

Seal of
the College ?

FORT MORGAN, COLORADO

1994 - 1996 CATALOG

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Morgan Community College is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, or disablement in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504, and the Americans with Disabilities Act, 1990. For information regarding civil rights or grievance procedures, contact *Paul Swearengin, Affirmative Action Officer, Morgan Community College, 17800 Road 20, Fort Morgan, CO 80701, 303-867-3081.*

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A MESSAGE FROM THE PRESIDENT

Dear Student:

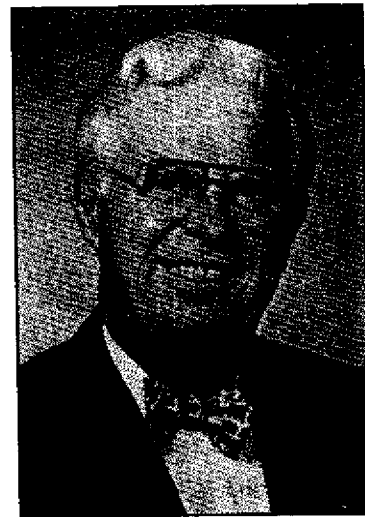
Morgan Community College is a classic example of my assertion that education can both be serious and, at the same time, fun. We offer a wide range of courses both in academic and vocational areas which can prepare you to transfer to another college later or directly to a job. And both we at the College and you as a student can enjoy doing it. You will be exposed to good and dedicated teachers who, because we are small, are interested in you. Besides their scholarship, they are informal and enjoy life. They will expect your best - as you should expect from yourself - and it will be done in an atmosphere in which learning is fun.

Take a good look at this catalog and the variety of courses and programs in it. We hope you will be stimulated by what you see and will decide to be part of our community. And don't hesitate to ask us questions.

Sincerely yours,



Richard R. Bond
President



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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.

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Special Assistant to the President	Bruce Snyder
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Coordinator, Limon Correctional Facility	
Coordinator, Lincoln County Center	Valerie Rhoades
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Administrative Assistant - Student Services	Lora Kooshian
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Administrative Assistant - ABE	Zeda Pounds
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Child Care Aid	Mildred Bledsoe
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Controller	
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Accounting Technician I	Roxanne Trujillo
Network Analyst	Dan Hartless
General Building Trades Assistant	
General Building Trades Assistant	Tim Cunningham
Custodian	Dixie Johnson
Custodian	Helen Torrez

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ACADEMIC CALENDAR

FALL SEMESTER

Registration Period Begins
 Academic Faculty Report
 T & I Faculty Report
 Premiere
 First Day of Classes &
 Late Registration Begins
 Labor Day (College Closed)
 Last Day to Add Regular Sequence Classes
 Last Day to Drop Regular Sequence Classes
 Mid-Term Week
 Thanksgiving Holiday (College Offices
 Closed Thanksgiving Day only)
 Classes End
 Finals Week - Academic Classes
 Christmas Break (College Offices Closed)

 Classes Resume for T & I
 Classes End for T & I

SPRING SEMESTER

Registration Period Begins
 New Year's Day (College Closed/
 Alternative Holiday)
 College Opens
 Faculty Report
 First Day of Classes &
 Late Registration Begins
 Last Day to Add Regular Sequence Classes
 Last Day to Drop Regular Sequence Classes
 Mid-Term Week
 Spring Break (College Offices Open)
 Academic Classes End
 Finals Week - Academic Classes
 Graduation
 Classes End for T & I
 Memorial Day (College Closed)

SUMMER SESSION

Registration Period Begins
 Classes Begin
 Last Day to Add
 Last Day to Drop
 Independence Day (College Closed)
 Classes End

1994-95

April 25
 August 15
 August 19
 August 26
~~August 26~~
 August 29
 September 5
 September 12
 September 14
 October 17-21

November 24-25
 December 12
 December 13-16
 December 24-
 January 2
 January 9
 January 13

November 14

January 2
 January 3
 January 9

January 16
 January 27
 January 31
 March 6-10
 March 20-24
 May 8
 May 9-12
 May 13
 May 26
 May 29

1995-96

April 24
 June 5
 June 8
 June 12
 July 4
 July 28

1995-96

April 24
 August 14
 August 18
 August 25
~~August 28~~
~~August 28~~
 September 4
 September 11
 September 13
 October 16-20

November 23-24
 December 11
 December 12-15
 December 23-
 January 1
 January 8
 January 12

November 13

January 1
 January 2
 January 8

January 15
 January 26/
 January 30/
 March 4-8
 March 18-22
 May 6
 May 7-10
 May 11
 May 24
 May 27

1996-97

April 22
 June 3
 June 6
 June 10
 July 4
 July 26

GENERAL INFORMATION

Mission

Morgan Community College is a two-year public comprehensive community college offering a variety of educational services to individuals, organizations, and businesses both on-campus and throughout the service area. The mission of the college is to:

- offer lower division college courses for transfer to four-year institutions
- offer occupational courses and programs for job entry, upgrading skills, and retraining
- offer developmental courses which prepare students to pursue their educational or personal objectives
- advise and help students in establishing and reaching their goals
- provide opportunities for students to develop leadership skills, ethical concerns and civic responsibility
- provide courses and services to improve the general welfare of the community
- encourage and assist the faculty, staff, and administration to improve their abilities and the working environment of the institution

History

In July, 1964, a committee was formed to consider the feasibility of establishing a junior or community college district that would serve the educational needs of Morgan County. In May, 1967, Senate Bill 405 created the Morgan County Junior College District and in September, 1967, a Board of Trustees was elected. The first classes began in September, 1970, in rented buildings in Fort Morgan adapted to the uses of the College. In June, 1973, the local junior college district was dissolved by a vote of the people and the College joined the State System of Community Colleges under the new name of Morgan Community College. A fund drive was initiated in 1978 and the College acquired a ten-acre site east of Fort Morgan for the site of a permanent campus. An additional ten acres was acquired in 1981. The Colorado State Legislature appropriated construction funds in 1978 for the first building on the campus. Construction began in 1979 and the first classes were held on the campus in June, 1980. A Vo-Tech/Administrative building was completed in 1985.

Accreditation

Morgan Community College is accredited by the North Central Association of Colleges and Schools.

Service Area

In compliance with the Colorado Statewide Master Plan for Postsecondary Education, the college serves an area comprising Morgan, Washington, Yuma, Lincoln, Kit Carson, and the eastern half of Adams and Arapahoe counties.

Educational Rights and Privacy Act

Records at Morgan Community College help staff and faculty plan educational opportunities to meet the needs of individual students, better understand students, counsel more effectively with them and assist in employment after graduation.

Student records are regarded as confidential. These records will be released to faculty and professional staff for authorized college-related purposes. Academic records are released only with the written consent of the student or under specific guidelines set out in the Family Educational Rights and Privacy Act of 1974, as amended. Transcripts may be withheld because of outstanding financial obligations to Morgan Community College.

Certain items of student information have been designated by Morgan Community College as public or directory information: name, address, telephone number, date and place of birth, dates of attendance, most recent previous educational institution attended, major field of study, degrees and awards received, participation in officially recognized activities and sports.

Currently enrolled students may withhold disclosure of directory information by notifying the registrar, in writing, each academic year, that he or she does not want the directory information released for that period of time. "Academic year" is defined as summer through spring terms within one 12-month period. Morgan Community College assumes that unless students specifically request that directory information be withheld, they are approving this information for disclosure.

Copies of Morgan Community College policy relating to the Family Educational Rights and Privacy Act of 1974, as amended, are available in the Student Services office. This act was designated to protect the privacy of education 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 institution to comply with the Act.

If you have questions concerning the Family Educational Rights and Privacy Act, contact the Student Services staff.

Drug and Alcohol Abuse Prevention Program

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

I. Standard of Conduct

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

II. Legal Sanctions for Violation of the Standards of Conduct

The unauthorized or unlawful possession, use or distribution of illicit drugs or alcohol may subject the individual to certain penalties. The penalties include imposition of a fine to a jail term.

Any student or employee who is convicted of the unlawful possession, use of, distribution of illicit drugs or alcohol is subject to criminal penalties under local, state and federal law. These penalties range in severity from a fine of up to \$100 to life

imprisonment and/or a fine of \$8,000.00. The exact penalty assessed depends upon the nature and severity of the individual offense.

III. Penalties which may be imposed by the College

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

IV. Health Risks Associated with use of Illicit Drugs and Alcohol Abuse

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

V. Available Counseling, Treatment, Rehabilitation or Re-entry Program

Counseling, treatment, rehabilitation or re-entry program information can be procured from the Vocational Guidance Specialist or the Associate Dean of the College for Student Services (1-800-622-0216) or the Colorado Department of Health.



ADMISSION

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.

How to Apply

Students are requested to submit their application to the Student Services office at least ten days prior to the semester for which they are applying. Grade transcripts are required for all full-time students, veterans, and any student planning to receive a degree or certificate at Morgan Community College.

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 the following with the Student Services office:

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 Registrar's Office at least 30 days in advance of the semester for which the transfer student wishes to enroll. Necessary forms may be obtained from the Student Services office and letters of inquiry should state specifically that the student is a transfer student.

Transfer of College Credit

Transfer of Credits from Accredited Institutions

Credits earned at regionally accredited colleges or universities may be transferred toward fulfilling Morgan Community College program requirements.

Morgan Community College will accept courses for transfer completed within ten years prior to admission to Morgan Community College. Courses completed more than ten years prior to admission may be validated for acceptance as regular credit hours by completing fifteen semester hours of instruction at Morgan Community College with a 2.0 grade point average or better.

Courses in which a grade of "D" or above were earned will be accepted in transfer when those courses apply to Morgan Community College programs.

Transfer of Credit to Four-Year Institutions

Students who attend Morgan Community College with the intention to transfer to a four-year college or university should familiarize themselves with that general education requirements of the institution. While graduation requirements may vary, it is ordinarily very easy to transfer from one Colorado institution to another if your planning is solid and your grades are good. Obtain assistance from your academic advisor to plan a transferable curriculum.

Transfer Agreements

Transfer agreements have been established in certain programs to facilitate transfer of Morgan Community College credits to other institutions. Agreements include articulation procedures as well as course equivalency lists. The agreements guarantee transfer of credit once a specific curriculum has been satisfactorily completed. Students interested in transferring under an articulation agreement should discuss their plans with their academic advisor early in their studies.

Transfer agreements exist with, and credits may transfer to:

- Adams State College
- Colorado School of Mines
- Colorado State University
- Fort Lewis College
- Mesa State College
- Metropolitan State College of Denver
- University of Colorado, Boulder
- University of Colorado, Colorado Springs
- University of Colorado, Denver
- University of Denver
- University of Northern Colorado
- University of Southern Colorado
- Western State College
- All two-year Community Colleges in Colorado

Transfer of credits to institutions not listed above is possible, however each situation must be evaluated separately by the Registrar or Departmental Head of the receiving institution.

Transfer dispute appeals process for Colorado Public Colleges and Universities

1. Students who follow the forgoing suggestions with full support of their academic advisors will rarely encounter any difficulty. Should a problem arise, however, a student has full recourse to due process. Morgan Community College shall adhere to the

Colorado Commission on Higher Education policy and general procedures for resolution of transfer disputes.

2. Students must file an appeal within 15 days of receiving their transcript evaluation by writing the Registrar at the receiving institution. The decisions made in the transcript will be binding if the student fails to file a complaint within this time. Upon receipt of the student's written appeal, the receiving institution will have 15 days to respond in writing to the student.
3. If the dispute cannot be resolved between the student and the staff of the receiving institution, the student may appeal in writing to the sending institution. The campus presidents from the sending and receiving institutions will attempt to resolve the dispute within 30 days from the receipt by the sending institution of the student appeal. Agreement between the sending and receiving institution will constitute a final and binding decision which the receiving institution will communicate to the student.

General Education Core Transfer Program

In June 1987 the Colorado Community College and Occupational Education System announced agreements between community and junior colleges and four-year colleges and universities in Colorado on the General Education Core Transfer Program.

The Core Transfer Curriculum makes it possible for Morgan Community College students to complete a block of classes known as the core curriculum. This block of classes, when completed successfully, is guaranteed to transfer to Colorado's public four-year colleges or universities. Students may choose to complete the core curriculum by itself or as part of a two-year degree program for an Associate of Arts or Associate of Science degree.

Core Transfer Classes

In order to be accepted for transfer under the core transfer agreement a grade of "C" or better is required in each core class.

Associate of Science

- I. **English/Speech** (9 semester credits required)
 - ENG 121 English Composition I
 - ENG 122 English Composition II
 - SPE 115 Principles of Speech Communication
- II. **Mathematics** (4 semester credits required)
 - MAT 121 College Algebra
 - MAT 125 Survey of Calculus
 - MAT 201 Calculus I
 - MAT 202 Calculus II
- III. **Science** (8 semester credits required)
 - AST 101 Astronomy I

- AST 102 Astronomy II
- BIO 111 General College Biology I
- BIO 112 General College Biology II
- CHE 111 General College Chemistry I
- CHE 112 General College Chemistry II
- GEY 111 Physical Geology
- GEY 121 Historical Geology
- PHY 111 Physics: Algebra-Based I
- PHY 112 Physics: Algebra-Based II
- PHY 211 Physics: Calculus-Based I
- PHY 212 Physics: Calculus-Based II

IV. Social and Behavioral Sciences

(Choose 6 semester credits from 2 different disciplines)

- ANT 101 Cultural Anthropology
- ANT 111 Physical Anthropology
- ECO 201 Principles of Macroeconomics
- ECO 202 Principles of Microeconomics
- GEO 105 Geography
- HIS 101 Western Civilization I
- HIS 102 Western Civilization II
- HIS 201 U.S. History I
- HIS 202 U.S. History II
- POS 105 Introduction to Political Science
- POS 111 American Government
- PSY 101 General Psychology I
- PSY 102 General Psychology II
- SOC 101 Introduction to Sociology I
- SOC 102 Introduction to Sociology II

V. Humanities

(Choose 6 semester credits from 2 disciplines)

- ART 111 Art History I
- ART 112 Art History II
- FOL 111 Foreign Language I
- FOL 112 Foreign Language II
- FOL 211 Foreign Language III
- FOL 212 Foreign Language IV
- HUM 121 Survey of Humanities I
- HUM 122 Survey of Humanities II
- HUM 123 Survey of Humanities III
- LIT 115 Introduction to Literature
- LIT 201 Masterpieces of Literature I
- LIT 202 Masterpieces of Literature II
- MUS 120 Music Appreciation
- MUS 121 Introduction to Music History I
- MUS 122 Introduction to Music History II
- PHI 111 Introduction to Philosophy
- PHI 112 Ethics
- PHI 113 Logic
- THE 211 Development of Theatre I
- THE 212 Development of Theatre II

Associate of Arts

- I. **English/Speech** (9 semester credits required)
 - ENG 121 English Composition I
 - ENG 122 English Composition II
 - SPE 115 Principles of Speech Communication

II. Mathematics (4 semester credits required)

MAT 121	College Algebra
MAT 125	Survey of Calculus
MAT 135	Introduction to Statistics
MAT 201	Calculus I
MAT 202	Calculus II

III. Science (4 semester credits required)

AST 101	Astronomy I
AST 102	Astronomy II
BIO 105	Science of Biology
BIO 111	General College Biology I
BIO 112	General College Biology II
CHE 101	Introduction to Chemistry I
CHE 102	Introduction to Chemistry II
CHE 111	General College Chemistry I
CHE 112	General College Chemistry II
GEY 111	Physical Geology
GEY 121	Historical Geology
PHY 105	Conceptual Physics
PHY 111	Physics: Algebra-Based I
PHY 112	Physics: Algebra-Based II
PHY 211	Physics: Calculus-Based I
PHY 212	Physics: Calculus-Based II

IV. Social and Behavioral Sciences

(Choose 9 semester credits from 2 different disciplines)

ANT 101	Cultural Anthropology
ANT 111	Physical Anthropology
ECO 201	Principles of Macroeconomics
ECO 202	Principles of Microeconomics
GEO 105	Geography
HIS 101	Western Civilization I
HIS 102	Western Civilization II
HIS 201	U.S. History I
HIS 202	U.S. History II
POS 105	Introduction to Political Science
POS 111	American Government
PSY 101	General Psychology I
PSY 102	General Psychology II
SOC 101	Introduction to Sociology I
SOC 102	Introduction to Sociology II

V. Humanities

(Choose 9 semester credits from 2 different disciplines)

ART 111	Art History I
ART 112	Art History II
FOL 111	Foreign Language I
FOL 112	Foreign Language II
FOL 211	Foreign Language III
FOL 212	Foreign Language IV
HUM 121	Survey of Humanities I
HUM 122	Survey of Humanities II
HUM 123	Survey of Humanities III
LIT 115	Introduction to Literature
LIT 201	Masterpieces of Literature I
LIT 202	Masterpieces of Literature II
MUS 120	Music Appreciation

MUS 121	Introduction to Music History I
MUS 122	Introduction to Music History II
PHI 111	Introduction to Philosophy
PHI 112	Ethics
PHI 113	Logic
THE 211	Development of Theatre I
THE 212	Development of Theatre II

NOT ALL COURSES ARE OFFERED AT MORGAN COMMUNITY COLLEGE

Tuition Classification

A student's classification as an in-state or out-of-state registrant for tuition purposes is made by the college at the time of admission.

The classification of students for tuition purposes at state supported colleges and universities is governed by the Colorado Tuition Classification Law, CRS 5237-101 et seq. (1973), as amended. This statute states that before being entitled to in-state tuition, persons at least twenty-two years of age must have been domiciled in Colorado and fulfilled specific citizen responsibilities for one full calendar year prior to the first day of classes for the term for which such classification is sought. The burden of proof concerning intent to domicile in the State of Colorado rests with the individual.

An individual under twenty-two years of age who has never been married is presumed to have the same legal home as his/her parent(s) or legal guardian(s) unless emancipation has occurred. "Emancipation" means complete financial independence. Marriage is an irreversible act of emancipation. Once emancipated, an individual must be domiciled in Colorado for twelve full months before being entitled to in-state tuition.

Active duty military personnel and their dependents whose permanent change of duty station is in Colorado may qualify for in-state tuition rates upon written certification through their assigned base/post Education Services Office.

Married women qualify for in-state tuition on their own merit under the tuition statute rather than on the basis of marriage.

Tuition Classification Appeals

Students classified as nonresidents who believe that they can qualify as residents may obtain a Petition for In-State Tuition Classification and a copy of the applicable Colorado statute from the Registrar's office. Students must submit the petition plus required supporting documents to the Registrar's office by the last day to drop a class for the term for which the change in classification is sought.

Students who challenge the ruling on their petition may appeal the decision to the Tuition Classification Appeals

Committee. The Tuition Classification Appeals Committee will review the evidence and make the final decision. Details may be obtained from the Registrar's office.

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 Academic Affairs 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 requested to obtain certain skill levels before entering the program.

Morgan Community College requires that first time, programmatic students complete assessment prior to registration. The assessment requirement may be fulfilled by taking the assessment tests in reading, English, mathematics and study skills. Other methods of assessment may be discussed with an advisor or the Associate Dean of the College for Student Services.

Students are exempt from the assessment requirement if they:

- hold an Associate or higher degree
- are enrolled for employment inservice and/or upgrading; or
- provide proof of minimum ACT scores of 20 in English and math if test taken prior to 10/89; after that date, minimum in English is 20 and math 19.

Research on the Colorado basic skills assessment program 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.

Admission Policy for International Students

All students from abroad who are considered for admission must have satisfactory academic records and satisfactory English communication skills. Morgan Community College does not conduct a comprehensive English language program for students from abroad. Assistance is available but not intended to replace any preparatory program of English as a Second Language.

Permanent Residents/Refugees

If you hold a resident card or were admitted to the United States on a refugee, parolee, or political asylum status, you must present your resident alien card or I-94 when you apply for admission. Morgan Community College will make a copy of the original to accompany your application to assure prompt and proper processing. Some English testing will be done to assess your English skills and to insure proper placement in courses. Academic records must be officially translated to English and be submitted.

Identification/Student Number

Many international students have multiple names. It is important to only use one set of names on all forms, correspondence or material at and to Morgan Community College and subsequent transfer colleges. If you have a social security number, use it as your student identification number and provide it in the appropriate space on the application form. If you do not have a social security number, an I.D. number will be assigned to you by Morgan Community College for the institution's use only. Do not use a student number that was assigned to you by another institution. Once you have a student identification number, memorize and keep it in a safe place, and use it as reference in all correspondence with Morgan Community College.

Application Deadlines

The complete application form, financial guarantee, and transcripts from high school or previous colleges must be submitted no later than four weeks prior to the beginning of classes for the semester of application. The specific deadlines are:

Fall Semester	July 15
Spring Semester	December 15
Summer Semester	April 15

No applications will be accepted after the deadlines. Morgan Community College recommends all transfer students apply and submit all documents required for admission at least two months prior to the beginning of the semester of application.

Fee Required

Students are required to pay tuition and fees at the time they register for classes. Tuition and fees for international students are the same as those for any non-Colorado resident: **Tuition and fees per semester is approximately \$3,360.00** (15 credit hours), and is subject to change without notice. The figure does not include the cost of books and supplies. Books and supplies average \$300 per academic year. Additional costs such as room and board, transportation, clothing and other personal expenses will vary. International students have very limited opportunities to work to support themselves during their college career and are not eligible for federal financial aid or most scholarships.

English Language Proficiency

Students are required to show official proof of English proficiency. Submit proof of English proficiency by one of the following:

- a) **75 minimum Michigan Test score from official testing center**
- b) **485 minimum TOEFL (Test of English as a Foreign Language)**
- c) **Graduation from English language schools approved by Morgan Community College**

Morgan Community College reserves the right to require official Michigan or TOEFL scores in addition to language school transcripts. A score of 500 on the TOEFL test will allow students to begin academic work with no restrictions. A 485 TOEFL or 75 Michigan test is the minimum score accepted for entrance--student will enroll in developmental courses at least part-time and will take college placement exam.

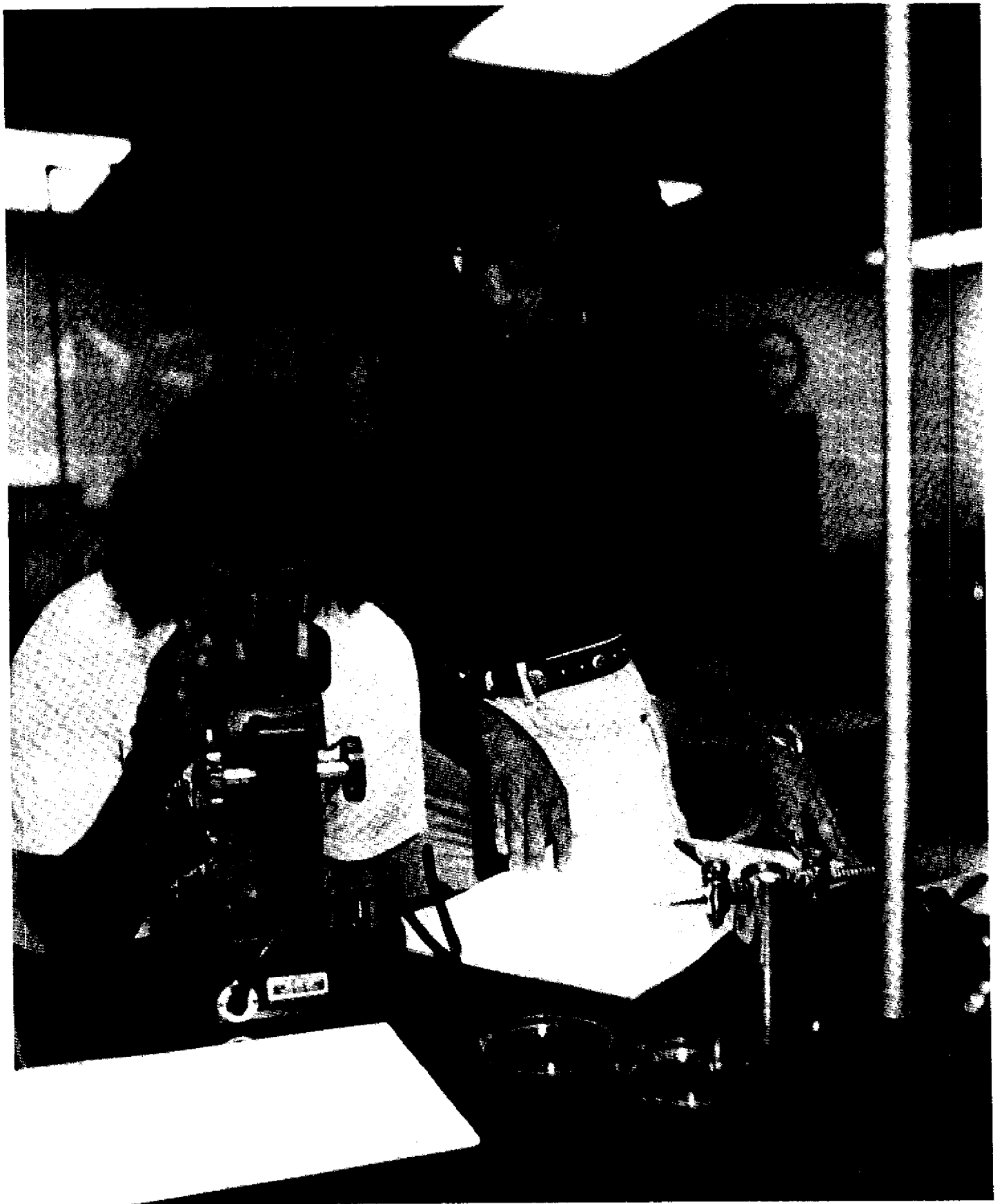
Student Visa/Form I-20

The international student must have submitted an application for admission, financial support documents, I-94 document, transcripts and copies of records. All materials, including TOEFL scores, must be in English and have been submitted to the Student Services office at Morgan Community College before the Immigration Form I-20 will be issued. Students on F-1 visas are **required to enroll for and complete a minimum of 12 credit hours with a minimum 2.0 grade point average for Fall and Spring semester.**

Transfer Students (Students Currently Attending Another American College)

If you have a student visa (F-1) at another American institution you must have completed at least 12 credits with a 2.0 minimum Grade Point Average for each Fall, Spring, and Summer terms to be acceptable in transfer to Morgan Community College. If accepted for admission at Morgan Community College, you must submit the properly completed INS Form I-20 A-B issued by Morgan Community College to the designated official at your former school.





FINANCIAL INFORMATION

Tuition and fees are established by the State Board for Community College 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 Semester Tuition and Fees - 1994-95

Credit Hours	In-State Tuition	Out-of-State Tuition	*WUE Tuition	Student Fees
1	51.00	224.00	76.50	2.50
2	102.00	448.00	153.00	5.00
3	153.00	672.00	229.50	7.50
4	204.00	896.00	306.00	10.00
5	255.00	1120.00	382.50	12.50
6	306.00	1344.00	459.00	15.00
7	357.00	1568.00	535.50	17.50
8	408.00	1792.00	612.00	20.00
9	459.00	2016.00	688.50	22.50
10	510.00	2240.00	765.00	25.00
11	561.00	2464.00	841.50	27.50
12	612.00	2688.00	918.00	30.00
13	663.00	2912.00	994.50	30.00
14	714.00	3136.00	1071.00	30.00
15	765.00	3360.00	1147.50	30.00
16	816.00	3584.00	1224.00	30.00
17	867.00	3808.00	1300.50	30.00
18	918.00	4032.00	1377.00	30.00
19	969.00	4256.00	1453.50	30.00
20	1020.00	4480.00	1530.00	30.00
21	1071.00	4704.00	1606.50	30.00
22	1122.00	4928.00	1683.00	30.00
23	1173.00	5152.00	1759.50	30.00
24	1224.00	5376.00	1836.00	30.00

All students are required to pay a \$9.00 registration fee each semester prior to enrolling in classes.

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 1994-1995 RATES. THEY ARE, HOWEVER, SUBJECT TO CHANGE FROM ONE ACADEMIC TERM TO THE NEXT AS DEEMED NECESSARY BY THE COLORADO COMMUNITY COLLEGE AND OCCUPATIONAL EDUCATION SYSTEM. MODEST INCREASES FOR THE 1995-1996 ACADEMIC YEAR ARE EXPECTED.

*Residents of Alaska, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, and Wyoming qualify for reduced rates under WUE (Western Undergraduate Exchange). For more information, inquire at the Student Services Office.

Payment of Tuition and Fees

Tuition charges at Morgan Community College are dependent upon the student's residency status. TUITION AND FEES ARE PAYABLE AT THE TIME OF REGISTRATION. Any deferred payments must have special permission from the Business office.

Refunds

Students must OFFICIALLY withdraw from the college by processing an approved WITHDRAWAL FORM with the Office of Student Services, 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 portion 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 Registrar or Dean of Administrative Services.

Pro-rata refunds apply to any student who is new to Morgan Community College and is receiving any Title IV Federal Aid (i.e., Pell Grants, SEOG, Work Study, FFELP Loans). Pro-rata refunds will be calculated for new students who withdraw or cease attending during their first semester at MCC. Specific questions about pro-rata refunds should be directed to the Financial Aid Office.

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.

A large percentage of 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

Students who wish to apply for financial aid should apply for admission to Morgan Community College, submit the Free Application for Federal Student Aid and the MCC Student Information Form. Students interested in scholarships need to submit the Morgan Community College Scholarship application form. All applications are available from the Student Services office or high school counselors.

Priority deadlines for Financial Aid are:

1. FAFSA completed and mailed by March 1.
2. MCC Scholarship application received by April 1.

Financial aid will be awarded on a rolling basis until funds are used up. For additional information, contact the Director of Financial Aid.

TRANSFER STUDENTS. Before aid may be determined, Morgan Community College must receive Financial Aid Transcripts from all previous colleges attended whether you received aid or not. Transcript request forms may be obtained from the Financial Aid Office.

Additional documents which may be requested by the Financial Aid Office may include: Federal Tax forms, Pell Student Aid Report (SAR), Income Verification Form, Untaxed Income Information, 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. The Financial Aid Office will continue to accept applications after these dates, but awards will be dependent upon the availability of funds.

PRIORITY DATES FOR AID

Fall Semester	June 1
Spring Semester	November 1
Summer Semester	April 1

Students should follow dates listed above to receive priority. Students applying for Pell for the current academic year must have applications complete before May 1 of the academic year. Summer Aid applicants must have their file complete prior to June 15 to receive assistance for the summer term.

Types of Financial Aid Available

There are various types of financial assistance available, including scholarships, grants, work-study jobs and student loans. Grants and scholarships do not have to be repaid.

Scholarships

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 April 1, for top consideration for the upcoming academic year.

COLORADO SCHOLARS

Approximately 30 scholarships are awarded annually to students attending part-time meeting the following 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

These scholarships are awarded by the Greater Gifts Scholarship Board to outstanding students who are enrolled on a full-time basis. Also considered are the students' potential and desire to reach goals. Several scholarships at approximately \$1,400 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. Students may apply for both their local high school Bloedorn Scholarship and the Morgan Community College H. B. Bloedorn Scholarship.

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

- Greg Alsip Scholarship
- Jolliffe Family Scholarship
- Ruth Graves Scholarship
- Fort Morgan Noon Lions Club
- Petteys Women's Scholarship
- Stan Tieman Memorial Scholarship
- Service Area Scholarships
- Sundowner Lions
- Fresh Start Scholarships
- Clavis Club Scholarship
- Doris and Rex Monahan Second Chance Scholarship
- Xi Alpha Theta Sorority Scholarship
- Young Scholars

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. To apply for grants students must complete the FAFSA.

FEDERAL PELL GRANT

This federal aid source is available to all eligible undergraduate students seeking their first degree. Award amounts range up to \$2,300 based upon the student's financial need, costs at the institution, and Congressional allocation.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

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

COLORADO STUDENT GRANT (CSG)

This State grant is 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 available to Colorado residents who show substantial financial need. The State of Colorado and the Federal Government each contribute 50% of the available funding.

MCC DIVERSITY GRANT

The Colorado Legislature has funded this grant which is awarded to students from MCC's targeted under-represented groups (traditional age, minority, first generation college student, full-time and documented financial aid). Maximum award is for the amount of full-time, in-state tuition and fees.

MCC GRANT PROGRAMS

MCC Foundation Educational Assistance Grant. Awarded to students as part of the financial aid package. Funds are available to students who show financial need and to students without regard to financial need up to a maximum of full-time tuition and fees.

Programmatic Grants. Students in Young Farmers, Truck Driver Training, Farm/Ranch Management, and Adult Basic Education programs, as well as students taking approved health courses and approved State Classified Personnel may apply for this special grant program. Grant amounts vary with the program.

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. To apply for work-study, students must complete the FAFSA.

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. The 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 (FAFSA).

Federal Family Educational Loan Programs

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. To be considered for a student loan, a student must complete the FAFSA.

FEDERAL STAFFORD AND UNSUBSIDIZED FEDERAL STAFFORD LOANS

These low-interest loans are made to students by the lender of their choice. Maximum to borrow per academic year is \$2,625 for Freshman students and \$3,500 for Sophomore students. Aggregate limit is \$23,000. In addition, independent students may use the Unsubsidized Loan to borrow an additional \$4,000 per year. Repayment begins six months following the date the student ceases to attend at least 1/2 time.

FEDERAL PLUS

A below-market interest rate loan. Parents may borrow up to the cost of education minus financial aid for their dependent student. Parents may not have an adverse credit history as determined by the lender. Repayment begins within 60 days of disbursement.

Loan amounts may vary dependent upon the program the student is enrolled in. For more information on Financial Aid, contact the Director of Financial Aid.

VETERANS

The College's Office of Veteran Affairs, located in the Financial Aid Office, provides the eligible veteran and/or 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 official transcripts of grades for any previous college education when submitting their application for admission to Morgan Community College. Failure to provide this institution with a written record may result in serious delay in educational benefits.

For more information on Veterans, contact the Financial Aid Office.



COURSE FEES

The following courses require additional course fees:

\$5.00 — Selected Business Management/Business Technology Courses

ACC 124	Microcomputer Accounting Applications
BTE 102	Keyboarding
BTE 112	Formatting
BTE 113	Advanced Formatting
BTE 114	Word Processing Operations
BTE 117	Legal Formatting
BTE 118	Medical Formatting
BTE 205	Machine Transcription
BTE 216	Medical Transcription

\$10.00 — Selected course work requiring extensive consumptive use of materials

ART 116	Lettering
ART 121	Drawing I
ART 122	Drawing II
ART 131	Design I
ART 132	Design II
ART 211	Painting I
ART 212	Painting II
ART 231	Watercolor I
ART 232	Watercolor II

\$8.00 — Selected Life and Non-Life Sciences

BIO 105	Science of Biology
BIO 106	Basic Human Anatomy
BIO 109	Humans and the Environment
BIO 111	General College Biology I
BIO 112	General College Biology II
BIO 201	Human Anatomy and Physiology I
BIO 202	Human Anatomy and Physiology II
BIO 205	Microbiology
BIO 218	Medical Pharmacology
BIO 245	Kinesiology
CHE 101	Introduction to Chemistry I
CHE 102	Introduction to Chemistry II
CHE 111	General College Chemistry I
CHE 112	General College Chemistry II
CHE 205	Introduction to Organic Chemistry
CHE 206	Introduction to Biochemistry
GEY 111	Physical Geology
GEY 121	Historical Geology
PHY 105	Conceptual Physics
PHY 111	Physics: Algebra Based I
PHY 112	Physics: Algebra Based II
PHY 211	Physics: Calculus Based I
PHY 212	Physics: Calculus Based II
SCI 116	Natural Science

\$5.00 — Computer Classes

CIS 101	Computer Literacy
CIS 105	Basic Computer Operations
CIS 110	Introduction to Microcomputer Operating Systems
CIS 111	Advanced Microcomputer Operating Systems
CIS 115	Introduction to Computers
CIS 117	Computer Graphics
CIS 120	Introduction to Word Processing: Word Perfect
CIS 121	Intermediate Word Processing: Word Perfect
CIS 140	Introduction to Microcomputer Database
CIS 150	Introduction to Electronic Spreadsheets: Lotus 1,2,3
CIS 151	Intermediate Electronic Spreadsheets: Lotus 1,2,3
CIS 152	Advanced Electronic Spreadsheets: Lotus 1,2,3
CIS 160	Basic Language Programming
CIS 245	Database Management Systems
CIS 260	COBOL Programming
CIS 276	Systems Analysis and Design
CSC 148	FORTRAN Programming
CSC 150	PASCAL Programming
CSC 230	C-Language Programming

\$10.00 — Farm and Ranch Management

FRM 101	Farm & Ranch Management I
FRM 102	Farm & Ranch Management II
FRM 103	Farm & Ranch Management III

\$5.00 — First Aid/CPR

HEA 106	CPR Recertification
HEA 126	Standard First Aid
PED 105	CPR
PED 125	Standard First Aid/CPR

\$8.00 — Selected Health Course Work

HEA 109	Personal Care Skills
HEA 117	Health Care Lab I
HEA 118	Health Care Lab II
HEA 129	Health Care Skills I
HEA 130	Health Care Skills II
HEA 131	Infant and Child Care I
HEA 132	Infant and Child Care II
HEA 137	IV Therapy for LPN's
HEC 115	Human Nutrition
HEC 118	Child Nutrition & Food Preparation
NAN 105	Children's Activities
NAN 201	Nanny Practicum
NAN 202	Child Care Co-Op
NAN 206	Nanny Fieldwork
NAN 213	Nanny as a Professional
NUR 206	Comprehensive Nursing Clinical
NUR 212	Comprehensive Med-Surg. Clinical I
NUR 214	Comprehensive Med-Surg. Clinical II
NUR 222	Comprehensive Psychosocial Clinical
NUR 232	Comprehensive Parent-Child Clinical
PTA 210	Physical Therapy Procedures I
PTA 220	Physical Therapy Procedures II
PTA 221	PTA Clinic Internship I
PTA 222	PTA Clinic Internship II
PTA 223	PTA Clinic Internship III
PTA 224	PTA Clinic Internship IV
PTA 230	Physical Therapy Procedures III
PTA 235	Principles of Electrical Stimulation
PTA 240	Physical Therapy Procedures IV

\$5.00 — Selected Business Technology and Related Computer Intensive

DRT 105	Drafting Fundamentals
DRT 106	Blueprint Reading
DRT 107	Computer Aided Drafting

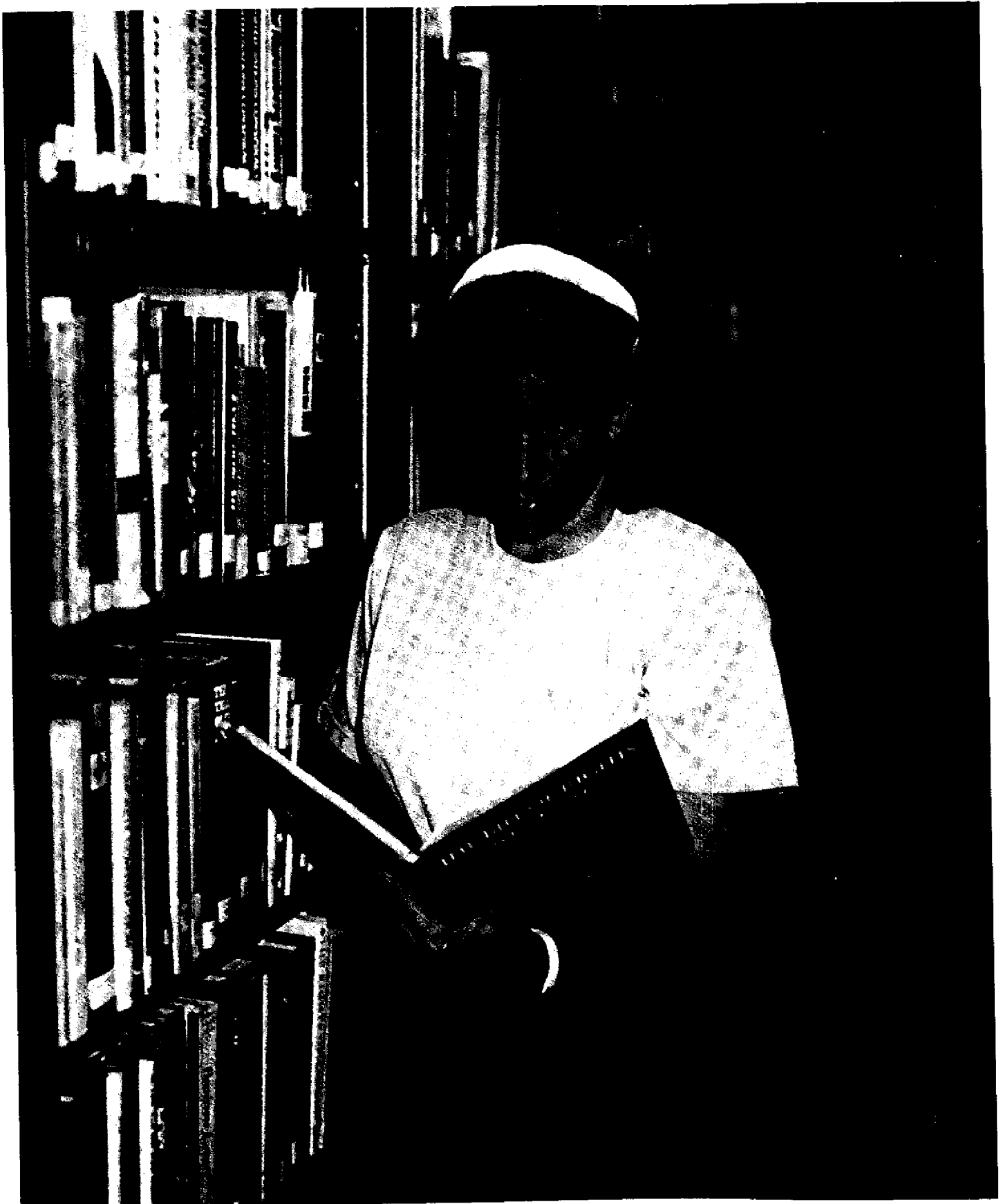
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Selected Technical Education Course Work

CRJ 105	Arrest Tactics	\$20
CRJ 106	Law Enforcement Driving	\$20
CRJ 107	Fire Arms	\$20
CRJ 115	Traffic Control	\$20
CRJ 126	Patrol Procedures	\$20
CRJ 240	Criminal Investigation	\$20
WEL 131	Basic Welding	\$20
WEL 132	Advanced Welding	\$20
WEL 133	Industrial Welding	\$20

All Collision Repair Technology courses and Automotive Service Technology courses have course fees — fees TBA.

Telecourses and OPTEL courses have a \$15.00 fee.



ACADEMIC REGULATIONS

Registration

Registration is an important part of a student's 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 or she has completed:

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

Maximum Course Load

A course load, determined by students and their advisors, may not exceed twenty (20) credit hours per term. Certain occupational programs approved by the State Board for Community Colleges and Occupational Education may require students to take up to twenty-four (24) credit hours per term. For these programs students are allowed to take all necessary courses. In no case may a course load exceed twenty-four (24) credit hours per term except by written approval of the Dean of Academic Affairs or the Associate Dean of the College for Student Services at or before the time of registration.

Auditing Courses

Students may elect to attend a class but not receive credit by declaring at registration that they choose to audit 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 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 Registrar.

Physical Education Waiver

A Waiver to the physical education requirement may be claimed under one of the following conditions:

1. Completion of a year or more of active military service.
2. Presentation of a medical exemption recommended by a physician.
3. Proof of age of 35 years or older at time of first registration at the College.

Senior Citizens

Persons sixty years of age and older who are classified as in-state students, are eligible to enroll free of tuition charges for credit courses on a space-available basis. If space is not available, senior citizens are eligible to enroll by paying 50% of the regular tuition charged and applying for a grant to cover the remaining 50%.

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 their 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 the correct 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.

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
6. Other selected courses if approved by the Division Chair and Dean of Academic Affairs

Morgan Community College 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 "U/F".

Withdrawal

Students may initiate a withdrawal from a class or classes at anytime within the first 80% of a term.

- A. A student withdrawing from a class or classes during the first 15% of a term will be eligible for a refund of tuition and fees and will not have grades entered on a permanent academic record.
- B. A student withdrawing from a class or classes after the first 15% of term, but within the first 80% of a

term, will have an academic record with grades entered. If the student is passing the course, a grade of "W" will be granted. If the student is failing at the time of withdrawal, the instructor has the discretion of entering a grade of either "W" or "U/F". These students are not eligible for a refund. Unusual circumstances should be referred to the Associate Dean of the College for Student Services.

Instructors may "Instructor Drop" a student from a course or courses for academic or disciplinary reasons at any time within the first 80% of a term. 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 "U/F". An instructor cannot submit a "W" as a final grade.

The College administration may initiate withdrawal for death, veteran attendance, non-payment of tuition and fees, disciplinary problems and similar reasons.

Grade Point Average

Only the credits accumulated and grade points earned at Morgan Community College are used in computation of semester and cumulative Grade Point Averages. 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 as long as the course continues to be offered by the College with the same course prefix, number, title, and credit hours. The student must file the appropriate request form with the Student Services Office 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 Academic Affairs.

Changes in Registration

In instances where a student's program of study can be improved, adds and drops may be processed with the approval of the instructor and advisor. Program change forms may be obtained in the Office of Student Services. Students have ten (10) college working days from the first day of the Fall or Spring semesters in which to add.

Withdrawal from College

A student who desires to completely withdraw from the college must obtain the necessary form from the Office of Student Services. Withdrawals with refund from the college will be granted in accordance with the Refund Policy.

Academic Retention

Students who have attempted six or more credit hours at Morgan Community College must maintain a 2.0 cumulative grade point average, otherwise, the student is automatically placed on probation for the next term. During the probationary term, students must average a "C" grade (2.0 G.P.A.) on all hours attempted and must contact the Associate Dean of the College for Student Services for a personal academic assessment. Students have the personal obligation to follow through on the academic prescription provided. Students placed on probation who raise their term G.P.A. to 2.0 but whose cumulative G.P.A. is below 2.0 will be continued on probation. When students do not achieve a 2.0 G.P.A. for the probationary term, they 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.

Following academic suspension, students who are readmitted must attain a term grade point average of 2.0 or they will be automatically dismissed from the college for twelve months.

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. If reinstated, a student must make a 2.0 G.P.A. for the term.

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 into the cumulative grade point average.

Records and Transcript of Credits

All grades reported to the Registrar 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 course work are available by student request in writing from the Registrar's 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 requested by a continuing or readmitted 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 Student Services office will keep this copy in the student's file.

Credit for Prior Learning

Credit can be granted for learning outside of college courses. Credit is given through portfolio, standardized testing, proficiency exams, and published guides. A Handbook on Credit for Prior Learning is available in the Student Services Office.

Transferring Credits

Those students desiring to transfer credits from Morgan Community College may do so by contacting the Student Services Office. 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.

Test-Out Procedures

Students may request, after classes begin, to 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 195 or 295 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. One credit hour is awarded for each two hours of contracted special study per week per semester.

It is expected that the student will spend at least two hours per week of additional outside study for each credit awarded over and above the contracted study. Enrollment in a special studies course requires approval of the Division Chair and the Dean of Academic Affairs. Special Studies contracts are available in Student Services.

Special Topics/Activities

Special topics and activities are defined as seminars, workshops, or courses delivered for credit by Morgan Community College, but generally offered to special needs groups, especially by Continuing Education. Special topics and activities are not designed to fulfill either an AA/AS degree requirement, or, to serve as an AA/AS elective. Special topics and activities credits need approval by the appropriate Division Chair and Dean prior to being offered to students. Courses are determined by the specific course number, 185 or 285, preceded by a three letter prefix to indicate the appropriate department (e.g., CSC 185, PED 285, etc.)

Independent Study

Independent Study course offerings at Morgan Community College may be made available to students who by virtue of time and circumstance are unable to attend scheduled classes. Arrangements for Independent Study are made with the instructor-of-record by the student and approved by the student's advisor.

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.

~~Application for Graduation~~ Guidelines

To receive a certificate or degree you must file an application for graduation with the Student Services Office no later than the fourth week of the term in which you plan to graduate. Students completing graduation requirements in the summer term who want to participate in graduation ceremonies in the previous spring term must file a graduation application by the fourth week of the spring term.

Participation in the graduation ceremony does not imply that a degree/certificate has been awarded. All degree requirements must be met before a degree/certificate is awarded.

be within 6 hours of completing program
graduation within (6) credits

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 2.0; 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." Certain occupational programs have additional requirements. Check program layouts for specifics.

Other policies pertaining to graduation include:

1. Morgan Community College will accept those courses in transfer which have been completed with a "D" 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.

Honor Rolls

Those who excel in their courses of study at Morgan Community College may qualify to be named to the Dean's List. To be eligible for the Dean's List, a student must be classified as a full-time student with a minimum of 12 semester hours of completed 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.

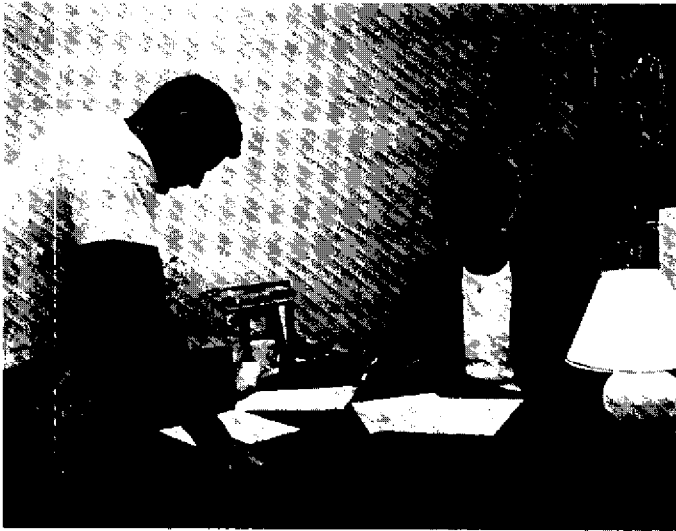
Graduation with Honors

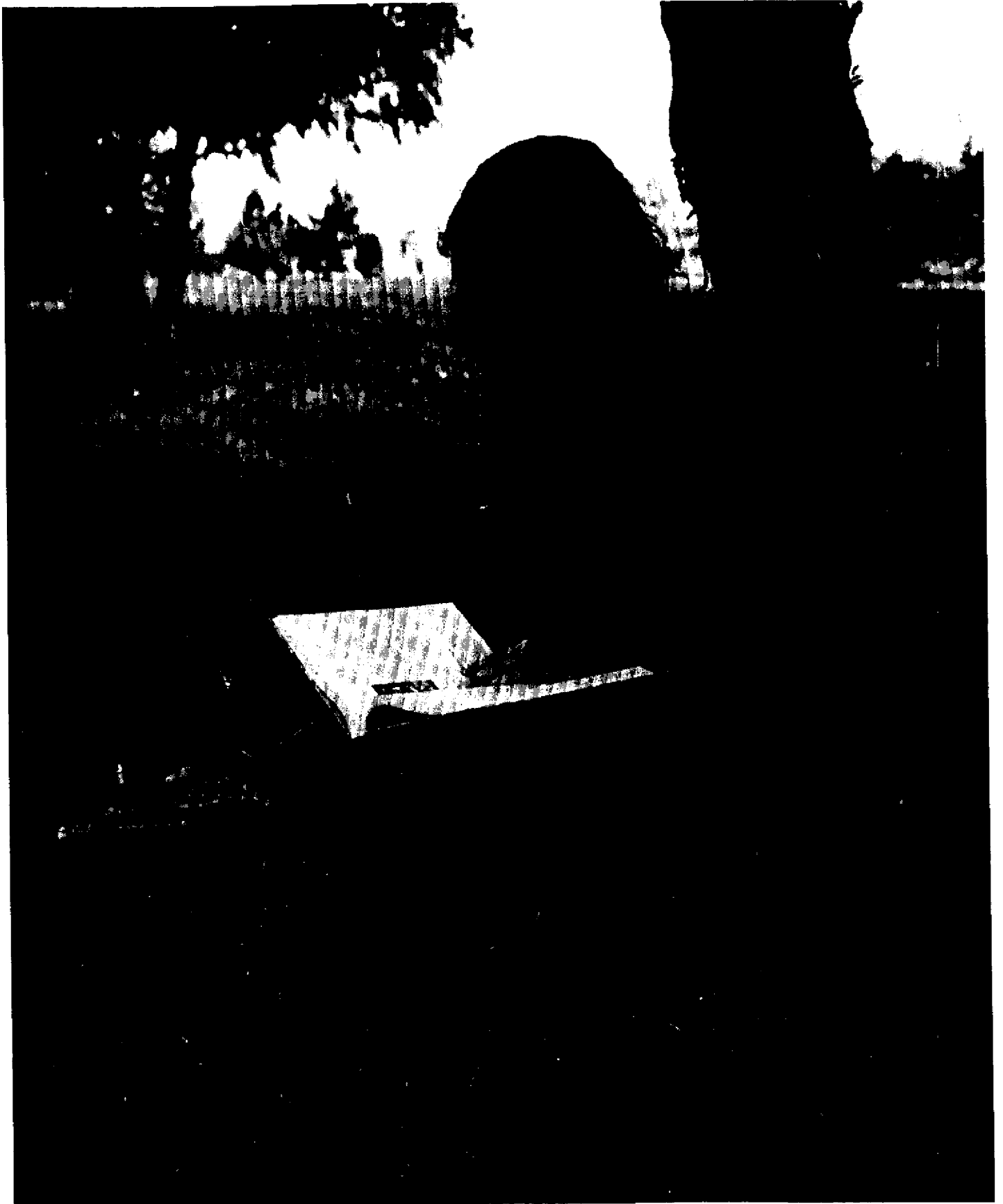
Students who have a declared major of A.A., A.S., A.G.S., or A.A.S. will be eligible to graduate with honors. Students with cumulative grade point averages of 4.00 are graduated SUMMA CUM LAUDE. Students with cumulative G.P.A.'s of 3.88 to 3.99 are graduated MAGNA CUM LAUDE. Students with cumulative G.P.A.'s of 3.76 to 3.87 are graduated CUM LAUDE. Transfer students must complete a minimum of 51% of course work at MCC. Recipients must have

all course work completed by the end of spring semester to be recognized at commencement.

Who's Who

Each year the faculty nominates students for the publication, Who's Who Among Students in American Junior Colleges. Students are selected from two year degree programs based on academic achievement, leadership and promise of future usefulness.





STUDENT SERVICES

Academic Advising

At Morgan Community College 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.

Career Counseling

The Vocational Guidance Specialist 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 Vocational Guidance Specialist is available by appointment, referral, or any time a student needs a sounding board.

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 the Student Government Association or an advisor(s).

Services for Students with Disabilities

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

1. No one may be excluded from any course, or course of study, because of a disability.
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 disabled 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 by the institution for students with impaired sensory, manual, or speaking skills. (This does not include personal appliances.)

The Computer Access Center (C.A.C.) located in Cottonwood, Room 110, provides training in the use of computer adaptations for students with disabilities. The goal of the C.A.C. is to make the personal computer accessible to persons with disabilities, thus enabling them to achieve academic and vocational goals and to enhance employability.

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. For housing assistance contact the Student Services Office.

Learning Resource Center

The Learning Resource Center, located in Cottonwood Hall, provides an excellent variety of books, periodicals, newspapers, and audio-visual materials to support the instructional needs and the reading interests of students, faculty, staff and area residents.

The research needs of the library users are supplemented through the High Plains Regional Library System's interlibrary loan service, NEWS BANK, and the network of CARL System's, Inc. Three CARL (Colorado Alliance of Research Libraries) terminals are available providing access to over five million records at major Colorado universities and community colleges, the Universities of Wyoming, Maryland, California and Hawaii, Northeastern University in Boston, plus magazine indexes and other informational databases.

Services of the Learning Resource Center are open to students, faculty, staff and residents of Morgan County Monday through Thursday 7:30 a.m. - 8:00 p.m., Friday 7:30 a.m. - 4:00 p.m., unless otherwise posted.

Personalized Assistance in Learning

The Personalized Assistance in Learning laboratory (PAL lab), located in Cottonwood Hall, Room 110, provides learning assistance to all MCC students. These services help students enter and complete the educational program of their choice. Tutoring is available for both individuals and small groups primarily in the areas of English, mathematics, and algebra.

However, should students need assistance in courses from other disciplines, please contact the PAL lab personnel.

The PAL lab also offers computer - assisted support through use of computer programs for reading, writing and grammar skills, math, algebra, typing skills, and word processing. Students are welcome to use the services as long as they are enrolled.

Office of Special Services

Support services are available for students with special needs. Students who may require these services are encouraged to contact the Office of Special Services before classes begin so that accommodations can be arranged. Call 303-867-3081, ext.143.

Developmental Studies Courses

The developmental studies program is designed to strengthen students' basic skills in preparation for successful college-level studies. Students who enroll will acquire skills needed to reach academic and occupational goals.

Students enter these courses at different levels, based on either assessment recommendations or personal choice. Students may also choose to take developmental courses concurrently with classes in their program major.

The following developmental studies courses are offered. Course descriptions may be found under the listings in the Course Descriptions section. (The following courses do not apply toward any degree or certificate.)

DES	015	- Basic Skills
DES	016	- Customized Basic Skills
DES	025	- Adapted Word Processing * (Computer Access Center)
ENG	030	- Basic Language Skills
ENG	060	- Language Fundamentals
ENG	100	- Composition Style and Technique
MAT	015	- Whole Numbers
MAT	016	- Decimals
MAT	017	- Fractions and Mixed Numbers
MAT	036	- General Skills in Mathematics
MAT	100	- Elementary Algebra
MAT	105	- Intermediate Algebra
REA	060	- Foundations of Reading
REA	090	- College Preparatory Reading
STS	060	- Learning Success Strategies

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 organized recreational 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.

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.

Student Government

Student government offers an excellent opportunity to strengthen leadership skills. Student leaders work with various issues affecting students and allocate student fees to enhance campus life. Student government is composed of six (6) legislators and four (4) officers: president, vice-president, secretary, and treasurer. Elections for legislators are held during the Fall semester; the executive officers are elected during the Spring semester.

Testing Center

The Testing Center offers aptitude tests and interest inventories for students seeking assistance in these areas. A nominal charge is made for some tests. In addition to the types of tests noted above, the Testing Center provides the following national tests:

- ACT-PEP
- ASSET (advising and placement test)
- CAT (California Achievement Test - teacher certification)
- CLEP (College Level Examination Program)
- GED (General Education Development)
- Vocational Basic Skills (Vocational Teacher Credential)

The Testing Center also proctors instructor make-up exams, exams from other colleges and exams for tele-courses. Contact the Testing Center for more information and scheduled testing times.

MORGAN COMMUNITY COLLEGE: THE ELEVEN THOUSAND SQUARE MILE CAMPUS

Community Programs and Services

Morgan Community College prides itself in offering comprehensive credit and non-credit classes across thousands of miles in Northeastern Colorado.

Courses and programs are offered to improve the quality of life while enhancing individual growth and development. Seminars and workshops are available for all sectors of business and industry and for individuals.

The College Off-Campus Service Network

Morgan Community College staffs extended campus outreach centers with coordinators at geographic sites including the cities of Wray, Burlington, Bennett, and Limon to conduct needs assessments and assure delivery of needed programs of study or specially planned offerings. Programs currently available but not limited to include:

Off-Campus Degree Programs

The Off-Campus Degree program provides students living in the service area with an opportunity to complete an Associate of Arts degree at selected outreach centers in Northeastern Colorado. The program includes a prescribed set of classes from the areas of English, humanities, social sciences, mathematics and science. In addition to these required courses, elective course work is also incorporated to complete the degree requirements.

The Off-Campus Degree program includes the "core curriculum" and prepares students for transfer to a four-year college or university.

Technical Certificate Program

A variety of certificate programs are delivered in service area communities and by arrangement to special student populations. These include programs in Farm and Ranch Management, Correctional Officer, and Word Processing.

Distance Learning and Telecourse Study

The College delivers transfer and some technical coursework via a Distance Learning Audiographics System. Students enrolled in service area high schools receive College credit instruction in such disciplines as Algebra, English, Astronomy and Business Law by arrangement with the institution. In addition service area and resident College students are provided a broad range of transfer telecourses which are part of the students' program of declared study.

Custom-Designed Business and Industry Credit and Non-Credit Programs of Study

The College has a strong history of providing credit and non-credit continuing and professional education for employees of service area public and private organizations. In-service programs are arranged based upon needs assessments and programs delivered by agreement. The college provides workplace literacy audits and delivers in compact with cooperating organizations, basic and job-related skills in the workplace.

Business Learning Center

The Business Learning Center provides students the opportunity to complete business skills classes at their convenience. Classes such as keyboarding, word processing, transcription, and formatting may be taken at the student's own pace in a lab format under the direct supervision and guidance of an instructor.

Small Business Development Center

The Small Business Development Center (SBDC) is a joint effort by Morgan Community College, the Governor's office of Business Development, and the Colorado Community College and Occupational Education System. The SBDC provides assistance to new and developing businesses in northeastern Colorado. In addition, it offers training and counseling to established businesses in the area of financing, management, and marketing.

Single Parents and Displaced Homemakers Center (Human Resource Center)

The Single Parent and Displaced Homemaker Center at MCC is part of a collaborative network of agencies that provide meaningful direction for individuals in transition. Under the auspices of the Colorado Community College and Occupational Education System and the Department of Labor and Employment, these programs assist clients in setting goals and objectives as well as seeking and obtaining resources for training, education and employment.

Economic self-sufficiency and full participation in the work force are the primary goals of the activities sponsored by the Single Parent and Displaced Homemaker Center at MCC. The services of the center are coordinated by the MCC Human Resource Center staff.

Adult Basic Education Program

Adults for a Better Life through Education classes address individual needs of adults in the areas of basic skills such as reading and writing, General Education Development (GED) preparation, English to Speakers of Other Languages (ESOL), U.S. Citizenship, Family Strengths, and Workplace Education programs. Instruction is offered to adults over 16 years of age, on an open-entry, open-exit basis.

After assessment and counseling, instructors help students formulate appropriate individual education plans. Students and tutors work individually and in small groups to achieve their personal and academic goals.

Area Vocational School

The Area Vocational School administered by Morgan Community College serves high school students in the college service area.

The school's objectives are to prepare students with entry-level competencies, manipulative skills, attitudes, and work habits necessary to obtain employment in their chosen occupations.

Students are enrolled in the Area Vocational School as part of their daily public high school schedule. School districts by written contract pay the cost of the instructional programs. The major objective of each program area is to develop job-entry-level employment skills in the students as they complete their high school diplomas. The fulfillment of the one-year certificate usually requires that a student return to the program for a second year (post high school) in order to complete a full program of study.

Area Vocational School programs include Allied Health Occupations, Collision Repair Technology, and Automotive Service Technology.

Career Planning and Development Program

The program is offered on-site at college service area high schools for high school seniors and awards a high school semester of three college credit hours. Course content explores the twenty major occupational clusters in the world of work, an assessment of student readiness for career decision making, career interest assessment, and preliminary development of a career plan for students graduating from high school. The class meets one regular high school period, five days per week during the school semester.

Tech-Prep Program

This program articulates high school and post-secondary study through agreements between service-area high schools and Morgan Community College. Tech-prep provides articulated sequences of high school and community college courses in Business Occupations and Allied Health when articulation agreements are reached. Students may earn either a certificate or an associate/two-year degree. Participants acquire technical work and academic skills in application-oriented courses while completing the last two years of high school and then attending two years at the community college.



COURSE APPROVAL REQUEST

TERM EFFECTIVE Spring 1996

TERM ENDING _____

TYPE OF REQUEST - (ATTACH COURSE SYLLABUS FOR A, B, and D)

NEW COURSE

Proposed course prefix and level (Freshman, Sophomore) BUS 285
Proposed Title Fundamentals of Entrepreneurship
Proposed credit hours: Fixed Variable _____ Method of Instruction (Lec/Lab Breakdown) _____
Does this course replace an existing course? If so, name of course _____
Is this course an AA/AS elective? _____ Does it transfer? _____ Where _____
Will this course affect the program layout? If so, attach new program layout.
Proposed course catalog description with course prerequisites (if any):

*3 hours wk / -3 cr Lec = 2250
1 hr wk / -2 cr Personalized In = 750
3 hours/wk -1 cr Coop = 2250*

*5250 ÷ 15 = 350 ÷ 50
= 7 hrs week*

COURSE DELETION

Course prefix, number, and title _____
Will another course replace this course? If so, name of course _____
Will this affect the program layout? If so, attach new program layout.

CHANGE CURRENT COURSE _____

CHANGE IN COURSE TITLE/PREFIX/NUMBER to _____

CHANGE IN METHOD OF INSTRUCTION (LEC/LAB RATIO) from _____ to _____

CHANGE IN CREDIT HOURS from _____ to _____

CHANGE IN COURSE CONTENT to
Proposed Course Catalog Description:

EMERGENCY COURSE (one semester only)

BUS 285 Sec 100

Proposed course prefix, level & title ST: Fundamentals of Entrepreneurship
Proposed credit hours: Fixed Variable _____ Method of Instruction (Lec/Lab Ratio) _____

RATIONALE FOR ABOVE REQUEST:

Small Business Development Program

The Certificate Program in Small Business Development at Morgan Community College will benefit both new business owners and experienced business owners. The program includes six customized courses which allow business owners to apply principles learned in the classroom directly to their own business. This program provides the edge that today's small business owner needs to remain successful and competitive.

Who Can Enroll?

Small business owners and their employees can enroll. The fee of \$250 for each course allows for up to three enrollees from each participating business. This might include the business owner, his/her partner, and/or one or two valued employees. (Employees must be residents of Colorado to qualify for this rate.)

What Will I Learn?

The complete program is comprised of six courses:

Fundamentals of

Entrepreneurship -- You will learn how to identify business resources, how to set goals, and how to

prepare a feasibility study. This course includes a basic introduction to small business management and is therefore a prerequisite to all of the other courses.

Entrepreneurial Accounting and

Finance -- You will learn the basic principles of finance, how to develop an accounting system, banking relationships, statement analysis, basic tax rules, and budgeting.

Advertising and Marketing Strategies --

- You will learn how to develop a marketing plan, how to define your market, how to analyze consumer behavior and market trends, how to evaluate customer needs, and how to analyze the competition.

Managerial

Entrepreneurship -- You will learn the principles of planning, organization and leadership which will help you manage your business successfully. You will learn procedures for staff evaluation, development and motivation, as well as internal management control procedures.

Contemporary Topics

in Business -- You will learn tried and true techniques for stress management, problem solving and time management; discuss legal and ethical

issues associated with small business management; and learn what roles networking and business intuition can play in successful business management.

Business Planning --

This final course ties it all together. With the help of your instructor, you will develop a detailed business plan which will help guide your business into the future.

Where are the Courses Offered?

Each of the six courses lasts one semester (15 weeks). Each course includes three components:

- one three-hour evening class per week, for 15 weeks. Classes will be offered in locations near to where program enrollments are. Class locations may include Fort Morgan, Brush, Wiggins, Yuma and Akron and/or other locations as enrollments indicate.

- one hour per week of individualized instruction. The instructor will come to your business and assist you in applying the principles you learn in the classroom.

three

- ~~five~~ hours per week of client work. Your application of the principles learned in the classroom to your specific business serves as your "homework".

updated

**MORGAN COMMUNITY COLLEGE
CATALOG ADDENDUM
1994-1996**

BIO 203 - HUMAN ANATOMY & PHYSIOLOGY II

4 credits

(class renumbered to BIO 202 - see catalog for current description)

BUS 108 TEN KEY BY TOUCH

1 credit (30 lab hours)

An introduction to touch control of ten-key pad. This class emphasizes the development of speed and accuracy using proper technique.

CIS 109 INTRODUCTION TO WINDOWS 3.1

1 credit (20 lab hours)

This course introduces the features of the Microsoft Windows graphical user interface system. Topics covered will include the Windows system programs and functions for managing software, seamless interfaces across different applications, a consistent menuing system between applications and other functions such as object linking and embedding (OLE) and access to multimedia technology.

CIS 136 PRESENTATION GRAPHICS: HARVARD GRAPHICS

1 credit (23 lab hours)

This course is designed to introduce the student to basic concepts of developing and creating computerized visual presentations including charts, graphs, and slide shows.

CIS 137 QUICKEN FOR WINDOWS (CIS 185)

1 credit (20 lab hours)

This course introduces the basic features of the Quicken financial software package. The student will use the check register and will be able to print checks, reconcile a bank account, and use Quicken's report and graph functions.

CIS 138 INTRODUCTION TO INTEGRATED SOFTWARE: MICROSOFT WORKS

2 credits (20 lecture/20 lab hours)

The student will understand the workings of Windows and Microsoft Works upon completion of the course. The course will explore wordprocessing, spreadsheets, and database using the integrated software package, Microsoft Works.

CIS 149 COMPUTER APPLICATIONS FOR HEALTH

3 credits (45 lecture hours)

This course is the study of business administration procedures for health occupations. It includes communication skills, appointment control, record keeping, insurance forms, superbills, patient files, recall and office finances all using the computer. Prerequisite: BTE 100 and BTE 102 or consent of the instructor.

**CIS 285 SPECIAL TOPICS
INTERMEDIATE MACINTOSH FOR EDUCATORS**

DEA 105 DENTAL ANATOMY

1 credit (23 contact hours)

This course is the study of dental terminology, the teeth and their surrounding structures, histology from conception through tooth eruption, tooth morphology, function, name and number or letter equivalent.

DEA 106 DENTAL SCIENCE

2 credits (30 lecture hours)

This course is an introduction to oral pathology and microbiology with an emphasis on the role of microorganisms in infectious disease primarily focusing on the head and neck region.

DEA 111 OPERATIVE PROCEDURES I

4 credits (30 lecture/45 lab hours)

Student are introduced to the responsibilities and duties of the chairside dental assistant to include: identification and care of operatory equipment, dental asepsis techniques according to OSHA standards, hazard communication standards, also included, oral evacuation, health history, charting and recordkeeping, patient management, rotary instruments and handpieces. Instrument set-up and transfer, preventive dentistry and nutrition, coronal polishing, sealants and fluoride application.

DEA 112 OPERATIVE PROCEDURES II

2 credits (23 lecture/23 lab hours)

This course continues to build on chairside skills as well as introducing the student to restorative and cosmetic dentistry, rubber dam, pain control, dental specialty practices of oral and maxillofacial surgery, periodontics, prosthodontics, orthodontics, pediatric dentistry, endodontics, dental public health and oral pathology, Included in this course is a table clinic presentation. Prerequisite: DEA 111.

DEA 121 DENTAL MATERIALS I

2 credits (23 lecture/23 lab hours)

This course includes fundamentals of dental materials: amalgam, composites, gypsum products including pouring and trimming of dental models, cements, bases, liners, irreversible hydrocolloid and temporary restorations.

DEA 122 DENTAL MATERIALS II

2 credits (23 lecture/23 lab hours)

This course is a continuation of DEA 121 including reversible hydrocolloid, elastomeric impression materials, inelastic impression materials, dental laboratory procedures, dental waxes, dental acrylics, custom tray construction, and specialty practice materials. Prerequisite: DEA 121.

DEA 146 DENTAL RADIOLOGY

4 credits (30 lecture/45 lab hours)

Patient and operator safety measures, processing and mounting of radiographs, principles of paralleling technique, exposure of interproximal radiographs, periapical films using both paralleling and bisecting techniques, analyzing technique errors, recognizing radiographic landmarks and abnormalities, and quality control. Students gain proficiency with use of radiographic models, x-ray machines, panoramic x-ray machine, and manual and automatic developing techniques. The student will receive dental radiology certification.

DEA 186 DENTAL ASSISTING EXTERNSHIP I

2 credits (15 lecture/65 clinical hours)

This course examines the application of general practice four-handed dental assisting, including sterilization and disinfection, instrument transfer, radiology, data gathering and charting, preventive dentistry, patient management, and business office procedures in a clinical setting. A seminar portion is also part of this course. Prerequisite: current CPR, and Hepatitis vaccine.

DEA 187 DENTAL ASSISTING EXTERNSHIP II

5 credits (15 lecture/210 clinical hours)

This course provides hands-on experience in clinical practice for chairside assisting in general and specialty offices or clinics. The seminar portion of the course allows for related instruction and student discussion of clinical experiences and employment preparation. Prerequisite: DEA 186, Co-enrollment or successful completion of all dental assisting courses, current CPR and Hepatitis vaccine.

ECE 115 CREATIVITY AND THE YOUNG CHILD

3 credits (45 lecture hours)

The facilitation of children's creative expression and problem solving in music, movement, art, drama, literature, and other forms is considered in this course. emphasis is on the ways to create a curriculum and maintain a classroom atmosphere and environment that allows creative expression and encourages and support self-expression and creativity in individual children.

ECE 116 SCIENCE/MATH AND THE YOUNG CHILD

1 credit (15 lecture hours)

Students will examine Piaget's theory of cognitive development as a framework for conceptualizing the way young children acquire scientific and mathematical skills, concepts, and abilities. Students will research and develop appropriate individual and group scientific/mathematical activities for young children.

ECE 148 ART AND THE YOUNG CHILD

1 credit (15 lecture hours)

This course prepares students to plan and implement a comprehensive and developmentally appropriate art program for young children. Students will also investigate the development of self-taught art techniques in young children.

ECE 150 GUIDANCE AND DISCIPLINE

3 credits (45 lecture hours)

Various techniques used in discipline designed to deal with the child and the parents will be provided to the student with a portfolio of family alternatives. The course will also evaluate the current rules and regulations concerning discipline. The student will be asked to develop a discipline plan.

ECE 185 SPECIAL TOPICS

CHILD GROWTH AND DEVELOPMENT

1 credit (15 lecture hours)

ECE 195 MUSIC/MOVEMENT AND YOUNG CHILD

1 credit hour (15 lecture hours)

This course enables students to acquire and use techniques for providing music and movement experiences for young children.

ECE 227 METHODS/TECHNIQUES: CURRICULUM DEVELOPMENT

3 credits (45 lecture hours)

This course includes the overall and specific processes of planning appropriate learning environments, materials, and experiences that meet the developmental needs of individuals or groups of children from birth through age eight in a classroom setting.

ECE 238 CHILD DEVELOPMENT

3 credits (45 lecture hours)

This course explores developmental theories, screening materials, activities, techniques and learning strategies to be used within the integrated environment. It addresses developmentally delayed and gifted children.

EDU 185 SPECIAL TOPICS

METHOD TEACHING COGNITIVE ACTIVITIES

1/2 credit (7.5 lecture hours)

This is a course designed to instruct the student in presenting, planning and executing various ideas in the basic areas of study. The student will be able to design a unit from the idea to the monthly, weekly, and daily execution of that idea.

EDU 285 SPECIAL TOPICS

GUIDANCE AND DISCIPLINE

1/2 credit (7.5 lecture hours)

EMT SPECIAL TOPICS

DEFIBRILLATION

1/2 credit (7.5 lecture hours)

This class is designed for individuals interested in learning to perform semi-automatic defibrillation to cardiac arrest patients in the pre-hospital setting. It will provide the participant the opportunities to gain information, skills, and attitudes necessary for approval and practice as an EMT-D in the State of Colorado.

FOL 185 SPECIAL TOPICS
ADMISSIONS CONVERSATIONAL SPANISH
1/2 credit (7.5 lecture hours)

This is a comprehensive Conversational Spanish course with a focus upon Administrative terminology. Course will also cover inter-cultural issues in Education Administration.

FRM 185 SPECIAL TOPICS
FARM AND RANCH MANAGEMENT
2 credits (30 lecture hours)

Introduction to alternative agriculture marketing plans.

HEA 109 PERSONAL CARE SKILLS
3 credits (45 lecture hours)

HEA 111 INTRO TO MEDICAL RECORDS
3 credits (45 lecture hours)

HEA 109
HEA 111

HEA 121 MEDICAL RADIOLOGY
4 credits (30 lecture/45 lab hours)

This course is an introduction to radiology including radiation protection, equipment operation and maintenance, image production and evaluation, patient care and management, and radiographic procedures. The student will be eligible for the ARRT limited scope radiographer examination.

HEA 123 MEDICAL LABORATORY PROCEDURES
3 credits (30 lecture/23 lab hours)

The medical assisting student will gain skills in the various laboratory procedures necessary to aid the physician in diagnosing the patient's illness, including the collection, preparation, and preservation of specimens for diagnostic studies. this course includes equipment use and care, obtaining specimens, venipuncture, clinical chemistries, microbiology, urinalysis, hematology, smears and cultures, the use of E.K.G. equipment and pulmonary function testing.

HEA 145 HISTORY, LAW AND ETHICS
1 credit (15 lecture hours)

This course provides a view of the history of health care, and a basic knowledge of ethics and law as applied to the health care system.

HEA 146 HEALTH INSURANCE METHODS AND CLAIMS
3 credits (45 lecture hours)

This course is designed to instruct students in understanding general types of health insurance plans on the market, methods of payment, common insurance terms, benefits and limitations of government sponsored and mandated insurance plans. ICD-9, CPT-4, and HCPC coding is discussed as well as filing claims with carriers for reimbursement.

HEA 147 MEDICAL/DENTAL SPANISH

2 credits (30 lecture hours)

This is an introductory course to a working knowledge of the Spanish language as used in the medical and dental fields.

HEA 148 PHARMACOLOGY PRINCIPLES AND ADMINISTRATION

1 credit (15 lecture hours)

This course is the study of classification, indications, actions, side effects, contraindications and administration of medications. Dosage calculations and conversions are also presented.

HEA 185 PREVENTIVE HEALTH ✓

1/2 credit (7.5 lecture hours)

HEA 187 MEDICAL ASSISTING EXTERNSHIP II

4 credits (15 lecture/90 clinical)

This course continues to expand the students experience in the field, building on the working knowledge gained with HEA 117, continuing assisting with a variety of business and clinical procedures and develops skills as a medical assistant. Seminars are also part of this course. Prerequisite: Hea 117 and concurrent enrollment or completed all medical assisting courses.

HEC 185 NUTRITION & THE YOUNG CHILD

1/2 credit (7.5 lecture hours)

LIT 255 CHILDREN'S LITERATURE

3 credit hours (45 lecture hours)

This course examines the criteria for selecting appropriate literature for children. Discussion topics explore age levels, values taught through literature, and literary and artistic qualities.

MAT 185 APPLIED MATH FOR NURSES

1/2 credit (7.5 lecture hours)

Applied math for ADN program. Calculating dosages for medicating patients.

NUR 185 NURSING ASSESSMENT

1 credit (15 lecture hours)

This course is designed to provide Licensed Practical Nurses technical and intellectual skills in the area of history taking and physical examination. Emphasis is placed on the identification of normal and differentiation of normal from abnormal.

NUR 285 NURSING PROCESS PRACTICUM

1 credit (15 lecture hours)

This is a remediation course designed for the ADN student. This is an intense 8 week course which will focus on the following topics: communication, conflict management, professionalism, role change from LPN to RN, and pharmacology.

7
OTA 224 OTA LEVEL II FIELD WORK B

5 credits (75 lecture hours)

This course requires the student to put into clinical practice the knowledge and skills acquired throughout the OTA program. These courses allow the student to utilize information gained throughout the OTA program. Academic knowledge is put into practice through Level II fieldwork experiences. The student is encouraged to develop mastery and competency in skills needed to become an entry level COTA.

PED 185 AQUATIC EXERCISE

1/2 credit (7.5 lecture hours)

Same description as the 1 credit Aquatic Exercise course, 1/2 the time.

PSY 185 CHILD DEVELOPMENT BIRTH - 8 YEARS

1/2 credit (7.5 lecture hours)

TDT 109 BASIC TRUCK DRIVING

6-9 credits (51-88 lecture hours/ 60-74 lab hours)

This course is entry level into truck driving. It covers basic operation and preparation for commercial drivers license.

TDT 110 TRUCK DRIVER REFRESHER

3-6 credits (920-65 lecture hours/ 39-52 lab hours)

This course is designed as an upgrade of driving skills. May be used as a refresher course for a student with same experience.

remedial course?

YOF 106 YOUNG FARMER MARKETING GROUP

Young Farmers Program with an intensive Agriculture marketing focus.

**MORGAN COMMUNITY COLLEGE
CATALOG ADDENDUM
1994-1996**

BIO 203 - HUMAN ANATOMY & PHYSIOLOGY II

4 credits

(class renumbered to BIO 202 - see catalog for current description)

BUS 108 TEN KEY BY TOUCH

1 credit (30 lab hours)

An introduction to touch control of ten-key pad. This class emphasizes the development of speed and accuracy using proper technique.

BTE 208 OFFICE ADMINISTRATION

3 credits (45 lecture hours) new catalog description

Presents new developments, technology, procedures, organization, and contemporary terminology used in effective office management. Focuses on decision making and application of administrative skills within the medical, legal, or administrative areas.

SMALL BUSINESS DEVELOPMENT PROGRAM - CERTIFICATE

(*subject to program approval by CCCOES)

BUS 141 FUNDAMENTALS OF ENTREPRENEURSHIP

6 credits (45 lecture hours/15 private instruction hours/45 co-op hours)

Introduction to Small Business Management. Topics include: identification of business resources, goal setting, and preparation of a feasibility study.

BUS 142 ENTREPRENEURIAL ACCOUNTING AND FINANCE

6 credits (45 lecture hours/15 private instruction hours/45 co-op hours)

Topics include: development of an accounting system, basic financial statements, banking relationships, cash flow statement analysis, basic tax rules and reporting, break-even analysis, and budgeting. (Prerequisite: BUS 141)

BUS 143 ADVERTISING AND MARKETING STRATEGIES

6 credits (45 lecture hours/15 private instruction hours/45 co-op hours)

Topics include: development of a basic marketing plan, defining your market, analyzing your competition; basic product, pricing, and advertising strategies; analyzing consumer behavior, changes, and trends, and determining customer needs and wants. (Prerequisite: BUS 141)

BUS 144 MANAGERIAL ENTREPRENEURSHIP

6 credits (45 lecture hours/15 private instruction hours/45 co-op hours)

Topics include: planning, organizing, leading, and controlling; evaluation of staffing, employee development, cross-training, motivation techniques, internal management control procedures, and long-term planning. (Prerequisite: BUS 141)

BUS 145 CONTEMPORARY TOPICS IN BUSINESS

6 credits (45 lecture hours/15 private instruction hours/45 co-op hours)

Topics include: legal and ethical issues, stress management, problem-solving techniques, time management, networking, leadership, and business intuition. (Prerequisite: BUS 141).

BUS 149 BUSINESS PLANNING

6 credits (45 lecture hours/15 private instruction hours/45 co-op hours)

The culmination of this program will be a student's well-defined business plan, including strategies and knowledge of available resources and necessary skills to manage their own businesses. (Prerequisites: BUS 141, BUS 142, BUS 143, BUS 144, and BUS 145)

CIS 109 INTRODUCTION TO WINDOWS 3.1

1 credit (20 lab hours)

This course introduces the features of the Microsoft Windows graphical user interface system. Topics covered will include the Windows system programs and functions for managing software, seamless interfaces across different applications, a consistent menuing system between applications and other functions such as object linking and embedding (OLE) and access to multimedia technology.

CIS 118 INTRODUCTION TO MICROCOMPUTER APPLICATIONS

3 credits (30 lecture hours/30 lab hours)

This course reviews standard software packages available to support a microcomputer-based work station. Included are descriptions of and hands-on work with word processors, spreadsheets, file and database management systems, and other common applications.

CIS 136 PRESENTATION GRAPHICS: HARVARD GRAPHICS

1 credit (23 lab hours)

This course is designed to introduce the student to basic concepts of developing and creating computerized visual presentations including charts, graphs, and slide shows.

CIS 137 QUICKEN FOR WINDOWS (CIS 185)

1 credit (20 lab hours)

This course introduces the basic features of the Quicken financial software package. The student will use the check register and will be able to print checks, reconcile a bank account, and use Quicken's report and graph functions.

CIS 138 INTRODUCTION TO INTEGRATED SOFTWARE: MICROSOFT WORKS

2 credits (20 lecture/20 lab hours)

The student will understand the workings of Windows and Microsoft Works upon completion of the course. The course will explore wordprocessing, spreadsheets, and database using the integrated software package, Microsoft Works.

CIS 149 COMPUTER APPLICATIONS FOR HEALTH

3 credits (45 lecture hours)

This course is the study of business administration procedures for health occupations. It includes communication skills, appointment control, record keeping, insurance forms, superbills, patient files, recall and office finances all using the computer. Prerequisite: BTE 100 and BTE 102 or consent of the instructor.

CIS 285 SPECIAL TOPICS

INTERMEDIATE MACINTOSH FOR EDUCATORS

CSC 185 C++ PROGRAMMING LANGUAGE

3 credits (45 lecture hours)

Students are introduced to the C++ programming language, which introduces object oriented programming. Prerequisite MAT 115 or equivalent.

CRT 256 COLOR MATCH AND REFINISH PROBLEMS

3 credits

(for NATEF certification. Replaces CRT 265 in program, which now becomes an elective).

DEA 105 DENTAL ANATOMY

1 credit (23 contact hours)

This course is the study of dental terminology, the teeth and their surrounding structures, histology from conception through tooth eruption, tooth morphology, function, name and number or letter equivalent.

DEA 106 DENTAL SCIENCE

2 credits (30 lecture hours)

This course is an introduction to oral pathology and microbiology with an emphasis on the role of microorganisms in infectious disease primarily focusing on the head and neck region.

DEA 111 OPERATIVE PROCEDURES I

4 credits (30 lecture/45 lab hours)

Students are introduced to the responsibilities and duties of the chairside dental assistant to include: identification and care of operatory equipment, dental asepsis techniques according to OSHA standards, hazard communication standards, also included, oral evacuation, health history, charting and recordkeeping, patient management, rotary instruments and handpieces. Instrument set-up and transfer, preventive dentistry and nutrition, coronal polishing, sealants and fluoride application.

DEA 112 OPERATIVE PROCEDURES II

2 credits (23 lecture/23 lab hours)

This course continues to build on chairside skills as well as introducing the student to restorative and cosmetic dentistry, rubber dam, pain control, dental specialty practices of oral and maxillofacial surgery, periodontics, prosthodontics, orthodontics, pediatric dentistry, endodontics, dental public health and oral pathology. Included in this course is a table clinic presentation. Prerequisite: DEA 111.

DEA 121 DENTAL MATERIALS I

2 credits (23 lecture/23 lab hours)

This course includes fundamentals of dental materials: amalgam, composites, gypsum products including pouring and trimming of dental models, cements, bases, liners, irreversible hydrocolloid and temporary restorations.

DEA 122 DENTAL MATERIALS II

2 credits (23 lecture/23 lab hours)

This course is a continuation of DEA 121 including reversible hydrocolloid, elastomeric impression materials, inelastic impression materials, dental laboratory procedures, dental waxes, dental acrylics, custom tray construction, and specialty practice materials. Prerequisite: DEA 121.

DEA 146 DENTAL RADIOLOGY

4 credits (30 lecture/45 lab hours)

Patient and operator safety measures, processing and mounting of radiographs, principles of paralleling technique, exposure of interproximal radiographs, periapical films using both paralleling and bisecting techniques, analyzing technique errors, recognizing radiographic landmarks and abnormalities, and quality control. Students gain proficiency with use of radiographic models, x-ray machines, panoramic x-ray machine, and manual and automatic developing techniques. The student will receive dental radiology certification.

DEA 186 DENTAL ASSISTING EXTERNSHIP I

2 credits (15 lecture/65 clinical hours)

This course examines the application of general practice four-handed dental assisting, including sterilization and disinfection, instrument transfer, radiology, data gathering and charting, preventive dentistry, patient management, and business office procedures in a clinical setting. A seminar portion is also part of this course. Prerequisite: current CPR, and Hepatitis vaccine.

DEA 187 DENTAL ASSISTING EXTERNSHIP II

5 credits (15 lecture/210 clinical hours)

This course provides hands-on experience in clinical practice for chairside assisting in general and specialty offices or clinics. The seminar portion of the course allows for related instruction and student discussion of clinical experiences and employment preparation. Prerequisite: DEA 186, Co-enrollment or successful completion of all dental assisting courses, current CPR and Hepatitis vaccine.

ECE 115 CREATIVITY AND THE YOUNG CHILD

3 credits (45 lecture hours)

The facilitation of children's creative expression and problem solving in music, movement, art, drama, literature, and other forms is considered in this course. emphasis is on the ways to create a curriculum and maintain a classroom atmosphere and environment that allows creative expression and encourages and support self-expression and creativity in individual children.

ECE 116 SCIENCE/MATH AND THE YOUNG CHILD

1 credit (15 lecture hours)

Students will examine Piaget's theory of cognitive development as a framework for conceptualizing the way young children acquire scientific and mathematical skills, concepts, and abilities. Students will research and develop appropriate individual and group scientific/mathematical activities for young children.

ECE 148 ART AND THE YOUNG CHILD

1 credit (15 lecture hours)

This course prepares students to plan and implement a comprehensive and developmentally appropriate art program for young children. Students will also investigate the development of self-taught art techniques in young children.

ECE 150 GUIDANCE AND DISCIPLINE

3 credits (45 lecture hours)

Various techniques used in discipline designed to deal with the child and the parents will be provided to the student with a portfolio of family alternatives. The course will also evaluate the current rules and regulations concerning discipline. The student will be asked to develop a discipline plan.

ECE 185 SPECIAL TOPICS

CHILD GROWTH AND DEVELOPMENT

1 credit (15 lecture hours)

ECE 195 MUSIC/MOVEMENT AND YOUNG CHILD

1 credit hour (15 lecture hours)

This course enables students to acquire and use techniques for providing music and movement experiences for young children.

ECE 227 METHODS/TECHNIQUES: CURRICULUM DEVELOPMENT

3 credits (45 lecture hours)

This course includes the overall and specific processes of planning appropriate learning environments, materials, and experiences that meet the developmental needs of individuals or groups of children from birth through age eight in a classroom setting.

ECE 238 CHILD DEVELOPMENT

3 credits (45 lecture hours)

This course explores developmental theories, screening materials, activities, techniques and learning strategies to be used within the integrated environment. It addresses developmentally delayed and gifted children.

EDU 185 SPECIAL TOPICS

METHOD TEACHING COGNITIVE ACTIVITIES

1/2 credit (7.5 lecture hours)

This is a course designed to instruct the student in presenting, planning and executing various ideas in the basic areas of study. The student will be able to design a unit from the idea to the monthly, weekly, and daily execution of that idea.

EDU 285 SPECIAL TOPICS

GUIDANCE AND DISCIPLINE

1/2 credit (7.5 lecture hours)

EMT 105 EMERGENCY MEDICAL TECHNICIAN - BASIC

8 credits (115 lecture hours/60 lab hours) change in credit hours

This course is designed to instruct a student to the level of Emergency Medical Technician-Basic, formerly EMT-Ambulance, who serves as a vital link in the chain of the health care team. It is recognized that the majority of prehospital emergency medical care will be provided by the EMT-Basic. This includes all skills necessary for the individual to provide emergency medical care at a basic life support level with an ambulance service or other specialized service. This course meets the requirements of the new EMT-Basic National standard Curriculum as outlined by the Department of Transportation.

EMT 185 EMT AED

1/2 credit (7.5 lecture hours)

This class is designed for individuals interested in learning to perform semi-automatic defibrillation to cardiac arrest patients in the pre-hospital setting. It will provide the participant the opportunities to gain information, skills, and attitudes necessary for approval and practice as an EMT-D in the State of Colorado.

FOL 185 ADMISSIONS CONVERSATIONAL SPANISH

1/2 credit (7.5 lecture hours)

This is a comprehensive Conversational Spanish course with a focus upon Administrative terminology. Course will also cover inter-cultural issues in Education Administration.

FRM 185 FARM AND RANCH MANAGEMENT SPECIAL TOPICS

2 credits (30 lecture hours)

Introduction to alternative agriculture marketing plans.

HEA 121 MEDICAL RADIOLOGY

4 credits (30 lecture/45 lab hours)

This course is an introduction to radiology including radiation protection, equipment operation and maintenance, image production and evaluation, patient care and management, and radiographic procedures. The student will be eligible for the ARRT Blimited scope radiographer examination.

HEA 123 MEDICAL LABORATORY PROCEDURES

3 credits (30 lecture/23 lab hours)

The medical assisting student will gain skills in the various laboratory procedures necessary to aid the physician in diagnosing the patient's illness, including the collection, preparation, and preservation of specimens for diagnostic studies. this course includes equipment use and care, obtaining specimens, venipuncture, clinical chemistries, microbiology, urinalysis, hematology, smears and cultures, the use of E.K.G. equipment and pulmonary function testing.

HEA 145 HISTORY, LAW AND ETHICS

1 credit (15 lecture hours)

This course provides a view of the history of health care, and a basic knowledge of ethics and law as applied to the health care system.

HEA 146 HEALTH INSURANCE METHODS AND CLAIMS

3 credits (45 lecture hours)

This course is designed to instruct students in understanding general types of health insurance plans on the market, methods of payment, common insurance terms, benefits and limitations of government sponsored and mandated insurance plans. ICD-9, CPT-4, and HCPC coding is discussed as well as filing claims with carriers for reimbursement.

HEA 147 MEDICAL/DENTAL SPANISH

2 credits (30 lecture hours)

This is an introductory course to a working knowledge of the Spanish language as used in the medical and dental fields.

HEA 148 PHARMACOLOGY PRINCIPLES AND ADMINISTRATION

1 credit (15 lecture hours)

This course is the study of classification, indications, actions, side affects, contraindications and administration of medications. Dosage calculations and conversions are also presented.

HEA 185 PREVENTIVE HEALTH

.50 credit (7.5 lecture hours)

HEA 187 MEDICAL ASSISTING EXTERNSHIP II

4 credits (15 lecture/90 clinical)

This course continues to expand the students experience in the field, building on the working knowledge gained with HEA 117, continuing assisting with a variety of business and clinical procedures and develops skills as a medical assistant. Seminars are also part of this course. Prerequisite: Hea 117 and concurrent enrollment or completed all medical assisting courses.

HEC 185 NUTRITION & THE YOUNG CHILD

1/2 credit (7.5 lecture hours)

LIT 255 CHILDREN'S LITERATURE

3 credit hours (45 lecture hours)

This course examines the criteria for selecting appropriate literature for children. Discussion topics explore age levels, values taught through literature, and literary and artistic qualities.

MAT 185 APPLIED MATH FOR NURSES

1/2 credit (7.5 lecture hours)

Applied math for ADN program. Calculating dosages for medicating patients.

(see new file for nursing info)

NUR 201 NURSING ASSESSMENT

2 credits (20 lecture/12 lab hours)

(previously NUR 185, 1 credit 15 lecture hours)

This course is designed to provide technical and intellectual skills in the area of history taking and physical examination. Emphasis is placed on the identification of normal and differentiation of normal from abnormal.

NUR 285 NURSING PROCESS PRACTICUM

1 credit (15 lecture hours)

This is a remediation course designed for the ADN student. This is an intense 8 week course which will focus on the following topics: communication, conflict management, professionalism, role change from LPN to RN, and pharmacology.

OTA 220 THEORIES AND TECHNIQUES

(same description/name change only)

OTA 230 CONDITIONS AND APPLIED TECHNIQUES IN OCCUPATIONAL THERAPY

(same description/name change only)

OTA 224 OTA LEVEL II FIELD WORK B

5 credits (75 lecture hours)

This course requires the student to put into clinical practice the knowledge and skills acquired throughout the OTA program. These courses allow the student to utilize information gained throughout the OTA program. Academic knowledge is put into practice through Level II fieldwork experiences. The student is encouraged to develop mastery and competency in skills needed to become an entry level COTA.

PED 185 AQUATIC EXERCISE

1/2 credit (7.5 lecture hours)

Same description as the 1 credit Aquatic Exercise course, 1/2 the time.

PSY 185 CHILD DEVELOPMENT BIRTH - 8 YEARS

1/2 credit (7.5 lecture hours)

TDT 109 BASIC TRUCK DRIVING

6-9 credits (51-88 lecture hours/ 60-74 lab hours)

This course is entry level into truck driving. It covers basic operation and preparation for commercial drivers license.

TDT 110 TRUCK DRIVER REFRESHER

3-6 credits (920-65 lecture hours/ 39-52 lab hours)

This course is designed as an upgrade of driving skills. May be used as a refresher course for a student with same experience.

YOF 106 YOUNG FARMER MARKETING GROUP

Young Farmers Program with an intensive Agriculture marketing focus.

NURSING COURSE DESCRIPTIONS - REQUIRED COURSES

NURSING 202 - SOCIALIZATION INTO NURSING II

15 LECTURE HOURS - 1 CREDIT

PREREQUISITE: ADMISSION INTO LEVEL II. THIS COURSE INTRODUCES THE STUDENT TO THE ROLE, RESPONSIBILITIES AND DEPENDENT AND INDEPENDENT FUNCTIONS OF THE ASSOCIATE DEGREE NURSE IN THE HEALTH CARE DELIVERY SYSTEM. CONTENT AREAS INCLUDE ROLE TRANSITION FROM LPN TO RN, HISTORICAL PERSPECTIVES OF ADN NURSING, LEGISLATION, LEGAL/ETHICAL ISSUES AND PROFESSIONAL ORGANIZATIONS.

NURSING 203 - SOCIALIZATION INTO NURSING III

30 LECTURE HOURS/ - 2 CREDITS

PREREQUISITES: NUR 202, NUR 211, NUR 212, NUR 213, NUR 214, NUR 221, NUR 222.

COREQUISITES: NUR 205, NUR 206. THIS COURSE PREPARES THE STUDENT FOR THE TRANSITION FROM STUDENT TO GRADUATE NURSE. FOCUS IS ON PRINCIPLES OF EFFECTIVE LEADERSHIP AND MANAGEMENT AS THEY RELATE TO INDIVIDUAL AND TEAM MEMBERSHIP WITHIN AN ORGANIZATION. INCLUDED ARE PROFESSIONAL ISSUES ON COMMUNICATION, DECISION-MAKING, TIME MANAGEMENT, ROLE CONFLICT, CONFLICT RESOLUTION, LICENSURE, AND LEGAL AND PROFESSIONAL ISSUES AS THEY RELATE TO THIS ROLE CHANGE.

NURSING 206 - COMPREHENSIVE NURSING CLINICAL

136 HOURS

CLINICAL INTERNSHIP/3 CREDITS

PREREQUISITE: NUR 202, NUR 211, NUR 212, NUR 213, NUR 214, NUR 221, NUR 222.

COREQUISITES: NUR 203. THIS COURSE OFFERS THE CLINICAL PRACTICUM TO APPLY THE THEORY OF PREVIOUS NURSING COURSES. FOCUS INCLUDES APPLICATION OF THE PRINCIPLES OF TEAM LEADING AND ROLE CHANGE IN A VARIETY OF CLINICAL SETTINGS, AND CLINICAL PRECEPTORSHIP, WITH AN EMPHASIS ON DEVELOPING PROFICIENCY IN PREVIOUSLY LEARNED NURSING SKILLS. CLINICAL HOURS WILL BE SCHEDULED TO INCLUDE 2 HOURS PER WEEK DIRECT CONTACT WITH CLINICAL INSTRUCTOR AND 4 DAYS PER WEEK IN CLINICAL SETTING DIRECTED BY THE CLINICAL PRECEPTOR.

NURSING 211 - COMPREHENSIVE MEDICAL-SURGICAL NURSING I

60 LECTURE HOURS/4 CREDITS

PREREQUISITE: ADMISSION TO LEVEL II.

COREQUISITES: NURS 202, NUR 212. THIS COURSE IS A COMPREHENSIVE STUDY OF THE NURSING NEEDS OF THE ADULT WITH MEDICAL-SURGICAL CONDITIONS UTILIZING INTEGRATION OF NURSING CARE WITH PATHOPHYSIOLOGY AND RELATED SYMPTOMS OF RESPIRATORY, CARDIOVASCULAR, AND NEUROLOGIC DISORDERS, AND DIETARY AND PHARMACOLOGICAL THERAPIES. FOCUS INCLUDES NURSING PROCESS, NURSING PHYSICAL ASSESSMENT, NUTRITIONAL, FLUID AND ELECTROLYTE ASSESSMENT, AND INTRAVENOUS THERAPY.

NURSING 212 - COMPREHENSIVE MEDICAL-SURGICAL NURSING II

90 VOCATIONAL LAB HOURS/4 CREDITS

PREREQUISITES: ADMISSION TO LEVEL II.

COREQUISITES: NUR 202, NUR 211. THIS COURSE OFFERS THE CLINICAL PRACTICUM TO APPLY THE THEORY OF NUR 211. FOCUS INCLUDES APPLICATION OF NURSING PROCESS, NURSING ASSESSMENT, NUTRITIONAL SUPPORT, INTRAVENOUS THERAPY AND MASLOW'S HIERARCHY IN THE CARE OF ADULT MEDICAL-SURGICAL PATIENTS WITH CARDIAC, RESPIRATORY AND NEUROLOGICAL DISORDERS.

NURSING 213 - COMPREHENSIVE MEDICAL-SURGICAL NURSING II

30 LECTURE HOURS/2 CREDITS

PREREQUISITES: NUR 202, NUR 211, NUR 212, NUR 221, NUR 222.

COREQUISITES: NUR 214. THIS COURSE IS A COMPREHENSIVE STUDY OF THE NURSING NEEDS OF THE ADULT WITH MEDICAL-SURGICAL CONDITIONS IN THE ACUTE CARE SETTING. IT IS A CONTINUATION OF NUR 211, BUILDING ON KNOWLEDGE PREVIOUSLY GAINED IN MEETING THE NEEDS OF ADULT PATIENTS. FOCUS INCLUDES GASTROINTESTINAL, METABOLIC, ENDOCRINE, RENAL, REPRODUCTIVE, IMMUNE, MUSCULOSKELETAL AND ONCOLOGY DISORDERS.

NURSING 214 - COMPREHENSIVE MEDICAL-SURGICAL NURSING CLINICAL II

90 VOCATIONAL LAB HOURS/4 CREDITS

PREREQUISITES: ADMISSION TO LEVEL II

COREQUISITES: NUR 213. THIS COURSE OFFERS THE CLINICAL PRACTICUM TO APPLY THE THEORY OF NUR 213. FOCUS INCLUDES APPLICATION OF THE NURSING PROCESS, NURSING ASSESSMENT, IV THERAPY AND MASLOW'S HIERARCHY IN THE CARE OF MEDICAL-SURGICAL PATIENTS IN THE ACUTE CARE SETTING.

NURSING 221 - COMPREHENSIVE PSYCHOSOCIAL NURSING

30 LECTURE HOURS/2 CREDITS

PREREQUISITES: ADMISSION TO LEVEL II

COREQUISITES: NUR 202, NUR 222. THIS COURSE INVOLVES THE STUDY OF HUMAN BEHAVIOR AND INTERPERSONAL RELATIONSHIPS AS WELL AS BASIC PRINCIPLES OF PSYCHIATRIC NURSING. THE ROLE OF THE NURSE IN PREVENTION, CRISIS SITUATIONS, AND IN MEETING THE EMOTIONAL NEEDS OF INDIVIDUALS, FAMILIES, AND GROUPS ARE EXAMINED.

NURSING 222 - COMPREHENSIVE PSYCHOSOCIAL NURSING CLINICAL

90 CLINICAL LAB HOURS/3 CREDITS

PREREQUISITES: ADMISSION TO LEVEL II

COREQUISITES: NUR 202, NUR 221. THIS COURSE OFFERS THE CLINICAL PRACTICUM TO APPLY THE THEORY OF NUR 221. FOCUS INCLUDES APPLICATION OF THE NURSING PROCESS IN ASSESSING PSYCHOSOCIAL NEEDS AND PLANNING PATIENT CARE, UTILIZING MASLOW'S HIERARCHY AND CONCEPTS FROM SELYE AND ERIKSON.

NURSING 231 - COMPREHENSIVE CONCEPTS IN PARENT-CHILD NURSING

30 LECTURE HOURS/2 CREDITS

PREREQUISITES: NUR 202, NUR 211, NUR 212, NUR 213, NUR 214, NUR 221, NUR 222.

COREQUISITES: NUR 232. THIS COURSE IS A COMPREHENSIVE STUDY OF FAMILY-CENTERED CHILDBEARING AND CHILD HEALTH. FOCUS IS ON COMPLICATIONS OF PREGNANCY AND NURSING MEASURES UTILIZED TO REDUCE MATERNAL-INFANT MORBIDITY. IT ALSO INCLUDES A CONTINUATION OF THE STUDY OF THE NEEDS IN HEALTH AND ILLNESS OF THE CHILD FROM INFANCY THROUGH ADOLESCENCE. LEGAL AND ETHICAL IMPLICATIONS OF HIGH RISK OBSTETRIC AND PEDIATRIC NURSING ARE ALSO ADDRESSED.

NURSING 232 - COMPREHENSIVE PARENT-CHILD NURSING CLINICAL

30 VOCATIONAL AND 45 CLINICAL LAB HOURS/3 CREDITS

PREREQUISITES: NUR 202, NUR 211, NUR 212, NUR 213, NUR 214, NUR 221, NUR 222.

COREQUISITES: NUR 231. THIS COURSE OFFERS THE CLINICAL PRACTICUM TO APPLY THE THEORY OF NUR 213. FOCUS INCLUDES APPLICATION OF THE NURSING PROCESS IN THE CARE OF MOTHERS, NEWBORNS, AND CHILDREN, UTILIZING MASLOW/S HIERARCHY OF NEEDS AND DEVELOPMENTAL THEORY. EMPHASIS IS PLACED ON IDENTIFYING PSYCHOSOCIAL IMPACTS AND PATHOPHYSIOLOGY IN THE CARE OF HIGH RISK FAMILIES. HALF OF THE CREDIT HOURS FOR THE COURSE WILL INVOLVE CLINICAL LAB HOURS AND HALF VOCATIONAL LAB HOURS.

NURSING COURSE DESCRIPTIONS - ELECTIVES

NURSING 205 - COMPREHENSIVE CONCEPTS IN GERONTOLOGICAL NURSING 30 LECTURE HOURS/ 2 CREDITS

PREREQUISITES: NONE LISTED

THIS COURSE IS A STUDY OF AGING. THE FOCUS IS ON THE BIOLOGICAL, PSYCHOLOGICAL, SOCIAL, CULTURAL, AND SPIRITUAL COMPONENTS OF THE NORMAL AGING PROCESS WITH EMPHASIS ON THE PHYSIOLOGICAL EFFECTS RELATED TO NURSING CARE OF THE OLDER ADULT.

NURSING 215 - ADVANCED CONCEPTS IN NURSING I (HIV/AIDS) 15 CONTACT HOURS INCLUDING LECTURE, SITE VISITATION AND DISCUSSION/ 1 CREDIT

PREREQUISITES: NONE.

THIS COURSE IS DESIGNED TO INTRODUCE THE STUDENT TO THE CONCEPTS OF HIV AND AIDS. THE STUDENT WILL BE PROVIDED INFORMATION ON THE ISSUES SURROUNDING HIV AND AIDS, INCLUDING DIAGNOSIS, TRANSMISSION, ASSOCIATED MEDICAL CONDITIONS, TREATMENTS, AND RURAL ASPECTS. THE STUDENTS WILL BE ENCOURAGED TO EXAMINE THE PSYCHOSOCIAL ISSUES SURROUNDING THE DIAGNOSIS OF HIV POSITIVE AND AIDS, AND WILL GAIN INSIGHT INTO THE CLINETS' PERCEPTION OF THE DIAGNOSIS AND CONDITION.

NURSING 216 - ADVANCED CONCEPTS IN NURSING II (MENTAL CONFINEMENT) 15 CONTACT HOURS INCLUDING LECTURE, SITE VISITATION AND DISCUSSION/ 1 CREDIT

PREREQUISITES: NONE.

THIS COURSE IS DESIGNED TO EXPOSE THE STUDENT TO THE STATE INSTITUTIONAL SETTING FOR THOSE CLIENTS WITH PSYCHIATRIC DISORDERS. A TOUR OF THE STATE MENTAL HOSPITAL WILL BE PROVIDED BY THE INSTITUTE. A TRAINING SESSION ON DEFENSIVE TECHNIQUES WILL BE PROVIDED TO THE STUDENTS BY THE INSTITUTE.

NURSING 217 - ADVANCED CONCEPTS IN NURSING III (OB/PEDS) 15 CONTACT HOURS INCLUDING LECTURE, SITE VISITATION AND DISCUSSION/ 1 CREDIT

PREREQUISITES: NONE.

THIS COURSE IS DESIGNED TO INTRODUCE THE STUDENT TO CLIENTS WITH COMPLEX HEALTH CARE NEEDS USING A HOLISTIC APPROACH WITH THE HEALTH CARE TEAM IN MANAGING HIGH RISK OBSTETRICAL, HIGH RISK NEONATAL AND/OR PEDIATRIC CLIENTS IN A VARIETY OF SETTINGS.

NURSING 220 - ADVANCED CLINICAL EXPERIENCES 45 CLINICAL LAB HOURS/2 CREDITS

PREREQUISITES: NONE LISTED AT THIS TIME.

THIS COURSE IS DESIGNED TO PROVIDE THE STUDENT WITH ADDITIONAL EXPERIENCE IN THE CLINICAL SETTING. THE COURSE OFFERS THE OPPORTUNITY TO APPLY THE THEORY OF ALL PREVIOUS NURSING COURSES, FOCUSING ON REFINEMENT OF ASSESSMENT SKILLS, PERFORMANCE OF NURSING SKILLS AND PROFICIENCY IN TIME MANAGEMENT, PRIORITIZATION, AND ORGANIZATION.

ADN PROGRAM COURSES AND PROGRAM CREDIT HOURS - PROPOSED

NURSING HOURS ACCEPTED FROM PRACTICAL NURSING.....28
(PN) PROGRAMS

I. GENERAL EDUCATION COURSES

BIO 201	HUMAN ANATOMY AND PHYSIOLOGY I.....	4
BIO 202	HUMAN ANATOMY AND PHYSIOLOGY II.....	4
ENG 121	ENGLISH COMPOSITION I.....	3
PSY 235	HUMAN GROWTH AND DEVELOPMENT.....	3
HEC 115	HUMAN NUTRITION.....	3
	HUMANITIES/SOCIAL SCIENCE ELECTIVE.....	3
TOTAL CREDITS.....		20

II. ASSOCIATE DEGREE OF NURSING CORE CURRICULUM

SPRING SEMESTER

NUR 202	SOCIALIZATION INTO NURSING II.....	1
NUR 211	COMPREHENSIVE MEDICAL-SURGICAL NURSING I.....	4
NUR 212	COMPREHENSIVE MEDICAL-SURGICAL NURSING CLINICAL I....	4
*NUR 215	ADVANCED CONCEPTS IN NURSING I (HIV/AIDS).....	1
*NUR 216	ADVANCED CONCEPTS IN NURSING II (MENTAL CONFINEMENT)...	1
*NUR 220	ADVANCED CLINICAL EXPERIENCES.....	2
NUR 221	COMPREHENSIVE PSYCHOSOCIAL NURSING.....	2
NUR 222	COMPREHENSIVE PSYCHOSOCIAL NURSING CLINICAL.....	3
TOTAL REQUIRED CREDITS.....		14

SUMMER SESSION

NUR 213	COMPREHENSIVE MEDICAL-SURGICAL NURSING II.....	2
NUR 214	COMPREHENSIVE MEDICAL-SURGICAL NURSING CLINICAL II....	4
TOTAL REQUIRED CREDITS.....		6

FALL SEMESTER

*NUR 201	NURSING ASSESSMENT.....	1
NUR 203	SOCIALIZATION INTO NURSING III.....	2
NUR 206	COMPREHENSIVE CLINICAL NURSING.....	3
*NUR 217	ADVANCED CONCEPTS IN NURSING III.....	1
*NUR 220	ADVANCED CLINICAL EXPERIENCES.....	2
NUR 231	COMPREHENSIVE CONCEPTS IN PARENT-CHILD NURSING.....	2
NUR 232	COMPREHENSIVE PARENT-CHILD NURSING CLINICAL.....	3
TOTAL REQUIRED CREDITS.....		10

TOTAL PN CREDITS.....	28
TOTAL GENERAL EDUCATION CREDITS.....	20
TOTAL REQUIRED NURSING CREDITS.....	30
TOTAL NURSING ELECTIVE CREDITS OFFERED.....	9
TOTAL PROGRAM CREDITS.....	78
*ELECTIVE	

Seal of
the College ?

FORT MORGAN, COLORADO

1994 - 1996 CATALOG

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Fort Morgan, Colorado
Fax: 303-867-6608

DEGREES AND CERTIFICATES

ASSOCIATE OF ARTS DEGREE (A.A.)

Context
 The Associate of Arts degree requires two years of full-time study. It includes the curriculum traditionally taught during the first two years of a Bachelor of Arts degree program and is transferable to four-year institutions. The degree requirements are listed below:

		Required Credit Hours
I. ENGLISH/SPEECH		
ENG	121, 122 English Composition I, II	3,3
SPE	115 Principles of Speech Communication	3
II. MATHEMATICS/SCIENCES		
Must include one course from each group below (A, B, and C):		
A. Mathematics (3)		
MAT	121 College Algebra	4 ✓
	125 Survey of Calculus	4
	135 Introduction to Statistics	3
	201, 202 Calculus I, II	5,5
B. Science (4)		
AST	101, 102 Astronomy I, II	4,4 ✓✓
BIO	105 Science of Biology	4
	111, 112 General College Biology I, II	5,5
CHE	101, 102 Introduction to Chemistry I, II	5,5
	111, 112 General College Chemistry I, II	5,5
GEY	111 Physical Geology	4
	121 Historical Geology	4
PHY	105 Conceptual Physics	4
	111, 112 Physics: Algebra Based I, II	5,5
	211, 212 Physics: Calculus Based I, II	5,5
C. Additional Math/Science (4) <i>3 or 4</i>		
AST	Any Course	
BIO	Any Course	
CHE	Any Course	
GEY	Any Course	
MAT	MAT 121 or higher	
PHY	Any Course	
SCI	Any Course	
III. SOCIAL AND BEHAVIORAL SCIENCES		
Must include at least two disciplines:		
ANT	101 Cultural Anthropology	3
	111 Physical Anthropology	3
ECO	201 Principles of Macroeconomics	3
	202 Principles of Microeconomics	3
GEO	105 Geography	3 ✓
HIS	101, 102 Western Civilization I, II	3,3 ✓✓
	201, 202 U.S. History I, II	3,3
POS	105 Introduction to Political Science	3
	111 American Government	3
PSY	101, 102 General Psychology I, II	3,3
SOC	101, 102 Introduction to Sociology I, II	3,3 ✓✓

IV. HUMANITIES

Must include at least two disciplines:

ART	111, 112 Art History I, II	3,3
FOL	111, 112 Foreign Language I, II	5,5
	211, 212 Foreign Language III, IV	3,3
HUM	121, 122, 123 Survey of Humanities I, II, III	3,3,3
LIT	115 Introduction to Literature	3
	201, 202 Masterpieces of Literature I, II	3,3
MUS	120 Music Appreciation	3
PHI	111 Introduction to Philosophy	3 ✓
	112 Ethics	3
	113 Logic	3

V. PHYSICAL EDUCATION*

PED	110 Physical Education Activities:	
PED	111 Intermediate Physical Education Activities:	

The PED requirement may be waived under one of the following conditions:

1. Military Service. Completion of a year or more of active military service.
2. Presented a medical exemption recommended by a physician.
3. Are 35 years of age or older at time of first registration at the College.

VI. INTRODUCTION TO COMPUTERS OR COMPUTER LANGUAGE CLASS

CIS	115 Introduction to Computers	3
CIS	160 BASIC Language Programming	3
CIS	260 COBOL Programming	3
CSC	148 FORTRAN Programming	3
CSC	150 PASCAL Programming	3
CSC	230 C-Language Programming	3

VII. ELECTIVES

Electives may be selected from list of courses approved for A.A./A.S. degrees (pages)

TOTAL CREDITS

19

62

Students entering this program are required to complete assessment. The entrance levels from ASSET are reading 45, math 45, writing 45. Students may be required to obtain these levels before entering the program.

Art 110?

Certificates

ASSOCIATE OF SCIENCE DEGREE (A.S.)

The Associate of Science degree requires two years of full-time study, concentrating on mathematics and science. It includes the curriculum traditionally taught during the first two years of a Bachelor of Science degree program and is transferable to four-year institutions. The degree requirements are listed below:

	Required Credit Hours	
I. ENGLISH/SPEECH	9	
ENG 121, 122 English Composition I, II	3,3	
SPE 115 Principles of Speech Communication	3	
II. MATHEMATICS/SCIENCES	24	
Must include one course from each group below (A, B and C):		
A. Mathematics (4)		
MAT 121 College Algebra	4	
125 Survey of Calculus	4	
201, 202 Calculus I, II	5,5	
B. Science (8)		
AST 101, 102 Astronomy I, II	4,4	
BIO 111, 112 General College Biology I, II	5,5	
CHE 111, 112 General College Chemistry I, II	5,5	
GEY 111 Physical Geology	4	
121 Historical Geology	4	
PHY 111, 112 Physics: Algebra Based I, II	5,5	
PHY 211, 212 Physics: Calculus Based I, II	5,5	
C. Additional Math/Science (12)		
AST Any Course		
BIO Excluding BIO 105		
CHE Excluding CHE 101, 102		
GEY Any Course		
MAT MAT 121 or higher		
PHY Excluding PHY 105		
III. SOCIAL AND BEHAVIORAL SCIENCES	6	
Must include at least two disciplines:		
ANT 101 Cultural Anthropology	3	
111 Physical Anthropology	3	
ECO 201 Principles of Macroeconomics	3	
202 Principles of Microeconomics	3	
GEO 105 Geography	3	
HIS 101, 102 Western Civilization I, II	3,3	
201, 202 U.S. History I, II	3,3	
POS 105 Introduction to Political Science	3	
111 American Government	3	
PSY 101, 102 General Psychology I, II	3,3	
SOC 101, 102 Introduction to Sociology I, II	3,3	

IV. HUMANITIES	6
Must include at least two disciplines:	
ART 111, 112 Art History I, II	3,3
FOL 111, 112 Foreign Language I, II	5,5
211, 212 Foreign Language III, IV	3,3
HUM 121, 122,	
123 Survey of Humanities I, II, III	3,3,3
LIT 115 Introduction to Literature	3
201, 202 Masterpieces of Literature I, II	3,3
MUS 120 Music Appreciation	3
PHI 111 Introduction to Philosophy	3
112 Ethics	3
113-? Logic	3
V. PHYSICAL EDUCATION*	2
PED 110 Physical Education Activities	
PED 111 Intermediate Physical Education Activities	
* The PED requirement may be waived under one of the following conditions:	
1. Have completed a year or more of active military service.	
2. Presented a medical exemption recommended by a physician.	
3. Are 35 years of age or older at time of first registration at the College.	
VI. INTRODUCTION TO COMPUTERS OR COMPUTER LANGUAGE CLASS	3
CIS 115 Introduction to Computers	3
CIS 160 BASIC Language Programming	3
CIS 260 COBOL Programming	3
CSC 148 FORTRAN Programming	3
CSC 150 PASCAL Programming	3
CSC 230 C-Language Programming	3
VII. ELECTIVES	12
Electives may be selected from list of courses approved for the A.A./A.S. degrees (pages)	
TOTAL CREDITS	62
Students entering this program are required to complete assessment. The entrance levels from ASSET are reading 45, math 45, writing 45. Students may be required to obtain these levels before entering the program.	

**COURSES APPROVED AS ELECTIVES FOR
AA/AS DEGREES
1994-96**

ACC 121	Principles of Accounting I	FOL 211	Foreign Language III: French, Spanish
ACC 122	Principles of Accounting II	FOL 212	Foreign Language IV: French, Spanish
ANT 101	Cultural Anthropology	GEO 105	Geography
ANT 111	Physical Anthropology	GEY 106	Principles of Geology
ANT 205	Mankind and Myths	GEY 111	Physical Geology
ART 110	Art Appreciation	GEY 121	Historical Geology
ART 111	Art History I	GEY 145	Earth Science
ART 112	Art History II	HEA 116	Medical Terminology
ART 116	Lettering	HIS 101	Western Civilization I
ART 121	Drawing I	HIS 102	Western Civilization II
ART 122	Drawing II	HIS 201	U.S. History I
ART 131	Design I	HIS 202	U.S. History II
ART 132	Design II	HIS 225	Colorado History
ART 211	Painting I	HEC 115	Human Nutrition
ART 212	Painting II	HUM 121	Survey of Humanities I
ART 231	Watercolor I	HUM 122	Survey of Humanities II
ART 232	Watercolor II	HUM 123	Survey of Humanities III
AST 101	Astronomy I	JOU 106	Fundamentals of Reporting
AST 102	Astronomy II	JOU 121	Introduction to Print Media Photography
BIO 105	Science of Biology	JOU 206	Intermediate Newswriting and Editing
BIO 109	Humans and the Environment	LIT 115	Introduction to Literature
BIO 111	General College Biology I	LIT 126	Study of Poetry
BIO 112	General College Biology II	LIT 127	Study of the Novel
BIO 115	Human Genetics	LIT 201	Masterpieces of Literature I
BIO 201	Human Anatomy & Physiology I	LIT 202	Masterpieces of Literature II
BIO 202	Human Anatomy & Physiology II	LIT 211	Survey of American Literature I
BIO 205	Microbiology	LIT 212	Survey of American Literature II
BIO 245	Kinesiology	MAN 226	Principles of Management
BUS 115	Introduction to Business	MAR 216	Principles of Marketing
BUS 216	Legal Environment of Business	MAT 121	College Algebra
BUS 217	Business Communications and Report Writing	MAT 122	College Trigonometry
BUS 221	Business Law I	MAT 125	Survey of Calculus
CHE 101	Introduction to Chemistry I	MAT 135	Introduction to Statistics
CHE 102	Introduction to Chemistry II	MAT 201	Calculus I
CHE 111	General College Chemistry I	MAT 202	Calculus II
CHE 112	General College Chemistry II	MUS 120	Music Appreciation
CHE 205	Introduction to Organic Chemistry	MUS 151	Ensemble Groups I
CHE 206	Introduction to Biochemistry	*PED 105	CPR
CIS 101	Computer Literacy	*PED 125	Standard First Aid-Adult CPR
CIS 115	Introduction to Computers	PED 110	Physical Education Activities: (see catalog for list of activities)
CIS 160	BASIC Language Programming	PED 111	Intermediate Physical Education Activities: (see catalog for list of activities)
CIS 260	COBOL Programming	PED 117	Water Safety Instructor
CSC 148	FORTRAN Programming	PHI 111	Introduction to Philosophy
CSC 150	PASCAL Programming	PHI 112	Ethics
CSC 230	C Language Programming	PHI 113	Logic
ECO 201	Principles of Macroeconomics	PHY 105	Conceptual Physics
ECO 202	Principles of Microeconomics	PHY 111	Physics: Algebra Based I
EDL 115	Early Field Experience in Education	PHY 112	Physics: Algebra Based II
ENG 226	Fiction Writing	PHY 211	Physics: Calculus Based I
ENG 227	Poetry Writing	PHY 212	Physics: Calculus Based II
FOL 111	Foreign Language I: French, Spanish	POS 105	Introduction to Political Science
FOL 112	Foreign Language II: French, Spanish	POS 111	American Government
		PSY 101	General Psychology I
		PSY 102	General Psychology II
		PSY 106	Human Relations

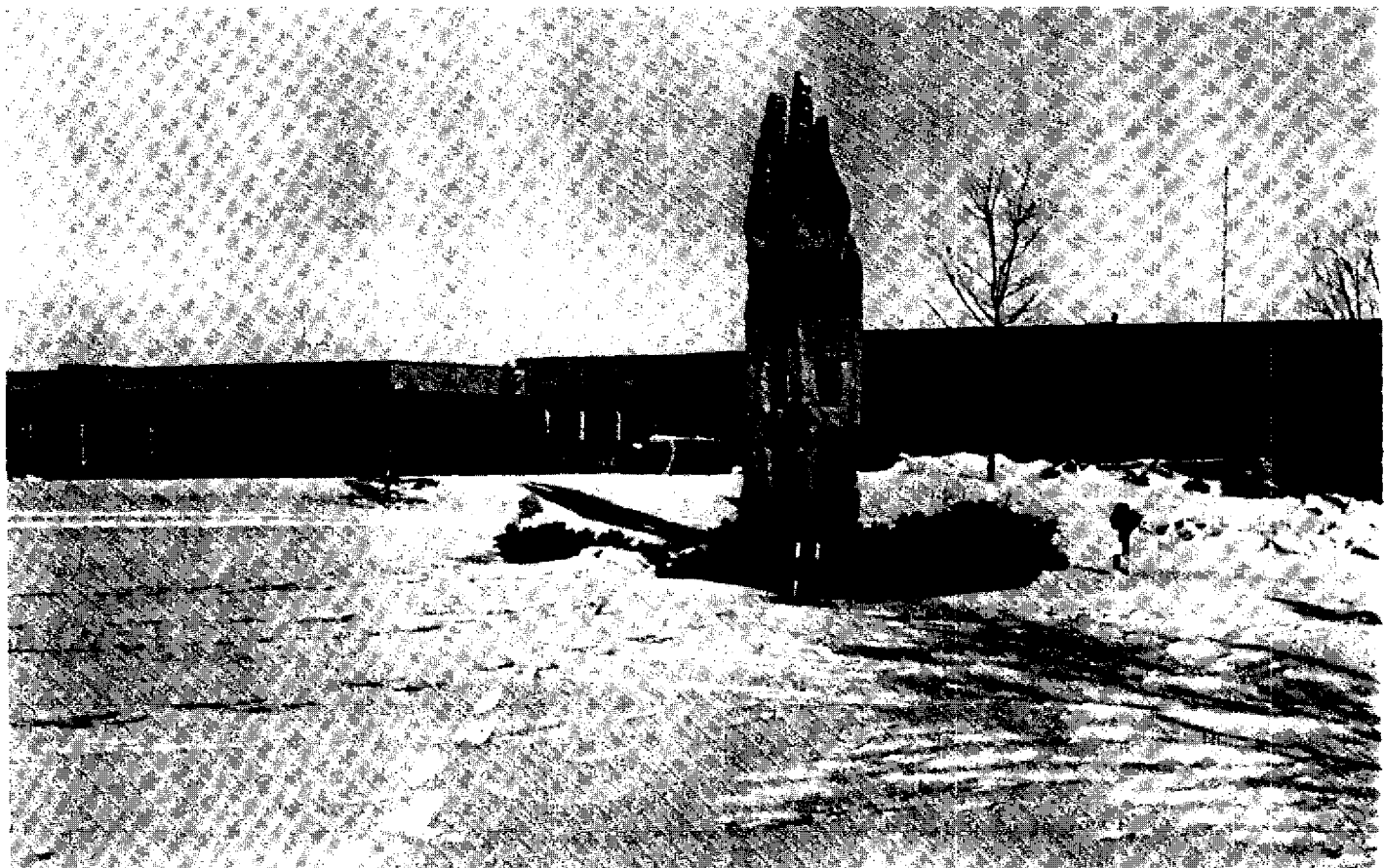
Phi
115

Comparative Regions

PSY 116	Stress Management
PSY 118	Beginning Counseling
PSY 226	Social Psychology
PSY 229	Introduction to Addictive Behavior
PSY 235	Human Growth and Development
PSY 247	Child Abuse and Neglect
PSY 248	Child and Adolescent Psychology
PSY 249	Abnormal Psychology
PSY 265	Psychology of Personality
SCI 115	Meteorology
SCI 116	Natural Science
SOC 101	Introduction to Sociology I
SOC 102	Introduction to Sociology II
SOC 205	Marriage & Family
SOC 215	Contemporary Social Problems
SPE 226	Oral Interpretation
	Special Studies (Check with program advisor regarding transfer)

* Does not fulfill PE requirement in AA/AS degrees

** No more than three semester hours of Physical Education may be applied to an AA/AS degree.



ASSOCIATE OF GENERAL STUDIES DEGREE (AGS)

The Associate of General Studies degree provides an educational plan which allows you to create a personalized program by combining a variety of occupational/technical courses and liberal arts and science courses. This degree is primarily for personal enrichment and is not transferable, however, at least 30 hours should be transferable. Each student pursuing this degree will develop, in consultation with an advisor, a written statement of objectives to be followed and courses to be taken. The degree requirements are listed below:

I. PRESCRIBED GENERAL EDUCATION									
Required Credit Hours									
15									
A. English/Communications (3)									
COM	105	Career Communications	3						
ENG	105	Fundamentals of Composition	3						
	121	English Composition I	3						
	122	English Composition II	3						
	226	Fiction Writing	3						
	227	Poetry Writing	3						
SPF	115	Principles of Speech Communication	3						
	226	Oral Interpretation	3						
B. Mathematics (3)									
MAT	115	College Mathematics	3						
	121	College Algebra	4						
	122	College Trigonometry	3						
	125	Survey of Calculus	4						
	135	Introduction to Statistics	3						
	201	Calculus I	5						
	202	Calculus II	5						
C. Science (3)									
AST	101, 102	Astronomy I, II	4,4						
BIO	105	Science of Biology	4						
BIO	109	Humans and the Environment	4						
	111, 112	General College Biology I, II	5,5						
	201, 202	Human Anatomy & Physiology I, II	4,4						
	205	Microbiology	4						
	245	Kinesiology	4						
CHE	101, 102	Introduction to Chemistry I, II	5,5						
	111, 112	General College Chemistry I, II	5,5						
	205	Introduction to Organic Chemistry	4						
	206	Introduction to Biochemistry	4						
GEY	111	Physical Geology	4						
	121	Historical Geology	4						
	145	Earth Science	3						
PHY	105	Conceptual Physics	4						
	111, 112	Physics: Algebra Based I, II	5,5						
	211, 212	Physics: Calculus Based I, II	5,5						
SCI	115	Meteorology	3						
SCI	116	Natural Science	5						

D. Social Sciences (3)

ANT	101	Cultural Anthropology	3
	111	Physical Anthropology	3
	205	Mankind & Myth	3
ECO	201	Principles of Macroeconomics	3
	202	Principles of Microeconomics	3
GEO	105	Geography	3
HIS	101, 102	Western Civilization I, II	3,3
	201, 202	U.S. History I, II	3,3
	225	Colorado History	3
POS	105	Introduction to Political Science	3
	111	American Government	3
PSY	101, 102	General Psychology I, II	3,3
	106	Human Relations	3
	116	Stress Management	2
	118	Beginning Counseling	2
	206	Employment Seminar	1
	229	Introduction to Addictive Behavior	3
	235	Human Growth and Development	3
	247	Child Abuse and Neglect	2
	248	Child and Adolescent Psychology	3
	265	Psychology of Personality	3
SOC	101, 102	Introduction to Sociology I, II	3,3
	205	Marriage & Family	3

E. Arts and Humanities (3)

ART	110	Art Appreciation	3
ART	111, 112	Art History I, II	3,3
FOL	111, 112	Foreign Language I, II	5,5
	211, 212	Foreign Language III, IV	3,3
HUM	121, 122,		
	123	Survey of Humanities I, II, III	3,3,3
JOU	106	Fundamentals of Reporting	3
JOU	206	Intermediate Newswriting and Editing	3
LIT	115	Introduction to Literature	3
LIT	126	Study of Poetry	3
LIT	127	Study of the Novel	3
	201, 202	Masterpieces of Literature I, II	3,3
	211, 212	Survey of American Literature I, II	3,3
PHI	111	Introduction to Philosophy	3
	112	Ethics	3
	113	Logic	3

II. ELECTIVE COURSES IN GENERAL EDUCATION

6

A student is to identify, in consultation with the appropriate college advisor, six (6) elective credits which meet the college's criteria for general education.

III. PROFESSIONAL/GENERALLY TRANSFERABLE ELECTIVES FOR AGS 9

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 area 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.

ACC	121, 122	Principles of Accounting I, II	4,4
ART	121, 122	Drawing I, II	3,3
	131, 132	Design I, II	3,3
	211, 212	Painting I, II	3,3
	231, 232	Watercolor I, II	3,3
BUS	115	Introduction to Business	3
	117	Business English	3
	216	Legal Environment of Business	3
	217	Business Communications and Report Writing	3
	221	Business Law I	3
CIS	101	Computer Literacy	2
	115	Introduction to Computers	3
	160	BASIC Language Programming	3
	260	COBOL Programming	3
CSC	148	FORTRAN Programming	3
	150	PASCAL Programming	3
	230	C-Language Programming	3
CRJ	110	Introduction to Criminal Justice	3
CRJ	111	Substantive Criminal Law	3
CRJ	112	Procedural Criminal Law	3
CRJ	145	Correctional Process	3
CRJ	210	Constitutional Law	3
CRJ	220	Human Relations and Social Conflicts	3
CRJ	230	Criminology	3
MAN	226	Principles of Management	3
MAR	216	Principles of Marketing	3

or any generally transferable course from list of approved general education courses.

IV. OTHER COURSES AS PRESCRIBED 30

A maximum of 30 credit hours in vocationally prefixed courses may be used to complete this category.

TOTAL CREDITS 60

Students entering this program are required to complete assessment. The entrance levels from ASSET are reading 43, math 43, writing 43. Students may be required to obtain these levels before entering the program.



ASSOCIATE OF APPLIED SCIENCE AND CERTIFICATE PROGRAMS

Associate of Applied Science Degree

The Associate of Applied Science degree provides career skills for students to enter the job market after graduation, retrain in a new career, or upgrade employment skills. Occupational courses are designed to meet these needs rather than transfer to four-year institutions; however, many four-year institutions accept some of these courses. Check with your advisor or with the other college or university if you are planning to transfer with these courses.

Students must complete a minimum of 15 hours in general education requirements to complete their Associate of Applied Science degree.

Occupational Certificate

Occupational training is available in less than two years through the certificate programs. Certificates are awarded for several types of training outlined in the following section.

AUTOMOTIVE PROGRAMS

The Automotive programs are designed to offer study and training in two major areas. The curricula are: Associate of Applied Science degrees in Collision Repair Technology and Automotive Service Technology; and a Certificate in Automotive Service Technology. In general, graduates of the Collision Repair Technology program will be prepared for jobs such as auto body painter, frame repair person, and metal repair person. Graduates of the Automotive Service Technology program will be prepared for jobs such as automobile mechanic, garage mechanic, service mechanic, and tune-up mechanic.

Students entering these programs are required to complete assessment. The entrance levels from ASSET are reading 41, math 37, writing 37. Students may be required to obtain these levels before entering their program.

AUTOMOTIVE SERVICE TECHNOLOGY Associate of Applied Science*

AUTOMOTIVE SERVICE TECHNOLOGY CORE CURRICULUM

+ASE 125	Manual Transmissions and Clutches	3
+ASE 126	Manual Transaxles Diagnosis and Repair	3
+ASE 127	Drive & Universal Joint Diagnosis/Repair	2
ASE 215	Automatic Transmission/Transaxle Diagnosis Maintenance and Adjustment	3
ASE 216	Automatic Transmission/Transaxle Repair	3
ASE 136	Automotive Brake Systems	2
ASE 236	Anti-Lock Brake Systems	3
ASE 135	Steering & Suspension Diagnosis and Repair	3

ASE 235	Wheel Alignment Diagnosis, Adjustment and Repair	3
ASE 155	Heating and Cooling	2
ASE 255	Air Conditioning System Diagnosis	2
+ASE 145	Basic Electricity	3
ASE 245	Body Electrical	3
+ASE 165	Fuel Systems	2
+ASE 166	Emissions Control	2
+ASE 146	Starting and Charging Systems	2
ASE 265	Ignition Systems	3
ASE 246	Specialized Electronics	2
+ASE 162	Electronic Fuel Injection	2
+ASE 161	Computerized Fuel System Fundamentals	2
+ASE 266	Automotive Diagnostic Equipment	2
+ASE 267	Driveability Diagnosis	1
+ASE 115	General Engine Diagnosis and Repair	2
+ASE 116	Cylinder Head Diagnosis and Repair	2
+ASE 117	Engine Block Diagnosis and Repair	3
TOTAL CREDITS		59 60

GENERAL EDUCATION REQUIREMENTS

COM 105	Career Communications	3
MAT 115	College Mathematics	3
CIS 115	Introduction to Computers	3
BUS 115	Introduction to Business	3

Recommended Electives:

PED 105	CPR	1
PED 125	Standard First Aid	2

OR

ENG 121	English Composition I	3
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TOTAL CREDITS 15

TOTAL PROGRAM CREDITS ~~74~~ 75

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.

AUTOMOTIVE SERVICE TECHNOLOGY Certificate

+Students completing 30 credits or more in Automotive Service Technology will be eligible to receive an MCC Certificate.

*Pending CCCOES and CCHE approval.

COLLISION REPAIR TECHNOLOGY Associate of Applied Science

COLLISION REPAIR TECHNOLOGY CORE CURRICULUM

+CRT 110	Safety in Collision Repair	2
+CRT 115	Auto Body Welding	3
+CRT 125	Non-Structural Repair	6
+CRT 155	Preparation for Refinishing	3
+CRT 145	Plastic and Adhesive Repair	3
+CRT 126	Non-Structural Part Replacement	3
+CRT 135	Structural Repair I	3
+CRT 156	Refinishing I	6
CRT 235	Structural Repair II	7
CRT 225	Non-Structural Repair II	6
CRT 255	Refinishing II	7
CRT 205	Estimating and Shop Management	3
CRT 245	Plastic Repair and Refinishing	3
CRT 265	Mechanical Related Services	3
TOTAL CREDITS		58

GENERAL EDUCATION REQUIREMENTS

COM 105	Career Communications	3
MAT 115	College Mathematics	3
CIS 115	Introduction to Computers	3
BUS 115	Introduction to Business	3
PED 105	CPR	1
+PED 125	Standard First Aid	2
TOTAL CREDITS		15
TOTAL PROGRAM CREDITS		73

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.

+COLLISION REPAIR TECHNOLOGY Certificate

Students completing 30 credits or more in Collision Repair Technology will be eligible to receive an MCC Certificate. Pending CCCOES and CCHE approval.

BUSINESS PROGRAM

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; and 3) a nine-month Bookkeeping Clerk Certificate program. The following pages show these curricula.

The Business Management program provides the student with broad-based business and management concepts needed for entry-level supervisory positions or preparation for owning or operating a small business. Graduates of the program will be prepared for jobs such as departmental manager, shift manager, or small business operator.

Graduates of the Accounting Program will be prepared for jobs such as billing clerk, bookkeeper, payroll/time clerk, financial assistant, and accountant.

Graduates of the Bookkeeping Clerk program will be prepared for jobs such as billing clerk, bookkeeper, or payroll/time clerk.

ACCOUNTING Associate of Applied Science Degree

BUSINESS CORE CURRICULUM

BUS 115	Introduction to Business	3
BUS 116	Business Math	3
BUS 117	Business English	3
BUS 217	Business Communications and Report Writing	3
BUS 218	Records Management	3
BUS 221	Business Law I	3
CIS 115	Introduction to Computers	3
TOTAL CREDITS		21

GENERAL EDUCATION REQUIREMENTS

ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
PSY 106	Human Relations	3
SPE 115	Principles of Speech Communication	3
	General Education Elective *	3
TOTAL CREDITS		15

REQUIRED ACCOUNTING CORE CURRICULUM

ACC 101	Fundamentals of Accounting	5
ACC 105	Individual Income Tax	3
ACC 121	Principles of Accounting I	4
ACC 122	Principles of Accounting II	4
ACC 124	Microcomputer Accounting Application	2
ACC 215	Payroll Accounting	3
BUS 205	Business Finance	3
CIS 150	Lotus 1,2,3	2
MAN 226	Principles of Management	3
BTE 100	Touch Keyboarding	1
BTE 102	Keyboarding Applications	2
	Business Elective	3
TOTAL CREDITS		35
TOTAL PROGRAM CREDITS		71

*General Education electives 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.

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.

BOOKKEEPING CLERK Certificate

BUSINESS CORE CURRICULUM

BUS 115	Introduction to Business	3
BUS 116	Business Math	3
BUS 117	Business English	3
BUS 217	Business Communications and Report Writing	3
BUS 218	Records Management	3
BUS 221	Business Law I	3
CIS 115	Introduction to Computers	3
TOTAL CREDITS		21

REQUIRED BOOKKEEPING CURRICULUM

ACC 101	Fundamentals of Accounting	5
ACC 124	Microcomputer Accounting Applications	2
ACC 215	Payroll Accounting	3
BTE 100	Touch Keyboarding	1
BTE 102	Basic Keyboarding Applications	2
TOTAL CREDITS		13
TOTAL PROGRAM CREDITS		34

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.

BUSINESS MANAGEMENT Associate of Applied Science Degree

BUSINESS CORE CURRICULUM

BUS 115	Introduction to Business	3
BUS 116	Business Math	3
BUS 117	Business English	3
BUS 217	Business Communications and Report Writing	3
BUS 218	Records Management	3
BUS 221	Business Law I	3
CIS 115	Introduction to Computers	3
TOTAL CREDITS		21

GENERAL EDUCATION REQUIREMENTS

ECO 201	Principles of Macroeconomics	3
ECO 202	Principles of Microeconomics	3
SPE 115	Principles of Speech Communications General Education Elective *	3
TOTAL CREDITS		12

REQUIRED BUSINESS MANAGEMENT COURSES

ACC 105	Individual Income Tax	3
ACC 121	Principles of Accounting I	4
ACC 122	Principles of Accounting II	4
ACC 215	Payroll Accounting	3
BUS 205	Business Finance	3
MAN 226	Principles of Management	3
MAN 227	Management Simulation	2
MAR 111	Principles of Sales	3
MAR 117	Principles of Retailing	3
MAR 216	Principles of Marketing	3
BTE 100	Touch Keyboarding	1
BTE 102	Keyboarding Applications	2
TOTAL CREDITS		34
TOTAL PROGRAM CREDITS		67

*General Education electives 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.

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.

BUSINESS TECHNOLOGIES PROGRAM

The Business Technologies 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 Technologies; and 2) a nine-month Certificate in Word Processing. The following pages show these curricula.

The programs provide students with the backgrounds necessary to attain the standards of proficiency needed in secretarial or general office employment. In general, graduates of the Business Technologies program will be prepared for jobs such as administrative secretary, secretary, or data-entry specialist. Emphasis areas include the legal, medical, and administrative fields.

Graduates of the Word Processing program will be prepared for jobs such as secretary, word processor technician, and data-entry specialist.

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

Students entering these programs are required to complete assessment. The entrance levels from ASSET are: reading 43, math 43, and writing 43. Students may be required to attain these levels before entering their program.

BUSINESS LEARNING CENTER

New in 1993-94, the Business Learning Center (BLC) is a flexible curriculum delivery system designed for students enrolled in skills classes. Students who enroll in classes such as keyboarding, word processing, and transcription will use this self-paced learning approach in a lab format under the supervision and guidance of an instructor.

BUSINESS TECHNOLOGIES Associate of Applied Science Degree

BUSINESS CORE CURRICULUM

BUS 115	Introduction to Business	3
BUS 116	Business Math	3
BUS 117	Business English	3
BUS 217	Business Communications and Report Writing	3
BUS 218	Records Management	3
TOTAL CREDITS		15

GENERAL EDUCATION REQUIREMENTS

CIS 115	Introduction to Computers	3
COM 105	Career Communications	3
PSY 106	Human Relations	3
PSY 116	Stress Management	2
SPE 115	Principles of Speech Communication	3
	General Education Elective *	3
	TOTAL CREDITS	17

REQUIRED BUSINESS TECHNOLOGIES CURRICULUM

ACC 101	Fundamentals of Accounting	5
BTE 100	Touch Keyboarding	1
BTE 102	Basic Keyboarding Applications	2
BTE 108	Ten Key By Touch	1
BTE 112	Formatting	3
BTE 114	Word Processing Applications	3
BTE 119	Information Processing Concepts	2
BTE 121	Alpha Shorthand I	4
BTE 208	Office Administration	3
CIS 150	Lotus 1,2,3	2
MAN 226	Principles of Management	3
	TOTAL CREDITS	29

EMPHASIS AREAS:**ADMINISTRATIVE**

BTE 113	Advanced Formatting	3
BTE 205	Machine Transcription Business Elective	2 2
	TOTAL CREDITS	7

OR**LEGAL**

BTE 116	Legal Terminology	2
BTE 117	Legal Formatting	3
BTE 215	Legal Transcription	2
	TOTAL CREDITS	7

OR**MEDICAL**

HEA 116	Medical Terminology	2
BTE 118	Medical Formatting	3
BTE 216	Medical Transcription	2
	TOTAL CREDITS	7
	TOTAL PROGRAM CREDITS	68

*General Education electives 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.

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.

WORD PROCESSING**Certificate****BUSINESS CORE CURRICULUM**

BUS 116	Business Math	3
BUS 117	Business English	3
BUS 217	Business Communications and Report Writing	3
BUS 218	Records Management	3
	TOTAL CREDITS	12

REQUIRED WORD PROCESSING CURRICULUM

ACC 101	Fundamentals of Accounting	5
BTE 100	Touch Keyboarding	1
BTE 102	Basic Keyboarding Applications	2
BTE 112	Formatting	3
BTE 114	Word Processing Applications	3
BTE 119	Information Processing Concepts	2
BTE 205	Machine Transcription	2
BTE 208	Office Administration	3
CIS 115	Introduction to Computers	3
PSY 116	Stress Management	2
	TOTAL CREDITS	26

TOTAL PROGRAM CREDITS 38

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.

CRIMINAL JUSTICE PROGRAMS

Morgan Community College offers two programs in Criminal Justice: Correctional Officer and Law Enforcement.

The Correctional Officer Program is designed for students seeking a career in corrections.

In addition to successful completion of the course, students are required to undergo a background check by state and federal agencies.

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

The Morgan Community College Basic Law Enforcement Academy and the program it offers is approved by POST (Police Officers Standards and Training Board). 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 applicant must meet the current criteria for certification by POST in order to enroll in the program. With completion of the program application, a personal interview with the prospective student will be conducted. Remember, only the State of Colorado POST Board may grant certification as a Peace Officer. A State POST exit exam may be required.

Students entering these programs are required to complete assessment. The entrance levels from ASSET are reading 43, math 43, writing 43. Students may be required to obtain these levels before their program.

Correctional Officer Certificate

DUE TO ANTICIPATED CHANGES WITH THE DEPARTMENT OF CORRECTIONS EMPLOYMENT REQUIREMENTS — CURRICULUM WAS NOT AVAILABLE AT THE TIME OF PUBLICATION.

Law Enforcement Technology Certificate

DUE TO ANTICIPATED CHANGES IN POST REGULATIONS — THE CURRICULUM FOR BASIC LAW ENFORCEMENT WAS NOT AVAILABLE AT THE TIME OF PUBLICATION.

FARM AND RANCH MANAGEMENT

Created for the farm or ranch owner/manager, the program provides classroom and on-site assistance over a three-year period. More specialized classes are available following the three year period to allow the owner/manager to concentrate on a specific business application.

FARM AND RANCH MANAGEMENT Certificate

FARM RANCH MANAGEMENT CORE CURRICULUM

FRM 101	Farm and Ranch Management I	18
FRM 102	Farm and Ranch Management II	18
FRM 103	Farm and Ranch Management III	18
TOTAL PROGRAM CREDITS		54

HEALTH SCIENCE AND APPLIED TECHNOLOGIES PROGRAMS

The Health Sciences and Applied Technologies Division offers seven health-related programs of study. Programs range from one semester to five semesters in length. Each program prepares students for a career in a specific health or human services occupation. The seven programs are:

Associate Degree Nursing
Emergency Medical Technology
Health Care Assistant
Grand Nanny/Nanny
Nurse Aide
Occupational Therapy Assistant
Physical Therapist Assistant

The number of students admitted to each health-related program is limited. There are usually more applicants than available spaces. Admission to each program is based upon successful completion of admission requirements and on a space available basis.

Each health-related program includes course work in a clinical setting (on-the-job), which generally requires additional expense related to assigned courses, e.g. med-

ical examinations, liability insurance, uniforms, meals, and travel. All expenses are the student's responsibility.

Students entering these programs are required to complete assessment. The entrance levels from ASSET are reading 43, math 43, writing 43. Students may be required to obtain these levels before entering their program.

NURSING Associate of Applied Science

The Associate Degree Nursing Program (ADN) is designed to provide education to prepare the student for the licensure examination as a registered nurse. The college in cooperation with Northeastern Junior College (NJC), offers a program leading to the Associate of Applied Science degree in Nursing. Students accepted into the program are required to have completed a practical nursing certificate program at NJC or at another institution. The curriculum is specifically constructed to promote career mobility in nursing and follows the criteria for the Colorado Nursing Articulation Model.

Upon satisfactory completion of the prescribed ADN curriculum with a minimum of a "C" in each course, and having met the qualifications for licensure according to the Colorado Nurse Practice Act, the student will receive an Associate of Applied Science Degree in Nursing and will be eligible to take the State Licensure Examination for Registered Nursing.

Students entering this program must have completed the prescribed general education requirements before admission to the second level courses or be in the eight slots for direct admission from the Northeastern Jr College practical nursing program. Admission to MCC or NJC does not assure admission to the nursing program.

Application Procedure for ADN Program

To Be Eligible for Selection Process:

1. Submit a Morgan Community College application and two official transcripts from all previous colleges, including MCC, to the Nursing Program. One transcript for the Registrar and one transcript for the nursing program.
2. Submit a nursing application to the Nursing Program.
3. Submit the following to meet the criteria for the Colorado Nursing Articulation Model to the Nursing Program:
 - a. a copy of current active Colorado LPN licensure or permit to practice nursing.
 - b. a copy of PN program transcripts.
 - c. if LPN graduation was more than three years prior to admission, documentation of 1,000 hours of work experience as an LPN.

- d. proof of completion of all General Education and non-nursing requirements with a "C" or above in each course.
 - e. if graduation was more than 10 years prior to admission or if graduation was from an out-of-state LPN program, student must present verification of required test scores in nursing content areas, ACT/PEP exams, #403, 453, and 554. Contact the Nursing Program at MCC for sites and schedules.
4. Submit to the Nursing Program proof of a CPR certification. Successful completion of a State approved IV Therapy course is strongly recommended.

Selection Criteria for All Candidates:

(for admission or progression to level II-Advanced)

1. Meet the above eligibility requirements.
2. A cumulative GPA of 2.5
3. Completion of required nursing aptitude test (student must schedule with the test center (303) 867-3081).
4. Admission materials on file with the Nursing Program by September 15 for consideration for spring semester. Enrollment is limited.

From the above criteria, final selection for admission into the second level of the ADN nursing program will be made.

NURSING Associate of Applied Science

NURSING HOURS ACCEPTED FROM
PN PROGRAM AT NORTHEASTERN
JUNIOR COLLEGE OR OTHER COLORADO
PN PROGRAM OR OUT-OF-STATE
COLLEGE PN PROGRAM 32

GENERAL EDUCATION COURSES

BIO 201	Human Anatomy & Physiology I	4
BIO 203	Human Anatomy & Physiology II	4
ENG 121	English Composition I	3
PSY 235	Human Growth and Development	3
	Humanities/Social Science Elective *	3
	General Education/Non-Nursing *	3
	TOTAL CREDITS	20

REQUIRED SECOND LEVEL NURSING CURRICULUM

NUR 202	Socialization into Nursing II	1
NUR 203	Socialization into Nursing III	2
NUR 205	Comprehensive Concepts in Gerontological Nursing	2
NUR 206	Comprehensive Clinical Nursing	3
NUR 211	Comprehensive Medical-Surgical Nursing I	4
NUR 212	Comprehensive Medical-Surgical Nursing Clinical I	4
NUR 213	Comprehensive Medical-Surgical Nursing II	2
NUR 214	Comprehensive Medical-Surgical Nursing Clinical II	4
NUR 221	Comprehensive Psychosocial Nursing	2

NUR 222	Comprehensive Psychosocial Nursing Clinical	3
NUR 231	Comprehensive Concepts in Parent-Child Nursing	2
NUR 232	Comprehensive Parent-Child Nursing Clinical	3
	TOTAL CREDITS	32
	TOTAL PROGRAM CREDITS	84

* General Education electives are selected with the consent of the program advisor.

Nursing Electives:

NUR 215	Advanced Techniques in Nursing I	1
NUR 217	Advanced Techniques in Nursing III	1

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.

EMERGENCY MEDICAL TECHNOLOGY — BASIC Certificate

The Emergency Medical Technology 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. Both Emergency Medical Technology — Basic and Emergency Medical Technology — Intermediate are offered annually. The Emergency Medical Technology — Intermediate is designed for certified EMT's who are actively involved in providing emergency medical care.

EMT 105	Emergency Medical Technology Basic	7
	TOTAL PROGRAM CREDITS	7

EMERGENCY MEDICAL TECHNOLOGY — INTERMEDIATE Certificate

Successful completion of EMT-B is a pre-requisite

EMT 107	Emergency Medical Technology Intermediate	12
	TOTAL PROGRAM CREDITS	12

Certification is also available for Emergency Medical Technology Refresher courses.

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.

HEALTH CARE ASSISTANT (AIDE) Certificate

Health Care Assistant (Aide) program prepares individuals for beginning employment in the health care field at an aide level. Basic health skills are demonstrated and applied in a health care setting.

HEALTH CARE ASSISTANT CORE CURRICULUM

HEA 107	Illness and the Care Provider	1
HEA 117	Health Care Lab I	2
HEA 118	Health Care Lab II	2
HEA 129	Health Care Skills I	3
HEA 130	Health Care Skills II	3
PED 105	CPR	1
PED 125	Standard First Aid-Adult CPR	2
TOTAL PROGRAM CREDITS		14

RECOMMENDED ELECTIVES

COM 105	Career Communications
HEA 116	Medical Terminology

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.

COLORADO NANNY ACADEMY

The Colorado Nanny Academy of Morgan Community College prepares nanny trainees for the changing world of professional in-home care. A nanny is a child care specialist who, as a member of the family team, helps meet the children's physical, emotional, social, and intellectual needs.

The Grand Nanny is a specialist in caring for any family member, through the lifespan, newborn to elderly. The program combines nanny core classes with nurse aide training, to provide professional companionship, and care in the home.

On-the-job training occurs in both licensed day care homes and private homes or in a health care facility. A minimum of 180 contact hours of apprenticeship is required, and a maximum of 285 contact hours is provided.

The Colorado Nanny Academy prepares a student to work as a Professional Nanny, Grand Nanny/companion, Nurse Aide, Home Health Aide, Day Care Worker, or Family Day Care Provider. Students, depending upon courses completed, may apply for certification as a nurse aide through the Colorado State Board of Nursing, and for professional nanny certification through the American Council of Nanny Schools. All graduates receive certification through the Colorado State Board for Community Colleges and Occupational Education.

To gain entrance into the health related certificate programs, students must be at least 18 years of age and must have earned a high school diploma or GED, and maintain a current certification in Cardio Pulmonary Resuscitation and First Aid. Training is open to both males and females. Applicants must meet current criteria and application procedure for enrollment.

Students entering this program are required to complete assessment. The entrance levels from ASSET are reading 41, math 43, writing 37. Student may be required to obtain these levels before entering the program.

**COLORADO NANNY ACADEMY
Certificate****NANNY**

NAN 105	Child Nutrition & Play	3
NAN 201	Nanny Practicum	2
NAN 202	Nanny Co-op	4
TOTAL CREDITS		9

NANNY CORE CURRICULUM

HEA 131	Infant and Child Care	3
NAN 206	Nanny Internship	6
NAN 213	Nanny As A Professional	3
PSY 235	Human Growth and Development	3
TOTAL CREDITS		15
TOTAL PROGRAM CREDITS		24

NURSE AIDE CORE

HEA 107	Illness & the Care Provider	1
HEA 117	Health Care Lab I	2
NUR 108	Nurse Aide Skills	3
TOTAL CREDITS		6

GRAND NANNY

PSY 260	Psychology of Aging	3
Nanny Core Curriculum		15
Nurse Aide Core Curriculum		6
TOTAL PROGRAM CREDITS		24

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.

Nurse's Assistant (Aide) meets the guidelines outlined for state certification. It prepares the Nurse's Assistant to work in acute care and long term care facilities performing duties related to personal care of the patient.

**NURSE'S ASSISTANT (AIDE)
Certificate****NURSE'S AIDE CORE CURRICULUM**

HEA 107	Illness and the Care Provider	1
HEA 117	Health Care Lab I	2
NUR 108	Nurse Aide Skills	3
TOTAL PROGRAM CREDITS		6

RECOMMENDED ELECTIVES

COM 105	Career Communications
PED 105	CPR
PED 125	Standard First Aid-Adult CPR

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.

OCCUPATIONAL THERAPY ASSISTANT

Occupational Therapy is a health rehabilitation profession. Its practitioners provide service to individuals of all ages who have physical, developmental, emotional and social deficits and, because of these conditions, need specialized assistance in learning functional skills to lead independent, productive and satisfying lives.

According to the U.S. Bureau of Labor Statistics, Occupational Therapy is among the 20 fastest growing occupations. The Occupational Therapy Assistant (OTA) program at MCC was developed to meet the need for qualified professionals in this field. The OTA program consists of five semesters of academic coursework combined with fieldwork in the community. The curriculum is designed to prepare the student to take a national certification exam to become a COTA.

The accreditation process for the OTA program has been initiated with the Accreditation Council for Occupational Therapy Education. Upon accreditation of the program, graduates will be able to sit for the national certification examination.

Application Procedure for OTA Program

1. Have completed an Application for Admissions to the college which meets all college admission requirements.
2. Submit transcripts from all previous colleges attended to the OTA Program Minimum level for College GPA is 2.0.
3. Submit three (3) letters of recommendation on the required form. Include one employer, one instructor and one character reference from someone not related to you. These must be mailed directly to the OTA Program Director by the person filling them out.
4. Summarize in 200 words or less, your work history, both paid and volunteer (observation hours with Occupational Therapist or Certified Occupational Therapy Assistant.)
5. In one short paragraph, on back of form, tell us why you want to become a Certified Occupational Therapy Assistant.
6. Submit the documented observation/volunteer hours form in OT application.
7. Submit a complete OTA application to the OTA program.

CRITERIA FOR SELECTION

Due to the number of applicants for limited space and commitment to students' success, special application procedures are required for students planning to pursue a

degree in the OTA program. All applicants must meet the basic application requirements (1-7). Applications will be accepted until October 1. Qualified applicants meeting the minimum requirements after the deadline will be added to the alternate list according to the date their completed file was submitted.

Upon receipt of all required data, applicants will have their applications evaluated by the OTA admission committee. Final selection will be made by the end of November and applicants will receive notification.

OCCUPATIONAL THERAPY ASSISTANT Associate of Applied Science

OCCUPATIONAL THERAPY CORE CURRICULUM

OTA 115	Principles and Practices of OT	2
OTA 210	Occupational Therapy Modalities	5
OTA 220	OTA Theories & Techniques I	5
OTA 221	OTA Level I Fieldwork A	2
OTA 222	OTA Level II Fieldwork B	2
OTA 223	Level II Fieldwork A	5
OTA 224	Level II Fieldwork B	5
OTA 230	OTA Theories & Techniques II	5
OTA 240	OTA Procedures	5
OTA 245	OTA Practice Management	2
TOTAL CREDITS		38

GENERAL EDUCATION REQUIREMENTS

BIO 201	Human Anatomy & Physiology I	4
BIO 202	Human Anatomy & Physiology II	4
BIO 216	Pathophysiology	5
BIO 245	Kinesiology	4
CIS 115	Introduction to Computers	3
ENG 121	English Composition I	3
HEA 116	Medical Terminology	2
MAT 115	College Math (or higher level)	3
PSY 235	Human Growth and Development	3
PSY 249	Abnormal Psychology	3
SPE 115	Principles of Speech Communications	3
TOTAL CREDITS		37
TOTAL PROGRAM CREDITS		75

PHYSICAL THERAPIST ASSISTANT

In the top ten fastest growing occupational areas in the nation is the demand for Physical Therapy personnel. Morgan Community College is a member of the Colorado Community Colleges Physical Therapist Assistant Consortium to train physical therapist assistants. As a professional health care specialist this occupation is projected to be in high demand beyond the year 2000.

Physical Therapist Assistant (P.T.A.) 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 curriculum will combine a blend of academic subjects and specialized occupation classes with emphasis on clinic experiences. Successful completion of 14 credits of general education requirements is necessary before application to the clinical phase of the program.

The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Education of American Physical Therapy Association (CAPTE/APTA).

Application Procedure for PTA Program

1. Submit an MCC application and official transcripts from all previous colleges, including MCC, to the Student Services office.
2. Submit a PTA application to the PTA program.
3. Completion of Anatomy and Physiology I and II with "C" or better.
4. Completion of a minimum of 14 credits of the General Education Courses listed with cumulative GPA of 2.0 (which includes A & P I and II).
5. Submit documentation of current certification in Standard First Aid and Cardio-pulmonary resuscitation prior to PTA clinicals.

Further Selection Criteria

1. Meet the above eligibility requirements.
2. Completion of required health occupations aptitude tests. (Student must schedule with MCC Test Center, (303) 867-3081).
3. Up to 200 hours of work experience or volunteer hours under a licensed physical therapist or physical therapist assistant.
4. Admission materials on file with the PTA Program by October 15 for consideration for spring semester. Enrollment is limited.
5. May be asked for personal interview.

From the above criteria selection for admission into the Physical Therapist Assistant Program is finalized in the fall semester for admission in the spring semester each year.

PHYSICAL THERAPIST ASSISTANT Associate of Applied Science

GENERAL EDUCATION REQUIREMENTS

BIO 201	Human Anatomy & Physiology I	4
BIO 203	Human Anatomy & Physiology II	4
BIO 216	Pathophysiology	5
BIO 245	Kinesiology	4
ENG 121	English Composition I	3
HEA 116	Medical Terminology	2
MAT 115	College Mathematics (or higher)	3
PSY 101	General Psychology I	3
PSY 235	Human Growth & Development	3
SPE 115	Principles of Speech Communication	3
TOTAL CREDITS		34

PHYSICAL THERAPIST ASSISTANT CORE CURRICULUM

PTA 115	Principles and Practice of Physical Therapy	2
PTA 210	Physical Therapy Procedures I	5
PTA 220	Physical Therapy Procedures II	5
PTA 221	PTA Clinic Internship I	2
PTA 222	PTA Clinic Internship II	2
PTA 223	PTA Clinic Internship III	5
PTA 224	PTA Clinic Internship IV	5
PTA 230	Physical Therapy Procedures III	5
PTA 235	Principles of Electrical Stimulation	2
PTA 240	Physical Therapy Procedures IV	5
PTA 245	Physical Therapist Assistant Seminar	2
TOTAL CREDITS		40
TOTAL PROGRAM CREDITS		74

NOT ALL COURSES ARE OFFERED EVERY SEMESTER. PLEASE CHECK WITH YOUR PROGRAM ADVISOR.

TRUCK DRIVER TRAINING

The Truck Driver Training program is designed for training novice tractor-trailer drivers. It prepares students for entry level positions in truck driving. Graduates will be qualified to operate any type of commercial truck. This includes conventional tractor-trailer, flatbeds, double and triple trailers, tankers, and hazardous materials.

Admission Requirements:

1. Must be at least 18 years of age (between 18 and 21 years of age eligible for a Provisional license, restricted Intrastate only and no Hazmat);
2. Have a high school diploma, GED, or be judged able to benefit from the program through an interview, and, in the case of financial aid, a written test;
3. Possess a current driver's license;
4. Driving record not to exceed:
 - 2 moving violations in last twelve months
 - 5 moving violations in last three years
 - 3 moving violations of the same type (except speeding) in last three years;
5. No violations for driving while under the influence (DUI) in last three years;
6. Must obtain and pass a Department of Transportation physical exam.

Application Procedure:

1. Submit a Morgan Community College application.
2. Submit a Truck Driver Training program application with the following:
 - a. Copy of MVR
 - b. Copy of current driver's license and social security card
 - c. Copy of DOT physical examination

Quoted costs include tuition, fees, books, and CDL licensing.

Contact the Truck Driver Training Center at 117 Main Street for additional information, 303-867-9440 or 1-800-867-9856.

TRUCK DRIVER TRAINING Certificate

The Morgan Community College Truck Driver Training program meets standards established by state and Federal regulations. U.S. Department of Transportation and the Professional Truck Driver Institute of America prescribe the curriculum.

TRUCK DRIVER TRAINING CORE CURRICULUM

TDT 101	Introduction to Truck Driving	4
TDT 105	Commercial Driving	3
TDT 106	Management and Accountability	1
TDT 107	Defensive Driving	1
TDT 108	Motor Carrier Operations & Management	1
TDT 115	Owner/Operator & Independent Trucking	1
TDT 116	Safety Control	2
TDT 117	Vehicle Awareness	2
TDT 118	Basic Operation	2
TDT 125	Safe Operating Practices	2
TDT 126	Advanced Operating Practices	1
	TOTAL CREDITS	20

OTHER REQUIRED COURSES

COM 105	Career Communications	3
HEA 126	Standard First Aid	1
	TOTAL CREDITS	4
	TOTAL PROGRAM CREDITS	24



COURSE DESCRIPTIONS

ACCOUNTING

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

This course presents the basic elements and concepts of accounting, with emphasis on the procedures used for maintaining journals, ledgers, and other related records, and for the completion of end-of-period reports for small service and merchandizing businesses.

ACC 102 INTEGRATED APPLICATIONS IN ACCOUNTING (15 lecture hours/30 lab hours/2 credits)

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)

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 121 PRINCIPLES OF ACCOUNTING I (60 lecture hours/4 credits)*

This course introduces the study of accounting principles to give the student an understanding of the theory and logic that underlie procedures and practices. Major topics include: the accounting cycle for service and merchandizing companies, special journals and subsidiary ledgers, internal control principles and practices, notes and interest, inventory systems and costing, plant assets and intangible asset accounting, and depreciation methods and practices.

ACC 122 PRINCIPLES OF ACCOUNTING II (60 lecture hours/4 credits)*

Prerequisite: ACC 121. This course continues the study of accounting principles as they apply to partnerships and corporations. Major topics include: stocks and bonds, investments, cash flow statements, financial analysis, budgeting, and cost and managerial accounting.

ACC 124 MICROCOMPUER ACCOUNTING APPLICATIONS (45 lab hours/2 credits)

Prerequisite: ACC 101 or ACC 121. This course covers realistic accounting simulations. Manual and computerized practice sets will be utilized.

ACC 206 GOVERNMENTAL ACCOUNTING (45 lecture hours/3 credits)

Prerequisite: ACC 101 or ACC 121. Coverage of accounting and financial reporting standards for governmental and not-for-profit organizations and use of financial reports for governments and not-for-profit organizations.

ACC 207 INTRODUCTION TO MANAGERIAL ACCOUNTING (60 lecture hours/4 credits)

Prerequisite: ACC 122, BUS 116. Introduces student to Managerial Accounting and internal operations of a profit-oriented enterprise. Presents the budgetary control function of an organization and the management accounting tools used in this area. Focuses on pricing decisions, short-term operating decisions, capital expenditure decisions and other associated topics of an enterprise.

ACC 215 PAYROLL ACCOUNTING (30 lecture hours/23 lab hours/3 credits)

Prerequisite: ACC 101 or ACC 121 or consent of instructor. Develops an understanding of personnel and payroll records that provide the information required under the Fair Labor Standards Act, phases of the Social Security Act, federal withholding laws, and other laws that affect payroll. Provides practice in all payroll operations, preparation of payroll registers, recording of accounting entries involving payroll, and the preparation of payroll tax returns that are required in business.

* - General Education Course

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.

ANT 205 MANKIND AND MYTH (45 lecture hours/3 credits)*

Examines mythology's role in human history and how myths have been transformed through cultures over time.

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

* - General Education Course

ART

ART 110 ART APPRECIATION (45 lecture hours/3 credits)*

This course is an introduction to the visual arts language, concepts, process, and history.

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 from the Renaissance through the Modern periods.

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ART 115 STAINED GLASS I**(15 lecture hours/60 lab hours/3 credits)**

This course emphasizes basic construction techniques and includes cutting glass, soldering, leading, and instruction in design.

ART 116 LETTERING**(10 lecture hours/40 lab hours/2 credits)**

This course is an introduction to the manipulation of materials, tools, and styles of lettering and their uses as fine arts media.

ART 121 DRAWING I**(15 lecture hours/60 lab hours/3 credits)**

This course is an investigation of various approaches and media designed to develop drawing skills and visual awareness.

ART 122 DRAWING II**(15 lecture hours/60 lab hours/3 credits)**

Prerequisite: ART 121. This course is a study of expressive drawing techniques and development of individual expressive styles.

ART 131 DESIGN I**(15 lecture hours/60 lab hours/3 credits)**

This course is a study of basic design elements, visual perception, form, and composition.

ART 132 DESIGN II**(15 lecture hours/60 lab hours/3 credits)**

Prerequisite: ART 131. This course covers the application of design elements and principles to both two and three dimensional problems.

ART 211 PAINTING I**(15 lecture hours/60 lab hours/3 credits)**

Prerequisite: ART 121 or instructor's permission. This course covers color, composition, materials, and techniques of studio painting.

ART 212 PAINTING II**(15 lecture hours/60 lab hours/3 credits)**

Prerequisite: ART 211. This course emphasizes experimentation with materials, composition, and color.

ART 231 WATERCOLOR I**(15 lecture hours/60 lab hours/3 credits)**

Prerequisite: ART 121 or instructor's permission. This course is an introduction to the basic techniques and unique aspects of materials involved with using transparent and/or opaque water media.

ART 232 WATERCOLOR II**(15 lecture hours/60 lab hours/3 credits)**

Prerequisite: ART 231 or instructor's permission. This course provides advanced study of subject development, form, color, and theme.

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

* - General Education Course

ASTRONOMY**AST 101 ASTRONOMY I****(45 lecture hours/30 lab hours/4 credits)#/***

Studies include 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 include 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 Common Core for the A.A. and A.S. Degrees

* - General Education Course

AUTOMOTIVE SERVICE TECHNOLOGY**ASE 115 GENERAL ENGINE DIAGNOSIS AND REPAIR****(25 lecture hours/10 lab hours/2 credits)**

This course will cover analyzing the condition of an engine to determine what engine repairs are needed. The course will include valve, ring or major overhaul, as well as disassembly of engines, inspection and measuring to locate faulty parts.

ASE 116 CYLINDER HEAD DIAGNOSIS AND REPAIR**(15 lecture hours/45 lab hours/2 credits)**

This course will acquaint the student with design features and operational characteristics of the cylinder head parts, passages, valves and valve mechanisms. The course will include valve grinding, seat grinding, and head service.

ASE 117 ENGINE BLOCK DIAGNOSIS AND REPAIR**(15 lecture hours/45 lab hours/3 credits)**

Prerequisite: ASE 115. This course will cover assembling block components, including bearings, block plugs, crankshaft and lifters. The student will learn to correctly measure bearing clearance and crankshaft end play, ring, ring and gap, and piston clearance. The course will include the assembly of all components, and the installation and hookup of all related items. Running, adjusting, and road testing the finished product will be covered as well.

ASE 125 MANUAL TRANSMISSIONS AND CLUTCHES**(38 lecture hours/11 lab hours/3 credits)**

This course covers the theory, inspection, and repair procedures for standard transmissions and clutches.

ASE 126 MANUAL TRANSAXLES DIAGNOSIS AND REPAIR**(38 lecture/11 lab hours/3 credits)**

This course is a study of the theory and inspection and repair procedures for standard transaxles, four-wheel drives and final drives.

ASE 127 DRIVE-SHAFT (HALF) AND UNIVERSAL JOINT DIAGNOSIS AND REPAIR**(30 lecture hours/2 credits)**

This course covers the operating principles and repair procedures relating to drive shafts and universal joints.

ASE 135 STEERING AND SUSPENSION DIAGNOSIS AND REPAIR (36 lecture hours/15 lab hours/3 credits)

This course provides instruction in the construction of and the operating principles for suspension and steering systems of the automobile.

ASE 136 AUTOMOTIVE BRAKE SYSTEMS (15 lecture hours/23 lab hours/2 credits)

This course provides instruction in the theory, operation, diagnosis, and repair of the hydraulic and mechanical automotive brake systems.

ASE 145 BASIC ELECTRICITY (15 lecture hours/45 lab hours/3 credits)

This is an introductory course to automotive electrical theory, circuit designs, wiring methods, battery theory, and testing.

ASE 146 STARTING AND CHARGING SYSTEMS (12 lecture hours/28 lab hours/2 credits)

Prerequisite: ASE 145. This course covers the theory, operation, and testing of the battery, cranking motor, and alternator. Also included are on-car circuit and component diagnosis, bench disassembly, and testing.

ASE 155 HEATING & COOLING (12 lecture hours/28 lab hours/2 credits)

The student will study the repair procedures for the components of the modern automotive heating and cooling systems.

ASE 161 COMPUTERIZED FUEL SYSTEM FUNDAMENTALS (12 lecture hours/28 lab hours/2 credits)

This course provides the student with the foundation for servicing computer controlled systems and for advanced computer systems training. Includes operation and service of fuel and air management, plus a review of basic electrical and electronic ignition and timing controls.

ASE 162 ELECTRONIC FUEL INJECTION (15 lecture hours/23 lab hours/2 credits)

Prerequisite: ASE 161. This course covers fuel injection systems for gasoline engines. The class includes system component operation to systems' service.

ASE 165 FUEL SYSTEMS (15 lecture hours/23 lab hours/2 credits)

This course will enable the student to understand the operation of automotive fuel systems. The course covers the operation, testing, and the repairing of fuel pumps, carburetor, and fuel injection systems.

ASE 166 EMISSIONS CONTROL (15 lecture hours/23 lab/2 credits)

This course provides an in-depth study of what causes vehicle emissions, and the repairs or adjustments required to correct or eliminate tailpipe emission. Current emission laws will also be discussed.

ASE 215 AUTOMATIC TRANSMISSION/TRANSAXLE DIAGNOSIS, MAINTENANCE AND ADJUSTMENT (15 lecture hours/45 lab hours/3 credits)

This course covers the theory, operation, diagnosis, and maintenance of automatic transmissions and transaxles.

ASE 216 AUTOMATIC TRANSMISSION/TRANSAXLE REPAIR (15 lecture hours/45 lab hours/3 credits)

Prerequisite: ASE 215. This course provides an in-depth study of the disassembly, inspection, and repair of automatic transmissions and transaxles.

ASE 235 WHEEL ALIGNMENT DIAGNOSIS, ADJUSTMENT AND REPAIR (36 lecture hours/15 lab hours/3 credits)

This course provides instruction in the fundamentals of wheel alignment, theory, and operation. Also covered is the diagnosis of wheel alignment problems, including wheel balance and wheel service.

ASE 236 ANTI LOCK BRAKE SYSTEMS (13 lecture hours/49 lab hours/3 credits)

Prerequisites: ASE 136 AND ASE 246. This is an advanced course that covers the basics of brake systems and the study of anti-lock brake systems.

ASE 245 BODY ELECTRICAL (15 lecture hours/45 lab hours/3 credits)

Prerequisite: ASE 145. This course provides a comprehensive study of the theory, operation, diagnosis, and repair of vehicle accessories.

ASE 246 SPECIALIZED ELECTRONICS (15 lecture hours/1 credit)

Prerequisite: ASE 145. This course provides a systematic approach to automotive electrical systems. The course builds from the basic electrical principles and concepts through semi-conductors and microprocessors. On-bench exercises are features of the classroom activities. The students will practice diagnostic procedures that have applications to present and future automotive electronics and electrical systems.

ASE 255 AIR CONDITIONING SYSTEM AND DIAGNOSIS (12 lecture hours/28 lab hours/2 credits)

This is a course that combines theory and related laboratory experiences in the diagnosis and service of automotive air conditioning systems.

ASE 265 IGNITION SYSTEMS (38 lecture hours/11 lab hours/3 credits)

Prerequisite: ASE 145. This course covers theory, diagnosis, and repair of ignition components, electronic spark timing, and electronic spark control systems.

ASE 266 AUTOMOTIVE DIAGNOSTIC EQUIPMENT (28 lecture hours/4 lab hours/2 credits)

Prerequisites: ASE 162, ASE 246, ASE 265. This course is designed for the advanced student. It provides a working knowledge of diagnostic scan tools and focuses on vehicle practice using the diagnostic modes and computerized diagnostic equipment.

ASE 267 DRIVEABILITY DIAGNOSIS (12 lecture hours/5 lab hours/1 credit)

Prerequisite: ASE 266. This course provides a systematic approach to the diagnosis and repair of driveability problems on computer controlled fuel systems.

BIOLOGY

BIO 105 SCIENCE OF BIOLOGY

(45 lecture hours/30 lab hours/4 credits)#/*

Designed for non-science students. Examines the basis of biology in the modern world and surveys the current knowledge and conceptual framework of the discipline. Biology as a science — a process of gaining new knowledge — is explored as is the impact of biological science on society. This course includes laboratory experience.

BIO 106 BASIC HUMAN ANATOMY

(30 lecture hours/2 credits)

A survey of basic concepts of human anatomy and physiology. Introduces students to anatomy and physiology who have a minimal science background. Applicable for the A.G.S. degree, A.A.S. degree, and occupational certificates.

BIO 109 HUMANS AND THE ENVIRONMENT

(45 lecture/3credits)*

This is a one semester course for non-science majors. Topics include basic principles of ecology and human's impact on the environment.

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, 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 or permission of instructor. A continuation of BIO 111. Includes ecology, evolution, classification, structure, and function in plants and animals. This course includes laboratory experience.

BIO 115 HUMAN GENETICS

(45 lecture hours/3 credits)*

This course is a study of the inheritance of human traits. It is a nonmathematical study for the nonscience major. Topics include Mendelian, non-Mendelian, sex-linked, blood type traits, inherited diseases, and ethics.

BIO 201 HUMAN ANATOMY & PHYSIOLOGY I

(45 lecture hours/30 lab hours/4 credits)*

Prerequisite: Permission of instructor. This course is an integrated study of the human body in which the histology, anatomy, and physiology of each system is covered. The first part of this two semester course includes molecular, cellular and tissue levels of organization; integuments, skeletal, articulations, muscular, nervous, and senses (or endocrine, digestive, and respiratory) systems. This course has a laboratory experience that includes experimentation, microscope work, observations, and dissection. The lab covers the same topics as the lecture.

BIO 202 HUMAN ANATOMY & PHYSIOLOGY II

(45 lecture hours/30 lab hours/4 credits)*

Prerequisite: BIO 201 or permission of instructor. This course is an integrated study of the human body in which the histology, anatomy, and physiology of each system is covered. The second part of this two semester course includes cardiovascular with hematology, lymphatic, immunological, urinary with fluid and

electrolyte control, digestive with nutrition, respiratory (or endocrine, nervous, and senses), and the reproductive system with genetics and development. This course has laboratory experience that includes experimentation, microscope, observation, and dissection. The lab covers the same topics as the lecture.

BIO 205 MICROBIOLOGY

(45 lecture hours/30 lab hours/4 credits)*

Prerequisite: BIO 112 or permission of the instructor. This course is a study of microorganisms with an emphasis on their structure, development, physiology, classification, and identification. The laboratory experience includes culturing, identifying, controlling microorganisms, and the study of the role of microorganisms in infectious disease.

BIO 216 PATHOPHYSIOLOGY

(75 lecture hours/5 credits)*

Prerequisites: BIO 201 and BIO 202. This one semester course focuses upon the functions of the human body systems with emphasis on their interrelationships in adaptation to stress and disease.

BIO 218 MEDICAL PHARMACOLOGY

(40 lecture hours/15 lab hours/3 credits)

Prerequisites: BIO 201, 203 or permission of instructor. Offers an understanding of the action of common pharmaceuticals. Discusses manufacture, administration, dosage, site of action, and clearance. Uses a biochemical and physiological approach. Does not apply to the A.A. or A.S. degree.

BIO 245 KINESIOLOGY

(45 lecture hours/30 lab hours/4 credits)*

Prerequisites: BIO 201, 202, PSY 235. Kinesiology is the science of human motion. This course will focus upon the theories of biomechanics, and muscle/joint structure and function. This course includes a laboratory experience that will cover material applications of kinesiology principles.

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

* - General Education Course

BUSINESS TECHNOLOGIES

BTE 100 TOUCH KEYBOARDING

(30 lab hours/1 credit)

An introduction to touch keyboarding as well as basic operations and functions of equipment. Areas of emphasis include learning the alphanumeric keyboard, proper technique, and speed and control. This course is designed for students who have minimal or no keyboarding skills.

BTE 102 BASIC KEYBOARDING APPLICATIONS

(46 lab hours/2 credits)

This course is designed for students with minimal keyboarding skills. Letters, tables, memos, and reports are introduced. Speed and accuracy are emphasized. Prerequisite: BUS 100 or equivalent or consent of instructor.

BTE 107 SPEEDBUILDING**(30 lab hours/1 credit)**

Emphasizes development of keyboarding speed. Provides drill work designed to increase keying speed to an employable level of 50+ words per minute. Prerequisite: 35 wpm or consent of instructor.

BTE 108 TEN KEY BY TOUCH**(23 lab hours/1 credit)**

An introduction to touch control of ten-key pad. This class emphasizes the development of speed and accuracy using proper technique.

BTE 112 FORMATTING**(68 lab hours/3 credits)**

Prerequisites: BTE 100 and BTE 102 or consent of instructor. Reinforces basic keyboarding formats and procedures. Emphasizes speed and accuracy in office-type production output. Stresses productivity and decision-making skills.

BTE 113 ADVANCED FORMATTING**(68 lab hours/3 credits)**

Prerequisite: BTE 112 or consent of instructor. Continues the development of speed and accuracy. Student will complete a keying simulation designed to teach decision making regarding document production.

BTE 114 WORD PROCESSING APPLICATIONS**(68 lab hours/3 credits)**

Prerequisites: BTE 112 and BTE 119 or concurrent enrollment or consent of instructor. Provides students with an understanding of word processing concepts, functions, applications, and techniques. In addition to word processing theory, students train in the use of word processing equipment/software using realistic simulations.

BTE 116 LEGAL TERMINOLOGY**(30 lecture/2 credits)**

Familiarizes students with the legal terminology essential to the non-lawyer employee in a legal firm. Topics include correct spelling, pronunciation, and definition of legal terms.

BTE 117 LEGAL FORMATTING**(68 lab hours/3 credits)**

Prerequisite: BTE 112 or consent of instructor. Continues the development of speed and accuracy while emphasizing specialized legal keyboarding applications. Topics covered include court documents and other legal documents and advanced administrative communications for the legal office.

BTE 118 MEDICAL FORMATTING**(68 lab hours/3 credits)**

Prerequisites: BTE 112 and HEA 116 or consent of instructor. Continues the development of speed and accuracy while emphasizing specialized medical keyboarding applications. Topics covered include insurance forms, billing and collection procedures, and creating and revising various medical reports.

BTE 119 INFORMATION PROCESSING CONCEPTS**(30 lecture hours/2 credits)**

This course is designed to introduce students to the basic concepts of word processing and office automation and how these technologies affect the business environment.

BTE 121 ALPHA-SHORTHAND I**(60 lecture hours/4 credits)**

Prerequisite: Keyboarding skill of 30 words per minute. This is an introductory course covering the theory of an alphabetic system of shorthand. The skills developed in this class will be brief forms, theory, dictation speed, and transcription.

BTE 205 MACHINE TRANSCRIPTION**(45 lab hours/2 credits)**

Prerequisites: BTE 102 and concurrent enrollment in BTE 112 or consent of instructor. Provides fundamental instruction in the use of transcribing machines in the preparation of business letters and other correspondence. Includes a review of letter styles, rules of transcription and punctuation, and the mechanics of producing mailable letters at high production rates.

BTE 208 OFFICE ADMINISTRATION**(45 lecture hours/3 credits)**

Presents new developments, technology, procedures, organization, and contemporary terminology used in effective office management. Emphasizes decision making and application of administrative skills.

BTE 215 LEGAL TRANSCRIPTION**(45 lab hours/2 credits)**

Prerequisites: BTE 102, BTE 116 and concurrent enrollment in BTE 112 or consent of instructor. Provides instruction in the use of transcribing machines in the preparation of legal documents and correspondence. Topics include document production mechanics as well as litigation, civil actions, criminal law, probate, real property, contracts, leases, domestic relations, and commercial paper.

BTE 216 MEDICAL TRANSCRIPTION**(45 lab hours/2 credits)**

Prerequisites: BTE 102, HEA 116, and concurrent enrollment in BTE 112 or consent of instructor. Provides instruction in the use of transcribing machines in the preparation of medical documents and correspondence. Topics include medical forms and reports, medical correspondence, and insurance forms.

BUSINESS**BUS 105 BUSINESS SOFTWARE****(15 lecture hours/23 lab hours/2 credits)**

Introduces software applications most commonly used in business and industry.

BUS 115 INTRODUCTION TO BUSINESS**(45 lecture hours/3 credits)***

Survey of the operation of the American Business System: fundamentals of the economy, careers and opportunities, marketing, management, production, governmental regulations, tools of business, and social responsibilities.

BUS 116 BUSINESS MATH**(45 lecture hours/3 credits)**

Prerequisite: Asset test score of 43 or higher or successful completion of MAT 036. Develops the mathematical concepts and applications used in business computations. Covers percentages, ratios, banking, merchandising, and credit and finance applications.

BUS 117 BUSINESS ENGLISH**(45 lecture hours/3 credits)***

Studies elements of the English language and emphasizes grammar rules, capitalization, word division, number usage, plurals, possessives, usage problems, and business vocabulary.

BUS 205 BUSINESS FINANCE**(45 lecture hours/3 credits)**

Prerequisite: ACC 121. 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.

BUS 216 LEGAL ENVIRONMENT OF BUSINESS**(45 lecture hours/3 credits)**

This is an activity course which emphasizes public law, regulation of business, ethical considerations, and various relationships which exist within society, government, and business. Specific attention will be devoted to economic regulation, social regulation, regulation and laws impacting labor-management issues, and environmental concerns. Students will develop an understanding of the role of law in social, political, and economic change.

BUS 217 BUSINESS COMMUNICATIONS AND REPORT WRITING**(45 lecture hours/3 credits)**

Prerequisite: BUS 117 or consent of instructor. The course emphasizes effective business writing: letters, memoranda, reports, application letters, and resumes. Also, the course will include the fundamentals of business communication and an introduction to international communication.

BUS 218 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. Students gain practical experience through the use of manual and computerized filing simulations.

BUS 221 BUSINESS LAW I**(45 lecture hours/3 credits)***

An introductory study of Business Law to include, but not be restricted to, such topics as: foundations of the legal system, contracts, sales (UCC), agency, and property (real and personal).

*General Education Course

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 the study of measurements, atomic theory, chemical bonding, nomenclature, stoichiometry, solutions, acid and base, gas laws, and condensed states. Laboratory experiments demonstrate the above concepts qualitatively and quantitatively.

CHE 102 INTRODUCTION TO CHEMISTRY II**(60 lecture hours/30 lab hours/5 credits)#/***

Prerequisite: CHE 101. Includes the study of hybridization of atomic orbitals for carbon; nomenclature of organic compounds;

properties of different functional groups, nomenclature of various biological important compounds, their properties and their biological pathways. Laboratory experiments demonstrate the above topics qualitatively and quantitatively.

CHE 111 GENERAL COLLEGE CHEMISTRY I**(60 lecture hours/30 lab hours/5 credits)#/***

Prerequisite: One year of high school chemistry or equivalent. Corequisite: MAT 121 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 thermochemistry. 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/30 lab hours/5 credits)#/***

Prerequisite: CHE 111. Includes the study of thermodynamics, 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 205 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 206 INTRODUCTION TO BIOCHEMISTRY**(45 lecture hours/30 lab hours/4 credits)***

Prerequisite: CHE 112. Presents 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.

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

* - General Education Course

COLLISION REPAIR TECHNOLOGY**CRT 110 SAFETY IN COLLISION REPAIR****(23 lecture hours/11 lab hours/2 credits)**

Introduces the student to safety techniques and operations as it relates to shop safety and industry standards.

CRT 115 AUTO BODY WELDING**(30 lecture hours/23 lab hours/3 credits)**

The student will learn sheet metal oxygen-acetylene welding techniques including safety, materials, equipment, and setups. The welding procedures of fusion, brazing, soldering, cutting and heat shrinking are presented. Mig welding procedures of seam welds, stitch welds, and plus welds are stressed. Resistance spot welding, which includes two-sided spot weld, plasma cutting, safety, materials, equipment and operating procedures, with emphasis on shop safety, are also presented.

CRT 125 NONSTRUCTURAL REPAIR**(30 lecture hours/96 lab hours/6 credits)**

This course will cover the basic properties and characteristics of automotive sheet metal. Students will familiarize themselves with damage analysis, extent of damage, and the sequence of repair. Straightening techniques including tension pulls/stress relief, metal finishing, metal shrinking, and the use of fillers are presented.

CRT 126 NONSTRUCTURAL PART REPLACEMENT**(15 lecture hours/45 lab hours/3 credits)**

This course will cover identification, handling, and replacement of parts such as adjustment, and alignment of bolt-on parts and accessories. Door glasses, vent windows, windshields, and back glasses will be removed and replaced. Interior trim panels, seats and headliners will be removed and replaced with instruction in the proper care and treatment of vehicle seat protectors. Instruction includes emphasis on the use of proper tools required to perform these tasks, as well as use, selection, and safety procedures for tools and equipment used in the shop.

CRT 135 STRUCTURAL REPAIR I**3 cr****(30 lecture hours/23 lab hours/3 credits)**

The student will study and apply methods of frame measurement using dimension charts, conventional measuring, and service manuals. Terms for and definitions of vehicle structures, vehicle diagnosis, and straightening will be covered as well as identification and analysis of damage. The students will also be taught the basic hook ups in making corrective pulls. Safety procedures and equipment use will be included.

CRT 145 PLASTIC AND ADHESIVES REPAIR**(9 lecture hours/54 lab hours/3 credits)**

The student will learn the terms, identification, and analysis of plastic repair. Techniques will include heat and chemical bonding. The student will learn the repair of plastics, as well as safety, materials and equipment, and equipment setups.

CRT 155 PREPARATION FOR REFINISHING**(9 lecture/54 lab hours/3 credits)**

The student will learn sound safety procedures used in refinishing. The identification of tools and equipment, their uses, and maintenance will be covered as well. In addition, this course will emphasize surface preparation for refinishing including cleaning, sanding, featheredging, chemical treatment of bare metals, and priming. The application of primers, including why and where to use them will be covered.

CRT 156 REFINISHING I**(18 lecture hours/108 lab hours/6 credits)**

The student will learn automotive paint refinishing procedures, mixing, matching, and selection of colors and materials. In addition, the student will learn correct spraying techniques as well as making and detailing.

CRT 205 ESTIMATING AND SHOP MANAGEMENT**3 cr****(45 lecture hours/3 credits)**

The student will be required to write estimates on damaged vehicles. The students will learn shop management including work orders, ordering supplies, operating costs, time cards, shop liabilities, and employee's safety.

CRT 225 NONSTRUCTURAL REPAIR II**(23 lecture hours/112 lab hours/6 credits)**

This is an advanced course designed to give the student an indepth study in sheet metal repair such as panel alignment and replacement. The student will repair more seriously damaged vehicles, the welding of component parts, and finish metal to the necessary specifications.

CRT 235 STRUCTURAL REPAIR II**(30 lecture hours/113 lab hours/6 credits)**

This course will cover major body repair. The student will learn to operate major auto body repair equipment and techniques used to straighten and align damaged frames and major damage on conventional structures and unibody structures. Also included will be identification and analysis of frames, heating and stress relieving, servicing, and sectioning of structural frames.

CRT 245 PLASTIC REPAIR AND REFINISHING**(15 lecture hours/45 lab hours/3 credits)**

This is an advanced plastic course designed to teach the state-of-the-art repair of both rigid and flexible plastic components using the latest manufacturer's repair techniques.

CRT 255 REFINISHING II**(36 lecture hours/108 lab hours/7 credits)**

This is an advanced course designed for studying the newest methods of automotive refinishing. The student will be taught the clear-coat finishes (glamour finishes) and stripes. The matching and selection of the new glamour paint materials will be covered as well.

CRT 265 MECHANICAL RELATED SERVICES**(9 lecture hours/32 lab hours/2 credits)**

Covers damage analysis and sequence of repair for mechanical services performed by auto body repair technician.

COLORADO NANNY ACADEMY**NAN 105 CHILDREN'S NUTRITION AND PLAY****(45 lecture hours/3 credits)**

Provides instruction in enrichment experiences for children both in and out of the home. Components include creative and manipulative activities, children's literature and storytelling, puppetry, music activities, songs and fingerplays, science and math experiences, choosing play equipment and materials, and field experiences for children.

NAN 201 NANNY PRACTICUM I**(15 lecture hours/30 practicum hours/2 credits)**

Students cover practicum-related issues and concerns as well as complete a minimum of 30 hours in a supervised experience. The program is also designed to prepare the individual to perform basic tasks under the direction of a supervisor in health care agencies.

NAN 202 CHILD CARE CO-OP TRAINING**(15 lecture hours/90 co-op hours/4 credits)**

Prerequisite: NAN 201. Students cover co-op related issues and concerns and complete a minimum of 90 co-op work hours in an in-home child care experience.

NAN 206 NANNY FIELDWORK**(180 contact hours/6 credits)**

Application of theoretical knowledge in care of the child through the growth span, including the elderly, is practiced in a nanny setting. The student develops proficiency as a graduate nanny.

NAN 213 NANNY AS A PROFESSIONAL**(45 lecture hours/3 credits)**

This course provides students with specialized skills necessary to enhance their abilities and identity as a professional nanny. Modules include: time management, personal care and appearance, and etiquette.

COMMUNICATIONS**COM 105 CAREER COMMUNICATIONS****(45 lecture hours/3 credits)***

Develops such skills needed in obtaining and keeping a job such as job searching, applications, resumes, interviews, and the dynamics of customer, peer, and managerial relationships. Emphasizes speaking, writing, listening, critical reading skills, and vocabulary development essential to the employment world. Acceptable for the A.G.S. degree, A.A.S. degree, and occupational certificates.

*General Education Course

COMPUTER INFORMATION SYSTEMS**CIS 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. The class is acceptable for the A.G.S. degree only.

CIS 105 BASIC COMPUTER OPERATIONS**(10 lecture hours/10 lab hours/1 credit)**

Introduces students to computers, computer operations, computer theory, and computer software. Students will utilize computers for their own purposes. The class is acceptable for the A.G.S. degree only.

CIS 110 INTRODUCTION TO MICROCOMPUTER OPERATING SYSTEMS: DOS**(20 lecture hours/20 lab hours/2 credits)**

This course introduces concepts, terminology, and skills in the use of an operating system. The emphasis will be on understanding and using an operating system in a practical way in order to complement the student's use of application software on the microcomputer.

CIS 111 ADVANCED MICROCOMPUTER OPERATING SYSTEMS: DOS**(20 lecture hours/20 lab hours/2 credits)**

Prerequisite: CIS 110. This course builds on skills from CIS 110. Topics include advanced features of the microcomputer operating system commands and application of these features to create an efficient environment for microcomputer operations are covered.

CIS 115 INTRODUCTION TO COMPUTERS**(30 lecture hours/30 lab hours/3 credits)***

This is an overview of the needs for and roles of computer information systems. Emphasis is on computer requirements in organizations, history, hardware functions, programming, systems development, and computer operations. Introduces computer applications and programming.

CIS 117 COMPUTER GRAPHICS**(20 lecture hours/20 lab hours/2 credits)**

Prerequisite: CIS 115. Presents a variety of methods of generating computer graphics displays, including low and high resolution graphics, and shape tables.

CIS 120 INTRODUCTION TO WORD PROCESSING: WORDPERFECT**(23 lab hours/1 credit)**

This course introduces the features of a word processing software package. Topics include creating, editing, formatting, and printing documents, and the use of spelling dictionary and thesaurus.

CIS 121 INTERMEDIATE WORD PROCESSING: WORDPERFECT**(23 lab hours/1 credit)**

Prerequisite: CIS 120. This course continues to build on word processing skills.

CIS 122 ADVANCED WORD PROCESSING: WORDPERFECT**(23 lab hours/1 credit)**

This course continues to build on word processing skills.

CIS 140 INTRODUCTION TO MICROCOMPUTER DATABASE: DBASE**30 lecture hours/2 credits)**

This course introduces the functions of data-base. It includes skills such as file creation, searches, sorts, simple editing, and indexing.

CIS 150 INTRODUCTION TO ELECTRONIC SPREADSHEETS: LOTUS 1,2,3**(20 lecture hours/20 lab hours/2 credits)**

This course introduces the student to concepts and applications of an electronic spreadsheet. Topics include calculations, built-in functions, and spreadsheets design; also an introduction to graphics database and macros.

CIS 151 INTERMEDIATE ELECTRONIC SPREADSHEETS: LOTUS 1,2,3**(20 lecture hours/20 lab hours/2 credits)**

Prerequisite: CIS 150. This course continues to build on electronic spreadsheet skills.

CIS 152 ADVANCED ELECTRONIC SPREADSHEETS: LOTUS 1,2,3**(20 lecture hours/20 lab hours/2 credits)**

Prerequisite: CIS 151. This course continues to build on electronic spreadsheet skills.

CIS 160 BASIC LANGUAGE PROGRAMMING**(45 lecture hours/3 credits)***

This is an introductory course using the BASIC programming language. Topics include program design, input/output, loop control, string manipulation, and arrays.

CIS 245 DATABASE MANAGEMENT SYSTEMS**(45 lecture hours/3 credits)**

Prerequisite: CIS 115 and one programming language. This course introduces the principles of database concepts. Includes relational, hierarchical, and network data base structure, query commands, and command level programs. Students will examine current issues including model selection, database design, usage, implementations, and maintenance.

CIS 260 COBOL PROGRAMMING**(45 lecture hours/3 credits)**

Prerequisite: CIS 115 or permission of the instructor. A computer programming course in which the major elements of the COBOL language are taught. Students will design, code, debug, and document solutions to a variety of business-oriented problems.

CIS 276 SYSTEMS ANALYSIS AND DESIGN**(45 lecture hours/3 credits)**

Prerequisite: CIS 115 and one programming language. This course introduces the student to the materials, techniques, procedures, and human interrelations involved in developing a computer information system. Topics covered include the systems approach, fact gathering techniques, forms design, input/output, file design, file organization, various charting techniques, system audits and controls, project management, and implementation and evaluation. Students must complete outside lab hours.

CSC 148 FORTRAN PROGRAMMING**(45 lecture hours/3 credits)**

Corequisite: MAT 121. Students will acquire programming skills using the FORTRAN programming language. Topics include program design, data types, looping structures, formatted and unformatted input/output, array and matrix processing, character manipulations, functions and subroutines, and sequential and direct file applications.

CSC 150 PASCAL PROGRAMMING**(45 lecture hours/3 credits)**

Prerequisite: CIS 115 or permission of the instructor. Students will be introduced to structured programming design concepts and will use the Pascal language to solve problems dealing with a variety of applications. Data representation and data manipulation control structures will be stressed.

CSC 230 C-LANGUAGE PROGRAMMING**(45 lecture hours/3 credits)**

Prerequisite: CIS 115 or permission of the instructor. Students are introduced to the C programming language, which is a "mid-level" language whose economy of expression and data manipulation features allow a programmer to deal with the computer at a "low level."

* - General Education Course

CRIMINAL JUSTICE**CRJ 105 ARREST CONTROL TECHNIQUES****(15 lecture hours/23 lab hours/2 credits)**

Introduces the techniques required to arrest, control, or subdue criminal suspects which includes baton training.

CRJ 106 DRIVING TECHNIQUES**(7.5 lecture hours/36 lab hours/2 credits)**

Applies the techniques of defensive and pursuit driving and must be completed at the CLETA driving course.

CRJ 107 FIRE ARMS**(8 lecture hours/40 lab hours/2 credit)**

Introduces the safety and servicing of firearms. Requires firing range practice with a handgun, a rifle, and a shotgun.

CRJ 108 ADMINISTRATION OF JUSTICE**(24 lecture hours/1 credit)**

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.

CRJ 110 INTRODUCTION TO CRIMINAL JUSTICE**(45 lecture hours/3 credits)**

A study of the agencies and processes involved in the criminal justice system: the legislature, the police, the prosecutor, the public defender, the courts, and corrections. An analysis of the roles and problems of the criminal justice system in a democratic society, with an emphasis upon inter-component relations, and checks and balances.

CRJ 111 SUBSTANTIVE CRIMINAL LAW**(45 lecture hours/3 credits)**

Legal definitions of crime; purposes and functions of the law; historical foundations and the limits of the criminal law.

CRJ 112 PROCEDURAL CRIMINAL LAW**(45 lecture hours/3 credits)**

Constitutional and procedural considerations affecting arrest, search and seizure, post-conviction treatment, origin, development, philosophy, and constitutional basis of evidence. Degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies.

CRJ 115 TRAFFIC MANAGEMENT**(28 lecture hours/13 lab hours/2 credits)**

Introduces statutory provisions of the traffic code, stopping and checking of violators, issuance of citations, D.U.I. procedures, intoxilizer testing, and investigation and reporting of traffic accidents.

CRJ 118 REPORT WRITING**(45 lecture hours/3 credits)**

This course is designed to teach the fundamentals for preparing criminal justice reports, who uses them, what information must be included, how to organize it, and how to write reports in clear, concise language that will communicate the maximum amount of factual information. Special emphasis will be placed on spelling, punctuation, and paraphrasing.

CRJ 125 LAW ENFORCEMENT OPERATIONS**(45 lecture hours/3 credits)**

An in-depth examination of the complexity and multi-dimensional aspects of the police role and career; police discretion; police values and culture in modern America. The role and functions of the police occupational, social, political, and organizational context.

CRJ 126 PATROL PROCEDURE**(30 lecture hours/25 lab hours/3 credits)**

An in-depth study of the basic knowledge and skills required of a peace officer to safely and effectively accomplish the patrol procedure.

CRJ 135 JUDICIAL FUNCTION**(45 lecture hours/3 credits)**

Examines the criminal court system and criminal process with an analysis of the major judicial decision-makers, i.e., prosecutors, defense attorneys, judges, and the discretionary aspects of adjudication.

CRJ 145 CORRECTIONAL PROCESS**(45 lecture hours/3 credits)**

Post-conviction corrections process; the development of a correctional philosophy, theory, and practice; a description of institutional operation, programming, and management; community-based corrections, probation, and parole.

CRJ 210 CONSTITUTIONAL LAW**(45 lecture hours/3 credits)**

A study of the powers of government as they are allocated and defined by the United States Constitution; intensive analysis of United States Supreme Court decisions.

CRJ 220 HUMAN RELATIONS AND SOCIAL CONFLICTS**(45 lecture hours/3 credits)**

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

CRJ 225 CRISIS INTERVENTION**(45 lecture hours/3 credits)**

Prerequisite: Permission of instructor. This course provides an understanding of crisis theories and examines the role of the interventionist.

CRJ 230 CRIMINOLOGY**(45 lecture hours/3 credits)**

Examination of the question of crime causation from legal, social, political, psychological, and theoretical perspectives; history and development of criminology.

CRJ 240 CRIMINAL INVESTIGATION**(30 lecture hours/24 lab hours/3 credits)**

Criminal investigative methods and procedures will be introduced from the preliminary through the follow-up stages.

CRJ 275 CORRECTIONAL FIELD EXPERIENCE**(15 lecture hours/45 internship hours/ 2 credits)**

Prerequisite: CRJ 145 and permission of instructor. Placement in an appropriate correctional area or facility. Required paper and log information provided at time of enrollment.

EARLY CHILDHOOD EDUCATION**ECE 226 ADMINISTRATION OF ECE PROGRAMS****(60 lecture hours/4 credits)**

This course is designed to provide students in the field of early childhood education with the opportunity to examine and interpret Colorado's minimal requirements pertaining to the establish-

ment and operation of centers for young children. Course content will focus upon site selection, policy formation, administrative forms, staffing needs and patterns, fiscal management, selection of appropriate indoor and outdoor equipment, program development and evaluation, and administrative styles and techniques.

ECONOMICS**ECO 201 PRINCIPLES OF MACROECONOMICS****(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 MICROECONOMICS**(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.

* - General Education Course

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

EDU 110 EDUCATION**EDU 115 EARLY FIELD EXPERIENCE IN EDUCATION****(Variable/38 to 75 field hours/ 1-2 credits)***

Provides classroom experience as teacher aides and coaching assistants to students anticipating careers in the teaching profession.

EMERGENCY MEDICAL TECHNOLOGY

Proof of Hepatitis B vaccination will be required prior to the clinical portion of all EMT classes.

EMT 105 EMERGENCY MEDICAL TECHNOLOGY BASIC**(90 lecture hours/30 lab hours/7 credits)**

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 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)

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.

EMT 107 EMERGENCY MEDICAL TECHNOLOGY INTERMEDIATE
(150 lecture hours/ 60 lab hours/12 credits)

Prerequisite: EMT B certificate one year prior. Designed to prepare the student for certification in the state of Colorado as an Emergency Medical Technician-Intermediate. Class content follows the guidelines established by the United States Department of Transportation. Topics include: EMT-I roles and responsibilities, human systems with patient assessment, shock, fluid, therapy/mast, cardiology with defibrillation, pharmacology with drug therapy, advanced respiratory, and trauma assessment and management. Also covers medical emergencies dealing with childbirth, pediatrics, and environment. Requires 52 hours of practical experience.

EMT 108 EMERGENCY MEDICAL TECHNOLOGY INTERMEDIATE REFRESHER
(30 lecture hours/2 credits)

Refresher course for renewal of the EMT Intermediate.

ENGLISH

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 compositions that stress analytical, evaluative, and persuasive/argumentative 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/logical thinking and reading, problem definition, research strategies, and writing analytical, evaluative, and/or persuasive papers that incorporate research.

ENG 226 FICTION WRITING
(45 lecture hours/3 credits)*

This course teaches techniques for creating fiction, including the study and appreciation of the language and forms of the short story.

ENG 227 POETRY WRITING
(45 lecture hours/3 credits)*

Prerequisite: LIT 118 or permission of instructor. This course teaches techniques for creating poems, including study of figurative language, forms, and sound patterns of poetry.

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

* - General Education Course

FARM AND RANCH MANAGEMENT

FRM 101 FARM AND RANCH MANAGEMENT I
(45 lecture hours/52.5 private instruction hours/ 360 co-op hours/18 credits)

This course is designed for self-employed farmers and ranchers or managers of farms or ranches. Emphasizes organization of records on a computer system. The computer and software are provided if not owned by the farm or ranch. Classroom lectures and lab are offered in the evenings during the winter months. Enrollment will cover a one-year business fiscal period, normally January - December. Records are kept monthly, providing the farm or ranch with continuous reports showing the financial position of the business.

FRM 102 FARM AND RANCH MANAGEMENT II
(45 lecture hours/52.5 private instruction hours/ 360 co-op hours/18 credits)

Continues to apply principles learned in year one. 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. The computer program will make a variety of reports available.

FRM 103 FARM AND RANCH MANAGEMENT III
(45 lecture hours/52.5 private instruction hours/ 360 co-op hours/18 credits)

Instruction continues with analysis of record systems, accounting systems and practices, enterprise analysis, and a total review of the farm or ranch as a business enterprise. Emphasizes reorganizing the agri-business to meet both business and family living goals.

FRM 106 AGRICULTURAL COMMODITIES MARKETING
(Variable 15 to 30 lecture hours/ 7.5 to 52.5 private instruction hours/ 1 - 5 credits)

Introductory course to agricultural marketing and risk management. Explores the terminology associated with agricultural commodity marketing and apparent risks of both production and marketing. Provides an introduction to various facets of cash marketing as well as cash marketing alternatives. Looks at use of supply/demand, basis, futures, and option markets. A final class project involves completing an ag marketing plan for a selected ag commodity.

FRM 107 SPECIALIZED FARM AND RANCH MANAGEMENT I
(45 lecture hours/52.5 private instruction hours/ 360 co-op hours/18 credits)

Designed for students who want to continue in Farm/Ranch Management with the option to specialize in a given production area or to utilize previous information to improve management with other software packages.

FRM 111 ADVANCED FARM AND RANCH MANAGEMENT
(Variable 15 to 45 private instruction hours/1-3 credits)

Prerequisite: FRM 103 or consent of instructor. This course provides the student with continued analysis of the farm business following the Farm and Ranch Management Certificate. It allows for those with computerized record keeping systems but in need of further detailed enterprise and whole farm analysis.

FOREIGN LANGUAGES

FOL 101 CONVERSATIONAL FOREIGN LANGUAGE I: FRENCH, GERMAN, RUSSIAN, SPANISH (30 lecture hours/30 lab hours/3 credits)

This is the first course in a sequence for beginning students who wish to understand and speak (FOL). The material will include basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

FOL 102 CONVERSATIONAL FOREIGN LANGUAGE II: FRENCH, GERMAN, RUSSIAN, SPANISH (30 lecture hours/30 lab hours/3 credits)

Prerequisite: FOL 101. This is the second course in a sequence for beginning students who wish to understand and speak (FOL). The material will continue to cover basic conversational patterns, expressions, and grammar.

FOL 111 FOREIGN LANGUAGE I: FRENCH, SPANISH (60 lecture hours/ 30 lab hours/5 credits)#/*

Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading, and writing language. Note: The order of the topics and the methodology will vary according to the individual texts and instructors.

FOL 112 FOREIGN LANGUAGE II: FRENCH, SPANISH (60 lecture hours/ 30 lab hours/5 credits)#/*

Prerequisite: FOL 111 or instructor permission. Continues FOL 111 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.

FOL 211 FOREIGN LANGUAGE III: FRENCH, SPANISH (30 lecture hours/ 30 lab hours/3 credits)#

Prerequisite: FOL 112 or instructor permission. Continues FOL 111 and FOL 112 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.

FOL 212 FOREIGN LANGUAGE IV: FRENCH, SPANISH (30 lecture hours/ 30 lab hours/3 credits)#

Prerequisite: FOL 211 or instructor permission. Continues FOL 111, FOL 112, and FOL 211 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 A.A. and A.S. Degrees

* - General Education Course

GEOGRAPHY

GEO 105 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.

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

* - General Education Course

GEOLOGY

GEY 106 PRINCIPLES OF GEOLOGY (45 lecture hours/3 credits)*

This course is a general study of the characteristics of the past and present physical environment and the geologic forces at work to sculpt the landscape.

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 (45 lecture hours/30 lab hours/4 credits)#/*

Prerequisite: GEY 111 or consent of instructor. Studies the physical and biological development of the earth through the vast span of geologic time. Emphasizes the investigation and interpretation of sedimentary rocks, the record of ancient environments, fossil life forms, and physical events, all within the framework of shifting crustal plates. Course includes laboratory experience.

GEY 145 EARTH SCIENCE (45 lecture hours/3 credits)*

This course examines basic concepts in geology, astronomy, and meteorology. It is intended to introduce the nonscience major to the earth sciences, to the effects of geological and meteorological phenomena upon man, and to man's effect upon those phenomena.

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

* - General Education Course

HEALTH

HEA 106 CPR RECERTIFICATION (7.5 lecture hours/.5 credit)

A review of CPR, an emergency lifesaving technique. Student must present previous CPR certification. Certification renewed for Community CPR, Adult CPR, infant & child CPR or Basic Life Support. Satisfactory and unsatisfactory grades will be assigned to this class.

HEA 107 ILLNESS AND THE CARE PROVIDER (15 lecture hours/1 credit)

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.

~~HEA 107 Intro to Med Records~~
HEA 121 Medical + Clinical
Proc I

HEA 116 MEDICAL TERMINOLOGY**(30 lecture hours/2 credits)***

Builds skills in verbal and written communication of medical terms. Focuses on word elements that relate to human anatomy. Develops practical use of medical vocabulary with translation into non-medical terms.

HEA 117 HEALTH CARE LAB I**(45 lab hours/2 credits)**

A program designed to prepare the individual to perform basic tasks under the direction of a supervisor in health care agencies.

HEA 118 HEALTH CARE LAB II**(45 lab hours/2 credits)**

A continuation of HEALTH CARE LAB I skills with an exploration of student's chosen health career option.

HEA 126 STANDARD FIRST AID**(15 lecture hours/1 credit)**

Coordinated instructional system consisting of demonstration, videos, and practice sessions. Standard First Aid and adult CPR card are earned. Satisfactory and unsatisfactory grades will be assigned to this class.

HEA 129 HEALTH CARE SKILLS I**(45 lecture hours/3 credits)**

Introduces basic health skills which includes vital signs, medical and surgical asepsis, body mechanics, positioning, transferring, and administering personal hygiene.

HEA 130 HEALTH CARE SKILLS II**(45 lecture hours/3 credits)**

Continuation of basic health skills, HEA 129. Explores health career options. Develops knowledge and skills for aide level employment in the health care field.

HEA 131 INFANT AND CHILD CARE I**(30 lecture hours/30 lab hours/3 credits)**

Emphasizes care skills for the school aged child. There will be emphasis of special needs children and handicapping conditions along with guidance, discipline, and safety and security.

HEA 137 IV THERAPY FOR LPN'S**(45 lecture hours/23 lab hours/4 credits)**

Provides LPN's with an opportunity to expand their nursing role by learning appropriate procedures for intravenous therapy and venous blood withdrawal. The program includes lecture, laboratory practice and clinical experience. Prepares the student for IV certification under State Board of Nursing guidelines.

*General Education Course

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HISTORY**HIS 101 WESTERN CIVILIZATION I****(45 lecture hours/3 credits)#/***

Explores the major political, economic, diplomatic/military, cultural, 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 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.

HIS 225 COLORADO HISTORY**(45 lecture hours/3 credits)***

This course presents the story of the people, society, and cultures of Colorado from the earliest Native Americans, through the Spanish influx, the explorers, the fur traders and mountain men, the gold rush, railroad builders, the cattlemen and farmers, the silver boom, the tourists, and the modern twentieth-century state.

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

* - General Education Course

HOME ECONOMICS**HEC 115 HUMAN NUTRITION****(45 lecture hours/3 credits)***

Studies nutrition principles throughout the life cycle including contemporary nutrition issues.

HEC 118 CHILD NUTRITION AND FOOD PREPARATION**(25 lecture hours/10 lab hours/ 2 credits)**

Emphasizes basic nutrition, food selection and preparation, food habits, and common nutritional problems as they relate to children.

*General Education Course

HUMANITIES**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 interrelationships 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

* - General Education Course

JOURNALISM**JOU 106 FUNDAMENTALS OF REPORTING****(45 lecture hours/3 credits)***

Prerequisite: Typing 25 wpm. This is an introductory course in newswriting, reporting, and interviewing, with an emphasis on clarity, accuracy, timeliness, and fairness.

JOU 121 INTRODUCTION TO PRINT MEDIA PHOTOGRAPHY**(30 lecture hours/ 30 lab hours/3 credits)***

Prerequisite: Permission of instructor. This is an introductory, hands-on course in black-and-white photography, with an emphasis on photojournalistic techniques, processing, and printing. This course includes an investigation of word/picture relationships in creating photo essays for publications.

JOU 206 INTERMEDIATE NEWSWRITING AND EDITING**(45 lecture hours/3 credits)***

Prerequisite: JOU 106 or permission of instructor. This course will sharpen students skills in newswriting and reporting with an emphasis on editing, ethics, and news judgement. Students may also develop skills in broadcast, public affairs, and investigative writing.

* - General Education Course

LITERATURE**LIT 115 INTRODUCTION TO LITERATURE****45 lecture hours/3 credits)#/***

Introduces students to fiction, poetry, and drama. Emphasizes active and responsive reading.

LIT 126 STUDY OF POETRY**(45 lecture hours/3 credits)***

This course focuses on careful reading and interpretation of various poems representing types and periods of poetry. It examines formal as well as thematic elements of poetry.

LIT 127 STUDY OF THE NOVEL**(45 lecture hours/3 credits)***

This course focuses on careful reading and interpretation of selected novels. It examines formal as well as thematic elements of longer fiction.

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 211 SURVEY OF AMERICAN LITERATURE I**(45 lecture hours/3 credits)***

This course is an overview of American literature from the Puritans through the nineteenth century Romantics. It explores ideas, historical and social contexts, themes, and literary characteristics of works in various genres by major writers.

LIT 212 SURVEY OF AMERICAN LITERATURE II**(45 lecture hours/3 credits)***

This course is an overview of American literature from the mid-nineteenth century to the present. It explores ideas, historical and social contexts, themes, and literary characteristics of works in various genres by major writers.

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

* - General Education Course

Lit 255 Children's Literature

MANAGEMENT**MAN 205 SMALL BUSINESS MANAGEMENT****(30 lecture hours/2 credits)**

Studies the problems and opportunities characteristic of small business. Covers techniques of start-up strategies and operation.

MAN 215 PRINCIPLES OF SUPERVISION**(30 lecture hours/2 credits)***

Develops an awareness of the interrelationships of people within the work force and provides an insight into various techniques used by supervisors to achieve organizational objectives. Motivation and staffing are major considerations.

MAN 226 PRINCIPLES OF MANAGEMENT**(45 lecture hours/3 credits)***

A survey of the principles of management. Emphasis will be on the preliminary functions of planning, organization, staffing, directing, and controlling with a balance between the behavioral and operational approach.

MAN 227 MANAGEMENT SIMULATION**(15 lecture hours/23 lab hours/2 credits)**

Prerequisite: MAN 226. Uses case studies to apply fundamental management skills in problem solving. Cases present realistic job situations and integrate class skills for solutions.

*General Education Course

MARKETING**MAR 111 PRINCIPLES OF SALES****(45 lecture hours/3 credits)**

This course enables students to understand and develop ethical sales techniques and covers the role of selling in the marketing process. Behavioral considerations in the buying and selling process and sales techniques are emphasized.

MAR 117 PRINCIPLES OF RETAILING**(45 lecture hours/3 credits)**

This course is a study of the basic principles and techniques of merchandising, operation, layout, store organization, site location, and customer service with an emphasis on retailing operations.

MAR 216 PRINCIPLES OF MARKETING**(45 lecture hours/3 credits)***

The analysis of theoretical marketing processes and the strategies of product development, pricing, promotion and distribution, and their applications to businesses and the individual consumer.

MAR 226 MARKETING RESEARCH**(30 lecture hours/2 credits)**

This course will introduce the principles and practices of marketing research, including research instruments, data collection, and data interpretation.

MATHEMATICS**MAT 108 APPLIED MATH****(30 lecture hours/2 credits)**

Students learn topics from a broad overview of mathematical situations as it applies to the on-the-road industry.

MAT 115 COLLEGE MATHEMATICS**(45 lecture hours/3 credits)***

Students 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. Acceptable for the AGS degree, AAS degree, and occupational certificates.

MAT 121 COLLEGE ALGEBRA**(60 lecture hours/4 credits)#/***

Prerequisite: DEM 018 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, selection of topics from among graphing of the conic sections, introduction to sequences and series permutations and combinations, the binomial theorem, and theory of equations.

MAT 122 COLLEGE TRIGONOMETRY**(45 hours/3 credits)***

Prerequisite: MAT 121 or permission of the instructor. This is a traditional prerequisite course to the calculus sequence. Topics include trigonometric functions (with graphs and inverse functions), identities and equations, solutions of triangles, complex numbers, and other topics as time permits.

MAT 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/or 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)#/***

Prerequisites: 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 and includes techniques of integration, polar coordinates, analytic geometry, improper integrals, and infinite series.

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

* - General Education Course

MUSIC**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 151 ENSEMBLE GROUP I: MORGAN COUNTY CHORALE**(30 lab hours/1 credit)***

This course includes the rehearsal and performance of the Morgan County Chorale repertoire. Prerequisite: audition.

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

* - General Education Course

NURSING**NUR 108 NURSE AIDE SKILLS****(45 lecture hours/3 credits)**

Presents the theory and related practice of basic nursing procedures that are necessary to give safe nursing care. Emphasizes the scientific principles underlying these skills and on treating the patient/client as an individual.

NUR 202 SOCIALIZATION INTO NURSING II**(15 lecture hours/1 credit)**

Prerequisite: Admission into Level II. This course introduces the student to the role, responsibilities, and dependent and independent functions of the associate degree nurse in the health delivery system. Content areas include role transition from LPN to RN, historical perspectives of ADN nursing, legislation, legal/ethical issues, and professional organizations.

NUR 203 SOCIALIZATION INTO NURSING III.
(30 lecture hours/2 credits)

Prerequisites: NUR 202, NUR 211, NUR 212, NUR 213, NUR 214, NUR 221, NUR 222. Corequisites: NUR 205, NUR 206. This course prepares the student for the transition from student to graduate nurse. Focus is on principles of effective leadership and management as they relate to individual and team membership within an organization. Included are professional issues on communication, decision-making, time management, role conflict, conflict resolution, licensure, and legal and professional issues as they relate to this role change.

NUR 205 COMPREHENSIVE CONCEPTS IN GERONTOLOGICAL NURSING
(30 lecture hours/ 2 credits)

Prerequisites: NUR 202, NUR 211, NUR 212, NUR 213, NUR 214, NUR 221, NUR 222. Corequisites: NUR 203, NUR 206. This course is a continuation of the study of aging. The focus is on the biological, psychological, social, cultural, and spiritual components of the normal aging process with emphasis on the physiological effects related to nursing care of the older adult.

NUR 206 COMPREHENSIVE NURSING CLINICAL
(144 practicum hours/3 credits)

Prerequisite: Grade of C or better in previous NUR coursework. Corequisites: NUR 203, NUR 205. This course offers the clinical practicum to apply the theory of previous nursing courses. Focus includes application of principles of team leading, role change in a variety of clinical settings, and clinical preceptorship, with an emphasis on proficiency in previously learned nursing skills.

NUR 211 COMPREHENSIVE MEDICAL-SURGICAL NURSING I
(60 lecture hours/4 credits)

Prerequisite: Admission into Level II. Corequisite: NUR 212, NUR 202. This course is a comprehensive study of the nursing needs of the adult with medical-surgical conditions utilizing integration of nursing care with pathophysiology and related symptoms of respiratory, cardiovascular, and neurologic disorders, and dietary and pharmacological therapies. Focus includes nursing process, nursing physical assessment, nutritional, fluid and electrolyte assessment, and intravenous therapy.

NUR 212 COMPREHENSIVE MEDICAL-SURGICAL NURSING CLINICAL I
(75 vocational lab hours/4 credits)

Prerequisite: Admission into Level II. Corequisites: NUR 202, NUR 211. This course offers the clinical practicum to apply the theory of NUR 211. Focus includes application of nursing process, nursing assessment, nutritional support, intravenous therapy, and utilizing Maslow's hierarchy in the care of adult medical-surgical patients with cardiac, respiratory, and neurological disorders.

NUR 213 COMPREHENSIVE MEDICAL-SURGICAL NURSING II
(30 lecture hours/ 2 credits)

Prerequisites: NUR 202, NUR 211, NUR 212, NUR 221, NUR 222. Corequisite: NUR 214. This course is a comprehensive study of the nursing needs of the adult with medical-surgical conditions in the acute care setting. It is a continuation of NUR 211, building on knowledge previously gained in meeting the needs of adult patients. Focus includes gastrointestinal, metabolic, endocrine, renal, reproductive, immune, musculoskeletal, and oncology disorders.

NUR 214 COMPREHENSIVE MEDICAL-SURGICAL NURSING CLINICAL II
(108 vocational lab hours/4 credits)

Prerequisites: NUR 202, NUR 211, NUR 212, NUR 221, NUR 222. Corequisite: Nur 213. This course offers the clinical practicum to apply the theories of NUR 213. Focus includes application of nursing process, nursing assessment, IV therapy, and using Maslow's Hierarchy in the care of medical-surgical patients in the acute care setting.

NUR 215 ADVANCED TECHNOLOGY IN NURSING I
(15 lecture hours/1 credit)

This optional course is designed to introduce the student to clients with complex health care needs using an holistic approach with the health care team in managing clients with HIV.

NUR 217 ADVANCED TECHNOLOGY IN NURSING III
(15 lecture hours/1 credit)

This optional course is designed to introduce the student to clients with complex health care needs using an holistic approach with the health care team in managing high risk obstetrical newborn clients in the prenatal clinic setting and the special care nursery.

NUR 221 COMPREHENSIVE PSYCHOSOCIAL NURSING
(30 lecture hours/2 credits)

Prerequisite: Grade of C or better in previous NUR coursework. Corequisites: NUR 202, NUR 222. This course studies human behavior and interpersonal relationships as well as basic principles of psychiatric nursing. The role of the nurse in prevention, crisis situations, and in meeting the emotional needs of individuals, families, and groups are examined.

NUR 222 COMPREHENSIVE PSYCHOSOCIAL NURSING CLINICAL
(100 practicum hours/ 3 credits)

Prerequisite: Grade of C or better in previous NUR coursework. Corequisites: NUR 202, NUR 221. This course offers the clinical practicum to apply the theory of NUR 221. Focus includes application of nursing process in assessing psychosocial needs and planning patient care, utilizing Maslow's hierarchy and concepts from Selye and Erikson.

NUR 231 COMPREHENSIVE CONCEPTS IN PARENT-CHILD NURSING
(30 lecture hours/ 2 credits)

Prerequisites: NUR 202, NUR 211, NUR 212, NUR 213, NUR 214, NUR 221, NUR 222. Corequisite: NUR 232. This course is a comprehensive study of family centered childbearing and child health. Focus is on complications of pregnancy and nursing measures utilized to reduce maternal-infant morbidity. It also includes a continuation of the study of the needs in health and illness of the child from infancy through adolescence. Legal and ethical implication of high risk obstetric and pediatric nursing are also addressed.

NUR 232 COMPREHENSIVE PARENT-CHILD NURSING CLINICAL
(82 practicum hours/3 credits)

Prerequisites: NUR 202, NUR 211, NUR 212, NUR 213, NUR 214, NUR 221, NUR 222. Corequisite: NUR 231. This course offers the clinical practicum to apply the theory of NUR 213. Focus includes application of nursing process in the care of mothers, newborns, and children, utilizing Maslow's Hierarchy of Needs and Developmental Theory. Emphasis is placed on identifying psychosocial impacts, pathophysiology, and use of nursing process involved in the care of high risk family members.

OCCUPATIONAL THERAPY ASSISTANT

OTA 115 PRINCIPLES AND PRACTICES IN OCCUPATIONAL THERAPY

(30 lecture hours/2 credits)

Prerequisite: admission to OTA program. History and definition of Occupational Therapy as a profession is explored. Discusses ethics, professionalism, communications, and human interactions as they relate to health care field with current issues and trends in Occupational Therapy.

OTA 210 MODALITIES

(45 lecture hours/60 lab hours/5 credits)

Prerequisite: admission to the OTA program. This course provides the student with a basic understanding of the history and philosophy of the field of Occupational Therapy. Through performance and analysis of a variety of craft activities, the student will develop an understanding of group processes, therapeutic use of self and purposeful activity in OT intervention. The student will be provided with an opportunity to develop competency in minor crafts.

OTA 220 OTA THEORIES AND TECHNIQUES I

(45 lecture hours/60 lab hours/5 credits)

Prerequisite: admission to the OTA program. The emphasis of this course is on developing an understanding of basic OT interventions and documentation techniques. Through practice skills focusing on oral and written interpretation of OT interventions, the student will learn effective documentation. This course provides the student with a clear understanding of the role of the COTA in OT treatment.

OTA 221 OTA LEVEL I FIELDWORK A

(80 practicum hours/2 credits)

This course consists of 80 hours of fieldwork in which the student will be assigned to two separate facilities. The student will have the opportunity to observe and participate in Occupational Therapy intervention. The student will choose from a variety of settings including: rehabilitation hospitals, general hospitals, nursing facilities, mental health centers, school settings or centers for developmentally disabled.

OTA 222 OTA LEVEL I FIELDWORK B

(80 practicum hours/2 credits)

This course consists of 80 hours of fieldwork in which the student will be assigned to two separate facilities. The student will have the opportunity to observe and participate in Occupational Therapy intervention. The student will choose from a variety of settings including: rehabilitation hospitals, general hospitals, nursing facilities, mental health centers, school settings or centers for developmentally disabled.

OTA 223 OTA LEVEL II FIELDWORK A

(240 Clinical Internship hours/5 credits)

This course requires the student to put into clinical practice the knowledge and skills acquired throughout the OTA program.

OTA 223 OTA LEVEL II FIELDWORK B

(240 Clinical Internship hours/5 credits)

This course requires the student to put into clinical practice the knowledge and skills acquired throughout the OTA program.

OTA 230 OTA THEORIES AND TECHNIQUES II

(45 lecture hours/60 lab hours/5 credits)

Prerequisites: OTA 221 and OTA 222. This course examines physical and psychological disabilities typically seen in Occupational Therapy treatment. Methods of evaluation, treatment planning, and intervention are explored. The student will also be exposed to a variety of frames of reference in Occupational Therapy intervention.

OTA 240 PROCEDURES

(45 lecture hours/60 lab hours/5 credits)

Prerequisites: OTA 221 and OTA 222. This class enables the student to develop competency in commonly used modalities and techniques in Occupational Therapy treatment. Methods of documentation, including activity analysis and establishing objectives, will be fine tuned. The student will learn how to adapt intervention procedures to a variety of patient situations and how to perform ongoing assessment of treatment sessions.

OTA 245 OTA PRACTICE MANAGEMENT

(30 lecture hours/2 credits)

This course will enable the student to understand the administrative policies and procedures required for the operation of an Occupational Therapy department. The role of the Certified Occupational Therapy Assistant in the health care system will be explored.

PHILOSOPHY

PHI 111 INTRODUCTION TO PHILOSOPHY

(45 lecture hours/3 credits)#/*

Prerequisite: College entry level reading and writing skills. 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)#/*

Prerequisite: College level reading and writing skills. Examines human life, experience, and thought in order to discover and develop the principles and values for pursuing a more fulfilled existence. Theories designed to justify ethical judgments are applied to a selection of contemporary personal and social issues.

PHI 113 LOGIC

(45 lecture hours/3 credits)#/*

Prerequisite: College entry level reading and writing skills. 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.

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

* - General Education Course

*Phi 115 Comparative Religion
Core Des.*

PHYSICAL EDUCATION

PED 105 CPR

(15 lecture hours/1 credit)*

The course is designed to teach first aid procedures for respiratory failure, obstructed airway, and cardiac arrest victims of all ages. It meets certificate requirements of American Red Cross, American Heart Association or Medic First Aid.

PED 110 PHYSICAL EDUCATION ACTIVITIES:

(30 hours/1 credit)

Development of skills in physical education activities; basketball, physical fitness, bowling, cross-country skiing, downhill skiing, softball, golf, swimming, tennis, volleyball, weightlifting, air-rifle shooting.

PED 111 INTERMEDIATE PHYSICAL EDUCATION ACTIVITIES:

(30 hours/1 credit)

Continuation of development of skills in physical education activities; basketball, physical fitness, bowling, cross-country skiing, downhill skiing, softball, golf, swimming, tennis, volleyball, weightlifting, air-rifle shooting.

PED 117 WATER SAFETY INSTRUCTOR

(30 lecture hours/30 lab hours/3 credits)

Prerequisite: ISHE certification, current EWS or lifeguard certificate, and student must be 17 years old. Methods of teaching swimming skills and water safety practices. Red Cross Safety Instructor certificate issued upon completion.

PED 125 STANDARD FIRST AID-ADULT CPR

(30 lecture hours/2 credits)*

This course provides standard first aid and adult CPR instruction through the use of demonstration videos, instructor-led practice sessions, and a workbook. Topics included are rescue breathing, obstructed airway, adult CPR, wounds, shock, poisoning, burns, fractures, and sudden illness. Standard First Aid and Adult CPR certification is included.

*General Education Course

PHYSICAL THERAPIST ASSISTANT

PTA 115 PRINCIPLES AND PRACTICE OF PHYSICAL THERAPY

(30 lecture hours/2 credits)

History and definition of Physical Therapy as a profession. Discusses ethics, professionalism, communications, and human relations as they relate to the health care field with current issues and trends in physical therapy.

PTA 210 PHYSICAL THERAPY PROCEDURES I

(30 lecture hours/68 lab hours/ 5 credits)

Prerequisite: Admission to PTA program. Examines the principles and practices of physical therapy and develops an understanding of the following procedures: range of motion, positioning, body mechanics, transfers, wheelchair management, and architectural barriers, activities of daily living, bandaging, asepsis, isolation techniques, basic gait training with assistive device, and SOAP documentation.

PTA 220 PHYSICAL THERAPY PROCEDURES II

(30 lecture hours/68 lab hours/ 5 credits)

Prerequisite: Admission to PTA Program. Examines the principles and practices of physical therapy and develops an understanding of the following procedures: therapeutic heat and cold, hydro therapy, TENS, massage, biofeedback, traction, and an introduction to the use of electro therapy.

PTA 221 PTA CLINIC INTERNSHIP I

(80 practicum hours/2 credits)

Prerequisites: 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.

PTA 222 PTA CLINIC INTERNSHIP II

(80 practicum hours/2 credits)

Prerequisite: PTA 221. This continuation of Clinic I, includes practical application of physical therapy procedures, professional behavior, and communication principles appropriate in the physical therapy practice setting.

PTA 223 PTA CLINIC INTERNSHIP III

(240 clinical internship hours/5 credits)

Prerequisites: PTA 240. Application of physical therapy principles and practice with emphasis on applied theoretical knowledge, quality assurance, and patient/professional communication. The student will also develop toward proficiency as a graduate Physical Therapist Assistant in the clinical setting.

PTA 224 PTA CLINIC INTERNSHIP IV

(240 clinical internship hours/5 credits)

Prerequisite: PTA 223. Continued application of physical therapy principles and practice with emphasis on applied theoretical knowledge, quality assurance, and patient/professional communication and special needs groups. The students will develop toward proficiency as a graduate Physical Therapist Assistant in the clinical setting.

PTA 230 PHYSICAL THERAPY PROCEDURES III

(30 lecture hours/68 lab hours/ 5 credits)

Prerequisite: PTA 222. Corequisite: PTA 225. Examines the principles and practices of physical therapy and develops an understanding of the following procedures: therapeutic exercise as it pertains to orthopedics and surgical conditions, goniometry, MMT, orthotics, prosthetics, and sport injuries.

PTA 235 PRINCIPLES OF ELECTRICAL STIMULATION

(15 lecture hours/30 lab hours/ 2 credits)

Prerequisite: PTA 220. Investigates the principles and application of electrical stimulation (ES) modalities currently used in physical therapy practice. The electrochemical and physiological effects of electrical stimulation and the various forms and applications of ES will be identified.

PTA 240 PHYSICAL THERAPY PROCEDURES IV

(30 lecture hours/68 lab hours/ 5 credits)

Prerequisite: PTA 222. The theory and principles of physical therapy will be expanded with an introduction to evaluation techniques and advanced physical therapy procedures related to special needs population that includes but is not limited to geriatrics, pediatrics, sports medicine, home health patients, industrial rehabilitation, and neurological patients.

PTA 245 PHYSICAL THERAPIST ASSISTANT SEMINAR
(30 lecture hours/2 credits)
Prerequisite: PTA 224. A summary of clinical affiliations. Areas of focus include equipment, legislative issues, types of practice, trends in treatment, approaches, techniques, career information, resumes, goal setting, licensing, and employment opportunities.

PHYSICS

PHY 105 CONCEPTUAL PHYSICS
(45 lecture hours/30 lab hours/4 credits)#/*
(For non-science majors) Studies include 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 include 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 include 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)#/*
Prerequisite: MAT 121 & MAT 122. Corequisite: MAT 201. Studies include 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 include wave motion, electricity and magnetism, and light. This course includes laboratory experience.

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

* - General Education Course

POLITICAL SCIENCE

POS 105 INTRODUCTION TO POLITICAL SCIENCE
(45 lecture hours/3 credits)#/*
Survey of the discipline of political science, including political philosophy and ideology, democratic and non-democratic governments, processes, and international relations.

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.

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

* - General Education Course

PSYCHOLOGY

PSY 101 GENERAL PSYCHOLOGY I
(45 lecture hours/3 credits)#/*
Scientific study of behavior including motivation, emotion, 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 106 HUMAN RELATIONS
(45 lecture hours/3 credits)*
This course emphasizes the development and practice of effective interpersonal communication skills on and off the job.

PSY 116 STRESS MANAGEMENT
(30 lecture hours/2 credits)*
This course identifies the physiological, emotional, and behavioral aspects of stress. Techniques of stress reduction and management are explored and applied.

PSY 117 PARENTING
(30 lecture hours/2 credits)
This course examines effective techniques for working with children with emphasis on setting realistic expectations, consideration of individual differences, satisfactory communication, and effective parent-child relationships.

PSY 118 BEGINNING COUNSELING
(30 lecture hours/2 credits)*
This course introduces students to communication techniques useful in helping people. Students will acquire skills in attending, listening, empathizing, and facilitating for use at a peer counseling level.

PSY 206 EMPLOYMENT SEMINAR
(15 lecture hours/1 credit)
This course is designed to assist students in developing skills that are needed in searching for and acquiring a job. Topics include markets, resumes, applications, and interviews.

PSY 207 CHILD SEXUAL ABUSE
(30 lecture hours/2 credits)
Deals with a historical understanding of child sexual abuse, including definitions, dynamics, effects on the victim, how society intervenes, and prevention methods. Designed for the professional in education, public health, health sciences, social work, and law. Does not apply to A.A. or A.S. degree requirements.

PSY 226 SOCIAL PSYCHOLOGY
(45 lecture hours/3 credits)
Prerequisite: PSY 101 or 102 or SOC 101 or 102. This course covers behavior of humans in social settings including attitudes, aggression, conformity, cooperation and competition, prejudice, and interpersonal attraction.

PSY 229 INTRODUCTION TO ADDICTIVE BEHAVIORS
(45 lecture hours/3 credits)*
This course explains addictive behavior and examines its effects on individuals, families, and society.

PSY 235 HUMAN GROWTH & DEVELOPMENT**(45 lecture hours/3 credits)***

This course is a survey of human development from conception through death emphasizing physical, cognitive, emotional, and psychosocial factors.

PSY 247 CHILD ABUSE & NEGLECT**(30 lecture hours/2 credits)***

This course examines the causes and effects of physical, sexual, and psychological abuse and neglect. Intervention and prevention strategies are emphasized.

PSY 248 CHILD & ADOLESCENT PSYCHOLOGY**(45 lecture hours/3 credits)***

This course examines physical, cognitive, emotional, and psychosocial development from conception through adolescence.

PSY 249 ABNORMAL PSYCHOLOGY**(45 lecture hours/3 credits)**

Prerequisite: PSY 101 or 102 or SOC 101 or 102. This course is a study of abnormal behavior and its classification, causes, prevention, and treatment.

PSY 260 PSYCHOLOGY OF AGING**(45 lecture hours/3 credits)**

Physiological, social, psychological, and cultural factors as a result of aging or of age related pathology. Roles of heredity, diet, exercise, and lifestyle in the aging process. The course helps the student determine attitudes and discusses concerns and characteristics associated with the aging process.

PSY 265 PSYCHOLOGY OF PERSONALITY**(45 lecture hours/3 credits)***

Prerequisite: PSY 101 or permission of instructor. This course examines structure, function, and development of personality. Major theories of personality are considered. The impact of family, culture, and stress are viewed in their relationship to personality.

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

* - General Education Course

SCIENCE**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 116 NATURAL SCIENCE**(60 lecture hours/30 lab hours/5 credits)***

Students study science and technology with an emphasis on physics and chemistry. Includes the laws of motion, work, power, energy, sound, music, electromagnetics, inorganic, and organic chemistry. Laboratory experimentation tests the theories presented.

* - General Education Course

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 205 MARRIAGE & FAMILY**(45 lecture hours/3 credits)***

This course will help develop an understanding of marriage, family, and kinship. It examines the family as an institution and how social, cultural, and personal factors influence family relations. The stability and diversity of the family will be explored, along with current trends and some alternative life styles.

SOC 215 CONTEMPORARY SOCIAL PROBLEMS: DEALING WITH DIVERSITY**(45 lecture hours/3 credits)**

This course explores current social issues that result in societal problems. It focuses on such issues as civil liberties, gender discrimination, substance abuse, crime, poverty, and social change.

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

* - General Education Course

SPEECH**SPE 115 PRINCIPLES OF SPEECH COMMUNICATION****(45 lecture hours/3 credits)#/***

Combines basic theory of speech communication with public speech performance skills. Emphasizes speech delivery, preparation, organization, support, and audience analysis.

SPE 226 ORAL INTERPRETATION**(45 lecture hours/3 credits)***

This course emphasizes oral performance of literature, prose, essays, and historical speeches. Emphasis is on expression, interpretation, and delivery skills involved in interpretative oral presentation to an audience. Selection and analysis of appropriate literary forms used in performance will also be included. Prerequisite: SPE 115.

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

* - General Education Course

TRUCK DRIVER TRAINING**TDT 101 INTRODUCTION TO TRUCK DRIVING****(120 instructional lab hours/4 credits)**

History and definition of tractor trailer driving as an occupation. Discusses trip planning, lifestyle, applied mathematics, and human relations as they relate to the trucking industry. Promotes

an understanding of the role of long-haul trucking in a complex and changing motor carrier workforce.

TDT 105 COMMERCIAL DRIVING

(45 lecture hours/3 credits)

Introduces general knowledge of the trucking industry. Provides an orientation and history of trucking and meets requirements for commercial drivers license.

TDT 106 MANAGEMENT & ACCOUNTABILITY

(15 lecture hours/1 credit)

Develops problem solving skills as it relates to management. Integrates realistic job situations and time utilization.

TDT 107 DEFENSIVE DRIVING

(15 lecture hours/1 credit)

Continues driving skills including mechanical and physical exposure in the industry.

TDT 108 MOTOR CARRIER OPERATIONS & MANAGEMENT

(15 lecture hours/1 credit)

Examines rights and authority in trucking operations. Includes procedures relating to permits, licensing, and insurance.

TDT 115 OWNER/OPERATOR & INDEPENDENT TRUCKING

(15 lecture hours/1 credit)

Surveys the components of independent trucking operations.

TDT 116 SAFETY CONTROL

(30 lecture hours/2 credits)

Introduces the provisions of Federal motor carrier safety regulations and other procedures under ICC requirements.

TDT 117 VEHICLE AWARENESS

(30 lecture hours/2 credits)

Familiarizes the student with preventive maintenance and servicing of vehicles. Develops skills in diagnosing and reporting malfunctions.

TDT 118 BASIC OPERATION

(7 lecture hours/38 lab hours/2 credits)

Covers interaction between the driver and the vehicle. Presents methods to control vehicle motion, couple trailers, and insure proper operating condition.

TDT 125 SAFE OPERATING PRACTICES

(15 lecture hours/23 lab hours/2 credits)

Develops the interaction between driver/vehicle combination and highway traffic environment. Application of skills to insure road safety.

TDT 126 ADVANCED OPERATING PRACTICES

(12 lecture hours/5 lab hours/1 credit)

Provides coping skills necessary to deal with hazards of the roadway/traffic environment.

YOUNG FARMERS

YOF 105 YOUNG FARMERS

(30 lecture hours/15 private instruction hours/ 4 credits)

Provides yearly enrollment for farmers of all ages. Concentrated in the winter months, classes will cover current agricultural 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.

PERSONALIZED ASSISTANCE IN LEARNING DEVELOPMENTAL EDUCATION

The Personalized Assistance in Learning Laboratory (PAL Lab), located in Cottonwood, Room 110, provides a variety of services and computer-assisted materials for students. Experienced instructors and peer tutors provide limited free tutorial assistance to aid students in their coursework.

Developmental courses are designed to help students improve basic learning skills. Students may take courses to reinforce their skills in mathematics, reading, writing, and study skills for personal enrichment or as recommended following assessment. Placement tests help academic advisors assist students in course selection. Developmental studies classes are small so that students can receive individual attention. Developmental courses do not apply toward degree or certificate program requirements.

DEVELOPMENTAL COURSES

DES 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 standard for the major program in which the student is enrolled.

DES 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.

DES 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.

DES 025 ADAPTED WORD PROCESSING

(45 lecture hours/3 credits)

This course provides learning disabled, acquired brain injured, deaf hearing impaired, low-vision, blind, and orthopedically disabled students equal opportunity to: (1) Access and use micro-computers and; (2) produce written material for course assignments. Students will receive training in the use of special adaptations that are learned and used within the context of word processing. Students are familiarized with basic concepts of word processing using Word Perfect or Word predict. Instructions will be integrated in the computer lab creating a "hands-on" learning environment.

ENG 030 BASIC LANGUAGE SKILLS

(30 lecture hours/2credits)

This course is a review of basic grammar usage and punctuation. Sentence structure and other elements of effective writing will be emphasized. The paragraph structure will be introduced.

ENG 060 LANGUAGE FUNDAMENTALS**(45 lecture hours/3 credits)**

This course will advance student writing skills from sentence to paragraph structure. Critical thinking skills will be incorporated through formation of topic sentences and effective paragraph development. The course will emphasize writing as a process, including prewriting and revision activities. Grammar usage and punctuation will be reviewed.

ENG 100 COMPOSITION STYLE AND TECHNIQUE**(45 lecture hours/3 credits)**

Prerequisite: Assessment score or English 060. This course will prepare the student for freshman composition (English 121). The writing process, critical thinking, organization, and development of written assignments for specific purposes and audiences will be emphasized. Composition techniques including language fluency, effective diction, appropriate sentence, paragraph, and essay structure will be examined.

MAT 015 WHOLE NUMBERS**(15 lecture hours/1 credit)**

This course approaches problem solving using appropriate vocabulary, basic arithmetic operations, and applications of whole numbers.

MAT 016 DECIMALS**(15 lecture hours/1 credit)**

This course approaches problem solving using appropriate vocabulary, basic arithmetic operations, and applications of decimals.

MAT 017 FRACTIONS AND MIXED NUMBERS**(15 lecture hours/1 credit)**

This course approaches problem solving using appropriate vocabulary, basic arithmetic operations, and applications of fractions and mixed numbers.

MAT 036 GENERAL SKILLS IN MATHEMATICS**(45 lecture hours/3 credits)**

This course approaches problem solving using appropriate vocabulary and basic arithmetic operations. Applications of whole numbers, decimals, fractions, ratio, proportion, percent, rate, measurement, and geometry are also included.

MAT 100 ELEMENTARY ALGEBRA**(60 lecture hours/4 credits)**

This course approaches problem solving using linear equations, polynomials, rational expressions, linear systems, inequalities, and graphing. The course introduces exponents and radical equations.

MAT 105 INTERMEDIATE ALGEBRA**(60 lecture hours/4 credits)**

Prerequisite: Placement exam or equivalent. This course approaches problem solving using equations, slope, inequalities, systems of equations, polynomials, quadratic equations, rational exponents, radical expressions, and graphing. This course or its equivalent is a prerequisite to transfer level courses MAT 121 — College Algebra and MAT 135 — Introduction to Statistics.

REA 060 FOUNDATIONS OF READING**(30 lecture hours/2 credits)**

This first level reading course provides intensive review of basic reading concepts based on diagnostic prescriptive methods. The course includes reading comprehension literal, critical and applied, vocabulary development, and word decoding skills as well as oral fluency.

REA 090 COLLEGE PREPARATORY READING**(45 lecture hours/3 credits)**

Prerequisite: Assessment. This course will prepare students for college level content reading. It develops flexibility reading rates, relevant vocabulary, and literal critical and analytical comprehension. Students will become acquainted with a wide range of reading materials and read independently out of class.

STS 060 LEARNING SUCCESS STRATEGIES**(45 lecture hours/3 credits)**

This is an introductory study skills course designed to promote and develop increased independent and adaptive learning strategies, and self-confidence within the college environment. The course offers opportunities to learn and practice a variety of in-class techniques to help meet the challenges of academic and interpersonal situations.

ADULT BASIC EDUCATION**ABE 025 ADULT BASIC EDUCATION****(15 lecture hours/1 credit)**

Includes basic skills such as reading and writing, U.S. Citizenship, English as a Second Language, and Hispanic Substance Abuse programs. Appropriate program of study is formulated after assessment and counseling.

ABE 026 G.E.D. PREPARATION**(15 lecture hours/1 credit)**

Provides instruction in writing, social studies, science, literature, arts, and math. Prepares students to take the G.E.D. examination.

ESL 031 BASIC CONVERSATION**(15 lecture hours/1 credit)**

This course will provide listening and speaking activities designed to help the student recognize and produce English sounds, stress, and intonation patterns, and use basic grammatical patterns and vocabulary.

ESL 032 INTERMEDIATE CONVERSATION**(45 lecture hours/3 credits)**

Prerequisite: ESL 031 or placement test scores. This course will teach listening/pronunciation/conversation skills and will work toward an increase in speed and accuracy in speaking through free and guided conversations, pronunciation drills, role-playing, and speeches.

ESL 033 ADVANCED COMMUNICATION**(30 lecture hours/2 credits)**

Prerequisite: ESL 032 or placement test scores. This course will assist the student to increase the level of oral fluency and aural comprehension.



PERSONNEL

FACULTY OF THE COLLEGE

FULL-TIME FACULTY

BERGER, VIRGINIA (1992) Farm/Ranch Management

A.A.S. (1977) University of Minnesota Technical College

B.S. (1988) University of Tennessee

M.S. (1992) Iowa State University

BERNAHL, SHARROLL (1975) Health & Human Services

R.N. (1964) Iowa Lutheran School of Nursing
Vocational Credential

COX, DOROTHY (1990) Physical Therapist Assistant Program

B.S. (1964) Loma Linda University
Vocational Credential

DANFORD, JEAN (1970) Humanities and Communications

B.A. (1970) University of Northern Colorado

M.A. (1974) University of Northern Colorado

DATTERI, ROBERT F. President Emeritus

B.S. (1955) Colorado State University

M.Ed. (1970) Colorado State University

Ph.D. (1977) Colorado State University

DUELL, CHARLES (1988) Farm/Ranch Management

B.S. (1987) Colorado State University

Vocational Credential

EKBERG, JAMES Industrial Maintenance Technology, Limon Correctional Facility

A.A. (1968) Nebraska Western College

B.A. (1970) University of Northern Colorado

ELDRIDGE, STEPHANIE (1992) Hobby Shop, Limon Correctional Facility

Vocational Credential

FRISBIE, KATHLEEN A. Associate Degree in Nursing Program

B.S.N. (1989) Alfred University School of Nursing

M.S. (1992) Decker School of Nursing

GERTGE, PHYLLIS (1970) Chair, Health Sciences and Applied Technologies

R.N. (1961) Mercy Hospital

M.P.H. (1991) University of Northern Colorado

Vocational Credential

GETTLER, LARRY (1994) Truck Driver Training

GIAUQUE, LARRY L. (1985) Math, Computer Science, and Science

B.A. (1961) University of Colorado

M.S. (1971) Naval Postgraduate School

GRAUBERGER, TIM (1989) Collision Repair Technology

A.A. (1983) Northeastern Junior College

B.S. (1989) Colorado State University

Vocational Credential

GREENER, CHARLOTTE JEAN (1994) Coordinator of Computer Access Center

A.A. (1982) Morgan Community College

B.A. (1984) University of Northern Colorado

HARTWIG, GAIL (1993) Physical Therapist Assistant Program

A.S. (1967) Donnelly College

B.S. (1969) University of Kansas

HERNANDEZ, MARK Industrial Maintenance Technology, Limon Correctional Facility

HUBER, ROBERT J. (1985) Business

B.S. (1979) Ferris State College

M.A. (1984) Colorado State University

Vocational Credential

KAMMERER, DONALD J. (1987) Social Sciences

B.A. (1965) University of Colorado

M.A. (1972) Western State College, Gunnison

Ed.S. (1976) University of Wyoming

KEMBEL, SHERI (1991) Associate Degree in Nursing Program

A.S. (1985) Mesa State College

B.S.N. (1987) University of Northern Colorado

M.S.N. (1991) University of Northern Colorado

KEOWN, CORLISS A. (1985) Chair, Arts and Sciences

B.A. (1970) Pomona College

M.A. (1972) Vanderbilt University

KRAL, EVELYN (1989) Instructional Support Services

B.S. (1969) Kearney State College

LAWTHER, WILMA Instructor Emeritus

LEON, MARGARITO, JR. Truck Driver Training

MCKIE, BETTY (1982) Business

A.A.S. (1978) Morgan Community College

A.A. (1979) Morgan Community College

B.A. (1982) University of Northern Colorado

M.Ed. (1988) Colorado State University

Vocational Credential

MEDIN, DOUG (1988) Math, Science and Computer Science

B.S. (1977) Miami University

M.S. (1979) University of Illinois

M.S. (1994) Colorado State University

**MICKENS, CHARLES Industrial Maintenance Technology,
Limon Correctional Facility**

MOENS, KENNETH R. (1985) Farm/Ranch Management
B.S. (1978) University of Illinois
M.S. (1982) University of Illinois
Vocational Credential

PROPP, LARRY (1986) Young Farmers Program
A.A. (1969) Northeastern Junior College
B.A. (1972) Colorado State University
M.Ed. (1979) Colorado State University
Vocational Credential

RHOADES, MERLE D. (1974) Business
B.S. (1968) University of Northern Colorado
M.A. (1971) University of Northern Colorado
Ph.D. (1987) Colorado State University

**SEIFRIED, KAY (1992) Power Sewing,
Limon Correctional Facility**
B.A. (1975) University of Northern Colorado
Vocational Credential

**SEIFRIED, WAYNE Adult Basic Education, Limon
Correctional Facility**
B.A. (1970) University of Southern Colorado
M.A. (1976) University of Northern Colorado

SHEAN, BLAIR S. (1993) Science
B.A. (1986) The Evergreen State College, Washington
M.S. (1989) Colorado State University
Ph.D. (1993) Colorado State University

SMITH, DAN (1994) Truck Driver Training

**THORNSBY, CAROLYN (1970) Humanities and
Communications**
B.A. (1961) Colorado State University
M.A. (1983) University of Northern Colorado

**TURLEY, MICHAEL (1994) Electronic Repair,
Limon Correctional Facility**
A.A. (1991) Pierce College
Vocational Credential

**WEIMER, MAXINE (1985) Director, Personalized
Assistance in Learning**
A.S. (1982) Morgan Community College
B.A. (1986) Lorretto Heights College

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

**WENTZ, SHIRLEY J. (1993) Associate Degree in Nursing
Program**
B.S.N. (1975) University of Northern Colorado

**ZAPIECKI, SANDRA (1994) Occupational Therapy
Assistant Program**

A.A.S. (1980) Lourdes College
B.S. (1985) Eastern Michigan University

ZIEGLER, GENE (1970) Automotive Service Technology
20 years experience in automotive field
Vocational Credential

FACULTY OF THE COLLEGE

Aggson, Sue PART-TIME FACULTY
Nanny
ADOLPH, HAROLD Young Farmers

ANDERSON, MARY Humanities

ANDERSON, SUE English

BARDEN, JERRY Young Farmers

BAUMGARTNER, KRISTY Humanities/Business

BELTZ, TERRENCE Math/Science

BERG, DONNA Physical Therapist Assistant Program

BLAKESLEE, KATHY Art

BLAUW, MARILYN Art

BOSTRON, DENNIS Young Farmers

BROKAW, LESLIE Science

BROWN, SHARON Health & Human Services

BUCK, JODY Humanities

BURKHALTER, BETTY Physical Therapist Assistant
Program

BUSHNER, B. TRENT Young Farmers

CABLE, NANCY Nursing

CARRICK, LYNNE Mathematics

CARRUTH, JUDITH E. English

CARTER, ALYCE Health

CARTER, STEVE Physical Activities

CHAMBERS, MICHAEL Young Farmers

CHARTIER, SCOTT Art

CHEEK, LOUANN History

CLARK, VIRGINIA Math

CLAY, VAN Chemistry

COVELLI, FRANCINE Psychology

CRAIG, BETH Health/Physical Activities

CROUCH, JANET Physical Activities
DAVIS, JEANNE Physical Therapy Assistant
DAVISON, DEB Physical Education
DICKENS, GEORGINE Humanities
DILLE, ARLENE Physical Education
DOANE, KALA Farm Ranch Management
EVERHART, DENNIS Young Farmers
ENGLISH, ALBERT Law Enforcement
ENLOW, KATHLEEN Humanities
ERNST, ROCKIE Young Farmers
ESTEP, ALFRED Criminal Justice
EVERETT, WALTER Art
EZZO, KAREN Human Relations
FARMER, LARRY Business
FEARON, FREDERICK Social Sciences
FEARON, ROBBIE Social Sciences
FELZIEN, CLETA Accounting
FISCHER, RAMONA Speech, English
FLAIR, CHERYL Physical Education
FLASKA, TRACY Health
FOLEY, ELEANOR Computer Science
FRANZ, TAMARA Physical Education
FRIHAUF, BARBARA Farm/Ranch Management
GARLAND, DONNA Computers
GILESPIE, SHERI Physical Therapy Assistant
GRAHAM, CAROL Physical Education
GRISWOULD, PHYLLIS Health/Physical Education
GUY, JUNE E.M.T.
HAINES, MARDEAN E.M.T.I.
HAINLEY, LEONARD Psychology/Science
HALL, ROBERT Young Farmers
HART, MILFORD Psychology
HENDRICKS, SANDRA Psychology
HEPNER, DALE Welding
HOMYAK, STARLETTE Physical Education
HORTON, DOUGLAS Anatomy and Physiology
HUFFMAN, JANET Humanities
JACOBSEN, JEANETTE Science
JENKS, STACI Computer
JOHNSON, LISA Science
JOHNSON, ROBERT Adult Basic Education
JONES, JAMES Math
JONES, PATTY (Borrego) EMT & Health
JORDAN, JAMES Computer
KAUFMAN, LORI Health & Human Services
KEATING, JUDY Business
KEENAN, TRUDY History
KEMBEL, SHARON English
KING, LEO Humanities
KIRSCH, NEIL Welding
KIEWER, CATHRYN Health Sciences
KLINGSMITH, CHRIS Science
KOKES, MARK Young Farmers
KOPETZKY, KAROL Computer Science
KRENING, JUDY Computer Science
KRENING, KAREN Computer Science
LAMPE, STAN Physical Education
LOWNDES, SHELLEY English/Computers
LUBELL, GARY Social Sciences
MARKLE, LESLIE Health/Humanities
MARTIN, DAVID Law Enforcement
MARTINEZ, REBECCA Adult Basic Education
McLELLAN, PATRICIA Physical Education
MEASE, MELISSA Computers
MEGEL, LARRY Computer Science
MENDOZA, LINDA Adult Basic Education
MERCIER, DONALD Law Enforcement
MERSINGER, GERALDINE Basic Skills

MILTENBERGER, PAULINE Farm Ranch Management
 MONKS, CHARLENE Social Science
 MONKS, TERESA Anthropology
 MORRIS, LAURIE Farm Ranch Management
 MOSIER, EDWIN Humanities/Computer Science
 MUSGRAVE, CHARLA Humanities/Computer Science
 MUSGRAVE, LARRY Computer Science
 NELSON, GEORGE Farm/Ranch Management
 NIXON, TIMOTHY Computer Science/Business
 O'BRIEN, THOMAS Human Relations
 O'DWYER, BART Math
 PADILLA, ROSARIO Foreign Language
 PFEIFER, DIANNA Business
 PIERSON, CONNIE Business
 PLANK, KENNETH Law Enforcement
 PREDMORE, MICHAEL Humanities
 PROPP, BRYAN Science/Math
 RIGLI, JOE Art
 ROBERTS, DONNA Health
 ROBINSON, MARY SUSAN Health
 ROSKOP, KATHLEEN Allied Health
 RUSHER, WILLIAM Young Farmers
 SANCHEZ, JULIE Accounting
 SAYLES, CURTIS Farm/Ranch Management
 SCARINZI, HUGO Science
 SCHAMBERGER, LYNN Health, Human Development
 SCHMIDT, ROSE Farm/Ranch Management
 SCHNEIDER, TODD Math
 SCHONBERGER, PATRICIA Allied Health
 SCHWALM, RANDY Young Farmers
 SCOTT, DEBRA Farm Ranch Management
 SHERER, PATTY MCCOMBS E.M.T.
 SIEKMAN, GRACE E.M.T.
 SINGER, SUSAN Computer

SISNEROS, THEODORE Foreign Language
 SMITH, JOY Humanities
 SPRINGER, IVY Business
 STALEY, RHONDA Physical Education
 TALLA, JUDY Computer Science/Business
 THOMPSON, JANICE English
 THOMPSON, LINDA Spanish
 TRUED, JOHN Social Science
 ULRICH, WILLETTE Health Sciences
 VRATIL, SCOTT Business
 WATKINS, RONALD Law Enforcement
 WATSON, BERNARD Social Science
 WEIMER, ARLENE Adult Basic Education
 WELLS, TONY E.M.T.
 WHITE, JANE Adult Basic Education
 WIEBERS, LAURIE Humanities
 WORDEN, WILLIAM E.M.T. Coordinator

ACADEMIC AND ADMINISTRATIVE SERVICES STAFF

BAKER, MAXINE (1974) Administrative Assistant, Faculty Support
 BARDEN, NANCY (1985) Off-Campus Coordinator
 B.A. (1979) University of Northern Colorado
 BECKMANN, DALE (1994) Dean of Academic Affairs
 A.A. (1966) Foothill College
 B.A. (1968) University of California
 M.S. (1970) San Diego State University
 Ph.D. (ABD) Colorado State University
 BISHOP, SHARON (1987) Program Assistant, Office of the President
 BLEDSOE, MILDRED (1991) Day Care Nursery Aide, Adult Basic Education
 BOND, RICHARD (1991) President of the College
 B.S. (1948) Salem College
 M.S. (1949) West Virginia University
 Ph.D. (1955) University of Wisconsin
 L.H.D. Honoris Causa (1975) Salem College

BOYETT, SUE (1993) Coordinator of Student Life/Admissions Counselor

B.S. (1982) University of Northern Colorado

BZDEK, SHARON (1991) Public Information Officer and Continuing Education Director

CARR, RHONDALYN (1992) Director, S.B.D.C. Stratton

CUNNINGHAM, TIM (1993) General Building Trades Assistant

DAVEY, MARY JANE (1985) Program Assistant to the Dean of Academic Affairs

DOMINGUEZ, JULIA (1991) Clerical Assistant, Adult Basic Education

EVERETT, PATTY (1975) Director, Learning Resources
B.A. (1955) University of Northern Colorado

GREEN, LEE Director, Health Services Center

R.N. (1986) Western Nebraska General Hospital
School of Nursing

HALE, PAT (1991) Administrative Assistant, Instruction

HARMON, TAMMY (1994) Truck Driver Training

HARTLESS, DAN (1993) Network Analyst

HIGHBERGER, SHANE (1993) Accounting Technician III

HOTCHKISS, ROBIN (1981) Director of Telecommunications

HUBBELL, JANIE (1976) Registrar

A.A.S. (1974) Morgan Community College
A.A. (1987) Morgan Community College
B.S. (1992) Regis University

HUME, TRACY (1993) Executive Aid, Extended Studies
B.A. (1982) University of Colorado at Boulder

JOHNSON, BETTY (1991) Administrative Clerk, Adult Basic Education

B.A. (1980) University of Colorado
B.S.N. (1982) University of Colorado

JOHNSON, DIXIE (1993) Custodian

JOHNSON, GARNIE (1993) Associate Dean of the College

A.A. (1965) Northeastern Junior College
B.S. (1967) Colorado State University
M.A. (1969) Colorado State College (UNC)

KAHL, MAUREEN (1984) Library Technician
A.A. (1985) Morgan Community College

KOOSHIAN, LORA (1993) Administrative Assistant, Student Services

LONG, CONNIE (1991) Vocational Guidance and Placement Counselor

B.M.E. (1976) Central Missouri State University
M.S.E. (1982) Central Missouri State University

MENDOZA, ELENA (1991) Day Care Nursery Aide, Adult Basic Education

MESE, CONNIE (1993) Administrative Assistant, Student Services

A.A. (1994) Morgan Community College

PENN, SHIRLEY (1993) Coordinator, Workplace Literacy

B.A. (1969) University of Northern Colorado
M.A. (1992) University of Northern Colorado

POUNDS, ZEDA (1991) Clerical Assistant, Adult Basic Education

PREEDY, CHUCK (1992) Admissions Counselor, Truck Driver Training

RHOADES, VALERIE (1989) Off-campus Coordinator, Burlington

A.A.S. (1976) Northeastern Junior College
B.A. (1982) Colorado State University

ROBINSON, ED (1992) Telecommunication Specialist
A.A.S. (1990) Electronics

SCHMEECKLE, SANDRA (1977) Director of Auxiliary Services

A.A. (1964) Colorado Women's College
B.A. (1966) Colorado Women's College

SEWALD, DENNIS (1994) Adult Basic Education Interim Director

B.A. Metropolitan State College

SMITH, SUSAN (1987) Director of Finance

A.A. (1990) Morgan Community College
B.S. (1993) Regis University

SNYDER, BRUCE (1991) Associate Dean of the College for Extended Studies

A.A. (1960) Nebraska Western Community College
B.S. (1962) Colorado State University
M.S. (1968) Chadron State College, Nebraska
ED.D. (1971) University of Northern Colorado

SOEHNER, RHONDA (1991) Off-Campus Coordinator, Wray

A.A. (1990) Morgan Community College

SWEARENGIN, PAUL (1992) Dean of Administrative Services

B.S. (1978) University of Northern Colorado

TORREZ, HELEN (1994) Custodian

TRUJILLO, ROXANNE (1993) Accounting Technician I

**WIENER, MELODY (1993) Administrative Assistant,
Financial Aid**