areas of reading improvement (rate and comprehension), study skills (note-taking, etc.), spelling and vocabulary. Students who need basic skills in math and communications are also served here. Learning in the Learning Lab may take place through self-paced instructional units which deal with a variety of skills a student may wish to master; i.e., improve study habits, write job applications, basic steps in how to tune a carburetor, and so on. In the LRC learning opportunities are provided for small and large groups as well as individual students.

The most important aspect of the LRC in the educational process is that of enabling students and teachers to make a multimedia or intermedia approach by the teaching of a concept. The availability of many materials in a variety of formats gives students and teachers the opportunity to select from among many resources the media best suited to answer their specific needs.

special studies

Courses with course numbers 175 or 275 are designated as Special Studies in a specific discipline. These courses allow the advanced student to engage in intensive study or research of a given topic under the individual direction of a qualified faculty member. Election of this course will be evaluated by the appropriate Dean who will assist in selecting a supervising instructor and in determining the amount of credit to be granted upon successful completion of the course.

A maximum of 6 credits can be earned at the 175 level and a further maximum of 6 credits can be earned at the 275 level. These course numbers are preceded by a three alpha prefix to indicate the appropriate department (e.g., MAT 175 or PSY 275).

continuing education

We at MCC strongly believe that education is a process, not a terminal goal or event. Living and learning are simultaneous events. Continuing Education classes illustrate the variety of learning activities to complement and stimulate interest and social value. It is our strong belief that since education is a lifelong process, and that the primary mission of a community college must be to provide educational experiences that the community wants, needs and can profit from.

Through listening to requests, and conducting surveys, we evaluate the educational needs of many people and identify classes to assist in meeting our community needs.

eFl program

The English as a Foreign Language is a comprehensive program which emphasizes reading and grammar. The program contains ten levels of each discipline into which students are placed according to test scores.

The tests are administered prior to the student's registration. The entire staff carefully evaluates each student before placement.

The admission policies for the various categories of foreign students are as follows:

All Foreign Students - Regardless of your date of first registration at MCC:

If you are at EFL Level 8 or above, or have a TOEFL score above 500, you may register for a maximum of 18 college transfer credits. Work closely with your advisor to arrange a program of study which will meet your needs.

Foreign Students who enroll for the first time at MCC Fall Quarter, 1977, and thereafter:

- a) If you are at EFL Level 1 through 4, you must register for 2 sections of EFL. In addition, you may register for a maximum of 6 college transfer credits.
- b) If you are at EFL Level 5, you must register for one section of remedial English and one section of remedial reading. In addition, you may register for a maximum of 6 college transfer credits of your choice drawn from the Schedule of Classes.
- c) If you are at EFL Level 6 or 7 you must register for one section of remedial reading. In addition, you may register for a maximum of 9 college transfer credits drawn from the Schedule of classes.
- d) A student who will reach EFL Level 6 at mid-quarter may enroll for 9 quarter hours plus the required section of remedial reading provided the following conditions have been met:
 - (1) Grade of "A" in EFL 063 (Level 4)
 - (2) Written permission from two EFL faculty members who have worked directly with the student.

The student goal upon completion of the EFL program is to assume full-time academic status. It is our belief that the individualized EFL courses fused with college experience will achieve this goal.

DEGREES CONFERRED

associate of arts degree:

The Associate of Arts degree will be awarded to those students who have successfully completed the required number of credit hours in transfer course work as outlined in the curricula following.

associate of science degree:

The Associate of Science degree will be awarded to those students who have successfully completed the required number of credit hours in transfer course work as outlined in the curricula following.

associate of applied science degree:

The Associate of Applied Science degree will be awarded to those students who complete the two-year occupational programs as outlined in the curricula.

GRADUATION REQUIREMENTS

Upon successful completion of one of the programs offered in the occupational area or in the academic area, the student becomes a candidate for graduation. All candidates for diplomas or certificates must have a cumulative grade point average of 2.0 and have earned at least fifteen (15) quarter hours of credit at Morgan Community College. Students must apply no later than Winter Quarter registration to graduate in June.

OCCUPATIONAL CERTIFICATE PROGRAMS

An Occupational Certificate will be awarded to those students who complete training programs in specific job skill areas. The student will acquire job entry skills via the completion of an Occupational Certificate Program, or, he/she may elect to take additional academic courses in order to qualify for an Associate of Applied Science Degree. All candidates for Occupational Certificates must have earned at least fifteen (15) quarter hours of credit at Morgan Community College.



**GENERAL STUDIES
DIVISION**

ASSOCIATE OF ARTS DEGREE

Successful completion of a minimum of ninety-six (96) quarter hours of credit in transfer course work including the following:

HUMANITIES 18 hours

Of these 18 hours, six must be completed in Basic Writing (ENG 101) and Intermediate Writing (ENG 102) and three in Principles of Speech (SPE 101). The remaining nine hours must be drawn from other courses listed under the Humanities section of the catalog and having course numbers of 100 or higher.

SCIENCE AND MATHEMATICS 15 hours

This requirement can be met by any course listed in the Science and Math section of this catalog having a course number of 100 or higher.

SOCIAL SCIENCES 12 hours

This requirement can be met by any course listed in the Social Science section of this catalog having a course number of 100 or higher.

ELECTIVES See specific programs of study*

Any courses listed in the General Studies section of the catalog having course numbers of 100 or higher and certain specified courses in the Business and Secretarial Science section are acceptable as electives if approved by the student's advisor.

PHYSICAL EDUCATION 3 hours

*Each program is displayed with recommended course offerings for each quarter, but the student is not required to enroll for the recommended sequence of courses each quarter in order to achieve normal progress in the program.

ASSOCIATE OF SCIENCE DEGREE

Successful completion of a minimum of ninety-six (96) quarter hours of credit in transfer course work including the following:

HUMANITIES 18 hours

Of these 18 hours, six must be completed in Basic Writing (ENG 101) and Intermediate Writing (ENG 102), and three in Principles of Speech (SPE 101). The remaining nine hours must be drawn from other courses listed under the Humanities section of the catalog and having course numbers of 100 or higher.

SCIENCE AND MATH 30 hours

A minimum of 30 credit hours is required, however, 45 hours is recommended for those pursuing this degree. Courses which are recommended are College Chemistry (CHE 121, 122, 123), Biology (BIO 101, 102, 103), College Physics (PHY 104, 105, 106), Algebra, Trigonometry, Elementary Functions (MAT 112, 113, 114), and/or Calculus (MAT 201, 202, 203). Each of these is a one-year course (15 credit hours).

SOCIAL SCIENCES 12 hours

Any courses listed in the Social Science section of the catalog and having a course number of 100 or higher will satisfy this requirement.

ELECTIVES See specific programs of study*

Any courses listed in the General Studies section of the catalog having course numbers of 100 or higher, and certain specified courses in the Business and Secretarial Science section are acceptable as electives if approved by the student's advisor.

PHYSICAL EDUCATION 3 hours

*Each program is displayed with recommended course offerings for each quarter, but the student is not required to enroll for the recommended sequence of courses each quarter in order to achieve normal progress in the program.

ASSOCIATE OF SCIENCE DEGREE in Biology

Year 1

<i>Quarter 1</i>	<i>Quarter 2</i>	<i>Quarter 3</i>
ENG 101 Basic Writing 3	ENG 102 Intermediate Writing 3	SPE 101 Principles of Speech 3
MAT 112 College Algebra + 5	MAT 113 College Trigonometry + 5	MAT 114 Elementary Functions + 5
BIO 101 General Biology I 5	BIO 102 General Biology II 5	BIO 103 General Biology III 5
PED 101 P.E. 1	PED 102 P.E. 1	PED 103 P.E. 1
Elective 3	Elective 3	
17	17	14

Year 2

<i>Quarter 4</i>	<i>Quarter 5</i>	<i>Quarter 6</i>
LIT 216 Survey of English Literature I** 3	LIT 217 Survey of English Literature II** 3	LIT 218 Survey of English Literature III** 3
CHE 121 General Chemistry I 5	CHE 122 General Chemistry II 5	CHE 123 General Chemistry III 5
BIO 201 Population and Community Biology 5	BIO 202 Cellular Biology 5	BIO 203 Cellular and Developmental Biology 5
PSY 101 General Psychology I* 3	PSY 102 General Psychology II* 3	PSY 103 General Psychology III* 3
18	18	18

**or another fine arts class

*or another social science class

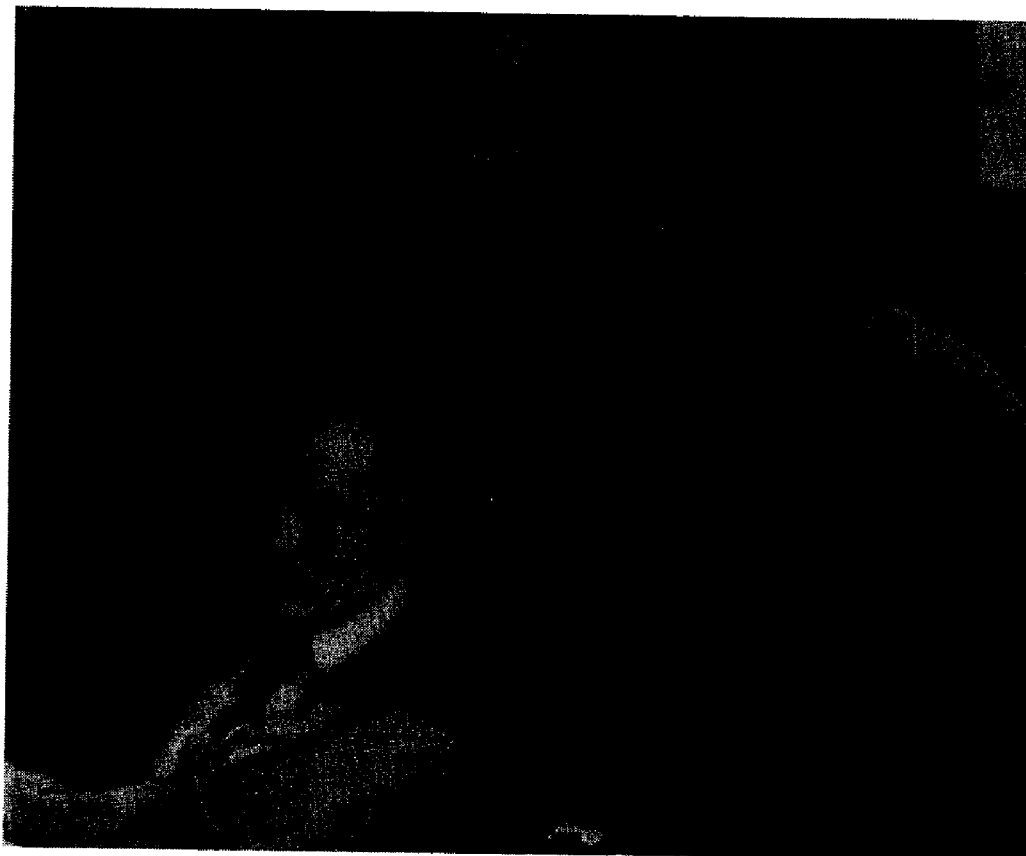
+ sequence may be replaced by MAT 201, 202, 203, Calculus I, II, III if student qualifies for advanced placement

ASSOCIATE OF ARTS DEGREE in Business

Year 1

<i>Quarter 1</i>	<i>Quarter 2</i>	<i>Quarter 3</i>
ENG 101 Basic Writing 3	ENG 102 Intermediate Writing 3	SPE 101 Principles of Speech 3
BUS 107 Introduction to Business 3	SEC 162 Intermediate Typewriting I or 3	BUS 101 Principles of Accounting I 4
Approved Math or Science 5	SEC 163 Intermediate Typewriting II 5	SEC 163 Intermediate Typewriting II or elective 3
SEC 161 Beginning Typewriting or 3	Approved Math or Science 5	PSY 103 General Psychology III* 3
SEC 162 Intermediate Typewriting I 3	PSY 102 General Psychology II* 3	PED 102 P.E. 1
PSY 101 General Psychology I* 3	Approved Humanities 3	
PED 101 P.E. 1		
<u>18</u>	<u>17</u>	<u>14</u>

*or another social science class



Year 2

<i>Quarter 4</i>	<i>Quarter 5</i>	<i>Quarter 6</i>
BUS 102 Principles of Accounting II 4	BUS 112 Business Law II 3	BUS 115 Business Law III 3
BUS 111 Business Law I 3	ECO 102 Economics II 3	ECO 103 Economics III 3
ECO 101 Economics I 3	BUS 103 Principles of Accounting III 4	Approved Humanities 3
Approved Humanities 3	Approved Electives 6	MAT 130 Elementary Statistics 5
PED 103 P.E. 1		Approved Elective 3
14	16	17

Approved Humanities is any course listed in the catalog under the Humanities section with a course number of 100 or higher.

Approved Math/Science is any course listed in the catalog under the Math/Science section with a course number of 100 or higher.

The following courses will be accepted for approved electives:

Advanced Typewriting
 Gregg Shorthand I, II, and III
 Income Tax I
 Intermediate Accounting
 Business Computations

Speed Dictation and Transcription
 Humanities courses 100 and above
 Math/Sciences courses 100 and above
 Social Science courses 100 and above

ASSOCIATE OF SCIENCE DEGREE in Chemistry or Physics

Year 1

<i>Quarter 1</i>	<i>Quarter 2</i>	<i>Quarter 3</i>
ENG 101 Basic Writing 3	ENG 102 Intermediate Writing 3	SPE 101 Principles of Speech 3
MAT 112 College Algebra + 5	MAT 113 College Trigonometry + 5	MAT 114 Elementary Functions + 5
CHE 121 General Chemistry I 5	CHE 122 General Chemistry II 5	CHE 123 General Chemistry III 5
PED 101 P.E. Elective 3	PED 102 P.E. Elective 3	PED 103 P.E. 1
17	17	14

Year 2

<i>Quarter 4</i>	<i>Quarter 5</i>	<i>Quarter 6</i>
LIT 216 Survey of English Literature I** 3	LIT 217 Survey of English Literature II** 3	LIT 218 Survey of English Literature III** 3
MAT 201 Calculus I 5	MAT 202 Calculus II 5	MAT 203 Calculus III 5
PSY 101 General Psychology I* 3	PSY 102 General Psychology II* 3	PSY 103 General Psychology III* 3
PHY 104 General Physics I 5	PHY 105 General Physics II 5	PHY 106 General Physics III 5
16	16	16

**or another fine arts class

*or another social science class

+ sequence may be replaced by MAT 201, 202, 203, Calculus I, II and III if student qualifies for advanced placement in math.

ASSOCIATE OF ARTS DEGREE in History

Year 1

<i>Quarter 1</i>	<i>Quarter 2</i>	<i>Quarter 3</i>
ENG 101 Basic Writing 3	ENG 102 Intermediate Writing 3	SPE 101 Principles of Speech 3
SOC 104 Principles of Sociology 3	SOC 105 Urban Sociology 3	SOC 106 Social Problems 3
HIS 103 Western Civilization I 3	HIS 104 Western Civilization II 3	HIS 105 Western Civilization III 3
BIO 101 General Biology I or) 5	BIO 102 General Biology II or) 5	BIO 103 General Biology III or) 5
MAT 112 College Algebra) 1	MAT 113 College Trigonometry) 1	MAT 114 Elementary Functions) 1
PED 101 P.E. 1	PED 102 P.E. 1	PED 103 P.E. 1
<hr style="width: 100%;"/> 15	<hr style="width: 100%;"/> 15	<hr style="width: 100%;"/> 15

Year 2

<i>Quarter 4</i>	<i>Quarter 5</i>	<i>Quarter 6</i>
LIT 216 Survey of English Literature I 3	LIT 217 Survey of English Literature II 3	LIT 216 Survey of English Literature III 3
HIS 201 U.S. History I 3	HIS 202 U.S. History II 3	HIS 203 U.S. History III 3
MAT 130 Elementary Statistics 5	HIS 275 Special Studies in History 6	ANT 121 Anthropology 5
SPA 101 Spanish I* 5	SPA 102 Spanish II* 5	SPA 103 Spanish III* 5
<hr style="width: 100%;"/> 2	<hr style="width: 100%;"/> 5	<hr style="width: 100%;"/> 5
<hr style="width: 100%;"/> 18	<hr style="width: 100%;"/> 17	<hr style="width: 100%;"/> 16

*or another social science class.

ASSOCIATE OF ARTS DEGREE in Journalism

Year 1

<i>Quarter 1</i>	<i>Quarter 2</i>	<i>Quarter 3</i>
ENG 101 Basic Writing 3	ENG 102 Intermediate Writing 3	SPE 101 Principles of Speech 3
JOU 121 Newswriting 4	JOU 122 Advanced Newswriting 4	JOU 123 Feature & In-Depth Writing for Newspapers 3
MAT 101 College Mathematics 5	SEC 161 Typewriting I or) 3	ANT 121 Anthropology 5
BIO 101 General Biology I* 5	SEC 162 Intermediate Typewriting I)* 3	BIO 103 General Biology III* 5
PED 101 P.E. 1	BIO 102 General Biology II* 5	PED 103 P.E. 1
	PED 102 P.E. 1	
18	16	17

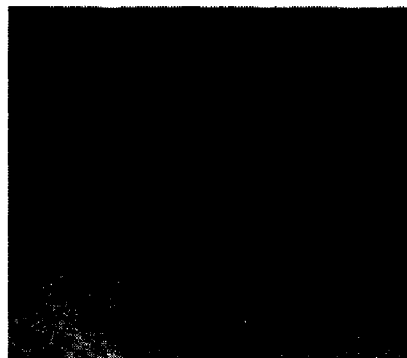
Year 2

<i>Quarter 4</i>	<i>Quarter 5</i>	<i>Quarter 6</i>
JOU 221 Journalism Practicum 2	JOU 222 Journalism Practicum 2	JOU 223 Journalism Practicum 2
JOU 225 Introduction to Photography 3	BUS 292 Advertising 3	MAT 130 Elementary Statistics 5
HUM 201 Coordinated Humanities I** 5	HUM 202 Coordinated Humanities II** 5	HUM 203 Coordinated Humanities III** 5
LIT 225 Survey of American Literature I 3	LIT 226 Survey of American Literature II 3	SOC 106 Social Problems*** 3
SOC 104 Principles of Sociology*** 3	SOC 105 Urban Sociology*** 3	
16	16	15

*or Chemistry

**or another fine arts class

***or Psychology, Economics, U.S. History, Political Science, Western Civilization



ASSOCIATE OF ARTS DEGREE in Literature

Year 1

<i>Quarter 1</i>	<i>Quarter 2</i>	<i>Quarter 3</i>
ENG 101 Basic Writing 3	ENG 102 Intermediate Writing 3	SPE 101 Principles of Speech 3
LIT 130 Introduction to Poetry 4	LIT 145 Introduction to Fiction 4	LIT 150 Introduction to Drama 4
MAT 101 College Mathematics 5	LIT 225 Survey of American Literature I 3	LIT 226 Survey of American Literature II 3
CHE 121 General Chemistry I* 5	CHE 122 General Chemistry II* 5	CHE 123 General Chemistry III* 5
PED 101 P.E. 1	PED 102 P.E. 1	PED 103 P.E. 1
<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
18	16	16

Year 2

<i>Quarter 4</i>	<i>Quarter 5</i>	<i>Quarter 6</i>
Elective 3	Elective 3	Elective 3
HIS 201 U.S. History I** 3	HIS 202 U.S. History II** 3	HIS 203 U.S. History III** 3
LIT 216 Survey of English Literature I 3	LIT 217 Survey of English Literature II 3	LIT 217 Survey of English Literature III 3
HUM 201 Coordinated Humanities I 5	HUM 202 Coordinated Humanities II 5	HUM 203 Coordinated Humanities III 5
PSY 101 General Psychology I*** 3	PSY 102 General Psychology II*** 3	PSY 103 General Psychology III*** 3
<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
17	17	17

*or Biology

**or Western Civilization

***or Sociology, Economics

ASSOCIATE OF SCIENCE DEGREE in Mathematics

Year 1

<i>Quarter 1</i>	<i>Quarter 2</i>	<i>Quarter 3</i>
ENG 101 Basic Writing 3	ENG 102 Intermediate Writing 3	SPE 101 Principles of Speech 3
MAT 112 College Algebra + 5	MAT 113 College Trigonometry + 5	MAT 114 Elementary Functions + 5
CHE 121 General Chemistry ++ 5	CHE 122 General Chemistry II++ 5	CHE 123 General Chemistry III++ 5
PED 101 P.E. Elective 1 3	PED 102 P.E. Elective 1 3	PED 103 P.E. Elective 1 3
17	17	17

Year 2

<i>Quarter 4</i>	<i>Quarter 5</i>	<i>Quarter 6</i>
LIT 216 Survey of English Literature I* 3	LIT 217 Survey of English Literature II* 3	LIT 218 Survey of English Literature III* 3
MAT 201 Calculus I 5	MAT 202 Calculus II 5	MAT 203 Calculus III 5
PSY 101 General Psychology I** Elective 3	PSY 102 General Psychology II** Elective 3	PSY 103 General Psychology III** Elective 3
	MAT 275 Special Studies in Math 2	MAT 275 Special Studies in Math 2
14	16	16

*or another fine arts class

**or another social science class

+ sequence may be replaced by MAT 201, 202, 203; Calculus I, II, III if student qualifies for advanced placement in math. Additional higher math courses will be offered on demand.

++ or PHY 104, 105, 106; General Physics I, II and III. This is a highly recommended elective.

ASSOCIATE OF ARTS DEGREE

in

Social Sciences

(Psychology, Sociology, or
Economics Major)

Year 1

<i>Quarter 1</i>	<i>Quarter 2</i>	<i>Quarter 3</i>
ENG 101 Basic Writing 3	ENG 102 Intermediate Writing 3	SPE 101 Principles of Speech 3
PSY 101 General Psychology I 3	PSY 102 General Psychology II 3	PSY 103 General Psychology III 3
SOC 104 Principles of Sociology 3	SOC 105 Urban Sociology 3	SOC 106 Social Problems 3
BIO 101 General Biology I or) 5	BIO 102 General Biology II or) 5	BIO 103 General Biology III or) 5
MAT 112 College Algebra) 1	MAT 113 College Trigonometry) 1	MAT 114 Elementary Functions) 1
PED 101 P.E. 1	PED 102 P.E. 1	PED 103 P.E. 1
	Approved Elective 3	
15	18	15

Year 2

<i>Quarter 4</i>	<i>Quarter 5</i>	<i>Quarter 6</i>
LIT 216 Survey of English Literature I 3	LIT 217 Survey of English Literature II 3	LIT 218 Survey of English Literature III 3
ECO 101 Economics I 3	ECO 102 Economics II 3	ECO 103 Economics III 3
HIS 103 Western Civilization I 3	HIS 104 Western Civilization II 3	HIS 104 Western Civilization III 3
MAT 130 Elementary Statistics 5	PSY 275 Special Studies in Social Science 3	PSY 275 Special Studies in Social Science 3
Approved Elective 3	Approved Elective 3	Approved Elective 3
17	15	15

ASSOCIATE OF ARTS DEGREE in Spanish

Year 1

<i>Quarter 1</i>	<i>Quarter 2</i>	<i>Quarter 3</i>
ENG 101 Basic Writing 3	ENG 102 Intermediate Writing 3	SPE 101 Principles of Speech 3
SPA 101 Spanish I 5	SPA 102 Spanish II 5	SPA 103 Spanish III 5
PSY 101 General Psychology I 3	PSY 102 General Psychology II 3	PSY 103 General Psychology III 3
BIO 101 General Biology I 5	BIO 102 General Biology II 5	BIO 103 General Biology III 5
PED 101 P.E. 1	PED 102 P.E. 1	PED 103 P.E. 1
17	17	17

Year 2

<i>Quarter 4</i>	<i>Quarter 5</i>	<i>Quarter 6</i>
LIT 216 Survey of English Literature I 3	LIT 217 Survey of English Literature II 3	LIT 218 Survey of English Literature III 3
SPA 201 Advanced Spanish I 5	SPA 202 Advanced Spanish II 5	SPA 203 Advanced Spanish III 5
MAT 101 College Math 5	SOC 105 Urban Sociology 3	ANT 125 Mexico-An Overview 3
SOC 104 Principles of Sociology 3	ENG 275 Special Studies in Communications & Arts** 4	SOC 106 Social Problems 3
16	15	14

**Special Studies in Communications could be developed into teacher-aide work in bi-lingual classroom.

PRE-PROFESSIONAL TRAINING PRE-DENTAL

Basic requirements for admission to American schools and colleges of dentistry are more or less uniform; however, requirements stated in most dental school bulletins are minimal. In order to be competitive for admission, candidates must have broader credentials than the published requirements. Therefore, pre-dental candidates should complete the following basic sciences sequences:

- Two full years of biology
- Two full years of chemistry
- One year of mathematics through calculus (this may be accomplished by placement examination)
- One year of physics

In addition, all dental schools require one year of English composition (or equivalent by placement).

Since admissions committees favor broadly educated candidates, it is recommended that the above requirements be liberally supplemented with courses in the humanities and social sciences.

This program closely approximates pre-medicine requirements, providing candidates with a double option.

Exceptional students may complete pre-dental requirements in two or three years; however, the current trend among the better schools is to seek out the superior student with a general education and baccalaureate degree.

PRE-MEDICAL

Colleges of medicine select only students of outstanding undergraduate achievement, exceptional ability, and maturity. Most prefer that students concentrate in a natural sciences area along with training in humanities, social sciences, and related natural sciences. Students may select any major that fulfills the requirements of medical schools to which they intend to apply. Usual requirements are one year of English, two years of chemistry, two years of biology, and one year of physics. Other requirements may include calculus, genetics, literature, or modern foreign language.

Because of the requirements stated above, most students elect an interdepartmental major in either physical or biological science. Chemistry, philosophy, and psychology are also frequent majors.

Although few medical schools require a degree, most require four years of undergraduate work. In exceptional cases, three-year students may be accepted. Students should not take undergraduate courses which are offered in medical school, since this denies them courses not available after they are out of undergraduate college.

PRE-PHARMACY

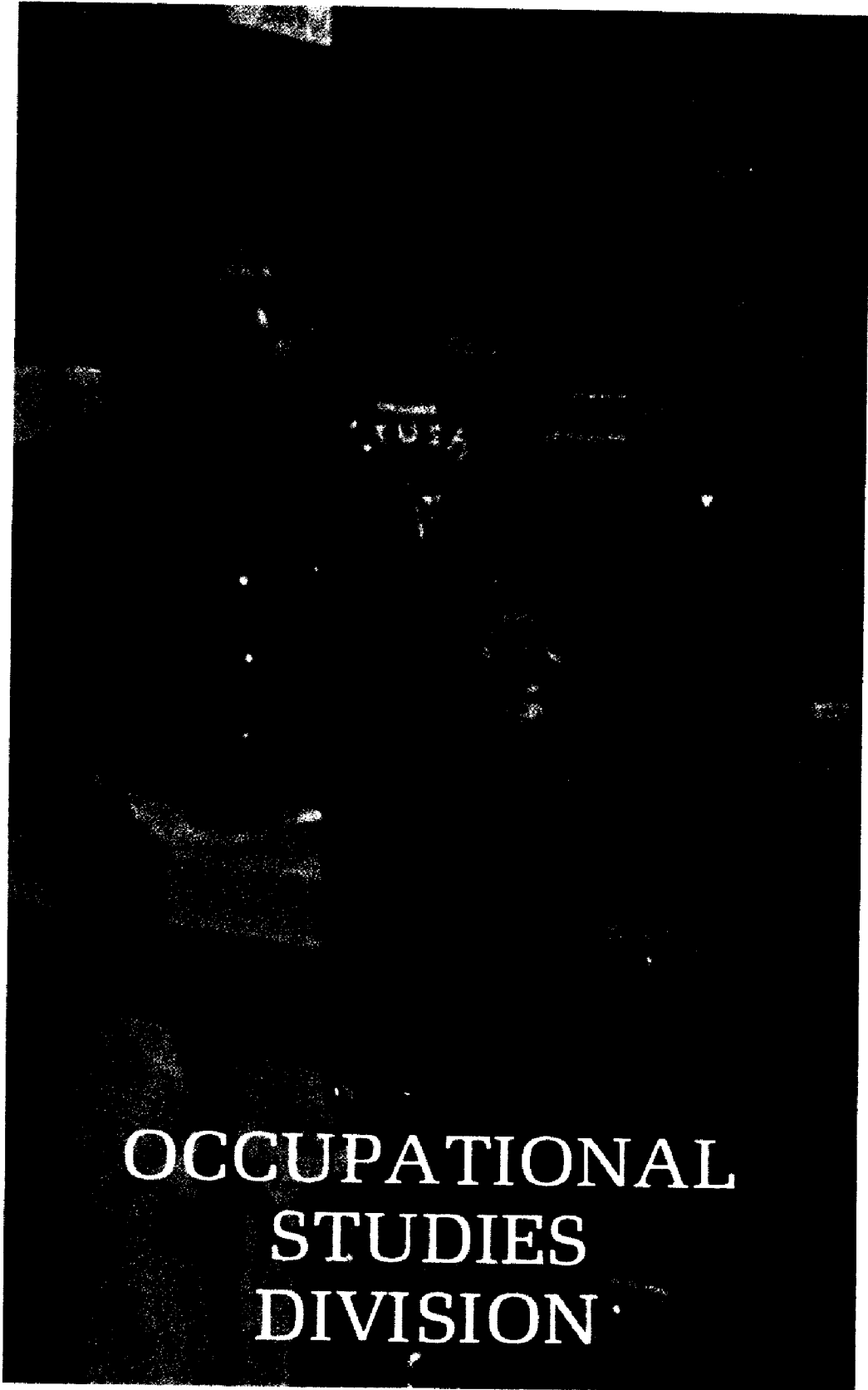
Colleges of pharmacy require five years for the bachelor's degree and certification. Pre-pharmacy students may complete the first two years at MCC by taking basic requirements in biology, chemistry, English, mathematics, and physics under the guidance of a faculty advisor.

PRE-MAJORS IN ENGINEERING, EDUCATION, GENERAL HOME ECONOMICS, and Other Transfer Areas

The requirements for these majors at Colorado four-year institutions are fairly specialized, and require a specially developed program of study during the Freshman and Sophomore years. If your plans call for a degree in any such field, talk with your advisor about developing a program for you designed to transfer to the University of Northern Colorado, Colorado State University, Colorado University, or other Colorado universities and colleges.



Groundbreaking—1978. The Morgan Area Council
(left to right) Robert Johnson, Doris Neb, Betty Kelly, Willard Mees, Harry Mohrlang, and Cliff Garver.



OCCUPATIONAL
STUDIES
DIVISION

GENERAL INFORMATION

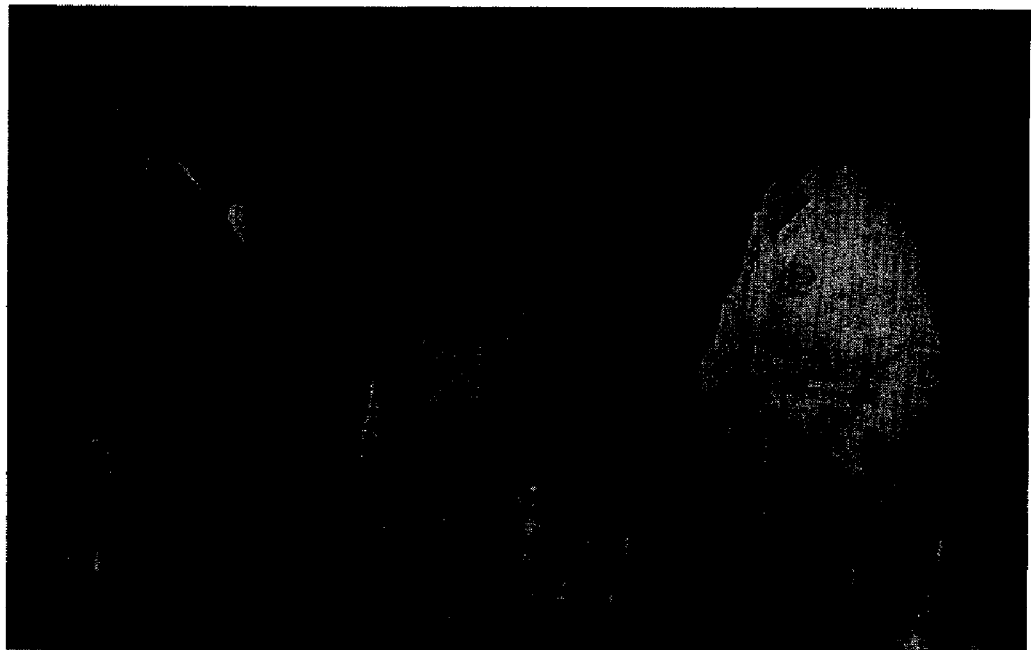
The following curricula are terminal vocational programs designed to prepare students with job entry skills. Each curriculum is displayed with recommended course offerings for each quarter, but, the student is not required to enroll for the recommended course offerings each quarter in order to achieve normal progress in the program. Further, on-the-job training requirements are also displayed in recommended patterns, but students may enroll for O.J.T. in patterns that fit their need.

The following Occupational Degree Programs are considered Cooperative Programs for the determination of VA benefits to eligible Veterans and other eligible persons:

- A.A.S. — Automobile Body Technology
- A.A.S. — Automobile Mechanics Technology
- A.A.S. — Secretarial Science
- A.A.S. — Construction and Maintenance Trades
- A.A.S. — Electronics Technology
- A.A.S. — Swine Technology
- A.A.S. — Elevator and Feedmill Technology
- A.A.S. — Business Management
- A.A.S. — Accounting
- A.A.S. — Law Enforcement Technology (not a Cooperative Program)

Other vocational programs, for which VA benefits are not available, also have the above conditions. They are:

- Certificate — Automobile Body Repair
- Certificate — Automobile Mechanics
- Certificate — Clerk Typist
- Certificate — Stenographer
- Certificate — Bookkeeping Clerk
- Certificate — Swine Production
- Certificate — Elevator and Feedmill Operations
- Certificate — Nurse Aide/Orderly



Automobile Body Repair and Technology Programs

The Automobile Body programs are designed to prepare students with job entry skills in the automobile body repair occupational cluster. Major features are:

- 1) a two-year Associate of Applied Science Degree program in Automobile Body Technology;
- 2) a two-year Certificate program in Automobile Body Repair; and,
- 3) on-the-job training in the second year is available in Morgan County, and, these jobs can sometimes be obtained through College resources.

The following pages show the curricula for both the Certificate and Associate of Applied Science Degree programs.

In general, graduates of these programs will be prepared for jobs such as: auto body repairman; automobile painter; frame repairman; and metal repairman.

AUTOMOBILE BODY TECHNOLOGY Associate of Applied Science Degree

<i>Quarter I (Fall)</i>	<i>Quarter II (Winter)</i>	<i>Quarter III (Spring)</i>																														
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">AUB 100 Minor Body Repair</td> <td style="text-align: right; width: 20%;">12</td> </tr> <tr> <td>COM 050 Communications I</td> <td style="text-align: right;">3</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;"></td> </tr> <tr> <td></td> <td style="text-align: right;">15</td> </tr> </table>	AUB 100 Minor Body Repair	12	COM 050 Communications I	3				15	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">AUB 120 Painting, Wiring & Accessories</td> <td style="text-align: right; width: 20%;">12</td> </tr> <tr> <td>COM 051 Communications II</td> <td style="text-align: right;">3</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;"></td> </tr> <tr> <td></td> <td style="text-align: right;">15</td> </tr> </table>	AUB 120 Painting, Wiring & Accessories	12	COM 051 Communications II	3				15	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">AUB 130 Glass & Trim</td> <td style="text-align: right; width: 20%;">12</td> </tr> <tr> <td>PSY 100 Human Relations</td> <td style="text-align: right;">4</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;"></td> </tr> <tr> <td></td> <td style="text-align: right;">16</td> </tr> </table>	AUB 130 Glass & Trim	12	PSY 100 Human Relations	4				16						
AUB 100 Minor Body Repair	12																															
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	16																															
<i>Quarter IV (Summer)</i>																																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">AUB 191 On-the-job Training</td> <td style="text-align: right; width: 20%;">15</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;"></td> </tr> <tr> <td></td> <td style="text-align: right;">15</td> </tr> </table>			AUB 191 On-the-job Training	15				15																								
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<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">AUB 200 Major Body Repair I</td> <td style="text-align: right; width: 20%;">12</td> </tr> <tr> <td>AUB 191 On-the-job Training</td> <td style="text-align: right;">6</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;"></td> </tr> <tr> <td></td> <td style="text-align: right;">18</td> </tr> </table>	AUB 200 Major Body Repair I	12	AUB 191 On-the-job Training	6				18	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">AUB 210 Major Body Repair II</td> <td style="text-align: right; width: 20%;">12</td> </tr> <tr> <td>AUB 191 On-the-job training</td> <td style="text-align: right;">6</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;"></td> </tr> <tr> <td></td> <td style="text-align: right;">18</td> </tr> </table>	AUB 210 Major Body Repair II	12	AUB 191 On-the-job training	6				18	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">AUB 220 Body Servicing</td> <td style="text-align: right; width: 20%;">9</td> </tr> <tr> <td>AUB 280 Job Entry Orientation</td> <td style="text-align: right;">3</td> </tr> <tr> <td>AUB 191 On-the-job Training</td> <td style="text-align: right;">5</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;"></td> </tr> <tr> <td></td> <td style="text-align: right;">17</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;"></td> </tr> <tr> <td style="text-align: right;">TOTAL CREDITS</td> <td style="text-align: right;">114</td> </tr> </table>	AUB 220 Body Servicing	9	AUB 280 Job Entry Orientation	3	AUB 191 On-the-job Training	5				17			TOTAL CREDITS	114
AUB 200 Major Body Repair I	12																															
AUB 191 On-the-job Training	6																															
	18																															
AUB 210 Major Body Repair II	12																															
AUB 191 On-the-job training	6																															
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AUB 220 Body Servicing	9																															
AUB 280 Job Entry Orientation	3																															
AUB 191 On-the-job Training	5																															
	17																															
TOTAL CREDITS	114																															

AUTOMOBILE BODY REPAIR Certificate

<i>Quarter I (Fall)</i>	<i>Quarter II (Winter)</i>	<i>Quarter III (Spring)</i>
AUB 100 Minor Body Repair 12 <hr style="width: 20%; margin-left: auto; margin-right: 0;"/> 12	AUB 120 Painting, Wiring & Accessories 12 <hr style="width: 20%; margin-left: auto; margin-right: 0;"/> 12	AUB 130 Glass & Trim 12 <hr style="width: 20%; margin-left: auto; margin-right: 0;"/> 12
<i>Quarter IV (Summer)</i>		
AUB 191 On-the-job Training 15 <hr style="width: 20%; margin-left: auto; margin-right: 0;"/> 15		
<i>Quarter V (Fall)</i>	<i>Quarter VI (Winter)</i>	<i>Quarter VII (Spring)</i>
AUB 200 Major Body Repair I 12 AUB 191 On-the-job Training 6 <hr style="width: 20%; margin-left: auto; margin-right: 0;"/> 18	AUB 210 Major Body Repair II 12 AUB 191 On-the-job Training 6 <hr style="width: 20%; margin-left: auto; margin-right: 0;"/> 18	AUB 220 Body Servicing 9 AUB 280 Job Entry Orientation 3 AUB 191 On-the-job Training 5 <hr style="width: 20%; margin-left: auto; margin-right: 0;"/> 17 TOTAL CREDITS 104

Automobile Mechanics and Technology Programs

The Automobile Mechanics programs are designed to prepare students with job entry skills in the automobile mechanical repair occupational cluster. Major features are:

- 1) a two-year Associate of Applied Science Degree program in **Automobile Mechanics Technology**;
- 2) a two-year Certificate program in **Automobile Mechanics**;
- 3) no prerequisites between the first and second year classes—students may start into either year's class sequence; and,
- 4) on-the-job training in the second year is available in Morgan County, and, these jobs can sometimes be obtained through College resources.

The following pages show the curricula for both the Certificate and Associate of Applied Science Degree programs.

In general, graduates of these programs will be prepared for jobs such as: automobile mechanic; garage mechanic; line mechanic; service mechanic; and tune-up mechanic.

AUTOMOBILE MECHANICS TECHNOLOGY Associate of Applied Science Degree

Quarter I (Fall)

AUM 135 Automotive Engines	12	
COM 050 Communications I	3	
	15	

Quarter II (Winter)

AUM 120 Automotive Electrical & Fuel Systems	12	
COM 051 Communications II	3	
	15	

Quarter III (Spring)

AUM 255 Troubleshooting, Tune-Up & Emission	12	
PSY 100 Human Relations	4	
	16	

Quarter IV (Summer)

AUM 191 On-the-job Training	15	
	15	

Quarter V (Fall)

AUM 140 Braking, Suspension, Steering & Servicing	12	
AUM 191 On-the-job Training	6	
	18	

Quarter VI (Winter)

AUM 210 Standard Drive Trains and Air Conditioning	12	
AUM 191 On-the-job Training	6	
	18	

Quarter VII (Spring)

AUM 215 Automatic Transmissions	9	
AUM 280 Job Entry Orientation	3	
AUM 191 On-the-job Training	5	
	17	
TOTAL CREDITS	114	

AUTOMOBILE MECHANICS Certificate

<i>Quarter I (Fall)</i>	<i>Quarter II (Winter)</i>	<i>Quarter III (Spring)</i>																														
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">AUM 135 Automotive Engines</td> <td style="text-align: right; width: 20%;">12</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;"></td> </tr> <tr> <td></td> <td style="text-align: right;">12</td> </tr> </table>	AUM 135 Automotive Engines	12				12	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">AUM 120 Automotive Electrical & Fuel Systems</td> <td style="text-align: right; width: 20%;">12</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;"></td> </tr> <tr> <td></td> <td style="text-align: right;">12</td> </tr> </table>	AUM 120 Automotive Electrical & Fuel Systems	12				12	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">AUM 255 Troubleshooting, Tune-Up & Emission</td> <td style="text-align: right; width: 20%;">12</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;"></td> </tr> <tr> <td></td> <td style="text-align: right;">12</td> </tr> </table>	AUM 255 Troubleshooting, Tune-Up & Emission	12				12												
AUM 135 Automotive Engines	12																															
	12																															
AUM 120 Automotive Electrical & Fuel Systems	12																															
	12																															
AUM 255 Troubleshooting, Tune-Up & Emission	12																															
	12																															
<i>Quarter IV (Summer)</i>																																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">AUM 191 On-the-job Training</td> <td style="text-align: right; width: 20%;">15</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;"></td> </tr> <tr> <td></td> <td style="text-align: right;">15</td> </tr> </table>			AUM 191 On-the-job Training	15				15																								
AUM 191 On-the-job Training	15																															
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<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">AUM 140 Braking, Suspension, Steering & Servicing</td> <td style="text-align: right; width: 20%;">12</td> </tr> <tr> <td style="width: 80%;">AUM 191 On-the-job Training</td> <td style="text-align: right; width: 20%;">6</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;"></td> </tr> <tr> <td></td> <td style="text-align: right;">18</td> </tr> </table>	AUM 140 Braking, Suspension, Steering & Servicing	12	AUM 191 On-the-job Training	6				18	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">AUM 210 Standard Drive Trains & Air Conditioning</td> <td style="text-align: right; width: 20%;">12</td> </tr> <tr> <td style="width: 80%;">AUM 191 On-the-job Training</td> <td style="text-align: right; width: 20%;">6</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;"></td> </tr> <tr> <td></td> <td style="text-align: right;">18</td> </tr> </table>	AUM 210 Standard Drive Trains & Air Conditioning	12	AUM 191 On-the-job Training	6				18	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">AUM 215 Automatic Transmissions</td> <td style="text-align: right; width: 20%;">9</td> </tr> <tr> <td style="width: 80%;">AUM 290 Job Entry Orientation</td> <td style="text-align: right; width: 20%;">3</td> </tr> <tr> <td style="width: 80%;">AUM 191 On-the-job Training</td> <td style="text-align: right; width: 20%;">5</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;"></td> </tr> <tr> <td></td> <td style="text-align: right;">17</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;"></td> </tr> <tr> <td style="text-align: right;">TOTAL CREDITS</td> <td style="text-align: right;">104</td> </tr> </table>	AUM 215 Automatic Transmissions	9	AUM 290 Job Entry Orientation	3	AUM 191 On-the-job Training	5				17			TOTAL CREDITS	104
AUM 140 Braking, Suspension, Steering & Servicing	12																															
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AUM 290 Job Entry Orientation	3																															
AUM 191 On-the-job Training	5																															
	17																															
TOTAL CREDITS	104																															

Business Programs

The Business Programs are designed to offer a broad opportunity for study and job training specialization. The characteristics of the curricula are:

- 1) a two-year Associate of Applied Science Degree program in **Business Management**;
- 2) a two-year Associate of Applied Science Degree program in **Accounting**;
- 3) a one-year Certificate program in **Bookkeeping Clerk**; and,
- 4) the Bookkeeping Clerk program is "clustered" to allow re-entry into the two-year Accounting program at a later time without loss of credit.

The following pages show the curricula for all three programs.

In general, the Bookkeeping Clerk program will prepare students for jobs such as: billing clerk; bookkeeper; calculating machine operator; and payroll/time clerk. The Accounting program will prepare students for additional jobs such as: accountant; head clerk trainee; and financial assistant. The Business Management program will prepare students for jobs such as: supervisory assistant; department manager trainee, administrative assistant; chief clerk; and management staff.

ACCOUNTING Associate of Applied Science Degree

<i>Quarter I (Fall)</i>	<i>Quarter II (Winter)</i>	<i>Quarter III (Spring)</i>
BUS 135 Business Correspondence-English Usage 3	BUS 136 Business Correspondence-Style & Tone 3	SEC 148 Filing 2
SEC 161 Beginning Typewriting 3	SEC 162 Intermediate Typewriting I 3	PSY 100 Human Relations 4
BUS 143 Business Computations I 2	BUS 144 Business Computations II 3	BUS 110 Introduction to Data Processing 2
BUS 100 Recordkeeping I 3	BUS 104 Recordkeeping II 3	BUS 101 Principles of Accounting I 4
BUS 107 Introduction to Business 3	COM 051 Communications II 3	SPE 101 Principles of Speech 3
BUS 060 Business Leadership Development I 1		BUS 270 Money Management 2
COM 050 Communications I 3		
18	15	17
<i>Quarter IV (Fall)</i>	<i>Quarter V (Winter)</i>	<i>Quarter VI (Spring)</i>
BUS 111 Business Law I 3	BUS 112 Business Law II 3	BUS 115 Business Law III 3
BUS 264 Records Management 3	BUS 113 Income Tax 3	BUS 129 Principles of Insurance 3
BUS 102 Principles of Accounting II 4	BUS 103 Principles of Accounting III 4	MAT 130 Elementary Statistics 5
BUS 263 Principles of Finance 3	BUS 191 On-the-job Training 3	BUS 262 Business Management and Organization 3
ECO 101 Economics I 3	ECO 102 Economics II 3	BUS 191 On-the-job Training 3
BUS 061 Business Leadership Development II 1		
17	16	17
TOTAL CREDITS 100		

Based upon student proficiency and career objectives, program substitutions may be made with advisor approval and in accordance with college procedures.

BUSINESS MANAGEMENT

Associate of Applied Science

Degree

<i>Quarter I (Fall)</i>	<i>Quarter II (Winter)</i>	<i>Quarter III (Spring)</i>
BUS 135 Business Correspondence-English Usage 3	BUS 136 Business Correspondence-Style & Tone 3	PSY 100 Human Relations 4
SEC 161 Beginning Typewriting 3	SEC 162 Intermediate Typewriting I 3	BUS 110 Introduction to Data Processing 2
BUS 143 Business Computations I 2	BUS 144 Business Computations II 3	BUS 101 Principles of Accounting I 4
BUS 100 Recordkeeping I 3	BUS 104 Recordkeeping II 3	SPE 101 Principles of Speech 3
BUS 107 Introduction to Business 3	COM 051 Communications II 3	BUS 270 Money Management 2
BUS 060 Business Leadership Development I 1		BUS 292 Advertising 3
COM 050 Communications I 3		
<u>18</u>	<u>15</u>	<u>18</u>
<i>Quarter IV (Fall)</i>	<i>Quarter V (Winter)</i>	<i>Quarter VI (Spring)</i>
BUS 111 Business Law I 3	BUS 112 Business Law II 3	BUS 115 Business Law III 3
BUS 264 Records Management 3	BUS 113 Income Tax 3	BUS 129 Principles of Insurance 3
BUS 102 Principles of Accounting II 4	BUS 103 Principles of Accounting III 4	MAT 130 Elementary Statistics 5
BUS 263 Principles of Finance 3	BUS 191 On-the-job Training 3	BUS 262 Business Management & Organization 3
BUS 061 Business Leadership Development II 1	BUS 273 Personnel Management 3	BUS 191 On-the-job Training 3
BUS 272 Office Management 3		
<u>17</u>	<u>16</u>	<u>17</u>
TOTAL CREDITS 101		

Based upon student proficiency and career objectives, program substitutions may be made with advisor approval and in accordance with college procedures.

BOOKKEEPING CLERK Certificate

<i>Quarter I (Fall)</i>	<i>Quarter II (Winter)</i>	<i>Quarter III (Spring)</i>
BUS 135 Business Correspondence-English Usage 3	BUS 136 Business Correspondence-Style & Tone 3	SEC 148 Filing 2
SEC 161 Beginning Typewriting 3	SEC 162 Intermediate Typewriting I 3	PSY 100 Human Relations 4
BUS 143 Business Computations I 2	BUS 144 Business Computations II 3	BUS 129 Principles of Insurance 3
BUS 100 Recordkeeping I 3	BUS 112 Business Law II 3	BUS 262 Business Management & Organization 3
BUS 107 Introduction to Business 3	BUS 104 Recordkeeping II 3	BUS 110 Introduction to Data Processing 2
BUS 111 Business Law I 3	BUS 113 Income Tax 3	BUS 101 Principles of Accounting I 4
BUS 060 Business Leadership Development I 1		
18	18	18
		TOTAL CREDITS 54

Based upon student proficiency and career objectives, program substitutions may be made with advisor approval and in accordance with college procedures.



Construction and Maintenance Trades Program

The Construction and Maintenance Trades program is a cluster of occupational curricula. The curricula are titled:

- 1) Construction Carpenter
- 2) Construction Electrician
- 3) Maintenance Electrician
- 4) Brick/Cement Mason; and,
- 5) Plumber

Currently, all trade, maintenance, and related classes are scheduled in the evening only. This allows full or part time on-the-job training or employment during the day. Normally, on-the-job training stations are located in Morgan County and are obtained by the student, often through the help of college resources.

The following pages show the curricula for all the trade and maintenance programs.

In general, these programs will prepare students for jobs such as: carpenter's helper; carpenter; construction electrician's helper; construction electrician; maintenance electrician; brick mason; cement/concrete finisher; plumber; and pipefitter.

CONSTRUCTION CARPENTER Associate of Applied Science Degree

<i>Quarter I (Fall)</i>	<i>Quarter II (Winter)</i>	<i>Quarter III (Spring)</i>
BLD 106 Applied Mathematics 6 for Construction & Maintenance BLD 191 On-the-job Training <u>11</u> 17	BLD 120 Carpentry: Tools & 3 Materials BLD 107 Blueprint Reading 3 BLD 191 On-the-job Training <u>11</u> 17	BLD 124 Excavation and 3 Foundation PED 119 First Aid 3 BLD 191 On-the-job Training <u>11</u> 17
<i>Quarter IV (Fall)</i>	<i>Quarter V (Winter)</i>	<i>Quarter VI (Spring)</i>
COM 050 Communications I 3 BLD 221 Framing I 3 BLD 191 On-the-job Training <u>11</u> 17	COM 051 Communications II 3 BLD 223 Framing II 3 BLD 191 On-the-job Training <u>11</u> 17	PSY 100 Human Relations 4 BLD 225 Interior Finishing 3 BLD 191 On-the-job Training <u>10</u> 17 TOTAL CREDITS 102

BRICK/CEMENT MASON

Associate of Applied Science Degree

<i>Quarter I (Fall)</i>	<i>Quarter II (Winter)</i>	<i>Quarter III (Spring)</i>
BLD 106 Applied Mathematics 6 for Construction & Maintenance	BLD 142 Masonry: Tools & Materials 3	BLD 140 Brick & Block 3
BLD 191 On-the-job Training 11	BLD 107 Blueprint Reading 3	PED 119 First Aid 3
<u>17</u>	BLD 191 On-the-job Training 11	BLD 191 On-the-job Training 11
	<u>17</u>	<u>17</u>
<i>Quarter IV (Fall)</i>	<i>Quarter V (Winter)</i>	<i>Quarter VI (Spring)</i>
COM 050 Communications I 3	COM 051 Communications II 3	PSY 100 Human Relations 4
BLD 141 Principles of Concrete 3	BLD 243 Concrete Construction 3	BLD 245 Construction Responsibilities & Estimation 3
BLD 191 On-the-job Training 11	BLD 191 On-the-job Training 11	BLD 191 On-the-job Training 10
<u>17</u>	<u>17</u>	<u>17</u>
		TOTAL CREDITS 102

MAINTENANCE ELECTRICIAN

Associate of Applied Science Degree

<i>Quarter I (Fall)</i>	<i>Quarter II (Winter)</i>	<i>Quarter III (Spring)</i>
BLD 106 Applied Mathematics 6 for Construction & Maintenance	BLD 131 Introduction to Direct Current 4	BLD 133 Alternating Current, 4 Transformers, and Measurement
BLD 191 On-the-job Training 11	BLD 107 Blueprint Reading 3	PED 119 First Aid 3
<u>17</u>	BLD 191 On-the-job Training 11	BLD 191 On-the-job Training 11
	<u>18</u>	<u>18</u>
<i>Quarter IV (Fall)</i>	<i>Quarter V (Winter)</i>	<i>Quarter VI (Spring)</i>
COM 050 Communications I 3	COM 051 Communications II 3	PSY 100 Human Relations 4
BLD 232 Protective Devices and D.C. Controls 4	BLD 234 Single and Three- Phase Motors and Systems 4	BLD 236 Alternating Current Controls and Troubleshooting 4
BLD 191 On-the-job Training 11	BLD 191 On-the-job Training 11	BLD 191 On-the-job Training 10
<u>18</u>	<u>18</u>	<u>18</u>
		TOTAL CREDITS 107

CONSTRUCTION ELECTRICIAN

Associate of Applied Science Degree

<i>Quarter I (Fall)</i>	<i>Quarter II (Winter)</i>	<i>Quarter III (Spring)</i>
BLD 106 Applied Mathematics for Construction & Maintenance 6	BLD 131 Introduction to Direct Current 4	BLD 133 Alternating Current, Transformers and Measurement 4
BLD 191 On-the-job Training 11	BLD 107 Blueprint Reading 3	PED 119 First Aid 3
<u>17</u>	<u>18</u>	<u>18</u>
<i>Quarter IV (Fall)</i>	<i>Quarter V (Winter)</i>	<i>Quarter VI (Spring)</i>
COM 050 Communications I 3	COM 051 Communications II 3	PSY 100 Human Relations 4
BLD 233 Residential Wiring 3	BLD 235 Commercial Wiring 3	BLD 239 Electrical: License Preparation II 3
BLD 191 On-the-job Training 11	BLD 237 Electrical: License Preparation I 2	BLD 191 On-the-job Training 11
<u>17</u>	<u>18</u>	<u>18</u>
		TOTAL CREDITS 106

PLUMBER

Associate of Applied Science Degree

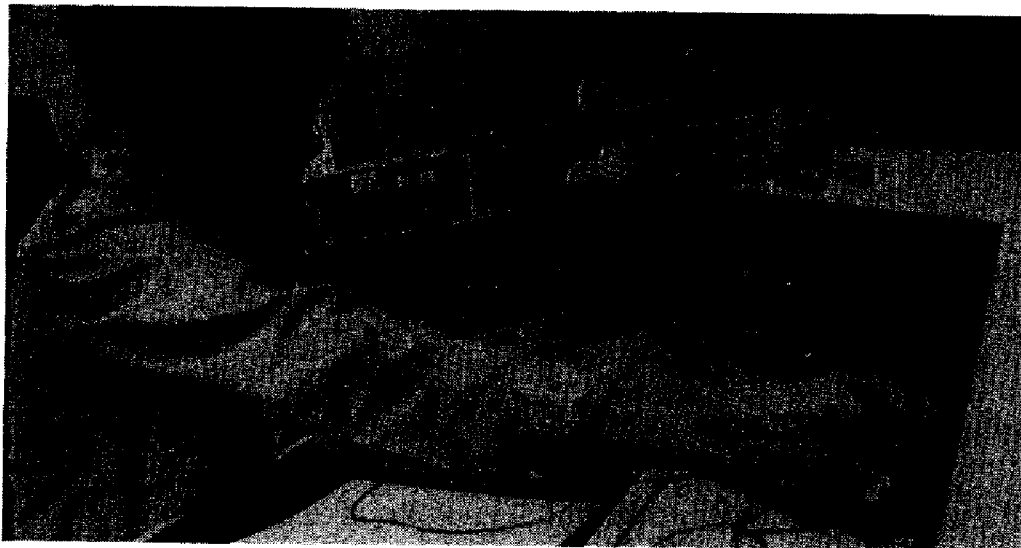
<i>Quarter I (Fall)</i>	<i>Quarter II (Winter)</i>	<i>Quarter III (Spring)</i>
BLD 106 Applied Mathematics for Construction & Maintenance 6	BLD 160 Pipe & Fittings 3	BLD 161 Lay-out and Planning 4
BLD 191 On-the-job Training 11	BLD 107 Blueprint Reading 3	PED 119 First Aid 3
<u>17</u>	<u>18</u>	<u>18</u>
<i>Quarter IV (Fall)</i>	<i>Quarter V (Winter)</i>	<i>Quarter III (Spring)</i>
COM 050 Communications I 3	COM 051 Communications II 3	PSY 100 Human Relations 4
BLD 261 Water Supplies 3	BLD 263 Drains and Vents 3	BLD 265 Fixtures 3
BLD 191 On-the-job Training 12	BLD 267 Plumbing: License Preparation I 2	BLD 269 Plumbing: License Preparation II 2
<u>18</u>	<u>18</u>	<u>9</u>
		TOTAL CREDITS 107

Electronics Technology Program

The Electronics Technology Program is a basic and broad coverage of fundamental theory and applications. The program does not attempt to train for narrow job applications, but rather, trains for general knowledge and skill that cuts across all electronics occupations. Sophomore students are allowed some latitude in studies in order to gain specialized skill.

Currently, all technical and related classes are scheduled in the evening only. This allows full or part-time enrollment and day employment.

The following page shows the Electronics Technology curriculum. In general, the Electronics Technology Program will prepare students for jobs such as: electronics technician; industrial technician; process control technician; field technician; maintenance and repair technician; and service technician.



ELECTRONICS TECHNOLOGY

Associate of Applied Science Degree

<i>Quarter I (Fall)</i>	<i>Quarter II (Winter)</i>	<i>Quarter III (Spring)</i>	
ELE 101 D.C. Concepts 8	ELE 102 A.C. Concepts 8	ELE 103 Introduction to Tubes and Transistors 10	
MAT 053 Elementary Algebra 4	ELE 104 Mathematics for Technicians 6		
ELE 105 Electronics Drafting 4		PSY 100 Human Relations 4	
<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
16	14	14	
 <i>Quarter IV (Summer)</i> 			
	ELE 191 On-the-job Training 15		
	<hr style="width: 100%;"/>		<hr style="width: 100%;"/>
	15		
 <i>Quarter V (Fall)</i>			
ELE 201 Solid State Circuit Analysis 8	ELE 202 Pulse Circuits and Digital Fundamentals 8	ELE 203 Digital Circuits and Linear Devices 8	
COM 050 Communications I 3	COM 051 Communications II 3	ELE 210 Basic Microprocessors 6	
ELE 260 Electronic Communications I 4	ELE 261 Electronic Communications II 4	ELE 191 On-the-job Training 4	
ELE 191 On-the-job Training 3	ELE 191 On-the-job Training 3		
<hr style="width: 100%;"/>	<hr style="width: 100%;"/>		<hr style="width: 100%;"/>
18	18		18
		TOTAL CREDITS	<hr style="width: 100%;"/>
			113

Elevator and Feedmill Operations and Technology Programs

The Elevator and Feedmill programs are a "one-plus-one" cluster that allows the student to pursue a one or two year program. The major characteristics are:

- 1) a two-year Elevator & Feedmill Technology program;
- 2) a one-year Elevator & Feedmill Operations program;
- 3) both programs start Winter quarter of each year;
- 4) the two-year program has classes in the winter and spring quarters, followed by two quarters (summer and fall) of full-time on-the-job training, and, again, classes in the winter and spring quarters—an Associate of Applied Science Degree is awarded upon completion;
- 5) the one-year program has classes in the winter and spring quarters that are followed by two quarters (summer and fall) of full-time on-the-job training—a Certificate is awarded upon completion; and,
- 6) on-the-job training can be located in Colorado or nearby states, must be a job in elevator and feedmill operations or allied fields, and these jobs can sometimes be obtained through college resources.

The following pages show the curricula. Note that this plan allows for re-entry into the two-year program at some later time after completion of the Certificate program.

In general, the Certificate program will prepare students for jobs such as: elevator or feedmill operator; grain and feed handler; agriculture pesticide handler; applicator; and feed and chemical salesperson. The Degree program will prepare students for additional jobs such as: elevator or feedmill operations assistant; animal health salesperson; agriculture chemical salesperson; and elevator or feedmill office assistant.

ELEVATOR AND FEEDMILL TECHNOLOGY Associate of Applied Science Degree

<i>Quarter I (Winter)</i>	2	<i>Quarter II (Spring)</i>	3	<i>Quarter III (Summer)</i>	18
AGR 102 Introduction to Agriculture Technology	2	SWM135 Swine Nutrition	3	EFT 191 On-the-job Training	18
AGR 130 Nutrition I	4	EFT 200 Elevator and Feedmill Technology II	5		
EFT 100 Elevator & Feedmill Technology I	4	PSY 100 Human Relations	4		
EFT 130 Agricultural Pesticides	4	EFT 140 Plant Identification	3		
EFT 120 Soils and Fertilizers	4	EFT 220 Ruminant Nutrition	3		
18		18		18	

<i>Quarter IV (Fall)</i>		<i>Quarter V (Winter)</i>		<i>Quarter VI (Spring)</i>	
EFT 191 On-the-job Training	18	AGR 106 Agricultural Accounting I	3	AGR 107 Agricultural Accounting II	3
		COM 050 Communications I	3	COM 051 Communications II	3
		PED 119 First Aid	3	EFT 150 Grain Marketing	5
		EFT 250 Livestock Health Products	5	AGR 270 Agricultural Finance & Liability	4
		EFT 230 Plant Insects, Diseases, & Control	3		
	<hr/>		<hr/>		<hr/>
	18		17		15
				TOTAL CREDITS	104

ELEVATOR AND FEEDMILL OPERATIONS Certificate

<i>Quarter I (Winter)</i>		<i>Quarter II (Spring)</i>		<i>Quarter III (Summer)</i>	
AGR 102 Introduction to Agriculture Technology	2	SWM135 Swine Nutrition	3	EFT 191 On-the-job Training	18
AGR 130 Nutrition I	4	EFT 200 Elevator and Feed-mill Technology II	5		
EFT 100 Elevator & Feed-mill Technology I	4	PSY 100 Human Relations	4		
EFT 130 Agricultural Pesticides	4	EFT 140 Plant Identification	3		
EFT 120 Soils and Fertilizers	4	EFT 220 Ruminant Nutrition	3		
	<hr/>		<hr/>		<hr/>
	18		18		18

Quarter IV (Fall)

EFT 191 On-the-job Training	18
	<hr/>
	18
TOTAL CREDITS	72

Law Enforcement Technology Program

The Law Enforcement Technology Program is designed to upgrade and consolidate the professional skills of employed law enforcement officers. The Associate of Applied Science degree is awarded upon completion.

Some major characteristics of the program are:

- 1) the program is a consortium among several community colleges and it allows for unique student and institutional needs;
- 2) a common block of awarded credits for Colorado Law Enforcement Training Academy basic training completion;
- 3) awarded credits for previous in-service training that are negotiable within the framework of the program's requirements and electives;
- 4) a block of related courses designed to support professional skills; and,
- 5) long-range program flexibility that allows for part-time enrollment.

In general, the program is designed for persons who are employed in jobs such as city policeman, highway patrolman, sheriff, deputy sheriff, constable, and the like.

LAW ENFORCEMENT TECHNOLOGY

Associate of Applied Science Degree

	Credits
Colorado Law Enforcement Training Academy Basic Training	27
In-Service Training-Required	
Burglary and Robbery Investigation	4
Officer Survival	4
Crisis Intervention	4
Patrol Problems	4
Traffic Accident Investigation	8
Civil Liabilities	1
	<hr/>
	25

In-Service Training-Electives	10
<p>This training may be from any recognized educational or law enforcement agency. All training must be documented as to content, length in hours and successful completion. Negotiation for credit will be between the student, appropriate college officials, and, upon request, the regional law enforcement training officer.</p>	
*Related Training-Required	
COM 050 Communications I	3
COM 051 Communications II	3
SPE 101 Principles of Speech	3
MAT 050 Applied Mathematics	3
MAT 053 Elementary Algebra	<u>4</u>
	16
*Related Training-Electives	
Psychology (student's choice from current college offerings)	9
Sociology (student's choice from current college offerings)	6
One from the following:	
SPA 070 Spanish for Police Officers	3
JOU 225 Introduction to Photography	3
SEC 161 Beginning Typewriting	3
PED 119 First Aid	<u>3</u>
	18
Total Credits	96

*These course numbers are for M.C.C. only. Other Institutions in the program consortium will have different numbers for similar courses.

Nurse Aide/Orderly Program Certificate

The Nurse Aide/Orderly program is designed to offer a basic study for job entry into the health occupations cluster. Curriculum characteristics are:

- 1) 18 week program length;
- 2) intense classroom training followed by cooperative on-the-job training; and,
- 3) a variety of on-the-job training station types

In general, the Nurse Aid/Orderly program will prepare students for jobs such as: nurse aide/orderly in hospitals; nurse aide/orderly in geriatric facilities; and, basic health assistant in public/private health operations.

The catalog course for this training is:
VOC 063 Nurse Aide/Orderly Training (15)

Secretarial Science Programs

The Secretarial Science Programs are designed to offer a broad opportunity for study and job training specialization. The characteristics of the curricula are:

- 1) a two-year Associate of Applied Science Degree program in Secretarial Science that contains options of Medical, Legal or Administrative emphasis,
- 2) a one-year Certificate program that contains Stenographer concentrations;
- 3) a one-year Certificate program that contains Clerk-Typist concentrations; and,
- 4) both the Stenographer and Clerk-Typist Certificate programs are "clustered" to allow re-entry into the two-year Secretarial Science program at a later time without loss of credit.

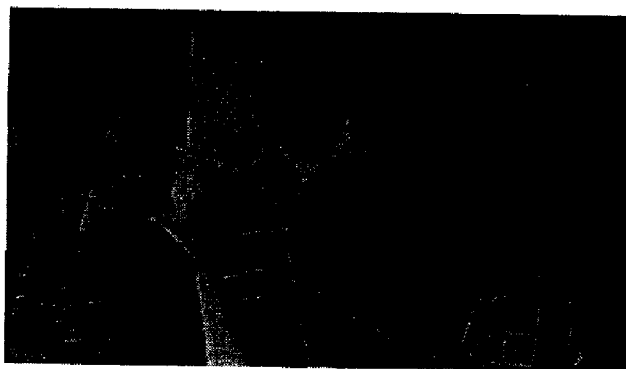
The following pages show the curricula for all three of the programs.

In general, the one-year Clerk-Typist program will prepare students for jobs such as: secretary; clerk-typist; and records/filing clerk. The one-year Stenographer program will prepare students for jobs such as: stenographer; and records/filing clerk. The two-year Secretarial Science program will prepare students for additional jobs such as: legal secretary; medical secretary; and administrative secretary.

CLERK TYPIST Certificate

<i>Quarter I (Fall)</i>		<i>Quarter II (Winter)</i>		<i>Quarter III (Spring)</i>	
BUS 135 Business Correspondence-English Usage	3	BUS 136 Business Correspondence-Style and Tone	3	SEC 163 Intermediate Typewriting II	3
SEC 161 Beginning Typewriting	3	SEC 162 Intermediate Typewriting I	3	SEC 254 Secretarial Procedures	5
BUS 143 Business Computations I	2	BUS 144 Business Computations II	3	SEC 170 Duplicating Machines	1
BUS 100 Recordkeeping I	3	BUS 104 Recordkeeping II	3	SEC 148 Filing	2
BUS 060 Business Leadership Development I	1	SEC 100 Secretarial Vocabulary Skills	1	SEC 238 Machine Transcription	2
COM 050 Communications I	3	COM 051 Communications II	3	BUS 110 Introduction to Data Processing	2
	15		16		15
				TOTAL CREDITS	46

Based upon student proficiency and career objectives, program substitutions may be made with advisor approval and in accordance with college procedures.



SECRETARIAL SCIENCE

Associate of Applied Science Degree

<i>Quarter I (Fall)</i>	<i>Quarter II (Winter)</i>	<i>Quarter III (Spring)</i>
BUS 135 Business Correspondence-English Usage 3	BUS 136 Business Correspondence-Style & Tone 3	SEC 163 Intermediate Typewriting II 3
SEC 161 Beginning Typewriting 3	SEC 162 Intermediate Typewriting I 3	SEC 254 Secretarial Procedures 5
BUS 143 Business Computations I 2	BUS 144 Business Computations II 3	SEC 148 Filing 2
BUS 100 Recordkeeping I 3	BUS 104 Recordkeeping II 3	BUS 110 Introduction to Data Processing 2
BUS 060 Business Leadership Development I 1	SEC 100 Secretarial Vocabulary Skills 1	SEC 153 Gregg Shorthand III 5
SEC 151 Gregg Shorthand I 5	SEC 152 Gregg Shorthand II 5	SEC 170 Duplicating Machines 1
<u>17</u>	<u>18</u>	<u>18</u>
<i>Quarter IV (Fall)</i>	<i>Quarter V (Winter)</i>	<i>Quarter III (Spring)</i>
SEC 164 Advanced Typewriting 3	SEC 240 Speed Dictation and Transcription I 5	SPE 101 Principles of Speech 3
BUS 264 Records Management 3	SEC 191 On-the-job Training 5	SEC 241 Speed Dictation and Transcription II 5
BUS 111 Business Law I 3	BUS 112 Business Law II 3	SEC 238 Machine Transcription 2
SEC 245 Memory Typewriter 2	SEC 234 Legal Terminology II (Legal emphasis) 5	SEC 191 On-the-job Training 5
BUS 061 Business Leadership Development II 1	SEC 233 Medical Terminology II (medical emphasis) 5	BUS 115 Business Law III (legal emphasis) 3
SEC 230 Legal Terminology I (legal emphasis) 5	BUS 273 Personnel Management (administrative emphasis) 3	BUS 262 Business Management and Organization (Administrative emphasis) 3
SEC 231 Medical Terminology I (medical emphasis) 5		
BUS 272 Office Management (administrative emphasis) 3		
<u>17-17-15</u>	<u>18-18-16</u>	<u>18-15-18</u>
TOTAL CREDITS		
Legal 106		
Medical 103		
Administrative 102		

Based upon student proficiency and career objectives, program substitutions may be made with advisor approval and in accordance with college procedures.

STENOGRAPHER Certificate

<i>Quarter I (Fall)</i>	<i>Quarter II (Winter)</i>	<i>Quarter III (Spring)</i>
BUS 135 Business Correspondence-English Usage 3	BUS 136 Business Correspondence-Style & Tone 3	SEC 163 Intermediate Typewriting II 3
SEC 161 Beginning Typewriting 3	SEC 162 Intermediate Typewriting I 3	SEC 254 Secretarial Procedures 5
BUS 143 Business Computations I 2	BUS 144 Business Computations II 3	SEC 148 Filing 2
BUS 100 Recordkeeping I 3	BUS 104 Recordkeeping II 3	BUS 110 Introduction to Data Processing 2
BUS 060 Business Leadership Development I 1	SEC 100 Secretarial Vocabulary Skills 1	SEC 153 Gregg Shorthand III 5
SEC 151 Gregg Shorthand I 5	SEC 152 Gregg Shorthand II 5	SEC 170 Duplicating Machines 1
<u>17</u>	<u>18</u>	<u>18</u>
		TOTAL CREDITS 53

Based upon student proficiency and career objectives, program substitutions may be made with advisor approval and in accordance with college procedures.

Swine Production and Technology Programs

The Swine programs are a "one-plus-one" cluster that allows the student to pursue a one or two-year program. Major characteristics are:

- 1) a two-year Swine Technology program;
- 2) a one-year Swine Production program;
- 3) both programs start Winter quarter of each year;
- 4) the two-year program has classes in the winter and spring quarters, followed by two quarters (summer and fall) of full-time on-the-job training, and, again, classes in the winter and spring quarter—an Associate of Applied Science Degree is awarded upon completion;
- 5) the one-year program has classes in the winter and spring quarters that are followed by two quarters (summer and fall) of full-time on-the-job training—a Certificate is awarded upon completion; and,
- 6) on-the-job training can be located in Colorado or nearby states, must be a job in swine production or allied fields, and these jobs can sometimes be obtained through college resources.

The following pages show the curricula. Note that this plan allows for re-entry into the two-year program at some later time after completion of the Certificate program.

In general, the Certificate program will prepare students for jobs such as: swine herdsman; swine breeder; farrower; and swine nurseryman. The Degree program will prepare students for additional jobs such as: swine finisher and market person; swine operations assistant; and swine operations office assistant.

SWINE TECHNOLOGY Associate of Applied Science Degree

<i>Quarter I (Winter)</i>	<i>Quarter II (Spring)</i>	<i>Quarter III (Summer)</i>
AGR 102 Introduction to Agriculture Technology 2	SWM220 Swine Diseases & Parasitology I 3	SWM191 On-the-job Training 18
SWM100 Swine Technology I 3	SWM105 Swine Technology II 3	
AGR 209 Disease Prevention 3	SWM135 Swine Nutrition 3	
AGR 130 Nutrition I 4	AGR 206 Basic Shop Skills II 2	
SWM 218 Swine Breeding & Selection 4	SWM208 Swine Facilities and Equipment 3	
AGR 205 Basic Shop Skills I 2	AGR 260 Products and Marketing 4	
18	18	18

<i>Quarter IV (Fall)</i>	<i>Quarter V (Winter)</i>	<i>Quarter VI (Spring)</i>
SWM191 On-the-job Training 18	AGR 106 Agricultural Accounting I 3	AGR 107 Agricultural Accounting II 3
	PED 119 First Aid 3	SWM200 Swine Technology III 3
	COM 050 Communications I 3	AGR 270 Agricultural Finance & Liability 4
	AGR 235 Farm Tax Reporting 3	COM 051 Communications II 3
	SWM221 Swine Diseases & Parasitology II 3	PSY 100 Human Relations 4
<u>18</u>	<u>15</u>	<u>17</u>
		TOTAL CREDITS 104

SWINE PRODUCTION Certificate

<i>Quarter I (Winter)</i>	<i>Quarter II (Spring)</i>	<i>Quarter III (Summer)</i>
AGR 102 Introduction to Agriculture Technology 2	SWM220 Swine Diseases and Parasitology I 3	SWM191 On-the-job Training 18
SWM100 Swine Technology I 3	SWM105 Swine Technology II 3	
AGR 209 Disease Prevention 3	SWM135 Swine Nutrition 3	
AGR 130 Nutrition I 4	AGR 206 Basic Shop Skills II 2	
SWM218 Swine Breeding & Selection 4	SWM206 Swine Facilities and Equipment 3	
AGR 205 Basic Shop Skills I 2	AGR 260 Products and Marketing 4	
<u>18</u>	<u>18</u>	<u>18</u>

Quarter IV (Fall)

SWM191	
On-the-job Training 18	
<u>18</u>	
	TOTAL CREDITS 72



COURSE DESCRIPTIONS

GENERAL STUDIES
DIVISION

HUMANITIES DEPARTMENT

**HUM 201 COORDINATED
HUMANITIES I (5)** Prerequisite:
Sophomore standing or instructor approval.
This is a study of significant ideas of
Western man as manifested in art, music,
literature and philosophy.

**HUM 202 COORDINATED
HUMANITIES II (5)** Prere-
quisite: HUM 201. This is a continuation of
HUM 201.

**HUM 203 COORDINATED
HUMANITIES III (5)** Prere-
quisite: HUM 202. This class will contain
the study of man and the arts, with em-
phasis on values of art in life, music in life,
literature in life, and philosophy of life.

ENGLISH AND SPEECH

**ENG 100 FUNDAMEN-
TALS OF COMPOSITION**
(3) This course stresses writing as a think-
ing process and is not the memorization of
grammatical rules. Syntax is stressed as a
vehicle for thought rather than an end in
itself. Proper attention is given to the
mechanics of grammar, to techniques for
vocabulary building, to spelling, diction,
and paragraph development. The sentence
is used as the initial model for correct syn-
tax and is developed eventually into well-
constructed opening, middle, and ending
paragraphs, resulting in a unified and
coherent theme. Syntax is taught as an aid
to clarity, conciseness, and coherence. The
objective of the course is to integrate the
mechanics of grammar, spelling, and
vocabulary into the total thinking and
writing process. Elements of syntax are

taught in relation to the rhetorical patterns
which will be covered in English 101.

ENG 101 BASIC WRITING
(3) This course is a study of the principles
of communication and rhetoric. Emphasis is
placed on the reading and discussion of for-
mal essays and on writing assignments
designed to teach grammar and self-
expression.

**ENG 102 INTERMEDIATE
WRITING (3)** This is a continuation
of ENG 101 with emphasis on research
techniques and use of library facilities.
Numerous writing assignments are required.

**ENG 104, 105, 106
COLLEGE READING AND
STUDY SKILLS (Variable)**

This is a course designed to enable college
students to develop proficiency in the
reading study skills required of them in
regular college courses. Different from a
remedial growth in reading and study skills.
Speed reading is incorporated into the
course as well as development of reading
flexibility and improvement of college study
skills. Two credit hours per quarter with
maximum of 4 credit hours counted toward
graduation.

ENG 107 SPEED READING
(3) The course objective is to increase
reading speed and comprehension. Techni-
ques to improve study reading (SQ3R),
skimming, and scanning are included in the
course. Machines as well as test book drill
work are utilized. The course is individually
evaluated.

**ENG 110 CREATIVE WRI-
TING (4)** This course is an introduction
to basic principles and practices of creative
writing in all forms.

ENG 125 INTRODUCTION TO BIBLIOGRAPHY (2)

This course introduces students to the bibliographic aspects of library materials, how to prepare a bibliography and how to use and interpret basic research and reference materials.

ENG 275 SPECIAL STUDIES IN COMMUNICATIONS AND ARTS (1-6)

The Special Studies course is available in each of the areas of Communications and Arts. This course provides opportunity for the serious minded student to engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Conditions for electing this course will be evaluated by the Dean of General Studies, who will assist in selecting an advisor and determining the amount of credit to be granted for successful completion of the work.

COM 050 COMMUNICATIONS I (3)

This course provides background work to help the student develop skills in communications. A study of language usage, mechanics, and organization increases the student's effectiveness as a speaker and writer by applying the techniques of reading, writing, speaking, listening, and observing.

COM 051 COMMUNICATIONS II (3)

The student writes business letters, instructions, and reports; and gains speaking experience through discussions and practice. The student writes business letters, instructions and reports and gains speaking experience through class discussions and practice. Writing skills are improved with practice in sentencing and grammar exercises.

COM 275 SPECIAL STUDIES IN COMMUNICATIONS (1-6)

This course provides opportunity for the serious-minded student to engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Conditions for electing this course will be evaluated by the Dean of General Studies, who will assist in selecting an advisor and determining the amount of credit to be granted for successful completion of the work.

SPE 101 PRINCIPLES OF SPEECH (3)

This course covers the principles and practices of public speaking. The student gains experience in public speaking in the classroom and develops the skills of planning, researching, and giving major types of speeches, such as, speeches to inform, motivate, convince, etc.

SPE 102 DISCUSSION AND DEBATE (3)

This course is designed to provide the student with experiences in advanced forms of speech. It is open to any student who has completed SPE 101.

SPE 201 ORAL INTERPRETATION (3)

This course is a study of oral communication of literature. Application allows the learner to develop better voice characterization, diction and articulation with laboratory assistance in reading aloud of prose, poetry and historical speeches.

JOURNALISM

JOU 121 NEWSWRITING (4)

This is a study of the elements of journalism, including newswriting methods. The class will be responsible for student publications and is open to all.

JOU 122 ADVANCED NEWSWRITING (4)

This is a study of the problems and methods of newspaper production with emphasis on lay-outs, deadlines and editorials. The class is open to all.

JOU 123 FEATURE AND IN-DEPTH WRITING FOR NEWSPAPERS (3)

This is a study of the characteristics of feature and depth reporting. Students analyze, research and write the longer features usable in MCC student publications or local media.

JOU 221, 222, 223 JOURNALISM PRACTICUM (2 cr./quarter; 6 credits maximum)

This course is designed to provide practical experience in at least two of the following areas: newspaper, advertising, news service, sports reporting, radio, publications, photography, yearbook and consumer affairs writing.

JOU 225 INTRODUCTION TO PHOTOGRAPHY (3)

A basic working knowledge of camera theory and use begins this class. The student then progresses to correct shooting techniques, black and white developing printing, mounting by composition.

JOU 227 INTERMEDIATE PHOTOGRAPHY (3)

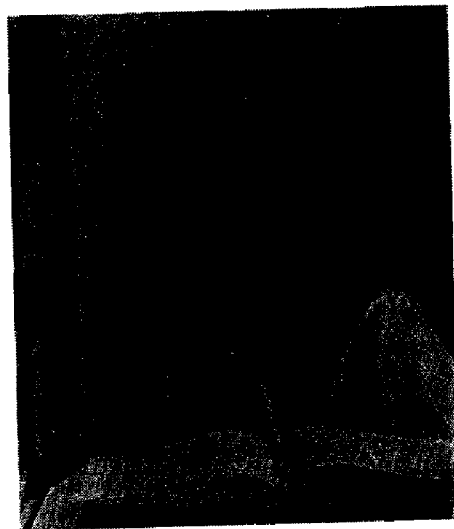
This is a continuation of the introductory class (JOU 225). Also open to students with some background in basic black and white photographic techniques.

JOU 230 ADVANCED PHOTOGRAPHY (3)

Prerequisite: JOU 225. This advanced photography class includes portrait photography, lighting, photographing children, night shots, and landscape and scenery. The remaining class time will be devoted to individual problems in print finishing, tinting, toning, and mounting. Emphasis is placed on darkroom work and critiquing.

JOU 275 SPECIAL STUDIES IN JOURNALISM (1-6)

This course provides opportunity for the serious-minded student to engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Conditions for electing this course will be evaluated by the Dean of General Studies, who will assist in selecting an advisor and determining the amount of credit to be granted for successful completion of the work.



LITERATURE

LIT 050 CONTEMPORARY LITERATURE (3)

This course studies significant modern poetry, drama, short stories and novels. Most of the works range from the Thirties to Modern Day and include both European and American authors.

LIT 120 GREAT WRITERS OF THE WESTERN WORLD (3)

This is a close study of literary classics of Western Civilization: The Oddysey, several books of the Bible, and selected works of Plato, Ovid, Dante, and Goethe are read with the objective of tracing the influence of the world's greatest writers on western man's concept of what it means to be truly human.

LIT 130 INTRODUCTION TO POETRY (4)

The enjoyment and understanding of poetry through a study of techniques, selected poems and records.

LIT 140 CONTEMPORARY NOVEL (3)

This is a study of great modern novels in English and in translation chosen for their interest and relevance to the modern reader.

LIT 144 MAN'S RELIGIONS (2)

This is a course designed to acquaint students with many of the world's major religions through a study of their holy books and other literatures. The class will involve discussion, research, guest speakers and outside resources.

LIT 145 INTRODUCTION TO FICTION (4)

This course includes critical approaches to short stories and novels.

LIT 150 INTRODUCTION TO DRAMA (4)

This course is a study of selected plays, ancient and modern, to develop the student's skills in dealing with drama as literature.

LIT 216 SURVEY OF ENGLISH LITERATURE I (3)

This course includes the period from the beginnings of English literature through the Elizabethan era, 700-1660.

LIT 217 SURVEY OF ENGLISH LITERATURE II (3)

English literature of the Restoration, the Eighteenth Century and the Romantic period, 1660-1832, is studied in this course.

LIT 218 SURVEY OF ENGLISH LITERATURE III (3)

English literature from the Victorian period to the present (1832 to present) is studied.

LIT 225 SURVEY OF AMERICAN LITERATURE I

(3) American literature from its beginning through Longfellow, emphasizing the development of ideas which have left an imprint on American life is included in this course.

LIT 226 SURVEY OF AMERICAN LITERATURE II (3)

This course is a study of American literature from Emerson to contemporary times.

FINE ARTS

ART 050 INTRODUCTION TO HOBBY ARTS (3)

This class introduces the student to a wide range of hobby arts not directly related to painting. Included is the study of the methods, techniques, and materials used in such activities as decoupage, macrame, folling, tie-dye, and batik.

ART 101 COLOR THEORY AND DESIGN (3)

This is a lecture and laboratory course providing experience in basic color experiment and design and their application to pure design, decorative design, and pictorial organization.

ART 105 ACRYLIC PAINTING (3)

This course is an introduction into still-life, landscape, and portrait painting, using water-base acrylic media. Some drawing, design, and composition techniques will also be covered as preparation for the teaching of painting methods.

ART 106 ACRYLICS II (3)

This course is a continuation of ART 105 which is a prerequisite.

ART 110 CERAMIC SCULPTURE (3)

This is a class devoted to exploring the basics of sculpture, using clay as the medium. Areas of investigation include: tools and equipment, clay, processing of materials, fundamentals of clay construction, kiln operation and glazing.

ART 115 BASIC DRAWING

(3) The basic elements and principles of beginning drawing with emphasis on visual training, technical procedures and the essential of perspective are studied.

ART 116 INTERMEDIATE DRAWING (3)

Prerequisite: ART 115, or instructor's permission. This course is a continuation of ART 115, Basic Drawing.

ART 117 ADVANCED DRAWING (3)

Prerequisite: ART 116 or consent of instructor. This course is a continuation of ART 116, Intermediate Drawing.

ART 118 PEN & INK DRAWING (3)

The use of pen and ink will be explored in both black and white and color, both in the Fine Art and Commercial Art area.

ART 119 LETTERING (3)

Many lettering methods along with use of various medias will be taught. Both personal use and commercial lettering will be explored.

ART 120 BEGINNING POTTERY (3)

This class is designed to acquaint the beginning student with the tools, materials, and techniques used in pottery art. Projects will teach flatwork and progress to throwing pots on a wheel.

ART 121 INTERMEDIATE POTTERY (3)

A more advanced class for students already familiar with throwing techniques. Projects will involve more difficult and intricate skills.

ART 122 ADVANCED POTTERY (3)

This class is a continuation of Intermediate Pottery, using projects to demonstrate an escalation of skill techniques in pottery art.

ART 125 WATERCOLOR PAINTING (3)

Prerequisite: Color Theory and Design (ART 101). This is a laboratory course providing a study of basic principles and techniques of water color painting which will include exploration of still life and landscape painting.

ART 201 OIL PAINTING (3)

Prerequisite: Color Theory and Design (ART 101). This is a course providing a study of basic principles and techniques of oil painting which includes exploration of still life, landscape, and portrait painting.

ART 215 ART HISTORY (3)

Evolution of art forms through the ages to the present contemporary forms now in practice are studied. Emphasis is on the application of change to the actual life styles of man.

ART 220 EXPLORATION OF BASIC CRAFTS (3)

This is a laboratory course for experimental work with a variety of art materials and processes. Emphasis is on creative exploration.

ART 223 ADVANCED WATERCOLOR PAINTING

(3) Prerequisite: ART 101, Color Theory and Design; ART 125, Watercolor Painting, or instructor's permission. This course is a continuation of ART 125, Watercolor Painting.

ART 225 ADVANCED OIL PAINTING (3)

Prerequisite: ART 101, Color Theory and Design; ART 201, Oil Painting, or instructor's permission. This is a laboratory course in advanced oil painting with emphasis on individual expression and further exploration of media.

ART 240 LIFE DRAWING I

(3) Prerequisite: ART 115, Basic Drawing. This is a laboratory course designed to advance drawing principles to the human figure. Course will cover essential anatomy and life work.

ART 241 LIFE DRAWING II

(3) Prerequisite: ART 115, Basic Drawing; ART 240, Life Drawing I. This is a class on advanced life study with emphasis on individual interpretation of subject, composition, media exploration.

ART 275 SPECIAL STUDIES IN ART (1-6)

The Special Studies course provides opportunity for the serious-minded student to engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Conditions for electing this course will be evaluated by the Dean of General Studies, who will assist in selecting an advisor and determining the amount of credit to be granted for successful completion of the work.

MUS 050 BEGINNING GUITAR (2)

This course includes basic instruction in guitar playing, note reading, chord building and basic rhythm techniques. Class uses a modern method book which will enable one to read and understand sheet music. This is designed primarily for persons who have had little previous experience with the guitar. Students must provide their own instrument and music.

MUS 051 INTERMEDIATE GUITAR (2)

This class is designed for persons who have completed the Beginning Guitar instruction. This class will stress the strum and sing approach and investigate chords and accompaniments for folk and pop songs. If interest warrants, note reading will be included as part of the instruction.

MUS 100 VOCAL MUSIC

(1) This class includes individualized instruction in voice with a qualified instructor. Two 1/2-hour sessions per week will be held.

MUS 102 SMALL VOCAL ENSEMBLE (1)

Public performance for civic groups, concerts, tours, etc. will be included.

MUS 103, 104, 105 MCC COMMUNITY CHOIR I, II, III (2)

This class provides the music student with the opportunity to study and perform a wide range of choral literature from the classics to the music of contemporary composers. The choir is open to all students, staff, and interested members of the community. It performs concerts on campus and in the community.

THE 103 PLAY PRODUCTION (3)

This is a study of the practical elements of dramatic productions either through participation in college productions or through instructor-approved projects. Admittance by instructor approval only. The course is primarily designed for those who prefer to work behind the scenes in technical production; it offers a chance to develop skills in lighting, stagecraft, costuming, and business management.

THE 104 ACTING AND STAGE MOVEMENT (3)

The class will be tailored to meet the interests of students with actual staging of one-act plays and skits to replace most lectures. Students will receive instruction in acting techniques and stage movement. The class will sample both comedy and straight drama. Emphasis will be on developing poise and confidence with other actors and in front of an audience. Students should experience a sense of fellowship with other actors and the shared sense of accomplishment which theater brings.

THE 201 INTRODUCTION TO THEATER (3)

This course is an introduction to the theater. It includes a basic exploration of the history and a study of the techniques of direction, acting and dramatic criticism. The course will provide many "hand on" experiences to foster to appreciation of the many talents necessary to provide good, live theater. These will include field trips to see and critique live theater as well as demonstrations relating to make-up, costuming, and staging.

MODERN LANGUAGE

The dual intent of the Modern Language courses is (1) linguistic (active competence in the target language and consciously improved performance in English) and (2) cultural (comparative civilizations, international organizations, and U.S. involvement with other people).

SPA 050-051-052 SPANISH FOR TRAVELERS (3)

Prerequisite: SPA 050 should be taken before SPA 051; SPA 051 should be taken before

SPA 052. This course contains basic and specialized vocabulary for travelers. Emphasis is on actual communication individualized to each student's real life needs.

SPA 060-061-062 SPANISH FOR MEDICAL PERSONNEL (3)

Prerequisite: SPA 060 should be taken before SPA 061; SPA 061 should be taken before SPA 062. This course contains basic and specialized vocabulary for medical personnel. Emphasis is on actual communication individualized to each student's real life needs.

SPA 070-071-072 SPANISH FOR POLICE OFFICERS (3)

Prerequisite: SPA 070 should be taken before SPA 071; SPA 071 should be taken before SPA 072. This course contains basic and specialized vocabulary for police officers. Emphasis is on actual communication, individualized to each student's real life needs.

SPA 101 SPANISH I (5) The student will develop the skills to understand, speak, read and write through the classroom and language lab.

SPA 102 SPANISH II (5)

Prerequisite: SPA 101, or consent of instructor. This class is a continuation of SPA 101.

SPA 103 SPANISH III (5)

Prerequisite: SPA 101 and 102 or consent of instructor. This class is a continuation of SPA 101 and 102.

SPA 201 ADVANCED SPANISH I (5)

Prerequisite: First year college Spanish or instructor's permission. This class is a continuation and expansion of first year skills and drills, increasing emphasis on conversation, readings and original composition.

SPA 202 ADVANCED SPANISH II (5)

Prerequisite: SPA 201 or consent of instructor. This class is a continuation of SPA 201.

SPA 203 ADVANCED SPANISH III (5)

Prerequisite: SPA 201 and 202 or consent of instructor. This class is a continuation of SPA 201 and 202.

SPA 275 SPECIAL STUDIES IN SPANISH (1-6)

The Special Studies course provides opportunity for the serious-minded student to engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Conditions for electing this course will be evaluated by the Dean of General Studies, who will assist in selecting an advisor and determining the amount of credit to be granted for successful completion of the work.

GER 105 GERMAN I (5)

Elementary beginning German to provide a foundation in speaking and understanding German as well as developing a foundation in grammar.

GER 106 GERMAN II (5)

Prerequisite: GER 105. This class is a continuation of German I with more emphasis on reading German.

GER 107 GERMAN III (5)

Prerequisite: GER 106. This class is a continuation of German II with special emphasis on writing and reading the German language.

FRE 101 FRENCH I (5)

This is a first course in the French language; pronunciation, vocabulary, grammar and conversation.

FRE 102 FRENCH II (5)

This is a continuation of FRE 101.

FRE 103 FRENCH III (5)

This class is a continuation of FRE 102 including an introduction to the great literature of France.



SCIENCE AND MATHEMATICS DEPARTMENT

MATHEMATICS

MAT 021 REMEDIAL MATH (Variable) This course is a review of the basic concepts and operations of elementary mathematics.

MAT 053 ELEMENTARY ALGEBRA (4) This course covers basic concepts and skills of algebra. Properties of real numbers, signed numbers, polynomials, rational expressions, linear equations and beginning functions are stressed.

MAT 101 COLLEGE MATHEMATICS (5) This is a course designed for students not majoring in science or math. Topics include fundamental counting principles, permutations, combinations, probability, natural numbers, binary systems, exponential growth, paradoxes, mathematical curves.

MAT 102 ELECTRONIC CALCULATORS (2) This course is designed to develop skills and teach methods of solving problems in mathematics, physics, chemistry and pre-engineering involving basic calculating techniques using the hand electric calculator.

MAT 112 COLLEGE ALGEBRA (5) Prerequisite: MAT 053 or one and one-half units of high school algebra. The course is designed to formalize previously developed concepts and to demonstrate further concepts and techniques necessary for study in advanced mathematics. The course will cover elementary properties of real numbers, mathematical induction, quadratic equa-

tions, systems of equations, matrices and determinants, Cartesian and polar coordinates, introduction to vectors, sequences and series.

MAT 113 COLLEGE TRIGONOMETRY (5) Prerequisite: MAT 112 or permission of instructor. The course includes the trigonometric functions, trig identities and equations, trigonometry of triangles, complex numbers, circular functions, polar coordinates and vectors.

MAT 114 ELEMENTARY FUNCTIONS (5) Prerequisite: MAT 113 or permission of the instructor. This class includes elementary analytic geometry including the conic sections, translation and rotation of axes, and polar coordinates. An introduction to elementary functions, algebra of functions, graphing, exponential and logarithmic functions, etc., is included. This is a pre-calculus course.

MAT 130 ELEMENTARY STATISTICS (5) This course is designed primarily for economic and business students. Topics covered are: frequency distributions, measures of central tendency and variability, correlation, regression, and hypothesis testing.

MAT 201 CALCULUS I (5) Prerequisite: MAT 114 or permission of instructor. This course covers limits, differentiation of algebraic functions, and applications of derivatives.

MAT 202 CALCULUS II (5) Prerequisite: MAT 201 or permission of instructor. Topics covered in this course include integration, applications of integra-

tion, derivatives of transcendental functions, and vectors, indeterminate forms and improper integrals.

MAT 203 CALCULUS III (5)

Prerequisite: MAT 202. Topics covered in this course includes indeterminate forms, improper integrals, polar coordinates, infinite series, solid analytic geometry.

MAT 204 CALCULUS IV (3)

Prerequisite: MAT 203. Topics covered in this course include moments, partial differentiation, multiple integrals and differential equations.

MAT 275 SPECIAL STUDIES IN MATH (1-6)

The Special Studies course is available in each of the areas of Science and Mathematics. This course provides opportunities for the serious minded student to engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Conditions for electing this course will be evaluated by the Dean of General Studies, who will assist in selecting an advisor and determining the amount of credit to be granted for successful completion of the work.

SCIENCE

CHE 101 FUNDAMENTAL CHEMISTRY I (5)

(Four hours lecture, two hours laboratory). This course deals with chemical principles on an elementary level which requires no background in chemistry. It is primarily for those needing a year or less of college chemistry. When possible the relationship between chemistry, man, and his environment will be stressed. Credit will apply toward science requirements for the A.A. degree. It is not to be used as a substitute for Chemistry 121 for those working toward the A.S. degree.

CHE 102 FUNDAMENTAL CHEMISTRY II (5)

(Four hours lecture, two hours laboratory). Prerequisite: CHE 101. This course is a continuation of Chemistry 101. It will treat such topics as quantitative relationships in chemical reactions, the gas laws, acid-base chemistry and radiochemistry.

CHE 103 FUNDAMENTAL ORGANIC CHEMISTRY (5)

(Four hours lecture, two hours laboratory). Prerequisite: CHE 102. This is an introduction to the basic chemistry of polymers, bio-organic compounds, foods, food additives, and drugs will be discussed. A terminal course in organic chemistry.

CHE 121 GENERAL CHEMISTRY I (5)

This is a study of the fundamental theories and laws of chemistry with emphasis on the nature of the atom, chemical bonding, structure of molecules, periodic relationships; and chemical calculations. Four hours lecture and one two-hour laboratory per week are included.

CHE 122 GENERAL CHEMISTRY II (5)

Prerequisite: CHE 121 or consent of instructor. This course is a continuation of CHE 121 with primary emphasis on chemical kinetics, solution chemistry, equilibrium relationships including those that apply to qualitative analysis. Four lectures or discussions per week and one two hour lab period per week are included.

CHE 123 GENERAL CHEMISTRY III (5)

Prerequisite: CHE 122 or the consent of the instructor.

This course is a continuation of CHE 122, dealing primarily with electrochemistry, descriptive chemistry, nuclear chemistry, and organic chemistry. Emphasis in the laboratory will be primarily quantitative analysis with some synthesis work. Four lectures and one two hour laboratory per week are included.

BIO 101 GENERAL BIOLOGY I (5)

(Four hours and two hours laboratory). Principles of modern animal and plant biology, introduction to molecular basis of life and organization of cells and tissues are included in this course. Emphasis is placed on living systems.

BIO 102 GENERAL BIOLOGY II (5)

Prerequisite: BIO 101 or permission of instructor. (Four hours lecture and two hours lab.) This course is an introduction to the concepts and terminology of modern botany.

BIO 103 GENERAL BIOLOGY III (5)

Prerequisite: BIO 102 or permission of instructor. (Four hours lecture and two hours lab.) Emphasis is placed on animal biology.

BIO 201 POPULATION AND COMMUNITY BIOLOGY (5)

Prerequisite: BIO 103 or equivalent. This course encompasses the study of community relationships and interaction with physical environment, energy flows and energy cycles, population dynamics and distribution, and population genetics.

BIO 202 CELLULAR BIOLOGY (5)

Prerequisite: BIO 102 or equivalent. This course includes the study of cellular architecture, energy utilization in living cells, chemical basis of cellular reproduction, the interphase cell, cellular replication, and specialization of cells in higher organisms. Three lecture periods and one four-hour lab per week will be held.

BIO 203 CELLULAR AND DEVELOPMENTAL BIOLOGY (5)

Prerequisite: BIO 202. This course encompasses the study of gametogenesis, fertilization, em-

bryogenesis, metamorphosis, growth and control, cytoplasmic determinants and cellular differentiation, environmental influences on differentiation, regeneration, neo-plasms, and aging. Three lecture periods and one four-hour lab per week will be held.

BIO 210 MICROBIOLOGY (5)

Prerequisite: BIO 103 or permission of the instructor. This is a study of the fundamentals, theories and applications of bacteriology as applied to the bio-medical fields. Three lecture periods and two two-hour labs per week will be held.

BIO 211 INTRODUCTION TO PHYSIOLOGY (5)

Prerequisite: CHE 121, General Chemistry. Physiology of all the major systems, i.e., nervous, muscular, respiratory, cardiovascular, digestive, excretory, and reproductive.

PHY 101 INTRODUCTION TO ASTRONOMY (5)

This course is for the non-science major. It is an introduction to all phases of astronomy and to modern cosmology.

PHY 104 COLLEGE PHYSICS I (5)

This is a study of basic concepts, elementary particles, the conservation laws, vectors, force and motion. (4 hours of lecture and 2 hours of laboratory per week).

PHY 105 COLLEGE PHYSICS II (5)

Prerequisite: PHY 104 or equivalent; a continuation of PHY 104.

PHY 106 COLLEGE PHYSICS III (5)

Prerequisite: PHY 105. A continuation of PHY 105. Topics included in this course are thermodynamics, electricity, electromagnetism, changing fields, and wave phenomena. (4 hours of lecture and 2 hours of laboratory per week).

PHY 107 ENGINEERING PHYSICS I (5)

Prerequisite: MAT 204, Calculus IV or equivalent. An introduction to the basic concepts of physics with emphasis in mechanics (kinematics, dynamics, momentum, work, energy, and gravitation), fluids, and heat phenomena. Application of calculus to solving problems.

PHY 108 ENGINEERING

PHYSICS II (5) Prerequisite: PHY 107 or equivalent. A continuation of PHY 107, focusing on thermodynamics, wave physics, optics and an introduction to electricity.

PHY 109 ENGINEERING

PHYSICS III (5) Prerequisite: PHY 108 or equivalent. This course is a continuation of PHY 108, covering topics in electricity and magnetism, quantum mechanics, elementary particles, and modern physics.

SCI 100 THE METRIC SYS-

TEM (3) All basic aspects of measurement using metric units will be considered, including measurement of length and distance, volume and capacity, mass and weight, angle and rotation, area, temperature, time and speed. There will be extensive "hands-on" practice using metric measuring devices.

**SCI 275 SPECIAL STUDIES
IN SCIENCE (1-6)**

The Special Studies course is available in each of the areas of science. This course provides opportunities for the serious minded student to

engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Conditions for electing this course will be evaluated by the Dean of General Studies; who will assist in selecting an advisor and determining the amount of credit to be granted for successful completion of the work.

**DFT 101 BEGINNING
DRAFTING (3)**

This is a beginning course in the basics of mechanical drawing, including free-hand lettering, measuring, sketching, isometric projection, orthographic projection and section views.

**DFT 107 ENGINEERING
GRAPHICS (3)**

Principles of orthographic projection, pictorial drawing, sketching, auxiliary and sectional views, descriptive geometry, graphical solutions and computations, and an introduction to engineering design.

SOCIAL SCIENCE DEPARTMENT

PSYCHOLOGY

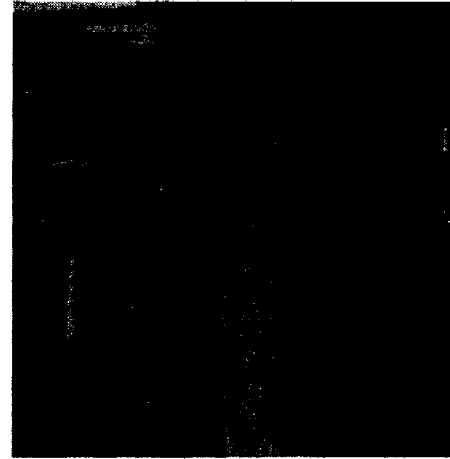
PSY 100 HUMAN RELATIONS (4) This course emphasizes self-esteem and mutual esteem as they relate to the job environment. Class exercises are used to develop these concepts. Some are role playing, possible conflicts in a job situation, writing job descriptions, self-analysis of job strengths and weaknesses and self-analysis of academic strengths and weaknesses.

PSY 101 GENERAL PSYCHOLOGY I (3) This course is an introduction to psychology, covering the following topics: perceptual processes, learning and motivation, and biological bases of behavior.

PSY 102 GENERAL PSYCHOLOGY II (3) This course is an extension of PSY 101, General Psychology I, and covers the following topics: personality theory and survey of current orientations in psychology, how learning takes place, maturation and development.

PSY 103 GENERAL PSYCHOLOGY III (3) This is a special class in psychology which covers the following topics: abnormal behavior, personality tests, and related therapies including para-psychology, bio-feedback, psychoanalysis.

PSY 104 CAREER PLANNING (3) This is a special class in psychology which covers the following topics: self-awareness, values, beliefs, attitudes, interests, decision making work, job seeking skills, educational goals as they pertain to career development.



PSY 105, 106, 109 CHILD & ADOLESCENT PSYCHOLOGY I, II, III (3 credits each)

This course is designed to assist parents, teachers, prospective parents and persons who operate child day care centers to understand and guide the physical, mental, social and emotional development of children and youth. Total psychological development from infancy to maturity is emphasized. The class is designed as a one-year course of study. The first quarter will cover the pre-school and elementary age; the second quarter will emphasize adolescence, self-concept, and school achievement; and quarter three will involve emphasis on the parental role.

PSY 107 PSYCHOLOGY OF PERSONAL ADJUSTMENT (3)

Included in this course are psychological basis of group behavior, both individual and group social adjustments. How the individual can deal with current issues and communication among people is also included.

PSY 108 MARRIAGE AND THE FAMILY (3)

This is a functional approach to education for marriage, what it means to be married, the making of a family, and the nature of family life yesterday, today, and in the future.

PSY 201, 202, 203 HUMAN SEXUALITY I, II, III (3 credits each)

This is a year-long course of study which focuses on the biological, behavioral and cultural aspects of human sexuality.

PSY 275 SPECIAL STUDIES IN BEHAVIORAL & SOCIAL SCIENCE (1-6)

The Special Studies course is available in each of the areas in the Behavioral and Social Science. This course provides opportunity for the serious minded student to engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Conditions for electing this course will be evaluated by the Dean of General Studies, who will assist in selecting an advisor and determining the amount of credit to be granted for successful completion of the work.

ECONOMICS

ECO 101 ECONOMICS I (3)

This course is an introduction to the principles and nature of economics. Resources, business organizations, government finance, money, and banking are covered.

ECO 102 ECONOMICS II (3)

Prerequisite: ECO 101, Economics I. This course continues the development of the principles and nature of economics. National income and employment, general price levels, government spending, pricing, and the allocation of resources are covered.

ECO 103 ECONOMICS III

(3) Prerequisite: ECO 102, Economics II. This course continues the development of the principles and nature of economics. Distribution of income, labor relations, international economics, and economic growth are covered.

SOCIOLOGY

SOC 101 THE SOCIAL SCIENCES - AN INTER-DISCIPLINARY APPROACH

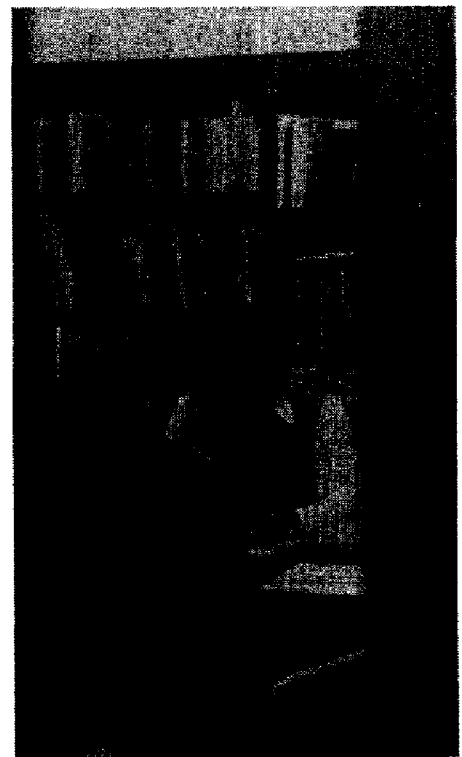
(3) This is an interdisciplinary course designed to introduce students to the social sciences as a whole. Emphasis is placed on social science methodology and the fundamental concepts used through all of the social sciences to create an understanding of the fabric of society.

SOC 104 PRINCIPLES OF SOCIOLOGY (3)

This course is an examination of problems involved in establishing a science of human behavior and society; a critical analysis of selected sociology concepts. Special attention is given to the development of elementary research skills.

SOC 105 URBAN SOCIOLOGY (3)

Population, spatial and social patterns characteristic of modern urban communities are studied in this course. Also included are trends and problems in urban communities such as out-migration and urban blight.



SOC 106 SOCIAL PROBLEMS (3)

This course includes social change, social disorganization, group and individual deviation. Also studied are social movements and how they develop, process of formation and change, and the relation to personal and social problems; the nature, origin and types of social problems.

SOC 107 CONTEMPORARY PROBLEMS (3)

This course is an open-ended seminar type of class on social issues designed to stimulate discussion and participation in selected topics. The class will explore historical, current, and future events relevant to the local geographic area. Related issues of social, cultural, political, and personal concerns will be included.

SOC 108 POLITICAL SCIENCE (3)

This course is an introduction to the study of politics, covering the political system and its environment. It is designed to familiarize the student with the basic concepts of political science, features of the political process, types of political institutions, and political behavior.

SOC 109 WOMEN—SOCIETY AND CHANGE (3)

This course is an analysis of the changing roles of women in modern society. Special attention will be given to changes in sex role differentiation, female socialization and opportunity and their consequences for major institutions and power structures in modern society.

SOC 275 SPECIAL STUDIES IN SOCIOLOGY (1-6)

The Special Studies course provides opportunity for the serious minded student to engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Conditions for electing this course will be evaluated by the Dean of General Studies, who will assist in selecting an advisor and determining the amount of credit to be granted for successful completion of the work.

ANTHROPOLOGY

ANT 121 ANTHROPOLOGY (5)

This course is an introduction to physical and cultural anthropology. Topics covered will include the evolution of man and his taxonomic relationships to other animals, cultures of prehistoric man, and studies of language, economic structure, social organization, government, art, and religion in various societies.

ANT 125 MEXICO—AN OVERVIEW (3)

This course is an overview of the peoples of Mexico from the Columbian period to the present day. This course studies the cultural development of a society over time.

ANT 201 PREHISTORY OF THE MEDITERRANEAN WORLD (5)

Included are studies focusing on early man in the Mediterranean area, and on the development of selected cultures in Europe, the Middle East, and Northern Africa, and on the process of urbanization, the disappearance of truly primitive peoples, and the emergence of the peasant.

ANT 275 SPECIAL STUDIES IN ANTHROPOLOGY (1-6)

The Special Studies course provides opportunity for the serious minded student to engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Conditions for electing this course will be evaluated by the Dean of General Studies, who will assist in selecting an advisor and determining the amount of credit to be granted for successful completion of the work.

HISTORY

HIS 103 WESTERN CIVILIZATION I (3)

This is a history of Western Civilization from its beginnings in the Near East through Ancient Greece and Rome to the final triumph of Christianity throughout Europe.

HIS 104 WESTERN CIVILIZATION II (3) This is a history of the West from the Renaissance through the French Revolution and Napoleon, with emphasis on the origins of modern economic, political, and cultural institutions.

HIS 105 WESTERN CIVILIZATION III (3) This is a history of the Western world from 1815 to the present with emphasis on the "ISMS" of 19th Century Europe (nationalism, liberalism) the drift toward World War I, post war Europe, World War II and the dynamics of our changing contemporary society.

HIS 106 HISTORY OF THE WESTERN UNITED STATES (2) This survey covers the history of the Western United States, beginning with prehistoric times and progressing through the Indians, the Spanish explorers, the fur trappers, the settlers, the gold and silver rushes, and the railroads. Correlations are pursued, linking the influence of early times with the modern era.

HIS 107 HISTORY OF COLORADO (3) The study of Colorado's past is not only an exciting local adventure, but also a fascinating historical introduction to the panorama of the Rocky Mountain West. The course deals with the pattern of living from the time of the prehistoric cliff dwellers to the present day.

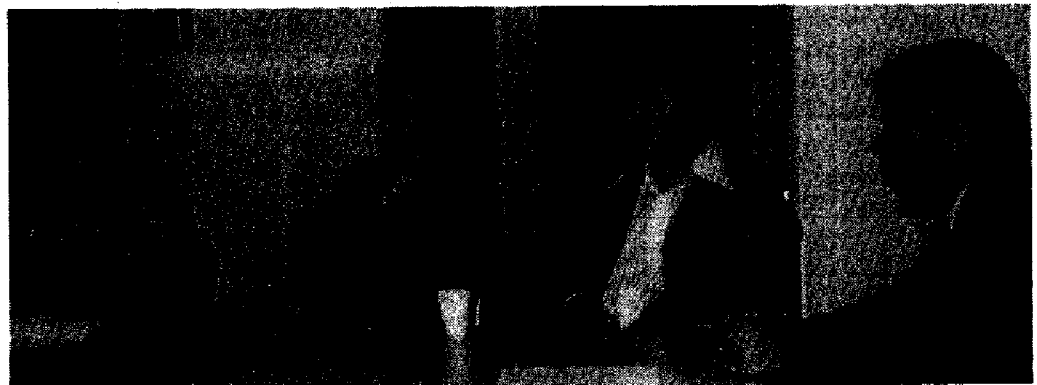
HIS 108 HISTORY OF MORGAN COUNTY (2) Guest speakers and resource persons highlight this discussion of the History of Morgan County. Lectures and seminar sessions will provide the student with the opportunity to examine westward movements, South Platte

Valley, natural history, and prehistoric man, old Fort Morgan, explorers and trails, buffalo hunters, early ranches, irrigation, early communities, town buildings, personal biographies, sugar industry, beginnings of Morgan County, the Eben Ezer story, ghost towns, the middle years, shootings and lynchings, effects of World War II, the present, and a look into the future.

HIS 140 HISTORY OF SCIENCE (3) This course is based on television's award winning series, "The Ascent of Man", by Jacob Bronowski who traces the development of science as an expression of man's special, creative gifts. The text blends science and the humanities into a unifying philosophy for the Twentieth Century.

HIS 201 UNITED STATES HISTORY I (3) 1492-1840. The history of the United States from colonial times through the Age of Jackson. Emphasis is placed on problems of settling the colonies, relationships to the Mother Country; the origins of the American Revolution and the revolution itself; the framing of the Constitution, the Federalist era; Jeffersonian Democracy; War of 1812; the Era of Good Feeling; and Jacksonian Democracy.

HIS 202 UNITED STATES HISTORY II (3) 1840-1900. The antebellum South and the anti-slavery crusade; Manifest Destiny, the war with Mexico and westward expansion; growing sectionalism and the War Between the States; reconstruction; American industrialization and its economics, social and political impact; the populist revolt; and the rise of the United States as a world power.



HIS 203 UNITED STATES HISTORY III (3) 1900-present,

Background causes of World War I and the war itself. The Golden Twenties; the Great Depression; FDR and the New Deal; World War II; the Cold War's impact on the domestic and foreign policies of the fifties and sixties; and the technological, social and communications development, transforming contemporary America.

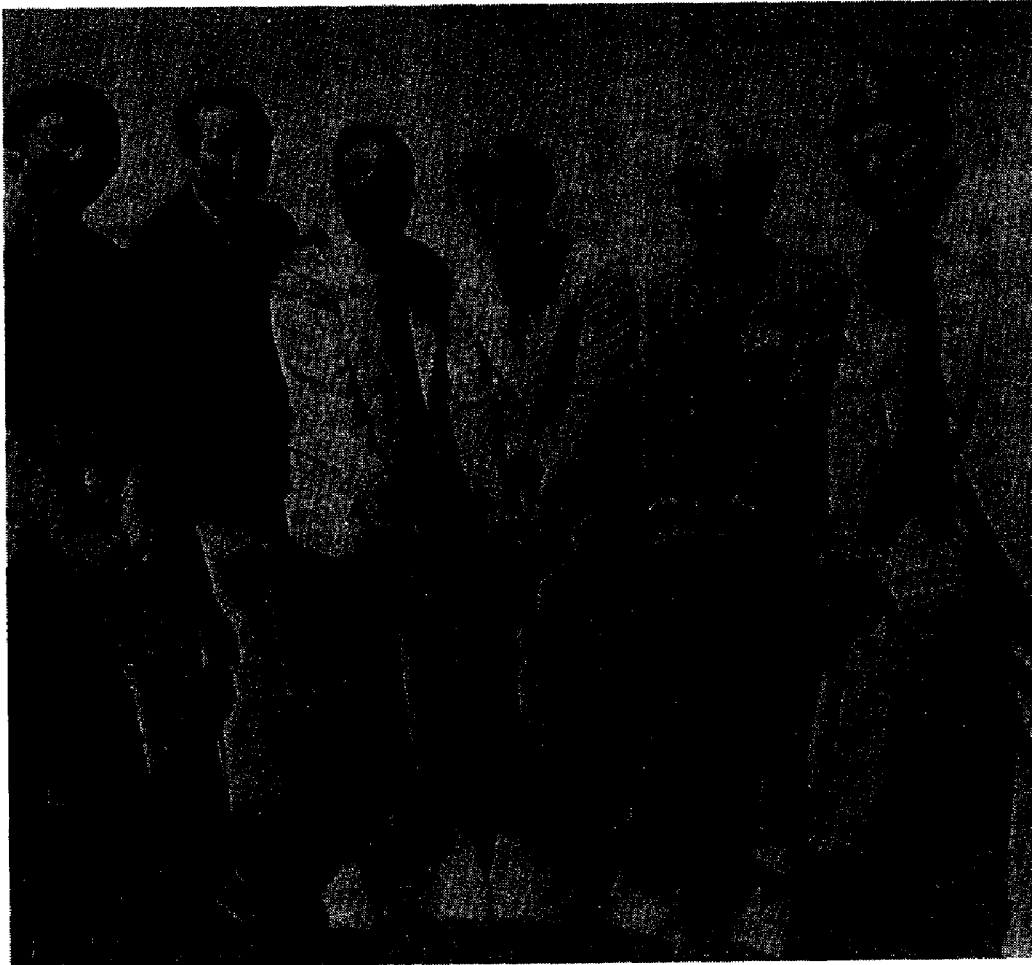
HIS 204 INTRODUCTION TO INTERNATIONAL RELATIONS (3) This is an in-

troduction to the world of international affairs. Covered are historical origins,

geopolitical structure, and the functions of international politics in a multi-state system.

HIS 275 SPECIAL STUDIES IN HISTORY (1-6) The Special

Studies course provides opportunity for the serious minded student to engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Conditions for electing this course will be evaluated by the Dean of General Studies, who will assist in selecting an advisor and determining the amount of credit to be granted for successful completion of the work.



Colorado Legislators assist at Groundbreaking—78.
(from left to right) Sen. Jim Kadlecck, Hank Brown, Rep. Bev. Bledsoe, Sen. Duane Woodard, Rep. Morgan Smith, and Rep. John Harnlin.

PHYSICAL EDUCATION DEPARTMENT

Exemptions to the physical education requirement may be claimed under any of the following conditions:

1. If a student is twenty-one (21) years of age or more.
2. If a student is excused for health reasons by a doctor.
3. If a student had has at least six (6) months active military service.

PED 052 WEIGHT LIFTING

(1) This is strictly a body-building class for muscle and body tone. No power lifting is involved. This is an excellent class for those wishing to gain or lose weight.

PED 101, 102, 103 PHYSICAL EDUCATION ACTIVITIES (1)

Physical education activity courses with regard given to seasonal activities, rules and playing regulations to each activity, with emphasis on exercises and individual physical fitness.

PED 110 ARCHERY (1)

This class emphasizes proper shooting techniques as well as care and maintenance of equipment. Time will be devoted to the making of materials such as arrows and strings. This class should be of interest to the novice as well as helping the more advanced student refine his style and techniques. Students should furnish their own equipment.

PED 112 KARATE (1)

Karate is martial art which was perfected in Japan after many centuries of evolution in the Orient. Based upon both mental and bodily discipline, it is considered to be one of the finest forms of exercise. Contests in art of karate are only one part of the total karate discipline and only one of the methods of

training. Karate contests are based upon two of the training disciplines, kumite (free sparring), and kate (form). Thus, there are kumite and kate contests conducted under the strict rules that have been established for competition.

PED 113 FUNDAMENTALS OF JUDO (1)

This is a study of the origin, culture, moral code, falling skills, and basic throws of Kodokan Judo.

PED 116 VOLLEYBALL (1)

Correct form, basic techniques, teamwork, and strategy of play are emphasized in this class.

PED 118 INTRODUCTION TO SQUARE DANCING (1)

A background into the folk art of square dancing is emphasized in this introductory class. The steps and movements of the most common square dances fill the class agenda.

PED 119 FIRST AID (3)

This course is designed to prepare students to meet the needs of most situations when emergency first aid care is needed. Topics include prevention of infections, use of germicides, dressings, stopping hemorrhage, treatment of shock, bruises, sprains, dislocations, fractures, drowning, poisoning, and burns.

**PED 120 ADVANCED
FIRST AID (2)**

This is an advanced course intended to meet the needs of special interest groups who have the opportunity to give first aid frequently in the course of their daily routine.

**PED 121 BEGINNING TEN-
NIS (1)**

Basic instruction covering elements of the strokes and rules of the game is given. Emphasis is placed on the serve, forehand and backhand.

**PED 122 INTERMEDIATE
TENNIS (1)**

Continuation of PED 121.

**PED 123 ADVANCED TEN-
NIS (1)**

Continuation of PED 122.

**PED 131 BEGINNING
BOWLING (1)**

This is a co-educational class held at a local bowling lanes. Instruction in bowling procedures and how to score are included.

**PED 132 INTERMEDIATE
BOWLING (1)**

Continuation of PED 131.

**PED 133 ADVANCED
BOWLING (1)**

A continuation of PED 132.

**PED 141 BEGINNING
GOLF (1)**

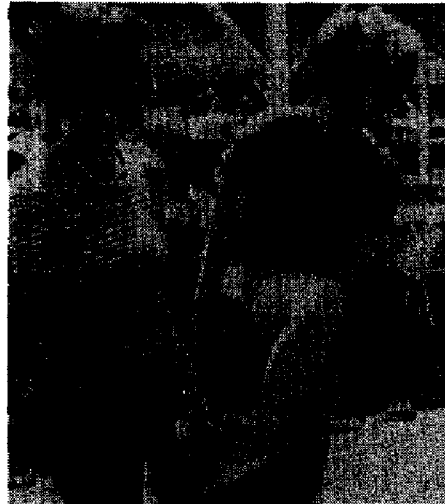
Instruction is given covering all phases of the golf game and the use of every club. Particular emphasis is placed on golf etiquette, care of the course and the rules of the game as well as the proper swing to be used.

**PED 142 INTERMEDIATE
GOLF (1)**

A continuation of PED 141.

**PED 143 ADVANCED
GOLF (1)**

A continuation of PED 142.



**PED 151 BEGINNING
SWIMMING (1)**

Instruction is provided for non-swimmers under the American Red Cross swimming program. The class is designed to teach basic strokes of swimming. Two clock hours per week.

**PED 152 INTERMEDIATE
SWIMMING (1)**

This is an incorporation of basic sequence of skills taught in the American Red Cross intermediate and advanced swimmer classifications as taught by the Red Cross. Two clock hours per week.

**PED 153 ADVANCED
SWIMMING (1)**

A continuation of PED 152.

PED 161 BASKETBALL (1)

Correct form, basic techniques, teamwork, and strategy of play are emphasized in this class.

REMEDIAL EDUCATION

AEP 050, 051, 052 ALTERNATIVE EDUCATION (Variable)

This program is designed for the student, age 16 and older, who has dropped out of high school. Instruction in math, English grammar, reading, social studies and science is included with G.E.D. certification as the end goal. Human relations and career education activities as well as programs and speakers concerned with the problems young adults face today are incorporated into the program.

LRC 050, 051, 052 PRESCRIPTIVE LEARNING (Variable)

Credit for this course is assigned on the basis of one credit hour for each ten hours spent in the Learning Lab with instructor supervision. Maximum credit is 3 hours per quarter and a total of 9 credit hours. Students enter this program either through self-referral or teacher-referral. Difficulties in the areas of communications, math, sciences or other disciplines are diagnosed through appropriate educational tests, and a program for improvement is designed by the staff for the student. Students may work individually or in small groups.

GED 100, 101, 102, 103 GENERAL EDUCATION DEVELOPMENT (1-15 Variable, 1 credit hour equals 10 classroom hours)

The GED course is designed to teach students the skills necessary to pass the GED examination in the content areas of mathematics, English, reading comprehension, social studies, science, and literature. The course is individualized so that each student works at his particular level and at his own rate until he is prepared to pass the GED test. Students in the class are also given the option to study any of the content areas in

greater depth than is required for the GED in order to prepare themselves for future college or vocational goals. The GED Certificate is equivalent to the high school diploma and is accepted by both employers and schools of higher education. The GED Certificate often provides increased opportunities for future education.

GED READING The course will aid students in gaining skills in the areas of vocabulary, context clues, main idea, sequence and meaning comprehension sufficient for passing the GED test.

GED SCIENCE The course will provide students with vocabulary, main idea and comprehension skills in science reading exercises sufficient for passing the GED test.

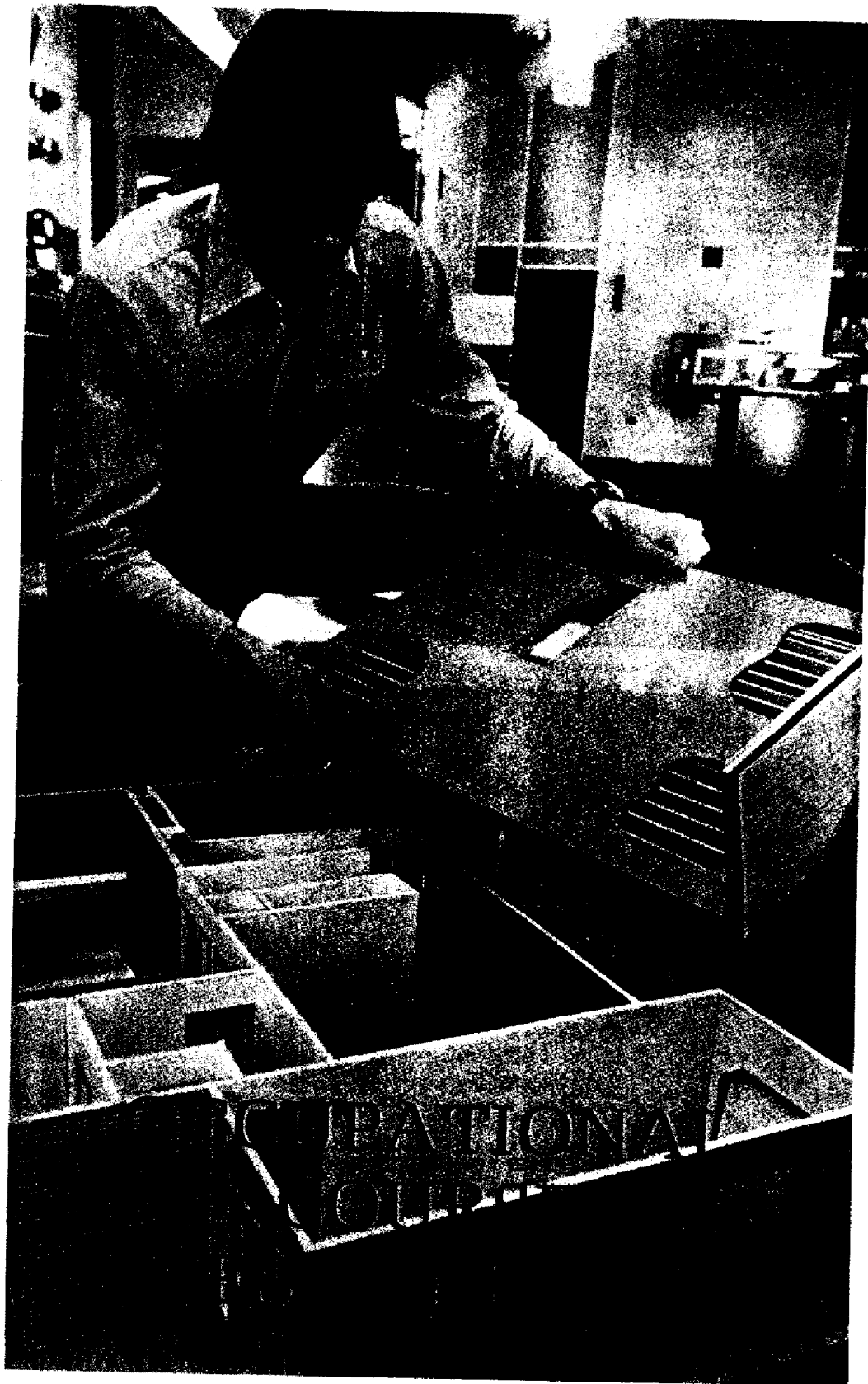
GED SOCIAL STUDIES The course will provide students with vocabulary and reading skills in social studies sufficient for passing the GED test.

GED MATH The course will provide students with math skills in fractions, decimals, formula and word problems, algebra and geometry sufficient for passing the GED test.

GED ENGLISH The course will provide students with skills in the areas of grammar usage, punctuation and spelling sufficient for passing the GED test.

GED LITERATURE The course will provide instruction in the definition of terminology in the interpretation of prose, poetry and drama.

A.B.E. ADULT BASIC EDUCATION Adult Basic Education is a program offered free of charge to people over 16 years of age who were unable to complete their elementary or junior high education. Basic reading, writing and math are offered along with English as a Second Language for people learning to speak English.



AGRICULTURE

AGR 102 INTRODUCTION TO AGRICULTURE TECHNOLOGY (20 lecture hr/2 cr)

This course is an orientation into various phases of the livestock industry. Characteristics of livestock enterprises are discussed and followed by field trips. Students are familiarized with on-the-job training requirements, purposes and expectations. Students are also familiarized with the use of the library as an information center.

AGR 106 AGRICULTURAL ACCOUNTING I (30 lecture hr/3 cr)

This course is an introduction to accounting using the double-entry system. Journalizing, posting, preparation of a trial balance, construction of a worksheet, preparation of a balance sheet and profit and loss statements are covered. Also, ledger adjustments, closure of temporary accounts, and post closure trial balance preparation are studied.

AGR 107 AGRICULTURE ACCOUNTING II (30 lecture hr/3cr)

Pre-requisite: AGR 106. This course continues agricultural accounting techniques and processes the student through a complete set of books for a business and cash basis farm operation. Accrual basis, cash basis and modified accrual basis methods are used. Acquisitions of plant assets, depreciation of plant assets, and payroll accounting is developed.

AGR 130 NUTRITION I (40 lecture hr/4 cr)

This course deals with the fundamentals of ruminant and non-ruminant digestion, metabolism and nutrition. Students are able to differentiate the basic food nutrients including sources and functions, and become familiar with nutrient deficiency symptoms. Balancing of rations, and the digestion and assimilation of feed also are covered.

AGR 205 BASIC SHOP SKILLS I (30 shop hr/2 cr)

This course is designed to introduce the student to the skills necessary to construct and maintain equipment and facilities. Emphasis is placed on arc and oxy-acetylene welding. The instructor demonstrates proper operation of all equipment and all students must score 100% on a written safety test as well as demonstrate their ability to operate the equipment safely.

AGR 206 BASIC SHOP SKILLS II (30 shop hr/2 cr)

This course develops skills in the areas of carpentry, plumbing, concrete, and related skills. The instructor demonstrates proper operation of all equipment and all students must score 100% on a written safety test as well as demonstrate their ability to operate the equipment safely.

AGR 209 DISEASE PREVENTION (30 lecture hr/3 cr)

This course is designed to acquaint the student with the basic knowledge of bacterial growth and reproduction. The student is familiarized with the methods of effective therapy and sanitation for livestock.

AGR 235 FARM TAX REPORTING (30 lecture hr/3 cr)

This class examines farm management as it relates to income taxes. Included in the class are appreciation, depreciation, and recent changes in tax laws relating to capital gains and losses.

AGR 260 PRODUCTS AND MARKETING (40 lecture hr/4 cr)

This course includes the following areas of study: use of grade and yield marketing; hedging; use of market reports; identification of pork quality factors; and identification of cuts of meat.

AGR 270 AGRICULTURAL FINANCE AND LIABILITY (40 lecture hr/4 cr)

This course deals with the problems of obtaining financing and credit. Sources of funds, determining interest rate, payment structure, con-

tracts, liability, property ownership, sales, and insurance are discussed as they relate to agriculture.

AGR 275 SPECIAL STUDIES IN AGRICULTURE (Variable ½-6 cr.)

This course is designed to meet the upgrading, retraining, and workshop/seminar needs of the local agriculture community as well as the needs of agriculture students for specialized study. For the agriculture community, a special study may address any facet of the agricultural occupations cluster and will be responsive to perceived training needs. For the agriculture student, any special study must be under the direction of a qualified faculty member, approved by the Dean of Occupational Studies, and meet specific and specialized training needs of the student.

EFT 100 ELEVATOR AND FEEDMILL TECHNOLOGY I (30 lecture/15 lab hr/4 cr)

This course introduces the approved practices of Elevator and Feedmill operations. Emphasis is on receiving, storing, processing, and delivering grains and feedstuffs; grain identification and grading with U.S.D.A. standards; and elements of basic mathematics. The instructor demonstrates proper laboratory procedures and all students must demonstrate their ability to perform laboratory operations safely.

EFT 120 SOILS AND FERTILIZERS (30 lecture/15 lab hr/4 cr)

This course covers the physical and biological elements in soils that effect plant growth. Emphasis is on soil sampling techniques; interpreting soil tests for pH and growth deficiencies; recommending fertilizer programs and applications; and formulating fertilizers to various specifications. The instructor demonstrates proper laboratory procedures and all students must demonstrate their ability to perform laboratory operations safely.

EFT 130 AGRICULTURAL PESTICIDES (30 lecture/15 lab hr/4 cr)

This course covers the uses and applications of various agricultural pesticides. Emphasis is on laws governing use and liability; safe handling practices; types of pesticides, uses, and functions; and

calibration methods, equipment, and records. The instructor demonstrates proper laboratory procedures and all students must demonstrate their ability to perform laboratory operations safely.

EFT 140 PLANT IDENTIFICATION (20 lecture/15 lab hr/3 cr)

This course introduces the identification and control techniques of various weeds and plants. Emphasis is on plant and seed identification; herbicide selection for control, and factors that influence effectiveness; and pasture/range management methods for improved soil productivity. The instructor demonstrates proper laboratory procedures and all students must demonstrate their ability to perform laboratory operations safely.

EFT 150 GRAIN MARKETING (50 lecture hr/5 cr)

Prerequisite: AGR 106. This course introduces the management of grain marketing factors. Selling methods and returns; contracts; failures, hedging, and price factors; grain containers and loading; seed analysis, seed treating/cleaning, labeling and marketing; and analysis of market information are stressed.

EFT 191 ON-THE-JOB TRAINING (1080 coop hr/36 cr)

Students enrolled in Elevator and Feedmill O.J.T. are awarded credit towards an Associate of Applied Science Degree in Elevator & Feedmill Technology, or a certificate in Elevator and Feedmill Operations. A student must be employed at a training station that meets the O.J.T. coordinator's approval, or must accept employment at one of the approved training stations developed by the O.J.T. coordinator before enrolling in EFT 191. Thirty hours of related work at an approved training station is equivalent to one credit hour.

Generally, an approved training station must be located in Colorado, and the "family farm" will not be approved as a training station. Exceptions to this must be approved by the O.J.T. Coordinator and the Dean of Occupational Studies. On-the-job training programs include: training agreement with the training station supervisor and the O.J.T. coordinator; periodic visits by the O.J.T.

coordinator to the training station, supervisor, and student; and evaluations by both the student and the training station supervisor of the O.J.T. program.

It is recommended but not required that student enroll for EFT 191 during the Summer and Fall quarters. Students may enroll during other quarters of the second year of the program as scheduling and work requirements permit.

EFT 200 ELEVATOR AND FEEDMILL TECHNOLOGY II (40 lecture/15 lab hr/5 cr)

Prerequisite: EFT 100. This course continues the approved practices of Elevator and Feedmill operations. Emphasis is on causes of and cures for grain contamination; control of bin preparation, grain moisture/drying/operation/temperature and storage by quality/condition; use and care of scales; prevention of fires, use of fire equipment, and other safety practices; and elements of basic mathematics. The instructor demonstrates proper laboratory procedures and all students must demonstrate their ability to perform laboratory operations safely.

EFT 220 RUMINANT NUTRITION (30 Lecture hr/3 cr)

Prerequisite: AGR 130. This course introduces the feeding management of ruminant livestock. Emphasis is on livestock evaluation for feeding programs; planning alternative feeding programs from available feeds; ration balancing; feedlot programs; reproduction and lactation feed programs; calf/lamb programs; and feed additives/growth implant techniques.

EFT 230 PLANT INSECTS, DISEASES AND CONTROL (20 lecture/15 lab hr/3 cr)

Prerequisite: EFT 140 and EFT 130. This course introduces the identification and control of insects, fungi, bacteria and viruses that effect field crops. Emphasis is on insect disease identification, controls/treatment, and crop damage identification. The instructor demonstrates proper laboratory procedures and all students must demonstrate their ability to perform laboratory operations safely.

EFT 250 LIVESTOCK HEALTH PRODUCTS (50 lecture hr/5 cr)

This course covers the prevention, treatment, and health aids used for diseases in swine, beef cattle, dairy cattle and sheep. Emphasis is on common parasitic, viral, and bacterial diseases; appropriate health aids and treatment; planned programs for disease prevention; and various instruments/equipment used for animal care.

SWM 100 SWINE TECHNOLOGY I (30 lecture hr/3 cr)

This is a basic course covering fundamental swine technology practices. Techniques utilized in breeding and farrowing are emphasized and elements of basic mathematics are covered.

SWM 105 SWINE TECHNOLOGY II (30 lecture hr/3 cr)

Prerequisite: SWM 100. This course is the second in a series of courses designed to acquaint students with swine technology practices. Emphasis is placed on improving and measuring productivity of the sow herd, and, developing an understanding of practices used in the nursery to prevent stress. Elements of basic mathematics are also covered.

SWM 135 SWINE NUTRITION (30 lecture hr/3 cr)

Prerequisite: AGR 130. This course develops the study of nutrition in swine. Mineral and vitamin functions, deficiency symptoms and requirements, ration formulation and specific feeding programs for swine are studied.

SWM 191 ON-THE-JOB TRAINING (1080 coop hr/36 Cr)

Students enrolled in Swine O.J.T. are awarded credit towards an Associate of Applied Science Degree in Swine Technology or a Certificate in Swine Production. A student must be employed at a training station that meets the O.J.T. Coordinator's approval, or, must accept employment at one of the approved training stations developed by the O.J.T. Coordinator before enrolling in SWM 191. Thirty hours of related work at an approved training station is equivalent to one credit hour.

Generally, an approved training station must be located in Colorado, and, the "family farm" will not be approved as a training station. Exceptions to this must be approved by the O.J.T. Coordinator and the Dean of Occupational Studies. On-the-job training programs include: training agreement with the training station supervisor; a training plan developed by the training station supervisor and the O.J.T. Coordinator; periodic visits by the O.J.T. Coordinator to the training station, supervisor, and student; and, evaluations by both the student and the training station supervisor of the O.J.T. program.

It is recommended but not required that students enroll in SWM 191 during the Summer and Fall quarters. Students may enroll during other quarters of the second year of the program as scheduling and work requirements permit.

SWM 200 SWINE TECHNOLOGY III (30 lecture hr/3 cr) Prerequisite: SWM 105, SWM 135, SWM 206. This course is the last in a series of swine technology courses. Emphasis is on swine finishing and the inter-relationship of the practices and procedures developed in earlier courses. Field trips and guest speakers are used to amplify insights and to expand on different theories and ideas relevant to swine technology.

SWM 208 FACILITIES AND EQUIPMENT (20 lecture/15 lab hr/3 cr) This course emphasizes the designing, selection, and use of ventilation systems, heating systems, and insulation for facilities. The economics of

different housing systems and waste disposal systems will be stressed, along with EPA and OSHA regulations as applied to swine production units. The instructor demonstrates proper laboratory procedures and all students must demonstrate their ability to perform laboratory operations safely.

SWM 218 SWINE BREEDING AND SELECTION (40 lecture/4 cr) This course is a study of genetics, breeding practices and techniques designed to produce the type of animal desired by the consumer. It includes details of production records and related data and theories applied to breeding and crossbreeding programs. The course also covers production testing procedures, and carcass evaluation and judging.

SWM 220 SWINE DISEASES AND PARASITOLOGY I (30 lecture hr/3 cr) Prerequisite: AGR 209. This course covers the basic concepts of sanitation in the prevention and control of disease and parasitic organisms. Students will become acquainted with symptoms, causative organisms, methods of control, prevention and treatment of disease in swine.

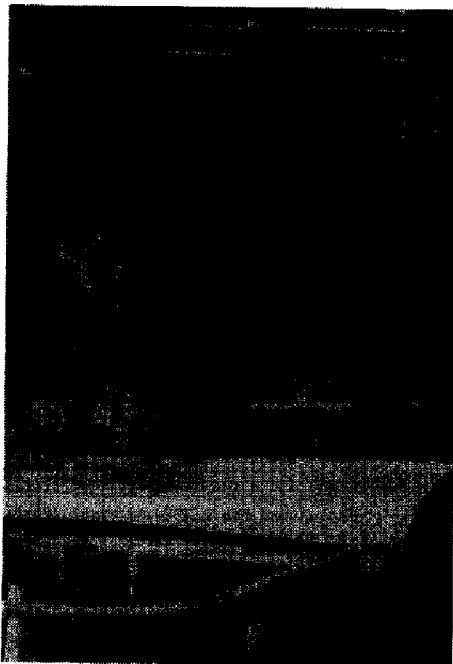
SWM 221 SWINE DISEASES & PARASITOLOGY II (30 lecture hr/3 cr) Prerequisite: SWM 220. This course continues the topics of prevention and control of swine diseases. Continued topics of symptoms, organisms, control, prevention and treatment are covered.

AUTOMOTIVE

AUB 100 MINOR BODY REPAIR (60 lecture/90 shop hr/12 cr) This course introduces the skills of body repair and refinishing. Emphasis is on use of basic tools, panel straightening, filling, smoothing, priming, painting, and use of oxygen-acetylene equipment. Students gain practical skill through the repair of salvaged car parts and late model automobiles in the shop.

AUB 120 PAINTING, WIRING AND ACCESSORIES (60 lecture/90 shop hr/12 cr)

Prerequisite: AUB 100 or consent of the instructor based on proficiency. This course covers the techniques of body painting. Surface preparations, priming, paint matching, paint preparation, paint application, drying, and final rub-out are stressed through the use of salvaged car parts and late model automobiles in the shop. Also covered are the techniques of removal and replacement of wiring systems, accessories, upholstery, and headliners that are encountered during body repair.



AUB 130 GLASS AND TRIM (60 lecture/90 shop hr/12 cr) Prerequisite: AUB 120. This course covers the skill and practices of removal and replacement of automotive glass and body trim. Students gain practical skill through the repair of late model automobiles in the shop.

AUB 191 ON-THE-JOB TRAINING (960 Cooperative hr/32 cr)

Students enrolled in Automobile Body O.J.T., are awarded credit towards an Associate of Applied Science Degree or a Certificate in Automobile Body Repair. A student must be employed at a training station that meets the O.J.T. Coordinator's approval, or, must accept employment at one of the approved training stations developed by the O.J.T. Coordinator before enrolling in AUB 191. Thirty hours of related work at an approved training station is equivalent to one credit hour.

Generally, an approved training station must be located in Morgan County, and, the "family business/shop" will not be approved as a training station. Exceptions to this must be approved by the O.J.T. Coordinator and the Dean of Occupational Studies. On-the-job training programs include: a training agreement with the training station supervisor; a training plan developed by the training station supervisor and the O.J.T. Coordinator; periodic visits by the O.J.T. Coordinator to the training station, supervisor, and student; and, evaluations by both the student and the training station supervisor of the O.J.T. program.

It is recommended but not required that students enroll in AUB 191 for the amounts shown in the curriculum plan. Students may enroll for other amounts during the summer, the second year, or following summer as scheduling and work requirements permit.

AUB 200 MAJOR BODY REPAIR I (60 lecture/90 shop hr/12 cr) Prerequisite: AUB 130. This course introduces the techniques and practices of major body repair. Emphasis is on rear-end, front-end, and side collision damage, the use of portable frame straighteners for minor frame damage, straightening, panel alignment and surface refinishing. Students gain practical skill through the repair of late model automobiles in the shop.

AUB 210 MAJOR BODY REPAIR II (60 lecture/90 shop hr/12 cr) Prerequisite: AUB 200. This course continues the techniques and practices of major body repair. Emphasis is on various frame designs, use of portable frame straighteners for repair of major frame damage, and front-end suspensions. Students gain practical skill through the repair of late model automobiles in the shop.

AUB 220 BODY SERVICING (45 lecture/70 shop hr/9 cr) Prerequisite: AUB 210. This course covers the skills and practices of general body servicing. Weather-stripping, body sealing, window alignment, minor adjustment and lubrication are stressed. Also covered are the practices and methods of job/cost estimating. Students gain practical skill through the use of late model automobiles in the shop.

AUB 275 SPECIAL STUDIES IN AUTOMOBILE BODY REPAIR (Variable 1/2-6 cr) This course is designed to meet the upgrading, retraining, and workshop/seminar needs of the local automobile body repair industry as well as the needs of automobile body students for specialized study. For the automobile body repair industry, a special study may address any facet of the automobile body repair occupations cluster and will be responsive to perceived training needs. For the automobile body student, any special study must be under the direction of a qualified faculty member, approved by the Dean of Occupational Studies, and meet specific and specialized training needs of the student.

AUB 280 JOB ENTRY ORIENTATION (30 lecture hr/3 cr) Prerequisite: AUB 120. This course is designed to familiarize the student with job entry elements. Some are; job application techniques; employee responsibilities; employer responsibilities; and employee attitudes and behavior. Guest speakers and group discussions are used to examine these elements.

AUM 120 AUTOMOTIVE ELECTRICAL AND FUEL SYSTEMS (75 lecture/75 shop hr/12 cr) Pre-requisite: AUM 135 or consent of the instructor based on proficiency. This course covers the theory, diagnosis and repair of automotive electrical and fuel systems. The electrical portion covers electrical theory, batteries and charging, starters, and ignition systems. The fuel portion covers one, two and four barrel carburetors. Bench models are used for parts familiarization, overhaul, and adjustment. Basic emission controls are introduced by use of the Sun infra-red tester for hydro-carbon and carbon monoxide pollutant testing.

AUM 135 AUTOMOTIVE ENGINES (60 lecture/90 shop hr/12 cr) This course covers the design, construction, and operation of modern automotive engines. Engine testing and diagnosis are stressed as well as service procedures. Students will have the opportunity to perform an engine overhaul in order to acquire the necessary skills of engine rebuilding.

AUM 140 BRAKING, SUSPENSION, STEERING AND SERVICING (60 lecture/90 shop hr/12 cr) This course covers hydraulic principles and servicing of drum type and disc type brakes. Also covered are the principles and servicing of front end suspensions, wheel alignment, and wheel balancing; the principles and servicing of standard and power steering systems; and the use of modern front-end alignment equipment.

AUM 191 ON-THE-JOB TRAINING (960 Cooperative hr/32 cr) Students enrolled in Automobile Mechanics O.J.T. are awarded

credit towards an Associate of Applied Science Degree in Automobile Mechanics Technology or a Certificate in Automobile Mechanics. A student must be employed at a training station that meets the O.J.T. Coordinator's approval, or must accept employment at one of the approved training stations developed by the O.J.T. Coordinator before enrolling in AUM 191. Thirty hours of related work at an approved training station is equivalent to one credit hour.

Generally, an approved training station must be located in Morgan County, and, the "family business/shop" will not be approved as a training station. Exceptions to this must be approved by the O.J.T. Coordinator and the Dean of Occupational Studies. On-the-job training programs include; a training agreement with the training station supervisor; a training plan developed by the training station supervisor and the O.J.T. Coordinator; periodic visits by the O.J.T. Coordinator to the training station, supervisor, and student; and, evaluations by both the student and the training station supervisor of the O.J.T. program.

It is recommended but not required that students enroll in AUM 191 for the amounts shown in the curriculum plan. Students may enroll for other amounts during the summer, the second year, or following summer as scheduling and work requirements permit.

AUM 210 STANDARD DRIVE TRAINS AND AIR CONDITIONING (60 lecture/90 shop hr/12 cr) Prerequisite: AUM 140. This course introduces the principles, construction, and operation of clutches, standard transmissions, drive lines and rear axles. Emphasis is on diagnosis and service through the use of a variety of transmissions and differentials in bench model overhaul practice. Also covered are the principles, construction and operation of automotive air conditioners. Emphasis is on diagnosis, service, and charging through the use of operational lab models and actual in-car systems.

AUM 215 AUTOMATIC TRANSMISSIONS (45 lecture/70 shop hr/9 cr) Prerequisite: AUM 210. This course covers the principles, construction and operation of

automatic transmissions. Emphasis is on diagnosis and service through the use of late model automatic transmissions in bench model overhaul practice.

AUM 255 TROUBLESHOOTING, TUNE-UP AND EMISSION (60 lecture/90 shop hr/12 cr) Prerequisite: AUM 120. This course covers the diagnosis and repair of automotive engine malfunctions through the use of modern testing equipment and procedures. Ignition, carburetion, emission controls and other engine support systems are covered as a whole in order to develop proper diagnosis/repair procedures in tuning automotive engines for efficient and pollution free operation.

AUM 275 SPECIAL STUDIES IN AUTOMOBILE MECHANICS (variable ½-6 cr) This course is designed to meet the upgrading, retraining, and workshop/seminar needs of the local automobile mechanics industry as well as the needs of automobile mechanics students for specialized study. For the automobile mechanics industry, a special study may address any facet of the automobile mechanics occupations cluster and will be responsive to perceived training needs. For the automobile mechanics students, any special study must be under the direction of a qualified faculty member, approved by the Dean of Occupational Studies, and meet specific and specialized training needs of the student.

AUM 280 JOB ENTRY ORIENTATION (30 lecture hr/3 cr) Prerequisite: AUM 120. This course is designed to familiarize the student with job entry elements. Some are: job application techniques; employee responsibilities; employer responsibilities; and employee attitudes and behavior. Guest speakers and group discussions are used to examine these elements.

BUSINESS

BUS 060 BUSINESS LEADERSHIP DEVELOPMENT I (15 lab hr/1 cr)

This course is designed to develop competent leadership skills in the student. Participation in community and school activities, local businessmen workshops and seminars, or the Phi Beta Lambda student organization can each or all help to develop the student's leadership qualities. Any activity or project must be approved by the instructor.

BUS 061 BUSINESS LEADERSHIP DEVELOPMENT II (15 lab hr/1 cr)

This course continues the development of leadership skills in the student. Participation in community and school activities, local businessmen workshops and seminars, or the Phi Beta Lambda student organization can each or all help to develop the student's leadership qualities. Any activity or project must be approved by the instructor.

BUS 100 RECORDKEEPING I (30 lecture hr/3 cr)

This course is designed to introduce the student to a simple method of recording, journalizing, posting, and preparing financial statements for a small business.

BUS 101 PRINCIPLES OF ACCOUNTING I (40 lecture hr/4 cr)

This is an introductory course that covers the principles of double-entry accounting. Simple books of original entry, adjusting and closing entries, and financial statements are emphasized.

BUS 102 PRINCIPLES OF ACCOUNTING II (40 lecture hr/4 cr)

Prerequisite: BUS 101. This course continues to develop double-entry accounting practices. Prepaid items, accrued items, payrolls, taxes and depreciation are covered as well as beginning topics in partnership and corporate accounting.

BUS 103 PRINCIPLES OF ACCOUNTING III (40 lecture hr/4 cr)

Prerequisite: BUS 102. This course continues to develop double-entry

accounting practices. Control and decision-making accounting, the corporation, and beginning manufacturing/cost accounting are covered.

BUS 104 RECORDKEEPING II (30 lecture hr/3 cr)

Prerequisite: Bus 100 or consent of instructor based on proficiency. This course is designed to keep records for a small business in the areas of accounts receivable, accounts payable, notes receivable, notes payable, merchandise inventory, and payroll.

BUS 107 INTRODUCTION TO BUS (30 lecture hr/3 cr)

This course surveys the major fields of business and their operations. Ownership, organization, marketing, personnel, finance, and management roles are emphasized.

BUS 110 INTRODUCTION TO DATA PROCESSING (20 lecture hr/2 cr)

This course is designed to introduce the student to the purposes and terminology of data processing in the business setting. Utilizing the software of data processing systems, students examine methods and practices of record handling.



BUS 111 BUSINESS LAW I

(30 lecture hr/3 cr) This is an introductory course that covers the nature and development of U.S. law. Emphasis is on contracts, negotiable instruments, sales, and agency.

BUS 112 BUSINESS LAW II (30 lecture hr/3 cr)

Prerequisite: BUS 111. This course covers the legal aspects of notes, drafts, checks, commercial paper, property rights, consumer protection, and insurance

BUS 113 INCOME TAX (30 lecture hr/3 cr)

This course covers the development and basic structure of federal income tax laws. General tax procedures and the impact of taxes on the decision-making process are covered.

BUS 115 BUSINESS LAW III (30 lecture hr/3 cr)

Prerequisite: BUS 112. This course covers partnership and corporate laws. Emphasis is on real mortgages, trusts, wills, bankruptcy, labor, and estate laws.

BUS 129 PRINCIPLES OF INSURANCE (30 lecture hr/3 cr)

This course covers aspects of property, life, liability, and health insurance. Government regulations and contracts for insurance are discussed.

BUS 135 BUSINESS CORRESPONDENCE - ENGLISH USAGE (30 lecture hr/3 cr)

This course is designed to develop proficiency in letter writing. Elements of the English language are studied and emphasis is placed on grammar rules, capitalization, word division, number usage, plurals, possessives, subject-verb agreement, complex and compound sentences, and subordinate clauses.

BUS 136 BUSINESS CORRESPONDENCE - STYLE AND TONE (30 lecture hr/3 cr)

Prerequisite: BUS 135. This course develops different styles and tones of letter writing. Letters that ask, reply, order, acknowledge and sell as well as credit letters, memoranda, and business reports are covered.

BUS 143 BUSINESS COMPUTATIONS I (20 lecture hr/2 cr)

This course develops the mathematical concepts and applications used in business, computations. Bank and sales records, finance charges, payrolls, taxes, financial statements, insurance, stocks, bonds, annuities, decimals, fractions, and percentages are covered.

BUS 144 BUSINESS COMPUTATIONS II (30 lecture hr/3 cr)

Prerequisite: BUS 143. This course covers the operation of the adding machine, printing calculator, and electronic calculator. Techniques of arithmetic, discounts, proration, payrolls, inventories, financial statements, interests, stocks, and bonds are developed on these machines.

BUS 191 ON-THE-JOB TRAINING (180 cooperative hr/6 cr)

Students enrolled in Accounting or Business Management O.J.T are awarded credit towards an Associate in Applied Science Degree. A student must be employed at a training station that meets the O.J.T. Coordinator's approval, or, must accept employment at one of the approved training stations developed by O.J.T. Coordinator before enrolling in BUS 191. Thirty hours of related work at an approved training station is equivalent to one credit hour.

Generally, an approved training station will be located in the Morgan County area. Exceptions to this must be approved by the O.J.T. coordinator and the Dean of Occupational Studies. On-the-job training programs include: training agreement with the training station supervisor; a training plan developed by the training station supervisor and the O.J.T. Coordinator; periodic visits by the O.J.T. Coordinator to the training station, supervisor, and student; and, evaluations by both the student and the training station supervisor of the O.J.T. program. Students must meet weekly for an evaluative seminar with the O.J.T. Coordinator while they are enrolled in BUS 191.

BUS 262 BUSINESS MANAGEMENT AND ORGANIZATION (30 lecture hr/3 cr)

This course is a survey of the primary purposes and responsibilities of business. Legal

forms of ownership, types of organizational structure and the operation of a business are stressed. Areas of personnel, production plants and equipment, working conditions and public relations are discussed.

BUS 263 PRINCIPLES OF FINANCE (30 lecture hr/3 cr)

This course is a survey of finance in both the private and public sectors. Emphasis is on current problems and the basic elements of the monetary system, commercial banking, the Federal Reserve, savings, the money supply, and long-term/short-term/special financing.

BUS 264 RECORDS MANAGEMENT (30 lecture hr/3 cr)

This course is designed to develop practices of administrative record systems, storage and retrieval methods, paperwork management, and modern filing techniques. Extensive practice is given in applying indexing rules and the filing of correspondence.

BUS 270 MONEY MANAGEMENT (20 lecture hr/2 cr)

This course develops the principles of money management as they relate to life values and goals, budgeting, banking, credit, savings, investments, and social security.

BUS 272 OFFICE MANAGEMENT (30 lecture hr/3 cr)

This course is designed to introduce the student to office operation administration techniques. Information management, space management, furniture and equipment, communication services, human fac-

tors, staffing patterns, supervision, personnel training, work standards, and cost controls are stressed.

BUS 273 PERSONNEL MANAGEMENT (30 lecture hr/3 cr)

This course continues the study of office operation administration techniques. Recruitment, selection, employee development, personnel and job evaluation, grievance and discipline, unions, salary administration, retirement, benefits, and health/safety are stressed.

BUS 275 SPECIAL STUDIES IN BUSINESS (variable

1/2-6 Cr) This course is designed to meet the upgrading, retraining and workshop/seminar needs of the local business community as well as the needs of business students for specialized study. For the business community, a special study may address any facet of the business occupations cluster and will be responsible to perceived training needs. For the business student, any special study must be under the direction of a qualified member, approved by the Dean of Occupational Studies, and meet specific and specialized training needs of the student.

BUS 292 ADVERTISING (30 lecture hr/3 cr)

This course examines specific techniques of business promotion and selling. Copy planning, copy layout, advertisement placement, advertisement promotion, and advertisement evaluation for both printed and broadcast media are covered.

CONSTRUCTION AND MAINTENANCE

BLD 106 APPLIED MATHEMATICS FOR CONSTRUCTION AND MAINTENANCE (60 lecture hr/6 cr)

This course covers arithmetic skills. Addition, subtraction, multiplication and division of whole numbers, decimals and fractions; ratios, proportions, averages, and percentages; and, areas, and volumes are covered in typical construction and maintenance problems.

BLD 107 BLUEPRINT READING (30 lecture hr/3 cr)

This course introduces the student to blueprint reading. Typical building plans are used to emphasize construction theory, blueprint language, blueprint symbols, blueprint specifications, and building codes used for construction or maintenance of buildings.

BLD 120 CARPENTRY: TOOLS AND MATERIALS (30 lecture hr/3 cr)

Prerequisite: BLD 106 or consent of instructor based on proficiency. This course covers hand tools, power tools and types of materials used by the construction and maintenance carpenter. Operating procedures and safety precautions are emphasized as well as the use, practical application, and care of hand and power tools. Material types, selection, grading and identification are also discussed.

BLD 124 EXCAVATION AND FOUNDATION (30 lecture hr/3 cr)

This course is designed to cover the essential elements that affect excavation and foundation requirements. Substructure characteristics, layout, excavation methods, foundation forms, foundation pouring or erection, and reinforcement methods are stressed.

BLD 131 INTRODUCTION TO DIRECT CURRENT (40 lecture hr/4 cr)

Prerequisite: BLD 106 or consent of instructor based on proficiency. This course is designed to introduce the student to the basic principles of electricity. Terminology, definitions, simple circuits, Ohm's law, electro-magnetics and power equations are stressed for direct current systems.

BLD 133 ALTERNATING CURRENT, TRANSFORMERS AND MEASUREMENT (40 lecture hr/4 cr)

Prerequisite: BLD 131 or consent of instructor based on proficiency. This course continues the introduction to the basic principles of electricity. Alternating current terminology, circuit analysis, power equations, and phase shift, as well as transformer principles, rating, loadings, and maintenance are covered. D'Arsonval, electro-dynamic and electronic meters are also covered as well as circuit designs to measure current, voltage, and resistance.

BLD 140 BRICK & BLOCK (30 lecture hr/3 cr)

Prerequisite: BLD 142 This course covers brick and block installation; stone construction; masonry cleaning; foundation and wall constructions; patio, walk and chimney construction; and basic form construction.

BLD 141 PRINCIPLES OF CONCRETE (30 lecture hr/3 cr)

Prerequisite: BLD 140 This course covers characteristics of concrete, handling and mixing of concrete, and applications of concrete.

BLD 142 MASONRY: TOOLS AND MATERIALS (30 lecture hr/3 cr)

Prerequisite: BLD 106 or consent of instructor based on proficiency. This course covers the types of tools and materials used by the brick/cement mason. Operating procedures and

safety precautions are emphasized as well as the use, practical application, and care of tools. Material types such as brick, tile, stone and block are covered as well as grades of concrete, cement, and mortar.

BLD 160 PIPE & FITTINGS (30 lecture hr/3 cr) This course covers the types of pipe and fittings used by the construction and maintenance plumber. Handling procedures and safety precautions are emphasized as well as the use, practical application, and installation of pipe and fittings.

BLD 161 LAYOUT AND PLANNING (40 lecture hr/4 cr) Prerequisite: BLD 106 or consent of instructor based on proficiency. This course covers the methods of planning the layout of an installation of various types of pipe. Fitting allowance; offsets and rise-run; 45°, 60°, and 22½° offsets; cast iron bends; grade, drop and run; elevations and grade; parallel, rolling and combination offsets; and layout for hybrid piping of black iron, cast iron and/or copper tube are covered.

BLD 191 ON-THE-JOB TRAINING (1950 cooperative hr/65 cr) Students enrolled in Construction and Maintenance Trades O.J.T. are awarded credit towards an Associate of Applied Science Degree. The student must be employed at a training station that meets the O.J.T. Coordinator's approval or must accept employment at one of the approved training stations developed by the O.J.T. Coordinator before enrolling in BLD 191. Thirty hours of related work at an approved training station is equivalent to one credit hour.

Generally, an approved training station will be located in the Morgan County area. Exceptions to this must be approved by the O.J.T. Coordinator and the Dean of Occupational Studies. On-the-job training programs include: training agreement with the training station supervisor; a training plan developed by the training station supervisor and the O.J.T. Coordinator; periodic visits by the O.J.T. Coordinator to the training station, supervisor, and student; and, evaluations by both the student and the training station supervisor of the O.J.T. program.

BLD 221 FRAMING I (30 lecture hr/3 cr) This course introduces the procedures and skills required to construct building framing. Emphasis is on layout procedures, construction types, terminology, floor joists, sub-floors, exterior and interior walls, ceiling joists, bracing, scaffolds, and basic gable roofs.

BLD 223 FRAMING II (30 lecture hr/3 cr) Prerequisite: BLD 221. This course continues the procedures and skills required to construct building framing and the application of exterior finishing. Advanced roof framing and special framing are covered along with roofing methods, exterior trim and siding.

BLD 225 INTERIOR FINISHING (30 lecture hr/3 cr)

Prerequisite: BLD 223 This course covers the procedures and skills required to apply interior building finishing. Special framing techniques, windows, doors, cabinets, wall and floor coverings, interior trim and various built-ins are covered.

BLD 232 PROTECTIVE DEVICES AND D.C. CONTROLS (40 lecture hr/4 cr)

Prerequisite: BLD 133. This course covers the topics of fuses, breakers, disconnects, overload devices, arrestors, various switches and the instrumentation for control. Direct current systems for remote control, industrial controls, and commercial applications will also be stressed.

BLD 233 RESIDENTIAL WIRING (30 lecture hr/3 cr)

Prerequisite: BLD 133. This course introduces the techniques and requirements of planning and installing wiring systems. Emphasis is on total load planning; circuit planning, distribution design; wire, conduit, and box sizing; code requirements; lighting, heating, cooling; and other special load circuits in residential buildings.

BLD 234 SINGLE AND THREE-PHASE MOTORS AND SYSTEMS (40 lecture hr/4 cr) Prerequisite: BLD 232. This course introduces the topics of three phase supplies and loads Delta, wye, and auto-transformer systems; power factor and correction; capacitive-start, resistive-start, and

split-phase single-phase motors; delta and wye three-phase squirrel cage motors; and control and protection systems/instrumentation are covered.

BLD 235 COMMERCIAL WIRING (30 lecture hr/3 cr)

Prerequisite: BLD 233. This course continues the techniques and requirements of planning and installing wiring systems. Emphasis is on load, circuit and distribution planning for single and three phase feeders; code requirements; lighting, heating, cooling, and other special load circuits; and transformers and protective systems for commercial buildings.

BLD 236 ALTERNATING CURRENT CONTROLS AND TROUBLESHOOTING (40 lecture hr/4 cr)

Prerequisite: BLD 234. This course continues the topics of control and analysis of alternation current systems in commercial and industrial settings. Energy control, inter-locking systems, multi-plexed controls, process controls, and information/action systems are covered.

BLD 237 ELECTRICAL: LICENSE PREPARATION I (20 lecture hr/2 cr)

Prerequisite: BLD 232 This course introduces the student to the topics and materials required to pass the state license test for journeyman electrician.

BLD 239 ELECTRICAL: LICENSE PREPARATION II (30 lecture hr/3 cr)

Prerequisite: BLD 237 This course continues the topics and materials required to pass the state license test for journeyman electrician.

BLD 243 CONCRETE CONSTRUCTION (30 lecture hr/3 cr)

Prerequisite: BLD 140 This course covers form construction and uses, concrete finishing techniques, and special considerations for concrete application.

BLD 245 CONSTRUCTION RESPONSIBILITIES & ESTIMATING (30 lecture hr/3 cr)

This course covers the legal and contractual responsibilities of the contractor and various business aspects. Job estimation techniques are also covered.

BLD 261 WATER SUPPLIES (30 lecture hr/3 cr)

Prerequisite: BLD 160. This course covers cold and hot water supplies. Valves, cocks, tanks, circulation, hangars, and installation planning are covered.

BLD 263 DRAINS AND VENTS (30 lecture hr/3 cr)

Prerequisite: BLD 160. This course covers drainage systems. Sewers, connections, grading, traps, house drains, clean-outs, and vents are covered.

BLD 265 FIXTURES (30 lecture hr/3 cr)

Prerequisite: BLD 160 & BLD 161. This course covers the planning and installation of plumbing fixtures. Sinks, traps, and faucet connections; stool, drain, and supply connections; tub, shower and special fixtures are covered.

BLD 267 PLUMBING: LICENSE PREPARATION I (20 lecture hr/2 cr)

Prerequisite: BLD 161. This course introduces the student to the topics and materials required to pass the state license test for journeyman plumber.

BLD 269 PLUMBING: LICENSE PREPARATION II (20 lecture hr/2 cr)

Prerequisite: BLD 267. This course continues the topics and materials required to pass the state license test for journeyman plumber.

BLD 275 SPECIAL STUDIES IN CONSTRUCTION AND MAINTENANCE TRADES (Variable ½-6 cr)

This course is designed to meet the upgrading, retraining, and workshop/seminar needs of the local construction and maintenance trades industries as well as the needs of construction and maintenance trades students for specialized study. For the construction and maintenance trades industries, a special study may address any facet of the construction and maintenance trades occupations cluster and will be responsive to perceived training needs. For the construction and maintenance trades students, any special study must be under the direction of a qualified faculty member, approved by the Dean of Occupational Studies, and meet specific and specialized training needs of the student.

ELECTRONICS

ELE 101 D.C. CONCEPTS (5 lecture/5.5 lab hr/8 cr)

This course introduces the basics of direct current and circuits. Emphases are on Ohm's Law, Kirchoff's Laws, and power equations as applied to simple and compound circuits; and, magnetism, induction, d.c. generation, and meters. Safety on each type of equipment is insured through written and performance tests.

ELE 102 A.C. CONCEPTS (5 lecture/5.5 lab hr/8 cr)

Prerequisite: ELE 101 and concurrent enrollment in ELE 104. This course introduces the basics of alternating current and circuits. Emphases are on inductance, capacitance and resonance, as in simple and compound circuits along with principles of generation. Safety on each type of equipment is insured through written and performance tests.

ELE 103 INTRODUCTION TO TUBES AND TRANSISTORS (7 lecture/5 lab hr/10 cr)

Prerequisite: ELE 102 This course introduces the basics of vacuum tube and transistor theory. Applications in oscillators, amplifiers, modulation, detection, and the superhetrodyne receiver are stressed. Safety on each type of equipment is insured through written and performance tests.

ELE 104 MATHEMATICS FOR TECHNICIANS (6 lecture hr/6 cr)

Prerequisite: MAT 053 or permission of instructor based on proficiency. This course presents the elements of college algebra and trigonometry that relate to the solution of alternating current circuits and other electronic problems.

ELE 105 ELECTRONICS DRAFTING (2 lecture/3 lab hr/4 cr)

This course is designed to teach the student the basic mechanics of electronics drafting. Symbols, layout, schematics and line diagrams are stressed.

ELE 191 ON-THE-JOB TRAINING (750 coop hr/25 cr)

Students enrolled in Electronics Technology O.J.T. are awarded credit towards an Associate of Applied Science Degree in Electronics Technology. A student must be employed at a training station that meets the O.J.T. coordinator's approval, or, must accept employment at one of the approved training stations developed by the O.J.T. coordinator before enrolling in ELE 191. Thirty hours of related work at an approved training station is equivalent to one credit hour.

Generally, an approved training station must be located in Morgan County, and, the "family business" will not be approved as a training station. Exceptions to this must be approved by the O.J.T. Coordinator and the Dean of Occupational Studies. On-the-job training programs include: training agreement with the training station supervisor; a training plan developed by the training station supervisor and the O.J.T. Coordinator; periodic visits by the O.J.T. Coordinator to the training station, supervisor, and student; and, evaluations by both the student and the training station supervisor of the O.J.T. program.

It is recommended but not required that students enroll in ELE 191 for the amounts shown in the curriculum plan. Students may enroll for other amounts during the summer, the second year, or following summer as scheduling and work requirements permit.

ELE 201 SOLID STATE CIRCUIT ANALYSIS (6 lecture/4 lab hr/8 cr)

Prerequisite: ELE 103. This course continues the study of solid state devices. Many types of transistors, integrated circuits and diodes are studied in power supplies, regulators, oscillators, and operational amplifiers through the use of various network theorems. Safety on each type of equipment

is insured through written and performance tests.

ELE 202 PULSE CIRCUITS AND DIGITAL FUNDAMENTALS (6 lecture/4 lab hr/8 cr) Prerequisite: ELE 201. This course introduces waveshaping and pulse circuits. Multivibrators, clippers, clampers, limitors, and diode logic are stressed. Boolean algebra, logic symbols, truth tables, and transistor logic are also covered. Safety on each type of equipment is insured through written and performance tests.

ELE 203 DIGITAL CIRCUITS AND LINEAR DEVICES (4 lecture/6 lab hr/8 cr) Prerequisite: ELE 202. This course continues the study of logic circuits. Gating circuits, counters, decoders, drivers, adders and registers are stressed. Analog concepts and systems are also introduced. Safety on each type of equipment is insured through written and performance tests.

ELE 210 BASIC MICROPROCESSORS (30 lecture/45 lab hr/6 cr) Prerequisite: ELE 202 and concurrent enrollment in ELE 203. This course covers the operations and application techniques of microprocessors. Computer arithmetic, programming, interfacing, memory, converters and related devices are covered.

ELE 260 ELECTRONIC COMMUNICATIONS I (40 lecture hr/4 cr) Prerequisite: ELE 103. This course is designed to cover basic communication circuits and allow the student to prepare for the Federal Communica-

tions Commission Second Class License examination. Power supplies, oscillators, amplifiers, antennas, transmitter lines, broadcast station regulations and standards, frequency tolerances, and AM/FM circuits are stressed. Safety on each type of equipment is insured through written and performance tests.

ELE 261 ELECTRONIC COMMUNICATIONS II (40 lecture hr/4 cr) Prerequisite: ELE 260. This course continues the study of communication circuits and allows the student to prepare for the Federal Communications Commission First Class License examination. The broadcast studio, video transmission, and television transmitter/receiver circuits are stressed. Safety on each type of equipment is insured through written and performance tests.

ELE 275 SPECIAL STUDIES IN ELECTRONICS (Variable 1/4-6 cr) This course is designed to meet the needs of electronics students for specialized study as well as the local electronics industry. For the electronics student, a special study must be under the direction of a qualified faculty member, approved by the Dean of Occupational Studies, and meet specific and specialized training needs of the student. For the local electronics industry, a special study may address any facet of the electronics occupations cluster and will be responsive to perceived needs for upgrading, retraining and workshop/seminars.

LAW ENFORCEMENT

Colorado Law Enforcement Training Academy Basic Training—

This training is under periodic revision and the following reflects its current elements.

ADMINISTRATION OF JUSTICE (26 lecture/15 lab hr/3.5 cr) This element covers the criminal justice system, ethics, law enforcement agencies, court functions and roles, and the functions of adjudications. Probation, incarceration, parole, juvenile justice and child abuse are also covered.

BASIC LAW (50 lecture/2 lab hr/5 cr) This element covers appropriate parts of the Constitution, performance under the Colorado Criminal Code, criminal definitions and acts, the Colorado Liquor Code, traffic laws and violations, and the laws of search and seizure. Laws of interrogation and confessions, rules of evidence, civil liability and legal reference materials are also covered.

HUMAN RELATIONS (29 lecture/6 lab hr/3 cr) This element introduces the concepts and resources that will aid the law enforcement officer in coping with the media, crisis situations, the community, individuals, and court room situations in positive manners.

PATROL PROCEDURES (14 lecture/6 lab hr/2 cr) This element covers observation techniques, crime prevention methods, supervision-subordinate relations, in-progress call situations, handling the mentally ill, and officer survival skills. Vehicle stop procedures and special problems are also covered.

TRAFFIC CONTROL (12 lecture/2 lab hr/1 cr) This element explores the techniques of traffic accident investigation and includes: sketching, evidence, photography, hit and run, reports, and driving under intoxication.

CRIMINAL INVESTIGATION (14 lecture/27 lab hr/3.5 cr)
This element covers the steps of investigative processes. Crime scene notes

and searching, sketching, collection and preservation of evidence, and finger prints and castings are all developed.

FIREARMS (4 lecture/28 lab hr/2.5 cr) This element covers principles of shooting, firing range practices, and safety procedures with firearms.

PHYSICAL FITNESS/ARREST TECHNIQUES (1 lecture/36 lab hr/3 cr) This element covers physical fitness training, principles of arrest techniques, neck holds, search methods, and baton techniques.

BASIC COMMUNICATIONS (6 lab hr/.5 cr) This element covers the basic skills of grammar as used in written and verbal communication.

PURSUIT & DEFENSIVE DRIVING (3 lecture/20 lab hr/2 cr) This element explores the legal concerns, principles, and controlling factors of pursuit. Driving methods and skills are developed.

In-service Training— This training is under periodic revision and the following reflects the current contents of the required in-service courses only.

BURGLARY AND ROBBERY INVESTIGATION (40 lecture hr/4 cr) This course covers the technical aspects of crime scene investigation and follow-up. Statutes, warrants, reporting procedures, information sources, analysis methods and fencing operations are examined.

OFFICER SURVIVAL (40 lecture hr/4 cr) This course is designed for patrol officers. Street duties, injury/death situations, vehicle stop procedures, arrests, search, in-progress calls, and shooting situations are covered.

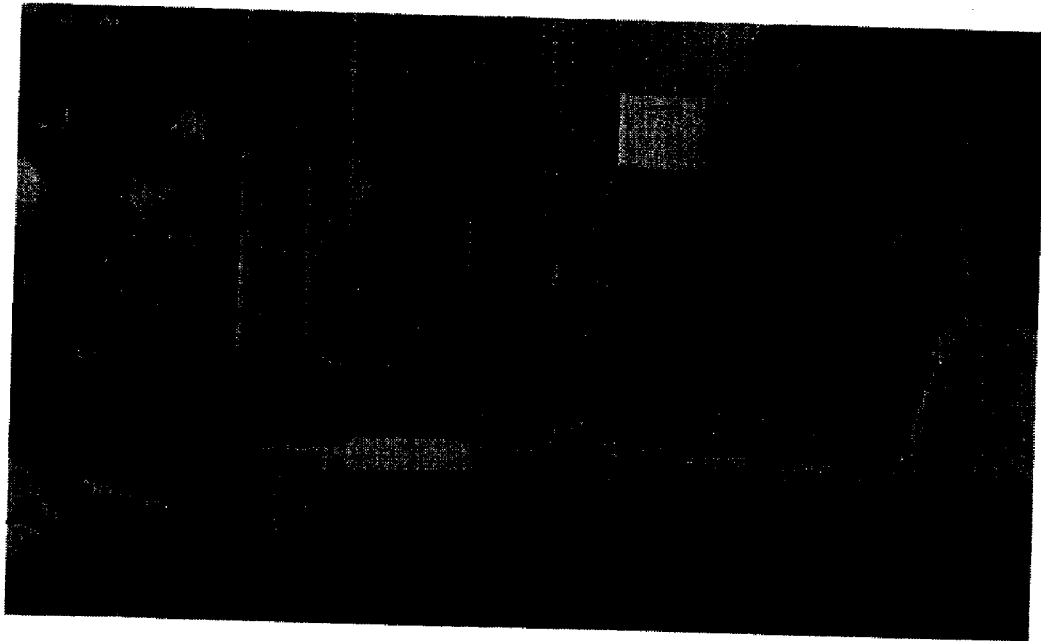
CRISIS INTERVENTION (40 lecture hr/4 cr) This course examines the methods of handling high stress situations. Family disputes, mentally disturbed persons, potential suicides, and rape victims are discussed.

PATROL PROBLEMS (40 lecture hr/4 cr) This course is designed for patrol officers and covers the major problems of street duties. Suspicious behavior, shoot/don't shoot situations, up-dates and search/seizure/arrest laws, investigative processes, and tactics of case handling are examined.

TRAFFIC ACCIDENT INVESTIGATION (80 lecture hr/8 cr) This course develops the technical aspects of traffic accident investigation. Accident scene control, collec-

tion and preservation of evidence, speed/skid analysis, and photography are covered through the use of practical case situations.

CIVIL LIABILITY (10 lecture hr/1 cr) This course covers the areas of civil liability that are pertinent to law enforcement officers. Shoot/don't shoot situations, search/seizures/arrest laws, use of excessive force, motor vehicle and property liability, and invasion of privacy are discussed.



SECRETARIAL

SEC 100 SECRETARIAL VOCABULARY SKILLS (10 lecture hr/1 cr) This course develops skills in vocabulary, spelling, and punctuation.

SEC 148 FILING (20 lecture hr/2 cr) This course covers filing by alphabetic, numeric, geographic, and subject systems.

SEC 151 GREGG SHORTHAND I (50 lecture hr/5 cr) This course is an introduction to the principles of shorthand. Emphasis is on reading from printed shorthand and writing from dictation using a vocabulary of high frequency.

SEC 152 GREGG SHORTHAND II (50 lecture hr/5 cr) Prerequisite: SEC 151 or consent of the instructor based on proficiency. This course continues the study of shorthand. Emphasis is on reading and writing with accuracy, taking familiar dictation at sixty to one hundred words per minute, taking unfamiliar dictation at fifty to eighty words per minute, and, accurate transcription on the typewriter.

SEC 153 GREGG SHORTHAND III (50 lecture hr/5 cr) Prerequisite: SEC 152 or consent of instructor based on proficiency. This course continues the study of shorthand. Emphasis is on speed and accuracy in dictation and transcription; drill in grammar, punctuation, and office style dictation is used.

SEC 161 BEGINNING TYPEWRITING (45 lab hr/3 cr) This course is an introduction to the operations of the typewriter by the touch system. Letter, figure and symbol keys, and, memoranda, announcements, business letters, tables, and reports are covered to develop basic skills.

SEC 162 INTERMEDIATE TYPEWRITING I (45 lab hr/3 cr) Prerequisite: SEC 161 or consent of instructor based on proficiency. This course continues to develop speed and accuracy in

the operation of the typewriter. Practice is concentrated on the typing of a wide variety of business letters, forms, tables and manuscripts.

SEC 163 INTERMEDIATE TYPEWRITING II (45 lab hr/3 cr) Prerequisite: SEC 162. This course continues to develop skill in the operation of the typewriter. Emphasis is on complex business forms, application activities, and production speed.

SEC 164 ADVANCED TYPEWRITING (45 lab hr/3 cr) Prerequisite: SEC 163. This course continues the development of typewriting speed and accuracy. Emphasis is on specialized typing projects, general office forms, and specialized office forms, such as in accounting, professional, or government offices.

SEC 170 DUPLICATING MACHINES (10 lecture hr/1 cr) Prerequisite: SEC 162. This course covers the operation of various types of duplicating machines, and use of various types of masters and stencils.

SEC 191 ON-THE-JOB TRAINING (300 cooperative hr/10 cr) Students enrolled in Secretarial Science O.J.T. are awarded credit towards an Associate of Applied Science Degree in Secretarial Science. A student must be employed at a training station that meets the O.J.T. Coordinator's approval, or, must accept employment at one of the approved training stations developed by the O.J.T. Coordinator before enrolling in SEC 191. Thirty hours of work at an approved training station is equivalent to one credit hour.

Generally, an approved training station will be located in the Morgan County area. Exceptions to this must be approved by the O.J.T. Coordinator and the Dean of Occupational Studies. On-the-job training programs include: training agreement with the training station supervisor, a training plan developed

by the training station supervisor and the O.J.T. Coordinator; periodic visits by the O.J.T. Coordinator to the training station, supervisor, and student; and, evaluations by both the student and the training station supervisor of the O.J.T. program. Students must meet weekly for an evaluative seminar with the O.J.T. Coordinator while they are enrolled in SEC 191.

SEC 230 LEGAL TERMINOLOGY I (50 lecture hr/5 cr)

Prerequisite: SEC 163. This course provides familiarization with the legal field to students. Emphasis is on legal terminology, legal typewriting and legal dictation.

SEC 231 MEDICAL TERMINOLOGY I (50 lecture hr/5 cr)

Prerequisite: SEC 163. This course provides familiarization with the medical field to students. Emphasis is on medical terminology, medical typewriting, and medical dictation.

SEC 233 MEDICAL TERMINOLOGY II (50 lecture hr/5 cr)

Prerequisite: SEC 231. This course continues to develop skills of terminology, typewriting, and dictation for the medical field.

SEC 234 LEGAL TERMINOLOGY II (50 lecture hr/5 cr)

Prerequisite: SEC 230. This course continues to develop skills of terminology, typewriting, and dictation for the legal field.

SEC 238 MACHINE TRANSCRIPTION (20 lecture hr/2 cr)

Prerequisite: SEC 163. This course develops the skills of typewriting from a transcribing machine.

SEC 240 SPEED DICTATION & TRANSCRIPTION I (50 lecture hr/5 cr)

Prerequisite: SEC 153. This course develops skills in production procedures for dictation and

transcription. Emphasis is on a review of styles, rules, and punctuation, as well as the mechanics of high production of mailable letters. Several models of electric typewriters are used.

SEC 241 SPEED DICTATION AND TRANSCRIPTION II (50 lecture hr/5 cr)

Prerequisite: SEC 240. This course continues to develop skills in production procedures for dictation and transcription.

SEC 245 MEMORY TYPEWRITER (20 lecture hr/2 cr)

Prerequisite: SEC 163. This course will cover the operation of the IBM Memory typewriter. Emphasis is on storing procedures, retrieval, memory, corrections, changes, and production.

SEC 254 SECRETARIAL PROCEDURES (50 lecture hr/5 cr)

This course covers secretarial procedures, duties, and responsibilities. Emphasis is on telephone techniques, application letters, job interviews, data sheets, and aspects of personal development.

SEC 275 SPECIAL STUDIES IN SECRETARIAL SCIENCE (Variable ½-6 cr)

This course is designed to meet the upgrading, retraining and workshop/seminar needs of the local secretarial science employees/employers as well as the needs of secretarial science students for specialized study. For secretarial science employees/employers, a special study may address any facet of the secretarial occupations cluster and will be responsive to perceived training needs. For the secretarial science student, any special study must be under the direction of a qualified faculty member, approved by the Dean of Occupational Studies, and meet specific and specialized training needs of the student.

VOCATIONAL COURSES

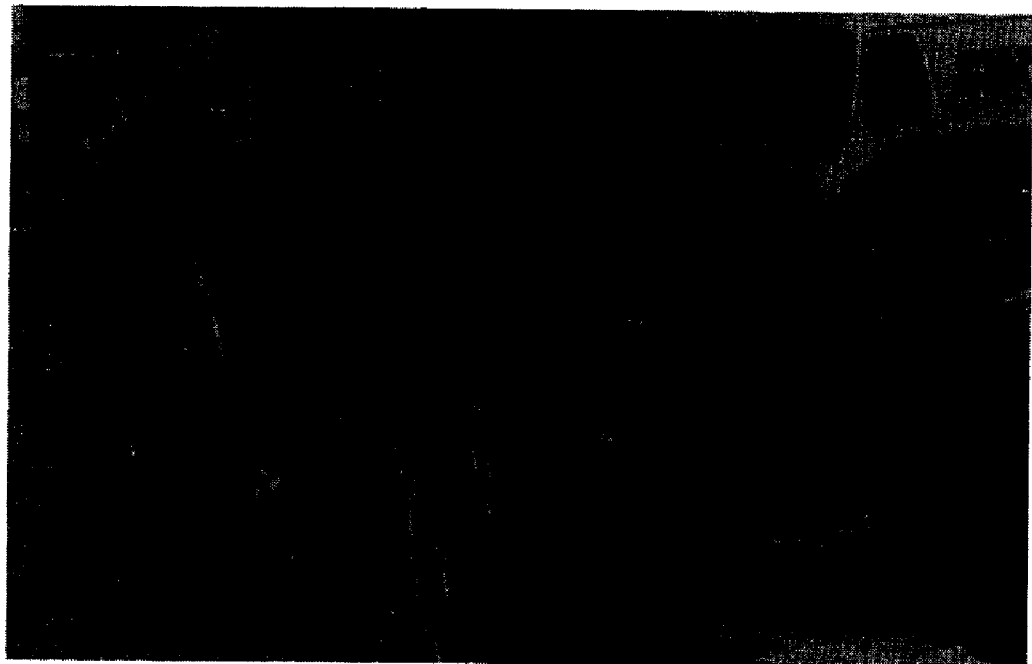
VOC 044 YOUNG FARMERS (10 to 60 lecture hr/1-6 cr) This course is designed to meet the continuing education needs of young farmers in Eastern Colorado. Each course offering may vary significantly in order to meet perceived needs and investigate topical areas of interest from year to year as well as from location to location.

VOC 063 NURSE AIDE/-ORDERLY TRAINING (100 lecture/80 clinical hr/15 cr) This course is designed to prepare students for job entry skills in nurses aide/orderly occupations. Emphasis is on basic personal patient care, home health care, nursing ethics and responsibilities, and patient care awareness.

VOC 068 EMERGENCY MEDICAL TRAINING (90 lecture hr/9 cr) This course is designed to meet the pre-service needs of

emergency medical personnel. Emphasis is on legal responsibilities, anatomy and physiology, patient care and diagnostic signs, intravenous therapy, bleeding and shock therapy, cardio-pulmonary resuscitation, spinal injury care, medical emergencies such as heart attack/stroke/etc., child birth emergencies, mentally disturbed patients, alcohol and drug emergencies, and emergency vehicle driving/equipment/regulations.

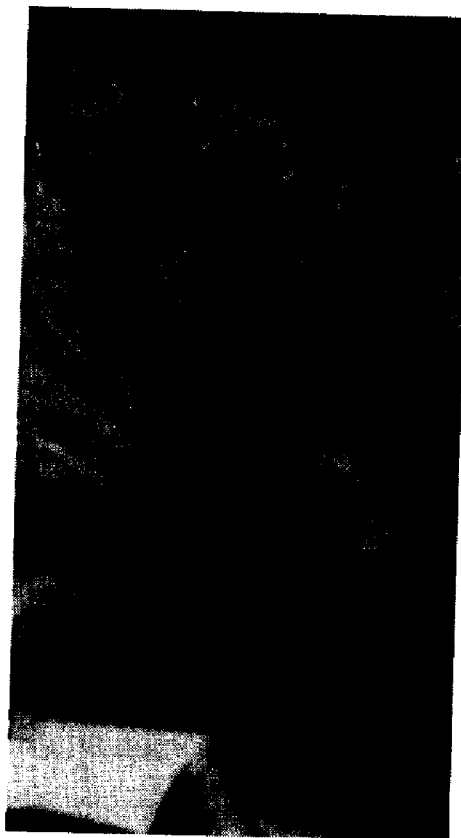
VOC 069 EMERGENCY MEDICAL REFRESHER (40 lecture hr/4 cr) This course is designed as a refresher program for "first responders" in the allied health occupational cluster. Students must have a current E.M.T. card to qualify for enrollment. This course covers the content of VOC 068, Emergency Medical Training.



PROFESSIONAL STAFF

FULL-TIME

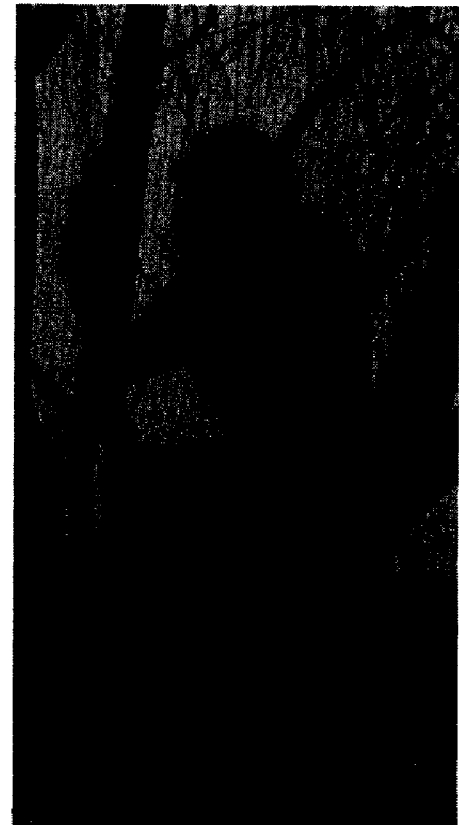
- CORTEZ, JOE T.** (1974) Auto Body
14 years experience in Auto Body
repair, Vocational Credential
- DANFORD, JEAN** (1971) Humanities and
Communications
B.A. (1970) University of Northern
Colorado
M.A., (1974) University of Northern
Colorado
- DATTERI, ROBERT F.** (1970) President
B.S. (1955) Colorado State University
M.Ed (1970) Colorado State University
Ph.D. (1977) Colorado State University
- EVERETT, PATTY** (1975) Director, Learning
Resources Center
B.A. (1955) University of Northern
Colorado
- GOODWIN, MARGARETTE** (1976)
Assistant Dean of Occupational Studies
B.A. (1967) Western Montana College
M.Ed (1976) Colorado State University
- HALL, JAMES C.** (1976) Dean of Occupational
Studies
B.S. (1971) Colorado State University
M.Ed. (1975) Colorado State University
Ph.D. (in progress) Colorado State
University
- HUEY, MAUD** (1975) Social Sciences and
Adult Basic Education
B.A. (1969) Beloit College
M.A. (1972) Antioch Graduate School
of Education
- HUTCHISON, KENNETH H.** (1973)
Dean of College Services
B.S. (1960) Colorado State University
M.Ed. (1970) Colorado State University
- KERR, ROBERT** (1977) Vocational
Guidance Specialist/Counselor
B.S. (1969) Colorado State
University
M.Ed. (1977) Colorado State
University
- KREUTZ, JAMES** (1976) Business
B.S. (1975) Colorado State
University
- LEBSOCK, BETH** (1970) Registrar, Director
of Admissions, Financial Aid
A.A. (1976) Morgan Community College
B.A. (in progress) Colorado State
University



- NICHOLS, STEVE** (1976) Agriculture
Coordinator
B.S. (1968) Tarleton State College
M.Ed. (1978) Colorado State University
- PEDERSON, DANIEL M.** (1973)
Comptroller-Accounting
B.A. (1968) University of Northern Colorado
C.P.A. (1969)
- RAY, EDWIN** (1973) Dean of General
Studies - Science and Math
B.S. (1964) University of Denver
M.S. (1966) University of Denver
Ph.D. (1974) University of Washington
- REIBER, RICHARD** (1976) Auto
Mechanics
B.A. (1970) University of Northern Colorado
Vocational Credential
- RHOADES, MERLE** (1974) Secretarial
Science - Business
B.A. (1968) University of Northern Colorado
M.A. (1971) University of Northern Colorado
- THORNSBY, CAROLYN** (1972) G.E.D.
and Literature
B.A. (1961) Colorado State University
- WALTER, BILLY** (1973) Auto Body
30 years experience in Auto Body
repair; Vocational Credential
- WENDLING, LINDA** (1975) EFL Coor-
dinator
B.A. (1966) University of Northern Colorado
M.A. (1972) University of Northern Colorado
- ZIEGLER, GENE** (1972) Auto Mechanics
18 years experience in automotive
field; Vocational Credential.

PART-TIME

- ALBERT, VIRGINIA** (1976) Psychology
B.A. (1971) Colorado State University
M.A. (1974) University of Northern Colorado
- BERNAHL, SHARROL** (1974) Nurse Aide
Iowa Lutheran School of Nursing, R.N. - 1964
- CANALES, PATRICIA** (1973) Sociology
B.A. (1970) Western State College
- CHANDLER, FRED** (1975) Biology
B.A. (1960) University of Northern Colorado
Graduate work at Colorado State University
Graduate work at Tulane University
- EICHER, RON** (1975) Psychology
B.A. (1967) University of Northern Colorado
M.A. (1971) University of Northern Colorado
Ed.D. (1976) University of Northern Colorado
- EVERETT, BOB** (1976) Art
B.A. (1955) University of Northern Colorado
M.A. (1965) University of Northern Colorado
- GERTGE, PHYLLIS** (1975) Nurse Aide
R.N. Mercy Hospital, 1961
- GOSSEN, RUTH** (1975) Literature and Humanities
B.S. (1965) Black Hills State College
M.A. (1972) University of Missouri
Ph.D. (in progress) University of Northern Colorado
- KENYON, JOHN** (1976) Photography
B.A. (1977) University of Northern Colorado
Photographer for Olympia Public School Systems, Washington State
Architectural Draftsman (1972-74) New Hampshire
Graphic Production Artist (1973-75) Evergreen State College
- MAU, JIM** (1974) Golf
Member of Professional Golfer's Association (PGA)
- MILLER, JACK** (1975) History
B.A. (1963) University of Colorado
M.A. (1974) University of Northern Colorado
- ODOR, BARBARA** (1976) Mathematics
B.S. (1971) Iowa State University
- PAISLEY, MARSHA** (1977) Physical Education
B.S. (1970) Ball State University, Muncie, Indiana
- PEEK, JANE** (1977) Sociology
B.S. (1974) Sul Ross State University
- PEEPLES, JEAN** (1976) Business
B.S. B.A. (1966) University of Denver
- PETRINO, JACQUIE** (1976) Spanish
B.A. (1966) University of Colorado
- PORTER, BEV** (1975) Tennis
B.S. (1964) University of Northern Colorado
- POUNDS, ZEDA** (1977)
Seven years experience; Vocational Credential.
- REID, EVAN** (1976) Guitar
Assembly of God Berean Institute.



STADLER, PHIL (1976) Business
Vocational Credential

THIEL, JANNA (1975) Remedial Education
B.A. (1970) University of Northern
Colorado

THOMPSON, DOROTHY (1974) Bowling
Certified American Junior Bowling
Congress Coach Instruction (1972)

VAN DYKE, VIVIAN (1977) Remedial
Education

B.A. (1948) University of Northern
Colorado

VELESQUEZ, KATHY (1977) Business
AAS (1974) Aims Community College;
Vocational Credential

