2019/2020

CATALOG

ACC
ARAPAHOE COMMUNITY COLLEGE

MOVE MOUNTAINS

Table of Contents

About ACC

Message from the President

Our Mission - Your Success

Welcome to Arapahoe Community College and congratulations on selecting ACC to pursue your educational goals. For more than 50 years, ACC has helped students just like you achieve personal and professional aspirations. We look forward to being a part of your journey toward success!

At ACC, we are proud to offer a wide variety of innovative opportunities, including more than 100 degree and certificate programs. Whether you attend ACC to pursue a new career, upgrade your skills or plan to transfer to a four-year institution, our educational offerings and services are the first steps to providing you the skills and knowledge you need to achieve your goals. With nationally recognized faculty, small class sizes and cutting-edge technology, we are confident the education you receive at ACC is among the best you will find in Colorado.

ACC is the communities' college. That's why in addition to traditional college programs we offer many opportunities for lifelong learners, including continuing education for practicing professionals, customized training for industry needs, programs for seniors, and fundamental programs to help students prepare for college coursework. With convenient course times and campuses in Littleton, Parker and Castle Rock, as well as a robust online offering of programs and courses, you're sure to find classes that will best fit your schedule and lifestyle.

In this catalog is everything you need to get started at ACC.

I am pleased to welcome you to the ACC family and wish you every success. We're glad you're here!

With warmest regards,
Diana M. Doyle, Ph.D.
President

The History of Arapahoe Community College

1964 - A group of Littleton residents research the need for a junior college and present their findings to local school districts. With help from community and business leaders, school officials and citizens, Littleton residents vote to establish a college.

1965 - Arapahoe Junior College is founded on May 4, 1965.

1966 - Arapahoe Junior College opens and welcomes its first 550 students.

1970 - The College joins the Colorado Community College and Occupational Education System and is renamed Arapahoe Community College (ACC).

1970 - The College becomes accredited by the North Central Association of Colleges and Schools

1974 - The Main Building on the Littleton campus is completed.

1977 - An Annex to the Main Building is added.

1979 - The Colorado Gallery of the Arts opens.

1989 - The College acquires and opens the West Alamo Center in downtown Littleton near the main campus; the acquisition is renamed the ACC Art and Design Center.

2000 - ACC expands into Douglas County with the opening of the University Center at Chaparral (UCC) in Parker.

2001 - ACC completes a $13 million renovation of the Main Building on the Littleton Campus to house the Weber Center for Learning Resources (the library) and additional classrooms.

2006 - The College's reaffirmation of accreditation is received by The Higher Learning Commission

2011 - The University Center at Chaparral (UCC) is renamed the Arapahoe Community College **Parker Campus**.

2011 - The College expands again with the opening of the Arapahoe Community College **Castle Rock Campus**. The new campus offers credit and noncredit classes plus Workforce Training programs and facility rentals.

2017 - The College's reaffirmation of accreditation is received by The Higher Learning Commission

2019 - The Arapahoe Community College **Sturm Collaboration Campus at Castle Rock** opens

Our Door is Always Open

Arapahoe Community College is an open-door admissions institution. If you have a high school diploma, General Education Development (GED) certificate, or are not in high school and 17 years of age or older, you may be admitted. Please remember that admission does not guarantee enrollment in any specific programs and courses. You may be required to meet prerequisites designed to help you successfully complete a course of study. Admission may be denied in accordance with the State Board for Community Colleges and Occupational Education Board Policy BP 4-10.

Vision Statement
To be the leader in Community College education in the State of Colorado.

Mission Statement
To provide innovative and responsive educational and economic opportunities in an accessible, inclusive environment that promotes success for students, employees and the community.

Values Statement
Life-Long Learning — We uphold the highest academic standards and support the growth and success of each individual.

Integrity — We encourage the free exchange of ideas in an open environment that embraces honesty, respect and personal responsibility.

Community — We foster trusting relationships and respectful communication through collaboration with our students, employees and community partners.

Inclusion — We honor an open dialogue in a safe environment that respects and embraces individual differences.

ACC Institutional Student Learning Outcomes
Preparing learners for life success is an important commitment at Arapahoe Community College. These learning outcomes address the knowledge, skills and values that are fundamental to the personal and professional growth of our students, employees and community.

Communication — Construct, deliver, and engage in effective, knowledgeable communication for a variety of audiences and purposes.

Information Management — Identify, retrieve and synthesize information in order to think critically, reason creatively and make informed judgments.

Personal Development — Identify and continually develop one's aptitudes and abilities in pursuit of goals.

Responsibility and Accountability — Employ personal and social accountability, recognize ethical issues, practice ethical behavior, and balance personal freedom with the interest of the community.

Quantitative Reasoning — Retrieve, interpret and evaluate information and numerical concepts to determine trends, make predictions, and develop informed opinions.

Cultural Awareness — Identify, distinguish, or express a diversity of aesthetic, cultural, and historical perspectives.

Diversity Statement

We respect, understand, and embrace the differences and similarities among our students, staff, faculty and the community we proudly serve. As a community, ACC encourages the richness of diversity and values the dignity of all persons. We strive to foster an equal and positive learning environment that reflects the diverse nature of the people of Colorado and the nation.
August 22, 2012

Accreditation

Institutional Accreditation

Arapahoe Community College is accredited by The Higher Learning Commission and a member of the North Central Association of Colleges and Schools. The Commission can be reached at 312.263.0456. Web address: www.ncahigherlearningcommission.org.

ACC Program Accreditations

The following programs hold accreditation and / or approval as listed:

- **Automotive Service Technology,** ASE Education Foundation
- **Certified Nursing Assistant,** Colorado State Board of Nursing
- **Early Childhood Education,** National Association for the Education of Young Children (NAEYC)
- **Emergency Medical Technician,** Colorado State Department of Health, Emergency Medical Services Division
- **Health Information Technology,** American Health Information Management Association
- **Interior Design,** National Kitchen and Bath Association (NKBA)
- **Law Enforcement Academy,** Colorado P.O.S.T. (Peace Officer Standard and Training Board)
- **Paralegal,** American Bar Association
- **Medical Laboratory Technology,** National Accrediting Agency for Clinical Laboratory Sciences
- **Mortuary Science,** American Board of Funeral Service Education
- **Nursing (Registered),** The Accreditation Commission for Education in Nursing, Inc. and The Colorado State Board of Nursing
- **Pharmacy Technician,** American Society of Health-Systems Pharmacists (ASHP)
- **Physical Therapist Assistant,** Commission on Accreditation in Physical Therapy Education

Addresses and phone numbers for these accrediting agencies are listed within the description of each specific degree or certificate.

Academic Calendar 2019-2020

SUMMER SEMESTER 2019 (5.28.19 – 8.5.19)
3.26.19 – 5.19.19 Summer registration for all students
5.25.19 – 5.27.19 Memorial Day Holiday – **College Closed**
5.28.19 MAYMESTER & SUMMER 10-WEEK CLASSES BEGIN
6.9.19 MAYMESTER ENDS
6.10.19 SUMMER 8-WEEK CLASSES BEGIN
6.14.19 (12p) Grading Deadline – Maymester classes
6.30.19 Summer Graduation Application Deadline
7.4.19 Independence Day – **College Closed**
8.4.19 SUMMER 8-WEEK CLASSES END
8.5.19 SUMMER 10-WEEK CLASSES END
8.8.19 (12p) Grading Deadline – Summer 10-week and 8-week classes
Maymester classes that meet on Monday will have to schedule extra time during the term due to the Memorial Day holiday.
*Classes that meet on Thursdays will have to schedule extra time during the term due to the July 4th holiday (**excluding Maymester classes**).*

FALL SEMESTER 2019 (8.19.19 – 12.10.19)
3.26.19 – 8.11.19 Fall registration for all students
8.19.19 FALL SEMESTER BEGINS
9.2.19 Labor Day Holiday – College closed
10.8.19 Fall Professional Development Day; Classes not in session *(limited services)*
10.31.19 Fall Graduation Application Deadline
11.25.19 – 12.1.19 Fall Break – Classes not in session
11.28.19 Thanksgiving – College closed
12.10.19 FALL SEMESTER ENDS
12.13.19 (12p) Grading Deadline
12.25.19 – 1.1.20 Winter Break – College closed
Classes that meet on Saturdays will have to schedule extra time during the term due to the Labor Day holiday.

SPRING SEMESTER 2020 (1.21.20 – 5.12.20)
11.5.19 – 1.12.20 Spring registration for all students
1.21.20 SPRING SEMESTER BEGINS
3.15.20 Spring Graduation Application Deadline
3.16.20 – 3.22.20 Spring Break; Classes not in session
4.7.20 Spring Professional Development Day; Classes not in session *(limited services)*

5.12.20 SPRING SEMESTER ENDS
5.13.20 Annual Commencement Ceremony
5.15.20 (12p) Grading Deadline

The college is open and classes are in session on Columbus Day, Veteran's Day, and President's Day.
Students must be registered for a course prior to the course start date. Deadlines to add a course are available on the ACC website.
Deadlines to drop or withdraw from a course are on the student's course schedule: myACC / Student Tab / Registration Tools / Detailed Student Schedule (with Drop-Withdrawal Dates).

Getting Started

Registration Checklist

1. Apply for Admission

Complete the ACC Application for Admission:
Online: www.arapahoe.edu\apply
In person: Welcome Center (Littleton Campus), or the front desk at the Parker or Castle Rock campuses
If any of the following categories apply to you, you will also need to include the documents indicated. No additional information is needed for high school graduates, GED holders or high school non-graduates who are 17* years of age or older.
A valid email address is required to apply for admission. You will be notified at that same email address of your acceptance and residency status after you have completed the application. Applications for admission are typically processed within three business days.
Transfer Students: If you wish to transfer credits toward a degree, your official transfer transcript must be sent directly from the transfer institution to Admissions and Records, Arapahoe Community College, P.O. Box 9002, Littleton CO 80160-9002. Hand-delivered transcripts will not be accepted as official for transfer credit evaluation purposes.
International Students: You must provide completed International Student Application Form; proof of high school graduation from an accredited high school or GED; completed International Student Affidavit of Financial Support; and proof of English proficiency. A complete packet of information on international student admission is available from ACC's International Student Advisor at 303.797.5904 and on the website at www.arapahoe.edu/international.
High School Students: Several options exist for you to earn college credits while you are still in high school.

Please contact the Student Recruitment and Outreach Office at 303.797.5637 to discuss options.

2. Apply for the College Opportunity Fund (COF)

Students classified as residents receive the most discounted tuition rate by applying for, and authorizing, the COF stipend. For more information about COF, please access the ACC website at arapahoe.edu/tuition-and-financial-aid/college-opportunity-fund-cof, or email admissions@arapahoe.edu.

3. Apply for Financial Aid

Apply for Financial Aid by completing a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov. If you have questions about the FAFSA, contact the Financial Aid office at FinAid@arapahoe.edu, or 303.797.5661.

4. Activate Your Student E-mail

All ACC students enrolled in academic courses are assigned a student e-mail address and ACC communicates with students via e-mail only through this school-issued e-mail address. Activate your student email account by logging into **myACC** and following the instructions in your acceptance letter.

5. Complete Assessment

Take the assessment test in the Testing Center (Room M2210); call 303.797.5993 for hours of operation. If you are a first-time college student, are planning to enroll in college-level English or math, or you are a recent high school graduate, you must complete assessment in English and math unless you meet exemption criteria (see Student Resources & Services - Assessment section of this Catalog for a list of exemption criteria). To receive an exemption, you must present documentation to an Advisor, Testing Center staff or Admissions & Records.
The no-fail, un-timed college placement test assesses your readiness for college-level coursework by measuring skills in reading, English and math. It is required by the Colorado Community College System. Results of the assessment are used in developing a plan for academic success at the College and for initial course selection.
You must present a photo ID when taking the test. There is a charge to take the college placement test. Results are available immediately.
Assessment test accommodations are provided to qualified students with disabilities by contacting Student Access Services (Room M2710 - Main building at the

Littleton campus), 303.797.5937, v/tty users should call Relay Colorado at 711.

An appointment is necessary to take the assessment test at the Parker and Castle Rock campuses. While an appointment is strongly encouraged at the Littleton campus as well, some walk-in testing is available.

To schedule an appointment to take the college placement test, please contact the campus nearest you:

- Parker Campus 303.734.4822
- Castle Rock Campus 303.660.3160
- Littleton Campus 303.797.5993

6. Attend New Student Orientation

All students new to college must attend a mandatory New Student Orientation. Sign-up to attend a New Student Orientation session at www.arapahoe.edu/orientation.

Students who have previously attended college (either at ACC or at another institution) since finishing high school are also invited to attend an New Student Orientation, but are not required to do so.

7. Review the ACC Catalog and Student Handbook

Program requirements and important policy information is detailed in the ACC Catalog. Additionally, information about grievances, student discipline, the student code of conduct, and clubs / groups is provided in the Student Handbook. Both documents are available online at:
Online Catalog: www.arapahoe.edu/departments-and-programs/schedules/catalogs
Online Student Handbook:
http://www.arapahoe.edu/campus-life/student-handbook

8. Meet Your Academic Advisor

Your Academic Advisor will assist you with academic planning, course selection, registration, and career planning. Call the Advising Office at 303.797.5664 to schedule an advising appointment at the Littleton Campus, call 303.734.4822 to schedule an advising appointment at the Parker Campus, or call 303.660.3160 to schedule an advising appointment at the Castle Rock Campus.

9. Register for Classes

Search and register for courses online through myACC (www.arapahoe.edu/myACC). It is recommended that you meet with an Academic Advisor prior to registration.

10. Connect with Student Access Services

Visit Room M2710 or call 711 v/tty to request academic accommodations and for specialized consultation if needed. Appropriate documentation is required for accommodations.

11. Pay Your Tuition

Pay for your classes with a credit card online via **myACC** or with cash, check or credit card at the Cashier's window (Room M2300 - Main building at the Littleton Campus) by the deadline for each semester. Payment deadlines and payment plan options are provided on the ACC website at www.arapahoe.edu/paymentplan.

12. Get Your Parking Pass and Student Photo ID

Parking Permits may be purchased online through myACC (www.arapahoe.edu/myacc) or in person at the Cashier's Office (Littleton Campus - Main Building). Once purchased, the parking permit may be picked up at the Campus Police office (Littleton Campus - Main Building). Student Photo ID's may be obtained at Admissions & Records (Littleton Campus - Main Building), or at the front desk of the Parker and Castle Rock campuses.

13. Buy or Rent your Books

Print a copy of your class schedule online via **myACC** (www.arapahoe.edu/myacc). Take your class schedule to the Bookstore (Littleton Campus - Main Building), to purchase your books, or purchase online at www.arapahoe.edu/bookstore.

Options for High School Students

Concurrent Enrollment is a program where ACC partners with school districts to offer college classes to high school students. Concurrent enrollment courses may be offered at the high school during the school day, or students may take classes at an ACC campus. Interested students should check with their high school to learn which options are available to them. High school, home schooled and underage (under 17) students not participating in the Concurrent Enrollment program may also take ACC classes. Contact the Student Recruitment and Outreach Office 303.797.5637 (Littleton Campus - Main Building) for more information about these options.

Residency

Residency requirements are determined by the Colorado Tuition Classification Law [CRS 23-7-101 et seq. 1973, as amended]. Non-resident tuition represents the cost of your education at public institutions. When a student is classified as a Colorado resident for tuition purposes, the difference between the non-resident and resident tuition is

paid by taxpayers of the State of Colorado. Therefore, tuition classification, as mandated by state statute, is adhered to rigorously at Arapahoe Community College. We classify you as a resident or non-resident student according to the information provided on your Application for Admission. Contact the Admission and Records Office (Littleton Campus - Main Building) for information about required documentation for your residency status. If you are classified as a nonresident, and feel you meet the requirements for Colorado residency, you may appeal your classification. Submit a "Petition for In-State Tuition Classification," along with the required documentation to the Admissions Manager by the deadline date (30 days from the start of the term) for the semester in which you are seeking a classification change. Contact the Admissions and Records Office for further information at 303.797.5621 or email admissions@arapahoe.edu.

Who Qualifies for Resident Status

To qualify for resident tuition, you (or your parents or legal guardian if you are under 23 years old and not emancipated) must have been domiciled in Colorado for at least one year prior to the **first day of the semester that you seek residency**. Domicile for tuition purposes is determined by two factors:

1. Your ability to show a permanent place of residence in Colorado, and
2. Your ability to demonstrate your intent to remain in Colorado.

You can prove your intent by providing evidence of:

- Paying Colorado income taxes
- Being permanently employed in Colorado
- Owning residential Colorado real estate
- Holding a Colorado driver's license or vehicle registration
- Registering to vote

Honorably Discharged Veterans may be eligible for residency. You can submit a copy of your DD-214 to the Admissions and Records Office (Littleton Campus - Main Building) for review.

Resident Status for Active Duty Military

Non-resident active duty military personnel and their dependents may qualify for resident tuition by providing the following documents within 30 days of the start of the semester in which you are enrolling:

- Certification from your base personnel office that you are on active duty with a permanent duty station in Colorado

- A photocopy of your military or dependent ID card U.S. Military Service members of TDY (Temporary Duty) orders to Colorado and their dependents qualify for in-state tuition (but not COF) by providing the following documents within 30 days of the start of each semester in which they are enrolling:
- Documentation of assignment or orders and copy of sponsor's and student's Military ID are required Colorado National Guard members and their dependents qualify for in-state tuition (but not COF) by providing the following documents within 30 days of the start of each semester in which they are enrolling:
- National Guard Certification form and copy of sponsor's and student's Military ID are required.

Please re-submit your documentation for each semester that you wish to be classified as a resident. You can submit the above forms to Admissions & Records (Littleton Campus - Main Building) or admissions@arapahoe.edu.

Western Undergraduate Exchange (WUE)

WUE is a program of the Western Interstate Commission for Higher Education (WICHE). Through WUE, students in most western states may enroll in many two-year and four-year college programs at a reduced tuition level. WUE's tuition is considerably less than non-resident tuition.

To be eligible for WUE, a student must be, and remain, a resident of one of the participating states / U.S. Territories: Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming, or Commonwealth of the Northern Marianas Islands. If you have moved to Colorado in the last 12 months with the intention to attend ACC and plan to return to your home state after your education is completed, you may be eligible for the WUE program. No semesters in which a student is classified as WUE may be counted towards the 12 month domicile requirement to establish Colorado residency. Please be aware that online courses are not eligible for the WUE program.

To qualify, a WUE application form must be submitted no later than 30 days from the beginning of each term in which you are enrolling. The WUE Application form is available online at www.arapahoe.edu/forms. Submit the completed form by the deadline to Admissions & Records (Littleton Campus - Main Building) or admissions@arapahoe.edu.

Information on WUE is available at wue.wiche.edu. Questions may also be emailed to info-sep@wiche.edu or

sent to Student Exchange Programs, Western Interstate Commission for Higher Education, PO Box 9752, Boulder, CO 80301-9752.

Paying For College

Tuition & Fees

Tuition, fees and charges are mandatory and support essential activities and services, student organizations and special events. Tuition is based on credit load and residency status. **Tuition, fees and charges are subject to change without notice.** Students with unpaid debts to ACC, any of its auxiliary enterprises, or any Colorado Community College System institution, will not be allowed to register until debts are paid. For detailed tuition and fee rates, please view online at www.arapahoe.edu/tuition-and-financial-aid/tuition-and-fees.

COF Stipend

College Opportunity Fund (COF) Stipend

In 2004, the Colorado Legislature established the Colorado Opportunity Fund (COF). Under this new law, the State gives money for a subsidy to students by sending it to the institution the student designates. This money, known as COF, is applied to a resident student's tuition if the student applies for and authorizes the use of the stipend. ACC will receive the money and it will appear as a credit on your tuition bill. Students who do not apply for and / or authorize the payment of the stipend to ACC by the appropriate deadline will be responsible for paying the COF portion of their tuition bill. Students who chose not to utilize their COF Stipend must decline the use of the stipend by a particular deadline each semester. Please contact the ACC COF Administrator (records@arapahoe.edu) for additional information.

Payment Options

Do not wait for a bill. Unless your account is paid in full, or you have a deferred payment plan in place by the semester payment deadline (published in the semester schedule), you may be dropped from your classes for an outstanding balance. Consult the Schedule of Classes for payment option details. Access **myACC** for a list of the semester payment deadlines. ACC may drop students from classes who have an outstanding balance.

Refund, Drop and Withdrawal Policy

Our refund policy is enforced for several reasons. When you enroll in a class, you reserve a space that is no longer available to others. At the same time, the state commits to paying a portion of the costs of offering you that course. Even if you officially withdraw, the state loses its investment in that space – while ACC loses the other percentage of expenses that your tuition and fees cover. Ultimately it is the student's responsibility to ensure accuracy of their class schedule.

Dropping a Course

If a student drops a course by the course census (add/drop) date, they will receive a full refund of tuition and fees for that dropped course and the course will no longer appear on the student's academic record. Students may access their Detailed Student Schedule via myACC to view the census (add/drop) deadline for their course(s).
Students can drop online via
myACC (www.arapahoe.edu/myacc) prior to the census (add/drop) date of the course(s). A course may not be dropped after the census (add / drop) date of the course and no refunds are granted after the census date of the course.

Drop for Non-Attendance

Students are expected to attend all classes. Students who do not attend between the first day of the course and the course Census (add / drop) date and who are identified as a "No show" by their Instructor, will be dropped. Being dropped as a no-show student can have significant negative consequences for students using financial aid and / or veterans' benefits. If a student is identified as a no-show student and dropped from a course, they will not be re-registered in that same section.
Attendance in an online course is defined as accessing the course and completing at least one academic activity. What constitutes an academic activity may vary from course to course based on the uniqueness of each course. Instructors will inform students of their individual attendance policies. If a student misses too many sessions you may be advised to withdraw from a course.

Withdrawing from a Course

Students may withdraw from a course after the Census Date and prior to the Withdrawal Deadline (which occurs at 80 percent of the course term); students may withdraw online by accessing **myACC** (www.arapahoe.edu/myacc). Students may view the withdrawal deadline for their course(s) by accessing their Detailed Schedule available via myACC.
Once withdrawn from a course, the student may not be re-registered back into the same section of that course during that semester. The class will still appear on the

student's transcript along with a "W" grade. However, a "W" will not affect the student's credit or cumulative grade point average (GPA). Students who do not officially withdraw by the deadline date will be graded by the Instructor. **A "W" cannot be submitted by a faculty member as a final grade.** The College may initiate withdrawal in some instances. If a student withdraws from a course and has an unpaid balance, the student remains obligated to pay the outstanding balance. Unpaid balances are sent to collections and a collection fee is assessed.

Tuition Credit Appeal Due to Extenuating Circumstance

The College gives students the opportunity to submit an Appeal for Tuition Credit if there is an unforeseeable or extraordinary circumstance that prevents the student from dropping a course by the census (drop) deadline. For more information, please download and complete the Appeal for Tuition Credit form, available at www.arapahoe.edu/forms, or contact the Dean of Students Office, located within the Student Engagement Center (Littleton Campus, Main Building, Room M2720).

Administrative Withdrawal Petition

The College gives students the opportunity to submit an Administrative Withdrawal Petition if there is an unforeseeable or extraordinary circumstance that prevents the student from withdrawing from the course by the withdrawal deadline. Administrative Withdrawal Petition decisions (approval / denial) are final. For more information, please download and complete the Administrative Withdrawal Petition form, available at www.arapahoe.edu/forms, or contact the Records & Enrollment Services Office.

Financial Aid & Veterans Programs

ACC offers VA, financial aid grants, scholarships, student loans, work-study programs and other opportunities to assist you with the cost of your college education. In most cases, you can receive financial assistance for tuition and fees, books and supplies and miscellaneous expenses.

Applying for Financial Aid

To apply, you must be a U.S. citizen or eligible non-citizen and not be in default on any federal student loans or owe a repayment on a federal grant. Apply online for the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. The ACC FAFSA School Code is **001346**. For assistance with completing the FAFSA, ACC offers weekly FAFSA labs. For more information, or to register

for assistance, please contact the Financial Aid Office at 303.797.5661.

If your file is selected by the Department of Education for verification, you may be required to provide the following additional information or documents before we can award financial aid:

- Your (and your parents') Tax Return Transcript
- Additional Income and Asset Information (TANF, SSI, Business Income, etc.)
- Verification Worksheets
- Other information as requested

The financial aid year begins with the fall semester each year and the financial aid priority application date is March 1 for each new aid year. Students who apply (successfully complete their FAFSA and have it submitted to ACC) and have a completed financial aid file by this date will receive first priority in awarding all types of grants.

Veteran Educational Assistance Programs

Veteran Services is located in the Veteran Services Center (Littleton Campus, Main Building, Room M1605). ACC has been approved for most education and training programs by the Colorado State Approving Agency, including:

- Post 9/11 GI Bill® (Chapter 33)
- The GI Bill® (Chapter 30)
- National Guard/Reserve GI Bill® (Chapter 1606/1607)
- Dependents' Benefits for Deceased or Disabled Veterans (Chapter 35)
- Vocational Rehabilitation (Chapter 31)

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government web site at https://www.benefits.va.gov/gibill/.

To Apply for Veteran Education Benefits:

Visit the VA Web site http://www.benefits.va.gov/gibill/ to apply. In general, you will need the following before your benefits can be determined and awarded:

- Copy of your DD214
- NOBE- Notice of Basic Eligibility for National Guard or Reserve
- Form 22/1990 for New Veterans Obtaining Benefits
- Form 22/1995 for Veterans Continuing their Benefits
- Form 22/5490 for New Dependent benefit recipients

11

- Form 22/5495 for Continuing Dependent benefit recipients

You must be prepared to pay your own tuition, fees, books and supplies while the VA processes your certification/application. Contact the ACC Veterans Certifying Official at 303.797.5934 for more information. The following provides additional information about loans, federal and state grants, scholarships and work-study programs available. Please review all processes and procedures online at www.arapahoe.edu/paying-college/financial-aid.

Student Rights - You have the right to:

1. Know what financial assistance is available from ACC, including information on federal, state, and other financial aid programs.
2. Know the deadlines for submitting applications for each of the financial aid programs available.
3. Know the cost of attending ACC, the refund policy and the repayment policy.
4. Know the criteria used by ACC to select financial aid recipients.
5. Know how the College determines financial need. This process includes how costs for tuition, room and board, books and supplies, travel, and miscellaneous expenses are considered in establishing your budget.
6. Know what resources (such as parental contribution, scholarships, financial aid, income and assets, and other resources) are considered in the calculation of your need.
7. Know what portion of your financial need, as computed by ACC, has been met.
8. Request an explanation of the various programs included in your financial aid package, and to appeal for a review of your award if income or household information has changed.
9. Know what portion of your financial aid package is a loan that must be repaid. If your award package does contain a loan, you have the right to know the interest rate, the total amount that must be repaid, repayment procedure, length of time you have to repay the loan and when payments are scheduled to begin.
10. Know what portion of your financial aid package is from part-time student employment, the conditions of employment, and how and when you will be paid.

11. Know how the College determines whether you are making satisfactory progress in your course of study and what happens to your financial assistance if you do not make satisfactory academic progress.

Student Responsibilities - you have the responsibility to:

1. Keep your physical address updated at all times.
2. Complete all application materials on time and submit them to the appropriate agency or office.
3. Activate your college assigned email account and monitor it at least once a week. This is critical to receive important information regarding awards or missing documentation.
4. Monitor financial aid requirements in **myACC** (Student Finance tab / Financial Aid Requirements channel)
5. Agree to the financial aid Terms and Conditions via myACC (Student Finance tab / Financial Aid Awards channel / Financial Aid Awards link) prior to accepting any financial aid awards.
6. Pay special attention to and accurately complete your application for financial aid. Errors can result in long delays in your consideration for financial assistance and may result in your inability to receive assistance due to the lack of funds. Intentional misreporting of information on applications for federal financial aid funds is a violation of the law and is considered a criminal offense subject to penalties under the U.S. Criminal Code.
7. Promptly return all additional information, documentation, verification, and/or corrections requested by the Financial Aid Office.
8. Read and understand all documents you are asked to sign, and keep copies for your personal records. The Financial Aid Office at ACC should not be used as a holder for a student's permanent records.
9. Read and accept full responsibility for all agreements you sign.
10. Notify your student loan lender(s) of changes in your name, address, and/or student status if you have a loan or loans.
11. Perform the work you have agreed to in accepting a College Student Employment award.
12. Know and comply with the refund/repayment policies and procedures of ACC.
13. Understand the conditions under which each element of your financial aid package is offered

and comply with the criteria for retention of your financial aid awards.

14. Financial aid will only pay for classes that are included in your degree plan. For questions about classes that are aid eligible please contact Academic Advising.
15. Notify the Financial Aid Office if you receive assistance of any kind, from any source, that was not reported on your application for financial aid. Any such additional sources of assistance may cause your aid package to be reduced or canceled. This includes but is not limited to:

- Private scholarships/Foundation scholarships/grants
- Bureau of Indian Affairs (BIA) Awards
- Work Force Center Assistance
- Vocational Rehabilitation (Voc Rehab)

16. Report financial aid received, with the exception of loans, to the Internal Revenue Service (IRS) as income if the aid received is greater than the tuition and fees charged plus the amount paid for books and supplies. Students are strongly encouraged to contact the IRS for specific details. Students are advised to keep records of tuition and fee charges, books, supplies, etc., for all semesters that you attended during a calendar year.
17. Classes taken by audit or portfolio do not qualify as financial aid hours attempted and will be considered as non-completion of a course.
18. A drug related conviction while receiving federal financial aid will disqualify you for aid for one year or more.
19. To review ACC's website regarding crime statistics at http://www.arapahoe.edu/student-resources/campus-safety

Contact the Financial Aid Office for more information: 303.797.5661.

Grants

Federal Pell Grants

The Federal Pell Grant is a need-based grant funded by the federal government. Eligible students must meet and maintain all the following requirements:

- Complete the FAFSA at www.fafsa.gov
- Have a demonstrated financial need which is determined by your FAFSA results.
- Must not exceed six year's worth of Pell Grant funding. This includes previous coursework at other institutions, as well as ACC.

- Be an undergraduate student working on a first degree
- Be enrolled as a degree-seeking student
- Meet Satisfactory Academic Progress (SAP)
- The award amount will depend on the number of credit hours enrolled during that semester

Colorado Student Grant

The Colorado State Grant (CSG) is a need-based grant that is funded by the State of Colorado. Eligible students must meet and maintain all the following requirements:

- Complete the FAFSA at www.fafsa.gov.
- Be enrolled in an undergraduate degree-seeking program
- Be enrolled in at least half time (6 credit hours), and meet Satisfactory Academic Progress (SAP) for all 6 credit hours
- Have a demonstrated financial need which is determined by FAFSA results
- Meet the March 1 priority deadline.
- Be a Colorado resident.

Federal Supplemental Education Opportunity Grant (FSEOG)

A Federal Supplemental Educational Opportunity Grant (FSEOG) is a grant for undergraduate students with exceptional financial need. To be considered a FSEOG award, a student must meet the following minimum eligibility requirements:

- Complete the FAFSA at www.fafsa.gov
- Have a demonstrated financial need which is determined by FAFSA results
- Must be PELL eligible with the lowest Expected Family Contributions (EFCs) which is determined by FAFSA results
- Be an undergraduate student working on a first degree
- Be enrolled as a degree-seeking student
- Be enrolled in at least half time (6 credit hours), and meet Satisfactory Academic Progress (SAP) for all 6 credit hours
- Meet the March 1 priority deadline

Loans - William D. Ford Federal Direct Loan Program

Federal Direct Loan

This loan is offered as either subsidized or unsubsidized. The amount of the loan that a student is eligible for is based on year in college, program length, need, dependency status, etc. Students who can demonstrate

financial need through the FAFSA are eligible to get a subsidized Federal Direct Loan. Loans that are subsidized do not accrue interest as long as the borrower remains enrolled in at least six (6) or more credit hours. Repayment begins six (6) months after the student is no longer enrolled in six (6) or more credit hours. Students who cannot demonstrate financial need for the maximum loan each year may be eligible to receive an unsubsidized Federal Direct Loan. The student is required to pay the interest on this loan from the time the loan is disbursed by the lender. Federal Direct Loans are provided through the US Department of Education Direct Loan Program. They are guaranteed and insured by the Federal Government.

Federal Direct Parent Loan for Undergraduate Students (PLUS)

Parents of dependent students may qualify for this loan program. If a financial aid award offer is not sufficient for a dependent student's needs, a PLUS loan can be taken by parents for the benefit of their student. This loan requires that parents complete a credit check and assume responsibility to repay the loan. If the parents are denied this loan, check with the Financial Aid office for further options. Repayment of PLUS loans begins sixty days from the second disbursement of the loan.

Work Study

Work-Study is a financial aid award that allows students to work part-time on campus at ACC. Preference is given to students who meet the March 1 priority deadline, and indicate their desire to work on the FAFSA. Students must be enrolled in a minimum of six (6) credit hours and can work no more than 20 hours per week.

Return of Title IV Funds

The federal regulation requires a return of Title IV funds if a student received federal financial assistance and withdrew or ceased attendance for any reason on or before completing 60% of the enrollment period. The percentage of Title IV aid to be returned is equal to the number of calendar days remaining in the enrollment period divided by the number of calendar days in the enrollment period. Scheduled breaks of more than five consecutive days are excluded from the total number of calendar days.

The office of financial aid is required to calculate how much federal financial aid a student has earned if that student:

- Completely withdraws, or
- Stops attending before completing the semester, or

- Does not complete all modules (courses which do not span the entire length of the payment period)

*For students enrolled in modules: A student is not considered as withdrawn if the office financial aid obtains a written confirmation at the time of the withdrawal that he or she will attend a module that begins later in the same enrollment period. The newly added courses will also count as a positive confirmation of future attendance if the student registered for the course or courses at the time of a withdrawal. Dropping courses in a later module while still attending a current module is also not considered to have withdrawn.

- The official withdrawal date will be either the date the student begins the withdrawal process or the date the student provides official notification of intent to withdraw. The unofficial withdrawal (for a student with failing grade) will be reported by the instructors based on the last date of attendance.

  Percentage of Title IV Aid Earned
  Days Attended / Total Days in the Enrollment Period = % Completed
  Amount of Title IV Aid Earned
  Total Disbursed Aid x % Completed = Earned Aid
  Amount of Title IV Aid to Return
  Total Disbursed Aid - Earned Aid = Amount to be Returned
- If the percentage completed is higher than 60%, the student has earned all the Title IV funds for the period.
- If a student who received financial aid never attends, all disbursed funds will be returned.

Return of Unearned Title IV Aid (34CFR 668.22)

The federal regulations require schools to perform calculations within 30 days from the date the school determines a student's withdrawal and to return the funds within **45 days** of the calculation.

If a student does not pay the balance owed to the institution within 45 days of the date of notification, the balance will be forwarded to the State of Colorado Collections Agency and the student's records will be placed on financial hold. In addition, any grant funds owed to the government will be transferred and reported as an "overpayment" to the U.S. Department of Education.

Aid Programs Subject to the Repayment Calculation will be returned in this Order

- Federal Direct Loans: Unsubsidized and Subsidized
- Federal Parent PLUS Loan

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Other Federal Aid

Student Resources and Services

Accommodations - Disabilities

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, ACC provides students with documented disabilities academic accommodations based on an individual needs assessment. Support services may include:

- Test accommodations
- Readers
- Scribes
- Interpreters and/or amplification devices
- Ergonomic furniture and equipment
- Materials in alternative formats
- Note takers
- Assistive computer equipment
- Class assistants

To request accommodations, contact Student Access Services in Room M2710 of the Main Building at the Littleton Campus, or call 303.797.5937. Students with disabilities are responsible for providing documentation of disability from a qualified professional.

Address Changes

You are expected to keep your address and other contact information updated and current with ACC. You can update your address and other contact information at www.arapahoe.edu by accessing **myACC**.

Advising

Academic advising is a crucial first step if you are beginning a college program. Advisors will help you explore academic goals and select courses based on basic skill assessment tests and programs of study. New and continuing students are encouraged to meet with an Advisor every semester to help clarify goals and stay updated on program changes. The Advising office also offers assistance in:

- Registration
- Selecting courses based on placement test results
- Choosing a program of study or major
- Course sequencing and prerequisite selection
- Add/drop and withdrawal process
- Selecting courses for transfer to a four-year college or university

- Referral information and contacts with agencies prepared to meet specific student needs

Connect with Academic Advising through http://www.arapahoe.edu/student-resources/academic-advising or 303.797.5664. Academic Advisors are available to meet with students at the Littleton campus, Parker campus, and Sturm Collaboration Campus in Castle Rock.

Assessment

Basic Skills

Any student who is a first-time college student, is planning to enroll in college-level English or math, or is a recent high school graduate, must complete assessment in English and math. The purpose of assessment is to provide the student with information useful in selecting courses and planning for success in college.

There are many options for students to be assessed, including a review of recent high school coursework, ACT / SAT scores, or a placement test.

Students are strongly encouraged to schedule an appointment to take the college placement test at the Littleton campus; the Testing Center is located in the Main Building Room M2210. Call the Testing Center at 303.797.5993 for days and hours. Testing is also available at the Parker Campus (303.734.4822) and the Sturm Collaboration Campus in Castle Rock (303.660.3160) please call to make an appointment. Placement test accommodations are provided to qualified students with disabilities. To request accommodations, contact Student Access Services in Room M2710 in the Main Building of the Littleton Campus, or call 303.797.5937; v/tty users should call Relay Colorado at 711.

Some ACC programs require specific minimum assessment scores for admission; please refer to the admission requirements for the specific degree/certificate in this Catalog or at www.arapahoe.edu/departments-and-programs/degrees-and-certificates.

A charge is assessed to take the assessment college placement test; the charge is payable to the ACC Cashier's Office. When the placement test is taken, a student must wait a minimum of 24 hours before they are able to take the placement test a second time.

A charge is assessed for each portion of the college placement test you retake. **If you test below college level in two or more of the assessment test subjects, you will be required to meet with an Advisor before registering and you may be required to enroll in certain courses.** The College provides materials if you want to review skills

before taking the college placement test. The materials are available at on the Testing Center webpage at https://www.arapahoe.edu/student-resources/testing-center/placement-test. Students who have applied to ACC for the current semester may use the Math Lab and Writing Center for additional support for placement testing.

Developmental Studies Courses

Rapid skill development is the goal of developmental studies. If you need to boost your basic skills to succeed in college, sign up for these courses. First-time students are encouraged to take AAA 109 to ensure success in college-level studies.

Research has shown that students who take recommended developmental courses perform better in college. Your academic Advisor can help you determine which course(s) you need based on your placement test scores. If you are required to take developmental courses, you must complete them within your first 30 credit hours at ACC. Developmental Studies courses include:

- AAA 109 - Advanced Academic Achievement
- CCR 092 - College Composition and Reading
- CCR 093 - Studio D
- CCR 094 - Studio 121
- MAT 025 - Algebraic Literacy Lab
- MAT 050 - Quantitative Literacy
- MAT 055 - Algebraic Literacy
- MAT 093 - Algebra Lab

Students functioning below the secondary level on educational achievement or placement tests, or who need longer-term remedial education, should contact the Developmental Studies Department at 303.797.5825, or the Advising Center at 303.797.5664. Most Developmental Studies courses may not be used to satisfy program graduation requirements.

Bookstore

The Bookstore, on the first floor of the Littleton Campus Main building, is the official source for new and used books. You can order books, review our refund and buy-back policies, and access other store information at http://www.efollett.com/. The campus bookstore sells school supplies, bargain books, laptops, software, ACC gifts and apparel, study guides, greeting cards, technology supplies and more.

Campus Police

The Campus Police Department is a full service department that consists of professional police officers and staff

dedicated to working in partnership with the campus community. Services include: taking incident reports, investigating alleged crimes, providing motorist assistance, safety escorts, managing lost and found, first response to emergency situations and victim assistance referrals.

Parking Services

All ACC Littleton campus, Art and Design Center and Parker campus lots require an ACC permit. Parking is on a first-come, first-served basis. The Art and Design Center requires a Lot J permit, which is ONLY available to students registered for classes at the Center.
Parking permits can be purchased at the Cashier's Office, located in the Main Building of the Littleton Campus, or online. Once purchased, parking permits are issued at the Campus Police office, located at the Littleton Campus, Main Building, Room M2630. The cost for a parking permit is $25 for a one semester permit or $40 for an annual permit. You may also purchase your parking permit at the Parker Campus and Sturm Collaboration Campus in Castle Rock. Students must be registered for classes for the current or future semester.

Security Phones

Littleton campus classrooms have in-house security phones. The Campus Police Department can be reached by calling ext. 5911. If no immediate answer, call 9-911. Classrooms at the Parker campus and the Sturm Collaboration Campus in Castle Rock have in-house security phones. These phones are in-house and 911 only. For 911 these must be dialed as 9-911
Code Blue emergency phones are located in each parking lot at ACC's Littleton campus, Parker campus, and the Art and Design Center.

Cancelled Classes

If a class is canceled, staff will make every effort to notify you before you arrive at class. In addition, notices will be posted near the classroom. If there is no posted notice and your Instructor does not appear, check with the school office (Room A2000).

Insufficient Enrollment

The Vice President for Instruction may cancel any course with insufficient enrollment. Every effort is made by staff to contact students affected by these cancelations. In addition, notices of classes canceled for insufficient enrollment are posted on the classroom door.

Career & Transfer Center

The Career and Transfer Center is here to help students develop their career and academic plan and transition from ACC to continuing education or the workplace. Services include career exploration and decision-making, job search and employment services, and transfer information.

Career Exploration and Planning

Undecided about a major or career? Career exploration can help students make one of the more important decisions in their life. Career assessments are available, both free and for a nominal fee. The Center provides up-to-date information on career decision making and occupational information. Students can develop a career plan to fit their needs and focus their future, based on realistic self-knowledge.

Employment Services Available

- Full-and part-time, temporary and seasonal employment postings
- Resume critique and job search counseling
- On-campus employer recruiting
- Job fairs, job search, resume writing and interview technique seminars

The Center will work with students to answer specific questions about their job search and can provide practice interviews.

Transfer Information

Resources and information are available to assist students with making decisions about their next steps beyond ACC and to pursue transferring to a four-year college or university. The Career and Transfer Center facilitates visits with transfer advisors from several universities and hosts an annual College Transfer Fair.

College Closure

Sign up for the ACC Notification System (via **myACC**) to receive a text message about campus closures, emergencies and important student account information. Television and radio stations and the website (www.arapahoe.edu) will also be alerted to College closures.

Comment Cards

ACC is committed to listening and responding to student compliments, complaints and suggestions. Comment cards are available in each ACC facility. These cards are collected regularly by staff and reviewed by the Executive Team. You can submit a card anonymously or can request a personal response.

Emergency Messages

There is no paging system at ACC, but emergency message delivery will be provided through the Campus Police Department (303.797.5800). We cannot tell callers where a student can be found, but we will make every effort to locate a student with a message about a REAL emergency (family/medical).

Grade Reports

Grades are not mailed. Students may access their grades at www.arapahoe.edu by accessing **myACC**.

Grievance & Appeal Procedures

Stidents taking any Arapahoe Community College courses who have a complaint about their experiences with Arapahoe Community College, have two options:

1. Follow Arapahoe Community College's process for student complaints, or contact the Higher Learning Commission, which is Arapahoe Community College's accrediting agency.
2. Students residing outside of Colorado while attending Arapahoe Community College, in many cases can file a complaint in the state where they are residing. As required by federal regulations, please refer to the list of agencies in each state where complaints can be filed.

Before exercising either of the above options, students should know that most (if not all) external complaint processes require that the student exhaust all avenues of complaint internal to the institution before they will consider a grievance.

Learning Options

In addition to traditional classroom-based courses that are a full semester in length, ACC offers a variety of courses in other formats to help meet the needs of students.

Accelerated Courses

Accelerated courses are shorter than the traditional 15-week full-semester length courses. Accelerated courses accomplish the same course objectives, cover the same content, and meet all of the same contact hours as traditional courses.

Arrangement Courses

Arrangement courses require students to complete projects and class activities with faculty direction.

Hybrid Courses

Hybrid courses have less classroom time than traditional classes and provide additional online activities and online class content. Students may use computers at the Open Computer Lab at ACC's Littleton campus to meet the online requirements of the hybrid class.

Independent Study

Independent study is to meet your individual needs and to foster strong faculty and student connections. This course format allows you to learn and study at your own pace under the guidance an Instructor. If you are interested in an Independent Study course, talk to an Academic Advisor or an Instructor. You must complete a contract when you register that includes the course title, credits, learning objectives and strategies. For more information, contact the Admissions and Records Office at 303.797.5621.

Online Courses

Online courses are regular college-credit courses that are taught online as opposed to in the classroom. Though online courses require due dates and interaction with other students in the class, they offer flexibility to the busy, highly motivated, self-directed student. If you wish to take an online course you must have access to a computer with up-to-date hardware and software, and stable / reliable Internet connectivity. Students may use computers at the Open Computer Lab at ACC's Littleton campus.

Webcast Courses

Webcast courses provide the access convenience of online courses, with the in-person faculty and student interaction of traditional classroom-based courses. Students attend Webcast courses on scheduled days and times, but they attend via the web utilizing software that allows the students and faculty to see and interact with each other.

Library and Learning Commons

The Library and Learning Commons at ACC houses the college library and learning commons. The library contains over 30,000 print books and over one hundred print periodicals in addition to over 150,000 ebooks and thousands of academic journals in digital form. The learning commons provides computers, free wireless internet access, individual and group study spaces, a writing center and a flex lab for faculty to student tutoring.

The library and learning commons are staffed with professional librarians and research professionals to help with student, faculty, staff and community needs. The Weber Center for Learning Resources is open weekdays and Saturdays.

Name Changes

If your name changes for any reason, contact Records & Enrollment Services immediately. Documentation will be required to officially change your legal name at ACC; examples of acceptable documentation are: valid Colorado Driver's License, valid Colorado Identification Card (issued by the Colorado Department of Motor Vehicles), United States Military Card, United States Military Dependent Identification Card, United States Coast Guard Merchant Mariner Card, Native American Tribal Document, United States Passports (except for "limited" passports), or Birth Certificate from any state, the District of Columbia and all United States territories (valid photo ID must accompany birth certificate).

Open Computer Lab

The Open Computer Lab is on the first floor of the Main building at the Littleton campus. ACC students will need a current Student photo ID card. The computers offer Internet access, email and Microsoft software as well as specialized instructional software.

School Email Address

All ACC students are assigned a school email address upon acceptance to the College. You will be notified of the email address in your acceptance letter. You will be able to access your email address via **myACC** at www.arapahoe.edu/myacc.
ACC communicates with students via email only through the school-issued email address and all official college communications and notifications will be to the school-issued email address.

Smoking

Smoking and the sale of tobacco products are prohibited in all campus buildings pursuant to State Executive Order D003690.

Student Class Definition

Your academic year classification is made according to the number of credit hours you have completed. We use the following definitions to determine your classification:

Freshman: A student who has successfully completed fewer than 30 semester credit hours.
Sophomore: A student who has successfully completed 30 - 59 semester credit hours.
Junior: A student who has successfully completed 60 - 89 semester credit hours.
Senior: A student who has successfully completed 90 or more semester credit hours.

Student Handbook

The Student Handbook is an essential resource for students at ACC. The Handbook includes detailed information about renting a locker, posting items on the bulletin boards, opportunities in and around campus, Student Rights and Responsibilities, the Code of Conduct and much more. The Student Handbook is available online. Please direct any questions about the Student Handbook to Student Engagement Center, Littleton Campus, Main Building, Room M2720.

Student Math Support Center

The Student Math Support Center provides free drop-in tutoring by Faculty and students for all math classes. Tutors provide assistance with math concepts, homework, online resources and graphing calculators. For more information, visit the Math Support Center in M2850 or call 303.797.5258.

Student Photo ID

You can obtain your Student Photo ID from the Records & Enrollment Services Office (Littleton Campus, Main Building, Room M2480), the Parker Campus, or the Sturm Collaboration Campus in Castle Rock. Your Student Photo ID card is required to check out books and materials from the library, to use the Fitness Center, Open Computer Lab, and to buy/sell books in the bookstore. Cards are valid for 2 years. Replacement cards cost $10.00.

Student Rights, Freedoms & Responsibilities

Through its procedures, Arapahoe Community College (ACC) ensures the rights of all its students to pursue their educational objectives. The ACC community includes students who are enrolled in ACC courses for credit or non-credit courses, including Community Education courses. The ACC community also includes faculty, staff, administrators and guests.
A student is subject to two sources of authority:

College authority and civil-criminal authority. ACC also expects students who are enrolled in specialized programs to follow the standards specified in their respective program handbooks (e.g., Nursing, Law Enforcement Academy and Emergency Medical Technician).
Judicial processes, including code of conduct, academic honesty statement and grievance procedures are stated in the ACC Student Handbook.
The Handbook is available in the Student Engagement Center, Littleton Campus, Main Building, Room M2720 or at www.arapahoe.edu/departments-and-programs/schedules/catalogs. For answers to specific questions, contact the Director of Student Life.

Student Success Center

The Student Success Center is a free, drop-in tutorial service staffed by advanced students who have excelled in their classes. Students can work individually with tutors and also attend small group sessions that focus on specific courses. From time management to test taking, tutors offer valuable tips on what it takes to be successful. For more information, visit the Student Success Center, located in the Open Computer Lab at the Littleton Campus, Main Building, Room M1650 or call 303.797.5669.

Student Writing Center

The Student Writing Center is an appointment based tutoring service that offers one-on-one tutoring sessions (in-person and online). The Center works with student writers of any skill level and can provide support and guidance for all college writing assignments. We can assist with resumes, cover letters and scholarship essays. While not a proofreading or editing service, we are happy to help with proofreading, revision and documentation. Please call the Writing Center or visit www.arapahoe.edu/writingcenter to schedule an appointment or call 303.797.5893.

Wireless Internet

ACC provides open wireless Internet access in most common areas of the buildings on the Main Campus, the Sturm Collaboration Campus in Castle Rock, and the Parker Campus. If you have problems connecting your laptop to this network contact Information Technology at 3199 from a campus phone, or 303.797.5700 extension 3199 from off-campus.

Student Academic Records

FERPA

ACC keeps an active, cumulative record of every student's application, correspondence and other important details (e.g., discipline records, Financial Aid records etc.). The Records & Enrollment Services Office keeps the following in the student's file:

- Name, address, phone number, gender and student number. Students should be sure to keep their address current to ensure that all information sent from ACC reaches them.
- Educational background: Any high schools or colleges they attended and the transcripts they submitted from those institutions*
- The student's major and degree expectations
- Degrees the student has earned
- The student's college transcript, including the hours they attempted, grades, credits and their dates of enrollment
- Courses, credits and hours they are currently taking
- Once the student has been out of attendance for one year, their file is stored under an "inactive" classification. After a period of time, the student's file is archived and later destroyed in accordance with the regulations of the Colorado State Archives.

*All documents received (including transcripts - high school or college; official or unofficial) become a part of the student's academic record at ACC and may not be reproduced from ACC.

The Records & Enrollment Services Office is responsible for the security of student academic records. Under the Federal Family Educational Rights and Privacy Act, the information in a student's file may only be released under specific conditions. Current or former students of ACC have complete access to view their records in compliance with the requirements under the Federal Family Educational Rights and Privacy Act of 1974 (Public Law 93-389 Subsection 513,88 Stat. 571; 29 U.S.C. 1232 q). Students may view them upon request at the Records & Enrollment Services Office. If a student feels their records contain an error, they may appeal in writing to the Registrar.

The following items will be designated as "Directory Information". ACC may disclose any of this information without prior written consent, unless notified by the student in writing to the contrary by the first official class meeting date of each semester. Directory Information is limited to the current academic year only:

- Student name
- Major field of study
- Participation in officially recognized activities and sports
- Dates of attendance
- Degrees and awards received
- Most recent educational institution attended

The student's name may be released for graduation listings and lists of special awards, honors and events released to the news media. The student's name and degree may also be released to employers for followup graduate surveys. A student's name and address may be released to Phi Theta Kappa Honor Society and other academic honor societies for students who are eligible to be considered for membership.

ACC is not authorized to release (to another institution / organization, or the student) transcripts received from high schools, and / or other colleges and universities. If a student does not wish the College to release the directory information, the student must complete a Confidential Flag, available from the Records & Enrollment Services Office in Room M2480 of the Main Building at the Littleton Campus. If the student has requested restricted release of information, they cannot perform any personal business with ACC over the phone or via email. The student must conduct all of their business in person or online to protect their privacy. College staff will not be able to assist with telephone or email transactions of any kind, this includes, but is not limited to, calling for registration assistance, calls from a student's family, their child's school or daycare, etc.

All other information contained in a student's records is considered private and not open to the public without their written consent. Only the following school officials, because of their official function, have access to this information:

- A person employed by the College in an administrative, supervisory, academic, research or support staff position
- A person or company with whom the College has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, or collection agent)
- A student serving on an official committee, such as disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks

- Official at another school, college or university where you seek or intend to apply
- Official of a Colorado institution that has transfer agreements with ACC and who wishes to contact graduates
- State or federal education authority
- Official evaluating your application for financial aid
- State and/or local official requesting reporting data
- Organization conducting studies for educational institutions or agencies
- Accrediting organization
- Parent of an dependent student (proof of dependency is required)
- Veterans Administration
- National Student Clearinghouse

Under the following circumstances, ACC may also provide information without your consent:
- Judicial orders
- Emergencies, where the information contained in your file is needed to protect your safety, health or welfare, or that of other persons.
- In compliance with the Solomon Amendment.

A copy of the Family Educational Rights and Privacy Act is available in the Records & Enrollment Services Office.

Transcripts

Transcripts

ACC contracts wth Parchment to issue official ACC transcripts. Students must request official transcripts by ordering them online through the Parchment system (https://exchange.parchment.com/send/adds/index.php?main_page=login&s_id=yXeMVdbXDFQDCPyb)

ACC charges for all transcript requests and offers electronic and paper delivery options.

ACC cannot release transcripts if a student has unmet financial obligation at any Colorado Community College System institution. ACC is not authorized to certify or release (to another institution / organization, or the student) transcripts received from other colleges, universities or high schools.

Students with questions about how to order their official ACC transcript may contact the Records & Enrollment Services Office at records@arapahoe.edu, or 303.797.5621.

Transfer Transcripts & Credit Evaluations

Students must be admitted to ACC to have an official transfer credit evaluation. To have their transcripts evaluated, students must order their official transcripts and have them sent DIRECTLY to ACC from each institution(s) the student attended. **Hand-delivered transcripts will not be accepted as official for transfer credit evaluation purposes.**

ACC utilizes the following guidelines to evaluate transfer credit:
- The institution must possess regional accreditation.
- Course by course evaluation and comparison based on the requirements for the student's declared degree or certificate at ACC, determined by the declared degree or certificate at time of transcript receipt.*
- Evaluation of the title, description, content, and age of the course being considered for transfer, compared to the course required in the degree or certificate at ACC.
- Credits accepted in transfer from institutions operating on a quarter hour system, will have their credits converted into semester hours. The formula to convert quarter hours to semester hours is: (credit hours x two) / three. For example, a three quarter credit hour course will convert to a two semester credit hour course (3 x 2 = 6; 6 / 3 = 2).
- The credit value of the required course at ACC must be covered in full by equivalent transfer course credit value. If appropriate based on a review of the title, description and content of the transfer courses, multiple transfer courses may be combined to be considered equivalent to the ACC course. *
- Generally speaking, a student must complete a minimum of 25% of the credit requirements for a degree or certificate in residence at ACC.*
- A grade of "C-" or better is required for a course to be considered for transfer. *

*Please note: some degree or certificate programs may have more restrictive transfer credit evaluation requirements; please contact the Records & Enrollment Services Office at records@arapahoe.edu for more information.

Students will receive confirmation of their transfer credit evaluation after their transcript(s) is received by ACC. Students can check what courses were transferred in and how they apply to their declared degree or certificate program by accessing DegreeCheck in **myACC**. Once applied, transfer credits are considered part of the student academic record and are not removed from the student record.

Foreign transcripts are not evaluated at ACC. If you have a foreign transcript that you would like to have evaluated for possible transfer credit, please reach out to a reputable Foreign Education Credential Service.

Disability Records

Record of Disability

Documentation of disability provided to the Student Access Services office is maintained in accordance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and the Family Educational Rights and Privacy Act. A student's educational records maintained by Student Access Services will be released under the following circumstances:

- When other ACC staff or faculty require information from their records for a legitimate educational interest or for the health and safety of the student or others.
- When the student signs a written request asking Student Access Services to release their records to a specific ACC department or person.
- To off-campus authorities as authorized by law.

Academic Policies and Procedures

Academic Renewal

Academic Renewal allows for a one-time exclusion of a maximum of 30 semester hours of credit from the calculation of the cumulative grade point average. The following criteria apply for Academic Renewal:

1. A maximum of 30 hours can be excluded from the GPA.
2. Courses and grades approved for Academic Renewal remain on the transcript but are excluded from the GPA calculation(s).
3. Academic Renewal applies to D and F grades only.
4. In order to apply for Academic Renewal, students must wait a minimum of two (2) academic years from the last term being considered for Academic Renewal.
5. Students must be enrolled and have completed at least six (6) credit hours in a single semester with a 2.0 term GPA in that semester to be awarded Academic Renewal.
6. Students can only apply for Academic Renewal once, and it is not reversible.

To request Academic Renewal, students who meet the criteria must meet with an Advisor and submit the completed Academic Renewal Request form (available online at www.arapahoe.edu/forms).

Academic Standing

Academic Standing applies to all students who have completed 9 or more credits at ACC, regardless of the number of term credits they attempt from that point forward. ACC will determine Academic Standing following the posting of the majority of term grades for each semester. Students placed on probation or suspended will be notified of their status. Suspended students will not be allowed to attend any CCCS college in the subsequent semester/s unless an appeal is approved. Academic Standing status will be noted on the advising, official, and unofficial transcripts. The Academic Standing of a student is not specific or limited to ACC; it does impact a student's enrollment at other CCCS colleges.

Recognizing the value of measuring academic progress for all students, ACC (as a member of the Colorado Community College System) has established the following practice and procedures for measuring and notifying students of their academic standing. A student's academic standing at one college may impact a student's ability to register at another CCCS college. Students will be notified of their academic standing at their student email address only.

Definitions:

- Only college level classes will be used to calculate term and cumulative Grade Point Average (GPA); this does include summer term courses.
- Only courses taken "in residence" will be used for this procedure; "in residence" means taken at ACC. Courses taken elsewhere and transferred in do not apply. The GPA calculations for this procedure may not match those used for financial aid purposes.
- Cumulative Grade Point Average will be abbreviated as CGPA.
- Term Grade Point Average will be abbreviated as TGPA.

Practice Standards:

Initial Standing

Student has attempted **fewer** than nine (9) cumulative credit hours with a CGPA => 2.00 for all classes attempted.

Academic Alert

Student has attempted **fewer** than nine (9) cumulative credit hours with a CGPA< 2.00 for all classes attempted.

Good Standing

Student has attempted **at least** nine (9) cumulative credit hours and has a CGPA => 2.00 for all classes attempted.

Academic Probation - Initial

Student has attempted **at least** nine (9) cumulative credit hours and has a CGPA < 2.00 for all classes attempted.

Academic Probation - Continuing

If a student on Academic Probation - Initial earns a TGPA of at least 2.00 for all classes attempted during the term, but fails to raise their CGPA to at least 2.00 for all classes attempted, the student will be allowed to attend the next term, but will be placed on Academic Probation - Continuing.

Academic Suspension

If a student on Academic Probation (Initial or Continuing) earns a TGPA of less than 2.00 for all classes attempted, the student will be suspended and will not be allowed to enroll at any CCCS college for the next term. Any student placed on academic suspension will be dropped from all courses in which they are enrolled for future semester(s).

- Initial Suspension is for one term, excluding summer.
- Second Suspension is for two terms, excluding summer.
- Third Suspension is for two full years, or four academic terms, excluding summers.

Academic Suspension - Petition for Re-Entry

If a student is on academic suspension they must petition for re-entry, after sitting out their suspension period (as described above) by meeting with an Academic Advisor and submitting an Academic Suspension Petition for Re-Entry Form (available online at www.arapahoe.edu/forms) to the Academic Advising office prior to the start of the term for which they want to return. The Petition will reviewed and a final decision made to approve or deny.

Academic Suspension - Appeal

If a student has unusual circumstances of a compelling nature, they may appeal their academic suspension by submitting an Academic Suspension Appeal Form (available online at www.arapahoe.edu/forms) to the Executive Director of Advising and Retention by the appeal deadline listed in their academic suspension notification letter. The student must meet with an Academic Advisor to complete the Academic Suspension Appeal Form prior to submitting it to the Executive Director, who will review their appeal and make a final decision (denial or approval). If the student's appeal is approved, their Academic Standing will be updated to allow enrollment in the upcoming semester. Students may appeal their Academic Suspension at ACC and one other CCCS institution they want to attend.

Registration (Add, Drop & Withdrawal)

It is the student's responsibility to ensure accuracy of their schedule. This includes meeting all registration dates and deadlines. All students register online via myACC or Navigate. The Census Date, also referred to as the Add/Drop Date, is the last day a student may add or drop a course.

ACC has three semesters - Summer, Fall and Spring - and students may start attending classes beginning any semester. Semester registration typically opens in the following timeframes:

- Summer - early to mid March
- Fall - early to mid March
- Spring - early November

There are rules and deadlines associated with registration, some important ones include:

- Students must be registered prior to the first day of the course.
- Students must meet all course pre-requisites and / or co-requisites.
- Some programs have a separate admissions process and students must be admitted into the program prior to course registration. View the program's web page for more information.
- Students may drop or withdraw from courses; there are deadlines associated with each. It's important for students to understand the financial impact of dropping or withdrawing from courses.
- ACC may drop a student from their courses under certain circumstances.

Adding a Course

Students must be registered by the course census date. We advise students to be registered before the first day of class; however students can register for a class up until 5 p.m. on the course census date as long as the student has attended the class. Courses in certain programs and CCCOnline courses may have different registration deadlines. Students may register:

- Online via myACC or Navigate through the first 7% of the course (typically the first week for 15- and 13-week courses).
- With a Schedule Adjustment Form after the first 7%, but prior to the census date.
- The completed Schedule Adjustment must be submitted to the Records & Enrollment Services Office by 5pm on the course census date.
- An incomplete Schedule Adjustment will not be accepted; it must contain student information, faculty signature, and course information.

No registration is permitted after the census date, regardless of prior course attendance or drop reason. Students must complete all course section changes by the course census date.

Below is a quick reference chart of ACC registration deadlines (based on 15- and 13-week courses):

Timeframe (for course)	Register via myACC or Navigate	Register via Schedule Adjustment Form
Before start date	Yes	No; will give student permission to register in a course and student registers via myACC or Navigate
During first week	Yes*	No; will give student permission to register in a course and student registers via myACC or Navigate
* Courses in certain programs, and CCCOnline courses, may have different registration deadlines.		
After first week; prior to census	No	Yes; completed form must be submitted to Records & Enrollment Services by 5pm on the course census date
After census date**	No	No
**no registration is permitted after the course census date, regardless of prior course attendance.		

Students must meet a course prerequisite before registering in a course. View the ACC course catalog for course prerequisite requirements. Students who took the prerequisite course at another institution need to provide an unofficial transcript to the Admissions and Records Office showing the prerequisite course completed with a C or better.

Some courses require special permission from the Department Chair or Instructor. In these cases, the Department Chair or Instructor will grant the student permission to register in the course. Students registering in special permission courses must meet all registration deadlines.

Dropping a Course

It is the student's responsibility to drop a course by the census date. The census date, also referred to as the Add/Drop Date, is the last day a student may drop a course with a refund. Students will find the course census date on the Detailed Student Schedule (in myACC). Census dates are based total course length and not on the number of individual class meetings. When a student drops a course, they receive a full refund of tuition and fees for that dropped course, and the course no longer appears on the student's academic record.

Students drop courses via myACC on the Student Tab or via Navigate in the MyPlan section. If a student drops a course that is a prerequisite or co-requisite of another registered course(s), the student must drop all related courses. If a student receives financial aid or Veteran's benefits, they should consult the Financial Aid Office or Veteran's Affairs Office prior to dropping a course. Dropping a course(s) that results in reduced credit hours could have a negative effect on a student's financial aid or Veteran's benefits.

Students cannot drop a course after the census date. If a student has extenuating circumstances that caused them to not be able to drop a course by the census date, the student may complete a Tuition Credit Appeal. Regardless of any of ACC Drop policies, it is ultimately the student's responsibility to ensure the accuracy of their schedule and drop courses by the course census date.

Drop for Non-Attendance

Students are expected to attend all classes. ACC conducts a drop for no show throughout each semester. Students who do not attend any class sessions by the course census (add/drop date), and are identified as a no show by the faculty, will be dropped from the course. Once dropped as a no show, a student cannot re-register in that same section, regardless of no-show reason. In addition, the student could be dropped from any prerequisite or co-requisite courses, regardless of attendance in the prerequisite/co-requisite course(s). Being dropped as a no-show can have negative consequences for students using financial aid or Veteran's benefits.

For online courses, and / or hybrid courses where the online component starts first, attendance is defined as accessing the course and completing at least one academic activity (as determined by the individual faculty).

Instructors will inform students of their individual attendance policies.

Drop for Failed Prerequisite

Students are required to meet the prerequisite and/or corequisite requirement(s) for any course(s) in which they are enrolled. ACC regularly monitors student registration and if a student is found to not have met the prerequisite or corequisite (or received the appropriate override approval), they will be dropped from the appropriate course(s).

Drop for Outstanding Balance

When students register for a course, they incur a financial obligation to ACC. Students must have tuition paid in full, set-up payment plan/third-party billing or awarded financial aid by 5pm on the payment deadline. If a student is dropped for outstanding balance, the student may only re-register in a course if there is space available, meets all registration guidelines, and it is not past the course census date (add/drop date). If the student is dropped for outstanding balance on the course census date, the student cannot re-register in that same section and will need to find a late-start option (if available). Students will not be dropped for outstanding balance if the course census date has passed

Regardless of any of the ACC Drop policies, it is ultimately the student's responsibility to ensure the accuracy of their schedule and add or drop courses by the appropriate deadline(s).

Withdrawing from a Course

Students may withdraw from a course after the Census Date and prior to the Withdrawal Deadline (which occurs at 80 percent of the class term); students may withdraw online by accessing **myACC**. Students may view the withdrawal deadline for their course(s) by accessing their Detailed Schedule available via **myACC**.
Once withdrawn from a course, the student may not be re-registered back into the same section of that course during that semester. The course will still appear on the student's transcript along with a "W" grade. However, a "W" will not affect the student's credit or cumulative grade point average (GPA). Students who do not officially withdraw by the deadline date will be graded by the Instructor. **A "W" cannot be submitted by a faculty member as a final grade.**
If a student receives financial aid or Veteran's benefits, they should consult with the Financial Aid Office or Veteran's Affairs Office prior to withdrawing from a course. Withdrawing from a course results in

reduced completion rate and could have a negative effect on the student's aid. Students who do not officially withdraw from a course by the withdraw deadline will be graded by the faculty.
Students cannot withdraw from a course after the withdrawal deadline. If a student has extenuating circumstances for not being able to withdraw from a course by the withdraw date, the student may complete an Administrative Withdrawal Petition.
The College may initiate withdrawal in some instances. If a student withdraws from a course and has an unpaid balance, the student remains obligated to pay the outstanding balance. Unpaid balances are sent to collections and a collection fee is assessed.

Attendance

Students are expected to attend all classes. Instructors will inform students of their individual attendance policies. Please refer to the Drop for Non-Attendance for more information about how not attending a course could result in a student being dropped.
Regardless of any of the ACC Drop policies, it is ultimately the student's responsibility to ensure the accuracy of their schedule and add or drop courses by the appropriate deadline(s).

Auditing a Course

Students may audit a course (i.e., take a course without earning academic credit), but they will be charged full tuition and fees (COF not applicable). Students can request to audit a course or change back to credit status through the census (add / drop) date of the course with Instructor permission. Audit students are expected to follow attendance and withdrawal policies and meet all program and course prerequisites and / or co-requisites. No credit is earned for courses taken by audit. Courses taken by audit are not eligible for the College Opportunity Fund, financial aid or veterans' educational benefits. An audited course will not be considered to meet a future course pre-requisite, nor will it be calculated in the student's enrollment status for financial aid. An audited course will not satisfy any degree or certificate requirements and will not count toward graduation requirements.
To audit a course, a Course Audit Request must be submitted prior to the course census (add / drop) date; the form is available online at www.arapahoe.edu/admissions/forms.

Course Substitutions

If a student believes they have a legitimate reason to do so, they may seek to have course requirements in their declared degree or certificate program substituted. To pursue a Course Substitution, students must obtain a Course Substitution Petition from the Graduation & Prior Learning Assessment Coordinator. Substitutions must be approved by the Department Chair or Coordinator and appropriate Instructional Dean. Credit is not granted by a substitution; the petition must include how the credit requirement will be satisfied.

No course substitutions are allowed in any of the Associate of Arts or Associate of Science Degrees, including the Degrees with Designation (DwD) / Statewide Articulation Agreement degrees.

Credit Completion Progress Standard

Credit Completion Progress standards apply to all students who have attempted 9 or more credits at ACC, regardless of the number of term credits they attempt from that point forward. ACC will determine Credit Completion Progress standards following the posting of the majority of term grades for each semester. Students placed on Warning 1, Warning 2 or Warning 3 will be notified of their status (which may include notification via myACC). The Credit Completion Progress status of a student is specific to ACC and does not impact a student's enrollment at other CCCS colleges.

Definitions

Credit Completion Progress: Will include all credit bearing classes (developmental and college level) will be used to calculate the percent of attempted credits passed. This includes summer term courses. Only courses taken "in residence" will be used for this calculation; "In residence" means taken at the student's home institution. Courses taken elsewhere and transferred in do not apply. The credit completion rate for this procedure will not necessarily match those used for financial aid purposes or athletic eligibility. Grades considered to be passing when computing the percent of attempted credits passed are as follows: A, B, C, D, S/A, S/B, S/C, and S.

Grades considered to be failing when computing the percent of attempted credits passed are as follows: I, F, U/D, U/F, W, and AW.

Course Completion Rate is calculated by dividing the total attempted credits by the number of credits successfully completed as per the definitions above.

Practice Standards

Initial Standing
Student has attempted fewer than 9 cumulative credit hours will not be assessed for credit completion.

Good Standing
Student has attempted at least 9 cumulative credit hours and has a cumulative course completion rate of at least 50%.

Warning 1
Student has attempted at least 9 cumulative credit hours and has a cumulative course completion rate of less than 50% for the first time.

Warning 2
Student has attempted at least 9 cumulative credit hours and has a cumulative course completion rate of less than 50% for the second time.

Warning (Continued)
If a student on Credit Completion Probation passes 50% or more of their attempted term credits, but fails to raise their cumulative completion rate to 50%, they will be allowed to continue the next term, but will remain on Credit Completion Probation.

Warning 3
Student has attempted at least 9 cumulative credit hours and has a cumulative course completion rate of less than 50% for the third time.

Warning Rules
- Students on Warning 1 will receive a communication regarding their credit completion status and will be given information on resources, best practices, etc.
- Students on Warning 2 will receive a communication regarding their credit completion status and will have a credit completion hold (which will impact registration) placed on their student account at ACC. The student will not be able to make any changes to their student account until they meet with an advisor.
- Students on Warning 3 will receive a communication regarding their credit completion status and will have a credit completion hold (which will impact registration) placed on their student account at ACC. The student will not be able to make any changes to their student account until they meet with an advisor. The college

reserves the right to limit the number of credit hours that the student may take when a student is on Warning 3 status.

Credit for Prior Learning/Prior Learning Assessment

Students may earn college credit for non-college or experience-based learning attained outside of accredited postsecondary education institutions. Prior Learning Assessment (PLA) is not awarded for experience but for college-level learning, which entails knowledge, skills and competencies. PLA includes learning acquired from work and life experiences such as:

- Correspondence and extension courses
- Individual study and reading
- Civic, community and volunteer work
- Participation in formal courses and in-service training sponsored by associations, business, government and industry.

There are costs associated with the various forms of PLA credit; students may refer to the Credit for Prior Learning / Prior Learning Assessment page on ACC's website for current cost information.

Students may use Prior Learning Assessment to fulfill all degree / certificate graduation requirements except for the mandatory residency requirements*.

*A minimum of 25% of the credit requirements for a degree or certificate must be completed by credits taken in residence at ACC.

Standards for awarding PLA credit:

- PLA credit may be awarded if the following standards have been met:
  - Student has been admitted to ACC
  - Student has declared a degree or certificate (changing a declared degree or certificate will result in the reassessment of the applicability of PLA credit)
  - Student's prior learning is equivalent to college level
- PLA credit may only be awarded for courses and credits required in the student's declared degree or certificate.
- PLA credit may satisfy course prerequisite requirements
- PLA credit cannot be used to satisfy the ACC or degree / certificate residency requirements (see note above*)

- All work evaluated for PLA credit must meet or exceed 'C' level work
- PLA credit cannot duplicate any previously-awarded credit
- PLA credit is specifically noted on the transcript as such and is considered Transfer coursework (and not Institutional coursework):
- PLA credit is not calculated into student's grade point average (GPA)
- PLA credit noted on the transcript will have a grade of 'PLA'
- If the PLA credit assessment determines that the prior learning does not warrant the awarding of credit, or if the standardized / institutional exam is not passed, the PLA credit does not appear on the student's transcript
- PLA credit are not included as part of a student's semester enrollment for the purposes of financial aid, veteran benefits or any other purpose predicated on total hours of enrollment for a given semester

PLA credit may be earned through a combination of the following:

National standardized placement tests

Students may earn college credit through certain standardized testing. Upon receiving a satisfactory score, students may earn college credit. A current detailed list of tests and acceptable scores is maintained on the ACC Prior Learning Assessment webpage. For more information on what types of exams Arapahoe Community College accepts, please contact the ACC Graduation & Prior Learning Assessment Coordinator at 303.797.5630.

To schedule a CLEP, DSST, UExcel exam and/or for fee information, please contact the ACC Testing Center at 303.797.5993.

If a student has taken one of the standardized exams listed below at another location, they may order an official transcript/score report and have it sent to ACC for evaluation: Arapahoe Community College, Attention Admissions and Records, Campus Box 14, 5900 S. Santa Fe Drive, P.O. Box 9002, Littleton, CO 80160.

- **CLEP Exams:**
  CLEP (The College-Level Examination Program) gives students of any age the chance to demonstrate college-level achievement through a program of exams in undergraduate college courses. 2,900 colleges grant credit and/or advanced standing for CLEP exams.

- **DSST Exams:**
  DSST exams are available in a variety of subjects. Previously just available to those in the military, since 2006 DSST exams are available to adult learners, homeschooled students and military veterans as a way to earn college credits.
- **UExcel Excelsior College Exams:**
  Uexcel exams are offered in a variety of subjects and provide students the opportunity to earn college credit by exam.
- **AP (Advanced Placement) Exams:**
  AP exams are generally taken as a final part of the AP course the student is completing while in high school.
- **IB (International Baccalaureate) Exams:**
  IB exams are taken at the end of a student's participation an IB program at their high school.

Institutional Challenge Examinations:

Institutional Challenge Exams are faculty-developed tests. They assess a student's mastery of the competencies for the ACC course being taught. For more information on Institutional Challenge Exams, please contact the ACC Graduation & Prior Learning Assessment Coordinator at 303.797.5630.

Institutional Challenge Exams are the way ACC abides by Colorado Revised Statutes 23-1-125, which requires public institutions of higher education to offer students an option for testing out of core courses.

Published Guides:

Published guides contain credit recommendations made by reputable third party organizations for certain trainings and / or credentials. Approved published guides include the American Council on Education (ACE), National Guide to College Credit for Workplace Training, the ACE Military Guide, and the National College Credit Recommendation Service (NCCRS).

Additionally, credit for learning gained in the U.S. military (if applicable to a student's declared degree or certificate at ACC) is generally transferred based upon ACE credit recommendations found on a Joint Service Transcript (JST) for current or former Army, Coast Guard, Marine Corps, or Navy personnel. Air Force personnel will have their credit documented on a Community College of the Air Force (CCAF) transcript.

To be evaluated for possible credit, you should order your official transcript from the provider (JST, CCAF) or third party organization (ACE, NCCRS, etc.) and have it sent directly from the issuing organization to ACC for

evaluation: Arapahoe Community College, Attention: Records & Enrollment Services, Campus Box 14, 5900 S. Santa Fe Drive, P.O. Box 9002, Littleton, CO 80160.

Portfolio Assessment:

Knowledge and skills acquired through work and lifelong learning may be evaluated and validated through a formal portfolio assessment process.

For more information on Portfolio Assessment at Arapahoe Community College accepts, please contact the ACC Graduation & Prior Learning Assessment Coordinator at 303.797.5630.

Faculty Evaluated Industry and Workplace Credit:

ACC may evaluate non-collegiate instructional programs that result in industry certification, professional licensure, apprenticeship completion, and other workplace skills development. Faculty subject-matter experts will evaluate the prior learning and identify if the learning warrants the awarding of credit.

For more information regarding this type of prior learning assessment at Arapahoe Community College accepts, please contact the ACC Graduation & Prior Learning Assessment Coordinator at 303.797.5630.

Grade Corrections

- Grades are not grievable.
- If a student finds omissions or errors in their grade report, ask the Records & Enrollment Services Office to review the record.
- If a student find a computational error, the student must contact the Instructor.
- If a student wishes to have an I (Incomplete) converted to a letter grade, the student must contact the Instructor.
- All requests to review errors must be filed within one year from the end of the course; requests made after one year will not be considered.

Grade Point Average

1. **Grade Point Average Calculation**
2. Grade points indicate the achievement for the number of credits completed. To calculate a grade point average, multiply the course credits by the grade points for the grade earned. Total the course credits and total the grade points. Divide the total grade points by the total course credits. The result is your GPA.

Grade	Points
A	4
B	3
C	2
D	1
F	0

3. Only the credits and grade points earned at ACC will be used to compute the semester and cumulative GPA appearing on a student's ACC transcript.

4. Grades awarded for developmental courses (courses numbered under 100) will not be included in a student's grade point average. Grading for developmental courses will utilize the Developmental grade mode (S/A, S/B, S/C, U/D, U/F). The credits will count toward earned and attempted credits. GPA's for term recognition such as President's List and Dean's List will not include developmental courses in the calculation.

Grade Reports

Grades will be available to students after grades are posted at the end of each semester. Students may access their grades online at www.arapahoe.edu by accessing **myACC**.

Grades & VA Benefits

Grades and Veteran Benefits

If a student is eligible to receive veteran educational benefits, they must make sufficient academic progress to retain their full educational benefits. Their cumulative GPA will be computed by their A, B, C, D, F and S grades. Grades of "I" or "U" are reported to the VA Regional Office as non-punitive grades. The VA may deny some of a student's benefits for the semester they received an "I" or "U" grade, unless those grades are corrected by the end of the next regular semester. Under "mitigating circumstances," a student may appeal this decision. Grades of "W" are also reported to the VA Office and include the date of withdrawal. Once again, a student may be denied some of their benefits, unless their mitigating circumstances are accepted by the VA. VA students must earn at least a 2.0 GPA each semester or risk being placed on probation. Those who do not improve their grades by the end of the next semester may be subject to suspension of their benefits.

If a student's benefits are suspended, they may reinstate them by 1) undertaking academic progress counseling with Advising, or 2) completing a semester of credit hours equal to or greater than the hours they were taking in the semester their benefits were terminated. The VA will certify payment if the student's cumulative GPA for the semester is 2.0 or above. Veterans are not awarded benefits for courses assigned an "AU" (Audit) designation or for credit awarded through prior learning (i.e. portfolio, challenge, etc.).

Students are responsible for keeping the Veteran Services Coordinator (Room M1605) informed of any changes in their enrollment status, address and/or phone number while attending ACC. Students must make sure that the classes they are registered for apply toward their degree. Failure to do so may affect payment of the student's monthly benefits.

Grading Systems

The Records & Enrollment Services Office keeps a permanent academic record of a student's college progress.

Letter Grades

We use a grading system to evaluate the level of a student's academic achievement. The following grades are awarded for each course and entered on a student's academic record.

A	Superior
B	Above Average Achievement
C	Average
D	Deficient, but passing
F	Failure
I	Incomplete
S	Satisfactory Completion
U	Unsatisfactory Completion
CR	Credit
S/A	Satisfactory (A-level) work in a developmental course
S/B	Satisfactory (B-level) work in a developmental course
S/C	Satisfactory (C-level) work in a developmental course
U/D	Unsatisfactory (D-level) work in a developmental course; will not satisfy course pre-requisites
U/F	Unsatisfactory (F-level) work in a developmental course; will not satisfy course pre-requisites

These symbols may also appear on a student's academic records, but they are not awarded by an Instructor:

AU	Audit
AW	Administrative Withdrawal
CNG	Conversion - No Grade
CPL	Credit for Prior Learning
IP	In-progress
PLA	Prior Learning Assessment
SP	Placeholder - Satisfactory Progress
W	Withdrawal
Z	Placeholder - Grade not yet reported

Guidelines for Grades and Symbols

Grade A – Superior

The student has demonstrated superior mastery of achievement of course objectives.

Grade B – Above Average Achievement

The student has demonstrated better-than-acceptable mastery of the course objectives and/or additional objectives.

Grade C – Average

The student has demonstrated acceptable mastery or achievement of the course objectives.

Grade D – Deficient but Passing Grade

The student has demonstrated less-than-acceptable mastery or achievement of course objectives. In some programs it may be necessary to repeat the course in order to advance, as D-level achievement is not satisfactory for advancement in the same or related studies. Credit may not transfer. Courses earned with a grade of "D" will not satisfy course pre-requisites

Grade F – Failure

The student remained enrolled in the course but has not demonstrated achievement of course objectives.

I – Incomplete

An incomplete may be given to students who, because of illness or circumstances beyond their control, are unable to complete their coursework within the semester. An Incomplete is given only if the student has completed at least 75% of the term with a "C" or better and has provided evidence to the Instructor that they are unable to continue. A faculty member enters the Incomplete online, along with the incomplete final grade and extension date. The student can view the assigned Incomplete Final Grade and Extension Date on the unofficial transcript, available via **myACC**.

- Incomplete Final Grade is the grade the student will earn if they submit no additional work.
- Extension Date is the maximum amount of time that a student has to complete the course requirements (not to exceed the end of the semester following the one in which the Incomplete was earned).

The faculty emails the student at their student email address confirming that the Incomplete grade has been posted, what work the student needs to complete, and the Extension Date for the work to be completed. This email serves as the contract between the faculty and student for the Incomplete and must detail:

- Work that the student must submit to complete the course.
- The time period in which the work must be completed (not to exceed the following semester - Summer excluded), and
- The grade to be assigned if the work is not completed. The grade assigned by the Instructor will be posted on the transcript and the "I" removed if the work is not completed in the time period established on the form.
- To remove an Incomplete and have it replaced with a grade, following the successful completion of the course requirements; the faculty must submit a Grade Change form to the Records & Enrollment Services Office.

AU – Audit

Some students prefer to "audit" a course for self-enrichment or review without earning a grade or college credit. You can request to audit by submitting the Course Audit Request Form to Records & Enrollment Services Office by the census (add / drop) date for the course. Courses taken by audit are not eligible for the College Opportunity Fund, financial aid or veterans' educational benefits. Audited courses do not meet course pre-requisite or graduation requirements.

AW – Administrative Withdrawal

College administration withdrew the student from these courses, or approved an Administrative Withdrawal Petition or Tuition Credit Appeal. These courses are not calculated in hours completed or GPA, but are counted in completion rate calculations.

W – Withdrawal

Students may withdraw from a class after the Census Date and prior to the Withdrawal Deadline (which occurs at 80 percent of the class term); students may withdraw online by accessing **myACC**. Students may view the withdrawal deadline for their course(s) by accessing their Detailed Schedule available via myACC.
Once withdrawn from a course, the student may not be re-registered back into the same section of that course during that semester. The course will still appear on the student's transcript along with a "W" grade. A "W" will not affect the student's cumulative grade point average (GPA) but will negatively affect a student's completion rate. Students who do not officially withdraw by the deadline date will be graded by the Instructor. **A "W" cannot be submitted by a faculty member as a final grade.** The

College may initiate withdrawal in some instances. If a student withdraws from a course and has an unpaid balance, the student remains obligated to pay the outstanding balance. Unpaid balances are sent to collections and a collection fee is assessed.

IP – In-Progress- Grade not yet reported

"IP" will appear on the transcript while a course is in-progress and before a final grade is posted.

Graduation

A student may utilize DegreeCheck, available via **myACC**, to monitor progress toward earning their degree or certificate; students can informally check on their degree/certificate through the Office of Advising. ACC may choose to confer degrees and certificates for students whom we have identified as having completed all program requirements; however, this automatic conferral is not guaranteed and each student is ultimately responsible for applying for graduation.

Occasionally, degree requirements change. Students may be allowed to go by the requirements listed in any Catalog published while they were a student, with the following conditions and exceptions:

- Catalog must contain their program
- Catalogs cannot be combined (e.g., some requirements from one catalog may not be combined with some requirements from another catalog)
- If a student's record at ACC becomes inactive, they must reapply for admission and may only select from Catalogs in effect after their re-admittance
- Catalog may not be more than six academic years old at the time of graduation.
- Programs that are selective admission or pre-professional may have more restrictive catalog year requirements and may limit the catalogs from which a student may choose for graduation requirements. Unless otherwise stated by the Department Chair, students must go by the requirements listed in the catalog for the academic year in which they were officially accepted in the degree / certificate program.

To obtain a degree or certificate from ACC, a student must:

A. File an application for graduation, available online at www.arapahoe.edu/graduation. Deadline Dates are: Summer Semester - June 30; Fall Semester - October 31; Spring Semester - March 15

B. Achieve a cumulative grade point average of 2.0 or better in coursework applicable to the degree or certificate. Some programs also have minimum "C" grade requirements for certain courses or all courses in that degree and / or certificate program.

C. Fulfill the published course and program requirements applicable to their degree or certificate.

D. If Physical Education is a requirement for a student's degree, they may also meet this requirement through active military service. Credit will be awarded as recommended by the American Council on Education (ACE) guide. This requirement may also be substituted, if:

1. A student submits a medical exemption from their physician, chiropractor or podiatrist to the Admissions and Records Office

2. A student is 35 years of age or older at the time of their most recent admission to the College, unless specifically required by their program

3. If they are using a Catalog for their graduation requirements that was in effect before their 35th birthday, they must satisfy the physical education requirement (if this requirement is to be substituted, the student must complete the appropriate credit to substitute for physical education).

E. Fulfill published degree or certificate residency requirements in any of the following ways:

1. Complete all program requirements at ACC or

2. Complete a minimum of 25% of credit hours required for the degree at ACC*.

3. Complete a minimum of 25% of credits required for the certificate at ACC*

Certain degree and certificate programs may have more restrictive residency and / or transfer credit requirements. If a student wishes to enroll in additional courses at ACC after they graduate from their declared program of study, they will need to declare a new program.

Special Graduation Considerations

1. It is possible to earn multiple degrees at ACC; for detailed information about the rules and requirements to earn multiple degrees please contact the ACC Graduation & Prior Learning Assessment Coordinator.

2. Content in a course may change as new information or technology becomes available. Some changes are so critical that dated courses

may no longer satisfy current requirements for the degree or certificate. Courses taken within the six year Catalog limit will not be subject to this review unless otherwise specified in the Catalog by the department.

3. Students should refer to the appropriate sections of this Catalog for specific requirements and limitations related to:
- Prior Learning Assessment
- ROTC Credit
- Developmental Studies Courses

Graduation Checklist

When a student completes their degree and/or certificate requirements, they may receive their diploma(s) in the semester in which they satisfy the requirements, provided they complete the graduation application process below.

A full semester before a student intends to graduate (no later than the application deadline listed above):
- View their DegreeCheck program audit available online via **myACC** to ensure all requirements are completed or in progress.
- Complete and submit a Graduation Application online at www.arapahoe.edu/graduation.
- Verify their address on file with ACC by logging into **myACC** or by calling the Records & Enrollment Services Office at 303.797.5621.
- Expect an e-mail, **sent to their student e-mail account**, from the ACC Graduation & Prior Learning Assessment Coordinator officially informing them of their remaining requirements.
- Initiate any Course Substitution Petitions.
- If qualified and interested, join Phi Theta Kappa Honor Society.

Commencement Ceremony:

Students are encouraged to participate in the annual Commencement ceremony held each May. Students should indicate their interest in participating in the Commencement Ceremony on the Graduation Application. ACC graduation and commencement are two separate events. Graduation is the actual conferral of degrees/certificates and the mailing of diplomas. Commencement is the ceremony that celebrates the student's completion of the degree and / or certificate.

During the following Spring Semester (in which the student intends to walk at Commencement):

- Update their contact information (mail, email, telephone) with the ACC if necessary.
- Summer, Fall and Spring semester graduating students who indicated on their graduation application that they were interested in participating in the commencement ceremony, should expect to receive detailed ceremony information at their student e-mail address by the second week of March. If they do not receive information by the third week of March, contact the Dean of Students Office at acc.dos@arapahoe.edu or 303.797.5730.
- The annual commencement ceremony is held at a local venue, which will be announced on the ACC Commencement Ceremony website. The ceremony date is listed on the Academic Calendar, which is available at www.arapahoe.edu.
- Purchase their cap, gown and tassel for the ceremony from the Bookstore on the date(s) published in the ceremony information packet.
- Expect to receive additional information **at their student e-mail address** by the end of April with instructions for the day of the ceremony. If they do not receive an e-mail, contact the Dean of Students Office at acc.dos@arapahoe.edu or 303.797.5730.

Within 6 weeks after the Ceremony:

Expect to receive a proof of their graduation photo and order form from the photographer so they may place an order. If they do not receive this after six weeks, and they want to see their photo, contact the photographer listed in the ceremony information packet.

Graduation Honors

Graduation honors recognize outstanding academic achievement throughout a student's academic career at the home institution. The honors are awarded to students who complete the requirements for an Associate Degree and earn a 3.5 or better cumulative grade point average at the institution. Only college level courses completed at the institution will be included in the GPA calculation. Students must earn 30 degree-applicable credit hours in residence at ACC to be eligible for graduation honors. The three levels of recognition are defined as follows and will be posted on the student's transcript.

Cum Laude ("with honor"):
3.50 to 3.749 Cumulative GPA

Magna Cum Laude ("with great honor"):

3.75 to 3.99 Cumulative GPA

Summa Cum Laude ("with highest honor"):

4.00 Cumulative GPA

Repeat Courses

Students will be limited in the number of times that they can take the same course; however, certain courses are exempt from the repeat course procedure due to the nature/offering of the course.

If a student has taken a course twice or more and attempts to register for the course an additional time, the student will not be able to register for that particular course until an action plan is created and approval granted by the Executive Director of Advising and Retention. Please note that the student is able to register for other courses without needing an action plan or approval as per college rules and regulations.

If the Executie Director of Advising and Retention does not feel that the registration is warranted, the student may appeal via the Repeat Course appeal policy.

If a student has taken a course three times and wants to register for the course a fourth time, the student must appeal via the Repeat Course appeal policy. All records of the repeated course(s) and grades will remain on your transcript; a new grade will be recorded under the following guidelines:

1. If the student completed the repeat of a course after June 1, 1987 and before August 27, 2006, they can request that the original course and grade have a notation under the course title which reads "Repeat (excluded from GPA)." If they do not make this request, all instances of the course will remain on the transcript and be calculated into the GPA. For graduation purposes, a course will only count once within any single degree or certificate program and will be flagged as repeated during the degree check process.
2. If the student repeats a course beginning Fall semester, 2006, the highest grade will be used in the GPA calculation. There will be no limitations on course grades that are eligible to repeat.
3. All credit hours earned for initial and repeated courses will be deducted from students remaining College Opportunity Fund Stipend eligible hours.

Repeated courses may be applied only one time to a certificate or degree, except for variable credit courses and other designated courses, such as Special topics. Students may make their request to have the previous instance of a course flagged as a repeat by submitting the Repeat / Exclude from GPA form, available online at www.arapahoe.edu/forms.

Student Bill of Rights

The General Assembly implemented the Student Bill of Rights (C.R.S. 23-1-125) to assure that students enrolled in public institutions of higher education have the following rights:

- A quality general education experience that develops competencies in reading, writing, mathematics, technology and critical thinking through an integrated arts and science experience.
- Students should be able to complete their Associate of Arts or Associate of Science degree programs in no more than sixty credit hours or their baccalaureate programs in no more than one hundred twenty credit hours, unless there are additional degree requirements recognized by the commission.
- A student can sign a two-year or four-year graduation agreement that formalizes a plan for that student to obtain a degree in two or four years, unless there are additional degree requirements recognized by the commission.
- Students have a right to clear and concise information concerning which courses must be completed successfully to complete their degrees.
- Students have a right to know which courses are transferable among the state public two- and four-year institutions of higher education.
- Students, upon successful completion of core general education courses, should have those courses satisfy the core course requirements of all Colorado public institutions of higher education.
- Students have a right to know if courses from one or more public higher education institutions satisfy the student's graduation requirements.

A student's credit for the completion of the core requirements and core courses shall not expire for ten years from the date of initial enrollment and shall be transferable.

Student Rights, Freedoms and Responsibilities

Through its procedures, Arapahoe Community College (ACC) ensures the rights of all its students to pursue their educational objectives. The ACC community includes students who are enrolled in ACC courses for credit or non-credit courses, including Community Education

courses. The ACC community also includes faculty, staff, administrators and guests.

A student is subject to two sources of authority: College authority and civil-criminal authority. ACC also expects students who are enrolled in specialized programs to follow the standards specified in their respective program handbooks (e.g., Nursing, Law Enforcement Academy and Emergency Medical Technician).

Judicial processes, including code of conduct, academic honesty statement and grievance procedures are stated in the ACC Student Handbook. The Handbook is available in the Student Engagement Center, Room M2720 or at https://www.arapahoe.edu/campus-life/student-handbook. For answers to specific questions, contact the Director of Student Life.

Term Academic Honors

If a student completes a minimum of 12 credits during the semester they can achieve honors designations on their transcripts as follows:

- **President's List** – 4.0 term GPA
- **Dean's List** – 3.5 to 3.74 term GPA
- **Vice President's List** – 3.75 to 3.99 term GPA

Legal Notices

As a recipient of Federal Title IV funds, Arapahoe Community College (ACC) is required to collect, publish and disseminate certain information to students, prospective students and employees. The College will also provide a copy of this information including a full report of the institution's graduation rate and the Annual Security Report if requested. Nothing in this Catalog is intended to create (nor shall be construed as creating) an expressed or implied contract. The College reserves the right to modify, change, delete, or add to, as it deems appropriate, the policies, procedures, and other general information in this Catalog.

Accommodations for Students with Disabilities

Requests for academic accommodations can be made by contacting the Student Access Services Office in M2710 at 303.797.5937.

Accommodations for student activities and events will be provided upon request. Persons with disabilities who require an accommodation to participate in a student activity should notify Student Life located in the Student Engagement Center in M2720 (303.797.5668) at least three working days prior to the event.

Inquiries or specific complaints of alleged disability-related discrimination or harassment should contact the Human Resources Director (303.797.5715) or the Associate Dean of Equity and Compliance (303.797.5674), Arapahoe Community College, 5900 S. Santa Fe Drive, Littleton, CO 80120.

Career and Technical Education (CTE) - Notice of Non-Discrimination

Arapahoe Community College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. The College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs. Additionally, CTE opportunities at the College will be offered without regard to sex, race, color, national origin, and disability.

Arapahoe Community College offers a wide variety of CTE programs including, but certainly not limited to, Accounting, Computer Information Systems / Networking, Health Information Management, Law Enforcement, Nursing, Project Management, and Web Design.

Individuals interested in applying for a CTE program can apply for admission at www.arapahoe.edu/apply. Note that some CTE programs have specific admissions criteria, in addition to the College's general admissions criteria. For a full list of CTE programs and admissions criteria, visit our catalog.

The College has a designated Angela Williams with the responsibility to coordinate the College's civil rights compliance activities and grievance procedures under Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act.

If you have any questions, please contact Angela Williams at 5900 S. Santa Fe Drive, Littleton, CO 80120, telephone 303.797.5715, email EOandTitleIXCoordinator@arapahoe.edu.

Drug & Alcohol Abuse Prevention Program

The Law

Arapahoe Community College is a state system community college governed by the State Board for Community Colleges and Occupational Education. Board Policy requires the College to comply with the Drug Free Schools and Communities Amendments of 1989 (PL 101 226 in Federal law). A copy of this law is on file in the Human Resources Office for your reference. The Drug and Alcohol Abuse Prevention Program includes:

Code of Conduct

Use, being under the influence, manufacturing, possession, cultivating, distribution, purchase, or sale of alcohol and/or drugs (illegal and/or dangerous or controlled substance) and/or alcohol/drug paraphernalia while on college owned or college controlled property, and/or at any function authorized or supervised by the college and/or in state owned or leased vehicles.

Note: Although possession and use of marijuana consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on college owned or college controlled property, and/or any function authorized or supervised by the college and/or in state owned or leased vehicles.

Legal Sanctions

There are legal sanctions for violations of the Code of Conduct. Any student convicted of the unlawful manufacture, distribution, dispensation, possession, use or abuse of illicit drugs or alcohol is subject to criminal penalties under local, state or federal law. These penalties range in severity from a fine of $100 to $8,000,000 and/or imprisonment. The exact penalty assessed depends upon the nature and severity of the individual offense.

College Penalties

The College will issue sanctions against students who violate the Code of Conduct. Violators will be subject to disciplinary action under student disciplinary policies. Sanctions include, but are not limited to, probation, suspension or expulsion from the College or probation, suspension or termination of employment; and referral to authorities for prosecution, as appropriate.

Health Risks

Many health risks are associated with drug and alcohol abuse. Risks include: malnutrition, brain damage, heart disease, pancreatitis, cirrhosis of the liver, mental illness, death, low birth-weight babies, and babies with drug addictions. Personal relationships, family dynamics, ability to work and study are also at risk.

Drug and Alcohol Abuse Prevention Program information and counseling resources are through the Student Life Office and Human Resources.

Illegal Substances

A controlled substances schedule is on file in the Student Life Office, located in the Student Engagement Center (Room M2720). Illegally possessing, using, distributing or manufacturing any narcotic, dangerous drug or controlled substance as classified by federal, state, and local laws or appearing on campus while under the influence of any illegally-obtained narcotic, dangerous or controlled substance is a crime and violation of the Student Code of Conduct.

Amendment 64 Information

In November 2012, Colorado voters passed Amendment 64 to the Colorado Constitution. This amendment changed Colorado law to allow people 21 or over to cultivate, consume and possess limited amounts of marijuana in private, not in public. In light of the public nature of our campuses, any marijuana use or possession on campus would run contrary to this restriction. This amendment does not alter existing policies at Arapahoe Community College prohibiting the possession, use, and distribution of marijuana by students, employees, and all visitors on College property.

Referral Resources

Referrals for counseling, treatment, rehabilitation and re-entry programs are available through the Student Engagement Center for students and the Human Resources Office for employees. Individuals may also search online for private and community-based programs as well as telephone directory listings found under "Alcoholism Treatment" and "Drug Abuse Information and Treatment." For more information, contact Student Life Office at 303.797.5668 or Human Resources at 303.797.5741.

Fair and Accurate Credit Transactions Act (FACTA)

In accordance with the Fair and Accurate Credit Transactions Act (FACTA) of 2003, Arapahoe Community College adheres to the Federal Trade Commission's (FTC) Red Flag Rule (A Red Flag is any pattern, practice, or specific activity that indicates the possible existence of identity theft.), which implements Section 114 of the FACTA and to the Colorado Community College System's Identity Theft Prevention and Detection Program, which is intended to prevent, detect and mitigate identity theft in connection with establishing new covered accounts or an existing covered account held by the Colorado Community College System (System or CCCS) or one of its thirteen (13) community colleges, and to provide for continued administration of the Program. If a transaction is deemed fraudulent, appropriate action will occur. Action may include, but is not limited to, cancelling of the transaction, notifying and cooperating with law enforcement, reporting to the Student Code of Conduct Office, and notifying the affected parties. For more information on FACTA, Red Flag Rules, and Identity Theft Consumer Information, please see the links provided below.
Federal Trade Commission Statute (https://www.ftc.gov/enforcement/statutes/fair-accurate-credit-transactions-act-2003)
Red Flag Rules (https://www.ftc.gov/tips-advice/business-center/privacy-and-security/red-flags-rule)
Identity Theft Consumer Information (https://www.consumer.ftc.gov/features/feature-0014-identity-theft)

Graduation and Retention Information

In accordance with Title I of Public Law 101-542, information about graduation rates is available on the ACC Website or from the Office of Institutional Research; additional graduation data is also available at the Colorado Department of Higher Education Website.

Grievance and Appeal Procedures

If you are taking any Arapahoe Community College courses, and you have a complaint about your experience with Arapahoe Community College, you have two options:

1. You can follow Arapahoe Community College's process for student complaints, which is located here (https://www.arapahoe.edu/campus-life/student-handbook) or you may also contact the Higher Learning Commission

(http://www.ncahlc.org/) which is Arapahoe Community College's accrediting agency.
2. If you are residing outside of Colorado while attending Arapahoe Community College, in many cases you can file a complaint in the state where you are residing. The following link can provide you with state agencies that manage the student complaint process http://www.sheeo.org.

Before exercising either of the above options, students should be aware that most, if not all, external complaint processes require the student exhaust all of the institution's internal complaint procedures prior to considering the review of a grievance.

Institutional Accreditation

Arapahoe Community College is accredited by The Higher Learning Commission and a member of the North Central Association of Colleges and Schools. The Commission can be reached at 312.263.0456 or by accessing the Website at www.ncahigherlearningcommission.org. The College operates under the jurisdiction of the Community Colleges of Colorado. ACC students regularly transfer credits to state colleges and universities within Colorado. Transfer information is available in the Academic Advising Office, Room AM2010.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

The Clery Act Disclosure is accessible on the ACC Website: http://www.arapahoe.edu/cleryact. Hard copies also available through the Campus Police Department, Room M2600.
Sexual assault protocols and victims' rights provisions are described on the ACC website at https://www.arapahoe.edu/node/480. Victims are encouraged to report. Help is available. Sex offender information is available at Colorado's Convicted Sex Offender website: http://sor.state.co.us.
Open police logs are available at the Campus Police Department.
The Campus Police Department will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff. To report crimes, violations, accidents, suspicious persons and incidents to the Campus Police Department, dial extension 5800 from any campus phone or 303.797.5800

from an external phone line. If there is no immediate answer, dial 9-911 from an on-campus phone or 911 from an external line or cell phone.

Non-Discrimination Statement

Arapahoe Community College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 or 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Arapahoe Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Angela Williams, Human Resources Director, as its Affirmative Action Officer/Equal Opportunity Coordinator/Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Angela Williams, Human Resources Director at 5900 S. Santa Fe Drive, Littleton, CO 80120, telephone 303.797.5715.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

Public Information and the Security of Your Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974 restricts the release of student information to the public without the consent of the student, except for directory information. Directory information includes name, number of credits currently taking or completed, dates of enrollment, major, degrees earned and honors earned. The Solomon Amendment requires institutions receiving federal funds to provide additional directory information that includes address and phone numbers of enrolled students to the US Military. If a student does not wish the College to release the directory information, a Confidential Hold form must be completed and returned to the Records & Enrollment Services Office. A student who has requested restricted release of information cannot perform any personal business with ACC over the phone or

via email. These students must conduct all of their business in person.

Sex Offender Registry

Information concerning persons who are required by Colorado law to register as sex offenders may be obtained from the Littleton Police Department, Records Division, 2255 West Berry Avenue, Littleton, CO 80165, 303.795.3880, or the Arapahoe County Sheriff's Department, Records Division, 13101 E. Bronco Pkwy. Blvd., Centennial, CO 80112, 303.795.4780. The Colorado Convicted Sex Offender Website is http://sor.state.co.us.

Smoking Policy

Smoking, including vapor cigarettes, is prohibited in all College buildings as directed by the Governor's Executive Order D0036 90.

State Authorization

Arapahoe Community College is currently working cooperatively with higher education authorities in all states and other U.S. jurisdictions to ensure compliance with state authorization requirements that govern the offering of courses in those states, including complaint processes. Arapahoe Community College is a participating SARA institution; for more information on the National Council for State Authorization Reciprocity Agreements (NC-SARA), please visit their website.

Currently Arapahoe Community College has approval to offer courses in the following states:
Alabama, Alaska, Arizona, Arkansas, California, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, Washington, D.C., West Virginia, Wisconsin, Wyoming

Arapahoe Community College is currently NOT authorized to offer courses in the following states:
Massachusetts

If you are not an on-campus student at Arapahoe Community College and plan to enroll in distance classes, please check the information provided above to verify that

your state has either authorized or exempted our college to offer such classes or programs to you as a resident of that state.

If you reside in an "unauthorized" state and plan to take distance education classes, please note that we are not authorized or exempted to offer distance education classes or programs to you as a resident of an "unauthorized" state. If you have questions or concerns, please contact Darcy Briggs at darcy.briggs@arapahoe.edu.

Student Right-To-Know

In accordance with Title I of Public Law 101-542, information about graduation rates is available on the ACC Website or from the Office of Institutional Research; additional graduation data is also available at the Colorado Department of Higher Education Website.

U.S. Communicable Diseases

On the basis of current information from the American College Health Association, the National Centers for Disease Control and the Colorado Department of Health, there are numerous reportable communicable diseases (i.e., measles, Rubella, Varicalla, Hepatitis) which can infect individuals through various methods of contact and can represent a public health threat to the campus community. Accordingly, exclusion from campus academic, social or cultural activities of those individuals who can infect other individuals may be appropriate.

Voter Registration Information

ACC fully supports and advocates that students and staff register to vote. Voter Registration forms are available in Student Life located within the Student Engagement Center M2720, Student Access Services in in M2710, and the Colorado Secretary of State website at http://www.sos.state.co.us/pubs/elections/main.html.

Use of College Buildings and Property

The primary purpose of the facilities at Arapahoe Community College (ACC) is to carry out the educational mission of the College. As a public institution, ACC also seeks to reach out and be accessible to the larger community. ACC has the right to establish reasonable regulations regarding use of college property.

To the extent that space is available, ACC welcomes community groups and organizations to utilize the facilities

for purposes compatible with the Colleges' mission. Any group that uses ACC's facilities is expected to conduct themselves in a peaceful manner and follow the policy as discussed below. Further, these gatherings shall not disrupt normal college functions, endanger the health or safety of any person present, or damage college property.

Academic Programs

Bachelor of Applied Science

The Bachelor of Applied Science (BAS) degree is designed to provide advanced study in a particular career /occupational area. Students will receive a well-rounded learning experience including both general education credits and advanced coursework in the major field of study. Students must possess a relevant 60-credit associate degree from a Regionally Accredited institution to be admitted to the BAS degree. While the BAS degree is not intended to transfer for graduate studies at another college or university, individual courses may be considered for transfer by the receiving institution.

Emergency Service Administration BAS

CIP 430302 (BESA)

The BAS degree in Emergency Service Administration offers a comprehensive program to prepare a new generation of leaders in the field of emergency services in both governmental agencies and private sectors. Students will obtain a well-rounded learning experience and training related to proactive strategic planning for disaster prevention and reduction. The curriculum blends theoretical perspectives with professional practice necessary to enhance resiliency for communities and leverage capabilities and resources to deal with emergency situations. Students will learn how to tackle crisis requiring multi-agency collaboration and coordination activities. Additionally, the curriculum provides the foundation and skills for professionals in emergency services to advance into a leadership position and practice a proactive leadership in unpredictable and catastrophic situations to minimize risk to responders and the public.

The program will be delivered online. The BAS program (a total of 120 credit hours) offers a flexible upper level 60-credit-hour degree designed specifically for students who have earned an associate degree from a regionally accredited institution in Criminal Justice, Emergency Management and Planning, Emergency Medical Services, Fire Science Technology, Homeland Security/Emergency Management, Law Enforcement, Paramedicine, Public Safety, Wildland Safety, or closely related degree.

Admission Requirements
- Admission to Arapahoe Community College

- Student must have the following to be considered for entrance into this program: must possess a relevant associate degree (60+ credits) from a regionally accredited institution in Criminal Justice, Emergency Management and Planning, Emergency Medical Services, Fire Science Technology, Homeland Security/Emergency Management, Law Enforcement, Paramedicine, Public Safety, Wildland Safety, or closely related degree.
- Pre-acceptance advising session with Program Director at courtney.kuntz@arapahoe.edu or 303.797.5247

Program Requirements

- Admission to Arapahoe Community College

General Education Courses (30 credit hours)

- ENG 201 - English Composition III: GT-CO3 3 Credits
- MAT 135 - Introduction to Statistics: GT-MA1 3 Credits
- ENV 110 - Natural Disasters: GT-SC2 3 Credits
- SOC 218 - Sociology of Diversity: GT-SS3 3 Credits
- POS 225 - Comparative Government: GT-SS1 3 Credits
- AAS Degree General Education Coursework 15 Credits

Major Courses (90 credit hours)

- ESA 300 - Leadership for Emergency Executives 3 Credits
- ESA 305 - Crisis Communication and Public Relations 3 Credits
- ESA 310 - Emergency Public Information and Media Training 3 Credits
- ESA 315 - Elements of Emergency Service Administration 3 Credits
- ESA 320 - Designing Safer Communities 4 Credits
- ESA 325 - Public Policy and Practical Applications in Emergency Services 3 Credits
- ESA 330 - Budget and Planning Fundamentals for Emergency Administrators 3 Credits
- ESA 400 - Personnel Management in Emergency Service Agencies 3 Credits
- ESA 405 - Public Health in Complex Emergencies 4 Credits
- ESA 410 - Terrorism Threat and Risk Analysis 3 Credits
- ESA 415 - Tactical Planning, Response and Recovery 4 Credits
- ESA 420 - Research & Design for Emergency Administration 3 Credit
- ESA 489 - Capstone: Emergency Services Administration 6 Credits
- AAS Degree Major Coursework 45 Credits

Total: 120 Credit Hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.

Bachelor of Science in Nursing Completion

The RN-BSN Completion Program is designed with options for current nursing students who are enrolled in the Nursing AAS program or Registered Nurses who wish to continue their education to earn a baccalaureate nursing degree.

Bachelor of Science Nursing Completion Program (RN-BSN)
CIP 513801 (BBSN)

The RN-BSN Program is designed for Registered Nurses who wish to earn the baccalaureate nursing degree or for current nursing students (dual enrollment) who are enrolled in the Nursing AAS program who wish to earn the baccalaureate nursing degree. The focus of the program is to add value to their nursing education, increase their perspective of current clinical practice beyond the ADN level, enhance their leadership abilities and promote life-long learning within the nursing profession.

Students who are dual enrolled can start BSN classes through an online format. The program has two courses that require a practicum experience in an area of the student's interests.

The Nursing Program is also approved by the State Board of Colorado Community College Occupational and Education Programs. Arapahoe Community College is accredited by The Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools (NCA).

The ACC Nursing Program is housed in the School of Health and Public Services Division, office phone number is 303.797.5991. The Nursing Assistant's phone number is 303.797.5939.

Admission Requirements

- Admission to Arapahoe Community College

- Active, unencumbered Registered Nurse (RN) license (or) for Dual Enrollment, completion of the Dual Admission Request Certification Form

Notes:

Out of state students will require authorization by the State Board of Nursing in their state of residence in order for ACC to provide instruction. In addition, depending on the state, limitations may exist with ACC providing an education experience to them.

Students must complete a minimum of 25% of the credits required for the degree at Arapahoe Community College (in residence) in order to earn this degree from ACC.

After you are accepted into the RN-BSN Completion Program, you will be required to provide additional items during the program, including:

- Official college transcript(s) - before beginning the program
- Immunization records - required prior to clinical coursework
- Background check and drug screen - required prior to clinical coursework

Associate of Applied Science/Associate Degree in Nursing students have the option to be dual enrolled in the RN-BSN Completion Program with submission of the Dual Admission Request Certification Form.

Program Requirements

General Education Courses (18 credit hours)

- ENG 122 - English Composition II: GT-CO2 3 Credits *
- MAT 135 - Introduction to Statistics: GT-MA1 3 Credits *
- GT-HI1 - History Course 3 Credits
- GT-AH1, AH2, or AH3 Arts and Humanities Courses 6 Credits
- GT-SS1, SS2, or SS3 Social Science Course 3 Credits

Major Courses (24.5 credit hours)

- NUR 301 - Integration into Baccalaureate Nursing Practice 3 Credits
- NUR 302 - Trends in Nursing Practice 3 Credits
- NUR 303 - Nursing Research / Evidence Based Practice 3 Credits *
- NUR 408 - Legal and Ethical Issues Related to Professional Nursing Practice 3 Credits
- NUR 409 - Leadership in the Nursing Profession 3.5 Credits
- NUR 410 - Community Health Nursing/Practicum 6 Credits
- NUR 411 - Senior Seminar 3 Credits

Restricted Electives (6 credits)

Choose two courses from the following (6 credits):

- NUR 304 - Informatics / Healthcare Technology 3 Credits
- NUR 305 - Emergency Preparedness 3 Credits
- NUR 306 - Gerontology Nursing 3 Credits
- NUR 307 - Behavioral Health 3 Credits

Associate Degree Credits (71.5 credits)**

Notes:

* 300-level nursing courses must be completed before taking 400-level nursing courses.

** If associate degree is less than 71.5 credits, balance of credits may be satisfied with elective credits or credit for prior learning.

Total: 120 Credit Hours

Graduation Requirements

- Achieve a "C" or better in all required courses.
- Apply for graduation online at www.arapahoe.edu/graduation.

Associate of Arts

Students successfully completing any Guaranteed Transfer Courses with a "C" or better are guaranteed acceptance of the course at any public four-year College or university in Colorado.

The State Guaranteed Transfer Courses and the Colorado Community College General Education requirements have been incorporated into the degree. Students who complete a 60 credit-hour A.A. degree with appropriate course requirements and grades of "C" or better may be able to complete a Baccalaureate degree in 60 additional credits after transferring to a four-year public institution. Consult your ACC Advisor about Colorado's 60 + 60 agreement.

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

NOTE: No course substitutions will be accepted for the Associate of Arts or Associate of Science degrees.

Associate of Arts, General
CIP 240101

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

General Education Courses (60 credit hours)
Written Communications (6 credit hours)

- ENG 121 - English Composition I: GT-CO1 3 Credits
- ENG 122 - English Composition II: GT-CO2 3 Credits

Oral Communications (3 credit hours)

- COM 115 - Public Speaking 3 Credits **OR**
- COM 125 - Interpersonal Communication 3 Credits **OR**
- COM 220 - Intercultural Communication: GT-SS3 3 Credits

Mathematics (3 credit hours)

- MAT 120 - Mathematics for Liberal Arts: GT-MA1 4 Credits **OR** higher
- GT - Any Guaranteed Transfer Math course except MAT 155 and MAT 156 (GT-MA1) See GT-Pathways Courses

Art and Humanities/Social and Behavioral Sciences combined (18 credit hours)
Art and Humanities (6 credit hours)

- GT - Two Guaranteed Transfer Arts & Humanities courses from two different areas (GT-AH1, GTAH2, GT-AH3, or GT-AH4). See GT-Pathways Courses

Social and Behavioral Science (6 credit hours)

- GT - Two Guaranteed Transfer Social & Behavioral Science courses (GT-SS1, GT-SS2, or GT-SS3). GT-Pathways Courses

History (3 credit hours)
- GT - One Guaranteed Transfer course from: History (GTHI1). See GT-Pathways Courses

Student Option (3 credit hours)
- GT - One Guaranteed Transfer Arts & Humanities / Social & Behavioral Science / History course (GTAH1, GT-AH2, GT-AH3, GT-AH4, GT-SS1, GTSS2, GT-SS3, or GT-HI1). See GT-Pathways Courses

Natural and Physical Sciences (7 credit hours)
- GT - Two Guaranteed Transfer courses from: Natural and Physical Sciences, including at least one LAB course (GT-SC1 or GT-SC2). See GT-Pathways Courses

Electives (23 credit hours)
Elective credit must be completed from the following lists of approved prefixes or courses to bring the total credit hours to 60.

Guaranteed Transfer
- Any Guaranteed Transfer Course

Any course in the following prefixes
Any course in the following prefixes except Special Topics (275) and Independent Study (285): ANT, ART, BIO (100 **OR** above), CHE, HIS, HUM, LIT, MUS, PED, PHI, PHY (105 **OR** above), POS, PSY, SOC

Specific Courses:
- AAA 101 - College 101: The Student Experience 1 Credit
- AAA 109 - Advanced Academic Achievement 3 Credits
- ACC 121 - Accounting Principles I 4 Credits
- ACC 122 - Accounting Principles II 4 Credits
- BUS 115 - Introduction to Business 3 Credits
- BUS 216 - Legal Environment of Business 3 Credits
- BUS 217 - Business Communication and Report Writing 3 Credits
- BUS 226 - Business Statistics 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- COM 115 - Public Speaking 3 Credits
- COM 217 - Group Communication 3 Credits
- CSC 160 - Computer Science I (Language) 4 Credits
- CSC 161 - Computer Science II (Language) 4 Credits
- ENG 131 - Technical Writing I: GT-CO1 3 Credits **OR** higher ENG course
- HNR 100 - Honors Seminar: 1 Credit
- HNR 289 - Capstone: Honors 1 Credit
- HWE 100 - Human Nutrition 3 Credits

- HWE 108 - Weight Loss 1 Credit
- HWE 111 - Health and Fitness 3 Credits
- HWE 124 - Fitness and Wellness 2 Credits
- HWE 125 - Introduction to Exercise Health Sciences 3 Credits
- MAT 120 - Mathematics for Liberal Arts: GT-MA1 4 Credits **OR** higher MAT Course
- ANY Foreign Language (including ASL) numbered 111 or higher

Total: 60 credit hours
All courses required for this degree must be completed with a "C" or better to be considered for transfer to another Colorado institution. Transferability of courses to colleges or universities outside of Colorado is determined by the receiving institution.

Graduation Requirements
- Apply for graduation online at www.arapahoe.edu/graduation.

Anthropology Transfer Major, AA CIP 240101 (ANTH)
The purpose of a statewide articulation agreement is to identify the courses a student at a Colorado public community college must complete as part of an AA/AS degree to be guaranteed to be able to complete the designated baccalaureate degree program at any public four-year college and university (hereafter referred to as receiving institutions) that offers that program within the minimum number of credits designated by the Colorado Commission on Higher Education.

For more information about this transfer degree please refer to the Colorado Department of Higher Education website

Admission Requirements
- Admission to Arapahoe Community College

Program Requirements

General Education Courses (32-33 credit hours)
Written Communication (6 credit hours)
- ENG 121 - English Composition I: GT-CO1 3 Credits **AND**
- ENG 122 - English Composition II: GT-CO2 3 Credits **OR**
- ENG 122 - English Composition II: GT-CO2 3 Credits **AND**
- GT - A GT Pathways-approved CO3 course (GTCO3)

Mathematics (3-4 credit hours)
- GT - One GT Pathways course (GT-MA1) prefer MAT 135: Introduction to Statistics, except:
  - University of Colorado Denver requires either MAT 135 or MAT 121
  - Western State Colorado University requires MAT 121

Arts and Humanities (6 credit hours)

- GT - Two GT Pathways Arts & Humanities courses (GTAH1, GT-AH2, GT-AH3, or GT-AH4)

History (3 credit hours)

- GT - One GT Pathways course (GT-HI1)

Social and Behavioral Sciences (6 credit hours)

- GT - Two GT Pathways Social & Behavioral Sciences courses (GT-SS1, GT-SS2 or GT-SS3)

Natural and Physical Sciences (8 credit hours)

- GT - Two GT Pathways Natural & Physical Sciences courses (GT-SC1)

Additional Required Courses (21 credit hours)

- COM 115 - Public Speaking 3 Credits **OR**
- COM 125 - Interpersonal Communication 3 Credits **OR**
- COM 220 - Intercultural Communication: GT-SS3 3 Credits
- GT - One GT Pathways Arts & Humanities course (GT-AH1, GT-AH2, GT-AH3, or GT-AH4)
- ANT 101 - Cultural Anthropology: GT-SS3 3 Credits
- ANT 107 - Introduction to Archeology: GT-SS3 3 Credits
- ANT 111 - Biological Anthropology with Lab: GT-SC1 4 Credits
- GT - One GT Pathways **ANT** course in Social & Behavioral Sciences (GT-SS3)
- GT - One GT Pathways Social & Behavioral Science course (must be GT-SS2 or GT-SS3)

Electives (6 credit hours)

Elective credit must be completed from the following lists of approved prefixes or courses to bring the total credit hours to 60. Please Note: Any additional courses taken in the discipline covered by this agreement might not count toward the requirements of the major at the receiving institution.

Guaranteed Transfer

- Any Guaranteed Transfer course.

Any course in the following prefixes

- Any course in the following prefixes except Special Topics, Independent Study, Capstone, and Internships:
  ANT, ART, BIO (100 OR above), CHE, HIS, ECO, HUM, LIT, MUS, PED, PHI, PHY (105 OR above), POS, PSY, SOC.

Specific Courses:

- AAA 101 - College 101: The Student Experience 1 Credit
- AAA 109 - Advanced Academic Achievement 3 Credits
- ACC 121 - Accounting Principles I 4 Credits
- ACC 122 - Accounting Principles II 4 Credits
- BUS 115 - Introduction to Business 3 Credits
- BUS 216 - Legal Environment of Business 3 Credits
- BUS 217 - Business Communication and Report Writing 3 Credits
- BUS 226 - Business Statistics 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- COM 115 - Public Speaking 3 Credits
- COM 217 - Group Communication 3 Credits
- CSC 160 - Computer Science I (Language) 4 Credits
- CSC 161 - Computer Science II (Language) 4 Credits
- ENG 131 - Technical Writing I: GT-CO1 3 Credits (**OR** higher ENG course)
- HNR 100 - Honors Seminar: 1 Credit
- HNR 289 - Capstone: Honors 1 Credit
- HWE 108 - Weight Loss 1 Credit
- HWE 124 - Fitness and Wellness 2 Credits
- MAT 120 - Mathematics for Liberal Arts: GT-MA1 4 Credits (**OR** higher MAT course)
- ANY Foreign Language (including ASL) numbered 111 or higher

Total: 60 credit hours
All courses required for this degree must be completed with a "C" or better to be considered for transfer to another Colorado institution. Transferability of courses to colleges or universities outside of Colorado is determined by the receiving institution.

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.

Art History Transfer Major, AA CIP 240101 (ATHD)

The purpose of a statewide articulation agreement is to identify the courses a student at a Colorado public community college must complete as part of an AA/AS degree to be guaranteed to be able to complete the designated baccalaureate degree program at any public four-year college and university (hereafter referred to as receiving institutions) that offers that program within the minimum number of credits designated by the Colorado Commission on Higher Education.

For more information about this transfer degree please refer to the Colorado Department of Higher Education website.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

General Education Courses (31-33 credit hours)

Written Communication (6 credit hours)

- ENG 121 - English Composition I: GT-CO1 3 Credits **AND**
- ENG 122 - English Composition II: GT-CO2 3 Credits **OR**

- ENG 122 - English Composition II: GT-CO2 3 Credits **AND**
- GT - One GT Pathways -approved CO3 course (GTCO3)

Mathematics (3 or 4 credit hours)
- GT - One GT Pathways Mathematics course (GT-MA1),
- prefer MAT 120 : Mathematics for the Liberal Arts.

Arts and Humanities (6 credit hours)
- GT - Two GT Pathways Arts and Humanities courses (GT-AH1, GT-AH2, GT-AH3, GT-AH4) **EXCEPT** *the courses listed in the Additional Required Courses section below*

History (3 credit hours)
- GT - One GT Pathways History course (GT-H1)

Social and Behavioral Sciences (6 credit hours)
- GT - Two GT Pathways Social and Behavioral Science courses (GT-SS1, GT-SS2, GT-SS3)

Natural and Physical Sciences (7 or 8 credit hours)
- GT - Two GT Pathways Natural & Physical Science courses (GT-SC1, GT-SC2). One of these courses must have the required Laboratory (GT-SC1)

Additional Required Courses (18 credit hours)
Please Note: If these credits are not required for the major at a receiving 4-year institution, they will be applied to the Bachelor's degree as elective credit towards graduation. Please check with the receiving institution to determine in which way these courses will be applied.

- ART 111 - Art History I Ancient to Medieval: GT-AH1 3 Credits
- ART 112 - Art History II Renaissance to Modern: GT-AH1 3 Credits
- ART 121 - Drawing I 3 Credits
- ART 131 - Visual Concepts 2-D Design 3 Credits
- ART 132 - Visual Concepts 3-D Design 3 Credits
- ART 207 - Art History-1900 to Present: GT-AH1 3 Credits

Electives (9-11 credit hours)
Elective credit must be completed from the following lists of approved prefixes or courses to bring the total credit hours to 60.

Guaranteed Transfer
- Any Guaranteed Transfer course.

Any course in the following prefixes
- Any course in the following prefixes except Special Topics (275) and Independent Study (285): ANT, ART, BIO (100 **OR** above), CHE, ECO, HIS, HUM, LIT, MUS, PED, PHY (105 **OR** above), POS, PSY, SOC.

Specific Courses:

- AAA 101 - College 101: The Student Experience 1 Credit
- AAA 109 - Advanced Academic Achievement 3 Credits
- ACC 121 - Accounting Principles I 4 Credits
- ACC 122 - Accounting Principles II 4 Credits
- BUS 115 - Introduction to Business 3 Credits
- BUS 216 - Legal Environment of Business 3 Credits
- BUS 217 - Business Communication and Report Writing 3 Credits
- BUS 226 - Business Statistics 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- COM 115 - Public Speaking 3 Credits
- COM 217 - Group Communication 3 Credits
- CSC 160 - Computer Science I (Language) 4 Credits
- CSC 161 - Computer Science II (Language) 4 Credits
- ENG 131 - Technical Writing I: GT-CO1 3 Credits (**OR** higher ENG course)
- HNR 100 - Honors Seminar: 1 Credit
- HNR 289 - Capstone: Honors 1 Credit
- HWE 108 - Weight Loss 1 Credit
- HWE 124 - Fitness and Wellness 2 Credits
- MAT 120 - Mathematics for Liberal Arts: GT-MA1 4 Credits (**OR** higher MAT course)
- ANY Foreign Language (including ASL) numbered 111 or higher

Note(s):
Any additional courses taken in the discipline covered by this agreement might not count toward the requirements of the major at the receiving institution.

Total: 60 credit hours
All courses required for this degree must be completed with a "C" or better to be considered for transfer to another Colorado institution. Transferability of courses to colleges or universities outside of Colorado is determined by the receiving institution.

Graduation Requirements
- Apply for graduation online at www.arapahoe.edu/graduation.

Business Transfer Major, AA
CIP 240101 (BSTR)
The purpose of a statewide articulation agreement is to identify the courses a student at a Colorado public community college must complete as part of an AA/AS degree to be guaranteed to be able to complete the designated baccalaureate degree program at any public four-year college and university (hereafter referred to as receiving institutions) that offers that program within the minimum number of credits designated by the Colorado Commission on Higher Education.

For more information about this transfer degree please refer to the Colorado Department of Higher Education website.

Admission Requirements
- Admission to Arapahoe Community College

Program Requirements

General Education Courses (37 credit hours)

Written Communication (6 credit hours)
- ENG 121 - English Composition I: GT-CO1 3 Credits
- ENG 122 - English Composition II: GT-CO2 3 Credits

Math (8 credit hours)
- MAT 121 - College Algebra: GT-MA1 4 Credits **OR**
- MAT 123 - Finite Mathematics: GT-MA1 4 Credits
- MAT 125 - Survey of Calculus: GT-MA1 4 Credits **OR**
- a higher level Calculus course

Arts and Humanities (6 credit hours)
- GT - Two Guaranteed Transfer Arts & Humanities courses (GT-AH1, GT-AH2, GT-AH3, GT-AH4)

History (3 credit hours)
- GT - One Guaranteed Transfer History Course (GT-HI1)

Social and Behavioral Sciences (6 credit hours)
- ECO 201 - Principles of Macroeconomics: GT-SS1 3 Credits
- ECO 202 - Principles of Microeconomics: GT-SS1 3 Credits

Natural and Physical Sciences (8 credit hours)
GT - Two Guaranteed Transfer Natural and Physical Sciences courses (GT-SC1, GT-SC2)

Additional Required Courses (23 credit hours)
- ACC 121 - Accounting Principles I 4 Credits
- ACC 122 - Accounting Principles II 4 Credits
- BUS 115 - Introduction to Business 3 Credits
- BUS 216 - Legal Environment of Business 3 Credits
- BUS 217 - Business Communication and Report Writing 3 Credits
- BUS 226 - Business Statistics 3 Credits
- COM 115 - Public Speaking 3 Credits

Note(s):
Any additional courses taken in the discipline covered by this agreement might not count toward the requirements of the major at the receiving institution.

Total: 60 credit hours
All courses required for this degree must be completed with a "C" or better to be considered for transfer to another Colorado institution. Transferability of courses to colleges or universities outside of Colorado is determined by the receiving institution.

Graduation Requirements
- Apply for graduation online at www.arapahoe.edu/graduation.

Communication Transfer Major, AA CIP 240101 (COMD)

The purpose of a statewide articulation agreement is to identify the courses a student at a Colorado public community college must complete as part of an AA/AS degree to be guaranteed to be able to complete the designated baccalaureate degree program at any public four-year college and university (hereafter referred to as receiving institutions) that offers that program within the minimum number of credits designated by the Colorado Commission on Higher Education.

For more information about this transfer degree please refer to the Colorado Department of Higher Education website.

Admission Requirements
- Admission to Arapahoe Community College

Program Requirements

General Education Courses (31 credit hours)

Written Communication (6 credit hours)
- ENG 121 - English Composition I: GT-CO1 3 Credits **AND**
- ENG 122 - English Composition II: GT-CO2 3 Credits **OR**
- ENG 122 - English Composition II: GT-CO2 3 Credits **AND**
- GT - One GT Pathways -approved CO3 course (GTCO3)

Mathematics (3 credit hours)
- GT - One GT Pathways Mathematics course (GT-MA1),
- Prefer MAT 120: Mathematics for the Liberal Arts.

Arts and Humanities (6 credit hours)
- GT - Two GT Pathways Arts and Humanities courses (GT-AH1, GT-AH2, GT-AH3, GT-AH4)

History (3 credit hours)
- GT - One GT Pathways History course (GT-H1)

Social and Behavioral Sciences (6 credit hours)
- COM 220 - Intercultural Communication: GT-SS3 3 Credits **AND**
- GT - One GT Pathways Social and Behavioral Science course (GT-SS1, GT-SS2, GT-SS3)

Natural and Physical Sciences (7 credit hours)
- GT - Two GT Pathways Natural & Physical Science courses (GT-SC1, GT-SC2). One of these courses must have the required Laboratory (GT-SC1)

Additional Required Courses (18 credit hours)
Please Note: If these credits are not required for the major at a receiving 4-year institution, they will be applied to the Bachelor's degree as elective credit towards graduation.

Please check with the receiving institution to determine in which way these courses will be applied.

- COM 115 - Public Speaking 3 Credits
- COM 125 - Interpersonal Communication 3 Credits
- COM 217 - Group Communication 3 Credits
- GT - Choose one 3-credit course with a COM Prefix
- GT - Choose two GT Pathways courses (6 credits) from either: History (GT-HI1) **OR** Social & Behavioral Sciences (GT-SS1, GT-SS2, or GT-SS3)

Electives (11 credit hours)

Elective credit must be completed from the following lists of approved prefixes or courses to bring the total credit hours to 60.

Guaranteed Transfer

- Any Guaranteed Transfer course.

Any course in the following prefixes

- Any course in the following prefixes except Special Topics, Independent Study, Capstone, and Internships:
  ANT, ART, BIO (100 OR above), CHE, ECO, HIS, HUM, LIT, MUS, PED, PHI, PHY (105 OR above), POS, PSY, SOC.

Specific Courses:

- AAA 101 - College 101: The Student Experience 1 Credit
- AAA 109 - Advanced Academic Achievement 3 Credits
- ACC 121 - Accounting Principles I 4 Credits
- ACC 122 - Accounting Principles II 4 Credits
- BUS 115 - Introduction to Business 3 Credits
- BUS 216 - Legal Environment of Business 3 Credits
- BUS 217 - Business Communication and Report Writing 3 Credits
- BUS 226 - Business Statistics 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- COM 115 - Public Speaking 3 Credits
- COM 217 - Group Communication 3 Credits
- CSC 160 - Computer Science I (Language) 4 Credits
- CSC 161 - Computer Science II (Language) 4 Credits
- ENG 131 - Technical Writing I: GT-CO1 3 Credits (**OR** higher ENG course)
- HNR 100 - Honors Seminar: 1 Credit
- HNR 289 - Capstone: Honors 1 Credit
- HWE 108 - Weight Loss 1 Credit
- HWE 124 - Fitness and Wellness 2 Credits
- MAT 120 - Mathematics for Liberal Arts: GT-MA1 4 Credits (**OR** higher MAT course)

- ANY Foreign Language (including ASL) numbered 111 or higher

Please Note:

Any additional COM courses beyond the 4 courses identified above in the Additional Required Courses section may not count toward the Communication major at the receiving 4-year institution.

Total: 60 credit hours

All courses required for this degree must be completed with a "C" or better to be considered for transfer to another Colorado institution. Transferability of courses to colleges or universities outside of Colorado is determined by the receiving institution.

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.

Criminal Justice Transfer Major, AA CIP 240101 (CRJT)

The purpose of a statewide articulation agreement is to identify the courses a student at a Colorado public community college must complete as part of an AA/AS degree to be guaranteed to be able to complete the designated baccalaureate degree program at any public four-year college and university (hereafter referred to as receiving institutions) that offers that program within the minimum number of credits designated by the Colorado Commission on Higher Education.

For more information about this transfer degree please refer to the Colorado Department of Higher Education website.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

General Education Courses (31-33 credit hours)

Written Communication (6 credit hours)

- ENG 121 - English Composition I: GT-CO1 3 Credits **AND**
- ENG 122 - English Composition II: GT-CO2 3 Credits **OR**
- ENG 122 - English Composition II: GT-CO2 3 Credits **AND**
- GT - One GT Pathways -approved CO3 course (GT-CO3)

Mathematics (3-4 credit hours)

- GT - One GT Pathways course (GT-MA1) prefer MAT 135 - Introduction to Statistics: GT-MA1, except:
  - Colorado Mesa University requires either MAT 120 or MAT 121
  - University of Northern Colorado requires MAT 135

Arts and Humanities (6 credit hours)

- GT - Two GT Pathways Arts & Humanities courses from two different categories (GT-AH1, GTAH2, GT-AH3, GT-AH4)

History (3 credit hours)
- GT - One GT Pathways History course (GT-HI1)

Social and Behavioral Sciences (6 credit hours)
- SOC 101 - Introduction to Sociology I: GT-SS3 3 Credits **AND**
- GT - One GT Pathways Social & Behavioral Sciences course (GT-SS3)

Natural and Physical Sciences (7-8 credit hours)
- GT - Two GT Pathways Natural & Physical Science courses (GT-SC1, GT SC2) - one course must be lab-based (GT-SC1)

Additional Required Courses (27 credit hours)
CCCS Requirement:
- COM 115 - Public Speaking 3 Credits **OR**
- COM 125 - Interpersonal Communication 3 Credits
- CRJ 110 - Intro to Criminal Justice GT: SS3 3 Credits
- CRJ 125 - Policing Systems 3 Credits
- CRJ 145 - Correctional Process 3 Credits

Choose two courses from the following: (6 Credit Hours)
- CRJ 127 - Crime Scene Investigation
- CRJ 135 - Judicial Function 3 Credits
- CRJ 205 - Principles of Criminal Law 3 Credits
- CRJ 209 - Criminal Investigation I 3 Credits
- CRJ 230 - Criminology 3 Credits
- CRJ 231 - Introduction to Forensic Science and Criminalistics 3 Credits
- CRJ 235 - Delinquent Behavior
- CRJ 236 - CRJ Research Methods 3 Credits
- CRJ 257 - Victimology 3 Credits
- CRJ 268 - Criminal Profiling 3 Credits

Choose three courses from the following: (9 Credit Hours)
- ANT 201 - Introduction to Forensic Anthropology: GT-SS3 3 Credits
- CNG 258 - Digital Forensics 4 Credits
- COM 217 - Group Communication 3 Credits
- COM 225 - Organizational Communication 3 Credits
- POS 111 - American Government: GT-SS1 3 Credits
- POS 125 - American State & Local Government GT-SS1 3 Credits
- PSY 207 - Intro Forensic Psychology 3 Credits
- PSY 217 - Human Sexuality: GT-SS3 3 Credits
- PSY 226 - Social Psychology: GT-SS3 3 Credits
- PSY 249 - Abnormal Psychology GT-SS3 3 Credits
- SOC 231 - The Sociology of Deviant Behavior: GTSS3 3 Credits

Electives (0-2 credit hours)
Elective credit must be completed from the following lists of approved prefixes or courses to bring the total credit hours to 60.

Guaranteed Transfer
Any Guaranteed Transfer course.

Any course in the following prefixes
- Any course in the following prefixes except Special Topics, Independent Study, Capstone, and Internships:
  ANT, ART, BIO (100 OR above), CHE, ECO, HIS, HUM, LIT, MUS, PED, PHI, PHY (105 OR above), POS, PSY, SOC.

Specific Courses:
- AAA 101 - College 101: The Student Experience 1 Credit
- AAA 109 - Advanced Academic Achievement 3 Credits
- ACC 121 - Accounting Principles I 4 Credits
- ACC 122 - Accounting Principles II 4 Credits
- BUS 115 - Introduction to Business 3 Credits
- BUS 216 - Legal Environment of Business 3 Credits
- BUS 217 - Business Communication and Report Writing 3 Credits
- BUS 226 - Business Statistics 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- COM 115 - Public Speaking 3 Credits
- COM 217 - Group Communication 3 Credits
- CSC 160 - Computer Science I (Language) 4 Credits
- CSC 161 - Computer Science II (Language) 4 Credits
- ENG 131 - Technical Writing I: GT-CO1 3 Credits **OR** higher
- HNR 100 - Honors Seminar: 1 Credit
- HNR 289 - Capstone: Honors 1 Credit
- HWE 108 - Weight Loss 1 Credit
- HWE 124 - Fitness and Wellness 2 Credits
- MAT 120 - Mathematics for Liberal Arts: GT-MA1 4 Credits **OR** higher
- ANY Foreign Language (including ASL) numbered 111 or higher

Note(s):
Any additional courses taken in the discipline covered by this agreement might not count toward the requirements of the major at the receiving institution.

Total: 60 credit hours
All courses required for this degree must be completed with a "C" or better to be considered for transfer to another Colorado institution. Transferability of courses to colleges or universities outside of Colorado is determined by the receiving institution.

Graduation Requirements

- All courses required for this degree must be completed with a "C" or better to be considered for transfer to another institution.
- Apply for graduation online at www.arapahoe.edu/graduation.

Early Childhood Teacher Education Transfer Major, AA
CIP 240101 (ECTD)

The purpose of a statewide articulation agreement is to identify the courses a student at a Colorado public community college must complete as part of an AA/AS degree to be guaranteed to be able to complete the designated baccalaureate degree program at any public four-year college and university (hereafter referred to as receiving institutions) that offers that program within the minimum number of credits designated by the Colorado Commission on Higher Education.

For more information about this transfer degree please refer to the Colorado Department of Higher Education website.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

General Education Requirements (33 credit hours)

Written Communication (6 credit hours)

- ENG 121 - English Composition I: GT-CO1 3 Credits
- ENG 122 - English Composition II: GT-CO2 3 Credits

Mathematics (4 credit hours)

- MAT 120 - Mathematics for Liberal Arts: GT-MA1 4 Credits

Arts and Humanities (6 credit hours)

Students must choose two of the following courses:

- MUS 120 - Music Appreciation: GT-AH1 3 Credits OR
- ART 110 - Art Appreciation: GT-AH1 3 Credits OR
- THE 105 - Theatre Appreciation: GT-AH1 3 Credits
  AND
- LIT 115 - Introduction to Literature: GT-AH2 3 Credits OR
- LIT 255 - Children's Literature 3 Credits

History (3 credit hours)

- HIS 121 - US History to Reconstruction: GT-HI1 3 Credits OR
- HIS 122 - US History since the Civil War: GT-HI1 3 Credits

Social and Behavioral Sciences (6 credit hours)

- GEO 105 - World Regional Geography: GT-SS2 3 Credits
- PSY 101 - General Psychology I: GT-SS3 3 Credits

Natural and Physical Sciences (8 credit hours)

- SCI 155 - Integrated Science I-Physics and Chemistry: GT-SC1 4 Credits
- SCI 156 - Integrated Science II-Earth and Life Science: GT-SC1 4 Credits [2]
  [2] **Note**: Students must pass with a C- or higher BOTH SCI 155 & 156 to satisfy the GT Pathways science requirement.

Additional Required Courses (18 credit hours)

Please Note: If these credits are not required for the major at a receiving 4-year institution, they will be applied to the Bachelor's degree as elective credit towards graduation. Please check with the receiving institution to determine in which way these courses will be applied.

- ECE 101 - Introduction to Early Childhood Education 3 Credits
- ECE 102 - Introduction to Early Childhood Techniques 3 Credits
- ECE 103 - Guidance Strategies for Young Children 3 Credits
- ECE 238 - Child Growth and Development 3 Credits
- ECE 220 - Curriculum Development: Methods and Techniques 3 Credits
- ECE 256 - Working with Parents, Families, and Community Systems 3 Credits

Electives (9 credit hours)

Select 9 credit hours of qualifying courses as determined by the 4-year receiving institution:

1. **Adams State**: ECE 111, ECE 112, and ECE 240 or ECE 241
2. **CSU-Ft. Collins**: MAT 135, PSY 235, and ECE 205
3. **Ft. Lewis**: PSY 235, ECE 228, and ECE 241
4. **MSU-Denver**: COM 115, PSY 102, and ECE 111
5. **UC-Denver**: ECE 205, ECE 240, and ECE 226 or ECE 241
6. **UNC**: ECE 111, ECE 240, and ECE 241
7. **CMU**: ECE 111, ECE 205, ECE 240, ECE 241 and ECE 260

Note: Consult an Advisor at transfer institution or ACC to determine appropriate electives

Total: 60 credit hours

All courses required for this degree must be completed with a "C" or better to be considered for transfer to another Colorado institution. Transferability of courses to colleges or universities outside of Colorado is determined by the receiving institution.

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.

Economics Transfer Major, AA

CIP 240101 (ECON)

The purpose of a statewide articulation agreement is to identify the courses a student at a Colorado public community college must complete as part of an AA/AS degree to be guaranteed to be able to complete the designated baccalaureate degree program at any public four-year college and university (hereafter referred to as receiving institutions) that offers that program within the minimum number of credits designated by the Colorado Commission on Higher Education.

For more information about this transfer degree please refer to the Colorado Department of Higher Education website.

Admission Requirements
- Admission to Arapahoe Community College

Program Requirements

General Education Requirements (37 credit hours)

Written Communication (6 credit hours)
- ENG 121 - English Composition I: GT-CO1 3 Credits
- ENG 122 - English Composition II: GT-CO2 3 Credits

Mathematics (5 credit hours)
- MAT 201 - Calculus I: GT-MA1 5 Credits

Arts and Humanities (9 credit hours)
- GT - Three Guaranteed Transfer Arts & Humanities courses (GT-AH1, GT-AH2, GT-AH3, or GT-AH4)

History (3 credit hours)
- GT - One Guaranteed Transfer History course (GT-HI1)

Social and Behavioral Sciences (6 credit hours)
- ECO 201 - Principles of Macroeconomics: GT-SS1 3 Credits
- ECO 202 - Principles of Microeconomics: GT-SS1 3 Credits

Natural and Physical Sciences (8 credit hours)
- GT - Two Guaranteed Transfer Natural and Physical Sciences courses (GT-SC1, GT-SC2)

Additional Required Courses (3 credit hours)
- MAT 135 - Introduction to Statistics: GT-MA1 3 Credits

Electives (20 credit hours)
Elective credit must be completed from the following lists of approved prefixes or courses to bring the total credit hours to 60.

Guaranteed Transfer
- Any Guaranteed Transfer course.

Any course in the following prefixes
- Any course in the following prefixes except Special Topics, Independent Study, Capstone, and Internships:
  ANT, ART, BIO (100 OR above), CHE, ECO, HIS, HUM, LIT, MUS, PED, PHI, PHY (105 OR above), POS, PSY, SOC.

Specific Courses:
- AAA 101 - College 101: The Student Experience 1 Credit
- AAA 109 - Advanced Academic Achievement 3 Credits
- ACC 121 - Accounting Principles I 4 Credits
- ACC 122 - Accounting Principles II 4 Credits
- BUS 115 - Introduction to Business 3 Credits
- BUS 216 - Legal Environment of Business 3 Credits
- BUS 217 - Business Communication and Report Writing 3 Credits
- BUS 226 - Business Statistics 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- COM 115 - Public Speaking 3 Credits
- COM 217 - Group Communication 3 Credits
- COM 226 - Oral Interpretation 3 Credits
- CSC 160 - Computer Science I (Language) 4 Credits
- CSC 161 - Computer Science II (Language) 4 Credits
- ENG 131 - Technical Writing I: GT-CO1 3 Credits (**OR** higher ENG course)
- HNR 100 - Honors Seminar: 1 Credit
- HNR 289 - Capstone: Honors 1 Credit
- HWE 108 - Weight Loss 1 Credit
- HWE 124 - Fitness and Wellness 2 Credits
- MAT 120 - Mathematics for Liberal Arts: GT-MA1 4 Credits (**OR** higher MAT course)
- ANY Foreign Language (including ASL) numbered 111 or higher

Note(s):
Any additional courses taken in the discipline covered by this agreement might not count toward the requirements of the major at the receiving institution.

Total: 60 credit hours
All courses required for this degree must be completed with a "C" or better to be considered for transfer to another Colorado institution. Transferability of courses to colleges or universities outside of Colorado is determined by the receiving institution.

Graduation Requirements
- Apply for graduation online atwww.arapahoe.edu/graduation.

Elementary Teacher Education Transfer Major, AA
CIP 240101 (EMTD)

The purpose of a statewide articulation agreement is to identify the courses a student at a Colorado public community college must complete as part of an AA/AS degree to be guaranteed to be able to complete the

designated baccalaureate degree program at any public four-year college and university (hereafter referred to as receiving institutions) that offers that program within the minimum number of credits designated by the Colorado Commission on Higher Education.

For more information about this transfer degree please refer to the Colorado Department of Higher Education website.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

General Education Requirements (35 credit hours)

Written Communication (6 credit hours)

- ENG 121 - English Composition I: GT-CO1 3 Credits [1]
- ENG 122 - English Composition II: GT-CO2 3 Credits

  [1] **Note**: Some educator preparation programs require a B- in ENG 121 as an admission requirement. However, a C- or better meets the general education GT-CO1 requirement.

Mathematics (6 credit hours)

- MAT 155 - Integrated Math I 3 Credits
- MAT 156 - Integrated Math II 3 Credits [2]

  [2] **Note**: Completion of MAT 155 & 156 with a C- or higher will satisfy the GT Pathways math requirement at some institutions but not all. At the receivving institution's discretion, students may be asked to complete a GT-MA1 approved course.

Arts and Humanities (3 credit hours)

- LIT 115 - Introduction to Literature: GT-AH2 3 Credits **OR**
- LIT 201 - World Literature to 1600: GT-AH2 3 Credits **OR**
- LIT 202 - World Literature After 1600: GT-AH2 3 Credits **OR**
- LIT 211 - American Literature to the Civil War: GT-AH2 3 Credits **OR**
- LIT 221 - British Literature to 1770: GT-AH2 3 Credits

History (3 credit hours)

- HIS 121 - US History to Reconstruction: GT-HI1 3 Credits

Social and Behavioral Sciences (6 credit hours)

- GEO 105 - World Regional Geography: GT-SS2 3 Credits
- POS 111 - American Government: GT-SS1 3 Credits

Natural and Physical Sciences (8 credit hours)

- SCI 155 - Integrated Science I-Physics and Chemistry: GT-SC1 4 Credits
- SCI 156 - Integrated Science II-Earth and Life Science: GT-SC1 4 Credits [3]

[3] **Note**: Students must pass with a C- or higher BOTH SCI 155 & 156 to satisfy the GT Pathways science requirement.

Additional Required Courses (9 credit hours)

Please Note: if these credits are not required for the major at a receiving 4-year institution, they will be applied to the Bachelor's degree as elective credit towards graduation. Please check with the receiving institution to determine in which way these courses will be applied.

- COM 115 - Public Speaking 3 Credits
- EDU 221 - Introduction to Education 3 Credits
- PSY 238 - Child Development: GT-SS3 3 Credits

Elective Courses (19 credit hours)

Consult with an Advisor at the transfer institution and an ACC Advisor to determine appropriate electives for any GT course

Total: 60 credit hours

All courses required for this degree must be completed with a "C" or better to be considered for transfer to another Colorado institution. Transferability of courses to colleges or universities outside of Colorado is determined by the receiving institution.

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.

English Transfer Major, AA
CIP 240101 (ENGD)

The purpose of a statewide articulation agreement is to identify the courses a student at a Colorado public community college must complete as part of an AA/AS degree to be guaranteed to be able to complete the designated baccalaureate degree program at any public four-year college and university (hereafter referred to as receiving institutions) that offers that program within the minimum number of credits designated by the Colorado Commission on Higher Education.

For more information about this transfer degree please refer to the Colorado Department of Higher Education website.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

General Education Courses (34 credit hours)

Written Communication (6 credit hours)

- ENG 121 - English Composition I: GT-CO1 3 Credits **AND**
- ENG 122 - English Composition II: GT-CO2 3 Credits **OR**
- ENG 122 - English Composition II: GT-CO2 3 Credits **AND**
- ENG 201 - English Composition III: GT-CO3 3 Credits

Mathematics (3 credit hours)

- GT - One GT Pathways Mathematics course (GT-MA1)
- prefer MAT 120 Mathematics for the Liberal Arts

Arts and Humanities (9 credit hours)
- GT - Three GT Pathways Arts and Humanities courses (Note: GT-AH2 Literature courses will not be accepted to fulfill this requirement)

History (3 credit hours)
- GT - One GT Pathways History course (GT-H1)

Social and Behavioral Sciences (6 credit hours)
- GT - Two GT Pathways Social and Behavioral Science course (GT-SS1, GT-SS2, GT-SS3)

Natural and Physical Sciences (7 credit hours)
- GT - Two GT Pathways Natural & Physical Science courses (GT-SC1, GT-SC2). One must be with laboratory (GT-SC1)

Additional Required Courses (18 credit hours)

Arts and Humanities - Literature (LIT) Courses

Note: Students are required to take **5 Literature** courses, **4** of which must be at the **200-level**. Please consult your receiving institution regarding best choices for Literature courses.

- GT - Choose 5 Colorado's Guaranteed Transfer Courses Arts and Humanities **LITERATURE (LIT)** courses within the GT-AH2 category.

Please Note: If these credits are not required for the major at a receiving 4-year institution, they will be applied to the Bachelor's degree as elective credit towards graduation. Please check with the receiving institution to determine in which way these courses will be applied.

- COM 115 - Public Speaking 3 Credits **OR**
- COM 125 - Interpersonal Communication 3 Credits **OR**
- COM 225 - Organizational Communication 3 Credits

Electives (8 credit hours)
Elective credit must be completed from the following lists of approved prefixes or courses to bring the total credit hours to 60.

Recommended Elective
- ENG 221 - Creative Writing I: GT-AH1 3 Credits

Guaranteed Transfer
- Any Guaranteed Transfer course.

Any course in the following prefixes
- Any course in the following prefixes except Special Topics, Independent Study, Capstone, and Internships:
ANT, ART, BIO (100 OR above), CHE, ECO, HIS, HUM, LIT, MUS, PED, PHI, PHY (105 OR above), POS, PSY, SOC.

Specific Courses:
- AAA 101 - College 101: The Student Experience 1 Credit
- AAA 109 - Advanced Academic Achievement 3 Credits
- ACC 121 - Accounting Principles I 4 Credits
- ACC 122 - Accounting Principles II 4 Credits
- BUS 115 - Introduction to Business 3 Credits
- BUS 216 - Legal Environment of Business 3 Credits
- BUS 217 - Business Communication and Report Writing 3 Credits
- BUS 226 - Business Statistics 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- COM 115 - Public Speaking 3 Credits
- COM 217 - Group Communication 3 Credits
- CSC 160 - Computer Science I (Language) 4 Credits
- CSC 161 - Computer Science II (Language) 4 Credits
- ENG 131 - Technical Writing I: GT-CO1 3 Credits (**OR** higher ENG)
- HNR 100 - Honors Seminar: 1 Credit
- HNR 289 - Capstone: Honors 1 Credit
- HWE 108 - Weight Loss 1 Credit
- HWE 124 - Fitness and Wellness 2 Credits
- MAT 120 - Mathematics for Liberal Arts: GT-MA1 4 Credits (**OR** higher MAT course)
- ANY Foreign Language (including ASL) numbered 111 or higher

Note(s):
Any additional courses taken in the discipline covered by this agreement might not count toward the requirements of the major at the receiving institution.

Total: 60 credit hours
All courses required for this degree must be completed with a "C" or better to be considered for transfer to another Colorado institution. Transferability of courses to colleges or universities outside of Colorado is determined by the receiving institution.

Graduation Requirements
- Apply for graduation online at www.arapahoe.edu/graduation.

French Transfer Major, AA
CIP 240101 (FREN)
The purpose of a statewide articulation agreement is to identify the courses a student at a Colorado public community college must complete as part of an AA/AS degree to be guaranteed to be able to complete the designated baccalaureate degree program at any public four-year college and university (hereafter referred to as receiving institutions) that offers that program within the minimum number of credits designated by the Colorado Commission on Higher Education.

For more information about this transfer degree please refer to the Colorado Department of Higher Education website.

Admission Requirements
- Admission to Arapahoe Community College

Program Requirements

General Education Courses (31 credit hours)

Written Communication (6 credit hours)
- ENG 121 - English Composition I: GT-CO1 3 Credits **AND**
- ENG 122 - English Composition II: GT-CO2 3 Credits **OR**
- ENG 122 - English Composition II: GT-CO2 3 Credits **AND**
- GT - One GT Pathways -approved CO3 course (GT-CO3)

Mathematics (3 credit hours)
- GT - One GT Pathways Mathematics course (GT-MA1)
- prefer MAT 120 Mathematics for the Liberal Arts.

Arts and Humanities (9 credit hours)
- FRE 211 - French Language III: GT-AH4 3 Credits
- FRE 212 - French Language IV: GT-AH4 3 Credits
- GT - One GT Pathways Arts & Humanities course (GT-AH1, GT-AH2, GT-AH3)

History (3 credit hours)
- GT - One Guaranteed Transfer History course (GTHI1) [1]

Note(s):
[1] CSU-Ft. Collins requires **two** Non-Us history courses.

Social and Behavioral Sciences (3 credit hours)
- GT - One GT Pathways Social & Behavioral Science course (GT-SS1, GT-SS2, or GT-SS3)

Natural and Physical Sciences (7 credit hours)
- GT - Two GT Pathways Natural and Physical Sciences courses (GT-SC1, GT-SC2)

Additional Required Courses (10 credit hours)
- FRE 111 - French Language I 5 Credits
- FRE 112 - French Language II 5 Credits

Note(s):
* FRE 111 and/or FRE 112 may be waived, based on the student's proficiency level and will need to be taken in another area on advice of the institution.

Electives (19 credit hours)
Elective credit must be completed from the following lists of approved prefixes or courses to bring the total credit hours to 60. It Is recommended, but not required, that a student take either COM 115 - Public Speaking or COM 125 - Interpersonal Communication

Guaranteed Transfer
- Any Guaranteed Transfer course.

Any course in the following prefixes
- Any course in the following prefixes except Special Topics, Independent Study, Capstone, and Internships:
  ANT, ART, BIO (100 OR above), CHE, ECO, HIS, HUM, LIT, MUS, PED, PHI, PHY (105 OR above), POS, PSY, SOC.

Specific Courses:
- AAA 101 - College 101: The Student Experience 1 Credit
- AAA 109 - Advanced Academic Achievement 3 Credits
- ACC 121 - Accounting Principles I 4 Credits
- ACC 122 - Accounting Principles II 4 Credits
- BUS 216 - Legal Environment of Business 3 Credits
- BUS 217 - Business Communication and Report Writing 3 Credits
- BUS 226 - Business Statistics 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- COM 115 - Public Speaking 3 Credits
- COM 217 - Group Communication 3 Credits
- CSC 160 - Computer Science I (Language) 4 Credits
- CSC 161 - Computer Science II (Language) 4 Credits
- ENG 131 - Technical Writing I: GT-CO1 3 Credits (**OR** higher ENG course)
- HNR 100 - Honors Seminar: 1 Credit
- HNR 289 - Capstone: Honors 1 Credit
- HWE 108 - Weight Loss 1 Credit
- HWE 124 - Fitness and Wellness 2 Credits
- MAT 120 - Mathematics for Liberal Arts: GT-MA1 4 Credits (**OR** higher MAT course)
- ANY Foreign Language (including ASL) numbered 111 or higher

Note(s):
Any additional courses taken in the discipline covered by this agreement might not count toward the requirements of the major at the receiving institution.

Total: 60 credit hours
All courses required for this degree must be completed with a "C" or better to be considered for transfer to another Colorado institution. Transferability of courses to colleges or universities outside of Colorado is determined by the receiving institution.

Graduation Requirements
- Apply for graduation online at www.arapahoe.edu/graduation.

Geography Transfer Major, AA
CIP 240101 (GEOM)
The purpose of a statewide articulation agreement is to identify the courses a student at a Colorado public community college must complete as part of an AA/AS

degree to be guaranteed to be able to complete the designated baccalaureate degree program at any public four-year college and university (hereafter referred to as receiving institutions) that offers that program within the minimum number of credits designated by the Colorado Commission on Higher Education.

For more information about this transfer degree please refer to the Colorado Department of Higher Education website.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

General Education Courses (32-33 credit hours)

Written Communication (6 credit hours)

- ENG 121 - English Composition I: GT-CO1 3 Credits **AND**
- ENG 122 - English Composition II: GT-CO2 3 Credits **OR**
- ENG 122 - English Composition II: GT-CO2 3 Credits **AND**
- GT - One GT Pathways -approved CO3 course (GT-CO3)

Mathematics (3-4 credit hours)

- GT - One GT Pathways course (GT-MA1) prefer MAT 135 - Introduction to Statistics: GT-MA1, except:
  - Adams State University requires MAT 121
  - Metropolitan State University of Denver requires either MAT 135 or MAT 121
  - University of Colorado Denver requires either MAT 121 or MAT 135

Arts and Humanities (6 credit hours)

- GT - Two GT Pathways Arts and Humanities courses (GT-AH1, GT-AH2, GT-AH3)

History (3 credit hours)

- GT - One GT Pathways History course (GT-H1)

Social and Behavioral Sciences (6 credit hours)

- GT - Two GT Pathways Social and Behavioral Science courses (GT-SS1 **OR** GT-SS3)

Natural and Physical Sciences (8 credit hours)

- GT - Two GT Pathways Natural & Physical Science courses (GT-SC1 only).
  Note(s): No GEO courses; GEY 111 - Physical Geology w/Lab: GT-SC1 not recommended. For Adams State: students must take BIO 111 - General College Biology with Lab: GT-SC1 and CHE 101 - Introduction to Chemistry I (GT-SC1).

Additional Required Courses (14 credit hours)

Please Note: If these credits are not required for the major at a receiving 4-year institution, they will be applied to the Bachelor's degree as elective credit towards graduation. Please check with the receiving institution to determine in which way these courses will be applied.

- GEO 105 - World Regional Geography: GT-SS2 3 Credits
- GEO 106 - Human Geography: GT-SS2 3 Credits
- GEO 111 - Physical Geography: Landforms w/Lab: GT-SC1 4 Credits
- GEO 112 - Physical Geography - Weather, Climate and Ecosystems w/Lab: GT-SC1 4 Credits

Electives (13- 14 credit hours)

Elective credit must be completed from the following lists of approved prefixes or courses to bring the total credit hours to 60. The Number of Elective Credits may vary according to the receiving institution. You are advised to contact an advisor at the receiving institution. Maximum of 6 credits may be in GEO or GIS prefix.

Guaranteed Transfer

- Any Guaranteed Transfer course.

Any course in the following prefixes

- Any course in the following prefixes except Special Topics, Independent Study, Capstone, and Internships:
  ANT, ART, BIO (100 OR above), CHE, ECO, HIS, HUM, LIT, MUS, PED, PHI, PHY (105 OR above), POS, PSY, SOC.

Specific Courses:

- AAA 101 - College 101: The Student Experience 1 Credit
- AAA 109 - Advanced Academic Achievement 3 Credits
- ACC 121 - Accounting Principles I 4 Credits
- ACC 122 - Accounting Principles II 4 Credits
- BUS 115 - Introduction to Business 3 Credits
- BUS 216 - Legal Environment of Business 3 Credits
- BUS 217 - Business Communication and Report Writing 3 Credits
- BUS 226 - Business Statistics 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- COM 115 - Public Speaking 3 Credits
- COM 217 - Group Communication 3 Credits
- CSC 160 - Computer Science I (Language) 4 Credits
- CSC 161 - Computer Science II (Language) 4 Credits
- ENG 131 - Technical Writing I: GT-CO1 3 Credits (**OR** higher ENG course)
- HNR 100 - Honors Seminar: 1 Credit
- HNR 289 - Capstone: Honors 1 Credit
- HWE 108 - Weight Loss 1 Credit
- HWE 124 - Fitness and Wellness 2 Credits
- MAT 120 - Mathematics for Liberal Arts: GT-MA1 4 Credits (**OR** higher MAT course)
- ANY Foreign Language (including ASL) numbered 111 or higher

Note(s):

Any additional courses taken in the discipline covered by this agreement might not count toward the requirements of the major at the receiving institution.

Total: 60 credit hours

No course substitutions will be allowed within this degree. All courses required for this degree must be completed with a "C" or better to be considered for transfer to another Colorado institution. Transferability of courses to colleges or universities outside of Colorado is determined by the receiving institution.

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.

History Transfer Major, AA
CIP 240101 (HIST)

The purpose of a statewide articulation agreement is to identify the courses a student at a Colorado public community college must complete as part of an AA/AS degree to be guaranteed to be able to complete the designated baccalaureate degree program at any public four-year college and university (hereafter referred to as receiving institutions) that offers that program within the minimum number of credits designated by the Colorado Commission on Higher Education.

For more information about this transfer degree please refer to the Colorado Department of Higher Education website.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

General Education Courses (31 credit hours)

Written Communication (6 credit hours)

- ENG 121 - English Composition I: GT-CO1 3 Credits **AND**
- ENG 122 - English Composition II: GT-CO2 3 Credits **OR**
- ENG 122 - English Composition II: GT-CO2 3 Credits **AND**
- GT - One GT Pathways -approved CO3 course (GT-CO3)

Mathematics (3 credit hours)

- GT - Any GT Pathways Math course (GT-MA1) but **not** MAT 155 or MAT 156
- prefer MAT 120 Mathematics for the Liberal Arts.

Arts and Humanities (9 credit hours)

- GT - Three GT Pathways Arts & Humanities courses (GTAH1, GT-AH2, GT-AH3, GT-AH4)

History (3 credit hours)

- HIS 101 - Western Civilization Antiquity-1650: GT-HI1 3 Credits **OR**
- HIS 111 - the World: Antiquity-1500: GT-HI1 3 Credits [1]

Note: [1]Students planning to transfer to University of Colorado Boulder must take either HIS 101 or HIS 102 to fulfill this requirement.

Social and Behavioral Sciences (6 credit hours)

- GT - Two gtPathways Social & Behavioral Science courses (GT-SS1, GT-SS2, GT-SS3)

Natural and Physical Sciences (7 credit hours)

- GT - Two gtPathways Natural & Physical Sciences courses (GT-SC1, GT-SC2): one course must be with required lab

Additional Required Courses (15 credit hours)

Please Note: If these credits are not required for the major at a receiving 4-year institution, they will be applied to the Bachelor's degree as elective credit towards graduation. Please check with the receiving institution to determine in which way these courses will be applied.

- HIS 102 - Western Civilization: 1650-Present: GT-HI1 3 Credits
- HIS 112 - the World: 1500-Present: GT-HI1 3 Credits [1]
- HIS 121 - US History to Reconstruction: GT-HI1 3 Credits
- HIS 122 - US History since the Civil War: GT-HI1 3 Credits
- GT - One additional gtPathways History course (GTHI1)
- COM 115 - Public Speaking 3 Credits **OR**
- COM 125 - Interpersonal Communication 3 Credits

Note(s):

[1] Students planning to transfer to University of Colorado Boulder must take either HIS 101 or HIS 102 to fulfill this requirement.

Electives (11 credit hours)

Elective credit must be completed from the following lists of approved prefixes or courses to bring the total credit hours to 60.

Guaranteed Transfer

- Any Guaranteed Transfer course.

Any course in the following prefixes

- Any course in the following prefixes except Special Topics, Independent Study, Capstone, and Internships:
ANT, ART, BIO (100 OR above), CHE, ECO, HIS, HUM, LIT, MUS, PED, PHI, PHY (105 OR above), POS, PSY, SOC.

Specific Courses:

- AAA 101 - College 101: The Student Experience 1 Credit
- AAA 109 - Advanced Academic Achievement 3 Credits
- ACC 121 - Accounting Principles I 4 Credits
- ACC 122 - Accounting Principles II 4 Credits
- BUS 115 - Introduction to Business 3 Credits

- BUS 216 - Legal Environment of Business 3 Credits
- BUS 217 - Business Communication and Report Writing 3 Credits
- BUS 226 - Business Statistics 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- COM 115 - Public Speaking 3 Credits
- COM 217 - Group Communication 3 Credits
- CSC 160 - Computer Science I (Language) 4 Credits
- CSC 161 - Computer Science II (Language) 4 Credits
- ENG 131 - Technical Writing I: GT-CO1 3 Credits (**OR** higher ENG course)
- HNR 100 - Honors Seminar: 1 Credit
- HNR 289 - Capstone: Honors 1 Credit
- HWE 108 - Weight Loss 1 Credit
- HWE 124 - Fitness and Wellness 2 Credits
- MAT 120 - Mathematics for Liberal Arts: GT-MA1 4 Credits (**OR** higher MAT course)
- ANY Foreign Language (including ASL) numbered 111 or higher

Note(s):

Students planning to transfer to CSU-Ft Collins should complete at least two semesters of one college-level foreign language.

Any additional courses taken in the discipline covered by this agreement might not count toward the requirements of the major at the receiving institution.

Total: 60 credit hours

All courses required for this degree must be completed with a "C" or better to be considered for transfer to another Colorado institution. Transferability of courses to colleges or universities outside of Colorado is determined by the receiving institution.

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.

Music Transfer Major, AA
CIP 240101 (MUSD)

The purpose of a statewide articulation agreement is to identify the courses a student at a Colorado public community college must complete as part of an AA/AS degree to be guaranteed to be able to complete the designated baccalaureate degree program at any public four-year college and university (hereafter referred to as receiving institutions) that offers that program within the minimum number of credits designated by the Colorado Commission on Higher Education.

For more information about this transfer degree please refer to the Colorado Department of Higher Education website.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

General Education Courses (31 credit hours)

Written Communication (6 credit hours)

- ENG 121 - English Composition I: GT-CO1 3 Credits **AND**
- ENG 122 - English Composition II: GT-CO2 3 Credits **OR**
- ENG 122 - English Composition II: GT-CO2 3 Credits **AND**
- GT - One GT Pathways -approved CO3 course (GT-CO3)

Mathematics (3 credit hours)

- GT Any GT Pathways Mathematics course (GT-MA1)
- prefer MAT 120 Mathematics for the Liberal Arts.

Arts and Humanities (6 credit hours)

- MUS 121 - Music History Medival thru Classical: GT-AH1 3 Credits
- MUS 122 - Music History Early Romantic Period to the Present: GT-AH1 3 Credits

History (3 credit hours)

- GT - One GT Pathways History course (GT-H1)

Social and Behavioral Sciences (6 credit hours)

- GT - Two GT Pathways Social and Behavioral Science courses (GT-SS1, GT-SS2, GT-SS3) * Note: *CSU - Ft. Collins requires that one of these be PSY 101

Natural and Physical Sciences (7 credit hours)

- GT - Two GT Pathways Natural & Physical Science courses (GT-SC1, GT-SC2). One of these courses must have the required laboratory (GTSC1)

Additional Required Courses (26 credit hours)

Please Note: If these credits are not required for the major at a receiving 4-year institution, they will be applied to the Bachelor's degree as elective credit towards graduation. Please check with the receiving institution to determine in which way these courses will be applied.

- MUS 110 - Music Theory I 3 Credits
- MUS 111 - Music Theory II 3 Credits
- MUS 210 - Music Theory III 3 Credits
- MUS 211 - Music Theory IV 3 Credits
- MUS 112 - Ear Training and Sight-Singing I Lab 1 Credit
- MUS 113 - Ear Training and Sight-Singing II Lab 1 Credit
- MUS 212 - Ear Training/Sight-singing Lab III 1 Credit
- MUS 213 - Ear Training/Sight-singing Lab IV 1 Credit
- MUS 151 - Ensemble I 1 Credit
- MUS 152 - Ensemble II 1 Credit
- MUS 251 - Ensemble I 1 Credit

- MUS 252 - Ensemble II 1 Credit
- MUS 141 - Private Instruction (Specify) 1-2 Credits
- MUS 142 - Private Instruction (Specify) 1-2 Credits
- MUS 241 - Private Instruction 1-2 Credits
- MUS 242 - Private Instruction 1-2 Credits
- MUS 131 - Music Class I 2 Credits

Electives (3 credit hours)
- Any Music Electives

Note(s):
Any additional courses taken in the discipline covered by this agreement might not count toward the requirements of the major at the receiving institution.

Total: 60 credit hours
No course substitutions will be allowed within this degree. All courses required for this degree must be completed with a "C" or better to be considered for transfer to another Colorado institution. Transferability of courses to colleges or universities outside of Colorado is determined by the receiving institution.

Graduation Requirements
- Apply for graduation online atwww.arapahoe.edu/graduation.

Philosophy Transfer Major, AA
CIP 240101 (PHIM)
The purpose of a statewide articulation agreement is to identify the courses a student at a Colorado public community college must complete as part of an AA/AS degree to be guaranteed to be able to complete the designated baccalaureate degree program at any public four-year college and university (hereafter referred to as receiving institutions) that offers that program within the minimum number of credits designated by the Colorado Commission on Higher Education.

For more information about this transfer degree please refer to the Colorado Department of Higher Education website.

Admission Requirements
- Admission to Arapahoe Community College

Program Requirements
General Education Courses (31 credit hours)
Written Communication (6 credit hours)
- ENG 121 - English Composition I: GT-CO1 3 Credits **AND**
- ENG 122 - English Composition II: GT-CO2 3 Credits **OR**
- ENG 122 - English Composition II: GT-CO2 3 Credits **AND**
- GT - One GT Pathways -approved CO3 course (GTCO3)

Mathematics (3 credit hours)
- GT - One GT Pathways Mathematics course (GTMA1)
- prefer MAT 120: Mathematics for the Liberal Arts.

Arts and Humanities (6 credit hours)
- GT - Two GT Pathways Arts and Humanities courses (GT-AH1, GT-AH2, GT-AH4)

History (3 credit hours)
- GT - One GT Pathways History course (GT-H1)

Social and Behavioral Sciences (6 credit hours)
- GT - Two GT Pathways Social and Behavioral Science courses (GT-SS1, GT-SS2, GT-SS3)

Natural and Physical Sciences (7 credit hours)
- GT - Two GT Pathways Natural & Physical Science courses (GT-SC1, GT-SC2). One of these courses must have the required Laboratory (GTSC1)

Additional Required Courses (15 credit hours)
Please Note: If these credits are not required for the major at a receiving 4-year institution, they will be applied to the Bachelor's degree as elective credit towards graduation. Please check with the receiving institution to determine in which way these courses will be applied.
- PHI 111 - Introduction to Philosophy: GT-AH3 3 Credits
- PHI 112 - Ethics: GT-AH3 3 Credits
- PHI 113 - Logic: GT-AH3 3 Credits

Choose two courses from the following (6 credit hours)
- PHI 214 - Philosophy of Religion: GT-AH3 3 Credits
- PHI 218 - Environmental Ethics GT-AH3 3 Credits
- PHI 220 - Death and Dying (GT- AH3)

Electives (14 credit hours)
Elective credit must be completed from the following lists of approved prefixes or courses to bring the total credit hours to 60.

Guaranteed Transfer
- Any GT Pathways course.

Any course in the following prefixes
- Any course in the following prefixes except Special Topics, Independent Study, Capstone, and Internships:
ANT, ART, BIO (100 OR above), CHE, ECO, HIS, HUM, LIT, MUS, PED, PHI, PHY (105 OR above), POS, PSY, SOC.

Specific Courses:
- AAA 101 - College 101: The Student Experience 1 Credit
- AAA 109 - Advanced Academic Achievement 3 Credits
- ACC 121 - Accounting Principles I 4 Credits
- ACC 122 - Accounting Principles II 4 Credits
- BUS 115 - Introduction to Business 3 Credits

- BUS 216 - Legal Environment of Business 3 Credits
- BUS 217 - Business Communication and Report Writing 3 Credits
- BUS 226 - Business Statistics 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- COM 115 - Public Speaking 3 Credits
- COM 217 - Group Communication 3 Credits
- CSC 160 - Computer Science I (Language) 4 Credits
- CSC 161 - Computer Science II (Language) 4 Credits
- ENG 131 - Technical Writing I: GT-CO1 3 Credits (**OR** higher ENG course)
- HNR 100 - Honors Seminar: 1 Credit
- HNR 289 - Capstone: Honors 1 Credit
- HWE 108 - Weight Loss 1 Credit
- HWE 124 - Fitness and Wellness 2 Credits
- MAT 120 - Mathematics for Liberal Arts: GT-MA1 4 Credits (**OR** higher MAT course)
- ANY Foreign Language (including ASL) numbered 111 or higher

Note(s):

Any additional courses taken in the discipline covered by this agreement might not count toward the requirements of the major at the receiving institution.

Total: 60 credit hours

No course substitutions will be allowed within this degree. All courses required for this degree must be completed with a "C" or better to be considered for transfer to another Colorado institution. Transferability of courses to colleges or universities outside of Colorado is determined by the receiving institution.

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.

Political Science Transfer Major, AA CIP 240101 (POLS)

The purpose of a statewide articulation agreement is to identify the courses a student at a Colorado public community college must complete as part of an AA/AS degree to be guaranteed to be able to complete the designated baccalaureate degree program at any public four-year college and university (hereafter referred to as receiving institutions) that offers that program within the minimum number of credits designated by the Colorado Commission on Higher Education.

For more information about this transfer degree please refer to the Colorado Department of Higher Education website.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

General Education Courses (32 credit hours)

Written Communication (6 credit hours)

- ENG 121 - English Composition I: GT-CO1 3 Credits **AND**
- ENG 122 - English Composition II: GT-CO2 3 Credits **OR**
- ENG 122 - English Composition II: GT-CO2 3 Credits **AND**
- GT - One GT Pathways -approved CO3 course (GTCO3)

Mathematics (3 credit hours)

- GT - One GT Pathways Mathematics course (GT-MA1), but not MAT 155 or MAT 156

Arts and Humanities (6 credit hours)

- GT - Two GT Pathways Arts & Humanities courses (GTAH1, GT-AH2, GT-AH3, or GT-AH4)

History (3 credit hours)

- GT - One GT Pathways History course (GT-HI1)

Social and Behavioral Sciences (6 credit hours)

- ECO 201 - Principles of Macroeconomics: GT-SS1 3 Credits
- ECO 202 - Principles of Microeconomics: GT-SS1 3 Credits

Natural and Physical Sciences (8 credit hours)

- GT - Two GT Pathways Natural & Physical Science (GTSC1)

Additional Required Courses 12 credit hours

Please Note: If these credits are not required for the major at a receiving 4-year institution, they will be applied to the Bachelor's degree as elective credit towards graduation. Please check with the receiving institution to determine in which way these courses will be applied.

- POS 105 - Introduction to Political Science: GT-SS1 3 Credits
- POS 111 - American Government: GT-SS1 3 Credits
- POS 205 - International Relations: GT-SS1 3 Credits
- POS 225 - Comparative Government: GT-SS1 3 Credits

Note(s):

Note: Additional POS courses beyond the 4 courses identified above may not count toward the Political Science major at the receiving 4-year institution.

Electives (16 credit hours)

Elective credit must be completed from the following lists of approved prefixes or courses to bring the total credit hours to 60.

Guaranteed Transfer

- Any Guaranteed Transfer course.

Any course in the following prefixes

- Any course in the following prefixes except Special Topics, Independent Study, Capstone, and Internships:

ANT, ART, BIO (100 OR above), CHE, ECO, HIS, HUM, LIT, MUS, PED, PHI, PHY (105 OR above), POS, PSY, SOC.

Specific Courses:
- AAA 101 - College 101: The Student Experience 1 Credit
- AAA 109 - Advanced Academic Achievement 3 Credits
- ACC 121 - Accounting Principles I 4 Credits
- ACC 122 - Accounting Principles II 4 Credits
- BUS 115 - Introduction to Business 3 Credits
- BUS 216 - Legal Environment of Business 3 Credits
- BUS 217 - Business Communication and Report Writing 3 Credits
- BUS 226 - Business Statistics 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- COM 115 - Public Speaking 3 Credits
- COM 217 - Group Communication 3 Credits
- CSC 160 - Computer Science I (Language) 4 Credits
- CSC 161 - Computer Science II (Language) 4 Credits
- ENG 131 - Technical Writing I: GT-CO1 3 Credits (**OR** higher ENG course)
- HNR 100 - Honors Seminar: 1 Credit
- HNR 289 - Capstone: Honors 1 Credit
- HWE 108 - Weight Loss 1 Credit
- HWE 124 - Fitness and Wellness 2 Credits
- MAT 120 - Mathematics for Liberal Arts: GT-MA1 4 Credits (**OR** higher MAT course)
- ANY Foreign Language (including ASL) numbered 111 or higher

Total: 60 credit hours

All courses required for this degree must be completed with a "C" or better to be considered for transfer to another Colorado institution. Transferability of courses to colleges or universities outside of Colorado is determined by the receiving institution.

Graduation Requirements
- Apply for graduation online at www.arapahoe.edu/graduation.

Psychology Transfer Major, AA
CIP 240101 (PSYA)

The purpose of a statewide articulation agreement is to identify the courses a student at a Colorado public community college must complete as part of an AA/AS degree to be guaranteed to be able to complete the designated baccalaureate degree program at any public four-year college and university (hereafter referred to as receiving institutions) that offers that program within the minimum number of credits designated by the Colorado Commission on Higher Education.

For more information about this transfer degree please refer to the Colorado Department of Higher Education website.

Admission Requirements
- Admission to Arapahoe Community College

Program Requirements

General Education Courses (35-36 credit hours)

Written Communication (6 credit hours)
- ENG 121 - English Composition I: GT-CO1 3 Credits **AND**
- ENG 122 - English Composition II: GT-CO2 3 Credits **OR**
- ENG 122 - English Composition II: GT-CO2 3 Credits **AND**
- GT - One GT Pathways -approved CO3 course (GTCO3)

Mathematics (3-4 credit hours)
- GT - One GT Pathways course (GT-MA1) prefer MAT 135 - Introduction to Statistics: GT-MA1, except:
    - Colorado Mesa University requires either MAT 120 or MAT 121
    - Colorado State University Pueblo prefers MAT 121
    - Fort Lewis College requires MAT 135
    - University of Colorado Boulder requires MAT 121 **OR** higher
    - University of Colorado Colorado Springs requires MAT 121
    - Western State Colorado University requires MAT 121

Arts and Humanities (9 credit hours)
- GT - Three GT Pathways Arts & Humanities courses (GTAH1, GT-AH2, GT-AH3, or GT-AH4) **No more than two courses from any one category**.

History (3 credit hours)
- GT - One GT Pathways History course (GT-HI1)

Social and Behavioral Sciences (6 credit hours)
- GT - Two GT Pathways Social & Behavioral Science courses (GT-SS1, GT-SS2, GT-SS3)

Natural and Physical Sciences (7-8 credit hours)
- GT - One gtPathways Biology course (GT-SC1) (**Must** have a Lab)
- GT - One gtPathways Natural & Physical Science course (GT-SC1)

Additional Required Courses (18 credit hours)

Please Note: If these credits are not required for the major at a receiving 4-year institution, they will be applied to the Bachelor's degree as elective credit towards graduation. Please check with the receiving institution to determine in which way these courses will be applied.

- PSY 101 - General Psychology I: GT-SS3 3 Credits

- PSY 102 - General Psychology II: GT-SS3 3 Credits
- GT - Three GT Pathways Psychology courses (GT-SS3)
- COM 115 - Public Speaking 3 Credits **OR**
- COM 125 - Interpersonal Communication 3 Credits

Electives (6-8 credit hours)

Elective credit must be completed from the following lists of approved prefixes or courses to bring the total credit hours to 60.

Guaranteed Transfer

- Any Guaranteed Transfer course.

Any course in the following prefixes

- Any course in the following prefixes except Special Topics, Independent Study, Capstone, and Internships:
ANT, ART, BIO (100 OR above), CHE, ECO, HIS, HUM, LIT, MUS, PED, PHI, PHY (105 OR above), POS, PSY, SOC.

Specific Courses:

- AAA 101 - College 101: The Student Experience 1 Credit
- AAA 109 - Advanced Academic Achievement 3 Credits
- ACC 121 - Accounting Principles I 4 Credits
- ACC 122 - Accounting Principles II 4 Credits
- BUS 115 - Introduction to Business 3 Credits
- BUS 216 - Legal Environment of Business 3 Credits
- BUS 217 - Business Communication and Report Writing 3 Credits
- BUS 226 - Business Statistics 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- COM 115 - Public Speaking 3 Credits
- COM 217 - Group Communication 3 Credits
- CSC 160 - Computer Science I (Language) 4 Credits
- CSC 161 - Computer Science II (Language) 4 Credits
- ENG 131 - Technical Writing I: GT-CO1 3 Credits (**OR** higher ENG course)
- HNR 100 - Honors Seminar: 1 Credit
- HNR 289 - Capstone: Honors 1 Credit
- HWE 108 - Weight Loss 1 Credit
- HWE 124 Fitness and Wellness 2 Credits
- MAT 120 - Mathematics for Liberal Arts: GT-MA1 4 Credits (**OR** higher MAT course)
- ANY Foreign Language (including ASL) numbered 111 or higher

Note(s):

Any additional courses taken in the discipline covered by this agreement might not count toward the requirements of the major at the receiving institution.

Total: 60 credit hours

All courses required for this degree must be completed with a "C" or better to be considered for transfer to another Colorado institution. Transferability of courses to colleges or universities outside of Colorado is determined by the receiving institution.

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.

Sociology Transfer Major, AA
CIP 240101 (SOCL)

The purpose of a statewide articulation agreement is to identify the courses a student at a Colorado public community college must complete as part of an AA/AS degree to be guaranteed to be able to complete the designated baccalaureate degree program at any public four-year college and university (hereafter referred to as receiving institutions) that offers that program within the minimum number of credits designated by the Colorado Commission on Higher Education.

For more information about this transfer degree please refer to the Colorado Department of Higher Education website.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

General Education Courses (35-36 credit hours)

Written Communication (6 credit hours)

- ENG 121 - English Composition I: GT-CO1 3 Credits **AND**
- ENG 122 - English Composition II: GT-CO2 3 Credits **OR**
- ENG 122 - English Composition II: GT-CO2 3 Credits **AND**
- GT - One GT Pathways -approved CO3 course (GTCO3)

Mathematics (3-4 credit hours)

- GT - One gtPathways course (GT-MA1) prefer MAT 135 - Introduction to Statistics: GT-MA1, except:
  - Adams State University prefers MAT 121
  - Colorado Mesa University *requires* either MAT 120 or MAT 121
  - University of Colorado Denver *requires* MAT 121 or MAT 123 or MAT 135
  - Western State Colorado University *requires* MAT 120 or MAT 121

Arts and Humanities (9 credit hours)

- GT - Three GT Pathways Arts & Humanities courses (GT-AH1, GT-AH2, GT-AH3, or GT-AH4)

History (3 credit hours)

- GT - One GT Pathways History course (GT-HI1)

Social and Behavioral Sciences (6 credit hours)
- GT - Two GT Pathways Social & Behavioral Science courses (GT-SS1, GT-SS2, GT-SS3)

Natural and Physical Sciences (8 credit hours)
- GT - Two GT Pathways Natural & Physical Science courses (GT-SC1)

Additional Required Courses (18 credit hours)
Please Note: If these credits are not required for the major at a receiving 4-year institution, they will be applied to the Bachelor's degree as elective credit towards graduation. Please check with the receiving institution to determine in which way these courses will be applied.
- COM 115 - Public Speaking 3 Credits **OR**
- COM 125 - Interpersonal Communication 3 Credits
- SOC 101 - Introduction to Sociology I: GT-SS3 3 Credits
- SOC 102 - Introduction to Sociology II: GT-SS3 3 Credits
- GT - Three GT Pathways Sociology courses (GT-SS3) in Social & Behavioral Sciences

Electives (6-7 credit hours)
Elective credit must be completed from the following lists of approved prefixes or courses to bring the total credit hours to 60.

Guaranteed Transfer
- Any Guaranteed Transfer course.

Any course in the following prefixes
- Any course in the following prefixes except Special Topics, Independent Study, Capstone, and Internships:
  ANT, ART, BIO (100 OR above), CHE, ECO, HIS, HUM, LIT, MUS, PED, PHI, PHY (105 OR above), POS, PSY, SOC.

Specific Courses:
- AAA 101 - College 101: The Student Experience 1 Credit
- AAA 109 - Advanced Academic Achievement 3 Credits
- ACC 121 - Accounting Principles I 4 Credits
- ACC 122 - Accounting Principles II 4 Credits
- BUS 216 - Legal Environment of Business 3 Credits
- BUS 217 - Business Communication and Report Writing 3 Credits
- BUS 226 - Business Statistics 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- COM 115 - Public Speaking 3 Credits
- COM 217 - Group Communication 3 Credits
- CSC 160 - Computer Science I (Language) 4 Credits
- CSC 161 - Computer Science II (Language) 4 Credits

- ENG 131 - Technical Writing I: GT-CO1 3 Credits (**OR** higher ENG course)
- HNR 100 - Honors Seminar: 1 Credit
- HNR 289 - Capstone: Honors 1 Credit
- HWE 108 - Weight Loss 1 Credit
- HWE 124 - Fitness and Wellness 2 Credits
- MAT 120 - Mathematics for Liberal Arts: GT-MA1 4 Credits (**OR** higher MAT course)
- ANY Foreign Language (including ASL) numbered 111 or higher

Note(s):
Please Note: Additional SOC courses beyond the five courses (15 credit hours) identified above may not count toward the Sociology major at the receiving 4-year institution. Please consult an Advisor at the receiving 4-year institution for additional information about course selection.

Total: 60 credit hours
All courses required for this degree must be completed with a "C" or better to be considered for transfer to another Colorado institution. Transferability of courses to colleges or universities outside of Colorado is determined by the receiving institution.

Graduation Requirements
- Apply for graduation online at www.arapahoe.edu/graduation.

Spanish Transfer Major, AA
CIP 240101 (SPAN)

The purpose of a statewide articulation agreement is to identify the courses a student at a Colorado public community college must complete as part of an AA/AS degree to be guaranteed to be able to complete the designated baccalaureate degree program at any public four-year college and university (hereafter referred to as receiving institutions) that offers that program within the minimum number of credits designated by the Colorado Commission on Higher Education.

For more information about this transfer degree please refer to the Colorado Department of Higher Education website.

Admission Requirements
- Admission to Arapahoe Community College

Program Requirements
General Education Courses (34 credit hours)
Written Communication (6 credit hours)
- ENG 121 - English Composition I: GT-CO1 3 Credits **AND**
- ENG 122 - English Composition II: GT-CO2 3 Credits **OR**
- ENG 122 - English Composition II: GT-CO2 3 Credits **AND**
- GT - One GT Pathways -approved CO3 course (GTCO3)

Mathematics (3 credit hours)

- GT - Any GT Pathways Mathematics course (GT-MA1)
- prefer MAT 120 Mathematics for the Liberal Arts.

Arts and Humanities (9 credit hours)

- SPA 211 - Spanish Language III: GT-AH4 3 Credits *
- SPA 212 - Spanish Language IV: GT-AH4 3 Credits *
- GT - One GT Pathways Arts & Humanities course (GTAH1, GT-AH2, GT-AH3, GT-AH4)

Note(s):

*NOTE: Those students who have a higher proficiency level than is required for SPA 211 or SPA 212 should substitute other Arts and Humanities courses. Heritage speakers may substitute SPA 261 - Grammar for the Heritage Language Speaker and SPA 262 (Comp-Heritage Language Speaker), if available

History (3 credit hours)

- HIS 244 History of Latin America **OR**
- GT - A GT Pathways History course (GT-HI1) focusing on the Spanish-speaking world (non-US) or another GT Pathways non-US History course

Social and Behavioral Sciences (6 credit hours)

- GT - Two GT Pathways Social & Behavioral Sciences courses (GT-SS1, GT-SS2, SS3)

Natural and Physical Sciences (7 credit hours)

- GT - Two GT Pathways Natural & Physical Sciences courses (GT-SC1, GT-SC2) One of these courses must have the required lab.

Additional Required Courses (13 credit hours)

Please Note: If these credits are not required for the major at a receiving 4-year institution, they will be applied to the Bachelor's degree as elective credit towards graduation. Please check with the receiving institution to determine in which way these courses will be applied.

- SPA 111 - Spanish Language I 5 Credits **
- SPA 112 - Spanish Language II 5 Credits **
- COM 115 - Public Speaking 3 Credits **OR**
- COM 125 - Interpersonal Communication 3 Credits

Note(s):
Please Note: SPA 111 and/or SPA 112 may be waived, based on a student's proficiency level. Students should consult a departmental advisor at the four-year college or university. Students should also consult with an Academic Advisor at ACC for course substitution options

Electives (13 credit hours)

Elective credit must be completed from the following lists of approved prefixes or courses to bring the total credit hours to 60.

Suggested courses:

- 200-level Spanish courses outside the Spanish department with content related to the Spanish-speaking world.

Guaranteed Transfer

- Any Guaranteed Transfer course.

Any course in the following prefixes

- Any course in the following prefixes except Special Topics, Independent Study, Capstone, and Internships: ANT, ART, BIO (100 OR above), CHE, ECO, HIS, HUM, LIT, MUS, PED, PHI, PHY (105 OR above), POS, PSY, SOC.

Specific Courses:

- AAA 101 - College 101: The Student Experience 1 Credit
- AAA 109 - Advanced Academic Achievement 3 Credits
- ACC 121 - Accounting Principles I 4 Credits
- ACC 122 - Accounting Principles II 4 Credits
- BUS 115 - Introduction to Business 3 Credits
- BUS 216 - Legal Environment of Business 3 Credits
- BUS 217 - Business Communication and Report Writing 3 Credits
- BUS 226 - Business Statistics 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- COM 115 - Public Speaking 3 Credits
- COM 217 - Group Communication 3 Credits
- CSC 160 - Computer Science I (Language) 4 Credits
- CSC 161 - Computer Science II (Language) 4 Credits
- ENG 131 - Technical Writing I: GT-CO1 3 Credits (**OR** higher ENG course)
- HNR 100 - Honors Seminar: 1 Credit
- HNR 289 - Capstone: Honors 1 Credit
- HWE 108 - Weight Loss 1 Credit
- HWE 124 - Fitness and Wellness 2 Credits
- MAT 120 - Mathematics for Liberal Arts: GT-MA1 4 Credits (**OR** higher MAT course)
- ANY Foreign Language (including ASL) numbered 111 or higher

Note(s):
Any additional courses taken in the discipline covered by this agreement might not count toward the requirements of the major at the receiving institution.

Total: 60 credit hours

All courses required for this degree must be completed with a "C" or better to be considered for transfer to another Colorado institution. Transferability of courses to colleges or universities outside of Colorado is determined by the receiving institution.

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.

Studio Art Transfer Major, AA
CIP 240101 (SARD)

The purpose of a statewide articulation agreement is to identify the courses a student at a Colorado public community college must complete as part of an AA/AS degree to be guaranteed to be able to complete the designated baccalaureate degree program at any public four-year college and university (hereafter referred to as receiving institutions) that offers that program within the minimum number of credits designated by the Colorado Commission on Higher Education.

For more information about this transfer degree please refer to the Colorado Department of Higher Education website.

Admission Requirements
- Admission to Arapahoe Community College

Program Requirements

General Education Courses (31 credit hours)

Written Communication (6 credit hours)
- ENG 121 - English Composition I: GT-CO1 3 Credits **AND**
- ENG 122 - English Composition II: GT-CO2 3 Credits **OR**
- ENG 122 - English Composition II: GT-CO2 3 Credits **AND**
- GT - One GT Pathways -approved CO3 course (GTCO3)

Mathematics (3 credit hours)
- GT - One GT Pathways Math course (GT-MA1)
- prefer MAT 120 Mathematics for the Liberal Arts.

Arts and Humanities (6 credit hours)
- GT - Two GT Pathways Arts and Humanities courses (GT-AH2, GT-AH3, GT-AH4). No GT-AH1 courses.

History (3 credit hours)
- GT - One GT Pathways History course (GT-H1)

Social and Behavioral Sciences (6 credit hours)
- GT - Two GT Pathways Social and Behavioral Science courses (GT-SS1, GT-SS2, GT-SS3)

Natural and Physical Sciences (7 credit hours)
- GT - Two GT Pathways Natural & Physical Science courses (GT-SC1,GT-SC2). One of these must have the required Lab (GT-SC1).

Additional Required Courses (21 credit hours)
Please Note: If these credits are not required for the major at a receiving 4-year institution, they will be applied to the Bachelor's degree as elective credit towards graduation. Please check with the receiving institution to determine in which way these courses will be applied.

- ART 111 - Art History I Ancient to Medieval: GT-AH1 3 Credits
- ART 112 - Art History II Renaissance to Modern: GT-AH1 3 Credits
- ART 121 - Drawing I 3 Credits
- ART 131 - Visual Concepts 2-D Design 3 Credits
- ART 132 - Visual Concepts 3-D Design 3 Credits
- ART 221 - Drawing II 3 Credits **OR**
- ART 128 - Figure Drawing I 3 Credits
- Any 3-credit Studio Art course

Electives (8 credit hours)
Elective credit must be completed from the following lists of approved prefixes or courses to bring the total credit hours to 60.

Guaranteed Transfer
- Any Guaranteed Transfer course.

Any course in the following prefixes
- Any course in the following prefixes except Special Topics, Independent Study, Capstone, and Internships:
  ANT, ART, BIO (100 OR above), CHE, ECO, HIS, HUM, LIT, MUS, PED, PHI, PHY (105 OR above), POS, PSY, SOC.

Specific Courses
- AAA 101 - College 101: The Student Experience 1 Credit
- AAA 109 - Advanced Academic Achievement 3 Credits
- ACC 121 - Accounting Principles I 4 Credits
- ACC 122 - Accounting Principles II 4 Credits
- BUS 115 - Introduction to Business 3 Credits
- BUS 216 - Legal Environment of Business 3 Credits
- BUS 217 - Business Communication and Report Writing 3 Credits
- BUS 226 - Business Statistics 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- COM 115 - Public Speaking 3 Credits
- COM 217 - Group Communication 3 Credits
- CSC 160 - Computer Science I (Language) 4 Credits
- CSC 161 - Computer Science II (Language) 4 Credits
- ENG 131 - Technical Writing I: GT-CO1 3 Credits **(OR** higher ENG course)
- HNR 100 - Honors Seminar: 1 Credit
- HNR 289 - Capstone: Honors 1 Credit
- HWE 108 - Weight Loss 1 Credit
- HWE 124 - Fitness and Wellness 2 Credits
- MAT 120 - Mathematics for Liberal Arts: GT-MA1 4 Credits **(OR** higher MAT course)
- ANY Foreign Language (including ASL) numbered 111 or higher

Note(s):
Students planning to transfer to CSU-FC for completion of the BA in Studio Art must complete 2 semesters of one foreign language for their electives OR be able to pass the CSU-FC Foreign Language placement exam at

the sophomore level. It may not be possible to complete the BA in Studio Art in two years without this prior foreign language competency.

Any additional courses taken in the discipline covered by this agreement might not count toward the requirements of the major at the receiving institution.

Total: 60 credit hours

All courses required for this degree must be completed with a "C" or better to be considered for transfer to another Colorado institution. Transferability of courses to colleges or universities outside of Colorado is determined by the receiving institution.

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.

Associate of Science

Students successfully completing any Guaranteed Transfer Courses with a "C" or better are guaranteed acceptance of the course at any public four-year College or university in Colorado.

The State Guaranteed Transfer Courses and the Colorado Community College General Education requirements have been incorporated into the degree. Students who complete a 60 credit-hour A.S. degree with appropriate course requirements and grades of "C" or better may be able to complete a Baccalaureate degree in 60 additional credits after transferring to a four-year public institution. Consult your ACC Advisor about Colorado's 60 + 60 agreement.

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

NOTE: No course substitutions will be accepted for the Associate of Arts or Associate of Science degrees.

Associate of Science, General
CIP 240199

Students successfully completing any Guaranteed Transfer Courses with a "C" or better are guaranteed acceptance of the course at any public four-year College or university in Colorado. The State Guaranteed Transfer Courses and the Colorado Community College General Education requirements have been incorporated into the degree. Students who complete a 60 credit-hour A.S. degree with appropriate course requirements and grades of "C" or better may be able to complete a Baccalaureate degree in 60 additional credits after transferring to a four-year public institution. Consult your ACC Advisor about Colorado's 60 + 60 agreement.

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

NOTE: No course substitutions will be accepted for the Associate of Arts or Associate of Science degrees.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

General Education Courses (39 credit hours)

Written Communications (6 credit hours)

- ENG 121 - English Composition I: GT-CO1 3 Credits
- ENG 122 - English Composition II: GT-CO2 3 Credits

Oral Communications (3 credit hours)

- COM 115 - Public Speaking 3 Credits **OR**
- COM 125 - Interpersonal Communication 3 Credits **OR**
- COM 220 - Intercultural Communication: GT-SS3 3 Credits

Mathematics (3 credit hours)

- MAT 121 - College Algebra: GT-MA1 4 Credits **OR**
- MAT 122 - College Trigonometry: GT-MA1 3 Credits **OR**
- MAT 166 - Pre-Calculus: GT-MA1 5 Credits **OR**
- MAT 201 - Calculus I: GT-MA1 5 Credits

Arts and Humanities (6 credit hours)

- GT - Two Guaranteed Transfer Arts & Humanities courses from two different areas (GT-AH1, GTAH2, GT-AH3, or GT-AH4). See GT-Pathways courses

Social and Behavioral Science (6 credit hours)

- GT - Two Guaranteed Transfer Social & Behavioral Science courses (GT-SS1, GT-SS2, or GT-SS3).
  See GT-Pathways courses

History (3 credit hours)

- GT - One Guaranteed Transfer course from: History (GT-HI1). See GT-Pathways courses

Natural and Physical Sciences (12 credit hours)

- GT - Two LAB course sequence in any Guaranteed Transfer Science discipline (GT-SC1) and an additional Guaranteed Transfer LAB Science course from (GT-SC1); SCI 155 and SCI 156 are excluded and will not satisfy this requirement. See GT-Pathways courses

Elective Courses (21 credit hours)

Elective credit must be completed from the following lists of approved prefixes or courses to bring the total credit hours to 60.

Guaranteed Transfer

- Any Guaranteed Transfer Course

Any course in the following prefixes

Any course in the following prefixes except Special Topics (275) and Independent Study (285): AST (100 or higher), BIO (100 or higher), CHE (100 or higher), EGG (100 or higher), MAT (121 or higher, except 155 or 156), PHY (111 or higher), or any foreign language (111 or above).

Specific Courses

- AAA 101 - College 101: The Student Experience 1 Credit
- AAA 109 - Advanced Academic Achievement 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- CSC 119 - Introduction to Programming 3 Credits
- CSC 126 - Game Design and Development 3 Credits
- CSC 160 - Computer Science I (Language) 4 Credits
- CSC 161 - Computer Science II (Language) 4 Credits
- CSC 165 - Discrete Structures 4 Credits
- CSC 200 - Game Programming I 3 Credits
- CSC 225 - Computer Architecture/Assembly Language Programming 4 Credits
- CSC 233 - Object-Oriented Prog.: (Lang) 3 Credits
- CSC 236 - C# Programming 4 Credits
- CSC 240 - Java Programming 3 Credits
- HNR 100 - Honors Seminar: 1 Credit
- HNR 289 - Capstone: Honors 1 Credit
- HWE 100 - Human Nutrition 3 Credits
- HWE 111 - Health and Fitness 3 Credits
- HWE 125 - Introduction to Exercise Health Sciences 3 Credits

Total: 60 credit hours

All courses required for this degree must be completed with a "C" or better to be considered for transfer to another Colorado institution. Transferability of courses to colleges or universities outside of Colorado is determined by the receiving institution.

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.

Biology Transfer Major, AS
CIP 240199 (BIOD)

The purpose of a statewide articulation agreement is to identify the courses a student at a Colorado public community college must complete as part of an AA/AS degree to be guaranteed to be able to complete the designated baccalaureate degree program at any public four-year college and university (hereafter referred to as receiving institutions) that offers that program within the minimum number of credits designated by the Colorado Commission on Higher Education.

For more information about this transfer degree please refer to the Colorado Department of Higher Education website.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

General Education Courses (36 credit hours)

Written Communication (6 credit hours)

- ENG 121 - English Composition I: GT-CO1 3 Credits **AND**
- ENG 122 - English Composition II: GT-CO2 3 Credits **OR**
- ENG 122 - English Composition II: GT-CO2 **AND**
- GT - One GT Pathways -approved CO3 course (GTCO3)

Mathematics (5 credit hours)

- MAT 201 - Calculus I: GT-MA1 5 Credits

Arts and Humanities (6 credit hours)

- GT - Two GT Pathways Arts & Humanities courses (GTAH1, GT-AH2, GT-AH3, GT-AH4)

History (3 credit hours)

- GT - One GT Pathways History course (GT-HI1)

Social and Behavioral Science (6 credit hours)

- GT - Two GT Pathways Social & Behavioral Science courses (GT-SS1, GT-SS2, or GT-SS3)

Natural and Physical Sciences (10 credit hours)

- BIO 111 - General College Biology with Lab: GT-SC1 5 Credits *
- CHE 111 - General College Chemistry I: GT-SC1 5 Credits *

Additional Required Courses (20 credit hours)

Please Note: If these credits are not required for the major at a receiving 4-year institution, they will be applied to the Bachelor's degree as elective credit towards graduation. Please check with the receiving institution to determine in which way these courses will be applied.

- BIO 112 - General College Biology II with Lab: GTSC1 5 Credits *
- CHE 112 - General College Chemistry II: GT-SC1 5 Credits *
- PHY 111 - Physics: Algebra-Based I: With Lab: GTSC1 5 Credits *
- PHY 112 - Physics: Algebra-Based II with Lab: GTSC1 5 Credits *

Note(s):

*Students are strongly encouraged to seek academic advising prior to registration regarding the acceptability of online science courses if they anticipate transferring to a 4-year institution or completing graduate work in the sciences or health professions. It should be noted that per Colorado Revised Statute, §23-1-125(1)(e), general education courses taken online are guaranteed to satisfy core course (gtPathways) requirements at all Colorado public institutions of higher education.

Elective Courses (4 credit hours)

Elective credit must be completed from the following lists of approved prefixes or courses to bring the total credit hours to 60.

Guaranteed Transfer

- Any Guaranteed Transfer Course

Any course in the following prefixes

Any course in the following prefixes except Special Topics (275) and Independent Study (285): AST (100 or higher), BIO (100 or higher), CHE (100 or higher), EGG (100 or higher), MAT (121 or higher, except 155 or 156), PHY (111 or higher), or any foreign language (111 or above).

Specific Courses

- AAA 101 - College 101: The Student Experience 1 Credit
- AAA 109 - Advanced Academic Achievement 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- CSC 119 - Introduction to Programming 3 Credits
- CSC 126 - Game Design and Development 3 Credits
- CSC 160 - Computer Science I (Language) 4 Credits
- CSC 161 - Computer Science II (Language) 4 Credits
- CSC 165 - Discrete Structures 4 Credits
- CSC 200 - Game Programming I 3 Credits
- CSC 225 - Computer Architecture/Assembly Language Programming 4 Credits
- CSC 233 - Object-Oriented Prog.: (Lang) 3 Credits
- CSC 236 - C# Programming 4 Credits
- CSC 240 - Java Programming 3 Credits
- HNR 100 - Honors Seminar: 1 Credit
- HNR 289 - Capstone: Honors 1 Credit
- HWE 100 - Human Nutrition 3 Credits
- HWE 111 - Health and Fitness 3 Credits
- HWE 125 - Introduction to Exercise Health Sciences 3 Credits

Total: 60 credit hours

All courses required for this degree must be completed with a "C" or better to be considered for transfer to another Colorado institution. Transferability of courses to colleges or universities outside of Colorado is determined by the receiving institution.

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.

Chemistry Transfer Major, AS
CIP 240199 (CHED)

The purpose of a statewide articulation agreement is to identify the courses a student at a Colorado public community college must complete as part of an AA/AS degree to be guaranteed to be able to complete the designated baccalaureate degree program at any public four-year college and university (hereafter referred to as receiving institutions) that offers that program within the minimum number of credits designated by the Colorado Commission on Higher Education.

For more information about this transfer degree please refer to the Colorado Department of Higher Education website.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

General Education Courses (30 credit hours)

CCCS Courses Applied to gtPathways General Education Curriculum (see Notes 1, 2, 3, 4 Below)

Written Communication (6 credit hours)

- ENG 121 - English Composition I: GT-CO1 3 Credits **AND**
- ENG 122 - English Composition II: GT-CO2 3 Credits **OR**
- ENG 122 - English Composition II: GT-CO2 **AND**
- GT - One GT Pathways -approved CO3 course (GTCO3)

Mathematics (5 credit hours)

- MAT 201 - Calculus I: GT-MA1 5 Credits

Arts and Humanities (3 credit hours)

- GT - One GT Pathways Arts & Humanities course (GTAH1, GT-AH2, GT-AH3, GT-AH4)

History (3 credit hours)

- GT - One GT Pathways History course (GT-HI1)

Social and Behavioral Science (3 credit hours)

- GT - One GT Pathways Social & Behavioral Science course (GT-SS1, GT-SS2, or GT-SS3)

Natural and Physical Sciences (10 credit hours)

- CHE 111 - General College Chemistry I: GT-SC1 5 Credits (w Lab)
- CHE 112 - General College Chemistry II: GT-SC1 5 Credits (w Lab)

Additional Required Courses (29 credit hours)

- MAT 202 - Calculus II: GT-MA1 5 Credits
- MAT 203 - Calculus III: GT-MA1 4 Credits
- PHY 211 - Physics: Calculus-Based I with Lab: GTSC1 5 Credits (w Lab)
- PHY 212 - Physics: Calculus-Based II With Lab: GTSCI 5 Credits (w Lab)
- CHE 211 - Organic Chemistry I 5 Credits (w Lab) *
- CHE 212 - Organic Chemistry II 5 Credits (w Lab) *

Note(s):

*Lecture and laboratory portions of Organic chemistry, CHE 211 and CHE 212, must not be taken in an online Delivery format.

Elective Courses (1 credit hour)

Elective credit must be completed from the following lists of approved prefixes or courses to bring the total credit hours to 60.

Guaranteed Transfer

- Any Guaranteed Transfer Course

Any course in the following prefixes

Any course in the following prefixes except Special Topics (275) and Independent Study (285): AST (100 or higher),

BIO (100 or higher), CHE (100 or higher), EGG (100 or higher), MAT (121 or higher, except 155 or 156), PHY (111 or higher), or any foreign language (111 or above).

Specific Courses

- AAA 101 - College 101: The Student Experience 1 Credit
- AAA 109 - Advanced Academic Achievement 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- CSC 119 - Introduction to Programming 3 Credits
- CSC 126 - Game Design and Development 3 Credits
- CSC 160 - Computer Science I (Language) 4 Credits
- CSC 161 - Computer Science II (Language) 4 Credits
- CSC 165 - Discrete Structures 4 Credits
- CSC 200 - Game Programming I 3 Credits
- CSC 225 - Computer Architecture/Assembly Language Programming 4 Credits
- CSC 233 - Object-Oriented Prog.: (Lang) 3 Credits
- CSC 236 - C# Programming 4 Credits
- CSC 240 - Java Programming 3 Credits
- HNR 100 - Honors Seminar: 1 Credit
- HNR 289 - Capstone: Honors 1 Credit
- HWE 100 - Human Nutrition 3 Credits
- HWE 111 - Health and Fitness 3 Credits
- HWE 125 - Introduction to Exercise Health Sciences 3 Credits

Total: 60 credit hours

IMPORTANT NOTES:

1. This statewide transfer articulation agreement in Chemistry **does not fulfill requirements for the gtPathways general education curriculum or the Associate of Science degree prior to transfer**; however, this agreement does guarantee a student, if admitted, junior standing and completion of the baccalaureate degree within an additional 60 semester hours at the receiving institution.
2. Students wanting to earn the AS-Chemistry degree must complete the 60 credits as outlined in this agreement, transfer to the four-year institution, then complete one gtPathways-approved course in Arts & Humanities (AH1, AH2, AH3, or AH4) and one gtPathways-approved course in Social & Behavioral Sciences (SS1, SS2, SS3) at the four-year institution within the first 30 credit hours or 12 calendar months.
3. Upon completion of the six additional gtPathways credits in Arts & Humanities and Social & Behavioral Science at the four-year institution (as described in Note 2 above), the student can transfer the credits back to Arapahoe Community College. If the student has completed the 60 credits as

outlined above, along with the additional six additional gtPathways credits in Arts & Humanities and Social & Behavioral Science, they will then have completed the required credits of the gtPathways general education curriculum and would be eligible to earn their Associate of Science degree with a Chemistry designation.

4. To transfer credits to ACC, a student must order an official transcript and have it sent from the issuing institution directly to ACC; transcripts issued to the student and / or hand-delivered by the student are not considered official and will not be utilized for evaluation of transfer credits. Official Transcripts must be sent to: ACC – Admissions & Records, 5900 S. Santa Fe Drive, Littleton, CO 80160.
5. All courses required for this degree must be completed with a "C" or better to be considered for transfer to another Colorado institution. Transferability of courses to colleges or universities outside of Colorado is determined by the receiving institution.

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.

Fermentation Sciences Transfer Major, AS
CIP 240199

The purpose of a statewide articulation agreement is to identify the courses a student at a Colorado public community college must complete as part of an AA/AS degree to be guaranteed to be able to complete the designated baccalaureate degree program at any public four-year college and university (hereafter referred to as receiving institutions) that offers that program within the minimum number of credits designated by the Colorado Commission on Higher Education.

For more information about this transfer degree please refer to the Colorado Department of Higher Education website.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements
General Education Courses (38 credit hours)
Written Communication (6 credit hours)

- ENG 121 - English Composition I: GT-CO1 3 Credits **AND**
- ENG 122 - English Composition II: GT-CO2 3 Credits **OR**
- ENG 122 - English Composition II: GT-CO2 **AND**
- GT - One GT Pathways -approved CO3 course (GTCO3)

Oral Communications (3 credit hours)

- COM 115 - Public Speaking 3 Credits

Mathematics (4 credit hours)
- MAT 121 - College Algebra: GT-MA1 4 Credits

Arts and Humanities (6 credit hours)
- GT - Two GT Pathways Arts and Humanities courses from one of the following AH categories GT-AH1, GT-AH2, GT-AH3, GT-AH4.

History (3 credit hours)
- GT - One GT Pathways History course (GT-HI1)

Social and Behavioral Sciences (6 credit hours)
- SOC 101 - Introduction to Sociology I: GT-SS3 3 Credits **AND**
- GT - One GT-SS1 or GT-SS2 course

Natural and Physical Sciences (10 credit hours)
- BIO 111 - General College Biology with Lab: GT-SC1 5 Credits **AND**
- CHE 101 - Introduction to Chemistry I with Lab: GTSC1 5 Credits

Additional Required Courses (21 credit hours)
- BIO 208 - General College Microbiology: GT-SC1 5 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- CIS 115 - Introduction to Computer Information Systems 3 Credits
- PHY 111 - Physics: Algebra-Based I: With Lab: GTSC1 5 Credits

FER Electives (8 credit hours)
Choose a total of 8 credits of FER elective credit from the list below:
- FER 101 - Craft Beer Brewing 4 Credits
- FER 201 - Wine Fundamentals 4 credits *
- FER 203 - Fermented Foods Science 4 Credits

Note(s):
Course not currently offered at ACC

Elective Courses (1 credit hours)
GT Courses from the following list must be selected to bring the total credit hours to 60. Special Topics (275) and Independent Study (285) are not included.

Guaranteed Transfer
- Any Guaranteed Transfer Course

Any course in the following prefixes
Any course in the following prefixes except Special Topics (275) and Independent Study (285): AST (100 or higher), BIO (100 or higher), CHE (100 or higher), EGG (100 or higher), MAT (121 or higher, except 155 or 156), PHY (111 or higher), or any foreign language (111 or above).

Specific Courses
- AAA 101 - College 101: The Student Experience 1 Credit
- AAA 109 - Advanced Academic Achievement 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- CSC 119 - Introduction to Programming 3 Credits

- CSC 126 - Game Design and Development 3 Credits
- CSC 160 - Computer Science I (Language) 4 Credits
- CSC 161 - Computer Science II (Language) 4 Credits
- CSC 165 - Discrete Structures 4 Credits
- CSC 200 - Game Programming I 3 Credits
- CSC 225 - Computer Architecture/Assembly Language Programming 4 Credits
- CSC 233 - Object-Oriented Prog.: (Lang) 3 Credits
- CSC 236 - C# Programming 4 Credits
- CSC 240 - Java Programming 3 Credits
- HNR 100 - Honors Seminar: 1 Credit
- HNR 289 - Capstone: Honors 1 Credit
- HWE 100 - Human Nutrition 3 Credits
- HWE 111 - Health and Fitness 3 Credits
- HWE 125 - Introduction to Exercise Health Sciences 3 Credits

Total: 60 credit hours
Transferability of courses to colleges or universities outside of Colorado is determined by the receiving institution.

Graduation Requirements
- Apply for graduation online at www.arapahoe.edu/graduation.

Geology Transfer Major, AS
CIP 240199 (GEOL)
The purpose of a statewide articulation agreement is to identify the courses a student at a Colorado public community college must complete as part of an AA/AS degree to be guaranteed to be able to complete the designated baccalaureate degree program at any public four-year college and university (hereafter referred to as receiving institutions) that offers that program within the minimum number of credits designated by the Colorado Commission on Higher Education.

For more information about this transfer degree please refer to the Colorado Department of Higher Education website.

Admission Requirements
- Admission to Arapahoe Community College

Program Requirements
General Education Courses (36 credit hours)
Written Communication (6 credit hours)
- ENG 121 - English Composition I: GT-CO1 3 Credits **AND**
- ENG 122 - English Composition II: GT-CO2 3 Credits **OR**
- ENG 122 - English Composition II: GT-CO2 **AND**
- GT - One GT Pathways -approved CO3 course (GTCO3)

Mathematics (5 credit hours)
- MAT 201 - Calculus I: GT-MA1 5 Credits

Arts and Humanities (6 credit hours)
- GT - Two GT Pathways Arts & Humanities courses (GTAH1, GT-AH2, GT-AH3, GT-AH4)

History (3 credit hours)
- GT - One GT Pathways course from: History (GT-HI1)

Social and Behavioral Science (6 credit hours)
- GT - Two GT Pathways Social & Behavioral Science courses (GT-SS1, GT-SS2, GT-SS3)

Natural and Physical Sciences (10 credit hours)
- CHE 111 - General College Chemistry I: GT-SC1 5 Credits
- CHE 112 - General College Chemistry II: GT-SC1 5 Credits

Additional Required Courses (23 credit hours)
Please Note: If these credits are not required for the major at a receiving 4-year institution, they will be applied to the Bachelor's degree as elective credit towards graduation. Please check with the receiving institution to determine in which way these courses will be applied.

- GEY 111 - Physical Geology w/Lab: GT-SC1 4 Credits
- GEY 112 - Historical Geology w/Lab: GT-SC1 4 Credits
- MAT 202 - Calculus II: GT-MA1 5 Credits
- PHY 211 - Physics: Calculus-Based I with Lab: GTSC1 5 Credits
- PHY 212 - Physics: Calculus-Based II With Lab: GTSCI 5 Credits

Elective Courses (1 credit hours)
Elective credit must be completed from the following lists of approved prefixes or courses to bring the total credit hours to 60.

Guaranteed Transfer
- Any Guaranteed Transfer Course

Any course in the following prefixes
Any course in the following prefixes except Special Topics (275) and Independent Study (285): AST (100 or higher), BIO (100 or higher), CHE (100 or higher), EGG (100 or higher), MAT (121 or higher, except 155 or 156), PHY (111 or higher), or any foreign language (111 or above).

Specific Courses
- AAA 101 - College 101: The Student Experience 1 Credit
- AAA 109 - Advanced Academic Achievement 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- CSC 119 - Introduction to Programming 3 Credits
- CSC 126 - Game Design and Development 3 Credits
- CSC 160 - Computer Science I (Language) 4 Credits
- CSC 161 - Computer Science II (Language) 4 Credits
- CSC 165 - Discrete Structures 4 Credits
- CSC 200 - Game Programming I 3 Credits
- CSC 225 - Computer Architecture/Assembly Language Programming 4 Credits
- CSC 233 - Object-Oriented Prog.: (Lang) 3 Credits
- CSC 236 - C# Programming 4 Credits
- CSC 240 - Java Programming 3 Credits
- HNR 100 - Honors Seminar: 1 Credit
- HNR 289 - Capstone: Honors 1 Credit
- HWE 100 - Human Nutrition 3 Credits
- HWE 111 - Health and Fitness 3 Credits
- HWE 125 - Introduction to Exercise Health Sciences 3 Credits

Note(s):
Students are strongly encouraged to seek academic advising prior to registration regarding the acceptability of online science courses if they anticipate transferring to a 4-year institution or completing graduate work in the sciences or health professions. It should be noted that per Colorado Revised Statute, §23-1-125(1)(e), general education courses taken online are guaranteed to satisfy core course (gtPathways) requirements at all Colorado public institutions of higher education.

Total: 60 credit hours
All courses required for this degree must be completed with a "C" or better to be considered for transfer to another Colorado institution. Transferability of courses to colleges or universities outside of Colorado is determined by the receiving institution.

Graduation Requirements
- Apply for graduation online at www.arapahoe.edu/graduation.

Mathematics Transfer Major, AS CIP 240199 (MATH)
The purpose of a statewide articulation agreement is to identify the courses a student at a Colorado public community college must complete as part of an AA/AS degree to be guaranteed to be able to complete the designated baccalaureate degree program at any public four-year college and university (hereafter referred to as receiving institutions) that offers that program within the minimum number of credits designated by the Colorado Commission on Higher Education.

For more information about this transfer degree please refer to the Colorado Department of Higher Education website.

Admission Requirements
- Admission to Arapahoe Community College

Program Requirements
General Education Courses (39 credit hours)
Written Communication (6 credit hours)

- ENG 121 - English Composition I: GT-CO1 3 Credits **AND**
- ENG 122 - English Composition II: GT-CO2 3 Credits **OR**
- ENG 122 - English Composition II: GT-CO2 **AND**
- GT - One GT Pathways -approved CO3 course (GTCO3)

Mathematics (5 credit hours)
- MAT 201 - Calculus I: GT-MA1 5 Credits

Arts and Humanities (9 credit hours)
- GT - Three GT Pathways Arts & Humanities courses (GTAH1, GT-AH2, GT-AH3, or GT-AH4)

History (3 credit hours)
- GT - One GT Pathways History course (GT-HI1)

Social and Behavioral Sciences (6 credit hours)
- GT - Two GT Pathways Social & Behavioral Science courses (GT-SS1, GT-SS2, GT-SS3)

Natural and Physical Sciences (10 credit hours)
- PHY 211 - Physics: Calculus-Based I with Lab: GTSC1 5 Credits
- PHY 212 - Physics: Calculus-Based II With Lab: GTSCI 5 Credits

Additional Required Courses (16-17 credit hours)
Please Note: If these credits are not required for the major at a receiving 4-year institution, they will be applied to the Bachelor's degree as elective credit towards graduation. Please check with the receiving institution to determine in which way these courses will be applied.
- COM 115 - Public Speaking 3 Credits **OR**
- COM 125 - Interpersonal Communication 3 Credits
- MAT 202 - Calculus II: GT-MA1 5 Credits
- MAT 203 - Calculus III: GT-MA1 4 Credits **OR**
- MAT 204 - Calculus III with Engineering Applications: GT-MA1 5 Credits
- CSC 160 - Computer Science I (Language) 4 Credits [1]

Note(s):
[1] CSU-Ft Collins requires a different course than the community college course. Students should seek advising at CSU-Ft Collins for information on the appropriate computer science course to take.

Elective Courses (4-5 credit hours)
Elective credit must be completed from the following lists of approved prefixes or courses to bring the total credit hours to 60.

Guaranteed Transfer
- Any Guaranteed Transfer Course

Any course in the following prefixes
Any course in the following prefixes except Special Topics (275) and Independent Study (285): AST (100 or higher), BIO (100 or higher), CHE (100 or higher), EGG (100 or higher), MAT (121 or higher, except 155 or 156), PHY (111 or higher), or any foreign language (111 or above).

Specific Courses
- AAA 101 - College 101: The Student Experience 1 Credit
- AAA 109 - Advanced Academic Achievement 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- CSC 119 - Introduction to Programming 3 Credits
- CSC 126 - Game Design and Development 3 Credits
- CSC 160 - Computer Science I (Language) 4 Credits
- CSC 161 - Computer Science II (Language) 4 Credits
- CSC 165 - Discrete Structures 4 Credits
- CSC 200 - Game Programming I 3 Credits
- CSC 225 - Computer Architecture/Assembly Language Programming 4 Credits
- CSC 233 - Object-Oriented Prog.: (Lang) 3 Credits
- CSC 236 - C# Programming 4 Credits
- CSC 240 - Java Programming 3 Credits
- HNR 100 - Honors Seminar: 1 Credit
- HNR 289 - Capstone: Honors 1 Credit
- HWE 100 - Human Nutrition 3 Credits
- HWE 111 - Health and Fitness 3 Credits
- HWE 125 - Introduction to Exercise Health Sciences 3 Credits

Additional Courses
Any additional courses taken in the discipline covered by this agreement might not count toward the requirements of the major at the receiving institution. Students are strongly encouraged to seek academic advising prior to registration regarding the acceptability of online science courses if they anticipate transferring to a 4-year institution or completing graduate work in the sciences or health professions. It should be noted that per Colorado Revised Statute, §23-1-125(1)(e), general education courses taken online are guaranteed to satisfy core course (gtPathways) requirements at all Colorado public institutions of higher education.

Total: 60 credit hours
All courses required for this degree must be completed with a "C" or better to be considered for transfer to another Colorado institution. Transferability of courses to colleges or universities outside of Colorado is determined by the receiving institution.

Graduation Requirements
- Apply for graduation online at www.arapahoe.edu/graduation).

Physics Transfer Major, AS
CIP 240199 (PHYD)
The purpose of a statewide articulation agreement is to identify the courses a student at a Colorado public community college must complete as part of an AA/AS degree to be guaranteed to be able to complete the

designated baccalaureate degree program at any public four-year college and university (hereafter referred to as receiving institutions) that offers that program within the minimum number of credits designated by the Colorado Commission on Higher Education.

For more information about this transfer degree please refer to the Colorado Department of Higher Education website.

Admission Requirements
- Admission to Arapahoe Community College

Program Requirements

General Education Courses (36 credit hours)

Written Communication (6 credit hours)
- ENG 121 - English Composition I: GT-CO1 3 Credits **AND**
- ENG 122 - English Composition II: GT-CO2 3 Credits **OR**
- GT - One GT Pathways -approved CO3 course (GT-CO3) **AND**
  ENG 122 - English Composition II: GT-CO2 3 Credits

Mathematics (5 credit hours)
- MAT 201 - Calculus I: GT-MA1 5 Credits

Arts and Humanities (9 credit hours)
- GT - Three GT Pathways Arts & Humanities courses (GTAH1, GT-AH2, GT-AH3, GT-AH4)

History (3 credit hours)
- GT - One GT Pathways History course (GT-HI1)

Social and Behavioral Sciences (3 credit hours)
- GT - One GT Pathways Social & Behavioral Science course (GT-SS1, GT-SS2, or GT-SS3)

Natural and Physical Sciences (10 credit hours)
- PHY 211 - Physics: Calculus-Based I with Lab: GTSC1 5 Credits
- PHY 212 - Physics: Calculus-Based II With Lab: GTSCI 5 Credits

Additional Required Courses (24 credit hours)
Please Note: If these credits are not required for the major at a receiving 4-year institution, they will be applied to the Bachelor's degree as elective credit towards graduation. Please check with the receiving institution to determine in which way these courses will be applied.

- PHY 213 - Physics III: Calculus-Based Modern Physics 3 Credits
- MAT 202 - Calculus II: GT-MA1 5 Credits
- MAT 203 - Calculus III: GT-MA1 4 Credits **OR**
- MAT 204 - Calculus III with Engineering Applications: GT-MA1 5 Credits *
- MAT 265 - Differential Equations: GT-MA1 3 Credits **OR**
- MAT 261 - Differential Equations with Engineering Applications: GT-MA1 4 Credits * **OR**

- MAT 266 - Differential Equations with Linear Algebra 4 Credits *
- CHE 111 - General College Chemistry I: GT-SC1 5 Credits
- CSC 160 - Computer Science I (Language) 4 Credits **OR**
- CHE 112 - General College Chemistry II: GT-SC1 5 Credits [2] [3] [4] [5]

Note(s):

*Please be advised: If you choose one of these courses, it will put you over 60 credits. The courses will transfer, but the extra credits may not. That is, the receiving institution may still require the completion of 60 credits for the major.

[2] Students planning to transfer to University of Colorado Boulder must take CHE 112 (not CSC 160) to fulfill this requirement.

[3] Students planning to transfer to University of Northern Colorado must take CSC 160 (not CHE 112) to fulfill this requirement.

[4] Students planning to transfer to Fort Lewis College or University of Colorado Colorado Springs must take both CSC 160 and CHE 112

[5] Students planning to transfer to a receiving institution not listed here may choose either one of these courses.

Students are strongly encouraged to seek academic advising prior to registration regarding the acceptability of online science courses if they anticipate transferring to a 4-year institution or completing graduate work in the sciences or health professions. It should be noted that per Colorado Revised Statute, §23-1-125(1)(e), general education courses taken online are guaranteed to satisfy core course (gtPathways) requirements at all Colorado public institutions of higher education.

Total: 60 credit hours
All courses required for this degree must be completed with a "C" or better to be considered for transfer to another Colorado institution. Transferability of courses to colleges or universities outside of Colorado is determined by the receiving institution.

Graduation Requirements
- Apply for graduation online at www.arapahoe.edu/graduation.

Psychology Transfer Major, AS CIP 240199 (PSYS)
The purpose of a statewide articulation agreement is to identify the courses a student at a Colorado public community college must complete as part of an AA/AS degree to be guaranteed to be able to complete the designated baccalaureate degree program at any public four-year college and university (hereafter referred to as receiving institutions) that offers that program within the minimum number of credits designated by the Colorado Commission on Higher Education.

For more information about this transfer degree please refer to the Colorado Department of Higher Education website.

Admission Requirements
- Admission to Arapahoe Community College

Program Requirements

General Education Courses (38 credit hours)

Written Communication (6 credit hours)
- ENG 121 - English Composition I: GT-CO1 3 Credits **AND**
- ENG 122 - English Composition II: GT-CO2 3 Credits **OR**
- ENG 122 - English Composition II: GT-CO2 **AND**
- GT - One GT Pathways -approved CO3 course (GTCO3)

Mathematics (4 credit hours)
- MAT 121 - College Algebra: GT-MA1 4 Credits

Arts and Humanities (9 credit hours)
- PHI 111 - Introduction to Philosophy: GT-AH3 3 Credits **OR**
- PHI 112 - Ethics: GT-AH3 3 Credits
- GT - Six (6) additional credits from at least two different categories of GT Pathways Arts and Humanities (GT-AH1, GT-AH2, GT-AH3, (GT-AH4)

History (3 credit hours)
- GT - One GT Pathways History course (GT-HI1)

Social and Behavioral Sciences (6 credit hours)
- GT - Two GT Pathways Social & Behavioral Science courses (GT-SS1, GT-SS2, or GT-SS3)

Natural and Physical Sciences (10 credit hours)
- BIO 111 - General College Biology with Lab: GT-SC1 5 Credits
- CHE 111 - General College Chemistry I: GT-SC1 5 Credits (with lab)

Additional Required Courses (9 credit hours)
Please Note: If these credits are not required for the major at a receiving 4-year institution, they will be applied to the Bachelor's degree as elective credit towards graduation. Please check with the receiving institution to determine in which way these courses will be applied.
- PSY 101 - General Psychology I: GT-SS3 3 Credits
- PSY 102 - General Psychology II: GT-SS3 3 Credits
- COM 115 - Public Speaking 3 Credits **OR**
- COM 125 - Interpersonal Communication 3 Credits

Elective Courses (13 credit hours)
Elective credit must be completed from the following lists of approved prefixes or courses to bring the total credit hours to 60.

Guaranteed Transfer
- Any Guaranteed Transfer Course

Any course in the following prefixes
Any course in the following prefixes except Special Topics (275) and Independent Study (285): AST (100 or higher), BIO (100 or higher), CHE (100 or higher), EGG (100 or higher), MAT (121 or higher, except 155 or 156), PHY (111 or higher), or any foreign language (111 or above).

Specific Courses
- AAA 101 - College 101: The Student Experience 1 Credit
- AAA 109 - Advanced Academic Achievement 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- CSC 119 - Introduction to Programming 3 Credits
- CSC 126 - Game Design and Development 3 Credits
- CSC 160 - Computer Science I (Language) 4 Credits
- CSC 161 - Computer Science II (Language) 4 Credits
- CSC 165 - Discrete Structures 4 Credits
- CSC 200 - Game Programming I 3 Credits
- CSC 225 - Computer Architecture/Assembly Language Programming 4 Credits
- CSC 233 - Object-Oriented Prog.: (Lang) 3 Credits
- CSC 236 - C# Programming 4 Credits
- CSC 240 - Java Programming 3 Credits
- HNR 100 - Honors Seminar: 1 Credit
- HNR 289 - Capstone: Honors 1 Credit
- HWE 100 - Human Nutrition 3 Credits
- HWE 111 - Health and Fitness 3 Credits
- HWE 125 - Introduction to Exercise Health Sciences 3 Credits

Note(s):
Students planning to transfer to University of Colorado Denver should complete **both** two-Semester sequences of BIO 111 & BIO 112 and CHE 111 & CHE 112 at the community college; in addition electives are restricted to non-psychology courses.

Students are strongly encouraged to seek academic advising prior to registration regarding the acceptability of online science courses if they anticipate transferring to a 4-year institution or completing graduate work in the sciences or health professions. It should be noted that per Colorado Revised Statute, §23-1-125(1)(e), general education courses taken online are guaranteed to satisfy core course (gtPathways) requirements at all Colorado public institutions of higher education.

Total: 60 credit hours
All courses required for this degree must be completed with a "C" or better to be considered for transfer to another Colorado institution. Transferability of courses to colleges or universities outside of Colorado is determined by the receiving institution.

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.

Engineering Agreement Major, AS
CIP 240199 (EGGT)

The purpose of this major is to allow students to declare an Engineering-related interest while working on the appropriate coursework in preparation for transfer to specific institutions. Given the wide variety of engineering programs at the four-year institutions in Colorado, it is critical that a student contact and work directly with an ACC Academic Advisor to select (a) the appropriate program (b) the specific 4-year institution that they want to attend, and (c) the appropriate courses to complete at ACC prior to transfer.

It is not possible to graduate from the AS – Engineering Agreement degree at ACC. Because of the wide variance in the types of engineering degrees available at the four-year institutions, there is not a set and prescribed curriculum to complete in an Associate of Science degree.

For more information about this available Pre-Engineering Transfer Agreement, please refer to the Colorado Department of Higher Education website.

Admission Requirements
- Admission to Arapahoe Community College

Program Requirements
Consult with your ACC Academic Advisor and an Advisor at the four-year institution in Colorado where you seek to pursue your Bachelor degree to determine the courses to take at ACC.

Transferability of courses to colleges or universities outside of Colorado is determined by the receiving institution.

Graduation Requirements
It is not possible to graduate from the AS – Engineering Agreement degree at ACC.

Associate of Applied Science

The common goal of all Associate of Applied Science degrees and occupational certificate programs is to prepare students for employment in specific occupations. The programs for the degrees consist of major courses as well as related general education courses. While many of these courses may transfer to a four-year College or university, the programs themselves do not have transferability as their primary goal. Students are encouraged to discuss career goals and educational objectives with an Advisor prior to enrolling in these programs. Courses numbered below 100 cannot be used to satisfy elective requirements for A.A.S. degrees.

Accounting, AAS
CIP 520302 (ACC2)

This program is designed to prepare the student for entry-level positions in the bookkeeping/accounting field. This would include clerical positions in specialized areas such as accounts payable, accounts receivable and payroll, as well as positions with a more total involvement in accounting.

Admission Requirements
- Application to Arapahoe Community College

Program Requirements

General Education Courses (16 credit hours)
- BUS 216 - Legal Environment of Business 3 Credits
- COM 115 - Public Speaking 3 Credits **OR**
- COM 125 - Interpersonal Communication 3 Credits **OR**
- COM 225 - Organizational Communication 3 Credits
- ECO 201 - Principles of Macroeconomics: GT-SS1 3 Credits **OR**
- ECO 202 - Principles of Microeconomics: GT-SS1 3 Credits
- ENG 121 - English Composition I: GT-CO1 3 Credits **OR**
- ENG 131 - Technical Writing I: GT-CO1 3 Credits
- MAT 121 - College Algebra: GT-MA1 4 Credits **OR** higher

Major Courses (36 credit hours)
- ACC 115 - Payroll Accounting 3 Credits
- ACC 121 - Accounting Principles I 4 Credits
- ACC 122 - Accounting Principles II 4 Credits *
- ACC 131 - Income Tax 3 Credits
- ACC 135 - Spreadsheet Application for Accounting 3 Credits
- ACC 211 - Intermediate Accounting I 4 Credits
- ACC 226 - Cost Accounting 3 Credits
- ACC 235 - Computerized Accounting for Small Business 3 Credits
- ACC 287 - Cooperative Education 3 Credits
- BUS 217 - Business Communication and Report Writing 3 Credits
- FIN 101 - Introduction to Finance 3 Credits

Note(s):
*Students without a good background in algebra should take the math requirement prior to taking ACC 122. Courses may be substituted with approval from the Accounting Department Chair.

Electives (9 credit hours)
Select 9 credit hours from any course with the following prefix, not already required: BTE, BUS, ECO, FIN, INV, MAN, MAR, ACC, CIS, CNG, CSC. Please consult with an Advisor for selection of electives best suited to your needs.

Total: 61 Credit Hours

Graduation Requirements
- Apply for graduation online at www.arapahoe.edu/graduation.

- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Applied Technology, AAS
CIP 419999 (APT1)

The Associate of Applied Science (A.A.S.) Degree in Applied Technology allows Area Technical College (AVS) graduates to transfer up to 45 credits to Arapahoe Community College toward the completion of this program. The general education and other degree requirements will be completed at Arapahoe Community College. The A.A.S. degree will be conferred by Arapahoe Community College after the general education and other degree requirements have been completed.

The approved career and technical education certificate programs* at the AVS prepare students with technical, applied academic and employability skills.

Admission Requirements

- Graduation from a certificate program at one of the four Area Technical Colleges (AVS).
- Students may enroll concurrently at both institutions, an AVS and Arapahoe Community College.
- Students must comply with the regulations and requirements relating to admission and attendance at each institution.

Program Requirements

General Education Courses (15 credit hours)

Arts & Humanities
- COM 115 - Public Speaking 3 Credits

English
- ENG 121 - English Composition I: GT-CO1 3 Credits

Mathematics
- MAT 107 - Career Math 3 Credits **OR** higher

Science
- Select any GT Pathways Natural and Physical Science course (GT-SC1 or GTSC2)

Social and Behavioral Science
- Select any GT Pathways Social and Behavioral Sciences course (GT-SS1, GT-SS2, or GT-SS3)

Major Requirements (45 credit hours)
Technical credits from AVS certificate program

Elective Courses (variable credits)
If fewer than 45 credits were completed as part of the AVS certificate program, select the remaining additional credits from any credit-bearing course numbered at 100 or above that is offered by the college.

Total: 60 credit hours

A state-approved career and technical education program is a program that is approved by the State Board for Community Colleges and Occupational Education (SBCCOE) and is current.

Graduation Requirements

- Grade of "C" or better in transfer coursework from AVS certificate program.
- 60 semester credits of coursework.
- Cumulative GPA of 2.0 or higher.
- Minimum of 15 credits completed at Arapahoe Community College.
- Minimum of 15 General Education credits
- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Architectural Studies - Architecture Technician, AAS
CIP 150101 (ARC3)

The Associates of Applied Science of Architectural Studies - Architecture Technician at Arapahoe Community College offers two concentrations:

- Architectural Studies - Pre-Architecture, AAS - For students interested in licensure and continuing their education
- Architectural Studies - Architecture Technician - For students wishing to enter the profession upon graduation from this program

Students will be introduced to a wide range of architectural and construction topics such as design and modeling concepts, structural analysis, building service systems, and sustainability.

The Architectural Studies - Architecture Technician degree provides a foundation for transfer to university or, in combination with out internship and certificate programs, will help facilitate entry into or continuing education for the profession.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

General Education Courses (18 credit hours)
- ENG 121 - English Composition I: GT-CO1 3 Credits
- MAT 121 - College Algebra: GT-MA1 4 Credits
- MAT 122 - College Trigonometry: GT-MA1 3 Credits
- COM 115 - Public Speaking 3 Credits
- PHY 111 - Physics: Algebra-Based I: With Lab: GTSC1 5 Credits

Major Courses (31 credit hours)

- AEC 100 - Introduction to Design Theory 3 Credits
- AEC 107 - Print Reading Residential/Commercial 3 Credits
- AEC 110 - Architectural Design and Modeling 4 Credits
- AEC 116 - Building Materials 3 Credits
- AEC 206 - Applied Structural Analysis 3 Credits
- AEC 208 - Building Environmental Systems I 3 Credits
- AEC 236 - International Building Codes 3 Credits
- CAD 101 - Computer Aided Drafting/2D I 3 Credits
- CAD 102 - Computer Aided Drafting/2D II 3 Credits
- CAD 224 - Revit® Architecture 3 Credits

Concentration (12 credit hours)

The Architectural Studies – Architecture Technician concentration is for students interested in entering the professional work force but is not intended for licensure. Students can find employment as an intern (based on experience, prior education, and personal networking) or start their own consulting business as a drafter, designer, or modeler.

Students must choose 12 credit hours minimum from the following:

- CAD courses
- AEC courses

Total: 61 credit hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Architectural Studies - Pre-Architecture, AAS
CIP 150101 (ARC2)

The Associates of Applied Science of Architectural Studies - Architecture Technician at Arapahoe Community College offers two concentrations:

- Architectural Studies - Pre-Architecture - For students interested in licensure and continuing their education
- Architectural Studies - Architecture Technician, AAS - For students wishing to enter the profession upon graduation from this program

Students will be introduced to a wide range of architectural and construction topics such as design and modeling concepts, structural analysis, building service systems, and sustainability.

The Architectural Studies - Architecture Technician degree provides a foundation for transfer to university or, in combination with our internship and certificate programs, will help facilitate entry into or continuing education for the profession.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

General Education Courses (39 credit hours)

- ENG 121 - English Composition I: GT-CO1 3 Credits
- ENG 122 - English Composition II: GT-CO2 3 Credits
- MAT 121 - College Algebra: GT-MA1 4 Credits
- MAT 122 - College Trigonometry: GT-MA1 3 Credits
- PHY 111 - Physics: Algebra-Based I: With Lab: GTSC1 5 Credits
- ART 121 - Drawing I 3 Credits **AND**
- ART 110, ART 111, OR ART 112 3 Credits
- ENV 110 - Natural Disasters: GT-SC2 3 Credits
- GEO 105 OR GEO 106 3 Credits
- HUM 121, HUM 122, OR HUM 123 3 Credits
- SOC 101, SOC 102, OR SOC 207 3 Credits
- HIS 101 OR HIS 102 3 Credits

Major Courses (22 credit hours)

- AEC 100 - Introduction to Design Theory 3 Credits
- AEC 110 - Architectural Design and Modeling 4 Credits
- AEC 116 - Building Materials 3 Credits
- AEC 206 - Applied Structural Analysis 3 Credits
- AEC 208 - Building Environmental Systems I 3 Credits
- AEC 236 - International Building Codes 3 Credits
- CAD 224 - Revit® Architecture 3 Credits

Total: 61 credit hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Automotive Service Technology, AAS
CIP 470604 (ATC)

The Associate of Applied Science Degree in Automotive Service Technology and related certificate programs are NATEF certified and taught by ASE certified Instructors.

The two-year Automotive A.A.S. and certificate programs train students for employment in the automotive service industry as professional technicians and prepare students

for the ASE (Automotive Service Excellence) certification examinations. This program includes ASE certification or manufacturer-specific training. Each class in the program requires 5-45 additional hours of hands-on and/or web based training (under supervision of the instructor) in addition to scheduled class hours.

The automotive training program at ACC is organized into the following "Tracks:"

- **ATEC** - The general apprenticeship program for professional automotive technicians
- **ASEP** - General Motors-specific program called GM Automotive Service Educational Program
- **CAP** - Chrysler-specific program called the Chrysler College Apprenticeship Program
- **NTTA** - Nissan-specific program called the Nissan Technical Training Academy
- Subaru University

The ATEC program allows students to obtain an apprenticeship position with any dealership or independent automotive repair facility. Incoming freshmen can begin in the summer, fall or spring semester. This track also requires students to maintain an apprenticeship position in automotive repair for the duration of the program, and is a degree-seeking program only.

The corporate sponsored apprenticeship programs (ASEP, CAP, Nissan, and Subaru University) require the student to obtain and maintain an apprenticeship position at a manufacturer dealership for the duration of the program. Program faculty will assist the student in finding suitable placement. Additionally, students will take web-based manufacturer technician training courses; their sponsoring dealership will receive training credit for that student upon his or her graduation with the A.A.S. degree. The corporate programs are degree-seeking programs only. All tracks are filled on a first-come, first-served basis, dependent upon satisfactory MVR, criminal background checks, and drug screening.

Students wishing to pursue the two-year degree or the certificate programs must be signed into courses by the program director at the beginning of each semester to ensure that they are on track academically to graduate in the prescribed two-year period. Classes for the corporate tracks will be filled with dealer sponsored students first. General program students may be allowed to fill any remaining seats. All students, regardless of their chosen track, should be aware of automotive repair industry expectations, specifically that technicians must drive customers' vehicles as part of the repair process; thus, the technician and the student must have a clean motor vehicle record and valid driver's license. The hiring process at reputable repair shops and dealerships will include a drug screen and a thorough background investigation.

Admission Requirements

- Admission to Arapahoe Community College

- To be eligible for acceptance into the Automotive Service Technology program, students must:
  - pass an industry standard MVR, criminal, background, and urinalysis
- Please access the Certified Background Web site at: http://cccs.castlebranch.com

Program Requirements

General Education Courses (17 credit hours)

- COM 115 - Public Speaking 3 Credits **OR**
- COM 125 - Interpersonal Communication 3 Credits
- ENG 121 - English Composition I: GT-CO1 3 Credits **OR**
- ENG 131 - Technical Writing I: GT-CO1 3 Credits
- ELT 146 - Digital Devices in Computers 3 Credits
- MAT 108 - Technical Mathematics 4 Credits **OR** higher
- PHY 105 - Conceptual Physics w/Lab: GT-SC1 4 Credits **OR** higher

Major Courses (71 credit hours)

- ASE 101 - Auto Shop Orientation 2 Credits
- ASE 103 - Auto Maintenance I 2 Credits
- ASE 110 - Automotive Brake Service I 2 Credits
- ASE 111 - Automotive Brake Service II 2 Credits
- ASE 120 - Basic Automotive Electricity 2 Credits
- ASE 122 - Automotive Electrical Safety Systems 1 Credit
- ASE 123 - Starting and Charging Systems 2 Credits
- ASE 130 - General Engine Diagnosis 2 Credits
- ASE 134 - Automotive Fuel and Emissions Systems I 2 Credits
- ASE 140 - Suspension and Steering I 2 Credits
- ASE 141 - Suspension and Steering II 2 Credits
- ASE 150 - Manual Drive Train and Axle Maintenance 2 Credits
- ASE 151 - Automotive Manual Transmission/Transaxles & Clutches I 2 Credits
- ASE 152 - Manual Transmission, Transaxles and Clutches II 2 Credits
- ASE 153 - Automotive Drive Axle Overhaul 1 Credit
- ASE 154 - Manual Transmission/Transaxle Diagnosis and Repair 1 Credit
- ASE 160 - Automotive Engine Repair 2 Credits
- ASE 161 - Engine Repair & Rebuild 2 Credits
- ASE 162 - Automotive Engine Service 2 Credits
- ASE 170 - Laboratory Experience I 1-6 Credits
- ASE 171 - Laboratory Experience II 1-6 Credits
- ASE 172 - Laboratory Experience III 1-6 Credits
- ASE 210 - Automotive Power and ABS Brake Systems 2 Credits
- ASE 221 - Automotive and Diesel Body Electrical 4 Credits
- ASE 231 - Automotive Computers and Ignition Systems 2 Credits

- ASE 233 - Auto Fuel Injection & Emissions Systems II 4 Credits
- ASE 235 - Driveability & Diagnosis 2 Credits
- ASE 240 - Suspension and Steering III 2 Credits
- ASE 250 - Automatic Transmission/Transaxle Service 1 Credit
- ASE 251 - Automotive Transmission & Transaxle Repair 3 Credits
- ASE 252 - Advanced Automatic Transmissions/Transaxles 2 Credits
- ASE 264 - Introduction to Automotive Heating and Air Conditioning 1 Credit
- ASE 265 - Heating and Air Conditioning Systems 4 Credits

Total: 88 credit hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Broadband Technology and Communication - Broadband Leadership, AAS
CIP 150305 (TE2A)

The Associate of Applied Science degree was designed by ACC and NCTI to provide a degree path for professionalism in the broadband industry and is available ONLY to NCTI participants.

The "Concentration" portion of this degree allows students the unique opportunity to tailor this program to their unique professional responsibilities and goals.

Admissions Requirements

- Admission to Arapahoe Community College
- This degree program is accessible ONLY to NCTI participants (current students with NCTI)

Program Requirements

General Education Courses (19 credit hours)
- BUS 115 - Introduction to Business 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- COM 125 - Interpersonal Communication 3 Credits
- ENG 121 - English Composition I: GT-CO1 3 Credits **OR**
- ENG 131 - Technical Writing I: GT-CO1 3 Credits
- MAN 116 - Principles of Supervision 3 Credits
- MAT 108 - Technical Mathematics 4 Credits **OR** higher

Major Courses (33 credit hours)

- MAR 160 - Customer Service 3 Credits
- PSY 116 - Stress Management 3 Credits
- BUS 241 - Cultural Diversity in Business 3 Credits
- BUS 117 - Business Writing 1 Credit
- MAN 117 - Time Management 1 Credit
- CTC 107 - Installer 3 Credits
- CTC 108 - Cable Network Overview 1 Credit
- MAR 235 - Consumer Behavior 3 Credits
- MAN 212 - Negotiation and Conflict Resolution 3 Credits
- CTC 129 - Digital Technician 3 Credits
- COM 220 - Intercultural Communication: GT-SS3 3 Credits
- MAN 224 - Leadership 3 Credits
- MAN 226 - Principles of Management 3 Credits

Restricted Elective Courses (8 credits)

Choose 8 credits from the following:
- BUS 216 - Legal Environment of Business 3 Credits
- BUS 217 - Business Communication and Report Writing 3 Credits
- CTC 117 - Computers and Broadband Modems 3 Credits
- CTC 118 - Broadband Digital Installer 3 Credits
- MAR 111 - Principles of Sales 3 Credits

Total: 60 credit hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Broadband Technology and Communication - Broadband Technology, AAS
CIP 150305 (TE3)

The Associate of Applied Science degree was designed by ACC and NCTI to provide a degree path for professionalism in the broadband industry and is available ONLY to NCTI participants.

The "Concentration" portion of this degree allows students the unique opportunity to tailor this program to their unique professional responsibilities and goals.

Admissions Requirements

- Admission to Arapahoe Community College
- This degree program is accessible ONLY to NCTI participants (current students with NCTI)

Program Requirements

General Education Courses (19 credit hours)
- BUS 115 - Introduction to Business 3 Credits

- CIS 118 - Introduction to PC Applications 3 Credits
- COM 125 - Interpersonal Communication 3 Credits
- ENG 121 - English Composition I: GT-CO1 3 Credits **OR**
- ENG 131 - Technical Writing I: GT-CO1 3 Credits
- MAN 116 - Principles of Supervision 3 Credits
- MAT 108 - Technical Mathematics 4 Credits **OR** higher

Major Courses (10 credit hours)
- BUS 241 - Cultural Diversity in Business 3 Credits
- MAN 117 - Time Management 1 Credit
- MAR 160 - Customer Service 3 Credits
- PSY 101 - General Psychology I: GT-SS3 3 Credits **OR**
- PSY 116 - Stress Management 3 Credits

Restricted Elective Courses (5-9 credits depending on Concentration)
- BUS 216 - Legal Environment of Business 3 Credits
- BUS 217 - Business Communication and Report Writing 3 Credits
- COM 220 - Intercultural Communication: GT-SS3 3 Credits
- CTC 117 - Computers and Broadband Modems 3 Credits
- CTC 118 - Broadband Digital Installer 3 Credits
- MAN 226 - Principles of Management 3 Credits
- MAR 111 - Principles of Sales 3 Credits
- MAR 216 - Principles of Marketing 3 Credits

Concentration - TE3 (26 credit hours)
- CTC 107 - Installer 3 Credits
- CTC 109 - Installer Technician 4 Credits
- CTC 111 - Service Technician 4 Credits
- CTC 113 - System Technician 4 Credits
- CTC 127 - Testing and Maintenance for Fiber Technicians 2 Credits
- CTC 128 - Fiber Installation and Activation 2 Credits
- CTC 129 - Digital Technician 3 Credits
- CTC 165 - Advanced Technician 4 Credits

Total: 60 credit hours

Graduation Requirements
- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Broadband Technology and Communication - Customer Care, AAS

CIP 150305 (TE4)

The Associate of Applied Science degree was designed by ACC and NCTI to provide a degree path for professionalism in the broadband industry and is available ONLY to NCTI participants.

The "Concentration" portion of this degree allows students the unique opportunity to tailor this program to their unique professional responsibilities and goals

Admissions Requirements
- Admission to Arapahoe Community College
- This degree program is accessible ONLY to NCTI participants (current students with NCTI)

Program Requirements

General Education Courses (19 credit hours)
- BUS 115 - Introduction to Business 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- COM 125 - Interpersonal Communication 3 Credits
- ENG 121 - English Composition I: GT-CO1 3 Credits **OR**
- ENG 131 - Technical Writing I: GT-CO1 3 Credits
- MAN 116 - Principles of Supervision 3 Credits
- MAT 108 - Technical Mathematics 4 Credits **OR** higher

Major Courses (10 credit hours)
- BUS 241 - Cultural Diversity in Business 3 Credits
- MAN 117 - Time Management 1 Credit
- MAR 160 - Customer Service 3 Credits
- PSY 101 - General Psychology I: GT-SS3 3 Credits **OR**
- PSY 116 - Stress Management 3 Credits

Restricted Elective Courses (5-9 credits depending on Concentration)
- BUS 216 - Legal Environment of Business 3 Credits
- BUS 217 - Business Communication and Report Writing 3 Credits
- COM 220 - Intercultural Communication: GT-SS3 3 Credits
- CTC 117 - Computers and Broadband Modems 3 Credits
- CTC 118 - Broadband Digital Installer 3 Credits
- MAN 226 - Principles of Management 3 Credits
- MAR 111 - Principles of Sales 3 Credits
- MAR 216 - Principles of Marketing 3 Credits

Concentration - TE 4 (22 credit hours)
- BUS 117 - Business Writing 1 Credit
- CTC 108 - Cable Network Overview 1 Credit
- CTC 121 - Delivering Cable Services 3 Credits
- CTC 123 - Basic Troubleshooting of Broadband Technology 3 Credits
- CTC 125 - High-Speed Data Customer Service 2 Credits

- CTC 126 - Advanced High-Speed Data Customer Service 3 Credits
- MAN 212 - Negotiation and Conflict Resolution 3 Credits
- MAR 111 - Principles of Sales 3 Credits
- MAR 235 - Consumer Behavior 3 Credits

Total: 60 credit hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Business Administration - Entrepreneurship, AAS
CIP 520201 (BAEC)

The Associate of Applied Science degree in Business Administration is designed to provide students with the skills needed in diverse public and private organizations. The program provides the business, management and marketing skills necessary for success in entry-level positions requiring foundations of greater responsibility, authority and leadership. Students who complete the program will be viewed by potential employers as having a broad-based education necessary for today's team-oriented and globally-competitive environment.

The Business Administration program prepares students for careers in business, as well as providing students with instructional resources for the purpose of ongoing enhancement of skills. This program may transfer to other Colleges or universities and apply toward a bachelor's degree. Contact the ACC Advising Office or a Faculty Advisor in Business Administration for details.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

General Education Courses (15 credit hours)

- BUS 226 - Business Statistics 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits **OR** higher
- COM 115 - Public Speaking 3 Credits
- ECO 201 - Principles of Macroeconomics: GT-SS1 3 Credits **OR**
- ECO 202 - Principles of Microeconomics: GT-SS1 3 Credits
- ENG 121 - English Composition I: GT-CO1 3 Credits

Major Courses (36 credit hours)

- ACC 121 - Accounting Principles I 4 Credits
- BUS 115 - Introduction to Business 3 Credits

- BUS 216 - Legal Environment of Business 3 Credits
- BUS 217 - Business Communication and Report Writing 3 Credits
- BUS 289 - Business Capstone 2 Credits
- FIN 101 - Introduction to Finance 3 Credits
- MAN 128 - Human Relations in Organizations 3 Credits
- MAN 224 - Leadership 3 Credits
- MAN 226 - Principles of Management 3 Credits
- MAR 106 - Marketing Your Image 3 Credits
- MAR 160 - Customer Service 3 Credits
- MAR 216 - Principles of Marketing 3 Credits

Concentration (9 credit hours)

The Entrepreneurship Concentration is designed to prepare those interested in a career in owning or managing a business, as well as to enhance the skills of those already involved in entrepreneurship. The courses are designed to stimulate the entrepreneurial spirit by giving the student the knowledge and ability needed to profitably respond to the environment of the small businessperson.

Students must choose 9 credit hours from BUS 288 or any course with an ENP prefix, or other with Department Chair Approval

Total: 60 credit hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Business Administration - Finance, AAS
CIP 520201 (BAFI)

The Associate of Applied Science degree in Business Administration is designed to provide students with the skills needed in diverse public and private organizations. The program provides the business, management and marketing skills necessary for success in entry-level positions requiring foundations of greater responsibility, authority and leadership.

Students who complete the program will be viewed by potential employers as having a broad-based education necessary for today's team-oriented and globally-competitive environment.

The Business Administration program prepares students for careers in business, as well as providing students with instructional resources for the purpose of ongoing enhancement of skills. This program may transfer to other Colleges or universities and apply toward a bachelor's degree. Contact the ACC Advising Office or a Faculty Advisor in Business Administration for details.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

General Education Courses (15 credit hours)

- BUS 226 - Business Statistics 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits **OR** higher
- COM 115 - Public Speaking 3 Credits
- ECO 201 - Principles of Macroeconomics: GT-SS1 3 Credits **OR**
- ECO 202 - Principles of Microeconomics: GT-SS1 3 Credits
- ENG 121 - English Composition I: GT-CO1 3 Credits

Major Courses (36 credit hours)

- ACC 121 - Accounting Principles I 4 Credits
- BUS 115 - Introduction to Business 3 Credits
- BUS 216 - Legal Environment of Business 3 Credits
- BUS 217 - Business Communication and Report Writing 3 Credits
- BUS 289 - Business Capstone 2 Credits
- FIN 101 - Introduction to Finance 3 Credits
- MAN 128 - Human Relations in Organizations 3 Credits
- MAN 224 - Leadership 3 Credits
- MAN 226 - Principles of Management 3 Credits
- MAR 106 - Marketing Your Image 3 Credits
- MAR 160 - Customer Service 3 Credits
- MAR 216 - Principles of Marketing 3 Credits

Concentration (9 credit hours)

The Finance Concentration prepares students for entry-level positions in a broad range of business occupations. It continues the students' exposure to major areas in the business world, as well as giving the student flexibility in designing a program to fit his or her specific needs.

Student must choose 9 credit hours from the following: MAN 225 - Managerial Finance, BUS 116 - Personal Finance, ENP 207 - Entrepreneurship Financial Topics, INV 115 - Investments/Stocks and Bonds, BUS 288 - Practicum, or other with Department Chair approval

Total: 60 credit hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Business Administration - General Business, AAS

CIP 520201 (BSBS)

The Associate of Applied Science degree in Business Administration is designed to provide students with the skills needed in diverse public and private organizations. The program provides the business, management and marketing skills necessary for success in entry-level positions requiring foundations of greater responsibility, authority and leadership.

Students who complete the program will be viewed by potential employers as having a broad-based education necessary for today's team-oriented and globally-competitive environment.

The Business Administration program prepares students for careers in business, as well as providing students with instructional resources for the purpose of ongoing enhancement of skills. This program may transfer to other Colleges or universities and apply toward a bachelor's degree. Contact the ACC Advising Office or a Faculty Advisor in Business Administration for details.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

General Education Courses (15 credit hours)

- BUS 226 - Business Statistics 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits **OR** higher
- COM 115 - Public Speaking 3 Credits
- ECO 201 - Principles of Macroeconomics: GT-SS1 3 Credits **OR**
- ECO 202 - Principles of Microeconomics: GT-SS1 3 Credits
- ENG 121 - English Composition I: GT-CO1 3 Credits

Major Courses (36 credit hours)

- ACC 121 - Accounting Principles I 4 Credits
- BUS 115 - Introduction to Business 3 Credits
- BUS 216 - Legal Environment of Business 3 Credits
- BUS 217 - Business Communication and Report Writing 3 Credits
- BUS 289 - Business Capstone 2 Credits
- FIN 101 - Introduction to Finance 3 Credits
- MAN 128 - Human Relations in Organizations 3 Credits
- MAN 224 - Leadership 3 Credits
- MAN 226 - Principles of Management 3 Credits
- MAR 106 - Marketing Your Image 3 Credits
- MAR 160 - Customer Service 3 Credits
- MAR 216 - Principles of Marketing 3 Credits

Concentration (9 credit hours)

The General Business Concentration prepares students for entry-level positions in a broad range of business occupations. It continues the students' exposure to major areas in the business world, as well as giving the student

flexibility in designing a program to fit his or her specific needs.

Student must choose 9 credit hours from BUS 288 or any course(s) with a MAN prefix, or other with Department Chair approval

Total: 60 credit hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Business Administration - International Business and Foreign Language, AAS
CIP 520201 (BAIF)

The Associate of Applied Science degree in Business Administration is designed to provide students with the skills needed in diverse public and private organizations. The program provides the business, management and marketing skills necessary for success in entry-level positions requiring foundations of greater responsibility, authority and leadership.

Students who complete the program will be viewed by potential employers as having a broad-based education necessary for today's team-oriented and globally-competitive environment.

The Business Administration program prepares students for careers in business, as well as providing students with instructional resources for the purpose of ongoing enhancement of skills. This program may transfer to other Colleges or universities and apply toward a bachelor's degree. Contact the ACC Advising Office or a Faculty Advisor in Business Administration for details.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

General Education Courses (15 credit hours)
- BUS 226 - Business Statistics 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits **OR** higher
- COM 115 - Public Speaking 3 Credits
- ECO 201 - Principles of Macroeconomics: GT-SS1 3 Credits **OR**
- ECO 202 - Principles of Microeconomics: GT-SS1 3 Credits
- ENG 121 - English Composition I: GT-CO1 3 Credits

Major Courses (36 credit hours)
- ACC 121 - Accounting Principles I 4 Credits
- BUS 115 - Introduction to Business 3 Credits

- BUS 216 - Legal Environment of Business 3 Credits
- BUS 217 - Business Communication and Report Writing 3 Credits
- BUS 289 - Business Capstone 2 Credits
- FIN 101 - Introduction to Finance 3 Credits
- MAN 128 - Human Relations in Organizations 3 Credits **OR**
- MAN 215 - Organizational Behavior 3 Credits **OR**
- BUS 203 - Introduction to International Business 3 Credits
- MAN 224 - Leadership 3 Credits
- MAN 226 - Principles of Management 3 Credits
- MAR 106 - Marketing Your Image 3 Credits
- MAR 160 - Customer Service 3 Credits
- MAR 216 - Principles of Marketing 3 Credits

Concentration (9 credit hours)

The International Business and Foreign Language Concentration is designed to prepare students for careers in international business. The courses introduce students to a selected foreign language, to contemporary international business concepts and to cultural diversity in business.

Student must choose BUS 203 - Introduction to International Business from the major course list, BUS 241 - Cultural Diversity in Business, BUS 285 - Independent Study and any 5-credit foreign language course or other with Department Chair approval

Total: 60 credit hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Business Administration - Management, AAS
CIP 520201 (MAN)

The Associate of Applied Science degree in Business Administration is designed to provide students with the skills needed in diverse public and private organizations. The program provides the business, management and marketing skills necessary for success in entry-level positions requiring foundations of greater responsibility, authority and leadership.

Students who complete the program will be viewed by potential employers as having a broad-based education necessary for today's team-oriented and globally-competitive environment.

The Business Administration program prepares students for careers in business, as well as providing students with instructional resources for the purpose of ongoing

enhancement of skills. This program may transfer to other Colleges or universities and apply toward a bachelor's degree. Contact the ACC Advising Office or a Faculty Advisor in Business Administration for details.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

General Education Courses (15 credit hours)

- BUS 226 - Business Statistics 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits **OR** higher
- COM 115 - Public Speaking 3 Credits
- ECO 201 - Principles of Macroeconomics: GT-SS1 3 Credits **OR**
- ECO 202 - Principles of Microeconomics: GT-SS1 3 Credits
- ENG 121 - English Composition I: GT-CO1 3 Credits

Major Courses (36 credit hours)

- ACC 121 - Accounting Principles I 4 Credits
- BUS 115 - Introduction to Business 3 Credits
- BUS 216 - Legal Environment of Business 3 Credits
- BUS 217 - Business Communication and Report Writing 3 Credits
- BUS 289 - Business Capstone 2 Credits
- FIN 101 - Introduction to Finance 3 Credits
- MAN 128 - Human Relations in Organizations 3 Credits
- MAN 224 - Leadership 3 Credits
- MAN 226 - Principles of Management 3 Credits
- MAR 106 - Marketing Your Image 3 Credits
- MAR 160 - Customer Service 3 Credits
- MAR 216 - Principles of Marketing 3 Credits

Concentration (9 credit hours)

The Management Concentration prepares students for entry-level positions in business, government and nonprofit organizations. For those who are already managers, the Concentration is designed to improve and broaden their skills by keeping abreast of the most current technological and theoretical aspects of Management.

Students must choose 9 credit hours from BUS 288 or any course with a MAN prefix, or other with Department Chair approval.

Total: 60 credit hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Business Administration - Marketing, AAS
CIP 520201 (MANM)

The Associate of Applied Science degree in Business Administration is designed to provide students with the skills needed in diverse public and private organizations. The program provides the business, management and marketing skills necessary for success in entry-level positions requiring foundations of greater responsibility, authority and leadership. Students who complete the program will be viewed by potential employers as having a broad-based education necessary for today's team-oriented and globally-competitive environment.

The Business Administration program prepares students for careers in business, as well as providing students with instructional resources for the purpose of ongoing enhancement of skills. This program may transfer to other Colleges or universities and apply toward a bachelor's degree. Contact the ACC Advising Office or a Faculty Advisor in Business Administration for details.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

General Education Courses (15 credit hours)

- BUS 226 - Business Statistics 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits **OR** higher
- COM 115 - Public Speaking 3 Credits
- ECO 201 - Principles of Macroeconomics: GT-SS1 3 Credits **OR**
- ECO 202 - Principles of Microeconomics: GT-SS1 3 Credits
- ENG 121 - English Composition I: GT-CO1 3 Credits

Major Courses (36 credit hours)

- ACC 121 - Accounting Principles I 4 Credits
- BUS 115 - Introduction to Business 3 Credits
- BUS 216 - Legal Environment of Business 3 Credits
- BUS 217 - Business Communication and Report Writing 3 Credits
- BUS 289 - Business Capstone 2 Credits
- FIN 101 - Introduction to Finance 3 Credits
- MAN 128 - Human Relations in Organizations 3 Credits
- MAN 224 - Leadership 3 Credits
- MAN 226 - Principles of Management 3 Credits
- MAR 106 - Marketing Your Image 3 Credits
- MAR 160 - Customer Service 3 Credits
- MAR 216 - Principles of Marketing 3 Credits

Marketing Concentration (9 credit hours)

The Marketing Concentration prepares students for entry-level positions which deal with directing the activities of the organization toward the satisfaction of consumer wants

and needs. This involves an understanding of consumer behavior; promotional, sales and pricing strategies; product management; and physical distribution, all of which prepare the student for a wide variety of opportunities. Student must choose 9 credit hours from BUS 288 or any course with a MAR prefix, or other with Department Chair approval.

Total: 60 credit hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Commercial Photography, AAS
CIP 500406 (CPHO)

The Commercial Photography AAS Degree offers a solid foundation for students to start a career in a range of photography and imaging-related fields. The curriculum provides extensive training in digital and traditional photography, professional camera equipment, contemporary studio and location lighting techniques, portraiture, events and multimedia photographic production. Students learn image capture and manipulation, digital asset management and workflow, and digital printing, publishing and video. Students will also learn about business and marketing aspects of commercial photography necessary to be successful. This program is balanced between the technical and the aesthetic skills necessary to make compelling images. There is balance between traditional and digital image making and balance between the art and business of commercial photography. Electives and portfolio development courses allow students to focus their exploration on the specific kinds of photography they enjoy. An emphasis is placed on strong conceptual thinking and storytelling.

This is a skills-focused, highly intensive program for students serious about working in the photography industry. Taught by expert faculty who have first-hand experience working with top clients and agencies, students will emerge from the AAS Degree program prepared to compete in a range of photographic fields. Students will work with high-end industry standard equipment available for checkout. Don't take on tens of thousands of dollars in for-profit college student loan debt, when you can gain the excellent training and education you need for a fraction of the cost, right here at Arapahoe Community College!

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

General Education Courses (15 credit hours)

- ENG 121 - English Composition I: GT-CO1 3 Credits **OR**
- ENG 131 - Technical Writing I: GT-CO1 3 Credits
- BUS 115 - Introduction to Business 3 Credits
- COM 115 - Public Speaking 3 Credits *OR*
- COM 125 - Interpersonal Communication 3 Credits
- PSY 101 - General Psychology I: GT-SS3 3 Credits **OR**
- SOC 101 - Introduction to Sociology I: GT-SS3 3 Credits **OR**
- ANT 101 - Cultural Anthropology: GT-SS3 3 Credits
- ART 111 - Art History I Ancient to Medieval: GT-AH1 3 Credits **OR**
- ART 112 - Art History II Renaissance to Modern: GT-AH1 3 Credits **OR**
- ART 207 - Art History-1900 to Present: GT-AH1 3 Credits

Major Courses (39 credit hours)

- MGD 111 - Adobe Photoshop I 3 Credits
- PHO 101 - Professional Photography I 3 Credits
- PHO 121 - Photo-Image Capture I 3 Credits
- PHO 122 - Photo-Image Capture II 3 Credits
- PHO 143 - Perception & Photography I 3 Credits
- PHO 161 - Digital Capture Processing I 3 Credits
- PHO 162 - Digital Capture Processing II 3 Credits
- PHO 204 - Commercial Studio Lighting 3 Credits
- PHO 232 - Professional Portraiture 3 Credits
- PHO 237 - Advanced Lighting Technique 3 Credits
- PHO 262 - New Media Storytelling 3 Credits
- PHO 268 - Portfolio & Career Exploration 3 Credits
- PHO 269 - Business of Photography 3 Credits

Restricted Electives (6 credit hours)
Choose (2) courses from the following:

- PHO 144 - Perception & Photography II 3 Credits
- PHO 233 - Glamour & Fashion Photography 3 Credits
- PHO 235 - Architectural Photography 3 Credits
- PHO 259 - Extreme Adventure Photography 3 Credits
- PHO 260 - Events and Wedding Photography 3 Credits
- PHO 280 - Internship 3 Credits

Total: 60 credit hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Computer Information Systems - Business, AAS
CIP 110101 (BIZ2)

The Computer Information System (CIS) degree is a two-year Associate of Applied Science degree that prepares students with a solid set of skills and knowledge in the Computer Information System field. The degree allows students to further their knowledge by pursuing an area of emphasis towards industry certification, computer programming or transferring to a 4-year university. *

Major courses are carefully selected in areas of Information Systems, Computer Networking, and Computer Programming to provide students with an exceptional foundation in the field.

Job opportunities exist in entry-level positions as a computer support professional or technician, systems analyst or computer programmer.

*The Business concentration allows students to transfer to Metropolitan State University - Denver (MSU-Denver) toward a Bachelor of Science in Computer Information Systems. Please see an advisor for more information.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

General Education Courses (22 credit hours)

- COM 115 - Public Speaking 3 Credits **OR**
- COM 125 - Interpersonal Communication 3 Credits
- ENG 121 - English Composition I: GT-CO1 3 Credits
- ENG 122 - English Composition II: GT-CO2 3 Credits
- MAT 121 - College Algebra: GT-MA1 4 Credits **OR** higher *
- HIS 208 - American Indian History GT-HI1 3 Credits
- ECO 201 - Principles of Macroeconomics: GT-SS1 3 Credits
- ECO 202 - Principles of Microeconomics: GT-SS1 3 Credits

Note(s):
Students transferring to MSU-Denver must take MAT 121

Major Courses (25 credit hours)

- BUS 115 - Introduction to Business 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- CIS 220 - Fundamentals of UNIX 3 Credits (Linux)
- CIS 240 - Database Design and Development 3 Credits
- CIS 243 - Introduction to SQL 3 Credits
- CIS 267 - Management of Information Systems 3 Credits

- CSC 119 - Introduction to Programming 3 Credits
- MAT 125 - Survey of Calculus: GT-MA1 4 Credits

Business Concentration (13 credit hours)

- ACC 121 - Accounting Principles I 4 Credits
- BUS 216 - Legal Environment of Business 3 Credits
- BUS 217 - Business Communication and Report Writing 3 Credits
- MAR 216 - Principles of Marketing 3 Credits

Note(s):
Note: Students completing this Concentration and all prescribed coursework are eligible to transfer to the Bachelor of Science in Computer Information Systems at MSU-Denver.

Total: 60 credit hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Computer Information Systems - Computer Support, AAS
CIP 110101 (CSP2)

The Computer Information System (CIS) degree is a two-year Associate of Applied Science degree that prepares students with a solid set of skills and knowledge in the Computer Information System field. The degree allows students to further their knowledge by pursuing an area of emphasis towards industry certification, computer programming or transferring to a 4-year university. *

Major courses are carefully selected in areas of Information Systems, Computer Networking, and Computer Programming to provide students with an exceptional foundation in the field.

Job opportunities exist in entry-level positions as a computer support professional or technician, systems analyst or computer programmer.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

General Education Courses (22 credit hours)

- COM 115 - Public Speaking 3 Credits **OR**
- COM 125 - Interpersonal Communication 3 Credits
- ENG 121 - English Composition I: GT-CO1 3 Credits **OR**
- ENG 131 - Technical Writing I: GT-CO1 3 Credits

- MAT 121 - College Algebra: GT-MA1 4 Credits **OR** higher *

Note(s):

*Students transferring to MSU-Denver must take MAT 121

Select 12 credit hours from the following General Education courses:

- BUS 115 - Introduction to Business 3 Credits
- ECO 201 - Principles of Macroeconomics: GT-SS1 3 Credits *
- ECO 202 - Principles of Microeconomics: GT-SS1 3 Credits *
- ENG 122 - English Composition II: GT-CO2 3 Credits *
- HIS 121 - US History to Reconstruction: GT-HI1 3 Credits
- PHI 111 - Introduction to Philosophy: GT-AH3 3 Credits
- POS 105 - Introduction to Political Science: GT-SS1 3 Credits
- POS 111 - American Government: GT-SS1 3 Credits
- PSY 101 - General Psychology I: GT-SS3 3 Credits
- SOC 101 - Introduction to Sociology I: GT-SS3 3 Credits

Major Courses (25 credit hours)

- CIS 118 - Introduction to PC Applications 3 Credits *
- CIS 220 - Fundamentals of UNIX 3 Credits *
- CIS 240 - Database Design and Development 3 Credits
- CIS 243 - Introduction to SQL 3 Credits *
- CIS 267 - Management of Information Systems 3 Credits *
- CNG 121 - Computer Technician I: A+ 4 Credits *
- CNG 124 - Networking I: Network+ 3 Credits *
- CSC 119 - Introduction to Programming 3 Credits *

Note(s):

Required for students transferring to MSU-Denver

Computer Support Concentration (14 credit hours)

- CNG 122 - Computer Technician II: A+ 4 Credits
- CNG 120 - A+ Certification Preparation 4 Credits
- CNG 132 - Network Security Fundamentals 3 Credits

Choose one elective from the following:

- CIS 232 - Unix Shell Programming 3 Credits
- CIS 287 - Cooperative Education 3 Credits
- or another CNG course with Department Approval

Total: 61 credit hours

Graduation Requirements

- A minimum of 19 credit hours in the Major must be from CIS, CNG or CSC prefixes.
- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Computer Network Technology - CISCO, AAS
CIP 110901 (CNT1)

The Computer Network Technology program prepares individuals for jobs in the computer networking field. Students in this program gain hands-on experience with computer hardware, software and networks. Upon successful completion of the program, the student will have the needed background to prepare to take one or more of the following exams: Network+; Security+; MCTS (Microsoft Certified Technology Specialist); Security +; or CISCO CCNA.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

General Education Courses (16 credit hours)

- BUS 217 - Business Communication and Report Writing 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- COM 115 - Public Speaking 3 Credits **OR**
- COM 125 - Interpersonal Communication 3 Credits
- ENG 121 - English Composition I: GT-CO1 3 Credits **OR**
- ENG 131 - Technical Writing I: GT-CO1 3 Credits
- MAT 121 - College Algebra: GT-MA1 4 Credits

Major Courses (26 credit hours)

- CIS 202 - Automated Project Management: MS Project 3 Credits
- CIS 287 - Cooperative Education 3 Credits
- CNG 121 - Computer Technician I: A+ 4 Credits
- CNG 124 - Networking I: Network+ 3 Credits
- CNG 125 - Networking II: Network+ 3 Credits
- CNG 132 - Network Security Fundamentals 3 Credits
- CNG 212 - Configuring Windows Server 4 Credits
- CNG 224 - Microsoft Windows Wireless Network 3 Credits

CISCO Concentration (20 credit hours)

- CNG 260 - CISCO Network Associate I 5 Credits
- CNG 261 - CISCO Network Associate II 5 Credits
- CNG 262 - CISCO Network Associate III 5 Credits

- CNG 263 - CISCO Network Associate IV 5 Credits

Total: 62 credit hours

NOTE: *Students interested in taking one of the certification exams need to meet with a Computer Network Technology Advisor to choose the correct sequence of classes. Please call 303.797.5252 for more information.*

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Computer Network Technology - Network Security, AAS
CIP 110901 (CNT2)

The Computer Network Technology program prepares individuals for jobs in the computer networking field. Students in this program gain hands-on experience with computer hardware, software and networks. Upon successful completion of the program, the student will have the needed background to prepare to take one or more of the following exams: Network+; Security+; MCTS (Microsoft Certified Technology Specialist; Security +; or CISCO CCNA.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

General Education Courses (16 credit hours)

- BUS 217 - Business Communication and Report Writing 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- COM 115 - Public Speaking 3 Credits **OR**
- COM 125 - Interpersonal Communication 3 Credits
- ENG 121 - English Composition I: GT-CO1 3 Credits **OR**
- ENG 131 - Technical Writing I: GT-CO1 3 Credits
- MAT 121 - College Algebra: GT-MA1 4 Credits

Major Courses (26 credit hours)

- CIS 202 - Automated Project Management: MS Project 3 Credits
- CIS 287 - Cooperative Education 3 Credits
- CNG 121 - Computer Technician I: A+ 4 Credits
- CNG 124 - Networking I: Network+ 3 Credits
- CNG 125 - Networking II: Network+ 3 Credits
- CNG 132 - Network Security Fundamentals 3 Credits
- CNG 212 - Configuring Windows Server 4 Credits

- CNG 224 - Microsoft Windows Wireless Network 3 Credits

Network Security Concentration (18 credit hours)

- CIS 220 - Fundamentals of UNIX 3 Credits
- CNG 142 - Intro to Cloud Computing 3 Credits
- CNG 253 - Firewalls and How They Work 3 Credits
- CNG 243 - Cloud Security and Cyber Law 3 Credits
- Choose any 2 electives from CIS, CNG, CSC, or CWB

Total: 60 credit hours

NOTE: *Students interested in taking one of the certification exams need to meet with a Computer Network Technology Advisor to choose the correct sequence of classes. Please call 303.797.5252 for more information.*

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Computer Network Technology - General Networking AAS
CIP 110901 (CNG1)

The Computer Network Technology program prepares individuals for jobs in the computer networking field. Students in this program gain hands-on experience with computer hardware, software and networks. Upon successful completion of the program, the student will have the needed background to prepare to take one or more of the following exams: Network+; Security+; MCTS (Microsoft Certified Technology Specialist); Security +; or CISCO CCNA.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

General Education Courses (16 credit hours)

- ENG 121 - English Composition I: GT-CO1 3 Credits *OR*
- ENG 131 - Technical Writing I: GT-CO1 3 Credits
- COM 115 - Public Speaking 3 Credits *OR*
- COM 125 - Interpersonal Communication 3 Credits
- BUS 217 - Business Communication and Report Writing 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- MAT 121 - College Algebra: GT-MA1 4 Credits

Major Courses (26 credit hours)

- CIS 202 - Automated Project Management: MS Project 3 Credits
- CNG 121 - Computer Technician I: A+ 4 Credits
- CNG 124 - Networking I: Network+ 3 Credits
- CNG 125 - Networking II: Network+ 3 Credits
- CNG 132 - Network Security Fundamentals 3 Credits
- CNG 212 - Configuring Windows Server 4 Credits
- CNG 224 - Microsoft Windows Wireless Network 3 Credits
- CIS 287 - Cooperative Education 3 Credits

Elective Courses (18 credit hours)

Choose any combination of elective courses from CNG, CSC, and/or CWB

Total: 60 Credit Hours

NOTE: *Students interested in taking one of the certification exams need to meet with a Computer Network Technology Advisor to choose the correct sequence of classes. Please call 303.797.5252 for more information.*

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Computer Network Technology - Systems Administration AAS
CIP 110901 (CNTA)

The Computer Network Technology program prepares individuals for jobs in the computer networking field. Students in this program gain hands-on experience with computer hardware, software and networks. Upon successful completion of the program, the student will have the needed background to prepare to take one or more of the following exams: Network+; Security+; MCTS (Microsoft Certified Technology Specialist); Security +; or CISCO CCNA.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

General Education Courses (16 credit hours)

- BUS 217 - Business Communication and Report Writing 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- COM 115 - Public Speaking 3 Credits **OR**
- COM 125 - Interpersonal Communication 3 Credits
- ENG 121 - English Composition I: GT-CO1 3 Credits **OR**

- ENG 131 - Technical Writing I: GT-CO1 3 Credits
- MAT 121 - College Algebra: GT-MA1 4 Credits

Major Courses (26 credit hours)

- CIS 202 - Automated Project Management: MS Project 3 Credits
- CIS 287 - Cooperative Education 3 Credits
- CNG 121 - Computer Technician I: A+ 4 Credits
- CNG 124 - Networking I: Network+ 3 Credits
- CNG 125 - Networking II: Network+ 3 Credits
- CNG 132 - Network Security Fundamentals 3 Credits
- CNG 212 - Configuring Windows Server 4 Credits
- CNG 224 - Microsoft Windows Wireless Network 3 Credits

Concentration Courses (19 credit hours)

- CIS 220 - Fundamentals of UNIX 3 Credits
- CNG 142 - Intro to Cloud Computing 3 Credits
- CNG 202 - Unix/Linux Server Admin 3 Credits
- CIS 232 - Unix Shell Programming 3 Credits
- CNG 213 - Administering Windows Server 4 Credits
- CNG 240 - Virtual Environment Admin 3 Credits

Total: 61 Credits

NOTE*: Students interested in taking one of the certification exams need to meet with a Computer Network Technology Advisor to choose the correct sequence of classes. Please call 303.797.5252 for more information.*

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Construction Management, AAS
CIP 460412 (CSB6)

Students completing the AAS in Construction Management degree have prepared themselves for supervisory/administrative roles within the construction/energy industry. The curriculum incorporates coursework in energy technologies, architectural principles, business, and construction technology.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

General Education Courses (16 credit hours)

- COM 115 - Public Speaking 3 Credits **OR**
- COM 125 - Interpersonal Communication 3 Credits
- ENG 121 - English Composition I: GT-CO1 3 Credits **OR**
- ENG 131 - Technical Writing I: GT-CO1 3 Credits

- MAN 226 - Principles of Management 3 Credits
- MAT 108 - Technical Mathematics 4 Credits **OR** higher

Restricted Electives:

Choose three credit hours from the following GT courses: ANT, ART, GEO, HUM, LIT, MUS, PHI, POS, or
- SPA 101 - Conversational Spanish I 3 Credits
- SPA 115 - Spanish for the Professional I 3 Credits

Major Courses (47 credit hours)
- ACC 101 - Fundamentals of Accounting 3 Credits
- AEC 107 - Print Reading Residential/Commercial 3 Credits
- AEC 110 - Architectural Design and Modeling 4 Credits
- AEC 116 - Building Materials 3 Credits
- AEC 206 - Applied Structural Analysis 3 Credits
- AEC 208 - Building Environmental Systems I 3 Credits
- AEC 216 - Construction Estimating 3 Credits
- AEC 220 - Surveying 3 Credits
- AEC 226 - Construction Scheduling 3 Credits
- AEC 228 - Contracts and The Legal Environment 3 Credits
- AEC 236 - International Building Codes 3 Credits
- AEC 280 - Internship 3 Credits
- BUS 115 - Introduction to Business 3 Credits
- BUS 216 - Legal Environment of Business 3 Credits
- MAN 116 - Principles of Supervision 3 Credits
- MAN 216 - Small Business Management 3 Credits

Total: 63 credit hours

Graduation Requirements
- Apply for graduation online at www.arapahoe.edu/graduation)
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Cosmetology and Salon Management AAS
CIP 120401 (CSMA)

The Cosmetology and Salon Management AAS Degree offers a solid foundation for students to start a career in a salon or to prepare them for one day opening their own salon. Students with a completed certificate in cosmetology or esthetician, or who have a Colorado State Cosmetology License, can complete an additional 30 credits and earn their Associates of Applied Science (AAS) degree.

Admission Requirements
- Admission to Arapahoe Community College
- Completion of Cosmetology certificate or state license

Program Requirements

General Education Courses (15 credit hours)
- ENG 121 - English Composition I: GT-CO1 3 Credits **OR**
- ENG 131 - Technical Writing I: GT-CO1 3 Credits **OR**
- BUS 217 - Business Communication and Report Writing 3 Credits **OR**
- BUS 115 - Introduction to Business 3 Credits
- COM 115 - Public Speaking 3 Credits **OR**
- COM 125 - Interpersonal Communication 3 Credits **OR**
- COM 225 - Organizational Communication 3 Credits
- PSY 101 - General Psychology I: GT-SS3 3 Credits **OR**
- SOC 101 - Introduction to Sociology I: GT-SS3 3 Credits **OR**
- ANT 101 - Cultural Anthropology: GT-SS3 3 Credits
- MAT 108 - Technical Mathematics 4 Credits

Core Cosmetology Courses (30 Credit Hours)

Current Colorado State Cosmetology License

Business and Management Courses (15-16 Credit Hours)
- ENP 105 - Introduction to Entrepreneurship 3 Credits
- ACC 101 - Fundamentals of Accounting 3 Credits **OR**
- ACC 121 - Accounting Principles I 4 Credits **OR**
- ENP 207 - Entrepreneurship Financial Topics 3 Credits
- MAN 200 - Human Resource Management I 3 Credits **OR**
- MAN 226 - Principles of Management 3 Credits
- MAR 216 - Principles of Marketing 3 Credits
- BUS 216 - Legal Environment of Business 3 Credits **OR**
- ENP 206 - Entrepreneurship Legal Issues 3 Credits

Total: 60-61 Credits

Graduation Requirements
- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Criminal Justice, AAS
CIP 430103 (CRJ2)

The Criminal Justice A.A.S. Degree is designed for students seeking a career in Criminal Justice. Whether you want to become an emergency dispatcher, a victim/witness assistant, lawyer, probation/parole officer or a law

enforcement officer, this program is a great place to start. The curriculum is strong, diverse and provides an excellent opportunity to see the criminal justice system as it actually functions, not how televisions portrays it.

Students transferring to a four-year College or university should select their elective courses only after consulting with the program Advisor to facilitate the transferability of coursework. For more information, please contact the Criminal Justice Department at 303.797.5980.

Admission Requirements
- Admission to Arapahoe Community College

Program Requirements

General Education Courses (15 credit hours)
- COM 115 - Public Speaking 3 Credits **OR**
- COM 125 - Interpersonal Communication 3 Credits **OR**
- COM 225 - Organizational Communication 3 Credits
- ENG 121 - English Composition I: GT-CO1 3 Credits
- ENG 122 - English Composition II: GT-CO2 3 Credits
- PSY 101 - General Psychology I: GT-SS3 3 Credits **OR**
- PSY 102 - General Psychology II: GT-SS3 3 Credits

Elective
Choose three credits of electives from:
- CIS 118 - Introduction to PC Applications 3 Credits
- ENG 131 - Technical Writing I: GT-CO1 3 Credits
- SOC 101 - Introduction to Sociology I: GT-SS3 3 Credits
- SOC 102 - Introduction to Sociology II: GT-SS3 3 Credits
- SPA 111 - Spanish Language I 5 Credits
- SPA 112 - Spanish Language II 5 Credits
- or any other Foreign Language (FOL) course numbered 111, 112, 211, or 212

Major Courses (27 credit hours)
- CRJ 110 - Intro to Criminal Justice GT: SS3 3 Credits
- CRJ 125 - Policing Systems 3 Credits
- CRJ 135 - Judicial Function 3 Credits
- CRJ 145 - Correctional Process 3 Credits
- CRJ 205 - Principles of Criminal Law 3 Credits
- CRJ 209 - Criminal Investigation I 3 Credits
- CRJ 257 - Victimology 3 Credits
- CRJ 230 - Criminology 3 Credits
- CRJ 236 - CRJ Research Methods 3 Credits

Restricted Courses (18 credit hours)
All students must select electives from courses with the prefixes of: ACC, CIS, CRJ, CSC, EMS, LEA, PAR, PSY, SOC, SPA or any other General Education Guaranteed Transfer course.

Total: 60 credit hours

Graduation Requirements
- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Cybersecurity, AAS
CIP 111003 (CYSE)
In response to the national and local unmet demand for Cybersecurity Specialists and the increasingly complex and challenging cyber-attacks facing our nation, this cybersecurity program will produce qualified professionals with expertise in information assurance, cybersecurity, and network forensics disciplines. Upon successful completion of the program and depending on organizational employability requirements, students from this program will be prepared for a number of jobs that require the following industry certifications: CompTia A+, Network+, Linux+, Security+, and CYSA+, Certified Ethical Hacker, and the IC2 Systems Security Certified Practitioner.

Admission Requirements
- Admission to Arapahoe Community College

Program Requirements

General Education Courses (16 credit hours)
- ENG 121 - English Composition I: GT-CO1 3 Credits
- MAT 121 - College Algebra: GT-MA1 4 Credits
- PHI 113 - Logic: GT-AH3 3 Credits
- BUS 217 - Business Communication and Report Writing 3 Credits
- BUS 226 - Business Statistics 3 Credits

Major Courses (29 credit hours)
- CNG 124 - Networking I: Network+ 3 Credits
- CNG 125 - Networking II: Network+ 3 Credits
- CNG 132 - Network Security Fundamentals 3 Credits
- CNG 202 - Unix/Linux Server Admin 3 Credits
- CNG 253 - Firewalls and How They Work 3 Credits
- CNG 256 - Vulnerability Assessment Level 1 3 credits
- CNG 259 - Enterprise Security 4 credits
- CIS 287 - Cooperative Education 3 Credits
- CSC 119 - Introduction to Programming 3 Credits
- BUS 121 - Basic Workplace Skills 1 credit

Required Courses (12 credit hours)
- CIS 220 - Fundamentals of UNIX 3 Credits **OR** CIS 315 - CSU Course *
- CNG 212 - Configuring Windows Server 4 Credits **OR** CIS 401 - CSU Course *

- CNG 258 - Digital Forensics 4 Credits
  OR CIS 462 - CSU Course *
- CIS 232 - Unix Shell Programming 3 Credits
  OR CSC 160 - Computer Science I (Language) - 4 Credits

Note:

* These courses are required courses for students who intend to transfer to CSU to earn a baccalaureate degree in Computer Information Systems – Cybersecurity Concentration. For this option students need to meet with a Computer Network Technology Advisor to choose the correct sequence of classes. Please call 303.797.5252 for more information.

Electives (3 credit hours)

Choose one from the following: CNG 142, CNG 243, CSC 160, or CNG 121

Total: 60 credit hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Engineering Graphics Technologies, Mechanical Design Concentration, AAS CIP 150805 (ETMC)

The Engineering Graphics Technologies degree allows the student to study mechanical technologies as their area of design study. This program also contains an in-depth emphasis in computer aided design (CAD) including two and three-dimensional design, visualization, customization, and programming. Mechanical design students will be introduced to parametric modeling design, geometric tolerancing (GD and T), materials, and manufacturing processes. Students will also create physical models with 3D plotting and laser cutting/engraving equipment. This program prepares the student for a variety of employment opportunities that include Draftsperson, Junior Designer, and Computer Aided Design Technician.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

General Education Courses (13 credit hours)

- CIS 118 - Introduction to PC Applications 3 Credits
- COM 115 - Public Speaking 3 Credits
- ENG 121 - English Composition I: GT-CO1 3 Credits **OR**
- ENG 131 - Technical Writing I: GT-CO1 3 Credits

- MAT 121 - College Algebra: GT-MA1 4 Credits
  OR higher

General Education Elective (3-5 credit hours)

Select one from the following list of courses:

- CHE 101 - Introduction to Chemistry I with Lab: GTSC1 5 Credits
- ECO 202 - Principles of Microeconomics: GT-SS1 3 Credits
- ENG 122 - English Composition II: GT-CO2 3 Credits
- MAT 122 - College Trigonometry: GT-MA1 3 Credits
- MAT 125 - Survey of Calculus: GT-MA1 4 Credits
- MAT 201 - Calculus I: GT-MA1 5 Credits
- MAT 202 - Calculus II: GT-MA1 5 Credits
- PHI 112 - Ethics: GT-AH3 3 Credits

Major Courses (36 credit hours)

- CAD 101 - Computer Aided Drafting/2D I 3 Credits
- CAD 102 - Computer Aided Drafting/2D II 3 Credits
- CAD 201 - Computer Aided Drafting/Custom 3 Credits
- CAD 202 - Computer Aided Drafting/3D 3 Credits
- EGT 101 - Mechanical Design I 3 Credits
- EGT 102 - Mechanical Design II 3 Credits
- EGT 210 - Mechanical Design III 3 Credits
- EGT 105 - Print Reading 3 Credits
- EGT 201 - Engineering Materials 3 Credits
- EGT 205 - Geometric Dimensioning and Tolerancing 3 Credits
- EGT 289 - Capstone 3 credits
- MTE 120 - Manufacturing Processes 3 Credits

Restricted Electives (9-10)

Students must choose 9-10 credit hours from the following: CAD 240, CAD 255, CAD 262, CAD 264, EGT 280

Total: 61-64 credit hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Game Design and Development, AAS CIP 500411 (GAM)

The Game Design and Development degree is a two-year Associate of Applied Science program that prepares students to work
as a game developer or computer programmer.

There are three types of courses students will focus on in the degree: general computer science classes ensure every student
has a solid programming background applicable to any development position, game development classes make certain
students know how to apply their programming skill to create engaging games using an industry standard game engine, and art
and multimedia courses provide the creative background necessary for students to effectively integrate with the diverse teams
that work on modern games. Electives allow a student to customize their degree with additional classes in a chosen area of
focus.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

General Education Courses (15-16 credit hours)

- ART 121 - Drawing I 3 Credits
- BUS 217 - Business Communication and Report Writing 3 Credits
- COM 115 - Public Speaking 3 Credits **OR**
- COM 125 - Interpersonal Communication 3 Credits
- ENG 121 - English Composition I: GT-CO1 3 Credits **OR**
- ENG 131 - Technical Writing I: GT-CO1 3 Credits
- MAT 121 - College Algebra: GT-MA1 4 Credits **OR** higher

Major Courses (35 credit hours)

- CIS 289 - Capstone 3 Credits
- CSC 119 - Introduction to Programming 3 Credits
- CSC 126 - Game Design and Development 3 Credits
- CSC 160 - Computer Science I (Language) 4 Credits
- CSC 161 - Computer Science II (Language) 4 Credits
- CSC 200 - Game Programming I 3 Credits
- CSC 227 - 3D Game Programming 3 Credits
- CSC 246 - Mobile App Development 3 Credits
- MGD 143 - Motion Graphic Design I: (Software) 3 Credits
- MGD 111 - Adobe Photoshop I 3 Credits
- MGD 153 - 3-D Animation I 3 Credits

Elective Courses (9-10 credit hours)

Students must take 9 -10 credits from the following

- ART 221 - Drawing II 3 Credits
- ART 131 - Visual Concepts 2-D Design 3 Credits
- BUS 120 - Introduction to E-Commerce 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits

- CIS 202 - Automated Project Management: MS Project 3 Credits
- CSC 165 - Discrete Structures 4 Credits
- CSC 217 - Advanced Python Programming 3 Credits
- CSC 236 - C# Programming 4 Credits
- MAR 106 - Marketing Your Image 3 Credits
- MAR 216 - Principles of Marketing 3 Credits
- MAT 201 - Calculus I: GT-MA1 5 Credits **OR** higher
- MGD 101 - Introduction to Computer Graphics 3 Credits
- MGD 112 - Adobe Illustrator I 3 Credits
- MGD 163 - Sound Design I 3 Credits
- MGD 243 - Web Motion Graphic Design II 3 Credits
- or any MGD or CSC course approved by Department

Total: 60 credit hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Health Information Technology, AAS
Online Program (with the exception of two Practicum courses)

CIP 510707 (HIT1)

The Associate of Applied Science (AAS) degree in Health Information Technology is designed to develop the technical skills necessary for managing health information within the healthcare delivery system. The AAS degree program in Health Information Technology emphasizes the technical component of health information services and is designed to prepare entry-level graduates with the knowledge and skills necessary to use, analyze, abstract, code, present, and retrieve data in a variety of health care settings including hospitals, long term care, ambulatory care, mental health care and other healthcare facilities as well as private industry. Upon successful completion of the program, the graduate is eligible to write the national certification examination and upon successful passing of this examination, receive the RHIT (Registered Health Information Technology) credentials. This program is accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM). The American Health Information Management Association (AHIMA) is the association of health information management (HIM) professionals. AHIMA Web site: www.ahima.org

Admission Requirements

The following are the basic requirements for admission to the Health Information Technology (HIT) program:

- Completion of High school or GED equivalence
- Admission to Arapahoe Community College
- Submission of the HIT application
- Interview with HIT Program Chair, Allied Health Programs Success Coordinator or Designate
- Criminal Background Check (prior to first practicum)
- Vaccination documentation (prior to first practicum)
- Prerequisite:
- English: ENG 090 and REA 090 OR CCR 092/CCR 093/CCR 094 with a grade of "C" or better, OR Placement sentence skills score of 95+ OR assessment to be at college-level in English (see Student Resources and Services - Assessment in this Catalog)
- Math: MAT 050 or assessment to be at college-level in Math (see Student Resources and Services - Assessment in this Catalog)

Students must contact HITProgram@arapahoe.edu for counseling and program planning prior to enrolling in any courses that are part of the HIT curriculum.

Program Requirements

General Education Courses (15 credit hours)

- CIS 118 - Introduction to PC Applications 3 Credits
- COM 115 - Public Speaking 3 Credits **OR**
- COM 125 - Interpersonal Communication 3 Credits **OR** any other higher level Communications course
- ENG 121 - English Composition I: GT-CO1 3 Credits **OR** any other higher level Composition/Writing course
- PSY 101 - General Psychology I: GT-SS3 3 Credits **OR** any other higher level Psychology course
- Select 3 Credits from either MAT 135 Introduction to Statistics: GT-MA1 OR CIS 155 PC Spreadsheet Concepts: Excel.

Major Courses (49 credit hours)

- HIT 101 - Health Information Management Science 3 Credits
- HIT 105 - Principles of Healthcare Reimbursement 3 Credits
- HIT 111 - Health Data Management and Information Systems 3 Credits
- HIT 112 - Legal Aspects Health Records 2 Credits
- HIT 122 - Workflow Fund of Healthcare 3 Credits
- HIT 188 - Health Information Practicum I 2 Credits
- HIT 220 - ICD Coding I 3 Credits
- HIT 221 - ICD Coding II 2 Credits
- HIT 222 - Quality Management 3 Credits

- HIT 225 - Health Information Management 3 Credits
- HIT 231 - ICD Coding III 5 Credits
- HIT 241 - CPT Coding Basic Principles 3 Credits
- HIT 289 - HIT Capstone 2 Credits
- HPR 178 - Medical Terminology 3 Credits
- MOT 125 - Basic Medical Sciences I 3 Credits
- MOT 133 - Basic Medical Sciences II 3 Credits
- MOT 135 - Basic Medical Sciences III 3 Credits

Total: 64 credit hours

Graduation Requirements

- All major education and other courses required for this degree must be completed with a "C" or better to meet graduation requirements.
- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Interior Design, AAS
CIP 500408 (IND)

The Interior Design Program at ACC has been educating Interior Design professionals since 1975, and is one of the oldest programs in the State of Colorado. This program enjoys an excellent reputation of quality education in the Colorado Interior Design community. Interior Designers play an important role in developing efficient, functional and aesthetically pleasing spaces in both residential and commercial interior environments. The Interior Design program at ACC prepares students for a career as a professional interior designer. Students learn to develop not only creative abilities and how to express them, but also the methods and processes needed to practice design ethically, responsibly and profitably.

NKBA Accreditation

The ACC Interior Design Program is accredited by the National Kitchen and Bath Association (NKBA) and was awarded the NKBA Award for Excellence in Education (2011-2012); one of only three schools nationally to receive this award. The Kitchen and Bath industry is a specialized area of residential design. As students near completion of the Interior Design Program, they are qualified to sit for the AKBD exam, which is the Associate Kitchen and Bath Designer qualification. After practicing in the field for a specified number of years, designers may sit for the CKD or CKB exam which qualifies them as a Certified Kitchen Designer or Certified Bathroom Designer. Kitchen and Bath is a part of the regular curriculum of the Interior Design program. However, students who are interested in an abbreviated format specifically in Kitchen and Bath design education, may enroll in the Kitchen and Bath Specialist Certificate

program that is now being offered by the ACC Interior Design Dept. (See specific information for the Certificate.)

Admission Requirements

- Admission to Arapahoe Community College
- Students must attend an Interior Design Program Orientation prior to registration. Dates for orientations are listed on the ACC website.
- Students should have been assessed to be at college-level in English (see Student Resources and Services - Assessment in this Catalog)
  - o OR 95 on ACCUPLACER Sentence Skills within the last 5 years
  - o OR ACT or SAT scores within the last five years
  - o OR have earned a previous college degree
  - o OR have completed any necessary developmental courses, if required, with a grade of "C" or higher before taking Interior Design courses.
- Students wishing to transfer in Interior Design or General Education credits to fulfill degree requirements must have official transcripts sent to ACC Admission and Records Office. If you have questions after Admissions and Records has evaluated your transcripts, please call 303.797.5958 to schedule an appointment with the IND Department Chair.

Program Requirements

General Education Courses (15 credit hours)

- ENG 121 - English Composition I: GT-CO1 3 Credits **OR**
- ENG 131 - Technical Writing I: GT-CO1 3 Credits
- ART 121 - Drawing I 3 Credits
- 9 Credits of Guaranteed Transfer courses - 9 Credits

Major Courses (57 credit hours)

- CAD 105 - AutoCAD for Interiors 4 Credits
- CAD 115 - SketchUp 3 Credits
- IND 100 - Interior Design Fundamentals 4 Credits
- IND 107 - History of Interior Design 3 Credits
- IND 111 - Drafting for Interiors 4 Credits
- IND 114 - Space Planning 3 Credits
- IND 116 - Estimating Interior Materials 3 Credits
- IND 151 - Residential Design 4 Credits
- IND 152 - Commercial Design I 2 Credits
- IND 200 - Kitchen and Bath Design 4 Credits
- IND 201 - Commercial Design II 4 Credits
- IND 205 - Professional Practice for Interior Designers 2 Credits
- IND 211 - Interior Construction 4 Credits
- IND 213 - IND Portfolio Presentations 3 Credits
- IND 225 - Lighting Design 3 Credits
- IND 231 - Sustainable Design 3 Credits
- IND 288 - Practicum 1 Credit (Design Research)
- IND 289 - Capstone: Advanced Design 3 Credits

Restricted Electives (3-4 credit hours)

Note: Interior Design students must select one (1) elective course below to complete the 75 credit Interior Design Program requirement.

- IND 261 - Advanced Kitchen & Bath Design 4 Credits
- IND 280 - Internship 4 Credits
- CAD 224 - Revit® Architecture 3 Credits
- MAR 111 - Principles of Sales 3 Credits
- CAD 216 - Advanced Sketchup 3 Credits
- IND 175 - Special Topics: Study Abroad 3 Credits

Total: 75-76 credit hours

Graduation Requirements

- All courses required for this A.A.S. degree must be completed with a grade of "C" or better to meet admission and graduation requirements.
- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Journalism and Contemporary Media, AAS
CIP 090401 (JCM)

The AAS in Contemporary Journalism prepares students with a broad range of skills for the changing field of journalism and media as well as for careers in reporting, production, public relations, communication, law, lobbying, marketing, etc. Students will receive training in producing publications both in print and online. Journalism students are required to take a course in book publishing or literary magazine, a course where students produce the annual, award-winning Progenitor. In generating stories for The Arapahoe Pinnacle, students combine traditional journalism skills of reporting and editing with digital skills in using wordpress and Adobe in creating, editing, and producing photo, audio, and video.

Admission Requirements

- Admission to Arapahoe Community College
- ACCUPLACER sentence skills score of 95+, or equivalent ACT / SAT scores or successful completion of CCR 092/CCR 093/CCR 094 with a grade of 'C' or better to successfully complete JOU courses
- Department approval is required in order to transfer in journalism class credit from other institutions.

Program Requirements

General Education Courses (37 credit hours)

- ENG 121 - English Composition I: GT-CO1 3 Credits
- ENG 122 - English Composition II: GT-CO2 3 Credits
- ENG 231 - Literary Magazine 3 Credits **OR**
- ENG 264 - Publishing Your Writing 3 Credits
- COM 115 - Public Speaking 3 Credits **AND**
- COM 217 - Group Communication 3 Credits **OR**
- COM 225 - Organizational Communication 3 Credits
- MAT 120 - Mathematics for Liberal Arts: GT-MA1 4 Credits
- PSY 101 - General Psychology I: GT-SS3 3 Credits **OR**
- PSY 102 - General Psychology II: GT-SS3 3 Credits **OR**
- SOC 101 - Introduction to Sociology I: GT-SS3 3 Credits
- BIO 116 - Introduction to Human Disease: GT-SC2 3 Credits **OR**
- SCI 105 - Science in Society (GT-SC2) **OR**
- GT - Any GT Pathways BIO or SCI Course 3 Credits **OR**
- GT - Any GT Pathways HUM or LIT Course 3 Credits
- MAR 216 - Principles of Marketing 3 Credits
- MGD 102 - Introduction to Multimedia 3 Credits
- MGD 114 - Adobe InDesign 3 Credits

Major Courses (23 credit hours)
- JOU 105 - Introduction to Mass Media: GT-SS3 3 Credits
- JOU 106 - Media News and Reporting 3 Credits
- JOU 121 - Photojournalism 3 Credits
- JOU 180 - Internship 1 Credit
- JOU 206 - Intermediate Newswriting and Editing 3 Credits
- JOU 225 - New Media 3 Credits
- JOU 231 - Introduction to Public Relations 4 Credits
- JOU 241 - Feature and Magazine Writing 3 Credits

Total: 60 credit hours

Graduation Requirements

- All courses MUST be completed with a grade of "C" or better to graduate.
- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Law Enforcement, AAS
CIP 430103 (CJLE)

The Law Enforcement A.A.S. Degree is designed for students who completed or plan to complete Arapahoe Community College's Law Enforcement Academy and are seeking a career in Law Enforcement. This program prepares students to be employed in law enforcement at departments requiring a two-year college degree.

Admission Requirements

- Admission to Arapahoe Community College
- Completion of ACC's Law Enforcement Academy, or a current Colorado Post certificate holder, or permission of the Program Coordinator.

Program Requirements

General Education Courses (15 credit hours)
- COM 115 - Public Speaking 3 Credits **OR**
- COM 125 - Interpersonal Communication 3 Credits **OR**
- COM 225 - Organizational Communication 3 Credits
- ENG 121 - English Composition I: GT-CO1 3 Credits
- MAT 135 - Introduction to Statistics: GT-MA1 3 Credits
- PSY 101 - General Psychology I: GT-SS3 3 Credits **OR**
- SOC 101 - Introduction to Sociology I: GT-SS3 3 Credits
- Any of the following for 3 more credits: CIS 118, ENG 131, SOC 102, any foreign language course 111, 112, 211, or 212, or PED *

Note(s):
* PED 102 and PED 110 are courses completed as part of the LEA cohort. Students not yet admitted to LEA must wait to take these courses during LEA.

Required Criminal Justice Courses (9 credit hours)
- CRJ 110 - Intro to Criminal Justice GT: SS3 3 Credits
- CRJ 209 - Criminal Investigation I 3 Credits
- CRJ 278 - Seminar 3 Credits

Law Enforcement Academy Courses (38 credit hours)
- LEA 101 - Basic Police Academy I 6 Credits
- LEA 102 - Basic Police Academy II 12 Credits
- LEA 103 - Basic Law Enforcement Academy III 2 Credits
- LEA 104 - Basic Law Enforcement Academy IV 1 Credit
- LEA 105 - Basic Law 8 Credits
- LEA 106 - Arrest Control Techniques 3 Credits
- LEA 107 - Law Enforcement Driving 3 Credits
- LEA 108 - Firearms 3 Credits

Note(s):

These courses will be completed through ACC's Law Enforcement Academy. Upon review and permission of the Program Coordinator, successful completion of Law Enforcement Academy at another institution may serve as an equivalent and may be transferred to ACC for course credit.

Total: 62 credit hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Mechatronics Engineering Technology, AAS
CIP 150406 (METE)

The Mechatronics Engineering Technology program encompasses an aspect of engineering that focuses on the design, implementation, and maintenance of products and processes integrating mechanical, electrical, and programmable engineering technologies to complete a number of jobs in the advanced manufacturing field. The diverse program is built in collaboration with multiple industries in the field of advanced manufacturing in quest of workers with the skills and training essential in the field. The curriculum is built on a partnership with the Packaging Machinery Manufacturing Institute (PMMI) to prepare students for PMMI certification.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

General Education Courses (15-16 credit hours)

- ENG 121 - English Composition I: GT-CO1 3 Credits **OR**
- ENG 131 - Technical Writing I: GT-CO1 3 Credits
- MAT 108 - Technical Mathematics 4 Credits **OR** higher
- PHI 113 - Logic: GT-AH3 3 Credits
- PHY 105 - Conceptual Physics w/Lab: GT-SC1 4 Credits **OR**
- PHY 112 - Physics: Algebra-Based II with Lab: GTSC1 5 Credits **OR**
- PHY 212 - Physics: Calculus-Based II With Lab: GTSCI 5 Credits
- BUS 121 - Basic Workplace Skills 1 credit

Major Courses (40 credit hours)

- OSH 117 - 10-HR OSHA Voluntary Compliance 1 credit
- EIC 102 - Electrical Print Reading 4 credits

- ELT 106 - Fundamentals of DC/AC 4 Credits
- ELT 254 - Industrial Wiring 3 credits
- ELT 252 - Motors & Controls 3 credits
- ELT 255 - Fluid Power 3 credits
- ELT 267 - Introduction to Robotics 1 credit
- CAD 255 - Solidworks/Mechanical 3 Credits
- ELT 248 - Automation Control Circuits 3 credits
- ELT 258 - Programmable Logic Controllers 3 credits
- IMA 120 - Industrial Rotating Equipment 3 credits
- ELT 268 - Robotics Technologies 3 credits
- ELT 259 - Advanced Programmable Logic Controllers 3 credits
- ELT 280 - Internship 3 credits

Elective Courses

Choose <u>two</u> from the following:

- MTE 244 - Lean Manufacturing Practices and Processes 3 credits
- PRO 230 - Quality in Process Technology 3 credits
- CAD 262 - 3D Printing/Additive Manufacturing 3 Credits

Total: 61-62 credit hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Medical Laboratory Technology, AAS
CIP 511004 (MLT)

The Associate of Applied Science (AAS) degree in Medical Laboratory Technology is designed to prepare qualified technicians to perform a variety of complex laboratory tests which play an important role in the detection, diagnosis, and treatment of many diseases and in the promotion of health. Upon successful completion of the program, graduates are eligible to take national examinations to become certified Medical Laboratory Technicians.

As a certified MLT, employment is available in hospitals and clinics as well as veterinary, industrial and environmental laboratories in Colorado or in other states.

The MLT Program is delivered in an online/hybrid format and is available in a 1-year fast track option and 2-year traditional route. More than two years may be taken to complete the program. Students may begin general education classes at any time, according to published semester schedules. All MLT didactic courses are offered in a hybrid format. Student lab sessions meet on select Fridays from 4:30 pm to 8:30 pm and on Saturdays 9:30 am to 4:30 pm.

The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and the American Medical Association http://www.naacls.org. NAACLS can be reached at 5600 N. River Rd. Suite 720, Rosemont, IL 60018, phone (773) 714-8880; Fax (773) 714-8886; Email: naacls@mcs.net.

Admission Requirements

- Admission to Arapahoe Community College
- Complete MLT Program Online Application
- Personal interview with MLT Program Director
- College Placement Test is required for all MLA students (scores of 96 or higher in Reading and a 5 on the Essay OR 80 in Reading and a 6 on the Essay and MAT 050 or equivalent placement test scores.
- Accuplacer scores can still be accepted if not older than three years. Minimum Accuplacer scores to be considered are 95 or higher on sentence and 45 or higher in Elementary Algebra 45+ or equivalent ACT/ SAT scores or appropriate prior college-level coursework)
- Criminal Background Check (prior to registering for any MLT course)

Transfer students: Courses from NAACLS-approved MLT-CLT programs and Military Laboratory Specialists programs will be evaluated on an individual basis.

Program Requirements

General Education Courses (25 credit hours)

- BIO 201 - Human Anatomy and Physiology I with Lab: GT-SC1 4 Credits *
- BIO 202 - Human Anatomy and Physiology II with Lab: GT-SC1 4 Credits *
- CHE 101 - Introduction to Chemistry I with Lab: GTSC1 5 Credits **OR**
- CHE 111 - General College Chemistry I: GT-SC1 5 Credits
- CIS 118 - Introduction to PC Applications 3 Credits **OR** higher level CIS course *
- COM 115 - Public Speaking 3 Credits **OR**
- COM 125 - Interpersonal Communication 3 Credits
- ENG 121 - English Composition I: GT-CO1 3 Credits **OR**
- ENG 131 - Technical Writing I: GT-CO1 3 Credits
- HPR 178 - Medical Terminology 3 Credits

Note(s):

* to satisfy graduation or transfer requirements BIO 201 and BIO 202 must have been taken within the last 6 years and CIS 118 must have been taken within the last 6 years.

Major Courses (38 credit hours)

- MLT 131 - Introduction to Hematology 2 Credits
- MLT 132 - Hematology II 4 Credits
- MLT 141 - Immunology/Immunohematology 4 Credits
- MLT 142 - Urinalysis 2 Credits
- MLT 180 - Internship/Blood Banking 1 Credit
- MLT 182 - Internship II/Hematology, Coagulation and Urinalysis 5 Credits
- MLT 231 - Clinical Microbiology 4 Credits
- MLT 232 - Parasitology/Mycology 2 Credits
- MLT 241 - Introduction to Clinical Chemistry 2 Credits
- MLT 242 - Clinical Chemistry II 4 Credits
- MLT 253 - Seminar/Comprehensive Exams 1 Credit
- MLT 280 - Internship/Clinical Chemistry 5 Credits
- MLT 282 - Internship IV/Microbiology 2 Credits

Total: 63 credit hours

MLT Graduation Requirements (additional)

- Medical Laboratory Technology (MLT) courses must be completed within five years of a student's graduation.
- Please contact the MLT Program Director if you have questions about these academic requirements.

Graduation Requirements

- All major, general education and other courses required for this degree must be completed with a "C" or better to meet graduation requirements.
- To graduate, students must apply for graduation and complete the graduation survey (available via myACC). (form available at www.arapahoe.edu/graduation)
- After applying for graduation, all correspondence to a student about the status of their program conferral will be sent to their student email address only.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Mortuary Science, AAS
CIP 120301 (MOR)

Mortuary Science is a field of human and community service which offers a variety of work, intellectual challenge and satisfaction of helping the bereaved through life's most trying period. The program prepares individuals to become a mortuary science practitioner, funeral director and embalmer.

Accreditation Status: The Mortuary Science Program at Arapahoe Community College is accredited by the American Board of Funeral Service Education (ABFSE). The Board can be reached at 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097, 816.233.3747, www.abfse.org.

National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at www.abfse.org. To request a printed copy of this program's pass rates go to the office of the Mortuary Science Program Chair, M4945, or by email at jim.hurley@arapahoe.edu, or by telephone at 303-797-5716.

Admission Requirements

- Admission to Arapahoe Community College
- Complete a Mortuary Science application

Aims and Purposes:

The ACC Mortuary Science Program recognizes mortuary science personnel as:

- Members of a human services profession.
- Members of the community in which they serve.
- Participants in the relationship between bereaved families and those engaged in the funeral service profession.
- Professionals knowledgeable of and compliant with federal, state and local regulatory guidelines.
- Professionals sensitive to the responsibility for public health, safety and welfare in caring for human remains.

In addition, the program objectives are:

- To enlarge the background and knowledge of students about the funeral service profession.
- To educate students in every phase of funeral service and to help enable them to develop the proficiency and skills necessary of the profession.
- To educate students concerning the responsibilities of the funeral service profession to the community at large.
- To emphasize high standards of ethical conduct.
- To provide a curriculum at the postsecondary level of instruction.
- To encourage research in the field of funeral service.

Program Requirements

General Education Courses (27 credit hours)

- ACC 121 - Accounting Principles I 4 Credits
- BIO 201 - Human Anatomy and Physiology I with Lab: GT-SC1 4 Credits
- BIO 202 - Human Anatomy and Physiology II with Lab: GT-SC1 4 Credits
- BUS 216 - Legal Environment of Business 3 Credits
- COM 125 - Interpersonal Communication 3 Credits
- ENG 121 - English Composition I: GT-CO1 3 Credits
- MAN 128 - Human Relations in Organizations 3 Credits

- PSY 101 - General Psychology I: GT-SS3 3 Credits

Major Courses (39 credit hours)

- HPR 240 - Role of Death and Bereavement In Society 3 Credits *
- MOR 100 - Intro to Funeral Service 3 Credits *
- MOR 210 - Embalming Theory I and Lab 4 Credits
- MOR 215 - Funeral Merchandising 3 Credits
- MOR 220 - Mortuary Law and Compliance 3 Credits
- MOR 224 - Thanato-Microbiology/Pathology 4 Credits
- MOR 225 - Embalming Theory II and Lab 4 Credits
- MOR 230 - Restorative Art and Lab 4 Credits
- MOR 235 - Funeral Directing and Counseling 3 Credits
- MOR 243 - Thanatochemistry 3 Credits
- MOR 260 - National Board Exam Review 1 Credit
- MOR 280 - Internship 4 Credits

Note(s):

*HPR 240 *and* MOR 100 *are open enrollment with completed prerequisites; enrollment in all other Major Courses requires official acceptance into the Mortuary Science program.*

Total: 66 credit hours

Graduation Requirements

- All MOR courses must be completed within four years of starting the Major Courses.
- All major, general education and other courses required for this degree must be completed with a "C" or better to meet graduation requirements (major courses may only be repeated once).
- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Multimedia, Graphic Design, and Illustration, AAS
CIP 500409 (GDI)

This program prepares students for entry-level work in the field of print design with additional weight given to either illustration or web design. The curriculum consists of lecture and lab participation involving design theory, typography, production, advertising, and portfolio development. Training in the latest design software is emphasized throughout the degree. Restricted electives allow the student to further explore areas of design they may enjoy. Students entering this program can expect an

additional cost of approximately $2,000 for books, drawing and design materials, computer storage media and color printing. Please see the department's advising guide for a recommended sequence of coursework.

Admission Requirements

- Admission to Arapahoe Community College
- Proficiency with Macintosh operations is required for classes in MGD labs. Students without these skills must enroll in either MGD 101 or MGD 102 prior to taking other MGD computer classes.
- Typing and basic math skills are also highly recommended.

Program Requirements

General Education Courses (15 credit hours)

- ART 110 - Art Appreciation: GT-AH1 3 Credits **OR**
- ART 111 - Art History I Ancient to Medieval: GT-AH1 3 Credits **OR**
- ART 112 - Art History II Renaissance to Modern: GT-AH1 3 Credits **OR**
- ART 207 - Art History-1900 to Present: GT-AH1 3 Credits
- BUS 115 - Introduction to Business 3 Credits **OR**
- MAN 241 - Project Management in Organizations 3 Credits
- COM 115 - Public Speaking 3 Credits **OR**
- COM 125 - Interpersonal Communication 3 Credits **OR**
- COM 225 - Organizational Communication 3 Credits
- ENG 121 - English Composition I: GT-CO1 3 Credits **OR**
- ENG 131 - Technical Writing I: GT-CO1 3 Credits
- PSY 101 - General Psychology I: GT-SS3 3 Credits **OR**
- SOC 101 - Introduction to Sociology I: GT-SS3 3 Credits

Major Courses (45 credit hours)

- ART 121 - Drawing I 3 Credits
- ART 131 - Visual Concepts 2-D Design 3 Credits
- MGD 102 - Introduction to Multimedia 3 Credits **OR**
- MGD 143 - Motion Graphic Design I: (Software) 3 Credits
- MGD 103 - Intro to Production Design 3 Credits
- MGD 105 - Typography and Layout 3 Credits
- MGD 111 - Adobe Photoshop I 3 Credits
- MGD 112 - Adobe Illustrator I 3 Credits
- MGD 114 - Adobe InDesign 3 Credits
- MGD 117 - Introduction to Visual Communications 3 Credits
- MGD 141 - Web Design I 3 Credits **OR**
- MGD 207 - Illustration I 3 Credits **OR**
- ART 221 - Drawing II 3 Credits

- MGD 217 - Typography II 3 Credits
- MGD 256 - Graphic Design Production 3 Credits
- MGD 260 - Graphic Design Production II 3 Credits
- MGD 280 - Internship 3 Credits **OR**
- MGD 287 - Cooperative Education 3 Credits
- MGD 289 - Capstone 3 Credits
  Total: 60 credit hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Music Audio Technology, AAS
CIP 500913 (SOU1)

This Associate of Applied Science degree in Music Audio Technology prepares students for entry-level employment as an audio technician, and to provide supplemental training for persons currently employed in this occupation. The content includes, but is not limited to: computer music software applications, audio recording/production, and live sound engineering.

This program may transfer to other colleges or universities and apply toward a bachelor's degree. Contact the ACC Advising Office or a Faculty Advisor in the music department for details.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

General Education Courses (17 credit hours)

- ENG 121 - English Composition I: GT-CO1 3 Credits
- COM 125 - Interpersonal Communication 3 Credits
- MAT 120 - Mathematics for Liberal Arts: GT-MA1 4 Credits
- PHY 105 - Conceptual Physics w/Lab: GT-SC1 4 Credits
- SOC 101 - Introduction to Sociology I: GT-SS3 3 Credits

Core Music Courses (13 credit hours)

- MUS 110 - Music Theory I 3 Credits
- MUS 111 - Music Theory II 3 Credits
- MUS 112 - Ear Training and Sight-Singing I Lab 1 Credit
- MUS 113 - Ear Training and Sight-Singing II Lab 1 Credit
- MUS 131 - Music Class I 2 Credits (Piano)

Pick one of the following MUS 120 Level Courses: (3 credit hours)

- MUS 121 - Music History Medival thru Classical: GT-AH1 3 Credits
- MUS 122 - Music History Early Romantic Period to the Present: GT-AH1 3 Credits
- MUS 125 - History of Jazz: GT-AH1 3 Credits

Music Audio Technology Major (27 credit hours)

- MUS 108 - Principles of Acoustics 3 Credits
- MUS 161 - Computer Music Applications I 3 Credits
- MUS 162 - Computer Music Applications II 3 Credits
- MUS 163 - Music Audio Production I 3 Credits
- MUS 164 - Music Audio Production II 3 Credits
- MUS 167 - Music Business I 3 Credits
- MUS 241 - Private Instruction 1-2 Credits (Composition)
- MUS 260 - The Business of Live Music Performance 3 Credits
- MUS 265 - Live Audio Engineering 3 Credits
- MUS 284 - Internship 1-6 Credits

Electives (3 credit hours)

Applied Music & Ensembles Choose from below 3 Credits

- MUS 141 - Private Instruction (Specify) 1-2 Credits (Instrumental or Voice)
- MUS 142 - Private Instruction (Specify) 1-2 Credits (Instrumental or Voice)
- MUS 242 - Private Instruction 1-2 Credits (Instrumental or Voice)
- MUS 151 - Ensemble I 1 Credit
- MUS 152 - Ensemble II 1 Credit
- MUS 267 - Music Marketing Strategies 3 Credits

Total: 60 credit hours

Graduation Requirements

- All courses required for this A.A.S. degree must be completed with a grade of "C" or better to meet admission and graduation requirements.
- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.
- "Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information."

Nursing, AAS

CIP 513801 (NR1)

This program is designed to prepare ACC graduates for employment as registered nurses. The beginning professional nurse will have developed entry-level skills for employment in hospitals and other health care settings. Clinical nursing courses include supervised patient care experiences at a variety of health care agencies. For information about the nursing program application, go to http://www.arapahoe.edu/departments-and-programs/a-z-programs. Call 303.797.5939 or email nursing@arapahoe.edu with questions.

The Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN), formerly the National League for Nursing Accrediting Commission (NLNAC). The contact information for ACEN is: 3343 Peachtree Road NE, Suite 850 Atlanta Georgia 30326. The telephone number is 404.975.5000 and website is www.acenursing.org

The Nursing Program is approved by the Colorado State Board of Nursing (CSBON) located at 1560 Broadway, Suite 1350, Denver, CO 80202. CSBON's website is www.dora.state.co.us/nursing; the telephone number is 303.894.2430.

The Nursing Program is also approved by the State Board of Colorado Community College Occupational and Education Programs. Arapahoe Community College is accredited by The Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools (NCA).

Upon successful completion of program requirements, the graduate is eligible to take the NCLEX-RN (National Council of Licensure Examination - Registered Nursing). The website for information on the exam is http://www.ncsbn.org.

The ACC Nursing Program is housed in the School of Health and Public Services Division, office phone number is 303.797.5991. The Nursing Assistant's phone number is 303.797.5939.

Admission Requirements

Admission Requirements are briefly noted below - for detailed information and pertinent dates go to http://www.arapahoe.edu/departments-and-programs/a-z-programs/nursing-program-0

- Admission to Arapahoe Community College
- Nursing Program Application (different than application to ACC)
- Completion of ENG 121, PSY 235, BIO 201, HPR 108 or HWE 100, with a cumulative GPA for these classes of at least a 3.0
- Attend an Information session
- Complete Nursing Program Application
- Hold a CNA certificate in the State of Colorado
- HESI Nursing Entrance Exam is required for students. Students must score at least a 70 on reading comprehension, grammar, vocabulary, and

general knowledge under English Language and a 70 on the composite Math score.

Program Requirements

General Education Courses (29 credit hours)

- BIO 201 - Human Anatomy and Physiology I with Lab: GT-SC1 4 Credits *
- BIO 202 - Human Anatomy and Physiology II with Lab: GT-SC1 4 Credits *
- BIO 204 - Microbiology with Lab: GT-SC1 4 Credits (with lab) * **OR**
- BIO 208 - General College Microbiology: GT-SC1 5 Credits *
- ENG 121 - English Composition I: GT-CO1 3 Credits *
- PSY 235 - Human Growth and Development: GT-SS3 3 Credits *
- BIO 216 - Human Pathophysiology 4 Credits
- HPR 108 - Dietary Nutrition 1 Credit **OR**
- HWE 100 - Human Nutrition 3 Credits
- MAT 103 - Math for Clinical Calculations 3 Credits
- Select any Humanities or Social Behavioral Science Guaranteed Transfer (GT) Course

Note(s):

*The following courses, BIO 201, ENG 121, and PSY 235, and HPR 108 or HWE 100 (11-13 credit hours) must be taken prior to Nursing Program application submittal. They must be completed with a cumulative GPA of 3.0 with no grade less than a "C"

Major Courses (42.5 credit hours)

- NUR 106 - Medical-Surgical Nursing Concepts 7 Credits
- NUR 109 - Fundamentals of Nursing 6 Credits
- NUR 112 - Basic Concepts of Pharmacology 2 Credits
- NUR 150 - Maternal - Child Nursing 6 Credits
- NUR 206 - Advanced Concepts of M-S Nursing I 6.5 Credits
- NUR 211 - Psychiatric - Mental Health Nursing 4 Credits
- NUR 212 - Pharmacology II 2 Credits
- NUR 216 - Advanced Concepts M-S Nursing II 5 Credits
- NUR 230 - Transition to Professional Nursing Practice 4 Credits

Total: 71.5 credit hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information

gathering is a federal requirement to ensure that ACC receives certain federal funding.

Paralegal, AAS
CIP 220302 (LGA2)

Paralegals (Legal Assistants) play an important role in assisting attorneys to provide affordable legal services.

ACC's American Bar Association – approved Paralegal Program provides a solid foundation of knowledge and practical experience to prepare students for this profession. While paralegals may not practice law, they work under the supervision of attorneys in private law firms or businesses, as well as in many government agencies. Tasks performed by paralegals include interviewing, investigation, research, preparing legal forms, assisting attorneys in court and other activities.

Please contact the Paralegal Department Chair or Coordinator if you have questions about the academic requirements.

ABA Approval

The Paralegal Program has been approved by the American Bar Association since 1977. The approval process ensures that the program complies with the high academic standards of the American Bar Association. For questions about the approval process, the American Bar Association may be reached at 321 N. Clark St., Chicago, IL 60610, 312-988-5000.

Admission Requirements

- Admission to Arapahoe Community College
- Completion of all general education courses is required before students are allowed to register for paralegal (PAR) courses.
- Students must contact the Program Chair, full-time Faculty member or Program Coordinator for advising and program planning prior to enrolling in any PAR courses. Once this is accomplished students may enroll in PAR classes; enrollment in classes will not be permitted without such Program approval.
- Program approval is required in order to transfer in credit for paralegal classes (PAR) from other institutions; courses may be transferred to the program ONLY if they were taken from an ABA-approved program at a regionally accredited institution, and out-of-state courses may only be transferred in if the law content is not state-specific. A maximum of (nine) semester credit hours of paralegal courses (PAR) may be transferred in to ACC and such courses must be approved by the Paralegal Department Chair.
- The Paralegal Department expects all students in the paralegal program to abide by the code of ethics promulgated by the American Bar Association (ABA) and National Association of Legal Assistants (NALA). The code of ethics may

be viewed at www.americanbar.org and www.nala.org

Program Requirements

All general education classes must be successfully completed prior to taking PAR classes. PAR 115 must be taken the first semester a student begins taking paralegal (PAR) classes. All classes, except for PAR 115, have corequisites or prerequisites; see Course Descriptions. Students who are enrolled in at least one paralegal (PAR) class will be charged a program fee each semester.

General Education Courses (24 credit hours)

- COM 115 - Public Speaking 3 Credits **OR**
- COM 125 - Interpersonal Communication 3 Credits
- ENG 121 - English Composition I: GT-CO1 3 Credits
- ENG 122 - English Composition II: GT-CO2 3 Credits

Guaranteed Transfer (GT) Courses

Students must select additional general education classes from the Guaranteed Transfer (GT) courses as follows:

- GT Arts and Humanities 3 Credits
- GT Mathematics (MAT 120, MAT 121, MAT 122, MAT 135, MAT 201, MAT 202, or MAT 203) 3 Credits
- GT Physical Life Sciences 3 Credits
- GT Social and Behavioral Sciences 3 Credits
- GT Any additional GT courses 3 Credits

Major Courses (27 credit hours)

- PAR 110 - Legal Analysis 3 Credits
- PAR 114 - Computers and the Law 3 Credits
- PAR 115 - Introduction to Law 3 Credits
- PAR 116 - Torts 3 Credits
- PAR 118 - Contracts 3 Credits
- PAR 201 - Civil Litigation 3 Credits
- PAR 211 - Legal Research 3 Credits
- PAR 219 - E-Discovery and Litigation Technology 3 Credits
- PAR 287 - Cooperative Education 3 Credits

Elective Courses (9 credit hours)

Choose nine credit hours from the following:

- PAR 117 - Family Law 3 Credits
- PAR 125 - Property Law 3 Credits
- PAR 126 - Administrative Law 3 Credits
- PAR 127 - Legal Ethics 3 Credits
- PAR 202 - Evidence 3 Credits
- PAR 205 - Criminal Law 3 Credits
- PAR 206 - Business Organizations 3 Credits
- PAR 207 - Current Issues in the Law 3 Credits
- PAR 208 - Probate and Estates 3 Credits
- PAR 215 - Alternative Dispute Resolution 3 Credits
- PAR 216 - Employment Law 3 Credits
- PAR 217 - Environmental Law 3 Credits
- PAR 218 - Bankruptcy Law 3 Credits
- PAR 219 - E-Discovery and Litigation Technology 3 Credits
- PAR 227 - Immigration Law 3 Credits
- PAR 228 - Intellectual Property 3 Credits
- PAR - Any PAR Elective 3 Credits

Total: 60 credit hours

Progression and Course Completion

In order to progress through the Paralegal program:

- A student must successfully complete each course in the Paralegal curriculum (general education and paralegal classes) by achieving a grade of "C" or better
- If a student withdraws from a PAR class, this will be treated the same as a failure to successfully complete a course
- If a student earns a grade lower than a "C" in any PAR course, or withdraws from any PAR class, the student will be allowed to retake the course a maximum of one time.
- No more than two PAR classes may be retaken during the completion of the Paralegal program
- If a student is not successful, i.e., a "C" or higher grade on the re-take attempt, the student will be dismissed from the Paralegal program.
- If the student withdraws for reasons other than academic reasons, the student may provide documented proof of reasons and petition the Paralegal Program for an additional one-time opportunity to retake the class. Approval of the exception is strictly the decision of the Program Chair.

Graduation Requirements

- All paralegal and general courses required for the degree must be completed with a grade of "C" or better
- To graduate, students must have a cumulative GPA of 2.0 or higher
- Students must complete a Paralegal Exit Survey/Interview
- At least 27 (twenty-seven) hours of paralegal (PAR) courses must be taken at Arapahoe Community College
- Paralegal (PAR) courses must be taken within six years of a student's graduation. General education courses are not subject to this six-year requirement
- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at arapahoe.edu/gainful.

Paramedicine AAS
CIP 510904 (PMD)

This program is accredited by the Commission on Accreditation of Allied Health Educations Programs. This program is offered two times per year. Students have the option of attending full-time or part-time.

The Paramedicine Program has four components: Lecture, Lab, Clinical and Field Internships. This is approximately 1200 hours. The student must complete all coursework, lecture, lab, clinical and field internship, as well as pass all academic and practical components before sitting for the National Registry Examination.

The program is designed to educate workers in the field of Emergency Medical Services. Students should consult with an Emergency Medical Service Faculty Advisor early in their College career to explore all of their educational options. Students must earn a "C" or better in all EMS courses to graduate. All students must complete a criminal background check prior to enrolling in this program.

This program assists students in advancing their careers in the EMS systems.

All students enrolled in this program are encouraged to apply for graduation upon completion of the program.

Admission Requirements

- Admission to Arapahoe Community College
- The student must have the following to be considered for entrance into this program:
  - One year of documented EMT or Intermediate field experience
  - Basic ECG Interpretation class
  - IV Approval
  - Current American Heart Association Healthcare CPR certificate
  - Documentation of the following vaccinations: at least 2 HEP B vaccination (or Titer), 2 MMR vaccination (or Titer), Tetanus vaccination within the last 10 years, TB Skin Test, and Varicella (chicken pox)
- A Criminal Background Check is required for all EMS students. In the event the student background check reveals any disqualifying factors a student will be dismissed for the EMT program.
  View disqualifying events information. Please note: Criminal background checks require a fee and the applicant's social security number.
- Must receive acceptable scores on the following entrance exam:
  - NRST National Reasoning Science Test – Cost $40
    - EKG: minimum score of 70
    - EMT: minimum score of 70

Program Requirements
General Education Courses (21 credit hours)
- BIO 201 - Human Anatomy and Physiology I with Lab: GT-SC1 4 Credits
- BIO 202 - Human Anatomy and Physiology II with Lab: GT-SC1 4 Credits
- COM 125 - Interpersonal Communication 3 Credits **OR**
- COM 126 - Communication in Healthcare 3 Credits
- ENG 131 - Technical Writing I: GT-CO1 3 Credits
- MAT 108 - Technical Mathematics 4 Credits **OR** higher
- PSY 101 - General Psychology I: GT-SS3 3 Credits

Major Courses (45 credit hours)
- EMS 225 - Fundamentals of Paramedic Practice 3 Credits
- EMS 226 - Fundamentals of Paramedic Practice-Lab 2 Credits
- EMS 227 - Paramedic Special Considerations 3 Credits
- EMS 228 - Paramedic Special Considerations Lab 2 Credits
- EMS 229 - Paramedic Pharmacology 3 Credits
- EMS 230 - Paramedic Pharmacology Lab 2 Credits
- EMS 231 - Paramedic Cardiology 5 Credits
- EMS 232 - Paramedic Cardiology Lab 1 Credit
- EMS 233 - Paramedic Medical Emergencies 4 Credits
- EMS 234 - Paramedic Medical Emergencies Lab 1 Credit
- EMS 235 - Paramedic Trauma Emergencies 4 Credits
- EMS 236 - Paramedic Trauma Emergencies Lab 1 Credit
- EMS 237 - Paramedic Internship Preparatory 2 Credits
- EMS 280 - Paramedic Internship I 6 Credits
- EMS 281 - Paramedic Internship II 6 Credits
  Total: 66 credit hours

Graduation Requirements
- All courses required for this program must be completed with a "C" or better.
- All students enrolled in this program MUST apply for graduation upon completion of the program
- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Physical Therapist Assistant, AAS

CIP 510806 (PTA)

A Physical Therapist Assistant (PTA) is a health care provider working under the direction and supervision of a Physical Therapist. The PTA is involved in the treatment of individuals with muscular, skeletal, cardiopulmonary and nervous system disorders. The PTA may also be involved in injury prevention or programs specifically targeted toward individual or group wellness. The PTA is able to provide physical therapy services as specified in a care plan developed by a Physical Therapist. Treatment program implementation may include: therapeutic exercise, ambulation training, activities of daily living and administration of physical agents such as heat and cold.

The PTA program at Arapahoe Community College is accredited by the Commission on Accreditation of Physical Therapy Education (CAPTE), 1111 North Fairfax St., Alexandria, VA 22314; 703-706-3245; email: accreditation@apta.org; website: www.capteonline.org. If needing to contact the program/institution directly, please call 303 797-5897 or email pta@arapahoe.edu.

The program is five semesters in length with a summer term following the first year. Upon successful completion, the graduate is awarded an Associate of Applied Science degree.

To be eligible for PTA licensure/certification, in addition to being a graduate of an accredited program, individuals must successfully complete the National Physical Therapist Assistant Exam administered by the Federation of State Boards of Physical Therapy (www.fsbpt.org). For employment an employer may also require successful completion of a background check, drug screen, CPR certification and/or various vaccinations and immunizations.

Contact the School of Health and Public Services Office, Room A2000, 303.797.5855. Please refer to the PTA Program Information for application and placement test scores. You can contact the School Office by phone 303.797.5855 for a copy of the PTA Program Information. See further information online at https://www.arapahoe.edu/academics-programs/programs/physical-therapist-assistant

Admission Requirements

- Admission to Arapahoe Community College
- A minimum overall GPA of 2.5 to be considered in the selective admission
- The PTA program is selective admission that accepts a limited number of applicants each year. In order to qualify for consideration for admission into the PTA program, each applicant must submit the following:
  - Completed supplemental PTA program application. Applications are accepted between February 1 and May 15 each year.
- Official transcripts of general education courses completed sent directly from the issuing institution to Arapahoe Community College - Admissions and Records.
- Unofficial transcripts of general education courses completed attached to the PTA program application.
- ENG 121 and BIO 201 (or BIO 106) with a "C" or better are pre-requisites for PTA courses
- Students should have been assessed to be at college-level in English and Mathematics (see Student Resources and Services - Assessment in this Catalog)
- Minimum scores to be considered are:
- ACCUPLACER test:
  - at least 246 or higher in Next Generation Writing
  - at least 230 or higher in Next Generation QAS
- Three letters of recommendation on the required form.
- Documentation of work related or volunteer hours in Physical Therapy on the required form.
- Handwritten answers to the questions regarding the program, found in the application packet.
- BIO 106 or BIO 201 must have been completed in the last five years.

Program Requirements

General Education Courses (16 credit hours)

- BIO 201 - Human Anatomy and Physiology I with Lab: GT-SC1 4 Credits **OR**
- BIO 106 - Basic Anatomy and Physiology 4 Credits
- COM 115 - Public Speaking 3 Credits **OR**
- COM 125 - Interpersonal Communication 3 Credits *
- ENG 121 - English Composition I: GT-CO1 3 Credits
- PSY 101 - General Psychology I: GT-SS3 3 Credits
- PSY 235 - Human Growth and Development: GT-SS3 3 Credits

Note(s):
*Students planning to transfer their speech credit to another institution should complete COM 115.

Major Courses (59 credit hours)

- HPR 117 - Anatomical Kinesiology 3 Credits
- PTA 110 - Basic Patient Care in Physical Therapy 5 Credits
- PTA 115 - Principles and Practices in Physical Therapy 2 Credits
- PTA 117 - Anatomical Kinesiology Lab 2 Credits
- PTA 120 - Modalities in Physical Therapy 5 Credits
- PTA 124 - Rehab Principles of Medical I 2 Credits
- PTA 131 - Professional Communication I 1 Credit

- PTA 134 - Rehab Principles of Medical II 2 Credits
- PTA 135 - Principles of Electrical Stimulation 2 Credits
- PTA 140 - Clinical Kinesiology 5 Credits
- PTA 141 - Professional Communication II 1 Credit
- PTA 175 - The Language of Physical Therapy 1 Credit
- PTA 205 - Psychosocial Issues In Health Care 2 Credits
- PTA 230 - Orthopedic Assessment and Management Techniques 5 Credits
- PTA 240 - Neurological Assessment and Management Techniques 5 Credits
- PTA 278 - PTA Seminar 2 Credits
- PTA 280 - PTA Internship I 4 Credits
- PTA 281 - PTA Internship II 5 Credits
- PTA 282 - PTA Internship III 5 Credits

Total: 75 credit hours

Graduation Requirements

- All major, general education and other courses required for this degree must be completed with a "C" or better to meet graduation requirements.
- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Retail Management, AAS
CIP 521803 (RMNG)

This program is designed to provide students with the necessary skills to advance into management positions in the retail industry or to improve their current retail managerial skills. The program provides students with the business background needed to interact with vendors, handle marketing and strategic planning as well as manage staff.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

General Education Courses (15 credit hours)

- BUS 226 - Business Statistics 3 Credits **OR**
- MAT 107 - Career Math 3 Credits **OR**
- MAT 108 - Technical Mathematics 4 Credits **OR**
- MAT 112 - Financial Mathematics 3 Credits **OR**
- MAT 120 - Mathematics for Liberal Arts: GT-MA1 4 Credits **OR** higher
- CIS 115 - Introduction to Computer Information Systems 3 Credits **OR**

- CIS 118 - Introduction to PC Applications 3 Credits
- COM 115 - Public Speaking 3 Credits **OR**
- COM 125 - Interpersonal Communication 3 Credits
- ECO 201 - Principles of Macroeconomics: GT-SS1 3 Credits **OR**
- ECO 202 - Principles of Microeconomics: GT-SS1 3 Credits
- ENG 121 - English Composition I: GT-CO1 3 Credits

Major Courses (30 credit hours)

- BUS 115 - Introduction to Business 3 Credits
- BUS 217 - Business Communication and Report Writing 3 Credits
- MAN 116 - Principles of Supervision 3 Credits
- MAN 128 - Human Relations in Organizations 3 Credits
- MAN 224 - Leadership 3 Credits
- MAN 225 - Managerial Finance 3 Credits
- MAN 226 - Principles of Management 3 Credits
- MAR 111 - Principles of Sales 3 Credits
- MAR 117 - Principles of Retailing 3 Credits
- MAR 160 - Customer Service 3 Credits

Elective Courses (15 credit hours)

Students must choose 15 credit hours from the following:

- ACC 101 - Fundamentals of Accounting 3 Credits **OR**
- ACC 121 - Accounting Principles I 4 Credits
- BUS 216 - Legal Environment of Business 3 Credits
- BUS 241 - Cultural Diversity in Business 3 Credits
- MAN 200 - Human Resource Management I 3 Credits
- MAN 212 - Negotiation and Conflict Resolution 3 Credits
- MAN 215 - Organizational Behavior 3 Credits
- MAN 230 - Corporate Ethics and Social Responsibility 3 Credits
- MAN 240 - Strategic Management 3 Credits
- MAR 216 - Principles of Marketing 3 Credits
- MAR 235 - Consumer Behavior 3 Credits

Total: 60 credit hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Secure Software Development AAS
CIP110202

The Secure Software Development degree combines skills in computer programming, software assurance, and database development fundamentals. A degree in Secure Software can provide jobs under the title of Computer Systems Analysts, Software Quality Assurance Engineers and Testers, Computer Programmers, Software Developer, and Information Security Analysts.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

General Education Courses (22 credit hours)

- ENG 121 - English Composition I: GT-CO1 3 Credits
- MAT 121 - College Algebra: GT-MA1 4 Credits
- Choose one business course from the following (3 Credits): BUS 115, BUS 120, BUS 216, BUS 226, ACC 121
- ENG 122 - English Composition II: GT-CO2 3 Credits **OR**
- ENG 131 - Technical Writing I: GT-CO1 3 Credits
- COM 115 - Public Speaking 3 Credits **OR**
- COM 125 - Interpersonal Communication 3 Credits
- Choose six credits from the following areas (6 Credits):
  Arts and Humanities (ART, FRE, GER, HUM, ITA, JPN, LIT, MUS, PHI, RUS, SPA, THE)
  Nature and Physical Sciences (AST, BIO, CHE, ENV, GEY, PHY, SCI)
  Social and Behavioral Sciences (ANT, ECO, GEO, HIS, POS, PSY, SOC)

Major Courses (33 credit hours)

- CSC 119 - Introduction to Programming 3 Credits
- CIS 220 - Fundamentals of UNIX 3 Credits
- CIS 240 - Database Design and Development 3 Credits
- CIS 243 - Introduction to SQL 3 Credits
- CIS 268 - Systems Analysis and Design I 3 Credits
- CSC 160 - Computer Science I (Language) 4 Credits
- CSC 225 - Computer Architecture/Assembly Language Programming 4 Credits
- CSC 161 - Computer Science II (Language) 4 Credits
- CSC 129 - Introduction to Secure Coding 3 Credits
- CSC 245 - Secure Software Development: (Language) 3 Credits

Restricted Electives (6 credits)

Choose six credits from the following:

- CNG 101 - Networking Fundamentals 3 Credits
- CNG 131 - Principles of Information Assurance 3 Credits
- CNG 132 - Network Security Fundamentals 3 Credits

- CSC 217 - Advanced Python Programming 3 Credits
- CSC 240 - Java Programming 3 Credits
- CSC 241 - Advanced Java Programming 3 Credits
- CSC 246 - Mobile App Development 3 Credits
- CSC 280 - Internship 3 Credits
- CIS 289 - Capstone 3 Credits
- Faculty Advisor-approved elective (3 credits)
  Total: 61 credit hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Associate of General Studies

Associate of General Studies

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

General Education Courses (33 credit hours)

Written Communications (6 credit hours)

Please select two of the following ENG courses:

- ENG 121 - English Composition I: GT-CO1 3 Credits **OR**
- ENG 122 - English Composition II: GT-CO2 3 Credits **OR**
- ENG 131 - Technical Writing I: GT-CO1 3 Credits **AND**

Please select one of the following COM courses:

Oral Communications (3 credit hours)

- COM 115 - Public Speaking 3 Credits **OR**
- COM 125 - Interpersonal Communication 3 Credits **OR**
- COM 225 - Organizational Communication 3 Credits

Arts and Humanities (9 credit hours)

- ART 110 - Art Appreciation: GT-AH1 3 Credits
- ART 111 - Art History I Ancient to Medieval: GT-AH1 3 Credits
- ART 112 - Art History II Renaissance to Modern: GT-AH1 3 Credits
- ART 121 - Drawing I 3 Credits
- ART 124 - Watercolor I 3 Credits
- ART 133 - Jewelry and Metalwork I 3 Credits
- ART 138 - Film Photography I 3 Credits

- ART 151 - Painting I 3 Credits
- ART 161 - Ceramics I 3 Credits
- ART 207 - Art History-1900 to Present: GT-AH1 3 Credits
- ASL 121 - American Sign Language I 5 Credits
- ASL 122 - American Sign Language II 5 Credits
- COM 115 - Public Speaking 3 Credits
- COM 125 - Interpersonal Communication 3 Credits
- COM 225 - Organizational Communication 3 Credits
- FOL - ARA, CHI, FRE, GER, JPN, SPA, 111-112 5 Credits
- FOL - FRE, JPN, SPA 211 (GT-AH4) 3 Credits
- FOL - FRE, JPN, SPA 212 (GT-AH4) 3 Credits
- HUM 115 - World Mythology: GT-AH2 3 Credits
- HUM 121 - Humanities: Early Civilization: GT-AH2 3 Credits
- HUM 122 - Humanities: Medieval -- Modern: GT-AH2 3 Credits
- HUM 123 - Humanities: The Modern World: GT-AH2 3 Credits
- LIT 115 - Introduction to Literature: GT-AH2 3 Credits
- LIT 201 - World Literature to 1600: GT-AH2 3 Credits
- LIT 202 - World Literature After 1600: GT-AH2 3 Credits
- LIT 205 - Ethnic Literature: GT-AH2 3 Credits
- LIT 211 - American Literature to the Civil War: GT-AH2 3 Credits
- LIT 212 - American Literature after the Civil War: GT-AH2 3 Credits
- LIT 221 - British Literature to 1770: GT-AH2 3 Credits
- LIT 222 - British Literature Since 1770: GT-AH2 3 Credits
- LIT 225 - Introduction to Shakespeare: GT-AH2 3 Credits
- LIT 255 - Children's Literature 3 Credits
- MUS 100 - Music Theory Fundamentals I 3 Credits
- MUS 120 - Music Appreciation: GT-AH1 3 Credits
- MUS 121 - Music History Medieval thru Classical: GT-AH1 3 Credits
- MUS 122 - Music History Early Romantic Period to the Present: GT-AH1 3 Credits
- MUS 123 - Survey of World Music: GT-AH1 3 Credits
- MUS 125 - History of Jazz: GT-AH1 3 Credits
- PHI 111 - Introduction to Philosophy: GT-AH3 3 Credits
- PHI 112 - Ethics: GT-AH3 3 Credits
- PHI 113 - Logic: GT-AH3 3 Credits
- PHI 114 - Comparative Religions: GT-AH3 3 Credits
- PHI 214 - Philosophy of Religion: GT-AH3 3 Credits
- THE 105 - Theatre Appreciation: GT-AH1 3 Credits
- THE 211 - Development of Theatre - Greek Renaissance: GT-AH1 3 Credits
- THE 212 - Development of Theatre Restoration to Modern: GT-AH1 3 Credits

History (3 credit hours)
- HIS 101 - Western Civilization Antiquity-1650: GT-HI1 3 Credits
- HIS 102 - Western Civilization: 1650-Present: GT-HI1 3 Credits
- HIS 111 - the World: Antiquity-1500: GT-HI1 3 Credits
- HIS 112 - the World: 1500-Present: GT-HI1 3 Credits
- HIS 121 - US History to Reconstruction: GT-HI1 3 Credits
- HIS 122 - US History since the Civil War: GT-HI1 3 Credits
- HIS 208 - American Indian History GT-HI1 3 Credits
- HIS 225 - Colorado History: GT-HI1 3 Credits
- HIS 236 - US History since 1945: GT-HI1 3 Credits
- HIS 245 - US in the World: GT-HI1 3 Credits
- HIS 247 - 20th Century World History: GT-HI1 3 Credits
- HIS 255 - The Middle Ages GT-HI1 3 Credits
- HIS 260 - US Foreign Relations History: GT-HI1 3 Credits

Social and Behavioral Sciences (6 credit hours)
- ANT 101 - Cultural Anthropology: GT-SS3 3 Credits
- ANT 107 - Introduction to Archeology: GT-SS3 3 Credits
- ANT 111 - Biological Anthropology with Lab: GT-SC1 4 Credits
- ANT 215 - Native Peoples of North America: GT-SS3 3 Credits
- CRJ 110 - Intro to Criminal Justice GT: SS3 3 Credits
- ECO 101 - Economics of Social Issues: GT-SS1 3 Credits
- ECO 105 - Introduction to Economics 3 Credits
- ECO 201 - Principles of Macroeconomics: GT-SS1 3 Credits
- ECO 202 - Principles of Microeconomics: GT-SS1 3 Credits
- GEO 105 - World Regional Geography: GT-SS2 3 Credits
- GEO 106 - Human Geography: GT-SS2 3 Credits

- JOU 105 - Introduction to Mass Media: GT-SS3 3 Credits
- POS 105 - Introduction to Political Science: GT-SS1 3 Credits
- POS 111 - American Government: GT-SS1 3 Credits
- POS 125 - American State & Local Government GT-SS1 3 Credits
- POS 205 - International Relations: GT-SS1 3 Credits
- POS 225 - Comparative Government: GT-SS1 3 Credits
- PSY 101 - General Psychology I: GT-SS3 3 Credits
- PSY 102 - General Psychology II: GT-SS3 3 Credits
- PSY 116 - Stress Management 3 Credits
- PSY 205 - Psychology of Gender: GT-SS3 3 Credits
- PSY 226 - Social Psychology: GT-SS3 3 Credits
- PSY 235 - Human Growth and Development: GT-SS3 3 Credits
- PSY 238 - Child Development: GT-SS3 3 Credits
- PSY 249 - Abnormal Psychology GT-SS3 3 Credits
- SOC 101 - Introduction to Sociology I: GT-SS3 3 Credits
- SOC 102 - Introduction to Sociology II: GT-SS3 3 Credits
- SOC 205 - Sociology and Family Dynamics: GT-SS3 3 Credits
- SOC 215 - Contemporary Social Problems (GT-SS3) 3 Credits
- SOC 220 - Sociology of Religion: GT-SS3 3 Credits

Natural and Physical Sciences (3 credit hours)
- AST 101 - Planetary Astronomy with Lab: SC1 4 Credits
- AST 102 - Stellar Astronomy with Lab: SC1 4 Credits
- BIO 105 - Science of Biology: GT-SC1 4 Credits
- BIO 111 - General College Biology with Lab: GT-SC1 5 Credits
- BIO 112 - General College Biology II with Lab: GTSC1 5 Credits
- BIO 115 - Human Genetics 3 Credits
- BIO 201 - Human Anatomy and Physiology I with Lab: GT-SC1 4 Credits
- BIO 202 - Human Anatomy and Physiology II with Lab: GT-SC1 4 Credits
- BIO 204 - Microbiology with Lab: GT-SC1 4 Credits
- BIO 221 - Botany: GT-SC1 5 Credits
- CHE 101 - Introduction to Chemistry I with Lab: GTSC1 5 Credits

- CHE 102 - Introduction to Chemistry II (GT-SC1) 5 Credits
- CHE 111 - General College Chemistry I: GT-SC1 5 Credits
- CHE 112 - General College Chemistry II: GT-SC1 5 Credits
- CIS 115 - Introduction to Computer Information Systems 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- CSC 150 - Visual Basic Programming 3 Credits
- CSC 160 - Computer Science I (Language) 4 Credits
- CSC 161 - Computer Science II (Language) 4 Credits
- ENV 101 - Environmental Science w/Lab: GT-SC1 4 Credits
- ENV 110 - Natural Disasters: GT-SC2 3 Credits
- GEO 111 - Physical Geography: Landforms w/Lab: GT-SC1 4 Credits
- GEO 112 - Physical Geography - Weather, Climate and Ecosystems w/Lab: GT-SC1 4 Credits
- GEY 111 - Physical Geology w/Lab: GT-SC1 4 Credits
- GEY 112 - Historical Geology w/Lab: GT-SC1 4 Credits
- GEY 135 - Environmental Geology w/Lab: GT-SC1 4 Credits
- MET 150 - General Meteorology w/Lab: GT-SC1 4 Credits
- PHY 105 - Conceptual Physics w/Lab: GT-SC1 4 Credits
- PHY 111 - Physics: Algebra-Based I: With Lab: GTSC1 5 Credits
- PHY 112 - Physics: Algebra-Based II with Lab: GTSC1 5 Credits
- PHY 211 - Physics: Calculus-Based I with Lab: GTSC1 5 Credits
- PHY 212 - Physics: Calculus-Based II With Lab: GTSCI 5 Credits
- SCI 155 - Integrated Science I-Physics and Chemistry: GT-SC1 4 Credits
- SCI 156 - Integrated Science II-Earth and Life Science: GT-SC1 4 Credits

Mathematics (3 credit hours)
- MAT 120 - Mathematics for Liberal Arts: GT-MA1 4 Credits
- MAT 121 - College Algebra: GT-MA1 4 Credits
- MAT 122 - College Trigonometry: GT-MA1 3 Credits
- MAT 123 - Finite Mathematics: GT-MA1 4 Credits
- MAT 125 - Survey of Calculus: GT-MA1 4 Credits
- MAT 135 - Introduction to Statistics: GT-MA1 3 Credits

- MAT 155 - Integrated Math I 3 Credits
- MAT 156 - Integrated Math II 3 Credits
- MAT 201 - Calculus I: GT-MA1 5 Credits
- MAT 202 - Calculus II: GT-MA1 5 Credits
- MAT 265 - Differential Equations: GT-MA1 3 Credits

Elective Courses (27 credit hours)

Selected from any credit-bearing course numbered at 100 or above that is offered by the College.

- MAT 120 **OR** above
- ENG 121 **OR** above
- Foreign Language must be numbered 111-112, 211-212, ASL 121-ASL 123, SPA 114, GER 101.

Total: 60 credit hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.

Colorado's Guaranteed Transfer Courses

In 2001, the Colorado General Assembly established that 35-37 general education credits will transfer among all Colorado public higher-education institutions.

NOTE: Classes denoted with an * are currently not offered at Arapahoe Community College.

Grades of "C" or better are required for guaranteed transfer to any four-year public institution in Colorado. Transferability of courses, including those with grades of "D," to outside colleges or universities outside of Colorado is determined by the receiving institution.

Note: For more information on GT designators such as "GT-CO1" or "GT-MA1" please see Colorado GT Courses.

Program Requirements

Arts & Humanities, History, Social & Behavioral Sciences (15 credits)

To reach a minimum of 15 credits, please select 1 additional course (minimum 3 credits) in Arts & Humanities or History or Social & Behavioral Sciences.

Arts and Humanities (6-9 credits)

Literature and Humanities

- HUM 103 - Introduction to Film Art GT: AH2 3 Credits
- HUM 115 - World Mythology: GT-AH2 3 Credits
- HUM 121 - Humanities: Early Civilization: GT-AH2 3 Credits
- HUM 122 - Humanities: Medieval -- Modern: GT-AH2 3 Credits
- HUM 123 - Humanities: The Modern World: GT-AH2 3 Credits
- LIT 115 - Introduction to Literature: GT-AH2 3 Credits

- LIT 201 - World Literature to 1600: GT-AH2 3 Credits
- LIT 202 - World Literature After 1600: GT-AH2 3 Credits
- LIT 205 - Ethnic Literature: GT-AH2 3 Credits
- LIT 211 - American Literature to the Civil War: GT-AH2 3 Credits
- LIT 212 - American Literature after the Civil War: GT-AH2 3 Credits
- LIT 221 - British Literature to 1770: GT-AH2 3 Credits
- LIT 222 - British Literature Since 1770: GT-AH2 3 Credits
- LIT 225 - Introduction to Shakespeare: GT-AH2 3 Credits
- LIT 246 - Literature of Women (GT-AH2) *
- LIT 259 - Survey of African American Literature: GTAH2 3 Credits
- LIT 268 - Celtic Literature: GT-AH2 3 Credits *

Ways of Thinking

- PHI 111 - Introduction to Philosophy: GT-AH3 3 Credits
- PHI 112 - Ethics: GT-AH3 3 Credits
- PHI 113 - Logic: GT-AH3 3 Credits
- PHI 114 - Comparative Religions: GT-AH3 3 Credits
- PHI 115 - World Religions - West: GT-AH3 3 Credits
- PHI 116 - World Religions - East: GT-AH3 3 Credits
- PHI 214 - Philosophy of Religion: GT-AH3 3 Credits
- PHI 205 - Business Ethics: GT-AH3 3 Credits
- PHI 218 - Environmental Ethics GT-AH3 3 Credits
- PHI 220 - Philosophy of Death and Dying (GT-AH3) *

World Languages

- FRE 211 - French Language III: GT-AH4 3 Credits
- FRE 212 - French Language IV: GT-AH4 3 Credits
- GER 211 - German Language III: GT-AH4 3 Credits
- GER 212 - German Language IV (GT-AH4) *
- ITA 211 - Italian Language III (GT-AH4) *
- ITA 212 - Italian Language IV (GT-AH4) *
- JPN 211 - Japanese Language III: GT-AH4 3 Credits
- JPN 212 - Japanese Language IV: GT-AH4 3 Credits
- RUS 211 - Russian Language III (GT-AH4) *
- RUS 212 - Russian Language IV (GT-AH4) *
- SPA 211 - Spanish Language III: GT-AH4 3 Credits

- SPA 212 - Spanish Language IV: GT-AH4 3 Credits

Arts and Expression
- ART 110 - Art Appreciation: GT-AH1 3 Credits
- ART 111 - Art History I Ancient to Medieval: GT-AH1 3 Credits
- ART 112 - Art History II Renaissance to Modern: GT-AH1 3 Credits
- ART 207 - Art History-1900 to Present: GT-AH1 3 Credits
- DAN 125 - History of Dance I (GT-AH1) *
- MUS 120 - Music Appreciation: GT-AH1 3 Credits
- MUS 121 - Music History Medieval thru Classical: GT-AH1 3 Credits
- MUS 122 - Music History Early Romantic Period to the Present: GT-AH1 3 Credits
- MUS 123 - Survey of World Music: GT-AH1 3 Credits
- MUS 125 - History of Jazz: GT-AH1 3 Credits
- THE 105 - Theatre Appreciation: GT-AH1 3 Credits
- THE 108 - Theatre Script Analysis (GT-AH1) *
- THE 211 - Development of Theatre - Greek Renaissance: GT-AH1 3 Credits
- THE 212 - Development of Theatre Restoration to Modern: GT-AH1 3 Credits
- THE 215 - Playwriting: GT-AH1 3 Credits

History (3-6 Credits)
- HIS 101 - Western Civilization Antiquity-1650: GT-HI1 3 Credits
- HIS 102 - Western Civilization: 1650-Present: GT-HI1 3 Credits
- HIS 111 - the World: Antiquity-1500: GT-HI1 3 Credits
- HIS 112 - the World: 1500-Present: GT-HI1 3 Credits
- HIS 121 - US History to Reconstruction: GT-HI1 3 Credits
- HIS 122 - US History since the Civil War: GT-HI1 3 Credits
- HIS 203 - Civil War Era in American History GT-HI1 3 Credits *
- HIS 205 - Women in World History (GT-HI1) *
- HIS 207 - American Environmental History (GT-HI1) *
- HIS 208 - American Indian History GT-HI1 3 Credits
- HIS 225 - Colorado History: GT-HI1 3 Credits
- HIS 235 - History of the American West GT: HI1 3 Credits
- HIS 236 - US History since 1945: GT-HI1 3 Credits
- HIS 243 - History Of Modern China (GT-HI1) *
- HIS 244 - History of Latin America (GT-HI1) *
- HIS 245 - US in the World: GT-HI1 3 Credits

- HIS 247 - 20th Century World History: GT-HI1 3 Credits
- HIS 249 - History Islamic Civilization (GT-HI1) *
- HIS 250 - African American History (GT-HI1) *
- HIS 251 - The History of Christianity in the World (GT:HI1) *
- HIS 255 - The Middle Ages GT-HI1 3 Credits
- HIS 260 - US Foreign Relations History: GT-HI1 3 Credits

Social and Behavioral Sciences (6-9 credits)

Economic or Political Systems
- AGE 102 - Agriculture Economics (GT-SS1) *
- ECO 101 - Economics of Social Issues: GT-SS1 3 Credits
- ECO 201 - Principles of Macroeconomics: GT-SS1 3 Credits
- ECO 202 - Principles of Microeconomics: GT-SS1 3 Credits
- ECO 211 - Gender in the Economy (GT-SS1) *
- ECO 245 - Environmental Economics: GT-SS1 3 Credits
- POS 105 - Introduction to Political Science: GT-SS1 3 Credits
- POS 111 - American Government: GT-SS1 3 Credits
- POS 125 - American State & Local Government GT-SS1 3 Credits
- POS 205 - International Relations: GT-SS1 3 Credits
- POS 215 - Current Political Issues 3 Credits
- POS 225 - Comparative Government: GT-SS1 3 Credits

Geography
- GEO 105 - World Regional Geography: GT-SS2 3 Credits
- GEO 106 - Human Geography: GT-SS2 3 Credits

Human Behavior, Culture or Social Frameworks
- AGR 260 - World Interdependence: Population and Food (GT-SS3) *
- ANT 101 - Cultural Anthropology: GT-SS3 3 Credits
- ANT 102 - Cultural Anthropology Laboratory (GT-SS3) *
- ANT 103 - Archeology Laboratory (GT-SS3) *
- ANT 104 - Physical Anthropology Lab: GT-SS3 1 Credit
- ANT 107 - Introduction to Archeology: GT-SS3 3 Credits
- ANT 108 - Archeology of World Rock Art (GT-SS3) *
- ANT 201 - Introduction to Forensic Anthropology (GTSS3) *
- ANT 215 - Native Peoples of North America: GT-SS3 3 Credits

- ANT 225 - Anthropology of Religion GT-SS3 3 Credits
- COM 220 - Intercultural Communication: GT-SS3 3 Credits
- CRJ 110 - Intro to Criminal Justice GT: SS3 3 Credits
- ETH 200 - Introduction to Ethnic Studies (GT-SS3) *
- JOU 105 - Introduction to Mass Media: GT-SS3 3 Credits
- PSY 101 - General Psychology I: GT-SS3 3 Credits
- PSY 102 - General Psychology II: GT-SS3 3 Credits
- PSY 205 - Psychology of Gender: GT-SS3 3 Credits
- PSY 217 - Human Sexuality: GT-SS3 3 Credits
- PSY 226 - Social Psychology: GT-SS3 3 Credits
- PSY 227 - Psychology of Death and Dying (GT-SS3) *
- PSY 235 - Human Growth and Development: GT-SS3 3 Credits
- PSY 238 - Child Development: GT-SS3 3 Credits
- PSY 240 - Health Psychology (GT- SS3) *
- PSY 249 - Abnormal Psychology GT-SS3 3 Credits
- PSY 265 - Psychology of Personality (GT-SS3) *
- SOC 101 - Introduction to Sociology I: GT-SS3 3 Credits
- SOC 102 - Introduction to Sociology II: GT-SS3 3 Credits
- SOC 205 - Sociology and Family Dynamics: GT-SS3 3 Credits
- SOC 207 - Environmental Sociology: GT-SS3 3 Credits *
- SOC 215 - Contemporary Social Problems (GT-SS3) *
- SOC 216 - Sociology of Gender (GT-SS3) *
- SOC 218 - Sociology of Diversity: GT-SS3 3 Credits
- SOC 220 - Sociology of Religion: GT-SS3 3 Credits
- SOC 231 - The Sociology of Deviant Behavior: GTSS3 3 Credits
- SOC 237 - Sociology of Death and Dying (GT-SS3) *
- WST 200 Introduction to Women's Studies (GT-SS3) *
- WST 225 Women and Social Action (GT-SS3) *
- WST 240 Goddesses and Women of the Ancient World (GT-SS3) *
- WST 249 Women's Sexuality (GT-SS3) *

Mathematics (3-5 credits)
- MAT 120 - Mathematics for Liberal Arts: GT-MA1 4 Credits
- MAT 121 - College Algebra: GT-MA1 4 Credits
- MAT 122 - College Trigonometry: GT-MA1 3 Credits
- MAT 123 - Finite Mathematics: GT-MA1 4 Credits
- MAT 125 - Survey of Calculus: GT-MA1 4 Credits
- MAT 135 - Introduction to Statistics: GT-MA1 3 Credits
- MAT 166 - Pre-Calculus: GT-MA1 5 Credits
- MAT 201 - Calculus I: GT-MA1 5 Credits
- MAT 202 - Calculus II: GT-MA1 5 Credits
- MAT 203 - Calculus III: GT-MA1 4 Credits
- MAT 204 - Calculus III with Engineering Applications: GT-MA1 5 Credits
- MAT 215 - Discrete Mathematics (GT-MA1) *
- MAT 261 - Differential Equations with Engineering Applications: GT-MA1 4 Credits
- MAT 265 - Differential Equations: GT-MA1 3 Credits

Communication (6 credits)
- ENG 121 - English Composition I: GT-CO1 3 Credits
- ENG 122 - English Composition II: GT-CO2 3 Credits
- ENG 131 - Technical Writing I: GT-CO1 3 Credits
- ENG 201 - English Composition III: GT-CO3 3 Credits
- HIS 265 - Writing About History (GT-CO3) *

Natural and Physical Sciences (7-10 credits)
- AGY 240 - Introductory Soil Science with Lab (GT-SC1) *
- ANT 111 - Biological Anthropology with Lab: GT-SC1 4 Credits
- AST 101 - Planetary Astronomy with Lab: SC1 4 Credits
- AST 102 - Stellar Astronomy with Lab: SC1 4 Credits
- AST 150 - Astrobiology (GT-SC2) *
- AST 155 - Astronomy Ancient Cultures GT-SC2 3 Credits
- AST 160 - Cosmology: The Big Bang the End of Time 3 Credits
- BIO 103 - Principles of Animal Biology: GT-SC2 3 Credits
- BIO 104 - Biology: A Human Approach (GT:SC1)
- BIO 105 - Science of Biology: GT-SC1 4 Credits
- BIO 111 - General College Biology with Lab: GT-SC1 5 Credits
- BIO 112 - General College Biology II with Lab: GTSC1 5 Credits
- BIO 116 - Introduction to Human Disease: GT-SC2 3 Credits
- BIO 201 - Human Anatomy and Physiology I with Lab: GT-SC1 4 Credits
- BIO 202 - Human Anatomy and Physiology II with Lab: GT-SC1 4 Credits

- BIO 204 - Microbiology with Lab: GT-SC1 4 Credits
- BIO 208 - General College Microbiology: GT-SC1 5 Credits
- BIO 220 - General Zoology: GT-SC1 5 Credits
- BIO 221 - Botany: GT-SC1 5 Credits
- BIO 224 - Genetics (GT:SC1)
- CHE 101 - Introduction to Chemistry I with Lab: GTSC1 5 Credits
- CHE 102 - Introduction to Chemistry II with Lab (GT-SC1)
- CHE 105 - Chemistry in Context with Lab (GT-SC1) *
- CHE 111 - General College Chemistry I: GT-SC1 5 Credits
- CHE 112 - General College Chemistry II: GT-SC1 5 Credits
- ENV 101 - Environmental Science w/Lab: GT-SC1 4 Credits
- ENV 110 - Natural Disasters: GT-SC2 3 Credits
- GEO 111 - Physical Geography: Landforms w/Lab: GT-SC1 4 Credits
- GEO 112 - Physical Geography - Weather, Climate and Ecosystems w/Lab: GT-SC1 4 Credits
- GEY 108 - Geology of US National Parks (GT-SC2) *
- GEY 111 - Physical Geology w/Lab: GT-SC1 4 Credits
- GEY 112 - Historical Geology w/Lab: GT-SC1 4 Credits
- GEY 135 - Environmental Geology w/Lab: GT-SC1 4 Credits
- MET 150 - General Meteorology w/Lab: GT-SC1 4 Credits
- NRE 251 - General Oceanography with Lab (GT-SC1) *
- PHY 105 - Conceptual Physics w/Lab: GT-SC1 4 Credits
- PHY 107 - Energy Science & Technology w Lab (GTSC1)*
- PHY 111 - Physics: Algebra-Based I: With Lab: GTSC1 5 Credits
- PHY 112 - Physics: Algebra-Based II with Lab: GTSC1 5 Credits
- PHY 211 - Physics: Calculus-Based I with Lab: GTSC1 5 Credits
- PHY 212 - Physics: Calculus-Based II With Lab: GTSCI 5 Credits
- SCI 105 - Science in Society (GT-SC2) *
- SCI 155 - Integrated Science I-Physics and Chemistry: GT-SC1 4 Credits **
- SCI 156 - Integrated Science II-Earth and Life Science: GT-SC1 4 Credits **

Note(s):

**Students MUST successfully pass BOTH* SCI 155 & SCI 156 *to satisfy the gtPathways science requirement*

Graduation Requirements
- To graduate, students must apply for graduation and complete the graduation survey (available via myACC). (form available at www.arapahoe.edu/graduation)
- After applying for graduation, all correspondence to a student about the status of their program conferral will be sent to their student email address only.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Degree Requirements

General Education

All students receiving degrees from Arapahoe Community College should achieve a general education component to their education. ACC has determined that the following list reflects the expected outcomes of this general education component:

Preparing learners for life success is an important commitment at Arapahoe Community College. These learning outcomes address the knowledge, skills and values that are fundamental to the personal and professional growth of our students, employees and community.

Communication — Construct, deliver, and engage in effective, knowledgeable communication for a variety of audiences and purposes.

Information Management — Identify, retrieve and synthesize information in order to think critically, reason creatively and make informed judgments.

Personal Development — Identify and continually develop one's aptitudes and abilities in pursuit of goals.

Responsibility and Accountability — Employ personal and social accountability, recognize ethical issues, practice ethical behavior, and balance personal freedom with the interest of the community.

Quantitative Reasoning — Retrieve, interpret and evaluate information and numerical concepts to determine trends, make predictions, and develop informed opinions.

Cultural Awareness — Identify, distinguish, or express a diversity of aesthetic, cultural, and historical perspectives.

Through its college-wide assessment activities, Arapahoe Community College is constantly working to ensure that its graduates have all of these skills required by the degree program.

Customized Articulation

In addition to our transferable Associate of Arts and Associate of Science degrees, the College has established customized transfer articulation agreements for the following "normal" nontransferable programs. This

allows students to transfer directly into public four-year degree programs. Please meet with an Advisor to ensure correct course selection to meet transfer agreement requirements. CCCS articulation agreements can be found at http://highered.colorado.gov/Academics/Transfers/Students.html.

The Community Colleges of Colorado are approved to offer one Associate of Arts degree, one Associate of Science degree, and one Associate of General Studies degree. All degrees have a generic major of liberal arts. While the Catalog may indicate areas of emphasis for the A.A., A.S. and A.G.S degrees, all official documents and diplomas issued by the College will only indicate the awarding of an A.A., A.S. and A.G.S. degrees, without any indication of an area of emphasis.

Your A.A. or A.S. Degree May Transfer to all Colorado Public 4-Year Colleges and Universities (Statewide Transfer Articulation Agreements/Degrees with Designation)

The agreement among Colorado public colleges and universities guarantees that when you complete your A.A. or A.S. degree with at least 60 credit hours of gtPathways (GT – Guaranteed Transfer) coursework and a grade of "C" or better in every course, your work will transfer to Colorado public colleges and universities.

If you complete the appropriate courses for your major, you may be able to finish your bachelor's degree in an additional 60 credits. The A.A./A.S. transfer agreement applies to courses completed at ACC; the transfer of credits from private, non-accredited, out-of-state institutions or the awarding of credit from non-credit bearing courses, or courses that are over 10 years old, or credit earned for prior learning, Advanced Placement, correspondence courses, CLEP and other tested-only credit, may transfer to the four-year school, but are not guaranteed to transfer. The institution you wish to transfer to will evaluate these credits according to its own policies; contact the four-year institution for more information. To finish within two years at Arapahoe Community College depends on the number of credits you take each semester, the course sequencing in your major and course availability. This agreement does not apply to Nursing, Teacher Education or Engineering. These majors have statewide articulations with specific lower division requirements.

Numerous Statewide Transfer Articulation Agreements/Degrees of Designation (DWD) exist, allowing certain A.A. and A.S. degrees in such areas as A.A. in Anthropology, Art History, Business, Communication, Criminal Justice, Economics, Early Childhood Teacher Education, English, Elementary Teacher Education, French, Geography, History, Music, Philosophy, Political Science, Psychology, Studio Art, Sociology, and Spanish and A.S. in Biology, Chemistry, Fermentation, Geology, Mathematics, Physics, and Psychology . Students who complete the prescribed curriculum and graduate with one of these A.A. or A.S. degrees of designation at ACC are guaranteed to complete the designated baccalaureate degree program at any public four-year college and university that offers that program within the minimum number of credits designated by the Colorado Commission on Higher Education at http://highered.colorado.gov/Academics/Transfers/Students.html. Certain limitations and restrictions apply; contact the Advising Office for more information. Save time by seeing your Transfer Advisor as soon as possible for "transfer guides." The guides will show you which lower division courses are required for articulation programs. They will also show which lower division courses are best suited for your intended major and you can be sure to complete the prerequisites for sequenced coursework before transferring to a four-year school.

Great Books Program

ACC is honored to be one of only five community colleges in the University of Chicago's Great Books Consortium. The program encourages students to engage in conversation about the most influential ideas contained in western civilization's masterpieces of literature, history and philosophy.

In Great Books sections at least half the readings are by authors recognized by the Encyclopedia Britannica's great authors list as primary voices in their fields. For instance, in psychology, in addition to reading about the meaning of Sigmund Freud's dream symbolism, you might read some of Freud's own Interpretation of Dreams. In math you might read some of Newton's or Euclid's writings, while in Economics you might read from the work of the economist Thorsten Veblen.

If you complete four Great Books classes with a B or better in each class, you will receive a Great Books Achievement Certificate and be honored at the College's Arts and Letters Awards ceremony in the spring. Your certificate, like any other academic honor, can help you with transfer and eligibility for scholarships.

You can find out more about ACC's Great Books Program, faculty, and Student Club through ACC's Website at http://www.arapahoe.edu/departments-and-programs/a-z-programs/great-books-program or by picking up a brochure at the College. Great Books classes are identified as such in the College Schedule of Courses

Certificate

The common goal of all occupational certificate programs is to prepare students for employment in specific occupations. Some programs consist of major courses as

well as related general education courses. While many of these courses may transfer to a four-year College or university, the programs themselves do not have transferability as their primary goal. Students are encouraged to discuss career goals and educational objectives with an Advisor prior to enrolling in these programs. Courses numbered below 100 cannot be used to satisfy elective requirements for A.A.S. degrees.

Accounting Clerk Certificate
CIP 520302 (ACTC)

This certificate is designed to prepare students for an entry-level clerk position. Accounting clerks require solid interpersonal skills, proficiency with Excel, and basic accounting knowledge. They assist with data entry and processing of accounts payable and accounts receivable.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

Major Courses (13 credit hours)

- ACC 115 - Payroll Accounting 3 Credits
- ACC 121 - Accounting Principles I 4 Credits
- BUS 115 - Introduction to Business 3 Credits
- CIS 155 - PC Spreadsheet Concepts: Excel 3 Credits

Restricted Electives (3 credit hours)

Choose 3 credits from the following prefixes: CIS, FIN, MAR

Total: 16 Credit Hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.
- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Architectural Drafting Certificate
CIP 150101 (DRA2)

The Architectural Drafting Certificate provides the educational background and basic technical training necessary for the student to seek employment within one of the area architecture firms. Students will be prepared for a variety of entry level positions that include Draftsperson or Computer Aided Design Technician. Refer to your catalog for basic skills assessment required for this program.

Any student who has an interest and feels he/she can profit from the program may enroll.

Admission Requirements

- Admission to Arapahoe Community College
- An interview is usually held by the program chairperson with the prospective student to determine the student's interest and desire and to discuss the purpose of the program with the student.

Program Requirements

Major Courses (25 credit hours)

- AEC 110 - Architectural Design and Modeling 4 Credits
- AEC 116 - Building Materials 3 Credits
- AEC 204 - Architectural Graphics 3 Credits
- AEC 206 - Applied Structural Analysis 3 Credits
- CAD 101 - Computer Aided Drafting/2D I 3 Credits
- CAD 102 - Computer Aided Drafting/2D II 3 Credits
- CAD 201 - Computer Aided Drafting/Custom 3 Credits
- CAD 224 - Revit® Architecture 3 Credits

Electives (3-4 credit hours)

- MAT 121 - College Algebra: GT-MA1 4 Credits (recommended) **OR**
- MAT 122 - College Trigonometry: GT-MA1 3 Credits **OR**
- ENG 121 - English Composition I: GT-CO1 3 Credits **OR**
- or ART GT course AH1, AH2, AH3, AH4 or CAD or AEC courses

Total: 28-29 credit hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.
- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Automotive Maintenance and Light Repair Certificate
CIP 470604 (MLR)

This program is designed for those students who wish to be certified in basic entry skills as a service technician. This certificate will aid students in obtaining an entry level

position at either a dealership or an independent repair facility. All entrance eligibility requirements for the certificate program are the same as the degree programs.

All tracks are filled on a first-come, first-served basis, dependent upon satisfactory MVR, criminal background checks, and drug screening.

Students wishing to pursue the two-year degree or the certificate programs must be signed into courses by the program director at the beginning of each semester to ensure that they are on track academically to graduate in the prescribed two-year period. Classes for the corporate tracks will be filled with dealer sponsored students first. General program students may be allowed to fill any remaining seats. All students, regardless of their chosen track, should be aware of automotive repair industry expectations, specifically that technicians must drive customers' vehicles as part of the repair process; thus, the technician and the student must have a clean motor vehicle record and valid driver's license. The hiring process at reputable repair shops and dealerships will include a drug screen and a thorough background investigation.

Admission Requirements

- Admission to Arapahoe Community College

To be eligible for acceptance into the program, students must:

- pass an industry standard MVR, criminal, background, and urinalysis
- Please access the CertifiedBackground.com Web Site at http://cccs.castlebranch.com/

Program Requirements

Major Courses (7 credit hours)

- ASE 101 - Auto Shop Orientation 2 Credits
- ASE 103 - Auto Maintenance I 2 Credits
- ASE 122 - Automotive Electrical Safety Systems 1 Credit
- ASE 250 - Automatic Transmission/Transaxle Service 1 Credit
- ASE 264 - Introduction to Automotive Heating and Air Conditioning 1 Credit

Total: 7 credit hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.
- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-

programs/gainful-employment-disclosure-information.

Automotive Service Management Certificate
CIP 470604 (ASM)

This program is designed as an apprenticeship program for those interested in a job as an automotive service writer/consultant. The academic courses may be taken prior to or in conjunction with the automotive courses. Dealerships are particularly interested in female service writers as women are under-represented in the automotive service field. All entrance eligibility requirements for the certificate program are the same as the degree programs.

All tracks are filled on a first-come, first-served basis, dependent upon satisfactory MVR, criminal background checks, and drug screening.

Students wishing to pursue the two-year degree or the certificate programs must be signed into courses by the program director at the beginning of each semester to ensure that they are on track academically to graduate in the prescribed two-year period. Classes for the corporate tracks will be filled with dealer sponsored students first. General program students may be allowed to fill any remaining seats. All students, regardless of their chosen track, should be aware of automotive repair industry expectations, specifically that technicians must drive customers' vehicles as part of the repair process; thus, the technician and the student must have a clean motor vehicle record and valid driver's license. The hiring process at reputable repair shops and dealerships will include a drug screen and a thorough background investigation.

Admission Requirements

- Admission to Arapahoe Community College

To be eligible for acceptance into the program, students must:

- pass an industry standard MVR, criminal, background, and urinalysis
- Please access the CertifiedBackground.com Web Site at http://cccs.castlebranch.com/

Program Requirements

Major Courses (49 credit hours)

- ASE 101 - Auto Shop Orientation 2 Credits
- ASE 110 - Automotive Brake Service I 2 Credits
- ASE 111 - Automotive Brake Service II 2 Credits
- ASE 120 - Basic Automotive Electricity 2 Credits
- ASE 123 - Starting and Charging Systems 2 Credits
- ASE 130 - General Engine Diagnosis 2 Credits
- ASE 134 - Automotive Fuel and Emissions Systems I 2 Credits
- ASE 140 - Suspension and Steering I 2 Credits
- ASE 150 - Manual Drive Train and Axle Maintenance 2 Credits
- ASE 160 - Automotive Engine Repair 2 Credits

- ASE 161 - Engine Repair & Rebuild 2 Credits
- ASE 170 - Laboratory Experience I 1-6 Credits
- ASE 171 - Laboratory Experience II 1-6 Credits
- ASE 172 - Laboratory Experience III 1-6 Credits
- ASE 233 - Auto Fuel Injection & Emissions Systems II 4 Credits
- ASE 250 - Automatic Transmission/Transaxle Service 1 Credit
- ASE 264 - Introduction to Automotive Heating and Air Conditioning 1 Credit
- COM 115 - Public Speaking 3 Credits **OR**
- COM 125 - Interpersonal Communication 3 Credits
- ELT 146 - Digital Devices in Computers 3 Credits
- ENG 121 - English Composition I: GT-CO1 3 Credits **OR**
- ENG 131 - Technical Writing I: GT-CO1 3 Credits
- MAN 226 - Principles of Management 3 Credits

Total: 49 credit hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.
- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Advanced Automotive Electrical/Electronics Certificate
CIP 470604 (AUEL)

This program is designed as an apprenticeship program for those interested in a job as an advanced driveability specialist or would like to further their knowledge and training in advanced engine performance. Dealers are particularly interested in this specialty due to advances in technology on current model vehicles with increasing electrical/electronic devices. All entrance eligibility requirements for the certificate program are the same as the degree programs.

All tracks are filled on a first-come, first-served basis, dependent upon satisfactory MVR, criminal background checks, and drug screening.

Students wishing to pursue the two-year degree or the certificate programs must be signed into courses by the program director at the beginning of each semester to ensure that they are on track academically to graduate in the prescribed two-year period. Classes for the corporate tracks will be filled with dealer sponsored students first.

General program students may be allowed to fill any remaining seats. All students, regardless of their chosen track, should be aware of automotive repair industry expectations, specifically that technicians must drive customers' vehicles as part of the repair process; thus, the technician and the student must have a clean motor vehicle record and valid driver's license. The hiring process at reputable repair shops and dealerships will include a drug screen and a thorough background investigation.

Admission Requirements

- Admission to Arapahoe Community College

To be eligible for acceptance into the program, students must:

- pass an industry standard MVR, criminal, background, and urinalysis
- Please access the CertifiedBackground.com Web Site at http://cccs.castlebranch.com/

Program Requirements

Major Courses (51 credit hours)

- ASE 101 - Auto Shop Orientation 2 Credits
- ASE 120 - Basic Automotive Electricity 2 Credits
- ASE 122 - Automotive Electrical Safety Systems 1 Credit
- ASE 123 - Starting and Charging Systems 2 Credits
- ASE 130 - General Engine Diagnosis 2 Credits
- ASE 134 - Automotive Fuel and Emissions Systems I 2 Credits
- ASE 170 - Laboratory Experience I 1-6 Credits
- ASE 171 - Laboratory Experience II 1-6 Credits
- ASE 172 - Laboratory Experience III 1-6 Credits
- ASE 221 - Automotive and Diesel Body Electrical 4 Credits
- ASE 231 - Automotive Computers and Ignition Systems 2 Credits
- ASE 233 - Auto Fuel Injection & Emissions Systems II 4 Credits
- ASE 235 - Driveability & Diagnosis 2 Credits
- ASE 250 - Automatic Transmission/Transaxle Service 1 Credit
- ASE 264 - Introduction to Automotive Heating and Air Conditioning 1 Credit
- ASE 265 - Heating and Air Conditioning Systems 4 Credits
- ELT 106 - Fundamentals of DC/AC 4 Credits
- ELT 146 - Digital Devices in Computers 3 Credits
- ENG 121 - English Composition I: GT-CO1 3 Credits **OR**
- ENG 131 - Technical Writing I: GT-CO1 3 Credits **OR** higher
- MAT 108 - Technical Mathematics 4 Credits **OR** higher

Total: 51 credit hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.
- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Bookkeeping Certificate
CIP 520302 (BKK)

This certificate is designed to prepare students for bookkeeping positions within accounting firms or large companies. Bookkeepers require proficiency with Excel and QuickBooks, solid interpersonal skills, and basic accounting knowledge. They perform tasks such as processing accounts payable and accounts receivable, inventory, reconciling bank statements, and payroll processing.

Admission Requirements

- Application to Arapahoe Community College

Program Requirements

Major Courses (26 credit hours)

- ACC 115 - Payroll Accounting 3 Credits
- ACC 121 - Accounting Principles I 4 Credits
- ACC 122 - Accounting Principles II 4 Credits
- ACC 135 - Spreadsheet Application for Accounting 3 Credits
- ACC 235 - Computerized Accounting for Small Business 3 Credits
- BUS 115 - Introduction to Business 3 Credits
- BUS 217 - Business Communication and Report Writing 3 Credits
- CIS 155 - PC Spreadsheet Concepts: Excel 3 Credits

Restricted Electives (3 credit hours)

Choose 3 credits from the following prefixes: ACC, BTE, BUS, CIS, FIN, MAN, MAR

Total: 29 Credit Hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Broadband Customer Care Certificate
CIP 150305 (TE4)

Need a faster route to improved skills for your career in the Broadband or Telecommunications industry? The Broadband Customer Care certificate program was designed by Arapahoe Community College and NCTI to provide a degree path for professionals in the broadband industry, and is available ONLY to NCTI participants.

Admissions Requirements

- Admission to Arapahoe Community College
- This degree program is accessible ONLY to NCTI participants (current students with NCTI)

Program Requirements

Major Courses (22 Credit Hours)

- BUS 117 - Business Writing 1 Credit
- CTC 108 - Cable Network Overview 1 Credit
- CTC 121 - Delivering Cable Services 3 Credits
- CTC 123 - Basic Troubleshooting of Broadband Technology 3 Credits
- CTC 125 - High-Speed Data Customer Service 2 Credits
- CTC 126 - Advanced High-Speed Data Customer Service 3 Credits
- MAN 212 - Negotiation and Conflict Resolution 3 Credits
- MAR 111 - Principles of Sales 3 Credits
- MAR 235 - Consumer Behavior 3 Credits

Total: 22 Credit Hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Broadband Leadership Certificate
CIP 150305 (TE2C)

Develop the skills that prepare you to be effective leaders and candidates for promotion in the broadband and telecom industry. With an emphasis in leadership, communication, and management, graduates of this certificate will be well-suited to manage those who install, repair and service cable modems and telephony and digital video equipment, as well as those who build and maintain broadband networks.

Admissions Requirements

- Admission to Arapahoe Community College
- This degree program is accessible ONLY to NCTI participants (current students with NCTI)

Program Requirements

Major Courses (15 Credit Hours)
- COM 125 - Interpersonal Communication 3 Credits
- COM 220 - Intercultural Communication: GT-SS3 3 Credits
- MAN 116 - Principles of Supervision 3 Credits
- MAN 224 - Leadership 3 Credits
- MAN 226 - Principles of Management 3 Credits

Total: 15 Credit Hours

Graduation Requirements
- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal equirement to ensure that ACC receives certain federal funding.

Broadband Technology Certificate
CIP 150305 (TE3)

Need a faster route to improved skills for your career in the Broadband or Telecommunications industry? The Broadband Technology certificate program was designed by Arapahoe Community College and NCTI to provide a degree path for professionals in the broadband industry, and is available ONLY to NCTI participants.

Admissions Requirements
- Admission to Arapahoe Community College
- This degree program is accessible ONLY to NCTI participants (current students with NCTI)

Program Requirements

Major Courses (26 Credit Hours)
- CTC 107 - Installer 3 Credits
- CTC 109 - Installer Technician 4 Credits
- CTC 111 - Service Technician 4 Credits
- CTC 113 - System Technician 4 Credits
- CTC 127 - Testing and Maintenance for Fiber Technicians 2 Credits
- CTC 128 - Fiber Installation and Activation 2 Credits
- CTC 129 - Digital Technician 3 Credits
- CTC 165 - Advanced Technician 4 Credits

Total: 26 Credit Hours

Graduation Requirements
- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify

your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

Business Administration Certificate
CIP 520201 (BUSB)

The Business Administration certificate offer opportunities for students to add a wide range of business related courses to their expertise in order to advance in their jobs, to enhance skills needed in the workforce sectors, and to excel in endeavors involving self-employment and entrepreneurship.

Admission Requirements
- Admission to Arapahoe Community College

Program Requirements

Major Courses (12 credit hours)
- BUS 115 - Introduction to Business 3 Credits
- BUS 216 - Legal Environment of Business 3 Credits
- BUS 217 - Business Communication and Report Writing 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
  Choose one of the following Concentration areas:

General Business Concentration (12 credit hours)
Choose 12 credit hours from the following prefixes: **BUS**, **ENP**, **MAN**, **MAR** or other with Department Chair approval

Management Concentration (12 credit hours)
Choose 12 credits hours from the **MAN** prefix or other with Department Chair approval

Marketing Concentration (12 credit hours)
Choose 12 credit hours from the **MAR** prefix or other with Department Chair approval

Entrepreneur Concentration (12 credit hours)
Choose 12 credit hours from the **ENP** prefix or other with Department Chair approval

Human Resources Management Concentration (12 credit hours)
Choose 12 credit hours from the following: MAN 128, MAN 200, MAN 201 and MAN 226 or other with Department Chair approval.

Finance Concentration (12 credit hours)
Choose 12 credit hours from the following: MAN 225, BUS 116, ENP 207, INV 115, BUS 288, or other with Department Chair approval.

Total: 24 Credit Hours

Graduation Requirements
- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify

your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Comprehensive Higher Education Certificate
CIP 309999 (CHEC)

The Comprehensive Higher Education Certificate is offered for students participating in Elevate at ACC. Elevate at ACC was established to provide inclusive higher education for students with intellectual and developmental disabilities (I/DD) to foster academic growth, prepare for gainful employment, develop needed skills for independent living & engage socially with the broader campus community.

With the Comprehensive Higher Education Certificate, students that complete the Elevate at ACC program will earn a modified certificate of completion and develop essential occupational and life skills. The program is designed to be a progression of fully-inclusive academic access, outcome-focused vocational preparation, student-centered personal development and naturally-supported student engagement over the course of three years with some flexibility determined by student goals and success. This Certificate program will be highly individualized based upon students' vocational aspirations as aligned with ACC coursework and experience.

Admission Requirements

- Admission to Arapahoe Community College
- The applicant must have a documented intellectual or developmental disability that interferes with their academic performance.
- Complete and return the Elevate at ACC Application Packet to the Student Access Services Office by deadline listed on Elevate at ACC web page.
  - o Basic Application Document
  - o Documentation of intellectual or developmental disability
  - o Applicant Essay
  - o Two Letters of Recommendation (one personal and one professional)
- Complete an admissions interview. (Elevate staff will contact eligible applicants to schedule.)
  - o Complete the Supplemental Information Packet and bring to interview.
  - o Participate in an Elevate at ACC Full Day Experience

Program Requirements

Required Courses (18 credit hours)
- AAA 101 - College 101: The Student Experience 1 Credit
- AAA 109 - Advanced Academic Achievement 3 Credits
- CCR 092 - College Composition and Reading 5 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- MAR 106 - Marketing Your Image 3 Credits
- COM 125 - Interpersonal Communication 3 Credits

Major Courses (18 credit hours)

Upon acceptance into the Elevate at ACC program, student will meet with an Elevate staff advisor to determine an appropriate individualized academic plan in alignment with the student's vocational outcome. 18 credit hours will be spent in courses dedicated to gaining competencies for employment in their desired field.

Total: 36 Credit Hours

Graduation Requirements

- Students must complete each course with satisfactory academic progress as determined by their individualized academic plans and Elevate staff advisor.
- To graduate, students must apply for graduation online at www.arapahoe.edu/graduation.
- After applying for graduation, all correspondence to a student about the status of their program conferral will be sent to their student email address only.

Computer Aided Drafting - Architecture, Certificate
CIP 150101 (ARCA)

The Computer Aided Drafting certificate prepares the students for advanced levels of computer aided design within industry, utilizing the latest hardware and software releases. The certificate may be completed within one year. This certificate prepares students to perform 2D and 3D design including customization and AutoLISP programming with their CAD system. Students may choose from an area of design concentration including architecture, mechanical design or interior design.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

Major Courses (32 credit hours)
- AEC 110 - Architectural Design and Modeling 4 Credits
- CAD 101 - Computer Aided Drafting/2D I 3 Credits
- CAD 102 - Computer Aided Drafting/2D II 3 Credits

- CAD 201 - Computer Aided Drafting/Custom 3 Credits
- CAD 202 - Computer Aided Drafting/3D 3 Credits
- CAD 224 - Revit® Architecture 3 Credits
- CAD 249 - AutoLISP Programming 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- MAT 108 - Technical Mathematics 4 Credits
- AEC 116 - Building Materials 3 Credits

Total: 32 credit hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.
- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Computer Aided Drafting - Engineering Graphics Technology, Certificate
CIP 150101 (ATEE)

The Computer Aided Drafting certificate prepares the students for advanced levels of computer aided design within industry, utilizing the latest hardware and software releases. The certificate may be completed within one year. This certificate prepares students to perform 2D and 3D design including customization and AutoLISP programming with their CAD system. Students may choose from an area of design concentration including architecture, mechanical design or interior design.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

Major Courses (31 credit hours)

- CAD 101 - Computer Aided Drafting/2D I 3 Credits
- CAD 102 - Computer Aided Drafting/2D II 3 Credits
- CAD 201 - Computer Aided Drafting/Custom 3 Credits
- CAD 202 - Computer Aided Drafting/3D 3 Credits
- CAD 240 - Inventor I/AutoDesk 3 Credits **OR**
- CAD 255 - Solidworks/Mechanical 3 Credits
- CAD 249 - AutoLISP Programming 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- EGT 101 - Mechanical Design I 3 Credits

- EGT 102 - Mechanical Design II 3 Credits
- MAT 108 - Technical Mathematics 4 Credits

Total: 31 credit hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.
- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Computer Aided Drafting - Interior Design, Certificate
CIP 150101 (INA)

The Computer Aided Drafting certificate prepares the students for advanced levels of computer aided design within industry, utilizing the latest hardware and software releases. The certificate may be completed within one year. This certificate prepares students to perform 2D and 3D design including customization and AutoLISP programming with their CAD system. Students may choose from an area of design concentration including architecture, mechanical design or interior design.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

Major Courses (33 credit hours)

- CAD 101 - Computer Aided Drafting/2D I 3 Credits
- CAD 102 - Computer Aided Drafting/2D II 3 Credits
- CAD 201 - Computer Aided Drafting/Custom 3 Credits
- CAD 202 - Computer Aided Drafting/3D 3 Credits
- CAD 224 - Revit® Architecture 3 Credits
- CAD 249 - AutoLISP Programming 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- IND 111 - Drafting for Interiors 4 Credits
- IND 211 - Interior Construction 4 Credits
- MAT 108 - Technical Mathematics 4 Credits

Total: 33 credit hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.

- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.
- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Computer Graphics Certificate
CIP 500409 (GRD2)

The courses in this certificate focus on the major software packages of the Adobe Creative Suite, with an emphasis on web and print packages. An additional restricted elective allows for the exploration in a variety of media, including video, 3D animation, and advanced topics. Students who wish to pursue a career in design are urged to obtain the Associate of Applied Science Degree in Multimedia, Graphic Design and Illustration. If students choose to continue their education, all major courses and a number of restricted electives in this Certificate can be applied to the Associate Degree.

Admission Requirements
- Admission to Arapahoe Community College
- Proficiency with Macintosh operations is required for classes in MGD labs. Students without these skills must enroll in either MGD 101 or MGD 102 prior to taking other MGD computer classes.
- Typing and basic math skills are also highly recommended.

Program Requirements

Major Courses (15 credit hours)
- MGD 111 - Adobe Photoshop I 3 Credits
- MGD 112 - Adobe Illustrator I 3 Credits
- MGD 114 - Adobe InDesign 3 Credits
- MGD 141 - Web Design I 3 Credits
- MGD 143 - Motion Graphic Design I: (Software) 3 Credits

Elective Courses (3 credit hours)
Select one course from the following:
- MGD 101 - Introduction to Computer Graphics 3 Credits
- MGD 102 - Introduction to Multimedia 3 Credits
- MGD 153 - 3-D Animation I 3 Credits
- MGD 164 - Digital Video Editing I 3 Credits
- MGD 211 - Adobe Photoshop II 3 Credits
- MGD 212 - Adobe Illustrator II 3 Credits
- MGD 241 - Web Design II 3 Credits
- MGD 243 - Web Motion Graphic Design II 3 Credits
- MGD 275 - Special Topics 1-6 Variable Credits

Total: 18 Credit Hours
Graduation Requirements
- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.
- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Computer Information Systems Certificate
CIP 110101 (CIS1)

The CIS certificate has been constructed to provide the prospective student with skills in a broad variety of topics. With knowledge of accounting, management, marketing, office software, databases and economics, the recipient is prepared for a wide variety of entry-level positions within many different industries.

Admission Requirements
- Admission to Arapahoe Community College

Program Requirements

Major Courses (18 credit hours)
Select a minimum of 18 credit hours from course offerings below.

At least 10 credit hours must be from CIS, CNG or CSC prefixes.
- ACC 121 - Accounting Principles I 4 Credits
- ACC 122 - Accounting Principles II 4 Credits
- BUS 115 - Introduction to Business 3 Credits
- CIS 115 - Introduction to Computer Information Systems 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- CIS 130 - Introduction to Internet 1 Credit
- CIS 135 - Complete PC Word Processing 3 Credits
- CIS 140 - Microsoft Outlook 1 Credit
- CIS 145 - Complete PC Database 3 Credits
- CIS 155 - PC Spreadsheet Concepts: Excel 3 Credits
- CIS 161 - Presentation Graphics I: PowerPoint 1 Credit
- CIS 167 - Desktop Publishing 3 Credits (Publisher)
- CIS 202 - Automated Project Management: MS Project 3 Credits
- CIS 220 - Fundamentals of UNIX 3 Credits (Linux)

- CIS 232 - Unix Shell Programming 3 Credits (Linux)
- CIS 240 - Database Design and Development 3 Credits
- CIS 268 - Systems Analysis and Design I 3 Credits
- CNG 124 - Networking I: Network+ 3 Credits
- CNG 132 - Network Security Fundamentals 3 Credits
- CNG 211 - Windows Configuration: (OS) 3 Credits **
- CSC 116 - Logic and Program Design 3 Credits
- CSC 119 - Introduction to Programming 3 Credits
- CSC 154 - Visual Basic.net Programming 3 Credits
- CSC 160 - Computer Science I (Language) 4 Credits (C++ or Java)
- ECO 201 - Principles of Macroeconomics: GT-SS1 3 Credits
- ECO 202 - Principles of Microeconomics: GT-SS1 3 Credits
- MAN 226 - Principles of Management 3 Credits
- MAR 216 - Principles of Marketing 3 Credits
- MAT 125 - Survey of Calculus: GT-MA1 4 Credits

Note(s):

**CIS 128 Windows Complete is acceptable*

Total: 18 Credit Hours

Graduation Requirements

- A minimum of 10 credit hours in the Major must be from CIS, CNG or CSC prefixes.
- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.
- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Computer Network Technology Certificate
CIP 110901 (CNG)

This certificate is specifically designed to prepare students as entry-level networking professionals. Students are encouraged to take the associated industry certification exams.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

Major Courses (9 Credit Hours)
- CNG 124 - Networking I: Network+ 3 Credits
- CNG 125 - Networking II: Network+ 3 Credits
- CNG 142 - Intro to Cloud Computing 3 Credits

Elective Courses (9 Credit Hours)
Students must choose 9 credit hours from the following:
- CNG 120 - A+ Certification Preparation 4 Credits
- CNG 121 - Computer Technician I: A+ 4 Credits
- CNG 122 - Computer Technician II: A+ 4 Credits
- CNG 132 - Network Security Fundamentals 3 Credits
- CNG 136 - Guide to IT Disaster Recovery 3 Credits
- CNG 209 - MS Server Active Directory Configuration 4 Credits
- CNG 211 - Windows Configuration: (OS) 3 Credits
- CNG 212 - Configuring Windows Server 4 Credits
- CNG 213 - Administering Windows Server 4 Credits
- CNG 224 - Microsoft Windows Wireless Network 3 Credits
- CNG 253 - Firewalls and How They Work 3 Credits
- CNG 257 - Network Defense and Counter Measures 3 Credits
- CNG 260 - CISCO Network Associate I 5 Credits
- CNG 258 - Digital Forensics 4 Credits
- CNG 261 - CISCO Network Associate II 5 Credits
- CNG 262 - CISCO Network Associate III 5 Credits
- CNG 263 - CISCO Network Associate IV 5 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- CIS 220 - Fundamentals of UNIX 3 Credits
- CIS 232 - Unix Shell Programming 3 Credits
- CSC 126 - Game Design and Development 3 Credits **OR** higher

Total: 18 Credit Hours

NOTE: *Students interested in taking one of the certification exams need to meet with a Computer Network Technology Advisor to choose the correct sequence of classes. Please call 303.797.5252 for more information.*

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.
- Information regarding occupations, completion rates, placement rates, program costs and median

loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Computer Network Technology CISCO Certificate
CIP 110901 (CNT5)

The Computer Network Technology program prepares individuals for jobs in the computer networking field. Students in this program gain hands-on experience with computer hardware, software and networks. Upon successful completion of the program, the student will have the needed background to prepare to take one or more of the following exams: Network+; Security+; MCTS (Microsoft Certified Technology Specialist); Security +; or CISCO CCNA.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

Major Courses (26 credit hours)

- CNG 124 - Networking I: Network+ 3 Credits
- CNG 202 - Unix/Linux Server Admin 3 Credits
- CNG 260 - CISCO Network Associate I 5 Credits
- CNG 261 - CISCO Network Associate II 5 Credits
- CNG 262 - CISCO Network Associate III 5 Credits
- CNG 263 - CISCO Network Associate IV 5 Credits

Total: 26 Credit Hours

NOTE*: Students interested in taking one of the certification exams need to meet with a Computer Network Technology Advisor to choose the correct sequence of classes. Please call 303.797.5252 for more information.*

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation)
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.
- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Computer Technician Certificate
CIP 110101 (CTC1)

The Computer Technician program prepares individuals for entry-level jobs in the personal computer industry involving the installation, upgrading and servicing of personal computer systems and computer networks. Three common examples of positions in which a graduate of this program might be employed are retail computer store technician, field service technician for a computer/network systems reseller and in-house computer/network technician for a large company.

Students in this program gain extensive experience with computer hardware, software and networks. Upon successful completion of the program, the student is prepared to take the CompTIA A+ certification exam, the competency standard for service technicians in the computer industry.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

Major Courses (27 credit hours)

- CIS 118 - Introduction to PC Applications 3 Credits *
- CIS 124 - Intro to Operating Systems 3 Credits
- CNG 120 - A+ Certification Preparation 4 Credits
- CNG 121 - Computer Technician I: A+ 4 Credits
- CNG 122 - Computer Technician II: A+ 4 Credits
- CNG 124 - Networking I: Network+ 3 Credits
- CNG 125 - Networking II: Network+ 3 Credits
- CNG 211 - Windows Configuration: (OS) 3 Credits **

Note(s):
**Students may substitute any of the following courses for* CIS 118: CIS 135, CIS 161, CIS 145 *and* CIS 155.
***Students may substitute the following course for* CNG 211: CIS 128

Total: 27 credit hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.
- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Construction Management Fundamentals Certificate
CIP 460412 (CST7)

The Construction Management Fundamentals certificate introduces students to residential and commercial print reading, covering the interpretation and reading of

construction prints and related documents as used within the building trades industry. This certificate also covers basic construction estimating. Students will develop skills in estimating the amount and cost of various constructions and will demonstrate these skills by making estimates of materials and labor quantities and the cost of representative types of construction.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

General Education Courses (3 credit hours)

- ENG 131 - Technical Writing I: GT-CO1 3 Credits

Major Courses (18 credit hours)

- AEC 107 - Print Reading Residential/Commercial 3 Credits
- AEC 116 - Building Materials 3 Credits
- AEC 208 - Building Environmental Systems I 3 Credits
- AEC 216 - Construction Estimating 3 Credits
- AEC 226 - Construction Scheduling 3 Credits
- AEC 236 - International Building Codes 3 Credits

Restricted Elective Courses (3 credit hours)

Choose 3 Credits from the following courses:

- AEC 228 - Contracts and The Legal Environment 3 Credits OR
- AEC 280 - Internship 3 Credits OR
- CAD 224 - Revit® Architecture 3 Credits

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.
- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Cosmetology Certificate
CIP 120401 (COS1)

This two-year program is designed to teach students theory, hair care techniques including cuts, color, perms, and styling; nail technology and skin care. Students will be prepared to earn certificates in Cosmetology, and will be prepared for entry-level positions in the cosmetology industry.

Admission Requirements

- Admission to Arapahoe Community College

- This certificate is accessible only to Colorado's Finest High School Participants (current students with Colorado's Finest High School)

Program Requirements

Major Courses

- COS 103 - Shampoo/Rinses/Conditioners I 1 Credit
- COS 110 - Introduction to Hair Coloring 2 Credits
- COS 111 - Intermediate: Hair Coloring 2 Credits
- COS 120 - Introduction to Hair Cutting 2 Credits
- COS 121 - Intermediate I: Haircutting 2 Credits
- COS 130 - Introduction to Hair Styling 2 Credits
- COS 131 - Intermediate I: Hair Styling 2 Credits
- COS 140 - Introduction to Chemical Texture 1 Credit
- COS 141 - Intermediate I: Chemical Texture 1 Credit
- COS 150 - Laws, Rules and Regulations 1 Credit
- COS 160 - Introduction to Disinfection, Sanitation & Safety 2 Credits
- COS 161 - Intermediate I: Disinfection, Sanitation & Safety 1 Credit
- COS 203 - Shampoo/Rinses/Conditioners II 1 Credit
- COS 210 - Intermediate II: Hair Coloring 2 Credits
- COS 211 - Advanced Hair Coloring 2 Credits
- COS 220 - Intermediate II: Haircutting 2 Credits
- COS 221 - Advanced Hair Cutting 2 Credits
- COS 230 - Intermediate II: Hair Styling 2 Credits
- COS 231 - Advanced Hair Styling 1 Credit
- COS 240 - Intermediate II: Chemical Texture 1 Credit
- COS 241 - Advanced Chemical Texture 1 Credit
- COS 250 - Management, Ethics, Interpersonal Skills & Salesmanship 1 Credit
- COS 260 - Intermediate II: Disinfection, Sanitation & Safety 1 Credit
- COS 261 - Advanced Disinfection, Sanitation & Safety 1 Credit
- NAT 110 - Introduction to Manicures and Pedicures 3 Credits
- NAT 111 - Intermediate Manicures and Pedicures 2 Credits
- NAT 210 - Advanced Manicures and Pedicures 2 Credits
- NAT 211 - Application of Artificial Nails 5 Credits
- EST 110 - Introduction to Facials and Skin Care 3 Credits
- EST 111 - Intermediate Facials and Skin Care 2 Credits
- EST 210 - Advanced Massage and Skin Care 2 Credits
- EST 211 - Facial Make-up 1 Credit
- EST 212 - Hair Removal 3 Credits

Total: 60 credit hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.
- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Early Childhood Director Certificate
CIP 131210 (ECCF)

Want to make a difference in a young child's life? Consider the field of Early Childhood Education. Research supports the importance of high quality, early childhood programs which impact children's development throughout their school years and on into adult life. One of the most important influences is the teacher.

Arapahoe Community College and the Early Childhood Education program faculty are committed te prepare professionals to work with young children, birth through age 8, in a variety of settings. The Early Childhood Director Certificate will prepare students for early childhood director positions in early childhood care and education settings. Upon completion of these classes, you will have met academic requirements as an Early Childhood Director. In addition to the academic requirements, the Colorado Department of Human Services requires at least twenty four months (3,640 hours) of verifiable work experience.

All Early Childhood and general education coursework must be completed with a grade of "C" or better.

Admission Requirements

- Admission to Arapahoe Community College
- Completion of an FBI background check is required for all students entering the program. The process is completed online with an associated cost. Contact Castle Branch

Program Requirements

Major Courses (33 credit hours)

- ECE 101 - Introduction to Early Childhood Education 3 Credits
- ECE 102 - Introduction to Early Childhood Techniques 3 Credits
- ECE 103 - Guidance Strategies for Young Children 3 Credits
- ECE 111 - Infant and Toddler Theory and Practice 3 Credits
- ECE 205 - Nutrition, Health and Safety 3 Credits

- ECE 220 - Curriculum Development: Methods and Techniques 3 Credits
- ECE 238 - Child Growth and Development 3 Credits
- ECE 240 - Administration of Early Childhood Care and Education Programs 3 Credits
- ECE 241 - Administration: Human Relations for Early Childhood Professions 3 Credits
- ECE 260 - The Exceptional Child 3 Credits
- ECE 288 - Practicum: Early Childhood Education 3 Credits

Total: 33 credit hours

Graduation Requirements

- All Early Childhood and general education coursework must be completed with a grade of "C" or better.
- Apply for graduation online at www.arapahoe.edu/graduation)
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.
- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Early Childhood Infant/Toddler Supervisor Certificate
CIP 131210 (ITGL)

Want to make a difference in a young child's life? Consider the field of Early Childhood Education. Research supports the importance of high quality, early childhood programs which impact children's development throughout their school years and on into adult life. One of the most important influences is the teacher.

Arapahoe Community College and the Early Childhood Education program faculty are committed to prepare professionals to work with young children, birth through age 8, in a variety of settings. The Early Childhood Infant/Toddler Supervisor Certificate will prepare students for early childhood teacher positions in early childhood care and education settings, with an emphasis on caring for infants and toddlers. Upon completion of these classes, you will have met academic requirements as an Early Childhood Teacher and an Infant Nursery Supervisor. In addition to the academic requirements, the Colorado Department of Human Services requires at least twelve months (1,820 hours) of verifiable work experience.

All Early Childhood and general education coursework must be completed with a grade of "C" or better.

Admission Requirements

- Admission to Arapahoe Community College
- Completion of an FBI background check is required for all students entering the program. This process is completed online with an associated cost. Contact Castle Branch.

Program Requirements

Major Courses (15 credit hours)

- ECE 101 - Introduction to Early Childhood Education 3 Credits
- ECE 103 - Guidance Strategies for Young Children 3 Credits
- ECE 111 - Infant and Toddler Theory and Practice 3 Credits
- ECE 112 - Intro to Infant\Toddler Lab Techniques 3 Credits
- ECE 238 - Child Growth and Development 3 Credits

Total: 15 Credit Hours

Graduation Requirements

- All Early Childhood and general education coursework must be completed with a grade of "C" or better.
- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.
- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Early Childhood Teacher CDHS Minimal Qualifications Certificate
CIP 131210 (ECT3)

Early Childhood Teacher CDHS (Colorado Department of Human Services) Minimal Qualifications Certificate Want to make a difference in a young child's life? Consider the field of Early Childhood Education. Research supports the importance of high quality, early childhood programs which impact children's development throughout their school years and on into adult life. One of the most importance influences is the teacher.

Arapahoe Community College and the Early Childhood Education program faculty are committed to prepare professionals to work with young children, birth through age 8 in a variety of settings. The Early Childhood Teacher CDHS Minimal Qualifications Certificate will prepare students for early childhood teacher positions in early

childhood care and education settings. Upon completion of these classes, you will have met academic requirements as an Early Childhood Teacher. In addition to the academic requirements, the Colorado Department of Human Services requires at least 24 months (3,640 hours) of verifiable work experience.

All Early Childhood and general education coursework must be completed with a grade of "C" or better.

Admission Requirements

- Admission to Arapahoe Community College
- Completion of a basic background check is required for all students entering this certificate. The process is completed online with an associated cost. Contact Castle Branch.

Program Requirements

Major Courses (6 credit hours)

- ECE 101 - Introduction to Early Childhood Education 3 Credits **OR**
- ECE 103 - Guidance Strategies for Young Children 3 Credits
- ECE - Elective Course of Choice 3 Credits

Total: 6 credit hours

Graduation Requirements

- All Early Childhood and general education coursework must be completed with a grade of "C" or better.
- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.
- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Early Childhood Teacher Certificate
CIP 131210 (ECT2)

Want to make a difference in a young child's life? Consider the field of Early Childhood Education. Research supports the importance of high quality, early childhood programs which impact children's development throughout their school years and on into adult life. One of the most important influences is the teacher.

Arapahoe Community College and the Early Childhood Education program faculty are committed to prepare professionals to work with young children, birth through age 8, in a variety of settings. The Early Childhood Teacher Certificate will prepare students for early childhood teacher positions in early childhood care and

education settings. Upon completion of these classes, you will have met academic requirements as an Early Childhood Teacher. In addition to the academic requirements, the Colorado Department of Human Services requires at least nine months (1,395 hours) of verifiable work experience. All Early Childhood and general education coursework must be completed with a grade of "C" or better.

Admission Requirements

- Admission to Arapahoe Community College
- Completion of a FBI background check is required for all students entering the program. this process is completed online with an associated cost. Contact Castle Branch.

Program Requirements

Major Courses (27 credit hours)

- ECE 101 - Introduction to Early Childhood Education 3 Credits
- ECE 102 - Introduction to Early Childhood Techniques 3 Credits
- ECE 103 - Guidance Strategies for Young Children 3 Credits
- ECE 111 - Infant and Toddler Theory and Practice 3 Credits
- ECE 205 - Nutrition, Health and Safety 3 Credits
- ECE 220 - Curriculum Development: Methods and Techniques 3 Credits
- ECE 238 - Child Growth and Development 3 Credits
- ECE 260 - The Exceptional Child 3 Credits
- ECE 288 - Practicum: Early Childhood Education 3 Credits

Total: 27 credit hours

Graduation Requirements

- All Early Childhood and general education coursework must be completed with a grade of "C" or better.
- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.
- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Emergency Dispatch Certificate
CIP 430103 (EMRD)

In an emergency, the first people to answer a 911 call for help are Emergency Dispatchers. Seconds after receiving an emergency call, these well-trained, highly professional individuals react to send the appropriate type and number of emergency services units in response to calls for assistance. They also monitor the activity of emergency services personnel at the scene. Emergency Dispatchers work in a variety of settings, ranging from police and fire stations to hospitals or centralized communication centers.

Communication skills and the ability to work under pressure are important personal qualities for dispatchers. At the end of this program, students will be prepared to take the national certification test.

Students may complete this 17 credit program in one semester or attend part-time. A majority of the coursework may be completed online. Students will spend time in the classroom practicing their skills in the state-of-the-art emergency dispatch simulation lab. For more information, please contact the Criminal Justice Department at 303.797.5980.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

Major Courses (17 credit hours)

- CRJ 110 - Intro to Criminal Justice GT: SS3 3 Credits
- CRJ 125 - Policing Systems 3 Credits
- CRJ 201 - Emergency Dispatching 5 Credits
- CRJ 257 - Victimology 3 Credits
- PSY 116 - Stress Management 3 Credits

Total: 17 credit hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.
- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

EMT Certificate
CIP 510904 (EMC)

This 12-credit hour certificate program provides the basic skills to work ambulance, apply for firefighting positions, work as an EMT in emergency departments and work ski patrols. EMS 121, EMS 122, EMS 123, EMS 124, and EMS 170 satisfies the state requirements for EMT Certification. Those who successfully complete EMS 121,

EMS 122, EMS 123, EMS 124, and EMS 170 will be eligible to take both the National Registry Practical and Written Examinations. Successful completion of these exams is required for certification in the State of Colorado. EMS 170 - EMT Clinical is the course in which the student will complete approximately 24 hours of clinical experiences in emergency departments and on fire rescue and ambulance.

Accreditation of this program is through the Colorado Department of Health, Emergency Medical Services Division. This agency may be reached at 4300 Cherry Creek Drive South, Denver, CO 80222-1530. Telephone: 303.692.2980.

Call the School office for program guides 303.797.5213.

All students enrolled in this program are encouraged to apply for graduation upon completion of the program.

Admission Requirements

- Minimum of 18 years of age prior to the start of the Clinical Rotations (EMS 170).
- Current American Heart Association Healthcare CPR for the Healthcare Provider (BLS) certificate
- Hepatitis B vaccination (one and two) or Titer
- Tetanus within the last 10 years
- MMR vaccinations (one and two) (or Titer)
- TB Skin test (within 3 months of the class start date)
- Current flu vaccination for the Fall and Spring Semesters
- Access the Application Process page to find information on Processes, Disqualifying Events and Release forms for Health Care students
- A Criminal Background Check is required for all EMS students. In the event the student background check reveals any disqualifying factors a student will be dismissed for the EMT program.
  View disqualifying events information. Please note: Criminal background checks require a fee and the applicant's social security number.

Program Requirements

Major Courses (12 credit hours)
- EMS 121 - EMT Fundamentals 3 Credits
- EMS 122 - EMT Medical Emergencies 4 Credits
- EMS 123 - EMT Trauma Emergencies 2 Credits
- EMS 124 - EMT Special Considerations 2 Credits
- EMS 170 - EMT Clinical 1 Credit

Total: 12 Credit Hours

Graduation Requirements

- All courses required for this program must be completed with a "C" or better.
- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify

your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information

Esthetics Certificate
CIP120409 (EST2)

The Esthetics Certificate program provides the necessary requirements to be eligible to take the Esthetics licensing test through the Colorado Department of Regulatory Agencies (DORA). The program prepares students to work in a salon, spa, on movie sets, free-lance artistry or medical offices. Students gain the skills to provide services such as skin cleansing, facials, microdermabrasion, chemical peels, hair removal, advanced treatments, make up applications, safety, sanitation and product recommendations.

Admission Requirements

- Admission to Arapahoe Community College
- This certificate is accessible only to Colorado's Finest High School Participants (current students with Colorado's Finest High School)

Program Requirements

Major Courses (20 credit hours)
- EST 110 - Introduction to Facials and Skin Care 3 Credits
- EST 111 - Intermediate Facials and Skin Care 2 Credits
- EST 211 - Facial Make-up 1 Credit
- EST 212 - Hair Removal 3 Credits
- EST 160 - Introduction to Disinfection, Sanitation & Safety 2 Credits
- EST 161 - Intermediate Disinfection, Sanitation & Safety 3 Credits
- EST 210 - Advanced Massage and Skin Care 2 Credits
- EST 260 - Advanced Disinfection, Sanitation & Safety 2 Credits
- COS 250 - Management, Ethics, Interpersonal Skills & Salesmanship 1 Credit
- COS 150 - Laws, Rules and Regulations 1 Credit

Total: 20 credit hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.

- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Engineering Graphics Technologies - Mechanical Drafting Certificate
CIP 150805 (EMDC)

This program will provide the educational background and basic technical training necessary for the graduate to seek employment with one of the area manufacturing or engineering industries. Students will be prepared for a variety of mechanical drafting entry-level positions.

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

Major Courses (33 credit hours)

- CAD 101 - Computer Aided Drafting/2D I 3 Credits
- CAD 102 - Computer Aided Drafting/2D II 3 Credits
- CAD 202 - Computer Aided Drafting/3D 3 Credits
- CAD 240 - Inventor I/AutoDesk 3 Credits **OR**
- CAD 255 - Solidworks/Mechanical 3 Credits
- EGT 101 - Mechanical Design I 3 Credits
- EGT 102 - Mechanical Design II 3 Credits
- EGT 105 - Print Reading 3 Credits
- MTE 120 - Manufacturing Processes 3 Credits
- EGT 201 - Engineering Materials 3 Credits
- EGT 205 - Geometric Dimensioning and Tolerancing 3 Credits

Total: 33 credit hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.
- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Law Enforcement Academy Certificate
CIP 430107 (LEA)

The Law Enforcement Academy is a P.O.S.T. (Peace Officer Standards and Training) certified program accredited through the Colorado P.O.S.T. Board. The Law Enforcement Academy is basic training for law enforcement officers and enables graduates to take the P.O.S.T. certification test to become certified as peace officers in Colorado. The ACC Academy program consists of 40 semester credit hours consisting of 700+ contact hours involving lecture, practical exercises, skills training and fitness. This program exceeds the hours required by P.O.S.T. for a Basic Law Enforcement Academy and includes the P.O.S.T. written exam following graduation.

Students must possess current CPR and First Aid Certifications (included in the program) in order to sit for the P.O.S.T. exam. Due to the Intensity and format of the classes in the academy no electives are required or recommended during the Academy program.

Admission Requirements

- Admission to Arapahoe Community College

The Law Enforcement Academy requires an additional application process, including but not limited to:

- a personal advising interview with a member of the Academy staff
- a criminal background check prior to acceptance and enrollment
- A High School Diploma, G.E.D or equivalent
- Current and valid Colorado driver's license.
- ENG 121 or higher or assessed to be at college-level English (see Student Resources and Services - Assessment in this Catalog)
- Ability to legally possess firearms
- No criminal history of any Felonies or any Misdemeanor specified in 24-31-305(1.5) (b) through (h), C.R.S.

For more information, please contact the Law Enforcement Academy Program in Room N1170 or at 303.797.5793.

Program Requirements

Major Courses (40 credit hours)

- LEA 101 - Basic Police Academy I 6 Credits
- LEA 102 - Basic Police Academy II 12 Credits
- LEA 103 - Basic Law Enforcement Academy III 2 Credits
- LEA 104 - Basic Law Enforcement Academy IV 1 Credit
- LEA 105 - Basic Law 8 Credits
- LEA 106 - Arrest Control Techniques 3 Credits
- LEA 107 - Law Enforcement Driving 3 Credits
- LEA 108 - Firearms 3 Credits
- PED 110 - Fitness Center Activity I 1 Credit
- PED 102 - Weight Training I 1 Credit

Total: 40 credit hours

Graduation Requirements

- All courses in the academy must be completed with a grade of "C" or better.
- Apply for graduation online at www.arapahoe.edu/graduation.

- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.
- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Medical Assistant Certificate
CIP 510801 (MA4)

The Medical Assistant Certificate enables a student to get a job as a fully-fledged MA for the front and back office of a medical office. In addition to doing reception work in the office, an MA also does patient care including laboratory work and injections in an ambulatory care facility. The curriculum is designed to facilitate the correlation between theory and clinical practice while exercising critical thinking proficiency.

Admission Requirements

- Admission to Arapahoe Community College
- Complete MOT Program Application
- Personal interview with the MOT Program Coordinator
- Criminal Background Check
- College Placement Test is required for all MAP students (scores of 246 in writing or CCR 094 and MAT 050 or equivalent placement test scores.

Program Requirements

Major Courses (29 credit hours)

- HPR 106 - Law and Ethics for Health Professions 2 Credits
- HPR 178 - Medical Terminology 3 Credits
- MAP 110 - Medical Office Administration 4 Credits
- MAP 138 - Medical Assisting Laboratory 4 Credits
- MAP 140 - Medical Assisting Clinical Skills 4 Credits
- MAP 150 - Pharmacology for Medical Assistants 3 Credits
- MAP 183 - Medical Assistant Internship 5 Credits
- BIO 104 - Biology: A Human Approach:GT-SC1 4 credits

Total: 29 credit hours

Graduation Requirements

- All major, general education and other courses required for these certificates/degrees must be completed with a "C" or better to meet graduation requirements.
- Medical Office Technology (MOT) courses must be taken within five years of a student's graduation.

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.
- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Medical Laboratory Assistant Certificate
CIP 510802 (MLAC)

The Medical Laboratory Assistant certificate program is a pathway into Medical Laboratory technology. The program requires at least 120 hours of clinical internship experience. MLT 131, 142, and 241 are part of the MLT degree program.

The Medical laboratory Assistant certificate is an 8 credit certificate program in which students would graduate from ACC and get a Medical Laboratory Assistant certificate. The students would then be eligible to take a national certification exam - either AMT or ASCP.

Admission Requirements

- Admission to Arapahoe Community College
- Complete Medical Laboratory Assistant Program Application
- Personal interview with MLT Program Director
- College Placement Test is required for all MLA students (scores of 96 or higher in Reading and a 5 on the Essay OR 80 in Reading and a 6 on the Essay and MAT 050 or equivalent placement test scores.
  Accuplacer scores can still be accepted if not older than three years. Minimum Accuplacer scores to be considered are 95 or higher on sentence and 45 or higher in Elementary Algebra 45+ or equivalent ACT/ SAT scores or appropriate prior college-level coursework)
- Criminal Background Check (prior to registering for any MLT course.)

Program Requirements

Major Courses (8 credit hours)

- MLT 131 - Introduction to Hematology 2 Credits
- MLT 142 - Urinalysis 2 Credits
- MLT 241 - Introduction to Clinical Chemistry 2 Credits
- MLT 120 - Clinical Assistant Core Module 2 Credits

Total: 8 Credit Hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.
- Please contact the MLT Department Chair if you have any questions about these academic requirements.
- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Medical Office Administrative Assistant Certificate
CIP 510705 (MOAA)

The Administrative Assistant certificate enables students to work the front office/reception area of physician's offices. The MOT curriculum is designed to facilitate the correlation between theory and clinical practice while exercising critical thinking proficiency.

Admission Requirements

- Admission to Arapahoe Community College
- Complete MOT Program Application
- Personal interview with the MOT Program Coordinator

Program Requirements

Major Courses (9 credit hours)

- HPR 106 - Law and Ethics for Health Professions 2 Credits
- HPR 178 - Medical Terminology 3 Credits
- MAP 110 - Medical Office Administration 4 Credits

Total: 9 credit hours

Graduation Requirements

- All major, general education and other courses required for these certificates/degrees must be completed with a "C" or better to meet graduation requirements.
- Medical Office Technology (MOT) courses must be taken within five years of a student's graduation.
- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information

gathering is a federal requirement to ensure that ACC receives certain federal funding.
- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Medical Office Technology Billing and Reimbursement Certificate
CIP 510714 (MED6)

The Billing and Reimbursement Certificate prepares students to perform the process of coding, billing and reconciling the payment process as related to an ambulatory care facility.

Admission Requirements

- Admission to Arapahoe Community College
- Complete MOT Program Application
- Personal interview with the MOT Program Coordinator
- HIT students do not need permission from the MOT department in order to complete MOT 125 , MOT 133 and MOT 135

Program Requirements

Major Courses (25 credit hours)

- HPR 106 - Law and Ethics for Health Professions 2 Credits
- HPR 178 - Medical Terminology 3 Credits
- MAP 110 - Medical Office Administration 4 Credits
- MOT 125 - Basic Medical Sciences I 3 Credits
- MOT 130 - Insurance Billing and Coding 3 Credits
- MOT 131 - Advanced Insurance Billing and Coding 3 Credits
- MOT 133 - Basic Medical Sciences II 3 Credits
- MOT 135 - Basic Medical Sciences III 3 Credits
- MOT 289 - Capstone 1-2 Credits *

Note(s):

*Students must receive Department Chair approval prior to enrolling in the Capstone class.

Total: 25 credit hours

Graduation Requirements

- All major, general education and other courses required for these certificates/degrees must be completed with a "C" or better to meet graduation requirements.
- Medical Office Technology (MOT) courses must be taken within five years of a student's graduation.
- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify

your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.
- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Nurse Aide Certificate
CIP 513902 (NR3)

This program will prepare the student for employment as a nurse aide in hospital, home-care, skilled care and hospice facilities. The entry level skills of a nurse aide are an excellent introduction to a broad range of health professions. Nurse Aides provide close personal care for a variety of clients. Successful students are considerate of others and recognize how to meet the needs of vulnerable humans as well as how to interact with other members of the healthcare team. Basic nursing skills, including activities of daily living, use of assistive devices and recognition of the emotional, social, cultural and individual rights of patients are all competencies that will be covered in the coursework. Students will have an opportunity to practice these skills in the college lab with transition into healthcare agencies. Successful completion of the Nurse Aide Certificate course at ACC qualifies the student to take the State Certification Examination, also known as the NNAAP exam, to become a Certified Nurse Aide (CNA). The Nurse Aide program is approved by the State Board of Nursing, located at 1560 Broadway, Suite 1370, Denver, Colorado 80202-5146, telephone 303.894.2430.

Please see the full list of requirements and checklist at http://www.arapahoe.edu/departments-and-programs/a-z-programs/nurse-aide on the Nurse Aide Page.

Admission Requirements
- Admission to Arapahoe Community College

Program Requirements

Major Courses (6 credit hours)
- NUA 101 - Nurse Aide Health Care Skills 4 Credits
- NUA 170 - Nurse Aide Clinical Experience 1 Credit *
- NUA 171 - Advanced Nurse Aide Clinical 1 Credit *

Note(s):
* For clinical requirements please see http://www.arapahoe.edu/departments-and-programs/a-z-programs/nurse-aide/-site-clinicals on the Nurse Aide Page

Total: 6 credit hours

Graduation Requirements
- Courses required for this certificate must be completed with a "C" or better to meet graduation requirements.

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.
- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Paralegal Certificate
CIP 220302 (LGA2)

Paralegals (Legal Assistants) play an important role in assisting attorneys to provide affordable legal services.

ACC's American Bar Association – approved Paralegal Program provides a solid foundation of knowledge and practical experience to prepare students for this profession. While paralegals may not practice law, they work under the supervision of attorneys in private law firms or businesses, as well as in many government agencies. Tasks performed by paralegals include interviewing, investigation, research, preparing legal forms, assisting attorneys in court and other activities.

Please contact the Paralegal Department Chair or Coordinator if you have questions about the academic requirements.

ABA Approval

The Paralegal Program has been approved by the American Bar Association since 1977. The approval process ensures that the program complies with the high academic standards of the American Bar Association. If you have questions about the approval process, the American Bar Association may be reached at 321 N. Clark St., Chicago, IL 60610, 312-988-5000.

Admission Requirements
- Admission to Arapahoe Community College
- Admission requires one of the following:
    - College Degree (Baccalaureate degree, Associate of Science degree, Associate of General Studies degree, Associate of Arts degree) from a regionally accredited college or university
    - An official transcript must be on file in Admissions and Records prior to enrolling in paralegal classes.
- Students must contact the Program Chair, full-time Faculty member or Program Coordinator for advising and program planning prior to enrolling in any PAR courses. Once the advising process is completed students may enroll in PAR classes;

enrollment in classes will not be permitted without such Program approval.

- Program approval is required in order to transfer in credit for paralegal classes (PAR) from other institutions; courses may be transferred to the program ONLY if they were taken from an ABA-approved program at a regionally accredited institution, and out-of-state courses may only be transferred in if the law content is not state-specific. A maximum of (nine) semester credit hours of paralegal courses may be transferred to ACC and such courses must be approved by the Paralegal Department Chair
- The Paralegal Department expects all students In the paralegal program to abide by the code of ethics promulgated by the American Bar Association (ABA) and National Association of Legal Assistants (NALA) . The code of ethics may be viewed at www.americanbar.org and www.nala.org

Program Requirements

PAR 115 must be taken the first semester of study. All classes except for PAR 115, have PAR corequisites or prerequisites; see Course Descriptions. All students who are enrolled in at least one paralegal (PAR) class will be charged a program fee each semester.

Major Courses (27 credit hours)

- PAR 110 - Legal Analysis 3 Credits
- PAR 114 - Computers and the Law 3 Credits
- PAR 115 - Introduction to Law 3 Credits
- PAR 116 - Torts 3 Credits
- PAR 118 - Contracts 3 Credits
- PAR 201 - Civil Litigation 3 Credits
- PAR 211 - Legal Research 3 Credits
- PAR 219 - E-Discovery and Litigation Technology 3 Credits
- PAR 287 - Cooperative Education 3 Credits

Elective Courses (9 credit hours)

Choose nine credit hours from the following:

- PAR 117 - Family Law 3 Credits
- PAR 125 - Property Law 3 Credits
- PAR 126 - Administrative Law 3 Credits
- PAR 127 - Legal Ethics 3 Credits
- PAR 202 - Evidence 3 Credits
- PAR 205 - Criminal Law 3 Credits
- PAR 206 - Business Organizations 3 Credits
- PAR 207 - Current Issues in the Law 3 Credits
- PAR 208 - Probate and Estates 3 Credits
- PAR 215 - Alternative Dispute Resolution 3 Credits
- PAR 216 - Employment Law 3 Credits
- PAR 217 - Environmental Law 3 Credits
- PAR 218 - Bankruptcy Law 3 Credits
- PAR 219 - E-Discovery and Litigation Technology 3 Credits

- PAR 227 - Immigration Law 3 Credits
- PAR 228 - Intellectual Property 3 Credits
- PAR - Any PAR elective 3 Credits

Total: 36 credit hours

Progression and Course Completion

In order to progress through the Paralegal program:

- A student must successfully complete each course in the Paralegal curriculum by achieving a grade of "C" or better
- If a student withdraws from a PAR class, this will be treated the same as a failure to successfully complete a course
- If a student earns a grade lower than a "C" in any PAR course, or withdraws from any PAR class, the student will be allowed to retake the course a maximum of one time.
- No more than two PAR classes may be retaken during the completion of the Paralegal program
- If a student is not successful, i.e., a "C" or higher grade on the re-take attempt, the student will be dismissed from the Paralegal program.
- If the student withdraws for reasons other than academic reasons, the student may provide documented proof of reasons and petition the Paralegal Program for an additional one-time opportunity to retake the class. Approval of the exception is strictly the decision of the Program Chair.

Graduation Requirements

- All paralegal courses required for the certificate must be completed with a grade of "C" or better
- To graduate, students must have a cumulative GPA of 2.0 or higher
- Students must complete a Paralegal Exit Survey/Interview
- At least 27 (twenty-seven) hours of paralegal (PAR) courses must be taken at Arapahoe Community College
- Paralegal (PAR) courses must be taken within six years of a student's graduation. General education courses are not subject to this six-year requirement
- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.
- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Paramedic Certificate
CIP 510904 (EMPR)

This program is accredited by the Commission on Accreditation of Allied Health Educations Programs. This program is offered two times per year, starting in January and June. Students have the option of attending full-time or part-time.

The Paramedic Program has four components: Lecture, Lab, Clinical and Field internships. This is approximately 1200 hours. The student must complete all coursework, lecture, lab, clinical and field internship, as well as pass all academic and practical components before sitting for the National Registry Examination.

Following are many of the topics covered: EMS systems, paramedic roles and responsibilities, injury and illness prevention, medical/legal issues, ethics, path physiology, pharmacology, medication administration, patient assessment, trauma management, respiratory system management, cardiovascular management, management of medical emergencies, pediatric management, management of obstetric and gynecologic emergencies, management of emotional crisis, assessment bases management and EMS operations.

All students enrolled in this program are encouraged to apply for graduation upon completion of the program

Admission Requirements

The student must have the following prerequisites to be considered for entrance into this program:

- Admission to Arapahoe Community College
- One year of documented EMT Basic or Intermediate field experience
- Basic ECG Interpretation class
- IV Certification
- Current American Heart Association Healthcare CPR certificate
- HEP B vaccinations (or Titer)
- MMR vaccinations (2) (or Titer)
- Tetanus vaccination within the last 10 years
- TB Skin Test
- A Criminal Background Check is required for all EMS students. In the event the student background check reveals any disqualifying factors a student will be dismissed for the EMT program. View disqualifying events information. Please note: Criminal background checks require a fee and the applicant's social security number.
- College-level Anatomy and Physiology (4 credit hours). (BIO 201, BIO 202, or BIO 106 will meet this requirement.)
- Must receive an acceptable score on the NRST National Reasoning Science Test – Cost $40
- EKG: minimum score of 70
- EMT: minimum score of 70

Program Requirements

Major Courses (45 credit hours)

- EMS 225 - Fundamentals of Paramedic Practice 3 Credits
- EMS 226 - Fundamentals of Paramedic Practice-Lab 2 Credits
- EMS 227 - Paramedic Special Considerations 3 Credits
- EMS 228 - Paramedic Special Considerations Lab 2 Credits
- EMS 229 - Paramedic Pharmacology 3 Credits
- EMS 230 - Paramedic Pharmacology Lab 2 Credits
- EMS 231 - Paramedic Cardiology 5 Credits
- EMS 232 - Paramedic Cardiology Lab 1 Credit
- EMS 233 - Paramedic Medical Emergencies 4 Credits
- EMS 234 - Paramedic Medical Emergencies Lab 1 Credit
- EMS 235 - Paramedic Trauma Emergencies 4 Credits
- EMS 236 - Paramedic Trauma Emergencies Lab 1 Credit
- EMS 237 - Paramedic Internship Preparatory 2 Credits
- EMS 280 - Paramedic Internship I 6 Credits
- EMS 281 - Paramedic Internship II 6 Credits

Total: 45 credit hours

Graduation Requirements

- All courses required for this program must be completed with a "C" or better.
- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.
- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Paramedic Preparation Certificate
CIP 510904 (EMPP)

This 32-hour EMT Preparation Certificate provides additional training to improve the EMT's employability, prepare the student for paramedic school and other healthcare careers. Many of the preparation certificate classes are prerequisites for entrance into the Paramedic Program. Consult an Advisor for appropriate electives.

All students enrolled in this program are encouraged to apply for graduation upon completion of the program

Admission Requirements

- Minimum of 18 years of age prior to the start of the Clinical Rotations (EMS 170).
- Current American Heart Association Healthcare CPR for the Healthcare Provider (BLS) certificate
- Hepatitis B vaccination (one and two) or Titer
- Tetanus within the last 10 years
- MMR vaccinations (one and two) (or Titer)
- TB Skin test (within 3 months of class start date)
- Current flu vaccination for the Fall and Spring Semesters
- Access the Application Process page to find information on Processes, Disqualifying Events and Release forms for Health Care students
- A Criminal Background Check is required for all EMS students. In the event the student background check reveals any disqualifying factors a student will be dismissed for the EMT program.
  View disqualifying events information. Please note: Criminal background checks require a fee and the applicant's social security number.

Program Requirements

Major Courses (32 credit hours)
- BIO 201 - Human Anatomy and Physiology I with Lab: GT-SC1 4 Credits
- BIO 202 - Human Anatomy and Physiology II with Lab: GT-SC1 4 Credits
- ENG 131 - Technical Writing I: GT-CO1 3 Credits
- EMS 121 - EMT Fundamentals 3 Credits
- EMS 122 - EMT Medical Emergencies 4 Credits
- EMS 123 - EMT Trauma Emergencies 2 Credits
- EMS 124 - EMT Special Considerations 2 Credits
- EMS 130 - EMT Intravenous Therapy 2 Credits
- EMS 170 - EMT Clinical 1 Credit
- HPR 190 - Basic EKG Interpretation 2 Credits
- EMS 181 - EMS Internship I 5 Credits

Total: 32 credit hours

Graduation Requirements
- All courses required for this program must be completed with a "C" or better.
- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.
- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Phlebotomy Certificate
CIP 511009 (PHL2)

Phlebotomy is the acquired professional skill of performing vein punctures (drawing blood). The Phlebotomy Certificate is a fifteen-week class that meets evenings during the spring and fall semesters. This seven-credit certificate includes four credits of lecture/didactic information and three credits of clinical internship.

120 hours of clinical internship are required for the program. This internship requires 3 consecutive weeks (120 hours) **during the semester of attendance**. This internship is Monday-Friday for 8 hours each day. There are no evening or weekend internships available. **In order to complete the certificate you must be available to complete this internship**.

Admission Requirements
- Admission to Arapahoe Community College
- Register for HPR 112 and HPR 180

Program Requirements

Major Courses (7 credit hours)
- HPR 112 - Phlebotomy 4 Credits
- HPR 180 - Internship 3 Credits

Total: 7 credit hours

Graduation Requirements
- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.
- Please contact the MLT Department Chair if you have any questions about these academic requirements.
- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Practical Nursing Certificate
CIP 513801 (NR1)

This Practical Nurse (PN) certificate is available only to those students who have been accepted into the registered nursing program and have completed all prerequisites, the first two semester courses, and NUR 169. The certificate prepares the nursing student to take the practical nursing licensure examination and to practice as a licensed practical nurse, offered **only as an alternative** Nursing Pathway Option. Contact the Nursing Department at 303.797.5939 for more information.

Admission Requirements

Admission Requirements are briefly noted below - for detailed information and pertinent dates go to http://www.arapahoe.edu/departments-and-programs/a-z-programs/nursing-program-0

- Admission to Arapahoe Community College
- Acceptance in the AAS-Nursing program

Program Requirements

General Education (22 credit hours)

- BIO 201 - Human Anatomy and Physiology I with Lab: GT-SC1 4 Credits *
- BIO 202 - Human Anatomy and Physiology II with Lab: GT-SC1 4 Credits
- BIO 204 - Microbiology with Lab: GT-SC1 4 Credits
- ENG 121 - English Composition I: GT-CO1 3 Credits *
- PSY 235 - Human Growth and Development: GT-SS3 3 Credits *
- HPR 108 - Dietary Nutrition 1 Credit *
- MAT 103 - Math for Clinical Calculations 3 Credits

Note(s):
*The following courses, BIO 201, ENG 121, PSY 235, and HPR 108 (11 credit hours) must be taken prior to Nursing Program application submittal. They must be completed with a cumulative GPA of 3.0 with no grade less than a "C"

Major Courses (25 credit hours)

- NUR 106 - Medical-Surgical Nursing Concepts 7 Credits
- NUR 109 - Fundamentals of Nursing 6 Credits
- NUR 112 - Basic Concepts of Pharmacology 2 Credits
- NUR 150 - Maternal - Child Nursing 6 Credits
- NUR 169 - Transition into Practical Nursing 4 Credits *

Note(s):
* **(for Practical Nursing Certificate only)**
* NUR 169 is offered every summer. Contact the Nursing Department at 303.797.5939 for more information.

Total: 47 credit hours

Upon successful completion of BIO 201, BIO 202, BIO 204, ENG 121, PSY 235, HPR 108, MAT 103, NUR 106, NUR 109, NUR 112, NUR 150, NUR 169, with a grade of "C" or better, students will receive a practical nursing certificate. Then they may apply to take the NCLEX-PN (National Council of Licensure Examination-Practical Nursing) exam through the Colorado Board of Nursing.

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.
- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Project Management Certificate
CIP 520201 (PJMC)

This certificate is designed to enable individuals to initiate, plan, execute and control project events and to bring project events to a timely conclusion. The certificate concentrates on teaching task specialists to work cross-functionally and in ad hoc project teams. Courses may be able to be applied to the A.A.S. degree in Business Administration

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

Major Courses (9 credit hours)

- CIS 202 - Automated Project Management: MS Project 3 Credits
- MAN 241 - Project Management in Organizations 3 Credits
- MAN 243 - Project Management in Action 3 Credits

Total: 9 credit hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.
- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Residential Kitchen and Bath Design Specialist Certificate
CIP 500408 (BATH)

Kitchen and Bath Design is an exciting and profitable specialty of the Interior Design industry. The Interior Design Program at ACC is now offering an abbreviated format in Kitchen and Bath Design education – the new Kitchen and Bath Specialist Certificate. This Certificate allows students to attain the necessary training, enabling

them to enter the job market in the Kitchen and Bath industry. Students can complete the certificate in three short semesters.

The Interior Design Program at ACC is accredited by the National Kitchen and Bath Association (NKBA). Although the certificate program it is not yet accredited by NKBA, NKBA standards will be met by the courses offered in the certificate. After completing the certificate, students who enter the Kitchen and Bath design field are required to work for one year before being eligible to sit for the AKBD exam, Associate Kitchen and Bath Designer qualification. Further, as designers continue gaining experience in Kitchen and Bath design, they may pursue the Certified Kitchen Designer (CKD) and Certified Bath Design (CKB) qualifications.

Admission Requirements

- Admission to Arapahoe Community College
- Students must attend an Interior Design Program Orientation prior to registration. Dates for orientations are listed on the ACC website.
- Complete ACCUPLACER assessment with the following minimum scores:
  - 95 on Sentence Skills
  - OR ACT or SAT scores within the last two years
  - OR have earned a previous college degree
  - OR have completed any necessary remedial courses, if required, with a grade of "C" or higher before taking Interior Design courses

Students wishing to transfer in Interior Design or General Education credits to fulfill certificate requirements must have official transcripts sent to the ACC Admissions and Records Office. If you have questions after Admissions and Records has evaluated your transcripts, please call 303.797.5958 to schedule an appointment with the IND Department Chair.

Program Requirements

Major Courses (30 credit hours)

- CAD 105 - AutoCAD for Interiors 4 Credits
- IND 111 - Drafting for Interiors 4 Credits
- IND 116 - Estimating Interior Materials 3 Credits
- IND 200 - Kitchen and Bath Design 4 Credits
- IND 211 - Interior Construction 4 Credits
- IND 261 - Advanced Kitchen & Bath Design 4 Credits
- IND 280 - Internship 1-6 Variable Credits
- MAR 111 - Principles of Sales 3 Credits

Total: 30 credit hours

Graduation Requirements

- All courses required for this certificate must earn a grade of "C" or better to meet completion requirements.

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.
- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Retail Management Certificate
CIP 521803 (RMNG)

Admission Requirements

- Admission to Arapahoe Community College

Program Requirements

Major Courses (24 credit hours)

- BUS 217 - Business Communication and Report Writing 3 Credits
- CIS 118 - Introduction to PC Applications 3 Credits
- MAN 128 - Human Relations in Organizations 3 Credits
- MAN 200 - Human Resource Management I 3 Credits
- MAN 225 - Managerial Finance 3 Credits
- MAN 226 - Principles of Management 3 Credits
- MAR 117 - Principles of Retailing 3 Credits
- MAR 216 - Principles of Marketing 3 Credits

Total: 24 credit hours

Graduation Requirements

- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.
- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Sound Engineering Certificate
CIP 500913 (SOU2)

The Sound Engineering certificate program offers opportunities for students to add a wide range of music technology related courses to their expertise in order to

advance in their jobs and to enhance skills needed in the audio industry. The content includes, but is not limited to: computer music software applications, audio recording/production, and live sound engineering.

Admission Requirements
- Admission to Arapahoe Community College

Program Requirements

Major Courses (22 credit hours)
- MUS 108 - Principles of Acoustics 3 Credits
- MUS 161 - Computer Music Applications I 3 Credits
- MUS 162 - Computer Music Applications II 3 Credits
- MUS 163 - Music Audio Production I 3 Credits
- MUS 164 - Music Audio Production II 3 Credits
- MUS 167 - Music Business I 3 Credits
- MUS 265 - Live Audio Engineering 3 Credits
- MUS 284 - Internship 1-6 Credits **OR**
- MUS 285 - Independent Study 1-6 Variable Credits

Total: 22 credit hours

Graduation Requirements
- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.
- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Web Design Certificate
CIP 500409 (GDW)

This certificate prepares students for entry-level positions in web design and is an excellent addition to the Associate of Applied Science Degree in Multimedia, Graphic Design and Illustration. Students without the degree are strongly encouraged to complete some instruction in graphic design prior to pursuing this certificate.

Admission Requirements
- Admission to Arapahoe Community College
- Proficiency with Macintosh operations is required for classes in MGD labs. Students without these skills must enroll in either MGD 101 or MGD 102 prior to taking other MGD computer classes.
- Typing and basic math skills are also highly recommended.

Program Requirements

Major Courses (30 credit hours)
- MAN 241 - Project Management in Organizations 3 Credits
- MGD 111 - Adobe Photoshop I 3 Credits
- MGD 141 - Web Design I 3 Credits
- MGD 143 - Motion Graphic Design I: (Software) 3 Credits
- MGD 241 - Web Design II 3 Credits
- MGD 112 - Adobe Illustrator I 3 Credits
- MAR 216 - Principles of Marketing 3 Credits
- MGD 227 - Marcomm Practices 3 Credits
- MGD 242 - Web Architecture: Open Source Design 3 Credits
- MGD 258 - Web Design Production 3 Credits

Total: 30 credit hours

Graduation Requirements
- Apply for graduation online at www.arapahoe.edu/graduation.
- As a graduate of a Career and Technical Education program you will be contacted by an ACC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that ACC receives certain federal funding.
- Information regarding occupations, completion rates, placement rates, program costs and median loan debt may be found at www.arapahoe.edu/departments-and-programs/gainful-employment-disclosure-information.

Course Descriptions

Academic Achievement

AAA 099 - Active Learning Skills
1 Credit
Allows students a variety of experiences in tutorial and enhanced learning activities in the reading, writing, math, and ESL. Topics include academic support, learning styles, and contextualized learning. Students will acquire reading, English composition, English as a Second Language and/or mathematics skills through the use of course tutorial software and individualized instruction.

AAA 101 - College 101: The Student Experience
1 Credit
Introduces students to college culture and prepares them for the challenges they will face in higher education. Through a series of interactive seminars, students discover learning in a multicultural environment and use college and community resources to attain education and career goals.

AAA 109 - Advanced Academic Achievement
3 Credits

Examines theories and practices associated with successful learning to enhance college success. Techniques covered include academic proficiency, personal management, effective collegiate communication, critical and creative thinking, development of community, awareness of diverse identities, and educational and career planning.

AAA 175 - College 175: Special Topics

1 - 12 Credits

Students will engage with topics related to academic success longevity and career & transfer outlook. Through a culture of evidence and inquiry, students will be challenged to set academic benchmark goals leading to degree completion and career options.

Accounting

ACC 101 - Fundamentals of Accounting

3 Credits

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

ACC 115 - Payroll Accounting

3 Credits

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

Prerequisite(s): ACC 121 with a grade of "C" or better

ACC 118 - Analyzing and Interpreting Financial Statements

3 Credits

Introduces accounting and its significant role in making sound business decisions. Designed to teach students how to use financial statements to be wise users of accounting information. Gives practical experience using ratio analysis to make credit and equity decisions. Instructional methods include lecture, case studies, group interaction, and internet research projects.

Prerequisite(s): ACC 122 with a grade of "C" or better

ACC 121 - Accounting Principles I

4 Credits

This course introduces accounting principles for understanding the theory and logic that underlie procedures and practices for business organizations. Major topics include the accounting cycle for service and merchandising companies, internal control principles and practices, notes

and interest, inventory systems and costing, and plant and intangible asset accounting.

ACC 122 - Accounting Principles II

4 Credits

This course continues the application of accounting principles to business organizations. Major topics include corporate equity and debt financing, investments, cash flow statements, financial analysis, budgeting, cost and managerial accounting.

Prerequisite(s): ACC 121 with a grade of "C" or better

ACC 125 - Computerized Accounting

3 Credits

Introduces the capabilities of computer applications in accounting. Includes solving accounting problems of a financial nature and hardware and software controls.

ACC 131 - Income Tax

3 Credits

This course is the study of basic concepts of federal income taxation, including gross income, deductions, accounting periods and methods, and property transactions, with emphasis on taxation of individuals and sole proprietorships.

ACC 132 - Tax Help Colorado

2 Credits

This course prepares the students for preparation of federal and state income tax returns for individuals. Emphasis is placed on form preparation with use of tax software.

RECOMMENDED: Strongly recommended to take ACC 101 or ACC 121 before taking this course

ACC 133 - Tax Help Colorado Practicum

1 Credit hour

This course allows students to prepare actual federal and state income tax returns for individuals in the real time environment.

Prerequisite(s): ACC 132 with a grade of "C" or better

ACC 135 - Spreadsheet Application for Accounting

3 Credits

This course introduces spreadsheets as an accounting tool. Using an accounting perspective, the student applies fundamental spreadsheet concepts. The spreadsheet is used as a problem-solving and decision-making tool.

Prerequisite(s): ACC 122 and CIS 155 with a grade of "C" or better

ACC 211 - Intermediate Accounting I

4 Credits

Focuses on comprehensive analysis of generally accepted accounting principles (GAAP), accounting theory,

concepts and financial reporting principles for public corporations. It is the first of a two-course sequence in financial accounting and is designed primarily for accounting and finance majors. Focuses on the preparation and analysis of business information relevant and useful to external users of financial reports. Explores the theories, principles and practices surveyed in Accounting Principles and critically examines `real-world` financial analysis and reporting issues.

Prerequisite(s): ACC 122 with a grade of "C" or better

ACC 212 - Intermediate Accounting II

4 Credits

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

Prerequisite(s): ACC 122 with a grade of "C" or better

ACC 215 - Acct Info Systems & eBusiness

3 Credits

Studies the principles, concepts and tools used in the analysis, design, implementation and integration of accounting systems, internal controls systems and accounting procedures. Key elements of system analysis, business systems design, accounting software selection, and the acquisition and implementation of systems are studied. Techniques and systems for electronic control systems, electronic data interchange, electronic funds transfer and web commerce are explored.

Prerequisite(s): ACC 122 with a grade of "C" or better

ACC 226 - Cost Accounting

3 Credits

Studies cost accumulation methods and reports. Focuses on the concepts and procedures of job order, process, standard and direct cost systems, budgeting, planning, and control of costs.

Prerequisite(s): ACC 122 with a grade of "C" or better

ACC 229 - Managerial Accounting

3 Credits

Focuses on the analysis of financial statements and other accounting data used by management in the planning and control functions. Includes a study of cost behavior, volume-cost-profit relationships, return on investment, and the budgetary process.

Prerequisite(s): ACC 122 with a grade of "C" or better

ACC 235 - Computerized Accounting for Small Business

3 Credits

Introduces a microcomputer package, such as Quickbooks, One-Write Plus or similar accounting application, for use in a small business. Focuses on installation, starting the application and converting a manual accounting system to an electronic system. Includes an easy to use bookkeeping system that incorporates all daily transactions and summarizes records in reports for a complete financial picture.

Prerequisite(s): ACC 122 with a grade of "C" or better

ACC 245 - Computerized Accounting with a Professional Package

3 Credits

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

Prerequisite(s): ACC 101 or ACC 121 with a grade of "C" or better

ACC 275 - Special Topics

1-6 Variable Credits

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

Required: Instructor's permission.

ACC 285 - Independent Study

1-6 Variable Credits

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

Required: Instructor's permission.

ACC 287 - Cooperative Education

3 Credits

Provides an opportunity to gain practical experience in applying occupational skills and/or to develop specific skills in a practical work setting. The Instructor works with the student to select an appropriate work site, establish learning objectives and coordinate learning activities with the employer or work site supervisor.

For Accounting majors only.

Required: Instructor's permission

ACC 289 - Capstone

3 Credits

Provides pending accounting graduates with the opportunity to evaluate analysis skills. Using the knowledge acquired from their academic studies, the student evaluates the financial standing of three different companies. Financial analysis using spreadsheet capabilities and written report skills are included. The

student works independent of a traditional classroom setting.

Prerequisite(s): ACC 122, ACC 131, ACC 135 and ACC 226 with a grade of "C" or better

Air Force ROTC

For additional information concerning ROTC, please call 303.492.8351

AIR 101 - Foundations of the U.S. Air Force I

1 Credit

Introduces students to the U.S. Air Force and the USAF officer profession. Uses Instructor lectures, films and videos, and group activities to examine Air Force issues, officership qualities, and military customs and courtesies. Examines the communication skills necessary for an Air Force officer.

Required: Instructor's permission

AIR 102 - Foundations of the U.S. Air Force II

1 Credit

Continues the topics covered in AIR 101. This course introduces students to the U.S. Air Force and the U.S.A.F. officer profession. The course utilizes instructor lectures, films, videos and group activities to examine Air Force organizational structure and missions of Air Force organizations with an emphasis on leadership, military history, and communicative skills.

Prerequisite(s): AIR 101 with a grade of "C" or better.

AIR 201 - Evolution of USFA Air and Space Power I

1 Credit

Includes airpower, the history of airpower and air doctrine from the World War II to present. The course also examines the role of airpower in the Berlin Airlift, Korean War, Mideast and Vietnam Conflict, as well as the evolution of airpower concepts and doctrine and the development of communicative skills.

Prerequisite(s): AIR 102 with a grade of "C" or better or Instructor's permission

AIR 202 - Evolution of USAF Air and Space Power II

1 Credit

Continues the topics covered in AIR 201. The course includes airpower, the history of airpower and air doctrine from the World War II to present. The course also examines the role of airpower in the Berlin Airlift, Korean War, Mideast and Vietnam Conflict, as well as the evolution of airpower concepts and doctrine and the development of communicative skills.

Prerequisite(s): AIR 201 with a grade of "C" or better.

American Sign Language

ASL 121 - American Sign Language I

5 Credits

Exposes the student to American Sign Language. Readiness activities are conducted focusing on visual/receptive skills and basic communication. Utilizes the direct experience method. Students must complete this course with a "B" or higher or pass the ASL proficiency test with a score of at least 80% or better prior to registering for ASL 122 if planning to enroll in the Interpreter Preparation Program.

ASL 122 - American Sign Language II

5 Credits

Develops a basic syntactic knowledge of American Sign Language (ASL), basic vocabulary and basic conversational skills. Incorporates vital aspects of deaf culture and community. The direct experience method is used to enhance the learning process. Students must complete this course with a "B" or higher or pass the ASL 121 proficiency test with a score of 80% or better prior to acceptance into the Interpreting and Transliterating Preparation program. (NOT OFFERED AT ACC).

Prerequisite(s): ASL 121 with a grade of "C" or better

ASL 123 - American Sign Language III

5 Credits

Provides the student an opportunity to develop a stronger grasp of American Sign Language (ASL), as well as the cultural features of the language. ASL vocabulary is also increased. The direct experience method is used to further enhance the learning process. This course is a continuation of ASL 122 with more emphasis on expressive skills in signing.

Prerequisite(s): ASL 122 with a grade of "C" or better

ASL 124 - Intermediate American Sign Language

3 Credits

Strengthens foundational ASL receptive and expressive skills in American Sign Language (ASL) by enhancing the student's ability to comprehend and express lexical, grammatical and syntactical principles at an intermediate level. Conversational skills will be developed incorporating appropriate use of cultural discourse markers. Specific attention will be given to the spatial nature of the language. This course is a prerequisite for Advanced ASL 1, in the coordinated AGS/BA degree in ASL-English Interpretation.

Prerequisite(s): ASL 122 with a grade of "B" or better

Anthropology

ANT 101 - Cultural Anthropology: GT-SS3

3 Credits
Examines the study of human cultural patterns, including communication, economic systems, social and political organizations, religion, healing systems, and cultural change. This is a statewide Guaranteed Transfer course in the GT-SS3 category.
Prerequisite(s): CCR 092 (or higher) or equivalent.

ANT 104 - Physical Anthropology Lab: GT-SS3
1 Credit
Investigates the principles of physical/biological anthropology. Included genetic and evolutionary processes, comparative skeletal anatomy, primate morphology and behavior, human evolution, modern human variation and forensics through laboratory and/or online practicum exercises and analytical discussions.
Prerequisite(s): CCR 092 (or higher) or equivalent.
Corequisite(s): ANT 111

ANT 107 - Introduction to Archeology: GT-SS3
3 Credits
Introduces the science of recovering the human prehistoric and historic past through excavation, analysis, and interpretation of material remains. The course provides a survey of the archaeology of different areas of the Old and New Worlds, the works of selected archaeologists, and major archaeological theories. This is a statewide Guaranteed Transfer course in the GT-SS3 category.
Prerequisite(s): CCR 092 (or higher) or equivalent.

ANT 111 - Biological Anthropology with Lab: GT-SC1
4 Credits
Focuses on the study of the human species and related organisms, and examines principles of genetics, evolution, anatomy, classification, and ecology, including a survey of human variation and adaptation, living primate biology and behavior, and primate and human fossil evolutionary history. This is a statewide Guaranteed Transfer course in the GT-SC1 category.
Prerequisite(s): CCR 092 (or higher) or equivalent.

ANT 121 - Cultures of The Southwest
3 Credits
Includes the major prehistoric cultures (Paleoindian, Desert Culture, Anasazi, Hohokam, Mogollon) and ethnographic views of the historic cultures (Pueblos, Navajo, Apache, Pima, Papago, Spanish-American, and Anglo-American). The purpose of the study is to trace the stages through which these cultures have passed in order to evaluate environmental influences on human activities and to perceive human influences on the environment.

Prerequisite(s): ANT 101 or ANT 107 with a grade of "C" or better

ANT 137 - Southwest US Archaeology
3 Credits
Identifies the complex regional population centers and cultural traditions of prehistoric peoples of the 4-Corners (Colorado, Arizona, New Mexico, Utah) and analyzes evidence of cultural interaction with peoples of Meso-America and with the ecology of the region.
Prerequisite(s): ANT 101 or ANT 107 with a grade of "C" or better

ANT 201 - Introduction to Forensic Anthropology: GT-SS3
3 Credits
Studies the basic principles of forensic anthropology, an applied field within the discipline of physical anthropology. The course includes the study of the human skeleton, practical application of physical anthropology and archaeology, and judicial procedure, as they relate to the identification of human remains within a medico-legal context.

ANT 215 - Native Peoples of North America: GT-SS3
3 Credits
Studies the origins of native peoples in the New World, through the development of geographic culture areas, to European contact and subsequent contemporary Native American issues. This is a statewide Guaranteed Transfer course in the GT-SS3 category.
Prerequisite(s): CCR 092 (or higher) or equivalent.

ANT 225 - Anthropology of Religion GT-SS3
3 Credits
Explores the culturally universal phenomenon of religion including cross-cultural varieties of beliefs in the supernatural and the religious rituals people employ to interpret and control their worlds. This is a statewide Guaranteed Transfer course in the GT-SS3 category.
Prerequisite(s): CCR 092 (or higher) or equivalent.

ANT 275 - Special Topics in Anthropology
1-6 Credits
Provides opportunity for off-campus field experience or study of a special topic in anthropology. Field study may occur at archeological sites, museums, host educational institutions, within ethnographic situations, or other anthropologically appropriate places. Study of special topic may include that derived from physical anthropology, cultural anthropology, archeology, or other anthropological discipline.

Prerequisite(s): ANT 101 or ANT 107 with a grade of "C" or better

ANT 285 - Independent Study

1-6 Variable Credits

Allows the student to independently study certain aspects of anthropology. It provides opportunity to investigate an area of interest that developed in an introductory course.

Arabic

ARA 111 - Arabic Language I

5 Credits

Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the Arabic language.

NOTE: *The order of the topics and the methodology will vary according to the individual texts and Instructors.*

ARA 112 - Arabic Language II

5 Credits

Continues Arabic Language I in the development of functional proficiency in listening, speaking, reading and writing the Arabic language. Note: The order of the topics and the methodology will vary according to individual texts and Instructors.

Prerequisite(s): ARA 111 with a grade of "C" or better

ARA 211 - Arabic Language III

3 Credits

Continues Arabic I and II in the development of increased functional proficiency in listening, speaking, reading and writing the Arabic language. Note: The order of the topics and the methodology will vary according to individual texts and Instructors.

Prerequisite(s): ARA 111 and ARA 112 with a grade of "C" or better

ARA 212 - Arabic Language IV

3 Credits

Continues Arabic Language I, II, and III in the development of increased functional proficiency in listening, speaking, reading and writing the Arabic language. Note: The order of the topics and the methodology will vary according to individual texts and Instructors.

Prerequisite(s): ARA 111, ARA 112, and ARA 211 with a grade of "C" or better

ARA 275 - Special Topics

3 Credits

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

Architectural Engineering and Construction

AEC 100 - Introduction to Design Theory

3 Credits

Evaluates design environments both physical and theoretical. Students will be encouraged to consider how social and individual behavior is reflected in and influenced by these designed environments. Through exploration of assigned readings and movies the student will critically assess how design influences our perception of the built environment that surrounds us and the design theory behind it.

Prerequisite(s): CCR 092 (or higher) or equivalent; and MAT 050 or equivalent

AEC 107 - Print Reading Residential/Commercial

3 Credits

Interpret construction prints and the related documents produced by the residential or commercial architect and used in the construction industry.

Prerequisite(s): CCR 092 (or higher) or equivalent; and MAT 050 or equivalent

AEC 110 - Architectural Design and Modeling

4 Credits

Introduces students to conceptual architectural design through manual drafting techniques including a variety of multi-view projection, isometric projects, and architecture details. The student will be required to produce a combination of manually drafted drawings, CAD drawings, and physical models. Students will develop and present a design solution and evaluation of the assigned program through conceptual models and architectural drawings.

Prerequisite(s): CCR 092 (or higher) or equivalent; and MAT 050 or equivalent

AEC 116 - Building Materials

3 Credits

This course will cover the study of building materials and methods commonly used within the construction industry. The course will include interior and exterior materials used in everything from foundations to roof systems.

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050 or equivalent .

AEC 121 - Construction Materials and Systems

3 Credits

Examines building materials and construction techniques. Topics include a study of soils, concrete, brick, masonry, steel, timber, and plastics and a study of types of building structural systems and components. Principles of interpreting light commercial construction drawings (blueprints) for structural and trade information are also introduced.

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050 or equivalent.

AEC 125 - History of Architecture

3 Credits

This course will cover major periods of architectural development. Social and cultural values influencing architecture will be highlighted as well as the interaction of art, engineering and architecture as forms of expression.

Prerequisite(s): ENG 121 OR ENG 131 with a grade of "C" or better and MAT 050 or equivalent.

AEC 202 - Architectural Design and Analysis

4 Credits

Reviews conceptual design and architectural drafting techniques. The students will be introduced to site analysis through observation and sketching. Students will be required to present a design solution and evaluation of an assigned project through a combination of conceptual models, drawings, and sketches using various computer aided design programs.

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050 or equivalent and AEC 110 with a grade of "C" or better

Corequisite(s): CAD 224

AEC 204 - Architectural Graphics

3 Credits

Introduces graphic concepts to architectural students and develops graphic design techniques and rendering using pencil, ink, and color media. Both freehand and mechanical methods are stressed. Student will be able to produce architectural presentations.

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050 or equivalent.

AEC 206 - Applied Structural Analysis

3 Credits

Studies fundamental structural elements and building structures. Building forces, transfer of forces, and structural members and systems are investigated through computation and project work. Fundamental engineering theory related to steel, wood, reinforced concrete and masonry are introduced.

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 121 or higher.

AEC 208 - Building Environmental Systems I

3 Credits

Introduces concepts in operation and design of mechanical and sustainable (green) building systems that provide a healthy, comfortable and productive indoor air environment. Major topics covered include thermal comfort; heat and moisture flow in buildings; indoor air quality; electrical systems pertaining to building function and mechanical (HVAC and solar thermal) systems for climate in buildings.

Prerequisite(s): MAT 121 and AEC 116 or Instructor's Permission

AEC 216 - Construction Estimating

3 Credits

Studies fundamental structural elements and building structures. Building forces, transfer of forces, and structural members and systems are investigated through computation and project work. Fundamental engineering theory related to steel, wood, reinforced concrete and masonry are introduced.

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050 or equivalent

AEC 218 - Sustainable Building Systems

3 Credits

Investigates the technologies and strategies related to sustainable (green) materials and systems for buildings. Topics include: energy and environmental consciousness/regulations; the high performance building envelope; alternative construction techniques (adobe, cob, rammed earth, straw bale); microclimate/site factors; sustainable/green materials; and passive solar; active thermal solar, photovoltaic energy, wind energy conversion, on site water use/reuse and waste disposal systems.

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050 or equivalent.

AEC 219 - LEED Exam Preparation

3 Credits

Prepares students for LEED (Leadership in Energy and Environmental Design) examination by the U.S. Green Building Council and provides a detailed exploration of the LEED rating system for a general understanding of what LEED is and how it is implemented. Topics include sustainable sites, water efficiency, energy and atmosphere, materials and resources, indoor environmental quality, and innovation in design.

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050 or equivalent.

AEC 220 - Surveying

3 Credits

The course includes the fundamentals of plane surveying and basic surveying instruments. It emphasizes construction-related aspects of surveying and the development of skills in using surveying field information. Surveying projects are generally covered in coordinated and fieldwork segments.

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 108 or higher with a grade of "C" or better

AEC 225 - Architectural Design and Development

4 Credits

Reviews conceptual design, site analysis, and architectural drafting techniques. Students will develop design ideas and theories and learn how to present those ideas visually. Students will analyze a site and produce a design solution that responds to that particular site through a combination of research data, conceptual models, drawings, and sketches. The student will produce a final presentation of all relevant data, sketches, conceptual models, and drawings using presentation boards produced in various graphical programs.

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050 or equivalent and AEC 202 with a grade of "C" or better.

AEC 226 - Construction Scheduling

3 Credits

Introduction to the restrictions, standards and requirements that in the interest of public safety and welfare have been established by law to govern the construction of buildings and their materials. Specifications are developed to describe building materials to be furnished and how they are to be installed.

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050 or equivalent.

AEC 228 - Contracts and The Legal Environment

3 Credits

Introduces different types of contracts, legal requirements and liabilities that are related to the construction industry. This course also focuses on contracting parties and their legal options and obligations when they interact during the construction phases. Specifications as an important part of the construction documents will be introduced.

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050 or equivalent.

AEC 231 - Estimating II: Cost Analysis

3 Credits

Focuses on estimating techniques used to establish and verify costs of materials, equipment, and labor and the time requirements related to building construction projects. Emphasis is placed on preparation of an estimate of construction costs of a commercial building.

Prerequisite(s): AEC 216

AEC 236 - International Building Codes

3 Credits

A study is made of the restrictions, standards, and requirements that in the interest of public safety and

welfare have been established by law to govern the construction of buildings and their materials. Specifications are developed to describe building materials to be furnished and how they are to be installed.

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050 or equivalent.

AEC 255 - Professional Workplace Skills and Presentation

3 Credits

Implements workplace tools and skills of the architecture profession and construction industry. Includes instruction on developing a resume and design portfolio in a visually artistic and professional manner. The course will also include lessons in workplace, customer and client relations, team building, participation, and employer expectations.

Prerequisite(s): CCR 092 (or higher) or equivalent; and MAT 108 or equivalent; and AEC 225 with a grade of "C" or better.

AEC 280 - Internship

3 Credits

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

Army ROTC

For additional information concerning ROTC, please call 303.492.6495

ARM 111 - Adventures in Leadership I

2 Credits

Introduces the student to fundamentals of leadership and the United States Army. Includes Army leadership doctrine, team-building concepts, time and stress management, an introduction to cartography and land navigation, marksmanship, briefing techniques and basic military tactics. Includes lecture and laboratory. Physical training 3 hrs/week Fall. Lab fee.

ARM 112 - Adventures in Leadership II

2 Credits

Investigates leadership in small organizations. Covers basic troop leading procedures, military first aid and casualty evacuation concepts, creating ethical work climates, an introduction to Army organizations and installations and basic military tactics. Introduces students to effective military writing styles. Includes lecture and laboratory. Physical training 3 hrs/week. Spring Lab fee.

Prerequisite(s): ARM 111 with a grade of "C" or better

ARM 211 - Methods of Leadership and Management I

3 Credits

Reviews leadership and management concepts including motivation, attitudes, communication skills, problem solving, human needs and behavior and leadership self-development. Students refine written and oral communications skills and explore the basic branches of the Army and officer and NCO duties. Students conduct practical exercises in small unit light infantry tactics and perform as mid-level leaders in the organization. Includes lecture and laboratory. Physical training 3 hrs/week. Fall. Lab fee

Prerequisite(s): ARM 112 with a grade of "C" or better

ARM 212 - Methods of Leadership and Management II

3 Credits

Focuses on leadership and management functions in military and corporate environments. Studies various components of Army leadership doctrine to include the four elements of leadership, leadership principles, risk management and planning theory, the be-know-do framework and the Army leadership evaluation program. Continue to refine communication skills. Includes lecture and laboratory. Physical training 3 hrs/week. Spring. Lab fee.

Prerequisite(s): ARM 211 with a grade of "C" or better

Art

ART 110 - Art Appreciation: GT-AH1

3 Credits

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

Prerequisite(s): CCR 092 (or higher) or equivalent.

ART 111 - Art History I Ancient to Medieval: GT-AH1

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.

Prerequisite(s): CCR 092 (or higher) or equivalent.

ART 112 - Art History II Renaissance to Modern: GT-AH1

3 Credits

Provides the knowledge base to understand the visual arts, especially as related to Western Culture. Surveys the visual arts from the Renaissance to 1900.~~This course is one of the Statewide Guaranteed Transfer courses. GT-AH1

Prerequisite(s): CCR 092 (or higher) or equivalent.

ART 113 - History of Photography

3 Credits

Surveys the history of photography from its beginnings to the present. Emphasizes individual photographers who have made significant contributions to the field. Includes technical, artistic, commercial and social development of photography as a form of visual communication.

ART 121 - Drawing I

3 Credits

Investigates the various approaches and media that students need to develop drawing skills and visual perception.

ART 124 - Watercolor I

3 Credits

Provides an introduction to the basic techniques and unique aspects of materials involved in the use of either transparent or opaque water media or both. Color theory is included.

ART 128 - Figure Drawing I

3 Credits

Introduces the basic techniques of drawing the human figure.

Prerequisite(s): ART 121 with a grade of "C" or better

ART 129 - Printmaking I

3 Credits

Introduces the basic techniques and skills of printmaking as a fine art media. Instruction includes an understanding of visual concepts as they relate to prints. May include introduction to relief, intaglio, lithography and screen printing techniques.

ART 131 - Visual Concepts 2-D Design

3 Credits

Examines the basic elements of design, visual perception and artistic form and composition as they relate to two-dimensional media.

ART 132 - Visual Concepts 3-D Design

3 Credits

Focuses on learning to apply the elements and principles of design to three-dimensional problems.

ART 133 - Jewelry and Metalwork I

3 Credits

Introduces the construction of jewelry designs in metals and small casting techniques.

ART 137 - Enameling on Metal

3 Credits

Introduces the techniques, history, application and potentials of glass fused to metal at high heat in greater depth than in the 1 credit enameling course. Individual studio projects explore the brilliance of glass and the

versatility of metals in enameling. Formal critiques accompany each project so that students experience and profit from instructor comment and peer comment.
Prerequisite(s): ART 133 with a grade of "C" or better

ART 138 - Film Photography I

3 Credits

Introduces black-and-white film photography as a fine art medium and develops skills necessary for basic camera and lab operations.

ART 139 - Digital Photography I

3 Credits

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

ART 140 - Color Photography I

3 Credits

This course covers the fundamentals of color photography such as color theory and light, production, processing and printing of color negatives.
Prerequisite(s): ART 138 with a grade of "C" or better

ART 141 - Studio Photography

3 Credits

Explores the creative uses of studio lighting from the perspective of fine art photography with an emphasis on portraiture, three-dimensional object photography and two dimensional collage photography.
Prerequisite(s): ART 138 with a grade of "C" or better

ART 142 - Landscape Photography

3 Credits

Focuses on traditional and contemporary approaches to landscape photography. Examines technical and aesthetic aspects of landscape photography through group discussions, a field study, lectures and print and slide critiques.
Prerequisite(s): ART 138 or ART 139 with a grade of "C" or better

ART 143 - Figure Photography I

3 Credits

Introduces students to the social, artistic and photographic aspects of fine art figure studies in photography, as the human figure is one of the most studied and practiced subjects in the field of creative visual expression. Students have the opportunity to photograph the figure using professional lighting equipment and professional models. Students are expected to push the limits of their artistic and creative abilities, as well as develop technical skills used in figure and other areas of fine art photography. Professional ethics, concerns, as well as group critiques are used throughout the course. Choice of camera, either digital or film, is left up to the student.

ART 144 - Portrait Photography

3 Credits

Teaches the technical and aesthetic aspects of studio and location portrait photography. This course explores the personal style of portraiture, history of the field and portraiture and as a visual language and creative expression. This topic also includes lighting composition, posing and equipment selection.
Prerequisite(s): ART 138 or ART 139 with a grade of "C" or better

ART 145 - Digital Darkroom

3 Credits

Teaches computer aided photography and darkroom techniques. The emphasis of this course is image-editing software, which can be used to color correct, retouch and composite photographic images. Other topics include image acquisition, storage, file management, special effects, hard copy and Web-based image output.
Prerequisite(s): ART 138 or ART 139 with a grade of "C" or better

ART 151 - Painting I

3 Credits

Explores basic techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting to depict form and space on a two-dimensional surface

ART 152 - Landscape Painting

3 Credits

Focuses on specific landscape concerns in the painting media of your choice.

ART 154 - Figure Painting I

3 Credits

Focuses on painting the human figure, and includes a brief survey of figure painting, and instruction in the fundamental methods of composition and expressions.

ART 161 - Ceramics I

3 Credits

Introduces traditional and contemporary ceramic forms and processes including hand building and throwing on the potter's wheel.

ART 167 - Sculpting The Figure

1 Credit

Focuses on sculpting the human figure using modeling techniques in clay.

ART 175 - Special Topics

1-6 Variable Credits

Provides the student with a vehicle to pursue in-depth exploration of special topics of interest.

ART 205 - Museum Studies

3 Credits

Provides an overview of the museum field. Covers the museum as a business, its history and role in society and planning and implementation of a museum exhibition.

Prerequisite(s): ART 110, or ART 111, or ART 112 or ART 207 with a grade of "C" or better

ART 207 - Art History-1900 to Present: GT-AH1

3 Credits

Provides students with the knowledge base to understand the visual arts as related to Modern and Contemporary visual art. Surveys world art of the twentieth century, including Modernism to Postmodernism.

Prerequisite(s): CCR 092 (or higher) or equivalent.

ART 210 - Marketing for Visual Arts

3 Credits

Provides students with the framework, tools and professional materials necessary for the practicing visual artist. Guidelines for writing proposals, artist's statements and resumes are discussed and practiced. Explores theoretical and practical considerations related to portfolio presentation and exhibiting artwork through hands-on activities, readings and discussions.

ART 221 - Drawing II

3 Credits

Explores expressive drawing techniques with an emphasis on formal composition, color media and content or thematic development

Prerequisite(s): ART 121 with a grade of "C" or better

ART 224 - Watercolor II

3 Credits

Continues the study of watercolor techniques, emphasizing original compositions and experimentation with materials. Color theory is included.

Prerequisite(s): ART 124 with a grade of "C" or better or its equivalent.

ART 225 - Watercolor III

3 Credits

Provides on introduction to the basic techniques and unique aspects of materials involved in the use of either transparent or opaque water media or both. Color theory is included.

ART 228 - Advanced Figure Drawing

3 Credits

Provides continuing study of the various methods of drawing the human figure, with emphasis on the description of form and individual style.

Prerequisite(s): ART 128 with a grade of "C" or better

ART 229 - Printmaking II

3 Credits

Introduces more advanced techniques and skills of printmaking as a fine art media. Instruction includes an understanding of visual concepts as they relate to prints. May include introduction to relief, intaglio, lithography and screen printing techniques.

ART 230 - Color Theory

3 Credits

Explores the properties and concepts of color for application in fine art, commercial art and/or applied arts using various traditional fine art techniques and materials.

ART 233 - Jewelry & Metalwork II

3 Credits

Emphasizes conceptual design development, using casting and specialized techniques.

Prerequisite(s): ART 133 with a grade of "C" or better

ART 234 - Jewelry & Metalwork III

3 Credits

Focuses upon advanced work and emphasizes experimentation with materials and techniques, individual designs and superior craftsmanship.

Prerequisite(s): ART 233 with a grade of "C" or better

ART 235 - Jewelry & Metalwork IV

3 Credits

Provides continued study of the properties of metal and stone in creating decorative work. Students employ advanced design and techniques to explore original, personal expression. A variety of materials and approaches are used in discovering new and independently creative finished pieces.

Prerequisite(s): ART 234 with a grade of "C" or better

ART 238 - Film Photography II

3 Credits

This course is a further exploration in film camera and lab operations with an emphasis on individual creativity. It includes the development of a comprehensive portfolio.

Prerequisite(s): ART 138 with a grade of "C" or better or demonstrated competency

ART 239 - Digital Photography II

3 Credits

Expands upon the beginning digital photography class. Focuses on digital photography in terms of design and communication factors including color, visual design, lighting, graphics and aesthetics.

Prerequisite(s): ART 139 with a grade of "C" or better

ART 240 - Color Photography II

3 Credits

Designed for students who are approaching a personal style and aesthetic in the medium of color photography. It is an extension of Color Photography I. Personal expression is stressed through individual critiques.

Prerequisite(s): ART 140 with a grade of "C" or better

ART 241 - Large Format Photography

3 Credits

Introduces the visual aesthetics and techniques of view camera photography. Students receive hands-on photographic experience with the 4x5 view camera, process film and produce prints.

Prerequisite(s): ART 138 with a grade of "C" or better

ART 242 - Alternative Photo Processes

3 Credits

Explores several non-silver photographic processes including the Platinotype, Cyanotype, and Van Dyke Brown printing techniques. Production of enlarged negatives from 35mm negatives and transparencies as required for contact printing for these processes.

Prerequisite(s): ART 138 with a grade of "C" or better

ART 251 - Painting II

3 Credits

This course further explores techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with emphasis on composition and content development.

Prerequisite(s): ART 151 with a grade of "C" or better or Instructor's permission

ART 252 - Painting III

3 Credits

Provides continued exploration of techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with emphasis on composition and content development.

Prerequisite(s): ART 251 with a grade of "C" or better or Instructor's permission

ART 253 - Painting IV

3 Credits

Explores advanced techniques, materials and concepts used in opaque painting processes, with emphasis on the development of themes and a cohesive body of work.

Prerequisite(s): ART 252 with a grade of "C" or better

ART 261 - Ceramics II

3 Credits

A continuation of ART 161, this course emphasizes skill, technique and form.

Prerequisite(s): ART 161 with a grade of "C" or better

ART 262 - Ceramics III

3 Credits

Encourages students to develop an individual style of wheel thrown and hand-built ceramic forms with continuing involvement in surface treatment.

Prerequisite(s): ART 161 with a grade of "C" or better

ART 263 - Ceramics IV

3 Credits

Continues advanced work with emphasis on various clay bodies, unique glazes and engobes, and combining different textures and shapes, and development of personal forms.

Prerequisite(s): ART 262 with a grade of "C" or better

ART 275 - Special Topics

1-6 Variable Credits

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

ART 276 - Special Topics

1-6 Variable Credits

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

ART 277 - Special Topics

1-6 Variable Credits

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

ART 285 - Independent Study

1-6 Variable Credits

Provides structured and guided, individualized research that is organized and tailored around the interest needs of the individual student.

Required: Instructor's permission

ART 286 - Independent Study

1-6 Variable Credits

Provides the opportunity for students to undertake special project(s) or research in any of the disciplines involving the visual arts, including, but not limited to, gallery or museum administration, art history, graphic design, or other studio work. Instruction is provided by the Instructor and is totally based on the student's independent study agreement.

Required: Instructor's permission

Astronomy

AST 101 - Planetary Astronomy with Lab: SC1

4 Credits

Focuses on the history of astronomy, naked-eye sky observation, tools of the astronomer, contents of the solar system and life in the universe. Incorporates laboratory experience. The Colorado Commission on Higher Education has approved AST 101 for inclusion in the Guaranteed Transfer (GT) Pathways program in the GT-SC1 category. For transferring students, successful

completion with a minimum C– grade guarantees transfer and application of credit in this GT Pathways category. For more information on the GT Pathways program, go to http://highered.colorado.gov/academics/transfers/gtpathways/curriculum.html

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050/MAT 055 or equivalent.

AST 102 - Stellar Astronomy with Lab: SC1

4 Credits

Emphasizes the structure and life cycle of the stars, the sun, galaxies, and the universe as a whole, including cosmology and relativity. Stellar phenomena including white dwarves, black holes will be explored. Incorporates laboratory experience. The Colorado Commission on Higher Education has approved AST 102 for inclusion in the Guaranteed Transfer (GT) Pathways program in the GT-SC1 category. For transferring students, successful completion with a minimum C– grade guarantees transfer and application of credit in this GT Pathways category. For more information on the GT Pathways program, go to http://highered.colorado.gov/academics/transfers/gtpathways/curriculum.html.

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050/MAT 055 or equivalent.

AST 155 - Astronomy Ancient Cultures GT-SC2

3 Credits

Introduces the study of archaeoastronomy and ethnoastronomy. The principles of unaided eye observational astronomy, timekeeping, navigation, religion and ritual, political power, cosmology, and worldview are covered. Methods of the ethnoastronomer, including measurement of architectural alignments, analysis of written records, examination of art, and general knowledge about a culture, will be discussed. This is a statewide Guaranteed Transfer course in the GT-SC2 category.

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050/MAT 055 or equivalent.

AST 160 - Cosmology: The Big Bang the End of Time

3 Credits

Explores the birth, large scale structure and eventual fate of the universe. The course will examine the evidence for, and science behind, the Big Bang and inflation, the expanding universe, dark matter and dark energy, and the possible futures of the universe as a whole. The rise of complex life in our universe, the anthropic principle and the theory of multiple universes will also be included. Unification theories may be covered.

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050/MAT 055 or equivalent.

AST 275 - Special Topics In Astronomy

1-6 Variable Credits

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

AST 285 - Independent Study

1-6 Variable Credits

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

Required: Instructor's permission

Automotive Technology

ASE 101 - Auto Shop Orientation

2 Credits

Covers safety instruction in the shop and on the automobile. Emphasis on the proper use and care of test equipment, precision measuring and machining equipment, gaskets, adhesives, tubing, wiring, jacks, presses, and cleaning equipment and techniques.

ASE 102 - Introduction to the Automotive Shop

2 Credits

Prepares the incoming automotive student to work in the shop safely and gain familiarity with the shop and common equipment.

ASE 103 - Auto Maintenance I

2 Credits

This course addresses three primary areas of concern for the average car owner. The first is the basics of how various systems on the automobile work. The second is the maintenance required for the vehicle. The third is the financial concerns of owning the vehicle.

ASE 110 - Automotive Brake Service I

2 Credits

Introduces the basic theory of automotive braking systems including operation, diagnosis, basic repair of disc and drum friction assemblies, and basic hydraulic braking systems. This course meets MLR/AST/MAST program accreditation requirements.

ASE 111 - Automotive Brake Service II

2 Credits

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

Prerequisite(s): ASE 110 with a grade of "C" or better

ASE 120 - Basic Automotive Electricity

2 Credits

Introduces vehicle electricity, basic electrical theory, circuit designs, and wiring methods. This course focuses on multimeter usage and wiring diagrams. This course meets MLR/AST/MAST requirements.

ASE 122 - Automotive Electrical Safety Systems

1 Credit

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

ASE 123 - Starting and Charging Systems

2 Credits

Covers the operation and theory of a vehicle battery, testing, service, and repair of starting and charging systems including voltage testing, draw testing. This course meets MLR/AST/MAST program requirements.

Prerequisite(s): ASE 120 with a grade of "C" or better

ASE 130 - General Engine Diagnosis

2 Credits

Covers how to perform basic engine diagnosis to determine condition of engine including engine support systems. This course meets MLR/AST/MAST requirements.

ASE 132 - Ignition System Diagnosis and Repair

2 Credits

Focuses on lecture and related laboratory experiences in the diagnosis, service, adjustments and repair of various automotive ignition systems.

Prerequisite(s): ASE 130 with a grade of "C" or better

ASE 134 - Automotive Fuel and Emissions Systems I

2 Credits

Focuses on the diagnosis and repair of automotive fuel emission control systems, filter systems, and spark plugs. This course also includes maintenance to Diesel Exhaust Fluid (DEF) systems.

Prerequisite(s): ASE 132 with a grade of "C" or better

ASE 140 - Suspension and Steering I

2 Credits

Focuses on diagnosis and service of suspension and steering systems and components. This course meets MLR/AST/MAST requirements.

ASE 141 - Suspension and Steering II

2 Credits

Covers design, diagnosis, inspection, service of suspension, and steering systems used on light trucks and automobiles including power steering and Supplemental Restraint

System (SRS) service. This course meets AST/MAST requirements.

Prerequisite(s): ASE 140 with a grade of "C" or better

ASE 150 - Manual Drive Train and Axle Maintenance

2 Credits

Covers the operating principles and repair procedures relating to axle-shafts, propeller shafts, and universal joints. This course meets MLR/AST/MAST requirements.

ASE 151 - Automotive Manual Transmission/Transaxles & Clutches I

2 Credits

Focuses on the diagnosis and repair of automotive manual transmissions, transaxles, clutches, and related components. This course meets AST/MAST requirements.

ASE 152 - Manual Transmission, Transaxles and Clutches II

2 Credits

Focuses on lecture and related laboratory experiences in the diagnosis and repair of automotive differentials, four wheel and all-wheel drive units.

ASE 153 - Automotive Drive Axle Overhaul

1 Credit

Teaches the student skills to check, inspect, and replace parts necessary to rebuild differential assembly.

ASE 154 - Manual Transmission/Transaxle Diagnosis and Repair

1 Credit

Covers operation, diagnosis and repair procedures of manual transmission and transaxle assemblies.

ASE 160 - Automotive Engine Repair

2 Credits

Focuses on the service of cylinder head, valve-train components, and cooling system components including engine removal, re-installation, and re-mounting systems. This course meets MLR/AST/MAST requirements.

ASE 161 - Engine Repair & Rebuild

2 Credits

Focuses on lecture and laboratory experiences in the disassembly, diagnosis and reassembly of the automotive engine. Topics include the diagnostic and repair procedures for the engine block and head assemblies.

ASE 162 - Automotive Engine Service

2 Credits

Covers engine sealing requirements and repair procedures including engine fasteners, bolt torque, repair of fasteners, cooling system, and basic engine maintenance. This course meets AST/MAST requirements.

ASE 170 - Laboratory Experience I

1-6 Credits

Continues to build upon the principles that are expected to be understood by students.

ASE 171 - Laboratory Experience II

1-6 Credits

Continues to build upon the principles that are expected to be understood by students.

ASE 172 - Laboratory Experience III

1-6 Credits

Continues to build upon the principles that are expected to be understood by students.

ASE 210 - Automotive Power and ABS Brake Systems

2 Credits

Covers the operation and theory of the modern automotive braking systems including the operation, diagnosis, service, and repair of the anti-lock braking systems and power assist units. This course also covers the machining operations of today's automobile brake systems. This course meets AST/MAST requirements.

Prerequisite(s): ASE 110 with a grade of "C" or better

ASE 220 - Specialized Electronics Training

2 Credits

Provides a systematic approach to automotive electrical and electronic systems. This course applies electrical principles to semiconductors and microprocessors commonly found in automobiles and covers diagnostic procedures that have applications to present and future automotive electronics and electrical systems.

Prerequisite(s): ASE 120 with a grade of "C" or better

ASE 221 - Automotive and Diesel Body Electrical

4 Credits

Provides a comprehensive study of the theory, operation, diagnosis and repair of vehicle accessories.

Prerequisite(s): ASE 120 with a grade of "C" or better

ASE 231 - Automotive Computers and Ignition Systems

2 Credits

Focuses on lecture and laboratory experiences in the inspection and testing of typical computerized engine control systems.

Prerequisite(s): ASE 120 and ASE 220 with a grade of "C" or better.

ASE 233 - Auto Fuel Injection & Emissions Systems II

4 Credits

Focuses on lecture and related laboratory experiences in the diagnosis and repair of electronic fuel injection systems and modern exhaust systems.

Prerequisite(s): ASE 120, ASE 134 and ASE 231 with a grade of "C" or better

ASE 235 - Driveability & Diagnosis

2 Credits

Focuses on diagnostic techniques and the use of diagnostic scan tools, oscilloscopes, lab scopes, multi-meters, and gas analyzers.

Prerequisite(s): ASE 120 with a grade of "C" or better

ASE 236 - Advanced Driveability/Diagnosis/Repair

4 Credits

Focuses on lecture and laboratory experiences in the inspection, testing and repair of typical computerized engine control systems on customer vehicles.

Prerequisite(s): ASE 102 with a grade of "C" or better

ASE 240 - Suspension and Steering III

2 Credits

Covers operation of steering and power steering systems. It will also include different alignment types and procedures.

ASE 250 - Automatic Transmission/Transaxle Service

1 Credit

Focuses on practical methods of maintaining, servicing, and performing minor adjustments on an automatic transmission and transaxle. This course meets MLR/AST/MAST requirements.

ASE 251 - Automotive Transmission & Transaxle Repair

3 Credits

Covers diagnosis, principles of hydraulics, principles of electronic components, power flow, theory of operation including removal, installation, and replacement of transmission/transaxle and components. This course meets AST/MAST requirements.

Corequisite(s): ASE 250

ASE 252 - Advanced Automatic Transmissions/Transaxles

2 Credits

Covers the diagnosis, repair, and rebuild of automatic transmissions and transaxles including the hydraulic, electronic, and mechanical components. This course meets MAST requirements.

ASE 264 - Introduction to Automotive Heating and Air Conditioning

1 Credit

Covers basic operation of heating and air conditioning components. This course meets MLR/AST/MAST requirements.

ASE 265 - Heating and Air Conditioning Systems

4 Credits

Emphasizes lecture and related laboratory experiences in the diagnosis and service of vehicle heating and air conditioning systems and their components.

ASE 276 - Special Topics

1-9 Variable Credits

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

ASE 277 - Independent Study

1-9 Variable Credits

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

ASE 280 - Internship: Basic Electrical and Engine Performance

1 Credit

Focuses on practical on-the-job, work-related experience that corresponds to the area of study. In this semester, the student takes all related sponsor requirements in (STS) Service Training Standards (General Motors) or (F.A.S.T.) Fundamental Automotive Systems Training (Chrysler) or others as required by the program track.

ASE 281 - Internship: Basic Heavy Duty & Power Train

1 Credit

Focuses on practical on-the-job, work-related experience that corresponds to the area of study. In this semester, the student takes all related sponsor requirements in (STS) Service Training Standards (General Motors) or (F.A.S.T.) Fundamental Automotive Systems Training (Chrysler) or others as required by the program track.

ASE 282 - Internship: General (Summer)

1 Credit

Emphasizes practical on-the-job, work-related experience that corresponds to the area of study. In this semester, the student takes all related sponsor requirements in (STS) Service Training Standards (General Motors) or (F.A.S.T.) Fundamental Automotive Systems Training (Chrysler) or others as required by the program track.

ASE 283 - Internship: Advanced Electrical and Engine Performance

1 Credit

Emphasizes practical on-the-job, work-related experience that corresponds to the area of study. In this semester, the student takes all related sponsor requirements in (STS) Service Training Standards (General Motors) or (F.A.S.T.) Fundamental Automotive Systems Training (Chrysler) or others as required by the program track. The student registers for and takes the (ASE) Automotive Service Excellence-based tests for engine performance and electrical systems.

ASE 284 - Internship: Advanced Heavy Duty and Power Train

1 Credit

Focuses on practical on-the-job, work-related experience that corresponds to the area of study. In this semester, the student takes all related sponsor requirements in (STS) Service Training Standards (General Motors) or (F.A.S.T.) Fundamental Automotive Systems Training (Chrysler) or others as required by the program track they are enrolled in. The student registers for and takes the ASE-Automotive Service Excellence-based test for brake systems and suspension and steering.

ASE 285 - Independent Study

1-6 Variable Credits

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

Required: Instructor's permission

ASE 287 - Cooperative Education

1 Credit

Develops practical objectives assigned by an automotive employer providing an on-the-job learning experience at an approved automotive repair facility.

Biology

BIO 103 - Principles of Animal Biology: GT-SC2

3 Credits

Introduces the study of animals and their interactions with the environment. This course includes principles of evolution, taxonomy, phylogeny, morphology, behavior and ecology. It includes the study of animal diversity, emphasizing the characteristics and classifications of major phyla. The loss of biodiversity and conservation will also be covered. This is a statewide Guaranteed Transfer course in the GT-SC2 category.

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050/MAT 055 or equivalent.

BIO 104 - Biology: A Human Approach: GT-SC1

4 credits

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

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050/MAT 055 or equivalent

BIO 105 - Science of Biology: GT-SC1

4 Credits

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

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050/MAT 055 or equivalent.

BIO 106 - Basic Anatomy and Physiology

4 Credits

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

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050/MAT 055 or equivalent.

BIO 111 - General College Biology with Lab: GT-SC1

5 Credits

Examines the fundamental molecular, cellular and genetic principles characterizing plants and animals. Includes cell structure and function and the metabolic processes of respiration and photosynthesis, as well as cell reproduction and basic concepts of heredity. This course includes laboratory experience.

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050/MAT 055 or equivalent.

BIO 112 - General College Biology II with Lab: GTSC1

5 Credits

A continuation of Biology I. Includes ecology, evolution, classification, structure and function in plants and animals. This course includes laboratory experience.

Prerequisite(s): BIO 111 with a grade of "C" or better or BIOLOGY PLACEMENT TEST 75+; CCR 092 (or higher) or equivalent and MAT 050/MAT 055 or equivalent.

BIO 115 - Human Genetics

3 Credits

Focuses on the inheritance of human traits. It is a nonmathematical study for the non-science major. Topics include Mendelian, non-Mendelian, and sex-linked inheritance; role of mutations in the evolutionary process; as well as inherited diseases and the ethics of genetic technologies.

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050/MAT 055 or equivalent.

BIO 116 - Introduction to Human Disease: GT-SC2

3 Credits

Focused analysis of the causes and mechanics of human illness and death will be presented for each of the major human body systems. Selected diseases will be studied in greater detail including etiology, pathogenesis, epidemiology, sociology, and therapy.

Prerequisite(s): CCR 092 (or higher) or equivalent.

BIO 144 - Natural History of the Desert

2 Credits

Examines the natural history of the deserts of North America. Students will survey local organisms including mammals, birds, reptiles, shrubs, flowers, and succulent plants.

Prerequisite(s): CCR 092 (or higher) or equivalent.

BIO 160 - Introduction to Biotechnology

3 Credits

Introduces the student to modern molecular biology technologies that include DNA, RNA, and proteins and prepares them for research and industry. Laboratory experience includes sterile technique, microscopy, media preparation, and bacterial culturing.

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050/MAT 055 or equivalent

BIO 201 - Human Anatomy and Physiology I with Lab: GT-SC1

4 Credits

Focuses on an integrated study of the human body including the histology, anatomy and physiology of each system. Examines molecular, cellular and tissue levels of organization plus integument skeletal, articulations, muscular, nervous and endocrine systems. Includes a mandatory hands-on laboratory experience covering experimentation, cadaver workshops, microscopy, observations and dissection. This is the first semester of a two-semester sequence.

Prerequisite(s): BIO 111 with a grade of "C" or better or BIOLOGY PLACEMENT TEST 75+; CCR 092 (or higher) or equivalent and MAT 050/MAT 055 or equivalent.

BIO 202 - Human Anatomy and Physiology II with Lab: GT-SC1

4 Credits

Focuses on the integrated study of the human body and the histology, anatomy and physiology of the following

systems and topics: cardiovascular, hematology, lymphatic and immune, urinary, fluid and electrolyte control, digestive, nutrition, respiratory, reproductive and development. Includes a mandatory hands-on laboratory experience involving experimentation, microscopy, observations and dissection. This is the second semester of a two-semester sequence.

Prerequisite(s): BIO 201 with a grade of "C" or better; CCR 092 (or higher) or equivalent and MAT 050/MAT 055 or equivalent.

BIO 203 - Advanced Human Anatomy

2 Credits

Examines the gross anatomical structure of the human body and the relationship between form and function. Students will prosect a human cadaver. Systems covered will include integument, digestive, respiratory, skeletal, muscular, reproductive, endocrine, lymphatic, urinary, nervous and cardiovascular. This is a course designed for allied health, education, biology and other students who wish to obtain advanced knowledge of human anatomy. Requires hands-on laboratory experience.

Prerequisite(s): BIO 201 or BIO 202 with a grade of "B" or better; CCR 092 (or higher) or equivalent and MAT 050/MAT 055 or equivalent.

BIO 204 - Microbiology with Lab: GT-SC1

4 Credits

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

Prerequisite(s): BIO 111 with a grade of "C" or better or BIOLOGY PLACEMENT TEST 75+; CCR 092 (or higher) or equivalent and MAT 050/MAT 055 or equivalent.

BIO 208 - General College Microbiology: GT-SC1

5 Credits

Surveys microorganisms with an emphasis on their structure, development, physiology, classification, and identification. Microbial diversity, functional anatomy, biochemistry, genetics, ecology, and disease are included. Mandatory hands-on laboratory experience includes sterile technique, microscopy, culture procedures, and biochemical and genetic analysis. This course is designed

for biology and health science majors. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

Prerequisite(s): BIO 111 with a grade of "C" or better; CCR 092 (or higher) or equivalent and MAT 050/MAT 055 or equivalent.

BIO 216 - Human Pathophysiology

4 Credits

Focuses on the alterations in the physiological, cellular and biochemical processes of the human body, and the associated homeostatic responses and the manifestations of disease. Prior knowledge of cellular biology and anatomy and physiology are essential.

Prerequisite(s): BIO 201 and BIO 202 with a grade of "C" or better; CCR 092 (or higher) or equivalent and MAT 050/MAT 055 or equivalent.

BIO 220 - General Zoology: GT-SC1

5 Credits

Introduces the science of invertebrate and vertebrate animal biology. This course is a study of zoological diversity emphasizing the characteristics, classification, and evolutionary relationships of major animal phyla and classes. Topics include comparative anatomy, physiology, behavior, and ecology of all major animal phyla, classes, and orders. The global loss of biodiversity and principles of conservation are also covered. This course requires hands-on laboratory experience. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

Prerequisite(s): BIO 111 with a grade of "C" or better; CCR 092 (or higher) or equivalent and MAT 050/MAT 055 or equivalent.

BIO 221 - Botany: GT-SC1

5 Credits

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

Prerequisite(s): BIO 111 with a grade of "C" or better; CCR 092 (or higher) or equivalent and MAT 050/MAT 055 or equivalent.

BIO 275 - Special Topics in Biology

1-6 Variable Credits

Covers a specific topic within Biology, as determined by the Instructor. Reflects the special expertise of the faculty and/or the special needs of the students.

Prerequisite(s): CCR 092 (or higher) or equivalent.

BIO 281 - Internship

3 Credits

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

BIO 285 - Independent Study

1-6 Variable Credits

Allows students to pursue a specific project within Biology. The student and Instructor determine the topic, outline of work, and method of evaluation.

Prerequisite(s): CCR 092 (or higher) or equivalent.

BIO 287 - Cooperative Education

1-6 Variable Credits

Provides an opportunity to gain practical experience in applying occupational skills and/or to develop specific skills in a work setting. The Instructor works with the student to select an appropriate work site, establish learning objectives and coordinate learning activities with the employer or work site supervisor. Attendance at seminars and/or interaction with Instructor is required.

Prerequisite(s): CCR 092 (or higher) or equivalent.

Broadband Technology and Communication

CTC 105 - Overview of Telecommunications

3 Credits

Provides the student with the background and history of the telecommunications field. Includes transmission systems, LAN data communication, cable communication, telephone communication and video technology.

CTC 107 - Installer

3 Credits

Teaches the proper procedures for performing aerial, underground and interior CA TV drop installations.

Required: This course is only available for students who are in a degree and/or certificate program through the partnership between NCTI and ACC. Additional charges may apply to these courses. For additional information please call 303.797.5989

CTC 108 - Cable Network Overview

1 Credit

Provides technical, sales/marketing, customer service, dispatch and management personnel with general understanding of CATV System equipment operation and terminology.

Required: This course is only available for students who are in a degree and/or certificate program through the partnership between NCTI and ACC. Additional charges may apply to these courses. For additional information please call 303.797.5989

CTC 109 - Installer Technician

4 Credits

Teaches an experienced installer the CATV signal level fundamentals, test equipment, signal leakage detection procedures, and servicing single and multiple dwelling unit drops.

Required: This course is only available for students who are in a degree and/or certificate program through the partnership between NCTI and ACC. Additional charges may apply to these courses. For additional information please call 303.797.5989

CTC 111 - Service Technician

4 Credits

This course teaches a trained NCTI Installer Technician the basic characteristics and functions of the feeder line system active and passive devices, the fundamentals of cable powering, basic test equipment operation, signal leakage basics, coaxial cable and connectorization, and an overview of fiber optics. The study of AC electronic theory provides the foundation for understanding the lessons on coaxial cable, passive devices, amplifiers and cable powering.

Required: This course is only available for students who are in a degree and/or certificate program through the partnership between NCTI and ACC. Additional charges may apply to these courses. For additional information please call 303.797.5989

Prerequisite(s): CTC 109 with a grade of "C" or better

CTC 113 - System Technician

4 Credits

Teaches a trained NCTI Service Technician how to activate, test and troubleshoot the RF trunk system. Covers RF trunk and distribution amplifier theory of operation and includes testing and measurement standards, and procedures. This course is only available for students who are in a degree and/or certificate program through the partnership between NCTI and ACC. Additional charges may apply to these courses. For additional information please call 303.797.5989.

CTC 117 - Computers and Broadband Modems

3 Credits

Introduces Personal Computer hardware and software to use as an interface device. Focuses on the fundamentals of Personal Computers and requires no prior technical background or experience. Explains the operation of cable modems and how they work in a broadband cable network. Covers the client-server functions of CMTS and cable modems. Provides course material that is appropriate as a reference tool to understand more about Personal

Computer concepts and terminology. Enables individuals to gain a comprehensive understanding of Personal Computer technology and how the PC works with broadband modems.

Required: Employment in the Broadband Industry. This course is only available for students who are in a degree and/or certificate program through the partnership between NCTI and ACC. Additional charges may apply to these courses. For additional information please call 303.797.5989

CTC 118 - Broadband Digital Installer

3 Credits

Introduces the basics of digital video and high-speed Internet access services by presenting the typical features and functions of digital set-top terminals and cable modems. Covers computer hardware and operating system setup basics. Enables students to learn how to certify the reliability of the drop prior to performing the extensive step-by-step installation procedures. Teaches how to effectively educate customers to use these new digital services reducing unnecessary repeat service calls and improving customer satisfaction. Covers installation procedures for twisted-pair inside wiring and constant bit rate telephony equipment. Incorporates information on communication service competitors to answer customer questions regarding competitive technologies offering similar digital services.

Required: Employment in the Broadband Industry. This course is only available for students who are in a degree and/or certificate program through the partnership between NCTI and ACC. Additional charges may apply to these courses. For additional information please call 303.797.5989

CTC 119 - DSL Installation

3 Credits

Introduces the basic operations of the telephone network, DSL technology, today's computer system hardware and software, and the Internet. Describes the procedures of installing twisted-pair inside wiring and connecting the premises to the phone network. Examines techniques on the proper use and maintenance of the tools necessary for installation and examines the step-by-step process of installing internal and external DSL modems. Provides practical techniques for applying customer service skills and instructing new customers how to get the most from their DSL service and the Internet.

CTC 120 - Understanding Voice and Data Networks

3 Credits

Introduces telecommunications technology and terminology and develops a broad knowledge base for a career in the telecom industry. Requires no prior technical background or experience in the field. Enables a student to gain a comprehensive understanding of telecommunications technologies and their applications and implications for business. Combines computer, electrical engineering and business aspects of telecommunications, providing a thorough, up-to-date presentation of the latest technologies as well as practical industry applications.

Required: Employment in the Broadband Industry. This course is only available for students who are in a degree and/or certificate program through the partnership between NCTI and ACC. Additional charges may apply to these courses. For additional information please call 303.797.5989

CTC 121 - Delivering Cable Services

3 Credits

Provides a thorough grounding in the fundamental concepts of broadband technology. Includes an overview of the underlying technologies of the entire broadband network from signal source to the customer premises. Focuses on a review of digital video, telephony, and high-speed data services. Addresses safety and regulatory issues.

Required: Employment in the Broadband Industry This course is only available for students who are in a degree and/or certificate program through the partnership between NCTI and ACC. Additional charges may apply to these courses. For additional information please call 303.797.5989

CTC 123 - Basic Troubleshooting of Broadband Technology

3 Credits

Teaches students to diagnose and resolve technical problems for customers over the phone. Provides a thorough understanding of the drop system, interconnection between devices, and other problems faced by broadband customers. Trains customer service representatives to distinguish problems that can be solved over the phone and not require a technician to be dispatched. This course is only available for students who are in a degree and/or certificate program through the partnership between NCTI and ACC. Additional charges may apply to these courses. For additional information please call 303.797.5989.

CTC 124 - Troubleshooting Advanced Services

2 Credits

Focuses on making the transition from analog to digital services troubleshooting. The course teaches how digital signals are transported, explains the use of test equipment used to test digital signals in the cable plant and teaches specific techniques for troubleshooting digital video, telephony and cable modem services.

Required: Employment in the Broadband Industry. This course is only available for students who are in a degree and/or certificate program through the partnership between NCTI and ACC. Additional charges may apply to these courses. For additional information please call 303.797.5989

CTC 125 - High-Speed Data Customer Service
2 Credits

Focuses on high-speed data services, equipment, operations and troubleshooting. Covers cable modems, and personal computer hardware and software used in high-speed data services. Provides an understanding of data networking, the Internet and how cable modems interface with it, TCP/IP and the open system interconnection model, cable modem termination systems, and the return paths effect on high speed data service.

Required: Employment in the Broadband Industry. This course is only available for students who are in a degree and/or certificate program through the partnership between NCTI and ACC. Additional charges may apply to these courses. For additional information please call 303.797.5989

CTC 126 - Advanced High-Speed Data Customer Service
3 Credits

Covers cable modems, computer systems, and troubleshooting of personal computers. Emphasizes the boot process, software, the system board, memory management, floppy and hard drives, input/output devices, return path fundamentals, and data communications. Explores and compares the technology related to wide area networks and broadband access including packet switching, frame relay, SMDS, ISDN, SONET and ATM.

Required: Employment in the Broadband Industry. This course is only available for students who are in a degree and/or certificate program through the partnership between NCTI and ACC. Additional charges may apply to these courses. For additional information please call 303.797.5989

Prerequisite(s): CTC 125 - High-Speed Data Customer Service

CTC 127 - Testing and Maintenance for Fiber Technicians

2 Credits

Provides the student with an understanding of the application of fiber optic theory on the job. The course concentrates on the test equipment and procedures necessary to perform test and turn-up for new Fiber Optic links, troubleshoot service outages, and restoring fiber optic links to their original standards. The course also describes the process of Fiber Optic restoration planning and implementing preventive maintenance regimens in an HFC network.

Required: Employment in the Broadband industry. This course is only available for students who are in a degree or certificate program through the partnership between NCTI and ACC. Additional charges may apply to these courses. For additional information please call 303.797.5989

CTC 128 - Fiber Installation and Activation
2 Credits

Provides the student with current information on the development of fiber in optical broadband networks. The student will learn the basics of light transmission through optical fibers, how fibers are combined into optical cables and how fiber networks are designed and constructed. Network architecture, topology, and design will be covered. Training will also prepare the student to splice fibers using mechanical and fusion methods. The course teaches the topics required to provide the student with the ability to install and activate fiber optic networks. It assumes previous knowledge and experience in RF Broadband Technology.

Required: Employment in the Broadband industry. This course is only available for students who are in a degree or certificate program through the partnership between NCTI and ACC. Additional charges may apply to these courses. For additional information please call 303.797.5989

CTC 129 - Digital Technician
3 Credits

Provides students with an overview of digital technologies as they relate to the broadband industry. Specifically, digital standards, modulation techniques, digital bandwidth management, digital carrier amplitude measurements, digital carrier quality measurements, understanding MPEG theory and practice, applying digital technologies, and troubleshooting digital services will be explored.

Required: Employment in the Broadband Industry. This course is only available for students who are in a degree and/or certificate program through the partnership between NCTI and ACC. Additional charges may apply to these courses. For additional information please call 303.797.5989

CTC 161 - Voice Communications

3 Credits

Provides students with an overview of telephone communication systems. Addresses the components and processes used in a public switched network, residence, business and special telephone service, class 5 switching centers, outside telephone plants, video delivery and video conferencing. Covers the operation and application of pagers.

Required: Employment in the Broadband Industry. This course is only available for students who are in a degree and/or certificate program through the partnership between NCTI and ACC. Additional charges may apply to these courses. For additional information please call 303.797.5989

CTC 162 - Telecommunication Construction and OSHA Safety

3 Credits

Emphasizes the constant awareness of safety issues. Enables the student to understand safety issues for situations in buildings, in the field, and vehicles.

Required: Employment in the Broadband Industry. This course is only available for students who are in a degree and/or certificate program through the partnership between NCTI and ACC. Additional charges may apply to these courses. For additional information please call 303.797.5989

Prerequisite(s): ELT 106, with a grade of "C" or better or Instructor's permission

CTC 165 - Advanced Technician

4 Credits

Trains a technician how to set up, operate and maintain the CATV headend. Focuses on communication electronics theory and provides a foundation for understanding broadcast television, microwave, satellite and data communication systems.

Required: Employment in the Broadband Industry. This course is only available for students who are in a degree and/or certificate program through the partnership between NCTI and ACC. Additional charges may apply to these courses

CTC 220 - Regulations and Standards

3 Credits

Provides the students with an overview of the regulations and standards that pertain to technicians in the communication industries. Covers regulated as well as unregulated business operations. Addresses the function and control of local regulatory agencies.

Required: Employment in the Broadband Industry. This course is only available for students who are in a degree and/or certificate program through the partnership between NCTI and ACC. Additional charges may apply to these courses. For additional information please call 303.797.5989

Prerequisite(s): CTC 150, CTC 161 with a grade of "C" or better

CTC 275 - Special Topics

3 Credits

Provides students with opportunities to study topics of special interest that are not addressed in the standard CTC program. A syllabus specifies the content of each course at the time it is offered. Contact the CTC Department Chair for additional details.

Required: Employment in the Broadband Industry. This course is only available for students who are in a degree and/or certificate program through the partnership between NCTI and ACC. Additional charges may apply to these courses. For additional information please call 303.797.5989

Business

BUS 115 - Introduction to Business

3 Credits

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

BUS 116 - Personal Finance

3 Credits

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

BUS 117 - Business Writing

1 Credit

Focuses on effective business messages, business reports, visual graphics, electronic presentations, and proofreading.

BUS 118 - Business Survival Skills

1 Credit

Provides an overall perspective on the current domestic and world business environment and how an employee fits into that environment. Roles and responsibilities of businesses and employees will be studied, especially as they relate to alternatives for increasing positive impacts in the workplace. The focus will be on practical skills applications.

BUS 120 - Introduction to E-Commerce
3 Credits

Provides an introduction to electronic commerce and the business trends in the dynamic e-commerce environment. This course covers the definition of e-commerce, technology and software requirements, security issues, electronic payment and marketing strategies. This course focuses on what to expect in business-to consumer (B2C) and business-to-business (B2B) e-commerce markets when creating an e-business.

BUS 121 - Basic Workplace Skills
1 credit

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

BUS 203 - Introduction to International Business
3 Credits

Provides student with an understanding of the interdisciplinary nature of international business. Course will cover the development of international business; theories and methods of international trade; financing mechanisms and terms used in export documentation and export finance; the effects of economics, political and cultural environment on international business and trade; impact of geography in business transactions; legal aspects of international business; and developing an effective international marketing strategy.

BUS 216 - Legal Environment of Business
3 Credits

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

BUS 217 - Business Communication and Report Writing
3 Credits

Emphasizes effective business writing and covers letters, memoranda, reports, application letters, and resumes. Includes the fundamentals of business communication and an introduction to international communication.

BUS 226 - Business Statistics
3 Credits

Focuses on statistical study, sampling, organizing and visualizing data, descriptive statistics, probability, bi-nominal distributions, normal distributions, confidence intervals, linear regression, and correlation. Intended for business majors.

BUS 241 - Cultural Diversity in Business
3 Credits

Provides a guide for the business person to cultural, travel, and information resources needed in the international arena. This course focuses on communications, negotiations, networking, and understanding of the individual country's requirements for conducting business.

BUS 275 - Special Topics In Business
1-6 Variable Credits

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

BUS 285 - Independent Study
1-6 Variable Credits

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

BUS 287 - Cooperative Education/Internship
1-6 Variable Credits

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program and occupational objectives. Students are placed at approved work stations related to their program of study. They work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the Instructor/coordinator.

BUS 288 - Practicum
3 Credits

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

BUS 289 - Business Capstone
2 Credits

Demonstrates the culmination of learning within a given program of study. This course is an application of the coursework learned in the AAS Business Administration degree. During this course, students will demonstrate their understanding of business and management in a variety of simulated scenarios applying theories, concepts, and problem-solving.
Prerequisite(s): Contact instructor for permission to register.

Business Technologies

BTE 100 - Computer Keyboarding
1 Credit
Designed for students who have minimal or no keyboarding skills. Introduces the touch method of keyboarding, as well as the basic operation and functions of the equipment. Emphasizes learning the alphanumeric keyboard, proper technique, and speed control.

BTE 102 - Keyboarding Applications I
2 Credits
Designed for students with minimal keyboarding skills. Introduces letters, tables, memos, and manuscripts. Emphasizes speed and accuracy.
Required: Ability to keyboard 20 wpm or Instructor's permission

BTE 103 - Keyboarding Applications II
3 Credits
Reinforces basic keyboarding formats and procedures. Productivity and decision-making skills are exercised. Emphasizes speed and accuracy.
Prerequisite(s): BTE 102 with a grade of "C" or better

BTE 108 - Ten-Key by Touch
1 Credit
Introduces touch control of the ten-key pad. Emphasizes the development of speed and accuracy using proper technique.

BTE 111 - Keyboarding Speedbuilding I
2 Credits
Designed to increase speed and improve accuracy in keyboarding on the PC through the use of correct techniques and concentrated effort.
Required: Ability to keyboard by touch or Instructor's permission

Chemistry

CHE 101 - Introduction to Chemistry I with Lab: GTSC1
5 Credits
Includes the study of measurements, atomic theory, chemical bonding, nomenclature, stoichiometry, solutions, acid and base, gas laws, and condensed states. Laboratory experiments demonstrate the above concepts qualitatively and quantitatively. Designed for non-science majors, students in occupational and health programs, or students with no chemistry background.
Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050 or equivalent.

CHE 111 - General College Chemistry I: GT-SC1
5 Credits
Focuses on basic chemistry and measurement, matter, chemical formulas, reactions and equations, stoichiometry. This course covers the development of atomic theory culminating in the use of quantum numbers to determine electron configurations of atoms, and the relationship of electron configuration to chemical bond theory. The course includes gases, liquids, and solids and problem-solving skills are emphasized through laboratory experiments. The Colorado Commission on Higher Education has approved CHE 111 for inclusion in the Guaranteed Transfer (GT) Pathways program in the GT- SC1 category. For transferring students, successful completion with a minimum C– grade guarantees transfer and application of credit in this GT Pathways category. For more information on the GT Pathways program, go to http://highered.colorado.gov/academics/transfers/gtpathways/curriculum.html.
Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 121 with a grade of "C" or better or equivalent placement scores.

CHE 112 - General College Chemistry II: GT-SC1
5 Credits
Presents concepts in the areas of solution properties, chemical kinetics, chemical equilibrium, acid-base and ionic equilibrium, thermodynamics, and electrochemistry. This course emphasizes problem solving skills and descriptive contents for these topics. Laboratory experiments demonstrate qualitative and quantitative analytical techniques. The Colorado Commission on Higher Education has approved CHE 112 for inclusion in the Guaranteed Transfer (GT) Pathways program in the GT- SC1 category. For transferring students, successful completion with a minimum C– grade guarantees transfer and application of credit in this GT Pathways category. For more information on the GT Pathways program, go to http://highered.colorado.gov/academics/transfers/gtpathways/curriculum.html.

Prerequisite(s): CHE 111 with a grade of "C" or better; CCR 092 (or higher) or equivalent and MAT 121 with a grade of "C" or better or equivalent placement scores.

CHE 211 - Organic Chemistry I

5 Credits

Focuses on compounds associated with the element carbon including structure and reactions of aliphatic hydrocarbons and selected functional group families. The course covers nomenclature of organic compounds, stereochemistry, reaction mechanisms such as SN1, SN2, E1 and E2. Laboratory experiments demonstrate the above concepts plus the laboratory techniques associated with organic chemistry.

Prerequisite(s): CHE 112 with a grade of "C" or better

CHE 212 - Organic Chemistry II

5 Credits

Continues the investigation into the chemistry of carbon-based compounds, their reactions and synthesis including the structure, physical properties, reactivities, and synthesis of organic functional groups not covered in the first semester. The course explores functional groups including alcohols, ethers, aromatics, aldehydes, ketones, amines, amides, esters, and carboxylic acids and the reactions and reaction mechanisms of aromatic compounds. An introduction to biochemical topics may be included if time permits. Laboratory experiences demonstrate the above concepts and the laboratory techniques associated with organic chemistry.

Prerequisite(s): CHE 211 with a grade of "C" or better

CHE 275 - Special Topics in Chemistry

1-6 Variable Credits

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

CHE 285 - Independent Study

1-6 Variable Credits

Provides the opportunity for the highly motivated student to engage in intensive study and research on a specified topic under the direction of a faculty member. Allows a student to complete a course in a semester when the course has not been offered or has been canceled. The option to make independent study available is at the discretion of qualified faculty and the department chair. The student is limited to the number of independent study courses taken per semester.

Required: Instructor's permission

College Composition and Reading

All courses at ACC require students to read materials and write at the college level. The Community College Placement Test (CCPT) given when a student enrolls, helps to determine the level at which the student is currently reading and writing and matches the student to the appropriate curriculum for learning. (The CCPT may be reinforced by a secondary assessment given in the College Composition and Reading course.) Students succeed more consistently in all their courses when they develop college-level reading and writing skills. Therefore, following the advice of the CCPT recommendation is strongly suggested.

CCR 092 - College Composition and Reading

5 Credits

Integrates and contextualizes college-level reading and writing.

Prerequisite(s): Equivalent placement scores

Corequisite(s): AAA 109

CCR 093 - Studio D

3 Credits

Integrates and contextualizes reading and writing strategies tailored to a co-requisite 100-level course within one or more of the four discipline strands. The four discipline strands are defined as Communications, Science, Social Science, and Arts and Humanities. Non-GT courses are not eligible for this consideration.

Prerequisite(s): Equivalent placement scores

Corequisite(s): PSY 101, COM 115, COM 125, or SOC 101

CCR 094 - Studio 121

3 Credits

Integrates and contextualizes reading and writing strategies tailored to co-requisite ENG 121 coursework.

Prerequisite(s): Equivalent placement scores

Corequisite(s): ENG 121 or ENG 131

Communication

COM 115 - Public Speaking

3 Credits

Combines the basic theories of communication with public speech performance skills. Emphasis is on speech preparation, organization, support, audience analysis, and delivery.

Prerequisite(s): CCR 092 (or higher) or equivalent

COM 125 - Interpersonal Communication

3 Credits

Examines the communication involved in interpersonal relationships occurring in family, social, and career situations. Relevant concepts include self-concept,

perception, listening, nonverbal communication, and conflict.

COM 126 - Communication in Healthcare
3 Credits
Familiarizes the student with interactive concerns in settings related to patient-client care. Course includes discussions of diverse cultures, client interaction and family/caregiver issues. The student will also address the concerns of attitude, office politics, teamwork, self-initiative and conflict management as specifically experienced in the patient as client setting.

COM 215 - Gender Communication
3 Credits
Examines contemporary theories and research in gendered communication. The course will involve reading and discussion in areas of gender differences in self-perception, social and media images of men and women, language usage and nonverbal behavior differences among genders. Relevant concepts include verbal communication, nonverbal communication, context, language, perception, and conflict.
Prerequisite(s)/Corequisite(s): CCR 092 (or higher) or equivalent

COM 217 - Group Communication
3 Credits
Examines group communication theories with an emphasis on leadership and group behaviors. The course provides opportunities for group participation.

COM 220 - Intercultural Communication: GT-SS3
3 Credits
Explores the link between culture and communication and will develop and/or enhance communication skills and the abilities appropriate to a multicultural society. Emphasis will be on understanding diversity within and across cultures. Relevant concepts include perception, world-view, context, ethics, language, and nonverbal communication.
Prerequisite(s): CCR 092 (or higher) or equivalent.

COM 225 - Organizational Communication
3 Credits
This course focuses on the role of communication theory and skills as they apply to business and organizational settings. Topics include organizational and leadership models, effective communication skills with peers, superiors, and subordinates, environmental factors impacting communication, and interviewing skills.

COM 226 - Oral Interpretation

3 Credits
Exposes the student to the artistic, interpretive, and communicative potential to be found in the reading and performance of great literature and rhetoric such as is found in prose, poetry, drama.

COM 263 - Conflict Resolution
1 Credit
Focuses on handling conflict productively. Students gain insights into the roots of conflict and engage in skill practice in mediating interpersonal conflicts. The emphasis is on conflict prevention.

COM 275 - Special Topics
1-6 Variable Credits
Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

COM 285 - Independent Study
1-6 Variable Credits
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor.
Required: Instructor's permission

Computer Aided Drafting

CAD 101 - Computer Aided Drafting/2D I
3 Credits
Focuses on basic computer aided drafting skills using the AutoCAD software. Includes file management, Cartesian coordinate system & dynamic input, drawing templates, drawing aids, linetype and lineweights, layer usage, drawing & editing geometric objects, polylines & splines, array, text applications, creating tables, basic dimensioning and Help access.
Required: Students must have Windows File Management skills to create file folders, rename files, delete files, copy and move files.

CAD 102 - Computer Aided Drafting/2D II
3 Credits
Focuses on intermediate 2D Computer aided drafting skills using the AutoCAD software. Includes blocks, wblocks & dynamic blocks, hatching, isometric drawings, advanced dimensioning and dimension variables, layouts, paper space and viewports, templates, external references, attributes, raster images, & printing/plotting.
Required: Students must have Windows File Management skills to create file folders, rename files, delete files, copy and move files.
Prerequisite(s)/Corequisite(s): CAD 101, or CAD 105 with a grade of "C" or better.

CAD 105 - AutoCAD for Interiors

4 Credits

Focuses on basic to intermediate 2D computer aided drafting interior design skills using the AutoCAD software. Includes templates, linetype and lineweights, layer usage, drawing & editing geometric objects, text applications, basic to advanced dimensioning skills. Creating and editing blocks, hatching, layouts/paper space and multiple viewports, external references, attributes, raster images, & printing/plotting.

CAD 115 - SketchUp

3 Credits

Introduces techniques and common practices of 3D modeling using Sketchup software. Focuses on the creation and editing of virtual three-dimensional forms and volumes and the organization of their elements through the various features of the software. Includes applying material and textures, changing the appearance of models with styles and shadows and introduces the basic techniques of presenting and sharing the 3D model.

CAD 201 - Computer Aided Drafting/Custom

3 Credits

Focuses on program customization using the latest release of CAD software. Includes customizing menus, customizing toolbars, attribute extraction, creation of dynamic blocks, customizing shortcut menus and double click actions, customizing tool palettes, user profiles and workspaces, basic CAD programming, path options, script files, and slide shows.

Prerequisite(s): CAD 102 with a grade of "C" or better.

CAD 202 - Computer Aided Drafting/3D

3 Credits

Focuses on construction of three-dimensional objects using the AutoCAD software. Includes mesh & surface modeling, solid modeling, extrusions, Boolean operations, 3D editing, 3D views, rendering, materials, advanced lighting, and walkthrough, flyby animations of 3D Solids to 2D Layouts.

Prerequisite(s): CAD 102 with a grade of "C" or better.

CAD 216 - Advanced Sketchup

3 Credits

Introduces students to advanced techniques and workflows of 3D modeling and explores various presentation techniques using SketchUp Pro. Includes solid tools, dynamic components, import and export of 2D and 3D data to other formats, extensions, integrated rendering programs, and generating animations and phased-assembly sequences using advanced software features.

Prerequisite(s): CAD 115 with a grade of "C" or better.

CAD 224 - Revit® Architecture

3 Credits

Introduces students to the AutoDesk Revit Architecture software. Examines the Building Information Modeling approach to 2D and 3D architectural construction documents. Students will create floor plans, elevations, sections, 3D models, perspective renderings and animations with this software application.

CAD 240 - Inventor I/AutoDesk

3 Credits

Introduces basic non-parametric 3D concepts to build confidence in 3D thinking and moves on to three-dimensional parameters. The students learns to construct, modify, and manage complex parts in 3D space as well as how to produce 2D drawings from the 3D models.

CAD 249 - AutoLISP Programming

3 Credits

Introduces the student to the development of AutoLISP programming language. Covers techniques and concepts needed to design the AutoCAD environment to suit the drafter's specific needs.

Prerequisite(s): CAD 102 with a grade of "C" or better.

CAD 255 - Solidworks/Mechanical

3 Credits

Introduces parametric feature-based solid modeling 3D concepts to build confidence in 3D thinking and progresses to three-dimensional parameters. This course provides instruction on how to construct, modify, and manage complex parts in 3D space as well as to produce 2D drawings from the 3D models.

CAD 262 - 3D Printing/Additive Manufacturing

3 Credits

Provides the student with the ability to blend the virtual and real design worlds together through the use of 3D CAD Modeling, and 3D Printing.

Prerequisite(s): CAD 115 , or CAD 202 , or CAD 240 , or CAD 255 with a grade of "C" or better

CAD 264 - 3D Scanning and Modeling

4 Credits

Exposes students to 3D scanning and modeling. Students will manipulate various types of 3D scanning technology and create CAD models using scanning software and other CAD programs.

Prerequisite(s): CAD 115, or CAD 202, or CAD 240, or CAD 255 with a grade of "C" or better

CAD 275 - Special Topics

1-6 Variable Credits

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

CAD 285 - Independent Study

1-6 Variable Credits

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

Required: Instructor's permission

Computer Information Systems

CIS 103 - Learning Windows

1 Credit

Provides foundational skills in Windows operating system for personal use. This course is designed for the more mature learner and/or those students who wish to advance at a slower pace.

CIS 115 - Introduction to Computer Information Systems

3 Credits

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

CIS 118 - Introduction to PC Applications

3 Credits

Introduces basic computer terminology, file management, and PC system components. Provides an overview of office application software including word processing, spreadsheets, databases, and presentation graphics. Includes the use of a web browser to access the Internet.

Required: Students MUST have Windows file management skills to create file folders, rename files, delete files, copy and move files.

CIS 124 - Intro to Operating Systems

3 Credits

Introduces concepts, terminology and hands-on skills in the use of DOS and Windows. Emphasizes navigation, file manipulation, file creation and troubleshooting.

Required: Students MUST have Windows file management skills to create file folders, rename files, delete files, copy and move files.

CIS 130 - Introduction to Internet

1 Credit

Enhances the student's knowledge of the Internet and its resources. Individuals learn terminology in dealing with the Internet. Includes privacy and copyright issues with information retrieved from the Internet. Students experience the use of e-commerce, multimedia and email. Explores searching the Internet and credibility of information obtained with searches.

CIS 135 - Complete PC Word Processing

3 Credits

Introduces basics of word processing software to create, edit, format, and print documents as well as advanced features to enhance documents. This course includes working with images, creating/using styles, formatting multi-page documents using advanced features of headers/footers and section breaks, integrating software to create and format tables and charts, using mail merge, and creating documents with columns.

Required: Students MUST have Windows file management skills to create file folders, rename files, delete files, copy and move files.

CIS 140 - Microsoft Outlook

1 Credit

Introduces the functions used in Microsoft Outlook including email messages, calendar, contacts, tasks, journals, and notes.

CIS 145 - Complete PC Database

3 Credits

Explores a complete array of database skills. Includes table, query, form, and report creation and modification. Other topics include application integration and automation of database tasks within the database.

Required: Students MUST have Windows file management skills to create file folders, rename files, delete files, copy and move files.

CIS 155 - PC Spreadsheet Concepts: Excel

3 Credits

Introduces basic to advanced features of spreadsheet software to design and create accurate, professional worksheets for use in business and industry. The course includes entering data, creating formulas, professional formatting, creating charts, creating, sorting and filtering tables, creating and using templates, applying built-in functions, creating pivot tables, applying "what-if analysis" with data tables, creating macros, and using solver features.

Required: Students MUST have Windows file management skills to create file folders, rename files, delete files, copy and move files.

CIS 161 - Presentation Graphics I: PowerPoint

1 Credit

Introduces the development of presentation graphics materials including graphs, charts, illustrations, and diagrams. Emphasizes effective communication.

CIS 167 - Desktop Publishing

3 Credits

Introduces the concepts and applications for desktop publishing. Emphasizes page layout and design with techniques for incorporating text and graphics and final production of printed documents.

CIS 202 - Automated Project Management: MS Project

3 Credits

Provides an in-depth exploration of project management concepts and techniques. Uses software to automate project management processes. Emphasizes critical thinking, goal setting, and communication with team members, management, and customers. Real-world scenarios will be used to create task lists, assign and level resources, and modify project files. GANTT charts, critical path methodology, PERT, project tracking and reporting will be utilized in the management of projects.

CIS 220 - Fundamentals of UNIX

3 Credits

Covers the structure and fundamentals of the UNIX operating system. Includes the files system and file processing, various utility programs, and shell, multiuser operation, text processing and communications.

CIS 221 - Unix Shellscripting

3 Credits

Continues building upon the skills and commands covered in CIS 220 - Fundamentals of UNIX. An emphasis is made on more advanced shell scripting techniques utilizing pipes, advanced filters, control structures, argument passing, quoting, text processing, and file processing.

CIS 232 - Unix Shell Programming

3 Credits

Covers simple scripts to automate frequently executed commands followed by an explanation of adding conditional logic, user interaction, loops, menus, traps, and functions to enhance the productivity and effectiveness of the user. In addition, students explore in detail Bourne and Korn shell scripting languages.

CIS 240 - Database Design and Development

3 Credits

Introduces the basic concepts of relational databases, data storage, and retrieval. Covers database design, data modeling, transaction processing, and introduces the Structured Query Language for databases.

CIS 243 - Introduction to SQL

3 Credits

Introduces students to Structured Query Language (SQL). Students learn to create database structures and store, retrieve and manipulate data in a relational database.

Students create tables and views, use indexes, secure data, and develop stored procedures and triggers.

CIS 267 - Management of Information Systems

3 Credits

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

CIS 268 - Systems Analysis and Design I

3 Credits

Introduces the student to the materials, techniques, procedures, and human interrelations involved in developing computer information systems. Includes the systems approach, fact gathering techniques, forms design, input/output, file design, file organization, various charting techniques, system audits on controls, project management, implementation, and evaluation.

CIS 287 - Cooperative Education

3 Credits

Provides students an opportunity to gain practical experience in applying their occupational skills and/or to develop Specific skills in a practical work setting. The Instructor works with the student to select an appropriate work site, establish learning objectives and to coordinate learning activities with the employer or work site supervisor.

CIS 289 - Capstone

3 Credits

Serves as the capstone course for CIS majors. Incorporates projects that allow students to develop advanced techniques and assemble information from different courses. Most projects will include the creation of interactive application programs for the non-computer user and require research beyond the classroom to prepare the student for entry level employment in a variety of situations.

Computer Networking

CNG 101 - Networking Fundamentals

3 Credits

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

CNG 102 - Local Area Networks

3 Credits

Introduces Local Area Networking. Focuses on discussions and demonstrations of planning, installing, and supporting networks.

CNG 104 - Intro to TCP/IP
3 Credits

Outlines four important networking architectures in corporate environments today - TCP/IP, SNA, AppleTalk, and DNA. Focuses on the major components and functions of each of these architectures as well as methods used to connect different architectures. Provides students with concepts that are important to the field of systems integration, as well as a conceptual basis for understanding network architectures.

CNG 120 - A+ Certification Preparation
4 Credits

Prepares students for the CompTIA A+ certification examination. PC hardware and operating system installation, configuration and troubleshooting are practiced and reviewed using A+ techniques.

Prerequisite(s)/Corequisite(s): CNG 122

CNG 121 - Computer Technician I: A+
4 Credits

Provides students with an in-depth look at personal computer hardware, introduces O.S. features and security concepts, and covers interpersonal skills, all of which are necessary for a successful entry-level computer service technician position. Provides extensive hands-on work with computer systems, PC setup and configuration, and basic maintenance and troubleshooting. This course helps prepare you for the CompTIA A+ Essentials Exam.

CNG 122 - Computer Technician II: A+
4 Credits

Provides students with an in-depth look at Operating System support, maintenance, and troubleshooting, and an overview of hardware, security concepts, and interpersonal skills, all of which are necessary for a successful entry-level computer service technician position. Provides extensive hands-on work with Windows 2000 and/or XP, including using common GUI and command line tools, registry editing, System backup and Recovery, Networking, and O.S. Troubleshooting. This course helps prepare you for the CompTIA A+ 602 Exam.

Corequisite(s): CNG 121 with a grade of "C" or better.

CNG 124 - Networking I: Network+
3 Credits

Provides students with the knowledge necessary to understand, identify and perform necessary tasks involved in supporting a network. Covers the vendor-independent networking skills and concepts that affect all aspects of

networking, such as installing and configuring the TCP/IP. This course also prepares students for the Networking II: Network + course.

CNG 125 - Networking II: Network+
3 Credits

Continues to provide students with the knowledge necessary to implement and support a network. Focuses on the vendor-independent networking skills and concepts that affect all aspects of networking. The Networking I and II: Network + courses prepare students for the Network + certification.

Prerequisite(s): CNG 124 with a grade of "C" or better.

CNG 131 - Principles of Information Assurance
3 Credits

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

Prerequisite(s): CNG 101 or CNG 124
Corequisite(s): CNG 101

CNG 132 - Network Security Fundamentals
3 Credits

Delivers a comprehensive overview of network security, including general security concepts. Communication Security is studied, including remote access, email, the Web, directory and file transfer, and wireless data. Common network attacks are introduced. Cryptography basics are incorporated, and operational/organizational security is discussed as it relates to physical security, disaster recovery, and business continuity. Computer forensics is introduced.

Corequisite(s): CNG 124

CNG 136 - Guide to IT Disaster Recovery
3 Credits

Presents methods to identify technology and communication infrastructure vulnerabilities and appropriate countermeasures to prevent and mitigate failure risks for an organization. The course will take an enterprise-wide approach to developing a disaster recovery plan.

CNG 142 - Intro to Cloud Computing
3 Credits

Educates students on the differences between today's PC / server based networks and cloud computing. Students investigate the benefits of cloud computing, cloud models and solutions, and deployment methods. Students study hardware, storage, thin clients and virtualization in the cloud. The course also introduce students to cloud applications and cloud-based office productivity software. Students learn how they can apply cloud computing to address corporate information technology challenges.

CNG 202 - Unix/Linux Server Admin

3 Credits

Provides students with the knowledge and skills required to configure, administer and secure data, users and services in a UNIX or Linux server environment. Emphasis will be on command-line interface (CLI). Topics will also include system monitoring, performance tuning, troubleshooting and interoperability with Windows servers and clients.

CNG 209 - MS Server Active Directory Configuration

4 Credits

Provides students with the knowledge and skills to configure Active Directory Domain Services in a distributed environment, implement Group Policies, perform backup and restore, and monitor and troubleshoot Active Directory related issues.

CNG 211 - Windows Configuration: (OS)

3 Credits

Provides students with the knowledge and skills necessary to address the implementation and desktop support needs of customers who are planning to deploy and support Microsoft Windows Client OS in a variety of network operating system environments.

CNG 212 - Configuring Windows Server

4 Credits

Provides students with the knowledge and skills that are required to install and configure a Microsoft Windows Server. This course helps prepare students for a MTA (Microsoft Technology Associate) and/or MCSA (Microsoft Certified Solutions Associate) exams.

Recommended previous coursework: CNG 211 with a grade of "C" or better or Instructor's permission

CNG 213 - Administering Windows Server

4 Credits

Provides students with the knowledge and skills required to administer Microsoft Windows Servers. This course helps prepare students for the current MCSA (Microsoft Certified Solutions Associate) exam.

Prerequisite(s): CNG 211 or CNG 212 with a grade of "C" or better

CNG 224 - Microsoft Windows Wireless Network

3 Credits

Provides the student with the Microsoft official curriculum from the Microsoft Regional Academy. Offers detailed instruction on the foundation concepts and technologies of wireless data networking. Upon completion of this course, students are prepared to take the Certified Wireless Network Administrator (CWNP) Certification Exam.

Prerequisite(s): CNG 124 with a grade of "C" or better.

CNG 240 - Virtual Environment Admin

3 Credits

Build and administer a hypervisor environment. Includes building of virtual machine (VM) infrastructure and skills such as patching, backing up and securing of both hypervisor and virtual machines.

Prerequisite(s): CNG 101 or CNG 124

CNG 243 - Cloud Security and Cyber Law

3 Credits

Introduces concepts of cloud architecture, cloud security, and the law as it pertains to cloud deployment. Focuses on the mechanics of security in the cloud service models: Infrastructure as a service (IaaS), platform as a service (PaaS), and software as a service (SaaS).

CNG 253 - Firewalls and How They Work

3 Credits

Introduces students to the design and implementation of firewalls. Covers such topics as firewalls using CISCO Routers, Microsoft server platform and UNIX platform. Focuses on how firewalls function in these environments and the basic steps to plan and implement firewalls.

Prerequisite(s): CNG 132 with a grade of "C" or better.

CNG 256 - Vulnerability Assessment Level 1

3 credits

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

Prerequisite(s): CNG 132

CNG 257 - Network Defense and Counter Measures

3 Credits

Examines the tools, techniques and technologies used in the technical securing of information assets. This course provides in-depth information of the software and hardware components of Information Security and Assurance. Topics include firewall configurations,

hardening Unix and NT servers, Web and distributed systems security and specific implementation of security modes and architectures. The curriculum maps to the Security Certified Network Professional (SCP) Network Defense and Countermeasures exam. **Recommended previous coursework:** CNG 132 with a grade of "C" or better

CNG 258 - Digital Forensics

4 Credits

Exposes the student to the field of digital computer forensics and investigation. This class provides the student with methods to properly conduct a digital forensics investigation including a discussion of ethics. Topics covered include fundamental concepts, history of computer forensics, file structures, data recovery techniques, computer forensic tools and analyses.
Prerequisite(s): CNG 132 with a grade of "C" or better.

CNG 259 - Enterprise Security

4 credits

This course challenges students to combine the skills learned in previous coursework (or work experience) and apply them in whole to a mock business IT environment. Students will work in their own virtualized server environment, complete with servers, routers, firewalls, VPN, IDS/IPS, wireless and other current technologies to develop a security policy and framework using risk analysis and risk management techniques.
Prerequisite(s): CNG 132, CNG 256

CNG 260 - CISCO Network Associate I

5 Credits

Introduces network fundamentals, the OSI model and industry standards, IP addressing (subnet masks) and basic network design.
Prerequisite(s): CNG 124 with a grade of "C" or better
Corequisite(s): CNG 261

CNG 261 - CISCO Network Associate II

5 Credits

Focuses on router theory and technologies, including router configurations, protocols, network management and introductory LAN switching.
Prerequisite(s)/Corequisite(s): CNG 260

CNG 262 - CISCO Network Associate III

5 Credits

Focuses on advanced routing and switching configurations, LAN switching, network management and advanced network design.
Prerequisite(s): CNG 261 with a grade of "C" or better

CNG 263 - CISCO Network Associate IV

5 Credits

Focuses on project-based learning, including advanced network design projects and advanced management projects. This course along with CNG 260, CNG 261 and CNG 262 prepare students for the CISCO Certified Network Associate (CCCNA) certification exam.
Prerequisite(s): CNG 262 with a grade of "C" or better

Computer Science

CSC 105 - Computer Literacy

3 Credits

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

CSC 119 - Introduction to Programming

3 Credits

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

CSC 126 - Game Design and Development

3 Credits

Combines problem-solving techniques with computer game design and implementation to introduce the student to basic gaming and computer science concepts. Students design, implement, and test computer games using software that allows for basic game creation through a wide variety of game creation tools; no prior programming experience is required.

CSC 129 - Introduction to Secure Coding

3 Credits

Focuses on introduction to secure coding. Emphasizes concepts, principles, and best practices of structured secure programs within security standards. Analysis of design of secure programming is stressed, including costs, threats, security concepts, policies, coding flaws, vulnerabilities, exploits, and code mitigation. Analysis of the design of

legacy and contemporary object oriented languages is emphasized. Focuses on the application of secure coding principles, standards to resolve code flaws and vulnerabilities.

CSC 160 - Computer Science I (Language)
4 Credits

Introduces students to the discipline of computer science and programming. Algorithm development, data representation, logical expressions, sub-programs and input/output operations using a high-level programming language are covered. Intensive lab work outside of class time is required.

Prerequisite(s): CSC 116 or CSC 119 and MAT 055/099 or higher with a grade of "C" or better

CSC 161 - Computer Science II (Language)
4 Credits

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

Prerequisite(s): CSC 160 with a grade of "C" or better

CSC 165 - Discrete Structures
4 Credits

Prepares students for a fundamental understanding of computing and computer science. Includes set theory, boolean algebra, relations, functions, graph theory and techniques for formal reasoning.

Prerequisite(s): CSC 161 and MAT 201

CSC 200 - Game Programming I
3 Credits

Introduces the student to game programming techniques and how to use a game library. Skills developed include programming input devices, 2D game theory and design, bitmap handling, sprite programming and threads.

Prerequisite(s): MGD 143 with a grade of "C" or better

CSC 217 - Advanced Python Programming
3 Credits

Continues program development and problem solving not covered in CSC119: Introduction to Programming. Students will create larger programs in the areas of advanced expression, iterator objects, parsing, and GUI applications.

Prerequisite(s): CSC 119

CSC 220 - Visual Basic.net Programming
3 Credits

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

Prerequisite(s): CSC 116 or CSC 119 with a grade of "C" or better or equivalent experience

CSC 225 - Computer Architecture/Assembly Language Programming
4 Credits

Introduces concepts of computer architecture, functional logic, design and computer arithmetic. Focuses on the mechanics of information transfer and control within a computer system. Includes symbolic programming techniques, implementing high level control structures, addressing modes and their relation to arrays, subprograms, parameters, linkage to high level languages and the assembly process.

Prerequisite(s): CSC 161

CSC 227 - 3D Game Programming
3 Credits

Create and develop 3D games using a Game Engine. Learn the process of game development. Implement games utilizing 3D models with effects, .textures, cameras, input handling, basic effects, basic collision detection and sounds.

Prerequisite(s): CSC 200 and MGD 153 with a grade of "C" or better

CSC 228 - Advanced 3D Game Programming
3 Credits

Allows you to engage in advanced 3D Game Programming techniques by implementing a 3D Game. Topics include: problem solving, 3D objects, file I/O, managing game states, advanced collision detection, physics basics and Artificial Intelligence (AI).

Prerequisite(s): CSC 227 with a grade of "C" or better

CSC 230 - C Programming: Platform
3 Credits

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

CSC 233 - Object-Oriented Prog.: (Lang)
3 Credits

Provides students will the skills in Programming in an OOP language at an Advanced Level. It covers all syntactical components of an object Oriented language. Emphasizes inheritance, overloading, and polymorphism. Focuses on writing clear, properly structured, and well documented programs using Object-Oriented methodology. Large programs using multiple data structures will be written, preferably working in large groups.
Prerequisite(s): CSC 160 with a grade of "C" or better

CSC 234 - C++ Programming (Platform)
4 Credits

Starts with basic differences between C++ and other programming languages and progresses to programming advanced C++ concepts such as operator overloading, friends, references, namespaces, pointers and dynamic arrays, templates, streams and file I/O, recursion, polymorphism, exception handling and Standard Template Library. The course covers large programs that are coded implementing object-oriented design principles such as classes and objects, polymorphism, encapsulation, composition, inheritance and templates.
Prerequisite(s): CSC 233 with a grade of "C" or better

CSC 236 - C# Programming
4 Credits

Introduces the C# programming language. This course covers all syntactical components of the language including arrays, structures, methods and classes. Content will focus on writing clear, properly structured, and well-documented programs using object-oriented methodology, .NET Framework, and the Visual Studio environment.
Prerequisite(s): CSC 116 or CSC 119 and MAT 055 or equivalent.

CSC 240 - Java Programming
3 Credits

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

CSC 241 - Advanced Java Programming
3 Credits

Covers advanced programming topics including multi-threading, network/internet programming, database programming, and JavaBeans. This course focuses on writing Java Enterprise Edition (Java EE) complex programs.
Prerequisite(s): CSC 161 with a grade of "C" or better.

CSC 245 - Secure Software Development: (Language)
3 Credits

Focuses on functionality when implementing security consequences with regard to formatted output and arithmetic operations in a program. The course introduces how to write a program that creates safe, reliable, and secure systems free from undefined program behaviors and exploitable vulnerabilities.
Prerequisite(s): CSC 129

CSC 246 - Mobile App Development
3 Credits

Learn how to develop mobile apps using key features and frameworks. Students will learn application design and development using a mobile development platform software development kit (SDK) and corresponding program language. Main features include: handling UI triggered and touch events, data management, simple and complex UI views, drawing, location and application settings.
Prerequisite(s): CSC 161 (Java) with a grade of "C" or better.

CSC 280 - Internship
3 Credits

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

Computer Web-Based

CWB 110 - Introduction to Web Authoring
3 Credits

Explores the complete set of web authoring skills using HTML and/or other languages. The course covers links, backgrounds, controlling text and graphic placement, tables, image maps and forms.

CWB 125 - Intro to Scripting: (Languages)
3 Credits

Introduces the student to the more common scripting languages used in web development. This allows for the development of dynamic, interactive and responsive web pages. Both client-side and server-side scripting is introduced. Using topics learned in this course, the student will be able to develop web pages that look, feel and have the usability of desktop applications.
Prerequisite(s): CSC 119 with a grade of "C" or better

CWB 130 - Web Editing Tools: (Editor)
3 Credits

Teaches the use of tools for Web page design and development. These tools are designed to make creating Web pages easy and consistent. With the use of editing tools, students will be able to build Web pages making use of forms, tables, frames, templates, Cascading Style Sheets (CSS), and layers. The student will also be able to easily publish and manage a Web site once it is created.

Cosmetology

COS 103 - Shampoo/Rinses/Conditioners I
1 Credit

Introduces various types of scalp treatments and shampoos. Enables student to recognize and treat disorders of hair and scalp. Covers product knowledge and proper massage techniques to help control disorders and to cleanse the hair and scalp. Includes terminology dealing with hair structure, scalp, and hair disorders. Provides training in a lab or classroom setting.

COS 110 - Introduction to Hair Coloring
2 Credits

Provides theory pertaining to the law of color, theory of color, chemistry of color, product knowledge, and analysis of hair and scalp. Covers basic techniques and procedures for the application of hair coloring.

COS 111 - Intermediate: Hair Coloring
2 Credits

Focuses on theory and practical application of color products, formulations of color, level and shades of color. Examines techniques in a specialized class or in a supervised salon setting.
Prerequisite(s): EST 212, COS 120, COS 121, EST 111, EST 211, COS 131, and NAT 111

COS 120 - Introduction to Hair Cutting
2 Credits

Introduction to the theory relevant to patron protection, angles, elevations, and the analysis of hair textures as related to hair cutting. Covers the proper use and care of hair cutting implements. Focuses on basic hair cutting techniques using all cutting implements. Disinfection, sanitation procedures as they relate to haircutting.
Prerequisite(s): COS 160, COS 103, COS 130, NAT 110, COS 110, COS 140, and EST 110

COS 121 - Intermediate I: Haircutting
2 Credits

Focuses on theory related facial shapes, head and body forms to determine the clients' appropriate haircut. Incorporates practical applications of hair cutting techniques in specialized classes or in the supervised salon (clinical setting).

Prerequisite(s): COS 160, COS 103, COS 130, NAT 110, COS 110, COS 140, and EST 110

COS 130 - Introduction to Hair Styling
2 Credits

Combines theory with the practical application of roller placement, shaping, pin curls, finger waves, air forming iron curling, soft pressing and hard pressing.

COS 131 - Intermediate I: Hair Styling
2 Credits

Focuses on the accepted methods of styling hair, air forming roller sets, finger waves pin curls braiding and hair pressing.
Prerequisite(s): COS 160 , COS 103 , COS 130 , NAT 110 , COS 110 , COS 140 , and EST 110

COS 140 - Introduction to Chemical Texture
1 Credit

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

COS 141 - Intermediate I: Chemical Texture
1 Credit

Emphasizes theory and practical application of permanent waves and chemical relaxers in specialized classes or a supervised salon setting. Enables the student to practice different wrapping techniques required by trend styles.
Prerequisite(s): EST 212, COS 120, COS 121, EST 111, EST 211, COS 131, and NAT 111

COS 150 - Laws, Rules and Regulations
1 Credit

Provides instruction on the laws, rules and regulations and how they govern the cosmetology and barber industry. The affects these on the student, licensed individual, salons and school owners.
Prerequisite(s): COS 111, COS 210, COS 141, COS 240, COS 230, COS 220, NAT 211, and COS 161

COS 160 - Introduction to Disinfection, Sanitation & Safety
2 Credits

Introduces the various methods of disinfection, sanitation, and safety as used in the cosmetology industry. Includes classroom study of bacteriology and the terminology dealing with cosmetology.

COS 161 - Intermediate I: Disinfection, Sanitation & Safety
1 Credit

Focuses on the theory and daily practice of proper methods of disinfection, sanitation and safety procedures as related

to all phases of cosmetology. Covers terminology and training of disinfection, sanitation and safety procedures. Also includes customer service in a supervised salon (clinical) setting or specialized class.

Prerequisite(s): EST 212, COS 120, COS 121, EST 111, EST 211, COS 131, and NAT 111

COS 203 - Shampoo/Rinses/Conditioners II

1 Credit

Provides theory and practical training in shampoos, rinses and conditioners. Examines advanced techniques to prepare the student for employment. Includes preparation for the State Board Licensing Examination in shampoos, rinses and conditioners.

Prerequisite(s): COS 111, COS 210, COS 141, COS 240, COS 230, COS 220, NAT 211, and COS 161

COS 210 - Intermediate II: Hair Coloring

2 Credits

Provides continued instruction in the theory and practical application of color products, formulations of color, level and shades of color. Enables students to practice techniques in a specialized class or in a supervised salon setting.

Prerequisite(s): EST 212, COS 120, COS 121, EST 111, EST 211, COS 131, and NAT 111

COS 211 - Advanced Hair Coloring

2 Credits

Provides continued instruction on advanced theory and practical techniques in hair coloring. Focuses on the recognition of color problems and color correction procedures. Covers advanced techniques and product knowledge to prepare the student for employment. Prepares the student for the State Board Licensing Examination pertaining to hair coloring.

Prerequisite(s): COS 111, COS 210, COS 141, COS 240, COS 230, COS 220, NAT 211, and COS 161

COS 220 - Intermediate II: Haircutting

2 Credits

Provides continued instruction in the theory related to facial shapes, head and body forms to determine the client's appropriate haircut. Incorporates practical applications of haircutting techniques.

Prerequisite(s): EST 212, COS 120, COS 121, EST 111, EST 211, COS 131, and NAT 111

COS 221 - Advanced Hair Cutting

2 Credits

Focuses on advanced cutting techniques using all the cutting tools. Emphasizes current fashion trends. Includes student preparation for the State Licensure examination.

Prerequisite(s): COS 111, COS 210, COS 141, COS 240, COS 230, COS 220, NAT 211, and COS 161

COS 230 - Intermediate II: Hair Styling

2 Credits

Provides continued instruction on accepted methods of styling hair, air forming, roll set, finger waves and hair pressing. Examines techniques in specialized classes or in a supervised salon setting.

Prerequisite(s): EST 212, COS 120, COS 121, EST 111, EST 211, COS 131, and NAT 111

COS 231 - Advanced Hair Styling

1 Credit

Focuses on theory and advanced techniques in all phases of hair styling to prepare the student for employment. Training is a combination of supervised salon (clinical) work and specialized classes. Includes student preparation for the State Board Licensing Examination relating to hairstyling.

Prerequisite(s): COS 111, COS 210, COS 141, COS 240, COS 230, COS 220, NAT 211, and COS 161

COS 240 - Intermediate II: Chemical Texture

1 Credit

Provides continued instruction in the theory and practical application of permanent waves and chemical relaxers in specialized classes or a supervised salon setting. Enables students to practice different wrapping techniques required by trend styles.

Prerequisite(s): EST 212, COS 120, COS 121, EST 111, EST 211, COS 131, and NAT 111

COS 241 - Advanced Chemical Texture

1 Credit

Focuses on advanced techniques to prepare the student for employment and the changes in current industry standards. Instruction is provided in specialized classes or supervised salon (clincial) setting. Includes student preparation for the State Board Licensing Examination pertaining to permanent waves and chemical relaxers.

Prerequisite(s): COS 111, COS 210, COS 141, COS 240, COS 230, COS 220, NAT 211, and COS 161

COS 250 - Management, Ethics, Interpersonal Skills & Salesmanship

1 Credit

Emphasizes the importance of salon management and the knowledge and skills necessary to build a successful business. Focuses on the importance of interpersonal skills and basic techniques in salesmanship and customer services. Integrates job readiness skills and professional ethics.

Prerequisite(s): COS 111, COS 210, COS 141, COS 240, COS 230, COS 220, NAT 211, and COS 161

COS 260 - Intermediate II: Disinfection, Sanitation & Safety

1 Credit

Provides continued study of theory and practice of proper methods of sterilization, disinfection, sanitation and safety procedures as related to all phases of the industry. Covers terminology and training of disinfection, sanitation and safety procedures. The individual responsibility to provide a safe work environment is practiced.

Prerequisite(s): COS 111, COS 210, COS 141, COS 240, COS 230, COS 220, NAT 211, and COS 161

COS 261 - Advanced Disinfection, Sanitation & Safety

1 Credit

Provides advanced training on decontamination and safety practices in a supervised salon and/or classroom setting. Examines advanced techniques that prepare the student for employment. Includes student preparation for the State Board Licensing Examination in decontamination and safety for all aspects of the industry. Study of OSHA requirements for schools and salon are done in a theory or practical setting.

Prerequisite(s): COS 111, COS 210, COS 141, COS 240, COS 230, COS 220, NAT 211, and COS 161

Criminal Justice

The following Prerequisites apply to ALL Criminal Justice courses: ENG 090, REA 090 with a grade of "C" or better, or appropriate ACCUPLACER scores. Additional prerequisites may apply; see course descriptions. *All Law Enforcement Academy classes are now listed under the LEA prefix.

CRJ 110 - Intro to Criminal Justice GT: SS3

3 Credits

Introduces students to the basic components of the criminal justice system in the United States. Concepts of crime, crime data, victimization, perspectives and views of crime, theory, and law are discussed. Particular attention to the criminal justice process, interaction and conflict between criminal justice agencies, and current criminal justice issues are examined. This course is approved as part of the Colorado Statewide Guaranteed transfer curriculum: GT: SS3.

Prerequisite(s): CCR 092 (or higher) or equivalent.

CRJ 125 - Policing Systems

3 Credits

Examines the complexity and multi-dimensional aspects of the law enforcement role and career; law enforcement discretion; law enforcement values and culture in modern America. Covers the role and functions of law enforcement in occupational, social, racial and ethnic, political and organizational context.

Prerequisite(s): CCR 092 (or higher) or equivalent.

CRJ 127 - Crime Scene Investigation

3 Credits

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

Prerequisite(s)/Corequisite(s): CRJ 110

CRJ 135 - Judicial Function

3 Credits

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

Prerequisite(s): CCR 092 (or higher) or equivalent.

CRJ 145 - Correctional Process

3 Credits

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

Prerequisite(s): CCR 092 (or higher) or equivalent.

CRJ 201 - Emergency Dispatching

5 Credits

Focuses on the unique knowledge, skills and abilities required for working in the Emergency Telecommunications industry. The course will focus on the basics of the emergency communication center, emergency telecommunication technology, caller management, call classification, legal aspects and stress management.

Prerequisite(s): CCR 092 (or higher) or equivalent.

CRJ 205 - Principles of Criminal Law

3 Credits

Focuses on common law and statutory law crimes, the Model Penal Code, elements defining crimes and penalties,

defenses to criminal accusations, and definitions and distinctions between criminal and civil law.
Prerequisite(s): CCR 092 (or higher) or equivalent.

CRJ 209 - Criminal Investigation I

3 Credits

Covers the function of the preliminary investigation at a crime scene to include securing the scene, crime scene searchers, police drawings, and recognition and collection of evidence.
Prerequisite(s): CCR 092 (or higher) or equivalent.

CRJ 210 - Constitutional Law

3 Credits

Focuses on the powers of government as they are allocated and defined by the United States Constitution. The course includes intensive analysis of United States Supreme Court decisions.
Prerequisite(s): CCR 092 (or higher) or equivalent.

CRJ 216 - Juvenile Law and Procedures

3 Credits

Conduct an in-depth analysis of the socio-legal operation of the Juvenile Justice System emphasizing the substantive and due process rights of minors. Analysis of legal reasoning underlying the juvenile law as it operates all levels of government.

CRJ 220 - Human Relations and Social Conflicts

3 Credits

Highlights the environmental, organizational and socio-psychological dimensions of social control. Includes the study of individual attitudes, beliefs and behavior involved in role conflicts, community relations and conflict management in the social structure.
Prerequisite(s): CCR 092 (or higher) or equivalent.

CRJ 230 - Criminology

3 Credits

Provides an introduction to the study of crime, understanding the causes of crime, and examine, theoretical frameworks and theories to explain criminal behavior. Within a social context, consideration is given to how theories have emerged and understand how social context contributes to explanations of crime. Examination of the nature of crime, crime victimization, crime patterns, types of crime, crime statistics, and criminal behavior is also included.
Prerequisite(s): CCR 092 (or higher) or equivalent.

CRJ 231 - Introduction to Forensic Science and Criminalistics

3 Credits

Exploration of the fundamentals of forensic science that are essential for gathering evidence at the crime scene and analyzing it in the crime laboratory.

CRJ 236 - CRJ Research Methods

3 Credits

Provides an introduction to research methods in criminal justice. Addresses foundations of research, analysis of findings, and ethical issues in researching criminal justice issues. This course will use an interactive approach in basic research concepts and practices. Students will obtain a thorough understanding of how research is conducted and how practitioners can benefit from this knowledge. Additionally, students will develop research proposals, conduct appropriate reviews of previously published research, and write a final research study.
Prerequisite(s): CRJ 110 with a grade of "C" or better; CCR 092 (or higher) or equivalent.

CRJ 257 - Victimology

3 Credits

Introduces the student to the role the crime victim plays in the criminal justice system. The traditional response that a crime victim receives from the system will be studied and the psychological, emotional and financial impact these responses have on victimization will be analyzed.
Prerequisite(s): CCR 092 (or higher) or equivalent.

CRJ 268 - Criminal Profiling

3 Credits

Examines theories of crime causation with respect to crimes committed by the most violent offenders in society. an analysis of the research done, and the history of Criminal Personality Profiling, beginning with the earliest explanations through the beliefs of modern science, as well as psychological and sociological explanations. Identifies various known offenders, examines their backgrounds, and explains how current research into homicide, sexual offenses and serial killers can provide clues to the identity of unknown offenders.

CRJ 275 - Special Topics

1-6 Variable Credits

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

CRJ 278 - Seminar

3 Credits

Provides students with an experiential learning opportunity.

Prerequisite(s): LEA 101, LEA 102, LEA 103, LEA 104, LEA 105, LEA 106, LEA 107, LEA 108, CRJ 110, and CRJ 209

CRJ 285 - Independent Study

1-6 Variable Credits

This course meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor.

Required: Department Chair permission

CRJ 287 - Cooperative Education

6 Credits

Provides work experience for students to gain practical work experience related to their educational program.

Early Childhood Education

ECE 101 - Introduction to Early Childhood Education

3 Credits

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

Prerequisite(s): CCR 092 (or higher) or equivalent.

ECE 102 - Introduction to Early Childhood Techniques

3 Credits

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

Prerequisite(s): ECE 101 and ECE 103 with a grade of "C" or better; CCR 092 (or higher) or equivalent.

ECE 103 - Guidance Strategies for Young Children

3 Credits

Explores guidance theories, applications, goals, and techniques, as well as factors that influence behavioral expectations of children. This course includes classroom management and pro-social skills development of young children in early childhood (EC) program settings. This course addresses children ages birth through 8 years.

Prerequisite(s): CCR 092 (or higher) or equivalent.

ECE 111 - Infant and Toddler Theory and Practice

3 Credits

Presents an overview of theories, applications (including observations) and issues pertinent to infant and toddler development in group and/or family settings. Includes state requirements for licensing, health, safety and nutrition. Focuses on birth through age three.

Prerequisite(s): ECE 101 with a grade of "C" or better; CCR 092 (or higher) or equivalent.

Corequisite(s): OR ECE 101

ECE 112 - Intro to Infant\Toddler Lab Techniques

3 Credits

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

Prerequisite(s): CCR 092 (or higher) or equivalent,

Prerequisite(s)/Corequisite(s): ECE 111 with a grade of "C" or better

ECE 120 - Introduction to Early Intervention for Infants and Toddlers

4 credits

Provides an introduction to early intervention (EI) for infants and toddlers and includes four key topics: orientation to early intervention, fundamentals of the Individualized Family Service Plan (IFSP) process, early intervention teamwork, and working with families of infants and toddlers.

ECE 121 - Promoting Infant and Toddler Development in Natural Environments

3 credits

Emphasizes issues and strategies when working with infants and toddlers and their families in group and/or family settings. The course includes three key topics: supporting infants' and toddlers' social and emotional development, instructional strategies used in early intervention programs to support learning, and early oral language development.

ECE 122 - Interventions for Infants' & Toddlers' Health, Communication, & Behavioral Needs

3 credits

Focuses on supporting infants and toddlers with health, communication, and behavioral needs. This course includes three key topics: the health services related to the early intervention programs; communication challenges and their impact on other areas of development; and supporting

infants and toddlers with behavior challenges and their families.

ECE 125 - Science/Math and the Young Child

3 Credits

Examines theories of cognitive development as a framework for conceptualizing the way young children acquire scientific and mathematical skills, concepts, and abilities. Enables students to research and develop appropriate individual and group scientific/mathematical activities for young children.

Prerequisite(s): CCR 092 (or higher) or equivalent.

ECE 126 - Art and the Young Child

2 Credits

Prepares students to plan and implement a comprehensive and developmentally appropriate art program for young children. Investigates the development of self-taught art techniques in young children

Prerequisite(s): CCR 092 (or higher) or equivalent.

ECE 127 - Music/Movement for the Young Child

1 Credits

Focuses on the purposes of incorporating music and movement into the early childhood curriculum. Through active participation with hands-on experiences, students work with the concepts of age and developmental appropriateness when designing fun activities with both subjects.

Prerequisite(s): CCR 092 (or higher) or equivalent.

ECE 188 - Practicum: Early Childhood Education

1 Credit

Provides students with field experience in early childhood-programs.

Prerequisite(s): ECE 101 with a grade of "C" or better; CCR 092 (or higher) or equivalent.

ECE 191 - School Age Theory and Practice

3 Credits

Emphasizes processes for planning and implementing developmentally appropriate environments, materials, and experiences in school age programs, working with children ages 6 to 12 years of age. Provides expression and problem-solving skills in school age children.

Prerequisite(s): CCR 092 (or higher) or equivalent.

ECE 192 - School Age Lab Techniques

3 Credits

Incorporates lab experience in before/after school, summer camp, or elementary school programs. Focuses on planning and implementing developmentally appropriate curriculum for school age children. Includes assisting the supervising teacher in all activities

Prerequisite(s): CCR 092 (or higher) or equivalent.

ECE 205 - Nutrition, Health and Safety

3 Credits

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

Prerequisite(s): ECE 101 with a grade of "C" or better; CCR 092 (or higher) or equivalent.

ECE 220 - Curriculum Development: Methods and Techniques

3 Credits

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

Prerequisite(s): ECE 101 with a grade of "C" or better; CCR 092 (or higher) or equivalent.

ECE 225 - Language & Cognition for the Young Child

3 Credits

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

Prerequisite(s): CCR 092 (or higher) or equivalent.

ECE 226 - Creativity and The Young Child

3 Credits

Provides an emphasis on encouraging and supporting creative self-expression and problem solving skills in children. Explores creative learning theories and research. Focuses on developmentally appropriate curriculum strategies in all developmental domains. Addresses ages birth through age eight.

Prerequisite(s): CCR 092 (or higher) or equivalent.

ECE 228 - Early Language and Literacy Development in Young Children

3 Credits

Provides foundational knowledge of the developmental progression of language and literacy acquisition of mono- and bi-lingual children age's birth to age 8. This course provides opportunities to explore and practice language

and literacy teaching strategies to use with young children in home, classroom, and community settings.
Prerequisite(s): CCR 092 (or higher) or equivalent.

ECE 236 - Child Growth and Development Lab
1 Credit
Covers the growth and development of the child from conception through the elementary school years. Emphasizes physical, cognitive, language, social and emotional domains and the concept of the whole child and how adults can provide a supportive environment. Addresses ages from prenatal through age 12.
Prerequisite(s): ECE 101 with a grade of "C" or better; CCR 092 (or higher) or equivalent.
Prerequisite(s)/Corequisite(s): ECE 238 with a grade of "C" or better

ECE 238 - Child Growth and Development
3 Credits
Covers the growth and development of the child from conception through the elementary school years. This course emphasizes physical, cognitive, language, social, and emotional domains of development as they pertain to the concept of the whole child. It also includes ways adults can provide a supportive early childhood care and educational environment through teamwork and collaboration.
Prerequisite(s): CCR 092 (or higher) or equivalent.

ECE 240 - Administration of Early Childhood Care and Education Programs
3 Credits
Provides foundational knowledge in early childhood program business operations, program development, and evaluation. This course covers administrative skills, ethical decision making, risk and resource management, and components of quality Early Childhood Education (ECE) programs serving children ages birth through 12 years.
Prerequisite(s): ECE 101 with a grade of "C" or better; CCR 092 (or higher) or equivalent.

ECE 241 - Administration: Human Relations for Early Childhood Professions
3 Credits
Focuses on the human relations component of an early childhood professional's responsibilities. This course includes director-staff relationships, staff development, leadership strategies, family-professional partnerships, and community interaction.
Prerequisite(s): ECE 101 with a grade of "C" or better; CCR 092 (or higher) or equivalent.

ECE 256 - Working with Parents, Families, and Community Systems
3 Credits
Examines professional attitudes related to working with diverse families and how unconscious bias may affect family-professional partnerships in early care and education settings. This course covers theoretical perspectives of families and communities, communication strategies, and an exploration of activities and resources to support family engagement in their children's education. Supporting equity and inclusion of all family cultures in early care and education settings for children ages birth through eight.
Prerequisite(s): ECE 101 with a grade of "C" or better; CCR 092 (or higher) or equivalent.

ECE 260 - The Exceptional Child
3 Credits
Presents an overview of critical elements related to educating young children with disabilities or special needs in the early childhood setting. Topics include: typical and atypical development; legal requirements; research-based practices related to inclusion; teaming and collaboration; and accommodations and adaptations. This course examines how a disability or special need may impact a young child's learning process. This course addresses children ages birth through 8 years.
Prerequisite(s): ECE 101 and ECE 238 with a grade of "C" or better; CCR 092 (or higher) or equivalent.

ECE 275 - Special Topics
1-6 Variable Credits
Explores current topics, issues and activities related to one or more aspects of the early childhood care and education profession.
Prerequisite(s): CCR 092 (or higher) or equivalent.

ECE 285 - Independent Study
1-6 Variable Credits
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor.
Required: Instructor's permission
Prerequisite(s): CCR 092 (or higher) or equivalent.

ECE 288 - Practicum: Early Childhood Education
3 Credits
Provides students with advanced field experience opportunities in early childhood education programs.
Prerequisite(s): ECE 101, ECE 102, ECE 103, ECE 111, ECE 220, and ECE 238 with a grade of "C" or better; CCR 092 (or higher) or equivalent.

Economics

ECO 101 - Economics of Social Issues: GT-SS1

3 Credits

Examines major contemporary socio-economic issues and policies such as drugs and crime, education, health care, poverty and inequality, and globalization. These issues will be explored using economic tools and methods. This is a statewide Guaranteed Transfer course in the GT-SS1 category.

Prerequisite(s): CCR 092 (or higher) or equivalent.

ECO 105 - Introduction to Economics

3 Credits

This course is a survey of economics. It is designed as a beginning economics class. The course covers economics theories, supply and demand, national income accounting, money and banking, market structures and contemporary economic issues.

ECO 201 - Principles of Macroeconomics: GT-SS1

3 Credits

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

Prerequisite(s): CCR 092 (or higher) or equivalentand MAT 050 or equivalent.

ECO 202 - Principles of Microeconomics: GT-SS1

3 Credits

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

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050 or equivalent.

ECO 245 - Environmental Economics: GT-SS1

3 Credits

Introduces contemporary environmental issues and policies meant to reduce environmental degradation. It introduces the concept of market failure due to pollution. The course covers government pollution reduction policies for air, water, and natural environments. It also covers analytical tools that are used to analyze the effectiveness of these policies. This is a statewide Guaranteed Transfer course in the GT-SS1 category.

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050/MAT 055 or equivalent.

ECO 265 - Writing on Economic Issues

3 Credits

Develops the skills for economic writing including: the use of rhetorical devices In persuasive economic arguments, critical analysis of economic problems, the use and explanation of charts and tables, writing and revision of multiple drafts, different technologies of research and writing and the evaluation and annotation of different sources for relevancy and reliability. Through reading a variety of primary and secondary sources and engaging in several types of economic writing and conversation, students extend their understanding of the conventions of clear and concise writing about primary and secondary sources in libraries, archives, and published materials, and adapt their writing style to communicate with a variety of audiences.

Prerequisite(s): ENG 122 with a grade of "C" or better

ECO 275 - Special Topics

1-6 Variable Credits

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

ECO 285 - Independent Study

1-6 Variable Credits

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

Required: Instructor's permission

Education

EDU 131 - Introduction to Adult Education

3 Credits

Provides an introduction to adult education with an emphasis on providing instruction to adult learners developing their ability to listen, speak, read, and write in English and learners with skills below 12th grade equivalency. Key areas include adult education theories, principles, methods and techniques; adult education legislation, initiatives and movements; adult basic education services and service providers; understanding the adult learner; metacognition; the instructional environment; and professional development for adult educators.

EDU 132 - Planning, Organizing and Delivering Adult Education Instruction

3 Credits

Provides an introduction to planning and delivering instruction to adult learners with an emphasis on developing the English language proficiency of nonnative English speakers and improving the skills of learners whose skills are below 12th grade equivalency. Key areas include identification of learners' skills, needs and goals; the use of information about learners to plan instruction and assessment; the development of learner independence; the creation of an instructional environment that supports and engages adult learners.

EDU 134 - Teaching English as a Second Language to Adult Learners

3 Credits

Provides an introduction to providing instruction to adults who are developing English language proficiency. Key areas include understanding the adult ESL learner, the language acquisition process and the language skills needed to complete each Educational Functioning Level (EFL); preparing written instructional plans; delivering level appropriate instruction using techniques and resources appropriate for adult language learners; using technology; and preparing adult ESL learners to transition to postsecondary education and careers.

EDU 135 - Family Literacy In Adult Education

3 Credits

Introduces the students to the philosophy and theory behind family literacy, as well as give practical advice on the development and implementation of a family literacy program. The four-component model of adult education, early childhood education, parent and child together time (PACT), and parenting will be covered, both in theory and practical application.

EDU 175 - Special Topics

1-6 Variable Credits

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

Required: Instructor's permission

EDU 185 - Independent Study

1-6 Variable Credits

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

Required: Instructor's permission

EDU 187 - Cooperative Education

1-6 Variable Credits

Provides students an opportunity to gain practical experience in applying their occupational skills and/or to develop specific skills in a practical work setting. The Instructor works with the student to select an appropriate

work site, establish learning objectives and to coordinate learning activities with the employer or work site supervisor.

EDU 221 - Introduction to Education

3 Credits

Focuses on the historical, social, political, philosophical, cultural, and economic forces that shape the United States public school system. This course includes current issues of education reform, technology as it relates to education, and considerations related to becoming a teacher in the state of Colorado. The course addresses diversity in the preschool through secondary school system.

EDU 222 - Effective Teaching

1 Credit

Focuses on strategies for becoming an effective teacher. Topics included are: course goals and teaching objectives, the first day, planning a lesson, higher levels of thought, test design and grading, assessment, and teaching and learning styles.

EDU 234 - Multicultural Education

3 Credits

Focuses on the need to recognize and understand the similarities and differences among people and develop a respect for all individuals and groups. This course provides opportunities to recognize the learning needs of children from different racial, ethnic, cultural, and socioeconomic groups and to encourage teachers to integrate multicultural and diversity teaching strategies into the school curriculum.

EDU 240 - Teaching The Exceptional Learner

3 Credits

Focuses on the individual differences and modifications that are necessary in the educational practices of the exceptional learner. Incorporates an additional 10-hour 0-credit, pre-professional, supervised, field based experience. Together with this experience, a portfolio and field experience reflective journal is required of all students.

EDU 250 - CTE in Colorado

1 Credit

Explores common elements of American community college philosophy and current practices. It details the philosophy of Career and Technical Education (CTE), the federal Carl D. Perkins legislation and related guidelines for CTE, national and state regulatory agencies, the CCCS program approval process, enrollment management and advising strategies, relevant local and national issues, and quality assurance principles.

EDU 251 - Secondary CTE Capstone

3 Credits

This capstone course in the secondary CTE credentialing sequence offers an in-depth analysis of secondary career and technical student organizations and competitions, the Colorado Technical Act, working with exceptional students, creating and effectively deploying program advisory committees, and an overview of educational and political systems in Colorado. The final project is an analysis of CTE efficiency in one's school district.

EDU 260 - Adult Learning and Teaching
3 Credits

Examines the philosophy of community colleges and the roles and responsibilities of the faculty member within the college community. Introduces basic instructional theories and applications, with particular emphasis on adult learners. Includes syllabus development, learning goals and outcomes, and lesson plans. Emphasizes teaching to a diverse student body, classroom management, assessment and instructional technology.

EDU 261 - Teaching, Learning and Technology
3 Credits

Prepares students to integrate technology into their teaching curriculum. Enables the student to design educational and training materials incorporating instructional technology. Explores a variety of technologies, including the computer, Internet, multimedia, graphics, audio, and text with an emphasis on increasing learning through their use. Examines combining technology with a variety of instructional methodologies.
Prerequisite(s): EDU 221 or EDU 260 with a grade of "C" or better

EDU 263 - Teaching and Learning Online
3 Credits

Provides faculty with the knowledge and skills necessary to design, develop, and deliver courses in a distance format. Focuses on assessment and evaluation methods and methods to incorporate interactive, collaborative and expanded learning activities.

EDU 264 - Faculty Mentoring
3 Credits

Provides the student with an understanding of and skills in mentoring new teachers/faculty in an academic institution. Explores the six dimensions of effective mentoring, mentoring phases, how to establish and build the mentor/mentee relationship, and constructive feedback techniques. Students designate a potential mentee for practical experience throughout this course.
Prerequisite(s): EDU 221 or EDU 260 with a grade of "C" or better or Instructor's permission

EDU 265 - Instructional Design

3 Credits

Introduces the student to a systematic approach to Instructional Design and the design of instruction with multimedia. Incorporates learning and instructional theory into course/training design to ensure the quality of instruction. Covers the process of goal analysis and learning needs coupled with the development of a delivery system to meet those needs. Includes the development of instructional materials and activities and the evaluation of all instruction and learner activities.
Prerequisite(s): EDU 221 or EDU 260 with a grade of "C" or better or Instructor's permission

EDU 266 - Advanced College Teaching Methods
1 Credit

Explores current adult learning theory, and relates this theory to the practice of teaching. It also covers a variety of factors that influence teaching and learning, including social and individual psychological aspects of adult learning, patterns of participation and motivation, the role of instructional technology, handling challenging classroom behaviors, and assessment and evaluation strategies. The main point raised and discussed throughout the course is that effective teaching requires that Instructors utilize a range of teaching and assessment approaches and methods in order to enhance learning.

EDU 275 - Special Topics
1-6 Variable Credits

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

EDU 285 - Independent Study
1-6 Variable Credits

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor.
Required: Instructor's permission

EDU 287 - Cooperative Education
1-6 Variable Credits

Provides students an opportunity to gain practical experience in applying their occupational skills and/or to develop specific skills in a practical work setting. The Instructor works with the student to select an appropriate work site, establish learning objectives and to coordinate learning activities with the employer or work site supervisor.
Required: Instructor's permission

EDU 288 - Practicum II
1-6 Variable Credits

Provides students with the opportunity to supplement coursework with practical work experience related to their

educational program. Students work under the immediate supervision of experienced personnel at the education facility and with the direct guidance of the Instructor.
Required: Instructor's permission

EDU 289 - Capstone
1 Credit
Focuses on a demonstrated culmination of learning within a given program of study.

Electricity Industrial/Commercial

EIC 102 - Electrical Print Reading
4 credits
Teaches the skills needed to interpret electrical drawings properly. This 15 hour seminar is critical for anyone involved in the design, construction, or maintenance of electrical systems.

EIC 105 - Basics of AC and DC Electricity
4 Credits
Focuses on resistance, current, voltage and power in AC and DC circuits; measurements; computations of series and parallel circuits; circuit analysis and troubleshooting with basic test equipment.

EIC 230 - Instrument/Process Control II
4 Credits
Introduces the basic concepts, principles, equipment and components of instrumentation and control systems found in the process and energy supply industries. The fundamental process variables of pressure, temperature, level, flow and physical properties will be presented. Control loop structure and function will be introduced. The function and operation of a proportional-integral-derivative (PID) controller will be introduced. Students will assemble and operate basic control loops in a laboratory setting.

EIC 275 - Special Topics
1-12 Variable Credits
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

Electronics

ELT 106 - Fundamentals of DC/AC
4 Credits
Introduces the basic skills needed for many careers in electronics and related fields. Covers the operations and applications of basic DC and AC circuits consisting of resistors, capacitors, inductors, transformers and diodes. Emphasizes the use of common test instruments in troubleshooting.

ELT 146 - Digital Devices in Computers
3 Credits

Students will learn the basic logic concepts of computer circuits. The concepts of digital circuits used in computer circuitry will be covered. This includes dates, flip-flops, counters and encoders-decoders. Students will also learn the binary, hex and octal number systems used in computers and how to convert between these number systems and decimal numbers. Troubleshooting of digital circuits will be included.
Prerequisite(s): ELT 106 or ASE 120, ASE 123, ASE 170, ASE 171, ASE 172 and ASE 221 with a grade of "C" or better

ELT 248 - Automation Control Circuits
3 credits
Introduces the fundamentals of automatic controls including process control methodologies used to regulate a system or multiple systems for the purpose of establishing and maintaining a predictable manufacturing process.
Prerequisite(s): ELT 106

ELT 252 - Motors & Controls
3 credits
Enables the student to study, construct, test, and evaluate basic industrial control systems, including AC/DC motors, stepper motors, power sources, generators, tachometers, line diagrams and logic functions. Covers safety standards and preventive maintenance. 68 contact hours.
Prerequisite(s): ELT 106

ELT 254 - Industrial Wiring
3 credits
Focuses on the required and recommended practice for industrial wiring. The National Electrical Code is applied to industrial power and control wiring. Covers specification and installation of wiring, conduit, enclosures, and termination components in lecture and applied during lab.
Prerequisite(s): ELT 106 , EIC 102

ELT 255 - Fluid Power
3 credits
Enables the student to study, construct, test and evaluate circuit diagrams, transmission of force and energy, pumps and motors, actuators, cylinders, valves, and control devices. Incorporates the construction of hydraulic and pneumatic circuits using industrial equipment in the laboratory. 68 contact hours

ELT 258 - Programmable Logic Controllers
3 credits
Covers the fundamentals of programmable logic controllers (PLCs) as they are applied in robotics and automation. Includes history, terminology, typical applications, hardware, and software. Incorporates lab and project activities that address operating, monitoring, programming,

troubleshooting, and repairing PLC controlled lab trainers as well as actual industrial equipment.
Prerequisite(s): ELT 106 , ELT 252

ELT 259 - Advanced Programmable Logic Controllers

3 credits

Serves as the second in a two course sequence and covers advanced topics and applications for programmable logic controllers (PLCs) as they are applied in robotics and automation. Includes advanced programming, diagnostics, Human Machine Interfaces (HMIs), introduction to automation networking, and system integration. Incorporates lab and project activities that address designing, operating, monitoring, programming, analyzing, troubleshooting, and repairing PLC controlled lab trainers as well as actual industrial equipment.
Prerequisite(s): ELT 258

ELT 267 - Introduction to Robotics

1 credit

Introduces basic robotics. Enables the student to program a robot in a higher-level language to perform various tasks. Covers building and interfacing of sensor circuits.
Prerequisite(s): ELT 106

ELT 268 - Robotics Technologies

3 credits

Introduces industrial robotics as well as a survey of the technologies and equipment used in manufacturing automation and process control. Includes axis configurations, work envelopes, programming, troubleshooting, and maintenance. Incorporates a survey of automation topics including history, computer and hardwired controls, sensors and transducers, motors and actuators, fluid power, etc. and provides a preview of the other ELT classes that cover those subjects.
Prerequisite(s): ELT 106 , ELT 267

ELT 280 - Internship

3 credits

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.
Prerequisite(s): ELT 254 , ELT 252 , and ELT 255

Emergency Medical Services

EMS 115 - Emergency Medical Responder

3 Credits

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

EMS 121 - EMT Fundamentals

3 Credits

Introduces the EMT student to pre-hospital emergency care. The topics included in this course are EMS systems, well-being of the EMT, communications, documentation, anatomy, airway management, and patient assessment.
Prerequisite(s): College Level Reading and Writing
Corequisite(s): EMS 122, EMS 123, and EMS 170

EMS 122 - EMT Medical Emergencies

4 Credits

Provides the Emergency Medical Technician (EMT) student with the knowledge and skills to effectively provide emergency care and transportation to a patient experiencing a medical emergency. This course focuses on the integration of the physical exam, medical history and pathophysiology when assessing and treating the medical patient.
Prerequisite(s): College Level Reading and Writing
Corequisite(s): EMS 121, EMS 123, and EMS 170

EMS 123 - EMT Trauma Emergencies

2 Credits

Provides the Emergency Medical Technician (EMT) student with the knowledge and skills to provide appropriate emergency care and transportation of a patient who has suffered a traumatic injury. The concepts of kinematics and the biomechanics of trauma, along with pathophysiology and injury patterns will provide the student with the ability to assess and manage the trauma patient.
Prerequisite(s): College Level Reading and Writing
Corequisite(s): EMS 121, EMS 122, and EMS 170

EMS 124 - EMT Special Considerations

2 Credits

Provides the Emergency Medical Technician (EMT) student with the knowledge and skills required to modify the assessment, treatment, and transportation of special patient populations and patients in special circumstances. This course also provides an overview of incident command, mass casualty incidents, vehicle extrication, air medical support, hazardous materials, and terrorism.
Prerequisite(s): College Level Reading and Writing
Corequisite(s): EMS 121, EMS 122, EMS 123 and EMS 170

EMS 126 - EMT Basic Refresher

2 Credits

Provides the student with a refresher course designed to meet the recertification requirements for the State of

Colorado and/or a portion of the recertification requirements for National Registry.

Prerequisite(s): Current CPR card, current or less than 36 months expired EMT Basic certification.

EMS 129 - AEMT Pharmacology
1 Credit

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

EMS 130 - EMT Intravenous Therapy
2 Credits

Focuses on cognitive and skill practice as required by Colorado Pre-hospital Care program for EMT Basic level IV approval. Examines criteria, procedures and techniques for IV therapy, discusses fluid and electrolyte balance and principles and treatment for shock.

Required: Current State EMT Certification, all Hepatitis B vaccinations and current CPR card

EMS 162 - Wilderness - EMS Upgrade
3 Credits

Provides an enhanced understanding of assessment and treatment skills in a remote challenging environment to currently certified EMS professionals of all levels. This course is designed to align with a variety of Wilderness EMS upgrade programs that focus on wilderness concepts and skills. Students will receive Certification of Completion upon successful completion.

Required: EMR or higher certification

EMS 170 - EMT Clinical
1 Credit

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

Corequisite(s): EMS 121, EMS 122, EMS 123, and EMS 124; or EMS 126

EMS 181 - EMS Internship I
5 Credits

Provides the learner with the opportunity to apply clinical concepts, strategies, and skills in a supervised field internship setting as a pre-hospital healthcare provider. Under the supervision of a preceptor, participants will be expected to manage all aspects of an emergency call from the time of dispatch to patient transfer. This will include radio, verbal and written communications, legal and ethical issues, response activities, scene assessment and management, patient interaction, assessment, and treatment, patient disposition, and preparation for the next call. The course allows the learner to gain knowledge, skills, and experience that may be required for employment, or required as a pre-requisite for further Emergency Medical Services (EMS) education. The knowledge base for this course is based on current pre-hospital healthcare provider certification, and knowledge and skills acquired from EMS classes the participant has completed or is currently enrolled in.

Prerequisite(s): EMS 170, EMS 130 , Department Approval

EMS 225 - Fundamentals of Paramedic Practice
3 Credits

Serves as the first course of the National Standard Paramedic Curriculum as approved by the Colorado State Department of Health and Environment.

EMS 226 - Fundamentals of Paramedic Practice-Lab
2 Credits

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

Required: Acceptance in paramedic program-site specific.

Corequisite(s): EMS 225

EMS 227 - Paramedic Special Considerations
3 Credits

Focuses on a comprehensive study of Advanced Life Support Practice.

Required: Acceptance into paramedic program-site specific

EMS 228 - Paramedic Special Considerations Lab
2 Credits

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

Required: Acceptance to paramedic program-site specific

Corequisite(s): EMS 227

EMS 229 - Paramedic Pharmacology

3 Credits

Focuses on a comprehensive study of emergency pharmacology.

Required: Acceptance in paramedic program-site specific

EMS 230 - Paramedic Pharmacology Lab

2 Credits

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

Required: Acceptance to paramedic program-site specific

Corequisite(s): EMS 229

EMS 231 - Paramedic Cardiology

5 Credits

Addresses cardiology topics as presented in the National Standard Curriculum for paramedics.

Required: Acceptance to paramedic program-site specific

EMS 232 - Paramedic Cardiology Lab

1 Credit

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

Required: Acceptance to paramedic program-site specific

Corequisite(s): EMS 231

EMS 233 - Paramedic Medical Emergencies

4 Credits

Focuses on a comprehensive study of adult medical emergencies.

Required: Acceptance to paramedic program-site specific

EMS 234 - Paramedic Medical Emergencies Lab

1 Credit

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

Required: Acceptance to paramedic program-site specific

Corequisite(s): EMS 233

EMS 235 - Paramedic Trauma Emergencies

4 Credits

Focuses on a comprehensive study of adult and pediatric trauma emergencies.

Required: Acceptance to paramedic program-site specific

EMS 236 - Paramedic Trauma Emergencies Lab

1 Credit

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

Required: Acceptance to paramedic program-site specific

Corequisite(s): EMS 235

EMS 237 - Paramedic Internship Preparatory

2 Credits

Reviews concepts and techniques used in the prehospital setting.

Required: Acceptance to paramedic program-site specific

EMS 275 - Special Topics

1-6 Variable Credits

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

EMS 280 - Paramedic Internship I

6 Credits

Serves as the preceptor/internship program for paramedic students.

Required: Acceptance to paramedic program-site specific

EMS 281 - Paramedic Internship II

6 Credits

Serves as the continuation of EMS 280, preceptor program for paramedic students.

Required: Acceptance to paramedic program site specific

EMS 285 - Independent Study

1-6 Variable Credits

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

Required: Instructor's permission

Emergency Service Administration

ESA 300 - Leadership for Emergency Executives

3 Credits

Focuses on the necessary skills to lead in complex systems. This course covers emergency leadership core competencies including critical thinking, problem solving, visionary strategic planning, organizational communication, negotiation, and conflict resolution skills. Additionally, it introduces ethical obligations in the emergency leadership profession.

ESA 305 - Crisis Communication and Public Relations

3 Credits

Designed to enhance the communication and interpersonal skills of emergency administrators and responders. This course discusses different components of crisis

communication before, during and after an emergency event and examines the cognitive and affective aspects of communication. Additionally, it covers effective communication with a wide range of audiences and strategies to avoid conflicts.

Prerequisite(s): ENG 201

ESA 310 - Emergency Public Information and Media Training

3 Credits

Provides training on communicating emergency public information. This course covers communication technologies, relationships among methods of delivery, effective skills of an effective PIO, and effective communication tools for given situations and audiences. Additionally, it provides training on effective oral and written communication, designing and executing a media plan, and developing a public awareness campaign for an emergency event.

Required: ENG 201 and ESA 305

ESA 315 - Elements of Emergency Service Administration

3 Credits

Examines roles and responsibilities of the emergency service administrator in terms of leading, multiagency coordinating, communicating, documenting, training, establishing procedures, budgeting, and financing. This course introduces innovative techniques in administration in the fields of fire, EMS, law enforcement and military. Additionally, it covers lean management tools to improve quality, cost and delivery in the field of emergency services.

ESA 320 - Designing Safer Communities

4 Credits

Introduces practices employed in risk management including identification of and differentiation between hazards and threats. This course focuses on vulnerability and risk assessment/analysis methodologies and discusses the importance of the country's critical infrastructure and key resources, its vulnerability to attack, and the need for effective public-private partnerships at the local, state and federal government levels to build safer communities.

Prerequisite(s): MAT 135

ESA 325 - Public Policy and Practical Applications in Emergency Services

3 Credits

Covers legal systems, laws, regulations and policy process within the context of disaster policy and demonstrates how political factors play a role in all phases of emergency management. This course provides the analytical tools to examine, interpret and analyze governmental decision making before, during and after disasters.

ESA 330 - Budget and Planning Fundamentals for Emergency Administrators

3 Credits

Presents local, state and federal budgeting principles and reporting systems for public sectors in emergency services. This course covers effective and efficient budgeting strategies necessary to support and sustain emergency service organizational operations. Guidelines for procurement of emergency incidents funding is strongly emphasized in this course. Additionally, it describes the auditing systems of local, state and federal governmental organizations and provides scenarios of misappropriations or misuse of governmental funding.

ESA 400 - Personnel Management in Emergency Service Agencies

3 Credits

Focuses on personnel management and human resources as it applies to emergency service agencies in accordance with local, state, and federal laws. Areas of concentration include personnel planning, staffing, supervision, discipline, labor relations, affirmative action, equal employment opportunity, productivity, and compensation. Additionally, it provides training in employee motivation, performance evaluations, contract negotiations, and conducting exit interviews.

ESA 405 - Public Health in Complex Emergencies

4 Credits

Focuses on the psychological and physiological responses to disasters, intervention strategies and mental health care for disaster victims and first responders. This course covers the functions of health systems and public health laws. It also covers global issues that have the potential to become crises and discusses the future of emergency service response.

Prerequisite(s): MAT 135

ESA 410 - Terrorism Threat and Risk Analysis

3 Credits

Introduces the theoretical and practical aspects of terrorism and counter terrorism. This course examines the evolution, classifications, targets and effects associated with terrorism and discusses the necessary tools to conduct terrorism threat assessments. Additionally, it covers the challenges facing the US governmental agencies responsible for addressing terrorism and providing homeland security. Both local and international terrorism will be addressed including action taken by systems to control, prevent and mitigate terrorism.

Prerequisite(s): ESA 320

ESA 415 - Tactical Planning, Response and Recovery

4 Credits

Focuses on the specialized knowledge and skills necessary for planning and responding to emergencies. This course addresses topics associated with emergency planning including elements of the plan and multi-agency involvement. It discusses the templates and models used to develop action and operation plans. Additionally, it provides training in utilizing the National Incident Management System and the Incident Command System to deploy effective emergency planning and response.

Prerequisite(s): ESA 320 and ENV 110

ESA 420 - Research & Design for Emergency Administration

3 Credit

Covers research methodologies and statistical analysis required for composing a research proposal. Databases will be utilized for decision-making, fund requesting and policy development. This courses covers barriers to conducting research in the field of emergency services and strategies for eliminating them. Additionally, it provides tips on effective oral and visual presentations as it relates to proposals.

Prerequisite(s): MAT 135

ESA 489 - Capstone: Emergency Services Administration

6 Credits

Provides a demonstrated culmination of learning in emergency service administration knowledge, theory, and skills learned throughout their coursework in an agency setting. Collective knowledge of program topic will be demonstrated through a final project from either an internship (if the student does not have practical agency experience) or a current agency project (if the student currently employed with an agency).

Prerequisite(s): ESA 315 , ESA 405 , ESA 410 , and ESA 415

Corequisite(s): ESA 420

Engineering

EGG 100 - Introduction to Engineering

1 Credit

Introduces the math and science required in a variety of engineering disciplines. The particular engineering disciplines examined are: Civil Engineering, Mechanical Engineering, Electrical Engineering, Industrial Engineering, and Computer Science. For each discipline the course will examine certification requirements, program of study, types of work and tasks in each discipline and compensation ranges. Tours and speakers will be arranged.

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050/MAT 055 or equivalent.

EGG 101 - Engineering Graphics I

3 Credits

Provides an application of engineering graphics as a communication form and a tool to solve three-dimensional design problems. Topics include: Orthographic, axonometric, and isometric projections, sections and auxiliary views, the geometry of lines, planes, and curved surfaces. This course is an introduction to PC-based, menu driven, 3D Computer Aided Design Systems, Spreadsheets, and Freehand Drawing.

Prerequisite(s): MAT 121 or MAT 122 with a grade of "C" or better or equivalent placement scores.

EGG 102 - Introduction to Engineering Methodologies

3 Credits

Presents a balanced coverage of the fundamental concepts of engineering principles and the practical exposure to a laboratory experience. The principles presented in the lecture setting and the experience gained by performing laboratory projects are intertwined. Students will be expected to engage in a team environment and be actively involved in laboratory as well as standard instructional activities.

EGG 105 - Logic Design

4 Credits

Covers the design of combinatorial and sequential switching circuits. Topics include: Boolean Algebra, Boolean Function Minimization Techniques, Combinatorial Circuit Analysis and Synthesis, Synchronous Sequential Circuit Analysis and Synthesis, Algorithmic State Machine Design, Asynchronous Sequential Circuit Analysis and Synthesis. Use of computer aided design tools facilitating design, simulation and implementation of digital system using field programmable logic devices is an integral part of the entire course. Laboratory experiments included.

Prerequisite(s): MAT 121 or MAT 122 with a grade of "C" or better or equivalent placement scores.

EGG 211 - Engineering Mechanics I-Statics

3 Credits

Focuses on the vector and calculus treatment of forces and force systems. Covers concurrent and noncurrent force

systems. Includes calculating moments of friction, trusses, centroids and moments of inertia.

Prerequisite(s): MAT 201, PHY 211 with a grade of "C" or better

EGG 212 - Engineering Mechanics II (Dynamics)

3 Credits

Focuses on vector and calculus treatment of the dynamics of particles and rigid bodies using Newton's Laws. Includes work-energy impulse momentum, and free and forced oscillations.

Prerequisite(s): EGG 211 with a grade of "C" or better

EGG 221 - Circuit Analysis I

4 Credits

Covers the basic theorems of circuit analysis. Transient solution of circuits by classical techniques. Steady-state sinusoidal solutions by means of phasors will be introduced. Basic electrical circuit measurements and experimentation using oscilloscopes, various meters and function generators will be performed in the lab.

Prerequisite(s): MAT 201, PHY 211 with a grade of "C" or better

EGG 222 - Circuit Analysis II

4 Credits

Familiarizes students with advanced methods of circuit analysis including computer simulations. Laplace transforms, frequency domain analysis, steady state solutions, two part network, Fourier series, pulses, impulses, and computer-aided analysis will be applied to circuits. Data acquisition, digital-to-analog and analog-to-digital converters will be covered. Laboratory experiments are included.

Prerequisite(s): EGG 221 with a grade of "C" or better

EGG 275 - Special Topics

1-6 Variable Credits

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

EGG 285 - Independent Study

1-6 Variable Credits

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

Required: Instructor's permission

Engineering Graphics Technology

EGT 101 - Mechanical Design I

3 Credits

Provides the training to develop skillsets on how to produce technical drawings utilizing the latest technologies. Course will develop skills in hand lettering/sketching techniques and the use of a Computer Aided Design (CAD) based drawing system. Course covers how to develop technical drawings demonstrating multi-view orthographic projections, auxiliary views, section views, and beginning dimensioning concepts based on ANSI/ASME standards.

Corequisite(s): CAD 101

EGT 102 - Mechanical Design II

3 Credits

Provides the training and skillsets on how to produce technical drawings that include hardware, threads, springs, and pattern developments. Develops skills on the application of dimensioning systems and the application of applying tolerances to produce baseline, ordinate, tabulated, chart, and rectangular coordinate dimensioning based on American Society of Mechanical Engineers (ASME) standards.

Prerequisite(s): EGT 101, CAD 102 with a grade of "C" or better.

EGT 105 - Print Reading

3 Credits

Focuses on the interpretation of mechanical shop and working drawings. Examines drawing formats, view selection, hardware, symbols, dimensioning, and tolerancing systems utilizing the American Society of Mechanical Engineers (ASME) standard.

EGT 201 - Engineering Materials

3 Credits

Investigates the physical and mechanical properties of engineering materials used within industry. Includes the study of ferrous and nonferrous metals, polymers (plastics), ceramics, composites, and other advanced materials.

EGT 205 - Geometric Dimensioning and Tolerancing

3 Credits

Focuses on interpreting and applying geometric dimensioning and tolerancing (GDT) in machining or drafting per the ASME Y14.5 specification. Demonstrate and distinguish GDT through math formulas, tolerancing systems, modifiers, symbols, datums, and tolerances of form, profile, orientation, run-out and location. Students examine and interpret the generation of a working drawing, and how they are developed as a team effort between design, drafting, manufacturing and quality control.

EGT 210 - Mechanical Design III

3 Credits

Provides the training and skillsets to produce industrial working drawings and working models based on ASME standards. Examines industry based

design management models and the process of controlling drawing revisions. Design concepts for linkages, gears, bearings, belt drives, and chain drives will be covered. Examines part function and their relationships to develop detail, assembly, and subassembly drawings including a list of materials.
Prerequisite(s): EGT 102 and CAD 202 **OR** CAD 240 **OR** CAD 255 with a grade of "C" or better

EGT 280 - Internship
3 Credits
Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

EGT 289 - Capstone
3 credits
A demonstrated culmination of learning within a given program of study.
Prerequisite(s): CAD 202 **OR** CAD 240 **OR** CAD 255 **AND** EGT 105, EGT 210, MTE 120
Corequisite(s): EGT 201 , EGT 205

English

All of the degree programs at ACC require students to successfully complete English composition courses; different programs require different courses. Before students enroll in composition courses, the students must demonstrate their writing competencies by means of a placement test. ENG 121-ENG 122 is the traditional college-level freshman composition program. The courses are sequential and acceptable for college transfer. All A.A. and A.S. students must complete this sequence; however, those students who demonstrate deficiencies in their writing competencies will be required to begin their writing programs in the College Composition and Reading (CCR) courses: CCR 092 and CCR 093 and CCR 094. Students who test into CCR 092 or lower are also required to coenroll in AAA 109.
ENG 131 is a college-level course designed especially for students interested in occupational or technical fields. Many occupational programs require ENG 131; however, some students may need CCR 092, CCR 093, CCR 094 before enrolling in ENG 131. LITERATURE and HUMANITIES courses (listed separately) provide opportunities for refinement of reading, writing and critical-thinking skills. See also JOURNALISM.

ENG 121 - English Composition I: GT-CO1
3 Credits
Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. This course includes a wide variety of compositions that stress analytical, evaluative, and persuasive/argumentative writing. Guaranteed Transfer (GT) Pathways Course Statement: The Colorado Commission on Higher Education has approved ENG 121 for inclusion in the Guaranteed Transfer (GT) Pathways program in the GT- CO1 category. For transferring students, successful completion with a minimum C– grade guarantees transfer and application of credit in this GT Pathways category. For more information on the GT Pathways program, go to http://highered.colorado.gov/academics/transfers/gtpathways/curriculum.html.
Prerequisite(s): CCR 092 (or higher) or equivalent.

ENG 122 - English Composition II: GT-CO2
3 Credits
Expands and refines the objectives of English Composition I. Emphasizes critical/logical thinking and reading, problem definition, research strategies, and writing analytical, evaluative, and/or argumentative compositions. Guaranteed Transfer (GT) Pathways Course Statement: The Colorado Commission on Higher Education has approved ENG 122 for inclusion in the Guaranteed Transfer (GT) Pathways program in the GT- CO2 category. For transferring students, successful completion with a minimum C– grade guarantees transfer and application of credit in this GT Pathways category. For more information on the GT Pathways program, go to http://highered.colorado.gov/academics/transfers/gtpathways/curriculum.html.
Prerequisite(s): ENG 121 or ENG 131 with a grade of "C" or better

ENG 131 - Technical Writing I: GT-CO1
3 Credits
Develops skills one can apply to a variety of technical documents. Focuses on principles for organizing, writing, and revising clear, readable documents for industry, business, and government. This is a statewide Guaranteed Transfer course in the GT-CO1 category.
Prerequisite(s): CCR 092 (or higher) or equivalent.

ENG 201 - English Composition III: GT-CO3
3 Credits

Provides the skills necessary to enter into higher-level undergraduate academic discourse or professional workplace writing. This course extends rhetorical knowledge and develops critical reading, thinking, and writing strategies in multiple specialized areas of discourse beyond what is encountered in previous composition courses. GT Pathways Requirements: Guaranteed Transfer (GT) Pathways Course Statement: The Colorado Commission on Higher Education has approved ENG 201 for inclusion in the Guaranteed Transfer (GT) Pathways program in the GT- CO3 category. For transferring students, successful completion with a minimum C– grade guarantees transfer and application of credit in this GT Pathways category. For more information on the GT Pathways program, go to http://highered.colorado.gov/academics/transfers/gtpathways/curriculum.html.
Prerequisite(s): ENG 122 with a grade of "C" or better.

ENG 221 - Creative Writing I: GT-AH1
3 Credits

Examines techniques for creative writing by exploring imaginative uses of language through creative genres (fiction, poetry, and other types of creative production such as drama, screenplays, graphic narrative, or creative nonfiction) with emphasis on the student's own unique style, subject matter and needs. This is a statewide Guaranteed Transfer course in the GT-AH1 category.
Prerequisite(s): ENG 121 with a grade of "C" or better

ENG 222 - Creative Writing II
3 Credits

Provides continued development of written expression in the creative genres (fiction, poetry, and other types of creative production such as drama, screenplays, graphic narrative, or creative nonfiction) with emphasis on the student's own unique style, subject matter and needs. This course is a creative writing workshop centered around producing and critiquing creative work.
Prerequisite(s): ENG 221 with a grade of "C" or better

ENG 226 - Fiction Writing
3 Credits

Provides techniques for analyzing and writing fiction, including the study of form and technique with an emphasis on the writing process.
Prerequisite(s): ENG 221 with a grade of "C" or better

ENG 227 - Poetry Writing
3 Credits

Teaches techniques for creating poems, including study of figurative language, forms, and sound patterns of poetry.
Prerequisite(s): ENG 221 with a grade of "C" or better

ENG 228 - Writing for the Graphic Novel
3 Credits

Introduces story analysis and writing concepts used in writing for the graphic novel. Students explore the graphic novel as a vehicle for a unique, personal venue for written expression. Students explore the history and universal themes of the graphic novel as well as examine the principles of composition, different writing styles and processes used in the development of the graphic novel. The application of writing skills, script development and revision processes necessary for the creation of an individual graphic work and thorough examination of course material in terms of writing style, process considerations and written themes are the primary focus. Students create outlines, scripts and a final written work for a graphic novel, focusing on unity of style and techniques for authoring appropriate to story lines.
Prerequisite(s): ENG 221 with a grade of "C" or better

ENG 230 - Creative Nonfiction
3 Credits

Teaches students to incorporate literary techniques into factual writing. Enables the student to survey a wide range of readings and analyze form and content. Includes critical review, biographical profiles, travel writing, and memoirs. Provides the opportunity for students to write and review their own nonfiction in a supportive, constructive setting.
Prerequisite(s): ENG 221 with a grade of "C" or better

ENG 231 - Literary Magazine
3 Credits

Teaches the student the editorial process involved in preparing a literary magazine for publication. Covers the process of selection of material (fiction, nonfiction, poetry, and visual art) to be published, as well as design, layout, and production to prepare a manuscript for publication. Enables the student to produce a literary magazine.
Required: See the ACC web page for the Progenitor Art and Literary Journal.
Prerequisite(s): CCR 092 (or higher) or equivalent.

ENG 235 - Rhetoric and Propaganda
3 Credits

Examines classical and modern theories of rhetoric, understood as effective, ethical means of persuasion, and the ways in which propaganda departs from these means. Enables the student to apply theories of rhetoric and propaganda to examples of presidential rhetoric, Nazi and Soviet propaganda, and other examples of persuasive writing. Includes the study of visual rhetoric with students constructing criteria for identifying visual propaganda, and studying the complex relationship, historically and in the

present, between propaganda, democracy, advertising, and mass media.

Prerequisite(s): CCR 092 (or higher) or equivalent.

ENG 238 - Writing the Novel I

3 Credits

This course provides students structure and coaching in how to start the narrative arc and development of a literary novel.

Prerequisite(s): ENG 221 and ENG 226 with a grade of "C" or better

ENG 264 - Publishing Your Writing

3 Credits

Familiarizes students with the publishing industry and helps them get published. Students target audiences, prepare manuscripts for publication and contests, and submit their writing. They write a cover letter, a query letter, a personal biography, and a book proposal. They design and assess a book or a collection, perform a competitive title analysis, and prepare a marketing plan. The course covers submission guidelines, copyright, authors' rights, and trends in the industry.

Prerequisite(s): CCR 092 (or higher) or equivalent.

ENG 275 - Special Topics: Rhetoric

1-6 Variable Credits

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

ENG 285 - Independent Study

1-6 Variable Credits

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

ENG 289 - Capstone

1-6 Variable Credits

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

Entrepreneurship

ENP 105 - Introduction to Entrepreneurship

3 Credits

Explores the business skills, personality traits, and commitment necessary to successfully plan, launch, and grow an entrepreneurial venture. This course will cover the challenges and rewards of entrepreneurship. This course will cover the role of entrepreneurial businesses in the United States and the world and their impact on our national and global economy.

ENP 205 - Marketing for the Entrepreneur

3 Credits

Covers marketing strategies to launch and sustain an entrepreneurial venture. This course will include topics on marketing entrepreneurial ventures utilizing innovative and financially responsible marketing strategies. This course will help students to develop an understanding of entrepreneurial marketing goals and objectives. The course covers marketing principles and electronic marketing.

ENP 206 - Entrepreneurship Legal Issues

3 Credits

Explores legal issues related to business entities including sole proprietorship, general partnerships, limited partnerships, and corporations. This course reviews articles of incorporation and the filing process, employment law, property, landlord tenant rights and duties, and business insurance.

ENP 207 - Entrepreneurship Financial Topics

3 Credits

Will cover topics such as financial planning for entrepreneurs, understanding tax considerations, understanding financial documents, financial ratio analysis, cash flow management, cost of capital and budgeting, raising capital, valuation, risk assessment, and venture exits.

ENP 209 - Entrepreneurship Business Plan

3 Credits

Guides students through the evaluation of a business concept. This course will include writing a comprehensive business plan. This course explores both traditional and lean business planning as a means to establish strategic vision and direction for a business. This course assesses the strengths and weaknesses of a business concept. This course will include identifying external and environmental factors related to business ownership and evaluating various resources available for funding small businesses.

Environmental Science

ENV 101 - Environmental Science w/Lab: GT-SC1

4 Credits

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

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050 or equivalent.

ENV 110 - Natural Disasters: GT-SC2

3 Credits

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

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050 or equivalent.

Esthetician

EST 110 - Introduction to Facials and Skin Care

3 Credits

Provides a basic understanding of massage manipulations when providing facials and the study of skin in both theory and practical applications. Benefits derived from proper facial and good skin care routines. Training is conducted in a classroom or lab setting using mannequins or models.

EST 111 - Intermediate Facials and Skin Care

2 Credits

Covers theory and practical application pertaining to anatomy, skin disorders, skin types and facial shapes. Students help patrons to select the proper skin care treatment. Practical and theory application can be done in specialized classes or supervised salon (clinical) setting using models or customer service.

Prerequisite(s): COS 160, COS 103, COS 130, NAT 110, COS 110, COS 140, and EST 110

EST 160 - Introduction to Disinfection, Sanitation & Safety

2 Credits

Introduces the various methods of disinfection, sanitation and safety as used today in the industry. Classroom study of bacteriology and the terminology dealing with disinfection, sanitation and safety.

EST 161 - Intermediate Disinfection, Sanitation & Safety

3 Credits

Presents theory and the daily utilization and practice of the proper methods of disinfection, sanitation, and safety. Procedures as related to all phases of the industry. Training is provided in a supervised (clinical) setting.

EST 210 - Advanced Massage and Skin Care

2 Credits

Provides the student with advanced techniques in massage, skin care, and lash/brow tinting. Theory and practical

procedures ready the student for employment. Instruction is provided in specialized classes or in a supervised salon (clinical) setting. Student preparation for State Board Licensing Examination.

Prerequisite(s): COS 111, COS 210, COS 141, COS 240, COS 230, COS 220, NAT 211, and COS 161

EST 211 - Facial Make-up

1 Credit

Provides the student with advanced techniques in massage, skin care, and lash/brow tinting. Theory and practical procedures ready the student for employment. Instruction is provided in specialized classes or in a supervised salon (clinical) setting. Student preparation for State Board Licensing Examination.

Prerequisite(s): COS 160, COS 103, COS 130, NAT 110, COS 110, COS 140, and EST 110

EST 212 - Hair Removal

3 Credits

Provides in-depth study and practice of hair removal and the practice of patron protection and safety. Training for general waxing and body waxing procedures are provided. Demonstration of disinfection and sanitation as it pertains to Colorado rules and regulations will be practiced.

Prerequisite(s): COS 160, COS 103, COS 130, NAT 110, COS 110, COS 140, and EST 110

EST 260 - Advanced Disinfection, Sanitation & Safety

2 Credits

Provides advanced training on disinfection, sanitation, and safety is incorporated in a supervised salon (clinical) setting. Advanced techniques will ready the student for employment. Student preparation for the State Board Licensing Examination in theory and practical procedures for disinfection, sanitation and safety.

Fermentation

FER 101 - Craft Beer Brewing

4 Credits

Examines fermentation science of craft beer brewing industry with an emphasis on wort production, yeast fermentation process, beer contaminants and how to avoid them, brewery cleaning, maintenance and environmental impact. The laboratory experience includes basic microbiological/scientific techniques and brewery experiences. Students MUST be 21 or older to enroll in this class.

Prerequisite(s): CCR 092 (or higher) or equivalent.

FER 203 - Fermented Foods Science

4 Credits

Explores the history and science of fermented foods. Course includes food fermentation lab experiences with dairy, vegetables, sugars and grains. Examines how fermented foods have been used for preservation of food, health attributes and cultural significance.
Prerequisite(s): CCR 092 (or higher) or equivalent.

Finance

FIN 101 - Introduction to Finance
3 Credits
Examines the financial markets, financial instruments and the actors in these markets. The course covers the use of time value of money and other financial models to value different types of capital, financial data to analyze performance and to examine capital budgeting alternatives, and analyzes working capital needs and costs.
Prerequisite(s): MAT 050 or equivalent.

FIN 105 - Principles of Banking
3 Credits
Explores nearly every aspect of banking as a solid foundation for any career in the financial services industry. Just as the industry is constantly changing, this course is continually being revised to provide specific up-to-date information.

FIN 205 - Consumer Lending
2 Credits
Provides an introduction to the field of consumer credit and consumer lending activities performed by savings association personnel. Designed for students with little or no background in consumer credit.

FIN 211 - Commercial Lending
3 Credits
Presents a basic course in commercial loan origination is designed to enable students to acquire the skills needed to evaluate business loan applications and to correctly document loans when they have been approved. The course focuses on both the financial and human relations skills essential to commercial lending.

FIN 226 - Money and Banking
3 Credits
Presents a fundamental treatment of how money functions in the U.S. and world economies. Includes the concept of money supply, the Federal Reserve System, the role banks play as a money creator and participant in the nation's payment mechanism. Examines how the various types of financial institutions operate, the working of monetary and fiscal policies, and the role of a Central Bank and International Banking.

FIN 235 - Analyzing Financial Statements
1 Credit
Provides a practical understanding of financial statement analysis for a business borrower in order to assess repayment capacity. This course may be taught as a 2-credit accelerated course.
Prerequisite(s): ACC 121, ACC 122 with a grade of "C" or better

FIN 237 - Advanced Loan Processing
1 Credit
Develops advance levels and functions of Residential Mortgage Processing. Incorporates analysis of the documentation required to assess and process Conventional and Government loans to be sold in the secondary market or held by a public or private financial institution in its own portfolio. This class teaches students how to reduce underwriting conditions and speed up closings.

FIN 240 - Law and Banking Principles
2 Credits
Serves as a banker's guide to law and legal issues with special emphasis on the Uniform Commercial Code. Examines sources and applications of banking law, contracts, bankruptcy, torts and crimes, real and personal property, and the legal implications of consumer lending.

FIN 245 - Law and Banking Applications
2 Credits
Introduces the laws pertaining to secured transactions, letters of credit, and the bank collection process. Enables the student to explain the concept of negotiability, analyze the concept of holder-in-due-course status, define and explain the nature of the letter of credit, describe the nature of primary and secondary contractual liability on an instrument, identify the issues related to secured transactions and discuss the legal issues related to bank collections and check losses.

FIN 250 - Marketing for Bankers
2 Credits
Focuses on the motivation of customers to purchase financial services and how to develop a successful marketing plan. Enables the student to recognize consumer motivation and buying behavior. Examines how to integrate public relations, advertising, sales promotion, selling and service distribution functions in the bank's overall marketing plan. Incorporates situational analysis to develop a master market strategy and monitor and evaluate marketing performance versus objectives.

FIN 255 - Understanding and Selling Bank Products
2 Credits

Focuses on the six human relations skills that encourage smooth, clear and personal communication with the customer. Emphasizes the basic steps of selling, information about bank products, and product benefits (rather than the features) and how to spot clues about customer needs. Covers the importance of cross-selling, how to recognize the typical prospects for various categories of bank products, and how to suggest products and overcome resistance to conclude the sale.

FIN 275 - Special Topics

1-6 Variable Credits

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

FIN 285 - Independent Study

1-6 Variable Credits

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

Required: Instructor's permission

FIN 287 - Cooperative Education

1-6 Variable Credits

Provides students an opportunity to gain practical experience in applying their skills and/or develop specific skills in a practical work setting. The Instructor works with the student to select an appropriate work site, establish learning objectives and to coordinate learning activities with the employer or work site supervisor.

Required: Instructor's permission and completion of half of program coursework

French

FRE 101 - Conversational French I

3 Credits

Introduces beginning students to conversational French and focuses on understanding and speaking French. Covers basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

FRE 102 - Conversational French II

3 Credits

Continues the sequence for beginning students who wish to understand and speak French. Covers basic conversational patterns, expressions, and grammar.

Prerequisite(s): FRE 101 with a grade of "C" or better

FRE 111 - French Language I

5 Credits

Develops students' interpersonal, and presentational communicative abilities in the language. Integrates these skills in the cultural contexts in which the language is used. Offers a foundation in the analysis of culture.

FRE 112 - French Language II

5 Credits

Expands students' interpretive, interpersonal, and presentational communicative abilities in the language across the disciplines. Integrates these skills with the study of the cultures in which the language is used. Offers a foundation in the analysis of culture and develops intercultural communicative strategies.

Prerequisite(s): FRE 111 with a grade of "C" or better

FRE 211 - French Language III: GT-AH4

3 Credits

Continues the development of increased functional proficiency at the intermediate level in speaking, aural comprehension, reading, writing, and cultural competency in the French language. This course is conducted predominantly in French. This is a statewide Guaranteed Transfer course in the GT-AH4 category.

Prerequisite(s): FRE 112 with a grade of "C" or better or placement test

FRE 212 - French Language IV: GT-AH4

3 Credits

Continues the development of increased functional proficiency at intermediate mid level in speaking, aural comprehension, reading, writing, and cultural competency in the French language. This course is conducted predominantly in French. This is a statewide Guaranteed Transfer course in the GT-AH4 category.

Prerequisite(s): FRE 211 with a grade of "C" or better or placement test

FRE 275 - Special Topics

1-6 Variable Credits

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

Prerequisite(s): To be determined by the Instructor

FRE 285 - Independent Study

1-6 Variable Credits

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

Required: Instructor's permission

Geography

GEO 105 - World Regional Geography: GT-SS2

3 Credits

Examines the spatial distribution of environmental and societal phenomena in the world's regions; environmental phenomena may include topography, climate, and natural resources; societal phenomena may include patterns of population and settlement, religion, ethnicity, language,

and economic development. Analyzes the characteristics that define world regions and distinguish them from each other. Examines the relationships between physical environments and human societies. Examines globalization, emphasizing the geopolitical and economic relationships between more developed and less developed regions. ~~This course is one of the Statewide Guaranteed Transfer courses. GT-SS2.
Prerequisite(s): CCR 092 (or higher) or equivalent.

GEO 106 - Human Geography: GT-SS2
3 Credits

Introduces geographic perspectives and methods in the study of human societies by examining the spatial characteristics of populations, language, religion, ethnicity, politics, and economics. This course examines the relationships between physical environments and human societies. This is a statewide Guaranteed Transfer course in the GT-SS2 category.
Prerequisite(s): CCR 092 (or higher) or equivalent.

GEO 111 - Physical Geography: Landforms w/Lab: GT-SC1
4 Credits

Introduces students to the principles of Earth's physical processes, emphasizing landforms, soils, and hydrology. Examines the formation and distribution of landforms, such as mountains, valleys, and deserts, and their shaping by fluvial and other processes. The course incorporates an integrated process of lectures, discussion, and laboratory assignments.
Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050/MAT 055 or equivalent.

GEO 112 - Physical Geography - Weather, Climate and Ecosystems w/Lab: GT-SC1
4 Credits

Introduces the principles of meteorology, climatology, ecology, and regional climate classification. The course investigates the geographic factors which influence climate and ecosystems such as topography, elevation, winds, ocean currents, and latitude. This is a statewide Guaranteed Transfer course in the GT-SC1 category.
Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050/MAT 055 or equivalent.

GEO 165 - Human Ecology
3 Credits

Provides a current outlook for the global environment, describing the threats imposed on different natural ecological systems. Enables the student to develop a set of intellectual tools and ways of thinking about the environment to evaluate for themselves how serious a given environmental problem will be.
Prerequisite(s): CCR 092 (or higher) or equivalent.

GEO 275 - Special Topics
1-6 Variable Credits

Provides students with a vehicle to pursue in-depth exploration of special topics of interest.
Prerequisite(s): CCR 092 (or higher) or equivalent.

GEO 285 - Independent Study
1-6 Variable Credits

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor.
Required: Instructor's permission
Prerequisite(s): CCR 092 (or higher) or equivalent.

Geology

GEY 111 - Physical Geology w/Lab: GT-SC1
4 Credits

Introduces the major topics of geology. Course content encompasses Earth's materials, structure, and surface landforms. Geologic time and the geologic processes responsible for Earth's internal and external features are covered. This course includes laboratory experience. This is a statewide Guaranteed Transfer course in the GT-SC1 category.
Prerequisite(s): CCR 092 (or higher) or equivalent; and MAT 050 or equivalent

GEY 112 - Historical Geology w/Lab: GT-SC1
4 Credits

Covers the development of Earth through the vast span of geologic time. Emphasis is on the investigation and interpretation of sedimentary rocks and features, the record of ancient environments, fossil life forms, and physical events in Earth's history within the framework of plate tectonics. This course includes laboratory experience. The Colorado Commission on Higher Education has approved GEY 112 for inclusion in the Guaranteed Transfer (GT) Pathways program in the GT- SC1 category. For transferring students, successful completion with a minimum C– grade guarantees transfer and application of credit in this GT Pathways category. For more information on the GT Pathways program, go to http://highered.colorado.gov/academics/transfers/gtpathways/curriculum.html.
Prerequisite(s): CCR 092 (or higher) or equivalent; and MAT 050 or equivalent

GEY 135 - Environmental Geology w/Lab: GT-SC1
4 Credits

Introduces the subject of geology as it relates to human activities. Geologic hazards such as floods, landslides, earthquakes, and volcanoes are investigated. Mineral, energy, soil, and water resources are discussed in terms of their geologic formation and identification, usage by society, and associated environmental impacts. Land use issues, waste, and pollution are also examined. The Colorado Commission on Higher Education has approved GEY 135 for inclusion in the Guaranteed Transfer (GT) Pathways program in the GT- SC1 category. For transferring students, successful completion with a minimum C– grade guarantees transfer and application of credit in this GT Pathways category. For more information on the GT Pathways program, go to http://highered.colorado.gov/academics/transfers/gtpathways/curriculum.html.
Prerequisite(s): CCR 092 (or higher) or equivalent; and MAT 050 or equivalent

GEY 140 - Intro to Global Positioning Systems

1 Credit

Provides instruction on the use and applications of Global Positioning System (GPS) receivers for outdoor activities. The course covers navigation, using a GPS receiver with topographic maps, mapping geologic and man-made features using GPS, and exchanging information with digital maps.

GEY 205 - The Geology of Colorado

3 Credits

Covers the geologic history of Colorado and notable geologic features present in the state. Emphasis is on the formation of mountain ranges, significant rock types, ore deposits, fossils, and landforms.

Required: Instructor's permission

GEY 275 - Special Topics

1-6 Variable Credits

Presents an overview of the special topic including one aspect of the earth and its history as recorded in rocks and rock formations. May also include current changes and impact of historical events and exploration of current topics, issues and activities related to one or more aspects of the named discipline.

GEY 285 - Independent Study

1-6 Variable Credits

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

Required: Instructor's permission

German

GER 101 - Conversational German I

3 Credits

Introduces beginning students to conversational German and focuses on understanding and speaking German. Covers basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

GER 111 - German Language I

5 Credits

Develops students' interpretive, interpersonal, and presentational communicative abilities in the language. Integrates these skills in the cultural contexts in which the language is used. Offers a foundation in the analysis of culture.

GER 112 - German Language II

5 Credits

Expands students' interpretive, interpersonal, and presentational communicative abilities in the language across the disciplines. Integrates these skills with the study of the cultures in which the language is used. Offers a foundation in the analysis of culture and develops intercultural communicative strategies.

Prerequisite(s): GER 111 with a grade of "C" or better

GER 211 - German Language III: GT-AH4

3 Credits

Continues the development of increased functional proficiency at the intermediate level in speaking, aural comprehension, reading, writing, and cultural competency in the German language. This course is conducted predominantly in German. This is a statewide Guaranteed Transfer course in the GT-AH4 category.

Prerequisite(s): GER 112 with a grade of "C" or better

Health and Wellness Education

HWE 100 - Human Nutrition

3 Credits

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

HWE 108 - Weight Loss

1 Credit

Focuses on calories in relationship to body weight and proper dietary behaviors that encourage weight loss.

HWE 111 - Health and Fitness

3 Credits

Explores the six components of wellness: physical, social, intellectual, spiritual, emotional, and occupational. Topics include health risks, wellness behaviors, and personal behavior change in the areas of nutrition; exercise; substance abuse; stress management; cardiovascular and cancer risk factors; the aging process; and violence, death, and dying in our society. Provides tools to complete self-assessments and develop a wellness program for a healthier lifestyle across a lifespan.

Prerequisite(s): CCR 092 (or higher) or equivalent.

HWE 122 - Responding to Emergencies

2 Credits

Trains health care providers and fitness professionals in basic life support (BLS), two-person cardiopulmonary resuscitation (CPR) with automated external defibrillator (AED), and standard first aid with attention to sudden illness, specific diseases, and emergencies.

Prerequisite(s): CCR 092 (or higher) or equivalent.

HWE 125 - Introduction to Exercise Health Sciences

3 Credits

Introduces the discipline of kinesiology, including the effects of physical activity and exercise on the human physiology and human experience. The course also explores career options including expectations of professionals in the field.

Prerequisite(s): CCR 092 (or higher) or equivalent.

HWE 136 - Skills and Methods of Teaching Weight Training

3 Credits

Examines the basic skills, methods, and techniques necessary to be a competent exercise leader in the area of resistance training. Emphasis will be placed on selection of appropriate teaching progressions that relate to the weight room and fitness facility as well as the science of human motion and muscle or joint structure and function as it relates to fitness.

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050/MAT 055 or equivalent.

HWE 137 - Skills and Methods of Teaching Fitness Instructions

3 Credits

Focuses on preparing students to lead a variety of group exercise classes with an entry-level skill set encompassing a variety of choreographed or non-choreographed activities. Classes may include aerobics (step and floor), mind body (yoga/pilates), or specialty (kickboxing, stability ball, senior classes, and boot camp).

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050/MAT 055 or equivalent.

HWE 230 - Exercise and Sports Psychology

3 Credits

Introduces psychological principles related to physical activity and sport performance. Topics include behavior modification, identifying personality traits, assessing sport and exercise environments, focusing on team processes, improving performance, and enhancing health, growth, and development.

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050/MAT 055 or equivalent.

HWE 237 - Exercise, Nutrition and Body Composition

3 Credits

Focuses on the concepts of improved performance in all fitness areas. Emphasis is placed on how carbohydrates, fat, and protein impact performance, and the relationship between metabolism and weight for all populations. Addresses unhealthy diets, eating patterns, and behavior modifications to change negative food relationships within a variety of populations.

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050/MAT 055 or equivalent.

HWE 245 - Physiology of Exercise

3 Credits

Introduces the physiological effects and responses by the body to the stressor of exercise. This course focuses on fundamental concepts of exercise physiology including metabolic, nervous, cardiovascular, respiratory, and musculoskeletal systems, and the significance of these effects on health and performance.

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050/MAT 055 or equivalent.

HWE 248 - Exercise Testing Prescription

3 Credits

Provides the opportunity to conduct and practice fitness assessments. Fitness test results are evaluated and interpreted to develop an individualized exercise prescription that adheres to national standards.

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050/MAT 055 or equivalent.

HWE 254 - Skills and Methods of Teaching Specific Populations

3 Credits

Provides practical information on exercise instruction for improved fitness in persons with medical conditions. Includes an overview of common medical conditions and their medications. The effects of exercise training on the

condition as well as recommendations for exercise testing and assessment are discussed.

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050/MAT 055 or equivalent.

HWE 255 - Certified Personal Trainer Preparatory Course

3 Credits

Provides knowledge and skills to prepare for a nationally recognized personal training certification. The course includes the development and implementation of exercise programs for healthy populations, and for individuals with medical clearance to exercise.

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050/MAT 055 or equivalent.

HWE 256 - Health and Wellness Coaching

3-9 Credits

Focuses on behavioral change strategies and goal-setting for adopting a healthier lifestyle with emphasis on exercise, physical activity, stress management, and nutrition. Methods of coaching topics include how to overcome obstacles that impede success. This course is geared towards the health and fitness professional.

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050/MAT 055 or equivalent.

HWE 288 - Internal Practicum

4-6 Credits

Designed for all majors in the Human Performance/Exercise Health Sciences Program and provides the student on-the-job training. The student will have the opportunity to further integrate academic knowledge and apply those skills gained through the Human Performance/Exercise Health Sciences degree curriculum. Working in various capacities within the ACC Fitness/Aquatic Center, Physical Education department and the Employee Wellness Program will be required. Students should receive entry-level proficiency at the completion of the course. Graded as Satisfactory/Unsatisfactory.

Prerequisite(s): HWE 122, HWE 136, HWE 237, HWE 248, and HWE 255 with a grade of "C" or better or current CPR-PR/AED and First Aid Certification; CCR 092 or equivalent.

HWE 289 - Capstone

3 Credits

Facilitates transition from student to graduate through a comprehensive application of knowledge by preparing students to take their national certification exam as required by the fitness industry for employment.

Prerequisite(s): HWE 136, HWE 230, HWE 237, HWE 245, HWE 248, and HWE 255 with a grade of "C" or

better; CCR 092 (or higher) or equivalent and MAT 050/MAT 055 or equivalent.

Health Information Technology

HIT 101 - Health Information Management Science

3 Credits

Introduces the student to the health record, from inception to completion. Emphasis is on content and regulations impacting the health record in the various settings. Other areas to be discussed include the electronic health record and responsibilities of the Health Information Department. This course also examines various health care delivery systems and health care practitioners. Professional and practice-related ethical issues are discussed, as well as evaluating the consequences of a breach of healthcare ethics.

Prerequisite(s): Required: Admission to HIT Program

HIT 105 - Principles of Healthcare Reimbursement

3 Credits

Provides students with the knowledge needed to perform necessary tasks involved in healthcare reimbursement systems including payment methodologies, use of clinical data, and compliance.

Prerequisite(s): HIT 101 with a grade of "C" or better
Corequisite(s): HIT 101

HIT 111 - Health Data Management and Information Systems

3 Credits

Introduces the electronic health record (EHR)\components and health informatics including infrastructure, privacy, security and legal implications. Federal involvement and its impact on information technology regarding health data will be discussed. Students will study the roles and relationships, in the transformation of data into meaningful information, through research, vital statistics and epidemiology. Data quality, integrity, collection, access, and retention will also be emphasized.

Prerequisite(s): CIS 118 with a grade of "C" or better
Prerequisite(s)/Corequisite(s): HIT 101

HIT 112 - Legal Aspects Health Records

2 Credits

Introduces the student to the legal system and defines the role of the healthcare professionals. Specific Federal and State laws are identified and discussed as they relate to release of medical information.

Prerequisite(s)/Corequisite(s): HIT 101 with a grade of "C" or better

HIT 122 - Workflow Fund of Healthcare

3 Credits

Introduces the fundamentals of healthcare workflow, process analysis, and redesign in various healthcare settings. Health information technology culture changes (IT/Clinicians) and project management, including HIT system selection, design, implementation, and support will also be covered. Electronic health record/practice management systems will be evaluated for quality and process improvement, clinical decision support, health information exchange, public health, and population health management in ambulatory and alternative care settings.
Prerequisite(s): CIS 118 with a grade of "C" or better.
Prerequisite(s)/Corequisite(s): HIT 105 and HIT 111 with a grade of "C" or better

HIT 175 - Special Topics
1-12 Variable Credits
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

HIT 188 - Health Information Practicum I
2 Credits
Provides a directed clinical experience which focuses on the practice of skills related to the application of legal principles, record analysis and abstraction and record retention and retrieval.
Prerequisite(s): HIT 112 and HIT 122 with a grade of "C" or better

HIT 220 - ICD Coding I
3 Credits
Introduces the ICD coding classification system and provides a basic understanding of ICD structure, conventions and principles utilized in coded assignment. The student will be introduced to the official coding guidelines. They will apply knowledge of anatomy, physiology, pathophysiology and pharmacology in the assignment of diagnostic and procedure codes.
Prerequisite(s)/Corequisite(s): HIT 101 with a grade of "C" or better

HIT 221 - ICD Coding II
2 Credits
Focus on the intermediate application of ICD structure, conventions and principles utilized to code case scenarios and complex diagnostic and procedural statements. The student will utilize advance application of coding and reporting standards as they apply to coding.
Prerequisite(s): MOT 133, MOT 135 with a grade of "C" or better.
Corequisite(s): HIT 220

HIT 222 - Quality Management
3 Credits

Introduces the student to the basic concepts of quality management in the healthcare environment. Requirements by regulatory agencies regarding quality documentation, utilization and risk management are discussed. Data collection, verification, analysis, descriptive statistics and presentation techniques will be studied. The course emphasizes the ongoing use of objective data and feedback to improve processes, systems, and patient outcomes. Analysis of documentation for various purposes is also covered.
Prerequisite(s): HIT 111 with a grade of "C" or better

HIT 225 - Health Information Management
3 Credits
Concentrates on the principles of management as they relate to the administration of the health information management department as part of a health care organization.
Prerequisite(s)/Corequisite(s): HIT 111 with a grade of "C" or better

HIT 231 - ICD Coding III
5 Credits
Provides an advanced study of ICD coding conventions and principles. DRG and case mix logic along with regulations regarding their use in conjunction with optimization and compliance issues will be discussed. CPT/HCPCS in both the hospital-based outpatient and physician office settings will be studied.
Prerequisite(s): HIT 221 with a grade of "C" or better

HIT 241 - CPT Coding Basic Principles
3 Credits
Provides the student with skill sets to apply the current procedural terminology (CPT) and HCPCS code set principles and guidelines for application in reporting/communicating information and data about clinical services provided to patients by healthcare providers. Includes understanding what the CPT nomenclature is, how and why it is used, and guidelines for each code category and how it is applied to represent services within each code category.
Prerequisite(s): HIT 220, HIT 221 with a grade of "C" or better

HIT 251 - HIT Vocabularies and Terminologies
2 Credits
Provides the student with a concrete understanding of healthcare terminologies, code sets, classification schemes and associated standards; inoperability as it pertains to the EHR; principles of each system; the role of each in reporting clinical information and services in the healthcare delivery enterprise.

Corequisite(s): HIT 220, HIT 221 with a grade of "C" or better

HIT 263 - Healthcare Data Standards and Quality

3 Credits

Explores current and emerging trends in healthcare data standards and quality as they relate to patient records, coding and classification systems, and information privacy and security. Topics include: acquisition, storage and access of medical data; key data management infrastructure and technical standards; and data quality and governance. Also covered are current and emerging government regulations, and their impact on healthcare providers and systems, and data acquisition and analysis needs and strategies.

Prerequisite(s): HIT 111 with a grade of "C" or better
Corequisite(s): HIT 122

HIT 264 - Data Visualization

4 Credits

Introduces data visualization tools and techniques software, as well as increasing proficiency in Excel. Students will be able to tell a story with data, communicating observations in a clear, compelling way that provides meaning and explanation. As part of this course, students are also required to complete a professional practicum experience to apply classroom knowledge in a clinical setting.

Prerequisite(s): CCR 092/CCR 093/CCR 094 and MAT 050/MAT 055 or equivalent placement scores and CIS 155 with a grade of "C" or better

HIT 265 - Data Analytics Applications

3 Credits

Deepens understanding of current and emerging practices in the application of data analytics. Topics include clinical, financial, operations and qualitative analytics; trends in practices; customer expectations; regulations that affect analytics; and ethical issues in gathering, analyzing and reporting healthcare data. Explore the roles and applications of descriptive, retrospective and prescriptive analytics in various settings.

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 135, and CIS 155, with a grade of "C" or better.

HIT 275 - Special Topics

1-6 Variable Credits

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

HIT 289 - HIT Capstone

2 Credits

Offers student a comprehensive review of all HIT courses in preparation to take national exam, utilizing Study Guides and Mock Exams; offers student a 40 hour professional practicum experience (PPE) to apply classroom knowledge in a clinical setting, practice professionalism, gain insight into the functions of the department, understand the relationship of health records to the facility as a whole, demonstrate the ability to act independently, complete assigned projects and demonstrate a good understanding of health information management concepts.

Prerequisite(s): Instructor's permission

Health Professions

HPR 102 - CPR for Professionals

.5 Credit

Meets the requirements for American Red Cross Professional Rescuer CPR or American Heart Association Basic Life Support for those who work in Emergency Services, Health Care and other professional areas. Material presented in this course is basic patient assessment, basic airway management, rescue breathing, AED use and CPR for infant, children and adult patients.

HPR 106 - Law and Ethics for Health Professions

2 Credits

Introduces students to the study and application medico-legal concepts in medical careers. This course seeks to establish a foundation for ethical behavior and decision making in health professions.

HPR 108 - Dietary Nutrition

1 Credit

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

HPR 112 - Phlebotomy

4 Credits

Teaches the duties associated with the practice of venipuncture, capillary puncture, and special collection procedures. This course provides experience with quality control, infection control, safety procedures, as well as laboratory computer systems. Successful completion of this course, with an adequate number of blood draws, will constitute eligibility for application for a National Phlebotomy Registry Examination.

Corequisite(s): HPR 180

HPR 117 - Anatomical Kinesiology

3 Credits

Studies the Anatomical Basis of Human Movement.

Prerequisite(s): BIO 201 with a grade of "C" or better

HPR 123 - Introduction to Health Care

2 Credits

Introduces health sciences with an overview of the five pathways that make up the health science cluster. The course addresses the foundation standards including health maintenance, employability skills, teamwork, healthcare systems, communications, and legal issues in healthcare.

HPR 124 - Health Career Practices

2 Credits

Introduces the concepts and skills needed for a career in health care incorporating foundational theory with technical skills. The course focuses on health occupations, health settings, careers, and principles of patient care; concepts of ethics and bioethics; safety practices including infection control, personal and environmental safety, and emergency procedures and protocols; common and emerging diseases and disorders. The course consists of fundamental skills of basic care and reviews, medical math, cardiopulmonary resuscitation (CPR), and first aid.

HPR 140 - Orientation to Health Careers

6 Credits

Compares various health careers, health ethics, and work trait attributes required in the health field. Students will be introduced to leadership skills through theory and participation in community awareness projects. The students will have the opportunity to participate in the student organization HOSA (Health Occupations Students of America).

HPR 178 - Medical Terminology

3 Credits

Introduces the student to the structure of medical terms with emphasis on using and combining the most common prefixes, roots and suffixes. Includes terms related to major body systems, oncology, psychiatry, as well as clinical laboratory and diagnostic procedures and imaging. Class structure provides accepted pronunciation of terms and relative use in the healthcare setting.

HPR 180 - Internship

3 Credits

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

Corequisite(s): HPR 112

HPR 190 - Basic EKG Interpretation

2 Credits

Provides instruction for interpretation of EKG strips, anatomy and physiology of the heart, using three-lead

monitoring as a guide. Twelve-lead EKG may be discussed.

HPR 200 - Advanced EKG Interpretations

2 Credits

Focuses on each wave and interval of the complex, the axis, and the 12-lead presentation of some rhythm disturbances.

Prerequisite(s): HPR 190 or CCN 230

HPR 240 - Role of Death and Bereavement In Society

3 Credits

Examines death from the perspectives of the dying individual, the bereaved and the caregivers. The course will focus on sociological, cultural, spiritual, development and psychological aspects of dying and bereavement. It will also include study of various groups and their relationships to death and disposition, funerals and other rites.

Prerequisite(s): PSY 101 with a grade of "C" or better

HPR 275 - Special Topics

1-6 Variable Credits

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

HPR 285 - Independent Study

1-6 Variable Credits

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

Required: Instructor's permission

History

HIS 101 - Western Civilization Antiquity-1650: GT-HI1

3 Credits

Explores a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from the prehistoric era to 1650. Reflects the multiple perspectives of gender, class, religion, and ethnic groups. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline.

Prerequisite(s): CCR 092 (or higher) or equivalent.

HIS 102 - Western Civilization: 1650-Present: GT-HI1

3 Credits

Explores a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from 1650 to the present. Reflects the multiple perspectives of gender, class, religion, and ethnic groups. Focuses on developing, practicing, and strengthening the

skills historians use while constructing knowledge in this discipline.

Prerequisite(s): CCR 092 (or higher) or equivalent.

HIS 111 - the World: Antiquity-1500: GT-HI1

3 Credits

Enables the student to view history up to 1500 CE in a broad global sense. Focuses on the common denominators among all people. This approach goes beyond political borders, to provide a better appreciation for different cultures.

Prerequisite(s): CCR 092 (or higher) or equivalent.

HIS 112 - the World: 1500-Present: GT-HI1

3 Credits

Enables students to view history post 1500 CE in a broad global sense. Focuses on the common denominators among all people. This approach goes beyond political borders to provide a better appreciation for different cultures.

Prerequisite(s): CCR 092 (or higher) or equivalent.

HIS 121 - US History to Reconstruction: GT-HI1

3 Credits

Explores events, trends, peoples, groups, cultures, ideas, and institutions in North America and United States history, including the multiple perspectives of gender, class, and ethnicity, between the period when Native American Indians were the sole inhabitants of North America, and the American Civil War. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline.

Prerequisite(s): CCR 092 (or higher) or equivalent.

HIS 122 - US History since the Civil War: GT-HI1

3 Credits

Explores events, trends, peoples, groups, cultures, ideas, and institutions in United States History, including the multiple perspectives of gender, class, and ethnicity, between the period of the American Civil War and the present. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline.

Prerequisite(s): CCR 092 (or higher) or equivalent.

HIS 203 - Civil War Era in American History GT-HI1

3 Credits

Explores the causes, course, and consequences of the American Civil War, from the Colonial period to the 21st Century, in order to understand the multiple meanings of a transforming event in American history. Students will explore the meanings of the war as defined in many ways: national, sectional, racial, gender, constitutional,

individual, social, intellectual, or moral. Students will closely examine four broad themes: the crisis of union and disunion in an expanding republic; slavery, race, and emancipation as national problem, personal experience, and social process; the experience of modern, total war for individuals and society; and the political and social challenges of Reconstruction. This course is one of the Statewide Guaranteed transfer courses: GT-HI1.

Prerequisite(s): CCR 092 (or higher) or equivalent.

HIS 208 - American Indian History GT-HI1

3 Credits

Analyzes historical and socio-cultural change for Native Americans from pre-colonial America to the present, emphasizing those processes and relations with non-Native Americans which have contributed to the current conditions.

Prerequisite(s): CCR 092 (or higher) or equivalent.

HIS 225 - Colorado History: GT-HI1

3 Credits

Presents the story of the people, society, and cultures of Colorado from its earliest Native Americans, through the Spanish influx, the explorers, the fur traders and mountain men, the gold rush, railroad builders, the cattlemen and farmers, the silver boom, the tourists, and the modern state.

Prerequisite(s): CCR 092 (or higher) or equivalent.

HIS 235 - History of the American West GT: HI1

3 Credits

Traces the history of the American West, from the Native American cultures and the frontier experiences of America's earliest, eastern settlers, through the Trans-Mississippi West, across the great exploratory and wagon trails, and up to the present West, be it urban, ranching, reservation, resource management, or industrial. Emphasizes the north and central parts of the West. This course is approved as part of the Colorado Statewide Guaranteed transfer curriculum: GT: HI1.

Prerequisite(s): CCR 092 (or higher) or equivalent.

HIS 236 - US History since 1945: GT-HI1

3 Credits

Focuses on the major political, economic, social, and cultural developments that have shaped modern America from 1945 to the present.

Prerequisite(s): CCR 092 (or higher) or equivalent.

HIS 245 - US in the World: GT-HI1

3 Credits

This course focuses on major themes of United States history in the context of worldwide historical phenomena, including global contacts and exchange, colonial frontiers and international trade, America's influence on the age of

revolutions, industrialization and movement of populations, urbanization and rural change, and expansion of state power and rise of social movements. Through readings and discussions on problems in political, social, public and personal history, students will gain an understanding of historical processes and methodology and will learn how to use critical historical analysis in order to achieve a greater perspective on the role of the US in world history.
Prerequisite(s): CCR 092 (or higher) or equivalent.

HIS 247 - 20th Century World History: GT-HI1
3 Credits
Investigates the major political, social, and economic developments, international relationships, scientific breakthroughs, and cultural trends that have shaped the various global regions and nation-states from 1900 to the present. Emphasizes the interactions of global regions and nation-states.
Prerequisite(s): CCR 092 (or higher) or equivalent.

HIS 255 - The Middle Ages GT-HI1
3 Credits
Focuses on political, social, cultural, economic and intellectual developments In Europe, Byzantium and the Islamic world from the collapse of Rome through the Renaissance, approximately A.D. 400-1400.
Prerequisite(s): CCR 092 (or higher) or equivalent.

HIS 260 - US Foreign Relations History: GT-HI1
3 Credits
Provides an overview of the history of United States foreign relations from the colonial era to the present and includes the pertinent political, military, economic, diplomatic, social, religious, ideological and cultural topics. At various points, issues such as race, class, gender, immigration, expansion, and the environment will be covered. This course also focuses on developing, practicing and strengthening the skills historians use while constructing knowledge in the discipline.
Prerequisite(s): CCR 092 (or higher) or equivalent.

HIS 275 - Special Topics
1-6 Variable Credits
Focuses on the exploration of current topics, issues and activities related to one or more aspects of history.

HIS 285 - Independent Study
1-6 Variable Credits
Incorporates structured and guided, individualized research that is organized and tailored around the interests and needs of the individual student.
Prerequisite(s): Instructor's permission

Honors

HNR 100 - Honors Seminar:
1 Credit
Develops skills in an interdisciplinary manner, including: self-efficacy, college success, interdisciplinary connections, critical and creative thinking. A primary goal is to develop a sense of community within the class. This course increases awareness of issues relating to diversity and leadership, and explores techniques for successful honors academic performance.

HNR 289 - Capstone: Honors
1 Credit
Provides a demonstrated culmination of learning within a given program of study.

Horticulture

HLT 101 - Introduction to Horticulture
4 Credits
Introduces the biology of horticultural plants, and basic horticultural practices.

HLT 210 - Landscape Management
3 Credits
Teaches the best management practices for landscapes. Students learn about, the maintenance needs of various landscape features, and what management options exist for each feature. This course emphasizes improving landscape quality while minimizing management costs. Other topics include Landscape business practices, water management, and seasonal landscape care tasks.

HLT 224 - Herbaceous Perennials
4 Credits
Discusses the identification (common and botanical names), landscape usage and culture of herbaceous perennials common to Colorado landscapes.

HLT 233 - Annuals, Bulbs and Grasses
2 Credits
Discusses the identification (common and botanical names), landscape usage and culture of annuals, bulbs, and perennial and annual grasses common to Colorado landscapes.

Humanities

HUM 103 - Introduction to Film Art GT: AH2
3 Credits
Introduces film terminology and narrative techniques to explore how film conveys meaning and to study the relationships among film form, content, and audience reception. This course emphasizes active viewing, discussion, and critical analysis of films from different

cultures and eras. This is a statewide Guaranteed Transfer course in the GT-AH2 category.

Prerequisite(s): CCR 092 (or higher) or equivalent.

HUM 115 - World Mythology: GT-AH2

3 Credits

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

Prerequisite(s): CCR 092 (or higher) or equivalent.

HUM 118 - Religion in American Culture

3 Credits

Investigates the various ways in which religion and American culture interact. It begins with the religion of Native Americans, which existed in a pre-modern society where religion went unchallenged as the preeminent organizing principle, to our post-modern era, where religion competes with a multiplicity of other belief systems in a complex societal matrix. This course pays close attention to the sundry ways in which religion and American culture interface.

Prerequisite(s): CCR 092 (or higher) or equivalent.

HUM 121 - Humanities: Early Civilization: GT-AH2

3 Credits

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

Prerequisite(s): CCR 092 (or higher) or equivalent.

HUM 122 - Humanities: Medieval -- Modern: GT-AH2

3 Credits

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

Prerequisite(s): CCR 092 (or higher) or equivalent.

HUM 123 - Humanities: The Modern World: GT-AH2

3 Credits

Introduces the interdisciplinary study of ideas that have defined cultures through a survey of the visual, performing, and literary arts, emphasizing connections among global

cultures from the European Enlightenment to the postmodern era. This is a statewide Guaranteed Transfer course in the GT-AH2 category.

Prerequisite(s): CCR 092 (or higher) or equivalent.

HUM 164 - American Cinema

3 Credits

Introduces film studies and surveys the American film industry as an art form, as an industry, and as a system of representation and communication. This course explores how Hollywood films work technically, aesthetically, and culturally to re-enforce and challenge America's national self-image.

Prerequisite(s): CCR 092 (or higher) or equivalent.

HUM 201 - Twentieth Century American Art

3 Credits

Focuses on elements common to the arts of film, painting, architecture, literature and music of 20th century United States. Students study the effects of the economy, business and industry and traditional North American values and dreams on the arts.

Prerequisite(s): CCR 092 (or higher) or equivalent.

HUM 211 - Cultural Diversity in the Humanities

3 Credits

Introduces students to the various aspects of social and cultural diversity. Promotes development of critical thought and growth of multicultural, multisocial and multilingual understanding.

Prerequisite(s): CCR 092 (or higher) or equivalent.

HUM 220 - the Cultural History of Rock and Roll

3 Credits

Teaches students to read about, write about, and discuss the social history of that very broad term, "rock and roll". We explore important themes in American (and British) social and cultural history through the study of popular music, as well as to examine how popular and critical tastes are reflections of artistic, cultural, sexual, economic and ideological sensibilities at the time of its production. In order to fully understand what the culture of "rock" is all about, we critically analyze the influence of technology, ideology, class, gender, and race on various genres of music, jazz, country, rhythm and blues, techno, heavy metal, and hip hop. We also examine how rock and roll influenced (and is influenced by) other arts, particularly literature and film. Emphasis is placed on understanding the social and cultural contexts of the various music forms rather than on a rigorous understanding of the musical forms themselves.

Prerequisite(s): CCR 092 (or higher) or equivalent.

HUM 275 - Special Topics

1-6 Variable Credits

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

HUM 285 - Independent Study

1-6 Variable Credits

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

Required: Instructor's permission

Human Performance and Exercise

HPE 231 - Care and Prevention of Athletic Injuries

3 Credits

Focuses on techniques in prevention, care and basic rehabilitation of athletic injury. (Formerly PER 232)

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050/MAT 055 or equivalent.

Industrial Maintenance

The fundamentals of machine operations commonly utilized in the process and energy industry.

IMA 120 - Industrial Rotating Equipment

3 credits

Explains the theory, operation, and maintenance of rotating equipment found in industrial environments such as gears, bearings, pumps, and compressors. Mechanical power transmission systems including direct coupling, belt drives, and chain drives are studied. Alignment techniques are practiced and related to the impact on machine vibration and equipment failures. The principals involved in the operation of centrifugal and positive displacement pumps and compressors will be discussed along with the function of connected components.

Prerequisite(s): PHY 105

Interior Design

IND 100 - Interior Design Fundamentals

4 Credits

An introduction to design elements, principles and theory. Application techniques, emphasizing design relationships and composition, will be explored. Basic skills and techniques of both visual and oral presentations will be introduced. This course must be completed with a grade of "C" or better.

Required: Attend an Interior Design Orientation

Prerequisite(s): CCR 092 (or higher) or equivalent.

IND 107 - History of Interior Design

3 Credits

Offers a study of interiors and furnishings from the medieval period to the Revival styles of the mid-eighteenth century to the contemporary classics used in modern interiors today. Study of interior and exterior architectural elements, furniture, design motifs and ornamentation, fine arts and construction methods as it relates to the cultural, political, social, technological and economic conditions of the times. This course must be completed with a grade of "C" or better.

Prerequisite(s): CCR 092 (or higher) or equivalent.

IND 111 - Drafting for Interiors

4 Credits

Introduces the basic drafting tools and techniques, graphic references and symbols, use of pencil and technical pen. Student learns to draft floor plans and interior elevations. Course also covers basic interior dimensioning and lettering as well as isometric drawing construction for interior components. This course must be completed with a grade of "C" or better.

Required: Attend an Interior Design Orientation

Prerequisite(s): CCR 092 (or higher) or equivalent.

IND 114 - Space Planning

3 Credits

Teaches the principles and factors of space planning and practices the space planning process through residential and light commercial applications. Students are introduced to interior architecture, human factors, code requirements and functional space. Use of bubble diagrams, two and three dimensional design fundamentals and freehand ink presentation techniques are also included to communicate design solutions. This course must be completed with a grade of "C" or better.

Prerequisite(s): IND 100, IND 111 with a grade of "C" or better

IND 116 - Estimating Interior Materials

3 Credits

Develops skills when estimating materials and costs for interior finishes including paint, carpet, wallcovering, and fabrics. Emphasis is on specification, documentation, and details. This course must be completed with a grade of "C" or better.

Prerequisite(s): CCR 092 (or higher) or equivalent.

IND 151 - Residential Design

4 Credits

Development of a residential studio project, with an emphasis on universal design and sustainability, by implementing the design process. Requires research and application of residential design solutions through space planning, furniture & finish selections and specifications,

estimating quantities and costs and understanding budget. Includes development of construction documentation and professional presentation techniques. This course must be completed with a grade of "C" or better.

Prerequisite(s): IND 114 and CAD 115 with a grade of "C" or better

IND 152 - Commercial Design I

2 Credits

Introduces commercial design space planning and procedures for a variety of commercial project types. Emphasis will be placed on conceptual design, the programming and schematic design process, space planning and design documentation. This course must be completed with a grade of "C" or better.

Prerequisite(s): IND 114, CAD 105, and CAD 115 with a grade of "C" or better

IND 175 - Special Topics: Study Abroad

1-6 Credits

Provides students an in-depth exploration of Italian architecture, which forms a basis of design styles and motifs used in interior design development. On site examination of different eras of Italian architecture in several Italian cities will deepen the students' understanding of the Italian influence on today's interior design climate.

IND 200 - Kitchen and Bath Design

4 Credits

Provides the specialized design process and documentation requirements of kitchen and bath design and applies NKBA guidelines. Students becomes familiar with trade resources supporting the design field. At least two portfolio projects are produced. Students will be encouraged to produce project documents using a variety of computer software applications. This course must be completed with a grade of "C" or better.

Prerequisite(s): CAD 105 with a grade of "C" or better

IND 201 - Commercial Design II

4 Credits

Development of a commercial studio project, while applying knowledge of code and ADA requirements, building systems, finish and furniture specifications and sustainability. Requires research and application of commercial design solutions through the design process. Includes development of construction documentation and professional presentation techniques. This course must be completed with a grade of "C" or better.

Prerequisite(s): CAD 105, CAD 115, and IND 152 with a grade of "C" or better

IND 205 - Professional Practice for Interior Designers

2 Credits

Introduces processes involved in creating and running a professional interior design business including legal, ethical, practical and professional requirements. Emphasis on business structures and practices, professional documentation and contracts, marketing techniques, job cost estimating, setting up industry accounts and project management methods. Students become familiar with business practices in both commercial and residential design firms and develop business plans and resumes. This course must be completed with a grade of "C" or better.

Prerequisite(s): IND 151 and IND 152 with a grade of "C" or better

IND 211 - Interior Construction

4 Credits

Introduces the student to interior building systems and assemblies, construction documents and details, and codes applicable to interior architecture. Student will apply this knowledge to various graphic projects and is encouraged to produce projects using the computer and CAD software. This course must be completed with a grade of "C" or better.

Prerequisite(s): CCR 092 (or higher) or equivalent.

IND 213 - IND Portfolio Presentations

3 Credits

Prepare for the industry by refining presentation skills and completing a portfolio for employment. Students learn to manipulate software renderings, hand-drafted renderings, model building, interior finish presentation boards to develop a digital and hard-copy portfolio for selling design through presentation. The students will learn various techniques for time management and time-saving skills for graphic communication.

Prerequisite(s): IND 200 or IND 201 with a grade of "C" or better

Corequisite(s): IND 200 or IND 201

IND 225 - Lighting Design

3 Credits

Teaches and applies basic knowledge of interior lighting technology and design. Content includes lamp classifications, color rendition, how lighting sources effect our perception of space, how to compute and control proper lighting levels, and how to communicate design information by means of a reflected ceiling plan and luminaries schedule. Students will be encouraged to produce projects using a variety of computer software

applications. This course must be completed with a grade of "C" or better.

Prerequisite(s): IND 114, CAD 105, and CAD 115 with a grade of "C" or better

IND 231 - Sustainable Design

3 Credits

Creates an awareness and understanding of ecological issues while emphasizing the use of environmentally friendly materials and resources that do not compromise the effectiveness of the design. This course also investigates the practice of design to reduce the effects on the environment using renewable materials in the design and building for both residential and commercial property. Its emphases are to learn conserve resources and to reduce the negative impact on the environment.

Prerequisite(s): CAD 105, and CAD 115 with a grade of "C" or better

Prerequisite(s)/Corequisite(s): IND 152

IND 261 - Advanced Kitchen & Bath Design

4 Credits

Students analyze site conditions, design site-specific space plans, develop construction drawings, specify materials and finishes, infer project management steps, replicate product order and tracking conditions, and prepare client presentation materials for one Kitchen and one Bath Design project. This course must be completed with a grade of "C" or better. This course is for the Kitchen and Bath Certificate ONLY.

Prerequisite(s): IND 200 with a grade of "C" or better

IND 275 - Special Topics

1-6 Variable Credits

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

IND 278 - Special Topics

1-6 Variable Credits

Provides students with an experiential learning opportunity.

IND 280 - Internship

1-6 Variable Credits

Provides work experience in a business or industry; 45 fieldwork hours per credit hour.

Prerequisite(s): IND 200 or IND 201 with a grade of "C" or better

IND 288 - Practicum

1 Credit

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

Prerequisite(s): IND 200, IND 201 with a grade of "C" or better

Corequisite(s): IND 200, IND 201

IND 289 - Capstone: Advanced Design

3 Credits

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

Prerequisite(s): IND 200, IND 201, and IND 288 with a grade of "C" or better

Investments

INV 115 - Investments/Stocks and Bonds

3 Credits

Examines a broad range of investment opportunities. The curriculum includes information about preferred and common stocks, government and corporate bonds, mutual funds and derivatives. It examines the investment process using brokers, discount brokers, on-line trading and investment bankers. Investment decisions are examined such as how to price stocks and bonds and understand the concept of time value of money, transaction costs, and how to build a diversified investment portfolio.

Prerequisite(s): MAT 060 with a grade of "C" or better or equivalent placement score or Department Chair approval

INV 215 - Advanced Investments

3 Credits

Provides the skills necessary to enter the investment industry. It prepares the student for the series 7 exam. Thus, it covers in detail the money market, capital market and derivative market. This course covers the investment process using brokers, discount brokers, on-line trading or investment bankers. Also, students will learn how to price stocks and bonds and understand the concept of time value of money and transaction costs. The student will also understand derivative securities and mutual funds and long versus short term transactions. The student will understand how to build an investment portfolio. The student will also understand how to value all investments for holding period return.

Prerequisite(s): An accounting course or investment course with a grade of "C" or better; or Instructor's permission

INV 285 - Independent Study

1-6 Variable Credits

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

Required: Instructor's permission

Japanese

JPN 111 - Japanese Language I

5 Credits

Introduces a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the Japanese language. Note: The order of the topics and methodology will vary according to individual texts and Instructors.

JPN 112 - Japanese Language II

5 Credits

Continues the development of increased functional proficiency at intermediate mid level in speaking, aural comprehension, reading, writing, and cultural competency in the Japanese language. This course is conducted predominantly in Japanese. This is a statewide Guaranteed Transfer course in the GT-AH4 category.

Prerequisite(s): JPN 111 with a grade of "C" or better

JPN 211 - Japanese Language III: GT-AH4

3 Credits

Continues the development of increased functional proficiency at the intermediate level in speaking, aural comprehension, reading, writing, and cultural competency in the Japanese language. This course is conducted predominantly in Japanese. This is a statewide Guaranteed Transfer course in the GT-AH4 category.

Prerequisite(s): JPN 112 with a grade of "C" or better

JPN 212 - Japanese Language IV: GT-AH4

3 Credits

Continues the development of increased functional proficiency at intermediate mid level in speaking, aural comprehension, reading, writing, and cultural competency in the Japanese language. This course is conducted predominantly in Japanese. This is a statewide Guaranteed Transfer course in the GT-AH4 category.

Prerequisite(s): JPN 211 with a grade of "C" or better

JPN 275 - Special Topics

1-6 Variable Credits

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

Prerequisite(s): To be determined by Instructor

JPN 285 - Independent Study

1-6 Variable Credits

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

Required: Instructor's permission

Journalism

JOU 105 - Introduction to Mass Media: GT-SS3

3 Credits

Places the mass media in an historical and cultural perspective, considering the validity, integrity and influence of the media in a democracy.

Prerequisite(s): CCR 092 (or higher) or equivalent.

JOU 106 - Media News and Reporting

3 Credits

Introduces newswriting, reporting and interviewing with an emphasis on clarity, accuracy, timeliness and fairness.

Prerequisite(s): CCR 092 (or higher) or equivalent.

JOU 111 - Principles of Advertising

3 Credits

Employs design concepts, principles and practices for advertising management for the mass media.

JOU 121 - Photojournalism

3 Credits

Develops photojournalistic skills in capturing moments of real life from a unique personal viewpoint. Covers a broad overview of new media story-telling techniques. Students will focus on the way they observe the world around them and on the content and quality of their photographs.

JOU 180 - Internship

1 Credit

Provides a structured and guided, individualized research that is organized and tailored around the interests and needs of the individual student who may use journalism skills and experiences acquired during previous coursework.

JOU 206 - Intermediate Newswriting and Editing

3 Credits

Presents how to gather Information as an investigative reporter through research of local, state and federal government publications, how to cover police beat and city hall, how our courts and regulatory agencies function, and how to cover other challenges such as the environment, religion, science, medical, public safety and business.

Prerequisite(s): JOU 106 with a grade of "C" or better.

JOU 215 - Publications Production and Design

3 Credits

Provides for students participation in the planning, writing, design and production processes of a non-newspaper publication.

JOU 225 - New Media

3 Credits

Explores techniques and approaches in the latest delivery methods for internet-based journalism. Students explore digital media outlets such as blogs, audio and video podcasts, e-zines and social networks. Students create journalistic pieces for internet-based media, focusing on best journalistic practices, ethics of internet media, and

technology emergence effecting digital journalism. Concepts in video production, photography, writing, sourcing, editing and relevant skills necessary for the citizen journalist are introduced. Students create components for online news dissemination.

JOU 231 - Introduction to Public Relations

4 Credits

Focuses on public relations and its role for the individual, the non-profit organization, business and government; research methodology, principles and practices necessary to become a public relations practitioner; and media channels best suited to a persuasive appeal or crisis.

JOU 241 - Feature and Magazine Writing

3 Credits

Studies trade, consumer and technical markets; manuscript development with an emphasis on nonfiction; submission techniques; and trends affecting the marketing of manuscripts.

JOU 275 - Special Topics

1-6 Variable Credits

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

JOU 285 - Independent Study

1-6 Variable Credits

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

Required: Instructor's permission

Law Enforcement Academy

LEA 101 - Basic Police Academy I

6 Credits

Conforms to POST standards and Colorado state certification requirements as well as the basic skills and knowledge necessary to perform the entry level duties of a peace officer. Emphasis will be on simulating actual situations utilizing both a lecture and laboratory mode of learning.

Required: Permission of Academy Director

LEA 102 - Basic Police Academy II

12 Credits

Conforms to POST standards and state certification requirements as well as the basic skills and knowledge to perform the entry level duties of a peace officer. Emphasis will be on simulating actual situations utilizing a lecture and laboratory mode of learning.

Required: Permission of Academy Director

LEA 103 - Basic Law Enforcement Academy III

2 Credits

Enhances the standards established by the Colorado P.O.S.T. Board and state certification requirements as well as the basic skills and knowledge necessary to perform the entry level duties of a Police Officer. Emphasis will be on expanding the Colorado P.O.S.T. curriculum to create a unique learning experience.

Required: Permission of Academy Director

LEA 104 - Basic Law Enforcement Academy IV

1 Credit

Enhances the standards established by the Colorado P.O.S.T. Board and state certification requirements as well as the basic skills and knowledge necessary to perform entry level duties of a Police Officer. Emphasis will be on expanding the Colorado P.O.S.T. curriculum to create a unique learning experience.

Required: Permission of Academy Director

LEA 105 - Basic Law

8 Credits

Conforms to the Colorado POST standards and state certification requirements as well as the basic skills and knowledge necessary to perform the entry level duties of a peace officer. Emphasis will be on United States Constitution, arrest, search and seizure, interrogation and confessions, rules of evidence, Colorado Criminal Code, Colorado Traffic Code, Colorado Children's Code, Liquor Code and controlled substances.

Required: Permission of Academy Director

LEA 106 - Arrest Control Techniques

3 Credits

Exploration of the skills, knowledge and abilities necessary to effectively maintain control of a suspect when making an arrest. Explains the continuum of force and de-escalation of force.

LEA 107 - Law Enforcement Driving

3 Credits

Covers the skills, knowledge and abilities required for operation of a law enforcement vehicle. Emphasizes defensive driving. Enables students to demonstrate skills by driving a vehicle under simulated conditions.

LEA 108 - Firearms

3 Credits

Discusses the skills, knowledge and abilities necessary to safely use police firearms. Students will demonstrate skills by firing weapons on a firing range. The student will demonstrate basic safety techniques and will be able to explain the firearms role within the continuum of force.

Literature

Recommended: College-level reading ability.

LIT 115 - Introduction to Literature: GT-AH2

3 Credits

Introduces fiction, poetry, and drama. This course emphasizes active and responsive reading. This is a statewide Guaranteed Transfer course in the GT-AH2 category.

Prerequisite(s): CCR 092 (or higher) or equivalent.

LIT 201 - World Literature to 1600: GT-AH2

3 Credits

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

Prerequisite(s): CCR 092 (or higher) or equivalent.

LIT 202 - World Literature After 1600: GT-AH2

3 Credits

Examines significant writings in world literature from the seventeenth century to the present. It emphasizes active reading and understanding of the works and their cultural backgrounds.~~This is a statewide Guaranteed Transfer course in the GT-AH2 category.

Prerequisite(s): CCR 092 (or higher) or equivalent.

LIT 205 - Ethnic Literature: GT-AH2

3 Credits

Focuses on significant texts by ethnic American's including African-American, Native American, Latino/a, and Asian Americans. Emphasizes careful reading and understanding of the cultural and literary elements of the works.

Prerequisite(s): CCR 092 (or higher) or equivalent.

LIT 211 - American Literature to the Civil War: GT-AH2

3 Credits

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

Prerequisite(s): CCR 092 (or higher) or equivalent.

LIT 212 - American Literature after the Civil War: GT-AH2

3 Credits

Examines American literary works from 1865 to the present, distinguishing among literary themes, genres, and schools of thought that illustrate historical and social contexts across a multicultural spectrum. This is a statewide Guaranteed Transfer course in the GT-AH2 category.

Prerequisite(s): CCR 092 (or higher) or equivalent.

LIT 220 - Jewish-American Literature

3 Credits

Surveys some of the major achievements in literature and film by American Jews in late-nineteenth through the twentieth century. We will proceed chronologically, focusing on the fiction of the immigrant experience, the politicized literature of the 1930 and the 1940s, the literature of the post-WWII era and its struggle to fashion an adequate response to the Holocaust, and on questions surrounding assimilation, acculturation, and identity politics.

Prerequisite(s): CCR 092 (or higher) or equivalent.

LIT 221 - British Literature to 1770: GT-AH2

3 Credits

Examines major works of British literature from the Anglo-Saxon period through the 17th century. Explores the historical, political, and social contexts of the works as well as the major themes which reflect and/or critique the social assumptions and values of the times. Besides fostering an understanding of works essential to western culture, the course will examine how these works are still influential and relevant to contemporary thought and culture. This is a statewide Guaranteed Transfer course in the GT-AH2 category.

Prerequisite(s): CCR 092 (or higher) or equivalent.

LIT 222 - British Literature Since 1770: GT-AH2

3 Credits

Examines major works of British literature from the 18th century to the present. Explores the historical, political, and social contexts of the works and the major themes authors used to reflect and critique the social assumptions of their times. Besides fostering an understanding of works essential to western culture, the course examines how these works are still influential and relevant to contemporary thought and culture. This is a statewide Guaranteed Transfer course in the GT-AH2 category.

Prerequisite(s): CCR 092 (or higher) or equivalent.

LIT 225 - Introduction to Shakespeare: GT-AH2

3 Credits

Explores works by William Shakespeare, focusing on a careful reading of these works as well as an exploration of pertinent contextual and historical information. This is a statewide Guaranteed Transfer course in the GT-AH2 category.

Prerequisite(s): CCR 092 (or higher) or equivalent.

LIT 230 - Comics/Graphic Novels

3 Credits

Survey and analyze a particular kind of visual literature - that art form known as the "Graphic Novel" or "Comic Art." This course serves as an introduction to critical methods in popular culture studies, with a focus on the graphic novel as cultural product and practice. Together we will explore the ways in which meanings emerge in several celebrated texts of the graphic novel genre, as well as some emerging classics. Our readings of these texts will be informed by a diversity of theoretical perspectives, including visual culture studies, post-modernism and intersectionality. We will interrogate the relationships between the concepts "graphic novel" or "comic book" and "popular culture" with each of us bringing our lived experiences to our readings and discussions. In the context of contemporary U.S. society, we see how critical studies of popular culture have a distinct place in the arts and humanities. We will consider the contradictory ways in which difference, power and knowledge are articulated in cultural production. Through in-depth studies of several primary texts we will learn how graphic storytellers use and manipulate historical and contemporary social issues as the building blocks for their art. Finally we will apply these skills to create our own application of the art of graphic storytelling.
Prerequisite(s): CCR 092 (or higher) or equivalent.

LIT 235 - Science Fiction
3 Credits
Examines the techniques and issues of science fiction through a close reading a variety of writers in the genre.
Prerequisite(s): CCR 092 (or higher) or equivalent.

LIT 255 - Children's Literature
3 Credits
Examines the criteria for selecting appropriate literature for children. Explores literature through a variety of genres, age levels, values taught through literature, and literary and artistic qualities of various texts.
Prerequisite(s): CCR 092 (or higher) or equivalent.

LIT 257 - Literature and Film: GT-AH2
3 Credits
Examines the relationship between literature and motion pictures, emphasizing the technique and interpretive function of filmmakers.
Prerequisite(s): CCR 092 (or higher) or equivalent.

LIT 259 - Survey of African American Literature: GTAH2
3 Credits

Examines African American literature from 1750 to the present. This is a statewide Guaranteed Transfer course in the GT-AH2 category.
Prerequisite(s): CCR 092 (or higher) or equivalent.

LIT 267 - The Bible as Literature
3 Credits
Introduces the Bible as the textual centerpiece of Western literature. Students will encounter the various literary genres represented in Biblical texts, the process of canonization, ways in which the Bible has been read by its various interpretive communities, and some impacts of the Bible in such areas as law, poetry, fiction, psychology, ethics, and theology.
Prerequisite(s): CCR 092 (or higher) or equivalent.

LIT 268 - Celtic Literature: GT-AH2
3 Credits
Exposes the student to Irish literature. The course examines significant writings in Irish literature from the ancients through to the 21st century. The course emphasizes the careful reading and understanding of the works of poetry, fiction and drama, as well as their cultural backgrounds.
Prerequisite(s): CCR 092 (or higher) or equivalent.

LIT 269 - Popular Literature and Culture
3 Credits
Explores special interests in literature, such as Detective Fiction and Science Fiction.
Prerequisite(s): CCR 092 (or higher) or equivalent.

LIT 275 - Special Topics
1-6 Variable Credits
Provides students with an opportunity to pursue in-depth exploration of a special topic of interest.

LIT 285 - Independent Study
1-6 Variable Credits
Explores particular authors, topics, themes in depth, such as Ibsen, Faulkner or Twain, or great fiction of the nineteenth century.
Required: Instructor's permission

Management

MAN 116 - Principles of Supervision
3 Credits
Defines supervision, examines the functions of a supervisor, explains the necessary skills for successful supervision, relates supervision with human resources, and discusses supervisory challenges.

MAN 117 - Time Management
1 Credit
Provides a clear sense of purpose for the following: structured goals, overcome barriers, leverage practical

strategies, tools, and techniques to develop and implement an effective time management framework.

MAN 128 - Human Relations in Organizations

3 Credits

Introduces interpersonal relations most directly linked to attainment of organizational and individual goals in the business world. Other factors include motivation, career development, and conflict resolution. It explores the importance of effective communication in organizations. Addresses organizational issues such as employee motivation and customer complaints as related to product or service defects.

MAN 156 - Problem Solving/Decision Making in a Business Environment

3 Credits

Introduces problem solving and decision making processes associated with a business environment.

MAN 175 - Special Topics

1-12 Variable Credits

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

MAN 200 - Human Resource Management I

3 Credits

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

MAN 201 - Human Resource Management II

3 Credits

Offers a strategic discussion of concepts of human resources utilizing practical application and theory. Emphasizes human resource trends, equal opportunity and safety, workforce training and development, appraising and improving performance, labor relations, legal and global issues in human resources.

MAN 212 - Negotiation and Conflict Resolution

3 Credits

Presents proper techniques in negotiation and conflict resolution. Key practices that determine successful negotiation are explored. This course covers principles of conflict resolution including business policies, accepted business practices contracts, labor union contracts, pay raises and starting salaries.

MAN 215 - Organizational Behavior

3 Credits

Introduces the behaviors of groups and individual members of organizations and how to influence their behavior. Emphasis is on the tools managers use to achieve organizational effectiveness.

MAN 216 - Small Business Management

3 Credits

Examines the elements necessary for the successful formation of a new small business and to enhance the skills of those already involved in the operation of a small business. This course includes the development of a complete small business plan.

MAN 224 - Leadership

3 Credits

Focuses on the leadership skills for contemporary organizations. Covers development and communication a shared vision to motivate and empower employees to manage conflict, to negotiate, and to develop teams.

MAN 225 - Managerial Finance

3 Credits

Examines the concepts and techniques used to analyze financial accounting information for managerial planning, decision-making, and control. Additionally, the course discusses decision-making relating to the areas of budgets, forecasts, cost volume production, Return on Investment (ROI) and financial statements.

MAN 226 - Principles of Management

3 Credits

Provides an overview of the principles of management. Emphasis is on the primary functions of planning, organizing, staffing, leading and controlling with a balance between the behavioral and operational approaches.

MAN 230 - Corporate Ethics and Social Responsibility

3 Credits

Examines the concept of corporate responsibility and the extent to which an organization's resources should be used to identify and respond to social problems. Included in the course will be topics of corporate and social responsibility, and the concept of servant leadership, and how this applies to business and management principles.

MAN 240 - Strategic Management

3 Credits

Presents the development of business policy and the integration of skills learned in prior business study, including strategy formulation, implementation, and evaluation. Focus is on the coordination of marketing,

production, finance, accounting, and ethics and social responsibility to achieve competitive advantage.

MAN 241 - Project Management in Organizations

3 Credits

Introduces students to the planning, implementation, and control activities of project management, including project and performance evaluation, quality control and work flow analysis. Emphasis will be on the initiating, planning, executing, controlling and closing activities of project management.

MAN 243 - Project Management in Action

3 Credits

Brings into focus the subject material covered in MAN 241 and CIS 202. Emphasis will be placed on melding general concepts of project management with practical applications of software to complete a project management assignment.

MAN 275 - Special Topics

1-6 Variable Credits

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

Manufacturing Technologies

MTE 120 - Manufacturing Processes

3 Credits

Provides an overview of the different methods, tools, and machines which are used to manufacture industrial and consumer products.

MTE 244 - Lean Manufacturing Practices and Processes

3 credits

Focuses on the study of the Toyota Production System (TPS).

Prerequisite(s): MAT 108

Marketing

MAR 106 - Marketing Your Image

3 Credits

Teaches students how to market themselves to prospective employers, clients, professional groups, and audiences of all types. Major emphasis will be placed on skills used to gain employment (resumes, interviewing, and professional appearance) and on skills used to achieve continued personal success (professional behavior and attitude). The course will include at least one simulated interview.

MAR 111 - Principles of Sales

3 Credits

Enables the student to understand and develop ethical sales techniques and covers the role of selling in the marketing process. Areas of emphasis include behavioral considerations in the buying and selling process and sales techniques.

MAR 117 - Principles of Retailing

3 Credits

Emphasizes the study of the basic principles and techniques of merchandising, operations, layout, store organization, site location, and customer service with an emphasis on retailing operations.

MAR 155 - Social Media for Business

3 Credits

Teaches students how to use social media as a business strategy and covers how to match that strategy with the goals of the business. This course addresses current trends, ethics, regulations, legal challenges, strategy, content development, and change management. This course helps students develop a better understanding of how marketing with social media is similar to and different from traditional marketing and how to best use online methods to further business goals.

MAR 160 - Customer Service

3 Credits

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

MAR 216 - Principles of Marketing

3 Credits

Presents the analysis of theoretical marketing processes and the strategies of product development, pricing, promotion and distribution, and their applications to businesses and the individual consumer.

MAR 220 - Principles of Advertising

3 Credits

Examines the principles and practices of advertising and its relationship to business in order to promote a business or organization. Areas of major emphasis include advertising principles, strategies, media, copy and layout, and ethical considerations.

MAR 235 - Consumer Behavior

3 Credits

Enables the student to understand the variables that affect consumer behavior in the marketplace and the implications of this knowledge for marketing decisions and strategies.

MAR 249 - Strategic Marketing

3 Credits

Illustrates the connections between a market-driven strategy, customer satisfaction, and profitable growth. Students will examine how marketing strategies are developed and executed within both small and large organizations. The course will emphasize strategy development, implementation, and evaluation.

MAR 275 - Special Topics

1-6 Variable Credits

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

Mathematics

MAT 025 - Algebraic Literacy Lab

1 Credits

Supports skill development for students registered in MAT 055 - Algebraic Literacy. Topics covered in this course include those defined in MAT 055 and/or any prerequisite skills needed by the student. This course is a required co-requisite with MAT 055 - Algebraic Literacy.

Prerequisite(s): MAT 050 or equivalent.

Corequisite(s): MAT 055

MAT 050 - Quantitative Literacy

4 Credits

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

Prerequisite(s): Equivalent placement scores.

MAT 055 - Algebraic Literacy

4 Credits

Develops algebraic skills necessary for manipulating expressions and solving equations. Topics in the course include radicals, complex numbers, polynomials, factoring, rational expressions, quadratic equations, absolute value equations, systems of linear equations in two variables, related applications, and linear inequalities. This course prepares students for MAT 121 College Algebra and MAT 123 Finite Math.

Prerequisite(s): Equivalent placement scores.

MAT 091 - Applied Quantitative Lab

1 Credit

Supports skill development for students registered in Math for Clinical Calculations, Career Math, Technical Math, or Financial Math. Topics covered in this course include those defined in these courses and/or any prerequisite skills needed by the student. Students with NGAccuplacer AR scores 255-264 or TradAccuplacer scores of EA30-59 or AR40+, who are advised into MAT103/107/108/112, are required to co-enroll in this course.

Prerequisite(s): Equivalent Placement Scores

MAT 092 - Quant Lab

1 Credit

Supports skill development for students registered in Math for Liberal Arts, Introduction to Statistics, or Integrated Math . Topics covered in this course include those defined in these courses and/or any prerequisite skills needed by the student. Students with NGAccuplacer scores QAS 230-239 or TradAccuplacer scores EA 80-84, who are advised into MAT 120, MAT 135, or MAT 155 are required to co-enroll in this course.

Prerequisite(s): Equivalent placement scores.

Corequisite(s): MAT 120, MAT 135, MAT 155, or MAT 156

MAT 093 - Algebra Lab

1 Credit

Supports skill development in students registered in MAT 121 College Algebra or MAT 123 Finite Math. Topics covered in this course include those defined in MAT 121/123 and/or any prerequisite skills needed by the student. Students with NGAccuplacer AAF scores 235 to 244 who are advised into MAT 121 or 123 are required to co-enroll in this course.

Prerequisite(s): MAT 055 or equivalent.

Corequisite(s): MAT 121 or MAT 123

MAT 103 - Math for Clinical Calculations

3 Credits

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

Prerequisite(s): MAT 050/MAT 055 or equivalent.

MAT 107 - Career Math

3 Credits

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

Prerequisite(s): MAT 050/MAT 055 or equivalent.

MAT 108 - Technical Mathematics

4 Credits

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

Prerequisite(s): MAT 050/MAT 055 or equivalent.

MAT 112 - Financial Mathematics

3 Credits

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

Prerequisite(s): MAT 050/MAT 055 or equivalent.

MAT 120 - Mathematics for Liberal Arts: GT-MA1

4 Credits

Develops mathematical and problem-solving skills. Appropriate technological skills are included. Content is selected to highlight connections between mathematics and the society in which we live. Topics include set theory and logic, mathematical modeling, probability and statistical methods, and consumer mathematics. Additional content will include one topic in geometry, numeration systems, decision theory, or management science.

Prerequisite(s): MAT 050/MAT 055/090 or higher with a grade of "C" or better; or equivalent placement scores.

MAT 121 - College Algebra: GT-MA1

4 Credits

Includes a brief review of intermediate algebra, equations, and inequalities, functions and their graphs, exponential and logarithmic functions, linear and nonlinear systems, selection of topics from among graphing of the conic sections, introduction to sequences and series permutations and combinations, the binomial theorem and theory of equations.

Prerequisite(s): MAT 055 with a grade of "C" or better, or equivalent.

MAT 122 - College Trigonometry: GT-MA1

3 Credits

Covers topics including trigonometric functions (with graphs and inverse functions), identities and equations, solutions of triangles, complex numbers, and other topics as time permits. This is a traditional prerequisite course to the calculus sequence.

Prerequisite(s): MAT 121 with a grade of "C" or better; or equivalent placement scores.

MAT 123 - Finite Mathematics: GT-MA1

4 Credits

Covers topics including functions, matrix algebra, linear programming, and an introduction to probability and counting techniques. Emphasis is on applications. This course may include other topics such as statistics when time permits. This course is primarily intended for business, life science, or social science majors.

Prerequisite(s): MAT 055/095/099 or higher with a grade of "C" or better; or equivalent placement scores.

MAT 125 - Survey of Calculus: GT-MA1

4 Credits

Includes derivatives, integrals, and their applications, with attention restricted to algebraic, exponential, and logarithmic functions for business, life science and/or social science majors.

Prerequisite(s): MAT 121 or MAT 123 with a grade of "C" or better

MAT 135 - Introduction to Statistics: GT-MA1

3 Credits

Includes data presentation and summarization, introduction to probability concepts and distributions, statistical inference-estimation, hypothesis testing, comparison of populations, correlation and regression.

Prerequisite(s): MAT 050/MAT 055 or equivalent.

MAT 155 - Integrated Math I

3 Credits

Engages students in the concepts underlying elementary school mathematics. The course emphasizes critical thinking and applications. Topics include the structure of number systems, an analysis of numerical operations, set properties, numerical and geometric patterns, and a variety of problem solving skills.

Prerequisite(s): MAT 050/MAT 055 or equivalent.

MAT 156 - Integrated Math II

3 Credits

Furthers MAT 155 concepts and will include fundamentals of probability, statistics, and Euclidean geometry. Mathematical problem-solving, reasoning, critical thinking and communication will continue to be an integral part of this sequence.

Prerequisite(s): MAT 155 with a grade of "C" or better

MAT 166 - Pre-Calculus: GT-MA1

5 Credits

This course reviews college algebra and college trigonometry intended for those planning to take calculus. Topics include algebraic manipulations, properties of algebraic and trigonometric functions and their graphs, trig identities and equations, conic sections, polar coordinates and parametric equations.

Prerequisite(s): MAT 121 with a grade of "C" or better; or equivalent placement scores.

MAT 201 - Calculus I: GT-MA1

5 Credits

Introduces single variable calculus and analytic geometry. Includes limits, continuity, derivatives, and applications of derivatives as well as indefinite and definite integrals and some applications.

Prerequisite(s): MAT 122 or MAT 166 with a grade of "C" or better; or equivalent placement scores.

MAT 202 - Calculus II: GT-MA1

5 Credits

Continuation of single variable calculus which will include techniques of integration, polar coordinates, analytic geometry, improper integrals, and infinite series.

Prerequisite(s): MAT 201 with a grade of "C" or better

MAT 203 - Calculus III: GT-MA1

4 Credits

Completes the traditional subject matter of the Calculus. Topics include vectors, vector-valued functions, and multivariable calculus including partial derivatives, multiple integrals, line integrals and application.

Prerequisite(s): MAT 202 with a grade of "C" or better

MAT 204 - Calculus III with Engineering Applications: GT-MA1

5 Credits

Focuses on the competencies established in MAT 203 - Calculus III: GT-MA1 with an additional emphasis on word problems and problem solving. This is the third course in the three-course calculus sequence. This course will additionally contain a thorough examination of multiple integration. This will include double and triple integrals, line integrals, Stokes' and Green's Theorems, and their applications. A graphing calculator is required for this course.

Prerequisite(s): MAT 202 with a grade of "C" or better

MAT 255 - Linear Algebra

3 Credits

Introduces linear algebra and emphasizes techniques of problem solving and introductory proofs.This course includes linear systems, matrices, determinants, vector spaces, linear transformations, eigenvalues, and eigenvectors.

Prerequisite(s): MAT 202 with a grade of "C" or better

MAT 261 - Differential Equations with Engineering Applications: GT-MA1

4 Credits

This course introduces ordinary differential equations. The content of this course includes all the topics of MAT 265 - Differential Equations: GT-MA1 with an additional emphasis on applications and problem solving. A graphing calculator is required for this course.

Prerequisite(s): MAT 203 or MAT 204 with a grade of "C" or better

MAT 265 - Differential Equations: GT-MA1

3 Credits

Emphasizes techniques of problem solving and applications. Topics include first, second, and higher order differential equations, series methods, approximations, systems of differential equations, and Laplace transforms.

Prerequisite(s): MAT 203 or MAT 204 with a grade of "C" or better

MAT 275 - Special Topics

1-6 Variable Credits

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

MAT 285 - Independent Study

1-6 Variable Credits

Provides an opportunity for the highly-motivated student to engage in intensive study and research on a specified topic under direction of a faculty member.

Required: Instructor's permission

Medical Assisting Professional

MAP 110 - Medical Office Administration

4 Credits

Introduces the administrative duties specifically used in medical offices.

MAP 138 - Medical Assisting Laboratory

4 Credits

Introduces the student to basic routine laboratory skills and techniques for collection, handling, and examination of laboratory specimens often encountered in the ambulatory care setting.

Prerequisite(s): MAP 110 with a grade of "C" or better.

MAP 140 - Medical Assisting Clinical Skills

4 Credits

Provides hands on experience with clinical skills required in medical offices. Delivers theory and skills presentations allowing for students to properly demonstrate techniques for a variety of medical needs.

Prerequisite(s):

Corequisite(s): MAP 110

MAP 150 - Pharmacology for Medical Assistants

3 Credits

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

MAP 183 - Medical Assistant Internship

5 Credits

Provides supervised placement in contracted facility for guided experience in application of knowledge and skill acquired in the classroom. The student assists with a variety of business and clinical procedures. Positions are non-paid. Student must have permission by program coordinator to begin internship.

Medical Laboratory Technology

MLT 100 - Introduction to Medical Laboratory Technology

2 Credits

Introduces the student to general and basic information on Clinical Laboratory Science. The course provides an overview of careers within the field, education requirements, and professional organizations. Fundamental information about clinical labs including laboratory divisions, safety, and quality control is presented. The course examines the pathophysiology of disease, and students are introduced through hands-on experiences to those tests that aid in the diagnosis of disease states.

Required: Admission to the Medical Lab Technology program

MLT 120 - Clinical Assistant Core Module

2 Credits

Covers laboratory safety and regulations, quality control, basic specimen collection, reagent preparation and laboratory medical terminology. MLT 120 is the Core Module for the Clinical Assistant Program

MLT 131 - Introduction to Hematology

2 Credits

Covers basic manual hematology test and basic instrumentation theory. OSHA safety and an introduction to phlebotomy is also included. MLT 131 is designed as an introduction course to hematology for MLT students.

MLT 132 - Hematology II

4 Credits

Covers advanced theory and practical application of hematology and hemostasis systems as they relate to the medical laboratory. Laboratory techniques, instrumentation, safety, and quality assurance in the hematology/hemostasis lab are applied. Blood cell formation, cell function and morphology, and coagulation topics are covered. Correlation of test results to blood disorders is explored. Body fluid analysis will be covered including manual counts and laboratory procedures.

Corequisite(s): MLT 131

Prerequisite(s)/Corequisite(s): BIO 201

MLT 141 - Immunology/Immunohematology

4 Credits

Covers theoretical principles and procedures in immunology and immunohematology as they pertain to the clinical laboratory. Blood banking procedures will be covered including: antigens, antibodies, immune system responses, genetics, antibody identification, compatibility testing, transfusion reactions, component therapy, donor selection and tests, autoimmune hemolytic anemias and hemolytic disease of the newborn. Proficient performance of related laboratory testing is mandatory.

Prerequisite(s): BIO 201, MLT 131, MLT 132 with a grade of "C" or better

Corequisite(s): BIO 202

MLT 142 - Urinalysis

2 Credits

Provides the student with theory and practice in performing urinalysis, including kidney function and urine formation. Urinalysis consist of examination of the physical, chemical, and microscopic components of urine. Analysis of other body fluid including cerebrospinal (CSF), serous, amniotic, synovial, seminal, vaginal, and feces are included.

MLT 180 - Internship/Blood Banking

1 Credit

The clinical internship provides the student the opportunity to implement skills learned in the MLT 141 - Immunology/Immunohematology course in a clinical laboratory setting. Student attends for 40 hours per week for 2 weeks. Additional practice of blood bank principles and procedures, experience with automated instrumentation and exposure to clinical environment provided.

Prerequisite(s): MLT 141 with a grade of "C" or better

MLT 182 - Internship II/Hematology, Coagulation and Urinalysis

5 Credits

Provides the student with clinical laboratory experience in the principles and procedures of clinical hematology, coagulation, and urinalysis. Emphasis is placed on the implementation of knowledge and technical skills in a clinical environment.

Prerequisite(s): MLT 131, MLT 132, MLT 142 with a grade of "C" or better

MLT 231 - Clinical Microbiology

4 Credits

Explains the basic skills, principles, and techniques for the staining, culturing, isolation, and identification of microorganisms of medical importance. Student will interpret clinical specimens to provide data correlation including diagnostics and treatment. Techniques for determining antibiotic sensitivity will be demonstrated. Public health, safety and quality control will also be emphasized.

Prerequisite(s): BIO 201 or BIO 202 with a grade of "C" or better

Corequisite(s): MLT 232

MLT 232 - Parasitology/Mycology

2 Credits

Provides the student with an introduction to basic laboratory identification and classification of medically significant isolates in parasitology and mycology. Laboratory safety, specimen selection, processing, isolation, and identification methods will be covered. Epidemiology and pathogenesis of mycosis and parasitic infections will be emphasized.

Prerequisite(s): BIO 201 or BIO 202 with a grade of "C" or better

Corequisite(s): MLT 231

MLT 241 - Introduction to Clinical Chemistry

2 Credits

Covers basic laboratory math, basic instrumentation, safety and quality control are discussed along with basic theory and result evaluation of electrolytes, kidney function and liver function test. MLT 241 is designed as an introduction course to clinical chemistry for MLT students.

MLT 242 - Clinical Chemistry II

4 Credits

Covers advanced clinical chemistry theory, organ functions and disease correlations. Manual and automated chemistry testing is performed in the laboratory portion of the course.

Prerequisite(s): CHE 101 or CHE 111 and MLT 241 with a grade of "C" or better or Instructor's permission

Corequisite(s): MLT 241

MLT 253 - Seminar/Comprehensive Exams

1 Credit

Prepares students for board exams and maintenance of certification through continuing education. Writing resumes, interviewing and job skills are practiced. Students will have the opportunity to complete multiple mock Medical Laboratory Technician (MLT) board exams.

MLT 275 - Special Topics

1-6 Variable Credits

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

MLT 280 - Internship/Clinical Chemistry

5 Credits

Provides the student with clinical laboratory experience in the principles and procedures of clinical chemistry. Emphasis is placed on the implementation of knowledge and technical skills in a clinical environment.

Prerequisite(s): MLT 241, MLT 242 with a grade of "C" or better.

MLT 282 - Internship IV/Microbiology

2 Credits

Provides the student with clinical laboratory experience in the principles and procedures of clinical microbiology. Emphasis is placed on the implementation of knowledge and technical skills in a clinical environment.

Prerequisite(s): MLT 231, MLT 232 with a grade of"C" or better

MLT 285 - Independent Study

1-6 Variable Credits

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

Required: Instructor's permission

Medical Office Technology

MOT 125 - Basic Medical Sciences I

3 Credits

Teaches the anatomy and physiology, pathophysiology and drug therapy of the immune, musculoskeletal, and digestive systems. A discussion of pediatric implications as they relate to clinical physiology will also be covered. Students may take MOT 125, MOT 133 and MOT 135 in any order, but all three courses must be completed to meet the basic medical sciences requirement.

Prerequisite(s): HPR 178 with a grade of "C" or better

MOT 130 - Insurance Billing and Coding

3 Credits

Introduces outpatient coding services performed (CPT codes) Current Procedural Terminology correlating the diagnosis or signs & symptoms (ICD codes) International Classification of Diseases, establishing medical necessity required for third-party reimbursement.

Required: Admission to MOT program

MOT 131 - Advanced Insurance Billing and Coding

3 Credits

Prepares the student to code correctly to optimize reimbursements for a full range of medical services by applying data to claim forms using official coding guidelines to eliminate insurance fraud and abuse.

Prerequisite(s): HPR 178 and MOT 130 with a grade of "C" or better and admission to MOT program

MOT 133 - Basic Medical Sciences II

3 Credits

Teaches the anatomy and physiology, pathophysiology and drug therapy of the cardiovascular, respiratory, and dermatology systems. Students may take MOT 125, MOT 133 and MOT 135 in any order, but all three courses must be completed to meet the Basic medical Sciences requirement.

Prerequisite(s): HPR 178 with a grade of "C" or better

MOT 135 - Basic Medical Sciences III

3 Credits

Covers the anatomy and physiology, pathophysiology and drug therapy of the Renal, Reproductive, Neurological, and Endocrine systems. Students may take MOT 125, MOT 133 and MOT 135 in any order, but all three courses must be completed to meet the Basic Medical Sciences requirement.

Prerequisite(s): HPR 178 with a grade of "C" or better

MOT 289 - Capstone

1-2 Credits

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

Required: Instructor's Permission

Meteorology

MET 150 - General Meteorology w/Lab: GT-SC1

4 Credits

Provides an introduction to general meteorology and atmospheric sciences. Includes the composition and structure of the atmosphere and characteristics that affect the atmosphere, such as temperature, pressure, and moisture. Examines the development of weather system, such as storm systems, hurricanes, weather fronts, and cloud development. Stresses the concepts of climatology. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050/MAT 055 or equivalent.

Mortuary Science

MOR 100 - Intro to Funeral Service

3 Credits

Provides students with an overview of funeral customs and practices which have led to our current industry. The course will begin by examining ancient practices of the Egyptians, and will conclude with the practices of post-World War II. The course will concentrate on the American History of "undertaking". This course will help students to determine more clearly their level of interest in and aptitude toward this profession.

MOR 210 - Embalming Theory I and Lab

4 Credits

Provides intensive study of the basic fundamentals of the embalming process including the purpose of embalming, history of embalming, modes of death, signs of death, tests for death, post-mortem physical and chemical changes in the dying process and moral and ethical considerations in preparation of human remains. The academic lab portion of this lab includes active participation by the student in 5 embalming's.

Required: Program Admission, and all General Education courses completed

Prerequisite(s): ACC 121, BIO 201, BIO 202, BUS 216, COM 125, ENG 121, MAN 128, PSY 101 with a grade of "C" or better

MOR 215 - Funeral Merchandising

3 Credits

Presents a study of marketing and merchandising techniques analogous to small business and the funeral profession in particular. The student will have the opportunity to study casket and burial vault construction, pricing methods, merchandising, and sales techniques, and the counselor's presentation of goods and services to client families. The course will utilize theory and role-playing to convey knowledge and self-confidence. The course will include: basic terminology; financing and pricing; organization and management; personnel management; and specific theories inherent to the funeral service.

Required: Program admission

Prerequisite(s): BUS 216 with a grade of "C" or better

Corequisite(s): MOR 220

MOR 220 - Mortuary Law and Compliance

3 Credits

Introduces the student to sources of law; the legal status of the dead human body; the duty of burial, right to control funeral arrangements and final disposition and liability for expenses; torts involving the dead human body and the funeral director; wills, estates and probate proceedings; cemeteries and issues related thereto; state and federal laws and regulations pertaining to funeral service such as ADA, OSHA, FTC, and EPA; and the legal aspects of being a licensed funeral director/embalmer. This course will also include ethics as related to principles in funeral service.

Required: Program admission

Prerequisite(s): BUS 216 with a grade of "C" or better

Corequisite(s): MOR 215

MOR 224 - Thanato-Microbiology/Pathology

4 Credits

Presents the basic principles of microbiology nature and cause of disease, and the pathogenicity associated with specific diseases. It will present a historical overview of microbiology as related to advances in medicine. The specific kinds of microorganisms: virus, rickettsiae, bacteria, fungus and protozoa are described. Metabolism, reproduction growth and control microorganisms, infectious diseases, etiology and transmission are covered. The pathology portion of this course will focus upon the functions of the human body systems and their relationship to diseases.

Required: Program admission

Prerequisite(s): BIO 201 with a grade of "C" or better and program admittance

MOR 225 - Embalming Theory II and Lab

4 Credits

Provides intensive study beyond the basic skills involved in the embalming process. Topics covered include case analysis, formulating chemical solutions, a complete analysis of the circulatory system, an explanation of the equipment used in the embalming process, and methods of injection and drainage. This course will introduce the student to theoretical practice in the art of embalming by means of case analysis.

Prerequisite(s): MOR 210 with a grade of "C" or better

Corequisite(s): MOR 230

MOR 230 - Restorative Art and Lab

4 Credits

Provides in-depth study of anatomical modeling, forming of expression, and familiarization with instruments, materials, and techniques of restoring human features.

These principles and practices will be used in the everyday embalming operations in our industry.

Corequisite(s): MOR 225

MOR 235 - Funeral Directing and Counseling

3 Credits

Includes general information on: notification of death, transfer of remains, conduct of the arrangement conference, prefunded/preplanned funerals, a cross-section of religious funeral practices, fraternal and military funerals, shipping of remains, and the Funeral Service Consumer Arbitration Program (FSCAP). This course also includes the sociology of Funeral Service and studies those social phenomena that affect all elements of funeral service. This includes family structures, social structures, and the factors of change that relate to funeralization.

Required: Program admission.

Corequisite(s): MOR 225, MOR 230

MOR 243 - Thanatochemistry

3 Credits

Provides the student with the knowledge necessary to safely and effectively utilize potentially harmful chemicals necessary for the sanitation, disinfection, restoration, and preservation of dead human remains currently in practice in the Funeral Service Industry.

Required: Program admission

Prerequisite(s): MOR 224 with a grade of "C" or better.

MOR 260 - National Board Exam Review

1 Credit

This course prepares students eligible for graduation to take their required National Board Exam as required by the ABFSE Accreditation requirements.

MOR 275 - Special Topics

1-6 Variable Credits

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

MOR 280 - Internship

4 Credits

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

Prerequisite(s): HPR 240, MOR 100, MOR 210, MOR 215, MOR 220, MOR 224, MOR 225, MOR 230, MOR 235, MOR 243 with a grade of "C" or better

MOR 285 - Independent Study

1-6 Variable Credits

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

Required: Instructor's permission

Multimedia Graphic Design

MGD 101 - Introduction to Computer Graphics

3 Credits

Introduces the student to the computer system and software used to develop graphics. The student will learn the hardware and software components for publication and multimedia production through execution in various vector, raster, page layout and multimedia programs. Students will be introduced to career opportunities within graphics fields.

MGD 102 - Introduction to Multimedia

3 Credits

Introduces the basic components of multimedia: text, graphics, animation, sound, and video. Students gain an introductory knowledge of various multimedia and design software programs. Students gain hands-on, technical, conceptual and aesthetic experience pertaining to the creation of multi-dimensional design and time-based media via an array of projects and demonstrations. Students will be introduced to career opportunities within multimedia fields.

MGD 103 - Intro to Production Design

3 Credits

Explores the use of tools, computer graphics techniques and design layout principles to produce professional graphic designs. Studies include printing basics, typography and digital color systems. Students use creative thinking to solve communication and design concepts for the output process.

Prerequisite(s): MGD 105 and ART 131 with a grade of "C" or better

Corequisite(s): MGD 114

MGD 105 - Typography and Layout

3 Credits

Covers the creation and production of graphic projects, emphasizing the layout creative design process, problem solving, and research. Provides experience producing thumbnails, roughs and digital layouts emphasizing refined creative typography.

MGD 111 - Adobe Photoshop I

3 Credits

Concentrates on the high-end capabilities of Adobe Photoshop as an illustration, design and photo retouching tool. Students explore a wide range of selection and manipulation techniques that can be applied to photos,

graphics and videos. Course competencies and outline follow those set out by the Adobe Certified Associate exam in Visual Communication Using Adobe Photoshop.

MGD 112 - Adobe Illustrator I

3 Credits

Acquaints students with the processes of a vector drawing program on the computer. Students learn how to use the tools to create digital artwork that can be used in web design, print media and digital screen design.

MGD 114 - Adobe InDesign

3 Credits

Introduces students to InDesign, a page layout program which integrates seamlessly with other Adobe design programs. InDesign delivers creative freedom and productivity to DTP. Class discussions and independent projects supplement hands-on classroom work.

MGD 117 - Introduction to Visual Communications

3 Credits

Surveys visual communications, its history and impact on society. A foundation course for graphic design and illustration majors and a survey for non-majors who are interested in the field. Assignments require minimal artistic talent.

MGD 118 - Digital Color Theory

3 Credits

Covers color theory as it relates to multimedia. The psychology of color is taught as well as how to effectively design with color. Students learn how to correct color photographs and create color separations. Color scanning technology is also covered.

Prerequisite(s): MGD 111, MGD 112, and MGD 114 with a grade of "C" or better

MGD 128 - Multimedia Hardware

3 Credits

Teaches the principles and techniques of maintaining, upgrading, and customizing personal computer systems. Emphasis will also be placed on various emerging and established technologies related to graphic computing.

MGD 141 - Web Design I

3 Credits

Introduces web site planning, design and creation utilizing HTML through industry-standard development tools [may list specific software]. Emphasis is placed on applying stylistic decisions using cascading style sheets. Web-based considerations regarding color, typography, aesthetics, user interface design, and process integration with visual-based design tools will be explored.

MGD 143 - Motion Graphic Design I: (Software)

3 Credits

Stresses creation of animation and dynamic interactive media for web and multimedia applications to a professional standard. Students will learn how develop projects for time-based media, key-frames, tweens and symbols. Students will learn how to use actions to trigger timeline events to create interactive behaviors.

MGD 152 - 2D Animation Production

3 Credits

Presents the fundamental principles and applications of traditional 2D character animation. Students develop an awareness and appreciation of the depth of skill and abilities required to create 2D animation. Students compare/contrast 2D skills application toward the creation of 3D animation and develop the fundamental skills of character animation such as pencil testing and evaluation, ink and paint production and compositing. Students produce a finished piece of original animation, highlighting the skills acquired in class.

Prerequisite(s): Students must complete one of the following: MGD 101, MGD 102, with a grade of "C" or better and MGD 207 OR ART 121 with a grade of "C" or better

MGD 153 - 3-D Animation I

3 Credits

Encompasses all major aspects of creating 3D characters using animation software. Using developed characters, the student will learn how to animate for personality.

MGD 163 - Sound Design I

3 Credits

Explores the use of sound in multimedia production and audio storytelling. Students examine the principles of recording. Classes focus on how sound can enhance interactive productions and improve computer presentations. Students learn how to use the computer as a full audio editing studio.

Prerequisite(s): Students must complete one of the following: MGD 101, MGD 102, MGD 111, MGD 112, MGD 114, MGD 141, MGD 143, MGD 153, MGD 164 with a grade of "C" or better

MGD 164 - Digital Video Editing I

3 Credits

Introduces to digital non-linear video editing. Students will capture, compress, edit, and manipulate video images using a personal computer. Assembly techniques including media management, editing tools, titles, and motion control; transitions and filters, and special effects are explored.

MGD 175 - Special Topics

1-6 Variable Credits

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

MGD 207 - Illustration I

3 Credits

Addresses methods and techniques used in the profession of illustration for advertising, brochures, books and other forms of printed communications. Course concentrates on developing expertise in producing line and continuous-tone black-and-white art with emphasis on design and the creation of art for reproduction.

Prerequisite(s): ART 121 with a grade of "C" or better

MGD 208 - Illustration II

3 Credits

Addresses methods and techniques used in the illustration profession beyond those covered in Illustration I. Course concentrates on developing expertise in producing color art for reproduction.

Prerequisite(s): MGD 207 with a grade of "C" or better

MGD 209 - Illustration III

3 Credits

Continues Illustration II with added emphasis on conceptual development and proficiency in technique.

Prerequisite(s): MGD 208 with a grade of "C" or better

MGD 210 - Illustration IV

3 Credits

Covers advanced illustration techniques including manual, computer, and mixed media techniques.

Prerequisite(s): MGD 209 with a grade of "C" or better

MGD 211 - Adobe Photoshop II

3 Credits

Develops and reinforces image composition techniques learned in MGD 111 - Adobe Photoshop I . Fundamentals are continuously reinforced as new design techniques are introduced.

Prerequisite(s): MGD 111 with a grade of "C" or better

MGD 212 - Adobe Illustrator II

3 Credits

Enables the student to continue development of electronic drawing skills through practice and use of state of the art illustration software.

Prerequisite(s): MGD 112 with a grade of "C" or better

MGD 214 - Macintosh Troubleshooting for Designers

3 Credits

Addresses terminology, hardware, graphics software applications, peripherals, and troubleshooting needs of designers who use the Macintosh computer as a production tool.

Prerequisite(s): MGD 101 with a grade of "C" or better or Instructor's permission

MGD 217 - Typography II

3 Credits

Expands the investigation of typographic form, function and meaning within the context of contemporary visual language. Students will learn to effectively use typography as a solution to many diverse visual language applications. Students will build conceptualization skills while further experimenting with the aesthetic, formal and functional role typography plays in the creation of meaning. Students will learn how type is applied to grid systems and will explore an increasing complexity of content organization, encompassing multipage formats, websites, and systems design considerations.

Prerequisite(s): MGD 105 with a grade of "C" or better or Instructor's permission

MGD 227 - Marcomm Practices

3 Credits

Explores techniques and approaches in the practice of marketing communications (marcomm), including: advertising; branding; direct marketing; packaging; promotion; publicity; sponsorship; public relations; sales; online marketing; social media marketing, and more. Focuses on understanding the relationships between the different components of marketing communications to achieve maximum message effect.

Prerequisite(s): MAR 216

MGD 241 - Web Design II

3 Credits

Expands on previously learned fundamentals of HTML introducing cascading style sheets, DHTML, JavaScript's and CGI forms. Color usage and interface design principles are emphasized in this course. In this course we'll examine Web sites that employ more complex structures, optimal site architecture and navigation necessary for larger and more complex sites.

Prerequisite(s): MGD 141 with a grade of "C" or better

MGD 242 - Web Architecture: Open Source Design

3 Credits

Provides an overview of current open source tools used in the design industry for designing and implementing Web architecture. Course content changes with trends in the industry. Design focus is on information hierarchy in how it pertains to User Interface (UI) and User Experience (UX) and Search Engine Optimization (SEO). Topics include current content management systems (CMS) such as WordPress and/or Drupal, identifying web scripting languages, and an overview of open source programming and database integration.

Prerequisite(s): MGD 141

MGD 243 - Web Motion Graphic Design II

3 Credits

Stresses the complex creation of 2D animated motion graphics concentrating on the prior skills learned and the use of scripting and behaviors. Students will create motion graphics using these skills and apply them to Web sites. Web site justification of motion graphics will be stressed, appraised and weighed.

Prerequisite(s): MGD 143 with a grade of "C" or better

MGD 250 - Emerging Multimedia Technologies

3 Credits

Provides a broad-based overview of current trends and issues in multimedia development and related industries. The class format will include lectures, readings, demos, discussion, research, projects, and a final student presentation. Course content changes each semester. May include topics such as voice/data/video integration, virtual environments, broadband, streaming media architectures, telco/CATV/satellite technologies, network-based applications, using technology for building community, wireless technology, current thinking in human factors and usability, XML and the semantic web, groupware and collaborative tools, pervasive computing, and others.

Prerequisite(s): MGD 102 with a grade of "C" or better

MGD 256 - Graphic Design Production

3 Credits

Provides an opportunity to combine several draw and paint applications into one design and layout class. Students will explore advanced techniques in creating and designing computer art.

Prerequisite(s): MGD 105, MGD 112 AND MGD 114 with a grade of "C" or better

Corequisite(s): MGD 111

MGD 258 - Web Design Production

3 Credits

Stresses web site development and usability issues, as well as, pre-production, production and post-production concepts. Students will prepare project evaluations, objectives and analysis reports, project budgets and time-lines, content outlines, storyboards, and flow charts. Students will also examine interactive interface design for several Web applications. Projects will vary from semester to semester.

Prerequisite(s): MGD 141

MGD 260 - Graphic Design Production II

3 Credits

Continues design and production techniques with further instruction in computer file set-up and creation of camera-ready art. Use of black and white and spot color for a variety of design projects.

Prerequisite(s): MGD 111 and MGD 256 with a grade of "C" or better

MGD 262 - Graphic Design Production III

3 Credits

Covers advanced study in design and production techniques and processes, including use of full color for publication design and book formats, advertising campaigns, business reply mail, promotional items, and editorial design.

Prerequisite(s): MGD 260 with a grade of "C" or better

MGD 264 - Digital Video Editing II

3 Credits

Looks at the more complex and advanced techniques of digital video editing. Areas of editing such as masking, filtering, blue/green screening, track mattes, and image mattes will be examined. Students will produce a movie project in this class and discuss practical ways to distribute to various audiences.

Prerequisite(s): MGD 111, MGD 164 with a grade of "C" or better

MGD 275 - Special Topics

1-6 Variable Credits

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

MGD 280 - Internship

3 Credits

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

Prerequisite(s): MGD 111, MGD 112, MGD 114 and MGD 256 with grades of "B" or better

MGD 285 - Independent Study

1-6 Variable Credits

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

Prerequisite(s): To be determined by the Instructor

MGD 287 - Cooperative Education

3 Credits

Provides students an opportunity to gain practical experience in applying their occupational skills and/or to develop specific skills in a practical work setting. The Instructor will work with the student to select an appropriate work site, establish learning objectives and to coordinate learning activities with the employer or work site supervisor.

Prerequisite(s): To be determined by the Instructor. Student must also have a resume and portfolio to present

MGD 289 - Capstone

3 Credits

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

Prerequisite(s): MGD 256 with a grade of "C" or better

Corequisite(s): MGD 260

Music

MUS 100 - Music Theory Fundamentals I

3 Credits

Focuses on the foundational elements of music theory. The course will cover clef reading, pitch and rhythmic notation, intervals, scales, key signatures, triads and diatonic chords, and an introduction to ear training and sight singing. The course will help beginning music students, including those who have limited background reading music notation and understanding the fundamentals of music theory.

MUS 106 - Intro to Songwriting

3 Credits

Examines the various processes and styles of songwriting and offers techniques and ideas for creating songs ranging from functional to original. You will explore the common factors in all styles of songwriting, and use them to bring out creative song ideas whether you have written songs before or have just always wanted to see if you could.

Recommended: A basic knowledge of music reading for any instrument and elementary music theory

Prerequisite(s): MUS 100 with a grade of C or better

MUS 108 - Principles of Acoustics

3 Credits

Provides simplified acoustic and psychoacoustic concepts to promote an intuitive understanding of sound, its relation to and interaction with physical environments, and the role of sensory perception in shaping the way humans hear.

MUS 110 - Music Theory I

3 Credits

Reviews and builds upon music fundamentals, diatonic harmony, phrase structure, and analysis. The course introduces voice leading and four part harmony in root position and inversions.

Corequisite(s): MUS 112

MUS 111 - Music Theory II

3 Credits

Introduces harmony through four-part writing studying principles of harmonic progression, modulation, diatonic seventh chords, secondary dominants, keyboard harmony, and score analysis of binary and ternary form.

Corequisite(s): MUS 113

MUS 112 - Ear Training and Sight-Singing I Lab

1 Credit

Provides exercises in sight singing, rhythmic reading, and melodic and rhythmic dictation. The course will include performance of melodies and rhythmic reading exercises. Ear training dictation topics includes rhythm, intervals, diatonic scales, melody, triad types, and scales.

Corequisite(s): MUS 110

MUS 113 - Ear Training and Sight-Singing II Lab

1 Credit

Continues to develop sight singing, rhythm reading, and dictation skills. The course includes expanded exercises in sight singing, rhythmic reading, and melodic and rhythmic dictation, as well as performance of melodies and rhythmic reading exercises. This course includes ear training topics.

Corequisite(s): MUS 111

MUS 120 - Music Appreciation: GT-AH1

3 Credits

Introduces the study of music focusing on intelligent listening skills, the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various Western, and non-Western historical style periods. This is a statewide Guaranteed Transfer course in the GT-AH1 category.

Prerequisite(s): CCR 092 (or higher) or equivalent.

MUS 121 - Music History Medival thru Classical: GT-AH1

3 Credits

Provides an historical survey of Western art music from the Middle Ages into the Classical period, including styles, genres, composers, works, and significant cultural and historical influences upon the repertoire. This is a statewide Guaranteed Transfer course in the GT-AH1 category.

Prerequisite(s): CCR 092 (or higher) or equivalent.

MUS 122 - Music History Early Romantic Period to the Present: GT-AH1

3 Credits

Provides an historical survey of Western art music connecting the classical period to the Romantic period and following to the present. This course includes the study of styles, genres, composers, works, and significant cultural and historical influences upon the repertoire. This is a

statewide Guaranteed Transfer course in the GT-AH1 category.

Prerequisite(s): CCR 092 (or higher) or equivalent.

MUS 123 - Survey of World Music: GT-AH1

3 Credits

Provides an overview of music from around the globe including folk, ethnic, non-Western and popular styles. Develops basic listening skills and builds a historical/cultural context for world music styles to enable an understanding and appreciation of global music. This is a statewide Guaranteed Transfer course in the GT-AH1 category.

Prerequisite(s): CCR 092 (or higher) or equivalent.

MUS 125 - History of Jazz: GT-AH1

3 Credits

Provides an overview of jazz history covering the basic materials of music and the forms, media, genres, and the historical and cultural framework of each style period. This course emphasizes the building of critical listening tools and the development of a jazz music vocabulary. This is a statewide Guaranteed Transfer course in the GT-AH1 category.

Prerequisite(s): CCR 092 (or higher) or equivalent.

MUS 131 - Music Class I

2 Credits

Applies the fundamentals of music to the voice or specific musical instruments. This course also introduces basic techniques, repertoire, and sight-reading. First year, first term.

MUS 132 - Music Class II

2 Credits

Applies the fundamentals of music to the voice or specific musical instruments. The course also introduces basic techniques, repertoire, and sight-reading. First year, second term.

MUS 133 - Music Class III

2 Credits

Applies the fundamentals of music to the voice or specific musical instruments. The course also introduces basic techniques, repertoire, and sight-reading. First year, third term.

MUS 141 - Private Instruction (Specify)

1-2 Credits

1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and

participation in student performances is required for 2 credits. First year, first term. An additional fee is required.

MUS 142 - Private Instruction (Specify)

1-2 Credits

1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. First year, second term. An additional fee is required

MUS 151 - Ensemble I

1 Credit

First year, first term. Rehearses and performs various types of musical literature.

Required: Ability on an Instrument or voice or Instructor's permission

MUS 152 - Ensemble II

1 Credit

Rehearses and performs various types of musical literature. First year, second term.

Required: Ability on an Instrument or voice or Instructor's permission

MUS 161 - Computer Music Applications I

3 Credits

Introduces audio signal flow, Digital Audio Workstation (DAW), current computer music software, digital audio practices, Musical Instrument Digital Interface (MIDI) sequencing, and audio for video.

MUS 162 - Computer Music Applications II

3 Credits

Further explores the technical and creative use Digital Audio Workstation (DAW) environment. Sound design using analog and digital synthesis and sampling, digital signal processing, and mastering and audio formats will be among the topics explored.

Prerequisite(s): MUS 161 with a grade of "C" or better.

MUS 163 - Music Audio Production I

3 Credits

Designed to give music majors and students with a strong interest in music a basic understanding of the Music Production process. This includes the basic knowledge of audio/music production, the fundamentals of sound and microphone, digital and analog technology, recording, and mixing.

MUS 164 - Music Audio Production II

3 Credits

Designed to build on the concepts of MUS 163, this class will be more project oriented with emphasis on using the techniques discussed in MUS 163. An emphasis on critical listening through each phase of the recording process will be made.

Prerequisite(s): MUS 163 with a grade of "C" or better.

MUS 167 - Music Business I

3 Credits

Designed to give music students, or those students with a strong interest in business and music, a complete overview and in depth examination of the current, historic and projected business practices in the music industry.

MUS 175 - Special Topics

1-6 Variable Credits

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

MUS 210 - Music Theory III

3 Credits

Continues study of four-part music, including extended harmonic progressions of ninth, eleventh, thirteenth chords, extended alteration, non-chord tones, modulation and compositions.

Prerequisite(s): MUS 111 with a grade of "C" or better or Instructor's permission. An additional fee is required.

Corequisite(s): MUS 212

MUS 211 - Music Theory IV

3 Credits

Continues the study of chromatic harmony and analysis. This course introduces 20th and 21st century compositional techniques, including Impressionism, serialism, non-tertian harmonies, and further study in forms and analysis.

Prerequisite(s): MUS 210 with a grade of "C" or better or Instructor's permission. An additional fee is required.

Corequisite(s): MUS 213

MUS 212 - Ear Training/Sight-singing Lab III

1 Credit

Covers sight singing and melodic dictation using modulation and chromaticism. It covers harmonic dictation including diatonic and chromatic harmonic progressions. It will emphasize rhythmic reading and dictation including syncopation and asymmetrical meters.

Prerequisite(s): MUS 113 with a grade of "C" or better or Instructor's permission. An additional fee is required.

Corequisite(s): MUS 210

MUS 213 - Ear Training/Sight-singing Lab IV

1 Credit

Covers sight singing and ear training skills related to musical styles since 1900.

Prerequisite(s): MUS 212 with a grade of "C" or better or Instructor's permission. An additional fee is required.
Corequisite(s): MUS 211

MUS 241 - Private Instruction
1-2 Credits
2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Second year, first term.

MUS 242 - Private Instruction
1-2 Credits
2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Second year, third term. An additional fee is required

MUS 243 - Private Instruction
2 Credits
2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Second year, third term.
Prerequisite(s): MUS 241 with a grade of "C" or better or Instructor's permission. An additional fee is required.

MUS 244 - Private Instruction
2 Credits
Two credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Second year, fourth term. May be repeated for credit more than once per individual institution policy.
Prerequisite(s): MUS 243 with a grade of "C" or better or Instructor's permission. An additional fee is required

MUS 251 - Ensemble I
1 Credit
Rehearses and performs various types of musical literature. Second year, first term.

Prerequisite(s): MUS 151 OR MUS 152 with a grade of C or better

MUS 252 - Ensemble II
1 Credit
Rehearses and performs various types of musical literature. Second year, second term.
Required: Ability on an Instrument or voice or Instructor's permission
Prerequisite(s): MUS 151 OR MUS 152 with a grade of C or better

MUS 260 - The Business of Live Music Performance
3 Credits
Provides a detailed overview of the business of live music performance. Course provides an understanding of the key team members involved with live performance planning and the preparations and logistics involved in developing, negotiating, budgeting, and executing local performances to entire tours.

MUS 265 - Live Audio Engineering
3 Credits
Covers the concepts and technical skills of live sound reinforcement. Topics include basic audio concepts, the operation and interconnection of a sound system, signal processing, and the duties of the sound engineer.

MUS 267 - Music Marketing Strategies
3 Credits
Provides an overview of key marketing principles, terms, and practices, which form the foundation for all music entertainment marketing plans. Course examines the key areas of marketing opportunities for music entertainment entrepreneurs including merchandising, publicity, radio promotion, retail and distribution, advertising, and touring.

MUS 275 - Special Topics
1-6 Variable Credits
Covers specific topics in music. This course is offered as needed for credit appropriate to the topic and each offering includes a description of the topic(s).

MUS 284 - Internship
1-6 Credits
Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor.

MUS 285 - Independent Study
1-6 Variable Credits

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor.
Required: Instructor's permission

Nail Technician

NAT 110 - Introduction to Manicures and Pedicures
3 Credits

Provides a basic introduction in the proper use of implements used in manicures and pedicures. Theory and practical application of proper set-up, safety, sanitation, nail shapes, anatomy, product knowledge and terminology dealing with manicures and pedicures is covered. Training is done in a classroom or lab setting using models or other techniques.

NAT 111 - Intermediate Manicures and Pedicures
2 Credits

Presents theory and practical application dealing with different types of manicures, pedicures, nail art and massage techniques. Theory and practical application of procedures, products, nail shapes and maintenance of natural nails is covered. Students learn to recognize different nail disorders and their proper treatment. Training is done in a specialized class or in supervised salon (clinical) setting, using models or customer service. Proper sanitation and sterilization as it pertains to all aspect of manicures, pedicures and nail art is taught.
Prerequisite(s): COS 160, COS 103, COS 130, NAT 110, COS 110, COS 140, and EST 110

NAT 210 - Advanced Manicures and Pedicures
2 Credits

Presents theory and practical application dealing with different types of manicures, pedicures massage techniques and nail art. Theory and practical application of procedures, products, nail shapes and maintenance of the natural nails is covered. Students learn to recognize different nail disorders and their proper treatment. Training is done in a specialized class or in supervised salon (clinical) setting, using models or customer service.
Prerequisite(s): COS 111, COS 210, COS 141, COS 240, COS 230, COS 220, NAT 211, and COS 161

NAT 211 - Application of Artificial Nails
5 Credits

Provides advanced theory and practical application of nail wraps, tip overlays, acrylics and product knowledge to ready the student for employment. Theory and practical application of removal techniques for artificial nails is covered. Instruction is provided in specialized classes or in supervised salon (clinical) setting using models or customer service. Student preparation for state board licensing examination pertaining to artificial nails is covered.
Prerequisite(s): EST 212, COS 120, COS 121, EST 111, EST 211, COS 131, and NAT 111

Nurse Aide

NUA 101 - Nurse Aide Health Care Skills
4 Credits

Prepares the student to perform the fundamental skills of the nurse aide. Basic nursing skills, communication skills, restorative services, personal care skills, safety and emergency care issues are covered. Includes knowledge and/or principles of asepsis, OSHA and HIPAA regulations. Ethical behaviors, cultural sensitivity and principles of mental health will be addressed, as well as patient/resident rights.
Corequisite(s): NUA 170 and NUA 171.

NUA 170 - Nurse Aide Clinical Experience
1 Credit

Applies knowledge and skill gained in NUA 101 to patient care.
Required: Current CPR card (Basic Life Support for Health Care Provider through the American Heart Association. Negative TB test or chest X-ray, documentation of two MMRs, chickenpox, at least 2 of the three Hepatitis B vaccine, and a clear background check through ACC.
Corequisite(s): NUA 101

NUA 171 - Advanced Nurse Aide Clinical
1 Credit

Prepare the student to move toward more independent functioning within the nurse aide scope of practice, in applying knowledge and skills gained in NUA 101 and NUA 170. The student will learn skills that enhance communication, cultural competency, end of life care, critical thinking and organizational skills.
Corequisite(s): NUA 101

Nursing

NUR 101 - Pharmacology Calculations
1 Credit

Prepares the student to provide safe, patient-centered nursing care related to dosage calculations. Introduces critical thinking applied to dosage calculations and communication used when interacting with patients and members of the healthcare team related to various aspects of safe administration of medications. Information

technology used to document medications administered and patient technology used to deliver medications are also practiced.

NUR 106 - Medical-Surgical Nursing Concepts

7 Credits

NUR106 is the first medical/surgical nursing course. Building on NUR 109, this course provides for the acquisition of basic medical/surgical nursing theory, as well as application of mental health concepts, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered care to a developmentally and culturally diverse adult patient population experiencing various medical/surgical interventions. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the nurse. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of clinical settings.

Prerequisite(s): BIO 201, BIO 202, BIO 204, ENG 121, PSY 235, HPR 108, MAT 103, NUR 109, NUR 112 with a grade of "C" or better

Corequisite(s): NUR 150, BIO 204

NUR 109 - Fundamentals of Nursing

6 Credits

Nursing 109 introduces the fundamental concepts necessary for safe, patient-centered nursing care to a diverse patient population while integrating legal and ethical responsibilities of the nurse. Introduces caring, critical thinking, the nursing process, quality improvement, and communication used when interacting with patients and members of the interdisciplinary team, and relates evidence-based nursing practice. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of clinical settings providing care to stable patients with common health alterations

Prerequisite(s): ENG 121, BIO 201, PSY 235 and HPR 108 with a grade of "C" or better

Corequisite(s): NUR 112, BIO 202, and MAT 103

NUR 112 - Basic Concepts of Pharmacology

2 Credits

Overview of the basic principles of pharmacology including major drug classifications and prototypes of commonly used medications. Principles of medication administration include aspects of best practice for safe, quality, patient-centered care. Central points include safety, quality improvement factors in the administration of medications, patient teaching, and variations encountered when administering medications to diverse patient populations across the lifespan.

Prerequisite(s): BIO 201, ENG 121, PSY 235, HPR 108, with a grade of "C" or better

Corequisite(s): NUR 109, BIO 202, and MAT 103

NUR 150 - Maternal - Child Nursing

6 Credits

Nursing 150 provides for the acquisition of maternal/child nursing theory, as well as application of mental health concepts, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, family-centered nursing care to childbearing families and children that is developmentally and culturally appropriate. Incorporates evidence-based practice, standards of practice, quality improvement, and legal and ethical responsibilities of the nurse. Application of knowledge and skills occurs in the nursing skills laboratory and in a variety of maternal/child and pediatric clinical settings.

Prerequisite(s): BIO 201, BIO 202, ENG 121, PSY 235, HPR 108, MAT 103, NUR 109, NUR 112 with a grade of "C" or better.

Corequisite(s): NUR 106, BIO 204

NUR 169 - Transition into Practical Nursing

4 Credits

Facilitates the transition into the role of the practical nurse with emphasis on distinguishing the defined practical nurse scope of practice related to clinical practice, communication, nursing process, ethical/legal issues, and leadership skills. The student practices in the role of the practical nurse in the associated clinical experience.

Prerequisite(s): BIO 201, BIO 202, BIO 204, ENG 121, PSY 235, HPR 108, MAT 103 with a grade of "C" or better

NUR 189 - Transition from LPN to ADN

3 Credits

Focuses on assisting the LPN to transition into a new role as an Associate Degree Nursing Student. Emphasis will be placed on roles and responsibilities of the ADN, nursing process, critical thinking, legal and ethical issues and nursing practice issues related to specialized skills and the care of special populations. The clinical focus will be care of the pediatric and obstetric client.

Prerequisite(s): BIO 201, BIO 202, BIO 204, BIO 216, ENG 121, PSY 235, HPR 108, MAT 103 with a grade of "C" or better

NUR 206 - Advanced Concepts of M-S Nursing I

6.5 Credits

NUR 206 builds on NUR 106 focusing on advanced concepts of nursing applied to care of patients with high acuity medical/surgical conditions. Builds on medical/surgical nursing theory, mental health concepts, communication, collaboration, caring, and critical

thinking/clinical reasoning necessary for safe, patient-centered nursing care to developmentally and culturally diverse adult patients. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse. Application of knowledge and skills occurs in the nursing skills laboratory and in a variety of clinical settings.
Prerequisite(s): NUR 106, NUR 109, NUR 112, NUR 150, BIO 201, BIO 202, BIO 204, ENG 121, PSY 235, HPR 108, MAT 103 with a grade of "C" or better
Corequisite(s): NUR 211, NUR 212, and BIO 216

NUR 211 - Psychiatric - Mental Health Nursing
4 Credits
Develops concepts of psychosocial integrity and emphasizes the function and responsibility of nursing in promoting and maintaining mental health of individuals and families. This course emphasizes communication and caring through the application of the therapeutic relationship and nursing process in the care and treatment of common psychiatric clinical conditions/disorders.
Prerequisite(s): NUR 106, NUR 109, NUR 112, NUR 150, BIO 201, BIO 202, BIO 204, ENG 121, PSY 235, HPR 108, MAT 103, with a grade of "C" or better or Instructor's permission
Corequisite(s): NUR 206, NUR 212, and BIO 216

NUR 212 - Pharmacology II
2 Credits
Builds on previously introduced pharmacological concepts and applies that learning to pharmacologic therapy to provide safe, quality, evidence- based nursing care to patients with complex healthcare needs. Focuses on safety and quality improvement factors in the administration of medications within a variety of healthcare systems. Advanced dosage calculations included.
Prerequisite(s): BIO 201, BIO 202, BIO 204, ENG 121, PSY 235, HPR 108, MAT 103, NUR 106, NUR 109, NUR 112, NUR 150 with a grade of "C" or better
Corequisite(s): NUR 206, NUR 211, and BIO 216

NUR 216 - Advanced Concepts M-S Nursing II
5 Credits
Nursing 216 is a continuation of NUR 206, focusing on complex medical/surgical conditions of the high acuity patient. Builds on medical/surgical nursing theory, mental health concepts, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered nursing care to developmentally and culturally diverse adult patients experiencing high acuity medical/surgical conditions. Incorporates evidence-based practice, quality improvement, professional standards, and

legal and ethical responsibilities of the professional nurse as applied in the acute care and high acuity settings. Application of knowledge and skills occurs in a variety of clinical settings.
Prerequisite(s): BIO 201, BIO 202, BIO 204, BIO 216, ENG 121, PSY 235, HPR 108, MAT 103, NUR 106, NUR 109, NUR 112, NUR 150, NUR 206, NUR 211, NUR 212 with a grade of "C" or better
Corequisite(s): NUR 230

NUR 230 - Transition to Professional Nursing Practice
4 Credits
Nursing 230 is a seminar and practice capstone course that provides an integrative experience applying all dimensions of the professional nurse in the care of diverse patient populations across a variety of healthcare settings. All major concepts of the nursing program are addressed. Leadership and the management of multiple patients are emphasized. Application of knowledge and skills occurs in the clinical setting to facilitate an effective transition from student to registered professional nurse.
Prerequisite(s): BIO 201, BIO 202, BIO 204, BIO 216, ENG 121, PSY 235, HPR 108, MAT 103, NUR 106, NUR 109, NUR 112, NUR 150, NUR 206, NUR 211, NUR 212 with a grade of "C" or better
Corequisite(s): NUR 216

NUR 301 - Integration into Baccalaureate Nursing Practice
3 Credits
Explores professional nursing practice at the baccalaureate level. Focus is on knowledge and understanding of the professional nursing standards and the nursing role at a baccalaureate level.

NUR 302 - Trends in Nursing Practice
3 Credits
Examines current issues that nurses encounter in the health care environment including their roles and responsibilities within the nursing profession.
Prerequisite(s): NUR 301 with a grade of "C" or better

NUR 303 - Nursing Research / Evidence Based Practice
3 Credits
Analyzes concepts associated with nursing research, collection, and analysis of data with emphasis on integration of evidenced-based practice within nursing. The course develops the skills for critiquing published research.
Prerequisite(s): MAT 135 and ENG 122 with a grade of "C" or better
Corequisite(s):

NUR 304 - Informatics / Healthcare Technology

3 Credits

Explores concepts and applications related to the nurse's role in utilizing healthcare informatics involving patient care technology. This course will explore the impact of information management systems on the delivery of patient care, healthcare teams, and health outcomes.
Prerequisite(s): NUR 301 with a grade of "C" or better

NUR 305 - Emergency Preparedness

3 Credits

Focuses on the nurse's roles and responsibilities in the most common types of disasters and how the nurse can deliver effective care in various emergency situations
Prerequisite(s): NUR 301 with a grade of "C" or better
Corequisite(s):

NUR 306 - Gerontology Nursing

3 Credits

Focuses on optimizing health for the aging client within the framework of the nursing process. Emphasis is on supporting the unique needs of the aging population.
Prerequisite(s): NUR 301 with a grade of "C" or better

NUR 307 - Behavioral Health

3 Credits

Provides an overview of behavioral health promotion for individuals, families, and populations with behavioral health concerns. The focus of the course will explore the nurse's impact on behavioral health trends.
Prerequisite(s): NUR 301 with a grade of "C" or better

NUR 408 - Legal and Ethical Issues Related to Professional Nursing Practice

3 Credits

Emphasizes the ethical and legal obligations of professional nursing practice. The focus is on values clarification, ethical theory, and ethical decision making models. Additionally, legal issues related to healthcare will be explored.
Required: Department Approval

NUR 409 - Leadership in the Nursing Profession

3.5 Credits

Focuses on the role of the professional nurse as a leader within healthcare. The course integrates concepts needed to assume leadership and management positions in the healthcare environment..
Required: Department Approval

NUR 410 - Community Health Nursing/Practicum

6 Credits

Focuses on the role of the professional nurse in community-based practice settings, with an emphasis placed on health promotion, prevention, and optimal wellness of the community.
Required: Department Approval
Prerequisite(s): Student must have completed their ADN degree and have RN license before starting NUR 409 and NUR 410.

NUR 411 - Senior Seminar

3 Credits

Integrates theory into practice by building on previous concepts and knowledge.
Prerequisite(s): NUR 409 with a grade of "C" ofr better
Prerequisite(s)/Corequisite(s): NUR 410 with a grade of "C" or better

Occupational Safety Technician

OSH 117 - 10-HR OSHA Voluntary Compliance

1 credit

Provides a 10-Hour OSHA certification course for general industry and participants will review the current OSHA standards contained in 29 CFR 1910. Participants that complete the course will receive a certificate of completion from the United States Department of Labor, Occupational Safety and Health Administration. The course is taught by instructors certified by the Occupational Safety and Health Administration.

Paralegal

PAR 110 - Legal Analysis

3 Credits

Presents a basic course in legal authority and analysis.

PAR 114 - Computers and the Law

3 Credits

Provides students with an opportunity to develop computer skills needed in the legal environment, including software applications, spreadsheets, databases, and Internet research.
Prerequisite(s): PAR 110 and PAR 115 with a grade of "C" or better

PAR 115 - Introduction to Law

3 Credits

Provides an understanding of the role of paralegals, issues facing paralegals, the working of the legal system, and ethical questions. Legal terminology and an overview of the substantive areas of law will be discussed.

PAR 116 - Torts

3 Credits

Focuses on tort law, including negligence, intentional torts, and strict liability, with an emphasis on personal injury litigation.
Corequisite(s): PAR 110 and PAR 115

PAR 117 - Family Law
3 Credits
Emphasizes domestic law, common property, dissolutions, adoptions, legal separation, and other family law issues.
Prerequisite(s): PAR 110 and PAR 115 with a grade of "C" or better

PAR 118 - Contracts
3 Credits
Examines the basic principles of contract law.
Corequisite(s): PAR 110 and PAR 115

PAR 125 - Property Law
3 Credits
Focuses on real estate law, ownership, sale, leasing, financing and government regulation of land.
Prerequisite(s): PAR 110 and PAR 115 with a grade of "C" or better

PAR 126 - Administrative Law
3 Credits
Introduces administrative and regulatory agencies, their jurisdiction, rule-making and decision-making processes.
Prerequisite(s): PAR 110 and PAR 115 with a grade of "C" or better

PAR 127 - Legal Ethics
3 Credits
Explores the parameters of professional responsibilities and value systems for paralegals and related occupations.
Prerequisite(s): PAR 110 and PAR 115 with a grade of "C" or better

PAR 201 - Civil Litigation
3 Credits
Focuses on an intensive study of the legal process including the Federal and Colorado Rules of Civil Procedure.
Prerequisite(s): PAR 110, PAR 115 and PAR 116 with a grade of "C" or better

PAR 202 - Evidence
3 Credits
Introduces the student to State and Federal Rules of Evidence and application to the trial process.
Prerequisite(s): PAR 110 and PAR 115 with a grade of "C" or better

PAR 205 - Criminal Law
3 Credits
Introduces basic concepts of criminal law and criminal procedure, including Colorado statutes and Rules of Procedure.
Prerequisite(s): PAR 110 and PAR 115 with a grade of "C" or better

PAR 206 - Business Organizations
3 Credits
Focuses on the study of the major types of business organizations.
Prerequisite(s): PAR 110, PAR 115 and PAR 118 with a grade of "C" or better

PAR 207 - Current Issues in the Law
3 Credits
Provides an understanding of the current legal issues and trends applicable to the law.
Prerequisite(s): PAR 110 and PAR 115 with a grade of "C" or better

PAR 208 - Probate and Estates
3 Credits
Provides an understanding of the creation and administration of an estate, including wills and trusts and the probate process.
Prerequisite(s): PAR 110, PAR 115, and PAR 125 with a grade of "C" or better

PAR 211 - Legal Research
3 Credits
Introduces the student to basic legal research tools, including statutes, digests, case law, citators, encyclopedias, dictionaries, and online data bases.
Prerequisite(s): PAR 110, PAR 115, PAR 116, and PAR 118 with a grade of "C" or better

PAR 215 - Alternative Dispute Resolution
3 Credits
Introduces the student to negotiation, mediation, arbitration and other forms of dispute resolution.
Prerequisite(s): PAR 110 and PAR 115 with a grade of "C" or better

PAR 216 - Employment Law
3 Credits
Provides an understanding of current legal issues in the area of employer/employee relationships.
Prerequisite(s): PAR 110 and PAR 115 with a grade of "C" or better

PAR 217 - Environmental Law
3 Credits
Covers state and federal laws concerning the environment, including chemical safety laws, workplace safety, and hazardous waste.

Prerequisite(s): PAR 110 and PAR 115 with a grade of "C" or better

PAR 218 - Bankruptcy Law

3 Credits

Focuses on the federal and state laws and procedures involving bankruptcy.

Prerequisite(s): PAR 110, PAR 115, and PAR 118 with a grade of "C" or better

PAR 219 - E-Discovery and Litigation Technology

3 Credits

Provides students with an understanding of the discovery process of electronically stored information (ESI) issues and software relating to complex litigation.

Prerequisite(s): PAR 110, PAR 114, PAR 115, PAR 116, and PAR 201 with a grade of "C" or better

PAR 227 - Immigration Law

3 Credits

Provides an understanding of the United States Immigration laws.

Prerequisite(s): PAR 110 and PAR 115 with a grade of "C" or better

PAR 228 - Intellectual Property

3 Credits

Covers the federal and state laws regarding intellectual property.

Prerequisite(s): PAR 110, PAR 115 and PAR 118 with a grade of "C" or better

PAR 275 - Special Topics

1-6 Variable Credits

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

Prerequisite(s): PAR 110 and PAR 115 with a grade of "C" or better

PAR 285 - Independent Study

1-6 Variable Credits

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

Required: Department's permission

PAR 287 - Cooperative Education

3 Credits

Provides students an opportunity to gain practical experience in applying their occupational skills and/or to develop specific skills in a practical work setting. The Instructor will work with the student to select an appropriate work site, establish learning objectives and to coordinate learning activities with the employer or work site supervisor.

Prerequisite(s): PAR 110, PAR 115, PAR 116, PAR 118, and PAR 201 with a grade of "C" or better

Pharmacy Technician

PHT 275 - Special Topics

1-6 Variable Credits

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

PHT 285 - Independent Study

1-6 Variable Credits

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

Required: Instructor's permission

Philosophy

PHI 111 - Introduction to Philosophy: GT-AH3

3 Credits

Introduces significant human questions and emphasizes understanding the meaning and methods of philosophy. Includes human condition, knowledge, freedom, history, ethics, the future, and religion.

Prerequisite(s): CCR 092 (or higher) or equivalent.

PHI 112 - Ethics: GT-AH3

3 Credits

Examines human life, experience, and thought to discover and develop the principles and values for pursuing a more fulfilled existence. This course examines ethical theories designed to both justify moral judgments, as well as apply these ethical theories to a selection of personal and social issues in the world today. This is a statewide Guaranteed Transfer course in the GT-AH3 category.

Prerequisite(s): CCR 092 (or higher) or equivalent.

PHI 113 - Logic: GT-AH3

3 Credits

Studies effective thinking using language-oriented logic. Provides tools and develops skills for creative and critical thinking and the formal analysis of arguments. Emphasizes the development of decision-making and problem-solving.~~This is a statewide Guaranteed Transfer course in the GT-AH3 category.

Prerequisite(s): CCR 092 (or higher) or equivalent.

PHI 114 - Comparative Religions: GT-AH3

3 Credits

Introduces students to the similarities and differences among concepts predominant in the major world religions, comparing sociological, philosophical, and phenomenological similarities between major world faiths.

It is designed to transfer to any public four-year college philosophy, religious studies or humanities department.
Prerequisite(s): CCR 092 (or higher) or equivalent.

PHI 115 - World Religions - West: GT-AH3
3 Credits
Introduces the student to the common and different concepts predominant in the major world religions. Includes sociological, political, psychological, and philosophical aspects of a variety of belief systems. Focuses on the concept of religion as a cultural system, and a way that people make sense of a complex world. Particular emphasis is placed on how myths, legends, and folk tales reveal religious concerns.
Prerequisite(s): CCR 092 (or higher) or equivalent.

PHI 116 - World Religions - East: GT-AH3
3 Credits
Emphasizes the diversity and richness of Eastern Religions within a cross-cultural context. Concepts such as fate, reincarnation, enlightenment and morality are analyzed.
Prerequisite(s): CCR 092 (or higher) or equivalent.

PHI 205 - Business Ethics: GT-AH3
3 Credits
Examines major ethical theories and then applies ethical decision-making criteria to various moral issues and challenges in a business environment. This course will include issues such as job discrimination, worker's rights, consumerism, advertising, whistle-blowing, product safety, responsibility to the environment, as well as compassionate and fair responsibility to society. This is a statewide Guaranteed Transfer course in the GT-AH3 category.
Prerequisite(s): CCR 092 (or higher) or equivalent.

PHI 214 - Philosophy of Religion: GT-AH3
3 Credits
Focuses on the critical analysis and evaluation of the fundamental concepts, ideas, and implications within religious worldviews. This course includes issues such as the nature of God, other conceptions of ultimate reality, arguments concerning God`s existence, the problem of evil and suffering, faith and reason, metaphysical foundations for ethics, the phenomenon of religious experience, and religious diversity. This is a statewide Guaranteed Transfer course in the GT-AH3 category.
Prerequisite(s): CCR 092 (or higher) or equivalent.

PHI 216 - Philosophy of Atheism
3 Credits
Focuses on the critical examination of the fundamental concepts, ideas, history and implications of atheism. Includes the nature of atheism, the varieties of atheistic viewpoints, arguments warranting the atheistic viewpoints, including the differences between faith and reason, religion and secular humanism, and the connection between atheism and ethics.
Prerequisite(s): CCR 092 (or higher) or equivalent.

PHI 218 - Environmental Ethics GT-AH3
3 Credits
Analyzes theories of the value of the natural world. Topics may include the relation between scientific and moral principles; theories of the moral worth of persons, animals, plants, and other natural objects; historical, religious, and cultural influences on conceptions of nature; alternative accounts of human relationships and responsibilities to nature; and the connection between moral and political values and economic policies. This is a statewide Guaranteed Transfer course in the GT-AH3 category.
Prerequisite(s): CCR 092 (or higher) or equivalent.

PHI 250 - Eastern Wisdom
3 Credits
Covers fundamental theories of Indian, Chinese, Japanese, and Muslim metaphysics, epistemology, ethics, and aesthetics, focusing on the development of Hinduism, Buddhism, Confucianism, Taoism, Shintoism, as well as Islam's development in the East.
Prerequisite(s): CCR 092 (or higher) or equivalent.

PHI 275 - Special Topics
1-6 Variable Credits
Provides students with a vehicle to pursue in-depth exploration of special topics of interest.
Prerequisite(s): Prior philosophy class, sophomore standing or Instructor's permission

PHI 285 - Independent Study
1-6 Variable Credits
Focuses on directed readings and independent study on specific philosophical topics.
Required: Instructor's permission

Photography

PHO 101 - Professional Photography I
3 Credits
Introduces black and white photography as a fine art medium and develops skills necessary for basic camera and lab operations. PHOTOGRAPHY (FINE ART) CLASSES ARE LISTED UNDER ART.

PHO 121 - Photo-Image Capture I
3 Credits
Emphasizes the fundamental operations of a DSLR camera. The general operation of the camera, proper camera handling and maintenance, exposure control, depth of field, lenses and the visual characteristics of lenses, and an

understanding of how digital capture works are emphasized. Additional topics include: f-stops, shutter speeds, metering modes, use of the histogram, auto focus, auto bracketing, and exposure compensation.

Corequisite(s): PHO 161

PHO 122 - Photo-Image Capture II

3 Credits

Emphasizes advanced HDSLR camera operation and an understanding of digital imaging processes and terminology. More advanced controls and application of camera techniques such as exposure, basic flash technique, tethered capture, time-lapse, HDSLR video and motion-based capture will be emphasized. In addition to demonstrating technical competency in the aforementioned areas, students will be expected to utilize these techniques as visual communication tools in order to clearly convey their photographic intent.

Prerequisite(s): PHO 121 with a gradeof "C" or better
Corequisite(s): PHO 162

PHO 143 - Perception & Photography I

3 Credits

This course presents the fundamentals of visual perception, design, and seeing in the photographic medium. Topics include: elements of composition, Gestalt principles and the psychology of seeing, conceptual and perceptual exercises, depth representation, figure/ground, and the development of ideas.

PHO 144 - Perception & Photography II

3 Credits

This course moves the foundation of aesthetic principles into a more advanced stage. Through the use of historical examples, students will create images that employ the same visual and philosophical concerns of their predecessors in photographic history. This course is fundamentally a photography history shooting class.

Prerequisite(s): PHO 143 with a grade of "C" or better

PHO 161 - Digital Capture Processing I

3 Credits

This course will cover post processing of digital captures. Methods of transferring files from camera to computer, basic digital asset management, image editing tools, optimizing files for print and screen, image sharpening, proper understanding of black and white tonal scale, methods of converting color captures to black and white images, printing, and matting are included. The lab portion of the class will also be used to assist the production of images required for Photo-Image Capture I and Perception & Photography I.

Corequisite(s): PHO 121

PHO 162 - Digital Capture Processing II

3 Credits

This course is a continuation of Digital Capture Processing I and focuses on digital image processing and printing. Topics include: visual understanding of print quality, basic RAW processing, various digital workflows, further development of vocabulary of digital darkroom terminology, creating and utilizing actions in Photoshop, and further advancement of Photoshop technique.

Prerequisite(s): MGD 111 and PHO 161 with a grade of "C" or better
Corequisite(s): PHO 122

PHO 204 - Commercial Studio Lighting

3 Credits

Explores the creative uses of studio lighting from the perspective of fine art and commercial photography with an emphasis on three dimensional object photography including, lighting techniques, backgrounds, working with shadows and highlights and photographing flat art.

Prerequisite(s): PHO 121 with a grade of "C" or better

PHO 232 - Professional Portraiture

3 Credits

This course covers the technical and aesthetic aspects of studio and location portrait photography. Course topics include: lighting ratios, lighting styles, location lighting, small system flash, light modifiers for portraiture, metering, composition, equipment, and posing. Career paths in the field of portraiture such as weddings, environmental, editorial, and studio portraits are covered.

Prerequisite(s): PHO 204 with a grade of "C" or better

PHO 233 - Glamour & Fashion Photography

3 Credits

Introduces students to the technical and aesthetic aspects of studio and location portrait photography in the areas of glamour, beauty, and fashion photography. Course topics include: strobe lighting, lighting styles, studio and location lighting, past and current trends in the industry, creativity and posing. Career paths in the field of glamour, beauty and fashion photography are also covered.

Prerequisite(s): PHO 204 with a grade of "C" or better

PHO 235 - Architectural Photography

3 Credits

Covers the more advanced aspects of commercial/ architectural photography. Students will explore photographing subjects ranging from products to buildings with an emphasis on meeting the design demands of commercial clients, stock agencies and publishers. Various film types, formats and print reproduction aspects will be explored in depth.

Prerequisite(s): PHO 204 with a grade of "C" or better

PHO 237 - Advanced Lighting Technique

3 Credits

Emphasizes advanced lighting techniques for studio and location situations. Use of power pack, mono-block and small system strobe lighting will be emphasized. Controlling lighting conditions in mixed light situations for a variety of photographic fields including commercial, editorial, advertorial, portrait and events is covered.

Prerequisite(s): PHO 204 with a grade of "C" or better

PHO 253 - Food Photography

3 Credits

Introduces students to the technical and aesthetic aspects of photographing food. Topics range from details and dinner settings, to splash photography. Course topics include: advanced lighting techniques with natural light and studio strobe lighting, and food and prop styling.

PHO 259 - Extreme Adventure Photography

3 Credits

Introduces students to tools and techniques that will allow them to capture exciting, high quality professional images of a variety of outdoor adventure activities in physically demanding environments. Students enrolling in this course should be physically prepared to engage in extreme adventures. Examples include rodeos, rappelling, mountain biking, kayaking and white water rafting, rock crawling, or any other extreme activities. This course will take advantage of local events/competitions and outdoor activities during field trips.

Prerequisite(s): PHO 122 with a grade of "C" or better

PHO 260 - Events and Wedding Photography

3 Credits

Presents skills for the intermediate/advanced photo student interested in learning the professional techniques associated with events (venue) and wedding photography. There will be an emphasis on advanced camera and flash techniques, candid, formal and ceremonial photography. Business and planning aspects will also be covered. Topics covered will include Weddings, Barmitzvah/Basmitzvah, Music Concerts, Sporting Events, Graduations and similar occasions. Students will gain hands-on knowledge and learn practical shooting skills.

Prerequisite(s): PHO 204 with a grade of "C" or better

PHO 262 - New Media Storytelling

3 Credits

Introduces the student to new media with an emphasis in storytelling. This course will give students hands on experience in the storytelling aspect of this 21st century medium. Students will create projects that utilize multi image photographic skills, audio gathering, video capture, editing video, animation, and text. Students interested in this course should have prior experience with a wide variety of input devices and software. The approach for this course is diverse in order to include editorial and commercial uses of new media for the web. Students will create still photographs and video to communicate ideas in a rich media environment using appropriate software.

Prerequisite(s): PHO 122 with a grade of "C" or better

PHO 268 - Portfolio & Career Exploration

3 Credits

The course is the terminal/capstone course for the Professional Photography program. Completion of all classes or concurrent enrollment in the remaining classes of the program is a requirement. In this class, students will create a computer-based portfolio and a printed presentation portfolio. Different techniques necessary for the production of the portfolios and styles of portfolios are covered. Resumes, cover letters, promotional pieces, presentation techniques, and skills related to the pursuit of careers and furthering education are covered in this class.
Prerequisite(s): PHO 237 with a gradeof "C" or better

PHO 269 - Business of Photography
3 Credits
Presents a guide to freelance work and a study of business practices and procedures and models unique to a career in photography. Discussion includes determining price structures, examining stock photography and art festivals, equipment and studio needs, business forms, business planning, tax structure, licenses and registration, self-promotion (résumé, website, portfolio, post-card mailers, and business identity package). Course may include visits by professionals in the field and discussion of career opportunities in a quickly changing career field.

PHO 280 - Internship
3 Credits
Provides students with the opportunity to supplement course work with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor/coordinator.

Physical Education

PED 100 - Fitness Concepts
1 Credit
Focuses on providing information and guidelines for moving toward a healthier lifestyle. Includes classroom instruction, an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program

utilizing the equipment and exercise options available in the Fitness Center.

PED 102 - Weight Training I
1 Credit
Offers basic instruction and practice in weight training. Students utilize weight training equipment in accordance to their abilities and goals. Emphasizes weight training equipment orientation, correct lifting techniques, and basic program design for men and women. 30 contact hours

PED 103 - Weight Training II
2 Credits
Offers guided instruction and independent practice in weight training for men and women. Students practice various weight training techniques in accordance with their abilities. Emphasizes physiological considerations, equipment orientation, correct lifting techniques, program design, and nutrition.
Prerequisite(s): PED 102 with a grade of "C" or better

PED 110 - Fitness Center Activity I
1 Credit
Focuses on improving total fitness via an aerobic circuit training program. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Covers the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. Weight machines, stationary bicycles, and computerized cardiovascular equipment are incorporated to elicit improvements in fitness.

PED 111 - Fitness Center Activity II
1 Credit
Serves as an advanced course for individuals interested in reaching a higher level of total fitness via an aerobic circuit training program. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Focuses on the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. Weight machines, stationary bicycles, and computerized cardiovascular equipment are used to elicit improvements in fitness.
Prerequisite(s): PED 110 with a grade of "C" or better

PED 112 - Fitness Center Activity III
1 Credit
Serves as an advanced exercise course designed for individuals interested in attaining a high level of total fitness. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Focuses on the basic components of fitness

including flexibility, muscular strength and endurance, cardiovascular fitness, and body composition. The primary mode of training is Aerobic Circuit Training. The circuit training is supplemented with additional work on specialized weight machines, dumbbells, treadmills, rowers, stair climbers, cross trainers, Nordic track, versa climbers, and running track available in the Fitness Center. (Formerly PED 210)

Prerequisite(s): PED 111 with a grade of "C" or better.

PED 113 - Fitness Center Activity IV

1 Credit

Focuses on advanced instruction designed for individuals interested in attaining a high level of total fitness. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Focuses on the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. The primary mode of training is Aerobic Circuit Training. The circuit training is supplemented with additional work on the specialized weight machines, dumbbells, treadmills, rowers, stair climbers, cross trainers, Nordic track, versa climbers, and running track found in the Fitness Center.

Prerequisite(s): PED 112 with a grade of "C" or better.

PED 128 - Indoor Stationary Group Cycling

1 Credit

Focuses on improving cardiovascular fitness, burning calories and enhancing muscular endurance. Designed specifically to enhance aerobic work capacity and improve pedaling skills. Each exercise session is choreographed to music and includes a complete workout with a warm-up, endurance and cool-down component.

PED 129 - Zumba

1 Credit

Zumba is a compilation of high energy, motivating music with unique moves and choreography combinations. Zumba fuses Latin and International music and dance themes to create a dynamic, exciting, effective fitness system. The routines feature aerobic/fitness interval training with a combination of fast and slow rhythms that tone and sculpt the body. Zumba utilizes the principles of fitness interval training and resistance training to maximize caloric output, fat burning and total body toning. It is a mixture of body sculpting movements with easy to follow dance steps.

PED 140 - Body Sculpting and Toning

1 Credit

Introduces exercise techniques to improve overall physical fitness. Emphasizes the interaction between cardiovascular conditioning, muscular strength and endurance, flexibility and program design integrated into an aerobic format. Focuses on blending together different combinations and sequences of exercises while conditioning the entire body. Students exercise using various types of resistance equipment.

PED 141 - Pilates Matwork I

1 Credit

Focuses on Pilates mat work to increase core strength, overall muscles tone and flexibility with focused and precise floor work techniques. A physical education class built upon the philosophies and exercises of Josef Pilates.

PED 142 - Pilates Matwork II

1 Credit

Builds upon the philosophies and exercise of Joseph Pilates. Pilates Matwork I is a prerequisite, as this course builds upon basic techniques learned therein. Core strength, flexibility, overall muscle tone and balance are the goals of the matwork.

PED 143 - Yoga I

1 Credit

Offers a guided instruction in yoga. Students practice yoga according to their individual fitness levels and abilities. Emphasizes enhancing general health and well-being through the performance of yoga strength, flexibility, balance and relaxation techniques and exercises.

PED 144 - Yoga II

1 Credit

Continues to build on the concepts of basic yoga. Increases awareness of yoga including physical and mental benefits.

Required: Yoga I Instructor's permission

PED 161 - Tai Chi I

1 Credit

Introduces Tai Chi as an expression of understanding of self-control, exercise and self-defense. The primary emphasis is to gain an understanding of the history (origins and changes) of Tai Chi, the movements and their names, application of movements and terminology.

PED 162 - Tai Chi II

1 Credit

Emphasizes the instruction of Tai-Chi from a practical and scientific approach with illustrations of applications for each of the movements in daily life. Cardiovascular training, strength and flexibility training, balance and coordination are integral parts of the Tai-Chi training. In addition, psychosocial skills such as meditation, relaxation and self-efficacy are covered.

Prerequisite(s): PED 161

PED 163 - Martial Arts I

1 Credit

Introduces basic martial arts techniques and forms designed to improve the physical and mental capacity of an individual. Enables the student to gain an understanding of the basic philosophies and concepts around the martial arts and the approach to ethics. Provides a clear-cut guide for developing a powerful sense of character and will.

PED 164 - Martial Arts II

1 Credit

Presents an empty-hand form of self-defense using all parts of the body in various blacking, kicking, punching and striking techniques against one or more assailants. The style of Karate taught will be Tae Kwon Do. Based on the results of an initial skills test, each student will be assigned two additional kicks, one additional jump kick, and one pattern. Intermediate sparring and self-defense techniques will be taught. Each student will be assigned a goal that they will strive to achieve by the end of the course.

Prerequisite(s): PED 163 with a grade of "C" or better

PED 165 - Self Defense

1 Credit

Introduces the basic skills and techniques of the art of self defense.

PED 202 - Golf I

1 Credit

Introduces a basic course in golf designed for those who have had little or no formal instruction or for those with some experience who are interested in improving some aspect of their game. Includes driving range, putting green, and on-course play.

PED 203 - Golf II

1 Credit

Covers skills designed for individuals with an advanced level of golfing skills who are interested in improving their game. Driving range, putting green and on course instruction and play will be included. Use of woods, irons, wedges and putting will be stressed. All instruction will be by certified golf Instructors.

Prerequisite(s): PED 202 with a grade of "C" or better

Physical Therapist Assistant

PTA 110 - Basic Patient Care in Physical Therapy

5 Credits

Examines the basic patient care skills for the healthcare practitioner. Enables the student to gain an understanding and demonstrate skills that include positioning, body mechanics, transfers, range of motion, palpation, vital signs, aseptic techniques, bandaging, intermittent venous compression, medical terminology, activities of daily living, wheelchair management, architectural barriers, and gait training.

Required: Admission to PTA program or Instructor's permission

PTA 115 - Principles and Practices in Physical Therapy

2 Credits

Explores the history of the profession including definition, development and areas of practice. The role of the APTA, the physical therapist assistant and the relationship between the physical therapist, PTA and other health care professionals are investigated. Includes current issues and trends including professionalism, ethics, quality assurance, communications and reimbursement issues such as Medicare, Medicaid, Worker's Compensation and commercial insurance.

PTA 117 - Anatomical Kinesiology Lab

2 Credits

Provides hands on opportunities for practical application of the theoretical principles of anatomical kinesiology.

Prerequisite(s): BIO 201 with a grade of "C" or better

Corequisite(s): HPR 117

PTA 120 - Modalities in Physical Therapy

5 Credits

Examines the theory and principles of physical therapy modalities. Course includes therapeutic heat and cold, traction, massage and hydrotherapy.

Prerequisite(s): PTA 110 with a grade of "C" or better

PTA 124 - Rehab Principles of Medical I

2 Credits

Investigates the impairments, functional limitations, and disabilities resulting from a variety of neuromusculoskeletal conditions. The medical management including pharmacology, and its impact on physical therapy rehab principles are discussed. Evidence based practice for musculoskeletal and neurological system diagnosis, will be reviewed as they relate to physical therapy rehab.

Prerequisite(s): CCR 092 (or higher) or equivalent.

PTA 131 - Professional Communication I

1 Credit

Introduces students to oral and written professional communication in their field. Develops skills in verbal and non-verbal communication, conducting self-critiques and peer reviews, research of professional literature, medical documentation, and professional presentations.

PTA 134 - Rehab Principles of Medical II

2 Credits

Investigates the impairments, functional limitations, disabilities and medical management including pharmacology, of a variety of traumatic, immunological, inflammatory and degenerative processes and their impact on physical therapy rehab principles. Evidence based practice for cardiovascular, respiratory, endocrine and chronic pain diagnosis, will be reviewed as they relate to physical therapy rehab.
Prerequisite(s): CCR 092 (or higher) or equivalent.

PTA 135 - Principles of Electrical Stimulation
2 Credits
Investigates the principles and application of electrical stimulation (ES) modalities currently used in physical therapy practice. Enables the student to understand the electrochemical and physiological effects of electrical stimulation and identify the various forms and applications of ES. Required: Admission to the PTA program
Required: Admission to the PTA program
Prerequisite(s): PTA 110 with a grade of "C" or better

PTA 140 - Clinical Kinesiology
5 Credits
Focuses on the science of human motion, theories of biomechanics and muscle/joint structure and function. Emphasizes basic principles of therapeutic exercise and their application to specific body regions. A laboratory experience that includes the application of kinesiology and exercise principles is integrated in the learning experience.
Prerequisite(s): HPR 117, PTA 117 with a grade of "C" or better

PTA 141 - Professional Communication II
1 Credit
Builds on Professional Communications I and develops skills in writing professional documents to patients and other health care professionals, participating effectively in meetings, and medical documentation skills.
Prerequisite(s): PTA 131 with a grade of "C" or better

PTA 175 - The Language of Physical Therapy
1 Credit
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

PTA 176 - Special Topics
1-6 Credits
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

PTA 205 - Psychosocial Issues In Health Care
2 Credits
Explores the psychosocial aspects of the patient/client and health care practitioner. Investigates recognition of and adjustment for psychological, sociological, educational,

cultural, economic and political concerns on the delivery of health care services. Communication skills and social and advocacy responsibilities of the health care practitioner are discussed. Enables the student to develop the skills to meet expectations and needs of members of society receiving health care services.
Prerequisite(s): CCR 092 (or higher) or equivalent.

PTA 230 - Orthopedic Assessment and Management Techniques
5 Credits
Examines the theory and principles and practices of orthopedic conditions. Includes an understanding of assessment and management techniques pertaining to orthopedic conditions, goniometry, manual muscle testing, gait analysis, and posture analysis.
Prerequisite(s): PTA 120 with a grade of "C" or better

PTA 240 - Neurological Assessment and Management Techniques
5 Credits
Examines the theory and principles of physical therapy with an introduction to assessment, management techniques and advanced physical therapy procedures as they relate to neurologic, cardiac and pulmonary conditions.
Prerequisite(s): PTA 230 with a grade of "C" or better

PTA 278 - PTA Seminar
2 Credits
Provides a summary of all coursework, internships and prepares the student for transition into the workforce as an entry level PTA. It includes a comprehensive review and mock exam in preparation for the national PTA exam, employment benefits, licensing, state practice act review, professional development, employment opportunities and community service.
Prerequisite(s): Instructor Permission

PTA 280 - PTA Internship I
4 Credits
Focuses on an initial clinical exposure providing hands on patient practicum skills and techniques. Includes application of basic patient care skills including transfers, range of motion, modalities, bandaging, aseptic techniques, and gait training. Students demonstrate professional behavior and communication principles appropriate in the physical therapy setting. A designated clinical Instructor in an acute care, geriatric, or outpatient setting provides supervision.
Prerequisite(s): PTA 120 and PTA 140 with a grade of "C" or better.

PTA 281 - PTA Internship II

5 Credits

Focuses on an intermediate clinical experience providing hands on patient practicum skills and techniques. Includes continued application of physical therapy procedures of Internship I with the addition of therapeutic exercise, goniometry, manual muscle testing, and motor learning techniques. Students demonstrate professional behavior and communication principles appropriate in the physical therapy setting. A designated clinical Instructor in an acute care, rehabilitation, outpatient, geriatric, or home health setting provides supervision. During the internship, the student presents an in-service on a physical therapy related topic.

Prerequisite(s): PTA 280 with a grade of "C" or better.

PTA 282 - PTA Internship III

5 Credits

Incorporates advanced clinical experience providing hands on patient practicum skills and techniques. Students refine all physical therapy skills in preparation to enter the field as an entry-level physical therapist assistant. This final experience includes independent practice with an assigned caseload under the on-site supervision of a clinical Instructor. The student presents an in-service on a physical therapy related topic.

Prerequisite(s): PTA 240 and PTA 281 with a grade of "C" or better

PTA 285 - Independent Study

1-6 Variable Credits

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

Physics

PHY 105 - Conceptual Physics w/Lab: GT-SC1

4 Credits

Focuses on mechanics, heat, properties of matter, electricity and magnetism, and light. Incorporates laboratory experience. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050/MAT 055 or equivalent.

PHY 111 - Physics: Algebra-Based I: With Lab: GTSC1

5 Credits

Covers the physics of mechanics and requires application of classical physics to both mathematical and conceptual problems. Major topics include kinematics in one and two dimensions, Newton's Laws, circular motion, work and energy, impulse and momentum, and rotational mechanics.

This course may also include topics relating to simple harmonic motion and traveling and standing waves. This is a statewide Guaranteed Transfer course in the GT-SCI category.

Prerequisite(s): CCR 092 and (or higher) or equivalent and MAT 121 with a grade of "C" or better; or equivalent placement scores.

PHY 112 - Physics: Algebra-Based II with Lab: GTSC1

5 Credits

Covers the physics of electricity and magnetism and requires application of classical physics to both mathematical and conceptual problems. DC circuits involving resistors, capacitors, and batteries will be covered. Also covered are electromagnetic waves and geometric optics. This course may also include topics relating to simple harmonic motion, traveling and standing waves, and AC circuits. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

Prerequisite(s): PHY 111 with a grade of "C" or better; CCR 092 (or higher) or equivalent and MAT 121 with a grade of "C" or better; or equivalent placement scores.

PHY 211 - Physics: Calculus-Based I with Lab: GTSC1

5 Credits

Covers the physics of kinematics, dynamics, and conservation laws and requires application of classical physics to both mathematical and conceptual problems. Specific concepts covered include 1D and 2D kinematics, Newton's Laws, rotational motion, energy and work, momentum and impulse, and simple harmonic motion. This course may also cover thermodynamics and fluid mechanics. The Colorado Commission on Higher Education has approved PHY 211 for inclusion in the Guaranteed Transfer (GT) Pathways program in the GT-SC1 category. For transferring students, successful completion with a minimum C– grade guarantees transfer and application of credit in this GT Pathways category. For more information on the GT Pathways program, go to http://highered.colorado.gov/academics/transfers/gtpathways/curriculum.html. For REQUIRED SYLLABUS information that is to be included on all syllabi starting Summer 2018 go to https://www.cccs.edu/educator-resources/common-course-numbering-system/gt-pathways-required-course-syllabi-information/.

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 201 with a grade of "C" or better; or equivalent placement scores.

PHY 212 - Physics: Calculus-Based II With Lab: GTSCI

5 Credits

Covers the physics of electricity and magnetism using conceptual and mathematical reasoning, including calculus. Maxwell's equations, waves, and time-varying circuits will be covered. Optional topics include wave and geometric optics and AC circuits. The Colorado Commission on Higher Education has approved PHY 212 for inclusion in the Guaranteed Transfer (GT) Pathways program in the GT- SC1 category. For transferring students, successful completion with a minimum C– grade guarantees transfer and application of credit in this GT Pathways category. For more information on the GT Pathways program, go to http://highered.colorado.gov/academics/transfers/gtpathways/curriculum.html. For REQUIRED SYLLABUS information that is to be included on all syllabi starting Summer 2018 go to https://www.cccs.edu/educator-resources/common-course-numbering-system/gt-pathways-required-course-syllabi-information/.

Prerequisite(s): PHY 211 with a grade of "C" or better; CCR 092 (or higher) or equivalent and MAT 201 with a grade of "C" or better or equivalent placement scores.

PHY 213 - Physics III: Calculus-Based Modern Physics

3 Credits

Expands upon PHY 212 and explores twentieth century advances in physics. Topics may include special and general relativity, quantum theory, atomic physics, solid state physics, nuclear physics, semiconductor physics and cosmology.

Prerequisite(s): PHY 212 with a grade of "C" or better

PHY 275 - Special Topics

1-6 Variable Credits

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

PHY 285 - Independent Study

1-6 Variable Credits

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

Required: Instructor's permission

Political Science

POS 105 - Introduction to Political Science: GT-SS1

3 Credits

Focuses on a survey of the discipline of political science, including political philosophy and ideology, democratic and non-democratic governments, and processes, and international relations.

Prerequisite(s): CCR 092 (or higher) or equivalent.

POS 111 - American Government: GT-SS1

3 Credits

Includes the background of the U.S. Constitution, the philosophy of American government, general principles of the Constitution, federalism, and civil liberties. Examines public opinion and citizen participation, political parties, interest groups, and the electoral process, and the structure and functions of the national government.

Prerequisite(s): CCR 092 (or higher) or equivalent.

POS 125 - American State & Local Government GT-SS1

3 Credits

Emphasizes the structure and function of state, county, and municipal governments including their relations with each other and with national government. Includes a study of Colorado government and politics.

Prerequisite(s): CCR 092 (or higher) or equivalent.

POS 205 - International Relations: GT-SS1

3 Credits

Examines relationships among modern nation states. Topics include diplomacy, nationalism, ideologies, power and influence, conflict and cooperation, the role of non-state actors, the international economy and theoretical attempts to understand international behavior.

Prerequisite(s): CCR 092 (or higher) or equivalent.

POS 215 - Current Political Issues

3 Credits

Incorporates an in-depth analysis of critical issues in political science. Examines current topics and issues.

POS 225 - Comparative Government: GT-SS1

3 Credits

Focuses on a comparison of the basic features of selected developed and developing countries. Topics include ideologies, political parties, interest groups, and governmental institutions.

Prerequisite(s): CCR 092 (or higher) or equivalent.

POS 275 - Special Topics

1-6 Variable Credits

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

POS 285 - Independent Study

1-6 Variable Credits

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor.
Required: Instructor's permission

Process Technology

Process Operations within the process industry

PRO 230 - Quality in Process Technology

3 credits

Provides an introduction to the field of Quality within the Process Industry. This course will introduce many process industry-related quality concepts including operating consistency, continuous improvement, plant economics, team skills and statistical process control (SPC).
Prerequisite(s): MAT 108

Psychology

PSY 101 - General Psychology I: GT-SS3

3 Credits

Focuses on the scientific study of behavior including motivation, emotion, physiological psychology, stress and coping, research methods, consciousness, sensation, perception, learning, and memory.
Prerequisite(s): CCR 092 (or higher) or equivalent.

PSY 102 - General Psychology II: GT-SS3

3 Credits

Focuses on the scientific study of behavior including cognition, language, intelligence, psychological assessment, personality, abnormal psychology, therapy, life span development, and social psychology.
Prerequisite(s): CCR 092 (or higher) or equivalent.

PSY 116 - Stress Management

3 Credits

Identifies the physiological, emotional and behavioral aspects of stress. Techniques of stress reduction and management are explored and applied, including nutrition, exercise, assertiveness, time management, and financial management. This course is not designed for transfer.
Prerequisite(s): CCR 092 (or higher) or equivalent.

PSY 205 - Psychology of Gender: GT-SS3

3 Credits

Examines gender comparisons in work, courtship, family life, and sexual behavior throughout the life span.
Prerequisite(s): PSY 101 or PSY 102 with a grade of "C" or better; CCR 092 (or higher) or equivalent.

PSY 207 - Intro Forensic Psychology

3 Credits

Introduction to Forensic Psychology is a course in an overview of Forensic Psychology. As such it explores both current research and practice in five areas. These areas are police psychology, criminal psychology, victimology, correctional psychology and the interface of psychology and the courts. The course facilitates an understanding of the numerous careers related to forensic psychology, how to prepare for them and current research and practice in each of the five broad areas of forensic psychology.
Prerequisite(s): PSY 101 or PSY 102 with a grade of "C" or better.

PSY 217 - Human Sexuality: GT-SS3

3 Credits

Surveys physiological, psychological, and psychosocial aspects of human sexuality. Topics include relationships, sexual identity, and sexual health. This is a statewide Guaranteed Transfer course in the GT-SS3 category.
Prerequisite(s): PSY 101 or PSY 102 with a grade of "C" or better; CCR 092 (or higher) or equivalent.

PSY 226 - Social Psychology: GT-SS3

3 Credits

Focuses on the behavior of humans in a wide variety of social settings and the social influences humans have on each other in those settings. This is a statewide Guaranteed Transfer course in the GT-SS3 category.
Prerequisite(s): PSY 101 or PSY 102 with a grade of "C" or better; CCR 092 (or higher) or equivalent.

PSY 235 - Human Growth and Development: GT-SS3

3 Credits

Examines human development from conception through death, emphasizing physical, cognitive, emotional, and psychosocial factors.
Prerequisite(s): PSY 101 or PSY 102 with a grade of "C" or better; CCR 092 (or higher) or equivalent.

PSY 237 - Child and Adolescent Psychology

3 Credits

Explores human development from conception through adolescence, emphasizing physical cognitive, emotional, and psychosocial factors.
Prerequisite(s): PSY 101 or PSY 102 with a grade of "C" or better

PSY 238 - Child Development: GT-SS3

3 Credits

Focuses on the growth and development of the individual, from conception through age 12, emphasizing physical, cognitive, emotional, and psychosocial factors.
Prerequisite(s): CCR 092 (or higher) or equivalent.

PSY 249 - Abnormal Psychology GT-SS3

3 Credits

Examines abnormal behavior and its classification, causes, treatment, and prevention.

Prerequisite(s): PSY 101 or PSY 102 with a grade of "C" or better; CCR 092 (or higher) or equivalent.

PSY 275 - Special Topics

1-6 Variable Credits

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

PSY 285 - Independent Study

1-6 Variable Credits

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

Required: Instructor's permission

Russian

RUS 111 - Russian Language I

5 Credits

Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the Russian language. Note: The order of the topics and methodology will vary according to individual texts and instructors.

RUS 112 - Russian Language II

5 Credits

Continues Russian I in the development of functional proficiency in listening, speaking, reading and writing the Russian language. Note: The order of the topics and the methodology will vary according to individual texts and instructors.

Prerequisite(s): RUS 111 with a grade of "C" or better

Science

SCI 155 - Integrated Science I-Physics and Chemistry: GT-SC1

4 Credits

Examines the nature of energy and matter, their interactions and changes, and the application of fundamental concepts to the study of our natural world. These concepts will be explored in hands-on laboratory experiments. This course integrates the fundamental concepts and ideas about the nature of physics and chemistry with the natural world. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050 or equivalent.

SCI 156 - Integrated Science II-Earth and Life Science: GT-SC1

4 Credits

Examines earth and biological systems, living and non-living environments, through the application of fundamental energy and matter concepts. These systems and concepts will be explored in hands-on laboratory experiments. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

Prerequisite(s): CCR 092 (or higher) or equivalent and MAT 050 or equivalent.

Sociology

SOC 101 - Introduction to Sociology I: GT-SS3

3 Credits

Examines the basic concepts, theories, and principles of sociology as well as human culture, social groups, and the social issues of age, gender, class, and race.

Prerequisite(s): CCR 092 (or higher) or equivalent.

SOC 102 - Introduction to Sociology II: GT-SS3

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.

Prerequisite(s): CCR 092 (or higher) or equivalent.

SOC 205 - Sociology and Family Dynamics: GT-SS3

3 Credits

Develops an understanding of marriage, family and kinship. It examines the family as an institution and how social, cultural and personal factors influence family relations. The stability and diversity of the family will be explored, along with current trends and some alternative life styles.

Prerequisite(s): CCR 092 (or higher) or equivalent.

SOC 207 - Environmental Sociology: GT-SS3

3 Credits

Examination of humans and the environment from an ecological perspective. Focuses on industrial and economic growth versus sustainability, natural resources development and management, environmental values and social movements, and comparative perspectives on people's relationship to the environment. Review of the "Green " movement and other environmental movements and their impacts upon social dynamics, the environment, and the evolution of social movements.

Prerequisite(s): CCR 092 (or higher) or equivalent.

SOC 210 - Technology and Society

3 Credits

Analyzes the relationship between technology and human society and culture; how technology has influenced the development of society and how social and cultural forces have influenced the development of technology.
Prerequisite(s): CCR 092 (or higher) or equivalent.

SOC 218 - Sociology of Diversity: GT-SS3

3 Credits

Explores the variety of intergroup relations regarding race, nationality, ethnicity, gender, sexual orientation, and other diversity issues. Patterns of prejudice, discrimination and possible solutions to these issues will be addressed.
Prerequisite(s): CCR 092 (or higher) or equivalent.

SOC 220 - Sociology of Religion: GT-SS3

3 Credits

Provides an introduction to the sociology of religion, including a comparative and critical examination of world religions, by focusing on sociological interpretation and explanation of the role of religion in human culture. The interaction between society and religion is thus examined as are a wide variety of religious beliefs and practices.
Prerequisite(s): CCR 092 (or higher) or equivalent.

SOC 231 - The Sociology of Deviant Behavior: GTSS3

3 Credits

Examines the nature, identification, and explanation of deviant categories. Theories, and philosophies as well as methods of treatment related to deviancy will also be considered. The course will study society`s attempts to control, change, and institutionalize those acts, individuals or groups that a population may deem unacceptable.
Prerequisite(s): CCR 092 (or higher) or equivalent.

SOC 275 - Special Topics

1-6 Variable Credits

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

SOC 285 - Independent Study

1-6 Variable Credit

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

Spanish

SPA 101 - Conversational Spanish I

3 Credits

Offers beginning students the skills necessary to understand and speak Spanish. The material includes basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

SPA 102 - Conversational Spanish II

3 Credits

Offers students the skills necessary to understand and speak Spanish. The material continues to cover basic conversations patterns, expressions, and grammar.
Prerequisite(s): SPA 101 with a grade of "C" or better

SPA 111 - Spanish Language I

5 Credits

Develops students' interpretive, interpersonal, and presentational communicative abilities in the language. Integrates these skills in the cultural contexts in which the language is used. Offers a foundation in the analysis of culture. **Note:** The order of the topics and methodology will vary according to individual texts and Instructors.

SPA 112 - Spanish Language II

5 Credits

Expands students' interpretive, interpersonal, and presentational communicative abilities in the language across the disciplines. Integrates these skills with the study of the cultures in which the language is used. Offers a foundation in the analysis of culture and develops intercultural communicative strategies. **Note:** The order of the topics and the methodology will vary according to individual texts and Instructors.
Prerequisite(s): SPA 111 with a grade of "C" or better

SPA 114 - Fast-Track Spanish I and II

5 Credits

Designed to bridge beginning SPA courses with intermediate SPA courses. It is designed for students who have studied two years of the target language in high school and possess linguistic and cultural knowledge that true beginners do not, but are not ready yet to move to the intermediate level because they need an in-depth review of essential structures.
Required: Placement test

SPA 115 - Spanish for the Professional I

3 Credits

Designed as an introduction to a working knowledge of the target language, cultural behaviors and values useful in various professional fields such as health care, law enforcement, bilingual education, business, and others.
Prerequisite(s): SPA 101 with a grade of "C" or better

SPA 201 - Conversational Spanish III

3 Credits

Provides students with the skills necessary continue to their study of understanding and speaking Spanish. The material includes intermediate level vocabulary, grammar, and expressions.
Prerequisite(s): SPA 102 with a grade of "C" or better

SPA 202 - Conversational Spanish IV

3 Credits

Provides students the skills necessary to continue their study of understanding and speaking Spanish. The material will continue to cover intermediate level conversational patterns, expressions, and grammar.

Prerequisite(s): SPA 201 with a grade of "C" or better

SPA 211 - Spanish Language III: GT-AH4

3 Credits

Continues Spanish Language II in the development of increased functional proficiency at the intermediate level in speaking, aural comprehension, reading, writing, and cultural competency in the Spanish language. This course is conducted predominantly in Spanish. This is a statewide Guaranteed Transfer course in the GT-AH4 category.

Prerequisite(s): SPA 112 with a grade of "C" or better or placement test

SPA 212 - Spanish Language IV: GT-AH4

3 Credits

Continues Spanish Language III in the development of increased functional proficiency at intermediate mid level in speaking, aural comprehension, reading, writing, and cultural competency in the Spanish language. This course is conducted predominantly in Spanish. This is a statewide Guaranteed Transfer course in the GT-AH4 category.

Prerequisite(s): SPA 211 with a grade of "C" or better or placement test

SPA 215 - Spanish for The Professional II

3 Credits

Continues SPA 115 in the development of a working knowledge of the target language, cultural behaviors and values useful in various professional fields such as health care, law enforcement, bilingual education, business, and others.

Prerequisite(s): SPA 115 with a grade of "C" or better

SPA 235 - Spanish Reading/Writing

3 Credits

Builds vocabulary and develop reading and writing strategies in Spanish to be able to analyze fictional and non-fictional texts and gain further cultural insight of the Hispanic world. (45 contact hours)

Prerequisite(s): SPA 212 with a grade of "C" or better

SPA 261 - Grammar for the Heritage Language Speaker

3 Credits

Provides formal grammatical instruction to Foreign Language students whether native or bilingual who want to develop their existing proficiency in the target language.

Prerequisite(s): SPA 212 with a grade of "C" or better

SPA 275 - Special Topics

1-6 Variable Credits

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

Prerequisite(s): Determined by Instructor

SPA 285 - Independent Study

1-6 Variable Credits

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

Required: Instructor's permission

Telecommunications Technology

TLT 131 - Cabling

3 Credits

Provides the student with knowledge of different cable media as applicable to the telecom industry. Termination, routing, cable selection theory and testing.

TLT 141 - Voice Over Internet Protocol (VoIP)

1 Credit

Students will learn the basic concepts of Voice Over Internet Protocol as opposed to public Switched Telephone Network (PTSN). The purpose of this course will be to teach testing measurement, Evaluate quality of signal, differences in commercial applications of Tier One, Tier Two and Tier Three providers in comparison to individual applications. Students will master VoIP, Enterprise level VoIP standards, security and analyze the VoIP packet. Topics also covered will include vocabulary, history and the future of VoIP, Enterprise level VoIP, define codec, media gateways, media controllers, IP based PBX's, ATA, analog telephone adapter, basic block diagram of a typical PSTN, VoIP calls and finally QoS issues related to VoIP.

TLT 143 - Transmission: Wired and Wireless

3 Credits

Transmission of voice, video and data signals can occur via both wired and wireless media. This course will discuss the advantages and disadvantages of wired and wireless transmission, taking into consideration factors such as required bandwidth, security, interference, distance, reliability and more. Students will investigate terminal equipment for both transmission and reception of multiple signal types transmitted via wired and wireless methodologies. Multiple types of wireless technologies will be discussed including point to point, point to multipoint, broadcast and more. RF, microwave and wireless optical transmission will be discussed.

Theater

THE 105 - Theatre Appreciation: GT-AH1

3 Credits

Provides an opportunity to discover, analyze, and evaluate all aspects of the theatre experience: scripts, acting, directing, staging, history, criticism, and theory. This is a statewide Guaranteed Transfer course in the GT-AH1 category.

Prerequisite(s): CCR 092 (or higher) or equivalent.

THE 110 - Theatre in Denver

3 Credits

Acquaints students with the range of theatre companies and productions in the Denver area. The itinerary is designed to provide the greatest variety of theatrical experiences within the logistical circumstances of a given semester's offerings. Accordingly, students will confront a broad spectrum of dramatic literature performed by various companies in distinct milieu.

THE 211 - Development of Theatre - Greek Renaissance: GT-AH1

3 Credits

Surveys the history and development of theatrical practices from Ancient Greece to the Renaissance as well as non-western forms, emphasizing all aspects of performance from period values to analysis of dramatic literature and culture. This is a statewide Guaranteed Transfer course in the GT-AH1 category.

Prerequisite(s): CCR 092 (or higher) or equivalent.

THE 212 - Development of Theatre Restoration to Modern: GT-AH1

3 Credits

Surveys the history and development of theatrical practices from Restoration to the present as well as non-Western forms, emphasizing all aspects of performance from period values to analysis of dramatic literature and culture. This is a statewide Guaranteed Transfer course in the GT-AH1 category.

Prerequisite(s): CCR 092 (or higher) or equivalent.

THE 215 - Playwriting: GT-AH1

3 Credits

Develops playwriting techniques emphasizing elements of dramatic structure, dialogue, styles, creative writing, and theatrical practices. This is a statewide Guaranteed Transfer course in the GT-AH1 category.

Workforce and Community Programs

Workforce Training

Move Mountains and Earn More with Professional and Skills Training

ACC means **BUSINESS** and we can help increase employee effectiveness and production through many options.

For Job Seekers and Employees

- certificate programs
- individual courses
- online training and classes

Looking For a New Career?

- Event Management is a certificate program endorsed by the Colorado Festivals and Events Association (CFEA)
- Medical Transcription is a convenient online program with local discussion groups
- RN Refresher includes online curriculum, hands-on skills lab and clinical coordination
- Hundreds of career training and certification programs are offered online for your convenience

For Small and Large Businesses

We help assess organizational training needs and propose specific programs that will assist employees to meet organizational goals.

- training assessments
- individual courses or certificate and degree programs
- quality training
- workplace skills
- customized training

Customized training designed for unique operations, includes curriculum development and instruction in areas such as:

- technical skills for industrial operations
- information skills and computer training
- leadership development
- project management
- supervisory skills
- occupational Spanish and other language classes including English as a Second Language
- Six Sigma
- Lean Enterprise and Manufacturing

The Workforce Training Program helps people with good skills and knowledge obtain exceptional skills and knowledge. We work with business leaders and individuals to raise skill levels to become more productive and valuable in the workplace.

We do custom training design, implementation and industry certification. Our clients learn about workforce development strategies and intellectual resources that only we can offer. We begin our process with analysis, then do

design and, curriculum development, and culminate in the implementation of an exceptional customized training program.

Workforce Trainers and instructors have practical experience in their fields and work with companies to create a training program to meet specific needs.

Focus on Results

Our carefully tested methods provide companies with an efficient, customized, training plan.

- We consult with company personnel
- Experienced facilitators do an on-site assessment
- We design and deliver customized workshops and training programs

Finance Your Program with State-funded Training Dollars

Learn about Colorado FIRST and Existing Industry programs that provide training incentives to improve employment opportunities for Coloradoans and enhance Colorado's competitive position. The State and the Colorado Community College System administer these programs. We help develop and deliver customized training programs using grant-funded training dollars. Questions? Call 303.734.3701 or visit arapahoe.edu/workforce

Community Education
A Lifetime of Learning!

Looking for something fun to do? Meet new friends? Change careers? Each year, thousands of people like you enroll in courses and certificate programs. Hundreds of classes are offered each season (four terms per year), and new courses are constantly developed to meet the changing needs of the community. Visit our Web site at arapahoe.edu/communityed. You can register for classes online with a credit card or call 303.797.5722. The Community Education Program office is located in Room A1215 on the first floor of the Annex building of the Littleton Campus. Office hours are from 8:00 a.m. – 5:00 p.m., Monday through Friday.

Course offerings include:

- **Arts and Crafts**–Courses focusing on drawing, painting, photography and general crafts
- **Business**–Courses designed for the small business entrepreneur
- **Career**–Workshops, seminars and certificated programs designed to assist those in finding, changing or training for a career

- **Computer, Smart Phones, Tablets**–Courses for the home computer user, in three- and six-hour formats using the latest software
- **Language and Culture**–Courses for travelers, business interests or for pleasure, including English as a Second Language
- **Home and Garden**–Workshops for inside and outside the home for the "do-it-yourselfer"
- **Health, Fitness and Beauty**–Courses promoting a healthy life using traditional and alternative methods as well as beauty tips
- **Music**–Courses to develop musical interests and talents including private lessons
- **Online**–Courses in a variety of interest areas that can be completed online at home or work
- **Personal Development**–A mixture of courses including writing, spirituality and other topics
- **Personal Finance**–Courses to improve financial security
- **Recreation and Travel**–Courses include sports and recreational activities, day excursions, genealogy, bridge, etc.
- **Youth College**–Courses for children in grades K-12 including summer high school and enrichment programs

Course Formats – Formats vary from 1-10 sessions per term (season) depending on the course topic.

Course Locations – Courses are held at the ACC Littleton Campus and various locations throughout the South Metro area.

Course Instructors – Over two hundred part-time expert instructors teach in the program.

GED: General Education Development

If you are planning to take the GED High School Equivalency exam, we will help you prepare. Classes help you acquire the knowledge needed to have a sufficient score to pass the exam. You can register for non-credit classes that are held during the day, in the evening, or online. You must be 17 years of age to take the GED test. For information about the GED test, contact the Testing Center at 303.797.5993. For more information about GED classes, call the Community Education Program office at 303.797.5722.

Administrators and Faculty

For a listing of full-time faculty, staff, and administrators, please see the:

Employee Directory

Links to additional information are found below:
President's Office
Colorado State Board for Community Colleges and
Occupational Education
The College Advisory Council

Special Recognitions

Faculty of the Year:
Tracy Lawrence 2019
Mary Carr 2018
Adam Shelffo 2017
John Hall 2016
Deby Stutman (Jones) 2015
Nia Bauer 2014
Josie Mills 2013
Kim Moultney 2012

Instructor of the Year:
Harry Purcell 2019
Susan Walter 2018
Laura Kjosen 2017

Distinguished Faculty:
2018-2019
Joan Anderssen, Chris McKellips, Denice Pardee,
Dawn Viola, Doc Viola

2017-2018
Heidi Barrett, Chris Nordquist, Adam Shelffo,
Jamey Trotter, Henry Weigel

2016-2017
Allison Hagood, Jennifer Jones, Michele Moro,
Danielle Staples, Kathryn Winograd

2015-2016
Nathan Abels, Tom DeMoulin, Denise Lefort,
Lance Rubin, Terri Scrima

2014-2015
Debbie Grant, Kristin Habicht, Diana Hornick, Kim
Moultney, Kim Stasiewicz

2013-2014
Cheyne Bamford, Jennifer Kroetch, Hidemi
Matsushita, Mikelene Mantel

2012-2013
Jim Cannata, Sara Harris, Cindy Johnson, Anita
LoDico, Fida Obeidi

2011-2012
Jo Ann Beine, Tom DeMoulin, John Hall, Connie
Strain, Michelle Van de Sande

Master Teachers:
Erica Henningsen
Susan Kendall
Tracy Lawrence
Holly Lynch
Fida Obeidi
Denice Pardee
Rachel Willard

Administrator of the Year:
Vicki Bobo 2018-2019
Juan Greening 2017-2018
Rebecca Woulfe 2016-2017
Dawn Stratton 2015-2016
Darcy Briggs 2013-2014

Classified of the Year:
Meredith Tofield 2018-2019
Elden Raugust 2017-2018
Tim Eberly 2016-2017
Tia Lee 2015-2016
(Transition year – no Classified Employee of the
Year for 2014-2015)
Mark DiRenzo 2013-2014