

MORGAN

1988-89

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1988 - 89

CATALOG



17800 Road 20
Fort Morgan, CO 80701
303-867-3081
1-800-MCC-0216

Cover Photo
“Harvest”
by Susan Furini in conjunction with
State Art in Public Places Program
of the
Colorado Council on the Arts and Humanities

**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**

**Accredited by
the North Central Association
of Colleges and 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.

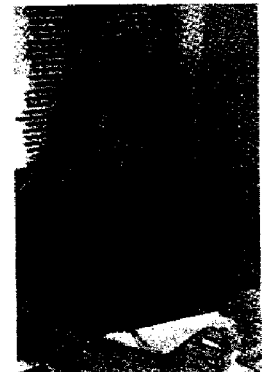
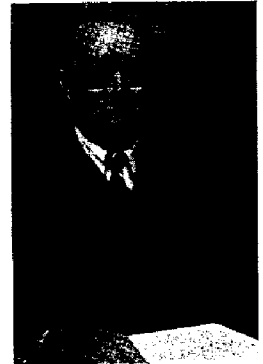
MORGAN COMMUNITY COLLEGE ADMINISTRATION AND SERVICES

PRESIDENT'S OFFICE

PRESIDENT DR. HAROLD DESELMs
PRESIDENT'S SECRETARY SHARON BISHOP

ADMINISTRATIVE SERVICES

DEAN OF ADMINISTRATIVE SERVICES DR. MERLE RHOADES
COORDINATOR OF ADP AND BUSINESS SERVICES DAN TACKER
DIRECTOR OF FINANCE SABRINA MOORE
ACCOUNTS PAYABLE CLERK SUSAN SMITH
DIRECTOR OF AUXILIARY ENTERPRISES SANDRA SCHMEECKLE
DIRECTOR OF TELECOMMUNICATIONS
AND DIRECTOR OF PURCHASING/
PHYSICAL PLANT AND MAINTENANCE ROBIN HOTCHKISS
ASSISTANT TO THE DIRECTOR OF PURCHASING LORRAINE HERBEL
CLERICAL ASSISTANT MAXINE STICKLEY
DATA PROCESSING SPECIALIST BRIAN AMACK



INSTRUCTIONAL DIVISION

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 DIVISION SECRETARY MAXINE BAKER
 DIRECTOR OF LEARNING RESOURCE CENTER PATTY EVERETT
 ASSISTANT DIRECTOR OF LEARNING RESOURCE CENTER MAUREEN KAHL
 SECRETARY TO THE DEAN OF INSTRUCTION SHERI JOHNSON
 ALTERNATIVE EDUCATION PROGRAM AIDE DOLORES MOLINA
 DATA PROCESSING ASSISTANT LYNNE BERRYHILL

STUDENT SERVICES

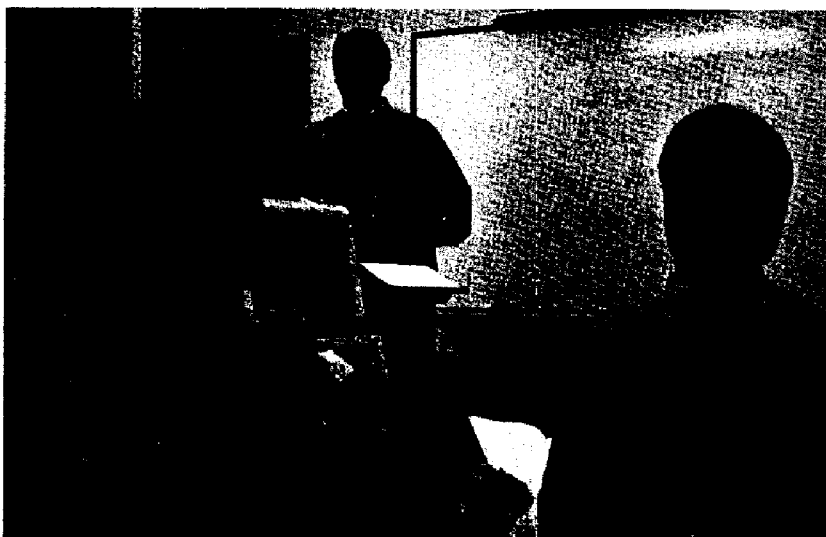
DEAN OF STUDENT SERVICES BETH A. LEBSOCK
 REGISTRAR JANIE HUBBELL
 DIRECTOR OF FINANCIAL AID MELINDA YODER
 DIRECTOR OF ADMISSIONS AND VETERANS AFFAIRS BEVERLY WHITE
 COORDINATOR OF ASSESSMENT MAXINE WEIMER
 ASSISTANT COORDINATOR OF ASSESSMENT DOROTHY THORNSBY
 COORDINATOR OF STUDENT ACTIVITIES/STUDENT UNION CINDY HOAL

COMMUNITY SERVICES

DEAN OF COMMUNITY SERVICES MARGARETTE GOODWIN
 COMMUNITY EDUCATION COORDINATOR FRANCINE COVELLI
 COLLEGE INFORMATION OFFICER CRAIG W. GOULD
 SECRETARY MARY JANE DAVEY
 PUBLIC RELATIONS BEV HALEY

PHYSICAL PLANT

PHYSICAL PLANT MECHANIC II GREG BENEVIDES
 PHYSICAL PLANT MECHANIC II RICHARD TIMPE
 CUSTODIAN B MIKE DIERS
 CUSTODIAN B ESTHER KRESS



ACADEMIC CALENDAR 1988-89

**BUSINESS,
GENERAL STUDIES
AND SECRETARIAL SCIENCE
SUMMER SESSION - 1988**

Registration Period	April 1-May 20
First Day of Classes and Late Registration Begins	May 23
Memorial Day Holiday (College Closed)	May 30
Last Day to Add	May 31
Last Day to Drop	June 3
Independence Day Holiday (College Closed)	July 4
Last Day of Classes	August 12

**BUSINESS, WELDING TECHNOLOGY,
GENERAL STUDIES, HOME HEALTH AIDE,
LAW ENFORCEMENT, NANNY PROGRAM,
AND PHYSICAL THERAPY ASSISTANT**

FALL SEMESTER - 1988

Registration Period	April 18- August 19
Faculty Report & In-Service Premiere	August 15 August 17
First Day of Classes and Late Registration Begins	August 22
Last Day to Add	September 2
Labor Day (College Closed)	September 5
Last Day to Drop	September 7
Mid-Term Week	October 10-14
Registration for Spring Semester Begins	November 1, 1988-January 13, 1989
Thanksgiving Holiday (College Closed)	November 24-25
Classes End	December 9
Final Exams	December 12-16

SPRING SEMESTER - 1989

Registration Period	November 1, 1988-January 13, 1989
New Year's Day (College Closed)	January 2
College Open	January 3
Faculty Report and Inservice	January 9
First Day of Classes and Late Registration Begins	January 16
Last Day to Add	January 27
Last Day to Drop	January 30
Mid-Term Week	March 6-10
Law Enforcement Classes Begin	February 20
Spring Break (College Open)*	March 27-31
Registration for Summer Begins	April 3
Pre-registration for Fall	April 3
Classes End	May 5
Final Exams	May 8-12
Graduation	May 12

* subject to change

**AUTO MAINTENANCE, AUTO
REFINISHING, CARPENTRY,
ELECTRONICS, INDUSTRIAL
MAINTENANCE, AND L-P GAS****FALL SEMESTER - 1988**

Registration Period	August 1-19
Faculty Report	August 15
Premiere	August 17
First Day of Classes and Late Registration Begins	August 22
Last Day to Add	September 2
Last Day to Drop	September 9
Labor Day (College Closed)	September 5
Thanksgiving Holiday (College Closed)	November 24-25
Christmas Break*	December 21-January 1
Classes Resume	January 3
First Semester Ends	January 13

SPRING SEMESTER - 1989

First Day of Classes and Late Registration Begins	January 16
L-P Gas Classes Begin	January 16
Last Day to Add	January 27
Last Day to Drop	February 2
Spring Break (College Open)*	March 27-31
L-P Gas, First Semester Ends	May 12
L-P Gas, Second Semester	May 15-August 11
Classes End	May 26

* subject to change

**BUSINESS, GENERAL STUDIES
AND SECRETARIAL SCIENCE**

SUMMER SESSION - 1989

Registration Period	April 3 - June 2
First Day of Classes	June 5
Last Day to Add	June 9
Last Day to Drop	June 14
Independence Day Holiday (College Closed)	July 4
Last Day of Classes	August 11

General Information



Philosophy of the College

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 employment 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 the level of attainment, education can be gained which is beneficial, interesting, and personally satisfying to the individual.

Morgan Community College must be responsive to the needs of the local community and provide a broad offering of occupational, transfer, and developmental programs - thereby indicating a responsibility to those who have completed or left high school; to employed persons in need of upgrading or retraining; to those who wish to pursue either terminal or transferable academic programs; and to those having academic, socio-economic, or other educational handicaps.



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. (The college is an Area Vocational School serving secondary, post-secondary, and adult students).
2. **General Education:** To provide (a) indirectly in 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; is able to think effectively and communicate thought; and can make relevant judgments, discriminate among values, and make 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. **Developmental Education:** To provide the resources and personnel to assist individuals who have scholastic or other deficiencies in their educational background; 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 non-credit courses, opportunities to enrich community living; to increase and improve the participation of citizens in the affairs that affect them; to increase the potential of adults as wage earners; and to emphasize the importance of individual excellence and achievement.
5. **Student Services:** To interpret the educational programs of the college to students; to encourage students to select goals and undertake programs consistent with their ability; to provide career guidance in the broadest sense; and to provide opportunity for participation in student activities, and to provide assistance to students with their educational 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 the public desires and finds beneficial, while attempting to fulfill the stated mission of the College. Morgan Community College has the following general goals:

1. To provide a post-secondary education for all those who may profit from it whether locally, state-wide, nationally, or internationally.
2. To provide 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 complete successfully upon transfer.
3. To train students for job-entry skills in the agricultural, business and industrial world; to provide upgrading skills for those already employed; and to retrain those who seek to change employment.
4. To provide developmental courses which would assist students in overcoming subject or scholastic deficiencies, or other educational handicaps caused by financial, linguistic, social, or related reasons.
5. To increase the general educational level of all in the community by providing courses and activities for adults at all levels based upon demonstrable need.

Continuing Education

We at MCC strongly believe that education is an on-going process, not a terminal goal or event. Living and learning are simultaneous events. MCC offers classes with a variety of learning activities to complement and stimulate interest and social value. It is also our belief that since education is a lifelong process, the primary mission of a community college must be to provide those educational experiences that the community wants, needs, and from which it can profit.

Through listening to requests and conducting surveys, the educational needs of many people are evaluated and classes are offered which meet those identified community needs.

Historical Sketch

In July, 1964, a committee was formed to consider the feasibility of establishing a junior college or community college district that would 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 published report which 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 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 and 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 of Trustees chose Robert W. Johnson, Ed.D., as President, and in the first week of December, 1969, college offices were opened at 210 Cameron Street in Brush.

In July, 1970, the administrative offices were moved to 300 Main Street, Fort Morgan, a facility donated by the Farmer's State Bank of Fort Morgan for that purpose.

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 to its current enrollment of approximately 800-1,000 students per semester.

On June 29, 1973, the voters of the Morgan County Junior College District voted in favor of the college joining the state system of community colleges. On July 1, 1973, the College officially became a state system two-year college. As such, 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 as President of Morgan Community College by the Morgan Area Council and the State Board for Community Colleges and Occupational Education.

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 site of the permanent campus of 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 began in the Spring of 1979. Classes were first held on the new campus in January, 1980.

In December of 1981, Dr. Datteri resigned as President to accept a position as Executive Director of the State Board for Community Colleges and Occupational Education. In May, 1982, after a national search had been conducted, the College Council and State Board appointed Dr. Larry D. Carter as Morgan Community College's third president.

A 35,000 square foot Vo-Tech/Administration Building was completed in 1985. The building contains space for Automobile Maintenance and Service, Automobile Refinishing, Construction Carpenter and Construction Welder programs, a lecture hall that seats 120 people, and administrative offices. This campus addition is located immediately north of Cottonwood Hall.

The Colorado State Board for Community Colleges and Occupational Education transferred Dr. Carter to the Presidency of the Community College of Aurora on September 1, 1986 and named the Dean of Instruction, Dr. Edwin Ray, as Interim President.

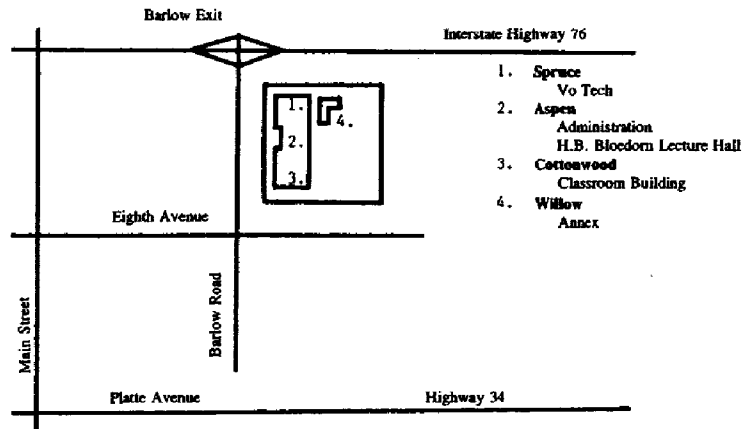
The College conducted a national search during the Fall of 1986. As a result, Dr. Jerome Wartgow, President of the Colorado Community College and Occupational Education System, selected Dr. Harold Deselms, then serving as President of McCook Community College, as MCC's fourth President. The State Board confirmed the appointment and Dr. Deselms assumed the presidency on April 1, 1987.

The College conducted a Self-Study Review in 1987-88 as required by the North Central Association of Colleges and Schools for continued accreditation. An evaluative review team will be on-campus in February 1989. In the meanwhile, student enrollment continues to grow at a rate of approximately 7% per year. New programs are added to the curriculum as needed - usually two to three per year.

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, Lincoln, Kit Carson, and the eastern half of Adams and Arapahoe counties. Satellite centers are maintained in most of the communities of the seven-county service area.

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 Colorado Community Colleges and Occupational Education System. The College operates under an annual budget appropriation by the Colorado State Legislature.

MORGAN COMMUNITY COLLEGE CAMPUS



Campus

The first permanent building to be constructed on the Eighth Avenue and Barlow Road campus was Cottonwood Hall. The building was completed in 1980 and contains 20,000 square feet and houses the following programs and services:

- Student Admissions and Records Office
- Basic Law Enforcement Program
- College Bookstore
- Business and Office Occupations Programs
- Computer Science Program
- Electronics Technology Program.
- Financial Aid
- General Studies (College Transfer) Programs
- Health and Human Services Programs

Learning Resource Center (College Library)

PAL Lab (Personalized Assistance in Learning) and College Testing Services Faculty Offices

Willow Annex, a 2,800 square foot facility, contains classroom space, the Student Lounge, and the L-P Gas Technology program.

Aspen Hall, completed in 1985, houses the administrative units of the College and includes the H.B. Bloedorn Lecture Hall. The lecture hall is uniquely equipped and acoustically treated to maximize its use and effectiveness. The hall seats 120 and is available for community use. The lower level of Aspen Hall is designated as a multipurpose room used for art and physical education classes as well as seminars and community use.

Spruce Hall, a 25,000 square foot structure, was also completed in 1985 and contains vocational-technical programs in the trade and industry area as well as general purpose classrooms. The programs include Automobile Body Repair, Automotive Technology, Construction Carpentry, and Welding Technology and Industrial Maintenance.

The Community Services Building, located downtown at 300 Main Street in Fort Morgan houses the Alternative Education Program, MCC's television studio, and offices for instructors in the Farm/Ranch Management Program, Small Business Development Center and Customized Occupations Program. The College also provides office space for the Chamber of Commerce, the Office of Rural Job Training and the Morgan County Pro Bono program in this facility.

The campus maintenance building is unique in design and function. The building contains office space, maintenance space, and storage. The structure is solar-heated and geothermally-cooled.

Accreditation

Morgan Community College is under the jurisdiction of the Colorado State Board for Community Colleges and Occupational Education. 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 is accredited by the North Central Association of Colleges and Schools, the association which accredits all institutions of higher education in this area. As an accredited institution, MCC has clear and publicly stated purposes, consistent with its mission and appropriate to a post-secondary educational institution; has effectively organized adequate human, financial and physical resources into educational and other programs to accomplish its purposes; is accomplishing its purposes; and can continue to accomplish its purpose.

The Open Door

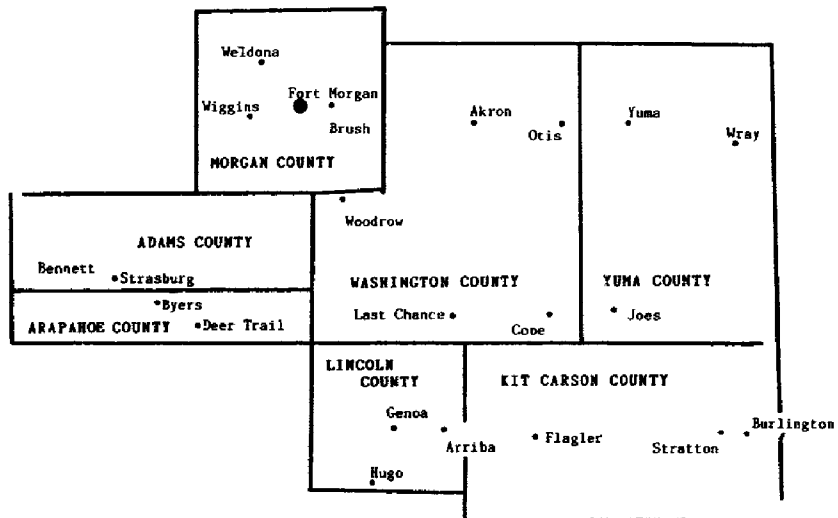
Morgan Community College has adopted a policy whereby a student can enter programs with any educational background - hence, the name "Open Door". Students are encouraged to decide upon a degree or certificate program and to enroll in programs commensurate with their interest and abilities.

Educational Rights and Privacy Act

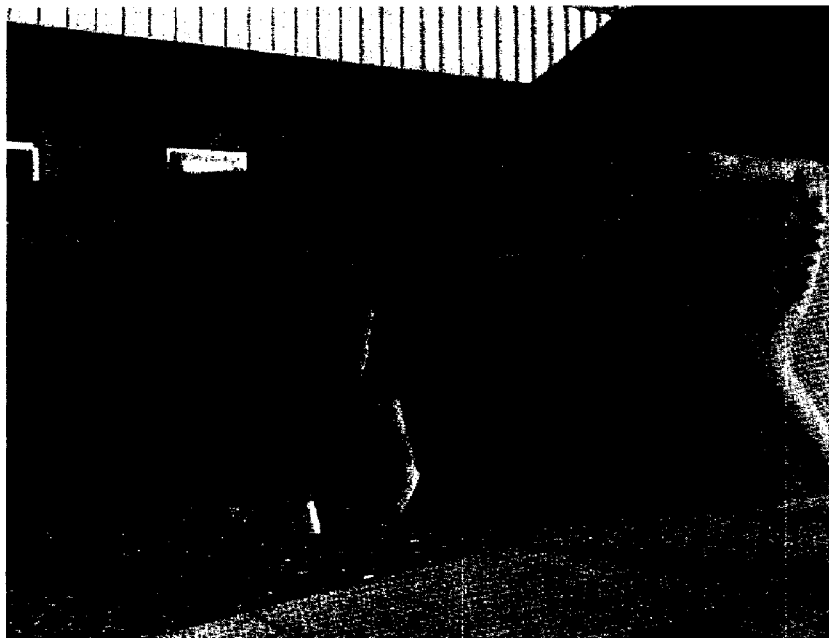
Annually, Morgan Community College informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the College intends to comply fully, was designated to protect the privacy of educational records, to establish the right of students to inspect and review their 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.



MORGAN COMMUNITY COLLEGE SERVICE AREA AND SATELLITE DELIVERY SYSTEM



ADMISSIONS

Admission Policy

The college will admit high school graduates and non-graduates who can profit from the instruction for which they enroll. 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).

How to Apply

Students are requested to submit their application to the Admissions and Records Office at least ten days prior to the semester for which they are applying. The application should include, if available, the results of the American College Test (ACT). Grade transcripts are required for all full-time students, veterans, and any student planning to receive a degree at MCC.

All students, whether full or part-time, must make application for admission and be officially admitted in order to take course work.

Admission of Transfer Students

All transfer students must file with the Office of Admissions:

1. An application for admission
2. One official transcript of all credits earned at each college or university attended

In order to insure an evaluation before registration, these materials should be received in the Admissions and Records Office at least 30 days in advance of the semester for which the transfer student wishes to enroll. Individuals are encouraged to submit applications as soon as possible, since enrollments may be curtailed because of limited facilities. Necessary forms may be obtained from the Admissions and Records Office and letters of inquiry should state specifically that the student is a transfer student.

Credits from Non-Accredited Institutions

Courses taken at institutions which are not accredited by a Regional Accrediting Association will not be accepted in transfer to Morgan Community College.

Credits from Accredited Institutions

Regular academic courses completed with a grade of "C" or better are generally accepted in transfer to Morgan Community College. Courses which are not equivalent in content to any course at MCC can be accepted as elective credit.

The College will accept courses for transfer completed within ten years before admission to Morgan Community College. Courses completed more than ten years prior to admission may be validated for acceptance as regular credit hours by completion of fifteen (15) semester hours of instruction at MCC with a 2.00 GPA.

Admission Policy for Foreign Students

500 TOEFL begin academic work with no restriction

485 TOEFL/or minimum for entrance - will enroll in Development courses at least 1/2 time, will take college placement exam

To apply for admission to Morgan Community College submit the following to the Admissions Office:

1. Application for admission
2. Proof of high school graduation; provide official English translations of high school and post high school academic records
3. Proof of financial ability to pay tuition for one academic year
4. Proof of English proficiency by one of the following:
 - a. 75 minimum Michigan Test score from official testing center

- b. 485 minimum TOEFL
- c. graduation from English language schools approved by the College

NOTE: The College reserves the right to require official Michigan or TOEFL scores in addition to language school transcripts.

Residency

Students will be classified "in-state" or "out-of-state" upon acceptance to MCC in accordance with the Colorado Tuition Classification Law, CRS 5237-101 et seq. (1973), as amended. Students are eligible for in-state tuition, if they have been domiciled in Colorado for the twelve consecutive months preceding the first day of classes for the semester in which they are enrolling. Domicile for tuition purposes requires two elements: (1) a permanent place of habitation in Colorado and (2) intent to remain in Colorado with no intent to be domiciled elsewhere.

Some examples of connections with the state which provide objective evidence of intent are: (1) payment of Colorado state income tax, (2) permanent employment in Colorado, (3) ownership of residential real property in Colorado, (4) compliance with laws imposing a mandatory duty on any domiciliary of the state, such as the drivers' license law and the vehicle registration law, and (5) registering to vote. Other factors peculiar to the individual can also be used to demonstrate the requisite intent.

Questions concerning residency classification should be directed to the Director of Admissions.

Assessment Program

Morgan Community College has implemented an assessment program designed to assist in the placement of students in proper courses. We are committed to working with

students to insure success and have found that effective placement in courses increases the probability of that success.

An important part of the assessment process is identifying entry level skills for each program area. The Dean of Instruction and program faculty identify appropriate entry level skills and determine placement status for each program. Therefore, students may be allowed to register for the required program courses while strengthening some basic skills, or students may be required to obtain certain skill levels before entering the program.

Morgan Community College requires that all first time, programmatic students complete the assessment program. The assessment tests are designed to help students identify the most appropriate courses with which to begin their college studies. Assessment consists of three short tests in reading, math, and English. Testing time is two hours including administration and scoring.

Research on Colorado basic skills assessment programs indicates that new students who follow assessment-related advice have a much higher chance of academic success than those who do not follow such advice.

Additional testing provided by the testing center.

- California Achievement Test for teacher certification
- CLEP - College Level Examination Program
- Colorado Careers assessment
- GED official testing
- Instructor Make-up exams
- Vocational aptitude

Please call the testing center for scheduled times to take the above tests.



General Education Core Transfer Program

In June, 1987, the Colorado Community College and Occupational Education System announced agreements between Colorado's Community/Junior Colleges and Colorado's four-year colleges and universities on the General Education Core Transfer Program.

The General Education Core Transfer Program, developed by the Colorado Community College and Occupational Education System is recognized by the Colorado Commission on Higher Education and the Colorado Department of Education as a significant link in the continuum of educational opportunity for all Coloradans. The General Education Core Transfer Program agreements ensure access to higher education to Coloradans who wish to meet the lower division general education requirements of most baccalaureate degrees at a local Community/Junior College before continuing at a public four-year college or university.

The General Education Core Transfer Program makes it possible for full-time college students to complete a core of general education curriculum requirements during their first year at a community/junior college. These core courses are then guaranteed for transfer to one of Colorado's public four-year colleges or universities. Students can take the core courses as part of a two-year degree program for an Associate of Arts or Associate of Science.

Implementation of the General Education Core Transfer Program will begin during the 1988-89 school year at all of Colorado's Community/Junior Colleges. The formal agreements with Colorado's public four-year colleges and universities for the transfer of the core will become effective in the fall of 1989.

The General Education Core Transfer Program includes five areas of study and credits for transfer.

AREAS OF STUDY FOR AN:	ASSOCIATE OF SCIENCE DEGREE	ASSOCIATE OF ARTS DEGREE
*English/Speech	9 Semester Hours	9 Semester Hours
*Mathematics	4 Semester Hours	3 Semester Hours
*Science	8 Semester Hours	4 Semester Hours
*Social & Behavioral Science	6 Semester Hours	9 Semester Hours
*Humanities	6 Semester Hours	9 Semester Hours
TOTAL CREDITS	33 Semester Hours	34 Semester Hours

*Approved courses are noted in the course descriptions

FINANCIAL INFORMATION

Tuition and fees are established by the State Board for Community Colleges and Occupational Education and are subject to change without advance notice.

The rates at the time of publication of this catalog are listed below. Please consult the schedule for the term in which you are enrolling for the rates in effect for that term.

Schedule of Tuition and Fees - 1987-88 Colorado Resident

Credit Hours	In-State Tuition	Student Fees	Total Cost	Total per Academic Year (Two Semesters)
1	\$ 32.50	1.50	34.00	
2	65.00	3.00	68.00	
3	97.50	4.50	102.00	
4	130.00	6.00	136.00	
5	162.50	7.50	170.00	
6	195.00	9.00	204.00	
7	227.50	10.50	238.00	
8	260.00	12.00	272.00	
9	292.50	13.50	306.00	
10	325.00	15.00	340.00	
11	357.50	16.50	374.00	
12	390.00	18.00	408.00	
over 18	32.50/credit hour			<u>\$ 816.00</u>

Out-of-State

Credit Hours	Out-of-State Tuition	Student Fees	Total Cost	Total per Academic Year (Two Semesters)
1	\$ 130.00	1.50	131.50	
2	260.00	3.00	263.00	
3	390.00	4.50	394.50	
4	520.00	6.00	526.00	
5	650.00	7.50	657.50	
6	780.00	9.00	789.00	
7	910.00	10.50	920.50	
8	1,040.00	12.00	1,052.00	
9	1,170.00	13.50	1,183.50	
10	1,300.00	15.00	1,315.00	
11	1,430.00	16.50	1,446.50	
12	1,560.00	18.00	1,578.00	
over 18	130.00/credit hour			<u>\$3,156.00</u>

Students enrolled in certain courses or programs may be required to purchase individual supplies and materials and to rent uniforms.

NOTE: TUITION AND FEES SHOWN REFLECT 1987-88 RATES. THEY ARE, HOWEVER, SUBJECT TO CHANGE FROM ONE ACADEMIC TERM TO THE NEXT AS DEEMED NECESSARY BY THE COLORADO COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION SYSTEM BOARD. A MODEST INCREASE FOR THE 1988-89 ACADEMIC YEAR IS EXPECTED.

Payment of Tuition and Fees

Tuition and fees are due at time of registration.

Refunds

Students must OFFICIALLY withdraw from the College by processing an approved WITHDRAWAL FORM with the Office of Admissions and Records, within the stated refund period to be eligible for refund of tuition and fees.

If students process an approved OFFICIAL WITHDRAWAL from the college or classes within the stated refund period, they will receive a 100% refund of that proportion of the tuition and fees being dropped. Students withdrawing after the stated refund period will receive no refund. Exceptions to this policy should be referred to the Dean of Student Services.

FINANCIAL AID INFORMATION

Philosophy and Purpose of Financial Aid

The purpose of a financial aid program is to assist students who, without such help, would be unable to pursue their educational goals. The primary responsibility for financing this education rests with the student's family, who must make every effort to assist the student financially. The secondary responsibility lies with the student.

Colleges and universities provide supplemental assistance to students who show documented financial need. These resources are a combination of work, loan, and grants. The college financial aid administrator uses these resources in an attempt to meet the student's needs.

Almost all financial assistance, is awarded on the basis of financial need. Some assistance is awarded on the basis of academic merit or achievements and requires a separate application.

How to Apply for Financial Aid

1. Apply for admission at Morgan Community College. Applications may be obtained from the Office of Admissions and Records.

2. At the same time, request a financial aid packet (ACT-FFS), and a scholarship application form. Complete the applications and mail to the appropriate addresses before the stated deadlines.

In completing this step, the student is applying for all need-based types of financial aid as well as merit-based financial aid.

3. TRANSFER STUDENTS. Before aid may be determined, Morgan Community College must receive Financial Aid Transcripts from all previous colleges attended. Transcript forms may be obtained from the Financial Aid Office.
4. Submit all documents requested by the Financial Aid Office. These may include: Federal Tax forms, Pell Student Aid Report (SAR), Verification Worksheet, Untaxed Income Information, Data Sheets, etc.

Application for assistance will be considered only after admissions and financial aid files have been completed. Students wishing top consideration for financial aid should have their files completed by the priority dates listed on the following page. The Financial Aid Office will continue to accept applications following these dates, but, awards will be dependent upon the availability of funds.

PRIORITY DATES FOR AID

Fall Semester
Spring Semester
Summer Semester

June 1
November 1
April 1

Students should follow dates listed above to receive priority. Students applying for Pell

must have applications in before May 2, of the academic year.

Types of Financial Aid Available

There are various types of financial assistance available, including scholarships, grants, work-study jobs and student loans.

Scholarships

Scholarships do not have to be repaid. Most scholarships are available to Morgan Community College students who are enrolled in a degree or certificate program. Recipients are selected based upon their qualifications.

Scholarship applications should be completed and submitted to the Financial Aid Office by March 1, for top consideration for the upcoming academic year.

COLORADO SCHOLARS

Approximately 30 scholarships are awarded annually to students with one of the minimum requirements: 2.0 high school G.P.A., 250 G.E.D. test score or a previous college G.P.A. of at least 2.5. Also, the student's ability, desire and state residency are considered in making selections.

GREATER GIFTS SCHOLARSHIPS

This scholarship is awarded by the Greater Gifts Scholarship Board to outstanding students who are enrolled on a full-time basis. Also, considered are the student's potential and desire to reach goals. Several scholarships, at approximately \$1,000, are awarded.

HOWARD B. BLOEDORN

Approximately 10 scholarships will be awarded to Morgan County high school graduates who are scholastically able and financially deserving of this award. Stu-

dents may apply for both their local high school Bloedorn Scholarship and the MCC H. B. Bloedorn Scholarship. The maximum amount for this award is for tuition and fees.

In addition, the following scholarships are made available by contributions from businesses, individuals and organizations. These awards are given to deserving and qualified MCC students annually:

- Greg Alsip Scholarship
- Jolliffe Family Scholarship
- Ruth Graves Scholarship
- Lewis McCune Appleby Scholarship
- Fort Morgan Business and Professional Women's Scholarship
- Petty's Foundation Scholarships
- Stan Tieman Memorial Scholarship
- Helen Williams Scholarship
- Service Area Scholarships
- Builders Scholarship
- Fresh Start Scholarship
- Clavis Club Scholarship
- MCC Foundation Educational Assistance Grant

Grants

Grants, like scholarships, do not have to be repaid. While scholarships are awarded on the basis of merit, grants are awarded to students on the basis of documented need.

PELL GRANT

This federal aid source is available to all eligible undergraduate students seeking their first degree. Award amounts range up to \$2,200 based upon the student's financial need, costs at the institution and Congressional allocation.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

This federal grant ranges from \$200-\$2,000 per year to students showing financial need.

COLORADO STUDENT GRANT (CSG)

These State grants are available to students classified as Colorado residents (for tuition purposes) based upon financial need. Awards range up to \$2,000.

COLORADO STUDENT INCENTIVE GRANT (CSIG)

Grants of up to \$2,000 are made to Colorado residents who show substantial financial need. The State of Colorado and the Federal Government each contribute 50% of the available funding.

Work-Study Jobs

Morgan Community College offers employment to allow students to earn money toward their education while attending school. Students are sometimes able to secure a campus job related to their particular program of study.

FEDERAL NEED-BASED WORK-STUDY

Allocations are made to students with financial need. Wages are earned on an hourly basis. Students may not earn in excess of the award amount.

COLORADO NEED-BASED WORK-STUDY

This program provides employment for Colorado residents (tuition classification) demonstrating financial need. Wages are earned on an hourly basis. Student's earnings may not exceed the amount of the award.

COLORADO NO-NEED WORK-STUDY

The State of Colorado provides limited funds to employ students who don't demonstrate financial need and who are Colorado residents for tuition purposes. Wages are paid on an hourly basis. Interested students must complete the Financial Aid packet (ACT-FFS).

Loans

Morgan Community College participates in several need-based student loan programs. The Financial Aid office will determine a student's eligibility for such funding upon request.

GSL

A low-interest (8%) loan made to the student by the lender of his/her choice. Maximum to borrow per academic year is \$2,625. The aggregate limit is \$17,250. Repayment begins six months following the date the student ceases to attend at least 1/2 time.

PLUS/SLS

A below-market interest rate loan. Parents may borrow up to a maximum of \$4,000 per year for their dependent student. Independent students may also borrow up to a maximum of \$4,000 per academic year. Repayment begins within 60 days of disbursement.

Continued Eligibility for Financial Aid

In order to maintain eligibility for awarded aid during the academic year, students must pursue a degree or certificate program on at least a half-time basis. The student must also maintain satisfactory academic progress as outlined below.

In addition, eligibility for financial aid must be re-established each academic year. Therefore, an application for need-based aid (ACT-FFS) as well as merit-based aid (Scholarship application) must be submitted early in the spring semester of the current academic year for the upcoming academic year.

Standards of Satisfactory Progress

1. Required Grade Point

Recipients of financial aid must maintain a grade point average of at least a 2.0 (C) or better to continue to receive financial aid. The current semester grade point average or cumulative grade point average, whichever is a 2.0 (C) or better, will be used in determining progress.

As well as maintaining a 2.0 (C) grade point average, students must also successfully complete the minimum number of hours for which financial aid was received. Please note the chart below:

<i>Enrolled Credit Hours</i>	<i>Minimum Hours to Complete</i>
12-24	12
9-11	9
6-8	6

2. Monitoring Satisfactory Progress

Satisfactory progress will be monitored twice per semester; following the add/drop period and following semester grades.

Students not maintaining "Satisfactory Progress" as defined above may be placed on "Financial Aid Probation" or "Financial Aid Suspension".

Satisfactory Completion

A student must receive a minimum grade of "C", "S" (satisfactory in a pass/fail course) or "IP" (in-progress). Grades of "I" (incomplete), "F" (failure), "W" (withdrawal), or "U" (unsatisfactory) are not considered acceptable in maintaining satisfactory progress. Repeated classes, which are not figured in the G.P.A. are also not acceptable.

Financial Aid Probation

A student placed on "Financial Aid Probation" is eligible to receive financial aid for the semester. However, the student must maintain satisfactory progress during the semester in which he/she is on probation in order to remain aid eligible.

A student may be placed on "Financial Aid Probation" if the following occur:

- a) The student's G.P.A. falls between 1.0-2.0 (below a C) and/or
- b) The student fails to satisfactorily complete the minimum number of hours for which he/she was awarded financial aid.

The student must maintain satisfactory progress during the probationary period. If the student doesn't maintain a 2.0 during the probationary semester and/or does not complete the minimum number of hours for which aid was awarded, the student will be placed on "Financial Aid Suspension".

Financial Aid Suspension

A student placed on "Financial Aid Suspension" will receive NO FINANCIAL ASSISTANCE. Financial Aid will be terminated. Students may be placed on "Financial Aid Suspension" for the following reasons:

- a) The student has less than a 1.0 g.p.a.

b) The student was placed on probation for a semester and failed to maintain satisfactory progress during the semester of probation.

c) The student withdrew from Morgan Community College following the official add/drop period.

3. Removal of Financial Aid Suspension Status

A student may be removed from "Financial Aid Suspension" only once. Any student placed on suspension for a second time will not receive further financial assistance from Morgan Community College.

Students placed on "Financial Aid Suspension" for the first time may do any of the following to move up to probationary status.

- a) Appeal Suspension Status. The student may write a letter of appeal stating the reasons why he/she was unable to maintain satisfactory progress and why financial aid shouldn't be terminated.

Written appeals must be submitted to the Financial Aid Office prior to the date indicated on the Notification Letter. If the Student has been absent from school for at least a semester, the appeal should be submitted at least 10 days prior to the beginning of the new term.

All appeals will be considered by the Student Affairs Committee within the first week of classes. The committee will review the appeal and determine whether or not financial aid suspension is justified. The student will be advised, in writing, of the committee's decision.

A student may be reinstated to financial aid only once. The student can't appeal a second financial aid suspension at Morgan Community College.

- b) Complete a semester of course work for the number of hours equal to the hours of enrollment during the preceding semester. The student must achieve a 2.0 (C) or better g.p.a. and satisfactorily complete the minimum number of hours without the assistance of financial aid. Students placed on "Financial Aid Suspension" will be reinstated to financial aid only once.

4. Current Students attending Morgan Community College who are NOT RECEIVING financial aid may apply. If eligible, they must be making satisfactory progress or they will be placed on "Financial Aid Probation" for the first semester on financial aid.

Transfer Students may also apply for financial aid. However, if they fail to show satisfactory progress at the previous school, they will be placed on "Financial Aid Probation" for the first semester at Morgan Community College.

5. Maximum Credit Hours Allowed For Financial Aid

Most associate degree programs require four semesters or two academic years. It is recognized that some students may need additional time to complete their program degree requirements or to obtain a certificate and degree. Therefore, financial aid recipients may receive financial aid up to six full-time semesters of work. A student who changes programs or wishes to com-

plete more than one degree may receive financial aid up to a maximum of 144 credit hours.

Students with exceptions should submit a written letter of appeal to the Student Affairs Committee at least 10 days prior to the beginning of the term in which they will no longer be eligible. If possible, the student may want to do this earlier in the academic year.

Appeals will be considered by the committee within the first week of classes in the new term. The student will be advised of the committee's decision in writing.

HOURS EARNED WHILE NOT ON FINANCIAL AID ARE COUNTED TOWARD MAXIMUM HOURS ALLOWED!

Federal Tax Laws

Changes in the Federal Tax Laws that became effective January 1, 1987, provide that scholarships and grants may be considered as taxable income unless it can be proven that they were spent for educational purposes.

VETERANS

The college's Office of Veterans Affairs, located in the Admissions and Records Office, provides the eligible veteran and dependent with Veterans Administration forms used in applying for a program of education, information regarding institutional and V.A. policies, and requirements for receipt of benefits. The office also provides other services such as information and necessary forms for V.A. tutorial services, educational loans, vocational rehabilitation, and V.A. counseling.

Veterans must submit transcripts of grades for any previous college education when submitting their application for admission to MCC. Failure to provide this institution with a written record may result in serious delay in educational benefits.

Applications and information for Colorado Veterans Tuition Assistance are also available from the Director of Veterans Affairs.

All degrees and most certificate programs are approved for V.A. benefits to eligible veterans. Contact the Director of Veterans Affairs for information.

ACADEMIC REGULATIONS

Registration

Registration is an important part of the students' academic progress. It is the policy of the College to devote as much time as is necessary to pre-registration and registration advising to help students select and pursue an educational program in harmony with their abilities and goals.

Students are responsible for reading the Morgan Community College catalog and studying the curriculum guide sheet for their major. Students are also responsible for checking their program periodically to determine whether or not they are fulfilling all course requirements. If students have any questions regarding their academic status at any time, they should check with their advisor or the registrar.

Classification of Students

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

A student's class standing is determined by the total semester hours he/she has completed:

Freshman - 1-30 semester credits
Sophomore - 31-60 semester credits

Student Class Load

The normal course load is 14 to 18 credit hours. Students may enroll for more than 18 credit hours only with permission of their advisor and a dean and payment of the overload charge. There is an enrollment limit of twenty (20) credit hours permitted by the State Board except under unusual circumstances. The limit may be extended to twenty-four (24) hours in occupational program areas which require more hours for graduation in the prescribed length of time.

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.

Auditing Courses

Students may elect to attend a class but not receive credit by declaring at registration that they are 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 designated add period each semester. Unusual circumstances should be referred to the Dean of Student Services.

Senior Citizens

Persons over the age of sixty years who are classified as in-state students, shall be eligible to enroll free of tuition charge at MCC for credit courses. The senior may register for credit or audit on a space-available basis.

Before senior citizens are removed from a course because of space limitations, they will be given the option of paying the state approved tuition rate for seniors which is 50% of regular tuition charged, and thereby, remain in class.

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.

Grading System

Grade	Quality Points
A	4
B	3
C	2
D	1
F	0
S (Satisfactory)	NONE
U (Unsatisfactory)	NONE
I (Incomplete)	NONE
W (Withdrawal)	NONE
AU (Audit)	NONE
IP (In-Progress)	NONE
Z (Grade not available at time of processing)	NONE

Incomplete

Incomplete (I) is a temporary grade where 75% of the course work has been satisfactorily completed, but due to reasons beyond the student's control, the work of the course cannot be completed at this time. An incomplete grade does not permit the student to re-enroll in the class again without payment of tuition.

An "I" grade is to be made up during the semester immediately following the assignment of the grade, except that grades assigned in the Spring term may be made up during the following Fall term. If no grade change form is received from the instructor by the final day of the succeeding semester the grade will revert to an "F".

Audit

Audit (AU) is assigned when a student is officially enrolled, has paid tuition, but does not wish to have academic credit for the course. When a grade of AU (audit) has been assigned to a student, the grade continues as the permanent grade and cannot later be changed to an A, B, C, D, or F unless the course is repeated.

Withdrawal

During the first 15% of a semester, students may elect to drop any course in which they are enrolled. No grade will be entered on the students' permanent records.

During the next 65% of a semester, instructors may drop a student from courses at their discretion for academic or disciplinary reasons.

If a student is passing the course, a grade of "W" will be recorded. If the student is failing at the time of withdrawal, the instructor has the discretion of entering a grade of either "W" or "F/U".

Satisfactory/Unsatisfactory Grades

The grades "S" (Satisfactory) and "U" (Unsatisfactory) will be assigned in the following classes:

1. Developmental Education
2. Physical Education
3. Classes having a course number below 100
4. Farm/Ranch Management classes
5. Young Farmers classes

MCC considers a Satisfactory grade in Satisfactory/Unsatisfactory courses to be computable at a "D" or better. Courses in which "S/U" grades are earned are not computed into a student's overall grade point average.

In Progress

In Progress (IP) is used for designated courses listed as open-entry, open-exit, indicating that the class may extend beyond the normal end of a term. The student is eligible to complete the course during the following year for credit and a grade. An "IP" not removed by the deadline will revert to an "F/U".

Grade Point Average

Only the credits accumulated and grade points earned at Morgan Community College are used in computation of semester and cumulative G.P.A.'s. A cumulative G.P.A. of 2.0 is required for graduation.

Repeated Classes

A student may repeat a course once in which a grade of "D" or "F" was received. The student must file the appropriate request form with the Office of Admissions and Records at the time of registration.

It should be noted that both the original and repeated grade will appear on the student's transcript. However, the higher of the two grades will be included in the grade point average.

Courses for which a student has received a grade of "C" or better may not be repeated for credit. Any exceptions to this policy must be made by the Dean of Instruction.

Changes in Registration

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 ten (10) college working days from the first day of the semester in which to add.

Withdrawal from College

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

Course Cancellations

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

Academic Retention

Students who have attempted six or more credit hours at Morgan Community College must maintain a 2.00 cumulative grade point

average, otherwise, the student is automatically placed on probation for the next term. During this probationary term, the student must average a "C" grade (2.00) on all hours attempted. During the term of academic probation, the student must contact the Dean of Student Services for a personal academic assessment. The student has the personal obligation to follow through on the academic prescription provided. Should the student not achieve a 2.00 grade point average for the probationary term, he/she shall be automatically suspended for one term. A student on suspension must appeal in writing to the Student Affairs Committee to be reinstated to the College.

Upon readmittance to the College following academic suspension, students must attain a term grade point average of 2.00 or be automatically dismissed from the college for one calendar year. After academic dismissal, a student can petition to return to college. This petition must be approved by the Student Affairs Committee, which may impose conditions to assure progress and program completion.

All readmissions after academic dismissal will be approved by the Dean of Student Services in consultation with the Dean of Instruction.

Only credit hours earned at Morgan Community College will be used in determining probation, suspension or dismissal.

Courses receiving "S", "U", "I", "W", "AU", "IP" or "Z" grades will not be considered when determining the probationary status of a student, nor will they be computed in the cumulative 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 may be changed only four weeks into the succeeding semester.

Official transcripts covering a student's previous secondary and college education, submitted to the College as part of the admissions procedure, become part of the official file and cannot be returned to the student. The College does not issue or certify copies of transcripts from other institutions.

Transcripts, documented military experience and testing scores of approved programs are evaluated in accordance with College policy. The acceptance of this credit is documented on the College transcript.

Transcripts of college coursework are available by student request in writing from the Admissions and Records Office. Transcripts will NOT be released to students with financial obligations to the college.

Name Changes to Academic Records

All requests for name changes to academic records, whether you are a continuing or readmit student, must be accompanied by a copy of the legal document issued by the court or legal agency verifying the name change or a notarized affidavit. The Admissions and Records Office will keep this copy in your student file.

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.

Credit by Examination

Many courses have proficiency examinations. If students feel that they have mastered the course material because of prior training or experience, they 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 judgment. A grade of "C" or higher is required for proficiency credit.
3. A proficiency examination may not be re-taken.

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 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 semester. The student must make a grade of "C" or higher to receive credit without continuing in the course.

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 Dean of Instruction 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).

DEGREES AND CERTIFICATES

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 and have met graduation requirements.

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 and have met graduation requirements.

Associate of General Studies Degree

The Associate of General Studies will be awarded to those students who have successfully completed the required number of credit hours in approved course work as outlined in the curricula following and have met graduation requirements.

Associate of Applied Science Degree

The Associate of Applied Science degree will be awarded to those students who have successfully completed the two year occupational programs as outlined in the curricula following and have met graduation requirements.

Occupational Certificate

An Occupational Certificate will be awarded to those students who complete training programs in specific job skill areas. The students will acquire job entry skills via the completion of an Occupational Certificate Program.

Graduation Requirements

For the Associate of Arts, Associate of Science, Associate of General Studies, Associate of Applied Science degrees, and occupational certificates, graduation requirements are as follows. Candidates must have: a cumulative grade point average of 2.00; no grades below a "D" among the required classes in their program; earned at least fifteen (15) semester hours of credit at Morgan Community College; completed an "Application to Graduate" form at registration of the semester preceding the semester they wish to graduate; and payment of a \$10.00 graduation fee per certificate or degree.

Other policies pertaining to graduation include:

1. Morgan Community College will accept those courses in transfer which have been completed with a "C" grade or better at an accredited college or university or other approved institution.
2. No remedial or developmental courses will be applicable to an Associate Degree program.
3. The college reserves the right to substitute or delete course work based on current curriculum.
4. No more than three semester hours of physical education course work may be applied to an associate degree program.
5. To complete an associate degree program or certificate, students are required to complete the requirements in effect at the time of initial enrollment as specified in the college catalog. If a student does not attend the college for at least two consecutive semesters, excluding summer semester, the student will be subject to the requirements of the catalog in effect at the time of re-enrollment.

ACADEMIC HONORS

Honor Rolls

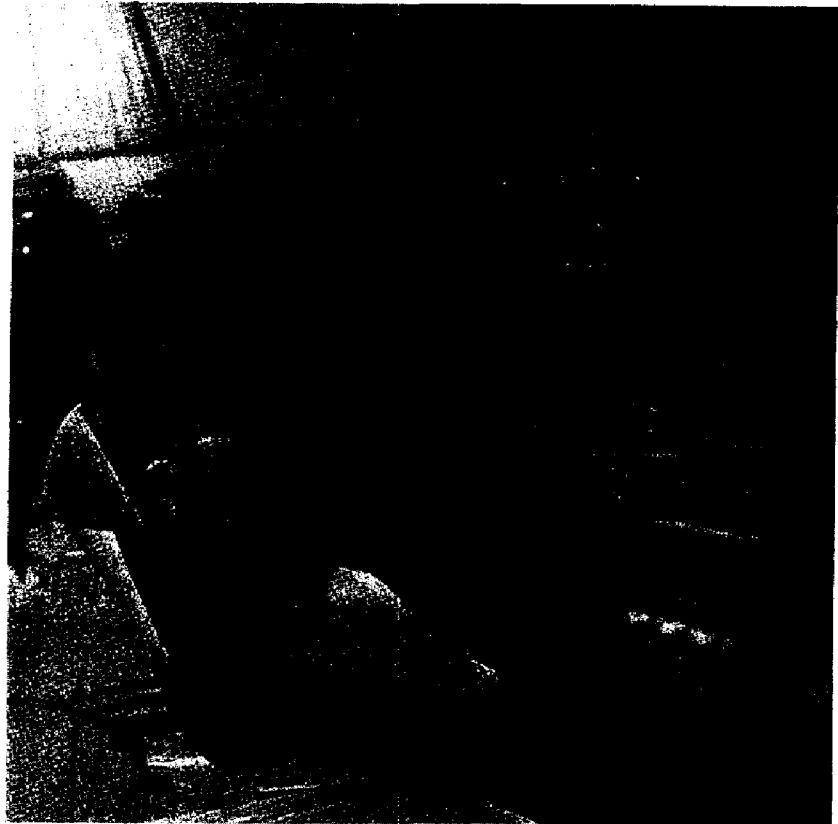
Those who excel in their courses of study at Morgan Community College may qualify to be named to the Dean's List or President's List. To be eligible for the Dean's List, a student must be classified as a full-time student with a minimum of 12 semester hours of college level work, successfully complete at the end of each semester the courses attempted, and maintain a term grade point average of 3.25 to 3.74. To be eligible for the President's List, a student must be classified as a full-time student with a minimum of 12 semester hours of college level work, successfully complete at the end of each semester the courses attempted, and maintain a term grade point average of 3.75 and above.

Honor Medallions

Candidates for degrees at Morgan Community College may be recognized at graduation for outstanding academic achievement. The five graduates having the highest cumulative grade point averages are eligible to receive Honor Medallions and public recognition during the Commencement Exercises. Recipients are not notified prior to the award ceremony.

Who's Who

Each year the faculty nominates students for the publication, *Who's Who Among Students in American Junior Colleges*. Selection is based on academic achievement, leadership and promise of future usefulness.



STUDENT LIFE

Housing

The College provides assistance with locating off campus housing for interested students. Part of the philosophy of Morgan Community College is to encourage students to become more independent. Learning to maintain oneself in off-campus housing is a life skill that is a necessity in preparation for independent living.

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 and picnic facilities. Although winter months hamper many activities, there is ice skating at the Riverside Park in Fort Morgan, and intramural 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 Denver metropolitan area has many recreational offerings only 1 1/2 hours driving time on interstate highways from the Morgan County area.

Guidance Counseling

The Dean of Student Services works closely with faculty advisors to provide special help to all students in the areas of career information, career development, testing, and agency referral so students can make decisions concerning career goals.

The Dean of Student Services is available by appointment, referral, or any time a student needs a sounding board.

Learning Resource Center

On campus the Learning Resource Center includes books, magazines, and newspapers, audio-visual materials, the equipment necessary for viewing the software, and the Career Resource Center.

The Learning Resource Center is a participating member of the High Plains Regional Library System and the High Plains Film Co-op and as such can provide a wider range of services to the faculty and students. Through interlibrary loan and the film libraries of all the cooperating agencies, access is gained to the collections of all the main libraries in the area including approximately 2,000 films.

The availability of materials in a variety of formats gives students and teachers the opportunity to select that media best suited to answer a specific need.

Academic Advising

At MCC the growth and development of each student is of utmost importance. Each student is assigned to a faculty advisor who is interested in the student's development and who manifests interest in ways that bring greater confidence and meaning to the student in relation to college work and life. Advising is a form of teaching and is an integral part of each student's education. The basic relationship in the advising program is, of course, that of the advisor and the advisee. It is one of the primary means by which the advisee's education is individualized.

Student Government

The student body at Morgan Community College is officially organized through the Student Government. The Student Government recommends the use of funds collected through student fees and, in general, has the responsibility of administering the funds collected through student fees and meeting the needs of the students.

Clubs and Organizations

Clubs and their activities are encouraged at Morgan Community College and it is easy for students to become involved. For information about existing clubs, see a member of Student Government or a faculty advisor.

Campus Publications

A campus publication, MCC Times, is published throughout the year by the journalism classes. A yearbook, The Roadrunner, is published each year under the direction of the journalism instructor.

Student Conduct

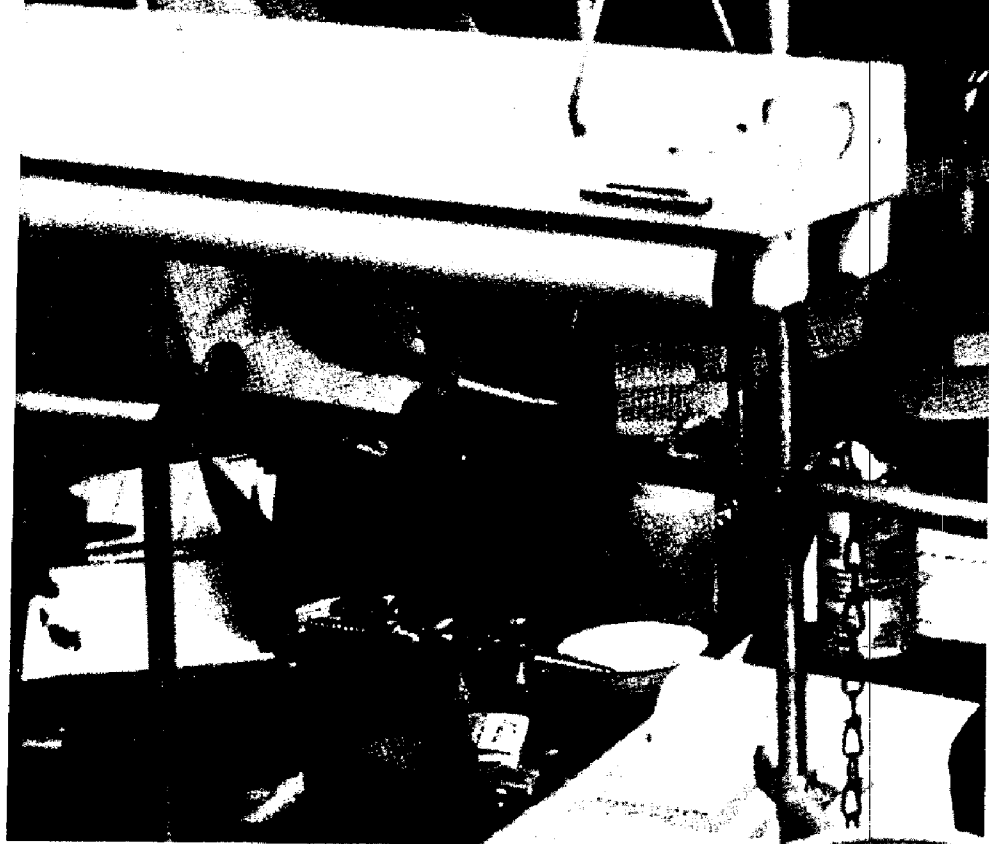
Each individual is expected to act as a responsible, mature person; therefore, the college has no strict rules of conduct for its students. However, all students should honor the rights of others and observe civil laws. Failure to do so may result in disciplinary action or dismissal.

Handicapped Students

Modifications or adjustments will be made for qualified handicapped students, including the following:

1. No one may be excluded from any course or course of study because of a handicap.
2. Classes will be rescheduled for students with mobility impairments if they are scheduled for inaccessible classrooms.
3. Academic degree or course requirements may be modified in certain instances to insure full participation of handicapped students.
4. Alternate methods of testing and evaluation are available in courses offered by the institution for students with requirements for such methods.
5. Auxiliary aids will be made available to the institution for students with impaired sensory, manual, or speaking skills. (This does not include personal appliances.)

Course Programs and Descriptions



NOTICE TO STUDENTS

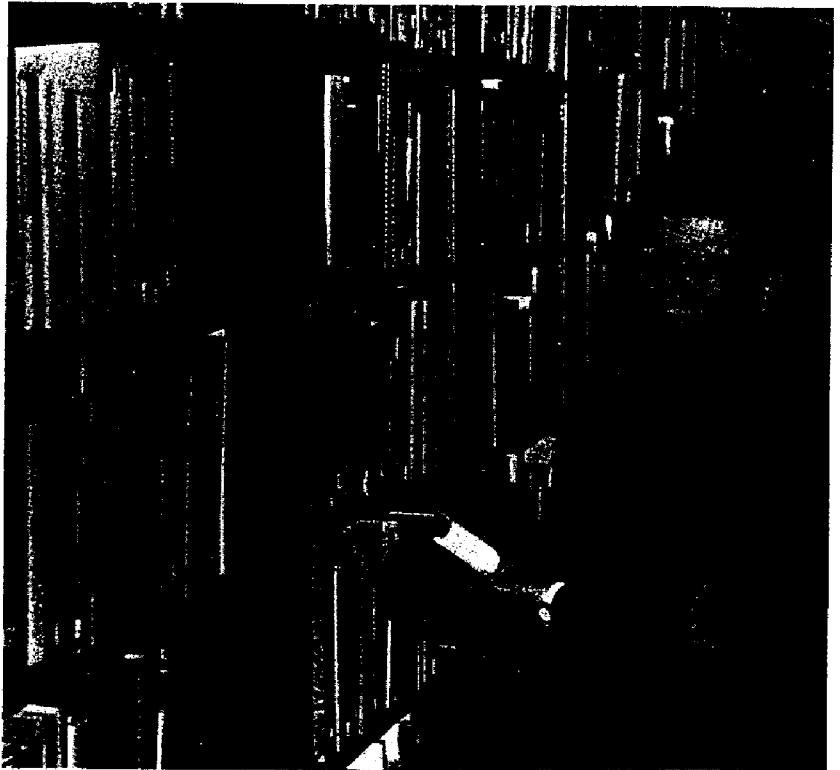
There are many emphasis areas available to students in academic-college transfer programs. A few of these are shown on the following pages.

However, please note that:

- (1) You may choose other electives than those listed. These courses are only recommendations to help you in planning your program of study at MCC.
- (2) Other emphasis areas may be chosen in addition to those listed. Work closely with your advisor to develop an appropriate program of study suited to your educational goals and to the requirements of the B.A. or B.S. program into which you plan to transfer.

Programs of study leading to occupational degrees and certificates are not elective. You must complete all the courses shown in order to receive a vocational certificate or an A.A.S. degree. See general degree requirements for more specific information.

If you have any questions concerning a program of study, the transferability of specific courses, or entrance requirements at the four-year college or university of your choice, please see your advisor, the Dean of Student Services, or the Dean of Instruction for assistance and information.



ASSOCIATE OF ARTS DEGREE

Requirements

I.	English/Speech ENG 121, 122 SPE 115	9 credits
II.	Mathematics/Sciences	11
	a. Mathematics (3) Choose from: MAT 121, 125, 135, 201 or 202	
	b. Science (4) Choose from: BIO 105, 111, 112 CHE 101, 102, 111, 112 PHY 105, 111, 112, 211, 212 GEY 111, 121 AST 101, 102	
	c. Additional Math & Science hours to be selected from: AST, BIO, CHE, GEY, MAT 121 or higher, PHY, SCI	
III.	Social & Behavioral Sciences (Courses to be taken from two (2) different disciplines) Choose from: ANT 101, 111 GEO 105 ECO 201, 202 HIS 101, 102, 201, 202 POS 111 PSY 101, 102 SOC 101, 102	9
IV.	Humanities (Courses to be taken from two (2) different disciplines) Choose from: ART 111, 112 FRE 111, 112, 211, 212 SPA 111, 112, 211, 212 HUM 121, 122, 123 LIT 115, 201, 202 MUS 120, 121, 122 THE 211, 212 PHI 111, 112, 113	9
V.	Physical Education	2
VI.	CSC 111 or a computer language class	3
VII.	Electives Electives may be selected from classes having course numbers above 100 with the following exception: a. Classes designated as vocational b. Classes designated as unacceptable for the A.A. degree	19
	TOTAL	62 credits

ASSOCIATE OF SCIENCE DEGREE Requirements

I.	English/Speech ENG 121, 122 SPE 115	9 credits
II.	Mathematics/Sciences	24
	a. Mathematics (4) MAT 121, 125, 201 or 202	
	b. Science (8) BIO 111, 112 CHE 111, 112 PHY 111, 112, 211, 212 GEY 111, 121 AST 101, 102	
	c. Additional Math & Science hours to be selected from: AST, BIO, CHE, GEY, MAT 121 or higher, PHY (excluding BIO 105, 215, CHE 101, 102 and PHY 105)	
III.	Social and Behavioral Sciences (Courses to be taken from two (2) different disciplines) Choose from: ANT 101, 111 GEO 105 ECO 201, 202 HIS 101, 102, 201, 202 POS 111 PSY 101, 102 SOC 101, 102	6
IV.	Humanities (Courses to be taken from two (2) different disciplines) Choose from: ART 111, 112 FRE 111, 112, 211, 212 SPA 111, 112, 211, 212 HUM 121, 122, 123 LIT 115, 201, 202 MUS 120, 121, 122 THE 211, 212 PHI 111, 112, 113	6
V.	Physical Education	2
VI.	CSC 111 or a computer language class	3
VII.	Electives Electives may be selected from classes having course numbers above 100 with the following exception: a. Classes designated as vocational b. Classes designated as unacceptable for the A.S. degree.	12
TOTAL		62 credits

ASSOCIATE OF GENERAL STUDIES DEGREE

Requirements

<p>I. Prescribed General Education</p> <p style="margin-left: 20px;">A. <u>Speech and English</u> - 3 Select courses from English and/or Speech.</p> <p style="margin-left: 20px;">B. <u>Mathematics</u> - 3 Select courses from Mathematics.</p> <p style="margin-left: 20px;">C. <u>Science</u> - 3 Select courses from Biology, Chemistry, Physics and/or Science.</p> <p style="margin-left: 20px;">D. <u>Social Science</u> - 3 Select courses from Anthropology, Economics, Geography, History, Political Science, Psychology and/or Sociology.</p> <p style="margin-left: 20px;">E. <u>Arts and Humanities</u> - 3 Select courses from Art, French, Humanities, Journalism, Literature, Music, Philosophy, Spanish and/or Theatre.</p>	15 credits
<p>II. Elective Courses in General Education</p> <p style="margin-left: 20px;">A student is to identify, in consultation with the appropriate college advisor, six (6) elective courses which meet the college's criteria for general education.</p>	6
<p>III. Professional Education Courses</p> <p style="margin-left: 20px;">A student, in consultation with the appropriate college advisor, is to select nine (9) semester hours of professional education courses which are generally recognized as transfer courses. These may include college level courses in the areas of business, management, marketing, computer science, selected courses in technical education and health education, other professional education courses, and/or other courses in the college's general education series.</p>	9
<p>IV. Other courses as prescribed by the institution with no more than 30 credit hours in vocational-prepared courses.</p>	30-38
TOTAL	<hr style="width: 100%; border: 0.5px solid black;"/> 60-68 credits

PRE-PROFESSIONAL PROGRAMS

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 science sequences:

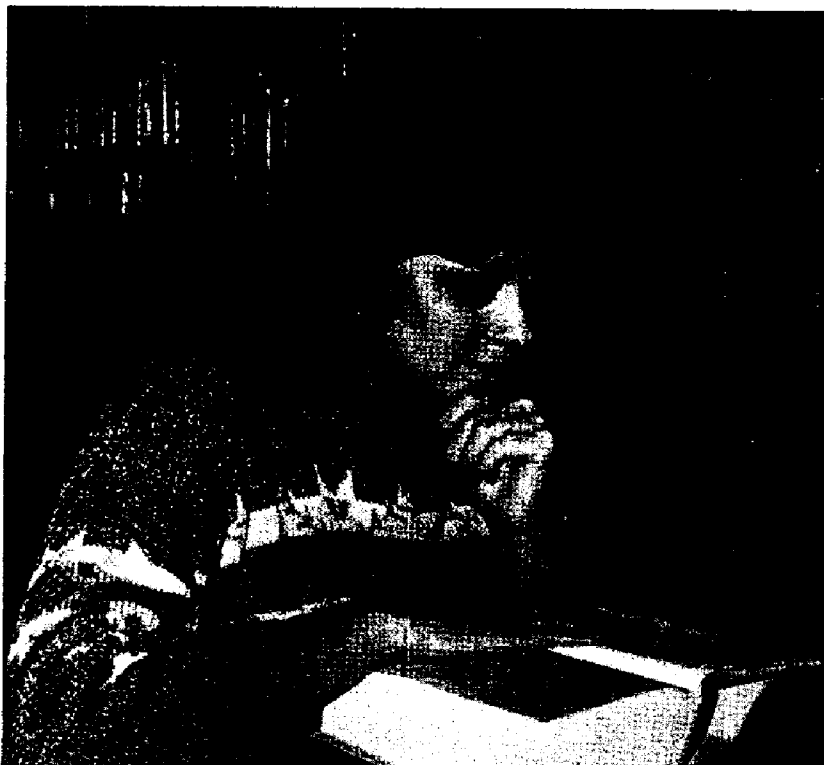
- Two full years of biology
- Two full years of chemistry
- One year of mathematics through calculus (this may be accomplished by placement examination)
- One year of physics

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.

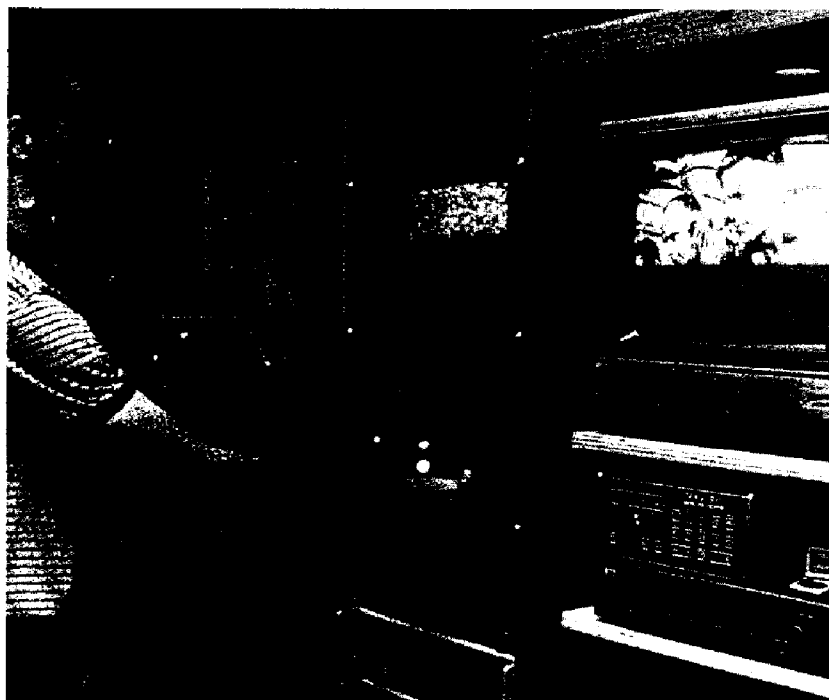
Although few medical schools require a degree, most require four years of undergraduate work. In exceptional cases, three-year students may be accepted.

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 a student's plans call for a degree in any such field, a program of study should be developed with a faculty advisor and should be designed for transfer to the University of Northern Colorado, Colorado State University, Colorado University, or other Colorado universities and colleges.



BIOLOGY

ASSOCIATE OF SCIENCE

The courses listed below are typical two-year curriculum for transfer to a four-year college or university. For a more specific curriculum, students should consult their advisors and the catalog of their selected transfer institution for appropriate substitute courses.

General Core Requirements

I. English/Speech (9 credits)	
ENG 121 English Composition I	3
ENG 122 English Composition II	3
SPE 115 Principles of Speech Communications	3
IIa. Mathematics (4 credits)	
MAT 121 College Algebra*	4
b. Science (8 credits)	
BIO 111 General College Biology I*	5
BIO 112 General College Biology II*	5
III. Social and Behavioral Sciences (6 credits)	
ANT 111 Physical Anthropology*	3
PSY 101 General Psychology I*	3
IV. Humanities (6 credits)	
HUM 121 Survey of Humanities I*	3
HUM 122 Survey of Humanities II*	3

Other Degree Requirements

Math and Science (10 credits)	
CHE 111 General College Chemistry I*	5
CHE 112 General College Chemistry II*	5
Physical Education (2 credits)	
Any courses with PED prefix numbered above 100	2
Computer Science (3 credits)	
CSC 111 Introduction to Computers	3
Elective Credits (14 credits)	
Recommended electives include:	
MAT 201/202 Calculus I, II	8
HIS 201/202 U.S. History I, II	6
LIT 201/202 Masterpieces of Literature I, II	6
Courses with BIO prefix, numbered above 200	

* Other courses will meet this requirement. See the A.S. Degree requirements (page 36) for a complete list.

BUSINESS ASSOCIATE OF ARTS

The courses listed below are typical two-year curriculum for transfer to a four-year college or university. For a more specific curriculum, students should consult their advisors and the catalog of their selected transfer institution for appropriate substitute courses.

General Core Requirements

I. English/Speech (9 credits)	
ENG 121 English Composition I	3
ENG 122 English Composition II	3
SPE 115 Principles of Speech Communications	3
IIa. Mathematics (3 credits)	
MAT 121 College Algebra*	4
b. Science (4 credits)	
BIO 111 General College Biology I*	5
or CHE 111 Introduction to Chemistry I*	5
III. Social and Behavioral Sciences (9 credits)	
ECO 201 Principles of Macroeconomics*	3
ECO 202 Principles of Microeconomics*	3
SOC 101 Introduction to Sociology*	3
IV. Humanities (9 credits)	
HUM 121 Survey of Humanities I*	3
HUM 122 Survey of Humanities II*	3
LIT 201 Masterpieces of Literature I*	3

Other Degree Requirements

Math and Science (4 credits minimum)	
AST 101 Astronomy I	4
or Second Semester of science course taken to meet core requirements.	
Physical Education (2 credits)	
Any courses with PED prefix numbered above 100	2
Computer Science (3 credits)	
CSC 111 Introduction to Computers	3
Elective Credits (19 credits)	
Recommended electives include:	
BUS 115 Introduction to Business	3
ACC 211/212 Principles of Accounting I & II	8
BUS 215 Business Law	4
MAT 135 Introduction to Statistics	3
PSY 101/102 General Psychology I & II	6
CSC 127 COBOL	3
CSC 116 BASIC for Business	3

* Other courses will meet this requirement. See the A.A. Degree requirements (page 35) for a complete list.

CHEMISTRY OR PHYSICS ASSOCIATE OF SCIENCE

The courses listed below are typical two-year curriculum for transfer to a four-year college or university. For a more specific curriculum, students should consult their advisors and the catalog of their selected transfer institution for appropriate substitute courses.

General Core Requirements

I.	English/Speech (9 credits)	
	ENG 121 English Composition I	3
	ENG 122 English Composition II	3
	SPE 115 Principles of Speech Communications	3
IIa.	Mathematics (4 credits)	
	MAT 121 College Algebra*	4
b.	Science (8 credits)	
	CHE 111 General College Chemistry I	5
	CHE 112 General College Chemistry II	5
III.	Social and Behavioral Sciences (6 credits)	
	PSY 101 General Psychology I*	3
	HIS 201 U.S. History I*	3
IV.	Humanities (6 credits)	
	HUM 121 Survey of Humanities I*	3
	HUM 122 Survey of Humanities II*	3

Other Degree Requirements

Math and Science (12 credits) (All math and science credits must total a minimum of 24 credits)		
	PHY 111/112 Physics: Algebra Based I & II or	10
	PHY 211/212 Physics: Calculus Based I & II and	10
	MAT 201/202 Calculus I & II	10
Physical Education (2 credits)		
	Any courses with PED prefix numbered above 100	2
Computer Science (3 credits)		
	CSC 111 Introduction to Computers	3
Elective Credits (14 credits)		
	Recommended electives include:	
	CSC 117 BASIC Computer Language	3
	CSC 125 FORTRAN	3
	LIT 201/202 Masterpieces of Literature I & II	6
	Courses with prefix, numbered above 200	

* Other courses will meet this requirement. See the A.S. Degree requirements (page 36) for a complete list.

COMPUTER SCIENCE ASSOCIATE OF SCIENCE

The courses listed below are typical two-year curriculum for transfer to a four-year college or university. For a more specific curriculum, students should consult their advisors and the catalog of their selected transfer institution for appropriate substitute courses.

General Core Requirements

I.	English/Speech (9 credits)		
	ENG 121 English Composition I		3
	ENG 122 English Composition II		3
	SPE 115 Principles of Speech Communication		3
IIa.	Mathematics (4 credits)		
	MAT 121 College Algebra*		4
b.	Science (8 credits)		
	PHY 111 Physics: Algebra Based I		5
	PHY 112 Physics: Algebra Based II		5
III.	Social and Behavioral Sciences (6 credits)		
	PSY 101 General Psychology I*		3
	SOC 101 Introduction to Sociology I*		3
IV.	Humanities (6 credits)		
	HUM 121 Survey of Humanities I*		3
	HUM 122 Survey of Humanities II*		3

Other Degree Requirements

	Math and Science (12 credits)		
	MAT 201/202 Calculus I & II		10
	MAT 135 Introduction to Statistics		3
	Physical Education (2 credits)		
	Any courses with a PED prefix numbered above 100		2
	Computer Science		
	CSC 111 Introduction to Computers		3
	Elective Credits (14 credits)		
	Recommended electives include:		
	CSC 117 BASIC Computer Language		3
	CSC 125 FORTRAN		3
	CSC 126 PASCAL		3
	PSY 102 General Psychology II		3
	SOC 102 Introduction to Sociology II		3

* Other courses will meet this requirement. See the A.S. Degree requirements (page 36) for a complete list.

COMPUTER PROGRAMMING ASSOCIATE OF GENERAL STUDIES

The courses listed below are typical two-year curriculum for transfer to a four-year college or university. For a more specific curriculum, students should consult their advisors and the catalog of their selected transfer institution for appropriate substitute courses.

General Core Requirements

I.	English/Speech (3 credits) ENG 121 English Composition I	3
IIa.	Mathematics (3 credits) MAT 121 College Algebra*	4
b.	Science (3 credits) BIO 105 Science of Biology	4
III.	Social and Behavioral Sciences (3 credits) PSY 101 General Psychology I	3
IV.	Humanities (3 credits) HUM 121 Survey of Humanities I*	3

Other Degree Requirements

General Education (6 credits)

Any courses chosen from the core curriculum
as listed on (page 18)

Professional Courses (9 credits)

CSC 111 Introduction to Computers		3
CSC 117 BASIC Computer Language		3
CSC 125 FORTRAN		3

Elective Credits (30-38 credits)

Recommended electives include:

CSC 127 COBOL		3
CSC 205 Introduction to Data Base Management		2
CSC 206 Data Structures		3
CSC 207 Operating Systems		3
CSC 208 Systems Analysis		3
CSC 215 Data Base Management Systems		2
Additional courses with CSC prefix		
MAT 201/202 Calculus I & II		10
PHY 111/112 Physics I & II		10
or Business related electives such as		
ACC 211/212 Principles of Accounting I & II		8

See your advisor.

* Other courses will meet this requirement. See the A.G.S. Degree requirements (page 37) for a complete list.

HISTORY ASSOCIATE OF ARTS

The courses listed below are typical two-year curriculum for transfer to a four-year college or university. For a more specific curriculum, students should consult their advisors and the catalog of their selected transfer institution for appropriate substitute courses.

I.	English/Speech (9 credits)	
	ENG 121 English Composition I	3
	ENG 122 English Composition II	3
	SPE 115 Principles of Speech Communications	3
IIa.	Mathematics (3 credits)	
	MAT 121 College Algebra*	4
b.	Science (4 credits)	
	BIO 105 Science of Biology*	4
	or AST 101 Astronomy I	4
III.	Social and Behavioral Sciences (9 credits)	
	HIS 201 U.S. History I	3
	HIS 202 U.S. History II	3
	ANT 111 Physical Anthropology	3
IV.	Humanities (9 credits)	
	HUM 121 Survey of Humanities I*	3
	HUM 122 Survey of Humanities II*	3
	LIT 201 Masterpieces of Literature I*	3

Other Degree Requirements

Math and Science (4 credits minimum)	
GEY 121 Historical Geology	4
Physical Education (2 credits)	
Any courses with PED prefix numbered above 100	2
Computer Science (3 credits)	
CSC 111 Introduction to Computers	3
Elective Credits (19 credits)	
Recommended electives include:	
HIS 101/102 Western Civilization I & II	6
POS 111 American Government	3
ANT 111 Cultural Anthropology	3
SOC 101/102 Introduction to Sociology I & II	6
GEO 105 World Regional Geography	3

* Other courses will meet this requirement. See the A.A. Degree requirements (page 35) for a complete list.

JOURNALISM ASSOCIATE OF ARTS

The courses listed below are typical two-year curriculum for transfer to a four- year college or university. For a more specific curriculum, students should consult their advisors and the catalog of their selected transfer institution for appropriate substitute courses.

General Core Requirements

I.	English/Speech (9 credits)		
	ENG 121 English Composition I		3
	ENG 122 English Composition II		3
	SPE 115 Principles of Speech Communications		3
IIa.	Mathematics (3 credits)		
	MAT 121 College Algebra*		4
b.	Science (4 credits)		
	BIO 105 Science of Biology*		4
	or AST 101 Astronomy I		4
III.	Social and Behavioral Sciences (9 credits)		
	SOC 101/102 Introduction to Sociology I & II		6
	POS 111 American Government		3
IV.	Humanities (9 credits)		
	HUM 121 Survey of Humanities I*		3
	HUM 122 Survey of Humanities II*		3
	LIT 201 Masterpieces of Literature I*		3

Other Degree Requirements

	Math and Science (4 credits minimum)		
	MAT 135 Introduction to Statistics		3
	CHE 101 Introduction to Chemistry I*		5
	Physical Education (2 credits)		
	Any courses with PED prefix numbered above 100		2
	Computer Science (3 credits)		
	CSC 111 Introduction to Computers		3
	Elective Credits (19 credits)		
	Recommended electives include:		
	JOU 111/112 Newswriting I & II		6
	JOU 115 Introduction to Photography		3
	ECO 201/202 Principles of Microeconomics		6
	& Principles of Macroeconomics		
	PSY 101/102 General Psychology I & II		6

* Other courses will meet this requirement. See the A.A. Degree requirements (page 35) for a complete list.

LITERATURE ASSOCIATE OF ARTS

The courses listed below are typical two-year curriculum for transfer to a four- year college or university. For a more specific curriculum, students should consult their advisors and the catalog of their selected transfer institution for appropriate substitute courses.

General Core Requirements

I. English/Speech (9 credits)	
ENG 121 English Composition I	3
ENG 122 English Composition II	3
SPE 115 Principles of Speech Communications	3
IIa. Mathematics (3 credits)	
MAT 121 College Algebra*	4
b. Science (4 credits)	
BIO 105 Science of Biology*	4
III. Social and Behavioral Sciences (9 credits)	
HIS 101 Western Civilization I	3
HIS 102 Western Civilization II	3
ANT 111 Cultural Anthropology	3
IV. Humanities (9 credits)	
HUM 121 Survey of Humanities I*	3
HUM 122 Survey of Humanities II*	3
LIT 201 Masterpieces of Literature I	3

Other Degree Requirements

Math and Science (4 credits minimum)	
AST 101 Astronomy I	4
or CHE 101 Introduction to Chemistry I	5
Physical Education (2 credits)	
Any courses with PED prefix numbered above 100	2
Computer Science (3 credits)	
CSC 111 Introduction to Computers	3
Elective Credits (19 credits)	
Recommended electives include:	
LIT 202 Masterpieces of Literature II	3
HUM 123 Survey of Humanities III	3
LIT 115 Introduction to Literature	3
PHI 111 Introduction to Philosophy	3
SOC 101/102 Introduction to Sociology I & II	6
PSY 101/102 Introduction to Psychology I & II	6

* Other courses will meet this requirement. See the A.A. Degree requirements (page 35) for a complete list.

MATHEMATICS ASSOCIATE OF SCIENCE

The courses listed below are typical two-year curriculum for transfer to a four-year college or university. For a more specific curriculum, students should consult their advisors and the catalog of their selected transfer institution for appropriate substitute courses.

General Core Requirements

I.	English/Speech (3 credits)		
	ENG 121 English Composition I		3
	ENG 122 English Composition II		3
	SPE 115 Principles of Speech Communications		3
IIa.	Mathematics (4 credits)		
	MAT 121 College Algebra*		4
b.	Science (8 credits)		
	PHY 111 Physics: Algebra Based I		5
	PHY 112 Physics: Algebra Based II		5
III.	Social and Behavioral Sciences (6 credits)		
	HIS 201 U.S. History I		3
	POS 111 American Government		3
IV.	Humanities (6 credits)		
	HUM 121 Survey of Humanities I*		3
	HUM 122 Survey of Humanities II*		3

Other Degree Requirements

	Math and Science (12 credits)		
	MAT 201/202 Calculus I & II		10
	MAT 122 College Trigonometry		3
	Physical Education (2 credits)		
	Any courses with a PED prefix numbered above 100		2
	Computer Science		
	CSC 111 Introduction to Computers		3
	Elective Credits (14 credits)		
	Recommended electives include:		
	CSC 117 BASIC Computer Language		3
	CSC 125 FORTRAN		3
	CHE 111/112 General College Chemistry I & II		10
	Chemistry I & II		

* Other courses will meet this requirement. See the A.S. Degree requirements (page 36) for a complete list.

SOCIAL SCIENCES
(Psychology, Sociology, Economics)
ASSOCIATE OF ARTS

The courses listed below are typical two-year curriculum for transfer to a four-year college or university. For a more specific curriculum, students should consult their advisors and the catalog of their selected transfer institution for appropriate substitute courses.

General Core Requirements

I. English/Speech (9 credits)	
ENG 121 English Composition I	3
ENG 122 English Composition II	3
SPE 115 Principles of Speech Communications	3
IIa. Mathematics (3 credits)	
MAT 121 College Algebra*	4
b. Science (4 credits)	
BIO 105 Science of Biology*	4
III. Social and Behavioral Sciences (9 credits)	
PSY 101 General Psychology I	3
PSY 102 General Psychology II	3
SOC 101 Introduction to Sociology	3
IV. Humanities (9 credits)	
HUM 121 Survey of Humanities I*	3
HUM 122 Survey of Humanities II*	3
LIT 115 Introduction to Literature	3

Other Degree Requirements

Math and Science (4 credits minimum)	
AST 101 Astronomy I	4
or CHE 101 Introduction to Chemistry I	5
Physical Education (2 credits)	
Any courses with PED prefix numbered above 100	2
Computer Science (3 credits)	
CSC 111 Introduction to Computers	3
Elective Credits (19 credits)	
Recommended electives include:	
SOC 102 Introduction to Sociology II	3
ECO 201/202 Principles of Macroeconomics & Principles of Microeconomics	6
POS 111 American Government	3
PSY 117 Human Growth/Development	3
PSY 215 Social Psychology	3
PSY 216 Human Sexuality	3

* Other courses will meet this requirement. See the A.A. Degree requirements (page 35) for a complete list.

AGRICULTURAL PROGRAMS

The agricultural program at Morgan Community College is designed to offer instruction in Farm and Ranch Management and associated classes. Created for the farm or ranch owner/manager, the program provides classroom and on-site assistance over a three-year period, although one or two year options are available. Other classes are offered for persons interested in a career in agriculture or agri-related businesses and provides a thorough preparation in current agri-related topics as well as accounting and computer applications for farms, feedlots, elevators, and related agri-business.

Students interested in continuing their education in agriculture at Colorado State University or similar institutions should consult an advisor about related course work in small business, accounting, or other agri-related programs at Morgan Community College.

FARM AND RANCH MANAGEMENT

Certificate

Year I

FRM 101	Farm and Ranch Management I	15
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Year II

FRM 102	Farm and Ranch Management II	15
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Year III

FRM 103	Farm and Ranch Management III	15
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AUTOMOTIVE PROGRAMS

The Automotive Programs are designed to offer study and training in two major areas. The curricula are: a nine-month Certificate in Automobile Body Repair and a nine-month Certificate in Automobile Technology. The following pages show these curricula.

In general, graduates of the Automobile Body Repair Program will be prepared for jobs such as auto body painter, frame repair person, and metal repair person. Graduates of the Automobile Technology program will be prepared for jobs such as automobile mechanic, garage mechanic, service mechanic, and tune- up mechanic.

These programs are all offered as full-time daytime programs in well equipped, computerized labs. Selected classes in this area may be offered at night upon request.



AUTOMOBILE BODY REPAIR Certificate

Semester I

ABR 105	Minor Body Repair	9
ABR 111	Auto Refinishing I	12
BAS 015	Basic Skills	2
HEA 126	Multimedia First Aid	<u>1</u>
	TOTAL CREDITS	24

Semester II

ABR 106	Basic Auto Painting	9
ABR 112	Auto Refinishing II	12
PSY 105	Psychology of Employment	<u>1</u>
	TOTAL CREDITS	22

AUTOMOBILE TECHNOLOGY Certificate

Semester I

AUT 101	Introduction to Automotive Electricity	3
AUT 102	Fuel and Emission Controls	5
AUT 105	Standard Drive Train	4
AUT 106	Automatic Transmission	5
AUT 111	Electrical and Emission Systems and Tune-Up I	4
BAS 015	Basic Skills	2
TOTAL CREDITS		23

Semester II

AUT 107	Automobile Braking System	4
AUT 108	Steering, Suspensions and Alignment	4
AUT 112	Electrical and Emission Systems and Tune-Up II	3
AUT 113	Computer Controlled Ignition and Fuel System	1
AUT 115	Automotive Air Conditioning	1
AUT 116	Engine Overhaul	9
HEA 126	Multimedia First Aid	1
PSY 105	Psychology of Employment	1
TOTAL CREDITS		24



BUSINESS/SECRETARIAL PROGRAMS

The Business Programs are designed to offer a broad opportunity for study and specialization. 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 nine-month Certificate program in Bookkeeping Clerk; and 4) a nine-month Certificate in Electronic Data Processing. The following pages show these curricula.

In general, graduates of the Business Management program will be prepared for jobs such as: supervisory assistant, department manager trainee, administrative assistant, chief clerk, and management staff. Graduates of the Accounting program will be prepared for jobs such as: billing clerk, bookkeeper, calculating machine operator, payroll/time clerk, accountant, head clerk trainee, and financial assistant. Graduates of the Bookkeeping Clerk program will be prepared for jobs such as: billing clerk, bookkeeper, calculating machine operator, and payroll/time clerk. Graduates of the Electronic Data Processing program will be prepared for jobs such as data entry clerk and computer operator.

The Secretarial Science programs are designed to offer a broad opportunity for study and specialization. The curricula are: 1) a two-year Associate of Applied Science degree program in Secretarial Science; 2) a nine-month Certificate in Word Processing; and 3) a nine-month Certificate in Stenographer. The following pages show these curricula.

The programs provide students with the background necessary to attain the standards of proficiency needed in secretarial or general office employment. In general, graduates of the Secretarial Science program will be prepared for jobs such as: administrative secretary, stenographer, secretary and clerk-typist. Graduates of the Word Processing program will be prepared for jobs such as: secretary, word processor technician, and clerk-typist. Graduates of the Stenographer program will be prepared for jobs such as: secretary, stenographer, and clerk-typist.

Computer related instruction in all areas enhances the classroom curriculum and provides students with the skills needed in today's "high-tech" society. These programs are offered as full-time daytime programs as well as selected evening classes.

ACCOUNTING

Associate of Applied Science Degree

Semester I		
BUS 111	Business English	3
BUS 215	Business Law	4
BUS 116	Business Math	3
BUS 115	Introduction to Business	3
ACC 101	Fundamentals of Accounting	<u>5</u>
TOTAL CREDITS		18
 Semester II		
BUS 112	Report Writing and Communications	3
SES 111	Typing I	3
ACC 211	Principles of Accounting I	4
ACC 102	Accounting Simulation	2
BUS 217	Information Processing	3
BUS 216	Records Management	<u>3</u>
TOTAL CREDITS		18
 Semester III		
ACC 212	Principles of Accounting II	4
ACC 205	Computerized Accounting Simulation	2
ECO 202	Principles of Microeconomics	3
PSY 106	Human Relations	3
MAN 211	Principles of Management	3
	General Ed. Elective	<u>3</u>
TOTAL CREDITS		18
 Semester IV		
ECO 201	Principles of Macroeconomics	3
ACC 213	Introduction to Cost Accounting	4
ACC 105	Individual Income Tax	3
BUS 117	Principles of Insurance	2
SPE 115	Principles of Speech Communications	3
BUS 205	Business Finance	<u>3</u>
TOTAL CREDITS		18

This program is not intended for transfer to a baccalaureate degree program; however, some of its courses may be accepted toward a bachelor's degree at some institutions. Please consult a faculty advisor for further information.

BOOKKEEPING CLERK Certificate

Semester I

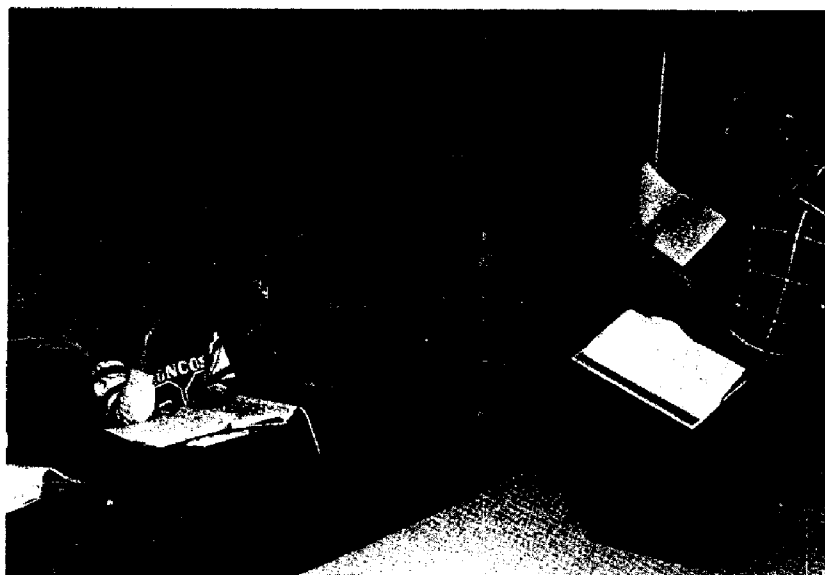
BUS 111	Business English	3
BUS 116	Business Math	3
BUS 115	Introduction to Business	3
BUS 215	Business Law	4
ACC 101	Fundamentals of Accounting	<u>5</u>

TOTAL CREDITS 18

Semester II

BUS 112	Report Writing and Communications	3
SES 111	Typing I	3
BUS 217	Information Processing	3
BUS 216	Records Management	3
ACC 102	Accounting Simulation	2
ACC 105	Individual Income Tax	<u>3</u>

TOTAL CREDITS 17



BUSINESS MANAGEMENT

Associate of Applied Science Degree

Semester I		
BUS 116	Business Math	3
BUS 111	Business English	3
BUS 215	Business Law	4
BUS 115	Introduction to Business	3
ACC 211	Principles of Accounting I	4
SES 105	Keyboarding	<u>1</u>
TOTAL CREDITS		18
 Semester II		
ACC 212	Principles of Accounting II	4
ACC 102	Accounting Simulation	2
BUS 112	Report Writing and Communications	3
BUS 217	Information Processing	3
BUS 216	Records Management	3
PSY 106	Human Relations	<u>3</u>
TOTAL CREDITS		18
 Semester III		
ECO 202	Principles of Microeconomics	3
MAN 211	Principles of Management	3
MAR 215	Principles of Marketing	3
MAR 216	Retailing	2
MAR 217	Advertising	2
MAN 215	Personnel Management	2
	General Ed. Elective	<u>3</u>
TOTAL CREDITS		18
 Semester IV		
ECO 201	Principles of Microeconomics	3
MAN 212	Management Simulation	2
MAN 205	Small Business Management	2
SPE 115	Principles of Speech	3
BUS 117	Principles of Insurance	2
ACC 105	Individual Income Tax	3
BUS 205	Business Finance	<u>3</u>
TOTAL CREDITS		18

This program is not intended for transfer to a baccalaureate degree program; however, some of its courses may be accepted toward a bachelor's degree at some institutions. Please consult a faculty advisor for further information.

ELECTRONIC DATA PROCESSING Certificate

Semester I

SES 105	Keyboarding	1
BUS 111	Business English	3
BUS 116	Business Math	3
BUS 217	Information Processing	3
CSC 116	BASIC for Business	3
ACC 101	Fundamentals of Accounting	5

TOTAL CREDITS 18

Semester II

BUS 112	Report Writing and Communication	3
CSC 127	COBOL	3
CSC 205	Introduction to Data Base Management	2
ACC 102	Accounting Simulation	2
CSC 208	Systems Analysis	3
CSC 112	Electronic Worksheets	2
BUS 105	Business Software	2

TOTAL CREDITS 17



SECRETARIAL SCIENCE

Associate of Applied Science Degree

Semester I

BUS 111	Business English	3
BUS 116	Business Math	3
SES 111	Typing I	3
SES 101	Shorthand I	4
ENG 106	College Study Skills	2
BUS 115	Introduction to Business	<u>3</u>

TOTAL CREDITS 18

Semester II

BUS 112	Report Writing and Communications	3
SES 112	Typing II	3
SES 102	Shorthand II	4
PSY 106	Human Relations	3
BUS 216	Records Management	3
BUS 217	Information Processing	<u>3</u>

TOTAL CREDITS 19

Semester III

ACC 101	Fundamentals of Accounting	5
SES 206	Speed Dictation and Transcription	2
BUS 215	Business Law	4
SES 113	Advanced Typing	3
PSY 115	Psychology of Stress and Wellness	2
MAN 215	Personnel Management	<u>2</u>

TOTAL CREDITS 18

Semester IV

SES 207	Office Procedures	3
SES 114	Word Processing Operations	6
SES 205	Machine Transcription	3
SPE 115	Principles of Speech	3
	General Ed. Elective	<u>3</u>

TOTAL CREDITS 18

* Electives in general education are selected with consent of the advisor.

This program is not intended for transfer to a baccalaureate degree program; however, some of its courses may be accepted toward a bachelor's degree at some institutions. Please consult a faculty advisor for further information.

STENOGRAPHER Certificate

Semester I

BUS 111	Business English	3
BUS 116	Business Math	3
SES 111	Typing I	3
SES 101	Shorthand I	4
BUS 216	Records Management	3
PSY 115	Psychology of Stress and Wellness	<u>2</u>

18

TOTAL CREDITS

Semester II

BUS 112	Report Writing and Communications	3
SES 112	Typing II	3
SES 102	Shorthand II	4
SES 114	Word Processing Operations	6
SES 207	Office Procedures	<u>3</u>

19

TOTAL CREDITS

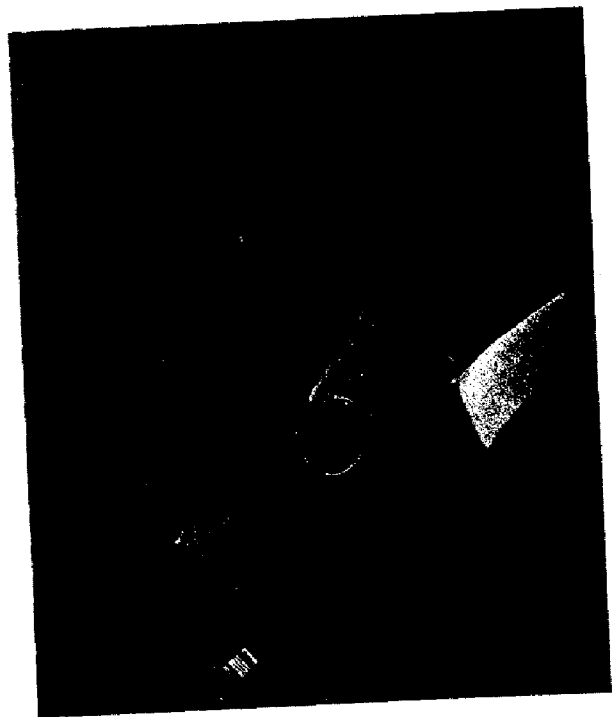
WORD PROCESSING Certificate

Semester I

		3
BUS 111	Business English	3
BUS 116	Business Math	3
SES 111	Typing I	3
BUS 216	Records Management	5
ACC 101	Fundamentals of Accounting	2
PSY 115	Psychology of Stress and Wellness	<u>2</u>
	TOTAL CREDITS	19

Semester II

		3
BUS 112	Report Writing and Communications	3
SES 112	Typing II	6
SES 114	Word Processing Operations	2
SES 205	Machine Transcription	<u>3</u>
SES 207	Office Procedures	<u>3</u>
	TOTAL CREDITS	17



CONSTRUCTION CARPENTRY

The Construction Carpenter program at Morgan Community College is an intensive, nine-month, two semester, certificate program. It is designed to help students develop the entry level skills for employment in jobs such as construction (residential) carpenter and carpenter's helper. This program completes in the spring of each year to provide optimum employment opportunity to the graduates.

CONSTRUCTION CARPENTRY

Certificate

Semester I

CAR 101	Orientation	1
CAR 102	Introduction to Carpentry	1
CAR 103	Hand Tools Project	1
CAR 111	Power Machines	1
CAR 112	Power Machines Project	2
CAR 116	Building Plans	2
CAR 121	Basic Floor and Sill Framing	1
CAR 122	Advanced Floor and Sill	2
CAR 131	Basic Wall Framing	1
CAR 132	Wall Layout	1
CAR 141	Basic Trusses	1
CAR 142	Basic Roof Framing	2
CAR 161	Site Development	1
CAR 162	Foundations	1
CAR 163	Concrete Forms	1
CAR 164	Practical Experience in Forming	3
BAS 105	Basic Skills	2
TOTAL CREDITS		24

Semester II

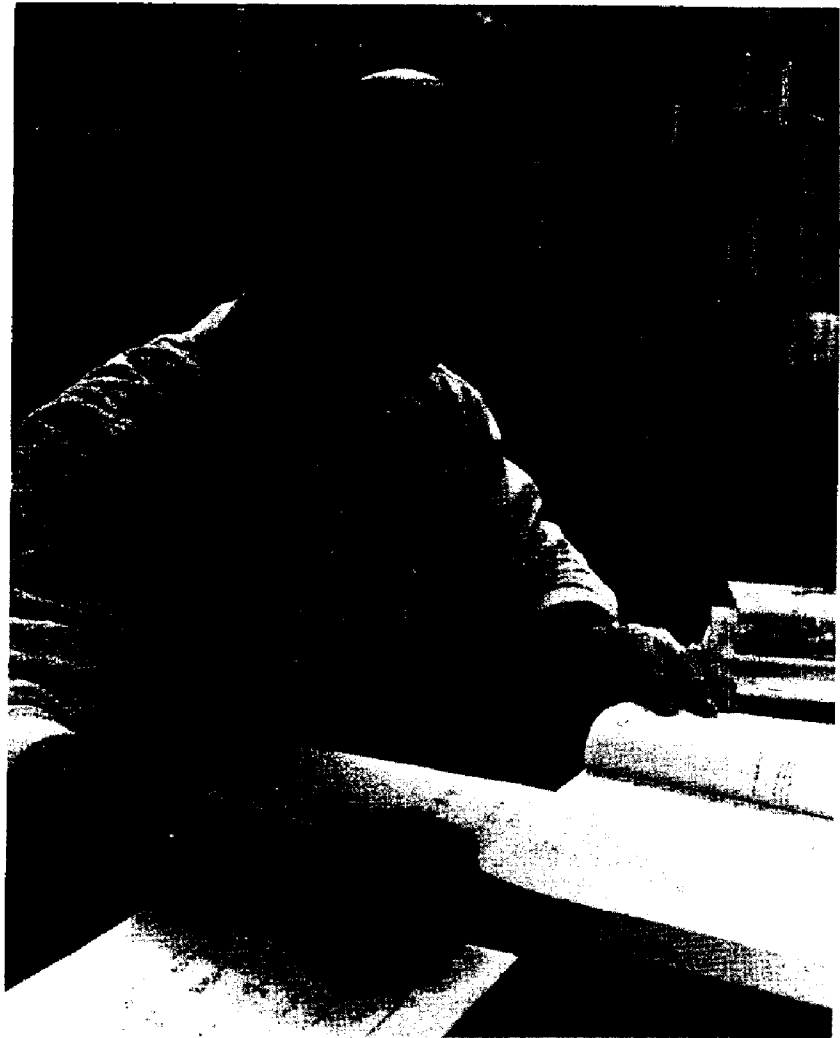
CAR 105	Roofing Material	1
CAR 106	Door Hanging and Trim	1
CAR 107	Interior Finish	1
CAR 108	Interior Trim	2
CAR 133	Wall and Partitions Framing	2
CAR 143	Advanced Roof Framing	2
CAR 151	Basic Exterior Finish	1
CAR 152	Advanced Exterior Finish	1
CAR 171	Energy Conservation	1
CAR 175	Building Construction	5
HEA 126	Multimedia First Aid	1
PSY 105	Psychology of Employment	1
	Electives	4
TOTAL CREDITS		23

ELECTRONICS TECHNOLOGY

The Electronics Technology program is a basic and thorough coverage of fundamental theory with an emphasis in digital, logic circuit, and computer applications. The curriculum is a two-year Associate of Applied Science degree program in Electronics Technology.

In general, graduates of the Electronics Technology program will be prepared for jobs such as electronics technician, industrial control technician, field technician, service technician, and production repair/control technician.

This program is offered in the daytime (early morning for Freshman and early afternoon for Sophomores). With sufficient public interest, evening classes will be offered.



ELECTRONIC TECHNOLOGY

Associate of Applied Science Degree

Semester I

MAT 106	Math for Technicians	6
ELE 101	Basic Electronics	3
ELE 102	Basic Electronics Lab	1
ELE 111	Shop Practices	2
HEA 105	Cardio Pulmonary Resuscitation	1
ELE 121	D C Circuits	4
ELE 122	D C Circuits Lab	<u>2</u>

TOTAL CREDITS 19

Semester II

ELE 112	Quality Standards and Practices	2
ELE 123	A C Circuits	6
ELE 124	A C Circuits Lab	2
ELE 131	Solid State Devices	4
ELE 132	Solid State Devices Lab	2
SPE 105	Communications	<u>4</u>

TOTAL CREDITS 20

Semester III

ELE 201	Analog Circuits	6
ELE 202	Analog Circuits Lab	4
ELE 211	Digital Circuits I	6
ELE 212	Digital Circuits Lab I	<u>4</u>

TOTAL CREDITS 20

Semester IV

ELE 213	Digital Circuits II	4
ELE 214	Digital Circuits II Lab	3
ELE 221	Robotics	2
ELE 222	Robotics Lab	1
ELE 223	Practical Troubleshooting Lab	1
ELE 231	Electronics Communications	2
ELE 232	Electronics Communications Lab	1
PSY 105	Psychology of Employment	2
	General Education Elective	<u>2</u>

TOTAL CREDITS 18

HUMAN SERVICES OCCUPATIONS PROGRAMS

Morgan Community College offers several occupational programs in the general area of health and human services. The expanding need for well trained personnel is being addressed in the currently offered programs of Home Health Aide and EMT. Upon successful completion of these programs, certificates are issued.

The Home Health Aide program provides training for those who assist professional health and social staff members who are responsible for providing home care services for the elderly, families with children, the chronically ill, and convalescent.

The EMT program is approved by the Colorado State Department of Health and prepares graduates for all jobs where such a certificate is required by statute, for example, that of ambulance driver or any other first responder occupation.

The College is presently planning curriculum and seeking approval for EMT-I program and the Physical Therapy Assistant program which will be offered during the 1988-89 school year. Further information about these programs is available from the Division of Instruction of the College.

HOME HEALTH AIDE Certificate

Semester I

HEA 107	First Aid	2
HEA 105	Cardio Pulmonary Resuscitation	1
HHA 105	Home Management	1
HHA 106	Illness and the Care Provider	1
HHA 111	Personal Care Skills	3
HHA 112	Home Health Lab	3
PSY 106	Human Relations	<u>3</u>
TOTAL CREDITS		14

NURSE AIDE Certificate

HHA 106	Illness and the Care Provider	1
HHA 111	Personal Care Skills	3
HHA 112	Home Health Lab	<u>1</u>
TOTAL CREDITS		5

INDUSTRIAL MAINTENANCE TECHNOLOGY PROGRAM

Industrial Maintenance is a program that offers training in a wide variety of subject areas. The student will develop an understanding of the skill and techniques required to enter the field of maintenance for a number of different industries. This program will be available at MCC in the Fall Semester.

INDUSTRIAL MAINTENANCE TECHNOLOGY Certificate

Semester I

MAT 115	College Mathematics	3
IMT 105	Basic Electrical Skills	3
IMT 205	Hydraulics	4
IMT 206	Power Transmission	3
IMT 208	Heating/Ventilation/Air-Conditioning	4
WEL 107	Maintenance Welding	3
HEA 126	Multimedia First Aid	<u>1</u>
		21

Semester II

SPE 105	Communications	4
IMT 106	Construction Skills	3
IMT 207	Pneumatics	3
IMT 245	Machinery-Installation	4
IMT 209	Electrical Trouble Shooting	3
CSC 111	Introduction to Computers	3
DRT 105	Drafting Fundamentals	<u>2</u>
		22

* Curriculum subject to change

L-P GAS OPERATIONS

The L-P Gas program is designed to offer a broad coverage of the various jobs performed in a liquified petroleum wholesale/retail/service/operation. The curriculum is a seven-month Certificate in L-P Gas Operations. The program begins in January and completes in late August of each year to provide optimum employment opportunities to the graduates.

In general, graduates of the L-P Gas Operations program will be prepared for jobs such as: bulk delivery or cylinder delivery truck driver, bulk plant operator/repair person, equipment installer, and equipment service person.

This program is an intensive full-time daytime program and is scheduled for approximately seven hours per day, five days a week.

The following are programmatic requirements:

1. Be 21 years old by time of graduation.*
2. Have a good driving record for past 3 years.*
3. Have demonstrated mechanical ability - (per APTICOM testing).
4. Enjoy working outside.
5. Have personal interview with instructor before start of class.
6. Have hair cut above collar and to middle of ear or tied back and secured. (lab safety requirement)
7. Wear appropriate clothing in lab. Shorts/cutoffs will not be allowed.

L - P GAS OPERATIONS Certificate

Semester I

BAS 015	Basic Skills	2
LPG 105	L-P Basics	4
LPG 111	L-P Gauges & Devices	4
LPG 112	Vehicle Care	2
LPG 113	L-P Containers & Installation	6
LPG 114	Regulators & Pipe Installation	<u>6</u>
TOTAL CREDITS		24

Semester II

HEA 126	Multimedia First Aid	1
LPG 121	L-P Transfer & Delivery	7
LPG 122	Safety & Emergency Procedures	3
LPG 123	Basic Appliances	9
PSY 105	Psychology of Employment	<u>1</u>
TOTAL CREDITS		21

* Department of Transportation requirements for driving a hazardous materials truck #391.11 and 391.15

LAW ENFORCEMENT

The Law Enforcement program is designed to provide basic training required of all employed law enforcement officers.

It is designed for both preemployment training and for employed law enforcement officers, such as city police personnel, highway patrol personnel, sheriff's office personnel, constables and the like.

The Morgan Community College Basic Law Enforcement Academy and the program it offers is annually approved by the Colorado Law Enforcement Training Academy.

The initial requirement for acceptance to the Law Enforcement Training program is a completed Application for Admission to Morgan Community College. After the prospective student has been accepted to the College, the following must be submitted in order to complete the acceptance requirement:

1. A high school transcript or GED Certificate.
2. A letter of recommendation from a Chief of Police or Sheriff in the student's home area.
3. Place of birth.
4. A list of all the states in which the student has lived.
5. Proof of insurance (Personal Property, Medical, and Automobile).

Using the submitted student information, the Morgan County Sheriff's Department will conduct a records check. With completion of the all paperwork, a personal interview with the prospective student will be conducted by the Law Enforcement Advisory Board.

LAW ENFORCEMENT TECHNOLOGY

Certificate

Semester I

LAE 105	Human Relations	1
LAE 106	Report Writing	2
HEA 107	First Aid	2
LAE 107	Arrest Tactics	1
LAE 108	Driving	1
LAE 115	Fire Arms	1
LAE 116	Administration of Justice	1
LAE 117	Basic Law	6
LAE 118	Traffic Control	2
LAE 125	Patrol Procedures	3
LAE 126	Investigations	4
TOTAL CREDITS		24

NANNY TRAINING PROGRAM COLORADO NANNY ACADEMY

Beginning Fall Semester, 1988, the Colorado Nanny Academy of Morgan Community College will prepare trainees for the ever-growing world of professional in-home child care. A nanny is a child care specialist who, as a member of the family team, provides for children's physical, emotional, social, and intellectual needs.

The two-semester program will combine both on-going general education classes and specially designed nanny training classes. The curriculum will include basics such as infant and child care, foods and nutrition, child health, development, and also such diverse topics as etiquette, family dynamics, discipline, travel, personal grooming, and children's clothing. On-the-job training will occur in private homes and will be at least 100 hours of the program.

The first Colorado Nanny Academy class will graduate in May, 1989. MCC will have a placement function ready to handle what is expected to be a large number of families requesting nannies. MCC is applying for accreditation with the American Council of Nanny Schools, and graduates will receive certification through the Colorado Community Colleges and Occupational Education System.

NANNY TRAINING PROGRAM COLORADO NANNY ACADEMY Certificate

Semester I

ENG 105	Fundamentals of Composition	3
NAN 211	The Nanny as a Professional I	2
HEA 135	Infant and Child Care	3
HEC 117	Children's Clothing	1
NAN 201	Nanny Practicum I	2
PSY 106	Human Relations	3
PSY 121	Child and Adolescent Psychology I	<u>3</u>
TOTAL CREDITS		17

Semester II

HEA 105	Cardio Pulmonary Resuscitation	1
HEA 107	First Aid	2
HEC 118	Child Nutrition and Food Preparation	2
NAN 202	Nanny Practicum II	2
NAN 212	The Nanny as a Professional II	3
PSY 122	Child and Adolescent Psychology II	2
PSY 125	Cognitive and Creative Activities	2
PSY 126	Family Relations	<u>1</u>
TOTAL CREDITS		15

PHYSICAL THERAPY ASSISTANT

In the top ten fastest growing occupations in the nation is the demand for Physical Therapy Personnel. Fall Semester, 1988, Morgan Community College will initiate a two-year curriculum to train physical therapy assistants. As a professional health care specialist, this occupation is projected to be in high demand beyond the year 2000.

The two-year curriculum will combine a blend of academic subjects and specialized occupation classes with emphasis on clinic experiences. Physical Therapy Assistants activity is in the restoration and maintenance of health, post-operative rehabilitation and working with chronically disabled. About 40 percent of the work force efforts are in hospitals, 30 percent in nursing homes and the balance in other settings, such as rehabilitation centers, home health, programs, and private practitioners' offices.

The first class of Physical Therapy Assistants will graduate May, 1990. Morgan Community College will coordinate placement activities with faculty, Colorado Physical Therapy Association, and Colorado Hospital Association. Morgan Community College is a candidate for accreditation from the American Physical Therapy Association and certification through the Colorado Community Colleges and Occupational Education System.

PHYSICAL THERAPY ASSISTANT

Semester I		
ENG 105	Fundamentals of Composition	3
PSY 111	General Psychology	3
HEA 117	Anatomy Terminology	1
PTA 111	Current Issues in Physical Therapy	1
BIO 235	Human Anatomy	4
PED 117	Physical Fitness	1
HEA 107	First Aid	2
		<u>15</u>
Semester II		
PTA 112	Introduction to Physical Therapy	1
PSY 117	Human Growth and Development	3
HEA 118	Medical Terminology	1
BIO 217	Human Physiology	4
HEA 105	Cardio Pulmonary Resuscitation	1
ENG 121	*English Composition I	3
SPE 115	*Principles of Speech Communications	3
MAT 115	College Mathematics	3
	* choose 1	<u>16</u>
Semester III		
+ PTA 112	Introduction to Physical Therapy	1
PTA 210	Physical Therapy Procedures I	6
PTA 220	Physical Therapy Procedures II	6
PTA 239	Structural and Functional Anatomy	4
PTA 221	Clinical Affiliations I	2
		<u>19</u>
Semester IV		
PTA 230	Physical Therapy Procedures III	6
PTA 240	Physical Therapy Procedures IV	6
PTA 225	Medical Lectures	5
PTA 222	Clinical Affiliations II	2
		<u>19</u>
Summer Session		
PTA 223	Clinical Affiliations III	6
PTA 245	Physical Therapy Seminar	1
		<u>7</u>

+ available for transfer in students

WELDING TECHNOLOGY PROGRAM

Upon successful completion of MCC's Welding Technology program, the student should have developed entry level skills and knowledge of gas, stick, MIG, and TIG welding. The techniques are demonstrated and skills are practiced in a lab set to meet industrial state-of-the-art standards.

The program is designed for open-entry which allows students to register at any time during the school year. Students may choose either day time offerings, evening classes, or a combination of both. Financial aid benefits are available for those who qualify.

WELDING TECHNOLOGY Certificate

Semester I

WEL 121	Welding Technology I	17
WEL 106	Symbols and Blueprint Reading	3
SPE 105	Communications	<u>4</u>
TOTAL CREDITS		24

Semester II

WEL 122	Welding Technology II	19
HEA 126	Multimedia First Aid	1
MAT 115	College Mathematics	<u>3</u>
TOTAL CREDITS		23



COURSE DESCRIPTIONS

ACCOUNTING

ACC 101 FUNDAMENTALS OF ACCOUNTING (75 lecture hours/5 credits/V)

Designed to introduce the student to the double-entry system of accounting. The complete cycle is covered for a sole proprietorship service enterprise and for the sole proprietorship merchandising enterprise. Areas of emphasis are accounts receivable, notes receivable, bad debts, accounts payable, notes payable, inventory costing, depreciation, accruals, payroll, and disposal of plant assets.

ACC 102 ACCOUNTING SIMULATION

(15 lecture hours/30 lab hours/2 credits/V) Prerequisite: ACC 101. Covers realistic accounting simulations for a merchandising enterprise. Manual and computerized practice sets will be utilized.

ACC 105 INDIVIDUAL INCOME TAX

(45 lecture hours/3 credits/V) Prerequisite: ACC 101 or consent of the instructor. Covers the development and basic structure of federal income tax laws and regulations, with emphasis on practice and problems in the filing of individual federal tax returns.

ACC 205 COMPUTERIZED ACCOUNTING SIMULATION (7 lecture hours/35 lab hours/2 credits/V)

Prerequisite: ACC 102. A continuation of computerized accounting practices. Intermediate accounting simulations and electronic worksheet applications of accounting are covered.

ACC 211 PRINCIPLES OF ACCOUNTING I (60 lecture hours/4 credits)

Covers the principles of double-entry accounting for a service and merchandising enterprise. The complete accounting cycle is covered as well as topics including notes and accounts receivable, inventories, cost of goods sold, plant and equipment, and long-term liabilities.

ACC 212 PRINCIPLES OF ACCOUNTING II (60 lecture hours/4 credits)

Prerequisite: ACC 211. Continues to develop double-entry accounting practices. Present value, partnership, corporate, manufacturing, cost accounting, responsibility, and budgeting are covered.

ACC 213 INTRODUCTION TO COST

ACCOUNTING (45 lecture hours/23 lab hours/4 credits) Prerequisite: ACC 212. An introductory course covering the utilization of budgetary principles for effective planning and controlling of manufacturing firms. Job order process and standard cost systems are covered.

V - Vocational Class

AGRICULTURE

AGL 115 ANIMAL SCIENCES (45 lecture hours/30 lab hours/4 credits)

Composition quality of meat, milk, eggs, wool; principles of genetics, nutrition, anatomy, and physiology as applied to production of livestock and poultry. Not acceptable for science requirement on A.A. or A.S. degree.

AGL 116 GENERAL CROPS (45 lecture hours/30 lab hours/4 credits)

Production and adaptation of cultivated crops; principles affecting growth, development, management, and utilization.

AGL 117 INTRODUCTORY SOIL SCIENCE (45 lecture hours/30 lab hours/4 credits)

Prerequisite: CHE 101. Formation, properties, and management of soils emphasizing soil conditions that affect plant growth. Not acceptable for science requirement on A.A. or A.S. degree.

AGL 118 AGRICULTURAL/NATURAL RESOURCE ECONOMICS (45 lecture hours/3 credits)

Economic principles as applied to agriculture, natural resources, price determination, resource allocation, government policies, and other contemporary problems. Credit not allowed for both AGR 118 and ECO 111.

ANTHROPOLOGY

ANT 101 CULTURAL ANTHROPOLOGY (45 lecture hours/3 credits)# Studies human cultural patterns and learned behavior. Includes linguistics, social and political organization, religion, culture and personality, culture change, and applied anthropology.

ANT 111 PHYSICAL ANTHROPOLOGY (45 lecture hours/3 credits)# Studies human biology and its effects on behavior. Includes principles of genetics and evolution, vertebrates and primates, human origins, human variation, and ecology.

ART

ART 111 ART HISTORY I (45 lecture hours/3 credits)# Provides the knowledge base to understand the visual arts, especially as related to Western Culture. Surveys the visual arts from the Ancient through the Medieval periods.

ART 112 ART HISTORY II (45 lecture hours/3 credits)# Provides the knowledge base to understand the visual arts, especially as related to Western Culture. Surveys the visual arts from the Renaissance through the Modern periods.

ART 115 BASIC DRAWING (15 lecture hours/60 lab hours/3 credits)* The basic elements and principles of drawing with emphasis on visual training, technical procedures, and the essentials of perspective are studied.



* - General Education Course
- General Education Common Core for the

ART 116 COLOR AND DESIGN (15 lecture hours/60 lab hours/3 credits)* Provides experience with basic color and design through experimentation and their applications to pure design, decorative design, and pictorial organization.

ART 117 PEN AND INK DRAWING (15 lecture hours/60 lab hours/3 credits)
Prerequisite: ART 115 or instructor's permission. The use of pen and ink will be explored through both black and white and color application in Fine Art and Commercial Art areas.

ART 118 LETTERING (10 lecture hours/40 lab hours/2 credits) Many lettering styles along with use of several medias will be taught. Both personal use and commercial lettering will be explored.

ART 211 ACRYLIC PAINTING I (15 lecture hours/60 lab hours/3 credits)
Prerequisite: ART 115 or instructor's permission. Introduction to this water-based media through the painting of landscapes, still life, and old buildings. Some drawing, design, and composition techniques will be included to provide the fundamental skills in painting with acrylics.

ART 212 ACRYLIC PAINTING II (15 lecture hours/60 lab hours/3 credits)
Prerequisite: ART 211 or instructor's permission. A continuation of ART 211.

ART 221 WATERCOLOR PAINTING I (15 lecture hours/60 lab hours/3 credits)* Prerequisite: ART 115 or instructor's permission. Provides a study of basic principles and techniques of watercolor painting as applicable to still life and landscape painting.

ART 222 WATERCOLOR PAINTING II (15 lecture hours/60 lab hours/3 credits)* Prerequisite: ART 221 or instructor's permission. A continuation of ART 221.

ART 231 OIL PAINTING I (15 lecture hours/60 lab hours/3 credits)* Prerequisite: ART 115 or instructor's permission. A comprehensive study of materials and concepts designed to improve painting skills. The course covers painting supports, paints and mediums, color and color mixing, composition, and methods of painting. The student may choose subject matter and style in accordance with personal preference. The course will include specific treatment for still life, landscape, water, mountain, tree, rock, building, seascape, cloud, portrait, and western paintings. Students will be presented the fundamental concepts of realistic, surrealist, and abstract forms of art.

ART 232 OIL PAINTING II (45 lecture hours/3 credits)* Prerequisite: ART 231 or instructor's permission. A continuation of ART 231.

ASTRONOMY

AST 101 ASTRONOMY I (45 lecture hours/30 lab hours/4 credits)# Studies the history of astronomy, the tools of the astronomer and the contents of the solar system: the planets, moons, asteroids, comets, and meteoroids. This course includes laboratory experience.

AST 102 ASTRONOMY II (45 lecture hours/30 lab hours/4 credits)# Studies the structure and life cycle of the stars, the sun, galaxies, and the universe as a whole, including cosmology and relativity. This course includes laboratory experience.

* - General Education Course

- General Education Common Core for the

AUTOMOBILE BODY REPAIR

ABR 105 MINOR BODY REPAIR (45 lecture hours/135 lab hours/9 credits/V)

Introduces the basic skills of minor body repair. Students receive instruction and training in oxyacetylene welding and brazing, repair of door panels, preparation of door panels for painting, and painting of door panels. Each student will: set up oxyacetylene equipment; weld and braze 20 gauge sheetmetal; weld, straighten and grind door panels; fill, contour, and prime door panels; and paint and finish door panels.

ABR 106 BASIC AUTO PAINTING (45 lecture hours/135 lab hours/9 credits/V)

Introduces the student to the basics of spot painting and prepares the student for the complete painting of an automobile with acrylic enamel and acrylic lacquer.

ABR 111 AUTO REFINISHING I (15 lecture hours/248 lab hours/12 credits/V)

Presents instruction and training in repair of body panels, preparation of spot areas for painting, spot painting, complete car preparation for painting, complete car painting and finishing, and estimation of time and materials costs for jobs. Each student will: use reference manuals; repair body panels; fill, sand and prime body panels; spot paint body panels; repair, sand, and prepare complete cars for painting; paint, buff, and clean-up complete paint jobs in acrylic enamel and acrylic lacquer; and estimate job costs.

ABR 112 AUTO REFINISHING II (15 lecture hours/248 lab hours/12 credits/V)

Advanced skills in auto painting using synthetics, polyurethanes and additives, in production of custom designs, and in repair of non-painted auto body areas and accessories will be introduced. Students receive instruction and training in application of special paints, use of paint additives, lay-out of custom paint jobs, custom painting, and job cost estimating, as well as repair and/or replacement of auto glass, auto trim, interior panels and seats, locks/latches, and electrical accessories. Each student will: use

reference manuals; prepare cost estimates; prepare complete cars for painting; paint, buff and clean-up complete paint jobs in synthetic paints and paints with additives; lay-out and complete custom paint jobs; remove and replace outside trims, vinyl panels, and weather-stripping. In addition, the following interior items will be removed and replaced: trim, door panels, seats, headliners, accessories, bulbs, and wiring.

V - Vocational Class

AUTOMOBILE TECHNOLOGY

AUT 101 INTRODUCTION TO AUTOMOTIVE ELECTRICITY (15 lecture hours/45 lab hours/3 credits/V)

Introduces electron theory, series circuits, parallel currents, Ohms Law, volts, ohms, amps, diodes, and transistors. Emphasis will be on understanding circuits and testing.

AUT 102 FUEL AND EMISSION CONTROLS (8 lecture hours/102 lab hours/5 credits/V)

Includes the principles and repair of the fuel, exhaust, and emission control systems with emphasis on computerized fuel systems, carburetor service and the use of electronic test devices. Students will learn to diagnose problems using various test equipment and make necessary adjustments.

AUT 105 STANDARD DRIVE TRAIN (8 lecture hours/79 lab hours/4 credits/V)

Covers the principles and repair of the standard transmission, drive line, rear axle, and trans axle assemblies.

AUT 106 AUTOMATIC TRANSMISSION (8 lecture hours/102 lab hours/5 credits/V)

Combines the principles, construction and operation of automatic transmissions. Continued study will emphasize diagnosis and service of automatic transmissions in bench model overhaul practices.

AUT 107 AUTOMOTIVE BRAKING SYSTEMS (8 lecture hours/79 lab hours/4 credits/V) Areas of instruction include principles, diagnosis, and service of drum, disc, and power brake units.

AUT 108 STEERING, SUSPENSIONS AND ALIGNMENT (8 lecture hours/79 lab hours/4 credits/V) Examines the principles and repair of steering and suspension systems. Balancing of tires and wheel alignment, including four wheel alignment, using electronic equipment will also be covered.

AUT 111 ELECTRICAL AND EMISSION SYSTEMS AND TUNE-UP I (15 lecture hours/68 lab hours/4 credits/V) Prerequisite or Corequisite: AUT 102. Includes the principles, maintenance, diagnosis, and repair of the battery, the lighting system, and the accessories system. Emphasis will be on diagnosis.

AUT 112 ELECTRICAL AND EMISSION SYSTEMS AND TUNE-UP II (8 lecture hours/57 lab hours/3 credits/V) Prerequisite: AUT 111. A continuation of AUT 111 with emphasis on ignition, emission, charging, and starting systems. Diagnosis will be emphasized. Also included will be modern tune-up procedures using electronics test equipment.

AUT 113 COMPUTER CONTROLLED IGNITION AND FUEL SYSTEMS (10 lecture hours/8 lab hours/1 credit/V) Prerequisite or Corequisite: AUT 112. Emphasizes the diagnosis of problems relating to the computerized ignition and fuel control systems.

AUT 115 AUTOMOTIVE AIR CONDITIONING (5 lecture hours/15 lab hours/1 credit/V) Covers the principles, construction, and operation of automotive air conditioner systems. Emphasis is on diagnosis, service, and charging methods of actual in-car systems.

AUT 116 ENGINE OVERHAUL (15 lecture hours/180 lab hours/9 credits/V) Expands and refines the knowledge of the design and principles of engine, block, valve trains, piston/rod/ring assemblies, crankshaft/bearing assemblies, cooling, and related systems. Each student will disassemble an engine, measure for wear, diagnose problems, and prepare estimate and cost sheets. Also included will be the machining operation of the valve train, block preparation, crankshaft/rod/piston assemblies, the reassembly of the complete engine, and all necessary adjustments. Tuning the engine to the manufacturer's specifications is also covered.

V - Vocational Class

BIOLOGY

BIO 105 SCIENCE OF BIOLOGY (45 lecture hours/30 lab hours/4 credits)# Examines the basis of biology in the modern world and surveys the current knowledge and conceptual framework of the discipline. Biology as a science — a process of gaining new knowledge — is explored as is the impact of biological science on society. This course includes laboratory experiences. Designed for non-science students.

BIO 111 GENERAL COLLEGE BIOLOGY I (60 lecture hours/30 lab hours/5 credits)# Examines the fundamental molecular, cellular, and genetic principles characterizing plants and animals. Includes cell structure and function, and the metabolic processes of respiration, and photosynthesis, as well as cell reproduction and basic concepts of heredity. This course includes laboratory experience.

BIO 112 GENERAL COLLEGE BIOLOGY II (60 lecture hours/30 lab hours/5 credits)# Prerequisite: BIO 111. A continuation of BIO 111. Includes ecology, evolution, classification, structure, and function in plants and animals. This course includes laboratory experience.

- General Education Common Core for the

BIO 215 FUNDAMENTALS OF HUMAN GENETICS (45 lecture hours/3 credits)

Presents Mendel's Laws, Mendelian genetics, and genetics of humans, cancer, immunogenetics, agriculture genetics, and genes and human health. This course is for non-science majors interested in the application of genetics to everyday life. BIO 215 does not apply to the science requirement of the A.S. degree.

BIO 216 GENETICS (45 lecture hours/3 credits) Prerequisite: BIO 112 or equivalent. Studies the fundamental laws of heredity and their application to plants and animals.

BIO 217 HUMAN PHYSIOLOGY (45 lecture hours/30 lab hours/4 credits) Prerequisite: Permission of instructor. Inspects the physiology of all the major organ systems. Systems control approach to normal functions of the human body. Adaption of the human body to stress, trauma and adjustment to internal and external environments is the primary lab activity.

BIO 218 MICROBIOLOGY FOR HEALTH SCIENCES (45 lecture hours/30 lab hours/4 credits) Prerequisite: BIO 112 or equivalent one-year college level biology and CHE 112. Emphasizes human and public health concerns. Required for nursing, dietetics, pre-veterinarian, and pre-dentistry majors.

BIO 221 MICROBIOLOGY (45 lecture hours/45 lab hours/4 credits) Prerequisite: BIO 112 or equivalent or permission of the instructor. Presents the fundamentals, theories, and applications of microbiology as applied to biomedical fields.

BIO 235 HUMAN ANATOMY (45 lecture hours/30 lab hours/4 credits) Prerequisite: Permission of instructor. Special emphasis on morphology with the development and histological aspects of the human body. Simulation and models of the human body are used. Laboratory includes examination of mammalian organs.

BUSINESS

BUS 105 BUSINESS SOFTWARE (15 lecture hours/23 lab hours/2 credits/V) Introduces popular software applications found in business and industry today.

BUS 111 BUSINESS ENGLISH (45 lecture hours/3 credits) Elements of the English language are studied and emphasis is placed on grammar rules, capitalization, word division, number usage, plurals, possessives, usage problems, and business vocabulary.

BUS 112 REPORT WRITING AND COMMUNICATIONS (45 lecture hours/3 credits) Prerequisite: BUS 111. Effective communication in business, forms and styles of business writing, business reports, and use of the business and technical library are covered. Emphasis is also given to the content of business letters and reports.

BUS 115 INTRODUCTION TO BUSINESS (45 lecture hours/3 credits) Surveys the major fields of business and their operations. Ownership, organization, marketing, labor-management relations, finance, management roles, and international business are emphasized.

BUS 116 BUSINESS MATH (30 lecture hours/23 lab hours/3 credits) Prerequisite: Asset test score of 23 or better or MAT 011. Develops the mathematical concepts and applications used in business computations. Percentages, ratios, banking, merchandising, and credit and finance applications are covered. Familiarization with the electronic calculator and the touch method is also included.

BUS 117 PRINCIPLES OF INSURANCE (30 lecture hours/2 credits) Covers aspects of property, life, liability and health insurance. Government regulations and contracts for insurance are discussed.

BUS 205 BUSINESS FINANCE (45 lecture hours/3 credits/V) Prerequisite: ACC 211. Surveys 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, the money supply, and long- and short-term financing.

- General Education Common Core for the A.A. and A.S. Degrees

BUS 215 BUSINESS LAW (60 lecture hours/4 credit) Examines the nature and development of the U.S. legal system and its application to business. Emphasis is on contracts, commercial paper, property, sales transactions, agency and bailments.

BUS 216 RECORDS MANAGEMENT (30 lecture hours/23 lab hours/3 credits) Designed to develop practices of administrative record systems, storage and retrieval methods, paperwork management, and modern filing techniques including computerized data base management. Practical experience is gained through the use of manual and computerized filing simulations.

BUS 217 INFORMATION PROCESSING (30 lecture hours/23 lab hours/3 credits) Surveys information processing systems and computer technology. The following topics are covered: description of how computers operate, business uses, business systems, system design and analysis, and an introduction to software applications.

V - Vocational Class

CHEMISTRY

CHE 101 INTRODUCTION TO CHEMISTRY I (60 lecture hours/30 lab hours/5 credits)# Prerequisite: Algebra or consent of instructor. For non-science majors, students in occupational and health programs, or students with no chemistry background. Includes measurements, atomic theory, chemical bondings, gas laws, condensed states, and organic chemistry. Laboratory experiments demonstrate the above concepts qualitatively and quantitatively.

CHE 102 INTRODUCTION TO CHEMISTRY II (60 lecture hours/30 lab hours/5 credits)# Includes hybridization of atomic or orbitals for carbon; nomenclature of organic compounds; preparations and reactions of hydrocarbons, alcohols, halides, amines, aldehydes, ketones, carboxylic acids, and their derivatives; and introduction to biological chemistry. Laboratory experiments demonstrate the above concepts qualitatively and quantitatively.

- General Education Common Core for the A.A. and A.S. Degrees

CHE 111 GENERAL COLLEGE CHEMISTRY I (60 lecture hours/45 lab hours/5 credits)# Prerequisite: One year of high school chemistry or equivalent. Corequisite: MAT 121 algebra or consent of the instructor. For science and engineering majors. Includes the study of measurements, atomic theory, chemical bonding, stoichiometry, gases, condensed states, solutions, and thermodynamics. Also includes the problem solving skills and descriptive contents for these topics. Laboratory techniques used in the experiments will demonstrate the above concepts as well as the qualitative and quantitative analytical techniques involved in chemistry.

CHE 112 GENERAL COLLEGE CHEMISTRY II (60 lecture hours/45 lab hours/5 credits)# Prerequisite: CHE 111. Includes chemical kinetics, chemical equilibrium, acid-base equilibrium, ionic equilibrium, electrochemistry, nuclear chemistry, and organic chemistry. Also includes the problem solving skills and descriptive contents for these topics. Organic chemistry may be included if time permits. The laboratory experiments will demonstrate both the qualitative and quantitative analytical techniques.

CHE 211 INTRODUCTION TO ORGANIC CHEMISTRY (45 lecture hours/30 lab hours/4 credits) Prerequisite: CHE 112. Presents the principles of organic chemistry and its application to living organisms including topics that apply to the human body.

CHE 221 INTRODUCTION TO BIOCHEMISTRY (45 lecture hours/30 lab hours/4 credits) Prerequisite: CHE 112. The student will learn the principles of biochemistry and its application to living organisms including topics that apply to the human body. Laboratory examination of principles of biochemistry will be included.

COMPUTER SCIENCE

- CSC 101 COMPUTER LITERACY (20 lecture hours/20 lab hours/2 credits)***
Introduces the various uses and applications of microcomputers including command instructions to carry out basic operations. Applications include the use of PRINT statements, arithmetic operations and graphic operations. CSC 101 does not apply to the Introduction to Computers requirement for any degree.
- CSC 102 INTRODUCTION TO WORDSTAR (20 lecture hours/20 lab hours/2 credits)** Provides hands-on training to familiarize each student with the word processing program called WordStar. The class is acceptable for the A.G.S. degree only.
- CSC 103 APPLEWORKS (20 lecture hours/20 lab hours/2 credits)** Provides hands-on training in the use of the Data Base, Word Processing, Spreadsheet, and Cut and Paste functions of Appleworks software. The class is acceptable for the A.G.S. degree only.
- CSC 104 INTRODUCTION TO LOTUS 1-2-3 (20 lecture hours/20 lab hours/2 credits)** Gives hands-on training in the use of the Spreadsheet, Data Base, and Graph functions of Lotus 1-2-3. Students should have a basic knowledge of computers, as well as some knowledge of spreadsheet functions and database functions. The class is acceptable for the A.G.S. degree only.
- CSC 111 INTRODUCTION TO COMPUTERS (30 lecture hours/30 lab hours/3 credits)*** Introduces the operation, history, and social impact of computers. Various types of programs such as word processing, graphics, filing, and computer games will be explored. Selected keywords from BASIC programming will be introduced.
- CSC 112 ELECTRONIC WORKSHEETS (20 lecture hours/20 lab hours/2 credits)*** Prerequisite: CSC 111 or BUS 217. Explores in-depth the use of the electronic worksheet. Students will learn to design templates, use built-in functions and work with multiple buffers.
- CSC 113 COMPUTER GRAPHICS (20 lecture hours/20 lab hours/2 credits)***
Prerequisite: CSC 111. Presents a variety of methods of generating computer graphics displays, including low and high resolution graphics and shape tables.
- CSC 116 BASIC FOR BUSINESS (45 lecture hours/3 credits)** Surveys the elements of the BASIC language and the applications of their use to business. Topics also include program structure, flow charting and debugging.
- CSC 117 BASIC COMPUTER LANGUAGE (45 lecture hours/3 credits)***
Gives elements of the BASIC language and applications to math and science. Structured programming will be emphasized along with flow charting and correcting program errors.
- CSC 125 FORTRAN (45 lecture hours/3 credits)** Includes the keywords and syntax of the FORTRAN language and applications to math and science. Structured programming will be emphasized including flow charting and debugging. Basic techniques in numerical methods, string manipulations, and random and sequential files will be learned.
- CSC 126 PASCAL (45 lecture hours/3 credits)** Provides the style of the PASCAL language and applications of the special structure of this computer language. Numerical methods, string handling, and file manipulation will be emphasized as well as flow charting and correcting errors.
- CSC 127 COBOL (45 lecture hours/3 credits)** Includes coding and execution of COBOL programs. A minimum of nine programs will be coded, documented, and executed using structured programming techniques. These programs will cover input and output operations, arithmetic verbs, report headings, report editing, control breaks, final total processing, use of nested IF's, and simple table handling procedures.
- CSC 205 INTRODUCTION TO DATA BASE MANAGEMENT (30 lecture hours/2 credits)*** Prerequisite: CSC 111 or BUS 217. Surveys the concepts, design and uses of non-relational data base management systems.

* - General Education Course

CSC 206 DATA STRUCTURES (45 lecture hours/3 credits) Introduces data organization and manipulation. Topics covered will include queues, stacks, lists, trees, records and files. Various sorting and file handling techniques will be covered.

CSC 207 OPERATING SYSTEMS (45 lecture hours/3 credits) Emphasizes the organization and design of several different operating systems ranging from a single user system for micro-processors to a complex multi-user system on a multi-purpose computer system.

CSC 208 SYSTEMS ANALYSIS (45 lecture hours/3 credits) Surveys materials, techniques, and procedures to develop a computerized business system. The design of an actual system will be required. Topics include the systems approach, fact gathering techniques, forms design, input/output, file design, file organization, various charting techniques, system processing and controls, system presentation techniques, system audits and controls, project management, implementation and evaluation.

CSC 215 DATA BASE MANAGEMENT SYSTEMS (30 lecture hours/2 credits) Prerequisite: CSC 116/117 or CSC 126 or CSC 127. Presents concepts of data base management along with practical applications using an advanced data base management tool.

CONSTRUCTION CARPENTRY

CAR 101 ORIENTATION (7 lecture hours/13 lab hours/1 credit/V) Acquaints the student with the shop area and regulations of the program. Includes assessment tests, standing committees, youth organization, and general shop and tool safety.

CAR 102 INTRODUCTION TO CARPENTRY (7 lecture hours/13 lab hours/1 credit/V) Includes units in basic measurement, hardware and fasteners, use and care of hand tools, lumber and sketching.

CAR 103 HAND TOOLS PROJECTS (7 lecture hours/13 lab hours/1 credit/V) Includes the planning and building of a simple project using as many hand tools as possible.

CAR 105 ROOFING MATERIALS (7 lecture hours/13 lab hours/1 credit/V) Investigates the different types of roof coverings and their application.

CAR 106 DOOR HANGING AND TRIM (7 lecture hours/13 lab hours/1 credit/V) Studies terms, parts, and types of doors including the development of the skills needed to install door frames, hang doors, install lock-sets and trim doors and windows.

CAR 107 INTERIOR FINISH (7 lecture hours/13 lab hours/1 credit/V) Covers the cost estimates of materials, the methods of application, and finishing skills used in working with gypsum wallboard-taping, jointing, and texture.

CAR 108 INTERIOR TRIM (10 lecture hours/30 lab hours/2 credits/V) Reviews the basic finishing course and continues its work. Dry wall textures and acoustical finishes will be studied. The cutting and fitting of trim such as casing, base board, quarter round, and moldings will also be presented as it applies to the finishing process.

CAR 111 POWER MACHINES (7 lecture hours/13 lab hours/1 credit/V) Demonstrates and practices safe use of all wood-working machines in the shop. Students will be required to pass safety test. The class will end with the construction of double pole scaffolds with the use of the machines.

CAR 112 POWER MACHINES PROJECTS (10 lecture hours/30 lab hours/2 credits/V) Includes reading plans, writing a bill of material, cutting material to size and shape; then, combining these materials into a project.

CAR 116 BUILDING PLANS (10 lecture hours/30 lab hours/2 credits/V) Examines the planning which goes into any building project. The student will be introduced to architectural graphics, plot plans, floor plans, and elevation view, as well as, the uniform building code and building permits.

* - General Education Course

CAR 121 BASIC FLOOR AND SILL FRAMING (7 lecture hours/13 lab hours/1 credit/V) Studies the first phase of house construction: types of framing including terms, identification of framing members, estimating materials; then, the layout and assembly of a floor including the subfloor.

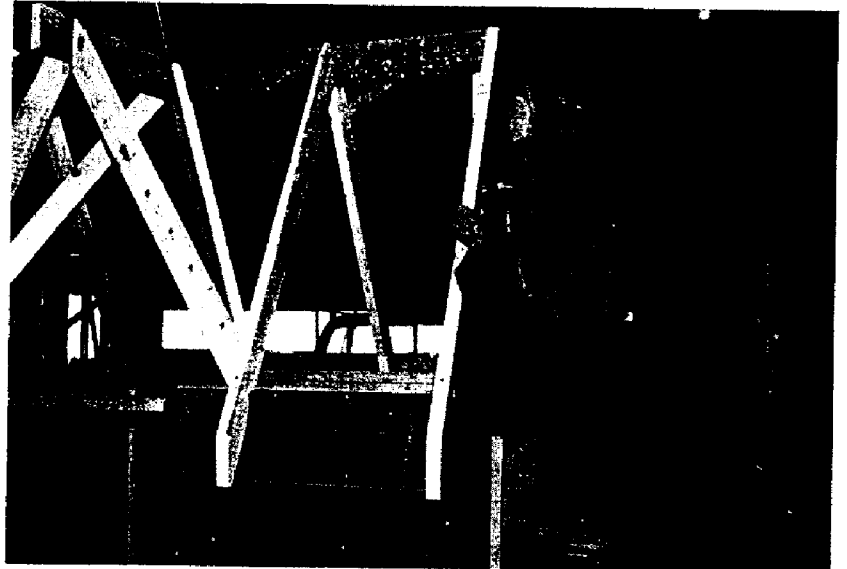
CAR 122 ADVANCED FLOOR AND SILL FRAMING (10 lecture hours/30 lab hours/2 credits/V) Begins with a review of framing styles and members and the estimate of materials. The work done during this class will use full-size materials. The class objective will be to improve speed and accuracy in framing floors.

CAR 131 BASIC WALL FRAMING (7 lecture hours/13 lab hours/1 credit/V) Begins with wall framing terms and identification of framing members; then, the building of corners, partition 'T's, and headers. Some math will be used to figure length of members and estimate materials needed to complete the walls.

CAR 132 WALL LAYOUT (5 lecture hours/15 lab hours/1 credit/V) Covers the four steps of layout including marking up the blueprint, snapping out the location of all walls, cutting and fitting of all plates, and the laying out of the details of the walls onto the plates.

CAR 133 WALL AND PARTITION FRAMING (10 lecture hours/30 lab hours/2 credits/V) Reviews the terms, calculations, and methods used in wall framing. Materials will be estimated. Walls will be built. Windows and doors will be built and installed. The reading of plans, layouts, lengths of members as well as speed and accuracy will be emphasized.

CAR 141 BASIC TRUSSES (7 lecture hours/13 lab hours/1 credit/V) Studies roof framing fundamentals. It will include the study of roof pitch, rise, run, span, and types of trusses and parts. Information will be used to build and erect trusses of a gable roof.



- CAR 142 BASIC ROOF FRAMING** (13 lecture hours/27 lab hours/2 credits/V) Studies the use of the rafter framing square to cut and fit a roof frame to many styles of roofs including the hip, gambrel and gable.
- CAR 143 ADVANCED ROOF FRAMING** (10 lecture hours/30 lab hours/2 credits/V) Begins with a review of the use of a framing square and the cutting of common rafters, the estimate of construction materials, and the development of the framing of more complex roof framing including hip, valley, and jack rafters. The student will increase their speed and accuracy in framing as they design and frame different shapes of roofs and dormers.
- CAR 151 BASIC EXTERIOR FINISH** (7 lecture hours/13 lab hours/1 credit/V) Covers the building of different styles of cornice, the application of different types of molding and siding, the hanging of windows, and the estimating of cost of materials.
- CAR 152 ADVANCED EXTERIOR FINISH** (5 lecture hours/15 lab hours/1 credit/V) The Basic Exterior Finish class will be reviewed and expanded to more complex styles and methods in this class. The student will study and build cornices and rakes, and apply different types of siding and shingles.
- CAR 161 SITE DEVELOPMENT** (5 lecture hours/15 lab hours/1 credit/V) Examines the land on which a structure is to be built. The class will include units on site selections, site preparation, and site layout.
- CAR 162 FOUNDATIONS** (5 lecture hours/15 lab hours/1 credit/V) Presents the types of foundations, parts of foundations, and materials used in foundations. Steps in foundation construction will also be studied.
- CAR 163 CONCRETE FORMS** (5 lecture hours/15 lab hours/1 credit/V) Provides information concerning the purpose of forms, the parts of forms, and the construction of forms for different types of concrete pours.
- CAR 164 PRACTICAL EXPERIENCE IN FORMING** (15 lecture hours/45 lab hours/3 credits/V) Reviews past classes and the development of sites. Practical experience in setting of forms, mixing of concrete, pouring concrete, and removing of forms will be acquired. Some time will be spent in finishing the concrete with the tools of the trade and estimating materials.
- CAR 171 ENERGY CONSERVATION** (7 lecture hours/13 lab hours/1 credit/V) Includes energy saving aspects of construction with the majority of the information devoted to types of insulation, their advantages, and methods of application.
- CAR 172 INTRODUCTION TO SOLAR ENERGY** (30 lecture hours/2 credits/V) Studies natural processes that can be used to heat or cool living spaces, to reduce the cost, and to help with the conservation of fossil fuels. The class objective is to develop an understanding of the principles of solar energy and its conservation benefits.
- CAR 173 SOLAR ENERGY RESEARCH** (13 lecture hours/27 lab hours/2 credits/V) Examines the operation of solar power. During this class, the student will research a solar system; then, design, build, and test a model of their system. The objective of the class is for the student to develop a working knowledge of a basic solar system.
- CAR 175 BUILDING CONSTRUCTION** (25 lecture hours/75 lab hours/5 credits/V) Reviews and applies all applications of the Construction Carpentry program. It will start with the selection and development of a site and will continue to the completion of a full-size building. The evaluation of each student's achievement will be derived from a log recording what he/she did each day on the job as it relates to pre-set standards of accuracy and speed.

V - Vocational Class

DRAFTING

DRT 105 DRAFTING FUNDAMENTALS (60 lab hours/2 credits)* Introduces students to drafting. During this class the student will be presented the correct use of drafting tools and methods of lettering as well as the alphabet of lines and dimensioning. The emphasis will be on Orthographic Drawing, Pictorial Drawing and Sketching.

ECONOMICS

ECO 115 CONSUMER ECONOMICS (30 lecture hours/2 credits)* Basic economic facts and how they relate to the consumer. Personal and family values, goals and resources, and the effective consumption of various goods and services are emphasized.

ECO 201 PRINCIPLES OF MACRO-ECONOMICS (45 lecture hours/3 credits)# Studies the American economy, stressing the interrelationships among the household, business, and government sectors. Explores saving and investment decisions, unemployment, inflation, national income accounting, taxing and spending policies, the limits of the market and government, public choice theory, the Federal Reserve System, money and banking, and international trade.

ECO 202 PRINCIPLES OF MICRO-ECONOMICS (45 lecture hours/3 credits)# Studies the firm in-depth, the nature of cost, and how those relate to the economy as a whole. Analyzes economic models of the consumer, perfect competition, monopoly, oligopoly, and monopolistic competition. Explores economic issues including market power, population growth, positive and negative externalities, income distribution, poverty and welfare, discrimination, and international economic interdependence.

EDUCATION

EDU 115 EARLY FIELD EXPERIENCE IN EDUCATION (Variable/37.5 to 75 field hours/1- 2 credits) Provides classroom experience as teacher aides and coaching assistants to students anticipating careers in the teaching profession.

ELECTRONICS

ELE 101 BASIC ELECTRONICS (45 lecture hours/3 credits/V) Prerequisite: One year of high school algebra or proficiency test-out. Corequisite: ELE 102, MAT 106 or proficiency test-out. Covers atomic theory, Ohms Law, and power equations. Also included is component identification such as resistors and their color code, capacitors, and inductors. Safety and knowledge is insured through a written test.

ELE 102 BASIC ELECTRONICS LABORATORY (23 lab hours/1 credit/V) Corequisite: ELE 101. Construction, measurement, and experimentation with circuits covered in Basic Electronics.

ELE 111 SHOP PRACTICES (45 lab hours/2 credits/V) Manufacturing of printed circuit boards, soldering, assembly, desoldering, and disassembly of electronic components as required in prototyping and repairing electronic devices are included in this class. Safety on soldering irons, and other tools is insured through written and performance tests.

ELE 112 QUALITY STANDARDS AND PRACTICES (45 lab hours/2 credits/V) Prerequisite: ELE 111. Includes a discussion of static electricity and its effects on static sensitive equipment, neatness in construction techniques, and heatsinking techniques used in equipment. Safety and knowledge is insured by written and performance tests.

* - General Education Course

- ELE 121 D C CIRCUITS (60 lecture hours/4 credits/V)** Prerequisite or Corequisite: ELE 101 or proficiency test-out. Corequisite: ELE 122 or proficiency test-out. Covers direct current and alternating current concepts including circuits (simple and compound), magnetism, coils, capacitors, sine waves, square waves, and basic pulse signals. Safety and knowledge is insured through a written test.
- ELE 122 D C CIRCUITS LABORATORY (45 lab hours/2 credits/V)** Corequisite: ELE 121. Construction, measurement and experimentation with circuits covered in D C Circuits.
- ELE 123 A C CIRCUITS (100 lecture hours/6 credits/V)** Prerequisite: ELE 121 or proficiency test-out. Corequisite: ELE 124. Concludes the study of alternating current concepts and covers semiconductor devices including power supplies, amplifier circuits, oscillators, multivibrators and switches. Safety and knowledge is insured through a written test.
- ELE 124 A C CIRCUITS LABORATORY (60 lab hours/2 credits/V)** Corequisite: ELE 123. Construction, measurement and experimentation with circuits covered in A C Circuits.
- ELE 131 SOLID STATE DEVICES (60 lecture hours/4 credits/V)** Prerequisite or Corequisite: ELE 123 or proficiency test-out. Corequisite: ELE 132. An introduction to semiconductor devices and their
- ELE 131 SOLID STATE DEVICES (60 lecture hours/4 credits/V)** Prerequisite or Corequisite: ELE 123 or proficiency test-out. Corequisite: ELE 132. An introduction to semiconductor devices and their theory of operation. These devices include diodes, PNP and NPN transistors, FET transistors, SCR's, TRIAC's, and other popular semiconductor devices. Safety and knowledge is insured by written and performance tests.
- ELE 132 SOLID STATE DEVICES LABORATORY (60 lab hours/2 credits/V)** Corequisite: ELE 131. Construction, measurement, and experimentation with circuits covered in Solid State Devices.
- ELE 201 ANALOG CIRCUITS (90 lecture hours/6 credits/V)** Prerequisite: ELE 132 or proficiency test-out. Corequisite: ELE 202. Examines amplifiers, oscillators, pulse shapers, multivibrators, Schmitt, triggers, and ramp generators with in-depth study of OP amps and timers. Safety and knowledge is insured by written and performance tests.
- ELE 202 ANALOG CIRCUITS LABORATORY (90 lab hours/4 credits/V)** Corequisite: ELE 201. Construction, measurement, and experimentation with circuits covered in Analog Circuits.
- ELE 211 DIGITAL CIRCUITS I (90 lecture hours/6 credits/V)** Prerequisite or Corequisite: ELE 202 or proficiency test-out. Corequisite: ELE 212. Covers digital fundamentals, semiconductor devices for digital circuits, basic logic circuits, digital integrated circuits, flip-flops, registers, clocks, combinational logic circuits, sequential logic circuits, counters, and shift registers. Safety and knowledge is insured through written and performance tests.
- ELE 212 DIGITAL CIRCUITS LABORATORY I (90 lab hours/4 credits/V)** Corequisite: ELE 211. Construction, measurement, and experimentation with circuits covered in Digital Circuits I.
- ELE 213 DIGITAL CIRCUITS II (60 lecture hours/4 credits/V)** Prerequisite: ELE 211 or proficiency test-out. Corequisite: ELE 214. Covers number systems and codes, microcomputer basics, and an introduction to programming. Also covers the 6800 microprocessor, its hardware and the interfacing of computer elements. Safety and knowledge are insured through written and performance tests.
- ELE 214 DIGITAL CIRCUITS LABORATORY II (68 lab hours/3 credits/V)** Corequisite: ELE 213. Programming, construction, measurement, and experimentation with circuits and programs covered in Digital Circuits II.

ELE 221 ROBOTICS (30 lecture hours/ 2 credits/V) Prerequisite or Corequisite: ELE 211. Corequisite: ELE 222. Provides a basic introduction in the principles of robotic technology. Topics include robot fundamentals, AC and fluidic power, DC motors and positioning, microcomputer controllers and data acquisition, data handling and conversion, and voice synthesis. Safety and knowledge is insured through written tests.

ELE 222 ROBOTICS LABORATORY (23 lab hours/1 credits/V) Corequisite: ELE 221. Programming, construction, measurement, and experimentation with circuits and programs are covered.

ELE 223 PRACTICAL TROUBLESHOOTING LABORATORY (30 lab hours/1 credit/V) Prerequisite or Corequisite: ELE 221 or proficiency test-out. Troubleshooting techniques for Digital Circuits, Analog Circuits, and Microprocessors.

ELE 231 ELECTRONICS COMMUNICATIONS (30 lecture hours/2 credits/V) Prerequisite or Corequisite: ELE 211 or proficiency test-out. Corequisite: ELE 232. Introduces students to the fundamentals of electronic communications. Instructor guided, the course takes the student through amplitude, frequency, phase, and angle modulation, through a study of transmitters and antennas, incorporating satellite dishes, receivers, trackers, and our mini cable system here in the college. Safety and knowledge are insured through written tests.

ELE 232 ELECTRONICS COMMUNICATIONS LABORATORY (23 lab hours/1 credit/V) Corequisite: ELE 231. Construction, measurement, and experimentation with circuits covered in Electronic Communications.

V - Vocational Class

EMERGENCY MEDICAL TECHNOLOGY

EMT 105 EMERGENCY MEDICAL TECHNOLOGY BASIC (90 lecture hours/30 lab hours/ 7 credits/V) Prerequisite: current CPR card. Designed to prepare the student for certification in the state of Colorado as an Emergency Medical Technician-Basic. Class content follows the guidelines established by the United States Department of Transportation. Topics include an introduction to the program, patient assessment, breathing aids, bleeding, shock, soft tissue and extremity injuries, traction, skull, spine and chest injuries, emergency room orientation, fractures and splints, poison, drugs, burns, obstetrics, pediatrics, psychiatric care, crisis intervention, disaster assistance, extrication, transportation, and emergency driving. Ten hours of practical experience are also required.

EMT 106 EMERGENCY MEDICAL TECHNOLOGY REFRESHER (30 lecture hours/2 credits/V) Refresher course for renewal of the EMT Basic. Reviews knowledge and skills of emergency procedures, current roles and legal responsibilities of the EMT, and tools for application of care are stressed.

V - Vocational Class

ENGLISH

ENG 105 FUNDAMENTALS OF COMPOSITION (45 lecture hours/3 credits)* Organization of thought, levels of usage, spelling, punctuation, and grammar in relation to writing sentence structure: and essays.

* - General Education Course

ENG 106 COLLEGE STUDY SKILLS (30 lecture hours/2 credits)* Recommended for students who are in their first semester and for those who would like to learn or enhance the skills of concentration and memory, note-taking, library usage, and writing. Students will assess their individual learning styles and writing skills. Class activities are a combination of individualized instruction and group exercises.

ENG 121 ENGLISH COMPOSITION I (45 lecture hours/3 credits)# Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. Includes a minimum of five (5) compositions, which may include expressive, informative, analytical, evaluative, and persuasive writing.

ENG 122 ENGLISH COMPOSITION II (45 lecture hours/3 credits)# Prerequisite: ENG 121. Expands and refines the objectives of English Composition I. Emphasizes critical and logical thinking, problem definition, research strategies, and writing analytical, evaluative, and/or persuasive papers that incorporate research.

ENG 215 POETRY WRITING (45 lecture hours/3 credits) Prerequisite: LIT 115 or permission of instructor. Presents the basic forms of poetry; by discussion and experimentation of these forms and techniques, students write and evaluate original verse.

ENG 216 FICTION WRITING (60 lecture hours/4 credits)* An introduction to basic principles and practices of writing creative short stories.



* - General Education Course

- General Education Course

FARM AND RANCH MANAGEMENT

FRM 101 FARM AND RANCH MANAGEMENT I (45 lecture hours/45 private instruction hours/270 co-op hours/15 credits/V) Emphasizes farm and ranch records and accounting. It is organized to develop an accurate and realistic source of information which can be used to locate problems, set up objectives and evaluate the resources available to each enrollee. Complete records of the farm or ranch and home businesses on a full business cycle are necessary. This program is a computerized accounting system.

FRM 102 FARM AND RANCH MANAGEMENT II (45 lecture hours/45 private instruction hours/270 co-op hours/15 credits/V) Continues to apply principles learned in year one. Utilizing the computer, records from the previous years will be analyzed. General interpretation of the farm or ranch business analysis will point to strengths and weaknesses of the agricultural business. A variety of reports will be available from the computer program.

FRM 103 FARM AND RANCH MANAGEMENT III (45 lecture hours/45 private instruction hours/270 co-op hours/15 credits/V) Instruction will continue with analysis of record systems, accounting systems and practices, enterprise analysis, and a total review of the farm or ranch as a business enterprise. Emphasis will be placed on reorganizing the agribusiness to meet both business and family living goals.

For detailed information on the accounting system employed or the financial records (cash flow, year end, tax forms, etc.) available through this program, call the program coordinator at 303-867-3081 or 1-800-622-0216.

V - Vocational Class

GEOGRAPHY

GEO 105 WORLD REGIONAL GEOGRAPHY (45 lecture hours/3 credits)#
An introductory course designed to facilitate an understanding of spatial relationships between and among the geographic regions of the world. Included are demographic and cultural (political, economic, and historic) forces related to the physical environments of selected regions. Methods of study include analysis of/and interrelationships between developed and developing regions.

GEOLOGY

GEY 111 PHYSICAL GEOLOGY (45 lecture hours/30 lab hours/4 credits) Studies the materials of the earth, its structure, surface features, and the geologic processes involved in its development. This course includes laboratory experience.

GEY 121 HISTORICAL GEOLOGY (60 lecture hours/4 credits) Prerequisite: GEY 111 or consent of instructor. Studies the physical and biological development of the earth through the vast span of geological time. Emphasizes the investigation and interpretation of sedimentary rocks, the record of ancient environments, fossil life forms, and physical events, all within the framework of shifting crustal plates.

- General Education Common Core for the

HEALTH

HEA 105 CARDIO PULMONARY RESUSCITATION (15 lecture hours/1 credit) Introduces CPR, an emergency lifesaving technique. Basic skills are given in one man or two man rescue; infant, child CPR; and choking procedures. The structure and function of the heart, its mechanics and some of the ways it can malfunction are explained. A review of the risk factors thought to lead to heart disease completes the class.

HEA 107 FIRST AID (30 lecture hours/2 credits) Covers standard emergency first aid care, safety precautions and rescue techniques. Topics include artificial respiration, burns, shock, hemorrhage, frostbite and heat stroke/hypothermia, sprains, fractures, poisoning, and sudden illness such as epilepsy, diabetes, and stroke. Practical application of skills is emphasized.

HEA 108 FIRST AID RECERTIFICATION (15 lecture hours/1 credit/V) Refresher course for renewal of the Standard First Aid card. Reviews knowledge and skills of standard emergency first aid care. Practical application of skills is emphasized.

HEA 115 FIRST RESPONDER (30 lecture hours/15 lab hours/2 credits/V) Introduces emergency care for first responders. Subjects covered include immediate rescue techniques and urgent care steps. Particular emphasis is placed on problem solving and practical application of skills in hemorrhage, shock, hypothermia, excessive heat, sprains, dislocations, fractures, and burns. CPR care of sudden illness as stroke, epilepsy, diabetic coma, and poisoning/drug abuse.

HEA 116 PERSONAL AND FAMILY HEALTH (30 lecture hours/2 credits/V) Discuss and receive very practical, usable information about health problems or concerns. Students will integrate a wellness approach to your lifestyle. Investigate topics: consumer health, venereal disease, environmental health, and other major health concerns.

HEA 117 ANATOMY TERMINOLOGY (15 lecture hours/1 credit/V) Basic structure and function of human body systems are developed into verbal and written vocabulary terms used in anatomy and physiology. The course includes correct spelling, pronunciation and translating into non-medical terms. Audio-visual aids and discussion are used.

HEA 118 MEDICAL TERMINOLOGY (15 lecture hours/1 credit/V) Build skills in verbal and written communication of medical terms. A basic study of medical words includes defining, spelling, pronouncing and analyzing the component parts. Practical use of words developed with translation into non-medical terms.

HEA 126 MULTI MEDIA FIRST AID (15 lecture hours/1 credit/V) Coordinated instructional system consisting of motion picture films, instructor-led practice sessions and a workbook. Topics covered include: rescue breathing, obstructed airway, wounds, shock, poisoning, burns, fractures, splinting and bandaging techniques, eye injuries, effects of heat and cold, and transporting.

HEA 135 INFANT AND CHILD CARE (45 lecture hours/3 credits/V) Presents the theory and related practice of basic skills that are necessary to give safe child care. Emphasis is placed on safety, personal care, and recognizing and preventing childhood illnesses.

V - Vocational Class

HISTORY

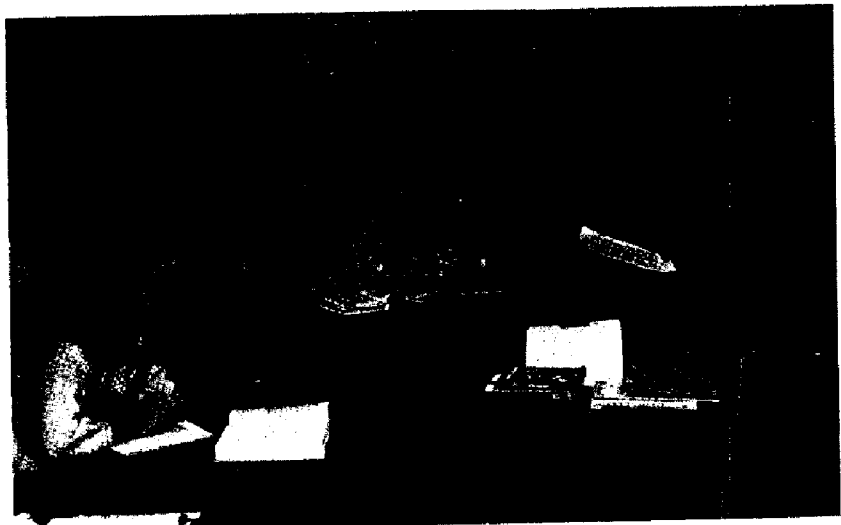
HIS 101 WESTERN CIVILIZATION I (45 lecture hours/3 credits)# Explores the major political, economic, social, diplomatic/military, cultural, and intellectual events and the roles of key personalities that shaped Western civilization from the prehistoric era to 1715.

HIS 102 WESTERN CIVILIZATION II (45 lecture hours/3 credits)# Explores the major political, economic, social, diplomatic/military, cultural, and intellectual events and the roles of key personalities that shaped Western civilization from 1650 to the present day.

HIS 115 COLORADO HISTORY (45 lecture hours/3 credits)* The study of Colorado's past is an exciting local adventure and a fascinating historical introduction to the panorama of the Rocky Mountain West. The course deals with the patterns of living from the time of the pre-historic Indian dwellers to the present.

HIS 201 U.S. HISTORY I (45 lecture hours/3 credits)# Examines the major political, economic, social, diplomatic/military, cultural, and intellectual events in American History from the first inhabitants through the Civil War/Reconstruction.

HIS 202 U.S. HISTORY II (45 lecture hours/3 credits)# Examines the major political, economic, social, diplomatic/military, cultural, and intellectual events in American History from reconstruction to the present.



* - General Education Course

HOME ECONOMICS

HEC 115 HUMAN NUTRITION (45 lecture hours/3 credits) The study of nutrition principles as they relate to contemporary nutrition issues.

HEC 117 CHILDREN'S CLOTHING (10 lecture hours/10 lab hours/1 credit/V) Emphasis will be placed on selecting, purchasing, care, and organization of children's clothing. Basic sewing and mending skills will be taught.

HEC 118 CHILD NUTRITION AND FOOD PREPARATION (25 lecture hours/10 lab hours/ 2 credits/V) Basic nutrition, food selection and preparation, food habits, and common nutritional problems are emphasized as they relate to children.

V - Vocational Class

HHA 111 PERSONAL CARE SKILLS (45 lecture hours/3 credits/V) Presents the theory and related practice of basic nursing procedures that are necessary to give safe nursing care. Emphasis is placed on scientific principles underlying these skills and on treating the patient/client as an individual.

HHA 112 HOME HEALTH LAB (45 clinical lab hours=1 credit/Variable, 1-3) Corequisite: HHA 111. A program designed to prepare the individual to perform basic nursing tasks under the direction of a supervisor in health care agencies. Three credit hours are required for completion of the Home Health Aide Certificate.

V - Vocational Class

HUMANITIES

HOME HEALTH AIDE

HHA 105 HOME MANAGEMENT (15 lecture hours/1 credit/V) Covers responsibilities as a homemaker, personal hygiene and appearance, body mechanics, time and money management, home maintenance and care, nutrition and meal planning, and community resources and agencies.

HHA 106 ILLNESS AND THE CARE PROVIDER (15 lecture hours/1 credit/V) Develops the knowledge and skills for the health care worker that are necessary for understanding illness and recognizing symptoms of disease. Class objectives are to provide care for the terminally ill, to understand the stages of grief and dying, and to assist in rehabilitation. Communication skills, medical ethics, and acceptable reporting techniques will be discussed. Includes providing skills adaptation for the home and assistance with self-administered oral medications.

HUM 121 SURVEY OF HUMANITIES I (45 lecture hours/3 credits)# Introduces students to the history of ideas in Western cultures through a study of the visual arts, literature, drama, music, and philosophy of early civilizations, Greek and Roman antiquity, and Christian eras. Emphasizes connections among the arts, values, and diverse cultures.

HUM 122 SURVEY OF HUMANITIES II (45 lecture hours/3 credits)# Examines the Medieval, Renaissance, and Baroque periods through a study of the visual arts, literature, music, and philosophy. Compares and contrasts diverse cultural ideas and feminine and masculine viewpoints.

HUM 123 SURVEY OF HUMANITIES III (45 lecture hours/3 credits)# Examines the cultures of the 17th through the 20th centuries by focusing on the interrelatedness of the arts, ideas, and history. Considers the influences of industrialism, scientific development, and non-European peoples.

- General Education Common Core for the
A.A. and A.S. Degrees

INDUSTRIAL MAINTENANCE TECHNOLOGY

IMT 105 BASIC ELECTRICAL SKILLS (45 lecture hours/3 credits/V) The basic principles pertaining to the science and art of electrical wiring will be presented including terms, devices, methods, and materials used in electrical installations.

IMT 106 CONSTRUCTION SKILLS (45 lecture hours/3 credits/V) This class will introduce the student to the tools, components, and materials used in construction.

IMT 205 HYDRAULICS (60 lecture hours/4 credits/V) Hydraulics will be the study of major hydraulic components, controls, and piping.

IMT 206 POWER TRANSMISSION (45 lecture hours/3 credits/V) The study of power transmission will include the five basic machines and how they are combined in gears, V-belts, chains, and pistons with the emphasis on bearings.

IMT 207 PNEUMATICS (45 lecture hours/3 credits/V) Maintenance, troubleshooting, and repair of pneumatic power systems from compressor to actuator as well as pneumatic logic controls are practiced during this class.

IMT 208 HEATING/VENTILATION/AIR CONDITIONING (60 lecture hours/4 credits/V) Introduction to heating, ventilation, and air-conditioning will acquaint the student with the mechanical cycles, components, and controls used in HVAC systems.

IMT 209 ELECTRICAL TROUBLESHOOTING (45 lecture hours/3 credits/V) The basic principles, system function approach, and troubleshooting procedures are covered. Troubleshooting sessions will be performed during this class.

IMT 245 MACHINERY-INSTALLATION (60 lecture hours/4 credits/V) This course includes techniques for rigging, mounting, alignment, and figuring the balance of speed to power ratios required for machinery installation. In addition, basic pipefitting and sheet metal skills common to the industrial work place are covered.

JOURNALISM

JOU 111 NEWSWRITING I (45 lecture hours/3 credits) Techniques of gathering news, analyzing its importance, and producing well-written stories. Assignments directed toward school publication.

JOU 112 NEWSWRITING II (45 lecture hours/3 credits) Improving newsgathering and reportorial skills: writing specialized stories, the longer news stories, and features for campus publication.

JOU 115 INTRODUCTION TO PHOTOGRAPHY (30 lecture hours/30 lab hours/3 credits)* A basic working knowledge of camera operation and an introduction to black and white developing and printing.

JOU 211 PUBLICATION PRODUCTION I (60 lab hours/2 credits) Practical experience in at least two of the following areas: newswriting, advertising, radio, photography, or design.

JOU 212 PUBLICATION PRODUCTION II (60 lab hours/2 credits) Practical experience in at least two of the following areas: newswriting, advertising, radio, photography, or design.

* - General Education Course

L-P GAS OPERATIONS

- LPG 105 L-P BASICS (50 lecture hours/20 shop hours/4 credits/V)** Introduces the history of the L-P gas industry, the various types of L-P operation, applications of L-P gas, and the physical properties of L-P gas.
- LPG 111 L-P GAUGES & DEVICES (50 lecture hours/20 shop hours/4 credits/V)** Covers L-P gas container valves; level, temperature, and pressure gauges; relief devices and valves; back check and excess flow valves; and emergency valves. The principles of operation and techniques of repair and installation are developed.
- LPG 112 VEHICLE CARE (23 lecture hours/15 shop hours/2 credits/V)** Provides general and special maintenance of bob-tail and cylinder delivery trucks, driver skills, safety procedures, and emergency situations. DOT rules are covered and vehicle inspection and problem situations are practiced. Defensive Driving techniques are presented at the conclusion of this course.
- LPG 113 L-P CONTAINERS & INSTALLATION (40 lecture hours/80 shop hours/6 credits/V)** Emphasizes characteristics of L-P gas containers and methods of installation. Capacities, openings, attachments, labeling/placarding, and testing of DOT cylinder/cargo tanks/rail cars and ASME tanks are covered in theory and practical application. Load calculation, container sizing, vapor/liquid applications, container selection and preparation, and site installation are also covered in theory and practice.
- LPG 114 REGULATORS & PIPE INSTALLATION (40 lecture hours/80 shop hours/6 credits/V)** Introduces the fundamentals of regulators, regulator types, customer storage systems, regulator sizing and installation, pipe and tube types, pipe/tube fitting installation, and methods of leak testing.

LPG 121 L-P TRANSFER & DELIVERY (45 lecture hours/90 shop hours/7 credits/V) Prerequisite: LPG 114. Covers the principles and techniques of L-P gas transfer and delivery. Filling methods, evacuation methods, stationary systems, mobile systems, liquid transfer methods, liquid pumps and operations, discharge equipment, liquid measurement and meters, compressor systems, inventory control, emergency procedures and delivery planning are developed in theory and practical operation.

LPG 122 SAFETY & EMERGENCY PROCEDURES (15 lecture hours/45 shop hours/3 credits/V) Prerequisite: LPG 114. Emphasizes the safety precaution/procedures and emergency procedures in cylinder filling stations, bulk plants, and bob-tail truck and cylinder truck. These principles are developed by practical situation problem-solving.

LPG 123 BASIC APPLIANCES (40 lecture hours/145 shop hours/9 credits/V) Covers the installation and repair of residential and commercial customers' L-P gas appliances. Appliance regulators, orifices, pilot and main burners, bimetals, rod and tube assemblies, diastats, heat exchangers, and venting systems are developed in theory and practical application.

V - Vocational Class

LAW ENFORCEMENT

- LAE 105 HUMAN RELATIONS (20 lecture hours/1 credit/V)** Includes the elements of community relations and police relations as they relate to police officer conduct, the concepts of crime prevention, the techniques of stress management, and the knowledge of conflict management.
- LAE 106 REPORT WRITING (30 lecture hours/2 credits/V)** Covers the preparation of various reports in a clear and concise style.
- LAE 107 ARREST TACTICS (24 lab hours/1 credit/V)** Introduces the techniques required to arrest, control, or subdue criminal suspects.

LAE 108 DRIVING (24 lab hours/1 credit/V) Applies the techniques of defensive and pursuit driving and must be completed at the CLETA driving range.

LAE 115 FIRE ARMS (5 lecture hours/30 lab hours/1 credit/V) Introduces the safety and servicing of firearms. Firing range practice with a handgun, a rifle, and a shotgun is required.

LAE 116 ADMINISTRATION OF JUSTICE (20 lecture hours/1 credit/V) Surveys the three components of the criminal justice system and their operations, the criminal process from arrest to final disposition, the functions and jurisdiction of various state and federal law enforcement agencies, the NCIC/CCCI systems, the role of attorneys, state and federal court jurisdiction, and the canons of police ethics.

LAE 117 BASIC LAW (90 lecture hours/6 credits/V) Colorado criminal and juvenile codes and their provisions, constitutional rights, laws of arrest, search and seizure, rules of evidence, laws of interrogation and confessions, laws pertaining to the use of force, civil liability, laws pertaining to the liquor code, legal research, court testimony and moot court are analyzed.

LAE 118 TRAFFIC CONTROL (28 lecture hours/12 lab hours/2 credits/V) Introduces the statutory provisions of the traffic code, the stopping and checking of violators, the issuance of citations, D.U.I. procedures, intoxilizer testing, and the investigation and reporting of traffic accidents.

LAE 125 PATROL PROCEDURES (30 lecture hours/24 lab hours/3 credits/V) Includes observations and patrol techniques, vehicle stops, family disputes, non-family disputes, in-progress calls, pedestrian approaches, building and vehicle searches, crowd control, handling emergency situations, and officer survival techniques.

LAE 126 INVESTIGATIONS (45 lecture hours/24 lab hours/4 credits/V) Presents crime scene methods, crime scene searches, investigative notes and sketching, evidence identification and collection, fingerprint techniques, photography, interviewing, sexual assault and death investigation, and crime scene investigation simulation.

V - Vocational Class

LITERATURE

LIT 115 INTRODUCTION TO LITERATURE (45 lecture hours/3 credits)# Introduces students to fiction, poetry, and drama. Emphasizes active and responsive reading.

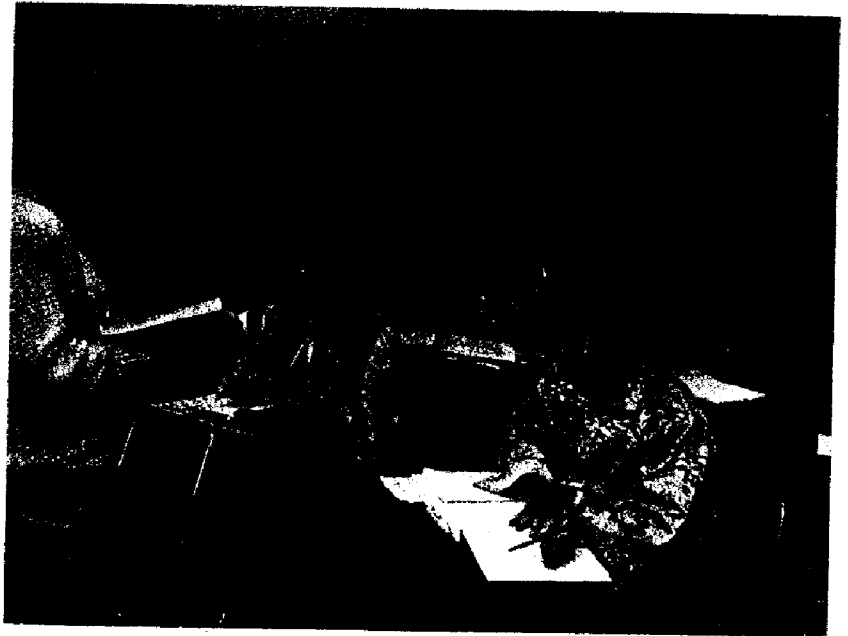
LIT 117 CONTEMPORARY NOVEL (45 lecture hours/3 credits)* Studies great modern novels in English and in translation chosen for their interest and relevance to the modern reader.

LIT 201 MASTERPIECES OF LITERATURE I (45 lecture hours/3 credits)# Examines significant writings in world literature from the ancients through the Renaissance. Emphasizes careful reading and understanding of the works and their cultural backgrounds.

LIT 202 MASTERPIECES OF LITERATURE II (45 lecture hours/3 credits)# Examines significant writings in world literature from the seventeenth century to the present. Emphasizes careful reading and understanding of the works and their cultural backgrounds.

LIT 221 SURVEY OF AMERICAN LITERATURE I (45 lecture hours/3 credits)* Emphasizes four early periods of American literary thought beginning with the works of William Bradford and ending with the poetry of Emily Dickinson.

LIT 222 SURVEY OF AMERICAN LITERATURE II (45 lecture hours/3 credits)* Continues the study centered on American thought as revealed in literature beginning with Mark Twain and traced to the present.



* - General Education Course

- General Education Common Core for the

MANAGEMENT

MAN 205 SMALL BUSINESS MANAGEMENT (30 lecture hours/2 credits/V) A study in the problems and opportunities that are characteristic in small business. Techniques of start-up strategies and operation are covered.

MAN 211 PRINCIPLES OF MANAGEMENT (45 lecture hours/3 credits) Covers the four major elements of effective management: planning, organizing, leading, and control. Also covered are the interpersonal relationships in organizations and the supervisor's role as leader and motivator.

MAN 212 MANAGEMENT SIMULATION (15 lecture hours/23 lab hours/2 credits/V) Prerequisite: MAN 211. Uses case studies to apply fundamental management skills in problem solving. Cases will present realistic job situations and integrate class skills for solutions.

MAN 215 PERSONNEL MANAGEMENT (30 lecture hours/2 credits) A basic course which develops an awareness of the interrelationships of people within the work force. The course provides an insight into various techniques used by supervisors to achieve organizational objectives. Motivation and staffing are major considerations.

V - Vocational Class

MARKETING

MAR 215 PRINCIPLES OF MARKETING (45 lecture hours/3 credits) An introduction to marketing with an emphasis placed on the consumer market. Marketing elements covered are market identification, market segmentation, product development, pricing, distribution, and selling.

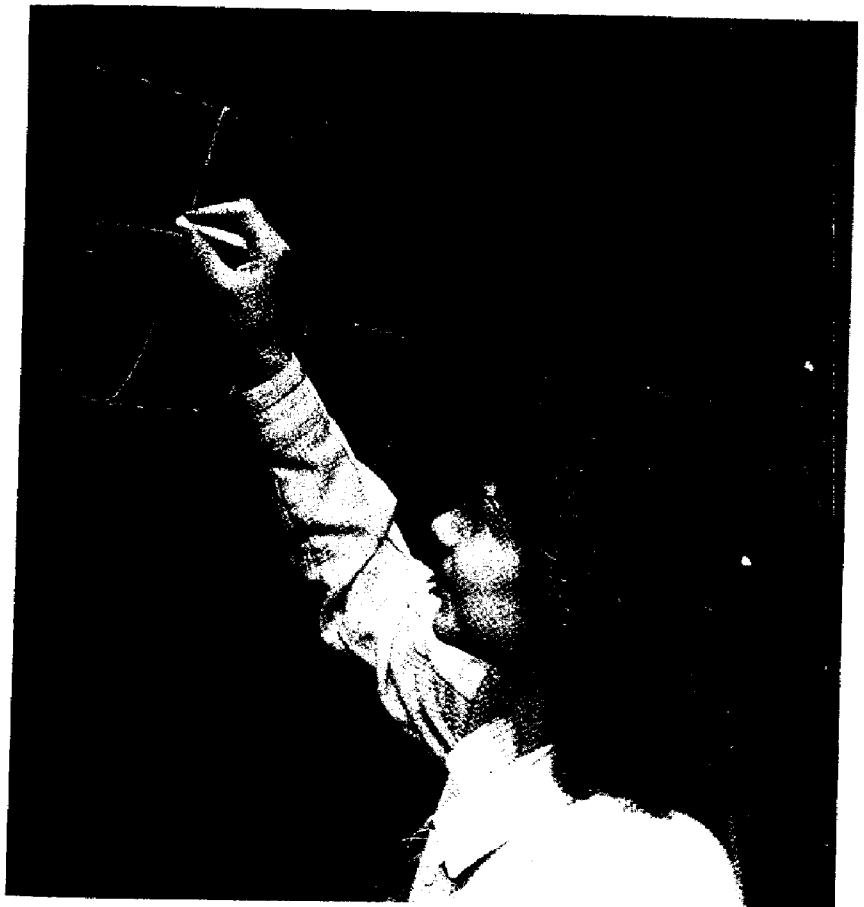
MAR 216 RETAILING (30 lecture hours/2 credits/V) A general survey of the principles of efficient store organization and management. Topics include location and layout, types of store organization, operating activities, and customer service.

MAR 217 ADVERTISING (30 lecture hours/2 credits) Examines specific techniques of business promotion and selling. Copy planning, copy layout, advertisement promotion, and advertisement evaluation for both print and broadcast media are covered.

MATHEMATICS

MAT 105 INTERMEDIATE ALGEBRA
(60 lecture hours/4 credits) Prerequisite: MAT 015 or High School Algebra I. Includes concepts of polynomials, complex fractions, exponents, radicals, first degree equations, linear and quadratic inequalities, inequalities with absolute values, complex numbers, second degree equations, graphs of parabolas, slope and equations of lines when given two points on a graph and the slope. MAT 105 does not apply to the A.S. degree math requirement.

MAT 106 MATH FOR TECHNICIANS
(90 lecture hours/6 credits)* Prerequisite: MAT 105 or one year of high school algebra. Emphasizes the basic fundamentals of mathematics and their applications in technical fields. Topics include algebraic review, basic laws of exponents and radicals, linear functions, metric system, and dimensional analysis and quadratic equations. The course continues with a study of graphing, systems of linear equations, right triangle trigonometry, application of the law of sines and cosines to oblique triangles, functions of any angle, and vectors. MAT 106 does not apply to the A.A. or A.S. degree.



* - General Education Course

MAT 115 COLLEGE MATHEMATICS (45 lecture hours/3 credits)* The student will learn topics from a broad overview of modern mathematical concepts. Topics include fundamental counting principles, permutations, combinations, probability, natural numbers, binary systems, exponential growth, paradoxes and mathematical curves. MAT 115 does not apply to the A.S. degree math requirement.

MAT 121 COLLEGE ALGEBRA (60 lecture hours/4 credits)# Prerequisite: MAT 105 or equivalent. Includes a brief review of intermediate algebra, equations and inequalities, functions and their graphs, exponential and logarithmic functions, linear and non-linear systems, graphing of conic sections, introduction to sequences and series, permutations and combinations, the binomial theorem, and theory of equations.

MAT 122 COLLEGE TRIGONOMETRY (45 hours/3 credits) Prerequisite: MAT 121 or permission of the instructor. Presents concepts of trigonometric functions, trigonometry identities and equations, trigonometry of triangles, complex numbers, circular functions, polar coordinates, and vectors.

MAT 125 SURVEY OF CALCULUS (60 lecture hours/4 credits)# Prerequisite: MAT 121 or Finite Mathematics (or equivalent) or permission of instructor. For business, life science and social science majors. Includes derivatives, integrals, and their applications, with attention restricted to algebraic, exponential, and logarithmic functions.

MAT 135 INTRODUCTION TO STATISTICS (45 lecture hours/3 credits)# Prerequisite: MAT 105 or equivalent. Includes data presentation and summarization, introduction to probability concepts and distributions, statistical inference- estimation, hypothesis testing, comparison of populations, correlation and regression.

MAT 201 CALCULUS I (75 lecture hours/5 credits)# Prerequisite: MAT 121 and MAT 122 or equivalent. Introduces single variable calculus and analytic geometry. Includes limits, continuity, derivatives, and applications of derivatives as well as indefinite and definite integrals and some applications.

MAT 202 CALCULUS II (75 lecture hours/5 credits)# Prerequisite: MAT 201 or permission of instructor. Continuation of single variable calculus which will include techniques of integration, polar coordinates, analytic geometry, improper integrals, and infinite series.

MAT 203 CALCULUS III (60 lecture hours/4 credits) Prerequisite: MAT 202. Presents advanced concepts of calculus including moments, partial differentiation, multiple integrals, and differential equations.

MAT 204 DIFFERENTIAL EQUATIONS (45 lecture hours/3 credits) Prerequisite: MAT 203. Introduces elementary applications of ordinary differential equations and solutions.

MODERN LANGUAGES

FRE 111 FRENCH I (60 lecture hours/30 lab hours/5 credits)# Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading, and writing the language. Note: The order of the topics and the methodology will vary according to the individual texts and instructors.

FRE 112 FRENCH II (60 lecture hours/30 lab hours/5 credits)# Prerequisite: FRE 111 or instructor permission. Continues French I in the development of functional proficiency in listening, speaking, reading and writing the language. Note: The order of the topics and the methodology will vary according to the individual texts and instructors.

* - General Education Course

- General Education Course

- FRE 211 FRENCH III (30 lecture hours/30 lab hours/3 credits)#** Prerequisite: FRE 112 or instructor permission. Continues French I and II in the development of increased functional proficiency in listening, speaking, reading, and writing the language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.
- FRE 212 FRENCH IV (30 lecture hours/30 lab hours/3 credits)#** Prerequisite: FRE 211 or instructor permission. Continues French I, II, and III in the development of increased functional proficiency in listening, speaking, reading, and writing the language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.
- SPA 111 SPANISH I (60 lecture hours/30 lab hours/5 credits)#** Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading, and writing the language. Note: The order of the topics and the methodology will vary according to the individual texts and instructors.
- SPA 112 SPANISH II (60 lecture hours/30 lab hours/5 credits)#** Prerequisite: SPA 111 or instructor permission. Continues Spanish I in the development of functional proficiency in listening, speaking, reading and writing the language. Note: The order of the topics and the methodology will vary according to the individual texts and instructors.
- SPA 211 SPANISH III (30 lecture hours/30 lab hours/3 credits)#** Prerequisite: SPA 112 or instructor permission. Continues Spanish I and II in the development of increased functional proficiency in listening, speaking, reading, and writing the language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.
- SPA 212 SPANISH IV (30 lecture hours/30 lab hours/3 credits)#** Prerequisite: SPA 211 or instructor permission. Continues Spanish I, II and III in the development of increased functional proficiency in listening, speaking, reading and writing the language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

- General Education Common Core for the

MUSIC

- MUS 105 CHOIR (38 studio hours/1 credit)** A wide range of choral literature will be rehearsed and performed by the Morgan Community College Choir. No audition is required unless the student has had no singing experience before.
- MUS 120 MUSIC APPRECIATION (45 lecture hours/3 credits)#** Covers the basic materials of music, musical forms, media, genres, and musical periods. Emphasizes the development of tools for intelligent listening and appreciation.
- MUS 121 INTRODUCTION TO MUSIC HISTORY I (45 lecture hours/3 credits)#** Studies the various periods of music history with regard to the composers, aesthetics, forms, and genres of each period. Considers music from the Middle Ages through the Classical period.
- MUS 122 INTRODUCTION TO MUSIC HISTORY II (45 lecture hours/3 credits)#** Continues Introduction to Music History I with a review of the elements of music and a study of music from the early Romantic period to the present.

NANNY TRAINING PROGRAM

- NAN 201 NANNY PRACTICUM I (15 lecture hours/50 practicum hours/2 credits/V)** Students will cover practicum-related issues and concerns plus complete a minimum of 100 hours of an in-home, supervised child care experience.
- NAN 202 NANNY PRACTICUM II (15 lecture hours/50 practicum hours/2 credits/V)** Continues the child care experience of NAN 202.
- NAN 211 THE NANNY AS A PROFESSIONAL I (30 lecture hours/2 credits/V)** This component will provide nannies-in-training with specialized skills necessary to enhance their abilities and identity as a professional nanny. Modules will include use of transportation systems, personal care and grooming, etiquette, use of community resources, the child in the school setting, negotiating contracts, and professional development.
- NAN 212 THE NANNY AS A PROFESSIONAL II (30 lecture hours/2 credits/V)** Continues the nannies-in-training experience of NAN 211.

V - Vocational Class

PHILOSOPHY

PHI 111 INTRODUCTION TO PHILOSOPHY (45 lecture hours/3 credits)# Introduces significant human questions and emphasizes understanding the meaning and methods of philosophy. Includes the human condition, knowledge, freedom, history, ethics, the future, and religion.

PHI 112 ETHICS (45 lecture hours/3 credits)# Examines human life, experience, and thought in order to discover and develop the principles and values for pursuing a more fulfilled existence. Theories designed to justify ethical judgements are applied to a selection of contemporary personal and social issues.

PHI 113 LOGIC (45 lecture hours/3 credits)# Studies effective thinking using language-oriented logic. Provides tools and develops skills for creative and critical thinking. Emphasizes the development of decision-making and problem-solving skills.

PHYSICAL EDUCATION

PED 111 BASKETBALL I (30 hours/1 credit) Correct form, teamwork, rules and strategy of play are covered. Emphasis is placed on playing the game in this coed class.

PED 112 BASKETBALL II (30 hours/1 credit) PED 112 is a continuation of PED 111.

PED 115 PHYSICAL EDUCATION ACTIVITIES (30 hours/1 credit) Classes include participation in activities designed to improve individual physical fitness and to develop playing skills as well as to learn the rules and regulations of the game.

PED 116 AQUATIC EXERCISE (30 hours/1 credit) Experience the benefits of water exercise in the course offering. While in the water, tone, trim and strengthen the body. Class format includes warm-up exercises, calisthenics and cool-down exercises.

PED 117 PHYSICAL FITNESS (30 hours/1 credit) Exercise course designed to improve body conditioning through various workout programs.

PED 118 SELF DEFENSE (30 hours/1 credit) Emphasizes basic skills and movements in the art of self defense.

PED 121 BOWLING I (30 hours/1 credit) Instruction in bowling techniques and scoring procedures are given. Development of skills through practice is included in course objectives. Students must pay partial bowling fees.

PED 122 BOWLING II (30 hours/1 credit) PED 122 is a continuation of PED 121.

PED 125 SKIING - CROSS COUNTRY (30 hours/1 credit) Basic information on cross country ski clothing and equipment, waxing, flatland techniques, uphill and downhill techniques and touring are covered. The class will consist of both classroom sessions and all day ski sessions in the area or in the high country. Student must furnish or rent all ski equipment. Additional fees may be necessary depending on travel and instructional arrangements.

PED 126 SKIING - DOWNHILL (30 hours/1 credit) Designed for the beginner, this class will consist of a combination of classroom sessions covering conditioning, equipment, and fundamentals of the sport. In addition, several snow classes at one of the mountain ski areas will be scheduled. Student must furnish or rent all ski equipment. Additional fees may be necessary depending on travel and instructional arrangements.

PED 127 SOFTBALL (30 hours/1 credit) Designed to teach basic techniques of softball - batting, fielding and rules. Classes will include lecture and testing plus field play.

PED 131 GOLF I (30 hours/1 credit) Instruction is given covering the game of golf and the equipment used. Particular emphasis is placed on golf etiquette, care of the course and the rules of the game as well as the development of the proper swing.

PED 132 GOLF II (30 hours/1 credit) PED 132 is a continuation of PED 131.

- General Education Common Core for the

PED 141 SWIMMING I (30 hours/1 credit) Instruction is provided for non-swimmers under the American Red Cross swimming program. The class is designed to teach basic strokes of swimming.

PED 142 SWIMMING II (30 hours/1 credit) Incorporates the basic sequence of skills taught in the American Red Cross intermediate and advanced swimmer classifications.

PED 151 TENNIS I (30 hours/1 credit) Basic instruction covering elements of the strokes and rules of the game. Emphasis is placed on the serve, forehand and backhand.

PED 152 TENNIS II (30 hours/1 credit) PED 152 is a continuation of PED 151.

PED 161 VOLLEYBALL I (30 hours/1 credit) Emphasizes fundamental skills and the modern techniques. Team play (offense and defense), strategy of play, training techniques, rules, and various forms of play will be stressed. A brief history of the game and its evolution will also be included.

PED 162 VOLLEYBALL II (30 hours/1 credit) PED 162 is a continuation of PED 161.

PED 171 WEIGHTLIFTING I (30 hours/1 credit) Individualized instruction and progress are emphasized in this conditioning class.

PED 172 WEIGHTLIFTING II (30 hours/1 credit) PED 172 is a continuation of PED 171.

PHYSICAL THERAPY ASSISTANT

PTA 111 CURRENT ISSUES IN PHYSICAL THERAPY (15 lecture hours/1 credit/V) An integration of physical therapy into the community. Current issues and trends in the physical therapy profession are discussed.

PTA 112 INTRODUCTION TO PHYSICAL THERAPY (15 lecture hours/1 credit/V) History and definition of Physical Therapy as a profession. Ethics, professionalism, communications and human relations are discussed as relates to the health care field.

PTA 210 PHYSICAL THERAPY PROCEDURES I (45 lecture hours/90 lab hours/6 credits/V) Prerequisite: Admission to PTA program. The principles and practices of physical therapy will be examined and an understanding of the following procedures will be developed: range of motion, positioning, body mechanics, transfers, wheelchair management, activities of daily living, bandaging, asepsis, isolation techniques, and bed traction.

PTA 221 CLINICAL AFFILIATIONS I (15 lecture hours/30 lab hours/2 credits/V) Prerequisites: PTA 112. Corequisites: PTA 210, PTA 220. The initial clinical visitation with observation of various types of patients and practicum of skills and techniques learned in preceding courses. Lecture topics include communication skills, an introduction to SOAP notes and other written records, and common behavior problems of patients.

PTA 220 PHYSICAL THERAPY PROCEDURES II (45 lecture hours/90 lab hours/6 credits/V) Prerequisite: Admission to PTA Program. The principles and practices of physical therapy will be examined and an understanding of the following procedures will be developed: therapeutic heat and cold, electrical stimulations, TENS, massage, biofeedback and traction.

PTA 225 MEDICAL LECTURES (75 lecture hours/5 credits/V) Prerequisite: BIO 217. An introduction to the pathology of orthopedic, medical, neurological and surgical problems as they relate to physical therapy treatment.

PTA 222 CLINICAL AFFILIATIONS II (15 lecture hours/30 lab hours/2 credits/V) Prerequisites: PTA 210, PTA 215, PTA 220, PTA 239. A continuation of Clinical Affiliations I, includes practical application of physical therapy procedures, professional behavior, and communication principles appropriate in the Physical Therapy practice setting. Lecture topics include professional goal-setting, the responsibilities of a new staff member, improving SOAP note writing skills, special patient types and their problems.

PTA 223 CLINICAL AFFILIATIONS III (15 lecture hours/400 practicum hours/6 credits/V) Prerequisites: PTA 222, PTA 225, PTA 230. Further application of physical therapy principles and practice, with emphasis on applied theoretical knowledge, quality assurance and patient/professional communication. The student will develop toward proficiency as a graduate physical therapy assistant in the clinical setting. Students will complete a ten week practicum in two clinical rotations.

PTA 230 PHYSICAL THERAPY PROCEDURES III (45 lecture hours/90 lab hours/6 credits/V) Prerequisites: PTA 210. Corequisite: PTA 225. The principles and practices of physical therapy will be examined and an understanding of the following procedures will be developed: therapeutic exercise as it pertains to orthopedics and surgical conditions, goniometry, MMT, orthotics, prosthetics and sport injuries.

PTA 240 PHYSICAL THERAPY PROCEDURES IV (45 lecture hours/90 lab hours/6 credits/V) Corequisite: PTA 230. The principles and practices of physical therapy will be examined and an understanding of patient evaluation procedures with an emphasis on team skills approach.

PTA 239 STRUCTURAL AND FUNCTIONAL ANATOMY (45 lecture hours/30 lab hours/4 credits/V) Prerequisites: BIO 217, BIO 235, PSY 117. The purpose of this course is to teach normal muscle function as related to physiological and mechanical principles. It also intro-

duces the student to the functional aspects of the musculo-skeletal system. Practical application and an introduction to abnormal function are included.

PTA 245 PHYSICAL THERAPY SEMINAR (15 lecture hours/1 credit/V) Prerequisites: PTA 215, PTA 220, PTA 225, PTA 227, PTA 230, PTA 240. A summary of clinical affiliations. Areas of focus will include equipment, legislative issues, types of practice and trends in treatment, approaches and techniques.

V. Vocational Class

PHYSICS

PHY 105 CONCEPTUAL PHYSICS (45 lecture hours/30 lab hours/4 credits)# Studies mechanics, heat, properties of matter, electricity and magnetism, light and modern physics. This course includes laboratory experience.

PHY 111 PHYSICS: ALGEBRA BASED I (60 lecture hours/30 lab hours/5 credits)# Corequisite: MAT 122. Studies mechanics and heat. This course includes laboratory experience.

PHY 112 PHYSICS: ALGEBRA BASED II (60 lecture hours/30 lab hours/5 credits)# Prerequisite: PHY 111. Studies electricity and magnetism, light, and modern physics. This course includes laboratory experience.

PHY 211 PHYSICS: CALCULUS BASED I (60 lecture hours/30 lab hours/5 credits)# Corequisite: MAT 201. Studies mechanics and heat. This course includes laboratory experience.

PHY 212 PHYSICS: CALCULUS BASED II (60 lecture hours/30 lab hours/5 credits)# Prerequisite: PHY 211. Studies wave motion, electricity and magnetism, and light. This course includes laboratory experience.

- General Education Common Core for the

POLITICAL SCIENCE

POS 111 AMERICAN GOVERNMENT

(45 lecture hours/3 credits)# Includes the background of the U.S. Constitution; the philosophy of American government; general principles of the Constitution; federalism; civil liberties; public opinion and citizen participation; political parties, interest groups, and the electoral process; and the structure and functions of the national government.

POS 115 POLITICAL SCIENCE (45 lecture hours/3 credits)*

Introduces the study of politics covering the political system and its environment. It is designed to familiarize the student with the basic concepts of political process, types of political institutions and political behavior.

PSYCHOLOGY

PSY 101 GENERAL PSYCHOLOGY I

(45 lecture hours/3 credits)# Scientific study of behavior including motivation, emotion, sexuality, physiological psychology, stress and coping, research methods, consciousness, sensation, perception, learning, and memory.

PSY 102 GENERAL PSYCHOLOGY II

(45 lecture hours/3 credits)# Scientific study of behavior including cognition, language, intelligence, psychological assessment, personality, abnormal psychology, therapy, life span development and social psychology.

PSY 105 PSYCHOLOGY OF EMPLOYMENT (Variable/15-30 lecture hours/1-2 credits)*

Covers the principles of job searching, job applications, job getting, job retention, and customer/peer relations. Each student will complete job applications and resumes; understand personal appearance requirements; practice job interviews; and understand the dynamics of peer and customer relationships. Acceptable only for A.A.S. and A.G.S. degrees and certificates.

PSY 106 HUMAN RELATIONS (45 lecture hours/3 credits)*

Development of effective interpersonal communication skills on and off the job is accomplished through class discussion and practice in listening, non-verbal communication, choosing the best language and modalities for communication and learning about the self-concept.

PSY 115 PSYCHOLOGY OF STRESS AND WELLNESS (30 lecture hours/2 credits)*

Designed to help students discover the signs, sources, and coping strategies for the stress in their lives, this course explores a wide range of physiological and behavioral aspects of stress management. Self-talk, physical fitness, nutrition, interpersonal conflict resolution, biofeedback, relaxation, and journal-writing are some of the techniques presented.

PSY 116 CHILD ABUSE & NEGLECT (30 lecture hours/2 credits)*

Specially designed for educators, this course incorporates and expands on materials developed by the National Education Association. Also appropriate for anyone working closely with children, the course will include the cycle of child abuse and neglect. The detection, reporting, and classroom management of abusive situations will be discussed in depth. Attention will also be given to the area of sexual abuse.

PSY 117 HUMAN GROWTH AND DEVELOPMENT (45 lecture hours/3 credits)*

The human being in transition from birth to death is studied in this course which looks at the person chronologically. All areas of human development are studied with special emphasis on adult development and aging. A good course to follow General Psychology, but has no prerequisite.

PSY 118 ART OF HELPING (45 lecture hours/3 credits)

Introduces the student to communication techniques useful in helping people. Skills such as attending, listening, empathizing and facilitating are learned and practiced for use at a minimal level of application. PSY 106 would be helpful to take before this class, but is not required.

* - General Education Course

- General Education Common Core for the

PSY 121 CHILD AND ADOLESCENT PSYCHOLOGY I (45 lecture hours/3 credits)* The total development of the infant and toddler is explored including conception, the prenatal period, childbirth, attachment, nutrition, and many other issues in child rearing. Research methodology and major theories are emphasized. Appropriate for social science, home economics, education, health, and non-declared majors, the course requires no prerequisite.

PSY 122 CHILD AND ADOLESCENT PSYCHOLOGY II (45 lecture hours/3 credits)* The total development of the preschooler, school aged child, and adolescent is explored. Issues in education and child rearing are included as are field experiences. Research methodology and major theories are emphasized. Appropriate for social science, home economics, education, health, and non-declared majors, the course requires no prerequisite.

PSY 125 COGNITIVE AND CREATIVE ACTIVITIES FOR CHILDREN (30 lecture hours/2 credits) Provides instruction in enrichment experiences for children both in and out of the home. Components include creative activities, children's literature, reading and telling stories, songs and fingerplays, science and math experiences, choosing play materials, designing a "Nanny" kit, and taking children on excursions.

PSY 126 FAMILY RELATIONS (15 lecture hours/1 credit) Outlines family structures typical in America, patterns of communication in families, behavior management of children, and problems families may confront, such as alcoholism, divorce, economic difficulties, and illness.

PSY 215 SOCIAL PSYCHOLOGY (45 lecture hours/3 credits)* Prerequisite: PSY 101 or 102 or SOC 101 or 102. Studies the behavior of humans in their social settings. Topics explored include methods of research, socialization, impression management, prosocial behavior, aggression, conformity, obedience to authority, attitude change and interpersonal attraction. Issues relevant to Americans in the 80's are highlighted.

PSY 216 HUMAN SEXUALITY (45 lecture hours/3 credits)* A comprehensive and integrated approach to the subject of human sexuality with the primary emphasis on information giving and empirical data. Various topics are explored from an evolutionary, historical, and cross-cultural perspective. The class covers the biological aspects of sexuality including anatomy, physiology, conception, pregnancy, childbirth, and contraception.

PSY 217 ABNORMAL PSYCHOLOGY (45 lecture hours/3 credits) Prerequisite: PSY 101 or 102 or SOC 101 or 102. Provides a thorough study of the etiology, diagnosis, and treatment of abnormal behavior. Community mental health, drug and alcohol abuse, psychotherapeutic approaches, and medical interventions are among the many topics covered.

SCIENCE

SCI 111 NATURAL SCIENCE (60 lecture hours/30 lab hours/5 credits)* The student will study science and technology with emphasis on physics and chemistry. The laws of motion, work, power, energy, sound, music, electromagnetics, inorganic and organic chemistry. Laboratory experimentation tests the presented theories. SCI 111 does not apply to the science requirement for the A.S. degree.

SCI 112 EARTH SCIENCE (60 lecture hours/30 lab hours/5 credits)* The student will study areas of science including atoms, molecules, chemical change, radioactivity, the nucleus, electricity, magnetism, weather, atmosphere, geology, erosion, planets, satellites, solar system, stars and the universe. Applications of presented theories will be tested in the laboratory. SCI 113 does not apply to the science requirement for the A.S. degree.

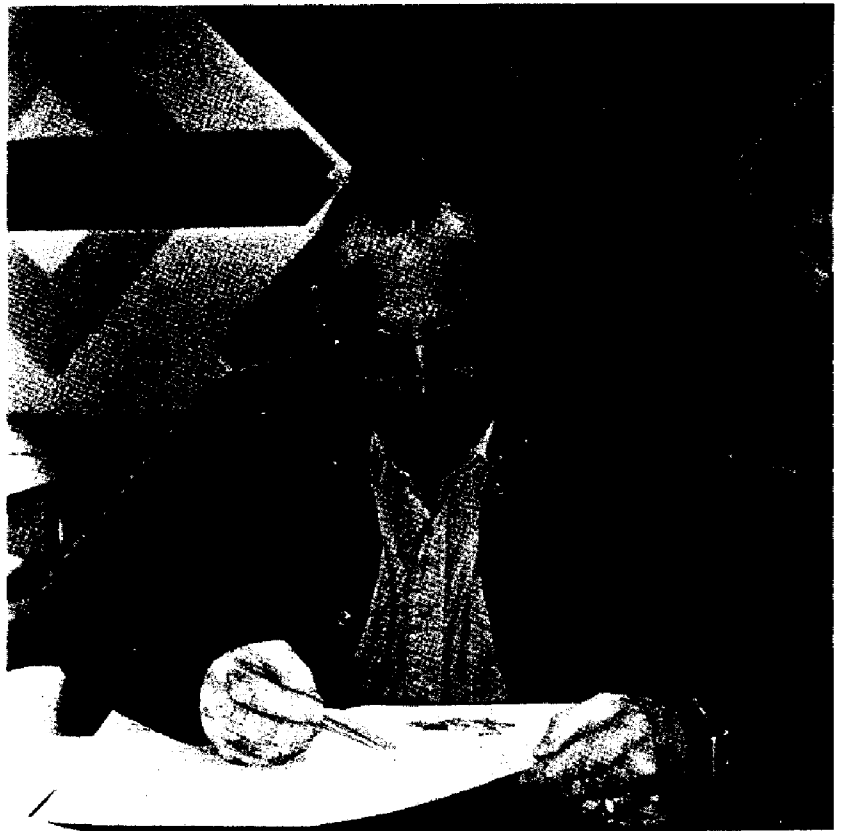
* - General Education Course

- General Education Common Core for the

SCI 115 PRINCIPLES OF METEOROLOGY (45 lecture hours/3 credits)* Examines principles of synoptic meteorology and simple atmospheric thermodynamics. Topics include the atmosphere, clouds, precipitation, heat balance, air in motion, jet streams, general circulation, climate, forecasting and statistics. SCI 115 does not apply to the science requirement of the A.S. degree.

SCI 131 ECOLOGY (45 lecture hours/30 lab hours/4 credits)* Studies the relationship of community with the physical environment, energy flow and cycles, population dynamics and distribution, and population genetics. Students will apply ecological principles in lab experiments. SCI 131 does not apply to the science requirement for the A.S. degree.

SCI 295 SPECIAL STUDIES IN SCIENCE (1-4) 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 Instruction who will assist in selecting an advisor and determining the amount of credit to be granted for successful completion of the work.



* - General Education Course

SECRETARIAL STUDIES

SES 101 SHORTHAND I (60 lecture hours/4 credits/V) An introductory course covering the theory of shorthand using a combination of alphabet and symbols. Develops reading and writing speeds from bookplates and handwritten notes. Transcription skills are introduced.

SES 102 SHORTHAND II (60 lecture hours/4 credits/V) Prerequisite: SES 101. A continuation of SES 101 with reinforcement of basic theory. Speed building and dictation is emphasized to attain proficiency for entry-level employment. Further development of vocabulary and transcription skills are reinforced.

SES 105 KEYBOARDING (30 lab hours/1 credit/V) Introduces the use of the standard keyboard (letter, symbol and number keys) by the touch system. Emphasis is on computer keyboards; skills are equally applicable to electric and electronic typewriters.

SES 111 TYPING I (68 lab hours/3 credits/V) Introduces the operation of the typewriter utilizing the touch system. Letter, figure and symbol keys, memoranda, business letters, tables, and reports are covered to develop basic skills.

SES 112 TYPING II (68 lab hours/3 credits/V) Prerequisite: SES 111. Reinforces basic typing formats and procedures. Emphasis is placed on speed and accuracy in office-type production output. Productivity and decision-making skills are stressed.

SES 113 ADVANCED TYPING (68 lab hours/3 credits/V) Prerequisite: SES 112. Continues the development of speed and accuracy. Emphasis is on specialized typing applications for legal, medical, and administrative clerical positions.

SES 114 WORD PROCESSING OPERATIONS (30 lecture hours/90 lab hours/6 credits/V) Prerequisite: SES 111 and concurrent enrollment in SES 112 or consent of instructor. Intended to provide the student with an understanding of word processing concepts, functions, applications and techniques. In addition to word processing theory, the student will be trained in the use of a variety of word processing equipment using realistic simulations.



SES 205 MACHINE TRANSCRIPTION (45 lab hours/2 credits/V) Prerequisite: SES 111 and concurrent enrollment in SES 112 or consent of instructor. Fundamental instruction in the use of transcribing machines in the preparation of business letters and other correspondence is provided. Includes a review of letter styles, rules of transcription and punctuation and the mechanics of producing mailable letters at high production rates.

SES 206 SPEED DICTATION AND TRANSCRIPTION (45 lab hours/2 credits/V) Prerequisite: SES 102. Develops transcription skills. Emphasis is on speed development and the mechanics of the English language necessary for producing mailable copy.

SES 207 OFFICE PROCEDURES (45 lecture hours/3 credits/V) Prerequisite: SES 111. Covers modern office methods, procedures, and concepts. Included are steps and illustrations for numerous basic office practices and a realistic portrayal of business situations through a simulation.

V - Vocational Class

SOCIOLOGY

SOC 101 INTRODUCTION TO SOCIOLOGY I (45 lecture hours/3 credits)# Examines the basic concepts, theories, and principles of sociology, as well as human cultures, social groups, and the social issues of age, gender, class, and race.

SOC 102 INTRODUCTION TO SOCIOLOGY II (45 lecture hours/3 credits)# Examines social institutions and organizations from the macro perspective. Emphasizes issues of social change, demography, social movements, and conflicts and trends within education, religion, family, political, and economic structures.

SOC 105 INTRODUCTION TO ADDICTIVE BEHAVIOR (45 lecture hours/3 credits)* Explains addictive behavior as a social problem, relates to the psychology of the addictive personality and issues connected in our society, as substance abuse, sexual roles, and eating disorders.

* - General Education Course

- General Education Common Core for the

SOC 116 MARRIAGE AND THE FAMILY (45 lecture hours/3 credits)* Explores preparation for and adjustment to marital and family life throughout the life cycle. Variants from the traditional institutions are presented as choices available to Americans today with the positive and negative aspects of all options discussed. Dating, marriage contracts, sexual expression, child-rearing, divorce, single parenthood, and maintaining long-term commitments are among the many topics covered.

SPEECH

SPE 105 COMMUNICATIONS (60 lecture hours/4 credits)* Designed to help students understand their role and responsibilities in the communication process. Emphasis will be on development of basic skills such as active listening, self-expression and non-verbal communication. Additional emphasis will be on the importance of interpersonal communication skills within the organizational setting. The issues of dealing with difficult people, conflict management and leadership style will be addressed. The intent of the class is to help students insure their success in the work place. Acceptable for the A.G.S. and A.A.S. Electronics degree.

SPE 106 INTERPERSONAL COMMUNICATIONS (30 lecture hours/2 credits)* Designed to introduce the student to the basic communication contexts and systems, including communication of the individual, interpersonal, group and organizational levels, and to give the student insight into the dynamics of speaking and listening. Acceptable for the A.G.S. degree.

SPE 115 PRINCIPLES OF SPEECH COMMUNICATION (45 lecture hours/3 credits)# Combines theory of speech communication with public speech performance skills. Emphasizes speech delivery, preparation, organization, support, and audience analysis.

SPE 215 ORAL INTERPRETATION
(45 lecture hours/3 credits) 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.

THEATRE

THE 115 THEATRE PRODUCTION
(15 lecture hours/30 lab hours/2 credits)* Public performance of a play. Explores the history, culture, acting styles, sets and costumes of the era of the play.

THE 211 DEVELOPMENT OF THEATRE I (45 lecture hours/3 credits)#
Surveys the history and evolution of the theatre from Ancient Greece to the Renaissance, emphasizing all aspects of the art form from period values to analysis of dramatic literature and performance.

THE 212 DEVELOPMENT OF THEATRE II (45 lecture hours/3 credits)#
Surveys the history and evolution of drama from the Renaissance to the present, emphasizing all aspects of the art form from period values to the analysis of dramatic literature and performance.

WELDING TECHNOLOGY

WEL 101 OXYACETYLENE WELDING
(15 lecture hours/45 lab hours/3 credit hours/V) Presents safety oriented training in the use of oxyacetylene (OAW) process. Students will receive theory and practice OAW set-up, cutting, plasma arc cutting, brazing, and welding of mild steel.

* - General Education Course

- General Education Common Core for the A.A. and A.S. Degrees

WEL 102 BASIC SHIELDED METAL ARC WELDING (30 lecture hours/90 lab hours/6 credit hours/V) Covers safety oriented training in the use of shielded metal arc welding (SMAW) process. Students will receive theory and practice SMAW using the more common electrodes and joints, in all positions, on various material thicknesses.

WEL 103 ADVANCED SHIELDED METAL ARC WELDING (30 lecture hours/90 lab hours/6 credit hours/V) A continuation of basic SMAW. Using a variety of joint designs, metal thicknesses, and electrodes, students will learn the requirements of being certified as a Welder. American Welding Society's standards will be used, as a guide, to evaluate the student's skills.

WEL 105 INTRODUCTION TO WELDING (10 lecture hours/30 lab hours/2 credit hours/V) Introduces the oxyacetylene, shielded and gas metal arc welding processes. Students will be given safety oriented training to learn equipment set-up, operation, and technique. This course is for non-welding majors and is given for those desiring an understanding of welding as it relates to other occupations.

WEL 106 SYMBOLS AND BLUEPRINT READING (45 lecture hours/3 credits/V) Covers welding symbols in accordance with American Welding Society standards, blueprint reading, and basic drafting skills that are used in the welding profession.

WEL 111 BASIC GAS TUNGSTEN ARC WELDING (30 lecture hours/90 lab hours/6 credit hours/V) Covers safety oriented training in the use of the gas tungsten arc welding (GTAW) process. Students will receive theory and application of GTAW on mild and stainless steels. Proficiency must be demonstrated using the OAW process prior to entering this course.

WEL 112 ADVANCED GAS TUNGSTEN ARC WELDING (30 lecture hours/90 lab hours/6 credit hours/V) A continuation of basic GTAW. In addition, instruction will be given using this process on aluminum and mild steel pipe. Students should be proficient with the use of SMAW before entering this course.

WEL 113 BASIC GAS METAL ARC WELDING (15 lecture hours/45 lab hours/3 credit hours/V) Covers safety oriented training in the use of the gas metal arc welding (GMAW) process. Students will receive theory and practice welding in all positions on mild steel using both flux-cored and solid fillers.

WEL 114 ADVANCED GAS METAL ARC WELDING (30 lecture hours/90 lab hours/6 credit hours/V) A continuation of basic GMAW. In addition, instruction will be given using this process in all positions and with the use of aluminum fillers. Students will be allowed to work on fabrication projects having successfully completed the course objectives.

WEL 121 WELDING TECHNOLOGY I (83 lecture hours/259 lab hours/17 credits/V) Covers safety oriented training in the use of oxyacetylene (OAW) and shielded metal arc welding (SMAW) processes. Students will receive theory and practice OAW set-up, cutting, brazing, and welding of mild steel. In addition, instruction will be given moving the student from entry level to an advance use of SMAW. This includes use of the more common electrodes and joints, in all positions, on material thicknesses ranging from 1/8 to 1 inch. Students will also be introduced to the plasma arc cutting process.

WEL 122 WELDING TECHNOLOGY II (95 lecture hours/285 lab hours/19 credits/V) Covers safety oriented training in the use of gas tungsten arc welding (GTAW) and gas metal arc welding (GMAW) processes. Students will receive theory and practice GTAW on aluminum, mild and stainless steels. This includes welding in all positions on both structural and pipe connections. In addition, instruction will be given on GMAW set-up, operation, and technique. The student will be allowed to work on fabrication projects having successfully completed the course objectives.

WEL 125 INDIVIDUALIZED WELDING (15 lecture hours/45 lab hours/3 credits/V) This course allows the student to design their own objectives. Students will be given assistance to advance their skills or work on projects. Instructor's approval must be given on all projects, and the student will pay for the cost of materials.

V - Vocational Class

YOUNG FARMERS

YOF 105 YOUNG FARMERS (30 lecture hours/15 private instruction hours/4 credits/V) Provides yearly enrollment for farmers of all ages. Concentrated in the winter months, classes will cover current agriculture issues and practices presented by knowledgeable specialists. Coordinated and operated from the local high school Agriculture Departments, the program will also provide individualized instruction for students throughout the year as needed.

V - Vocational Class

DEVELOPMENTAL EDUCATION

The Developmental Laboratory/PAL Lab offers programs of individualized instruction and prescriptive learning in which students can find assistance in the areas of writing, reading, mathematics, study skills and course tutoring. A student of Morgan Community College may enter these courses through self-referral or teacher referral. Upon referral, the student and the lab instructor will decide length and time which is needed for academic development.

ABE 015 ADULT BASIC EDUCATION (ABE) features open enrollment throughout the year for persons 17 and over in Morgan County. Non-credit classroom and tutorial instruction are offered, free of charge, in the areas of English as a second language, survival skills, basic skills including reading, writing and math, GED exam preparation and U.S. citizenship.

BAS 005 COLLEGE FOR LIVING (30 lecture hours/2 credits) College for Living is a unique concept in the education of developmentally disabled adults. This course offers adult continuing education in basic living skills.

BAS 015 BASIC SKILLS (Variable/15-45 lecture hours/1-3 credits) Covers subject areas in math, reading and English. It is designed to develop basic skills in each subject area sufficient to meet the recommended minimum standards for the major program in which the student is enrolled.

BAS 016 CUSTOMIZED BASIC SKILLS (Variable/15-45 lecture hours/1-3 credits) Students enter this program either through self-referral or teacher-referral. Difficulties in the areas of communication, 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.

BAS 017 CAREER CHOICES (8 private instruction hours/1 credit) An individualized course involving a series of one-on-one conferences between instructor and student. The course provides assessment and analysis of aptitudes and career interests. It includes exploration of and planning for various career options.

ENG 011 BASIC ENGLISH SKILLS I (Variable/15-30 lecture hours/1-2 credits) In this course, writing practice is combined with a review of English usage, punctuation and capitalization. It is designed to help students improve writing skills.

ENG 012 BASIC ENGLISH SKILLS II (Variable/15-30 lecture hours/1-2 credits) ENG 012 is a continuation of ENG 011.

GED 011 GENERAL EDUCATION DEVELOPMENT I (Variable/15-45 lecture hours/1-3 credits) Designed for the student who needs to prepare for the GED tests, topics to be covered include: Writing skills, Social Studies, Reading Skills, Science, and Mathematics. Diagnostic testing is included to determine skill level. Practice tests in GED materials and simulated GED testing are provided.

GED 012 GENERAL EDUCATION DEVELOPMENT II (Variable/15-45 lecture hours/1-3 credits) GED 012 is a continuation of GED 011.

MAT 011 BASIC MATH SKILLS I (Variable/15-30 lecture hours/1-2 credits) This course provides a review of the basic concepts and operations of elementary mathematics. Instruction is individualized to prepare students for the math needed in their major area of study.

MAT 012 BASIC MATH SKILLS II (Variable/15-30 lecture hours/1-2 credits) MAT 012 is a continuation of MAT 011.

MAT 015 INTRODUCTORY ALGEBRA (60 lecture hours/4 credits) Prerequisite: Permission of instructor. The student will learn equations and inequalities, systems of linear equations, polynomial equations, fractional equations, radical equations and graphs.

REA 011 BASIC READING SKILLS I (Variable/15-30 lecture hours/1-2 credits) This course is designed to improve reading skills including comprehension, speed and phonics. Diagnostic tests will be used to provide an individualized program.

REA 012 BASIC READING SKILLS II (Variable/15-30 lecture hours/1-2 credits) REA 012 is a continuation of REA 011.

Personnel



ADMINISTRATIVE OFFICERS

DESELMs, HAROLD (1987)

President

B.A. (1964) Kearney State College
M.S. (1968) Kearney State College
Ed.D. (1978) University of Nebraska, Lincoln

RAY, EDWIN (1973)

Dean of Instruction

B.S. (1964) University of Denver
M.S. (1966) University of Denver
Ph.D. (1974) University of Washington

GOODWIN, MARGARETTE Y. (1976)

Dean of Community Services

B.A. (1967) Western Montana College
M.Ed. (1976) Colorado State University

RHOADES, MERLE D. (1974)

Dean of Administrative Services

B.S. (1968) University of Northern Colorado
M.A. (1971) University of Northern Colorado
Ph.D. (1987) Colorado State University

LEBSOCK, BETH (1970)

Dean of Student Services

A.A. (1976) Morgan Community College
B.A. (1981) Colorado State University
M.Ed., (1988) Colorado State University

STAFF EMERITI

DATTERI, ROBERT F., President Emeritus

B.S. (1955) Colorado State University
M.Ed. (1970) Colorado State University
Ph.D. (1977) Colorado State University

LAWTHER, WILMA E.M.T., Instructor Emeritus

Member of Emergency Medical Technician Association of Colorado

FACULTY OF THE COLLEGE FULL-TIME STAFF

BOTHWELL, DONNA (1987) Business
B.A. (1982) University of Northern Colorado
Vocational Credential

EKBERG, JAMES H. (1979) Construction
Carpenter

A.A. (1968) Scottsbluff College
B.A. (1970) University of Northern Colorado
Vocational Credential

DANFORD, JEAN (1971) Humanities
and Communications

B.A. (1970) University of Northern Colorado
M.A. (1974) University of Northern Colorado

GERTGE, PHYLLIS (1970) Health
R.N. (1961) Mercy Hospital
Vocational Credential

- GIAUQUE, LARRY L. (1985) Math, Computer Science, and Science**
 B.A. (1961) University of Colorado
 M.S. (1971) Naval Postgraduate School
- GOODWIN, WAYNE L. (1986) L-P Gas**
 Thirty years experience in the L-P Gas business
 Vocational Credential
- HANSON, KERRY (1988) Social Science**
 B.A. (1978) Idaho State University
 M.P.A. (1982) Idaho State University
 D.A. (1984) Idaho State University
- HEMINGWAY, ALICE E. (1982) Math and Science**
 B.S. (1970) Westminster College
 M.A. (1973) University of New Mexico
 M.S. (1981) University of New Mexico
- HUBER, ROBERT J. (1985) Business**
 B.S. (1979) Ferris State College
 M.A. (1984) Colorado State University
 Vocational Credential
- JODER, ELLEN K. (1985) Business**
 B.A. (1985) University of Northern Colorado
 B.S. (1985) University of Northern Colorado
 Vocational Credential
- JOHNSON, RANDY (1986) Small Business Development Center, Director**
 B.A. (1969) University of Northern Colorado
 M.A. (1980) Colorado State University
 Vocational Credential
- KAMMERER, DONALD J. (1987) Alternative Education Director**
 B.A. (1965) University of Colorado
 M.A. (1972) Western State College, Gunnison
 Ed.S. (1976) University of Wyoming
- KEOWN, CORLISS A. (1985) Psychology**
 B.A. (1970) Pomona College
 M.A. (1972) Vanderbilt University
- MASON, KELLEY S. (1979) Electronics**
 20 years experience in electronics field
 Vocational Credential
- MICHIE, KAREN (1984) Home Economics and Nanny Training**
 B.S. (1976) Colorado State University
 M.Ed. (1979) Colorado State University
 Vocational Credential
- MCKIE, BETTY (1982) Business - Secretarial Science**
 A.A.S. (1978) Morgan Community College
 A.A. (1979) Morgan Community College
 B.A. (1982) University of Northern Colorado
 Vocational Credential
- MOENS, KENNETH R. (1985) Farm/Ranch Management**
 B.S. (1978) University of Illinois
 M.S. (1982) University of Illinois
 Vocational Credential
- NELSON, GEORGE (1979) Agri-Computers**
 B.S. (1957) Colorado State University
 M.Ed. (1967) Colorado State University
 Vocational Credential
- PALMER, DANIEL G. (1985) Welding Technology**
 A.A.S. (1975) Utah Technical College
 B.S. (1984) Utah State University
 Vocational Credential
- PROPP, LARRY (1986) Farm/Ranch Management**
 A.A. (1969) Northeastern Junior College
 B.A. (1972) Colorado State University
 M.Ed. (1979) Colorado State University
 Vocational Credential

THORNSBY, CAROLYN (1972)
 Humanities and Communications
 B.A. (1961) Colorado State University
 M.A. (1983) University of Northern Colorado

WALTER, BILLY (1973) Auto Body
 30 years experience in Auto Body repair
 Vocational Credential

WEBER, DENNA (1981) Adult Basic Education
 B.A. (1969) University of Northern Colorado

WEIMER, MAXINE (1985) PAL Lab Coordinator of PAL Lab & Assessment
 A.S. (1982) Morgan Community College
 B.A. (1986) Lorreto Heights College

ZIEGLER, GENE (1972) Auto Mechanics
 20 years experience in automotive field
 Vocational Credential

FACULTY OF THE COLLEGE PART-TIME STAFF

AMACK, BRIAN Computer Science
 A.G.S. (1987) Morgan Community College

BARDEN, NANCY Satellite Coordinator
 B.A. (1979) University of Northern Colorado

BEECHAM, EVAN K. Basic Law Enforcement
 Basic Law Enforcement Certificate (1982) Morgan Community College
 Certified CLETA Instructor
 Vocational Credential

BERNAHL, SHARROLL Allied Health
 R.N. (1964) Iowa Lutheran School of Nursing
 Vocational Credential

BIRCHFIELD, MARTHA Satellite Coordinator
 B.A. (1974) St. John College
 M.A. (1985) Adams State College

CARRUTH, JUDITH E. English
 B.A. (1983) University of Northern Colorado

COFFIN, CLINTON M. Basic Law Enforcement
 14 years of Law Enforcement experience
 Certified CLETA Instructor
 Vocational Credential

DAVEY, ROBERT P. E.M.T.
 Certified Emergency Medical Technician
 10 years of E.M.T. experience
 Vocational Credential

DEGANHART, DEBRA Computer Science
 B.A. (1980) University of Northern Colorado

DOWNING, THELMA Art
 A.A. (1973) Morgan Community College
 B.A. (1977) University of Northern Colorado

DUELL, CHARLES Farm/Ranch Management
 B.S. (1987) Colorado State University
 Vocational Credential

- ERNST, ROCKY Young Farmers
B.S. (1985) Colorado State University
Vocational Credential
- FLAIR, CHERYL Physical Education
National Aerobic Instructor
Certification (1987)
- FORBES, AL D. Basic Law
Enforcement
Certified CLETA Instructor
12 years experience in Law Enforcement
- GILSTRAP, JIMMY Young Farmer
Coordinator
B.S. (1987) Oklahoma State University
- HALEY, RICHARD Mathematics
B.S. (1948) Black Hills Teachers College
M.A. (1949) University of Colorado
- HERBEL, LORRAINE College for
Living
A.A.S. (1984) Morgan Community College
- HUFF, SUSIE Satellite Coordinator
B.S. (1978) Metropolitan State College
- JOHNSON, CHARLIE Satellite Coordinator
B.S. (1967) Colorado State University
M.Ed. (1971) Colorado State University
- KALB, BILL Welding
B.A. (1956) Dakota Wesleyan University
Vocational Credential
- KIELY, JOE Computer Science
A.S. (1972) West Hills Community College
B.S. (1974) California State University
- KIRSCH, NEIL Welding
Vocational Credential
- KOKES, MARK Young Farmers
A.A. (1982) Northeastern Junior College
B.S. (1984) Colorado State University
Vocational Credential
- LAMPE, STAN Physical Education
B.A. (1958) Colorado University
M.A. (1968) University of Northern Colorado
- LIVINGSTON, MICK Farm/Ranch
Management
B.S. (1973) Colorado State University
- LOGAN, BRUCE Basic Law
Enforcement
B.A. (1981) Colorado University
J.D. (1984) Gonzaga University
Certified CLETA Instructor
Vocational Credential
- McCAULEY, TOM
B.A. (1963) Panhandle State University
M.A. (1966) Western State
Ph.D. (1982) Colorado State University
- OTTEM, PATTY Part-Time Coordinator
B.A. (1970) University of Northern Colorado
M.S. (1984) Fort Hays State University
- PANCOST, PATTY Farm/Ranch
Management
A.A. (1977) Bakersfield College
B.S. (1981) California Polytechnic State University
M.A. (1982) Utah State University
- PORTER, BEV Tennis
B.S. (1954) University of Northern Colorado
- REITZ, KIM Mathematics
B.A. (1987) Kansas Wesleyan

SAYLES, CURTIS Farm/Ranch
Management
B.S. (1979) Florida Institute of
Technology

SKINNER, GLENN L. Basic Law
Enforcement Coordinator
Certified CLETA Instructor
Basis Law Enforcement
Certificate (1982) Morgan Commu-
nity College
Vocational Credential

SOEHNER, RHONDA Satellite Coordinator

SPEAKS, DANA Basic Law
Enforcement
Certified CLETA Instructor
Vocational Credential

WATSON, MIKE Basic Law
Enforcement
7 years experience in Law Enforce-
ment
Certified CLETA Instructor
Vocational Credential

WHITE, JERRY E. Basic Law
Enforcement Coordinator
16 years of Law Enforcement expe-
rience
Certified CLETA Instructor

ACADEMIC AND ADMINISTRATIVE SERVICES STAFF

- | | |
|--|--|
| <p>AMACK, BRIAN (1987) Data Processing Specialist</p> | <p>HERBEL, LORRAINE (1985) Assistant to the Director of Purchasing
A.A.S. (1984) Morgan Community College</p> |
| <p>BAKER, MAXINE (1974) Secretary Resident Instruction</p> | <p>HOAL, CINDY (1988) Coordinator of Student Activities/Student Union
B.A. (1985) University of Northern Colorado
M.A. (1987) University of Northern Colorado</p> |
| <p>BERRYHILL, LYNNE (1986) Data Processing Assistant</p> | <p>HOTCHKISS, ROBIN (1981) Director of Purchasing and Plant M & O
A.A.S. (1981) Morgan Community College</p> |
| <p>BISHOP, SHARON (1987) President's Secretary</p> | <p>HUBBELL, JANIE (1976) Registrar
A.A.S. (1974) Morgan Community College
A.A. (1987) Morgan Community College</p> |
| <p>COVELLI, FRAN (1981) Coordinator of Community and Continuing Education
B.A. (1976) University of Colorado
M.A. (1978) University of Colorado</p> | <p>JOHNSON, SHERI (1987) Secretary to the Dean of Instruction</p> |
| <p>DAVEY, MARY JANE (1985) Secretary Community and Continuing Education</p> | <p>KAHL, MAUREEN (1984) Assistant Director of Learning Resources
A.A. (1985) Morgan Community College</p> |
| <p>EVERETT, PATTY (1975) Director, Learning Resources
B.A. (1955) University of Northern Colorado</p> | <p>KRESS, ESTHER (1982) Custodian</p> |
| <p>GOULD, CRAIG W. (1985) Public Information Officer
B.S. (1985) Adams State College</p> | <p>MOLINA, DELORES (1985) Alternative Education Program Aide</p> |
| <p>GRIFFITH, MARSHA (1987) PAL Lab Aide</p> | <p>MOORE, SABRINA (1979) Director of Finance
Bookkeeping Certificate (1978)
Morgan Community College
A.A.S. (1979) Morgan Community College</p> |
| <p>HALEY, BEVERLY (1987) Public Relations
B.S. (1959) Black Hills State College
M.A. (1965) University of Northern Colorado</p> | |

SCHMEECKLE, SANDRA (1977) Director
of Auxiliary Enterprises
A.A. (1964) Colorado Women's
College
B.A. (1966) Colorado Women's
College

SMITH, SUSAN (1987) Accounts
Payable Clerk

STICKLEY, MAXINE (1984) Clerical
Assistant

TACKER, DAN (1983) Director of ADP
and Business Office
B.A. (1978) University of Northern
Colorado

THORNSBY, DOROTHY (1987) Assistant
Coordinator of Testing
B.A. (1951) University of Northern
Colorado
M.A. (1983) University of Northern
Colorado

WHITE, BEVERLY (1980) Director of
Admissions and Veterans Officer

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