

Health Information Technology

ICD-9-CM/CPT Coding Certificate

Major Courses		(24 credit hours)
HIT	221	ICD-9-CM Coding I 5
HIT	231	ICD-9-CM Coding II 5
HIT	241	CPT Coding Basic Principles 2
HPR	178	Medical Terminology 3
MOT	125	Basic Medical Science I* 3
MOT	133	Basic Medical Science II* 3
MOT	135	Basic Medical Science III* 3
Total		24 credit hours

Optional Course Recommended

HIT	105	Physician Coding and Reimbursement	5
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*Anatomy and Physiology may be substituted for the Basic Medical Science courses if previously completed for credit. In this situation, a current HPR 216 course must be completed for this certificate.

All major courses required for this degree must be completed with a "C" or better to meet graduation requirements.

Human Performance Physical Fitness Specialist

Associate of Applied Science Degree or Certificate

The degree program is designed to provide a comprehensive understanding of movement, exercise, nutrition and health. The student will learn how to conduct fitness and health assessments, develop exercise prescriptions and evaluate nutritional needs. Practical hands-on experience in our on-site fitness center provides students with the skills and confidence they need in working with a diverse population. Students are eligible to take National Certifications at the completion of the program.

For additional information contact the Department Chair: Ms. Sophie Mabry at 303-797-5856 or e-mail at: sophie.mabry@arapahoe.edu.

These classes transfer to Metropolitan State College of Denver toward a Bachelor of Science degree in Human Performance and Sport. Specific course sequences and prerequisites apply. Students must pass their classes with a "C" or better.

Human Performance (HUP) A.A.S.

Major courses:		(39 credit hours)
HWE	124	Fitness & Wellness 2
HWE	136	Advanced Weight Training* 2
PER	232	Care and Prevention of Athletic Injuries 3
HWE	245	Physiology of Exercise* 3
PER	275	(Special Topics) Internship* 3
HWE	237	Exercise, Nutrition and Body Composition 3
HWE	248	Guidelines for Exercise Testing & Prescription 2
PED (100-275)		Pick any 4 activity based courses *** 4
HWE	100	Human Nutrition 3
HWE	122	Responding to Emergencies 2
BIO	201	Human Anatomy & Physiology I (includes lab)* 4
BIO	202	Human Anatomy & Physiology II (includes lab)* 4
PTA	176	(Special Topics) Anatomical Kinesiology* 4

General Education Courses (18 credit hours)

SPE	115	Public Speaking	3
ENG	121	English Composition I**	3
MAT	121	College Algebra**	4
BIO	111	General College Biology I with Lab	5
PSY	101	General Psychology I	3

Restricted/General Elective Courses (6 credit hours)

PER113		Intro. Physical Education & Sports	2
PER151		Lifeguard Training	2
—	—	Student Choice	2-3

For other general education classes, see advisor or department chair for approval.

* PREREQUISITE required.

**Students must score an 80 on the reading CPT, 95 on the sentence skills CPT, 85 on the mathematical CPT.

*** Includes one aquatic class.

Total 63 credit hours

Physical Fitness Specialist Certificate

This certificate program is designed for students preparing for a National Certification test or those in need of continuing education credits.

Physical Fitness Specialist Certificate (26-28 credit hours)

BIO	201	Human Anatomy and Physiology I Plus Lab*	4
HWE	124	Fitness and Wellness	2
HWE	245	Physiology of Exercise*	3
HWE	248	Guidelines For Exercise Testing and Prescriptions	2
HWE	122	Responding to Emergencies	2
HWE	136	Advanced Weight Training*	2
BIO	202	Human Anatomy and Physiology II Plus Lab*	4
PER	232	Care and Prevention of Athletic Injuries	3
HWE	237	Exercise, Nutrition and Body Composition	3
PER	275	Special Topics: Internship	1-3

* PREREQUISITE required

Total 26-28 credit hours

Interior Design

Associate of Applied Science Degree

This program emphasizes preparation for a career as an interior designer. The student will learn to develop not only creative abilities and how to express them, but also the methods and processes needed to practice design responsibly and profitably.

Students enrolled in this program can expect additional expenses of approximately \$2500 for textbooks, course materials, equipment and project supplies.

Program Admission Requirements:

- Attend an Interior Design Program Orientation prior to first registration. Call the Division Office at 303-797-5855 for an appointment.
- Complete CPT assessment with the following minimum scores:
 - 80 on Reading Comprehension
 - 95 on Sentence Skills
 - 57 on Arithmetic

There are **no exceptions** to this Interior Design Program admission requirement. Call the ACC Testing Center at 303-797-5993 to determine procedures, location and/or hours of operation.

- Students wishing to transfer in General Education credits to fulfill degree requirements must have official transcripts sent to ACC Admissions and Records Office and fill out a request for transcript evaluation form. Call the Admissions and Records at 303-797-5621 for further information about this process.
- Students wishing to transfer in Interior Design credits to fulfill degree requirements must go through a portfolio review prior to beginning the program. After attending an orientation, call 303-797-5861 for an appointment to review an interior design portfolio only. This will not include a transcript evaluation for General Education.

NOTE: 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.

Major Courses (60 credit hours)

IND 100	Interior Design Fundamentals	4
IND 107	History of Interior Design	3
IND 108	Profession Survey	1
IND 111	Drafting for Interiors	4
IND 112	Graphic Communication	4
IND 114	Space Planning	3
IND 117	Interior Textiles	2
IND 118	Interior Finishes	2
IND 151	Residential Design	4
IND 152	Commercial Design I	2
IND 178	Seminar: Local Market Tour	1
IND 178	Seminar: Design Resume	1
IND 200	Kitchen and Bath Design	4
IND 201	Commercial Design II	4
IND 205	Professional Practice for Interior Designers	2
IND 211	Interior Construction	4
IND 225	Lighting Design	2
IND 278	Workshop: Design Research	1
IND 278	Workshop: Design Portfolio	1
IND 280	Internship	4
IND 289	Capstone: Advanced Design	3
CAD 105	AutoCAD for Interiors	4

General Education Courses (15 credit hours)

CIS 118*	Introduction to PC Applications	3
ENG 131**	Technical Writing I	3
General Electives***		9
Total		75 credit hours

* To waive or challenge CIS 118, contact IdaLynn Gedde (CIS Dept.) at 303-797-5886.

** ENG 131 can be waived under certain circumstances. Call 303-797-5861 for information.

*** A list of approved Elective courses can be found in this ACC Catalog under "General Education Requirements for A.A.S. Degrees."

Interior Architecture Certificate

This Certificate is intended for students who have completed an associate degree in Interior Design. It provides extra professional training to make the graduate more versatile and valuable in the field of Commercial Interior Design.

Major Courses (30 credit hours)

ARC 102	Residential Architecture	5
ARC 116	Building Materials	3
ARC 205	Commercial Drawing Practice I	4
ARC 216	Estimating I	3
ARC 231	Building Service Systems	3
CAD 102	Computer Aided Drafting II	3
CAD 202	Computer Aided Drafting/3D	3
CAD 225	Architectural Desktop/AutoDesk	3
CTC 105	Overview of Telecommunications	3

Total 30 credit hours

Showroom Assistant Certificate

This certificate emphasizes preparation for work assisting customers in a retail store or showroom that sells home furnishings or finishes. The student will learn basic elements and principles of design, as well as basic computer and sales skills.

Students enrolled in this program can expect additional expenses of approximately \$1000 for textbooks, course materials and equipment and project supplies.

The certificate may be tailored to fit various job types. Specific employers may require additional courses.

Admission Requirements for Showroom Assistant Program:

- Attend an Interior Design Program Orientation prior to first registration. Call the Division Office at 303-797-5855 for an appointment. Call 303-797-5974 for general information.
- Complete CPT assessment with the following minimum scores:
 - 80 on Reading Comprehension
 - 95 on Sentence Skills
 - 57 on Arithmetic
- Exceptions to the require CPT assessment will be made for students who:
 - a. achieved equivalent ACT or SAT scores (within the last two years) or
 - b. have earned a college degree (associates or higher); or
 - c. have completed a college-level mathematics and college-level writing course with a grade of "C" or higher; or
 - d. have completed any necessary remedial course(s), if required, with a grade of "C" or higher before taking Interior Design courses.
- Students must consult with an Interior Design Faculty advisor before enrolling in any elective courses.

NOTE: All courses required for this certificate must be completed with a grade of "C" or better to meet admission and graduation requirements.

Major Courses (15 credit hours)

IND 100	Interior Design Fundamentals	4
IND 108	Profession Survey	1
IND 117	Interior Textiles	2
IND 118	Interior Finishes	2
MAR 111	Principles of Sales	3
CIS 118	Introduction to PC Applications	3

Elective Courses (10 credit hours)

Consult with an Interior Design Faculty Advisor before choosing from the list below.

BUS	115	Introduction to Business	3
BUS	125	Marketing Your Image	3
MAR	117	Principles of Retailing	3
MAR	126	Merchandising	3
MAR	160	Customer Service	3
IND	107	History of Interior Design	3
IND	160	Accessorizing	2
IND	175	Special Topics	2
IND	207	Window Treatments	2
ART	110	Art Appreciation	3
Total			25 credit hours

Legal Assistant

See Paralegal

Mechanical Drafting

Certificate

A certificate in 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 job entry positions whose titles include draftsperson, junior designer and computer aided design technician.

Major Courses (31 credit hours)

CAD	101	Computer Aided Drafting I	3
CAD	102	Computer Aided Drafting II	3
CAD	201	Computer Aided Drafting/Custom	3
DRT	101	Technical Drafting I	3
DRT	102	Technical Drafting II	3
DRT	109	Descriptive Geometry	3
MAT	108	Technical Mathematics or higher	4
MTE	120	Manufacturing Process	3
TEC	201	Engineering Technologies	3
TEC	205	Geometric Dimensioning and Tolerancing	3

Restricted Electives (3 credit hours)

CAD 202, 249, or 254	3
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Total 34 credit hours

Medical Laboratory Technology

Associate of Applied Science Degree

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.

The MLT program is designed to prepare qualified laboratory professionals to perform various laboratory studies in hospital, clinic, or private medical laboratories. Upon successful completion of the program, graduates are eligible to take national examinations to become certified Medical Laboratory Technicians/Clinical Laboratory Technicians.

As a certified MLT/CLT, employment is available in hospitals and clinics as well as veterinary, industrial and environmental laboratories in Colorado or in other states. The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and the American Medical Association.

NAACLS can be reached at 8410 W. Bryn Mawr Ave., Suite 670, Chicago, IL 60631-3415, 312-714-8880.

Admission Requirements:

1. High school graduation or GED equivalence
2. Complete MLT program application packet
3. College application
4. Recommend algebra and one year of high school biology or chemistry (or 1 college semester of either)
5. CPT is required for all MLT students
6. Personal interview with the program director is required before assignment to MLT courses
7. Hepatitis vaccination and other immunizations.

More than two years may be taken to complete the program. Students may begin academic classes other than "MLT" at any time, according to published semester schedules.

The cost for lab coats, updated vaccinations, Hepatitis B immunization shots, insurance and student lab supplies is approximately \$350.00.

Transfer students: Courses from NAACLS-approved MLT-CLT programs and Military Laboratory Specialists programs will be evaluated on an individual basis. Anyone interested may take specific classes with instructor permission on a space-available basis without being enrolled in the MLT program.

Please refer to MLT Program Guide for CPT placement scores. You can call the Division Office 303-797-5888 or the MLT office, 303-797-5796 for program information.

All major, general education and other courses required for this degree must be completed with a "C" or better to meet graduation requirements.

All MLT didactic courses are offered in an online/hybrid format. Student lab sessions meet on select Fridays from 4:30 p.m. to 8:30 p.m. and on Saturdays 9:30 a.m. to 4:30 p.m.

Major Courses (42 credit hours)

MLT	131	Introduction to Hematology	2
MLT	132	Hematology II	4
MLT	141	Immunology/Immunoematology	4
MLT	142	Urinalysis	2
MLT	180	Internship I, Blood Bank	1
MLT	182	Internship II, Hematology	5
MLT	231	Clinical Microbiology	4
MLT	232	Parasitology/Mycology	2
MLT	241	Introduction to Clinical Chemistry	2
MLT	242	Clinical Chemistry II	4
MLT	243	Clinical Practices	1
MLT	253	Seminar/Comprehensive Exams	1
MLT	280	Internship III, Chemistry	5
MLT	282	Internship IV, Microbiology	5

General Education Courses (22 credit hours)

BIO	201	Human Anatomy & Physiology I	4
BIO	202	Human Anatomy & Physiology II	4
CHE	101	Introduction to Chemistry OR	
CHE	111	General College Chemistry	5
CIS	118	Introduction to PC Applications	3
ENG	121	English Composition OR	
ENG	131	Technical Writing I	3
SPE	115	Public Speaking OR	3
SPE	125	Interpersonal Communication	

Physical Education (1 credit hour)

PED activity course ¹	1
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Total 65 credit hours

¹The PED requirement will be waived for students who are 35 years of age or older at the time of most recent admission to the College. Appropriate credit must be taken to substitute for the hour waived. MLT 100 will substitute for PED credit.

Clinical Assistant Certificate

The Clinical Assistant certificate is for individuals currently employed in a clinical laboratory as phlebotomists or specimen processors. The certificate provides the basic knowledge needed to be a productive quality assistant in a clinical laboratory.

Learners interested in obtaining the certificate must pass all courses with a “C” or better. Anyone may enroll in specific classes on a space-available basis without being enrolled in the Clinical Assistant Certificate.

MLT 131, MLT 142, & MLT 241 credits are directly transferable into the Associate of Applied Science Medical Laboratory Technology degree.

Students must first contact the Medical Laboratory Technology Program Director at 303-797-5796.

This certificate is not eligible for financial aid. Contact the Financial Aid Office if further clarification is required.

Major Courses		(8 credit hours)
MLT 120	Clinical Assistant Core	2
MLT 131	Introduction to Hematology	2
MLT 142	Urinalysis	2
MLT 241	Introduction to Clinical Chemistry	2
Total		8 credit hours

Phlebotomy Certificate

Phlebotomy is the acquired professional skill of performing venipunctures (drawing blood). The Phlebotomy Certificate is a twelve week class that meets on Tuesday and Thursday evenings during the spring and fall semesters. This eight-credit certificate includes 6 credits of lecture/didactic information and 2 credits of clinical internship.

Students must first contact the Medical Laboratory Technology Program Director at 303-797-5796.

This certificate is not eligible for financial aid. Contact the Financial Aid Office if further clarification is required.

Major Courses		(8 credit hours)
HPR 112	Phlebotomy	4
HPR 113	Advanced Phlebotomy	4
Total		8 credit hours

Medical Office Technology

The Medical Office Technology programs are designed to place students in outpatient (ambulatory) care facilities. Students may choose between two certificate and two degree options. The programs are designed in a step manner allowing the students to enter the workforce as soon as possible while continuing their education in class.

The Administrative Assistant (AA) certificate prepares students to perform administrative functions required in an outpatient healthcare setting. This includes front office work, medical billing and ICD-9/CPT coding. The Medical Assistant (MA) certificate includes all required courses for the A.A. certificate plus those courses required to prepare the student to perform clinical skills under the direction of a physician in an outpatient healthcare setting.

Students wishing to advance to a degree may choose either the Medical Assisting option or the Medical Practice

Manager (MPM) option. The MA option allows students to become degreed professionals in Medical Assisting. The MPM option prepares students to become managers for outpatient healthcare facilities.

The Medical Assistant certificate is accredited through the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE) located at 20 N. Wacker Drive, Suite 1575, Chicago, IL 60606 1-800-228-2262.

All health program students must obtain a criminal background check through ACC. Students who enroll in the MA program must obtain CPR for Health Care Providers certification. Additionally, students must obtain professional liability insurance coverage as provided by Arapahoe Community College. Documentation of current immunizations including the Hepatitis B vaccinations is required. Needed supplies include a stethoscope and lab coat.

Admission Requirements for all Medical Office Technology Programs

1. All courses require acceptance into the Program or written approval of the Academic Coordinator except HIT students.
2. Complete Program Application Packet. Download application on the web site or call 303-797-5898.
3. Interview with Academic Coordinator.
4. Complete CPT examination with minimum scores of: Reading 83, Mathematics 61, Sentence Structure 86 (or Academic Coordinator approval). Applicants who hold a degree are exempt from CPT exam.
5. Clear criminal background check.

All major, general education and other courses required for these certificates/degrees must be completed with a “C” or better to meet graduation requirements.

All MOT courses are offered in an online/hybrid format.

Medical Office Technology Administrative Assistant Certificate

Major Courses		(16 credit hours)
MOT 110	Medical Office Administration ¹	4
MOT 130	Insurance Billing and Coding ¹	3
HPR 106	Law & Ethics for Healthcare Professions	2
HPR 178	Medical Terminology	3
MOT 136	Introduction to Clinical Skills	2
MOT 181	Administrative Internship	2
Total		16 credit hours

¹COREQUISITE: MOT 110 or instructor permission

Medical Office Technology Medical Assistant Certificate

Major Courses		(16 credit hours)
MOT 125	Basic Medical Sciences I ^{1,2}	3
MOT 133	Basic Medical Sciences II ²	3
MOT 135	Basic Medical Sciences III ²	3
MOT 138	Laboratory Skills	4
MOT 140	Clinical Skills	4
MOT 182	Clinical Internship	3

HWE	100	Human Nutrition	2
PSY	101	General Psychology I	3
PSY	235	Human Growth & Development	3
Students must complete MOT 181 AND MOT 182 OR MOT 183			
MOT	181	Administrative Internship	2
MOT	182	Clinical Internship	3
MOT	183	Medical Assistant Internship	5
Total			44 credit hours

¹ PREREQUISITE to MOT 125 is HPR 178

² Students must complete MOT 125 Basic Medical Sciences I prior to enrolling in other Basic Medical Science courses.

Associate of Applied Science Degree

Medical Assistant Option

Medical Assistant Certificate (44 credit hours)
General Education Courses (16 credit hours)

ACC	121	Principles of Accounting	4
BUS	217	Business Communication & Report Writing	3
ENG	121	English Composition I	3
MAN	226	Principles of Management	3
SPE	125	Interpersonal Communication	3
Total			60 credit hours

Medical Practice Manager Option

Major Courses

HIT	101	Health Information Management Science	6
HIT	105	Physician Practice: Billing and Coding	5
HIT	225	Health Information Management	3
HPR	106	Law & Ethics for Healthcare Professions	2
HPR	178	Medical Terminology	3
MOT	110	Medical Office Administration	4
MOT	125	¹ Basic Medical Sciences I ²	3
MOT	133	¹ Basic Medical Sciences II ²	3
MOT	135	¹ Basic Medical Sciences III ²	3
MOT	225	Medical Practice Management Issues	4

General Education Courses

ACC	121	Principles of Accounting I	4
ACC	122	Principles of Accounting II	4
BUS	217	Business Comm. & Report Writing	3
MAN	226	Principles of Management	3
ENG	121	English Composition I	3
SPE	125	Interpersonal Communication	3
HIT	112	Legal Aspects	2
Total			61 credit hours

¹ PREREQUISITE to MOT 125 is HPR 178

² Students must complete MOT 125 Basic Medical Sciences I prior to enrolling in other Basic Medical Science courses.

Mortuary Science

Associate of Applied Science Degree

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.

The program is accredited by the American Board of Funeral Service Education (ABFSE). The Board can be reached at 3432 Ashland Ave., Suite U, St. Joseph, Missouri 64506, 816-233-3747. Upon successful completion of the program

students must sit for the National Board Exam before receiving their degree as required by the ABFSE.

Admissions Requirements:

1. Complete a Mortuary Science application
2. Interview with the Mortuary Science Department Chairperson if requested.

Students should review course descriptions for prerequisites and corequisites before enrolling.

Aims and Purposes:

The ACC Mortuary Science Program recognizes mortuary science personnel as:

1. Members of a human services profession.
2. Members of the community in which they serve.
3. Participants in the relationship between bereaved families and those engaged in the funeral service profession.
4. Professionals knowledgeable of and compliant with federal, state and local regulatory guidelines.
5. Professionals sensitive to the responsibility for public health, safety and welfare in caring.

In addition, the program objectives are:

1. To enlarge the background and knowledge of students about the funeral service profession.
2. To educate students in every phase of funeral service and to help enable them to develop the proficiency and skills necessary of the profession.
3. To educate students concerning the responsibilities of the funeral service profession to the community at large.
4. To emphasize high standards of ethical conduct.
5. To provide a curriculum at the postsecondary level of instruction.
6. To encourage research in the field of funeral service.

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).

Major Courses (38 credit hours)

HPR	240	Role of Death and Bereavement in Society	3
MOR	100	Intro to Funeral Service	3
MOR	210	Embalming Theory I and Lab	4
MOR	215	Funeral Merchandising	3
MOR	220	Mortuary Law and Compliance	3
MOR	224	Thanatobiology/Pathology	4
MOR	225	Embalming Theory II and Lab	4
MOR	230	Restorative Art and Lab	4
MOR	235	Funeral Directing and Counseling	3
MOR	243	Thanatochemistry*	3
MOR	280	Funeral Service Internship	4

General Education Courses (27 credit hours)

ACC	121	Accounting Principles I	4
BIO	201	Human Anatomy and Physiology I ¹	4
BIO	202	Human Anatomy and Physiology II ¹	4
BUS	216	Business Law and the Legal Environment	3
CIS	118	Intro to PC Applications*	3
ENG	121	English Composition I	3
PSY	101	General Psychology I	3

SPE	125	Interpersonal Communication* OR	
SPE	115	Public Speaking*	3

Physical Education²	(1 credit hour)
PED activity course	1

Total **66 credit hours**

¹All science courses cannot have been completed more than seven years prior to enrolling in MOR 210.

²The PED requirement will be waived for students who are 35 years of age or older at the time of most recent admission to the College. Appropriate credit must be taken to substitute for the hour waived.

*Similar courses taken at accredited institutions will be reviewed on a case-by-case basis.

Multimedia/Graphic Design & Illustration

Associate of Applied Science Degree

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 illustration, design for print, or electronic media.

Students entering this program can expect an additional cost of approximately \$1,600 for drawing and design materials, computer storage media and color printing. Students should take the Major Courses in the sequence shown below, incorporating the English General Education component during the first term of study. Other General Education and Restricted Elective courses may be taken throughout the program and during the intervening summer term. All students taking courses in the program must take a placement exam that covers Macintosh operations and design software literacy. Students whose placement examinations indicate they do not have these skills must enroll in MGD 101 as a prerequisite prior to entering the program.

Major Courses (39 credit hours)

Semester 1

MGD	105	Typography & Layout	3
ART	121	Drawing I	3
MGD	133	Graphic Design I OR	
ART	131	Design I	3

Semester 2

MGD	103	Production Design	3
MGD	112	Adobe Illustrator I	3
MGD	113	QuarkXPress	3
MGD	117	Introduction to Visual Communications	3
MGD	256	Graphic Design Production	3

Semester 3

MGD	111	Adobe Photoshop I	3
MGD	114	Adobe InDesign	3
MGD	207	Illustration I OR	
ART	122	Drawing II OR	
MGD	141	Web Design I	3
MGD	260	Graphic Design Production II	3

Semester 4

MGD	289	Capstone	3
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General Education Courses (15 credit hours)

ENG	121	English Composition I OR	
ENG	131	Technical Writing I	
		(to be taken during first semester)	3
SPE	115	Public Speaking OR	
SPE	125	Interpersonal Communication OR	
SPE	225	Organizational Communication	3
PSY	101	General Psychology OR	
SOC	101	Intro to Sociology	3
ART	101	Art Appreciation OR	
ART	111	Art History I OR	
ART	112	Art History II	3

One more of the above of your choice (not already taken)

Restricted Electives (6 credit hours)

Select 6 credits from the following:

MGD	102	Introduction to Multimedia	3
MGD	141	Web Design I (if not already taken as part of the core)	3
MGD	143	Motion Graphic Design I: Flash	3
MGD	155	LightWave I	3
MGD	208	Illustration II	3
MGD	209	Illustration III	3
MGD	210	Illustration IV	3
MGD	211	Photoshop II	3
MGD	212	Illustrator II	3
MGD	280	Internship	3
MGD	287	Cooperative Education	3
CWB	110	Complete Web Authoring	3
JOU	215	Publications Production and Design	3
MAR	220	Principles of Advertising	3

Total **60 credit hours**

Computer Graphics

Certificate

This certificate prepares students for entry-level positions in desktop publishing, production for print or electronic design, typesetting and for technical jobs in service bureaus and printing companies. 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 of the classes in the certificate can be applied to the associate degree. All students taking courses in the program must take a placement exam that covers Macintosh operations and design software literacy to determine if an additional course, MGD 101, is needed before entering the program. Typing and basic math skills are highly recommended.

Please note that the Major Courses are listed in the order in which they should be taken.

Major Courses (24 credit hours)

MGD	105	Typography & Layout	3
MGD	133	Graphic Design I OR	
ART	131	Design I	3
MGD	103	Production Design	3
MGD	112	Adobe Illustrator I	3
MGD	113	QuarkXPress	3
MGD	114	Adobe InDesign	3
MGD	111	Adobe Photoshop I	3
MGD	256	Graphic Design Production	3

Restricted Electives (6 credit hours)

Select 6 credit hours from the following:

MGD	102	Introduction to Multimedia	3
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MGD	117	Introduction to Visual Communications	3
MGD	141	Web Design I	3
MGD	143	Motion Graphic Design I: Flash	3
MGD	155	LightWave I	3
MGD	211	Photoshop II	3
MGD	212	Illustrator II	3
MGD	260	Graphic Design Production II	3
MGD	280	Internship	3
MGD	287	Cooperative Education	3
MGD	289	Capstone	3
Total			30 credit hours

Network Specialist

See page 50

Nurse Aide Program

Certificate

This program will prepare the student for employment as a nurse aide in hospital, skilled care and hospice facilities. The entry level skill as a nurse aide is an excellent introduction to the broad range of health professions.

The close personal care requires a sensitive and knowledgeable person who has a good understanding of how to meet the needs of patients as well as how to interact with other members of the healthcare team. Basic nursing and personal care skills, 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 then have an opportunity to practice these skills in the College lab with transition into healthcare agencies. The 72 hours of clinical experience will be done in hospital, skilled care and hospice agencies. Clinical experiences will be made by arrangement during the first week of classes.

The Nurse Aide program is approved by the State Board of Nursing, located at 1560 Broadway, Suite 880, Denver, Colorado 80202-5146, telephone 303-894-2430.

A clear background check is required for admission to the program. CPR (Basic Life Support for Healthcare Provider or Professional Rescuer), professional liability insurance coverage available through Arapahoe Community College, Hepatitis B vaccinations, documentation of immunizations and current TB test are required for clinical practice. Additionally, students must undergo a background check as required by the Community College System. Upon successful completion of the program, students will be eligible to take the Colorado Nurse Aide Competency and Evaluation Program (NACEP).

Courses required for this certificate must be completed with a "C" or better to meet graduation requirements.

This certificate is not eligible for financial aid. Contact the Financial Aid Office if further clarification is necessary.

Major Courses			(6 credit hours)
NUA	101	Certified Nurse Aide Health Care Skills	4
NUA	170	Nurse Aide Clinical	1
NUA	171	Advanced Nurse Aide Clinical	1
Total			6 credit hours

Nursing

The Colorado Community College System is revising and standardizing the nursing curriculum. Please visit www.arapahoe.edu or contact the Nursing Department at

303-797-5939 for the most current, updated curriculum information.

Practical Nursing

The Colorado Community College System is revising and standardizing the nursing curriculum. Please visit www.arapahoe.edu or contact the Nursing Department at 303-797-5939 for the most current, updated curriculum information.

PN to RN Advanced Placement Option

The Colorado Community College System is revising and standardizing the nursing curriculum. Please visit www.arapahoe.edu or contact the Nursing Department at 303-797-5939 for the most current, updated curriculum information.

Paralegal

Associate of Applied Science Degree

The goals for this American Bar Association-approved program are:

1. To train students to become paralegals in order to permit them to assist attorneys in effectively delivering legal services.
2. To educate students in a way that will permit them to advance the paralegal profession and to maintain high ethical standards.

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. If you have questions, contact the Program Coordinator at 303-797-5878.

The Paralegal Program is approved by the American Bar Association. The American Bar Association may be reached at 321 N. Clark St., Chicago, IL 60610, 312-988-5000. Paralegal courses from other institutions may be transferred to the program ONLY if they were taken from an ABA-approved program.

Students should take PAR 115 and PAR 213 in their first semester of study. Students should have CPT sentence skills score of 95+ and CPT reading score of 80+ to successfully complete PAR 213.

All major, general education and other courses required for this degree must be completed with a grade of "C" or better to meet graduation requirements. To graduate, students must complete an exit interview and apply for graduation. Paralegal courses must be taken within six years of a student's graduation.

Major Courses			(27 credit hours)
PAR	115	Introduction to Law	3
PAR	116	Torts	3
PAR	118	Contracts	3
PAR	125	Property Law	3
PAR	201	Civil Litigation**	3
PAR	206	Business Organizations**	3
PAR	213	Legal Research & Writing I	3
PAR	214	Legal Research & Writing II**	3
PAR	287	Cooperative Education*	3

General Education Courses (24 credit hours)

ENG	121	English Composition I	3
ENG	122	English Composition II	3
SPE	115	Public Speaking or	
SPE	125	Interpersonal Communication	3

Students must select twelve credits from the following:

ECO 201 or 202; HIS, HUM, LIT,	
PHI, POS, PSY, SOC, SPA	12

Students must select three credits from the following:

AST, BIO (100 or above), CHE, GEO,	
PHY or MAT (106 or above)	3

Restricted Electives (9 credit hours)

Any three of the following:

PAR	114	Computers and the Law	3
PAR	117	Family Law	3
PAR	202	Evidence**	3
PAR	205	Criminal Law**	3
PAR	208	Probate and Estates**	3
PAR	215	Alternative Dispute Resolution**	3
PAR	216	Employment Law**	3
PAR	217	Environmental Law**	3
PAR	218	Bankruptcy Law**	3
PAR	228	Intellectual Property**	3
PAR		Any PAR Elective	3

Total 60 credit hours

* This course may be waived and a paralegal elective substituted for students with specific prior legal experience.

**Course has prerequisite.

Paralegal Certificate**Admission Requirement:**

A two year Associate of Art, Associate of Science or Associate of General Studies degree or a four-year degree from an accredited college or university, OR 5 years of law-related work experience. An official transcript must be on file in Admissions & Records prior to the release of the paralegal certificate for students who have a degree.

The goals for this American Bar Association-approved program are:

1. To train students to become paralegals, in order to permit them to assist attorneys in effectively delivering legal services.
2. To educate students in a way that will permit them to advance the paralegal profession and to maintain high ethical standards.

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. If you have questions, contact the Program Coordinator at 303-797-5878.

If seeking admission based on 5 years of law-related experience, supporting documentation must be submitted to the Department Chair and the student must be formally admitted to the program by letter of acceptance. To graduate, students must complete an exit interview and apply for graduation. Paralegal courses must be taken within six years of a student's graduation.

The paralegal program is approved by the American Bar Association. The American Bar Association may be reached at 321 N. Clark St., Chicago, IL 60610, 312-988-5000.

Paralegal courses from other institutions may be transferred to the program ONLY if they were taken from an ABA-approved program.

Students should take PAR 115 and PAR 213 in their first semester of study.

All major, general education and other courses required for this degree must be completed with a grade of "C" or better to meet graduation requirements. To graduate, students must complete an exit interview and apply for graduation. Paralegal courses must be taken within six years of a student's graduation.

Major Courses (27 credit hours)

PAR	115	Introduction to Law	3
PAR	116	Torts	3
PAR	118	Contracts	3
PAR	125	Property Law	3
PAR	201	Civil Litigation**	3
PAR	206	Business Organizations**	3
PAR	213	Legal Research and Writing I	3
PAR	214	Legal Research and Writing II**	3
PAR	287	Cooperative Education*	3

Restricted Electives (9 credit hours)

Any three of the following:

PAR	114	Computer and the Law	3
PAR	117	Family Law	3
PAR	202	Evidence**	3
PAR	205	Criminal Law**	3
PAR	208	Probate and Estates**	3
PAR	215	Alternative Dispute Resolution**	3
PAR	216	Employment Law**	3
PAR	217	Environmental Law**	3
PAR	218	Bankruptcy Law**	3
PAR	228	Intellectual Property**	3
PAR		Any PAR elective	3

Total 36 credit hours

* This course may be waived and a paralegal elective substituted for students with specific prior legal experience.

**Course has prerequisite.

Pharmacy Technician**Certificate**

The pharmacy technician program (PHT) will prepare students to assist a pharmacist with the technical tasks which take place in the pharmacy setting. Under the direct supervision of a pharmacist, a pharmacy technician can be employed in a variety of healthcare settings.

The program spans a semester and a half and is divided into 15 weeks of didactic training and 8 weeks internship in both Community (4 weeks) and Institutional (4 weeks) pharmacy settings. More than one year may be taken to complete the program. All classes require acceptance into the program or have written approval of the Academic Coordinator.

A clear background check and a documentation of immunizations are required for Pharmacy Practice courses. Individuals already employed as pharmacy technicians can upgrade their skills and meet continuing education re-certification requirements of the Pharmacy Technician Certification Board (PTCB) by enrolling in specific program courses.

This program is accredited by the American Society of Health-System Pharmacists (ASHP). ASHP can be reached at 7272 Wisconsin Ave., Bethesda, MD 20814, 301-657-3000, x1251.

Download application on the web site, or contact the Academic Coordinator at 303-797-5944.

Admission Requirements:

1. High school diploma or GED
2. Completed PHT program application
3. CPT test
4. Criminal Background Check
5. Interview with academic coordinator

All major courses required for this certificate must be completed with a "C" or better to meet graduation requirements.

All courses for this certificate are offered in an online/hybrid format.

Major Courses		(28 credit hours)
PHT 111	Orientation to Pharmacy	2
PHT 112	Pharmacy Law	1.5
PHT 113	Pharmacy Calculations and Terminology	1.5
PHT 115	Pharmacology of GI, Renal, Reproductive, Immune, Dermatologic and Hematologic Systems	3
PHT 116	Institutional Pharmacy	3
PHT 117	Communication for Pharmacy Technicians	1
PHT 118	Pharmacology of the Nervous, Endocrine, and Musculoskeletal Systems	3
PHT 119	Community Pharmacy	3
PHT 170	Pharmacy Practice II (Institutional Rotation)	4
PHT 171	Pharmacy Practice III (Community Rotation)	4
Total		28 credit hours

Physical Therapist Assistant

Associates of Applied Science Degree

A Physical Therapist Assistant (PTA) is a health care provider working under the direction 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.

All students must maintain current CPR and First Aid certification. Additionally, students must maintain professional liability insurance coverage and are required to complete a series of Hepatitis B vaccinations. The approximate cost of uniform and vaccination requirements is \$175.00. Nominal expenses are incurred during each clinical affiliation for travel within the metro area.

The program is accredited by the Commission for Accreditation of Physical Therapy Education of the American Physical Therapy Association. The Commission can be reached at 1111 N. Fairfax St., Alexandria, Virginia 22314-1488, 1-800-999-2782.

The program is 5 semesters in length with a summer term following the first year. Upon successful completion, the graduate is awarded an Associate of Applied Science degree. Please note: Students are responsible for completing the appropriate Graduation Application in the Records Office by the deadline date.

Admissions Requirements:

1. Contact the Health, Math, Science & Engineering Division Office (Room A2000, 303-797-5888).
2. Applications are accepted beginning February 1 each year. Please refer to the PTA Program Information for application and CPT placement scores. You can contact the Division Office by phone 303-797-5888 for a copy of the PTA Program Information.
3. Individuals with related degrees and training (Athletic Training, military trained PT Techs/Specialists) should contact Paula Provence, paula.provence@arapahoe.edu, for information regarding possible transfer credit and Credit for Prior Learning Options.

All major, general education and other courses required for this degree must be completed with a "C" or better to meet graduation requirements.

Major Core Courses		(50 credit hours)
PTA 110	Basic Patient Care in Physical Therapy	5
PTA 115	Principles and Practices in Physical Therapy	2
PTA 120	Modalities in Physical Therapy	5
PTA 131	Professional Communications I	1
PTA 135	Principles of Electrical Stimulation	2
PTA 140	Clinical Kinesiology	5
PTA 141	Professional Communications II	1
PTA 205	Psychosocial Issues in Health Care	2
PTA 230	Orthopedic Assessment and Management	5
PTA 240	Neurological Assessment and Management	5
PTA 251	Professional Communications III	1
PTA 278	PTA Seminar	2
PTA 280	PTA Internship I	4
PTA 281	PTA Internship II	5
PTA 282	PTA Internship III	5

General Education Courses		(17 credit hours)
BIO 201	Human Anatomy and Physiology I	4
ENG 121	English Composition I	3
PSY 101	General Psychology I	3
SPE 115	Public Speaking 1 OR	
SPE 125	Interpersonal Communication	3
PSY 235	Human Growth and Development	3

Physical Education ²		(1 credit hour)
PED activity course		1

Special Topic Courses:		(8 credit hours)
PTA 175	Special Topics: Clinical Pathophysiology I	2
PTA 177	Special Topics: Clinical Pathophysiology II	2
PTA 176	Special Topics: Anatomical Kinesiology	4
Total		75 credit hours

¹ Students planning to transfer their speech credit to another institution should complete SPE 115.

² The PED requirement will be waived for students who are 35 years of age or older at the time of most recent admission to the College. Appropriate credit must be taken to substitute for the hour waived.

Professional Achievement Awards

Your professional world is filled with daily challenges and changing opportunities. Our Professional Achievement programs respond to working adults' needs for convenient, short-term educational programs—teaching concepts that you can use on the job immediately. These are no-nonsense, high impact, application-oriented experiences designed by professional practitioners. Many of these programs can be completed within a year or less, following “fast-track” and accelerated schedules. A “C” or better is required in each class to receive the award. Transfer credit may not exceed 50% of the credits applied to the award. Course substitutions and waivers must be approved in writing by the relevant department chair. Successful students will receive a “Professional Achievement Award.”

Please Note: Professional Achievement programs are eligible for financial aid only as the courses apply to degree or vocational certificate programs. A Professional Achievement Award Application Form (available at Information Central or online) will need to be completed for each award and submitted to the Cashier's Office. The Professional Achievement Award Application non-refundable processing charge is \$10.00 per award. If a student does not meet the requirements for the award specified, the application and charged amount will be carried over for no more than two additional semesters. After one academic year, the application will be retired and the student will have to submit a new application and incur another processing charge. Please contact the Credentials Evaluator at 303-797-5628 for additional information.

ACCOUNTING

For individuals who wish to gain skills in the area of accounting. These courses prepare students for entry-level job opportunities in bookkeeping, payroll and computerized accounting. ACC 121 should be completed before taking the other accounting courses. For additional information, please call Sara Harris at 303-797-5880.

Accounting Technician I

ACC	121	Principles of Accounting I	4 credits
ACC	135	Spreadsheet Application for Accounting	3 credits
ACC	235	Computerized Accounting for Small Businesses OR	
ACC	245	Computerized Accounting with a Professional Package (Peachtree for Windows)	3 credits

Accounting Technician II

ACC	122	Principles of Accounting II	4 credits
ACC	115	Payroll Accounting	3 credits
ACC	226	Cost Accounting	3 credits

Computer Technology

For additional information regarding Professional Achievement Awards in the Computer Technology area, please call the Program Coordinator at 303-797-5833.

Computer Programming Series

For individuals who wish to get a good foundation in current programming languages. Participants may choose from the following languages to complete a total of 12 credit hours. At least two courses must be selected from the same language.

CSC	150	Visual Basic Programming	3 credits
CSC	156	Visual Basic .NET Programming	4 credits
CSC	157	Advanced Visual Basic .NET Programming	4 credits
CSC	160	Computer Science I (Java)	4 credits
CSC	161	Computer Science II (Java)	4 credits
CSC	160	Computer Science I (C Programming)	4 credits
CSC	160	Computer Science II (C ++)	4 credits
CSC	230	C Language Programming	3 credits
CSC	233	Object Oriented Programming in C++	4 credits
CSC	234	C++ Programming (Data Structures)	4 credits
CSC	236	C # Programming	3 credits
CSC	237	Advanced C # Programming	3 credits
CSC	254	ASP .NET Programming	4 credits
CSC	255	ADO .NET Programming	4 credits

Microsoft Office

For individuals who wish to acquire productivity skills in this integrated software environment. These courses teach word processing, electronic spreadsheet, database application and professional quality graphics. Students who plan to complete all courses in this series within one semester are encouraged to enroll in all six courses at the beginning of the semester to ensure enrollment.

CIS	128	Windows Complete	3 credits
CIS	135	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: PowerPoint	1 credit

Computer Network Administration

For individuals who wish to have both theory and hands-on experience with computer network operations. Participants need knowledge of network concepts, DOS and Windows before beginning any of these series.

UNIX

For individuals who desire theory and hands-on training in UNIX. Participants need a basic knowledge of computers and operating systems.

CIS	220	Fundamentals of UNIX	3 credits
CIS	221	UNIX Shell Programming	3 credits
CIS	222	UNIX for System Administrators OR	3 credits
CSC	269	Programming in Perl	2 credits

A+ Technician

For individuals interested in A+.

CNG	121	Computer Tech I: A+	4 credits
CNG	122	Computer Tech II: A+	3 credits
CNG	255	Industry Certification	3 credits

Network Technician

For computer-literate individuals who wish to gain knowledge and skills needed to work as a computer network technician (A+ certification). Participants need to have knowledge of network concepts and a basic knowledge of computer hardware.

CNG	121	Computer Tech I: A+	4 credits
CNG	122	Computer Tech II: A+	3 credits
CIS	124	Intro to Operating Systems	3 credits
CIS	128	Windows Complete	3 credits
CNG	255	Industry Certification	3 credits

Web Development

For individuals who are interested in developing Web related skills. These courses prepare the student for job opportunities as a web programmer, web developer and webmaster.

CIS	130	Intro to the Internet	1 credit
CWB	110	Complete Web Authoring	3 credits
CWB	164	XML I	3 credits

CHILDHOOD PROFESSIONS

Early Childhood: Group Leader

For individuals already employed in early childhood settings who wish to upgrade their skills and to receive a Group Leader Certificate. Students may earn this Professional Achievement Award by completing ECE 220 and PSY 238 and an additional 6 semester hours in ECE or EDU 234 to equal 12 semester hours of credit. Students wishing to earn the Community Colleges of Colorado Certificate for Group Leader should consult the College Catalog.

Early Childhood Education Administration

For individuals already employed in early childhood settings who wish to be directors of early childhood programs. Students may earn this Professional Achievement Award by completing ECE 205, ECE 240 and ECE 241 to equal 9 semester hours of credit for the Professional Achievement Award. Students wishing to earn the Director Certificate should consult the College Catalog.

English Department: Writing Credentials

Arapahoe Community College offers a 15 credit Professional Achievement Award for students pursuing careers in writing fields. For information contact Dr. Lindsay Lewan at 303-797-5825 or lindsay.lewan@arapahoe.edu.

Required for all Professional Achievement Awards:

ENG	121	English Composition I
ENG	122	English Composition II

For each specialization, students choose 9 credits from among the choices listed.

Fiction Credential

Required Courses:

ENG	221	Creative Writing I	3 credits
ENG	226	Fiction Writing	3 credits

Optional Courses:

ENG	222	Creative Writing II	3 credits
ENG	227	Poetry Writing	3 credits
ENG	231	Literary Magazine	3 credits

LIT	115	Introduction to Literature	3 credits
JOU	105	Introduction to Mass Media	3 credits

Nonfiction Credential

Required Courses:

ENG	221	Creative Writing I	3 credits
ENG	230	Creative Non-Fiction	3 credits

Optional Courses:

ENG	222	Creative Writing II	3 credits
ENG	231	Literary Magazine	3 credits
JOU	106	Fundamentals of Reporting	3 credits
ENG	131	Technical Writing	3 credits
ENG	235	Rhetoric and Propaganda	3 credits
JOU	105	Introduction to Mass Media	3 credits

Screenwriting Credential

Required Courses:

ENG	221	Creative Writing I	3 credits
FVT	250	Writing for Stage & Screen	3 credits

Optional Courses:

ENG	222	Creative Writing II	3 credits
LIT	257	Literature and Film	3 credits
THE	105	Introduction to Theatre Arts	3 credits

Finance

For individuals who wish to gain skills in a specific area of finance. These courses prepare students for entry-level jobs as a customer service representative for mutual fund companies, commercial banks, savings and loans, international companies, financing companies and brokerage companies. For additional information please contact Joan Anderssen at 303-797-5956 or joan.anderssen@arapahoe.edu.

Financial Analyst

FIN	101	Introduction to Finance	3 credits
FIN	235	Analyzing Financial Statements	3 credits
INV	115	Investments OR	
FIN	226	Money and Banking	3 credits

Financial Services Analyst

FIN	101	Introduction to Finance	3 credits
FIN	226	Money and Banking	3 credits
FIN	105	Principles of Banking OR	
FIN	110	Intro to Credit Unions	3 credits

International Analyst

FIN	101	Introduction to Finance	3 credits
FIN	201	International Finance/Economics	3 credits
BUS	203	Intro to International Business	3 credits

Investment Analyst–Series 7

FIN	101	Intro to Finance	3 credits
INV	115	Investments	3 credits
INV	215	Advanced Investments	3 credits

Retirement Planning Analyst–Series 6

FIN	101	Introduction to Finance	3 credits
FIN	226	Money and Banking OR	
INV	115	Investments/Stocks and Bonds	3 credits
FIN	260	Retirement/Pension Planning	3 credits

Mortgage Banker

FIN	101	Intro to Finance	3 credits
FIN	131	Residential Mortgage Lending OR	
REE	115	Intro to Real Estate	3 credits

FIN	132	Residential Mortgage Loan Designation	1 credit
FIN	133	Residential Mortgage Loan Processing	1 credit
FIN	137	FHA for Loan Officers OR	
FIN	138	FHA for Loan Processors	1 credit

OFFICE

Administrative Support Staff

For individuals who are working or wish to work in a modern office environment. All courses also apply to degrees or certificates in the Business Technology program. For additional information, please call 303-797-5681.

BTE	120	Electronic Office Procedures	2 credits
BTE	125	Records Management	3 credits
CIS	135	Word Processing	3 credits

Legal Support Staff

For individuals who are working or wish to work in the legal field as legal support staff. All courses also apply to degrees or certificates in the Paralegal or Legal Secretary programs. For additional information, call 303-797-5681 or 303-797-5884.

PAR	115	Introduction to Law	3 credits
PAR		Elective	3 credits
BTE	238	Legal Office Procedures	3 credits
CIS	135	Word Processing	3 credits

Professional Business Writing

For managers, administrative assistants, supervisors, directors and others who prepare important documents.

BTE	166	Business Editing Skills	3 credits
BUS	217	Business Communication and Report Writing	3 credits

Visual Communication

Computer Graphics

For graphic designers, illustrators, desktop publishers, animators, etc., who wish to become proficient in the field's most widely-used software. Any three of the following courses constitute a Computer Graphics Professional Series. Participants may earn two Computer Graphics Professional Achievement awards by completing 6 of the courses listed below. Participants need to have completed MGD 101 or have previous Macintosh experience before taking other computer courses. For additional information, please call 303-797-5865.

MGD	101	Intro to Computer Graphics	3 credits
MGD	113	QuarkXPress	3 credits
MGD	112	Adobe Illustrator I	3 credits
MGD	111	Adobe Photoshop I	3 credits
MGD	214	Macintosh Troubleshooting for Designers	3 credits
MGD	155	LightWave I	3 credits
MGD	213	Electronic Prepress	3 credits
MGD	141	Web Design I	3 credits
MGD	161	Director I	3 credits

Technical Communication

For individuals who wish to acquire skills needed to improve presentations and to communicate ideas more effectively. For additional information, please call 303-797-5815.

ENG	131	Technical Writing I	3 credits
SPE	115	Public Speaking	3 credits
BTE	230	Desktop Publishing OR	
MGD	101	Intro to Computer Graphics	3 credits

Great Books Achievement Awards

ACC is proud to be one of six community colleges nationwide chosen to participate in the National Great Books Consortium. Some sections of transfer courses, labeled "GB," will include some readings from authors identified in the 1990 Great Books series published by the Encyclopedia Britannica and the University of Chicago. The sections differ in no other way from other sections of the same course or equivalent courses at other colleges. Students who complete a Great Books section of a course with a B or better may apply those credits toward a Great Books Achievement Award Certificate, which will be awarded upon completion of 12 credit hours of Great Books sections. In addition, students will be noted at graduation and the Great Books sections will be noted on their transcripts.

