Northeastern Junior College 2013 - 2014 Catalog

100 College Avenue
Sterling, Colorado 80751-2399
970-521-6600

Established 1941

Web Site: http://www.njc.edu

ACCREDITATION:

Northeastern Junior College is accredited by The Higher Learning Commission and a member of the North Central Association. All programs are approved by the Colorado State Board for Community Colleges and Occupational Education. Associate degree and certificate programs are also approved by the Colorado Commission on Higher Education.

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NORTHEASTERN
JUNIOR COLLEGE

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2013-2014

What makes Northeastern Junior College a special place? THE PEOPLE!

At NJC we are committed to helping you succeed. The faculty, staff and your fellow students will work with you to help you reach your goals. That help comes in the forms of excellent instruction, conscientious advising and fun student activities. Everything we do is designed to help you be successful in college, and life.

The college experience should be challenging, and at Northeastern, it is. Your instructors will push you to earn as you learn. At NJC you earn your academic credentials, from the grade in each individual class, to the certificate in a specific career related program, to the associate degree, to the transfer portfolio that proves you are ready for the next educational challenge. Of course, we will be there to help you succeed through every step of the process. Yes there are challenges, but NJC gives you the tools to overcome every obstacle.

Attending college opens your eyes to a wonderful future. A future where you will know more about yourself, what you are capable of accomplishing and what you want to be when you grow up (at whatever age that happens). You will meet college employees that sincerely want to help you succeed. You will meet instructors that will have a lifelong impact on how you look at the world. You will also meet fellow students who will become your assistant, your confidant, and your friend.

At Northeastern Junior College, we know that when you are working hard, you need an occasional break. We will provide you with a student life program that allows those opportunities in a variety of ways.

In this catalog you have lots of important information that will guide you through your educational plan. Take some time to carefully review this information as it will be a great resource for you throughout your time at Northeastern.

Thanks for joining the NJC family. I'm ready to help you succeed!

Jay A. Lee
President

"We're different!"

NJC STUDENTS HAVE EARNED RECOGNITION AS:

Allied Health National CPR Champs

Former Denver Mayor: Wellington Webb

Griffin Foundation Scholarship Recipients

Men's and Women's Varsity Athletic Teams

Miss Colorado

Miss Colorado USA

Miss Rodeo America

National College Rodeo Finals
- Women's All-Around Champion
- Team Roping Champion

National FFA Winners

National Livestock Judging Winners

National Non-Traditional Students

National SIFE Winners

News Anchors/Reporters

Performers in:
- Major Films
- Professional Commercials
- Television Soap Operas
- Broadway / Off-Broadway

Postsecondary Agricultural Students National Champions

U.S. Congress

DISCLAIMER: Northeastern Junior College reserves the right to change, without prior notice, the procedures and policies outlined in this catalog, and to revise college curricula, as may be necessary and desirable. Specifics of enrollment, program/course design, graduation requirements, scholarship awards, residency, tuition and fees, and other matters are subject to change after publication of this catalog. Please check the NJC website for periodic updates and most current information at http://www.njc.edu.

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General Information

MISSION, VISION, PHILOSOPHY & GOALS

MISSION

Northeastern Junior College is a comprehensive two-year institution that is committed to providing excellence in learning, training, and service. We strive to produce skilled and knowledgeable students who transfer successfully and enter the workforce productively. We strive to enrich the quality of lives through affordable and accessible learning opportunities.

VISION

To be Colorado's premier two-year college of choice through excellence in education.

PHILOSOPHY

NJC believes the student is the most important person on campus. We strive to provide the best possible educational, cultural, and social experiences within a positive and supportive learning environment.

NJC
NORTHEASTERN
JUNIOR COLLEGE

To be Colorado's premier two-year college of choice through excellence in education.

GOALS

- Provide excellence in learning and teaching for transfer, career, and technical education, business and industry training, and life-long learning.
- Enhance student success by providing comprehensive support and intervention services that maintain a nurturing learning environment.
- Proactively identify, acquire, and maintain college resources to support the mission, vision, and goals of the college.
- Attract and retain quality employees and provide incentives for their educational and professional growth.
- Foster activities and programs that promote the understanding, appreciation, and acceptance of diversity.
- Enable the institution to respond to changing needs of today's educational programming by providing current technology for instruction and operations.
- Develop relationships and partnerships with educational institutions, businesses, and industries which contribute to the cultural, economic, educational, and social betterment of the region.
- Assess institutional effectiveness as part of the planning and renewal process based on continuous improvement principles and accountability measures.
- Effectively promote the college to result in enhanced enrollments.
- Maintain, update, and improve facilities to support the educational mission in order to provide an aesthetic collegiate environment.
- Operate with integrity and be accountable to our students, our community, and our state.

HISTORY

Northeastern Junior College is a two-year public community college and became one of 14 community colleges in the Colorado Community College and Occupational Education System in July 1997. NJC is located at the north edge of Sterling, the Logan County seat, 125 miles northeast of Denver on Interstate Highway 76, U.S. Highways 6 and 138, and Colorado Highway 14.

Sterling is a city of approximately 12,000 residents, characterized by strong business, cultural, and professional interests. Anchoring a plains area which is primarily agricultural, it provides a trade, education, and health center for a population of more than 50,000.

Major resources include extensive cattle and wheat operations and both dryland and irrigated farming, with some production from shallow oil deposits. Sterling also hosts the largest institution operated by the Colorado Department of Corrections.

The history of Northeastern Junior College is detailed in challenges which individuals accepted singly and in groups to provide this opportunity for continuing education. The college opened in the spring of 1941 as a result of joint planning and activity by educational leaders and interested citizens.

Formal history began when five members of District No. 12 Board of Education and the Logan County High School Committee filed articles of incorporation as private citizens. At an organizational meeting on May 8, 1941, they selected the following members of the Board Of Regents: C. Reeder Phillips, President; Bailey S. Jamison, Vice-President; Dr. James H. Jackson, Secretary; Harold R. Whyman, Treasurer; and H. B. Swedlund, member.

Planners had the benefit of a careful study of junior colleges in Colorado and adjoining states and the strong support of representatives of communities from throughout northeast Colorado, publicly expressed at a mass meeting held in March 1941. Sixty students from 17 northeastern Colorado communities enrolled on September 8, 1941, when first classes opened as an extension of the public school system. In 1941, before the first classes began, the college received assurances from four-year institutions of higher learning in Colorado guaranteeing transfer of credits.

A continuing interest has reinforced the values of continuity and initiative as the college has grown. In October, 1944, voters of Logan County approved tax support; and a junior college district, co-extensive with Logan County, was organized under Colorado law providing for the establishment of junior colleges. The Board Of Regents became the Junior College Committee, and shortly thereafter the name of the school became Sterling Junior College.

In 1945, The College Committee purchased a separate 15-acre parcel anchored by the building previously known as Smith Hall, which was demolished in 1997. Subsequent land additions have brought the total main campus to 25 acres. A 34-acre north campus addition acquired in December, 1961, is available for further development of the physical plant. In the fall of 1999, the college acquired an ag farm for instructional and lab purposes.

Names of two facilities recognize the early and continued contribution of Superintendent of Schools Robert R. Knowles and Principal Charles F. Poole. As Chief Administrative Officer, Mr. Poole served as dean until the College Committee changed the title to president in 1947. When Poole resigned in 1948, Ervin S. French came to the staff as dean; the title was again changed to president when the college administration separated from the public school system in 1953.

In 1950, the name of the college changed from Sterling Junior College to Northeastern Junior College to reflect the larger area of service. Since that time there has been continuing close association with the home community. The years have brought further expansion of the service area, increasing state aid and other sources of financial support.

In 1963, after noting the expanded geographical area to which students transfer, Northeastern filed a comprehensive faculty self-study report as an application for accreditation within North Central Association of Colleges and Schools. Membership, with accreditation as a two-year college, occurred April 7, 1964. Northeastern has offered terminal and vocational programs from its beginning, and in recent years, has received regional and national acclaim for piloting new career and technical programs and for inviting industry to cooperate with public school superintendents for occupational programs at both the secondary and post-secondary levels on campus or in outlying communities.

In November 1996, the voters of Logan County voted to terminate the Logan County tax levy for the college incrementally over three years, thus paving the way for entry into the State System of Community Colleges on July 1, 1997.

DEGREES

Associate of Arts (A.A.) or Associate of Science (A.S.)
University Transfer Programs

- Agricultue Business - *Degree with Designation*
- Animal Science - *Degree with Designation*
- Anthropology - *Degree with Designation*
- Art
- Astronomy
- Biology - *Degree with Designation*
- Biotechnology
- Business - *Degree with Designation*
- Chemistry - *Degree with Designation*
- Communication
- Criminal Justice - *Degree with Designation*
- Early Childhood Education - *Statewide Transfer Agreement*
- Economics - *Degree with Designation*
- Elementary Education - *Statewide Articulation Agreement*
- English
- French - *Degree with Designation*
- General Science
- Geology
- History - *Degree with Designation*
- Journalism/Advertising
- Liberal Arts
- Mathematics - *Degree with Designation*
- Microbiology
- Music
- Philosophy -*Degree with Designation*
- Physical Education Teaching/Coaching
- Physics
- Political Science - *Degree with Designation*
- Pre-Professional:
  - Pre-Chiropractic
  - Pre-Dental Hygiene
  - Pre-Dentistry
  - Pre-Engineering - *Statewide Articulation Agreement*
  - Pre-Forestry
  - Pre-Law
  - Pre-Medical Technology
  - Pre-Medicine
  - Pre-Mortuary Science
  - Pre-Nursing
  - Pre-Occupational Therapy
  - Pre-Optometry
  - Pre-Pharmacy
  - Pre-Physical Therapy
  - Pre-Radiologic Technology
  - Pre-Speech Pathology
  - Pre-Surgery Technology
  - Pre-Veterinary Medicine
- Psychology - B. A. - *Degree with Designation*
- Psychology - B. S. - *Degree with Designation*
- Recreation
- Sociology - *Degree with Designation*
- Soils & Crop Science - *Degree with Designation*
- Spanish - *Degree with Designation*
- Special Education
- Sport Management
- Sports Medicine/Athletic Training
- Theatre
- Wildlife Biology
- Zoology

Associate of General Studies (A.G.S.)
University Transfer Programs

- Agriculture:
  - Agriculture Economics
  - Agriculture Education
  - Agriculture Journalism/Communications
  - Equine Science – Industry Concentration
  - Equine Science – Science Concentration
  - Farm and Ranch Management
  - Food Science
  - Range Management
- General Studies
- Science

Associate of Applied Science (A.A.S.)

- Agri-Business
- Agriculture: Production Agriculture
- Applied Technology
- Automotive Technology
- Business:
  - Accounting
  - Business Administration
  - Computer Applications
  - Entrepreneurship
  - Management
  - Marketing
  - Web Design
- Diesel Technology
- Early Childhood Education
- Emergency Medical Services
- Equine Business Management
- Equine Management
- Fire Science Technology
  - Structure Fire
- Nursing
- Wind Power Technology

CERTIFICATE PROGRAMS

- Agri-Business
- Agriculture Business Management
- Agriculture: Production Agriculture
- Automotive Diesel Master Technician
- Automotive Technology
- Business:
  - Accounting
  - Foundations of Business I
  - Foundations of Business II
  - Basic Tax Preparation
- Cosmetology
- Diesel Technology
- Early Childhood Education:
  - Director
  - Group Leader
  - Nanny
- Emergency Medical Technician:
  - Basic
  - Intermediate
- Equine Business Management
- Equine Management - Training
- Fire Science:
  - Firefighter I
  - Firefighter II
  - Firefighter Instructor
- Nursing Assistant
- Practical Nursing
- Wind Power Technology

BUILDINGS

Our campus buildings reflect the continuous growth of Northeastern Junior College. The main campus is complemented by the nearby North Campus. Appearance and service are enhanced by landscaping, parking facilities and campus lighting, and well kept streets and sidewalks. The names of several buildings honor persons significantly identified with college history.

Walker Hall, which houses administrative offices, honors James H. Walker, a member of the college committee from 1950 until 1962.

Phillips-Whyman Hall, a classroom and lab facility, honors C. Reeder Phillips and Harold R. Whyman, both founding incorporators and past board presidents.

Beede-Hamil Hall, houses agricultural programs and recognizes former college committee members Armory E. Beede and David A. Hamil.

Lebsack/Schmidt Hall, completed in 1976 on North Campus, houses the automotive and diesel technology programs. The building honors former board members Clarence Lebsack and Ellis Schmidt.

The Hays Student Center, named in memory of longtime Dean of Instruction Zane R. Hays, is an activities and services center for students featuring the college bookstore, student government offices, a large ballroom, the Tennant Center of Western Art, recreation space, activities room used by the college and community, and Student Services offices.

The Cosmetology Building, supports classroom instruction and practical training in the cosmetology career program.

The E.S. French Hall, named for long-time president Ervin S. French, features the Corsberg Theatre, named in honor of veteran instructor and Humanities Chair Dorothy Corsberg. Its 560 theatre seats, a multi-purpose stage, and workshop rooms, complement other classrooms serving a variety of college academic and career programs.

The Area Vocational Building, on the North Campus serves secondary and postsecondary career and technical programs.

Welding Shop, was the first building on the North Campus, completed in 1969, originally housed the Farm Machinery Mechanics Program and now serves welding classes.

The "Chuck Wagon" Cafeteria, adjacent to the Student Center, contains three adjustable-space dining/meeting rooms in addition to the large cafeteria.

Knowles Hall, is a former dormitory renovated and expanded in 1992. It houses the Monahan Library, named for board member and benefactor Rex Monahan, Extended Studies and the Comprehensive Learning Center.

Six Residence Halls, at Colorado's largest residential two-year campus now offers housing to 602 students. Six residence halls, of various size and age, offer campus living for men and women with a variety of options including single rooms, double rooms, three person apartments and two and four person suites. Some buildings have unique features such as housing of honors students, private restrooms, air conditioning and gender by wing. Blue Spruce Hall, a very modern residence building, opened Fall 2011, offers 128 beds on 3 floors with the latest in lighting and HVAC technology. Please inquire for details through the college's housing office.

Bank of Colorado Event Center, in October 1998 NJC opened the $7 million Bank of Colorado Event Center, located on the NJC campus where Jackson Hall previously stood. The almost 60,000 square foot facility is home to the Plainsmen and Plainswomen varsity athletic teams. This state-of-the art facility includes the 2,000-seat Jackson & Edwards Arena, two wellness centers, two additional full-sized basketball courts, a walking/jogging track, locker rooms, a training room, athletic offices, a ticket office, and large lobby with concession center.

Northeastern 18/Plainsman Grill, in January 2010, Northeastern Junior College became the benefactor of an 18 hole golf course and restaurant. NJC now becomes one of only a few elite two-year colleges in this nation to own and operate a public golf course and restaurant. The 18 hole course is one of the premier golf courses in Northeastern Colorado. The dining area is not only a public restaurant, but it is the focal point for banquets, parties, and large functions in the area.

The Family Literacy Center, formerly the NJC Child Development Center and Early Learners, Inc., was remodeled in 2008 and currently houses the Adult Basic Education, GED, ESL, and Family Literacy programs.

ADMISSION INFORMATION

ADMISSIONS INFORMATION

Admissions Classification: As an open enrollment institution, all students who are 17 years of age or older may enroll in degree credit courses. However, based on individual credentials, students are classified as either "regular" or "special" students.

Regular Classification includes graduates of accredited high schools or applicants who hold a General Equivalency Diploma (GED). They may enroll with a part-time or full-time credit load. The college prefers students submit ACT or SAT scores at the time of application. Students who do not provide these scores are required to take NJC's assessment test* prior to registering.

Special Classification includes non-high school graduates, students graduating from non-accredited high schools, students who have not attained a GED, those who have completed a home school program or who are under 17 years of age. Students may enroll with a part-time or full-time credit load.

Students from home school programs and non-accredited high schools who are over the age of 17 are initially enrolled as "special" students. Home-based education received prior to application to NJC must be compliant with C.R.S. 22-33-104.5. A student may be completing one or more semesters with satisfactory academic performance. Home schooled students may advance to "regular" status by obtaining passing scores on the Ability to Benefit test (Accuplacer).

Students younger than 17 years of age who seek admission to credit classes must obtain a waiver from the college president based upon extenuating circumstances unique to the role and mission of the college.

Admission to the college does not guarantee a student will be admitted to a specific program. In addition to general admission requirements, each student must provide evidence of adequate background to successfully pursue the program in which he/she wishes to enroll. Admission to one program does not automatically satisfy entrance requirements for other courses of study. Professional counselors and academic advisors are available to assist students in this evaluation process prior to selection of a program or transfer from one program to another.

*Assessment testing may be completed through a distance arrangement. Please contact the Counseling Office (970) 521-6608 for more details.

MANDATORY PLACEMENT

NJC students complete a basic skills assessment to determine their "best fit" in course placement. This assessment underscores NJC's commitment to the student's right to succeed. Earning a degree from NJC requires the successful completion of certain communications and math courses. Students must demonstrate mandatory skills to access college level courses with a high expectation of successful completion. Admitting students to courses for which they are ill-prepared does them an injustice. Developmental coursework prepares students with the academic skills necessary to succeed in college level coursework. Placement testing determines if students are prepared to succeed in required English, reading, and math courses or if they would benefit from developmental course preparation before advancing to the required college level courses. New and returning students must make arrangements with the Assessment Office, HSC 132, at NJC to meet the assessment requirements prior to conferring with an advisor. The student should contact the Assessment Office as early as possible for assessment arrangements.

The assessment requirement is met in one of the following ways:

1. Take the NJC assessment (Accuplacer) in English, reading, math, or;
2. Provide proof of successful previous college experience at an accredited college ("C" or better in transfer college level English and math classes), or;
3. Provide proof of minimum ACT scores of 18 in English, 17 in reading, 23 in math, depending on course and program of study or;
4. Provide proof of minimum SAT scores of 450 in the verbal area and 460 in the math area.

Official transcripts from accredited colleges showing proficiency (grade "C" or better) in transferable college level math, English, and reading (as applicable) will satisfy NJC's assessment and mandatory placement for success requirements. Assessment scores (Accuplacer, ACT, and SAT) are considered valid for initial placement for a period of five years. There will be a $15 fee charged for the battery of Accuplacer tests or a fee of $5 per test if the whole battery is not needed. Students with documented mobility, visual, hearing, learning, mental, emotional, speech, or health disabilities must meet with the Assessment Office staff to arrange for special accommodations in assessment testing.

APPLYING FOR ADMISSION

Each student desiring admission to NJC must present to the Office of Admission the following materials prior to the date stipulated on the college calendar for submission of credentials:

1. Application for admission to Colorado Collegiate Institutions or the application to Northeastern Junior College properly completed by the applicant. Students may also apply online at www.njc.edu. There is no application fee.
2. Immunization - Colorado law requires college students born since January 1, 1957, to be immunized against measles, mumps and rubella. All students, including graduate students, must show proof of immunity if they attend a college or university with on-campus housing. For all public or nonpublic postsecondary education institutions in Colorado, the state law requires that each incoming freshman student residing in student housing, as defined by the institution, or any student who the institution requires to complete and return a standard certificate indicating immunizations received by the student as a requirement for residing in student housing, be provided with information on meningococcal disease. If the student is under the age of 18 years, the student's parent or guardian must be provided with this information. Each institution must require each new student who has not received a vaccination against meningococcal disease, or, if the new student is under the age of 18 years, the student's parent or guardian, to check a box and sign to indicate that the signer has reviewed information on meningococcal disease and has decided that the new student will not obtain a vaccination against meningococcal disease.
3. Official high school transcript, showing date of graduation and signed by the high school principal, college counselor, or super intendent of schools. GED graduates must submit proof of successful GED test completion.
4. College transcripts. Transfer students must submit current, official transcripts of all previous college attendance. Transfer students must also submit high school transcripts. This includes responsibility for requesting and authorizing officials of the high school(s) or college(s) previously attended by applicant to send transcripts.
5. Assessment test scores. Scores from the American College Test (ACT), or the Scholastic Aptitude (SAT) if available. A student may also take an alternative assessment test if the ACT or SAT has not been taken or if ACT scores are below 23 in math, 18 in English or 17 in reading or SAT scores are below 450 verbal or 460 math.
6. Students enrolling in the following programs may, but are not required to, submit ACT or SAT test results:
   - Automotive Technology
   - Cosmetology
   - Diesel Technology
   - Production Agriculture

   Students in these programs will be subject to assessment testing prior to registering for class.
7. High school students who have attended NJC to take dual credit classes and choose to become full-time students must complete all admission requirements. Contact the Admissions Office at (970) 521-7000 for more details.

ADMISSION CLASSIFICATION

Northeastern Junior College classifies students by the following categories.

Freshman: a student who has earned fewer than 30 academic semester credit hours.

Sophomore: a student who has earned 30 or more

academic semester credit hours.

Full-time student-a student registered for 12 or more credit hours of college work per semester.

Part-time student-a student registered for under 12 credit hours of college work per semester.

TUITION/FEE STATUS

Tuition and fees are determined by the number of college credits for which a student registers and the residential tuition classification of the student. The most current fee schedule is available at www.njc.edu/admissions/cost.html

RESIDENTIAL TUITION CLASSIFICATION

Colorado state tuition classification is governed by state law (Colorado Revised Statutes §23-7-101, et seq., 1998) and by judicial decisions that apply to all public institutions of higher education in Colorado. The Director of Admissions is the College's Tuition Classification Officer (TCO) The tuition classification officer (TCO) makes determination of residency status for tuition purposes as prescribed by Colorado State law. Complete tuition classification guidelines can be located on the Colorado Commission on Higher Education website www.state.co.us/cche

In-state status for tuition purposes requires domicile (legal, primary residence) of a qualified person in Colorado for the year proceeding the first day of class. Domicile is defined as your true, fixed, and permanent home and place of habitation.

To be considered a qualified person for tuition classification by the State of Colorado, you must be at least 22 years of age, married, emancipated, have a dependant, or be a graduate student to begin your one year domiciliary period. If you are not a qualified person, your residency for tuition classification will be determined by your parent or legal guardian's domicile. A person 23 years of age or older who has resided outside Colorado and has established a residency outside the state cannot, merely by attending an institution of higher learning in Colorado, establish a residency within the state. To meet the legal residency requirements, the student or their guardian, if under 23, must have resided in Colorado for one year.

A minor student whose parents change their residency from Colorado to a location outside of Colorado shall be considered a resident for one year from the date of the parents' removal from the county or state.

The tuition classification officer can answer questions about residency. Opinions of other persons are neither official nor binding.

CAMPUS VISITS

Visiting campus is a crucial step in choosing a college and to determine if a college is the right fit for you. The Admissions Office at Northeastern Junior College invites you to plan a campus visit. Attending a Discovery Day allows students to visit with other students, meet with faculty, tour campus, have lunch in the cafeteria, and experience the life of a college student. Plan to visit on one of three Discovery Days or allow us to tailor a personalized campus experience just for you. Scheduling an individual campus visit will also allow you to tour campus, visit faculty, and learn about becoming a successful student at Northeastern!

To schedule a campus visit, or to find out more information regarding Discovery Days, contact the Admissions Office at (970) 521-6952.

ADMISSION OF TRANSFER STUDENTS

Any applicant for admission who has attended another college or university must submit his/her previous collegiate record (from ALL other colleges attended) and apply for admission to NJC as a first-time freshman.

A student who wishes to transfer to Northeastern Junior College from another college may do so provided he/she has an acceptable academic and financial aid record from the previous institution(s), and is a student in good standing at the college from which he/she wishes to transfer. Such students will be admitted to advanced standing on the basis of their records.

Students on academic probation from another institution of college rank will be considered for admission on the basis of a number of factors: the high school record, the college record, scores for the American College Test (ACT), or the Scholastic Aptitude Test (SAT) (if applicable), and a personal interview with the Vice President of Student Services, if requested.

TRANSFER OF CREDITS INTO NJC

The college accepts all undergraduate college credits transferred from other regionally accredited institutions of higher education. Transfer credit shall be accepted at NJC with an academic/university transfer and/or career/technical designation. When a question exists as to course equivalency or designation, a request will be made for description of that course from the transfer college or school from which the course was taken.

Transfer courses from regionally accredited institutions of higher education, from regionally accredited post secondary programs include: Emily Griffith Opportunity School, Delta-Montrose Area Vocational School, Pickens Area Vocational School, and San Juan Basin Technical College and from area vocational schools that correspond to equivalent NJC, university transfer, or career/technical designated courses shall be accepted at face value (in semester credit hours). These transfer credits will be used to fulfill as many course/program requirements as possible. Courses for which there are no equivalencies will be treated as electives.

Only transfer credits with passing grades of A, B, C, S (satisfactory) or P (pass) will be evaluated and transcripted. Courses with a "D" grade will be accepted and transcripted on a case-by-case basis. Students wishing to have a course with a "D" grade accepted must go to the Student Records Office and fill out the appropriate form. Transfer credits and grades will not be used in calculating an NJC cumulative GPA.

All lower division undergraduate credit hours awarded within the prior ten years will apply towards the completion of the graduation requirements. Credits more than ten years old will receive careful consideration. The Registrar, in conjunction with the department chair of the respective academic divisions, reserves the right to examine any course more than ten years old to determine their currency and applicability to existing curriculum and programming before credit is accepted.

If a course was denied, an appeal process exists by contacting the Records Office.

TRANSFER OF DEGREE TO ALL COLORADO PUBLIC FOUR-YEAR COLLEGES & UNIVERSITIES

Colorado's agreement between public colleges and universities guarantees that when you complete you AA or AS degree-at least 60 credit hours of coursework carrying a C grade or better in every course-you can transfer to any Baccalaureate Liberal Arts and Sciences major (e.g., English,

history, mathematics) and graduate after earning an additional 60 credit hours. While you are guaranteed not to have to take more than 60 credit hours to graduate, to finish within two years depends on the number of credits you take each semester at the four-year institution, the source sequencing in your major (e.g., some upper-division major courses require that you complete lower-division major courses) and course availability.

This agreement does not apply to business, teacher education, engineering, or nursing as all these have statewide articulations that have specific lower division requirements. Save time by seeing your advisor at your earliest opportunity for the "transfer guides," many of which can also be found online. In addition to showing you which lower division courses are required for articulated programs such as business, these guides will tell you which lower division courses will be best suited for your intended major and you can be sure to complete the pre-requisites for sequenced coursework before transferring to a four-year college.

The AA and AS transfer agreement applies to courses completed at and Colorado community college. Credit earned for prior learning, Advanced Placement, correspondence courses, CLEP and other tested-only credit may not apply. The institution to which you transfer will evaluate these credits according to its own policies.

For a copy of the Colorado Commission Transfer Policy to www.cccs.edu or http:/highered.colorado.gov

INTERNATIONAL STUDENT ADMISSION

Admission of International and Non U.S. Citizen Students

Admission of international students will be considered under the following guidelines. An I-20 form will be issued when the following are received on record and evaluated as acceptable.

The following documents must be provided and requirements fulfilled:

1. An application for admissions for international students to Northeastern Junior College. The application must indicate in which semester the student will begin. Fall semester applications and all supporting documents are requested to be on file by July 15th. Spring semester applications and supporting documents are requested to be on file by December 15th.
2. Official and complete transcripts of all previous secondary and collegiate academic work with certified English translations (if needed).
3. Proof of English proficiency. If student's native language is other than English, student must provide one of the following:
   a. Test of English as a Foreign Language (TOEFL) showing a minimum score of 475 (paper based) or 150 (computer based) or 52 (internet based). For information contact:
      Test of English as a Foreign Language
      Educational Testing Services
      PO Box 899
      Princeton, New Jersey 08540 USA
   b. Score of 5.5 on the International English Language Testing System test.
   c. Michigan Test of English Language Proficiency showing minimum score of 75.
   d. Recommendations from an accredited English Language School with completion of Level 109.
   e. Completion of Level 5 Advanced at an Intensive English Language Center.
   f. Graduation from an American high school after attending for at least two years or one year and meets assessment test requirements.
   g. Completion of the STEP examination in Japan with at LEVEL II evaluation or above.
   h. Special admission waiver approved by the president of the college.
4. Statement of financial support for a two-year program of study at Northeastern Junior College. Federal/ state financial aid and tax supported scholarships are not available for international students.
5. Record of immunizations.
6. A $500 non-refundable deposit applicable toward tuition and fees once student actually enrolls in classes.
7. Proof of medical insurance. All international students are required to have medical insurance in place while attending NJC.
8. International students must pay their outstanding tuition and fees on the day they register. Failure to comply may result in withdrawal of the student's U.S. Immigration I-20.

Note: International students can be admitted for one (1) semester as "Special Students," after one (1) semester, all regular admission standards must be met. Contact the Admissions Office for further requirements.

Additional I-20 form information:
Students country of birth
Drivers License #
State or Providence of License

Steps for international students to apply

1. Student applies for admission to college
2. Student provides documentation to college Designated School Official (DSO)
3. DSO creates file in SEVIS (or previous college transfers information in SEVIS) to print an I-20
4. DSO signs and sends student the original I-20
5. Student obtains a passport
6. Student pays SEVIS I-901 fee at: www.ice.gov/sevis
7. Student makes an appointment with the US Embassy or Consulate to interview for an F1 Visa
8. Consular reviews application, confirms SEVIS fee has been paid, runs security check, interviews student and potentially grants visa
9. Student arrives in US with passport, visa and I-20 then receives I-94 card (w/duration of status stamp) at point of entry
10. Student arrives on campus and reports to DSO for updates and confirmation in SEVIS

SUMMER SCHOOL ADMISSION

Provisional admission may be granted on the basis of transcript through the first semester of the senior year to permit an applicant to register for the summer semester immediately following high school graduation. Completion of work in the summer term under such provisional admission; however, does not automatically qualify the student for subsequent enrollment. All admission requirements, including a complete high school transcript, must be met before full admission status is granted.

STUDENT ACCOUNT INFORMATION

GENERAL

Completed payment of financial obligations to the college is required at the time of registration. Registration, thus enrollment, is not complete unless the financial obligation is satisfied. Students with any outstanding financial debt to the college will not receive official transcripts of credits earned and a student officially withdrawing from college must resolve outstanding financial obligations to the college.

TUITION

The State Board for Community Colleges and Occupational Education approves tuition rates annually and students are billed according to their residency status. The number of college credits for which a student registers and the residential classification of the student determine tuition. A student who carries twelve credits or more qualifies as a full-time student. A student who carries fewer than twelve credit hours is considered a part-time student.

WESTERN UNDERGRADUATE EXCHANGE (WUE)

Students attending NJC from states participating in the WUE program will be charged a reduced out-of-state tuition rate of 150% of in-state tuition. Only students from the following states may qualify: Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming, and Commonwealth of Northern Marianas Islands. For more information please contact the NJC Office of Admissions.

BORDER STATE INCENTIVE (BSI)

Residents of Nebraska, Kansas, and Oklahoma may be eligible for the Border State Incentive Scholarship. For more information on the BSI scholarship, contact the Northeastern Junior College Admissions Office.

FEES

The State Board for Community Colleges and Occupational Education approves fees for full-time and part-time students. A registration fee is charged for all students each semester of enrollment. A technology fee and a fee to cover bond indebtedness are charged on the basis of the number of credits in which a student is enrolled. In addition, all full-time students pay fees to support the Health Center; the Associated Student Government (ASG) operations and activities, and the Event Center. Various courses have fees related to the course as indicated in the term schedules. Selected career and technical programs, such as cosmetology, automotive technology, and nursing programs, require special equipment or materials. The State Board has approved a Student Fee Plan detailing the student participation in the annual fee revision.

REFUNDS AND RETURNS

If a student officially drops a class or withdraws from College before the census date (the last day to drop a class for a term), a refund of 100% of tuition and fees will be made. There will be no refund of tuition and fees after that date.

If a student withdraws from residence facilities, the room and board charges will be refunded on a per day basis through 87.5% of the term.

If the student had Title IV federal financial aid, a portion of these grants or loans must be returned to the programs based on the date the student withdrew from college. If the withdrawal occurs after sixty percent (60%) of the term is completed, no return of these federal funds will be required.

In order to calculate the amount to be returned, the withdrawal date must be determined. This will be the date the student began the withdrawal process as prescribed by NJC, or otherwise provided NJC with official notification of intent to withdraw. If the student drops without any of the above notification, the midpoint of the term will be used as the withdrawal date. If the withdrawal process was not begun because of illness, accident, grievous personal loss, or similar circumstances beyond the student's control, NJC will determine the appropriate withdrawal date.

The amount of the unearned institutional charges and unearned Title IV funds based on the number of days in attendance to the withdrawal date will be calculated. NJC will then return to the Title IV programs the lesser of the unearned institutional charges or the unearned Title IV assistance. The student will return any remaining unearned Title IV funds. (If the student needs to return funds to Pell or SEOG programs based on the return priority, he/she need return no more than fifty percent [50%] of the calculated amount.) The loan amounts the student needs to return will be repaid according to the regular payment schedule for the loan. The college refund to the loan account will be credited to the original loan amount. The amount a student needs to return to grants will be collected from the student by the college and then repaid to the grant program.

The order of return of Title IV finds will be as follows:

- Unsubsidized Stafford Loans
- Subsidized Stafford Loans
- Plus Loans
- Federal Pell Grants
- Federal SEOG
- Federal LEAP

In order for NJC to return the federal funds as calculated, NJC may refund unearned money to the student account. In making this refund, one of the following two situations will apply:

If the refund made for the B term classes, other special terms and (or) from unearned room and board is greater than the amount of the federal awards NJC needs to return according to the calculation the process ends and the returns are made.

If the amount of any scheduled refund is less than the calculated amount of the return of federal funds to be made by NJC, then the college will refund to the student account the additional funds needed to equal this return amount and then complete the return process.

In times of national or state emergency, certain students (e.g. reserve military units, National Guard, individuals with specialized skills, firefighters) are called to provide services to the country. When the call for service or a national emergency is issued, it is often necessary for student to interrupt their coursework in mid-term. In these situations the refund policy may be altered in keeping with the best financial interest of the student. Refunds for unearned room and board will be made on a per day basis as indicated above. Tuition refunds will be made on a pro-rata basis even after the census date.

INDEBTEDNESS POLICY

No student who has a prior unsettled indebtedness to the college will be allowed to register for any new semester. During the period in which the indebtedness remains, requests to verify attendance or other requests for official college records will not be honored. Indebtedness shall include tuition and fees, room and board charges; and any other financial holds placed on the student's record showing a balance owed to the college. Degrees and certificates will not be granted, nor will transcripts of credits be transferred to other colleges or employers until all accounts are paid.

ROOM AND BOARD COSTS

Room and board expenses are approved annually by the State Board for Community Colleges and Occupational Education. For current rates, contact the Admissions Office, Housing Office, Business Office, or see our web site. http:www.njc.edu/admissions/housing-costs.html. All fees, tuition, room and board charges, effective at the printing of this catalog are subject to change by the State Board.

Financial Aid & Scholarships

NORTHEASTERN JUNIOR COLLEGE

To be Colorado's premier two-year college of choice through excellence in education.

FINANCIAL AID INFORMATION

The Office of Financial Aid counsels students and/or parents and administers funds that are designed to assist students in meeting their educational expenses. Northeastern Junior College (NJC) participates in grant, work-study, loan programs and scholarships. Funding sources for these programs include federal, state, institutional, and private sources. Information regarding financial aid programs may be obtained in the NJC Financial Aid Office. We will make every effort to help students plan a program in financing their college education which may involve drawing on a number of aid sources.

APPLICATION PROCEDURE

Priority for determining financial aid eligibility is given to those students whose completed applications are on file in the Financial Aid Office by March 1.

1. Submit an Application for Admission to NJC. Financial aid awards will only be made to students who have been accepted for admission and are in an eligible degree and/or certificate program. Not all degree and/or certificate programs offered by NJC are eligible for financial aid.
2. Submit a Free Application for Federal Student Aid (FAFSA). The application is available on the U.S. Department of Education's website at www.fafsa.gov, or the paper application is available in high school counseling offices or in the NJC Financial Aid Office.
   a. There is a priority date for completing the FAFSA for certain available funds. Those students whose completed applications are on file in the Financial Aid Office by March 1st will be considered first for those funds.
   b. A new application must be submitted for each succeeding year.
3. Financial aid applications will be accepted at any time during the year. However, funding sources may be limited past the priority date of submission.
4. Submit all requested documentation to the Financial Aid Office as soon as possible. Awards will not be made until supporting documentation is complete.
5. Award notifications for the fall semester are generally sent starting after April 1st and continue throughout the year.

ELIGIBILITY CRITERIA

To qualify for need-determined assistance the student must meet the following criteria:

1. Be accepted in an eligible degree and/or certificate program
2. Be a citizen or permanent resident of the United States
3. Be registered with Selective Service (if required)
4. Have a high school diploma, passed the General Equivalency Diploma (GED) or demonstrated the Federal Ability to Benefit test
5. Not owe a refund on a Federal Grant or be in default on a Federal Student Loan
6. Making satisfactory academic progress
7. Apply in a timely manner and submit all documentation and/or information needed to the Financial Aid Office to make a determination of eligibility.

REGISTRATION COMPLIANCE

Section 1113 of the Department of Defense Authorization Act of 1983, Pub. L 97-252 provides that any student who is required to register with the Selective Service and those who fail to do so are ineligible for student financial aid under Title IV or the Higher Education Act of 1965.

FINANCIAL AID SATISFACTORY PROGRESS POLICY

Each institution that receives Title IV funds is required by the U.S. Department of Education, Section 132 of the Higher Education Amendments of 1976, to define and enforce standards for satisfactory academic progress. Satisfactory Academic Progress measures a student's performance in the following three areas/criteria: completion rate, grade point average (GPA), and maximum time frame. The Financial Aid Office is responsible for establishing and monitoring a standard of "satisfactory academic progress" for continuation of financial aid eligibility. In order to be eligible to receive financial aid (federal and/or state and at times institutional aid), the student must be making satisfactory progress towards a certificate or degree, as identified in the quantitative (the completion rate of credit hours attempted) and qualitative (the GPA) standards of the policy. Progress will be reviewed at the time an application is processed (including Federal Pell, Federal Stafford and Federal PLUS Loans if submitted separately) and at the end of each term. The maximum timeframe allowed in which a student is expected to complete his/her certificate and/or degree program is 150% of the number of credit hours required for the specific program. The standard of satisfactory academic progress must include a student's total academic history at Northeastern Junior College regardless of whether he/she has previously received financial assistance. A complete copy of the policy is available on the financial aid web site, www.njc.edu/financial aid.

FUNDING SOURCES

Grants

1. Federal Pell Grants. The Federal Pell Grant is a federal aid program designed to provide financial assistance for postsecondary education. Awards are an arbitrary amount determined by the Federal Government. Students must complete a FAFSA.
2. Federal Supplemental Educational Opportunity Grants (FSEOG). A federal grant designed to provide assistance to documented exceptionally needy students to help pay for postsecondary education. Awards must not exceed $4000. Students must complete a FAFSA.
3. Colorado Student Grants. The Colorado Student Grant program is funded by the Colorado General Assembly and is to provide assistance to qualified undergraduate students with documented financial need at state institutions of higher education. Award limitations are set by the Colorado Department of Higher Education. Students must be a Colorado resident and complete a FAFSA.
4. Colorado Leveraging Educational Assistance Partnership (CLEAP). Equal amounts of federal and state funds are available to students with documented need. Students must complete a FAFSA.
5. Academic Competitiveness Grant (ACG). Available to undergraduates with documented exceptional financial need. Students who meet the ACG eligibility requirements will be awarded.

Work-Study

1. Federal Work-Study: Federally funded work programs with a portion of the funds contributed by the college. Awards are made only to students who have a documented financial need. Off-campus jobs are also available with our non-profit agencies and local elementary schools. Students must complete a FAFSA.
2. Colorado Work-Study: Funding by the Colorado General Assembly for an employment program awarded to Colorado residents with documented financial need. A wide variety of positions are available on/off campus. Students must complete a FAFSA.
3. Colorado No-Need Work-Study: Funding by the Colorado General Assembly for an employment program awarded to a limited number of Colorado residents without documented financial need. Students must complete a FAFSA.

Loans

1. Federal Direct Subsidized Stafford Loan: These are low interest loans that are based on documented financial need. With the William D. Ford Direct Lending Program the loan funds are delivered directly from the U. S. Department of Education. The federal government pays the interest while you are in school or during your grace period. Repayment begins 6 months after the student leaves school or is enrolled in less than 6 credit hours. Origination fees are deducted prior to disbursement of funds. Students must complete a FAFSA.
2. Federal Direct Unsubsidized Stafford Loan: These loans are not based on financial need. The borrower is responsible for the interest payments. With the William D. Ford Direct Lending Program the loan funds are delivered directly from the U. S. Department of Education. . Origination fees are deducted prior to disbursement of funds. Students must complete a FAFSA.
3. Federal Direct Parent Loan for Undergraduate Students (PLUS): Variable interest rate loan made to the student's parents for the student's educational expenses. This loan is based on a credit check. Amount is limited to the cost of educational expenses minus other aid. Origination fees are deducted prior to disbursement of funds. Repayment begins 30 days after the final disbursement. Applications are available on https://dlenote.ed.gov/empn/index.jsp or you may contact the Financial Aid Office.

Scholarships

Scholarships are available from several sources and the criteria for those vary. Each scholarship is awarded under provisions of the specific grant. The majority of NJC scholarships require some type of application. For a complete description of all NJC Scholarships and appropriate application procedures, please visit the NJC website at www.njc.edu. The following is a brief list of scholarship funding sources available:

1. NJC Foundation Scholarships
2. NJC Institutional Scholarships
3. Community Scholarships awarded by NJC
4. Colorado Gear Up Scholarship

Summer Aid

Funding for summer generally consists of unused academic year Federal Pell Grant, Federal Direct Stafford Loan, Unsubsidized Federal Direct Stafford Loan or PLUS Loan eligibility. If you are interested in summer aid, contact the Financial Aid Office for a summer aid application during spring term.

Department of Veteran Affairs

The Financial Aid Office works with the Veterans Administration to assist in administering provision of the various programs of benefit to veterans or eligible relatives of veterans, under benefits of Chapter 31, 32, 35, 1606, 1607, Chapter 30-Montgomery GI Bill, Post 9/11 GI Bill (Chapter 33 of Title 38, United States Code). The Financial Aid Office certifies enrollment and transmits necessary credentials and information to the proper Veterans Administration Office.

Prime Time Learner (Senior Adult) Institutional Grant

Senior adults are classified as individuals over the age of 60 at the time a class begins. These students may enroll in courses and receive a scholarship equal to 50 percent of the current per credit tuition rate. Scholarships will only be given if the course has room to accommodate extra students on a space available basis. Enrollees must also qualify for the COF stipend and utilize those funds for courses. Scholarship forms and additional information is available through the Office of Extended Studies.

Additional Information

Detailed information about financial aid grants, work-study, loans and scholarships and application processes and procedures, rules and regulations governing the various programs, payment procedures and cost of attending NJC are available in the Financial Aid Office, Hays Student Center, Room 116 or by visiting www.njc.edu or calling (970) 521-6751 or 1-800-626-4637 x 6800.

Academic Information

DEGREES AND CERTIFICATES

Northeastern Junior College offers programs leading to the Associate of Arts Degree, Associate of Science Degree, Associate of General Studies Degree, and Associate of Applied Science Degree and certificates for Career and Technical Education Programs. All degrees and certificates require a minimum 2.00 cumulative grade point average (GPA) to be awarded.

Graduation requirements for degrees and certificates vary according to program objectives and content. Variation in requirements is given in the following pages. Interpretations of general and specific requirements are available to each student through his/her faculty advisor. Students who expect to transfer will have help in selecting appropriate college/university transfer courses.

A student who wishes to change his/her degree program while enrolled at Northeastern Junior College should ask for an evaluation of his/her transcript.

NJC
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JUNIOR COLLEGE

To be Colorado's premier two-year college of choice through excellence in education.

ACADEMIC INFORMATION

STUDENTS RESPONSIBILITIES AND EXPECTATIONS

All students enrolled for any credit course are responsible for knowing of the information appearing in this College Catalog and any updates of costs, course revisions, curriculum changes and published course schedules. All students are responsible for knowledge of the policies and procedures in the Student Handbook. The Student Handbook contains all general student policies and the basic residence hall rules and procedures. The college reserves the right to change procedures and policies in the Catalog and the Student Handbook as deemed necessary and revise the college curricula as may be necessary and desirable.

All students registered for any courses at Northeastern Junior College accept a commitment to seriousness of purpose, academic integrity, and high standards of personal and social behavior. Students are expected to be cooperative and responsive members of the college community and the city of Sterling, comply willingly with college regulations, and abide by all local, state and federal laws. All students have the right to due process and the right to file grievances. The college has the right to restrict, evict, suspend, and dismiss any student whose academic achievement and personal conduct does not meet the standards set forth in the College Catalog and the Student Handbook.

In accordance with the regulations and procedures assuring due process, the College Hearing Board may dismiss any student whose conduct does not meet the standards of the college as set forth in the Student Code of Conduct.

ACADEMIC ADVISOR

Academic advising at Northeastern Junior College is an integral part of the larger mission of educating students. The primary purpose of the advising program is to assist students in the development of meaningful educational plans that are compatible with their goals. The ultimate and final responsibility for making decisions about goals and educational plans rests with the individual student. The academic advisor assists by helping to identify and assess alternatives and consequences of decisions.

Each full time student at NJC is assigned an academic advisor and is expected to personally meet with that advisor for academic planning prior to each semester registration for courses. The Student Advisor Check List requires students to:

- Know and meet graduation requirements.
- Meet with their advisor during registration period.
- Meet with advisor for discussion/approval of course schedule changes.
- Make frequent advisor contact to help ensure adequate progress toward educational goals.
- Request changes in faculty advisor when necessary by contacting the appropriate acadmic division.
- Identify and communicate career goals/plans to advisor.

REGISTRATION & STUDENT RECORDS INFORMATION

COURSE REGISTRATION

When students have completed the admissions requirements, they are eligible to enroll at Northeastern Junior College. For your success, we encourage you to meet with your Faculty Advisor or a Student Services Counselor in advance of the actual starting date. Registration reserves space in classes and guarantees enrollment. The class schedule, printed each semester, provides critical information concerning each course: when and where the course meets, the instructor, and the cost. Registration information is mailed to all postal partrons several weeks prior to semester registration. Class schedules and registration information are also available on the Northeastern Junior College Website at www.njc.edu.

Northeastern Junior College has four registration methods: in person, mail, fax, and web.

SEMESTER SYSTEM: A TERM, B TERM, J TERM, M TERM AND FULL TERM

Northeastern Junior College operates on the fifteen-week semester plus a three to four-day for final exams. Each semester is divided into two equal terms designated A and B term. Courses are scheduled for full term or approximately sixteen weeks, or A-term and B-term, which is half of the semester. J Terms runs for two weeks in January and M Term runs for two weeks in May. Students can select courses from one or more term combinations to reach an optimum enrollment. The summer term is an integral part of the yearly calendar and is designed to provide continuous educational opportunity through a comprehensive term of offerings. It provides additional opportunity for the high school graduate to adjust to college level work in a relaxed summer environment.

CREDIT HOUR LOAD

Course Load. The standard course load is 15 credits per semester. Students who carry fewer than 12 credits are part-time students. Students with 12 or more credits are considered a full-time student. The maximum student load is 18 credits unless an override has been granted. A student who desires to carry more than 18 credits in a given semester must have demonstrated the ability to do so.

For many students an 18-semester hour course load will be an extremely heavy schedule. New students should consider taking a lighter load for the first semester. In unusual circumstances, it may also appear necessary for a student to carry more than the normal course load. Permission to carry such a course load may be granted to individual students, depending on the rigor of the course work and attendance.

Full-time vocational students will normally register for the number of credits indicated for that semester in the curriculum outline.

HOLDS

Academic and administrative offices can place holds on your registration, which prevent registering or changing your registration schedule. Holds are placed for a variety of reasons (academic, financial, etc.). Failure to meet a payment deadline will result in a financial hold which prevents adds for a registered student. Only the office that places the hold can remove the hold. If a hold was placed on your registration after you have registered, your registration will not be automatically cancelled. However, you will not have registration access to adjust your schedule for subsequent terms until the holds are cleared.

REPEATING COURSES

The college recognizes the varied circumstances when a student requests to repeat a course, such as and not limited to the following: unacceptable grade for transfer, a required course for graduation or transfer, and possibly a need to raise a low grade point average for graduation. To understand how a repeat class could affect grade point average and overall transcript, the student should consult an academic advisor before enrolling in the same class for a second time.

If a student chooses to repeat a course he/she must submit a repeat class form to the records office. The new course must have the same number of credits as the original course.

All college level courses may be repeated. Each registration for the course and each grade received will be listed on the transcript. On the transcript a notation will follow the course indicating that the course was repeated and designating whether the course will be included in the GPA. The highest grade will be used in the GPA calculation. If the grade for the repeated course is the same as the original grade, only the most recent grade will count in the GPA calculation. There will be no limitations on course grades that are eligible for repeat. All credit hours earned for initial and repeated courses will be deducted from a student's

remaining COF stipend eligible hours.

"Repeated" courses may be applied only one time to a certificate or degree, except for variable credit courses and designated courses that may be repeated for professional or personal development.

Developmental courses are eligible to be repeated. All developmental courses will appear on the transcript. Individual colleges may choose to specify a limit for the number of times a developmental course may be repeated.

All enrolled courses will be listed on the student's transcript and none will be eliminated by future enrollments or course completions. Credit hours can only be earned once for any course. Any course beginning Fall Semester 1988 to the present can be repeated (no restrictions on the type of course or the previous grade), and only the highest grade will be used for computation of the grade point average. In the event of a duplicate grade being earned the most recent grade will be used in the computation of the grade point average. All previous grades in a given course will also appear on the student's transcript. Students should direct questions on repeating courses to an academic advisor, the Records Office, or the Counseling Office.

Note: Due to the logistics of the college conversion from quarters to semesters in the fall of 1988, the repeat policy is limited to those courses completed from the fall of 1988 to the present.

COURSE SCHEDULE CHANGES

Students are encouraged to secure advisor approval for all schedule changes. Students can add a class up to 6% of the class, drop a class up to 15% of the class (census date) and withdraw from a class 15-80% of the class.

ADDING A CLASS

To register for class (add) students must complete an Add/Drop Registration Form and submit this completed form to any of the five registration sites listed in the Registration information. Students may add classes during the "add period" which is the first six percent (6%) of the specific course.

DROPPING A CLASS

Students may drop a class during the first fifteen percent (15%) of the course duration, census date, without being financially responsible for the class: the class will not appear on the student's permanent record. Specific drop deadlines for A, B, and Full-term classes are listed in the schedule of classes. Students who register and do not want to be held liable for tuition and fees and/or have a transcript record created must drop the class on or before the last day for refund, census date. Notifying the instructor, your advisor or simply not attending the class is not sufficient to ensure that you are dropped from the class. An official Add/Drop Registration form must be received with appropriate signatures within deadline. This procedure can also be done via the students "Access NJC" web page.

WITHDRAWAL FROM CLASS(ES)

Any student may withdraw from any course(s) or the college without academic penalty anytime up to 80 percent of any term being completed. All courses withdrawn during this period will receive the grade "W". Courses designated "W" will be recorded on the student's permanent record, but will not be used in the calculation of the student's semester or cumulative grade point average. After the dates for withdrawal without penalty specified above, the students may not withdraw from a course and "W" is no longer a grade option for the instructor.

A student initiates requests for withdrawal from a course by obtaining the appropriate withdrawal form from either the Records Office or an academic advisor. The student will then obtain the signatures of the instructor(s) and the advisor as a matter of information, indicating communication of the student's intent. Course withdrawals will not become valid until the student has returned the completed forms to the Records Office. This procedure can also be done via the students "Access NJC" web page. Failure to complete the prescribed withdrawal procedure will result in the student receiving a grade of "F" (failure) or earned grade in each course affected by withdrawal.

WITHDRAWAL FROM COLLEGE/ALL COURSES

A student who decides to withdraw from all courses must obtain the "Withdrawal from College - All Courses" form from the Student Services Office. This form must be completed and returned with the current ID before withdrawal from college is official. Withdrawal from college can be completed up to and including the day prior the start of final exams. The withdrawal code to be used by an instructor will be a "W" to show a termination of enrollment or an "I" for an incomplete which allows the student to complete specific course requirements by the end of following semester (excluding summer). The last date of attendance for the business office, records and financial aid purposes will be the date of request to withdraw.

Note: In unusual circumstances (death, disability, and excessive absences) the Dean of Students, the instructors of the courses enrolled, or the academic advisor may initiate the "withdrawal from college - all courses" for a student. Procedures for withdrawing from the institution may be initiated only in the Student Service Office. Upon withdrawal from all classes, the student automatically severs the relationship with the college and is required to surrender his/her college identification card. Withdrawal does not remove any outstanding financial balances or financial aid obligations due to the college or financial aid office. "Withdrawal from college - all courses" does not preclude the students appeal for re-admission at a later time.

ACADEMIC RENEWAL

The Academic Renewal Policy allows former NJC students to apply for establishment of a new academic record. A student may be granted a "Academic Renewal" only once, and if approved by the Academic Standards Committee and accepted by the student, the decision will be final.

Call 970-521-6608 for additional information and clarification on this procedure.

Eligibility

1. A student who has an academic record with courses older than two (2) years from the current date is eligible for an Academic Renewal.
2. A student must have all financial and department holds cleared before a request can be honored.
3. Students can only apply for Academic Renewal once and it is not reversible.

4. A student must have completed at least 6 credit hours with 2.00 grade point average prior to an application for Academic Renewal.

Procedures

1. A student must submit a letter of request to NJC Records Office for a Academic Renewal.
2. The Records Office will check the student's transcript for eligibility and if eligible, forward the request of eligible students to the Chair of the Academic Standards Committee for review.
3. The Academic Standards Committee will review and make recommendations for approval or denial prior to a semester pre-registration or registration period.
4. The NJC Records Office, after a thorough review of the student's transcript, will identify and recommend the appropriate academic term to declare an Academic Renewal.
5. The Records Office will compute an Academic Renewal GPA from the designated academic term and provide the student with an updated transcript.

Guidelines

1. The student's transcript will reflect the entire academic record and no classes will be deleted or removed. 30 hours can be excluded from GPA
2. Only grades earned after the Academic Renewal will be used to compute the new cumulative grade point average.
3. Courses with a C grade or better prior to the Academic Renewal may be applied toward graduation requirements.
4. Academic Renewal will not change Satisfactory Progress for Financial Aid eligibility and previous grades are subject to interpretation by specific Financial Aid Policy.

CONFIDENTIALITY OF STUDENT RECORDS

The college maintains an educational record and student service record for each student who is or has been enrolled at the college. In accordance with the Family Educational Rights and Privacy Act of 1974, as amended (hereafter "Act"), the following student rights are covered by the Act and afforded to all eligible students at the college.

1. The right to inspect and review information contained in the student's records.
2. The right to request amendment of the contents of the student's records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or rights.
3. The right to prevent disclosure without consent, with certain exceptions, of personally identifiable information from the student's records.
4. The right to secure a copy of the college's policy.
5. The right to file complaints with the U.S. Department of Education concerning alleged failures by the college to comply with the provisions of the Act.

Each of these rights, with any limitations or exceptions, is explained in the college's policy statement. A copy may be obtained in the Records Office.

Educational agencies – colleges – may disclose educational records to the parents of a dependent student without the student's consent. Post-secondary institutions may disclose to parents and legal guardians of students under the age of 21 information regarding the student's violation of any Federal, State or local law, or any rule or policy of the institution governing the use or possession of alcohol or a controlled substance (amended 6/99). The college is obligated to keep within the student educational records, a "record of access" for all people and organizations that have been granted access to the student's records. This record of access is available only to approved and authorized people within and outside the institution.

The institution shall disclose to an alleged victim of a crime of violence or a non-forcible sex offense, the final results of disciplinary proceedings conducted by the institution. The institution may disclose the results of a disciplinary hearing for such violations of the college's rules; disclosure is limited to the name of the violator, violation committed, sanctions imposed. Names of other students and/or witnesses can only be released by written permission.

Disciplinary records may be released to other schools and school officials when those records contain information regarding conduct that posed significant risk to the safety of any student or members of the school community.

Northeastern Junior College may provide directory information in accordance with the provisions of the Act without consent of an eligible student unless the student initiates a written request to prevent disclosure of such information. The following information is designated as directory information and may be released concerning any student for any purpose at the discretion of the college unless a written request for nondisclosure is on file.

- student name
- birth year (birthday and month cannot be disclosed)
- major field of study
- participation in officially recognized activities and sports
- dates of attendance
- degrees and awards received
- most recent educational institution attended
- college issued student e-mail account

Currently-enrolled students may prohibit general disclosure of this directory information by notifying the Records Office in writing, specifying the categories to be withheld, within ten (10) calendar days after the first scheduled class day of each term.

The college will honor the request until the student notifies the Records Office in writing of intent to allow release of directory information. The student should carefully consider the consequences of any decision to withhold any category of directory information. Regardless of the effect upon the student, Northeastern Junior College assumes no liability that may arise out of its compliance with a request that such information be withheld. It will be assumed that the failure on the part of the student to request the withholding of directory information indicates the student's consent to disclose.

Any questions concerning the student's rights and responsibilities under the Family Educational Rights and Privacy Act should be referred to the Vice President of Student Services.

AUDITING CLASSES

Auditing means participation without evaluation or receipt of credit. An Audit/No Credit request form signed by the instructor must be submitted to the Records Office by the last day to register or add a course in any term. Students electing the audit option will pay all required tuition and fees, meet all course requirements and receive the no credit grade of (AU). An audited class may be retaken at a later date for credit. The Colorado Opportunity Fund (COF) stipend can not be used for audited classes.

The "AU" grade will continue to be included in the grading policy. Audit is a registration status in Banner. "AU" is automatically posted as the grade.

Students must choose the audit option by census date so that colleges can reconcile the COF file. The COF stipend cannot be used for "audit" courses. If students change to the audit status following initial enrollment they will be responsible for the entire in-state tuition, not just the student portion. Students should consider the S/U grading option rather than audit because the COF stipend will be eligible for S/U courses but not for audit courses.

CLASS ATTENDANCE

Learning is best served through regular and consistent class attendance. Students are expected to attend all scheduled meetings of each course and the encouragement of regular class attendance remains with the instructor while the actual responsibility remains with the student. The development of class attendance guidelines for each class is encouraged. Students may be dropped from a class for excessive absences. The following general attendance guidelines apply for all students and all classes.

ATTENDANCE GUIDELINES

1. Each class will have attendance procedures set forth by that instructor. Self contained vocational programs may develop uniform program attendance procedures.
2. Specific procedures for class attendance and the effect that absences may have on daily assignments, make-up work, examinations, and/or course grades will be made available in written form and given to enrolled students during the first or second class meeting.
3. Class attendance procedures must be uniformly applied to all students enrolled in a course. Individual students should confer with instructors on personal and specific attendance concerns and conflicts. The determination and application of attendance guidelines is the responsibility of the faculty member.
4. Class attendance is the responsibility of the student. The student should communicate to each of his/her instructors regarding any attendance situation that may affect course assignments, exams, or grades.
5. Students serving on athletic or livestock judging teams or as members of an approved college club or extra-curricular activity, or students enrolled in a class that is missed for a field trip or college sponsored-performance, will be considered "excused" by all instructors for the duration of the travel. The college sponsor advisor- coach should communicate the students who will be participating. The students are representatives of the college in these approved instances.
   a. It is the responsibility of the student to make faculty aware of upcoming "excused absences" for approved college activities and to assume responsibility for completion of all assignments during the excused absences.
   b. It is the responsibility of faculty sponsors, coaches, or instructors involved in other student travel to inform Department Chair and other faculty members of students who miss classes because of approved student travel. The notification of students to be excused from classes should be distributed at least five (5) class days before departure from class.

CANCELLATION OF CLASSES DUE TO LOW ENROLLMENT

The college may cancel classes due to insufficient enrollment or other extenuating circumstances. Students enrolled in cancelled classes will receive written notice of the cancellation. Refunds of tuition and fees charged for that class will be made by the college business office.

FACULTY AUTHORITY IN THE CLASSROOM

Northeastern Junior College students are expected to meet and exceed all standards of academic and personal commitment as determined by the instructor of each class. The faculty member sets the academic standards for each class taught, and the student is expected to comply with the following standards of classroom conduct and academic experience.

DEMONSTRATED PREPARATION

All students must demonstrate the necessary preparation (academic background and assessments) before enrolling in any class or course of study.

ATTENDANCE REQUIREMENTS

Each student is expected to attend all class sessions. Each instructor sets his/her attendance policy according to NJC procedures as described in the Student Handbook and Academic Standards Handbook.

CLASSROOM CONDUCT

Each student is expected to arrive when or before class begins and remain until the class is dismissed. Each student is expected to bring only books and appropriate educational materials into the classroom. The instructor must approve guests, visitors and any small children present in the classroom. Any student or visitor can be asked to leave if their presence creates a hindrance to the learning process.

TEXTBOOKS, REQUIRED MATERIALS, SUPPLIES AND EQUIPMENT

Each student is expected to purchase all the required supplies and materials to meet the requirements of the course by the second class session.

READING ASSIGNMENTS, WRITTEN AND VERBAL REPORTS

Each student is expected to complete all reading assignments as required. Each student will complete all written reports, writing assignments and verbal reports as required.

SPECIAL ASSIGNMENTS

Special assignments for extra credit (if offered by the instructor), make-up tests or assignments require instructor's approval.

TEST AND EVALUATION ASSESSMENTS

Each student will comply with all course evaluations as required.

PLAGIARIZED MATERIALS, CHEATING OR FALSIFYING AND ASSIGNED MATERIALS AS ORIGINAL

Students are expected to produce original work. Any material taken from another source must be properly documented.

ACADEMIC INTEGRITY PROCEDURE

Northeastern Junior College students are expected to maintain the highest standards of academic honesty and integrity. Unless specified otherwise, all work submitted by a student is to be the original creation of that student. Penalities for plagiarism*, including self-plagiarism*, cheating, falsifying work or other acts of academic dishonesty may include but are not limited to verbal or written warning to the student, no credit or reduced credit for an assignment, administrative withdrawal from the course, "F" grade for the course, disciplinary probation, or expulsion from the college.

*Plagiarism is defined as using the words, images, thoughts and structural patterns of someone else's work without giving credit to the source through in-text citation and reference or work's cited page. Plagiarism also includes excessive use of quotations, summarization and/or paraphrasing.

*Self-plagiarism is defined as a student's resubmission of all or part of a written, oral, or artistic work he or she has previously submitted to another class. Self-referenced work must be pre-approved by the instructor.

When a student commits an act of academic dishonesty, the faculty member is required to meet with the student to discuss the alleged violation of academic integrity and the evidence available. Following the meeting, the faculty member decides on the sanction to be given the student (e.g., no credit or reduced credit for an assignment, "F" grade for the course, etc.). The faculty member will report the incident to his/her Department Chair. In the report, the faculty member should provide a brief summary of the case, the evidence available, and the academic sanction given.

After consulting with the student and instructor, the Department Chair will place the student on disciplinary probation. The student shall be notified in writing of this action, and this action will be communicated to the Vice President of Academics Services, the Vice President of Student Services, the Director of Student Records, and the Office of Financial Aid. If the student commits a second act of academic dishonesty, the student will be placed on one semester academic suspension or expulsion from the college. Any act of academic dishonesty may also result in the student being required to complete a program designed to educate that student about academic integrity and associated issues.

Students who violate this policy have rights accorded to them by the NJC Judicial System. Please refer to the NJC Student Handbook, Section 5.11, for details.

A student who fails a course because of a violation of this policy may retake the course. However, both the original "F" grade and the new grade will be included in the student's overall GPA calculation. This is an exception to the Repeated Course Policy.

Note: The Vice President of Academic Services will maintain a list of all students who have been placed on disciplinary probation. Each time the VP is notified of a student being placed on probation by a Department Chair, he/she will review the list to determine if it is the student's second violation.

FACULTY AUTHORITY FOR THE CLASSROOM EXPERIENCE

The Northeastern Junior College faculty member has the authority to make immediate and preliminary evaluations of a student's academic progress in a class and related personal conduct in the educational setting. This evaluation will be based upon one or more of the above standards and the instructor has the option of withdrawing a student from their class based upon noncompliance with classroom conduct and academic experience standards.

ADMINISTRATIVE WITHDRAWAL FROM A CLASS

An approved representative of the college reserves the right to withdraw a student from a class, without a student's approval or signature, based upon documented and reasonable information indicating, but not limited to, to the following: (1) persistent and continued non-attendance for personal, health, legal, or other reasons, to such an extent that passing the course(s) is not possible; (2) disruptive and/or discourteous behavior in the classroom that continues to prevent other students from obtaining an education; (3) course assessment that indicates the student's current level of skill performance does not meet the course entrance requirements.

Note: The approved college representative must complete the required withdrawal forms within the college withdrawal deadlines for class or classes and for that enrolled term. The college will make every effort to communicate the Administrative Withdrawal to the student. This act does not remove/defer or reduce any incurred financial obligation due to the college.

CCC ONLINE

COLORADO COMMUNITY COLLEGE ONLINE (CCC ONLINE)

Colorado Community Colleges Online (CCCOnline) is comprised of thirteen member colleges in the Colorado Community College System (CCCS).

Through CCCOnline, students can earn fully accredited Associate of Arts degrees, Associate of Science Degree, Associate of Applied Science Degrees, and Certificates in various disciplines. The degrees and courses available are fully accredited and recognized by all member institutions of CCCS and are accredited by North Central Association of Colleges and Schools.

Currently, CCCOnline offers over 275 courses in the following certificate, degree emphasis and general education areas: Accounting, Agricultural Business, Building Code Enforcement, Business, Criminal Justice, Computer Information Systems, Early Childhood, Education, Emergency Management Planning, Library Technician, Occupational Safety, and Paralegal. New areas of emphasis are continually being added.

Students can find more information by logging in at www.ccconline.org, calling 1-800-801-5040 or scheduling an appointment with your NJC academic advisor. Students must complete all CCC Online course requirements via computer and Internet-based study and communication.

ACADEMIC DEGREE REQUIREMENTS

DEGREES & CERTIFICATES

The college offers the Associate of Arts, Associate of Science, Associate of Applied Science, and Associate of General Studies Degrees, and Certificates in individual career/technical and general studies programs.

ON-THE-JOB TRAINING/CLINICAL TRAINING

These courses are available as supervised cooperative education arrangements between the college and an employer. The courses provide the students with work experiences, which are relevant to their technical program and personal career interests. The work and study calendar varies by program and may be adjusted as appropriate to individual interests, needs, or the availability of work opportunities.

The NJC Program Coordinator or OJT instructor will provide course objectives to the work centers. A weekly class session will be held between student and instructor to review assignments and course objectives. Cooperative Work Experience students and instructors will follow the same procedures.

Work experience is an integral part of the following career programs: Marketing Management, Nursing Programs, Agri-Business, Early Childhood Professions, Production Agriculture, and Equine Management. These courses have special credit hour and clock hour designations.

MINIMUM CLOCK HOURS REQUIRED	SEMESTER CREDIT HOURS
320	8
200	5
160	4
80	2

One credit will be given for each 40 contact hours of work.

COOPERATIVE WORK EXPERIENCE

Cooperative Work Experience offers an extension and application of classroom instruction through the college and an employer who supervises work experiences closely related to the student's educational and career plans. The student's faculty advisor, the department chair, and the coordinator of cooperative education must approve job placement and credit allocation.

Cooperative Work Experience has special credit hours and clock hour designations. A minimum of 40 clock hours of work experience is required for each semester credit hour.

MINIMUM CLOCK HOURS WORKED	SEMESTER CREDIT HOURS
240	6
200	5
160	4
120	3
80	2
40	1

CWE 187 indicates freshman cooperative work experience enrollment and CWE 287 indicates sophomore enrollment. The designation a.b.c. and d. indicates first, second, third, or fourth enrollment in cooperative work experience per year.

Cooperative Work Experience credit may be applied toward certificate or degree requirements with the following limitations:

1. A maximum of 8 semester credits may be applied toward graduation requirements.
2. Cooperative Work Experience credits are general electives and may not replace general education requirements or required courses for a major.

Benefits to the student include:

1. Enhanced learning through practical work experience related to the individual's major area of study.
2. Work experience becomes a part of the student's permanent record (college transcript) and may be valuable when seeking future employment.
3. The grades earned are included in the student's cumulative grade point average.
4. A high school fast-track student may enroll in Cooperative Work Experience with the approval of the student's faculty advisor, department chair person, the coordinator of cooperative education. This approval must be granted prior to enrollment in Cooperative Work Experience.
5. Wages earned.

INDEPENDENT STUDIES

Independent study provides an opportunity for the above-average student to do independent research in areas not covered in the regular curriculum, or to explore in much greater depth a topic covered in a class. Each independent study project must be arranged in advance through a supervising faculty member. The standard tuition charge will be assessed. A maximum of four (4) credit hours may be applied toward graduation requirements.

CREDIT FOR PRIOR LEARNING

Credit for prior learning, often referred to as non-college or experience-based learning, is learning that has been attained primarily outside the sponsorship of accredited post-secondary institutions. The term "credit for prior learning" applies to learning acquired from work and life experiences such as travel, correspondence, extension courses, individual study, participation in formal educational settings, and in-service training sponsored by associations, business, government, and industry. Credit is not awarded for experiences, but college level learning which entails knowledge, skills and competencies which students have obtained as a result of their prior learning experience. Credit for prior learning may be granted by the following methods:

1. Transfer of credits from an accredited college program, official transcripts.
2. Standardized tests, such as CLEP, Advanced Placement, and other nationally recognized tests for training, licensing and certification including ASE testing for automotive technicians.
3. Institutional tests, as developed and approved by each instructional area.
4. Educational experience in the Armed Services.
5. Portfolio assessment.

Northeastern Junior College awards credit for prior learning through established procedures. All credit must meet the specific standards for approved courses and relate to the student's educational program. A student seeking credit for prior learning must contact the Counseling Office for a preliminary assessment and specific standards for awarding credit, and understand all colleges and universities reserve the right to accept or reject prior learning credit in transfer.

Alternative Offerings:

A student having completed an ASE test and having the required work experience may be eligible to receive Credit for Prior Learning (CPL) and would be able to apply this towards their Associate of Applied Science Degree. Refer to the "Academic Information" section of the college catalog for more information.

COLLEGE TRANSCRIPTS

Official cumulative permanent records must be established and maintained for all students who have been awarded credit from prior learning experiences. Official NJC transcripts shall designate all credit earned through the prior learning process, and such credit shall be identified as special course prefix and number and credit. All documentation used as a basis for credit awarded is to be maintained by the NJC Records Office.

The Registrar and applicable faculty will evaluate prior learning credit being transferred from a regionally accredited institution.

PREREQUISITES

A prerequisite is a requirement - or its equivalent - which must be met before a student is admitted into a course. A prerequisite may be a specific high school course, another Northeastern Junior College course or a demonstrated proficiency. Prerequisites may be waived on the basis of diagnostic testing and/or the recommendation of an appropriate faculty member or Department Chair.

All students at the college are expected to demonstrate proficiency in basic communication, mathematics and reading skills necessary to be successful in college level courses. During registration orientation sessions, basic skills are evaluated for course advising and mandatory placement for success. Previous educational records and diagnostic testing will also be considered for optimum course selection and advising.

RESIDENT CREDIT

A degree candidate must satisfactorily complete a minimum of 15 credits from Northeastern Junior College. For certificates at least 25% must be completed in residence.

GRADUATION REQUIREMENTS

The catalog in use during a student's first enrollment in the college normally is used in determining completion of degree or certificate requirements. The effective catalog may, however, be no more than six years old at the time of graduation. A student may elect to meet the requirements of any subsequent catalog published during the six-year period including the current year.

A student who has a break in college enrollment of two consecutive semesters or more, excluding summer semester, must meet the program requirements of the catalog in use at the time of readmission. Any previously completed Northeastern Junior College occupational course work may be subject to an evaluation of relevancy to any revised program. If the occupational program in which the student was previously enrolled has been discontinued, the student cannot re-enroll in that program.

The college reserves the right to substitute courses for those no longer offered, to modify course content at any time, to approve the substitution of one course for another in any program or degree, or to waive any course prerequisite or co-requisite.

All lower division undergraduate credit hours awarded within the prior ten years will apply towards the completion of the graduation requirements. Credits more than ten years old will receive careful consideration. The Registrar, in conjunction with the Department Chairs of the respective academic divisions, reserves the right to examine any courses more than ten years old to determine their currency and applicability to existing curriculum and programming before credit is accepted.

GRADUATION APPLICATION

Students who expect to graduate must complete an Application for Graduation by the beginning of their final semester. Applications for Graduation are available in the Office of Records, the advisor, and from respective Department Chair Offices.

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, complete 30 credits at NJC 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. 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

ACADEMIC EVALUATION

ACADEMIC STANDARDS OF THE COLLEGE

All policies pertaining to academic standards apply to students who enroll in credit courses at Northeastern Junior College, full-time, part-time, regular degree/certificate seeking or special status. All students must maintain a cumulative grade point average of 2.0 (C) and fulfill all course requirements in order to graduate and receive a degree or certificate. Students not maintaining the required grade point average may be warned or suspended based upon their academic status. Academic progress to maintain financial aid requires a minimum in both number of credits and grade point average.

Faculty Authority – Professional – qualified faculty are hired to facilitate learning by teaching each course and making preliminary, ongoing and final evaluations of each student's progress. The instructor is the final authority on each student's learning progress and the assignment of final grades for each course. Each faculty member is committed to teach the course content, make individual and on-going learning evaluations of each student and assign a final letter grade based upon these evaluations. A Department Chair or Director supervises each member of the faculty.

GRADE REPORTS – GRADES

Grade Reports - Final grades are posted by faculty approximately two working days after the last day of the semester or grading period. Final grades for any term shorter than a semester should be posted by individual faculty. Final grades for any term will be available either on an official college transcript or an unofficial academic record only at the end of each semester. The unofficial academic record can be accessed by the student through "Access NJC" using the student's PIN number.

Grading System (Pass-Fail Option) - Student achievement is evaluated in relation to the attainment of specific objectives of the course. At the beginning of the course the instructor will explain the basis upon which students earn grades. For the purpose of the grade descriptions, "achievement" means successfully reaching an identified level of knowledge or understanding, and "mastery" means successfully reaching an objective level of competency in a skill.

Veterans Administration regulations have prohibited certain grading practices for veteran students. Each veteran student must be aware of these regulations and conform accordingly. The following summary specifies those grading regulations with which the veteran must be in compliance.

INVENTORY OF COMMON GRADING SYMBOLS

(Implementation of Common Grade Symbols to be effective Fall 2006)

A - Excellent or Superior
B - Good
C - Average
D - Deficient
F - Failure
I - Incomplete
S - Satisfactory
U - Unsatisfactory
S/A - Satisfactory (A-Level) work in a developmental course
S/B - Satsifactory (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
U/F - Unsatisfactory (F-Level) work in a developmental course
W - Withdrawal
AW - Administrative Withdrawal (available as an individual college option)
AU - Audit

Place Holders

SP - Satisfactory Progress
Z - Grade not yet reported
R - Repeat Field
CPL - Prior Learning Credit
CNG - Conversion - No Grade

AU - Audit

By auditing a course, a student may participate in course activities, but does not receive a formal transcript grade. Students must indicate intent to audit a course at registration or by the deadline listed in the course schedule. Audited courses are not eligible for the College Opportunity Fund stipend. Student will be responsible for the full in-state or out-of-state tuition. Audited courses do not meet the credit hour requirements for financial aid or veteran benefits and may not be applied to certificates or degrees.

Course credits for which an AU is earned will not count in Attempted Hours and Earned Hours. No Quality Points will be assgined, and there will be no impact on either the Term or Cumulative GPA.

I - Incomplete

The "Incomplete" grade is a temporary grade and is designed for students who, because of documented illness or circumstances beyond their control, are unable to complete their course work within the semester, but have completed a majority of the course work (defined as at least 75% of all course assignments and tests) in a satisfactory manner (grade C or better).

If circumstances beyond the student's control prevent the student from completing a test or assignments at the end of the term, then it is the student's responsibility to initiate the request for an "Incomplete" grade from the instructor. The instructor will determine whether the student has a reasonable chance of satisfactorily completing the remaining course activities in a timely manner.

In requesting an "Incomplete" grade the student must present to the instructor the documentation of circumstances justifying an "Incomplete grade". Institutions will determine if electronic or paper contract is required for incomplete grade.

The instructor will complete and sign an "Incomplete Grade Contract" and will submit it to Student Services with final grades for the semester. Student Services will send a copy of the "Incomplete Grade Contract" to the student. Instructor must assign an Incomplete Grade on the regular grade roster in a timely fashion.

Whether colleges utilize the paper contract or an electronic contract, the student and instructor must satisfy the following:

1. Student Name (F, MI, L):
2. Student ID#:
3. Course Number and Section:
4. Reason for assigning a grade of incomplete (statement of extenuating circumstances):
5. Work to be completed for removal of incomplete grade (instructor should be very specific including the work to be done and how the final grade is to be calculated):
6. Evidence of completion of 75% of the semester course work:
7. Completion of a work plan that includes the following:
   *What, when, and how assignments and tests will be submitted to complete the course.
   *The time period in which the work must be completed.

8a. If using paper contract/form, faculty must list default grade and include appropriate signatures.
OR
8b. If using electronic method, faculty will report the incomplete grade through the institution's online student information system (e.g. Portal). At this time, faculty can assign a default grade higher than an "F" and designate a date by which the remaining work must be submitted (this date will not extend past the subsequent semester).
If using electronic contract, submission of an Incomplete grade and default grade via the Portal signifies that both instructor and student agree to the conditions in the electronic contract.

9. Instructor Signature and Date.
10. Student Signature and Date.

Students are encouraged to let instructors know, as soon as possible, if they are having difficulties with any part of the course. In the event that a student and instructor cannot reach resolution concerning an Incomplete, then the student should contact the Instructional Officer of the college.

Military personnel and emergency management officials who are required to go TDY in the middle of a term should contact their instructor for special consideration. Documentation of official TDY assignment is required and must be approved by the Chief Instructional Officer.

Incomplete grades which are not converted to a letter grade by the instructor after one subsequent semester (not including summer semester) will revert to a F grade. If the student would have earned a letter grade higher than a F without completing the work, faculty should be encouraged to submit that higher grade before the automatic conversion to F.

S/U Grading

Individual students will not be able to select the S/U grading option for a couse that has been identified as a traditionally graded course when using the self service features of Banner. A request for S/U option must be submitted to the registration office prior to the first day of class. NOTE: If individual students are permitted by college procedure to choose an S/U option for a course, the college will build two sections of the course - one for the graded section and one for the S/U option.

No S/U courses may be applied to the AA/AS degree with the exception of physical education courses. "S" and "U" will count in attempted and earned credits, but will not carry any quality points. Therefore, S/U grades will not be included in GPA calculations.

S - Satisfactory

The satisfactory grade is equivalent to a grade of "C or better". The course will count in attempted and earned credits, but will not carry quality points.

U - Unsatisfactory

The unsatisfactory grade is equivalent to a "D" or "F" grade. The course will count in attempted credits, but will not carry earned credits of quality points.

S/A, S/B, S/C

These are satisfactory grades awarded only for developmental courses. The A, B, and C indicate the level of satisfactory performance. These grades are not included in the GPA calculation. The course will count for attempted and earned credits. These grades will also be used for PED classes.

U/D, U/F

These are unsatisfactory grades awarded only for developmental courses. The D and F indicate the level of unsatisfactory performance. These grades are not included in the GPA calculation. The course will count in attempted credits, but will not carry earned credits. These grades will also be used for PED classes.

W - Withdrawal

The "Withdrawal" grade is assigned when a student officially withdraws from a course. A withdrawal can only be processed during the first 80 percent of the course. No academic credit is awarded. The course will count in attempted hours. Faculty is required to provide the last date of attendance for each student who is assigned this grade.

Last Date of Attendance

Faculty is required to provide the last date of attendance for each student who is awarded an F or U/F grade. In addition, if faculty assign a W then last date of attendance is also required.

Place Holders

SP - Satisfactory Progress

This symbol is limited to certain approved courses that extend beyond the end of a normal semester. No academic credit is awarded until the course is completed.

Z - No Grade Submitted

The grade of "Z" is a temporary grade entered by the Registrar when a grade is not received from the course instructor. The "Z" grade is replaced and credit is awarded upon the Registrar's receipt of the grade.

R - Repeat Field

The Repeat Field on the transcript will be marked I - Include in hours and GPA calculation, A - Exclude from earned hours and GPA calculation, or E Exclude from earned hours but count in GPA calculation.

CCC ONLINE GRADING SYSTEM

The following grading system is approved by the Community Colleges of Colorado for online courses.

GRADE	QUALITY POINTS
A	4
B	3
C	2
D	1
F	0

S (Satisfactory) No Quality Points ("S" grade of C or better – no impact on GPA)

- Approved only for selected, approved courses
- A request for the S/U option must be submitted to the registration office prior to the first day of class.
- No S/U course may be applied to the AA/AS degree with the exception of physical education courses.

U (Unsatisfactory) No Quality Points

I (Incomplete) None (75% of the course work must be completed with a grade of "C" or better within a time period equivalent to one semester after the end of the class.)

W (Withdrawal) None (Must be issued prior to 80% of course duration. Can be initiated by either the student or instructor.)

AU (Audit) None (Must be issued prior to 15% of class duration. Student initiated only – "W" has no impact on GPA.)

Z None (No grade reported)

Grade Point Average Calculations. The College employs a system of grade points for rating the student's scholastic achievement. The following point scale is used: A - four points for each credit; B - three points for each credit; C - two points for each credit; D - one point for each credit; F - 0 points for each credit. "S" and "U" will count in attempted and earned credits, but will not carry any quality points. Therefore, S/U grades will not be included in GPA calculations. The following example illustrates how grade points are calculated.

SUBJECT	GRADE	CREDITS	X	GRADE POINTS	QUALITY POINTS
English	B	3	x	3	= 9
Band	F	(1)	x	0	= 0
Biology	D	4	x	1	= 4
Spanish	C	5	x	2	= 10
History	A	3	x	4	= 12
Total		16			35

Total Credits Attempted 16
Total Credits Earned 15
Grade Point Average ..... (35 divided by 16) = 2.1875

The cumulative average is obtained by dividing the total number of quality points accumulated at a given time by the total number of credits undertaken while they are being earned.

Physical education activity classes, although required, do not have grades computed in the academic grade point average. Grades earned in college preparatory courses are not computed in the academic grade point average.

Grades awarded for developmental courses (as defined by CCHE as Basic Skills courses) will not be included in a student's grade point average (GPA). 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, VP List and Dean's List will not include developmental courses in the calculation.

MID TERM ASSESSMENT

All students are assessed near the middle of each term A, B, or full semester. This academic assessment provides the student with a midterm grade review to plan needed improvements before final exams. All students assessed at a D or F grade level may be contacted for referral to the Counseling Services or Comprehensive Learning Center.

FINAL EXAMS

Final exams are held in all subjects according to the published schedule. No examinations should exceed two hours in length. Should any unusual circumstances develop requiring a special examination at a time other than the scheduled time, special authorization must be approved by the Department Chair and instructor involved.

SCHOLASTIC HONORS

Northeastern Junior College promotes and encourages scholastic achievement. Students who achieve a Term Grade Point Average (TGPA) of 3.75 or higher while carrying a minimum of twelve credits within one semester will be listed on the Vice President's List. Students who achieve a TGPA of 4.00 while carrying a minimum of twelve credits within one semester will be listed on the President's List. This honor roll is published each semester. Students with incomplete grades for the semester are not eligible. S/U grades and grades for Developmental Education coursework are not included in the Grade Point Average Calculation. Students must complete a minimum of 12 eligible credit hours in the term to be considered for Term Academic Honors.

Athletic Scholastic Honors are given to students carrying a minimum of twelve credits with a cumulative grade point of 3.5 and participating in athletics. Each scholastic honors athlete receives a certificate denoting this achievement.

DUE PROCESS FOR GRADE CHANGE

Purpose. A final grade must remain a professional educational decision made strictly by the faculty member and must have the complete support and backing of the college. The integrity of the academic standards of the college depends upon the grading procedures of the individual faculty member. A change of a final grade results from a personal and private appeal from the student to the faculty member. The intent of the following procedures is to keep the ultimate control of the final grade with the faculty member and to protect the faculty member and the college from requests that do not meet a minimum standard. The baseline of a grade change request should involve unusual and mitigating circumstances to allow the faculty member to reconsider the decision involving a final grade in question. The following conditions and procedures are required for any grade change request.

REQUIREMENTS FOR AN APPEAL

1. The student must have written academic materials or written information that supports an appeal. This information must be material that the faculty member could have, by some error, misplaced, overlooked or not included in the final grade. Other materials that assist an appeal would be schedule modification forms or withdrawal from college forms.
2. The appeal must be based upon documented material and not a challenge to the judgment of the faculty member.
3. The appeal must be initiated within ten (10) college workdays after the start of a new grading semester. Summer is considered a grading semester. An appeal requested ten days after the first class day of the next semester will not be considered.
4. The instructor of record for the class must be a continuing full-time or part-time employee of the college. If the instructor of record is no longer an employee of the college, then an appeal for a grade change can only be resolved through a Department Chair.
5. Only the student who has unusual and mitigating circumstances for the request may initiate the appeal. Other parties may assist but cannot make the appeal or present materials for the student.

CONDITIONS OF A GRADE APPEAL (FINAL GRADE ONLY)

Conditions for a grade change appeal include but are not limited to the following examples.

1. The grade was the result of a mistaken identity, or a student was given a grade that was intended for another student.
2. The instructor inadvertently recorded the wrong grade for an assignment or failed to record a grade for a test, paper, or project. The student subsequently produced the original assignment or paper or test results for re-consideration.
3. The grade was based upon the criteria of attendance and the student documents claims to have attended the class sessions as required, but the instructor has attendance records that are different from the student's records.

GRADE APPEAL PROCEDURES INFORMAL RESOLUTION

The student should request a private discussion with the instructor to present the reasons for an informal resolution to the grade change request. The instructor can make the grade change or reject the request without any further action, no written response is required.

1. An informal resolution by the instructor must be completed within ten (10) days of the student's initial request. A non-response within ten days by the instructor of record is considered a rejection of the appeal, unless the instructor of record is unavailable.
2. If the student feels the decision by the instructor of record was un-fair and was not based upon current college grading practices, then a request for a formal resolution can be filed.
3. If the college no longer employs the instructor of record, the Department Chair will review the appeal and determine the resolution. No other action is available after the Department Chair and Academic Vice President have reviewed the grade change request if the instructor of record is no longer employed by NJC.

FORMAL RESOLUTION FOR A GRADE CHANGE REQUEST

A Formal Resolution can occur, but is not limited to, the following. (1) If a student has attempted an Informal Resolution with the instructor of record and feels that additional impartial staff need to review the appeal. (2) If the student prefers not to seek an informal resolution with the instructor for whatever reason and wants impartial staff to review the appeal.

PROCEDURES FOR A FORMAL GRADE CHANGE APPEAL

1. The student can appeal the decision of the instructor by obtaining a Grade Change Petition from the NJC Records Office. The Grade Change Petition must be initiated within the first ten (10) days of the next grading period; copies of the petition will be filed with the Records Office, the Instructor and the Department Chair. If an informal attempt has been made, the ten-day limit will begin after an informal resolution has been tabled or denied.
2. The Registrar will review the appeal and research the files for materials pertaining to the class and grade involved. The record staff will forward all findings to the instructor of the course and to the Department Chair. The Instructor will provide all grading materials to the Department Chair pertaining to the student and grade involved. Materials from both the Records Office and the Instructor will be forwarded to the Department Chair within five (5) days of the request.
3. The Department Chair will review all material relating to the appeal and review the best possible resolution with the Instructor. Based upon the Department Chair's review of all related materials, personal interview of the Instructor and possibly the student, the Department Chair will respond to the Grade Appeal. The Department Chair will give a written response within ten (10) days after receipt of the materials.
4. The student may appeal the Department Chair's decision to the Vice President of Academic Services. This appeal must include the Grade Change petition and significant and mitigating reasons for the continued appeal. The Vice President of Academic Services will confer with the President and will respond in writing within ten (10) days of receiving the Grade Petition.
5. The student may appeal the President's decision to a President's Academic Hearing Board. This board appointed by the President will consist of three (3) faculty representatives, two (2) professional staff and three (3) students – could be ASG Officers or ASG Senators. The chair of the President's Academic Hearing Board must be selected from the membership to insure an Impartial Decision. This appeal must include the Grade Change Petition and

significant and mitigating reasons for the continued appeal. The Hearing Board will forward a response to the President within ten (10) days of receiving the Grade Petition. The President will respond to the student's appeal within five (5) days of receiving the Hearing Board's recommendation. The President's response is final.

ACADEMIC STANDARDS

Overview: Recognizing the value of measuring academic progress for all students, the Colorado Community College System (CCCS) has established the following practice for measuring and notifying students of their academic progress (APP) standing. The APP practice is intended to be informational and not punitive. CCCS colleges are encouraged to devise and implement appropriate Academic Alert strategies early in the term, to assist students who are experiencing academic difficulties.

Application: During a student's first eight (8) credits, the college will monitor satisfactory progress through an Academic Alert process. The Academic Progress Procedure applies to all students who have completed nine (9) or more credits in residence while attending a Colorado Community College System college. The APP practice shall be applied consistently and uniformly by all CCCS institutions. All colleges will determine the APP status of enrolled students no later than five days following the posting of term grades for each semester. Students with deficient progress statuses will be notified of their status. Suspended students will not be allowed to begin enrollment in the subsequent semester. Students Academic Progress status will be noted on their transcripts. The APP status of a student is specific to the college determining the status and does not transfer or impact a student's enrollment at other CCCS colleges.

Practice standards:

Good standing
Cumulative Grade Point Average (CGPA) > 2.00 for all classes completed in residence.
Probation (initial)
Cumulative Grade Point Average (CGPA) < 2.00 for all classes completed in residence.
Probation (continuing)
Cumulative Grade Point Average (CGPA) < 2.00 for all classes completed in residence and last Term Grade Point Average (TGPA) > 2.00.
Suspension (initial)
Cumulative Grade Point Average (CGPA) < 2.00 for all classes completed in residence and last Term Grade Point Average (TGPA) < 2.00. Student may not register for the next term (fall, spring, or summer) following the suspension term. Student may register for the subsequent term after meeting with an academic advisor of the college. Students with unusual circumstances of a compelling nature may appeal their suspension. Approval of the student's appeal may allow, but does not guarantee, that the student will be allowed to register without a break in enrollment. Students returning from a suspension will be on Probation (continuing).
Suspension (second)
Cumulative Grade Point Average (CGPA) < 2.00 for all classes completed in residence and last Term Grade Point Average (TGPA) < 2.00. Student may not register for the next two terms (fall, spring, or summer) following the suspension term. Student may register for the term following the two term break in enrollment after meeting with an academic advisor of the college. Students with unusual circumstances of a compelling nature may appeal their suspension. Approval of the student's appeal may allow, but does not guarantee, that the student will be allowed to register without a break in enrollment. Students returning from a suspension will be on Probation (continuing).
Suspension (third)
Cumulative Grade Point Average (CGPA) < 2.00 for all classes completed in residence and last Term Grade Point Average (TGPA) < 2.00. Student is suspended from the college and may not register for two (2) calendar years. Students with unusual circumstances of a compelling nature may appeal their suspension. Approval of the student's appeal may allow, but does not guarantee, that the student will be allowed to register without a break in enrollment. Students returning from a suspension will be on Probation (continuing).

Academic Appeal Procedure. Any student who is suspended for the next enrollment has the right to appeal. The following procedures will be followed.

After notification of suspension, the student must write a letter for reconsideration of this action to the Chair of the Academic Standards Committee requesting to be re-admitted on academic warning, stating all reasons for this consideration. This letter must be received seven (7) days prior to the next registration day.

The student's parent or guardian (if student is a dependent) must write a letter supporting this appeal, stating reason for their support. This letter must be submitted seven (7) days prior to the next registration day.

The Academic Standards Committee will review the student's academic record and letters of appeal. Based upon the committee's consensus, the chair will inform the suspended student in writing if re-admittance is approved or denied. The Academic Standards Committee can require a re-admitted student to take a certain course load, take the success seminar, assign counseling or study skills. Weekly progress checks can also be part the re-admittance requirements.

Any re-admitted student who shows no academic progress (more than two D or F grades at midterm) based upon the mid-term report of the re-admit term will be administratively withdrawn and placed on two (2) semester suspension.

ACADEMIC ASSISTANCE – FULL TIME STUDENTS

All full-time students (enrolled in more than 12 credits) placed, continued, or re-admitted on Academic Warning are required to do the following:

1. The student will be scheduled for up to eight (8) weekly success appointments or enroll in a student success seminar as determined by the counseling staff.
2. The student will be assigned to weekly study skills assistance in the Comprehensive Learning Center with tutors or help sessions as determined by counseling/or study skills evaluation.
3. The student will continue the counseling appointments and study skill assistance in the Comprehensive Learning Center if academic progress is not sufficient by mid-semester.

ACADEMIC ASSISTANCE – PART TIME STUDENTS

All part-time students (enrolled in fewer than 12 credits) placed, continued, or re-admitted on Academic Warning are required to do the following:

1. Consult an academic advisor or counselor to review the student's academic transcript and plan tutorial or personal assistance before completing preregistration for additional classes.
2. Receive an academic advisor's or counselor's approval to enroll in any classes while on academic warning.
3. Part-time students from outreach sites, evening or day enrollment are encouraged to seek weekly progress appointments with a counselor, enroll in a student success class or request tutorial and study skill assistance at a convenient place and time.

SATISFACTORY PROGRESS - FINANCIAL AID

Because of increased demands from the public and from federal and state authorities, regulators are placing increased accountability standards on colleges and universities. One of these standards is a satisfactory academic progress policy for financial aid recipients. The policy monitors three different aspects of a student's academics: 1) Course Completion Standards, 2) Qualitative Standards and 3) Quantitative Standards. Summaries of NJC's standards are listed on page 24.

ACADEMIC PROGRESS – SUMMER TERM

A first year student on academic suspension, regardless of when the suspension was instituted, may enroll for the summer term. If the student on academic suspension achieves above 1.50 grade point average for the summer term, earning 5 credit hours or more, the suspension will be changed to academic warning. The student could continue the next academic term on academic warning.

ACADEMIC ASSESSMENT PROGRAM

General education at Northeastern Junior College leads students to career, technical and transfer competencies. The skills and abilities developed through general studies enable students to pursue personal, professional and academic goals. Student learning is designed to enhance four core competencies identified by the Assessment Steering Committee at Northeastern Junior College: Communication, Critical Thinking, Technology, and Ethics/Diversity/Globalization. Therefore, students who graduate from NJC will demonstrate proficiency in the following core competencies:

Communication

Graduates will demonstrate the ability to read, write, and speak effectively.

Upon completion of their course of studies, students will be able to effectively express and exchange thoughts, opinions and information both orally and in writing. The successful student will be able to:

* Construct effective written and oral communications using content, organization and delivery techniques that convey accurate, concise and complete information appropriate to topic, audience, occasion and purpose.
* Create written communications using grammar, sentence structure, mechanics, spelling skills and content appropriate to defined standards or criteria.
* Adapt listening behaviors to provide accommodation to the listening situation and offer appropriate and effective feedback.

Critical Thinking

Graduates will demonstrate the ability to interpret, evaluate, and analyze and synthesize information.

Upon completion of their course of studies, students will be able to examine and utilize reasoning strategies in order to select, apply and evaluate evidence in multiple disciplines. Students will be able to reason and draw logical conclusions from numerical information. The successful student will be able to:

* Illustrate basic mathematical functions, i.e. addition, subtraction, multiplication, and division; estimate and judge the reasonableness of numerical results, and think proportionally, and analyze statistically.
* Interpret and apply data in various forms, e.g. charts, graphs.
* Formulate solutions to problems by separating information into component parts, determining the relevancy of data, evaluating facts and inferences and recognizing logical fallacies in reasoning.
* Evaluate alternative viewpoints, arguments and belief systems.
* Gather and assess relevant information after generating vital questions and problems.

Technology

Graduates will demonstrate the ability to use technology to achieve educational objectives.

Upon completion of their course of studies, students will be able to make use of various technology-based applications. The successful student will be able to:

* Investigate and use technology to access information and to assess its reliability.
* Construct completed work that demonstrates competency in the operation of applicable equipment and software in various programs of study.
* Utilize technology to complete various tasks applicable to lifelong skills of communication and critical thinking, thriving in a global community.

Ethics / Diversity / Globalization

Graduates will demonstrate the ability to recognize diversity and their individual roles in acknowledging the increasing globalization of their world. Graduates will demonstrate the ability to analyze and accept responsibility for personal behaviors and interactions that reflect individual and societal ethical standards and values.

Upon completion of their course of studies, students will be able to recognize and respect the importance of diversity as they work cooperatively in a group setting on situations and issues that affect the common welfare and one's own welfare in relationship to others. Students will be able to identify characteristics of ethical behavior and define qualities that signify the integrity of a project, person or society. The successful student will be able to:

* Analyze the divergent views of others and to interpret behaviors without making stereotypical or prejudicial judgments.
* Analyze and accept responsibility for personal behaviors and interactions that reflect individual and societal ethical standards and values.
* Determine appropriate ways to work respectfully in both leadership and followership roles with people of various capabilities and orientations in order to appreciate the integrity and uniqueness of interactions among diverse social and cultural groups.

Student Services

STUDENT SERVICES

Student Services at Northeastern Junior College provides a variety of essential services, programs and learning support for all students and staff. Student Services provides the "out of class" support and personal, social environment to enhance academic and personal achievement. Student Services programs develop student access to programs of leadership, residence halls, athletics, intramurals, counseling and health services, financial assistance, student activities and student government. The college encourages and promotes participation and utilization of the following activities and services.

STUDENT SERVICE CAMPUS LOCATION/PHONE

Vice President Student Services:
Policy development, student judicial affairs, staff supervision, enrollment management. and student advocacy.
Hays Room 120, extension 6657

Activities:
Associated Student Government (ASG), Campus Activities (CAB), Senate, all student programs and campus activities.
Hays Student Center Room 132, extension 6655

Admissions:
New student admitting process, campus visits.
Hays Student Center Room 137, extension 7000

Counseling, Advising & Assessment:
Orientation, registration, career, personal, academic, social alternatives, assessment and advising.
Hays Student Center Room 132, extension 6657

Financial Aid:
Student financial assistance, scholarships, grants, loans, work study.
Hays Student Center Room 116, extension 6751

Food Service:
Contracted operation for cafeteria.
Hays Student Center, Pete's Retreat - snack bar
Phone - 522-9063

Residence Life:
Residence hall contracts, meal plans, room assignments, and residence hall activities.
Hays Student Center, Room 120, extension 6608

Intramurals:
Fall, winter, spring activities for all students.
Bank of Colorado Events Center, extension 6614

Records:
Registration/add/drop/withdraw of courses, grade processing, official transcript issuing, graduation/commencement, transfer credit evaluations, graduation evaluations, major changes.
Hays Student Center Room 116, extension 6700

Bookstore:
Textbooks, supplies, clothing, gifts
Hays Student Center Room 127, extension 6678

NJC
NORTHEASTERN
JUNIOR COLLEGE

To be Colorado's premier two-year college of choice through excellence in education.

RESIDENCE LIFE - HOUSING

Residence Halls

Each residence hall is under the leadership of a professional Residence Hall Director and a paraprofessional Resident Assistant staff. The staff is carefully selected and receives extensive training. Together they provide a living/learning community, whereby each resident has the opportunity to make new friends, grow individually, and receive support for their academic endeavors.

Residence Life Policy. All first-year students with fewer than thirty (30) semester credit hours earned are required to live in the residence halls for two semesters or until thirty (30) semester credits are earned. First-year students who are exempt from housing policy are:

1. Over twenty-one years of age
2. Married
3. Have minor dependent children
4. Commuting to NJC from a parent or grandparent's residence within a 60-mile radius.

Contract. The Residence Hall Contract, from the beginning date of the contract period, binds the resident to the length of contract selected; thirty-two (32) weeks required for first-year students and eight (8), sixteen (16) or thirty-two (32) weeks are optional choices for sophomore students. All students residing in the residence halls are required to purchase a meal plan in conjunction with the Residence Hall Contract. Students may choose between the following seven-day meal plans: ten (10) meals; ten(10) meals plus 100 flex points, fourteen (14) meals; fourteen (14) meals plus 75 flex points or nineteen (19) meals. Off-campus students may purchase meals daily or purchase a prepaid meal ticket.

Room Assignment Policy. All residents are required to pay a $125.00 room deposit, complete a contract to reserve accommodations and Colorado law requires college students born since January 1, 1957, to be immunized against measles, mumps, and rubella. All students, under the age of 19, must show proof of immunity if they attend a college or university with on-campus housing.

For all public or nonpublic postsecondary education institutions in Colorado, the state law requires that each incoming freshman student residing in student housing, as defined by the institution, or any student who the institution requires to complete and return a standard certificate indicating immunizations received by the student as a requirement for residing in student housing, be provided with information on meningococcal disease. If the student is under the age of 18 years, the student's parent or guardian must be provided with this information.

Each institution must require each new student who has not received a vaccination against meningococcal disease, or, if the new student is under the age of 18 years, the student's parent or guardian, to check a box and sign to indicate that the signer has reviewed information on meningococcal disease and has decided that the new student will not obtain a vaccination against meningococcal disease.

Returning residents are given first consideration in the room assignment process. New residents are assigned to rooms and halls according to the preferences on their application. All requests for specific room assignments will be granted on a first-come first-served priority. If the initial requested room/hall cannot be granted, the housing office will attempt to accommodate the student's second room/hall preference. Students in need of housing after all available rooms have been reserved will be placed on a "waiting list" and will be contacted as rooms become available. Priority will be given to students at the top of the waiting list without transportation.

Contract Release. The Residence Hall Contract is a legal and binding document for services rendered or reserved. The Department of Residence Life realizes, however, that circumstances may change once students move into the residence halls, and for this reason, the following guidelines will govern a contract release request:

- Medical: The student has developed a specific medical situation which prevents him/her from fulfilling the terms of the contract. A medical verification which specifically states the nature of the medical situation and why it contributes to the student's contract release request must be supplied by a health care professional (on doctor's letterhead with signature) and must accompany all requests for a release based on medical reasons.
- Financial: The student's financial situation has undergone an involuntary change which was beyond the control of the student when he/she first signed their Residence Hall Contract. For all financially related requests, the Financial Aid Office must supply a Student Financial Profile.
- Extenuating Circumstances: These include situations, other than financial or medical, which the student feels warrant a release from their contract. Examples of extenuating circumstances include an upcoming marriage, a counseling related issue, etc.

Students who move out without meeting with the Director of Residence Life & Student Activities, or without meeting the contract release guidelines will forfeit their damage deposit and one half of their housing fee. There will be no room refunds after eight weeks of the semester.

Refunds of Room Deposits. Housing deposits of $125.00 will be refunded only in accordance with the following procedure:

1. Full refund will be granted if notice of cancellation is postmarked and mailed to the NJC Department of Residence Life Office by July 1 for the fall semester.
2. Full refund for spring semester is allowed if the same procedure is followed on or before December 1.

Food Services. The college has one main cafeteria that seats three hundred diners with the option of banquet facilities up to four hundred and fifty in the Student Center Ballroom. The college contracts the operation of the food services to a private company; currently the vendor is Sodexo. Northeastern Junior College requires all student residents to contract for a meal or board plan while living on campus. Students can select from five meal plans to meet their individual dining needs as well as eat in Pete's Retreat, a fast food facility also under the food management contract.

Each student is issued a photo ID that has his/her meal plan encoded, the ID card gives the student access to the cafeteria for the meals selected. The cafeteria is open the days the residence

halls are open and closed for the major breaks such as between semesters and spring break.

The food service company strives to serve the student with a variety of menus, quality service and unlimited seconds for most meals. Special catering is available upon request for any location on campus. Purchasing food catering or food service from food vendors other than the contracted food service company is prohibited.

Academic Standard for Returning Residence Hall Students
Returning students wanting to reside in the residence halls must have at least a 2.0 CUM GPA. Incoming freshmen will have a year to show sufficient academic progress for continued residence on campus.

ASSOCIATED STUDENT GOVERNMENT

All students are encouraged to participate in student clubs and organizations for their personal growth and recreation. The Hays Student Center has student designated areas of: Legislative Chambers, Student Government Office, and various meeting rooms and lounges. Northeastern Junior College recognizes the satisfaction and the contribution to personal and social development, which come from participation in group activities outside the classroom. The central control system of student activities is placed in the hands of the students through their duly elected representatives in the Associated Students of Northeastern Junior College which includes all students and operates under a constitution adopted by students.

ASSOCIATED STUDENT GOVERNMENT (ASG)

Membership includes every member of the student body. Associated Student Government of Northeastern Junior College is headed by officers who are elected by the student body and functions through representatives of the academic divisions and chartered organizations. Any member of the Associated Students of Northeastern Junior College is welcome to attend the weekly meetings of ASG and may participate in the business meeting. ASG concerns itself with student affairs and campus life.

CAMPUS ACTIVITIES BOARD (CAB)

The Campus Activities Board is composed of representatives from all organizations on campus and is chaired by the second vice president of the ASG. This board correlates campus activities and allocates student activity funds set aside by Student Senate for campus life.

STUDENT SENATE

The Student Senate is composed of full-time students elected proportionally from the academic and occupational divisions of the college and headed by the first vice president of ASG. Its responsibilities include legislation concerning all students and allocation of student activity funds to Campus Activities Board for student activities and all other expenditures, including publications and special requests.

CONSTITUTION COMMITTEE

The College Constitution Committee rules on all questions concerning the student constitution and bylaws. The members are appointed by the President of ASG and confirmed by the Student Senate. Students also have an opportunity to participate in all-campus committees, which include students as voting members. Among these are the College Hearing Board, Academic Standards Committee and Food Service Committee. The organizations listed have been active in recent years. Interested students under authorized constitutional procedures may start additional organizations each year.

CHARTERED STUDENT ORGANIZATIONS

Aggies. (Post Secondary Agriculture Students) Contact Person: Kelly Huenink 521-6782/Larry Pollart 521-6640/Lisa Shinn 520-7458.
Ambassadors. Contact Person: Stephanie Weatherill; 521-6752.
Associated Student Government. Contact Person: David McNabb; 521-6655.
Auto Tech Club. Contact Person: Layton Peterman; 521-6794.
Book Club. Contact Person: Donna Brady-Lawler; 521-6725.
Business Club. Contact Person: Amanda Kerker; 521-6744.
Campus Activities Board. Contact Person: ASG 2nd Vice President; 521-6628.
Choir/Jazz Choir. Contact Person: Celeste Delgado-Pelton; 521-6754.
Cosmetology. Contact Person: Julie Rhine; 521-6734.
Criminal Justice. Contact Person: Jeff Schiel; 521-6629.
Crossroads. Contact Person: Kelly Huenink 521-6782
Diesel Power Club. Contact Person: Harv Rober; 521-6692.
Equine Club. Contact Person: Cole Briggs; 522-6913.
Farm Bureau (Collegiate). Contact Person: Mike Brownell; 521-6786.
Honors Program. Contact Person: Stanton Gartin; 521-6650.
Intramural Sports. Contact Person: Marci Henry; 521-6617.
LEARN. (Latino Network) Contact Person: Ronda Bowey 521-6620.
Livestock Judging. Contact Person: Ag Dept.; Randell Von Krosigk; 521-6638.
Math and Science Club. (AKA Outdoor Recreation) Contact Person: Dave Coles; 521-6753.
Music Groups. Contact Person: Celeste Delgado-Pelton; 521-6754.
New Voices Literary Magazine. Contact Person: Scott Thompson; 521-6705.
Nursing. (ADN) Contact Person: Julie Brower; 521-6707.
Nursing. (LPN) Contact Person: TBA
Outdoor Recreation. Contact Person: Dave Coles; 521-6753.
Peer Helpers. Contact Person: Steve Smith; 521-6657.
Phi Theta Kappa (PTK). Contact Person: Deb Walker; 521-6736.
Psychology Club. Contact Person: Scott Thompson ; 521-6705.
Residence Life. Contact Person: David McNabb; 521-6655.
Rodeo Club. Contact Person: Brian Cullen; 521-6609.
Senate. Contact Person: ASG 1st Vice President; 521-6627.
Students Over Traditional Age (SOTA). Contact Person: Cindy Carey; 521-6676.

INTRAMURALS

Intramural Sports. (Competition within the student body) are set up on a team, dual, and individual basis. They stress maximum participation, good sportsmanship, and freedom to choose activities.

Recreational Sports This area encompasses intramurals (competition within the student body), club sports (students organizing groups with specific interests), and special events (fitness week, swimming, bowling, mini-Olympics, skating, golf, etc.).

Intercollegiate Athletics : Men and Women

Varsity Sports. Varsity sports are coordinated by the Director of Athletics. Northeastern Junior College is a member of the Region IX of the NJCAA. Current major sports are women's volleyball, men's and women's basketball, baseball, women's softball, and men's soccer. Participants in these activities have an opportunity to develop athletic prowess, leadership ability, and skills in working with others in the accomplishment of a common goal.

COUNSELING/ASSESSMENT/ ADVISING SERVICES

COUNSELING

The college recognizes that all students encounter numerous challenges and adjustments upon attending college that will require information, support and assistance for successful problem resolution. The Counseling/Assessment Services offered at NJC give every student various opportunities to receive counseling that may deal with personal, social, educational, and career information and problem solving. Counseling is provided to students on a voluntary basis, by referral and to students in special categories. All counseling and test results are kept confidential.

Newly admitted students are strongly encouraged to meet with one of the counselors at NJC regarding their educational and career plans as part of the admissions process.

Nontraditional Student Program. This program provides both individual and group counseling assistance for adults seeking further training and education. Career assessment and planning as well as help with job search techniques are available. The unique issues and concerns of an adult returning to school can be addressed on an individual or group basis. This office uses an active referral/information network on campus and in the community to serve the needs of the nontraditional student.

Credit for Prior Learning. Students seeking credit for Prior Learning must contact a Counselor for a preliminary assessment and information on methods/ standards for awarding credit.

Personal Counseling. Professional counselors are available to assist students who are confronting adjustment challenges and personal problems.

Career Counseling. Assistance is provided to students in further exploring and clarifying career direction, gaining skills and realistic information for career/life goal setting. The community citizen, not enrolled, but wishing assistance in changing careers and planning future career changes, is encouraged to use this service.

Academic Advising. An all-campus program of academic advising by individual faculty members is supported through Counseling Services. Information on course credits, transfer requirements and college graduation requirements can be obtained by talking with a counselor or the full time academic advisor.

Referrals to Counseling. Counseling typically is based on self-referral but visible problems that arise which need immediate attention may prompt referrals for counseling intervention. Common problem areas include academic probation, social probation, excessive absence, withdrawal from college, suspension and readmission, and residence hall staff and faculty concerns over a student.

Drug/Alcohol Prevention Programs. The counseling office coordinates proactive prevention/educational activities for the campus.

Academic Counseling. Counselors make contact with students to provide academic and personal support in several ways. The week after midterms each semester, the counselors receive a list of students with low grades and general reasons. These students are contacted individually for counseling and individual help. Academic probation students meet to develop academic improvement plans.

Registration/Orientation Programs. Registration programs offer the new student and family information regarding college courses and requirements, student service organizations, the academic advising process, and the opportunity to register for classes. New students are invited to registration dates in May, June, July, and August.

Fall orientation activities involve small group discussions regarding information about the campus and college life and other opportunities that help new students acclimate to campus and prevent problems for the student.

BEHAVIORAL INTERVENTION TEAM

The Northeastern Junior College Behavioral Intervention Team is a trained group of caring NJC faculty and staff professionals who meet regularly to support our students via an established protocol. The team tracks "red flags" over time, detecting patterns, trends, and disturbances in individual or group behavior. The team receives reports of disruptive, problematic or concerning behavior or misconduct (from faculty & staff members, students, community members, freinds, etc.), conducts an investigation, performs a threat assessment, and determines the best mechanisms for support, intervention, warning/notification and response. The team then activates the resources of the college and/or the community and coordinates follow-up. BIT is a specific model that has no parallel. The NJC BIT is made up of the following campus personnel: Steve Smith, Vice President of Student Services; Cindy Carey, NJC Counselor; Scott Thompson, Liberal Arts Division Chair & Psychology Instructor; Misti Pierce, Director of Academic Support Services; and David McNabb, Director of Residence Life & Student Activities. For more information call Steve Smith, Vice President of Student Services, at 970-521-6657.

PEER HELPING

The NJC Peer Helpers provide two main services for the student body. First, they are trained to help students with everyday personal and adjustment to college life problems. Secondly, they present educational programming on healthy lifestyle issues. New members are selected at the beginning of each fall semester. Additionally, the members receive one credit per semester for PSY 175, and a scholarship stipend. Students interested in this program can request an application in HSC 132.

OMBUDSPERSON

Purpose: to resolve problems that students at NJC have been unable, for any reason, to resolve through normal channels. This program offers alternatives for resolution of conflicts and problems before they must be dealt with in the judicial system. Conflicts between students and faculty/staff sometimes escalate due to the fact that the normal channels of redress will eventually lead back to the party with whom the student were in conflict. Only the confidential intervention of the Ombudsman can give the students the opportunity to express their concerns outside the loop of authority with which they were unccomfortable and not fear reprisal.

CONCURRENT ENROLLMENT FOR HIGH SCHOOL STUDENTS

Northeastern Junior College's Concurrent Enrollment Program allows high school students to concurrently enroll in college courses. High school students earn both high school and college credit. Students must be approved by their high school for enrollment into concurrent enrollment courses. Guidelines for student eligibility include:

1. Demonstration of readiness to take college courses by means of acceptable ACT, SAT or Accuplacer scores.
2. Demonstrate through previous high school work of the skills/knowledge necessary to be successful in the concurrent enrollment course.
3. Completion of all high school and college prerequisites.

School districts will pay tuition for concurrent enrollment courses. Please check with your local school district regarding the policies they may have for tuition reimbursement.
Concurrently enrolled students and their high school advisor will need to work with NJC to develop a postsecondary educational plan.
All courses administered through NJC's concurrent enrollment program conform to college academic standards of rigor and Colorado Community College System (CCCS) curriculum outcomes.
Concurrent enrollment courses can be applied towards a degree/ certificate at NJC or can be transferred to another college or university.
For more information about NJC's concurrent enrollment program, contact Extended Studies at 970-521-6600 or visit www.njc.edu

Recertification Courses
Recertification Courses are available for students to enhance knowledge and proficiency, meet industry requirements, and promote workforce development.

ASSESSMENT

ADMISSIONS ASSESSMENT

ACCUPLACER (Basic Skills Computer Adaptive Test)
ACT and ACCUPLACER are information tools used for mandatory course placement for success decisions at NJC.

NJC follows the Basic Skills Assessment Policy as set forth by the State Board for Community Colleges and Occupational Education. This policy provides for the basic skills assessment in reading, writing and mathematics of first-time undergraduate students within the state system of community colleges. Students who are assessed and who do not meet basic skills standards are responsible for taking appropriate basic skills instruction with their first 30 credit hours of instruction.

For additional information on assessment or for information about exemptions to the assessment requirement, call the NJC Counseling & Assessment Office at 521-6657.

OTHER ASSESSMENTS AND INTERPRETATION

There are a variety of assessments available upon request to assist students or community members in personal, social, career and academic decisions. Some common types of batteries are: interests, aptitudes, personality traits, values, directed job search. All assessments administered are scheduled for interpretation and counseling follow-up. The counselor assists enhancing the student's self-awareness and facilitates decision-making/goal-setting.

Credit for Prior Learning Assessment. National standardized placement tests such as College Level Examination Program (CLEP), Advanced Placement Program (CEEB), and other nationally recognized testing, training, licensing and certification programs are offered to be used in assessing levels of knowledge, skills and competencies of the student. The student can receive credit from NJC by submitting evidence of successful levels of competency as determined by the college.

Other Tests. Various testing services are offered including Automotive Service Excellence (ASE), Nursing (AT1 TEAS) and National Registry for EMT (NREMT) for specific populations.

CAREER LAB

The Career Lab, in Hays Student Center, Room 132, is located within the Counseling Services facility. This lab houses excellent, up-to-date resources on occupational information, preparation programs and job seeking skills. All students are encouraged to take advantage of this valuable information in their process of career decision making. Those who are undecided/unsure about selection of education programs and job opportunities in various fields should make an appointment with one of the counselors for assistance with their career planning.

Self-Awareness. To aid in a student's self-assessment for career planning several computerized career exploration systems are available. A variety of vocational interest inventories, aptitude or ability tests, work value and personality inventories, and various self-assessment strategies can be taken. Assistance from a counselor is given as the student progresses through exploration of self as relating to careers.

Career Exploration. The occupational information in the Career Lab includes written and computerized career reference systems including relevant Internet sites. Decision-making, goal setting and financial aid resources are available. Materials are available in English and Spanish.

Educational and Program References. Transfer guides are found on college or university websites. Materials about many out-of-state colleges and programs, as well as transfer and scholarship information, are located in the Counseling Office.

Job Search Skills. Assistance for the development of job search skills regarding job applications, resume writing and interview skills are available to all students. Resources include books, DVD's, software programs, regularly scheduled workshops and on-line resources.

Self-Help. This area contains books and miscellaneous material all of which relate to problem solving and personal adjustment topics. Organized informational programs and support groups are offered to enhance student development.

Drug and Alcohol Education Component. These materials are designed to educate and give information related to drug and alcohol use and abuse.

HEALTH SERVICES

The Family Care Clinic serves NJC students. It is located at 615 Fairhurst in Sterling. The Clinic is fully staffed and provides front line health care. Full-time students (12 credit hours or more) may be seen by staff without charge. Other minimal fees are assessed to all patients to cover the cost of materilas such a strep screening, urine screening, any lab procedures and supplies, such as braces, condoms, bandages, etc.

COMPREHENSIVE LEARNING CENTER

The Comprehensive Learning Center (CLC), located on the first floor of Monahan Library, meets the individual academic needs of any Northeastern Junior College student. The CLC staff is committed to the success of each and every student regardless of major or subject area.

The CLC provides academic and personal support services to approximately 1,300 students each year, including preparatory classes, workshops, study groups, personal tutoring, accommodations for disabilities, adult basic education, general equivalence diplomas and English as a Second Language instruction.

A full-time, professional staff provide a friendly atmosphere where students can work one-on-one and in small groups to help students achieve the best possible academic performance. Professional Instructional Specialists tutor students in all majors for virtually all courses offered on the NJC campus. Student Learning Assistants, selected for their high grade point averages and demonstrated academic performance in their majors, provide high-quality tutoring services from a student-to-student point of view.

PERSONAL TUTORING

Personal tutoring may be scheduled with either Instructional Specialists or Learning Assistants. Tutoring appointments typically run 30-50 minutes and focus on course subject matter, test preparation, and study skills. Surveys show that students consider tutoring a key to academic success. Like study groups, personal tutoring is based upon student preparation for each session and active student participation. Personal tutoring has enhanced students' success in upper-level courses including biology, chemistry, and advanced mathematics. Students may make tutoring appointments in person or by calling the learning lab. One-time and permanent appointments are available.

STUDY GROUPS

When several students in the same class request academic assistance, Instructional Specialists and Learning Assistants form small study groups. The groups may meet occasionally—just before exams and major assignments— or on a regular, weekly basis. The study groups require that students prepare for each session (completing reading assignments or textbook exercises) and participate in discussions. Historically, study groups have greatly enhanced student success in challenging subjects such as sociology, psychology, and algebra.

WORKSHOPS

Workshops, offered in the Comprehensive Learning Center, residence halls and classes at faculty members' requests, provide students opportunities to learn strategies for time management, test taking, memory improvement and other topics, such as resume writing and decision-making.

PLACEMENT FOR SUCCESS

Northeastern Junior College has adopted the Placement for Success program which strives to ensure that all NJC students are placed in classes appropriate to their skill level. NJC utilizes the Accuplacer computer program to assess students reading, writing and mathematics competence.

This system is especially important to the Counseling & Advising Office because Accuplacer results often place students in the developmental English, Math and Reading courses listed below.

DEVELOPMENTAL CLASSES

These courses are designed to prepare students to succeed in all areas of their studies during their time at NJC and beyond:

AAA 50 Semester Survival
AAA 109 Academic Achievement Strategies

CCR 91 Composition and Reading Lab (begins Spring 2014)
CCR 92 College Composition and Reading (begins Spring 2014)
CCR 93 Studio D (begins Spring 2014)
CCR 94 Studio 121 (begins Spring 2014)

ENG 30 Basic Writing Skills
ENG 45 Academic Writing Preparation (begins Fall 2014)
ENG 60 Writing Fundamentals
ENG 90 Basic Composition

MAT 25 Algebraic Literacy Lab (begins Spring 2014)
MAT 30 Fundamentals of Mathematics
MAT 45 Compressed Pre-Algebra with Basic Mathematics
MAT 50 Quantitative Literacy (begins Spring 2014)

MAT 55 Algebraic Literacy (begins Spring 2014)
MAT 60 Pre-Algebra
MAT 90 Introductory Algebra
MAT 91 Applied Quantitative Lab (begins Spring 2014)
MAT 92 Quantitative Lab (begins Spring 2014)
MAT 93 Algebra Lab (begins Spring 2014)
MAT 96 Combined Introductory & Intermediate Algebra
MAT 99 Intermediate Algebra

REA 30 Basic Reading Skills
REA 45 Accelerated Preparatory Reading (begins Fall 2014)
REA 60 Foundations of Reading
REA 90 College Preparatory Reading

Credits earned in developmental courses do not count in the calculation of the academic grade point average or toward transfer degree requirements and must be taken in excess of required credits. These credits are, however, used to qualify for fulltime student status, financial aid and athletic eligibility.

The Colorado Community College System will be transitioning to new developmental education courses during the 2013-14 academic year. NJC will implement some of the new courses during the Spring 2014 semester.

CCR 91 Reading & Composition lab
CCR 92 College Reading & Composition
CCR 93 Studio D
CCR 94 Studio 121
MAT 25 Algebraic Literacy lab
MAT 50 Quantitative Literacy
MAT 55 Algebraic Literacy
MAT 91 Applied Quantitative lab
MAT 92 Quantitative lab
MAT 93 Algebra lab

READING LAB

The CLC is home to NJC's reading program. The Reading Specialist has designed a combination of traditional class sessions and technology-based learning opportunities to prepare students for success in all their courses.

NJC faculty members have designated certain courses as reading intensive, requiring a high level of reading skill. Research conducted by the CLC shows that students have a substantially better chance of success in these classes when they read at an appropriate level. The reading intensive courses include: Animal Sciences, Intro to Business, Astronomy I & II, General College Biology I, English Composition I & II, General Psychology I & II, Human Growth & Development, and Intro to Sociology I & II. A complete list of the classes is available in the CLC or in the semester class schedule. Students are advised to take these classes only if their Accuplacer reading scores are appropriate, or if they have completed their required CLC reading courses.

MATH LAB

The Math Lab provides all classroom instruction for MAT 30 and MAT 60 students based on a self-paced individualized learning model. Students will work independently on assignments, signaling instructors or tutors when they have questions. An Open Lab staffed by professional tutors will be available one afternoon/evening per week, where students can receive tutoring or take tests. Students move immediately and seamlessly to MAT 60 upon completion of MAT 30.

The Math Lab model will provide individualized attention to specific learners' difficulties, multiple opportunities to pass exams, alleviate math anxiety for students who feel pressured to "keep up", and an opportunity for motivated students to move quickly through both courses.

ACCOMMODATIONS FOR DISABILITIES

Northeastern Junior College is committed to serving students with disabilities. The CLC's Transition Specialist works with students to document their disabilities and make accommodations so that students can pursue their chosen program of study. Students who have received special services for disabilities during their K-12 school years or at other institutions are strongly encouraged to contact the CLC.

Students must take two critical steps to receive accommodations for disabilities: 1) identify themselves as disabled students, and 2) provide documentation of their disabilities. To complete these steps, students should contact the Transition Specialist at 970-521-6727.

ADULT BASIC EDUCATION AND HIGH SCHOOL EQUIVALENCY DIPLOMAS

Adult Basic Education (ABE) is available to anyone 17 years of age or older who is not enrolled in another another school under the department of education. ABE guides students in the development of their skills in reading, writing, mathematics, social studies and science and prepares them to test for the General Education Development (GED) diploma.

Students begin a program of study leading to GED completion by attending an assessment and orientation program that places them at the appropriate beginning academic level. The length of time to GED completion varies from student to student. Students utilize traditional classroom and individualized instruction.

The CLC's Adult Basic Education program is also designed to assist students in making the transition from GED completion to enrollment in degree or certificate programs at NJC. Contact 970-521-6793.

GED (HIGH SCHOOL EQUIVALENCY DIPLOMA)

The GED Assessment Center, located in Knowles Hall, serves as an authorized center for the High School Equivalency Diploma Test for Northeast Colorado. Satisfactory scores on the GED tests will be accepted as the equivalent of the high school diploma.

ENGLISH AS A SECOND LANGUAGE

English as a Second Language (ESL) classes are available to students whose first language is not English. In small groups, students learn to speak, read and write English. Students learn by conversation with their instructors and one another, by writing, and with the assistance of computer programs designed to help students acquire written English skills.

A language skills assessment places students in beginning, intermediate and advanced ESL courses that are taught by experienced ESL instructors. Students from countries all over the world are enrolled in ESL classes, and instructors strive to create

an inviting, comfortable environment in which to learn.

In addition to English language skills, students may also pursue GED completion and transition to NJC certificate and degree programs.

MONAHAN LIBRARY

The Monahan Library, located in Knowles Hall, houses a comprehensive collection of approximately 35,000 published and recorded items to help students complete assignments and expand their educational opportunities. These materials include books, DVDs, videotapes and compact disks, pamphlets, microforms, and various full-text online databases. The library subscribes to 263 periodicals, including local and regional newspapers. A computer lab with Internet access, word processing and other software packages is also available for student use.

The Monahan Library provides a computerized online catalog which can be accessed via the NJC web page. Patrons can access the Monahan Library's online catalog via the NJC web page. Material not owned by the Monahan Library can be ordered electronically through interlibrary loan. Periodical articles are generally procured overnight using current document delivery technologies. In addition, courier deliveries provide expedient shipment of interlibrary loan books and other materials from surrounding libraries.

Library staff members are available for reference assistance. Specialized library instruction and general tours are provided to college and area K-12 classes upon request. Library staff also works very closely with CLC staff to facilitate learning resources and services.

THE STUDENT JUDICIAL SYSTEM

PHILOSOPHY AND RATIONALE

All students at Northeastern Junior College have equal rights and privileges as accorded by the State of Colorado. All student policies and residence hall policies are in the Student Handbook and all academic policies are in the College Catalog. All students have the responsibility to abide by all policy so stated in the handbook and catalog. All students should have copies of these publications and become familiar with their rights and privileges as well as their responsibilities.

Students at Northeastern Junior College will be treated with fundamental fairness in all academic and judicial processes that involve college policy. When a student enrolls at Northeastern Junior College a contractual agreement is made by the student and by the college. The college agrees to maintain and follow all policy and procedure as stated and will provide the academic requirements the student seeks. The enrolled student also agrees by enrollment to abide by college policy and procedure, and the college will insure such policy and procedure is interpreted and enacted with fundamental fairness or the right of due process. All students have fundamental rights as stated in the Declaration of Student Rights.

The, as the chief judicial officer of the college, will insure all student rights are protected and student policy is interpreted and implemented fairly. All jurisdictional decisions and action taken by the and all student hearings will be based upon policy in the College Catalog and the Student Handbook. The student judicial process, to include due process, procedures, communication, hearings and appeals will be enacted fairly for all students.

DECLARATION OF STUDENT RIGHTS

Consistent with properly adopted and disseminated policies and procedures and with applicable law, and in consideration of students' joining together in this community, the college and its representatives will seek to ensure the following rights for all students. These rights carry with them duties and responsibilities. To protect and preserve the rights of others in the college community, they are therefore subject to those restrictions defined by law, and the enforcement of college policies and procedures and of agreements entered into freely.

a. **Expression and Inquiry**
   Every student has the right to freedom of opinion and expression on all subjects and is individually responsible for the consequences of any abuse of these freedoms. No student shall be prevented from exercising his or her right of self-expression or inquiry. The rights include the freedom to hold opinions without interference, to seek, receive and impart information and ideas orally, in writing, in print, and in the form of art, or through any chosen medium.
b. **Participation, Association and Assembly**
   Every student has the right to participate freely in intellectual, cultural, and political life of the college community, to enjoy the fellowship of his/her colleagues, and to assemble peaceably and associate.
c. **Thought, Conscience and Religion**
   Every student has the right to freedom of thought, conscience and religion. This right includes the freedom to manifest one's religion or belief in discussion, practice, worship and observance, either alone or in community with others. No student shall be harassed or molested on account of his religious persuasion, profession, or practice, but may not under color of religion disrupt the order or safety of the campus community or infringe upon others civil or religious rights. No student may be compelled to attend or prohibited from attending any religious service or observance.
d. **Privacy, Autonomy, Personal and Intellectual Security**
   All students have the right to be secure in their persons, dwellings, papers, communications, and effects. No student shall be subjected to interference with his/her privacy in the family, in the home, or in the autonomy of choice in consensual intimate relations or in any private matter relevant to the personal identity and well being of the individual. Every student has the right to protection of the moral and material interests resulting from any scientific, literary, or artistic production of which he/she is the author. No student shall be denied the right to take all reasonable and proportionate measures to protect his/her person.
e. **Discipline and Due Process**
   In all disciplinary (judicial) proceedings, students shall have the right to be informed of the accusation, to receive

promptly a copy of the complaint, and to have access to relevant material to be introduced in order to guarantee the ability to prepare a defense. They shall have the right to be assisted without prejudice by an advisor, to have access to procedures for securing the appearance of reluctant as well as friendly witnesses, to examine all witnesses in disciplinary (judicial) hearings, and to receive a timely and impartial proceeding. No student may be compelled to testify against him or herself, although a negative inference may be drawn from any person's failure to respond to relevant questions in a judicial setting.

f. Equality of Rights and Equal Protection
Equality of rights and equal protection under the rules and regulations of the college shall not be abridged or denied because of race, color, creed, sex, martial status, personal appearance, age, national origin, political affiliation, physical or mental handicap, relationships, citizenship or lineage, sexual orientation, other personal beliefs and associations, or on the basis of the exercise of rights secured by the First Amendment of the United States Constitution.

g. Other Rights
This enumeration of rights shall not be construed so as to deny or disparage other rights held by students.

DIVERSITY/NON-DISCRIMINATION

Our Commitment to Diversity - Northeastern Junior College works to foster a multicultural environment. We believe that a diverse college population provides all students opportunity to learn from a wide varety of people. This diversity adds an important and valuable dimension to the college experience that helps students succeed in the larger world.

Policy of Non-discrimination/accommodations - NJC is an equal opportunity educational institution and does not discriminate on the basis of race, color, national or ethnic origin, religion, age, gender or sexual orientation. Our programs, activities, and employment are in accordance with the Civil Rights Act of 1964, Title IX of the Educational Amendments, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act of 1990.

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in college programs, services or activities, please contact the Director of the Comprehensive Learning Center at 970-521-6679.

The college takes a leadership role in demonstrating the productivity of a thriving multi-cultural society and actively engages in a policy of nondiscrimination. NJC acts vigorously to address acts of discrimination and promotes equal opportunity and treatment.

CODE OF STUDENT CONDUCT

a. Rationale
The Student Code of Conduct's primary purpose is the basis for the student judicial process that protects the rights of all students and protects the campus community. Consistent with this purpose, reasonable efforts will be made to foster personal and social development of those students who are held accountable for violations of this code, student policy and academic procedures.

b. Definitions

1. The term "faculty member" means any person hired by the college to conduct classroom activities.
2. The term "institution" and "college" means Northeastern Junior College, Sterling, Colorado.
3. The term "college official" includes any person employed by the college performing assigned administrative or professional responsibility. The term "impartial decision maker" refers to the individual/committee designated by the college president to hear student disciplinary appeals.
4. The term "student" means a person taking or auditing courses in a college course, on or off campus, full or part-time.
5. The term "member of the college community" includes any person who is a student, faculty member, college official or any other person employed by the college.
6. The term "organization" means a number of persons who have complied with college requirements for registration or are chartered student clubs with Associated Student Government.
7. The term "group" means a number of persons who are associated with each other and who have not complied with college requirements for registration as an organization.
8. The term "chief judicial officer" means the authorized college official assigned to administer the Student Code and the imposition and monitoring of sanctions, this usually is the Vice President of Student Services.
9. The term "judicial body" or "hearing board" means any person or persons authorized by the chief judicial officer (Vice President of Student Services) to determine whether a student has violated the Student Code and to recommend imposition of educational sanctions.
10. The term "day" refers to a calendar day unless otherwise noted in any communication. The term "workday" is sometimes used to set parameters for appeals and resolution of cases. These are actual days that the institution is open for business.
11. The term "policy" is defined as the written regulations of the college as found in the Student Code, the Student Handbook, the Residence Life Handbook, and the College Catalog.
12. The term "sanctions" refers to the assigned consequences of a violation of the Student Code of Conduct; these consequences range from educational performance activities to suspension from college.
13. The term "notice" refers to the written communication from a college official to an enrolled student regarding academic or educational decisions of the college. A notice is considered served when given by personal delivery or by certified mail to the last known address filed with the college. If notice is mailed, the student is given three (3) additional days to respond.
14. The term "cheating" includes, but is not limited to: 1) use of any unauthorized assistance in taking quizzes, tests, or examinations; 2) dependence upon the aid or sources beyond those authorized by the instructor

in writing papers, preparing reports, solving problems, or carrying out other assignments; or 3) the acquisition (without permission) of tests or other academic material belonging to a member of the college faculty or staff.

15. The term "plagiarism" includes, but is not limited to, the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use by another person or agency engaged in the selling of term papers or other academic materials.
16. The term "aggravated violation" means a violation which resulted or foreseeably could have resulted in significant damage to persons or property or which otherwise posed a threat to the stability and continuance of normal college sponsored activities.
17. The term "distribution" means sale or exchange for personal profit.
18. The term "reckless conduct" means action or conduct by any member of the college community which creates a clear risk of harm to persons or property, or would disrupt the lawful activities of others, including studying, teaching or any other college work or college sponsored activity.
19. The term "college premises" means buildings or grounds owned, leased, operated, controlled or supervised by the college.
20. The term "weapon" means any object or substance designed to inflict a wound, cause injury or incapacitate, including but not limited to, all firearms, pellet guns, switchblade knives, knives with blades five or more inches in length, and chemicals such as "Mace" or tear gas. Common objects not designed or intended as a weapon but used in a harmful and threatening manner can be considered a weapon, i.e. baseball bat.
21. The term "college sponsored activity" means any activity on or off campus, which is initiated, aided, financed, authorized or sponsored by the college.
22. The term "abusive speech or writing" means speech or other means of communication that:
    a. Is intended to insult or stigmatize an individual or a small number of individuals based upon their sex, race, color, handicap, religion, sexual orientation, or national/ethnic origin.
    b. Is addressed directly to the individual(s) whom it insults or stigmatizes.
    c. Makes use of insulting or fighting words or symbols. Fighting words are those which by their very utterance inflict injury or tend to incite immediate breach of the peace, and are commonly understood to convey direct or visceral hatred or contempt for persons on the basis of sex, race, color, handicap, religion, sexual orientation, or national/ethnic origin.
23. The term "student harassment" means an unwelcome verbal or physical or discriminatory act specifically directed toward an individual student with the intent to cause emotional or physical distress, or to influence, control or intimidate that student.

PROSCRIBED CONDUCT

A. Jurisdiction of the College

The Student Code of Conduct generally pertains to student conduct on the college premises and conduct off-campus involving college sponsored and college sanctioned activities and any off-campus conduct for an enrolled student that adversely affects the educational interests of the any student, the staff, the college and the community.

B. Conduct - Rules and Regulations

Conduct that violates student rights and freedoms and is subject to disciplinary action includes, but is not limited to:

1. Academic Misconduct:
   Plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Students who engage in any type of academic dishonesty are subject to both academic consequences as determined by the instructor and to disciplinary action as outlined in the Northeastern Junior College disciplinary procedures.
2. Disruptive Behavior:
   Engaging in any disruptive behavior that negatively affects or impedes teaching or learning (regardless of mode of delivery or class setting); or disrupts the general operation of the college.
3. Deceptive Acts:
   Engaging in deceptive acts, including, but not limited to: forgery, falsification, alteration, misrepresentation, non-disclosure, or misuse of documents, records, identification and/or educational materials.
4. Conduct that is Detrimental to College or to Safety:
   Conduct that is deemed detrimental, harmful and/or damaging to the college and/or that jeopardizes the safety of others as determined by the NJC Vice President of Student Services or designee. Examples include, but are not limited to, slamming doors, throwing chairs, and/or defacing of college property, or property of others.
5. Physical/Non-physical Abuse:
   - Physical abuse or conduct that threatens or endangers another person's health or safety.
   - Non-physical abuse, threats, intimidation, coercion, influence, or any unwelcome conduct in any form that is sufficiently severe, pervasive or persistent that it alters the conditions of the learning environment or employment.
   - Knowingly falsifying, publishing or distributing, in any form, material that tends to impeach the honesty, integrity, virtue or reputation of another person.
6. Harassment and/or Discrimination:
   Discrimination or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation.
7. Sexual Misconduct
   Sexual Misconduct offenses include, but are not limited to Sexual Harassment, Non-Consensual Sexual Contact (or attempts to commit same), Non-Consensual Sexual Intercourse (or attempts to commit same), and/or Sexual Exploitation. (See SP 4-120a for more information: http://www.cccs.edu/SBCCOE/Policies/SP/PDF/SP4-120a.pdf)

8. Weapons:
   Possession or distribution of any unauthorized firearms, ammunition, explosives, fireworks and/or other dangerous weapons (or chemicals/flammable liquids) or use/threat of use of any instrument (including, but not limited to paint ball guns, pellet guns, air soft guns, bow and arrows, knives) as a weapon to intimidate, harass, or cause harm to others. (See SP 19 CCCS President's Procedure on Violence and Firearms on Campus.)
9. Narcotics/Alcohol:
   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.

10. Dress & Hygiene:
    Dress or personal hygiene that fails to meet the established safety or health standards of specific classes or activities offered by the college.
11. Leaving Children Unattended:
    Leaving children unattended or unsupervised in campus buildings or on campus grounds unless enrolled or participating in authorized campus activities.
12. Violation of Laws, Directives, and Signage:
    - Violating any municipal, county, state or federal law that adversely impacts the conditions of the educational or employment environment.
    - Violations of college traffic and parking rules, regulations, or signage.
    - Damage to or falsely using fire alarms and/or fire extinguishers.
    - Creating an intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular. This includes, but is not limited to leading or inciting to disrupt college activities. Failure to comply with the lawful directives of College employees acting within the scope of their duties, including those directives issued by a College administrator to ensure the safety and well-being of others.
    - Violations of college policies, protocols, procedures or signage.
13. Illegal Gambling:
    Participation in illegal gambling activities 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.
14. Unauthorized Entry and/or Unauthorized Possession:
    Entry into, or use of any building, room, or other college-owned or college-controlled property, grounds, or activities without authorized approval. This also includes, but is not limited to the unauthorized possession, duplication or use of college keys, lock combinations, access codes, and access cards and/or credentials and/or propping open or tampering with doors/windows.
15. Unacceptable Use of College Equipment, Network or System:
    Unacceptable uses of any college-owned or operated equipment, network or system including, but not limited to: knowingly spreading computer viruses; reposting personal communications without author's consent; copying protected materials; using the network for financial or personal gain, commercial activity, or illegal activity; accessing the network using another individuals account; unauthorized downloading/uploading software and/or digital video or music; downloading/uploading, viewing or displaying pornographic content, or any other attempt to compromise network integrity.
16. Unauthorized Pets/Animals:
    Possession of any unauthorized pet or animal, excluding trained service animals and/or assistance animals while on college-owned or college-controlled property.
17. Tampering with Student Organization, Election, or Vote:
    Tampering with the process of any college recognized student organization, election or vote.
18. Group or Organization Conduct:
    Students who are members of a college recognized student organization or group and commit a violation of SCOC may be accountable both as an individual and as a member of the student organization.
19. Abuse of the Student Disciplinary and/or Grievance Procedure:
    Abuse of the Student Disciplinary and/or Grievance Procedure includes, but is not limited to the following:
    - Disruption or interference with the orderly conduct of the student disciplinary / grievance procedure.
    - Falsification, distortion, or misrepresentation, or knowingly pursuing malicious, frivolous, or fraudulent charges.
    - Attempting to discourage an individual's proper participation in, or use of, the student disciplinary / grievance procedure.
    - Attempting to influence the impartiality of a participant and/or the student disciplinary / grievance procedure.
    - Harassment (verbal or physical) and/or intimidation of a participant in the student disciplinary / grievance procedure.
    - Failure to comply with directives and/or sanctions imposed under student disciplinary / grievance procedure.
    - Influencing or attempting to influence another person to commit an abuse of the student disciplinary / grievance procedure.
    - Engaging in retaliatory acts in any form against any person or person(s) involved in the student disciplinary / grievance procedure
20. Any act or omission committed on or off campus that constitutes a serious criminal offense. A serious criminal offense is hereby defined as being an action which is a felony under Colorado law and which indicates that the student constitutes a substantial danger to the safety or property of the college or members of the community.
21. Unauthorized Entry into College Events:
    Entering or attempting to enter any college-sponsored activity without proper credentials for admission.

Please note: In most circumstances, college will treat attempts to commit code of conduct violations as if those attempts had been completed. Violations of the above may result in, but are not limited to, fines, restitution, community service, and/or disciplinary procedures.

JUDICIAL AUTHORITY

a. The chief judicial officer of the college shall make all decisions regarding violations of the Student Code of Conduct and may delegate enforcement and imposition of sanctions to other qualified college staff as required by their assigned job.
b. The chief judicial officer of the college will insure all students have the right of due process as described in the Student Handbook.
c. The chief judicial officer shall determine the composition of hearing boards as dictated by the president of the college and shall insure all college hearing boards are conducted consistent within the Student Code, Student Due Process and approved hearing board procedure.
d. Decisions made by a hearing board or chief judicial officer, or appointed designee shall be final, pending the normal appeal process.
e. Judicial authority is part of the responsibilities of the residence hall director's job; this person has the authority to make immediate decisions regarding student misconduct and violation of the Student Code of Conduct. The residence hall director has the authority to impose sanctions and procedures to insure the Student Code of Conduct is interpreted and enforced fairly for all students.
f. The Director of Student Life has the authority to make immediate decisions regarding student misconduct and violation of the Student Code of Conduct for resident students. The Director of Student Life has the authority to impose sanctions and procedures to insure the Student Code of Conduct is interpreted and enforced fairly for all students. Referrals can be made to the Director of Student Life before or after a residence hall director has assigned judicial procedures/sanctions.
g. A faculty member has the judicial authority to conduct their teaching assignment free of student misconduct and interference. The faculty member has the authority to make immediate decisions to insure the academic process continues unhindered and all students do not violate the code for cheating and plagiarism.

COLLEGE SANCTIONS

a. Dismissal
Dismissal is the permanent separation of the student from the college. Notification will appear on the student's transcript. The student will be barred from the college premises. Dismissal from college requires a College Hearing Board review with an optional review by the President, to alter, defer or withhold dismissal.

b. Suspension
Suspension is separation of the student from the college for a specific period of time (no longer than two semesters). Permanent notification will appear on the student's transcript. The student may not participate in any college-sponsored activity and may be barred from college premises. The chief judicial officer enacts suspension and this action may be reviewed by an appeal to the College Hearing Board.

c. Interim Action
The chief judicial officer or a designee may suspend a student for an interim period pending judicial proceedings or medical evaluation. Interim action can be enacted any time without prior notice. Interim action can be enacted when there is reasonable evidence that the continued presence of the student on the college campus and enrolled in college classes poses a substantial threat to the themselves, other students, faculty or any college official or the stability and continuance of normal college functions.

d. Disciplinary Probation
Disciplinary Probation restricts a student from representing the college in any extracurricular activity or run for/hold office in any student group or organization. Institutional scholarship support will be withheld as well as additional restrictions or conditions may be imposed. There are three levels of Disciplinary Probation with distinct sanction differences.

e. Disciplinary Warning
Disciplinary Warning communicates to the student that further misconduct will result in stricter judicial sanctions. A warning shall be used only once per term.

f. Restitution
The student is required to make payment to the college or other persons, groups or organizations for damages incurred as a result of a violation of this code. Restitution is required for vandalism, theft, payment for repair, cleaning charge, services rendered, loss and destruction of equipment. Fines for violations are considered restitution.

g. Eviction
A student residing in a residence hall may be evicted as a result of a specific violation of this code. Eviction requires immediate removal of all belongings and completion of checkout procedures with maintenance and housing. Monetary penalties will be assessed to include and not limited to breakage of contract fee, general hall or room damages and room deposit. An evicted student may continue present enrollment in classes but will be restricted from one or all residence halls and/or the college cafeteria. The chief judicial officer must give notice of eviction.

h. Educational Sanctions
Educational sanctions may be imposed by the Residence Hall Director, Director of Student Life, or Vice President of Student Services in addition to sanctions assigned by policy. The monitoring of the completion of educational sanctions will be centrally reported to the Vice President of Student Services office for follow up and reporting.

STUDENT DISCIPLINARY PROCEDURES

Procedures

Decision

The Vice President of Student Services or designee shall receive all allegations of student misconduct, investigate the complaints, which includes meeting with the student to give him/her the opportunity to respond to the allegations of misconduct. If the allegations of misconduct are discrimination and/or harassment based on federal or state civil rights laws, the college will investigate those incidents through the Civil Rights Grievance and Investigation Process (3.18)

Once the investigation is complete, either through this process or the Civil Rights Grievance and Investigation process, the CSSO or designee shall render a sanction decision.

The CSSO or designee may decide that the charges can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to them. If an administrative resolution is not achieved, the CSSO or designee shall issue a decision which determines whether the alleged conduct occurred; whether the conduct violated the Code of Conduct or College procedures; and impose a sanction(s) if appropriate. The student shall receive written notice of the decision and be advised of his/her right to appeal the Decision, subject to the grounds below, by filing a written appeal with the CSSO or designee within seven (7) days of service of the Decision.

Appeal

In the event of an appeal, the CSSO or designee shall give written notice to the other party (e.g., if the accused student appeals, the appeal is shared with the complainant who may also wish to file a response), and then the CSSO or designee will draft a response memorandum (also shared with all parties). All appeals and responses are then forwarded to the appeals officer or committee for initial review to determine if the appeal meets the limited grounds and is timely. The original finding and sanction will stand if the appeal is not timely or substantively eligible, and the decision is final. If the appeal has standing, the documentation is forwarded for consideration. Because the original finding and sanction are presumed to have been decided reasonably and appropriately, the party appealing the decision must specifically cite the error(s) in the original determination on which the appeal is based. The ONLY grounds for appeal are as follows:

1. A material procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures); which must be explained in the written appeal; or

2. To consider new evidence, unavailable during the investigation or hearing that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included in the written appeal, as well as the reasons the new evidence was not available during the original proceeding.

The appeals committee shall be appointed by the NJC President and shall consist of one (1) administrator, three (3) faculty members (none of whom shall be a current or past instructor or advisor of the student filing the appeal), and one (1) student representative (an officer from the Associated Student Government). If the appeals officer or committee determines that a material procedural or substantive error occurred, it may return the complaint to the CSSO or designee with instructions to reconvene to cure the error. In rare cases, where the procedural or substantive error cannot be cured by the CSSO or designee in cases of bias, the appeals officer or committee may order a new hearing be held by a different individual acting in the place of the designated CSSO or designee. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed, once, on the two applicable grounds for appeals.

If the appeals officer or committee determines that new evidence should be considered, it will return the complaint to the CSSO or designee to reconsider in light of the new evidence, only. If the subject matter pertains to discrimination and/or harassment pursuant to 3.18 of the NJC Student Handbook, the appeals officer or committee will return the complaint to the Title IX Coordinator to reconsider in light of the new evidence, only. The reconsideration of the CSSO, designee, or Title IX Coordinator is not appealable.

The procedures governing the hearing of appeals include the following:

- All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;

- If the appeals officer or committee determines there is new evidence or error in the original proceeding, every opportunity to return the appeal to the CSSO or designee for reconsideration (remand) should be pursued;

- Appeals are not intended to be full rehearings of the complaint. In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal;

- An appeal is not an opportunity for an appeals officer or committee to substitute their judgment for that of the CSSO or designee merely because they disagree with its finding and/or sanctions.

- Appeals decisions are to be deferential to the original decision, making changes to the findings only where there is clear error and a compelling justification to do so.

- Sanctions imposed are implemented immediately unless the CSSO or designee stays their implementation in extraordinary circumstances, pending the outcome of the appeal.

- The appeals officer or committee will render a written decision on the appeal to all parties within four (4) days from receiving the appeal request. The committee's decision to deny appeal requests is final.

Special Discipline Process Provisions

- In the event that the student is under the age of eighteen or incapacitated, he or she may have an advisor present to assist him/her in presenting his/her case.

- Students do not have the right to be represented by an attorney or law student during these proceedings except in the case where civil or criminal actions concerning the student are pending and in that case the attorney's role shall be advisory only.

- Proceedings under this procedure may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

- Standard of proof-the college will use the preponderance of evidence standard in the disciplinary proceedings, meaning, the college will determine whether it is more likely than not a conduct code was violated.

- All sanctions imposed by the original decision maker will be in effect during the appeal. A request may be made to the CSSO or designee for special consideration in exigent circumstances, but the presumptive stance of the institution is that the sanctions will stand. Graduation, study abroad, internships/externships/clinical placements, etc. do not in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the institution or of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irretrievable in the short term.

- The procedural rights afforded to students above may be waived by the student.

Retaliatory Acts

It is a violation of this procedure to engage in retaliatory acts against any employee or student who reports an incident(s) of code of conduct violations or any employee or student who testifies, assists or participates in the discipline proceeding, investigation or hearing relating to such allegation(s) of code of conduct violations.

Revising this Procedure

CCCS reserves the right to change any provision or requirement of this procedure at any time and the change shall become effective immediately.

DUE PROCESS EXCEPTIONS

In special circumstances to preserve and protect the rights and privileges of the majority of students, the Vice President of Student Services can waive the due process. The following are due process exceptions; they are general categories that give the college authority and the right to make a reasonable and fair decision regarding exceptions.

a. **Dangerous Acts:** If a student's conduct is dangerous and life-threatening to self and other people, the due process is waived.
b. **Mental Health:** If the student has exhibited impaired and irrational judgment and in the opinion of the Vice President of Student Services is unable to make decisions due to emotional or psychological reasons, the due process is waived.
c. **Physical Health:** In the opinion of the Vice President of Student Services, the student's health is or will be affected by the due process procedures, the due process will be waived in best interest of the student. An expeditious hearing and the seven-day appeal requirement may be extended by request of the student or the Vice President of Student Services.
d. **Students with Legal Summons:** Students who are arrested for violation of a local, state, or federal law are still eligible for college student due process if such violation of law does not involve threatening the health, safety, rights and privileges of other students. If the student is arrested and/or charged for physical acts of endangerment of others, or for irrational behavior that could threaten other people, or the possibility of physical threat, the student's status may be decided by the college administration to protect other students, enrollment status and oncampus residence.
e. **Interim Action:** is outlined in College Sanctions.

SAFETY & SECURITY ON CAMPUS

The college relies on the Sterling Police Department to support a safe and well-ordered environment in which all students, staff and community guests can pursue their educational and personal goals. NJC staff is committed to honoring each person's rights, showing respect for all individuals and to uphold the law while striving for quality service and always acting with the highest integrity.

The college has made provisions to preserve and protect individuals and property by securing buildings, locking and supervising residence halls, supervising activities, providing security phones at each residence hall main entrance, and continuing monitoring of campus lighting. Nothing can improve personal safety and security better than each individual's own prudent and reasonable actions. Take time to investigate how to access emergency services such as police, fire and ambulance. Learn about the safest and quickest routes exiting any campus building. Know how and who to report unsafe conditions and the conduct of others that are dangerous to themselves and others. Personal awareness and current campus information is your best protection against crime and accidents.

In compliance with the Student Right to Know and Campus Security Act of 1990, NJC publishes annual Student Right to Know and Campus Safety Reports. These reports include explanations of campus security support that exists, emergency procedures and phone numbers, procedures regarding access to campus, drug free and alcohol fee campus, sexual harassment/ sexual assault prevention/response program and procedures for reporting unsafe incidents/situations of concern. Campus Crime and conduct violation statistics are provided. The reports are accessible by all student and staff on the campus web site (www.njc.edu) under Publications. Hardcopy reports are available upon request from the Vice President of Student Services Office in Hays Student Center 132, the Admissions Office or the Records Office. This notice of access and availability is distributed to all enrolled students and employees. The Campus Alcohol/Drug Policy is distributed directly to all enrolled students and to all employees.

NOTICE OF PROHIBITION AGAINST ENROLLMENT IN STATE-SUPPORTED INSTITUTIONS OF HIGHER EDUCATION OF PERSONS CONVICTED OF RIOTING OFFENSES

Under Colorado law, no person shall be enrolled in a state-supported institution of higher education for a period of twelve months following the date of a guilty verdict, guilty plea, no contest pleas, or a deferred judgement and sentence for inciting riot, arming rioters, or engaging in a riot.

VOTER REGISTRATION

Northeastern Junior College has institutionalized voter registration through a variety of promotional and educational programs and availability of voter registration forms across campus. Students are encouraged to register to vote and the forms are available in numerous offices, classrooms, residence halls and the library.

For more information see www.declareyourself.com.

General Education and Guarantee Transfer Courses

GENERAL EDUCATION

The outcomes of general education are to provide coursework which will help students develop certain capabilities and insights, including the ability to think and to communicate clearly and effectively. In addition, students should be able to formulate valid concepts, analyze arguments, and define and orient themselves to their world. General education should lead to self understanding and a better understanding of one's role as a citizen.

By definition, general education is 'general' in several clearly identifiable ways: it is not directly related to a student's formal technical, vocational or professional preparation; it is a part of every student's course of study, regardless of his or her area of emphasis; and it is intended to impart common knowledge, intellectual concepts, and attitudes which every educated person should possess.

NJC
NORTHEASTERN
JUNIOR COLLEGE

To be Colorado's premier two-year college of choice through excellence in education.

GUARANTEE TRANSFER COURSES

Colleges and universities in Colorado have identified general education courses in various categories and have guaranteed to accept these in transfer between institutions. We refer to these as GT or GTP (Guarantee Transfer or GT Pathways) courses. More than 500 lower-division general education courses in 20 subject areas have been approved for guaranteed transfer. NJC offers many of these courses on campus. These are indicated with a (+) sign in front of the course name. If not, they may be available as an online course through CCCOnline. These courses must be successfully completed (C or better grade) in order to transfer to other institutions.

Some courses apply to all degrees (AA, AS, AGS) and some only apply to Associate of Arts (AA) and Associate of General Studies (AGS) degrees. These are indicated in the list below. Students should work with their advisor to select the general education courses that best fit their program of study. More information on guarantee transfer courses can be found on the Colorado Department of Higher Education website.

(+) Indicates that the course is generally offered at least once every other year. Most are offered every year, but some rotate on an every other year basis with other courses.

Colorado Community College System
Guarantee Transfer Courses for General Education

Communication

+ ENG 121 English Composition I 3
+ ENG 122 English Composition II 3
ENG 201 Composition III: Writing for Public Discourse 3

Mathematics

MAT 120 Mathematics for Lib. Arts (AA & AGS only)... 4
+ MAT 121 College Algebra 4
+ MAT 122 College Trigonometry 3
MAT 123 Finite Mathematics (AA & AGS only) 4
+ MAT 125 Survey of Calculus (AA & AGS only) 4
+ MAT 135 Introduction to Statistics (AA & AGS only).... 3
+ MAT 166 Pre-Calculus (AA & AGS only)..... 5
+ MAT 201 Calculus I 5
+ MAT 202 Calculus II 5
+ MAT 203 Calculus III 4
MAT 204 Calculus III with Engineering Applications... 5
MAT 215 Discrete Mathematics 4
MAT 261 Differential Equations w/Engineering App. .. 4
MAT 265 Differential Equations 3

Physical & Life Sciences

+ AGY 240 Introductory Soil Science 4
+ AST 101 Astronomy I 4
+ AST 102 Astronomy II 4
BIO 103 Principles of Animal Biology 3
+ BIO 105 Science of Biology 4
+ BIO 111 General College Biology I 5
+ BIO 112 General College Biology II 5
BIO 116 Intro to Human Disease 3
+ BIO 201 Human Anatomy & Physiology I 4
+ BIO 202 Human Anatomy & Physiology II 4
+ BIO 204 Microbiology 4
+ BIO 208 General College Microbiology 5
+ BIO 220 General Zoology 5
BIO 221 Botany 5
+ CHE 101 Introduction to Chem. I 5
CHE 102 Introduction to Chemistry II 5
CHE 105 Chemistry in Context 5
+ CHE 111 General College Chemistry I 5
+ CHE 112 General College Chemistry II 5
+ ENV 101 Intro to Environmental Science 4
GEY 108 Geology of National Parks 3
GEO 111 Physical Geography – Landforms 4
GEO 112 Physical Geography - Weather & Climate 4
+ GEY 111 Physical Geology 4
+ GEY 112 Historical Geology 4
MET 150 General Meteorology 4
NRE 251 General Oceanography I 4
+ PHY 105 Conceptual Physics 4
PHY 107 Energy Science & Technology (AA & AGS only) 4
+ PHY 111 Physics: Algebra-Based I 5
+ PHY 112 Physics: Algebra-Based II 5
+ PHY 211 Physics: Calculus-Based I 5
+ PHY 212 Physics: Calculus-Based II..... 5
SCI 105 Science in Society 3
+ SCI 155 *Integrated Science I (AA & AGS only)..... 4
+ SCI 156 *Integrated Science II (AA & AGS only)..... 4

*Note: SCI 155 & SCI 156 must both be taken to fulfill the Physical and Life Science requirement. If only one is taken, it will not fulfill a general education requirement.

Social & Behavioral Sciences – Select 3 courses, 1 must be History and no more than 2 courses from any one category.

History:

+ HIS 101 Western Civilization: Antiquity to 1650..... 3
HIS 102 Western Civilization: 1650 to Present 3
+ HIS 111 The World: Antiquity to 1500 …..... 3
+ HIS 112 The World: 1500 to Present …….... 3
+ HIS 201 U. S. History to Reconstruction 3
+ HIS 202 U.S. History since the Civil War 3
HIS 205 Women in World History 3
+ HIS 207 American Environmental History 3
HIS 208 American Indian History 3
HIS 215 Women in U.S. History 3
+ HIS 225 Colorado History..... 3
HIS 236 U.S. History since 1945 3
HIS 243 History of Modern China 3
HIS 244 History of Latin America 3
HIS 245 U. S. in the World 3
HIS 247 20th Century World History 3
HIS 249 History of Islamic Civilization 3
HIS 255 The Middle Ages 3
HIS 260 U.S. Foreign Relations Policy..... 3

Economic & Political Systems:

+ AGE 102 Agriculture Economics 3
+ ECO 101 Economics of Social Issues 3
+ ECO 201 Principles of Macroeconomics …..... 3
+ ECO 202 Principles of Microeconomics …..... 3
ECO 245 Environmental Economics 3
+ POS 105 Introduction to Political Science 3
+ POS 111 American Government 3
POS 125 American State and Local Government 3
POS 205 International Relations 3
POS 215 Current Political Issues 3
POS 225 Comparative Government 3

Geography:

+ GEO 105 World Regional Geography 3
+ GEO 106 Human Geography 3

Human Behavior & Social Systems:

+ AGR 260 World Interdependence: Population & Food 3
+ ANT 101 Cultural Anthropology …..... 3
ANT 102 Cultural Anthropology Lab 1
ANT 103 Archaeology Lab 1
ANT 104 Physical Anthropology Lab 1
ANT 107 Introduction to Archaeology 3
ANT 108 Archaeology of World Rock Artifacts 3
+ ANT 111 Physical Anthropology 3
+ ANT 201 Introduction to Forensic Anthropology 3
ANT 215 Indians of North America 3
ANT 250 Medical Anthropology 3
COM 220 Intercultural Communication 3
ETH 200 Introduction to Ethnic Studies 3
+ JOU 105 Introduction to Mass Media 3
+ PSY 101 General Psychology I 3
+ PSY 102 General Psychology II …..... 3
PSY 205 Psychology of Gender 3
+ PSY 217 Human Sexuality 3
+ PSY 226 Social Psychology 3
+ PSY 227 Psychology of Death and Dying 3

+ PSY 235 Human Growth & Development 3
+ PSY 238 Child Development 3
+ PSY 240 Health Psychology 3
+ PSY 249 Abnormal Psychology 3
+ SOC 101 Introduction to Sociology I 3
+ SOC 102 Introduction to Sociology II 3
+ SOC 205 Sociology of Family Dynamics 3
SOC 207 Environmental Sociology 3
SOC 215 Contemporary Social Problems 3
SOC 216 Sociology of Gender 3
SOC 218 Sociology of Diversity 3
SOC 220 Sociology of Religion 3
+ SOC 231 Sociology of Deviant Behavior 3
SOC 237 Sociology of Death and Dying 3
WST 200 Introduction to Women's Studies 3
WST 225 Women & Social Action 3
WST 240 Goddesses & Women of the Ancient World 3
WST 249 Women's Sexuality 3

Arts & Humanities – Select 3 courses with no more than 2 courses from any one category.

Arts and Expression:
+ ART 110 Art Appreciation 3
+ ART 111 Art History Ancient to Medieval 3
+ ART 112 Art History Renaissance to Modern 3
ART 207 Art History 1900 to Present 3
DAN 125 History of Dance..... 3
+ MUS 120 Music Appreciation 3
+ MUS 121 Music History: Medieval through Classical Period 3
+ MUS 122 Music History: Early Romantic Period to the Present 3
+ MUS 123 Survey of World Music 3
+ MUS 125 History of Jazz 3
+ THE 105 Theatre Appreciation 3
THE 108 Theatre Script Analysis 3
+ THE 211 Development of Theatre: Greek to Renaissance 3
+ THE 212 Development of Theatre: Restoration to Modern 3
THE 215 Playwriting 3

Literature and Humanities:
HUM 115 World Mythology 3
+ HUM 121 Humanities: Early Civilization 3
+ HUM 122 Humanities: Medieval to Modern 3
+ HUM 123 Humanities: Modern World 3
+ LIT 115 Introduction to Literature 3
+ LIT 201 World Literature to 1600 3
LIT 202 World Literature after 1600 3
+ LIT 205 Ethnic Literature 3
LIT 211 American Literature to Civil War 3
LIT 212 American Literature after Civil War 3
LIT 221 British Literature to 1770 3
LIT 222 British Literature since 1770 3
LIT 225 Introduction to Shakespeare 3
LIT 259 Survey of African American Literature 3
LIT 268 Celtic Literature 3

Ways of Thinking:
+ PHI 111 Introduction to Philosophy 3
+ PHI 112 Ethics 3
+ PHI 113 Logic 3
+ PHI 114 Comparative Religions 3
PHI 115 World Religions - West 3
PHI 116 World Religions - East 3
PHI 214 Philosophy of Religion 3
+ PHI 218 Environmental Ethics 3
PHI 220 Philosophy of Death and Dying 3

Foreign Languages:
FRE 211 French Language III 3
FRE 212 French Language IV..... 3
GER 211 German Language III 3
GER 212 German Language VI..... 3
ITA 211 Italian Language III..... 3
ITA 212 Italian Language IV 3
JPN 211 Japanese Language III 3
JPN 212 Japanese Language IV 3
RUS 211 Russian Language III 3
RUS 212 Russian Language IV 3
+ SPA 211 Spanish Language III 3
+ SPA 212 Spanish Language IV 3

(+) Indicates that the course is generally offered at least once every other year. Most are offered every year, but some rotate on an every other year basis with other courses.

APPROVED A.A./A.S. ELECTIVES

Any course approved as a Guarantee Transfer course (pages 44-46) can be used to fulfill the additional elective requirements for the Associate of Arts (A.A.) or Associate of Science (A.S.) degrees. In addition, the courses listed below may also be used as electives for the A.A. or A.S. degrees. Exceptions must be approved by the Vice President of Academic Services.

AAA Any AAA courses numbered 100 or higher
ACC 121 Accounting Principles I 4
ACC 122 Accounting Principles II 4
AGY 100 General Crop Production 4
ANT Any course with an ANT Prefix
ART Any course with an ART Prefix
ASC 100 Animal Sciences 3
ASC 102 Intro to Equine Science 4
ASC 230 Farm Animal Anatomy & Physiology 3
AST Any course with an AST Prefix
BIO Any course with a BIO Prefix
BUS 115 Introduction to Business 3
BUS 116 Personal Finance 3
BUS 203 Intro to International Business 3
BUS 216 Legal Environment of Business 3
BUS 217 Bus Communication/Report Writing 3
BUS 226 Business Statistics 3
CHE Any course with a CHE Prefix except CHE 103
CIS 118 Intro PC Applications 3
COM Any course with a COM Prefix
CRJ Any CRJ course
ECE 101 Intro to Early Childhood Education 3
ECE 102 Intro to Early Childhood Lab Tech 3
ECE 103 Guidance Strategies for Children 3
ECE 205 Nutrition, Health & Safety 3
ECE 220 Curriculum Develop: Methods/Tech 3
ECE 238 Child Growth & Development 3
ECE 240 Admin Early Child Care/Educ Pro 3
ECE 241 Admin Hum Rel/Early Child Prof 3
ECO Any course with an ECO Prefix
EDU 221 Introduction to Education 3

EDU 234 Multicultural Education 3
EDU 261 Teaching, Learning, & Technology 3
EMS 115 First Responder 3
ENG Any course with an ENG Prefix 100 or higher, except ENG 115 or ENG 131
ENV Any course with an ENV Prefix
ETH Any course with an ETH Prefix
FIN 201 Principles of Finance 3
FRE Any course with a FRE Prefix
GEO Any course with a GEO Prefix
GEY Any course with a GEY Prefix
HIS Any course with a HIS Prefix
HPE Any course with an HPE Prefix
HPR 102 CPR for Professionals 5
HPR 178 Medical Terminology 2
HPR 217 Kinesiology 4
HUM Any course with a HUM Prefix
HWE 100 Human Nutrition 3
HWE 103 Community First Aid & CPR 3
HWE 111 Health and Fitness 3
HWE 124 Fitness and Wellness 2
HWE 237 Exercise/Nut & Body Composition 3
JOU Any course with a JOU Prefix
LIT Any course with a LIT Prefix
MAN 128 Human Relations in Organizations 3
MAN 216 Small Business Management 3
MAN 226 Principles of Management 3
MAR 111 Principles of Sales 3
MAR 216 Principles of Marketing 3
MAR 220 Principles of Advertising 3
MAT Any course with a MAT Prefix 112 or higher
MGD 111 Adobe Photoshop I 3
MGD 112 Adobe Illustrator I 3
MGD 114 Adobe InDesign 3
MGD 116 Typography I 3
MGD 133 Graphic Design I 3
MUS Any course with a MUS Prefix
PHI Any course with a PHI Prefix
PHY Any course with a PHY Prefix
POS Any course with a POS Prefix
PSY Any course with a PSY Prefix
RAM 205 Principles of Range Management 3
REA 130 Applied & Technical Reading 2
SCI Any course with a SCI Prefix
SOC Any course with a SOC Prefix
SPA 111 Spanish Language I 5
SPA 112 Spanish Language II 5
THE Any course with a THE Prefix
WST Any course with a WST Prefix

NJC graduation requirement: Lifetime Fitness/Wellness Skills.
Requirement: Any two unduplicated credits (two 1 credit courses or one 2+ credits course)
Courses that will fulfill this requirement: Any 1 credit hour PED or DAN course excluding PED 110, 111, 210, 211 or any of the following HWE courses:

- *HWE 100 Human Nutrition on our campus (20% can add activity component)
- AGR 175 & 176 ST: Rodeo Practice
- HWE 111 Health & Wellness
- HWE 124 Fitness & Wellness
- HWE 103 Community First Aid & CPR
- HWE 113 Standard First Aid

STUDENT BILL OF RIGHTS

The General Assembly hereby finds that students enrolled in public institutions of higher education shall have the following rights:

(a) Students should be able to complete their Associate of Arts and 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:

(b) 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:

(c) Students have a right to clear and concise information concerning which courses must be completed successfully to complete their degrees:

(d) Students have a right to know which courses are transferrable among the state public two-year and four-year institutions of higher education:

(e) Students, upon completion of core general education courses, regardless of the delivery method, should have those courses satisfy the core course requirements of all Colorado public institutions of higher education:

(f) Students have a right to know if courses from one or more public higher education institutions satisfy the students' degree requirements:

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

Transfer/Degrees and Programs

NORTHEASTERN JUNIOR COLLEGE

To be Colorado's premier two-year college of choice through excellence in education.

TRANSFER PROGRAMS

FOUR-YEAR COLLEGE OR UNIVERSITY TRANSFER CURRICULA

Transfer programs are offered to students planning to continue at a senior institution and earn the bachelor's degree. Any student who expects to transfer to a senior college from Northeastern Junior College is advised to write to the registrar of the proposed college(s) or university(s) for specific information concerning course work to be taken while attending NJC. Students who desire to pursue academic programs other than those listed should consult a counselor or faculty advisor for assistance in planning an appropriate program of study. Final responsibility for choice of program and individual course selections, however, rests with the student.

Acceptance, number of transferable credits and class standing are always at the discretion of the institution to which the student plans to transfer. Private and public four-year colleges and universities, as well as out-of-state institutions, reserve the right to handle each case individually and to evaluate all course work completed as it relates to their requirements.

The college reserves the right to substitute courses for those no longer offered, to modify course content at any time, to approve the substitution of one course for another in any program or degree, or waive any course prerequisite or corequisite.

STATEWIDE TRANSFER POLICY

- Transfer of Associate of Arts and Associate of Science Degrees. Effective for students who enter in the Fall 2003 semester, Colorado public four-year higher education institutions will honor the transfer of an Associate of Arts (AA) degree and the Associate of Science (AS) degree earned at a Colorado community college. A student who earns an AA or AS degree at a Colorado public community college including completing the state guaranteed general education courses, with a grade of C or better in all courses will transfer with junior standing into any arts and science degree program offered by a Colorado public four-year college. The credits earned in the associate degree program will apply at minimum to 35 credit hours of lower division general education and 25 credit hours additional graduation credits. Since 1988 Colorado has had an operating two-plus-two transfer

agreement that ensures a student who completes an AA or AS degree with a C or better in all courses will have junior standing, that is transfer 60 credit hours. Because all liberal arts and sciences degrees are designed to be completed in 120 credit hours, a transfer student can complete a four-year degree in the same time as a native student, 120 hours. The receiving institution will evaluate credit for prior learning, Advanced Placement, and correspondence courses following its standard policy.

- Transfer of General Education
  Colorado's state guarantee general education courses are designed to allow students to begin their general education courses at one Colorado public higher education institution and later transfer to another without loss of general education credits. Colorado policy ensures that students who successfully complete a state guarantee general education course will receive transfer credits applied to graduation requirements in all majors at all public institutions unless a specific statewide articulation agreement exists.

  The state's guarantee general education curriculum is organized into five categories: communication, mathematics, fine arts and humanities, social and behavioral sciences, and physical and life sciences. To complete the Colorado state guarantee general education core, students are required to take 35 to 37 semester credit hours and earn a C grade or better in each course. The guarantee is limited to the number of semester credit hours in each general education category.

- All state guarantee general education courses in communication, mathematics, arts and humanities, social and behavior science, and physical and life science shall be identified by a state-assigned common number.

  When evaluating a transfer student's transcript, each Colorado public higher education institution will apply state guarantee general education credits to its general education graduation requirements. Institutions may require additional general education graduation requirements beyond the 35 semester credit hours of state guaranteed general education credits. If an institution requires less than 35 general education credits, the institution will accept in transfer the full 35 credits and apply these credits toward a student's graduation requirements.

- Statewide Articulation Agreements
  An Articulation Agreement is a statewide agreement among all Colorado community colleges, and all four-year public institutions offer a particular degree program. It is most commonly used for undergraduate professional programs that have specific course requirements established by accrediting or external licensure boards.

- Transfer Guides
  Each institution is responsible for implementing a Transfer Guide for each CCHE-approved baccalaureate degree program unless a statewide articulation agreement is in place. The Transfer Guide shall be designed so that a student can complete a baccalaureate program in no more than 120 credit hours unless there are additional graduation requirements recognized by the Commission. The transfer guide defines the 25 credit hours required beyond the state guaranteed general education credits and may include required courses in the major or prerequisite courses for admission into the degree program. The transfer guides are to be on file with CCHE.

PROGRAMS OF EMPHASIS FOR UNIVERSITY TRANSFER

Northeastern Junior College offers a variety of junior college courses necessary to prepare students for successful transfer. Programs of emphasis include the following areas:

DEGREES

Associate of Arts (A.A.) or Associate of Science (A.S.)

University Transfer Programs

- Agriculture Business - *Degree with Designation*
- Animal Science - *Degree with Designation*
- Anthropology - *Degree with Designation*
- Art
- Astronomy
- Biology
- Biotechnology
- Business - *Degree with Designation*
- Chemistry
- Communicaton
- Criminal Justice - *Degree with Designation*
- Early Childhood Education -*Statewide Transfer Agreement*
- Economics - *Degree with Designation*
- Elementary Education - *Statewide Articulation Agreement*
- Engineering - *Statewide Transfer Agreement*
- English
- French - *Degree with Designation*
- General Science
- Geology
- History - *Degree with Designation*
- Journalism/Advertising
- Liberal Arts
- Mathematics - *Degree with Designation*
- Microbiology
- Music
- Philosophy
- Physical Education Teaching/Coaching
- Physics
- Political Science - *Degree with Designation*
- Pre-Professional
  - Pre-Chiropractic
  - Pre-Dental Hygiene
  - Pre-Dentistry
  - Pre-Engineering - *Statewide Articulation Agreement*
  - Pre-Forestry
  - Pre-Law
  - Pre-Medical Technology
  - Pre-Medicine
  - Pre-Mortuary Science
  - Pre-Nursing

Pre-Occupational Therapy
Pre-Optometry
Pre-Pharmacy
Pre-Physical Therapy
Pre-Radiologic Technology
Pre-Speech Pathology
Pre-Surgery Technology
Pre-Veterinary Medicine
Psychology - B. A. - *Degree with Designation*
Psychology - B. S. - *Degree with Designation*
Recreation
Sociology - *Degree with Designation*
Soil and Crop Sciences - *Degree with Designation*
Spanish - *Degree with Designation*
Special Education
Sport Management
Sports Medicine/Athletic Training
Theatre
Wildlife Biology
Zoology

Associate of General Studies (A. G. S.)

University Parallel/Transfer Programs
Agriculture:
Agriculture Business
Agriculture Economics
Agriculture Education
Agriculture Journalism
Crop and Soil Science
Equine Science – Industry Concentration
Equine Science – Science Concentration
Farm and Ranch Management
Food Science
Range Management
General Studies

Additional information is available from transfer students' advisors, offices of the Department Chair, or the Counseling Office concerning transfer programs and transfer to a four year college or university.

STATEWIDE ARTICULATION AGREEMENTS - Associate of Arts

The number of statewide articulation agreements continues to increase. These agreements between two and four-year institutions ensures the student will take appropriate and required courses and provide for a smooth transfer to the four year level. Students must complete all the courses with a "C" or better and no course substitutions are allowed.

A. A. STATEWIDE ARTICULATION AGREEMENT - ANTHROPOLOGY

Anthropology is the study of humans, past and present. Students pursuing this program of study will strive to understand the complexity of human cultures and will draw and build on knowledge from the social and biological sciences as well as the humanities and physical sciences. A central concern of anthropologists is the application of knowledge to the solution of human problems.

General Education Requirements (33 credits):

Communication - 6 credits
ENG 121 English Composition I (GT-CO1) AND 3
ENG 122 English Composition II (GT-CO2) 3
OR
ENG 122 English Composition II (GT-CO2) AND 3
One Advanced Writing Course (GT-CO3) 3
Mathematics - 4 credits
MAT 121 College Algebra (GT-MA1) 4
Arts and Humanities - 6 credits
Two guaranteed transfer Arts & Humanities courses (GT-AH1, GT-AH2, GT-AH3, GT-AH4) 6
History - 3 credits
One guaranteed transfer History course (GT-HI1) 3
Social & Behavioral Sciences - 6 credits
Two guaranteed transfer Social & Behavioral Science courses (GT-SS1, GT-SS2, GT-SS3) 6
Science - 8 credits
Two guaranteed transfer Natural & Physical Sciences courses (GT-SC1) 8

Additional Required Courses (21 credits):

ANT 101 Cultural Inthropology (G T-SS3) 3
ANT 107 Introduction to Archaeology (GT-SS3) 3
ANT 111* Physical Anthropology (GT-SS3) 3
COM 115 Public Speaking OR
COM 125 Interpersonal Communications OR
COM 220 Intercultural Communication 3
One guaranteed transfer Arts & Humanities courses (GT-AH1, GT-AH2, GT-AH3, GT-AH4) 3
One guaranteed transfer ANT course in Social & Behavioral Sciences (GT-SS3) 3
One guaranteed transfer Social & Behavioral Sciences course (must be GT-SS2 OR GT-SS3) 3

*Some receiving institutions require a lab attached to this course (ANT 111 - Physical Anthropology); please consult with the receiving institution.

Required Electives (6 credits)

Consult with a NJC Advisor and select 6 credits based on the specific articulation agreement and transfer institution requirements.

A. A. STATEWIDE ARTICULATION AGREEMENT - BUSINESS

NJC Business Transfer program is designed for the student with future goals of obtaining a bachelor's degree. The transfer student can obtain an Associate of Arts degree with an emphasis in Business. The degree program contains the necessary general education courses and core business courses that enables a student to fulfill the first two years of a four-year business degree.

NJC is a participating member of the Statewide Business Articulation Agreement which ensures that a student who begins an Associate of Arts degree at Northeastern Junior College can transfer 60 credits into the Bachelor of Arts or Bachelor of Science in Business degree program at a Colorado public four-year college (i.e., 60 plus 60 agreement). Schools of Business will accept 40 general education credits and 20 credits in transferable business courses who earned an Associate of Arts in Business. The principles, policies, and guidelines in this transfer agreement apply uniformly to all students attempting to transfer credits earned at NJC into the four-year colleges and universities. The general

education and transferable business courses are course-specific and follow the same prerequisites offered at a four-year college.

Students seeking an Associate of Arts degree in Business must fulfill the requirements for the desired degree as listed below.

General Education Requirements (37 Credits)

Communication - 6 credits
- ENG 121 English Composition I (GT-CO1) 3
- ENG 122 English Composition II (GT-CO2) 3

Mathematics - 8 credits
- MAT 121 College Algebra (GT-MA1) OR
- MAT 123 Finite Math (GT-MA1) 4
- MAT 125 Survey of Calculus (GT-MA1) 4

Arts & Humanities - 6 credits
- Two guaranteed transfer Arts & Humanities courses (GT-AH1, GT-AH2, GT-AH3, GT-AH4) 6

History - 3 credits
- One guaranteed transfer History course (GT-HI1) 3

Social & Behavioral Sciences - 6 credits
- ECO 201 Principles of Macroeconomics (GT-SS1) 3
- ECO 202 Principles of Microeconomics (GT-SS1) 3

Sciences - 8 credits
- Two guaranteed transfer Natural & Physical Sciences courses (GT-SC1, GT-SC2) 8

* There is no physical education requirement

Business Core Requirements (23 Credits)

The following courses comprise the Business Core courses.

- ACC 121 Principles of Accounting I 4
- ACC 122 Principles of Accounting II 4
- BUS 115 Introduction to Business 3
- BUS 216 Legal Environment of Business 3
- BUS 217 Business Communications 3
- BUS 226 Business Statistics 3
- COM 115 Public Speaking 3

Recommended course:

- CIS 118 Intro to Microcomputer Applications 3

A. A. STATEWIDE ARTICULATION AGREEMENT - CRIMINAL JUSTICE

Criminal Justice covers a wide range of career and professional fields including law enforcement, investigations, corrections, probation/parole, and administration of justice to name a few. Career opportunities are generally available in both small rural communities to metropolitan areas and everywhere in between. This degree with designation prepares students to transfer to four-year colleges and universities provided they complete all aspects of the degree.

Required General Education Courses (33credits):

Communication - 6 credits
- ENG 121 English Composition I (GT-CO1) 3
- ENG 122 English Composition II (GT-CO2) 3

OR
- ENG 122 English Composition II (GT-CO2) AND 3
- One Advanced Writing Course (GT-CO3) 3

Mathematics - 4 credits
- MAT 121 College Algebra 4

Arts and Humanities - 6 Credits
- Two guaranteed transfer Arts & Humanities courses from two (2) different categories. (GT-AH1, GT-AH2, GT-AH3, GT-AH4) 6

History - 3 credits
- One guaranteed transfer History course (GT-HI1) 3

Social and Behavioral Sciences - 6 credits
- SOC 101 Intro to Sociology I (GT-SS3) 3
- One guaranteed transfer Social & Behavioral Sciences course (GT-SS3) 3

Sciences - 8 credits
- Two guaranteed transfer Natural & Physical Sciences courses (GT-SC1, GT-SC2) 8

Additional Required Courses (27 credits)

- COM 115 Public Speaking 3

OR
- COM 125 Interpersonal Communication 3
- CRJ 110 Introduction to Criminal Justice System 3
- CRJ 125 Policing Systems 3
- CRJ 145 Correctional Process 3

Choose two (2) course from the following:
- CRJ 127 Crime Scene Investigation 3
- CRJ 135 Judicial Functions 3
- CRJ 205 Principles of Criminal Law 3
- CRJ 209 Criminal Investigations 3
- CRJ 230 Criminology 3
- CRJ 231 Introduction to Forensic Sicence & Criminalistics 3
- CRJ 235 Delinquent Behavior 3
- CRJ 236 Criminal Justice Research Methods 3
- CRJ 257 Victimology 3
- CRJ 268 Criminal Profiling 3

Consult with a NJC Advisor and select 6 credits of Criminal Justice courses listed on the specific articulation agreement and transfer institution requirements.

Required Electives (9 credits)

Consult with a NJC Advisor and select 9 credits of Criminal Justice courses listed on the specific articulation agreement and transfer institution requirements.

A. A. STATEWIDE ARTICULATION AGREEMENT - ECONOMICS

The study of Economics prepares students for a variety of professions that emphasize the use of economics. Students who ultimately earn a bachelor's degree in Economics would most likely go on to obtain a graduate degree.

Required General Education Courses (37 credits):

Communication - 6 credits
- ENG 121 English Composition I (GT-CO1) 3
- ENG 122 English Composition II (GT-CO2) 3

Mathematics - 5 credits
- MAT 201 Calculus I (GT-MA1) 5

Arts and Humanities - 9 credits
- Three guaranteed transfer Arts & Humanities courses (GT-AH1, GT-AH2, GT-AH3, GT-AH4) 9

History - 3 credits
- One guaranteed transfer History course (GT-HI1) 3

Social and Behavioral Sciences - 6 credits
ECO 201 Macroeconomics (GT-SS1) 3
ECO 202 Microeconomics (GT-SS1) 3
Sciences - 8 credits
Two guaranteed transfer Natural & Physical Sciences courses (GT-SC1, GT-SC2) 8

Additional Required Courses (3 credits)
MAT 135 Introduction to Statistics (GT-MA1) 3

Required Electives (20 credits)
Consult with a NJC Advisor and select 20 credits based on the specific articulation agreement and transfer institution requirements.

A. A. STATEWIDE ARTICULATION AGREEMENT - HISTORY

The History program at NJC provides students with cultural histories from Western and non-Western civilizations, Paleolithic era through modern times. Such experience provides students with a wealth of information that promises to enrich their personal and educational lives.

General Education Requirements (34 credits):
Communication - 6 credits
ENG 121 English Composition I (GT-CO1)..... 3
ENG 122 English Composition II (GT-CO2)..... 3
Mathematics - 3 credits
One guaranteed transfer Mathemetics course (GT-MA1) but NOT MAT 155 or MAT 156 3
Arts and Humanities - 9 credits
Three guaranteed transfer Arts & Humanities courses (GT-AH1, GT-AH2, GT-AH3, GT-AH4) 9
History - 3 credits
HIS 101 Western Western Civilization: Antiquity-1650 OR
HIS 111 THe World: Antiquity-1500 (GT-HI1) 3
Social & Behavioral Sciences - 6 credits
Two guaranteed transfer Social & Behavioral Science courses (GT-SS1, GT-SS2, GT-SS3) 6
Science - 7 credits
Two guaranteed transfer Natural & Physical Science courses (GT-SC1, GT-SC2) 7

Additional Required Courses (15 credits):
COM 115 Public Speaking OR
COM 125 Interpersonal Communications 3
HIS 102 Western Civilization 1650 to Present OR
HIS 112 The World - 1500-Present 3
HIS 201 U. S. History to Reconstruction..... 3
HIS 202 U.S. History Since the Civil War 3
One additional guaranteed transfer History course (GT-HI1) 3

Required Electives (11 credits)
Consult with a NJC Advisor and select 11 credits based on the specific articulation agreement and transfer institution requirements.

A. A. STATEWIDE ARTICULATION AGREEMENT - POLITICAL SCIENCE

Students who pursue a degree in political science study governments, public policies and political processes, systems, and political behavior. Political science subfields include political theory, political philosophy, political ideology, political economy, policy studies and analysis, comparative politics, international relations, and a host of related fields.

General Education Requirements (32 credits):
Communication - 6 credits
ENG 121 English Composition I (GT-CO1) AND 3
ENG 122 English Composition II (GT-CO2) 3
OR
ENG 122 English Composition II (GT-CO2) AND 3
One Advanced Writing Course (GT-CO3) 3
Mathematics - 3 credits
One guaranteed transfer Mathematics course (GT-MA1), but not MAT 155 or 156. 4
Arts and Humanities - 6 credits
Three guaranteed transfer Arts & Humanities courses (GT-AH1, GT-AH2, GT-AH3, GT-AH4) 6
History - 3 credits
One guaranteed transfer History course (GT-HI1) 3
Social & Behavioral Sciences - 6 credits
ECO 201 Principles of Macroeconomics (GT-SS1) 3
ECO 202 Principles of Microeconomics (GT-SS1) 3
Science - 8 credits
Two guaranteed transfer Natural & Physical Science courses of the student's choosing. (GT-SC1) 8

Additional Required Courses (12 credits):
POS 105 Introduction to Political Science 3
POS 111 American Government 3
POS 205 International Relations 3
POS 225 Comparative Government 3

Required Electives (16 credits)
Consult with a NJC Advisor and select 16 credits based on the specific articulation agreement and transfer institution requirements.

A. A. STATEWIDE ARTICULATION AGREEMENT - PSYCHOLOGY

The Psychology program offers students the opportunity to take a very comprehensive selection of courses. This program would prepare transfer students to pursue bachelor's degree in psychology, human services, counseling, social work, and other areas in the behavioral sciences. Students are encouraged to have a strong mathematics and statistics background and to take courses in the natural sciences (e.g. biology and chemistry) as well.

General Education Requirements (34-36 credits):
Communication - 6 credits
ENG 121 English Composition I (GT-CO1) AND 3
ENG 122 English Composition II (GT-CO2) 3
OR
ENG 122 English Composition II (GT-CO2) AND 3
One Advanced Writing Course (GT-CO3) 3
Mathematics - 3-4 credits
MAT 121 College Algebra (GT-MA1) 4

Arts and Humanities - 9 credits
Three guaranteed transfer Arts & Humanities courses (GT-AH1, GT-AH2, GT-AH3, GT-AH4) 9
History - 3 credits
One guaranteed transfer History course (GT-HI1) 3
Social & Behavioral Sciences - 6 credits
Two guaranteed transfer Social & Behavioral Science courses (GT-SS1, GT-SS2, GT-SS3) 6
Science - 7-8 credits
One guaranteed transfer Biology course with lab (GT-SC1) 4
One guaranteed transfer Science course of the student's choosing. (GT-SC1) 3

Additional Required Courses (18 credits):
COM 115 Public Speaking OR
COM 125 Interpersonal Communications 3
PSY 101 General Psychology I 3
PSY 102 General Psychology II 3
Three guaranteed transfer Psychology courses (GT-SS3) 9

Required Electives (6-8 credits)
Consult with a NJC Advisor and select 6-8 credits based on the specific articulation agreement and transfer institution requirements.

A. A. STATEWIDE ARTICULATION AGREEMENT - SOCIOLOGY

Sociology is the scientific study of society, including patterns of social relationships, social interaction, and culture. Sociologists study all things human, from the interactions between two people to the complex relationships between nations or multinational corporations. Students who study sociology learn to better understand themselves since sociology examines how the social world influences the way we think, feel, and act. Becoming aware of the social processes that influence the way humans think, feel, and behave enables individuals to shape the social forces they face.

General Education Requirements (35-36 credits):
Communication - 6 credits
ENG 121 English Composition I (GT-CO1) AND 3
ENG 122 English Composition II (GT-CO2) 3
OR
ENG 122 English Composition II (GT-CO2) AND 3
One Advanced Writing Course (GT-CO3) 3
Mathematics - 3-4 credits
MAT 121 College Algebra (GT-MA1) OR 4
MAT 135 Statistics (GT-MA1) 3
Arts and Humanities - 9 credits
Three guaranteed transfer Arts & Humanities courses (GT-AH1, GT-AH2, GT-AH3, GT-AH4) 9
History - 3 credits
One guaranteed transfer His tory course (GT-HI1) 3
Social & Behavioral Sciences - 6 credits
Two guaranteed transfer Social & Behavioral Science courses (GT-SS1, GT-SS2, GT-SS3) 6
Science - 8 credits
Two guaranteed transfer Natural & Physical Sciences courses (GT-SC1) 8

Additional Required Courses (18 credits):
COM 115 Public Speaking OR
COM 125 Interpersonal Communications 3
SOC 101 Introduction to Sociology 3
SOC 102 Introduction to Sociology II 3
Three guaranteed transfer SOC courses in Social & Behavioral Sciences (GT-SS3) 9

Required Electives (6-7 credits)
Consult with a NJC Advisor and select 6-7 credits based on the specific articulation agreement and transfer institution requirements.

A. A. STATEWIDE ARTICULATION AGREEMENT - SPANISH & FRENCH

Statewide articulation agreements are available for Spanish and French. Northeastern Junior College does not offer the Spanish or French language courses required for these agreements. They are available through CCC Online. NJC does offer most of the general education courses and a few of the elective courses for these programs of study. For more information on these articulation agreements, please contact the Liberal Arts Department in E. S. French Hall or the Counseling & Advising Office in Hays Student Center.

ASSOCIATE OF ARTS DEGREE (A.A.) (60 CREDITS) - GENERAL

The Associate of Arts (A.A.) degree is awarded to a student who successfully completes a program designed to transfer to a four-year college or university for the purpose of earning a baccalaureate degree. The student who is pursuing a particular major at a four-year institution may wish to select a particular area of emphasis described in this catalog. Students pursuing a program of study that has a Statewide Articulation Agreement must meet those requirements. These begin on page 50.

GRADUATION REQUIREMENTS AND POLICIES

1. Complete a minimum of 60 semester credits of approved coursework as outlined in the college catalog. Thirty seven (37) semester credits comprise the general education requirement depending on which mathematics course is completed. The degree requires an additional 23 credits selected from the list of approved electives. Students should select their elective courses in consultation with their academic advisor based on the student's declared program of study and educational goal.
2. Earn a minimum cumulative grade point average of 2.0 (a "C" average).
3. Earn 15 semester credits of coursework prior to graduation through Northeastern Junior College.
4. File an Application for Graduation in the Records Office.
5. Resolve all financial obligations to the college and return all library and college materials.

All students earning an Associate of Arts degree must complete 37 semester credits of the following general education requirements.

General Education Requirements

Courses that fulfill the General Education requirements are listed on pages 46-49.

Oral Communication –3 credits (CCCS requirement)
COM 115 Public Speaking OR 3
COM 125 Interpersonal Communication OR
COM 220 Intercultural Communication 3

Written Communication – 6 credits
ENG 121 English Composition I (GT-CO1) AND 3
ENG 122 English Composition II (GT-CO2) 3
OR
ENG 122 English Composition II (GT-CO2) AND 3
One Advanced Writing Course (GT-CO3) 3

Mathematics – 3 credits minimum, MAT 120 or higher.
(Courses range from 3-5 credits)
Any guaranteed transfer Math course except MAT 155/156 (GT-MA1)

Arts & Humanities/Social & Behavioral Sciences Combined - 18 credits

Two guaranteed transfer Arts & Humanities courses from two different categories:

- Arts & Expressions (GT-AH1)
- Literature & Humanities (GT-AH2)
- Ways of Thinking (GT-AH3)
- Foreign Languages (GT-AH4)

AND

Two guaranteed transfer Social & Behavioral Sciences courses from two different categories:

- History (GT-HI1)
- Economic & Politicial Systems (GT-SS1)
- Geography (GT-SS2)
- Human Behavior & Social Systems (GT-SS3)

AND

One additional guaranteed transfer course from either Arts & Humanities or Social & Behavioral Sciences

AND

One additional guaranteed transfer History course

AND

Physical & Life Sciences – 7 credits minimum

Two guaranteed transfer Physical & Life Sciences courses including at least one lab course (GT-SC1, GT-SC2).

- Astronomy (GT-SC1)
- Biology (GT-SC1, GT-SC2)
- Chemistry (GT-SC1)
- Geology (GT-SC1)
- Intro to Human Disease (GT-SC2)
- Physics (GT-SC1)
- Principles of Animal Biology (GT-SC2)

NJC graduation requirement: Lifetime Fitness/Wellness Skills.
Requirement: Any two unduplicated credits (two 1 credit courses or one 2+ credits course)
Courses that will fulfill this requirement: Any 1 credit hour PED or DAN course excluding PED 110, 111, 210, 211 or any of the following HWE courses:

- *HWE 100 Human Nutrition on our campus (20% can add activity component)
- AGR 175 & 176 ST: Rodeo Practice
- HWE 111 Health & Wellness
- HWE 124 Fitness & Wellness
- HWE 103 Community First Aid & CPR
- HWE 113 Standard First Aid

*HWE 100 only if taught on the NJC campus. On campus sections will contain at least 20% activity component. If taught off-campus, the instructor needs to coordinate with campus officials regarding the activity component if they want to use this course to fulfill this requirement.

Programs of study set forth by state-wide articulation agreements may be exempt from the Lifetime Fitness/Wellness Skills requirements.

Electives - 23 credits selected from the list of Approved A.A./A.S. Electives on Pages 48-49.

Elective Credits. Elective credits for Associate of Arts and Associate of Science degrees should be chosen in conjunction with the student's major and in consultation with his/her advisor. Transferability of these courses is dependent upon the transfer agreement developed with each four-year college or university. It is in the student's best interest to see an advisor before selecting electives on pages 48-49.

ASSOCIATE OF ARTS AREAS OF EMPHASIS

Art

Art courses at Northeastern Junior College assist students in improving and developing their artistic abilities. The first year art course sequence (ART 121, 122, 131, and 132) explores methods, materials and techniques as the foundation of artistic and creative development. The art courses offered at NJC benefit those students preparing for a career in one of many artistic fields such as fine art, commercial art, art education, graphic art, and interior design. Students anticipating a career outside of art are also encouraged to enroll in any of the NJC art courses.

Exhibits in the Peter L. Youngers Fine Arts Gallery provide students an opportunity to view original artwork as well as the possibility for students in art courses to display their artwork in the annual Student Exhibit.

Electives:

ART 115 Stained Glass I 3
ART 116 Stained Glass II 3
ART 121 Drawing I 3
ART 124 Watercolor I 3
ART 129 Printmaking I 3
ART 131 Visual Concepts 2-D Design 3
ART 132 Visual Concepts 3-D Design 3
ART 138 Film Photography I 3
ART 139 Digital Photography I 3
ART 151 Painting I 3
ART 161 Ceramics I 3
ART 162 Ceramics II 3
ART 165 Sculpture I 3
ART 221 Drawing II 3
ART 222 Drawing III 3
ART 223 Drawing IV 3
ART 231 Adv. Visual Concepts 2-D Design 3
ART 232 Adv. Visual Concepts 3-D Design 3
JOU 111 Principles of Advertising 3
MGD 133 Graphic Design I 3
MGD 233 Graphic Design II 3

Communication

The communication program at Northeastern Junior College gives students the introductory level course work required for most degrees. These courses provide students with insight into public presentation. This coursework will benefit those students who wish to pursue careers in broadcasting, journalism, politics, law, public service, and education.

Electives:

BUS 115 Introduction to Business	3
BUS 217 Business Communication	3
COM 125 Interpersonal Communication	3
COM 219 Group Dynamics	3
JOU 105 Introduction to Mass Media	3
JOU 106 Fundamentals of Reporting	3
JOU 111 Principles of Advertising	3
JOU 216 Intermediate Newswriting	3
JOU 221 Newspaper Design I	1-3
JOU 222 Newspaper Design II	1-3
JOU 280 Internship	3-5
THE 105 Introduction to Theatre Arts	3
THE 111 Acting I	3

Early Childhood Education

For those who want the opportunity to provide a positive influence on the lives of children and their families, early childhood is a fascinating field in which to work. In addition to the A.A.S. degree and certificate programs in early childhood specified later in this catalog, a student can earn the A.A. in preparation for transfer into a four-year program.

Requirements:

Communication – 9 credits

COM 115 Public Speaking OR	
COM 125 Interpersonal Communicaion	3
ENG 121 English Composition I	3
ENG 122 English Composition II	3

Mathematics – 6-7 credits (Choose Track 1 or Track 2)

Track 1:

MAT 121 College Algebra	4
MAT 135 Intro to Statistics	3

Track 2:

MAT 155 Integrated Math I	3
MAT 156 Integrated Math II	3

Sciences – 8 credits minimum

SCI 155 Integrated Science I	4
SCI 156 Integrated Science II	4

Social and Behavioral Sciences – 9 credits

GEO 105 World Regional Geography	3
HIS 201 U. S. History to Reconstruction	3
POS 111 American Government	3

Arts and Humanities – 6 credits

ART 110 Art Appreciation OR	
MUS 120 Music Appreciation	3
LIT 115 Introduction to Literature OR	
LIT 255 Children's Literature	3

ECE Program Requirements - 16 credits

ECE 101 Intro to Early Childhood	3
ECE 102 Intro to Early Childhood Lab	3
ECE 205 Nutrition, Health, & Safety	3
ECE 238 Child Growth & Development	4
ECE 241 Admin: Human Relations	3

Required Electives - 6 credits minimum

Additional courses required if student wishes to become "Director Qualified":

ECE 103 Guidance Strategies for Children	3
ECE 220 Curriculum Development	3
ECE 240 Admin of Early Childhood Care	3

(Note: At the end of May, 2011, ECE 111 Infant/Toddler Theory and ECE 260 Exceptional Child will be required by the Colorado Department of Human Services for Director Qualification)

Elementary Education

The elementary education program has specific general education and program requirements that prepare a student to transfer successfully to a four-year university's elementary education licensure program.

Communication – 9 credits

COM 115 Public Speaking	3
ENG 121 English Composition I (B or better required)	3
ENG 122 English Composition II	3

Mathematics – 6 credits

MAT 155 Integrated Math I	3
MAT 156 Integrated Math II	3

Sciences – 12 credits minimum

SCI 155 Integrated Science I	4
SCI 156 Integrated Science II	4

Plus one of the following courses:

BIO 105 Science of Biology or	
BIO 111 General College Biology I	4-5
CHE 101 Introduction to Chemistry I OR	
CHE 111 General College Chemistry I OR	
GEY 111 Physical Geology	4
PHY 105 Conceptual Physics OR	
PHY 111 Physics: Algebra-Based I	4-5

Social Sciences – 9 credits

GEO 105 World Regional Geography	3
HIS 201 U. S. History to Reconstruction OR	
HIS 202 U.S. History Since the Civil War	3
POS 111 American Government	3

Humanities – 3 credits

LIT 115 Introduction to Literature OR	
LIT 201 World Literature to 1600 OR	
LIT 202 World Literature after 1600	3

Education – 6 credits

EDU 221 Introduction to Education	3
PSY 238 Child Development	3

Transfer Courses – 15 credits

* Transfer Courses must be selected based on the institution to which the student will transfer and should be selected after consulting with an academic advisor.

Transfer Institution - University of Northern Colorado

ANT 101 Cultural Anthropology	3
ART 110 Art Appreciation OR	

MUS 120 Music Appreciation 3
EDU 261 Teaching, Learning, Technology 3
HIS 225 Colorado History 3
LIT 255 Children's Literature 3

For a list of courses designed to transfer to an institution other than the University of Northern Colorado, please visit the Liberal Arts Department in ESF 170.

English

The study of English prepares students for a variety of professions that emphasize the use of language. Students who ultimately earn a bachelor's degree in English would be prepared to enter graduate studies in law, communications, media, and business.

Electives:
ENG 221 Creative Writing 3
BUS 217 Business Communication 3
LIT 115 Introduction to Literature 3
LIT 201 World Literature to 1600 3
LIT 202 World Literature after 1600 3
JOU 105 Introduction to Mass Media 3
JOU 106 Fundamentals of Reporting 3
JOU 206 Intermediate Newswriting 3
JOU 280 Internship 3-5

Journalism/Advertising

The journalism/advertising program at NJC prepares students for study in a variety of fields, including advertising, broadcasting, newswriting, public relations, and telecommunications. NJC offers a wide range of applicable courses, and students of all majors may participate in the publication of Plainsman Pathways, NJC's student newspaper.

Electives:
JOU 105 Introduction to Mass Media 3
JOU 106 Fundamentals of Reporting 3
JOU 111 Principles of Advertising 3
JOU 121 Photojournalism 3
JOU 175 ST: Radio Broadcasting/Production 3
JOU 206 Intermediate Newswriting 3
JOU 221 Newspaper Design I 3
JOU 222 Newspaper Design II 3
JOU 280 Internship 3-5
ART 131 2-D Design 3
ART 243 Intro to Commercial Art/ Illustration 3
CIS 118 Intro to Microcomputer Applications 3
COM 219 Group Dynamics 3

Music

NJC offers several courses for students who are interested in the study of music. In addition to courses in music theory, music appreciation, and computer music, students may elect to pursue individualized music instruction or to participate in NJC's musical groups.

Electives:
MUS 110 Music Theory I 3
MUS 111 Music Theory II 3
MUS 112 Ear Training/Sight Singing I 1
MUS 113 Ear Training/Sight Singing II 1
MUS 141 Private Instruction I 1-2
MUS 142 Private Instruction II 1-2
MUS 143 Private Instruction III 1-2
MUS 144 Private Instruction IV 1-2
MUS 151 Ensemble I 1
MUS 152 Ensemble II 1
MUS 153 Ensemble III 1
MUS 154 Ensemble IV 1

Philosophy

The philosophy courses at NJC are designed to help prepare students for almost any profession in society today. The primary emphasis in philosophy is critical thinking; therefore, these courses provide good preparation for students interested in criminal justice, law, education, and social work.

Recommended General Education Courses:
PHI 111 Introduction to Philosophy 3
PHI 112 Ethics 3
PHI 113 Logic 3
PHI 214 Philosophy of Religion 3

Electives:
ANT 101 Cultural Anthropology 3
ECO 201 Principles of Macroeconomics 3
ECO 202 Principles of Microeconomics 3
HIS 101 Western Civilization: Antiquity to 1650 3
HIS 102 Western Civilization 1650 to Present 3
HIS 201 U. S. History to Reconstruction 3
HIS 202 U.S. History Since the Civil War 3
LIT 115 Introduction to Literature 3
LIT 201 World Literature to 1600 3
LIT 202 World Literature after 1600 3
PHI 113 Logic 3
PHI 114 Comparative Religion 3
PHI 115 World Religions - West 3
PHI 116 World Religions - East 3
PHI 175 Special Topics 1-3
POS 105 Introduction to Political Science 3
SOC 101 Introduction to Sociology I 3

Physical Education (Coaching)

The Physical Education Coaching degree at Northeastern Junior College prepares students to become coaches at all levels. Students can earn their certification requirements from First Aid to ASEP and gain a wealth of knowledge, training principles and current health issues.

Suggested Electives:
HPE 101 Introduction to Coaching 2
HPE 124 Sports Officiating 2
HPE 231 Care/Prevention Ath. Injury 3
BIO 201 Human Anatomy & Physiology* 4
CIS 118 Introduction PC Applications 3
EMS 115 First Responder 3
HPR 217 Kinesiology 4
HWE 124 Fitness & Wellness 2
HWE 237 Exercise/Nutrition & Body Comp 3
*Optional

Physical Education (Recreation)

The Physical Education Recreation degree is designed to introduce students to a variety of career opportunities in Recreation. Students gain knowlege in community recreation, outdoor recreation and leadership to name a few. This program is designed to successfully transfer to a four year university program.

Suggested Electives:

REC 100 Introduction to Recreation	2
REC 220 Social Recreation & Leadership	3
REC 221 Recreational Skills	3
REC 210 Principles of Outdoor Recreation	3
CIS 118 Introduction PC Applications	3
EMS 115 First Responder	3
MAR 216 Principles of Marketing**	3
MAR 220 Principles of Advertising**	3

**Optional

Physical Education (Teaching)

The Physical Education Teaching program at Northeastern Junior College prepares students to successfully transfer to a four year university's licensure program. Students will gain knowledge in a variety of areas including methods, drug awareness, first aid and current health issues.

Suggested Electives:

HPE 100 Intro to Physical Ed & Sport	2
HPE 143 Drug Awareness in Sport	2
HPE 114 Analysis/Teaching of Ind/Dual Sports	3
HPE 124 Sports Officiating	2
BIO 201 Human Anatomy & Physiology I **	4
CIS 118 Introduction PC Applications	3
EMS 115 First Responder	3
HPR 217 Kinesiology	4
HWE 124 Fitness & Wellness	2
HWE 237 Exercise/Nutrition & Body Comp	3

** Optional

Pre-Law

Electives:

ECO 201 Principles of Macroeconomics	3
ECO 202 Principles of Microeconomics	3
BUS 216 Legal Environment of Business	3
GEO 105 World Regional Geography	3
GEO 106 Human Geography	3
HIS 101 Western Civilization: Antiquity to 1650	3
HIS 102 Western Civilization 1650 to Present	3
HIS 201 U. S. History to Reconstruction	3
HIS 202 U.S. History Since the Civil War	3
JOU 105 Introduction to Mass Media	3
PHI 111 Introduction to Philosophy	3
PHI 112 Ethics	3
PHI 113 Logic	3
POS 105 Introduction to Political Science	3
POS 111 American Government	3

Sport Management

Electives:

ACC 121 Principles of Accounting I	3
BUS 217 Business Communication & Report Writing	4
CIS 118 Intro to PC Applications	3
HWE 124 Fitness & Wellness	2
MAN 226 Principles of Management	3
MAR 216 Principles of Marketing	3
PER 129 Introduction to Sport Management	3
PER 220 History & Philosophy of Sport & PE	3

Theatre

The award-winning NJC theatre program is designed to give students a firm foundation in the basics of the theatrical craft. Whether a student plans on a career in theatre or film, or just wants to expand his or her love of the art form, the program provides the tools to move forward in this very competitive world. The work done at NJC enables students to transfer to four-year institutions secure in the knowledge that they are grounded in the basics of the theatre world, enabling them to compete in the theatrical world at major universities. Coursework combines theoretical work and practical on-stage experience. NJC productions are open to all students regardless of major.

Electives:

THE 105 Introduction to Theatre Arts	3
THE 111 Acting I	3
THE 112 Acting II	3
THE 115 Stage Movement for Actors	3
THE 116 Technical Theatre	3
THE 246 Rehearsal & Performance I	1
THE 247 Rehearsal & Performance II	2
THE 248 Rehearsal & Performance III	3

ACCELERATED PROGRAMS

ASSOCIATE OF ARTS DEGREE IN LIBERAL ARTS

What is an accelerated Associate of Arts Program?

The accelerated Associate of Arts Program offers class during fall, spring and summer semesters. Classes are offered in a nontraditional format. Students are expected to complete additional coursework outside of regular class time.

Who can enroll in the accelerated plan?

The program is open to all students who are self-directed and motivated to succeed in a fast paced environment.

What types of classes are offered?

Classes offered meet the requirements to complete an Associate of Arts degree. Small class sizes allow instructors to provide students with personalized attention.

Who are the instructors?

Instructors for the accelerated plan are NJC full-time and adjunct faculty members. Instructors have a master's degree or higher, are committed to academic excellence and specialize in the contact areas they teach.

STATEWIDE ARTICULATION AGREEMENTS - Associate of Science

A. S. STATEWIDE ARTICULATION AGREEMENT - AGRICULTURE BUSINESS

A degree in Agriculture Business prepares students to transfer to Colorado State University. Agriculture Business contains coursework that prepares students to work in management, marketing, finance, and a wide variety of related careers within the agriculture industry.

General Education Requirements (35 credits):

Communication - 6 credits
- ENG 121 English Composition I (GT-CO1) AND 3
- ENG 122 English Composition II (GT-CO2) 3
- OR
- ENG 122 English Composition II (GT-CO2) AND 3
- One Advanced Writing Course (GT-CO3) 3

Mathematics - 4 credits
- MAT 121 College Algebra (GT-MA1) 4
- OR
- MAT 125 Survey of Calculus (GT-MA1) 4
- OR
- Higher Calculus

Arts and Humanities - 6 credits
- Two guaranteed transfer Arts & Humanities courses (GT-AH1, GT-AH2, GT-AH3, GT-AH4) 6

History - 3 credits
- One guaranteed transfer History course (GT-HI1) 3

Social & Behavioral Sciences - 6 credits
- AGE 102 Agriculture Economics (GT-SS1) 3
- AGR 260 World interdependence: Population & Food (GT-SS3) 3

Science - 10 credits
- BIO 111 General College Biology I with Lab (GT-SC1) 5
- CHE 101 Introduction to Chemistry 1 with Lab (GT-SC1) 5
- OR
- CHE 107 Fundamentals of Chemistry 5
- OR
- CHE 111 General College Chemistry I with Lab (GT-SC1) 5

Additional Required Courses (9 credits):
- COM 115 Public Speaking 3
- CIS 118 Introduction to PC Applications 3
- ECO 201 Principles of Macroeconomics (GT-SS1)..... 3
- MAT 135 Intro to Statistics 3

Required Electives (13 credits)

Consult with a NJC Advisor and select 13 credits based on the specific articulation agreement and transfer institution requirements. A minimum of 6 credits MUST be from an AGE prefix.

A. S. STATEWIDE ARTICULATION AGREEMENT - ANIMAL SCIENCE

The livestock sector needs well educated and trained individuals to manage production as well as processing operations. More specialized careers exist in animal care, breeding, nutrition, marketing, promotions, as well as research. A degree in Animal Science prepares students to transfer to Colorado State University.

General Education Requirements (35 credits):

Communication - 6 credits
- ENG 121 English Composition I (GT-CO1) AND 3
- ENG 122 English Composition II (GT-CO2) 3
- OR
- ENG 122 English Composition II (GT-CO2) AND 3
- One Advanced Writing Course (GT-CO3) 3

Mathematics - 4 credits
- MAT 121 College Algebra (GT-MA1) 4
- OR
- MAT 125 Survey of Calculus (GT-MA1) 4
- OR
- Higher Calculus

Arts and Humanities - 6 credits
- Two guaranteed transfer Arts & Humanities courses (GT-AH1, GT-AH2, GT-AH3, GT-AH4) 6

History - 3 credits
- One guaranteed transfer History course (GT-HI1) 3

Social & Behavioral Sciences - 6 credits
- AGE 102 Agriculture Economics (GT-SS1) 3
- AGR 260 World interdependence: Population & Food (GT-SS3) 3

Science - 10 credits
- BIO 111 General College Biology I with Lab (GT-SC1) 5
- CHE 101 Introduction to Chemistry 1 with Lab (GT-SC1) 5
- OR
- CHE 107 Fundamentals of Chemistry 5
- OR
- CHE 111 General College Chemistry I with Lab (GT-SC1) 5

Additional Required Courses (18 credits):
- ASC 100 Animal Science 3
- ASC 225 Feeds & Feeding 3
- ASC 230 Anatomy & Physiology 3
- ASC 250 Live Animal & Carcass Evaluation 3
- ASC 288 Livestock Practicum 2
- COM 115 Public Speaking 3

Required Electives (7 credits)

Consult with a NJC Advisor and select 7 credits based on the specific articulation agreement and transfer institution requirements.

A. S. STATEWIDE ARTICULATION AGREEMENT - ENGINEERING

Students who complete the engineering articulation agreement will have appropriate coursework to transfer on and work on their bachelor's degree. Students should research carefully the institutions they would consider transferring to and the specific requirements for the engineering field they wish to enter.

Required General Education Courses (47 credits):

Communication - 9 credits
- COM 115 Public Speaking 3
- ENG 121 English Composition I (GT-CO1).....3
- ENG 122 English Composition II (GT-CO2)..... 3

Mathematics - 14 credits
- MAT 201 Calculus I (GT-MA1) 5
- MAT 202 Calculus II (GT-MA1) 5
- MAT 203 Calculus III (GT-MA1) 4

Arts and Humanities - 3 credits
- One guaranteed tansfer Arts & Humanities courses (GT-AH1, GT-AH2, GT-AH3, GT-AH4) 3

History - 3 credits
- One guaranteed transfer History course (GT-HI1) 3

Social and Behavioral Sciences - 3 credits
- (GT-SC1, GT-SC2) 3

Sciences - 15 credits
- CHE 111 General College Chemistry I with Lab (GT-SC1)..... 5
- PHY 211 Physics: Calculus-Based I with Lab (GT-SC1) 5
- PHY 212 Calculus-Based Physics II with Lab (GT-SC1) 5

Required Electives (13 credits)

Consult with a NJC Advisor and select 13 credits based on the specific articulation agreement and transfer institution requirements. To view specific Engineering articulation agreements, visit the Colorado Department of Higher Education.

A. S. STATEWIDE ARTICULATION AGREEMENT - MATHEMATICS

Students are able to complete mathematics courses supplemented with studies in natural science and/or computer sciences at NJC. NJC coursework can provide mathematics students with a strong foundation in mathematics, physics, chemistry, computer science, composition, speech, humanities, and social sciences, enabling them to be successful in their mathematics major at their transfer institution.

Required General Education Courses (39 credits):

Communication - 6 credits
- ENG 121 English Composition I (GT-CO1) AND 3
- ENG 122 English Composition II (GT-CO2) 3
- OR
- ENG 122 English Composition II (GT-CO2) AND 3
- One Advanced Writing Course (GT-CO3) 3

Mathematics - 5 credits
- MAT 201 Calculus I (GT-MA1) 5

Arts and Humanities - 9 credits
- Three guaranteed transfer Arts & Humanities courses (GT-AH1, GT-AH2, GT-AH3, GT-AH4) 9

History - 3 credits
- One guaranteed transfer History course (GT-HI1) 3

Social and Behavioral Sciences - 6 credits
- Two guaranteed transfer Social & Behavioral Sciences courses (GT-SS1, GT-SS2, GT-SS3) 6

Sciences - 10 credits
- PHY 211 Physics: Calculus-Based I with Lab (GT-SC1) 5
- PHY 212 Calculus-Based Physics II with Lab (GT-SC1) 5

Additional Required Courses (16-17 credits):
- COM 115 Public Speaking OR
- COM 125 Interpersonal Communications 3
- CSC 160 Computer Science I 4
- MAT 202 Calculus II (GT-MA1) 5
- MAT 203 Calculus III (GT-MA1) OR
- MAT 204 Calculus III w/Engineering Appl.(GT-MA1) 4

Required Electives (4-5 credits)

Consult with a NJC Advisor and select 4-5 credits based on the specific articulation agreement and transfer institution requirements.

A. S. STATEWIDE ARTICULATION AGREEMENT - PSYCHOLOGY

The Psychology progam offers students the opportunity to take a very comprehensive selection of courses. Thie program would prepare transfer students to pursue bachelor's degree in psychology, human services, counseling, social work, and other areas in the behavioral sciences. Students are encouraged to have a strong mathematics and statistics background and to take courses in the natural sciences (e.g. biology and chemistry) as well.

General Education Requirements (38 credits):

Communication - 6 credits
- ENG 121 English Composition I (GT-CO1) AND 3
- ENG 122 English Composition II (GT-CO2) 3
- OR
- ENG 122 English Composition II (GT-CO2) AND 3
- One Advanced Writing Course (GT-CO3) 3

Mathematics - 4 credits
- MAT 121 College Algebra (GT-MA1) 4

Arts and Humanities - 9 credits
- PHI 111 Intro to Philosophy (GT-AH3) OR
- PHI 112 Ethics (GT-AH3) 3
- Two guaranteed transfer Arts & Humanities courses from at least two different categories (GT-AH1, GT-AH2, GT-AH3, GT-AH4) 6

History - 3 credits
- One guaranteed transfer History course (GT-HI1) 3

Social & Behavioral Sciences - 6 credits
- Two guaranteed transfer Social & Behavioral Sciences courses (GT-SS1, GT-SS2, GT-SS3) 6

Science - 10 credits
- BIO 111 General College Biology I with Lab (GT-SC1) 5
- CHE 111 General College Chemistry I with Lab (GT-SC1) 5

Additional Required Courses (9 credits):
- COM 115 Public Speaking OR
- COM 125 Interpersonal Communications 3
- PSY 101 General Psychology I 3
- PSY 102 General Psychology II 3

Required Electives (13 credits)

Consult with a NJC Advisor and select 13 credits based on the specific articulation agreement and transfer institution requirements.

A. S. STATEWIDE ARTICULATION AGREEMENT - SOIL & CROP SCIENCES

As stewards of the land, farmers and ranchers know the value of proper land management. A degree in Soil & Crop Sciences prepares students for careers in private and commercial food crop operations as well as feed and range systems. Students transferring to Colorado State University, the state's land-grant institution, will be well prepared upon completing this degree with designation.

General Education Requirements (35 credits):

Communication - 6 credits
- ENG 121 English Composition I (GT-CO1) AND 3
- ENG 122 English Composition II (GT-CO2) 3
- OR
- ENG 122 English Composition II (GT-CO2) AND 3
- One Advanced Writing Course (GT-CO3) 3

Mathematics - 4 credits
- MAT 121 College Algebra (GT-MA1) 4
- OR
- MAT 125 Survey of Calculus (GT-MA1) 4
- OR
- Higher Calculus

Arts and Humanities - 6 credits
- PHI 113 Logic (GT-AH3) AND 3
- One guaranteed transfer Arts & Humanities courses (GT-AH1, GT-AH2, GT-AH3, GT-AH4) 3

History - 3 credits
One guaranteed transfer History course (GT-HI1) 3
Social & Behavioral Sciences - 6 credits
AGE 102 Agriculture Economics (GT-SS1) 3
AGR 260 World interdependence: Population & Food (GT-SS3) 3
Science - 10 credits
BIO 111 General College Biology I with Lab (GT-SC1) 5
OR
BIO 221 Botany with Lab (GT-SC1) 5
CHE 101 Introduction to Chemistry 1 with Lab (GT-SC1) 5
OR
CHE 107 Fundamentals of Chemistry 5
OR
CHE 111 General College Chemistry I with Lab (GT-SC1) 5

Additional Required Courses (11 credits):
AGY 100 General Crops 4
AGY 240 Introductory Soil Science (GT-SC1)..... 4
COM 115 Public Speaking 3

Required Electives (14 credits)
Consult with a NJC Advisor and select 14 credits based on the specific articulation agreement and transfer institution requirements.

ASSOCIATE OF SCIENCE DEGREE (A.S.) (60 CREDITS) - GENERAL

The Associate of Science (A.S.) degree is awarded to a student who successfully completes a program designed to transfer to a four-year college or university for the purpose of earning a baccalaureate degree. The student who is pursuing a particular major at a four-year institution may wish to select a particular area of emphasis described in this catalog. Students pursuing a program of study that has a Statewide Articulation Agreement must meet those requirements. These begin on page 57.

GRADUATION REQUIREMENTS AND POLICIES

1. Complete a minimum of 60 semester credits of approved coursework as outlined in the college catalog. Thirty nine (39) semester credits comprise the general education requirement depending on which mathematics course is completed. The degree requires an additional 21 credits selected from the list of approved electives. Students should select their elective courses in consultation with their academic advisor based on the student's declared program of study and educational goal.
2. Earn a minimum cumulative grade point average of 2.0 (a "C" average).
3. Earn 15 semester credits of coursework prior to graduation through Northeastern Junior College.
4. File an Application for Graduation in the Records Office.
5. Resolve all financial obligations to the college and return all library and college materials.

All students earning an Associate of Science degree must complete 39 semester credits of the following general education requirements.

General Education Requirements
Courses that fulfill the General Education requirements are listed on pages 46-49.

Oral Communication –3 credits (CCCS requirement)
COM 115 Public Speaking OR
COM 125 Interpersonal Communication OR
COM 220 Intercultural Communication
Written Communication – 6 credits
ENG 121 (GT-CO1) and ENG 122 (GT-CO2) OR
ENG 122 (GT-CO2) and one Advanced Writing Course (GT-CO3)
Mathematics – 3 credits minimum. (Courses range from 3-5 credits)
MAT 121 College Algebra (GT-MA1) OR
MAT 122 College Trigonometry (GT-MA1) OR
MAT 166 Pre-Calculus (GT-MA1) OR
MAT 201 Calculus I (GT-MA1) or higher
Arts & Humanities - 6 credits
Two guaranteed transfer Arts & Humanities courses from two different categories:
- Arts & Expressions (GT-AH1)
- Literature & Humanities (GT-AH2)
- Ways of Thinking (GT-AH3)
- Foreign Languages (GT-AH4)

Social and Behavioral Science - 6 credits
Two guaranteed transfer Social & Behavioral Sciences courses from two different categories:
- History (GT-HI1)
- Economic & Politicial Systems (GT-SS1)
- Geography (GT-SS2)
- Human Behavior & Social Systems (GT-SS3)

History - 3 credits
One guaranteed transfer History course (GT-HI1)
Physical & Life Sciences – 12 credits minimum
One 2-lab course sequence in any guaranteed transfer science discipline (GT-SC1) and additional guaranteed transfer lab science course(s) (GT-SC1).
- Astronomy (GT-SC1)
- Biology (GT-SC1)
- Chemistry (GT-SC1)
- Geology (GT-SC1)
- Intro to Human Disease (GT-SC2)
- Physics (GT-SC1)
- Principles of Animal Biology (GT-SC2)

NJC graduation requirement: Lifetime Fitness/Wellness Skills.
Requirement: Any two unduplicated credits (two 1 credit courses or one 2+ credits course)
Courses that will fulfill this requirement: Any 1 credit hour PED or DAN course excluding PED 110, 111, 210, 211 or any of the following HWE courses:
-*HWE 100 Human Nutrition on our campus (20% can add activity component)
- AGR 175 & 176 ST: Rodeo Practice
- HWE 111 Health & Wellness
- HWE 124 Fitness & Wellness
- HWE 103 Community First Aid & CPR
- HWE 113 Standard First Aid

*HWE 100 only if taught on the NJC campus. On campus sections will contain at least 20% activity component. If taught off-campus, the instructor needs to coordinate with campus officials regarding the activity component if they want to use this course to fulfill this requirement.

Programs of study set forth by state-wide articulation agreements may be exempt from the Lifetime Fitness/Wellness Skills requirements.

Electives - 21 credits selected from the list of Approved A.A./A.S. Electives on Pages 48-49.

Elective Credits. Elective credits for Associate of Arts and Associate of Science degrees should be chosen in conjunction with the student's major and in consultation with his/her advisor. Transferability of these courses is dependent upon the transfer agreement developed with each four-year college or university. It is in the student's best interest to see an advisor before selecting electives on pages 48-49.

ASSOCIATE OF SCIENCE AREAS OF EMPHASIS

Astronomy

Recommended General Education Courses:

AST 101 Astronomy I	4
AST 102 Astronomy II	4
CHE 111 General College Chemistry I	5
MAT 121 College Algebra	4
PHY 211 Physics: Calculus-Based I	5
PHY 212 Physics: Calculus-Based II	5

Electives:

BIO 111 General College Biology I and	5
BIO 112 General College Biology II OR	5
CHE 111 General College Chemistry I and	5
CHE 112 General College Chemistry II OR	5
GEY 111 Physical Geology and	4
GEY 112 Historical Geology	4
MAT 122 College Trigonometry	3
MAT 203 Calculus III	5
MAT 266 Differential Equations	4

Biology

NJC offers a comprehensive life and health sciences program. It will meet most of the entrance requirements for many of the allied health professions such as physical therapy, pharmacy, chiropractic, pre-dentistry, pre-medicine, and pre-veterinary medicine. In addition, this program is advantageous for students interested in wildlife management, forestry, or teacher licensure programs with an emphasis in biological sciences. Students will have a broad preparation and will gain the skills needed to enter some professional programs, industry or other professions including biotechnology, agribusiness, food industries, cosmetics and sales. Students entering this program should have a strong science and mathematics background in high school.

Recommended General Education Courses:

BIO 111 General College Biology I	5
BIO 112 General College Biology II	5
CHE 111 General College Chemistry I	5
CHE 112 General College Chemistry II	5
PHY 111 Physics: Algebra-Based I	5
PHY 112 Physics: Algebra-Based II	5

Electives:

BIO 103 Principles of Animal Biology	3
BIO 116 Introduction to Human Disease	3
BIO 160 Introduction to Biotechnology	3
BIO 201 Human Anatomy/Physiology I	4
BIO 202 Human Anatomy/Physiology II	4
BIO 204 Microbiology	4
BIO 208 General College Microbiology	5
BIO 211 Cell Biology	4
BIO 220 General Zoology	5
CHE 211 Organic Chemistry I	5
CHE 212 Organic Chemistry II	5
MAT 135 Introduction to Statistics	3

Biotechnology

The biotechnology program gives students the skills needed to transfer to a four-year program in biotechnology or to gain an entry-level position in the field of biotechnology. Upon completion of three semesters of coursework at NJC, students will transfer to the Community College of Aurora to complete the Associate of Science degree (through NJC) in state-of-the-art laboratory facilities at the Higher Education and AdvancedTechnology (HEAT) Center at Lowry.

Recommended General Education Courses:

BIO 111 General College Biology I	5
CHE 111 General College Chemistry I	5
CHE 112 General College Chemistry II	5
MAT 121 College Algebra	4

Electives taken at NJC:

BIO 160 Introduction to Biotechnology	3
BIO 204 Microbiology	4
BIO 208 General College Microbiology	5
BIO 211 Cell Biology	4

Electives taken at Community College of Aurora:

BIO 268 Methods in Cell Biology and Immunology	4
BIO 269 Nucleic Acids & Cloning	4
BIO 280 Internship	3
CHE 211 Organic Chemistry Lab	1
ENG 131 Technical Writing	3

Chemistry

The chemistry program at NJC is intended to give students the background necessary to succeed as a chemistry major at most four-year colleges. The curriculum includes courses in chemistry, mathematics, and physics.

A student wishing to pursue biochemistry could substitute PHY 111 and 112 (Algebra-Based Physics) for PHY 211 and PHY 212 (Calculus-Based Physics) and would not need to take MAT 203 (Calculus III). For these students, it would also be beneficial to take BIO 111 (General College Biology I), and BIO 211 (Cell Biology).

Recommended General Education Courses:

CHE 111 General College Chemistry I	5
CHE 112 General College Chemistry II	5
MAT 201 Calculus I	5
MAT 202 Calculus II	5
PHY 211 Physics: Calculus-Based I	5
PHY 212 Physics: Calculus -Based II	5

Electives:

BIO 111 General College Biology I (should be taken if the student plans to study Biochemistry)	5

CHE 211 Organic Chemistry I 5
CHE 212 Organic Chemistry II 5
MAT 203 Calculus III 5

Environmental Science

Recommended General Education Courses:
- BIO 111 General College Biology I 5
- BIO 112 General College Biology II 5
- CHE 111 General College Chemistry I 5
- BIO 112 General College Biology II 5
- CHE 111 General College Chemistry I 5
- CHE 112 General College Chemistry II 5
- ENV 101 Intro to Environmental Science 4
- GEY 111 Physical Geology 4
- GEY 112 Historical Geology 4
- MAT 201 Calculus I 5

Electives:
- ECO 202 Principles of Microeconomics 3

Geology

The geology program at NJC is intended to give geology students the background necessary to succeed as geology majors at a four-year institution. The curriculum includes geology, chemistry, physics, and mathematics courses generally required for a Bachelor of Science degree in geology at a four-year institution.

Recommended General Education Courses:
- BIO 111 General College Biology I 5
- CHE 111 General College Chemistry I 5
- CHE 112 General College Chemistry II 5
- GEY 111 Physical Geology 4
- GEY 112 Historical Geology 4

Electives:
- AGY 240 Introductory Soil Science 4
- GEY 175 Special Topics: Geology or
- GEY 208 Geology Field Trip 1-3
- MAT 122 College Trigonometry 3
- MAT 201 Calculus I 5
- MAT 202 Calculus II 5

Microbiology

Recommended General Education Courses:
- BIO 111 General College Biology I 5
- CHE 111 General College Chemistry I 5
- CHE 112 General College Chemistry II 5
- MAT 201 Calculus I 5

Electives:
- BIO 208 General College Microbiology 5
- CHE 211 Organic Chemistry I 5
- CHE 212 Organic Chemistry II 5

Physics/Pre-Engineering

Students are able to complete the first two years of their physics or engineering program at NJC. Classes provide engineering students a strong foundation in mathematics, physics, chemistry, and computer science, enabling them to be successful in their engineering major at their transfer institution.

Recommended General Education Courses:
- MAT 201 Calculus I 5
- MAT 202 Calculus II 5
- PHY 211 Physics: Calculus-Based I 5
- PHY 212 Physics: Calculus-Based II 5

Electives:
- CHE 111 General College Chemistry I 5
- CHE 112 General College Chemistry II 5
- EGG 271 Theoretical Mechanics – Statics 3
- EGG 272 Theoretical Mechanics – Dynamics 3
- MAT 203 Calculus III 5
- MAT 266 Differential Equations 4

Pre-Dentistry

Recommended General Education Courses:
- BIO 111 General College Biology I 5
- BIO 112 General College Biology II 5
- CHE 111 General College Chemistry I 5
- CHE 112 General College Chemistry II 5
- PHY 111 Physics: Algebra-Based I 5
- PHY 112 Physics: Algebra-Based II 5

Electives:
- CHE 211 Organic Chemistry I 5
- CHE 212 Organic Chemistry II 5

Pre-Medicine

Recommended General Education Courses:
- BIO 111 General College Biology I 5
- BIO 112 General College Biology II 5
- CHE 111 General College Chemistry I 5
- CHE 112 General College Chemistry II 5
- MAT 201 Calculus I 5
- PHY 111 Physics: Algebra-Based I 5
- PHY 112 Physics: Algebra-Based II 5

Electives:
- CHE 211 Organic Chemistry I 5
- CHE 212 Organic Chemistry II 5
- MAT 202 Calculus II 5
  (pre-med student needs at least 6 Math credits)

Pre-Nursing

(for transfer to the University of Colorado Anschutz Medical Campus)

Recommended General Education Courses:
- ANT 101 Cultural Anthropology 3
- BIO 111 General College Biology I 5
- ECO 202 Principles of Microeconomics 3
- MAT 121 College Algebra 4
- PHI 111 Introduction to Philosophy 3
- PHI 112 Ethics 3
- PSY 101 General Psychology I 3
- SOC 101 Introduction to Sociology I 3

Electives:
- BIO 201 Human Anatomy/Physiology I 4
- BIO 202 Human Anatomy/Physiology II 4
- BIO 204 Microbiology 4
- CHE 111 General College Chemistry I 5
  (required if student did not take chemistry in high school)

HWE 100 Human Nutrition 3
MAT 135 Introduction to Statistics 3
PSY 235 Human Growth & Development 3

Pre-Nursing

(designed for transfer to the University of Northern Colorado)
Recommended General Education Courses:

ANT 101 Cultural Anthropology 3
BIO 111 General College Biology I 5
ECO 202 Principles of Microeconomics 3
MAT 135 Introduction to Statistics 3
PHI 112 Ethics 3
PSY 101 General Psychology I 3
SOC 101 Introduction to Sociology I 3

Electives:
BIO 201 Human Anatomy/Physiology I 4
BIO 202 Human Anatomy/Physiology II 4
BIO 204 Microbiology 4
PSY 235 Human Growth & Development 3

Pre-Pharmacy

Recommended General Education Courses:
BIO 111 General College Biology I 5
BIO 112 General College Biology II 5
CHE 111 General College Chemistry I 5
CHE 112 General College Chemistry II 5
ECO 202 Principles of Microeconomics 3
MAT 201 Calculus I 5
PHY 111 Physics: Algebra-Based I 5
PHY 112 Physics: Algebra-Based II 5

Electives:
BIO 201 Human Anatomy/Physiology I 4
BIO 202 Human Anatomy/Physiology II 4
BIO 204 Microbiology 4
BIO 208 General College Microbiology 5
CHE 211 Organic Chemistry I 5
CHE 212 Organic Chemistry II 5

*Prerequisites will vary depending on the 4-year institution.

Pre-Veterinary Medicine

Recommended General Education Courses:
BIO 111 General College Biology I 5
CHE 111 General College Chemistry I 5
CHE 112 General College Chemistry II 5
MAT 121 College Algebra 4
PHY 111 Physics: Algebra-Based I 5

Electives:
BIO 220 General Zoology 5
BIO 112 General College Biology II 5
BIO 204 Microbiology 4
BIO 208 General College Microbiology 5
BIO 211 Cell Biology 4
CHE 211 Organic Chemistry I 5
CHE 212 Organic Chemistry II 5

Pre-Vet is not a major at a 4-year institution. Students should also consult the requirements for their chosen major.

Sports Medicine/Athletic Training

The Sports Medicine/Athletic Training degree at Northeastern Junior College is designed to introduce students to the demanding sports medicine career. Students gain knowledge in assessment and treatment of athletic injuries and have an opportunity to apply these skills to Northeastern's athletic teams. This program is designed to successfully transfer to a four year university program.

Electives:
HPE 102 Intro to Sports Medicine 2
HPE 130 Athletic Training Practicum I 1
HPE 231 Care/Prevention of Athletic Inj 3
HPE 230 Athletic Training Practicum II 2
BIO 201 Human Anatomy & Physiology I 4
BIO 202 Human Anatomy & Physiology II 4
CIS 118 Introduction PC Applications 3
EMS 115 First Responder 3
HPR 217 Kinesiology 4
HWE 237 Exercise/Nut & Body Comp 3

Wildlife Biology

Recommended General Education Courses:
BIO 111 General College Biology I 5
BIO 112 General College Biology II 5
ECO 202 Principles of Microeconomics 3
PHY 111 Physics: Algebra-Based I 5

Electives:
AGY 240 Introductory Soil Science 4
BIO 220 General Zoology 5
CHE 107 Fundamentals of General Chemistry 5
MAT 122 College Trigonometry 3
MAT 166 Pre-Calculus 5
MAT 201 Calculus I 5

Zoology

Recommended General Education Courses:
BIO 111 General College Biology I 5
BIO 112 General College Biology II 5
CHE 111 General College Chemistry I 5
CHE 112 General College Chemistry II 5
PHY 111 Physics: Algebra-Based I 5
PHY 112 Physics: Algebra-Based II 5

Electives:
BIO 220 General Zoology 5
CHE 211 Organic Chemistry I 5
CHE 212 Organic Chemistry II 5

Other Pre-Professional Programs: Students should see an academic advisor to develop a plan of study for the following areas.

Pre-Chiropractic
Pre-Dental Hygiene
Pre-Forestry
Pre-Medical Technology
Pre-Mortuary
Pre-Occupational Therapy
Pre-Optometry
Pre-Physical Therapy
Pre-Radiologic Technology
Pre-Speech Pathology
Pre-Surgery Technology

ASSOCIATE OF GENERAL STUDIES DEGREE (A.G.S.) (60 CREDITS)

The Associate of General Studies (A.G.S.) degree is available for individuals who desire to complete a broad instructional program of courses with or without constraints of specialization but with flexibility to tailor individual learning experiences. There are two types of AGS degrees. This first type of the AGS degree is designed to meet individual career goals with no intent of transferring to baccalaureate degree programs. It consists of a broad program of both career and traditional transfer courses without the constraints of specialization. Transferability of this customized degree program depends upon the courses taken and the receiving institution. Fifteen of these semester hours must be in prescribed general education courses labeled as those accepted in the State Guarantee General Education Transfer and designated as such in the college catalog.
The second type of the AGS degree is used as a technical pre-professional transfer degree with a major field specified. It is designed for students to transfer into a baccalaureate degree program with junior standing, based on a written articulation agreement with one or more designated institutions. The course of study for the various fields of specialization must be outlined in the college catalog as well as the identification of the baccalaureate institution(s) that have agreed to accept the program in transfer. The other hours will be subject to the terms of the agreement with the baccalaureate institution(s).

GRADUATION REQUIREMENTS AND POLICIES

1. Complete a minimum of 60 semester credits of approved coursework.
2. Thirty (30) semester credits of the total coursework must be taken in general education and professional coursework.
3. Students should select their elective courses in consultation with their academic advisor based on the student's declared program of study and educational goal. No more than 30 semester credits of coursework are to be in Career and Technical Education prefixed courses or community education courses.
4. Earn a minimum cumulative grade point average of 2.0 (a "C" average).
5. Earn 15 semester credits of coursework prior to graduation through Northeastern Junior College.
6. File an Application for Graduation in the Records Office.
7. Resolve all financial obligations to the college and return all library and college materials.

GENERAL EDUCATION REQUIREMENTS

Students earning the Associate of General Studies degree must complete 30 semester credit hours of the following general education requirements. Any course designated as a Guarantee Transfer Course (see list on pages 44-47) will also fulfill a general education requirement for the AGS degree in the appropriate category. Additional courses are listed under the respective categories below.

I. Oral Communication - a minimum of 3 semester credits required:
- COM 115 Public Speaking 3
- COM 125 Interpersonal Communication 3
- COM 219 Group Dynamics 3

II. Written Communication - a minimum of 3 semester credits required:
- See Guarantee Transfer courses on pages 44-47 or
- ENG 131 Technical Writing 3

III. Mathematics - a minimum of 3 semester credits required:
- See Guarantee Transfer courses on pages 44-47 or
- MAT 112 Financial Mathematics 3

IV. Science - a minimum of 4 semester credits required:
- See Guarantee Transfer courses on pages 44-47 or
- AGY 100 General Crops 4
- AGY 240 Introductory Soil Science 4
- BIO 106 Basic Anatomy & Physiology 4
- CHE 103 Agricultural Chemistry 4
- CHE 107 Fundamentals of General Chemistry 5
- HPR 217 Kinesiology 4

V. Social and Behavioral Science — a minimum of 3 semester credits required:
- See Guarantee Transfer courses on pages 44-47 or
- ECO 105 Introduction to Economics 3
- MAN 128 Human Relations in Organization 3
- SOC 218 Sociology of Diversity 3

VI. Humanities —a minimum of 3 semester credits required:
- See Guarantee Transfer courses on pages 44-47 or
- LIT 255 Children's Literature 3
- PHI 115 World Religions West 3
- PHI 116 World Religions East 3
- SPA 111 Spanish Language I 5
- SPA 112 Spanish Language II 5
- SPA 115 Spanish for the Professional I 3
- SPA 215 Spanish for the Professional II 3

VII. NJC graduation requirement: Lifetime Fitness/Wellness Skills.
Requirement: Any two unduplicated credits (two 1 credit courses or one 2+ credits course)
Courses that will fulfill this requirement: Any 1 credit hour PED or DAN course excluding PED 110, 111, 210, 211 or any of the following HWE courses:

- *HWE 100 Human Nutrition on our campus (20% can add activity component)
- AGR 175 & 176 ST: Rodeo Practice
- HWE 111 Health & Wellness
- HWE 124 Fitness & Wellness
- HWE 103 Community First Aid & CPR Lifetime Fitness/Wellness
- HWE 113 Standard First Aid

*Agriculture transfer students pursuing an AGS degree are exempt from this graduation requirement. Effective for new students entering Fall 2011.

*HWE 100 only if taught on the NJC campus. On campus sections will contain at least 20% activity component. If taught off-campus, the instructor needs to coordinate with campus officials regarding the activity component if they want to use this course to fulfill this requirement.
Effective date: Summer 2010 to coincide with the 2010-2011 College Catalog.

SECOND ASSOCIATE DEGREE

Second Associate Degree

Students may earn more than one degree or certificate at Northeastern Junior College as long as all course requirements for each separate degree or certificate are satisfied. Additional conditions that apply are:

1. General Education Core requirements need not be repeated.
2. Cooperative Education or On-The-Job Training or Clinical credits may not be used for the second degree or certificate if any of the credits were earned for the first degree or certificate.
3. Transfer and/or originating NJC students may not be awarded a second AA, AS, or AGS degree.
4. Students may work on more than one degree concurrently.
5. No more than two degrees may be awarded (completed) for any given semester.

AGRICULTURE TRANSFER PROGRAMS

Northeastern Junior College has a long, rich tradition of strong transfer programs that are patterned after the wfreshman and sophomore years of the bachelor degree programs in the Colorado State University College of Agricultural Sciences. Students completing an Associate of General Studies degree in anyone of the below listed programs should be able to successfully transfer as a junior to Colorado State or other four-year colleges or universities offering degrees in agriculture or horticulture. Students planning to transfer to other four-year colleges or universities will work closely with an advisor to assure a successful transfer.

- Agriculture Communications/Journalism
- Agriculture Education
- Equine Science - Industry Concentration
- Equine Science - Science Concentration
- Pre-Veterinary Medicine
- Range Management
- *Recommended General Education Courses for Agriculture Transfer Programs are listed on the next page.*

	Agriculture Communication	Agriculture Education	Equine Industry	Equine Science	Pre-Veterinary Medicine
COMMUNICATIONS					
COM 115 Public Speaking	✠	✠	✠	✠	✠
ENG 121 English Comp I	✠	✠	✠	✠	✠
ENG 122 English Comp II	✠	✠	✠	✠	✠
MATHEMATICS					
MAT 135 Statistics			✠		
MAT 121 College Algebra	✠	✠	✠	✠	✠
MAT 125 Survey Calculus					✠
SCIENCE					
BIO 111 Coll Biology I w/lab	✠	✠	✠	✠	✠
BIO 112 Coll Biology II w/lab				✠	✠
CHE 107 Fun Gen Chem		✠	✠		
CHE 111 Coll Chem I w/lab				✠	✠
CHE 112 Coll Chem II w/lab				✠	✠
CHE 205 Intro Organic Chem			✠		✠
CHE 211 Org Chem I w/lab				✠	✠
CHE 212 Org Chem II w/lab				✠	✠
SOCIAL & BEHAVIORAL SCIENCE					
AGE 102 Ag Economics*	✠	✠	✠	✠	✠
ECO 201 Macroeconomics	✠		✠	✠	
HISTORICAL PERSPECTIVES					
HIS 201 U S History to Reconstruction*			✠	✠	✠
HIS 202 U S History Since the Civil War*			✠	✠	✠
GLOBAL & CULTURAL AWARENESS					
AGR 260 World Interdependence	✠	✠	✠	✠	✠
ARTS/HUMANITIES					
Refer to Page 44 for List of GT Approved Courses					
FOUNDATION AG COURSES					
ASC 100 Animal Sciences	✠	✠	✠	✠	✠
ASC 225 Feeds & Feeding			✠	✠	✠
AGE 102 Ag Economics	✠	✠			
AGE 205 Farm/Ranch Mgmt		✠			
AGY 100 Gen Crop Production	✠	✠			
AGY 240 Intro Soil Science		✠			

* Students choose only one of the following from each major category or any GT Pathways Course.

Each major will have additional course requirements and recommended electives based on the program requirements at CSU.

Career & Technical Education

NORTHEASTERN JUNIOR COLLEGE

To be Colorado's premier two-year college of choice through excellence in education.

CAREER AND TECHNICAL EDUCATION (CTE)

A changing emphasis in education has so heightened the interest in career and technical education that more and more students are seeking college programs which lead directly to gainful employment.

Work in industry has become so highly specialized that general education no longer meets the number and variety of job demands; the student needs more skilled and specialized training today than ever before.

To help meet these demands, Northeastern Junior College offers a range of immediate employment programs, developed in cooperation with business and industry. Programs may be a two-year Associate of Applied Science Degree; or a Northeastern Junior College Certificate of one year or less.

Outstanding features of the career and technical education programs include modern equipment and facilities common to business or industry and a strong faculty with many years of workplace experience.

The objectives of the career and technical programs are:

- To learn the essential skills and operational theory needed to ensure occupational competency
- To develop correct habits of work safety
- To cultivate desirable civic attitudes such as integrity, dependability, resourcefulness and cooperation
- To recognize the importance of technology in the workplace

Career and Technical Education programs may carry special admission requirements in addition to those included in this catalog under general admission procedures. All information regarding admission is available from the Office of the Director of Admissions.

The college reserves the right to substitute courses for those no longer offered, to modify course content at any time, to approve the substitution of one course for another in any program or degree, or waive any course prerequisite or co-requisite.

ASSOCIATE OF APPLIED SCIENCE DEGREE (A.A.S.)

The Associate of Applied Science (A.A.S.) degree is awarded to a student who successfully completes a program designed to prepare the student for immediate employment in a full-time skilled and/or paraprofessional occupation. Each of the college's A.A.S. degree programs is in a specified occupational field. The program guides are located in the Career and Technical Education section of the catalog.

Although some college credits within these programs are accepted for transfer by particular four-year colleges and universities, career and technical education courses are not specifically designed to facilitate transfer. The student who anticipates transferring is encouraged to check carefully the requirements of the respective institution.

GRADUATION REQUIREMENTS AND POLICIES

1. Complete between 60 - 75 semester credits of approved coursework as outlined in the college catalog. Exceptions to the AAS degree maximum of 75 semester credit hours may be granted in those fields in which there is a demonstrated need that requires additional coursework. Since each A.A.S. program is designed for a specified career or technical field, the minimum requirements will vary with the particular program. A minimum of 15 semester credits of the total must be in general education courses with at least one course in each of the following categories: **Communication or Reading; **Mathematics; **Science or Computer Science; **Social/Behavioral Science or Humanities**. The remaining credits must be earned as technical skills development coursework drawn from the specific career and technical program requirements.
2. Earn a minimum cumulative grade point average of 2.0 (a "C" average).
3. Earn 15 semester credits of coursework prior to graduation on the Sterling campus (or approved outreach center) of Northeastern Junior College.
4. File an Application for Graduation in the Records Office.
5. Resolve all financial obligations to the college and return all library and college materials.

General Education Requirements

The requirements of each A.A.S. degree program and the specific general education courses that must be completed for each program are described in the following pages of the Career and Technical Education section. Courses that meet the general education requirements for each A.A.S. degree program are chosen from the following areas in Communications or Reading, Mathematics, Science or Computer Science, Social Sciences or Humanities.

Any course designated as a Guarantee Transfer Course (see list on pages 46-49) will also fulfill a general education requirement for the AGS degree in the appropriate category. Additional courses are listed under the respective categories below.

Students must have at least one course in each of the following categories:

I. Communication or Reading

ENG 115 Technical English & Communication 3
ENG 121 English Composition I 3
ENG 122 English Composition II 3
ENG 131 Technical Writing 3
REA 130 Technical & Applied Reading 2
COM 115 Public Speaking 3
COM 125 Interpersonal Communications 3
COM 219 Group Dynamics 3

II. Mathematics

See Guarantee Transfer courses on pages 44-47 OR
BUS 226 Business Statistics 3
MAT 103 Math for Clinical Calculations 3
MAT 107 Career Math 3
MAT 112 Financial Mathematics 3

III. Science or Computer Science

See Guarantee Transfer courses on pages 44-47 OR
AGB 218 Computerized Farm Records 3
AGY 100 General Crops 4
AGY 240 Introductory Soil Science 4
ASC 100 Animal Sciences 3
ASC 102 Introduction to Equine Science 4
CHE 103 Agricultural Chemistry 4
CHE 107 Fundamentals of General Chemistry 5
CHE 205 Introductory Organic Chemistry 5
CIS 117 Intro to Technical Applications 2
CIS 118 Intro to PC Applications 3
CWB 110 Complete Web Authoring 3
CWB 130 Complete Web editing 3
EDU 265 Technology in Education 3
HPR 217 Kinesiology 4
MGD 101 Introduction to Computer Graphics 3
MGD 141 Web Design I 3

IV. Social and Behavioral Science - Humanities

See Guarantee Transfer courses on pages 44-47 OR
BUS 115 Introduction to Business 3
BUS 116 Personal Finance 3
BUS 203 Intro to International Business 3
ECO 105 Intro to Economics 3
MAN 128 Human Relations in Organization 3
PSY 237 Child and Adolescent Psychology 3
SOC 218 Sociology of Diversity 3
SPA 101 Conversational Spanish I 3
SPA 102 Conversational Spanish II 3
SPA 111 Spanish Language I 5
SPA 112 Spanish Language II 5
SPA 115 Spanish for the Professional I 3
SPA 215 Spanish for the Professional II 3

Total Semester Credits ..... 15 Credits

At least one course in each of the following categories: Communications or Reading; Mathematics; Science or Computer Science; and Social/Behavioral Science or Humanities.

Summary of Degree Requirements

I. General Education (chosen from the four basic areas in Communications or Reading, Mathematics, Science or Computer Science, and Social Sciences or Humanities) 15

II. Specific A.A.S. program courses and electives . 45-60

Total Semester Credits 60-75

CERTIFICATE IN CAREER AND TECHNICAL EDUCATION PROGRAMS

A Certificate is awarded to a student who successfully completes a career and technical education program not leading to an Associate of Applied Science degree (A.A.S.). Normally these programs are two years, one year, or less in duration. These programs are designed primarily to prepare students for immediate employment. Depending on the program, some general education or related coursework may be required. Students are encouraged to supplement their career and technical training with at least two additional approved general education courses. Course requirements for various certificate programs are outlined in this catalog in the Career and Technical Education section.

GRADUATION REQUIREMENTS AND POLICIES

1. Complete the minimum semester credits required for the program as outlined in the college catalog. Complete general education requirements (if any).
2. Earn a minimum cumulative grade point average of 2.0 (a "C" average).
3. Earn 25% of the semester credits of the program's coursework through Northeastern Junior College.
4. File an Application for Graduation in the Records Office.
5. Resolve all financial obligations to the college and return all library and college materials.

AGRI-BUSINESS

ASSOCIATE OF APPLIED SCIENCE DEGREE

Agri-Business is a field that encompasses the technologies of agriculture and business, combining the management aspects of business with the production factors of agriculture. This education provides a much needed skilled technician for that part of the industry that serves the producer. It also prepares the student to take advantage of the off-farm agriculture opportunities.

The Agri-Business program at Northeastern Junior College is designed for a student who plans on going directly into industry. This program is not intended to transfer to a four year institution. It consists of classroom work (60 credits) and eight (8) credits of Internship for a total of 68 credits. Students will work for an agri-business firm for 320 hours for eight (8) Internship credits.

General Education Requirements

Communication ..... 6 Credits

COM 115 Public Speaking OR 3
COM 219 Group Dynamics 3
ENG 121 English Composition OR 3
ENG 131 Technical Writing I 3

Mathematics/Science ..... 6 Credits

MAT 107 Career Mathematics 3
ASC 100 Animal Science 3

Social Science/Humanities ..... 3 Credits

AGE 102 Agricultural Economics 3

Program Requirements ..... Credits

ACC 101 Fundamentals of Accounting OR 3
AGB 218 Computerized Farm Records 3
AGB 120 Agricultural Salesmanship 3
AGB 180 Agri-business Internship 8
AGB 228 Agri-Business Management 3
AGB 289 Agri-business Capstone 1
AGE 210 Agricultural Marketing 3
AGY 100 General Crops OR 4
AGP 100 Practical Crop Production 4
BUS 217 Business Comm & Report Writing 3
CIS 118 Introduction to PC Applications. 3

Suggested Electives . ..... Credits

ACC 121 Principles of Accounting I 4
ACC 122 Principles of Accounting II 4
AGB 218 Computerized Farm Records 3
AGE 208 Agricultural Finance 3
AGE 205 Farm and Ranch Management 3
AGP 110 Integrated Pest Management 3
AGP 145 Calving Management 2
AGP 146 Artificial Insemination 2
AGP 147 Practical Cattle Reproduction 2
AGP 148 Cattle Reproduction Lab 1
AGP 204 Soil Fertility and Fertilizers 4
AGP 215 Animal Health 3
AGP 247 Production Cattle Feeding 3
AGR 260 World Interdependence- Population & Food 3
AME 105 Basic Ag Mechanic Skills 2
AME 107 General Power Mechanics 2
AME 118 Farm Carpentry 3
AME 125 Agricultural Machinery 3
ASC 102 Introduction to Equine Science 4
ASC 225 Feeds/Feeding 2
ASC 250 Livestock & Carcass Evaluation 3
AGY 240 Introduction to Soil Science 4
BUS 115 Introduction to Business 3
BUS 216 Legal Environment of Business 3
BUS 221 Business Law I 3
MAN 226 Principles of Management 3
MAR 216 Principles of Marketing 3
MAR 220 Principles of Advertising 3
RAM 205 Principles of Range Management 3

AGRI-BUSINESS

CERTIFICATE

A Certificate will be granted upon completion of 30 semester credits of classroom work and 8 credits of Internship. Appropriate courses are selected in consultation with a faculty advisor. Internship is normally completed during the summer following the nine months of classroom course work.

AGRI-BUSINESS: FERTILIZER CHEMICAL APPLICATOR

ASSOCIATE OF APPLIED SCIENCE DEGREE

Students entering the Agri-Business Fertilizer/ Chemical Applicator option at Northeastern Junior College will complete a work of study that prepares them to be an applicator in the fertilizer/chemical industry. This program is not intended to transfer to a four-year institution. It consists of classroom work and two five-credit Internship experiences. The Internship will be completed during the spring and summer months. An individual completing the program will have a minimum of 60 on campus credits and 10 Internship credits.

General Education Requirements

Communications ..... *6 Credits*
- COM 115 Public Speaking OR 3
- COM 219 Group Dynamics 3
- ENG 121 English Composition OR 3
- ENG 131 Technical Writing I 3

Mathematics/Science ..... *11 Credits*
- MAT 107 Career Mathematics 3
- AGY 240 Introduction to Soil Science 4
- CHE 103 Agricultural Chemistry 4

Social Science/Humanities ..... *3 Credits*
- AGE 102 Agriculture Economics 3

Program Requirements ..... Credits
- AGB 120 Agriculture Salesmanship 3
- AGB 180 Agri-business Internship 5
- AGB 244 Industry Equipment & Technology 4
- AGB 280 Agri-business Internship 5
- AGB 289 Agri-business Capstone 1
- AGP 100 Practical Crop Production 4
- AGP 110 Integrated Pest Management 3
- AGP 204 Soil Fertility & Fertilizers 4
- AGP 208 Commercial Pesticides License Training 3
- CIS 118 Introduction to PC Applications 3

Suggested Electives ..... Credits
- ACC 101 Fundamentals of Accounting 3
- AGB 218 Computerized Farm Records 3
- AGB 228 Agri-Business Management 3
- AGE 210 Agricultural Marketing 3
- AME 105 Basic Ag Mechanics Skills 2
- AME 107 General Power Mechanics 2
- AME 151 Fundamentals of Welding 3
- BUS 217 Bus Communications & Report Writing 3
- HWE 103 Community First Aid & CPR 1

AGRI-BUSINESS ONLINE

ASSOCIATE OF APPLIED SCIENCE DEGREE

The agribusiness degree and certificate can be completed online. The degree requirements are very similar to the on-campus requirements. More information is available at *www.ccconline.org & www.njc.edu*.

AGRICULTURE BUSINESS MANAGEMENT

NINE ONE-YEAR CERTIFICATES

The agriculturist of today depends as much on his or her management skills as on production skills. This program provides individuals in the agriculture community systematic instruction to give them the tools to make sound business decisions based on enterprise and farm records. As technology changes, it is necessary to enhance skills to communicate with accountants, lenders, and other professionals. With difficult profit margins in agriculture, guidance in being resilient to risk is valuable.

Instruction is made up of on-site visits, lectures of hybrid/online instruction, and cooperative education.

RECORDS & BUSINESS PLANNING CERTIFICATE

Program Requirements ..... Credits
- ABM 111 Records & Business Planning I 9
- ABM 112 Records & Business Planning II 9

The focus of this certificate is to assist students in computerized record keeping and developing a Business plan.

FINANCIAL ANALYSIS CERTIFICATE

Program Requirements ..... Credits
- ABM 121 Financial Analysis I 9
- ABM 122 Financial Analysis II 9

The focus of this certificate is to develop financial statements and understand financial ratios as they relate to the agricultural business.

COMMODITY MARKETING CERTIFICATE
- ABM 131 Commodity Marketing I 9
- ABM 132 Commodity Marketing II 9

The focus of this certificate is to introduce commodity marketing to the student and utilize a defined, written marketing plan.

MARKETING & RISK MANAGEMENT CERTIFICATE
- ABM 135 Marketing & Risk Management I 9
- ABM 136 Marketing & Risk Management II 9

The focus of this certificate is expanding on commodity marketing with an emphasis in risk management, e-commerce, niche marketing and value added marketing.

AG BUSINESS & RISK MANAGEMENT - WEB PRODUCTIVITY & UTILIZATION EMPHASIS CERTIFICATE

Program Requirements..... Credits

ABM 137 Web Productivity/Utilization I 9
ABM 138 Web Productivity/Utilization II 9

This certificate is designed to enhance business management skills by improving one's understanding and use of the internet for business productivity.

ADVANCED AGRICULTURE BUSINESS MANAGEMENT CERTIFICATE

Program Requirements..... Credits

ABM 141 Advanced Business Management I 9
ABM 142 Advanced Business Management II 9

This certificate is designed to enhance management skills by looking at the existing business plan, identifying risk reducing alternatives and continuing in-depth financial analysis.

INTEGRATED MANAGEMENT CERTIFICATE

Program Requirements..... Credits

ABM 143 Integrated Management I 9
ABM 144 Integrated Business Management II 9

This certificate emphasizes integration of data and software technology for a business. Research and identification of data will assist in development of a management plan.

RURAL BUSINESS ENTREPRENEURSHIP CERTIFICATE

Program Requirements..... Credits

ABM 151 Rural Business Entrepreneurship I 9
ABM 152 Rural Business Entrepreneurship II 9

This certificate is designed to enhance your business management skills by looking at new business ventures and using technology to research and develop complete business plans.

LEADERSHIP/HUMAN RESOURCES CERTIFICATE

Program Requirements..... Credits

ABM 153 Leadership/Human Resource Mgt. I 9
ABM 154 Leadership/Human Resource Mgt. II 9

This certificate is designed to enhance leadership and resource management in business. Learning effective leadership concepts and skills will be addressed.

Certificates may be taken out of order with permission of instructor.

AGRICULTURE
PRODUCTION AGRICULTURE

ASSOCIATE OF APPLIED SCIENCE DEGREE.

This program is designed to provide students with the necessary management and production skills required in the field of production agriculture today. Students seeking an occupation in farming or ranching will be able to pursue a variety of skills and competencies necessary to meet their individual occupational objective. This program requires 60 credits of course work and at least 8 credits of required internship(s) for a total of at least 68 credits.

General Education Requirements ..... Credits

ASC 100 Animal Science 3
AGE 102 Agricultural Economics 3

An additional 9 credits must be taken from the AAS Degree General Education Requirements in the Communications or Reading, Mathematics, and the Science or Computer Science categories.

Program Requirements ..... Credits

ACC 101 Fundamentals of Accounting OR 3
AGB 218 Computerized Farm Records 3
AGE 205 Farm and Ranch Management 3
AGP 100 Practical Crops OR 4
AGY 100 General Crops 4
AGP 180 Production Ag Internship 8
AGP 289 Production Ag Capstone 1
AME Any Agriculture Mechanics Course .....2 or 3
ASC 225 Feeds and Feeding 4

Suggested Electives ..... Credits

ACC 121 Principles of Accounting I 4
AGE 208 Agricultural Finance 3
AGE 210 Agricultural Marketing 3
AGP 110 Integrated Pest Management 3
AGP 145 Beef Cattle Calving Management 2
AGP 146 Artificial Insemination 2
AGP 147 Practical Cattle Reproduction 2
AGP 148 Cattle Reproduction Lab 1
AGP 160 Ranch Horsemanship Skills 2
AGP 204 Soil Fertility and Fertilizers 4
AGP 215 Animal Health 3
AGP 241 Beef Cattle Management I 3
AGP 247 Production Cattle Feeding 3
AGY 240 Introductory Soil Science 4
AME 105 Basic Agricultural Mechanic Skills 2
AME 107 General Power Mechanics 2
AME 118 Farm Carpentry 3
AME 125 Agricultural Machinery 3
AME 151 Fundamentals of Welding 3
ASC 102 Introduction to Equine Science 4
ASC 215 Livestock Judging 2
ASC 250 Livestock and Carcass Evaluation 3
BUS 115 Introduction to Business 3
BUS 216 Legal Environment of Business 3
BUS 221 Business Law 3
EQM 158 Equine Reproduction 2
EQM 210 Equine Health 2
RAM 205 Principles of Range Management 3

AGRICULTURE
PRODUCTION AGRICULTURE

CERTIFICATE

Students completing 30 semester credits plus 8 credits of Internship (38 total credits) will be eligible to receive an NJC Certificate. A minimum of 15 credits must be taken from agricultural courses. The additional 15 credits taken will be with the approval of the advisor. (Refer to the AAS Degree in Production Agriculture as a guide in selecting courses for study.)

APPLIED MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Associate of Applied Science Degree in Applied Management (AAS) is designed to meet the needs of individuals who have acquired post high school occupationally-related training at any community college, technical institute, military service school, proprietary school or industry-related school in the business, health or technical fields.

This program builds on the student's previous one or more years of training in technical skills-related programs but also includes courses that will provide entrepreneurial training necessary to obtain management level employment appropriate to the Associate of Applied Science Degree and former technical training. Finally, the program requires a variety of general education courses that enable the individual to understand and appreciate his/her societal responsibilities.

The following types of occupations are examples of how this program would work.

Prior Technical Training
+ Applied Management Courses
= Job Possibilities

Practical Nursing (PN)	Nursing Home Administrator
Carpentry	Millwork Sales
Diesel Repair	Dealership Operations
Auto Repair	Auto Zone Shop
Cosmetology	Owner/Operator
Early Childhood Education	Day Care Center
Paint/Equipment Sales Representative	Owner/Operator

This core includes one or more years of prior technical training (30 semester credit hours minimum) from any recognized vocational program. A student is required to produce transcripted credit hours or the equivalent in a technical field.

General Education Requirements ..... 15 Credits

Communication or Reading	6
Mathematics	3
Science or Computer Science	3
Social Sciences or Humanities	3

Program Requirements ..... 15 Credits

*ACC 101 Fundamentals of Accounting OR	3
☛ACC 121 Principles of Accounting I	4
ACC 122 Principles of Accounting II	4
☛BUS 115 Introduction to Business	3
*BUS 216 Legal Environment of Business	3
☛BUS 217 Business Communications and Report Writing	3
MAR 216 Principles of Marketing	3
MAN 226 Principles of Management	3

*Required classes

APPLIED TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE DEGREE

To complete the AAS Degree in Applied Technology, a student will complete the technical course work for a state approved Career and Technical Education certificate at one of the four area vocational technical schools (AVTS). The four AVTS's are: Delta-Montrose Area Vocational Technical Center, Emily Griffith Opportunity School, San Juan Basin Area Vocational School and T.H. Pickens Technical Center.

The general education and other degree requirements will be completed at one of the Colorado public community/junior colleges. The AAS Degree will be conferred by the community/junior college at which the general education and other degree requirements have been completed.

The approved Career and Technical Education certificate programs at the AVTS prepare students with technical, applied academic and employability skills. Credit, in varying amounts from these certificate programs, will be applicable to the community college's AAS Degree in Applied Technology.

Students may enroll concurrently at both institutions, an AVTS and a community college. Students must comply with the regulations and requirements relating to admission and attendance at each institution.

Minimum requirements for the Associate of Applied Science (AAS) Applied Technology Degree include:

1. Minimum of 60 semester hours of course work.
2. Cumulative GPA of 2.0 or higher.
3. General education course of 15 semester hours.
4. Additional requirements of at least 42 semester hours:
   - from an individual state approved program at one of the four AVTS's.
   - If the program certificate is less than 42 semester hours, than the program certificate hours plus elective credit hours from the community college will be used for the total of at least 42 semester hours.
5. Minimum of 15 semester hours earned at the community college.

General Education Requirements ..... Credits

Communications or Reading	3
Mathematics	3
Science or Computer Science	3
Social Science or Humanities	3
General Education Elective	3
	15 minimum

AUTOMOTIVE & DIESEL MASTER TECHNICIAN

CERTIFICATE

Upon successful completion of all required courses in the Automotive Technology OR in the Diesel Technology AAS degree or 2-Year Certificate program, a student may pursue an Automotive & Diesel Master Technician certificate.

The Automotive and Diesel Master Technician (ADMT) Certificate will provide Auto Tech and Diesel Tech students with the opportunity to supplement and enhance their technical skills with courses specific to the auto or diesel tech program in which they did not earn their degree/certificate. To earn an ADMT certificate an Auto Tech graduate will take certain diesel tech courses, and a Diesel Tech graduate will take certain auto tech courses. Students completing this additional coursework will have a wide array of employment opportunities. Currently, there are many employment opportunities in both the automotive and diesel areas that are going unfilled due to a lack of qualified personnel.

The Automotive and Diesel Master Technician Certificate will also provide graduates who wish to become entrepreneurs a much broader foundation on which to build an automotive and/or diesel repair business.

Certificate Requirements for an Auto Tech graduate

Minimum of 20 credits of Diesel Power Mechanics (DPM) course work and six (6) general education credits from ACC, BUS, CWB, MAN or MAR.

Certificate Requirements for a Diesel Tech graduate

Minimum of 20 credits of Automotive Service Technology (ASE) course work and six (6) general education credits from ACC, BUS, CWB, MAN or MAR.

AUTOMOTIVE TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Automotive Technology program is designed to prepare students for jobs in the areas of parts, service management, or service and repair. The program is meeting the needs for training in this field by offering a variety of courses supported by ASE and N.A.T.E.F. standards.

Basic skills in math, science, reading, along with skills and knowledge obtained in the program are essential to successfully securing and holding down jobs in the automotive industry. Effective communication skills to deal with customers, co-workers and to write work orders and reports are also in demand.

Graduates of the Automotive Technology Program will receive either a Northeastern Junior College Certificate or an Associate of Applied Science Degree. Those who enroll in only automotive coursework will receive a Northeastern Junior College Certificate. Those who choose the degree must complete the requirements of the Associate of Applied Science Degree.

Detailed information regarding this program and admission requirements may be obtained from the Director of Admissions, Northeastern Junior College.

General Education Requirements ..... 15 Credits

BUS 115 Introduction to Business 3
CIS 117 Introduction to Technical Applications 2
ENG 115 Technical English & Communication OR
ENG 121 English Composition I OR
ENG 131 Technical Writing I 3
MAT 175 Applied Mathematics 2
REA 130 Applied & Technical Reading 2
Social Science Course, selected from courses for the AAS Degree 3

Program Requirements ..... 60 Credits

ASE 101 Auto Shop Orientation 2
ASE 110 Brakes I 2
ASE 111 Brakes II 2
ASE 120 Basic Automotive Electricity 2
ASE 122 Auto Electrical Safety Systems 1
ASE 123 Battery, Starting & Charging Systems..... 2
ASE 130 General Engine Diagnosis 2
ASE 134 Automotive Fule & Emission Systems..... 2
ASE 140 Steering & Suspension I 3
ASE 141 Steering & Suspension II 2
ASE 150 Manual Drive Train & Axle Maintenance..... 2
ASE 151 Manual Trans/Transaxle & Axle..... 2
ASE 152 Manual Trans/Transaxle & Clutch..... 2
ASE 153 Automotive Drive Axle O/H 1
ASE 160 Engine Repair 1
ASE 161 Engine Repair & O/H 3
ASE 162 Auto Engine Service 2
ASE 210 Power & ABS Brakes..... 2
ASE 220 Special Electronics Training 2
ASE 221 Auto/Diesel Body Electrical 4
ASE 231 Automotive Computers & Ignition Systems..... 2
ASE 233 Automotive Fuel Injection & Emissions 4
ASE 235 Driveability & Diagnosis 2
ASE 240 Steering & Suspension III 2
ASE 250 Auto Trans /Transaxle Service 1
ASE 251 Auto Trans/Transaxle Repair 3
ASE 264 Intro to HVAC Systems 1
ASE 265 Auto Heating/AC Systems..... 4

Total Credits Required ..... 75 Credits

Suggested Electives ..... Credits

ACC 101 Fundamental sof Accounting 3
ASE 154 Man Trans/Transaxle & Clutch II 1
ASE 165 Automotive Machining 2
ASE 201 Automotive Parts Managements 1
ASE 202 Automotive Service Management 2
ASE 252 Advanced Auto Trans/Transaxles 2
COM 115 Public Speaking 3
HWE 124 Fitness & Wellness 2
PED 112 Conditioning Lab 1
WEL 140 Welding Practices & Procedures 1.5

AUTOMOTIVE TECHNOLOGY

NINE CERTIFICATES

Automotive Brakes Certificate (8 credits)
- ASE 101 Auto Shop Orientation 2
- ASE 110 Brakes I 2
- ASE 111 Brakes II 2
- ASE 210 Power & ABS Brakes 2

Manual Powertrains Certificate (10 credits)
- ASE 101 Auto Shop Orientation 2
- ASE 150 Manual Drive Train & Axle Maintenance..... 2
- ASE 151 Manual Trans/Transaxle I..... 2
- ASE 152 Manual Trans/Transaxle II 2
- ASE 153 Automotive Drive Axle O/H 1
- ASE 154 Man Trans/Transaxle O/H 1

Automotive HVAC Certificate (7 credits)
- ASE 101 Auto Shop Orientation 2
- ASE 264 Intro to Auto Heatin/AC 1
- ASE 265 Heating & A/C 4

Automotive Engines Certificate (11 credits)
- ASE 101 Auto Shop Orientation 2
- ASE 130 General Engine Diagnosis 2
- ASE 160 Engine Remove & Replace 2
- ASE 161 Engine Repair & Rebuild 3
- ASE 162 Automotive Engine Service 2

Automotive Transmissions Certificate (8 credits)
- ASE 101 Auto Shop Orientation 2
- ASE 250 Auto Trans Service 1
- ASE 251 Auto Trans/Transaxle Diagnosis 3
- ASE 252 Advanced Auto Trans O/H 2

Automotive Electrical Certificate (7 credits)
- ASE 101 Auto Shop Orientation 2
- ASE 120 Basic Auto Electricity 2
- ASE 122 Auto Electrical Safety Systems 1
- ASE 123 Battery, Starting, Charging Systems 2

Advanced Electrical Certificate (10 credits)
- ASE 101 Auto Shop Orientation 2
- ASE 220 Special Electronics Training 2
- ASE 221 Auto/Diesel Body Electrical 4
- ASE 231 Auto/Diesel Computers 2

Steering & Suspension Certificate (8 credits)
- ASE 101 Auto Shop Orientation 2
- ASE 140 Steering & Suspension I 2
- ASE 141 Steering & Suspension II 2
- ASE 240 Steering & Suspension III 2

Fuels & Emissions Certificate (12 credits)
- ASE 101 Auto Shop Orientation 2
- ASE 134 Automotive Emissions 2
- ASE 231 Auto/Diesel Computers 2
- ASE 233 Fuel Injection & Exhaust Systems II..... 4
- ASE 235 Driveability & Diagnosis 2

Note: ASE 101 is required as a pre-requisite for all courses in the automotive program.

BUSINESS

ASSOCIATE OF APPLIED SCIENCE DEGREE IN BUSINESS with Emphasis in:

- Accounting
- Business Administration
- Computer Applications
- Entrepreneurship
- Management
- Marketing
- Web Design

The Associate of Applied Science (A.A.S.) degree in Business is awarded to a student who successfully completes a program with a business emphasis. The business programs are designed to aid students in the development of skills, knowledge, and attitudes related to immediate employment in a full-time skilled and/or a paraprofessional business occupation.

General Education Requirements ..... 15 Credits
for all AAS Options

Communications ..... *6 credits*
- ENG 121 English Composition I OR
- ENG 131 Technical Writing I 3
- COM 115 Public Speaking OR
- COM 125 Interpersonal Communications OR
- COM 219 Group Dynamics 3

Mathematics 3
Science and Computer Science 3
Social Sciences and Humanities 3

Choose a course or courses within each of the appropriate required areas listed above as listed in the General Education Requirements for the Associate of Applied Science Degree section on page 66-67 (unless the course is a program requirement).

Business Core Requirements ..... All Options
- ACC 121 Principles of Accounting I 4
- ACC 122 Principles of Accounting II 4
- BUS 115 Introduction to Business 3
- BUS 216 Legal Environment of Business 3
- BUS 217 Business Communications and Report Writing 3
- CIS 118 Introduction PC Applications 3
- ECONOMICS Course 3

NOTE: ACC 101 Fundamentals of Accounting OR ACC 121 Principles of Accounting AND BUS 116 may be substituted for ACC 121 & ACC 122 for the following options: Marketing and Web Design.

ACCOUNTING Emphasis
Program Requirements - AAS

In addition to the Business Core, the following business courses are required:
- ACC 115 Payroll Accounting 3
- ACC 235 Computer Accounting Small Business 3
- ACC 131 Income Tax OR 1
- ACC 132 Tax Help Colorado AND 2
- ACC 133 Tax Help Colorado Site Lab 1
- CIS 259 MOS Cert Expert Excel 1
- MAN 128 Human Relations in Organizations 3

Suggested Electives

The following are suggested elective business courses that a student may choose to take to enhance the accounting option.

- ACC 211 Intermediate Accounting 4
- ACC 216 Governmental & Not-for-Profit Accounting 3
- BUS 116 Personal Finance 3
- BUS 203 Intro to International Business 3
- MAN 215 Organizational Behavior 3

Approved Electives to meet 60 total credits for the AAS degree.

BUSINESS ADMINISTRATION Emphasis
Program Requirements – AAS

In addition to the Business Core, the following business courses are required:

- BUS 203 Intro to International Business 3
- ECO 201 Principles of Macroeconomics OR
- ECO 202 Principles of Microeconomics 3
- MAN 226 Principles of Management 3
- MAN 128 Human Relations in Organizations 3
- MAR 216 Principles of Marketing 3

Suggested Electives

The following are suggested elective business courses that a student may choose to take to enhance the Business Administration option.

- ACC 235 Computer Accounting Small Business 3
- BUS 102 Entrepreneurial Operations 3
- BUS 116 Personal Finance 3
- MAN 200 Human Resource Management I 3
- MAN 215 Organizational Behavior 3
- MAN 216 Small Business Management 3
- MAN 223 Event Management 3
- MAN 241 Project Management 3

Approved Electives to meet 60 total credits for the AAS degree.

COMPUTER APPLICATIONS Emphasis
Program Requirements – AAS

In addition to the Business Core, the following business courses are required:

- MAN 226 Principles of Management 3
- MAN 128 Human Relations in Organizations 3
- CIS 234 MOS Cert. Expert Word 1
- CIS 153 Adv. PC Spreadsheets OR
- CIS 259 MOS Cert. Expert Excel 1

Suggested Electives

The following are suggested business courses that a student may choose to take to enhance the Computer Applications option.

- ACC 235 Computer Accounting Small Business 3
- BUS 116 Personal Finance 3
- CIS 149 MOS Cert. Access 1
- CIS 169 MOS Cert. Power Point 1
- MAN 200 Human Resource Management I 3
- MAN 215 Organizational Behavior 3
- MAN 216 Small Business Management 3
- MAN 241 Project Management 3

Approved Electives to meet 60 total credits for the AAS degree.

ENTREPRENEURSHIP Emphasis
Program Requirements – AAS

In addition to the Business Core, the following business courses are required:

- BUS 102 Entrepreneurial Operations 3
- BUS 116 Personal Finance 3
- BUS 203 Intro to International Business 3
- MAN 226 Principles of Management 3
- MAN 128 Human Relations in Organizations..... 3
- MAR 216 Principles of Marketing 3

Suggested Electives

The following are suggested elective business courses that a student may choose to take to enhance the Entrepreneurship option.

- ACC 235 Computer Accounting Small Business 3
- BUS 120 Intro to E-Commerce 3
- CWB 130 Complete Web Editing: 3
- MAN 200 Human Resource Management I 3
- MAN 223 Event Management 3
- MAN 241 Project Management 3

Approved Electives to meet 60 total credits for the AAS degree.

MARKETING Emphasis
Program Requirements – AAS

In addition to the Business Core, the following business courses are required:

- BUS 203 Intro to International Business 3
- CWB 130 Complete Web Editing 3
- MAN 128 Human Relations in Organizations 3
- MAR 216 Principles of Marketing 3
- MAR 220 Principles of Advertising 3
- MGD 111 Photoshop or Graphic Design Class 3

Suggested Electives

The following are suggested elective business courses that a student may choose to take to enhance the Marketing option.

- ACC 235 Computer Accounting Small Business 3
- BUS 116 Personal Finance 3
- BUS 120 Intro to E-Commerce 3
- MAN 223 Event Management 3
- MAN 241 Project Management 3

Approved Electives to meet 60 total credits for the AAS degree.

WEB DESIGN Emphasis
Program Requirements – AAS

In addition to the Business Core, the following business courses are required:

- BUS 120 Intro to E-Commerce 3
- CWB 110 Complete Web Authoring 3
- CWB 130 Complete Web Editing 3
- MGD 111 Adobe Photoshop I 3
- MGD 143 Motion Graphic Software 3

Suggested Electives

The following are suggested elective courses that a student may choose to take to enhance the Web Design option.

- BUS 116 Personal Finance 3
- MAN 200 Human Resource Management I 3
- MAN 241 Project Management 3

Approved Electives to meet 60 total credits for the AAS degree.
NOTE: *ACC 101 Fundamentals of Accounting* **AND** *BUS 116 Personal Finance may be substituted for ACC 121 and ACC 122 in the following AAS Business Options: Web Design and Marketing emphasis.*

MANAGEMENT Emphasis

MAN 226 Principles of Management FALL 3
MAN 128 Human Relations in Organizations SPRING..... 3
MAN 215 Organizatonal Behavior FALL 3
MAN 200 Human Resource Management 3
Additional ECO course: ECO 101 MUST be one of the course taken.

ACCOUNTING CERTIFICATE
Required Core Courses:

ACC 121 Principles of Accountng I 4
ACC 122 Principles of Accounting II..... 4
ACC 115 Payroll Accounting 3
ACC 235 Computer Accounting - Small Business..... 3
CIS 259 Advanced Excel (Prerequisite - CIS 118 or Instructor Approval) 1
Total Credits Required ..... 15 Credits

Electives (6 credits)

ACC 132 Income Tax Preparation AND 2
ACC 133 Income Tax Preparation (Tax Help Colorado Site) 1
AGB 218 Computerized Farm Records 3
BUS 115 Intro to Business 3
BUS 216 Legal Environment of Business 3
CIS 118 Intro to Microcomputer Applications 3
MAT 112 Financial Math 3

FOUNDATIONS OF BUSINESS I CERTIFICATE
Required Core Courses:

ACC 121 Principles of AccountIng I 4
BUS 115 Intro to Business 3
ENG 121 English Composition I OR 3

COM 115 Public Speaking OR 3
COM 124 Interpersonal Communications 3
MAT 121 College Algebra OR 4
MAT 123 Finite Mathematics OR 4
MAT 135 Introduction to Statistics 3
CIS 118 Intro to Microcomputer Applications OR 3
Approved Business Elective or Internship.
Total Credits Required ..... 16-17 Credits

FOUNDATIONS OF BUSINESS II CERTIFICATE
Required Core Courses:

ACC 121 Principles of AccountIng I 4
ACC 122 Principles of Accounting II 4
BUS 115 Intro to Business 3
ENG 121 English Composition I OR 3
COM 115 Public Speaking OR 3
COM 124 Interpersonal Communications 3
MAT 121 College Algebra OR 4
MAT 123 Finite Mathematics OR 4
MAT 135 Introduction to Statistics 3
CIS 118 Intro to Microcomputer Applications OR 3
Approved Business Elective or Internship.
Total Credits Required .....23-24 Credits

BASIC TAX PREPARATION CERTIFICATE
Required Core Courses:

ACC 132 Tax Help Colorado 2
ACC 133 Tax Help Colorado Practicum 1
Total Credits Required ..... 3 Credits

COSMETOLOGY

CERTIFICATE

Cosmetology is one of the most demanding, rewarding, diversified, and fastest growing specialties in the world today. This program is designed to provide high quality theory and practical training necessary to meet the requirements for today's cosmetologists. This one-year program begins fall semester of each year and meets the training required by Colorado's Department of Regulatory Agency/Cosmetology-Barber Board for state licensing. A NJC Certificate in Cosmetology will be granted upon successful completion of all required courses with a grade "C" or better. Graduates are eligible to take the state board exam to obtain a cosmetology license in the state of Colorado.

The Cosmetology department is housed in a 5,082 square foot facility and offers a wide range of salon services to the community.

Program Requirements ..... Credits

COS 103 Shampoos, Rinses, and Conditioners I ... 1
COS 110 Introduction to Hair Coloring 2
COS 111 Intermediate I Hair Coloring 2
COS 120 Introduction to Haircutting 2
COS 121 Intermediate I Haircutting 2
COS 130 Introduction to Hairstyling 2
COS 131 Intermediate I Hair Styling 2
COS 140 Introduction to Chemical Texture 1
COS 141 Intermediate I Chemical Texture 1
COS 150 Laws, Rules & Regulations 1
COS 160 Intro to Disinfection, Sanitation & Safety 2
COS 161 Intermediate I: Disinfection, Sanitation & Safety 1
COS 203 Shampoos, Rinses, and Conditioners II 1
COS 210 Intermediate II Hair Coloring 2
COS 211 Advanced Hair Coloring 2
COS 220 Intermediate II Haircutting 2
COS 221 Avanced Hair Cutting 2
COS 230 Intermediate II Hair Styling 2
COS 231 Advanced Hair Styling 1
COS 240 Intermediate II Chemical Texture 1
COS 241 Advanced Chemical Texture 1
COS 250 Management, Ethics, Interpersonal Skills & Salesmanship 1
COS 260 Intermediate II Disinfection, Sanitation & Safety 2
COS 261 Advanced Disinfection, Sanitation & Safety 1
EST 110 Introduction to Facials & Skin Care 3
EST 111 Intermediate Facial & Skin Care 2
EST 210 Advanced Massage & Skin Care 2
EST 211 Facial Makeup 1
EST 212 Hair Removal 3
MAN 128 Human Relations in Organizations 3
NAT 110 Introduction to Manicures & Pedicures 3
NAT 111 Intermediate Manicures & Pedicures 2
NAT 210 Advanced Manicures & Pedicures 2
NAT 211 Application of Artificial Nails 5
NAT 290 Advanced Nail Technician Studies 1
Total required for Cosmetology Certificate 64 Credits

DIESEL TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Diesel Technology program is a training program which will focus on the service, repair, and maintenance of medium/heavy duty trucks as well as agricultural and industrial equipment. All courses will follow ASE, N.A.T.E.F. standards and students will be working on live-units with real-world problems to diagnose and repair to gain the hands-on experience they need to become successful technicians.

Graduates of the Diesel Technology program will receive either a Northeastern Junior College Certificate or an Associate of Applied Science degree. Those who enroll in only Diesel Tech coursework will receive a Northeastern Junior College Certificate. Those who pursue an Associate of Applied Science Degree must also complete the general education requirements along with the Diesel Tech coursework.

Detailed information regrading this program and admission requirements may be obtained from the Director of Admissions, Northeastern Junior College.

General Education Requirements ..... 15 Credits

- BUS 115 Introduction to Business 3
- CIS 117 Introduction to Technical Applications 2
- ENG 115 Technical English & Communication OR
- ENG 121 English Composition I OR
- ENG 131 Technical Writing 3
- MAT 175 Applied Mathematics 2
- REA 130 Applied and Technical Reading 2
- MAN 128 Human Relations in Organizations 3

Required Courses .....60 Credits

- ASE 120 Basic Auto Electricity 2
- ASE 123 Battery , Starting, &Charging Systems 2
- ASE 221 Automotive/Diesel Body Electrical 4
- ASE 265 Heating & A/C 5
- DPM 101 Diesel Shop Orientation 2
- DPM 103 Diesel Engines I 4
- DPM 105 Heavy Duty Powertrains I 3
- DPM 106 Diesel Fuel Systems 3
- DPM 111 Preventive Maintenance I 3
- DPM 121 Hydraulics I 3
- DPM 122 Hydraulics II 3
- DPM 140 Heavy Duty Steering & Suspension I 3
- DPM 203 Diesel Engines II 4
- DPM 205 Heavy Duty Powertrains II 3
- DPM 206 Heavy Duty Brakes I 3
- DPM 207 Heavy Duty Brakes II 3
- DPM 211 Preventive Maintenance II 3
- DPM 222 Heavy Duty Lighting & Instrumentation 4
- DPM 240 Heavy Duty Steering & Suspension II 3

Total Credits Required ..... 75 Credits

DIESEL TECHNOLOGY

EIGHT CERTIFICATES

Preventative Maintenance Certificate (8 credits)

- DPM 101 Diesel Shop Orientation 2
- DPM 111 Preventive Maintenance I 3
- DPM 211 Preventive Maintenance II 3

H/D Brakes Certificate (8 credits)

- DPM 101 Diesel Shop Orientation 2
- DPM 206 Heavy Duty Brakes I 3
- DPM 207 Heavy Duty Brakes II 3

Diesel Electrical Certificate (14 credits)

- DPM 101 Diesel Shop Orientation 2
- ASE 120 Basic Auto Electricity 2
- ASE 123 Battery, Starting, & Charging Systems 2
- ASE 221 Auto/Diesel Body Electrical 4
- DPM 222 Heavy Duty Lighting and Instrumentation 4

H/D Steering & Suspension Certificate (8 credits)

- DPM 101 Diesel Shop Orientation 2
- DPM 140 Heavy Duty Steering & Suspension I..... 3
- DPM 240 Heavy Duty Steering & Suspension II..... 3

Diesel HVAC Certificate (7 credits)

- DPM 101 Diesel Shop Orientation 2
- ASE 264 Intro to HVAC Systems 1
- ASE 265 Heating & Air Conditioning 4

Diesel Engines Certificate (13 credits)

- DPM 101 Diesel Shop Orientation 2
- DPM 103 Diesel Engines I 4
- DPM 20 3 Diesel Engines II 4
- DPM 106 Diesel Fuel Systems 3

Hydraulics Certificate (8 credits)

- DPM 101 Diesel Shop Orientation 2
- DPM 121 Hydraulics I 3
- DPM 122 Hydraulics II 3

H/D Powertrains Certificate (8 credits)

- DPM 101 Diesel Shop Orientation 2
- DPM 105 Heavy Duty Powertrains I 3
- DPM 205 Heavy Duty Powertrains II 3

EARLY CHILDHOOD

For those who want the opportunity to provide a positive influence on the lives of children and their families, early childhood is a fascinating field in which to work. The demand for early childhood educators is great. Because of the large numbers of families in which all adults are employed, trends in the national economy, government priorities for children and their families and public demand for services this field continues to grow.

See Page 57 for AA degree requirements in Early Childhood.

EARLY CHILDHOOD EDUCATION

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Early Childhood Associate Teacher Program is designed to prepare persons to meet the requirements for a variety of positions within early childhood programs. Upon completion of this degree, individuals will be group leader qualified. They will be able to independently implement program activities and will be responsible for the care and education of a group of children. Individuals will also have the necessary coursework to establish director qualifications and infant toddler nusery supervisor qualification in the State of Colorado after completing the work experience requirement.

Early childhood teachers and directors work in a variety of settings: private and public preschool and child care settings supported and operated by the employer, hospitals, recreation centers, before- and after-school programs, Head Start, and other programs serving children birth to age eight. A Northeastern Junior College Associate of Applied Science Degree is granted upon completion.

General Education Requirements ..... 15 Credits

Communication ..... 6 Credits
- ENG 121 English Composition I 3
- COM 115 Public Speaking 3

Mathematics ..... 3 Credits
- MAT 107 Career Mathematics 3
- MAT 112 Financial Mathematics 3
- MAT 121 College Algebra 4
- MAT 135 Introduction to Statistics 3

Science or Computer Science .....3 Credits
- AST 101 Astronomy I 4
- BIO 106 Basic Anatomy & Physiology 4
- BIO 111 General College Biology I 5
- CIS 118 Introduction to PC Applications 3
- EDU 261 Teaching, Learning, Technology 3
- or another approved Science or Computer Science course

Social & Behavioral Sciences .....6 Credits
- PSY 101 General Psychology I OR
- PSY 102 General Psychology II 3
- SOC 101 Introduction to Sociology I 3

Program Requirements ..... 52 Credits
- ECE 101 Intro to Early Childhood Profession 3
- ECE 102 Intro to Early Childhood Lab Techniques 3
- ECE 103 Guidance Strategies for Children 3
- ECE 108 Assessment Process in ECE 1
- ECE 111 Infant/Toddler Theory and Practice 3
- ECE 112 Intro to Infant/Toddler Lab Techniques 3
- ECE 205 Nutrition, Health, & Safety 3
- ECE 209 Observing/Utilizing Assessment 1
- ECE 220 Curriculum Development: Methods & Tech..... 3
- ECE 226 Creativity and the Young Child 3
- ECE 228 Language & Literacy 3
- ECE 238 Child Growth & Development 3
- ECE 240 Admin. of Early Childhood Care & Edu. Programs..... 3
- ECE 241 Admin: Human Relations 3
- ECE 256 Working w/ Parents, Families 3
- ECE 260 Exceptional Child OR 3
- ECE 265 Working w/Parents & Families w/Disabilities 3
- ECE 288 Practicum: Early Childhood Ed 6
- HWE 103 Community First Aid & CPR 1

EARLY CHILDHOOD: DIRECTOR

CERTIFICATE

The Director Certificate is designed for persons who have 24 months or more of verified work experience with young children and wish to establish director qualifications in the State of Colorado. The work experience must be full days working directly with childen in a child development program.

Program Requirements ..... 40 Credits
- ECE 101 Intro to Early Childhood Profession 3
- ECE 102 Intro to Early Childhood Lab Techniques 3
- ECE 103 Guidance Strategies for Children 3
- ECE 111 Infant/Toddler Theory 3
- ECE 205 Nutrition, Health, & Safety 3
- ECE 220 Curriculum Development:Methods & Tech..... 3
- ECE 238 Child Growth & Development 3
- ECE 240 Admin. of Early Childhood Care & Edu. Programs..... 3
- ECE 241 Admin: Human Relations 3
- ECE 260 Exceptional Child 3
- PSY 101 General Psychology I 3
- SOC 101 Introduction to Sociology I 3
- ECE Elective 3

EARLY CHILDHOOD: GROUP LEADER

CERTIFICATE

The Group Leader Certificate is designed for persons who have nine months or more of verified work experience with young children and wish to establish group leader qualifications within the State of Colorado. The work experience must be in the care and supervision of four or more children under 6 years of age who are not related to the individual.

Program Requirements ..... 16 Credits
- ECE 101 Intro to Early Childhood Profession 3
- ECE 102 Intro to Early Childhood Lab Techniques 3
- ECE 103 Guidance Strategies for Children 3
- ECE 220 Curriculum Development 3
- ECE 238 Child Growth & Development 3

EARLY CHILDHOOD: NANNY

CERTIFICATE

The Early Childhood Nanny program is designed to professionally prepare and enable students to be in-home child care professionals. They work as a member of the family team to provide for children's physical, emotional, social and intellectual needs.

Program Requirements ..... 35 Credits

- ECE 101 Intro to Early Childhood Profession 3
- ECE 102 Intro to Early Childhood Lab Techniques 3
- ECE 103 Guidance Strategies for Children 3
- ECE 111 Infant/Toddler Theory and Practice 3
- ECE 112 Intro to Infant/Toddler Lab Techniques 3
- ECE 130 The Professional Nanny 3
- ECE 131 Nanny Methods & Techniques 3
- ECE 205 Nutrition, Health, & Safety 3
- ECE 238 Child Growth & Development 3
- ECE 256 Working w/ Parents, Families 3
- ECE 265 Working w/Parents & Families w/Disabilities 3
- HWE 103 Community First Aid & CPR..... 1

Suggested Electives ..... 3 Credits

- ENG 121 English Composition I 3

EMERGENCY MEDICAL SERVICES

ASSOCIATE OF APPLIED SCIENCE DEGREE

General Education Requirements ..... Credits

Communication ..... 6 Credits

- ENG 121 English Composition I OR
- ENG 131 Technical Writing I 3
- COM 115 Public Speaking 3

Mathematics ..... 3-4 Credits

Science/Computer Science ..... 5 Credits

- BIO 111 General College Biology with Lab 5

Social Sciences/Humanities ..... 3 Credits

- PSY 102 General Psychology II 3

Program Requirements ..... 60 Credits

- BIO 201 Human Anatomy and Physiology I 4
- BIO 202 Human Anatomy and Physiology II 4
- CIS 118 Introduction to PC Applications 3
- EMS 121 EMT Fundamentals 3
- EMS 122 EMT Medical Emergencies 4
- EMS 123 EMT Trauma Emergencies 2
- EMS 170 EMT - Clinical 1
- HPR 178 Seminar - Medical Terminology 1
- HPR 102 CPR for Professionals 1
- NUR 116 Basic Concepts of Gerontological Nursing 1
- PSY 235 Human Growth & Development 3
- PSY 238 Child Development 3

Suggested Electives ..... Credits

- ACC 101 Fundamentals of Accounting 3
- BUS 216 Legal Environment of Business 3
- BUS 217 Business Communication & Report Writing 3
- HWE 100 Human Nutrition 3
- MAN 128 Human Relations in Organizations 3
- SOC 101 Sociology 3

EMERGENCY MEDICAL TECHNICIAN: BASIC

CERTIFICATE

Upon completion of the Emergency Medical Technical Program, the student will meet the prerequisite for taking the National Registry Examination for Emergency Medical Technicians. The program will teach skills in emergency treatment procedures as used with an ambulance service.

Required Courses ..... Credits

- EMS 121 EMT Fundamentals 3
- EMS 122 EMT Medical Emergencies 4
- EMS 123 EMT Trauma Emergencies 2
- EMS 170 Emergency Medical Technician -Clinical 1

EMERGENCY MEDICAL TECHNICIAN: CONTINUING EDUCATION

NJC is approved by the Colorado EMS Department as a Continuing Education Provider Group at the Basic and Intermediate level. Contact the EMS Coordinator for information about courses available.

EMERGENCY MEDICAL TECHNICIAN: INTERMEDIATE

CERTIFICATE

This course is designed to introduce the student to the theories and practices of advanced level assessment and management of the emergency patient as outlined by the State of Colorado, specifically: establish an intravenous line, provide advanced airway management, perform cardiac monitoring and defibrillation, and medication administration.

Required Courses ..... Credits

- EMS 203 Emergency Medical Technician - Intermediate I 6
- EMS 205 Emergency Medical Technician - Intermediate II 6
- EMS 270 Clinical EMS Intermediate 3

HEALTH AND SAFETY

CPR and First Aid
Health and Safety offers cardio pulmonary resuscitation (CPR) classes to lay responders and professional rescuers. Training is available for community members, professional health care providers, law enforcement agencies, fire departments and businesses.

Universal certificates of completion are available for participants who meet all course requirements for that particular Health and Safety course.

EQUINE BUSINESS MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE DEGREE

General Education Requirements ..... 15 Credits
- AGE 102 Agriculture Aconomics 3
- ASC 100 Animal Science 3
- COM 115 Public Speaking 3
- ENG 115 Technical English & Communication OR
- ENG 121 English Composition I OR
- ENG 131 Technical Writing I 3
- MAT 107 Career Math 3

Program Requirements ..... 31 Credits
- AGB 120 Agriculture Sales 3
- AGB 218 Computerized Farm Records 3
- AGB 228 Agri-Business Management 3
- AGE 208 Agriculture Finance 3
- ASC 102 Intro to Equine Science 4
- ASC 225 Feeds and Feeding 4
- CIS 118 Intro to PC Applications 3
- EQM 158 Equine Reproduction 2
- EQM 210 Equine Health 2
- EQM 211 Equine Health Lab 1
- MAN 205 Event Planning: Equine 3

Suggested Electives ..... 14 Credits

Elective courses must be approved by a NJC Advisor or Program Coordinator. Preference for AGB, AGE, AGP, AGR, AME, AGY, RAM, ASC, EQM, BUS, MAN, MAR, MGD, or other related course work. The student must demonstrate a minimum skill level in handling or riding horses. There are two methods to complete the requirement: Prior equine skill experience submitted by documentation involving handling, training, care, or training of horses or course work involving skills in horse handling, riding, or training or courses designed for preparation in competitive equine events such as Rodeo or Versatility Ranch Horse.

EQUINE BUSINESS MANAGEMENT

CERTIFICATE

Required Courses ..... 9 Credits
- CIS 118 Intro to PC Applications 3
- ENG 115 Technical English & Communication OR
- ENG 131 Technical Writing I OR
- Higher English 3
- MAT 107 Career Math 3

Program Electives ..... 21 Credits

All elective courses must be approved by a NJC Advisor or Program Coordinator. Minimum of six (6) credits in Equine related courses. Minimum of nine (9) additional credits in Agriculture or Business related courses. No more than one of the following courses may be used to fulfill requirements: EQT 101, EQT 102, EQT 201, or EQT 202. A maximum of two (2) credits may be used from EQM 101, EQM 102, EQM 201, or EQM 202. The student must demonstrate a minimum skill level in handling or riding horses. There are two methods to complete the requirement: Prior equine skill experience submitted by documentation involving handling, training, care, or training of horses or course work involving skills in horse handling, riding, or training or courses designed for preparation in competitive equine events such as Rodeo or Versatility Ranch Horse.

EQUINE MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE DEGREE

The horse industry in the United States is a growing, dynamic sector of agriculture with a broad spectrum of jobs expanding in the industry. The Equine Management Program is designed to provide the students with basic, general skills and background knowledge in all areas of the equine industry such as reproduction, health, selection, and general management, however the primary emphasis is placed on training of the Western Horse. Should students aspire to prepare for management opportunities in breeding operations, shed rows or training facilities, the two year program provides access to the business, economic, technical and general education classes necessary to become a competent manager. Students desiring a four year Equine Science degree should enroll in our transfer *Equine Sciences major.*

Enrollment is limited in the Equine Management program to enhance the individual instruction. This allows students to meet individual career objectives. Practical experience is provided in many of the classes as well as the Internship section of the program, which is completed in the summer following their sophomore year.

All students desiring admission to the Equine Management program must make application, go through an oral interview and practical riding exam before admission is granted.

General Education Requirements ..... 16 Credits
- ASC 100 Animal Sciences 3
- ASC 102 Introduction to Equine Science 4
- AGE 102 Agricultural Economics 3
- ENG 115 Technical English & Communication OR
- ENG 121 English Composition I OR
- ENG 131 Technical Writing I 3
- MAT 107 Career Math 3

Program Requirements ..... 55.5 Credits
- AGB 218 Computerized Farm Records 3
- AGB 228 Agri-Business Management OR
- AGE 205 Farm and Ranch Management 3
- AME 105 Basic Agricultural Mechanic Skills 2
- ASC 225 Feeds and Feeding 4
- EQM 101 Stable Operations I 1

EQM 102 Stable Operations II 1
EQM 158 Equine Reproduction 2
EQM 201 Stable Operations III 1
EQM 202 Stable Operations IV 1
EQM 210 Equine Health 2
EQM 211 Equine Health Lab 1
EQM 280 Equine Internship 8
EQM 289 Equine Capstone 0.5
EQT 101 Intro to Horse Training 5
EQT 102 Beginning Colt Training 6
EQT 201 Intermediate Colt Training 6
EQT 202 Advanced Colt Training 6
MAN 205 Event Planning 3

Suggested Electives ..... 9 Credits
AGP 160 Ranch Horsemanship Skills 2
EQT 140 Ranch Horse Versatility 3
EQT 240 Ranch Horse Versatility II 3

EQUINE MANAGEMENT - TRAINING

CERTIFICATE ..... 30 Credits

Required Courses ..... 13 Credits
EQM 101 Stable Operations I 1
EQM 102 Stable Operations II 1
EQT 101 Intro to Horse Training 5
EQT 102 Beginning Horse Training 6

Program Electives ..... 17 Credits
All elective courses must be approved by a NJC Advisor or Program Coordinator. Preference for Equine, Agriculture, or Business courses.

FIRE SCIENCE TECHNOLOGIES

Fire Science Technology is the study of:
- The physical properties of fire
- Strategy and tactics of fire suppression and prevention
- Life Safety Engineering
- Fire Administration
- Fire and Public Education
- Hazardous Materials Handling, Response & Transportation
- Arson investigation
- Emergency Medical Response & Transportation
- Disaster Management, Preplanning and Recovery

The specialized knowledge gained through an education in fire science equips first responders with the skills and mental tools to effectively save lives and protect property and the environment. Careers in emergency services require courage, endurance, integrity and the ability to make good and quick decisions in emergencies. Teamwork is necessary to safely solve an emergency situation. The qualities of hard work and self discipline must be quickly mastered through both online and traditional residential learning opportunities. You will take these characteristics from the classroom to the fire station and throughout your life.

The Fire Science Technology program at NJC offers an Associate of Applied Science degree designed to meet the needs of personnel seeking entry into the fire career fields. Courses are accessible through traditional classroom, online and hybrid formats. The NJC program meets all of the criteria as adopted in the Fire and Emergency Services Higher Education (FESHE) curriculum model. You may also apply prior knowledge and skills earned through other classroom experiences via our Credit for Prior Learning assessment.

You may find through your training experience that you have a desire to follow other career paths within the emergency services profession. Some of the exciting careers include:
- Firefighter
- Fire Investigator
- Special Rescue and Tactics Technician
- Fire Adminstration Manager/Chief
- Environmental Crimes Investigator
- Public Education Specialist
- Hazardous Materials Technician/Coordinator
- Industrial Safety Officer
- FEMA Response Agent
- Emergency Manager
- Paramedic

In order to provide best services and marketability it is our desire to graduate students with the following state certifications:
- Fire Fighter I
- Hazardous Materials Operations Level
- Wildland Fire Fighter (Red Card)
- Emergency Medical Technician Basic

General Education Requirements ..... 19 Credits
BIO 106 Basic Anatomy & Physiology 4
CIS 118 Intro to PC Applications 3
COM 115 Public Speaking 3
ENG 121 English Composition I OR
ENG 131 Technical Writing 3
MAT 107 Career Math 3
PSY 101 General Psychology I OR
PSY 102 General Psychology II 3

Program Requirements ..... Credits
FST 100 Firefighter I 9
FST 102 Principles/Emergency Services 3
FST 103 Firefighter Occupational Safety & Health 3
FST 104 Fire Protection Systems 3
FST 105 Building Construction for Fire Professionals 3
FST 106 Fire Prevention 3
FST 107 HazMat Operations (Level 1) 3
FST 201 Instructional Methodology 3
FST 202 Strategy and Tactics 3
FST 204 Principles of Code Enforcement 3
FST 206 Fire Co Supervision & Leadership 3
FST 259 Wildland Firefighting Tactics 3
HPR 102 CPR for Professionals 0.5

Other Electives - (Select a minimum of 6 elective credits)
FST 101 Firefighter II 6
FST 137 Vehicle Extrication 2
FST 150 Fire Prevention Education 3
FST 203 Fire Hydraulics and Water Supply..... 3
FST 205 Fire Investigation I 3
FST 250 Chemistry for Fire Protection 3

FST 253 NIMS	3
FST 254 HazMat Technician Level	3
EMS 115 First Responder	3
EMS 125 EMT Basic	9
EMS 170 EMT Basic Clinical	2

TOTAL HOURS FOR GRADUATION: 67.5

NOTE: Students interested in a fire career that incorporates Emergency Medical Technician-Paramedic level work must successfully complete both Anatomy and Physiology I and II (BIO 201/202) courses.

FIREFIGHTER I

This program is designed to prepare individuals who have little or no experience with the firefighting profession for entry-level positions in the fire service industry. The course addresses the requirements necessary to perform at the first level of progression as identified in National Fire Protection Association (NFPA) 1001, Firefighter Professional Qualifications. This is a lecture and lab course for meeting the NFPA 1001, level I, standard using IFSTA Essentials.

Upon successful completion, the student will receive a NJC certificate and is eligible to register for the Colorado State Firefighter I Exam, which is an IFSAC accredited certificate.

BASIC LEVEL CERTIFICATE

Program Requirements	**13 Credits**
FST 100 Firefighter I	9
FST 107 HazMat Operations (Level 1)	3
PED 112 Conditioning Lab	1

ADVANCED LEVEL CERTIFICATE

Program Requirements	**16.5 Credits**
FST 100 Firefighter I	9
FST 107 HazMat Operations (Level 1)	3
FSW 100 Intro to Wildland Fire Behavior	1
FSW 101 Firefighting Training	2
HPR 102 CPR for Professionals	.5
PED 112 Conditioning Lab	1

FIREFIGHTER II

CERTIFICATE

For future advancement NJC offers a Firefighter II Certificate.

Program Requirements	**6.0 Credits**
FST 101 Firefighter II	6

FIREFIGHTER INSTRUCTOR

CERTIFICATE

For those who have experience and training and would like to teach others in firefighting.

Program Requirements	**7 Credits**
FST 201 Instructional Methodology	3
EDU 250 CTE in Colorado	1
EDU 260 Adult Learning & Teaching	3

FIRST RESPONDER

CERTIFICATE

This 58-hour course is designed to train individuals who are likely to be the first people who arrive on the scene of an emergency to properly assess victims, provide immediate emergency care, and stabilize victims until ambulance personnel arrive.

Required Courses	**Credits**
EMS 115 First Responder	3

INDUSTRIAL MAINTENANCE

CERTIFICATE

Program Requirements	**22 Credits**
EIC 101 Job Training and Safety	3
ELT 106 Fundamentals of Ac/DC	3
WTG 170 Fundamentals of AC/DC LAB	1
MIL 101 Lifting Devices	1
IMA 100 Intro to Industrial Maintenance	3
IMA 160 Basic Fluid Power	3
MAT 107 Career Math	3
Minimum of five (5) credits in welding courses	5

*Open to any student. Must pass EIC 101 with a 90%.

INDUSTRIAL MOTOR CONTROL

CERTIFICATE

Program Requirements	**24 Credits**
CIS 118 Intro to PC Applications	3
EIC 101 Job Training and Safety	3
ELT 106 Fundamentals of Ac/DC	3
ELT 107 Fundamentals of Industrial Electronics	3
ELT 252 Motors and Controls	3
ELT 258 Programmable Logic Controllers	3
IMA 150 Industrial Problem Solving	2

MAT 107 Career Math 3
WTG 170 Fundamentals of AC/DC LAB 1

*Open to any student. Must pass EIC 101 with a 90%.

NURSING ASSISTANT

CERTIFICATE OF ACHIEVEMENT

This short program prepares students to work as a Certified Nursing Assistant in a hospital, nursing home, or other health related agency. After successful completion the student is eligible to take the Colorado Board of Nursing examination to become certified.

Required Courses ..... Credits
NUA 101 Nurse Aide Health Care Skills 4
NUA 170 Nurse Assistant Clinical Experience 1

Electives:
HPR 115 Gerontology for Care Providers 1

PRACTICAL NURSING

CERTIFICATE

Practical Nursing has earned a respected place on the health care team. This program provides qualified individuals the theory and practical skills necessary to meet the occupational entry-level requirements. Practical nurses are trained to give basic bedside nursing care under supervision of a registered nurse, licensed physician or dentist.

The program includes both instructional and clinical experience. The purpose of the instructional period is to provide the students with the basic principles of practical nursing and to provide an opportunity to develop attitudes and skills that are essential to the practical nurse. The purpose of the clinical experience courses is to provide the student with the opportunity to practice and develop, under supervision, the knowledge and skills learned in the instructional period. Two or more weeks of clinical experience may be required on the evening shift and may occur on weekends. Additionally, travel (120 mile radius from campus) may be required for clinical experiences.

The Northeastern Junior College Certificate in Practical Nursing will be granted upon successful completion of all required courses with a grade of a "C" or better. Graduates are then eligible to apply to take the NCLEX-PN examination to obtain practical nurse licensure.

Once all prerequisites are completed the student must apply to the Practical Nursing Program. This is a separate application than the general admission to the college. The student needs to apply to the college first and be assigned a S number. Please contact the nursing department at (970) 521-6701 for specific directions on how to apply to the nursing program. It is highly recommended that you meet with a nursing advisor to ensure all requirements have been met.

To be put on the nursing program wait list the following need to be completed:

1. ENG 121 English Composition - 3 Credits
2. HPR 108 Dietary Nutrition - 1 Credit
3. BIO 106 Basic Anatomy & Physiology - 4 Credits <u>OR</u> BIO 201 Anatomy & Physiology I - 4 Credits <u>AND</u> BIO 202 Anatomy & Physiology II - 4 Credits (Both BIO 201 & BIO 202 must be completed prior to acceptance into the Program)

Prerequisite Requirements

1. Must be completed with a grade of "C" or better.
2. A cumulative GPA of 2.25 is required for all pre-requisites (A GPA of 2.25 cannot be achieved with all C's).
3. Science prerequisites are valid for 7 years from the time of completion to the start of the Nursing Program.
4. If prerequsites were not taken at Northeastern Junior College, send official transcripts to NJC's Records Office.

<u>Program Acceptance</u>

The following must be completed for the student to be accepted into the program.

1. Accuplacer scores or comparable course work to show Math, Reading and English are at college Level.
2. Call counseling at 521-6656 to set up an appointment to take the test.
3. Take the preadmission nursing entrance exam to assess academic skills at the counseling office. An appointment may be made with nursing faculty to review results if needed.

Acceptance into the practical nursing program is a competitive process. Points will be assigned based on the following 5 areas: grade point average on prerequisite courses, prior degree, certification as a nursing assistant by the state board of nursing, nursing preadmission test results, and proof of residency for one year from service area. Applicants will be selected based on total points earned. There are two scoring application deadlines June 1st and August 1st with the first application date having priority.

Once the applicant has been provisionally accepted into the program the following must be completed before the start of the program in August:

*Satisfactory Criminal Background Check (not to be done earlier than 90 days of start date into the program)
*Health Statement/Proof of Immunizations for medical clearance
*Professional CPR Certificate (Must not expire until after graduation)

Program Requirements ..... Credits
NUR 101 Pharmacology Calculations 1
NUR 102 Alterations in Adult Health I 4
NUR 103 Health Assessment for the PN 1
NUR 104 Alterations in Adult Health II 5
NUR 105 Practical Nursing Arts and Skills 6.5
NUR 110 Pharmacology Practical Nursing 3
NUR 111 Advancement into Practical Nursing 1
NUR 113 Basic Concepts of Maternal-Newborn Nursing..... 2
NUR 114 Basic Concepts of Pediatric Nursing 2
NUR 115 Basic Concepts of Mental Health Nursing..... 1
NUR 116 Basic Concepts of Geriatric Nursing..... 1
NUR 131 Clinical I Application of Arts & Skills 4.5
NUR 132 Clinical II Application of Adult Heath I 3
NUR 133 Clinical III OB/Peds 1.5

NUR 134 Clinical IV Advanced Application of Adult Health 4.5

Electives:
HPR 178 Medical Terminology 2
PSY 235 Human Growth & Development 3

The Practical Nursing program is accredited by the National League for Nursing Accrediting Commission (NLNAC). NLNAC's contact information: 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, (404) 975-5000.

ASSOCIATE DEGREE NURSING

ASSOCIATE OF APPLIED SCIENCE DEGREE

The health care industry is growing rapidly and is increasing the need for more registered nurses. The Licensed Practical Nurse may continue his/her education to earn an Associate Degree in Applied Science at Northeastern Junior College. The program is a one year program for Licensed Practical Nurses which starts in January with graduation in December. Upon successful completion of the program students are eligible to apply to take the NCLEX exam to obtain licensure as a Registered Nurse.

Registered Nurses are the largest group of health care providers and work in a variety of settings ranging from schools, hospitals, clinics and health departments to name just a few. Registered nurses have both independent and supervisory responsibilities in managing patient care. In addition RNs work with a variety of health care professionals and carry out physician orders to ensure quality patient care.

The program includes both instructional and clinical experience to provide the student with the knowledge base and hands on experience to provide safe and compassionate nursing care. The nursing faculty also strives to teach the values and professionalism nurses will need to have a rewarding career in nursing. Clinical experiences vary and may occur on weekends or nights and will include eight and twelve hour shifts in facilities from the surrounding areas including Nebraska. Travel may be required up to a 200 mile radius of campus.

Applicants who desire to enter the LPN to ADN Program must satisfy the following requirements for admission:

1. Applicants must meet general admission requirements.
2. Applicants must submit all material required under admission information of this catalog.
3. Applications must take the ACCUPLACER or the ACT / SAT test with results indicating applicant is at college level in reading, math, and English.
4. Completion of the preadmission nursing entrance exam available at the counseling office.
5. Possession of a valid LPN license in good standing.

NOTE: Students who graduated from a practical nursing program three (3) or more years ago have additional requirements for entry as part of the Colorado Articulation Agreement. Contact the nursing program at (970) 521-6701 for details if you wish to attend.

Program Prerequisites: Completion of the following prerequisite courses which require a GPA of 2.5 or better: All courses need to be at least a "C".

Program Prerequisites: ..... Credits

ENG 121 English Composition 3
PSY 235 Human Growth and Development 3
BIO 201 Anatomy and Physiology I with lab .. 4
BIO 202 Anatomy and Physiology II with lab .. 4
BIO 204 Microbiology with lab 4

- Additional prerequisite courses must be completed with a grade of "C" or better:
  MAT 103 Math for Clinical Calculations or higher level college math class 3
  BIO 216 Pathophysiology 4
  HPR 108 Nutrition 1
- All Biology (BIO) prerequisites must be completed within 7 years of entry into NJC's nursing programs

Once all prerequisites are completed the student must apply to the LPN to ADN program. This is a separate application than general admission to the college. The student needs to apply to the college first and be assigned a S numbr. Please contact the nursing department for specific directions on how to apply to the nursing program. Acceptance into the LPN to ADN program is a competitive process. Points will be assigned based on the following 5 areas: grade point average on pre-requisite courses, prior degree, work experience as a LPN, nursing pre-admission test results, and proof of residency for one year from service area. Applicants will be selected based on total points earned. Once accepted into the program the following must be completed.

*Satisfactory Criminal Background Check (not to be done earlier than 90 days of start date into the program)
*Health Statement/Proof of Immunizations for medical clearance
*Professional CPR Certificate (Must not expire until after graduation)

It is highly recommended that you meet with a nursing advisor to ensure all requirements have been met.

Program Requirements ..... Credits

Elective approved Social Science 3
NUR 189 Transition from LPN to ADN 4
NUR 206 Advanced Concepts of Medical Surgical Nursing 8
NUR 211 Nursing Care of Psychiatric Client 4
NUR 212 Pharmacology II 2
NUR 216 Adv. Concepts of Medical Surgical Nursing II 6
NUR 230 Transition to Professional Nursing Practice 5

The Associate Nursing program is accredited by the National League for Nursing Accrediting Commission (NLNAC). NLNAC's contact information: 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, (404) 975-5000.

WIND ENERGY TECHNICIAN PROGRAM

ASSOCIATE OF APPLIED SCIENCE DEGREE

Associate Degree Wind Energy Technician

The renewable energy field is a fast growing industry. Eastern Colorado is host to one of the fastest growing fields of renewable energy - wind energy. The Wind Energy Technician program is designed to prepare students for entry level positions in the wind industry. The program will cover the basic knowledge areas of electricity, electronics, fluid power, and mechanics, and then go into more specific control systems of large wind turbine generator technology. There is a strong emphasis on safety throughout the program, just as there is in the field.
Wind energy technicians typically work in demanding physical and environmental conditions. Technicians may be working with heavy motors and gear drives in tight, confined spaces, electrical systems up to 600 volts, or advanced electronic control systems, all in the heat of summer or cold of winter, at heights approaching 300 feet.

It is essential that wind technicians have effective communication and math skills for the rigors of the wind industry. For this reason, the program is only offered as an Associate of Applied Science Degree, which includes general education course requirements.

Graduates of the Wind Energy Technician Program will be prepared to enter the wind industry in employment with wind farm developers and owners, wind turbine manufacturing and warranty service, or various specialty support industries. This is a fast growing and exciting industry, with new developments and entrepreneurial potential for those who have the demanding skills required for this new energy field.

General Education Requirements .....Minimum 15 Credits

- CIS 118 Intro to PC Applications 3
- COM 115 Public Speaking OR
- COM 125 Interpersonal Communications 3
- ENG 115 Technical English & Communication OR
- ENG 121 English Composition I OR
- ENG 131 Technical Writing 3
- MAN 128 Human Relations 3
- MAT 107 or higher 3

Program Requirements ..... 45 Credits

- EIC 101 Job Training and Safety 3
- ELT 106 Fundamentals of AC/DC 3
- ELT 107 Fundamentals of Industrial Electronics 3
- ELT 252 Motors and Controls 3
- ELT 258 Programmable Logic Controllers.....3
- HWE 103 First Aid & CPR 1
- IMA 100 Intro to Industrial Maintenance 3
- IMA 150 Industrial Problem Solving 2
- IMA 160 Basic Fluid Power 3
- MIL 101 Lifting Devices 1
- PED 112 Conditioning Lab 1
- WTG 100 Intro to Wind Industry 3
- WTG 110 Power Distribution & Control Systems 3
- WTG 170 Fundamentals of AC/DC Lab 1
- WTG 230 Wind Turbine Systems 3
- WTG 289 Wind Tech Capstone 2
- Elective 2-3

Electives ..... 6 Credits

- AME 151 Fundamentals of Welding 3
- BUS 115 Intro to Business 3
- ELT 259 Adv. Programmable Logic Control 3
- MAT 135 Intro to Statistics 3
- WTG 175 Special Topics 2
- WTG 275 Special Topics 2
- WTG 280 Wind Technician INternship 6
- Any Foreign Language 3

Total Credits Required ..... 63 Credits

WIND TECHNICIAN

CERTIFICATE

Program Requirements ..... 28 Credits

- CIS 118 Intro to PC Applications 3
- COM 125 Interpersonal COmmunications 3
- ELT 106 Fundamentals of AC/DC 3
- ELT 107 Fundamentals of Industrial Electronics 3
- ELT 252 Motors and Controls 3
- ENG 131 Technical Writing 3
- MAN 128 Human Relations 3
- MAT 107 Career Math 3
- WTG 100 Intro to Wind Industry 3
- WTG 170 Fundamentals of AC/DC Lab 1

*Open to any student. Need signed Background Release of Liability.

Course Descriptions

lab hours
lecture hours
credits

EXAMPLE:
BIO 106 BASIC ANATOMY & PHYSIOLOGY **4 CR (3–2)**
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 and the Paramedic Program. (Contact hours - 75)

ACADEMIC ACHIEVEMENT

AAA 50 SEMESTER SURVIVAL **2 CR (2–0)**
Emphasizes basic study skills in order to bolster their chances of completing the current semester successfully (Contact hours–30)

AAA 75 SPELLING: WORD STRUCTURE **2 CR (2–0)**
This course is designed to help students improve their spelling skills by increasing their knowledge of the structure of words in the English language. The focus of learing in on applying structural logic, not memorizing lists of words. (Contact hours–30)

AAA 90 ACADEMIC ACHIEVEMENT STRATEGIES **3 CR (3–0)**
Students will develop personalized approaches to learn and succeed as they transition into college. Topics include goal-setting, time management, textbook reading strategies, note-taking, test-taking, listening techniques, concentration and memory devices, and critical thinking for student success. (Contact hours–45)

AAA 99 ACTIVE LEARNING SKILLS **1 CR (1–0)**
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. (Contact hours–15)

AAA 101 COLLEGE 101: STUDENT EXPERIENCE **1 CR (1–0)**
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 CR (3-0)**
Examines theories and practices associated with successful learning to enhance college success. Areas of study include education and career planning, effective communication, personal management, critical and creative thinking, development of community and awareness of diversity, leadership, and techniques for successful academic performance. Recommended for new and returning students. (Contact hours – 45)

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AGRICULTURE BUSINESS MANAGEMENT

ABM 111 RECORDS & BUSINESS PLANNING I 9 CR
This course is designed to guide the student in the collection of necessary information to implement a computerized record keeping system. Discussion will include computer terminology, application software, balance sheet concepts, accounting principles, computerized accounting reports, and business plan components.

ABM 112 RECORDS & BUSINESS PLANNING II 9 CR
This class includes implementation of a computerized record keeping system. Emphasis will be placed on the application and maintenance of an accurate set of computerized financial records, use of a filing system, and compiling a business plan.

ABM 121 FINANCIAL ANALYSIS I 9 CR
Actual enterprise cost analysis will be calculated to facilitate the development of whole business projected cash flow statements. All facets of record keeping and updating of data will be emphasized, including refining and maintaing of a current accounting system. This course includes a review and revision of business planning goals and objectives. *Prerequisite: Complete set of cash records.*

ABM 122 FINANCIAL ANALYSIS II 9 CR
Business analysis through the development of accurate cost and market value accrual balance sheets for the beginning and ending period is included in this class. Emphasis will be on the measurement and analysis of changes between the two balance sheets. Analysis will include the preparation of an accrual income statement. Financial ratios will be generated to understand their importance to business analysis. Data generated from an established record keeping system will provide the basis for the development of these accrual financial statements. *Prerequisite: complete set of cash records*

ABM 131 COMMODITY MARKETING I 9 CR
Explores the terminology associated with commodity marketing and management of the risks associated with agricultural production and marketing. Discussion will include cash marketing alternatives as well as the basics of utilizing futures and options contracts. This class includes the initial steps towards the development of a marketing plan. Continued maintenance of an established record keeping stystem is a must to provide the cost of production data for enterprises. Cost of production figures for all enterprises will be determined. These enterprise calculations will result in the initial establishment of a cost of production trend for all enterprises. *Prerequisite: cost of production records for one enterprise.*

ABM 132 COMMODITY MARKETING II 9 CR
Marketing alternatives are explored in greater depth. Price behavior will be analyzed using technical and fundamental analysis. The marketing plan will be completed through the application of local marketing alternatives, futures contracts, option contracts, and price behavior information. Cost of production figures for all enterprises will be calculted. The class includes the initial steps toward developing an enterprise trend analysis. *Prerequisite: Consent of instructor.*

ABM 135 MARKETING & RISK MANAGEMENT I 9 CR
Teaches students to conduct marketing research and analysis for the initial steps for developing a marketing plan. The focus will be on defining markets, analyzing competition, identification of products/services, pricing, and customer wants and needs. In addition, added value products and niche markets will be explored. The maintenance, refining, or implementation of system to provide accurate sales and expense information will be addressed. Sale and expense calculations will result in the establishment of sale/pricing trends for all enterprises along with margin calculations.

ABM 136 MARKETING & RISK MANAGEMENT II 9 CR
Develops an overall marketing plan derived from marketing research and analysis conducted in ABM 135. It includes a look at advertising, promotion, e-commerce, and risk management. This will include the maintenance review of existing software used to track sales and cost information. A trend of historical sales and expenses will be implemented. *Prerequisite: ABM 135*

ABM 137 WEB PRODUCTIVITY/UTILIZATION I 9 CR
Improved understanding and use of the Internet for business productivity. Emphasis will be on understanding and itilizing the tools available and the technical capabilities of the present business in order to develop a web use plan for the business.

ABM 138 WEB PRODUCTIVITY/UTILIZATION II 9 CR
Focus is on the business web use plan. Emphasis will be placed on the improved utilization of the Internet and implementation and refinement of the web use plan relating to business operations and industry. *Prerequisite: ABM 137*

ABM 141 ADVANCED BUSINESS MANAGEMENT I 9 CR
This class explores further in-depth financial analysis of the business. Includes a review of existing financial trends and emphasis of pro forma activities for further analysis of the business. The maintenance of accurate accrual records and historical data provide the data basis for the pro-forma activities and measuring the business performance past and present. (Contact hours - 135) *Prerequisite: Accurate accrual financial records*

ABM 142 ADVANCED BUSINESS MANAGEMENT II 9 CR
Focuses on revision of the business plan on a periodic basis and strengthening of management skills by focusing on the five main sources of risk. The student will be exposed to various methods of finding resource materials needed to keep the business plan current and to manage for the future. The maintenance of accurate accrual records and historical data provides the foundation needed for analysis. (Contact hours - 135) *Prerequisite: Completed business plan.*

ABM 143 INTEGRATED MANAGEMENT I 9 CR
Focuses on the research and identification of data and software technology used in the business and industry. In addition to software applications and data use, research will include areas in online opportunities, credit resources and reduction, and managing risks. (Contact hours - 162.5) *Prerequisite: Consent of instructor.*

ABM 144 INTEGRATED MANAGEMENT II 9 CR
Focuses on the analysis and evaluation of data and software currently used in the business. The primary focus will be the development of a management plan that incorporates improved use of software and data through the integration of current and/or new software applications. (Contact hours - 162.5) *Prerequisite: ABM 143.*

ABM 151 RURAL BUSINESS ENTREPRENEURSHIP I 9 CR
Guides the student in collection of data necessary for a new venture business plan. Focuses on identifying the components of a business plan, defining the business and markets, identifying customer wants and needs, and analyzing the competition. A technological emphasis in the development of a plan is used.

ABM 152 RURAL BUSINESS ENTREPRENEURSHIP II 9 CR
Focuses on the financial component of the business plan. Emphasizes the development of financial statements, creation fo financial projections with support documentation, and identification fo finance issues. A technological approach is used. *Prerequisite: ABM 151*

ABM 153 LEADERSHIP/HUMAN RESOURCE MGT. I 9 CR
Explores concepts and skills associated with effective leadership and ethics in the business environment. Focus is on concepts relating to leadership management, characteristics of functional teams, stress management, and identification of human resource tools.

ABM 154 LEADERSHIP/HUMAN RESOURCE MGT. II 9 CR
Focus on this course is the evaluation and analysis of management practices in the current business environment. Concepts in the development of a leadership and evaluation plan will be looked at. *Prerequisite: ABM 153*

ABM 175 SPECIAL TOPICS 0.5-6 CR
Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours - 0 to 90)
Prerequisite: Consent of instructor.

ABM 275 AG/BUSINESS MGMT SPECIAL TOPICS 0.5-6 CR
This course provides the student with continued in depth analysis of their business. It allows for the student to keep up with rapidly changing technology available to the industry. *Prerequisite: Consent of instructor.*

ACCOUNTING

ACC 101 FUNDAMENTALS OF ACCOUNTING 3 CR (3–0)
Presents the basic elements and concepts of accounting, with emphasis on the procedures used for maintaining journals, ledgers, and other related records, and for the completion of end-of-period reports for small service and merchandising businesses. (Contact hours–45)

ACC 115 PAYROLL ACCOUNTING 3 CR (3-0)
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. (Contact hours-45) *Prerequisites: ACC 101 or ACC 121 with a "C" or better.*

ACC 121 ACCOUNTING PRINCIPLES I 4 CR (4-0)
Introduces the study of accounting principles for understanding of the theory and logic that underlie procedures and practices. Major topics include the accounting cycle for service and merchandising companies, special journals and subsidiary ledgers, internal control principles and practices, notes and interest, inventory systems and costing, plant assets and intangible asset accounting, and depreciation methods and practices. (Contact hours 60)

ACC 122 ACCOUNTING PRINCIPLES II 4 CR (4-0)
Continues the study of accounting principles as they apply to partnerships and corporations. Major topics include: stocks and bonds, investments, cash flow statements, financial analysis, budgeting, and cost and managerial accounting. (Contact hours 60)
Prerequisites: ACC 121 or equivalent with a "C" or better.

ACC 125 COMPUTERIZED ACCOUNTING 3 CR (3–0)
Introduces the capabilities of computer applications in accounting. Includes solving accounting problems of a financial nature and hardware and software controls. (Contact hours–45) *Prerequisites: ACC 121 with a "C" or better.*

ACC 131 INCOME TAX 3 CR (3-0)
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. (Contact hours – 30)

ACC 132 TAX HELP COLORADO 2 CR (2-0)
This course prepares the students for preparation of federal and state income tax returns for individuals. Emphasis is placed on form preparation with the use of tax software. (Contact hours – 30)

ACC 133 TAX HELP COLORADO SITE LAB 1 CR (0-1)
This course allows students to prepare actual federal and state income tax returns for individuals in a real time environment. *Prerequisites: ACC 132* (Contact hours – 25)

ACC 175 SPECIAL TOPICS 0-6 CR (0 to 6-0)
Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours–0 to 90)

ACC 211 INTERMEDIATE ACCOUNTING I 4 CR (4–0)
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. (Contact hours–60) *Prerequisite: ACC 122 or equivalent with minimum of C grade.*

ACC 216 GOVERNMENTAL AND NOT-FOR-PROFIT ACCOUNTING 3 CR (3–0)
Addresses concepts of budgetary control as a matter of law and public administration theory. Accounting principles and procedures necessary to implement budgetary controls for governmental units and other not-for-profit institutions and organizations are presented. (Contact hours– 45)
Prerequisites: ACC 122

ACC 226 COST ACCOUNTING 3 CR (3–0)
Study of cost accumulation methods and reports. The concepts and procedures of job order, process, standard, and direct cost systems are covered; budgeting, planning, and control of costs are included. (Contact hours–45) *Prerequisite: ACC 122 or equivalent with minimum of C grade.*

ACC 275 SPECIAL TOPICS 1-6 CR (1 to 6-0)
Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours–15 to 90)

ACC 235 COMPUTERIZED ACCOUNTING FOR SMALL BUSINESSES 3 CR (3–0)
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. (Contact hours–45)

ACC 288 ADVANCED TAX PRACTICUM 1-3 CR (1 to 3-0)
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. (Contact hours–37.5) *Prerequisites: ACC 132 and ACC 133*

AGRI-BUSINESS

AGB 120 AGRICULTURAL SALESMANSHIP 3 CR (3–0)
Principles and techniques of agricultural sales as applied to goods and services being sold to individual producers or agricultural businesses. Emphasis will be placed on building business relationships and product training. (Contact hours–45)

AGB 180 AGRI–BUSINESS INTERNSHIP I 5-8 CR
As an employee in the agri–business industry, the student will receive practical training on the job. The student will gain experience in various phases of the business through performing the functions and duties assigned by their employer. (Contact hours–200-320 or 40 hours = 1 credit)

AGB 218 COMPUTERIZED FARM RECORDS 3 CR (3-0)
Provides hands–on experience with a detailed computerized accounting system. The activities will lead students through entering transactions that develop the financial statements. Time will be provided for exploration with different accounting software. (Contact hours–53)
Prerequisites: CIS 118 or approval of instructor.

AGB 228 AGRI–BUSINESS MANAGEMENT 3 CR (2–1.5)
Provides the student with basic management principles and practical experience in applying principles of economics, business, marketing, and finance to the management of an agri-business operation.
(Contact hours-53) *Prerequisite: AGE 102*

AGB 244 INDUSTRY EQUIPMENT TECHNOLOGY 4 CR (2–3)
Studies of sprayer and spreader equipment variations, calibration systems and methods, selection of nozzles and boom spacings and height adjustments, pumps and plumbing, tank, boom and plumbing care and maintenance, dry spreader equipment and dispensing systems and actual operation of floater. (Contact hours–60)

AGB 275 SPECIAL TOPICS 1-6 CR (1 to 6–0)
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

AGB 280 AGRI–BUSINESS INTERNSHIP II 0.25-6 CR
Upon successful completion of a first agri–business internship (AGB 199), the student may enroll in this second internship to gain additional experience in an agri–business field.
(Contact hours–10 - 240 40 hours = 1 credit.)

AGB 285 INDEPENDENT STUDY 1-6 CR
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

AGB 289 AGRI–BUSINESS CAPSTONE 1 CR (1–0)
Covers information necessary for employment and for developing job search skills. Students will receive instruction in writing resumes and cover letters, filling out job applications and developing interviewing skills.
(Contact hours–15) *Prerequisite: Sophomore Agri–business student.*

AGRICULTURAL ECONOMICS

AGE 102 AGRICULTURE ECONOMICS 3 CR (3–0)
Focuses on economic principles as applied to agriculture through price discovery with producer supply and consumer demand, governmental policies, rural development , and resource management.
(Contact hours–45) State Guarantee Transfer Course.

AGE 205 FARM AND RANCH MANAGEMENT 3 CR (2–2)
Students will gain practical experience in applying principles of economics, marketing and finance to the management of an agricultural operation. Students will create their own sample farm or ranch and emphasis will be placed on utilizing computer technology for budgeting and financial planning. (Contact hours–60) *Prerequisite: CIS 118 or approval of instructor.*

AGE 208 AGRICULTURAL FINANCE 3 CR (3–0)
An introductory course in principles of finance and their application to agriculture and agri–business, including the time value of money, net present value analysis, interest, credit, lending institutions, financial statements & financial ratios. (Contact hours–45) *Prerequisite: AGE 102*

AGE 210 AGRICULTURAL MARKETING 3 CR (3–0)
An applied study of the agricultural marketing system and methods of marketing crops and livestock. Emphasis will be placed on hedging with futures and options. (Contact hours–45) *Prerequisite: AGE 102*

AGE 285 INDEPENDENT STUDY 1-6 CR
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

PRODUCTION AGRICULTURE

AGP 100 PRACTICAL CROP PRODUCTION 4 CR (3–1.5)
Cultural practices and production management of selected field crops indigenous to the Great Plains region will be covered. Laboratories in basic crop principles, crop and weed seed and plant identification, crop improvement and grain quality and grades will be covered.
(Contact hours–68)

AGP 110 INTEGRATED PEST MANAGEMENT 3 CR (1-2)
Identification and control of economically important weeds, insects and diseases through systems approach management concepts including cultivation, chemical and biological control mechanisms.
(Contact hours–60)

AGP 145 BEEF CATTLE CALVING MANAGEMENT 2 CR (1–1.5)
Offered in cooperation with Colorado State University and will cover management of the cow and calf at calving. Topics to be covered include the process of parturition, dystocia, identifying approaching parturition, assisting with dystocia, and care of the newborn calf. Emphasis is on practical "hands–on" experience. Students will be responsible for transportation to the Eastern Colorado Resource Center (E.C.R.C.) south of Sterling. Students will assist with night and weekend calving at the E.C.R.C.
(Contact hours–38)

AGP 146 ARTIFICIAL INSEMINATION MANAGEMENT 2 CR (1–1.5)
Provides a study of applied fundamentals of anatomy and reproduction as they pertain to artificial insemination. Handling frozen semen, heat detection and nutritional management for A.I. are emphasized. Individualized training is given in developing and perfecting insemination techniques in live cattle. (Contact hours–38)

AGP 147 PRACTICAL CATTLE REPRODUCTION 2 CR (1–1.5)
Studies the fundamentals of cattle reproduction. Principles covered include: nutrition, breeding, system management, physiology of the reproductive tract, hormone function, fertilization, stages of pregnancy, and overall reproductive management of the cow herd. Emphasizes economic decision making and practical experience. Covers practical applications in reproductive management that may include: reproductive tract scoring, pelvic measuring, body condition scoring, artificial insemination and palpating cows. (Contact hours–38)

AGP 148 CATTLE REPRODUCTION LAB 1 CR (0-2)
Development of skills necessary for reproductive management of cattle in Beef/Dairy operations. Covers the practical application of reproductive management techniques and practices utilized in the cattle industry.
(Contact hours–22.5)

AGP 160 RANCH HORSEMANSHIP SKILLS 2 CR (0-2)
An introduction to the skills utilized in ranching operations where horses are involved in moving, sorting, and restraining cattle. Emphasis is placed on safety, proper techniques and in developing proficiency in equipment selection and care, basic horsemanship, riding, and roping.
(Contact hours–37.5)

AGP 180 PRODUCTION AG INTERNSHIP 0.25 - 8 CR
Student will be employed in a production agriculture setting. This work experience must cover a minimum of 320 hours with the student being involved in all facets of the operation. Guidance and supervision will be the responsibility of the supervising employer and Coordinator of Production Agriculture. Emphasis will be placed on records, managerial decisions, and production agriculture skills.
(Contact hours–10 - 320, 40 hours = 1 credit)

AGP 204 SOIL FERTILITY AND FERTILIZERS 4 CR (3–1.5)
Soil fertility and plant nutrition in crop production, soil–plant relations, diagnostic techniques and methods of evaluating soil fertility are emphasized. Also included are composition, manufacture, marketing and use of fertilizer materials and their reactions with soils and plants. (Contact hours–68) *Prerequisites: AGY 240, AGP 109 or approval of instructor.*

AGP 208 COMMERCIAL PESTICIDE LICENSE TRAINING 3 CR (3–0)
Study of the requirements for the qualified supervisor license as outlined in the training manuals published by the Colorado Department of Agriculture. Students may elect to take the certified operator tests if they do not meet the experience qualifications for the qualified supervisors license. Areas studied will be for the general, weeds, agricultural insect, plant disease, and industrial right–of–way tests administered by the Colorado Department of Agriculture. Students may elect to take any of the other tests available. (Contact hours–45)

AGP 215 ANIMAL HEALTH 3 CR (2–1.5)
Introduced to methods of prevention, recognition, and treatment of common livestock diseases. Emphasis is placed on understanding the conditions which are normal, what steps the layman should attempt independently, and when to seek professional help. (Contact hours–53) *Prerequisite: ASC 100 or approval of instructor.*

AGP 241 BEEF CATTLE MANAGEMENT I 3 CR (2–1.5)
Provides training in management pertaining to the economics of a commercial cow–calf operation. Topics included are reproduction, feeding, herd health, selection, record keeping, financial management, and marketing. (Contact hours–53) *Prerequisites: ASC 100 or approval of instructor.*

AGP 247 PRODUCTION CATTLE FEEDING 3 CR (2–1.5)
Continuation of ASC 212 with emphasis on production feeding in large and medium size operations. The mechanics and management of feeding operations in and near the Sterling area are observed and studied. (Contact hours–53) *Prerequisites: ASC 225*

AGP 275 SPECIAL TOPICS 1-6 CR
Provides students with a vehicle to pursue exploration of special topics of interest.

AGP 285 INDEPENDENT STUDY 1-6 CR
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

AGP 289 PRODUCTION AGRICULTURE CAPSTONE 1 CR (1-0)
Issues concerning transition into the family agriculture operation will be discussed. As a part of the course a seminar will be open to both students and parents (or future business partners) concerning issues of transition of the agricultural operation to the next generation. Topics concerning completion of the AAS degree will also be addressed.

AGRICULTURE

AGR 100 FRESHMAN AG ORIENTATION 0.5 CR (0.5–0)
An introductory course required for all freshman agriculture majors. This course is designed to aid the student in adjusting to college and preparing for a successful college experience. Emphasis will be placed on introduction to campus facilities and computer labs, effective study skills, and the various careers available in agriculture to help the student define personal and career objectives. (Contact hours–7.5)

AGR 175 SPECIAL TOPICS 1-6 CR
Designed to instruct the student in various topics in agriculture. The student will experience different aspects of the agricultural industry. (Contact hours–15–90)

AGR 260 WORLD INTERDEPENDENCE - POPULATION & FOOD 3 CR (3–0)
Covers the study of world population and food production and distribution. Problems and opportunities concerning population and food are discussed in a global context. (Contact hours–45) State Guarantee Transfer Course.

AGR 275 SPECIAL TOPICS 1-6 CR
Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours–15–90)

AGRONOMY

AGY 100 GENERAL CROP PRODUCTION 4 CR (3–2)
Production and adaptation of cultivated crops, with emphasis on crops grown in the western region of the United States. Principles affecting growth, development, production and use will be covered. (Contact hours–75)

AGY 240 INTRODUCTORY SOIL SCIENCE 4 CR (3–2)
Formation, physical properties, chemical properties and management of soils emphasizing soil conditions that affect plant growth. (Contact hours–75) *Prerequisites: Any CHE Course*. State Guaranteed Transfer Course.

AGY 275 SPECIAL TOPICS 1-6 CR
Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours–15–90)

AGY 285 INDEPENDENT STUDY 1-6 CR
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

AGRICULTURE MECHANICS

AME 105 BASIC AGRICULTURAL MECHANIC SKILLS 2 CR (1–2)
Includes safety, proper tool use, tool reconditioning, A.C. electricity, D.C. electricity, domestic water supply and farm sanitation systems. (Contact hours–45)

AME 107 GENERAL POWER MECHANICS 2 CR (1–2)
Designed to teach the theory of operation and the maintenance of small engines and related power equipment used on the farm. (Contact hours–45)

AME 118 FARM CARPENTRY 3 CR (1–4)
Includes safety, hand and power tool use, farm building planning and site location, concrete, farm building design and construction and materials of construction. (Contact hours–75)

AME 125 AGRICULTURAL MACHINERY 3 CR (2–2)
The safe operation, construction, purpose, maintenance and adjustment of farm machinery are emphasized in this course. (Contact hours–60)

AME 151 FUNDAMENTALS OF WELDING 3 CR (1-4)
Designed to develop basic welding skills, principles, and practices in arc and oxy–acetylene welding. (Contact hours–75)

AME 275 SPECIAL TOPICS 1-6 CR
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

AME 285 INDEPENDENT STUDY 1-6 CR
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

ANTHROPOLOGY

ANT 101 CULTURAL ANTHROPOLOGY 3 CR (3–0)
Studies the human cultural patterns and learned behavior. Includes inguistics, social and political organization, religion, culture and personality, culture change, and applied anthropology.
(Contact hours–45) State Guaranteed Transfer Course.

ANT 102 CULTURAL ANTHROPOLOGY LAB 1 CR (0-1.5)
Studies the art and science of ethnographic research methods. This course analyzes classic ethnographies, conducts field research projects, writes model ethnographies and ethnologies, and addresses ethical debates and controversies. (Contact hours–22.5) State Guaranteed Transfer Course.

ANT 103 ARCHAEOLOGY LAB 1 CR (0-1.5)
Studies analytical methods in archaeological research including those employed in the field and in the laboratory. This course utilizes practical exercises to illustrate theoretical principles of archaeology, including methods of archaeological survey, excavation, artifact analysis, collection strategies, mapping strategies, and field interpretation.
(Contact hours–22.5) State Guaranteed Transfer Course.

ANT 104 PHYSICAL ANTHROPOLOGY LAB 1 CR (0-1.5)
Investigates the principles of physical/biological anthropology. This course addresses 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. (Contact hours–22.5) State Guaranteed Transfer Course.

ANT 107 INTRODUCTION TO ARCHEOLOGY 3 CR (3-0)
Introduces the science of recovering the human prehistoric and historic past through excavation, analysis, and interpretation of material remains. Includes a survey of the archaeology of different areas of the Old and New Worlds. Also includes the works of selected archaeologists and discussions of major archaeological theories.
(Contact hours–45) State Guaranteed Transfer Course.

ANT 111 PHYSICAL ANTHROPOLOGY 3 CR (3–0)
Studies human biology and its effects on behavior. Includes principles of genetics and evolution, vertebrates and primates, human origins, human variation, and ecology. (Contact hours–45) State Guaranteed Transfer Course.

ANT 201 INTRO TO FORENSIC ANTHROPOLOGY 3 CR (3–0)
Studies the basic principles of forensic anthropology, an applied field within the discipline of physical anthropology. Includes the study of the human skeleton, practical application of physical anthropology and archaeology, and judicial procedure, as they relate to the identificaiton of human remains within a medico-legal context. (Contact hours–45) State Guaranteed Transfer Course.

ANT 215 INDIANS OF NORTH AMERICA
Studies the Indians of North America from 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. (Contact hours–45) State Guaranteed Transfer Course.

ANT 250 MEDICAL ANTHROPOLOGY 3 CR (3-0)
Studies the basic principles of medical anthropology, an applied field within the discipline of cultural anthropology including the cross-cultural study of practices and beliefs regarding illness, health, death, prevention and therapy, and the interaction of the medical systems between Western and other cultures. (Contact hours–45) State Guaranteed Transfer Course.

ANT 275 SPECIAL TOPICS 1-6 CR
Provides opportunity for off-campus field experience or study of a special topic in anthropology. Field study may occur at archaeological sites, museums, host educational institutions, within ethnographic situations, or other anthropologically appropriate places. Study of a special topic may include that derived from physical anthropology, cultural anthropology, archaeology, or other anthropological discipline.

ART

ART 107 ART EDUCATION METHODS 3 CR (3–0)
Focuses on a multimedia approach to teaching art. Emphasizes strong creative presence, philosophy and techniques in drawing, painting, printmaking, and other media. ART or EDU credit available, but credit will be granted for only one option. (Contact hours–45)

ART 110 ART APPRECIATION 3 CR (3–0)
Introduces the cultural significance of the visual arts, including media, processes, techniques, traditions, and terminology. (Contact hours–45) State Guaranteed Transfer Course.

ART 111 ART HISTORY ANCIENT TO MEDIEVEL 3 CR (3–0)
Provides the knowledge base to understand the visual arts, especially as related to Western Culture. Surveys the visual arts from the Ancient through Medieval Periods. (Contact hours–45) State Guaranteed Tansfer Course.

ART 112 ART HISTORY RENAISS. TO MODERN 3 CR (3–0)
Provides the knowledge base to understand the visual arts, especially as related to Western Culture. Surveys the visual arts from the Renaissance through the Modern Periods. (Contact hours–45) State Guaranteed Transfer Course.

ART 115 STAINED GLASS I 3 CR (0-6)
Develops a basic understanding and approach to stained glass. Students gain an understanding of and appreciation for the properties of glass and the nature of finished stained glass construction. (Contact hours–90)

ART 116 STAINED GLASS II 3 CR (0–6)
A continuation of Stained Glass I, students advance to a clearer but still basic understanding and approach to stained glass. Students gain a greater understanding of and appreciation for the properties of glass and the nature of finished stained glass construction. (Contact hours–90)

ART 121 DRAWING I 3 CR (0–6)
Investigates the various approaches and media that students need to develop drawing skills and visual perception. (Contact hours–90)

ART 124 WATERCOLOR I 3 CR (0–6)
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. (Contact hours–90)

ART 129 PRINTMAKING I 3 CR (0–6)
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. (Contact hours–90)

ART 131 VISUAL CONCEPTS 2-D DESIGN 3 CR (0–6)
Examines the basic elements of design, visual perception, and artistic form and composition as they relate to two-dimensional media.
(Contact hours–90)

ART 132 VISUAL CONCEPTS 3-D DESIGN 3 CR (0–6)
Focuses on learning to apply the elements and principles of design to three dimensional problems. (Contact hours–90)

ART 138 FILM PHOTOGRAPHY I **3 CR (2–2)**
Introduces black and white photography as a fine art medium and develops skills necessary for basic camera and lab operations. (Contact hours–60)

ART 139 DIGITAL PHOTOGRAPHY I **3 CR (2–2)**
Introduces the basic concepts of digital imaging as applied to photography. Using applicable technology and hands on experience, modern developments are presented leading to the present applications of digital imaging which combine traditional photographic ideas with electronic media. Enables the student to learn how to operate image manipulation software using a variety of scanning equipment, software tools and output devices by executing new assignments and applying these technologies to their photographic process. (Contact hours–60)

ART 151 PAINTING I **3 CR (0-6)**
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. (Contact hours–90)

ART 161 CERAMICS I **3 CR (0–6)**
Introduces traditional and contemporary ceramic forms and processes including handbuilding and throwing on the potter's wheel. (Contact hours–90)

ART 165 SCULPTURE I **3 CR (0-6)**
Introduces the fundamentals of sculpture such as modeling, casting, carving, and the processes of assemblage. (Contact hours–90)

ART 175 SPECIAL TOPICS **1-6 CR**
Students in this class will be taught special, creative art form.

ART 185 INDEPENDENT STUDY **1-6 CR**
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

ART 207 ART HISTORY 1900 TO PRESENT **3 CR (3-0)**
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 Post-Modernism. (Contact hours–45) State Guaranteed Transfer Course.

ART 221 DRAWING II **3 CR (0-6)**
Explores expressive drawing techniques with an emphasis on formal composition, color media and content or thematic development. (Contact hours–90)

ART 222 DRAWING III **3 CR (0-6)**
Offers a continued study of expressive drawing techniques and development of individual style, with an emphasis on composition and technique variation. (Contact hours–90)

ART 223 DRAWING IV **3 CR (0-6)**
Explores advanced drawing problems with an emphasis on conceptual development and portfolio and/or exhibition quality presentation. (Contact hours–90)

ART 231 ADVANCED VISUAL CONCEPTS 2-D DESIGN **3 CR (0-6)**
Provides continued study of the principles and elements of two-dimensional design with an emphasis on visual communication for further application in fine art, commercial art, and/or applied arts.

ART 232 ADVANCED VISUAL CONCEPTS 3-D DESIGN **3 CR (0-6)**
Provides continued study of the principles and elements of three-dimensional design with an emphasis on visual communication for further application in fine art, commercial art, and/or applied arts.

ART 251 PAINTING II **3 CR (0–6)**
This course further explores techniques, materials, and concepts used in opaque painting processes in oil or acryclic painting, with emphasis on composition and content development. (Contact hours–90)

ART 252 PAINTING III **3 CR (0–6)**
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. (Contact hours–90)

ART 253 PAINTING IV **3 CR (0-6)**
Explores advanced techniques, materials, and concepts used in opaque painting processes, with emphasis on the development of themes and a cohesive body of work. (Contact hours–90)

ART 261 CERAMICS II **3 CR (0–6)**
Continuation of ART 161, this course emphasizes skill, technique and form. (Contact hours–90) *Prerequisites: ART 161 OR approval of instructor.*

ART 275 SPECIAL TOPICS **1-6 CR**
Provides the student with a vehicle to pursue in depth exploration of special topics of interest.

ANIMAL SCIENCE

ASC 100 ANIMAL SCIENCES **3 CR (3–0)**
A study of the basic fundamentals of livestock production pertaining to principles of breeding, genetics, nutrition, health, anatomy and physiology of beef, sheep, swine, dairy and horses. Other areas to be emphasized will be selection, breed classifications and identification and the classification and marketing of meat animal products. (Contact hours–45) *Prerequisite: Reading Accuplacer score of 62 or higher OR successful completion of REA 60 OR concurrent enrollment in REA 60.*

ASC 102 INTRODUCTION TO EQUINE SCIENCE **4 CR (3–2)**
This course covers the basics of the equine industry, breeds, selection, form to function, care and management, soundness, health, reproduction, feeding, facilities, physiology, production systems and management systems. (Contact hours-75)

ASC 115 INTRO TO LIVESTOCK EVALUATION **1 CR (0–2)**
Designed to explore principles and economic value of traits considered in meat animal selection. In addition, emphasis will be placed on terminology used in describing meat animal conformation. It will provide experience to the student in correctly evaluating meat animal classes and defending their evaluation with oral reasons using industry acceptable terminology. (Contact hours–30) *Prerequisites: ASC 100, ASC 250, or approval of instructor.*

ASC 143 ELEMENTARY WESTERN EQUITATION **2 CR (0–4)**
Provides the student with an introduction to basic safe handling and riding of the western horse. (Contact hours– 60)

ASC 215 LIVESTOCK JUDGING **2 CR (0–4)**
Emphasizes comparative selection and grading and judging of market and breeding classes of livestock based on knowledge of phenotype, performance, information and/or carcass merit. (Contact hours– 60) *Prerequisites: ASC 100 or approval of instructor.*

ASC 225 FEEDS & FEEDING **4 CR (3–2)**
A study of the basic nutrients, common feeds and feed additives fed to livestock, anatomy of digestive systems, and basic feeding practices for beef, sheep, swine, horses and dairy. The lab portion of this class will be devoted to calculating and balancing rations to fulfill nutrient requirements for farm animals for growth, finishing, reproduction and lactation, and work. (Contact hours–75) *Prerequisites: ASC 100.*

ASC 230 FARM ANIMAL ANATOMY & PHYSIOLOGY 3 CR (3–0)
Introduces students to the basic concepts of farm animal anatomy and physiology with emphasis on concepts relating to nutrition, reproduction, Immunology, and growth of the basic farm species.
Anatomy and Physiology is taught in the context of applying basic principles to production practices in the industry including reproductive management, livestock nutrition management, and animal health practices. (Contact hours--45) *Prerequisites: BIO 111, ASC 100, or approval of instructor.*

ASC 243 INTERMEDIATE WESTERN EQUITATION 2 CR (2–0)
Provides the student basic to intermeidate horsemanship and maneuvers, improved body position, and advanced control. (Contact hours– 45) *Prerequisites: ASC 143 or approval of instructor.*

ASC 250 LIVE ANIMAL & CARCASS EVALUATION 3 CR (3–0)
Explores meat animal carcass evaluation and the related yield and quality grading system. Selection of breeding stock based on performance data will also be emphasized. (Contact hours–45) *Prerequisites: ASC 100*

ASC 275 SPECIAL TOPICS 1-6 CR
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

ASC 285 INDEPENDENT STUDY 1-6 CR
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

ASC 288 LIVESTOCK PRACTICUM 2 CR (1-2)
Provides experiential learning with beef cattle, dairy cattle, swine and Sheep. (Contact hours–45)

AUTO SERVICE TECHNOLOGY

ASE 101 AUTO SHOP ORIENTATION 2 CR (2–0)
Provides students with safety instruction in the shop and on the automobile. Emphasis is placed 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. (Contact hours–30)

ASE 110 BRAKES I 2 CR (1–1.5)
Covers basic operation of automotive braking systems. Includes operation, diagnosis, and basic repair of disc brakes, drum brakes, and basic hydraulic systems. (Contact hours - 37.5) Prerequisites: ASE 101

ASE 111 BRAKES II 2 CR (1–1.5)
Teaches skills to perform service checks and procedures to automotive foundation braking system and to identify components and types of ABS and traction control systems. (Contact hours–37.5)

ASE 120 BASIC AUTOMOTIVE ELECTRICITY 2 CR (1–1.5)
Introduces vehicle electricity and includes basic electrical theory, circuit designs, and wiring methods. Focuses on multi-meter usage and wiring diagrams. (Contact hours–37.5) Prerequisites: ASE 101

ASE 122 AUTO ELECTRICAL SAFETY SYSTEMS 1 CR (0–1.5)
Teaches the student to Identify operation of vehicle lighting systems, Supplemental Inflatable Restraints (SIR), windshield wiper, driver warning systems and vehicle accessories. (Contact hours–22.5)

ASE 123 BATTERY, STARTING & CHARGING SYS. 2 CR (1–1.5)
Covers the operation, testing, and servicing of the vehicle battery, starting, and charging systems. Includes voltage and amperage testing of starter and generator, load testing and mgsaintenance of a battery.
(Contact hours–37.5) *Prerequisites: ASE 101 & ASE 120*

ASE 130 GENERAL ENGINE DIAGNOSIS 2 CR (1–1.5)
Focuses on lecture and related laboratory experiences in the diagnosis and necessary corrective actions of automotive engine performance factors. (Contact hours–37.5) Prerequisites: ASE 101

ASE 134 AUTO. FUEL & EMISSIONS SYSTEMS 2 CR (1–1.5)
Focuses on lecture and laboratory experiences in the diagnosis and repair of automotive emission control systems, filter systems and spark plugs. (Contact hours–37.5) *Prerequisites: ASE 101 & ASE 132*

ASE 140 STEERING & SUSPENSION I 3 CR (1–1.5)
Focuses on lecture and related experiences in the diagnosis and service of suspensions and steering systems and their components.
(Contact hours–37.5) *Prerequisites: ASE 101*

ASE 141 STEERING & SUSPENSION II 2 CR (1–1.5)
Focuses on lecture and related experiences in the diagnosis and service of suspensions and steering systems and their components.
(Contact hours–37.5) *Prerequisites: ASE 101*

ASE 150 MANUAL DRIVE TRANS & AXLE 2 CR (1–1.5)
Studies the operating principles and repair procedures relating to axle-shaft and universal joints. (Contact hours–37.5)

ASE 151 MANUAL TRANS/TRANSAXLES & CLUTCHES 2 CR (1–1.5)
Focuses on lecture and related laboratory experiences in the diagnosis and repair of automotive manual transmissions, transaxles and clutches and related components. (Contact hours–37.5)

ASE 152 MANUAL TRANS/TRANSAXLES & CLUTCHES Ii 2 CR (1–1.5)
Focuses on lecture and related laboratory experiences in the diagnosis and repair of automotive differentials, four wheel and all wheel drive units. (Contact hours–37.5)

ASE 153 AUTO DRIVE AXLE O/H 1 CR (0–1.5)
Teaches the student skills to check, inspect, and replace parts necessary to rebuild differential assembly. (Contact hours–22.5)

ASE 154 MANUAL TRANS/TRANSAXLE O/H 1 CR (0–1.5)
Covers operation, diagnosis and repair procedures of manual transmission and transaxle assemblies. (Contact hours–22.5)

ASE 160 AUTO ENGINE REPAIR 2 CR (1–1.5)
Focuses on lecture and laboratory experiences in the removal and installation procedures of the automotive engine from and into front wheel and rear wheel drive vehicles. (Contact hours–37.5)
Prerequisites: ASE 101

ASE 161 ENGINE REPAIR & O/H 3 CR (2–5)
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. (Contact hours–97.5) *Prerequisites: ASE 101*

ASE 162 AUTO ENGINE SERVICE 2 CR (1-1.5)
Covers engine sealing requirements and repair procedures; engine fasteners, bolt torque and repair of fasteners. Course will also cover cooling system and basic engine maintenance. (Contact hours–37.5)

ASE 165 AUTOMOTIVE MACHINING 2 CR (1–1.5)
Offers instruction in machining processes on the automotive engine using up-to-date machines to recondition connecting rods, bore engine blocks, machine heads for replaceable guides and seats. Brake drum and disc machining is also discussed. (Contact hours–37.5)
Prerequisites: ASE 101

ASE 210 AUTO POWER/ABS BRAKE SYSTEMS 2 CR (2–0)
Covers the operation and theory of the modern automotive braking systems. Includes operation, diagnosis, service, and repair of the anti-lock braking systems, power assist units and machine operations of todays automobile. (Contact hours-60) *Prerequisites: ASE 110*

ASE 220 SPECIALIZED ELECTRONICS TRANING 2 CR (1–1.5)
Provides a systematic approach to automotive electrical systems. Builds from the basic electrical principles and concepts through semiconductors and microprocessors. Features on-bench exercises. Students practice diagnostic procedures that have applications to present and future automotive electronics and electrical systems. (Contact hours–37.5) *Prerequisites: ASE 101 & ASE 120*

ASE 221 AUTO/DIESEL BODY ELECTRICAL 4 CR (1–4.5)
Provides a comprehensive study of the theory, operation, diagnosis, and repair of vehicle accessories. (Contact hours–82.5)
Prerequisites: ASE 101 & ASE 120

ASE 231 AUTO COMPUTERS & IGNITION SYSTEMS 2 CR (1–1.5)
Focuses on lecture and laboratory experiences in the inspection and testing of typical computerized engine control systems.
(Contact hours–37.5) *Prerequisites: ASE 101, ASE 120, ASE 134, ASE 220*

ASE 233 AUTO FUEL INJECTION & EMISSIONS 4 CR (2–3)
Focuses on lecture and related laboratory experiences in the diagnosis and repair of electronic fuel injection systems and modern exhaust systems. (Contact hours–75) *Prerequisites: ASE 101, ASE 120, ASE 134, ASE 231*

ASE 235 DRIVEABILITY & DIAGNOSIS 2 CR (1–1.5)
Emphasizes lecture and related laboratory experience in diagnostic techniques and the use of diagnostic scan tools, oscilloscopes, lab scopes, multi-meters and gas analyzers. Students diagnose live vehicle driveability problems. (Contact hours–22.5) *Prerequisites: ASE 101 & ASE 233*

ASE 240 & STEERING & SUSPENSION III 2 CR (1-1.5)
Emphasizes lecture and related experiences in the diagnosis and service of electronic suspensions and steering systems and their components. (Contact hours–56) *Prerequisites: ASE 101 & ASE 140*

ASE 250 AUTOMOTIVE TRANSMISSION/ TRANSAXLE SERVICES 1 CR (0–1.5)
Focuses on practical methods of maintaining, servicing, and performing minor adjustments on an automatic transmission and transaxle.
(Contact hours–22.5) *Prerequisites: ASE 101*

ASE 251 AUTO TRANS/TRANSAXLE REPAIR 3 CR (1.5-2.5)
Focuses on practical methods of maintaining, servicing, and performing minor adjustments on an automatic transmission and transaxle.
(Contact hours–22.5) *Prerequisites: ASE 101*

ASE 252 ADVANCED AUTOMATIC TRANS. O/H 2 CR (2-0)
Provides laboratory experiences with a variety of customer work in the areas that the student received training during previous automotive transmission classes. (Contact hours– 37.5) *Prerequisites: ASE 101*

ASE 264 INTRO TO AUTO HEATING/AC 1 CR (0–1.5)
Covers basic operation of the Heating and Air Conditioning components. (Contact hours - 22.5)

ASE 265 HVAC SYSTEMS 4 CR (2-3)
Focuses on practical methods of maintaining, servicing, and performing minor adjustments on an automatic transmission and transaxle.
(Contact hours–22.5) *Prerequisites: ASE 101*

ASE 275 ADVANCED AUTOMATIC TRANS LAB 1 CR (0-1.5)
Additional lab hours to supplement ASE-252. (Contact hours - 22.5)

ASE 276 ADVANCED MANUAL TRANS LAB 1 CR (0-1.5)
Additional lab hours to supplement ASE-253. (Contact hours - 22.5)

ASTRONOMY

AST 101 ASTRONOMY I 4 CR (3–2)
Focuses on the history of astronomy, the tools of the astronomer and the contents of the solar system including the planets, moons, asteroids, comets, and meteoroids. Incorporates laboratory experience.
(Contact hours–75) *Prerequisites: Reading Accuplacer score of 80 or higher OR successful completion of REA 90 OR concurrent enrollment in REA 90.* State Guarantee Transfer Course.

AST 102 ASTRONOMY II 4 CR (3–2)
Emphsizes the structure and life cycle of the stars, the sun, galaxies, and the universe as a whole, including cosmology and relativity. Incorporates laboratory experience. (Contact hours–75) *Prerequisites: Reading Accuplacer score of 80 or higher OR successful completion of REA 90 OR concurrent enrollment in REA 90.* State Guarantee Transfer Course.

BIOLOGY

BIO 103 PRINCIPLES OF ANIMAL BIOLOGY 3 CR (3–0)
Introduces the student to the study of animals from the cellular level to the interactions of the organism within its environment, and their ecological contributions. This course includes principles of evolution, animal ecology, animal architecture, taxonomy, and phylogeny. It also includes the study of animal diversity, emphasizing the characteristics and classifications of animal phyla and major classes. (Contact hours–45)
State Guarantee Transfer Course.

BIO 105 SCIENCE OF BIOLOGY 4 CR (3–2)
Designed for non–science students. Examines the basis of biology in the modern world and surveys the current knowledge and conceptual framework of the discipline. Biology as a science—a process of gaining new knowledge—is explored as is the impact of biological science on society. This course includes laboratory experience. (Contact hours–75)
State Guarantee Transfer Course.

BIO 106 BASIC ANATOMY & PHYSIOLOGY 4 CR (3–2)
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.
(Contact hours–75)

BIO 111 GENERAL COLLEGE BIOLOGY I WITH LAB 5 CR (4–2)
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. (Contact hours–90) *Prerequisite: Reading Accuplacer score of 80 or higher OR successful completion of REA 90 OR concurrent enrollment in REA 90.* State Guarantee Transfer Course.

BIO 112 GENERAL COLLEGE BIOLOGY II WITH LAB 5 CR (4–2)
A continuation of General College Biology I. Includes ecology, evolution, classification, structure and function in plants and animals. This course includes laboratory experience. (Contact hours–90) *Prerequisites: BIO 111 or approval of instructor.* State Guarantee Transfer Course.

BIO 116 INTRODUCTION TO HUMAN DISEASE 3 CR (3-0)
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. (Contact hours–45) *May be used as Natural and Physical Science requirement for AA & AGS Degrees, and as an elective for AS.* State Guarantee Transfer Course.

BIO 160 INTRODUCTION IN BIOTECHNOLOGY 3 CR (2–2)
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, media preparation, bacterial culturing, DNA and protein technologies. (Contact hours–60)

BIO 175 SPECIAL TOPICS 1-6 CR
Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours–0 to 90)

BIO 201 HUMAN ANATOMY AND PHYSIOLOGY I 4 CR (3–2)
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 integuments, skeletal, articulations, muscular, and nervous systems. Includes a mandatory hands on laboratory experience covering experimentation, microscopy, observations, and dissection. This is the first semester of a two semester sequence. (Contact hours–75) *Prerequisite:BIO 111 or equivalent, or permission of instructor.* State Guarantee Transfer Course.

BIO 202 HUMAN ANATOMY AND PHYSIOLOGY II 4 CR (3–2)
Focuses on the integrated study of the human body and the histology, anatomy, and physiology of the following systems and topics: endocrine system, 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. (Contact hours–75) *Prerequisite:BIO 201 or equivalent, or permission of instructor.* State Guarantee Transfer Course.

BIO 204 MICROBIOLOGY 4 CR (3–4)
Designed for health science majors. Examines microorganisms with an emphasis on their structure, development, physiology, classification, and identification. The laboratory experience includes culturing, identifying, and controlling microorganisms with an emphasis on their role in infectious disease. (Contact hours–105) *Prerequisite:BIO 111 or equivalent, or permission of instructor.* State Guarantee Transfer Course.

BIO 208 GENERAL COLLEGE MICROBIOLOGY 5 CR (4–3)
Designed for biology and health science majors. Surveys microorganisms with an emphasis on their structure, development, physiology, classification, and identification. Includes microbial diversity, functional anatomy, biochemistry, genetics, ecology, and disease. Mandatory hands-on laboratory experience covers sterile technique, microscopy, culture procedures, and biochemical and genetic analysis. (Contact hours - 105) *Prerequisite: BIO 111 or permission of instructor.* State Guarantee Transfer Course.

BIO 211 CELL BIOLOGY 4 CR (3–2)
Involves an intensive study of the cell and its organelles. Emphasis will be on the molecular mechanisms involved in cell communication, metabolism, motility, genetics, growth, and reproduction. Includes a laboratory experience. (Contact hours–75) *Prerequisite:BIO 111 or equivalent, or permission of instructor.*

BIO 216 PATHOPHYSIOLOGY 4 CR (3-2)
Focuses on the alterations in physiological, cellular, and biochemical processes, the associated homeostatic responses, and the manifestations of disease. Prior knowledge of cellular biology, anatomy, and physiology is essential for the study of pathophysiology. (Contact hours–75) (*Prerequisite BIO 201, 202 or instructor's consent.*

BUSINESS

BUS 102 ENTREPRENEURIAL OPERATIONS 3 CR (3-0)
Covers the major aspects of small business management to enable the entrepreneur to successfully begin his own business. This course provides the basic concepts of marketing, principles of management and finance needed to manage a small business. Further it develops the business plan and suggests methods of obtaining the financing required to launch the business. (Contact hours - 45)

BUS 110 WORKING FOR YOURSELF 2 CR (2-0)
Introduces small business start-up and offers practical training designed to provide students with a fundamental understanding of the special concerns of self-employment. The course also provides an overview of the subjects needed to become an entrepreneur, including financing, law, insurance, government regulations, record keeping, and taxes. Guest speakers with expertise in the various topics add to the weekly discussion. (Contact hours - 30)

BUS 115 INTRODUCTION TO BUSINESS 3 CR (3-0)
Focuses on the operation of the American business system. Covers fundamentals of the economy, careers and opportunities, marketing, management, production, governmental regulations, tools of business and social responsibilities. (Contact hours - 45) *Prerequisites: Reading Accuplacer score of 62 or higher OR successful completion of REA 60 OR concurrent enrollment in REA 60.*

BUS 116 PERSONAL FINANCE 3 CR(3-0)
Surveys the basic personal financial needs of most individuals. Emphasizes the basics of budgeting and buying, saving and borrowing money, the intricacies of home ownership, income tax and investments, and the wise use of insurance, wills and trusts. (Contact hours - 45)

BUS 120 INTRODUCTION TO E-COMMERCE 3 CR (3-0)
Provides an introduction to electronic commerce—the business trend of the future. Covers definition of e-commerce, technology and software requirements, security issues, electronic payment and marketing strategies. Focuses on what to expect when creating a dot com as well as the business-to-business use of e-commerce. (Contact hours —45)

BUS 175 SPECIAL TOPICS IN BUSINESS 1-6 CR (.25 to 7-0)
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. (Contact hours — 4 to 45)

BUS 185 INDEPENDENT STUDY 1-6 CR (0 to 0)
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

BUS 187 COOPERATIVE EDUCATION/INTERNSHIP 1-6 CR (0-0)
Provides students with the opportunity to supplement course work 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 203 INTRO TO INTERNATIONAL BUSINESS 3 CR (3-0)
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 transcations; legal aspects of international business; and developing an effective international marketing strategy. (Contact hours — 45)

BUS 216 LEGAL ENVIRONMENT OF BUSINESS 3 CR (3-0)
Emphasizes public law, regulation of business, ethical considerations, and various relationships existing within society, government, and business. Specific attention will be devoted to economic regulation, social regulation, regulation and laws impacting labor-management issues, and environmental concerns. Students will develop an understanding of the role of law in social, political, and economic change. (Contact hours — 45)

BUS 217 BUSINESS COMMUNICATION AND REPORT WRITING 3 CR (3-0)
Emphasizes effective business writing: letters, memoranda, reports, application letters, and resumes. Also, the course will include the fundamentals of business communication and an introduction to international communication. (Contact hours — 45) *Prerequisite: Accuplacer score of 95.*

BUS 226 BUSINESS STATISTICS 3 CR (3-0)
Focuses on statistical study, descriptive statistics, probability, and the binominal distribution, index numbers, time series, decision theory, confidence intervals, linear regression, and correlation. Intended for the business major. (Contact hours — 45) *Prerequisites: MAT 99 or approval of instructor or Accuplacer score of 85 or Math ACT score of 21.*

BUS 275 SPECIAL TOPICS 1–6 CR
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 281 INTERNSHIP 1–6 CR
Provides continued instruction and the opportunity for students 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 285 INDEPENDENT STUDY 1–6 CR
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

BUS 287 COOPERATIVE EDUCATION 1–6 CR
Provides students with the opportunity to supplement course work 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 0–6 CR
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.

COMPOSITION AND READING

CCR 91 COMPOSITION AND READING LAB 1 CR (1-0)
Supports skill development for students registered in CCR 092 College Composition and Reading who score below RC 40 or SS 50. Topics covered in the course include those defined in CCR 092 and/or any foundational skills needed by the student. Any student enrolled in CCR 091 is required to
co-enroll in CCR 092. (Contact hours — 15) (This course begins in Spring 2014.)

CCR 92 COLLEGE COMPOSITION AND READING 5 CR (5-0)
Integrates and contextualizes college level reading and writing. Students will read and understand complex materials and respond to ideas and information through writing informative and/or persuasive texts.
(Contact hours — 75) (This course begins in Spring 2014.)

CCR 93 STUDIO D 3 CR (3-0)
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. Students will read and understand complex discipline-specific materials, and respond to ideas and information through writing informative and/or persuasive texts. (Contact hours — 45)
(This course begins in Spring 2014.)

CCR 94 STUDIO 121 3 CR (3-0)
Integrates and contextualizes reading and writing strategies tailored to co-requisite ENG 121 coursework. Students will read and understand complex materials, and respond to ideas and information through writing informative and/or persuasive texts. (Contact hours — 45)
(This course begins in Spring 2014.)

CHEMISTRY

CHE 101 INTRODUCTION TO CHEMISTRY 5 CR (4–2)
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. (Contact hours–90) *Prerequisite: MAT 090;* State Guaranteed Transfer Course.

CHE 103 AGRICULTURAL CHEMISTRY 4 CR (3–1.5)
Introduces the basic concepts of chemistry to the students. Areas covered are designed to focus on chemical concepts that a student needs in taking agriculture related courses. Time will also be spent on basic organic compounds– their physical and chemical properties.
(Contact hours–68)

CHE 107 FUNDAMENTALS OF GENERAL CHEMISTRY 5 CR (4-2)
Focuses on the study of measurement, states of matter, atomic/molecular theory, chemical bonding, nomenclature, stoichiometry, solutions, acid and base chemistry, gas laws, condensed states of matter, oxidation-reduction reactions periodicity, and chemical equilibrium. Designed for students with no previous chemistry background and need one semester of general chemistry. Includes laboratory experiments.
(Contact hours — 90) *Prerequisites: MAT 090 Introductory Algebra*

CHE 111 GENERAL COLLEGE CHEMISTRY I W/LAB 5 CR (4-3)
For science and engineering majors. Focuses on basic chemistry and measurement, matter, chemical formulas, reactions and equations, stoichiometry and thermochemistry. 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 and molecular orbital theory. The course includes gases, liquids, and solids and problem-solving skills are emphasized through laboratory experiments.
(Contact hours — 105) *Prerequisites: 1 yr. high school chemistry or equivalent. Corequisite: MAT 121 or consent of instructor.* State Guarantee Transfer Course.

CHE 112 GENERAL COLLEGE CHEMISTRY II W/LAB 5 CR (4-3)
Presents concepts in the areas of solution properties, chemical kinetics, chemical equilibrium, acid-base and ionic equilibrium, thermodynamics, electrochemistry, nuclear chemistry, and organic chemistry. This course emphasizes problem solving skills and descriptive contents for these topics. Laobratory experiments demonstrate qualitative and quantitative analytical techniques. (Contact hours — 105) *Prerequisite: CHE 111;* State Guarantee Transfer Course.

CHE 205 INTRODUCTORY ORGANIC CHEMISTRY 5 CR (4-3)
Focuses on compounds associated with the element carbon, their reactions, and synthesis. Includes structure, physical properties, reactivities, synthesis and reactions of aliphatic hydrocarbons and selected functional group families including alcohols, ethers, aromatics, adehydes, ketones, amines, amides, esters, and carboxylic acids. Covers nomenclature, stereochemistry, and reaction mechanisms. Includes reactions and reaction mechanisms of aromatic compounds. Designed for students needing one semester of organic chemistry.
(Contact hours — 105) *Prerequisites: CHE 107 or CHE 112*

CHE 208 INTRODUCTION TO ORGANIC AND BIOCHEMISTRY 5 CR (4-3)
Introduces some of the major topics in modern organic chemistry and biochemistry focusing on relating structure and behavior of molecules to their functions. The chemistry of organic molecules based on their functional groups, proteins, carbohydrates, and lipids is studied. The basic conceptual background is provided to allow the student to understand disease mechanisms, clinical lab tests and drug effects.
(Contact hours — 105) *Prerequisites: CHE 107 or CHE 111 & 112*

CHE 211 ORGANIC CHEMISTRY I W/LAB 5 CR (4-3)
Designed for chemistry, premedical and preveterinary students.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 mechanism such as SN1, SN2, E1 and E2. Laboratory experiments demonstrate the above concepts plus the laboratory techniques associated with organic chemistry. (Contact hours — 105)
Prerequisite: CHE 112

CHE 212 ORGANIC CHEMISTRY II W/LAB 5 CR (4-3)
Continuation of CHE 211. 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.
(Contact hours — 105) *Prerequisite: CHE 211.*

CHE 275 SPECIAL TOPICS 1-6 CR
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

CHE 285 INDEPENDENT STUDY 1-6 CR
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. *Prerequisite: Instructor permission.*

COMPUTER INFORMATION SYSTEMS

CIS 110 INTRODUCTION TO THE PC 1 CR (1-0)
Provides the beginning computer user with hands-on experience in the elementary use of the personal computer. This course introduces the basic feature of and the terminology associated with personal computers, including topics such as database, spreadsheet, and word processing.
(Contact hours — 15)

CIS 115 INTRODUCTION TO COMPUTER INFORMATION SYSTEMS 3 CR (3-0)
Focuses on an overview of the needs for and roles of computer information systems. Emphasizes computer requirements in organizations, history, hardware functions, programming, systems development, and computer operations. Introduces computer applications. (Contact hours — 45)
Prerequisite: KEYBOARD PROFICIENCY OF 30 WPM

CIS 117 INTRODUCTION TO TECHNICAL APPLICATIONS 2 CR (2-0)
Reviews standard software packages available to support a microcomputer-based workstation. Included are description of hands-on work with word processors, spreadsheets, electronic presentations, and other common application packages. (Contact hours — 30)

CIS 118 INTRO TO PC APPLICATIONS 3 CR (3 -0)
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.
(Contact hours — 45)

CIS 136 MICROSOFT OFFICE SPECIALIST CERTIFICATION: WORD 1 CR (1-0)
Prepares students for the Microsoft Office Specialist certification examination for Word. Students use software to determine strengths and weaknesses and elect to review and prepare for either the Core or Expert level exam. (Contact hours — 15) *Prerequisite: CIS 135 or instructor permission based on prior experience.*

CIS 149 MICROSOFT OFFICE SPECIALIST CERTIFICATION: ACCESS 1 CR (1-0)
Prepares students for the Microsoft Office Specilist certification examination for Access. Students use software to determine strengths and weaknesses and elect to review and prepare for the Core level Certification exam. (Contact hours — 15) *Prerequisite: CIS 145 or instructor permission based on prior experience.*

CIS 159 MICROSOFT OFFICE SPECIALIST CERTIFICATION: EXCEL 1 CR (1-0)
Prepares students for the Microsoft Office Specialist certification examination for Excel. Students use software to determine strengths and weaknesses and elect to review and prepare for either the Core or Expert level Certification exam. The MOS test is not included in this course.
(Contact hours — 15) *Prerequisite: CIS 155 or instructor permission based on prior experience.*

CIS 169 MICROSOFT OFFICE SPECIALIST CERTIFICATION: POWERPOINT 1 CR (1-0)
Prepares students for the Microsoft Office Specialist certification examination for PowerPoint. Students use software to determine strengths and weaknesses and elect to review and prepare for the Core level Certification exam. (Contact hours — 15) *Prerequisite: CIS 165 or instructor permission based on prior experience.*

CIS 175 SPECIAL TOPICS .25 to 6 CR (.25 to 6-0)
Provides students with a vehicle to pursue in-depth exploration of special topics of interest. (Contact hours — 4 to 45)

CIS 234 MICROSOFT OFFICE SPECIALIST CERTIFICATION PREPARATION: EXPERT WORD 1 CR (1-0)
Covers the competencies required to pass the Microsoft Officer Specialist (MOS) Expert Word Exam. (Contact Hours - 15) *Prerequisite: CIS 118 or CIS 138 or Instructor Approval.*

CIS 259 MICROSOFT OFFICE SPECIALIST CERTIFICATION PREPARATION: EXPERT EXCEL 1 CR (1-0)
Covers the competencies required to pass the Microsoft User Specialist (MOS) Excel Expert Exam. (Contact Hours - 15) *Prerequisite: CIS 118 or CIS 159 or Instructor Approval.*

CIS 275 SPECIAL TOPICS 1-6 CR (1 to 6-0)
Provides students with a vehicle to pursue in-depth exploration of special topics of interest. (Contact hours — 4 to 45)

CIS 285 INDEPENDENT STUDY 1-6 CR
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. *Prerequisite: Permission of the instructor.*

CIS 287 COOPERATIVE EDUCATION 1-6 CR
Provides students an opportunity to gain practical experience in applyng 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 work site supervisor.

CIS 289 CAPSTONE 1-6 CR
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. *Prerequisite: Sophomore standing.*

COMMUNICATION

COM 115 PUBLIC SPEAKING 3 CR (3-0)
Combines the basic theory of speech communication with public speech performance skills. Emphasizes is on speech delivery, preparation, organization, support, and audience analysis. (Contact hours — 45)

COM 125 INTERPERSONAL COMMUNICATION 3 CR (3-0)
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. (Contact hours — 45)

COM 175 SPECIAL TOPICS 1-6 CR (0-0)
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

COM 217 GROUP COMMUNICATION 3 CR (3-0)
Examines group communication theories with an emphasis on leadership and group behaviors. The course provides opportunities for group participation.

COM 219 GROUP DYNAMICS 3 CR (3-0)
Examines group communication theories with an emphasis on leadership and group behaviors. The course provides opportunities for group participation. (Contact hours - 45)

COM 220 INTERCULTURAL COMMUNICATIONS 3 CR (3-0)
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, worldview, context, ethics, language, and nonverbal communication.
(Contact hours - 45) State Guaranteed Transfer Course.

COSMETOLOGY

(All COS, EST and NAT courses are a part of the Cosmetology Program and cannot be taken as independent courses)

COS 103 SHAMPOOS, RINSES, & CONDITIONERS I 1 CR (1-0)
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. (Contact hours - 15)

COS 110 INTRODUCTION TO HAIR COLORING 2 CR (1-1.5)
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.
(Contact hours — 37.5)

COS 111 INTERMEDIATE I: HAIR COLORING 2 CR (0-3)
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. (Contact hours — 45) *Prerequisite: COS 110* .

COS 120 INTRODUCTION TO HAIR CUTTING 2 CR (1-1.5)
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.
(Contact hours — 37.5)

COS 121 INTERMEDIATE I: HAIR CUTTING 2 CR (0-3)
Focuses on theory related to facial shapes and head and body forms determine the client's appropriate haircut. Incorporates practical applications of hair cutting techniques in specialized classes or in a supervised salon (clinical setting). (Contact hours — 45) *Prerequisites: COS 120* .

COS 130 INTRODUCTION TO HAIR STYLING 2 CR (1-1.5)
Combines theory with the practical application of roller placement, shaping, pincurls, finger waves, air forming iron curling, soft pressing and hard pressing. (Contact hours — 37.5)

COS 131 INTERMEDIATE I: HAIR STYLING 2 CR (0-3)
Focuses on the accepted methods of styling hair, air forming, roller sets, finger waves, pin curls, braiding and hair pressing. (Contact hours — 45) *Prerequisite: COS 130.*

COS 140 INTRODUCTION TO CHEMICAL TEXTURE 1 CR (1-0)
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.
(Contact hours — 15)

COS 141 INTERMEDIATE I: CHEMICAL TEXTURE 1 CR (0-1.5)
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. (Contact hours —22.5) *Prerequisites: COS 140.*

COS 150 LAWS, RULES & REGULATIONS 1 CR (1-0)
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.
(Contact hours — 15)

COS 160 INTRODUCTION TO DISINFECTION, SANITATION & SAFETY 2 CR (1-1.5)
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. (Contact hours - 37.5)

COS 161 INTERMEDIATE I: DISINFECTION, SANITATION & SAFETY 1 CR (0-1.5)
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. (Contact hours - 22.5) *Prerequisites: COS 160.*

COS 203 SHAMPOOS, RINSES & CONDITIONERS II 1 CR (0-1.5)
Provides theory and practical training in shampoos,rinses and conditioners. Examines advanced techniques to prepare the student for employement. Includes preparation for the State Board Licensing Examination in shampoos, rinses and conditioners. . (Contact hours - 22.5) *Prerequisites: COS 103.*

COS 210 INTERMEDIATE II: HAIR COLORING 2 CR (0-3)
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. (Contact hours — 45) *Prerequisites: COS 111.*

COS 211 ADVANCED HAIR COLORING 2 CR (0-3)
Provides continued instruction on advanced theory and practical tech niques 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 Eamination pertaining to hair coloring. (Contact hours — 45) *Prerequisites: COS 210.*

COS 220 INTERMEDIATE II: HAIR CUTTING 2 CR (0-3)
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 hair cutting techniques. (Contact hours — 45) *Prerequisites: COS 121*

COS 221 ADVANCED HAIR CUTTING 2 CR (0-3)
Focuses on advanced cutting techniques using all the cutting tools. Emphasizes current fashion trends. Includes student preparation for the State Licensure examination. (Contact hours — 45) *Prerequisites: COS 220.*

COS 230 INTERMEDIATE II: HAIR STYLING 2 CR (0-3)
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. (Contact hours — 45) *Prerequisites: COS 131.*

COS 231 ADVANCED HAIR STYLING 1 CR (0-1.5)
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. (Contact hours — 22.5) *Prerequisites: COS 230*
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COS 240 INTERMEDIATE II: CHEMICAL TEXTURE 1 CR (0-1.5)
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. (Contact hours — 22.5) *Prerequisites: COS 141.*

COS 241 ADVANCED CHEMICAL TEXTURE 1 CR (0-1.5)
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. (Contact hours — 22.5) *Prerequisites: COS 240.*

COS 250 MANAGEMENT, ETHICS, INTERPERSONAL SKILLS & SALESMANSHIP 1 CR (1-0)
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 professionnel ethics. (Contact hours — 15)

COS 260 INTERMEDIATE II: DISINFECTION, SANITATION & SAFETY 1 CR (1-1)
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 enviroment is practiced. (Contact hours - 37.5) *Prerequisites: COS 161.*

COS 261 ADVANCED: DISINFECTION, SANITATION & SAFETY 1 CR (0-1.5)
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. (Contact hours - 22.5) *Prerequisites: COS 260.*

COS 275 SPECIAL TOPICS 0.5-6 CR
Provides students with a vehicle to pursue in-depth exploration of special topics of interest. (Contact hours — 7.5-90)

COS 279 SEMINAR/WORKSHOP: 0.5-6 CR
This course provides students with an experiential learning opportunity. (Contact hours — 7.5 - 90)

COS 280 INTERNSHIP 0.5-6 CR
This course provides students with the opportunity to supplement coursework with practical work experience related to their educational programs. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instruction. (Contact hours -- 7.5 - 90)

COS 285 INDEPENDENT STUDY 0.5-6 CR
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. (Contact hours — 7.5 - 90)

COS 288 PRACTICUM 0.5-10 CR
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. (Contact hours -- 7.5 - 150)

COS 289 CAPSTONE 1-3 CR
Provides advanced training in all course areas and prepares student for the State Board of Cosmetology Licensing Exam. Hours will be arranged. (Contact hours -- 15 - 45) *Prerequisites: Student must have acquired 1,000 hours or more.*

COS 290 PROFESSIONAL DEVELOPMENT/ CONTINUING EDUCATION 0.5-6 CR
Provides students with a vehicle to pursue in-depth exploration of special topics of interest. (Contact hours -- 7.5 - 90)

CRIMINAL JUSTICE

CRJ 110 INTRO TO CRIMINAL JUSTICE 3 CR (3-0)
Introduces a study of the agencies and processes involved in the criminal justice system: the legistature, the police, the prosecutor, the public defender, the courts, and corrections. Includes an analysis of the roles and problems of the criminal justice system in a democratic society, with an emphasis upon inter-component relations and checks and balances. (Contact hours — 45)

CRJ 125 POLICING SYSTEMS 3 CR (3-0)
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, political and organizational context. (Contact hours - 45)

CRJ 135 JUDICIAL FUNCTIONS 3 CR (3-0)
Examines the criminal process with an analysis of the major judicial decision-makers, i.e. prosecutors, defense attorneys, judges, and the discretionary aspects of adjudication. (Contact hours - 45)

CRJ 145 CORRECTIONAL PROCESS 3 CR (3-0)
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. (Contact hours — 45)

CRJ 146 COMMUNITY BASED CORRECTIONS 3 CR (3-0)
Introduces an analysis of community based correctional programs and procedures. Emphasizes the environment and the relationship to public safety, reintegration and punishment. (Contact hours — 45)

CRJ 147 INSTITUTIONAL-BASED CORRECTIONS 3 CR (3-0)
Focuses on a study of the Correctional Institution, including the role of correctional personnel relative to institutional programs.
(Contact hours — 45) *Prerequisites: CRJ 110.*

CRJ 150 VICTIMS OF CRIME AND TRAUMA 3 CR (3-0)
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.
(Contact hours — 3)

CRJ 180 INTERNSHIP 1-6 CR
Provides placement in the criminal justice field to integrate theory with practice. (Contact hours — 15-90)

CRJ 185 INDEPENDENT STUDY 1-6 CR
This course meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. (Contact hours — 15-90)

CRJ 205 PRINCIPLES OF CRIMINAL LAW 3 CR (3-0)
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.
(Contact hours - 45)

CRJ 235 DELINQUENT BEHAVIOR 3 CR (3-0)
Focuses on the adolescent who violates social and legal norms and the consequences for the individual and society. Emphasizes the social and psychological factors influencing individual delinquent patterns.
(Contact hours - 45)

CRJ 236 CRJ RESEARCH METHODS 3 CR (3-0)
Introduces and applies methods for criminal justice and criminology with an emphasis on the scientific method and the role of empirical inquiry into crimincal justice and criminology. This course will include the study of methodologies of data collection and analysis, the logic of research, the role of theory, measurement, sampling and research designs. Field research and the professional norms and ethics of criminal justice and criminology research will also be covered.

CRJ 275 SPECIAL TOPICS 1-6 CR
Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours — 15-90)

CRJ 285 INDEPENDENT STUDY 1-6 CR
This course meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. (Contact hours — 15-90)

COMPUTER WEB

CWB 110 COMPLETE WEB AUTHORING 3 CR (3-0)
Explores the complete set of web authoring skills using HTML and/or other scripting languages. Includes links, backgrounds, controlling text and graphic placement, tables, image maps, frames and forms.
(Contact Hours – 45)

CWB 130 COMPLETE WEB EDITING TOOLS 3 CR (3-0)
Provides tools used for designing and building Web pages that are easy to use and have a pleasing look. The student will develop Web pages using a web page development program. Use of images, forms, frames, tables, templates and layers will be covered. (Contact Hours – 45)

CWB 175 SPECIAL TOPICS 1-6 CR
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

CWB 275 SPECIAL TOPICS 1-6 CR
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

CWB 285 INDEPENDENT STUDY 1-6 CR
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. *Permission of the instructor.*

COOPERATIVE WORK EXPERIENCE

CWE 187 COOPERATIVE WORK EXPERIENCE 2 to 8 CR (2 to 8-0)
Freshman student is provided an extension and application of classroom instruction through a supervised work experience that is related to the student's educational and career goals. Credit is awarded on the basis of time spent on the job and completion of additional requirements such as learning objectives, record of experiences, and final term report.
(Contact hours — 80-320)

CWE 287 COOPERATIVE WORK EXPERIENCE 2 to 8 CR (2 to 8-0)
Sophomore student is provided an extension and application of classroom instruction through a supervised work experience that is related to the student's educational and career goals. Credit is awarded on the basis of time spent on the job and completion of additional requirements such as learning objectives, record of experiences, and final term report. (Contact hours — 80-320)

DANCE

DAN 106 HIP HOP DANCE II 1 CR (0-2)
Includes traditional jazz, ballet and street dancing techniques as well as. Warm-up exercises such as body toning and stretching. Students will learn diagonal and center step combinations leading to hip-hop dance routines.

DAN 115 COUNTRY SWING I 1 CR (0-2)
Includes many styles and various combinations of steps for Western dance music. Will also teach the students how to convert combinations of others dances of traditional and fad as they become popular.
(Contact hours -- 30)

DAN 116 COUNTRY SWING II 1 CR (0-2)
Teaches advanced steps and dancing skills which will enable to Student to enjoy the art of dancing for leisure time activity. (Contact Hours -- 30)

DAN 121 JAZZ I 1 CR (0-2)
Introduces the basic techniques and vocabulary of jazz dance and the basic elements of dance. Focuses on movement oriented dance, comprised of warm-up exercises, center combinations, traveling combinations and cool down. (Contact Hours -- 30)

DAN 129 INTRODUCTION TO DANCE 1 CR (0-2)
Introduces the art of dance and movement expression from a variety of viewpoints: historical, cultural, aesthetic, critical and creative. Examines the art and craft of dance as an expression of culture and community while exploring personal expression, imagery, dance techniques and performance qualities. (Contact hours–30)

DAN 130 DANCE SAMPLER 1 CR (0-2)
Introduces the beginning dancer to popular dances through a social dance sampler in Salsa, Swing, and Country Western Dance technique, footwork, body posturing, rhythms, and dance floor etiquette. Examines a variety of dances such as Salsa`s Mambo, Cha-Cha, and Rumba; Swing`s Lindy Hop (jitterbug); and Country Western`s Two Step, Cowboy Waltz, Cotton-Eyed Joe and various Country Western line dances.
(Contact hours–30)

DAN 143 TAP I 1 CR (0-2)
Introduces basic tap dance movements and techniques. The shuffle, ball change, brush, flap heel drop, stomp, and stamp step are covered.
(Contact Hours-30)

DIESEL POWER MECHANICS

DPM 101 DIESEL SHOP ORIENTATION 2 CR (2-0)
Focuses on maintaining a safe and clean working heavy duty diesel shop. Emphasis is placed on the proper use and care for hand, electric, air and hydraulic tools safely. Covers how to clean equipment properly, to handle and dispose of hazardous materials correctly, and to apply mandated regulations. Emphasis is also placed on proper lifting equipment. (Contact hours - 30)

DPM 103 DIESEL ENGINES I 4 CR (2-3)
Covers the theory and operation and repair of diesel engines with emphasis on cylinder heads and valve trains dignosis and repair. Also introduces the cooling system's importance with diagnosis and repair. Enables the student to diagnose, test, and repair cylinder heads and cooling systems on diesel engines. (Contact hours - 75)
Prerequisite: DPM 101

DPM 105 HEAVY DUTY POWERTRAINS I 3 CR (1-3)
Focuses on drive axles and universal joints of heavy duty trucks and equipment. Students will cover operations, tests, removal, inspections, and repair of heavy duty drivelines, axles, and differentials. (Contact hours - 60)
Prerequisite: DPM 101

DPM 106 DIESEL FUEL SYSTEMS 3 CR (1-3)
Covers the theory of operation and repair of fuel injection systems. Provides laboratory assignments that involve disassembly, assembly, and service procedures on fuel system components. (Contact hours – 60)
Prerequisite: DPM 101

DPM 111 PREVENTIVE MAINTENANCE I 3 CR (1-3)
Enables the student to perform preventive maintenance on heavy equipment and trucks, and complete appropriate maintenance records. Addresses the process of diagnostics and troubleshooting. Focuses on the importance of preventive maintenance. (Contact hours – 60)
Prerequisite: DPM 101

DPM 121 HYDRAULIC SYSTEMS I 3 CR (1-3)
Offers instruction on the basic fundamentals of hydraulics and their applications. Diagnosis, service, and testing along with safety are stressed within this course (Contact hours – 60) *Prerequisite: DPM 101*

DPM 122 HYDRAULIC SYSTEMS II 3 CR (1-3)
Offers instruction on the repair, replacement, measuring, and subsequent adjustments of components. Identification and repairing pumps, control valves, and cylinders are stressed within this course. (Contact hours – 60)
Prerequisite: DPM 101

DPM 140 HEAVY DUTY STEERING & SUSPENSION I 3 CR (1.5-2.5)
Emphasizes lecture and related lab in the diagnosis and service of Heavy Duty mechanical and air suspension systems, wheels/tires and pressure management systems. (Contact hours – 60) *Prerequisite: DPM 101*

DPM 203 DIESEL ENGINES II 4 CR (2-3)
Covers the theory of operation and repair of diesel engines with emphasis on the cylinder block in big bore engines. Enables the student to disassemble, inspect, and reassemble engines. (Contact hours – 75)
Prerequisite: DPM 101

DPM 205 HEAVY DUTY POWERTRAINS II 3 CR (1-3)
Teaches students to diagnosis clutch and transmission problems. Focuses on clutch, transmission, additional assembly operation, testing, and repairing. Students will learn removal, rebuilding, inspection, repairing, and replacement of all components. Covers electrical systems on transmissions and related assemblies. (Contact hours 60) *Prerequisite: DPM 101*

DPM 206 HEAVY DUTY BRAKES I 3 CR (1-3)
Focuses on the various braking systems incorporated in heavy-duty trucks and heavy equipment. Includes a study of hydraulic brake systems and covers the diagnosis and service of the mechanical and electrical components. (Contact hours 60) *Prerequisite: DPM 101*

DPM 207 HEAVY DUTY BRAKES II 3 CR (1-3)
Teaches instruction in general service and maintenance procedures for the heavy-duty truck air brake system and its related pneumatic components. Operational checks, performance testing, and verifying system compliance with regulations (FMVSS No. 121) will be discussed. (Contact hours 60)
Prerequisite: DPM 101

DPM 211 PREVENTIVE MAINTENANCE II 3 CR (1-3)
Focuses on preventive maintenance on heavy duty equipment as well as recording critical information for customer. Enables students to grasp the importance of preventive maintenance while gaining an understanding of how components work. (Contact hours -- 60) *Prerequisite: DPM 101*

DPM 222 HEAVY DUTY LIGHTING & INSTRUMENTATION 4 CR (2-3)
Provides students with diagnosis and repair of lighting systems found on medium/heavy duty trucks and equipment. Emphasis on inspecting and testing of electrical circuits, switches and interfacing through data bus with on board computers. (Contact hours – 75) *Prerequisite: DPM 101*

DPM 240 HEAVY DUTY STEERING & SUSPENSION II 3 CR (1.5-2.5)
Emphasizes lecture and related lab in the diagnosis and service of Heavy Duty standard and air assisted steering along with chassis and frame alignment (Contact hours – 60) *Prerequisite: DPM 101*

DRIVING

DRV 130 PREPARING FOR CDL 2 CR (1–1.5)
Prepares students for the CDL written test with detailed study guides in conjunction with the Colorado CDL manual. Students will learn to conduct walk-around inspections and become familiar with the course layout and driving portion of the test. (Contact hours - 37.5)

EARLY CHILDHOOD EDUCATION

ECE 100 PRE-LICENSING TRAINING FOR FAMILY CHILD CARE PROVIDERS 1 CR (1-0)
Provides the educational training necessary to meet the hours and categories of training required by the Colorado Department of Human Services to open a licensed child care facility for children ages 2-12, with no more than two children under the age of two. Upon completion of 15 hours of training, in the areas listed below, the student will have met the academic training requirements of the Colorado Department of Human Services, needed to open a licensed child care facility for children ages 2-12, with no more than two children under the age of two.
(Contact hours — 15)

ECE 101 INTRODUCTION TO EARLY CHILDHOOD PROFESSION 3 CR (3-0)
Provides an introduction to Early Childhood Education. Includes the eight key areas of professional knowledge: Child Growth and Development; Health, Nutrition and Safety; Developmentally Appropriate Practices; Guidance; Family and Community Relationships; Diversity; Professionalism; Administration and Supervision. Focuses on ages birth through age 8. (Contact hours — 45)

ECE 102 INTRODUCTION TO EARLY CHILDHOOD LAB TECHNIQUES 3 CR (1-4)
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 eight. (Contact hours — 75) *Prerequisite or Corequisite: ECE 101*.

ECE 103 GUIDANCE STRATEGIES FOR CHILDREN 3 CR (3-0)
Explores guidance theories, applications, goals, techniques and factors that influence expectations, classroom management issues, and prosocial skills. Addresses ages birth through age 8. (Contact hours — 45)

ECE 108 THE ASSESSMENT PROCESS IN EARLY CHILDHOOD EDUCATION 1 CR (0-2)
Focuses on exposing students to a wide variety of screening tools and evaluations appropriate for children birth to eight years of age. Enables students to gain beginning knowledge in the selection of developmental screening tools and evaluations important to the IFSP/IEP.
(Contact hours —30)

ECE 111 INFANT AND TODDLER THEORY AND PRACTICE 3 CR (3-0)
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 issues. Focuses on birth through age 3. (Contact hours — 45)

ECE 112 INTRODUCTION TO INFANT/TODDLER LAB TECHNIQUES 3 CR (1-4)
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. (Contact hours — 75) *Prerequisite or Corequisite: ECE 111*.

ECE 130 THE PROFESSIONAL NANNY 3 CR (3-0)
Explores the nanny's role and responsibilities when working with today's families. Includes professional relationships, ethics, commitment to children, the challenges and rewards of working in a private home, communications, taking care of one's own well-being as a nanny, social skills, travel, the process of seeking a nanny position, employer responsibilities, the nanny job description and written employment agreement, and starting and leaving a job. (Contact hours — 45)

ECE 131 NANNY METHODS AND TECHNIQUES 3 CR (3-0)
Explores the competencies required of a nanny to care for children in a private home setting. Includes creating a safe home environment, planning and implementing developmentally appropriate play/learning activities for children, traveling with children, children's clothing, children's equipment and play materials, sleep routines, personal care, feeding, and mealtimes. Incorporates a lab where students gain practical experience in providing in-home care for children.Explores current topics, issues and activities related to one or more aspects of the early childhood profession.
(Contact hours — 45)

ECE 175 SPECIAL TOPICS 1-6 CR
Explores current topics, issues and activities related to one or more aspects of the early childhood profession. (Contact hours — 15-90)

ECE 178 WORKSHOP 1-6 CR
Provides students with an experiential learning opportunity.
(Contact hours — 15-90)

ECE 179 SEMINAR 1-6 CR
Provides students with an opportunity to examine aspects of early childhood education in detail. (Contact hours — 15-90)

ECE 185 INDEPENDENT STUDY 1-3 CR
Focuses on structured, guided, and individualized research that is organized and tailored around the interests and needs of the individual student. (Contact hours — 15-90)

ECE 205 NUTRITION, HEALTH & SAFETY 3 CR (3-0)
Focuses on nutrition, health and safety as a key factor for optimal growth and development of young children. Includes nutrient knowledge, menu planning, food program participation, health practices, management and safety, appropriate activities and communication with families. Addresses ages from prenatal through age 8. (Contact hours — 45)

ECE 209 OBSERVING & UTILIZING YOUNG CHILDREN'S ASSESSMENT INSTRUMENTS 1 CR (1-0)
Examines the current research on the continuous practice of observing children. Incorporates practice with a variety of assessment instruments currently utilized in Colorado ECE programs. (Contact hours — 15)

ECE 220 CURRICULUM DEVELOPMENT: METHODS AND TECHNIQUES 3 CR (3-0)
Provides an overview of early childhood curriculum development. Includes processes for planning and implementing developmentally appropriate environments, materials and experiences, and quality in early childhood programs. Focuses on birth through age 8.
(Contact hours — 45)

ECE 226 CREATIVITY AND THE YOUNG CHILD 3 CR (3-0)
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 8. (Contact hours — 45)

ECE 228 LANGUAGE AND LITERACY 3 CR (3-0)
Presents strategies for optimum language development, literacy, social and emotional development. Supports children's language and literacy in home, classroom, and community settings. Provides appropriate teacher/child verbal interactions, classroom environments, and activities. Addresses ages birth through age 8. (Contact hours — 45)

ECE 238 CHILD GROWTH & DEVELOPMENT 3 CR (3-0)
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. Ages addressed: prenatal through age 12. This course has an early childhood laboratory component. (Contact hours — 45)

ECE 240 ADMINISTRATION OF EARLY CHILDHOOD CARE AND EDUCATION PROGRAMS 3 CR (3-0)
Examines Colorado's minimal licensing requirements, as well as optimal standards pertaining to the operation of programs for young children. Focuses on the director's administrative skills and role as a community advocate for young children. Addresses ages birth through age 12.
(Contact hours — 45) *Prerequisites: ECE 101*

ECE 241 ADMINISTRATION: HUMAN RELATIONS FOR EARLY CHILDHOOD PROFESSIONS 3 CR (3-0)
Focuses on the human relations component of an early childhood professional's responsibilities. Includes director-staff relationships, staff development, leadership strategies, parent-professional partnerships, and community interaction. (Contact hours — 45)

ECE 256 WORKING WITH PARENTS, FAMILIES, & COMMUNITY SYSTEMS 3 CR (3-0)
Examines attitudes and family values systems and how they affect parent-professional partnerships. Addresses communication, problem-solving and conflict resolution strategies. Plans effective activites and programs for parent involvement. Addresses ages birth through age 8.
(Contact hours — 45)

ECE 260 EXCEPTIONAL CHILD 3 CR (3-0)
Presents an overview of typical and atypical developmental progression. Includes planning techniques, learning strategies, legal requirements and accommondations and adaptions that are necessary in order to create an intergrated classroom environment for a child with a wide range of exceptionalities. Focuses on ages birth through age 8.
(Contact hours — 45) *Prerequisites: ECE 238*

ECE 285 INDEPENDENT STUDY 1-6 CR
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.
(Contact hours — 15-90)

ECE 288 PRACTICUM: EARLY CHILDHOOD EDUCATION 1-7 CR
Provides students with advanced field experience opportunities in early childhood education programs. (Contact hours — 15-105) *Prerequisite or Corequisite: ECE 108 and ECE 209.*

ECONOMICS

ECO 101 ECONOMICS OF SOCIAL ISSUES 3 CR (3-0)
Examines the major socio-economic issues of the past century. Covers poverty and growth, education, health care, pollution and discrimination.
(Contact hours --- 45) State Guarantee Transfer Course.

ECO 105 INTRODUCTION TO MACROECONOMICS 3 CR (3-0)
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. (Contact hours — 45)

ECO 201 PRINCIPLES OF MACROECONOMICS 3 CR (3-0)
Focuses on the study of the American economy, stressing the interrelationships among household, business, and government sectors. Explores saving and investment decisions, unemployment, inflation, national income accounting, taxing and spending policies, the limits of the market and government, public choice theory, the Federal Reserve System, money and banking, and international trade. (Contact hours — 45) State Guarantee Transfer Course.

ECO 202 PRINCIPLES OF MICROECONOMICS 3 CR (3-0)
Studies the firm, the nature of cost, and how these relate to the economy as a whole. Analyzes economic models of the consumer, perfect competition, monopoly, oligopoly and monopolistic competition. Explores economic issues including market power, population growth, positive and negative externalities, income distribution, poverty and welfare, discrimination, and international economic interdependence.
(Contact hours — 45) State Guarantee Transfer Course.

EDUCATION

EDU 101 CRLA TUTOR CERTIFICATION-REGULAR 1 CR (1-0)
Introduces tutors to effective tutoring strategies. Topics include guidelines for tutoring; how to plan, conduct, and evaluate a productive tutoring session; recognizing needs of students; and developing effective learning strategies with students. (Contact hours — 15) *Prerequisites: Permission of instructor.*

EDU 175 SPECIAL TOPICS .25-6 CR
Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Clock hours — 3.75 to 90) *Prerequisites: Permission of instructor.*

EDU 185 INDEPENDENT STUDY 1-6 CR
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.
(Contact hours — 15 to 90) *Prerequisites: Permission of instructor.*

EDU 221 INTRODUCTION TO EDUCATION 3 CR (3-0)
Focuses on the historical, social, political, philosophical, cultural and economic forces that shape the United States public school system. Includes current issues of educational reform, technology as it relates to education and considerations related to becoming a teacher in the state of Colorado. Special interest will be paid to the topic of diversity in the K-12 school system. (Contact hours — 45) *Prerequisites: College level reading and writing as demonstrated on college level placement scores.*

EDU 222 EFFECTIVE TEACHING 1 CR (1-0)
Focuses on strategies for becoming an effective teacher. Topics included are: course goals and objectives, the first day, planning a lesson, higher levels of thought, test design and grading, assessment, and teaching and learning styles. (Contact hours — 15)

EDU 234 MULTICULTURAL EDUCATION 3 CR (3-0)
Focuses on the need to recognize and understand the similarities and differences among people and develop a respect for all individuals and groups. Assists teachers to recognize the special learning needs of children from different racial, ethnic, cultural and socioeconomic groups and to encourage teachers to integrate multicultural/diversity teaching into the school curriculum. (Contact hours — 45)

EDU 250 CTE IN COLORADO 1 CR (1-0)
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. (Contact hours — 15)

EDU 251 SECONDARY CTE CAPSTONE 3 CR (3-0)
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 the efficiency with which one's employing school district funds, operates and assesses CTE programs. (Contact hours — 45)

EDU 253 ACADEMIC INSTRUCTION IN CTE FOR CTE AND CORE ACADEMIC INSTRUCTORS 2 CR (2-0)
Provides secondary core academic teachers of Math, Language Arts, and Science the opportunity to develop lessons and assessments aligned with Career and Technical Education (CTE) competencies and that include core academic content. Partnerships between both CTE and academic teachers will better prepare them to teach career relevancy within the context of the core academic standards. This course meets the Colorado Department of Education criteria for contextual learning requirement needed for the Initial Integrated Math, Science or Communications credential.
(Contact hours — 30)

EDU 260 ADULT LEARNING & TEACHING 3 CR (3-0)
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. (Contact hours — 45)

EDU 261 TEACHING, LEARNING & TECHNOLOGY 3 CR (3-0)
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.
(Contact hours - 45) *Prerequisite: EDU 221 or Permission of instructor.*

EDU 266 ADV. COLLEGE TEACHING METHODS 1 CR (1-0)
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. (Contact hours — 15)

EDU 275 SPECIAL TOPICS 1-6 CR
Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours — 3.75 to 90)

EDU 285 INDEPENDENT STUDY 1-6 CR
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.
(Contact hours — 3.75 to 90)

ENGINEERING

EGG 271 THEORETICAL MECHANICS-STATICS 3 CR (3-0)
Emphasizes vectors, resolution and composition of forces in two and three dimensions, free body diagrams, equilibrium conditions, moments, couples, centroids, and moments of inertia. (Contact hours — 45)
Prerequisites: PHY 211

EGG 272 THEORETICAL MECHANICS—DYNAMICS 3 CR (3-0)
Focuses on a study of kinematics and kinetics of particles and rigid bodies. Addresses the concepts of work-energy and impulse-momentum using vector notation. (Contact hours — 45) *Prerequisites: EGG 271*

EGG 275 SPECIAL TOPICS 1-6 CR
Focuses on a study of kinematics and kinetics of particles and rigid bodies. Addresses the concepts of work-energy and impulse-momentum using vector notation. (Contact hours — 15-90)

ELECTRICITY INDUSTRIAL/ COMMERCIAL

EIC 101 JOB TRAINING AND SAFETY 3 CR (2-1.5)
Studies first aid, CDL, basic use and care of personal protective equipment, use and care of climbing equipment, daily inspection and basic use of motorized equipment. (Contact hours - 52.5)

ELECTRONICS

ELT 106 FUNDAMENTALS OF AC/DC 3 CR (1-2)
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. (Contact hours - 60) *Prerequisites: EIC 101*

ELT 107 FUNDAMENTALS OF INDUSTRIAL ELECTONICS 3 CR (1-2)
Provides a basic knowledge of generators , motors, and the solid state devices and digital techniques used for industrial control applications.
(Contact hours - 60) *Prerequisites: EIC 101*

ELT 252 MOTORS AND CONTROLS 3 CR (1-2)
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.
(Contact hours - 60) *Prerequisites: EIC 101*

ELT 258 PROGRAMMABLE LOGIC CONTROLLERS 3 CR (1-2)
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. (Contact hours - 60) *Prerequisites: EIC 101*

EMERGENCY MEDICAL SERVICES

(Also see Health Professional for additional courses.)

EMS 115 FIRST RESPONDER 3 CR (2-1.5)
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.
(Contact hours — 52.5)

EMS 116 FIRST RESPONDER REFRESHER 2 CR (1-1.5)
Provides the First Responder student with needed updates and review materials to renew and maintain the First Responder certificate.
(Contact hours — 37.5) *Prerequisite: Current First Responder Certification, and CPR card.*

EMS 121 EMT FUNDAMENTALS 3 CR (3-0)
Introduces the Emergency Medical Technician (EMT) student to prehospital emergency care. The topics included in this course are Emergency Medical Services (EMS) systems, well-being of the EMT, communications, documentation, anatomy, airway management, and patient assessment.
(Contact hours — 45) *Corequisite: HPR 102, EMS 122, EMS 123 and EMS 170*

EMS 122 EMT MEDICAL EMERGENCIES 4 CR (2-2.5)
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.
(Contact hours — 75) *Corequisite: EMS 121, EMS 123 and EMS 170*

EMS 123 EMT TRAUMA EMERGENCIES 2 CR (1-1.5)
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 pathphysiology and injury pattens will provide the student with the ability to assess and manage the trauma patient. (Contact hours — 37.5) *Corequisite: EMS 121, EMS 122 and EMS 170.*

EMS 126 EMT BASIC REFRESHER 2 CR (1-1.5)
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 for National Registry . (Contact hours - 37.5) *Prerequisite: Current CPR card, Current or less than 36 months expired EMT Basic certification.*

EMS 130 EMT INTRAVENOUS THERAPY 2 CR (2-0)
Focuses on cognitive and skill practice as required by Colorado Prehospital Care program for EMT Basic level IV approval. Examines criteria, procedures and techniques for ICV therapy, discusses fluid and electrolyte balance and principles and treatment for shock. (Contact hours — 30)
Prerequisite: Current EMT Basic certification, or proper licensure.

EMS 134 THE GERIATRIC PATIENT 1 CR (1-0)
Focuses on working with the elderly population and is designed for healthcare providers (EMTs, paramedics, nurses). Utilizes various readings, assignments, papers, experiences and meetings with elderly people and patients to discover new ways of viewing the elderly and communicating and working with the geriatric patient. Covers the process of assessment of the elderly patient. (Contact hours - 15) *Prerequisite: Anyone who may interact with elderly patients in their work environment.*

EMS 150 PEDIATRIC EDUCATION FOR PREHOSPITAL PROFESSIONALS 1 CR (1-0)
Provides the student with core knowledge and skills necessary to provide emergency care to the pediatric patient. (Contact hours — 15) *Prerequisite: EMT-Basic or approval from Program Coordinator.*

EMS 153 ADVANCED PATIENT ASSESSMENT & HISTORY TAKING 2 CR (2-0)
Teaches the pre-hospital health care provider techniques in assessing the patient – both medical and trauma. Covers history taking, documentation, communication and assessment techniques for the special patient.
(Contact hours — 30) *Prerequisite: EMS 125 or approval from the Program Coordinator.*

EMS 170 EMT BASIC CLINICAL 1 CR (0-1)
Provides the EMT student with the clinical experience required of initial and some renewal processes. (Contact hours — 30) *Prerequisite: HPR 102, Corequisite: EMS 125.*

EMS 175 SPECIAL TOPICS .5 -10 CR (.5 TO 10-0)
Provides the student with Continuing Medical Education at the First Responder or EMT Basic Level. Courses may be combined in an entire program to meet Prehospital Care Program requirements for renewal of certificates. (Contact hours 7.5 to 150) *Prerequisite: Current certification-EMT Basic or First Responder.*

EMS 190 EMT PROFESSIONAL DEVELOPMENT .5 - 12 CR
Provides the student with the 36 hours of continuing medical education hours required for the State of Colorado Recertification at an EMT Basic level. Provide professional development continuin medical education hours for EMT basics wishing to recertify at the state or national leve.
Prerequisite: Current Colorado EMT-Basic certification.

EMS 203 EMT INTERMEDIATE I 6 CR (3-3.5)
Course provides preparatory information and is the first part of the EMT Intermediate program. (Contact hours — 112.5) *Prerequisite: Valid EMT-Basic, HEP B vac, Current CPR cads, high school grad or GED, CPT 80, Math.*

EMS 205 EMT INTERMEDIATE II 6 CR (3-3.5)
Serves as the second course for EMT Intermediate certification.
(Contact hours - 112.5) *Prerequisite: EMS 203.*

EMS 213 PRE HOSPITAL TAUMA LIFE SUPPORT 1 CR (1-0)
Provides basic and/or advanced trauma life support information and skill practice. (Contact hours - 15) *Prerequisite: EMT Basic or higher.*

EMS 214 BASIC TRAUMA LIFE SUPPORT 1 CR (1-0)
Provides students with information and skill practice to treat trauma patients in the prehospital environment. (Contact hours - 16) *Prerequisites: EMT Basic or higher.*

EMS 270 CLINICAL: EMS INTERMEDIATE 3 CR (0-3)
Provides the EMT-I student with the required field experiences as required by the Colorado Department of Health. (Contact hours - 90) *Prerequisites: EMS 203-205.*

EMS 275 SPECIAL TOPICS .5 - 10 CR
Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours - 7.5-150)

ENGLISH

ENG 30 BASIC WRITING SKILLS 2 CR (2-0)
Focuses on sentence and basic paragraph structure and development. Enables the student to review and improve grammar, usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations. (Contact hours — 30) *Prerequisite: Sentence Skill Accuplacer score of 25 or higher.*

ENG 45 BASIC ACADEMIC WRITING PREPARATION 4 CR (4-0)
Focuses on sentence and basic paragraph structure and development and introduces the formal essay. Enables the student to review and improve grammar, usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations. (Contact hours — 60)

ENG 60 WRITING FUNDAMENTALS 3 CR (3-0)
Focuses on paragraph structure and development and introduces the formal essay. Enables the student to review and improve grammar, usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations. (Contact hours — 45) *Prerequisite: Successful completion of ENG 30 or equivalent (grade C or higher) or Sentence Skill Accuplacer score of 50 or higher.*

ENG 90 BASIC COMPOSITION 3 CR (3-0)
Emphasizes critical thinking as students explore writing for specific purposes and audiences. Enables the student to develop skills required for college-level writing while reviewing paragraph structure and focusing on essay development. (Contact hours — 45) *Prerequisite: Completion of ENG 60 or equivalent (grade C or higher) or Sentence Skill Accuplacer score of 70 or higher.*

ENG 115 TECHNICAL ENGLISH & COMMUNICATION 3 CR (3-0)
Focuses on the written and oral communication needs of students in vocational and technical fields. Enables the student to practice written, oral, reading, reasoning, and interpersonal communication skills in order to become successful (or to remain successful) in the workplace. (Contact hours - 45) Prerequieistes: *Successful completion of ENG 30 OR Sentence Skill Accuplacer score of 50 or higher. Successful completion of REA 30 OR Reading Accuplacer score of 40 or higher.*

ENG 121 ENGLISH COMPOSITION I 3 CR (3-0)
Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. This course includes a minimum of five compositions that stress analytical, evaluative, and persuasive/argumentative writing. (Contact hours — 45) *Prerequisite: Completion of ENG 90 or equivalent (grade C or better) or assessment AND Reading Accuplacer score of 80 or higher OR successful completion of REA 90 OR concurrent enrollment in REA 90.* State Guarantee Transfer Course.

ENG 122 ENGLISH COMPOSITION II 3 CR (3-0)
Expands and refines the objectives of English Composition I. Emphasizes critical/logical thinking and reading, problem definition, research strategies, and writing analytical, evaluative, and/or persuasive papers that incorporate research. (Contact hours — 45) *Prerequisite: ENG 121 AND Reading Accuplacer score of 80 or higher OR successful completion of REA 90 OR concurrent enrollment in REA 90.* State Guarantee Transfer Course.

ENG 131 TECHNICAL WRITING 3 CR (3-0)
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. (Contact hours — 45) *Prerequisite: Successful completion of ENG 30 OR Sentence Skill Accuplacer score of 50 or higher. Successful completion of REA 30 OR Reading Accuplacer score of 40 or higher.*

ENG 175 SPECIAL TOPICS 1-6 CR
Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours — 15-90)

ENG 201 ENGLISH COMPOSITION III 3 CR (3-0)
Provides students with skills necessary to enter into higher-level undergraduate academic discourse or professional workplace writing. ENG 201 extends students rhetorical knowledge and develops critical reading, thinking, and writing strategies in multiple specialized areas of discourse beyond what they encounter in ENG 122. In ENG 201, students deepen their rhetorical and writing skills by learning to analyze, synthesize, summarize, complex texts and incorporate this information into specific writing conventions for a defined discipline. As a more advanced composition course, ENG 201 provides interested students with the opportunity to continue their exploration of expository writing with the added benefit of learning to write for distinct audiences (format, language, level of specificity, length, and documentation style). Students will also learn effective editing and revising techniques, discipline-specific writing strategies, and how to extend their mastery of rhetorical strategies. While ENG 201 may be taught with the focus in a variety of disciplines (science writing, gender studies, literary criticism, writing in the humanities, business writing, political geography, philosophy, and so on), every discipline will allow students the opportunity to learn how to communicate with specialized audiences and adapt content to the needs of varying rhetorical situations. (Contact hours — 45) State Guaranteed Transfer Course.

ENG 221 CREATIVE WRITING I 3 CR (3-0)
Teaches techniques for creative writing. Explores imaginative uses of language through creative genres (fiction, poetry, literary nonfiction) with emphasis on the student's own unique style, subject matter and needs. (Contact hours — 45) *Prerequisites: Eng 121 or instructor's permission.*

ENG 222 CREATIVE WRITING II 3 CR (3-0)
Provides continued development of written expression in such forms as poetry, fiction, and/or nonfiction writing.(Contact hours — 45) *Prerequisites: Eng 221*

ENVIRONMENTAL SCIENCE

ENV 101 INTRO TO ENVIRONMENTAL SCIENCE 4 CR (3-2)
Provides an introduction to the basic concepts of ecology and the relationship between environmental problems and biological systems. Includes interdisciplinary discussions on biology, chemistry, geology, energy, natural resources, pollution, and environmental protection. Using a holistic approach, students will study how the foundations of natural sciences interconnect with the environment. This course includes laboratory experience. (Contact hours — 60) State Guarantee Transfer Course

EQUINE MANAGEMENT

(All EQM and EQT courses are a part of the Equine Management Program and cannot be taken as independent courses)

EQM 101 STABLE OPERATIONS I 1 CR (0-10)
Focuses on the routine daily care, grooming, feeding, stable sanitation, daily health, and feed records of horses. (Contact hours — 150) *Prerequisites: EQM.*

EQM 102 STABLE OPERATIONS II 1 CR (0-10)
Builds on EQM 101 and continues focus on the routine daily care, grooming, feeding, stable sanitation, daily health, and feed records of horses. (Contact hours — 150) *Prerequisites: EQM* .

EQM 158 EQUINE REPRODUCTION 2 CR (2-0)
Introduces horse reproduction and the various breeding and management practices found on breeding farms. Covers physiology of the mare and stallion reproductive systems, care of the stallion and the mare, mare heat detection, breeding, care of pregnant mares, foaling, problems in the foal, and care of the foal and yearling. (Contact hours — 30) *Prerequisites: ASC 102*

EQM 175 SPECIAL TOPICS 1-6 CR
Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours — 15-90)

EQM 201 STABLE OPERATIONS III 1 CR (0-10)
Familiarizes the student with the routine daily care, grooming, feeding, stable sanitation, daily health, and feed records of horses.
(Contact hours — 150) *Prerequisites: EQM.*

EQM 202 STABLE OPERATIONS IV 1 CR (0-10)
Familiarizes the student with the routine daily care, grooming, feeding, stable sanitation, daily health, and feed records of horses.
(Contact hours — 150)

EQM 210 EQUINE HEALTH 2 CR (2-0)
Assists students in planning annual equine health programs. Introduces Students methods of prevention, recognition, and treatment of common equine diseases. (Contact hours — 30) *Prerequisites: ASC 102.*

EQM 211 EQUINE HEALTH LAB 1 CR (0-2)
Application of practical skills, methods, and techniques used to prevent and treat equine diseases and health problems. (Contact hours — 30)

EQM 275 SPECIAL TOPICS 1-6 CR
Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours — 15-90)

EQM 280 EQUINE INTERNSHIP 8 CR
Students are employed or work at home on an equine operation. The work experience must cover a minimum of 320 hours with the student involved in all facets of this operation. (Contact hours — 320) *Prerequisites: EQM major.*

EQM 285 INDEPENDENT STUDY 1-6 CR
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.
(Contact hours — 15-90) *Prerequisites: Permission from instructor.*

EQM 289 EQUINE MANAGEMENT CAPSTONE .5 CR (.5-0)
Covers information necessary for employment and job search skills. Students will receive instruction in resume writing and interviewing.
(Contact hours — 8) *Prerequisites: Sophomore Equine Students*

EQUINE TRAINING

EQT 101 INTRODUCTION TO HORSE TRAINING 5 CR (1-9)
Introduces handling and care of horses. Basics of grooming, hoof care, showing at halter, equitation, and horsemanship will be covered.
(Contact hours — 105) *Prerequisite: EQM Major.*

EQT 102 BEGINNING COLT TRAINING 6 CR (0-10)
Covers an advanced level of horsemanship involving lead changes, turn arounds, and roll backs will be covered. Students that meet minimum skills requirements may continue into specialized areas of riding.
(Contact hours — 135) *Prerequisites: EQT 101.*

EQT 140 RANCH HORSE VERSATILITY 3 CR (1-3)
This is a riding intensive course designed to train the horse in the ranch horse versatility competitive events. Students will develop skills in the working cow horse, reining, ranch cutting,ranch trail,conformation, and ranch pleasure events. (Contact hours -- 60)

EQT 201 INTERMEDIATE COLT TRAINING 6 CR (0-10)
Covers halter breaking weanlings. Students will also receive instruction in longing, driving, saddling, and riding the two year old.
(Contact hours — 135) *Prerequisites: EQT 102.*

EQT 202 ADVANCED COLT TRAINING 6 CR (0-10)
Gives the student their final experience at starting and management of a young horse to meet the industry standards for which they are entering.
(Contact hours — 135) *Prerequisites: EQT 201.*

EQT 240 RANCH HORSE VERSATILITY II 3 CR (1-3)
Ranch Horse Versatility II is a continuation of Ranch Horse Versatility I. This is a riding intensive course designed to train the horse in the ranch horse versatility competitive events. Students will develop skills in the working cow horse, reining, ranch cutting,ranch trail,conformation, and ranch pleasure events. As a part of the course students will have the opportunity to travel and compete in industry competitve events. A focus of the course is to improve the level of individual skills and to gain experience in the show ring atmosphere. (Contact hours — 60) *Prerequisites: EQT 140.*

ENGLISH AS A SECOND LANGUAGE

ESL 009 LOW BEGINNING ESL 2-4 CR (2 to 4-0)
Focuses on writing, reading, listening, and speaking skills as tools for life skills in English. Incorporates practice for various work and living situations using basic English. (Contact hours – 30 to 60) *Prerequisites: Appropriate score on entrance test.*

ESL 010 HIGH BEGINNING ESL 2-4 CR (2 to 4-0)
Builds on writing, reading, listening, and speaking skills learned in the Low Beginning class. Enables students to practice various work and life skills situations using basic English. (Contact hours - 30 to 60) *Prerequisites: Appropriate score on entrance test.*

ESL 010 ENGLISH AS A SECOND LANGUAGE (OFF-CAMPUS) 1-12 CR (1 to 12-0)
Serves as an open-entry, open-exit course of study from basic to intermediate to advanced (5 levels) in speaking, listening, reading, and writing English.(Contact hours - 15 to 180) *Prerequisites: Must be 17 years old or will reach his/her 17th birthday before end of semester in class*

ESTHETICIAN

(All COS, EST and NAT courses are a part of the Cosmetology Program and cannot be taken as
independent courses)

EST 110 INTRODUCTION TO FACIALS & SKIN CARE 3 CR (1-3)
Provides a basic understanding of massage manipulations when providing facials and the study of skin in both theory and practical applications. Benefints derived from proper facial and good skin care routines. Training is conducted in a classroom or lab setting using mannequins or models.
(Contact hours -- 60) *Prerequisites: COS 150.*

EST 111 INTERMEDIATE FACIALS & SKIN CARE 2 CR (0-3)
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. (Contact hours -- 45) *Prerequisite: EST 110.*

EST 210 ADVANCED MASSAGE & SKIN CARE 2 CR (0-3)
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 Examinatation *Prerequisite: EST 111.*

EST 211 FACIAL MAKEUP 1 CR (0-1.5)
Provides instruction on cosmetics and their functions. The importance of color theory, facial types and skin tones as they relate to facial makeup. Instruction from the basic makeup application to the corrective makeup procedure is taught. Disinfection and sanitation is taught as it pertains to all aspects of makeup. (Contact hours -- 22.5) *Prerequisite: EST 110.*

EST 212 HAIR REMOVAL 3 CR (1-3)
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 pertain to Colorado rules and regulations will be practiced. (Contact hours -- 60) *Prerequisite: EST 111.*

ETHNIC STUDIES

ETH 200 INTRODUCTION TO ETHNIC STUDIES 3 CR (3-0)
Introduces students to the issues of race and ethnicity. Emphasizes ethnic relations in the United States as it pertains to four major groups: Americans of African, Asian, Latino and Native descent. Explores issues of racial and ethnic identity, racism and discrimination, stereotyping, prejudice, segregation, colonialism, integration and acculturation. (Contact hours -- 60) State Guarantee Transfer Course.

FRENCH

FRE 111 FRENCH LANGUAGE I 5 CR (5-0)
Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the French language. (Contact hours— 75).

FRE 112 FRENCH LANGUAGE II 5 CR (5-0)
Continues French I in the development of functional proficiency in listening, speaking, reading and writing the French language. (Contact hours — 75) *Prerequisites: FRE 111*

FIRE SCIENCE TECHNOLOGY

FST 100 FIREFIGHTER I 9 CR (6-4.5)
Addresses the requirements necessary to perform at the first level of progression as identified in National Fire Protection Association (NFPA) 1001, Firefighter Professional Qualifications. This is a lecture and lab course for meeting the NFPA 1001, level I, standard using IFSTA Essentials. (Contact hours — 157.5)

FST 101 FIREFIGHTER II 6 CR (6-0)
Addresses the requirements necessary to perform at the second level of progression as identified in National Fie Protection Association (NFPA) 1001, Fire Fighter Professional Qualifications. This is a lecture and lab course for meeting the NFPA 1001, level II, standard. (Contact hours — 90)

FST 102 PRINCIPLES/EMERGENCY SERVICES 3 CR (3-0)
Provides an overview to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/ service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. (Contact hours — 45)

FST 105 BUILDING CONSTRUCTION FOR FIRE PROFESSIONALS 3 CR (3-0)
Provides the components of building construction that relate to fire and life safety. The focus of this course is on firefighter safety. The elements of consideration and design of structures are shown to be key factors when inspecting buldings, preplanning fire operations, and operating at emergencies. (Contact hours — 45)

FST 106 FIRE PREVENTION 3 CR (3-0)
Provides fundamental information regarding the history and philosophy fo fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection sytems, fire investigation, and fire and life-safety education. (Contact hours — 45)

FST 107 HAZMAT OPERATIONS (LEVEL I) 3 CR (3-0)
Introduces hazardous materials incidents, recognizing and identifying hazadous materials, planning response, implementing response procedures, decision making, and continued evaluation at the awareness and operation level. (Contact hours — 45)

FST 109 OCCUPATIONAL SAFETY & HEALTH FOR FIRE 3 CR (3-0)
Introduces the basic concepts of occupational health and safety as it relates to emergency service organizations. Topics include risk evaluation and control procedures for fire stations, training sites, emergency vehicles, and emergency situations involving fire, EMS, hazardous materials, and technical rescue. This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavioral change throughout emergency services. (Contact hours — 45)

FST 175 SPECIAL TOPICS 1-12 CR
Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours — 15-90)

FST 201 INSTRUCTIONAL METHODOLOGY 3 CR (3-0)
Covers the role and responsibility of the fire service instructor. Includes oral communication skills, concepts of learning, planning and development of lesson plans, instructional materials and delivery methods, testing and evaluations, records and reports, and demonstration of instructional abilities. Fire Instructor I State Certificate is available. (Contact hours — 45)
Prerequisite: FST 100, FST 102, or permission of instructor.

FST 202 STRATEGY & TACTICS 3 CR (3-0)
Provides an in-depth analysis of the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground. (Contact hours — 45)
Prerequisite: FST 102, FST 104, FST 107 or permission of instructor.

FST 204 PRINCIPLES OF CODE ENFORCEMENT 3 CR (3-0)
To provide the students with the fundamental knowledge of the role of code enforcement in a comprehensive fire prevention program. (Contact hours — 45) *Prerequisite: FST 102, FST 104, FST 105 or permission of instructor.*

FST 205 FIRE INVESTIGATION I 3 CR (3-0)
Provides the student with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the firesetter, and types of fire causes. (Contact hours — 45)

FST 206 FIRE CO SUPERVISION & LEADERSHIP 3 CR (3-0)
Covers fire department organization, management philosophies, leadership traits, time management, group dynamics, communications, motivation counseling, conflict resolution, and employee discipline. Meets components of Fire Officer I State Certificate. (Contact hours — 45) *Prerequisites: ENG 121, FST 102, FST 202 or permission from instructor.*

FST 209 FIRE PROTECTION SYSTEMS 3 CR (3-0)
Provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers. (Contact hours — 45)

FST 259 WILDLAND FIREFIGHTING TACTICS 3 CR (3-0)
Focuses on management of uncontrolled fire burning, urban/wildland interface, strategy and tactics used in controlling wild land fires, prevention methods, and incident command practices. (Contact hours — 45)

FST 275 SPECIAL TOPICS 1-12 CR
Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours — 15-60)

FIRE SCIENCE WILDLAND

FSW 100 S-190 INTRODUCTION TO WILDLAND FIRE BEHAVIOR 1 CR
Provides instruction in the primary environmental factors that affect the start and spread of wildfire and recognition of potentially hazardous situations. This course can be taught in conjunction with or prior to Firefighting Training S-130.

FSW 101 S-130 FIREFIGHTING TRAINING 2 CR
Provide entry-level firefighters skills. A version of the L-180, Human Factors on the Fireline, has been included as part of the course. Credit should be issued for both S-130 and L-180 upon completion of this course.

GEOGRAPHY

GEO 105 WORLD REGIONAL GEOGRAPHY 3 CR (3-0)
Facilitates an understanding of spatial relationships between and among the geographic regions of the world. Includes demographic and cultural (political, economic, and historic) forces related to the physical environments of selected regions. Focuses on analysis of interrelationships between developed and developing regions, and the interactions between human societies and natural environments. (Contact hours — 45) State Guarantee Transfer Course.

GEO 106 HUMAN GEOGRAPHY 3 CR (3-0)
Introduces geographic perspectives and methods with applications to the study of human activities. Emphasizes the distribution of humans, adjustments to the natural environment, and land use practices. (Contact hours — 45) State Guarantee Transfer Course.

GEO 111 PHYSICAL GEOGRAPHY 4 CR (4-0)
Introduces the principles of landforms as a major aspect of our natural environment. (Contact hours — 60) State Guarantee Transfer Course.

GEO 112 PHYSICAL GEOGRAPHY: WEATHER & CLIMATE WITH LAB 4 CR ()
Introduces the principles of meteorology, climatology, world vegetation patterns, and world regional climate classification. The course includes investigating the geographic factors which influence climate such as topography, location, elevation, winds, and latitude. (Contact hours — 60) State Guarantee Transfer Course.

GEO 275 SPECIAL TOPICS 1-6 CR
Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours — 15-90)

GEOLOGY

GEY 111 PHYSICAL GEOLOGY 4 CR (3-3)
Studies the materials of the earth, its structure, surface features and the geologic processes involved in its development. This course includes laboratory experience. (Contact hours — 90) State Guarantee Transfer Course.

GEY 112 HISTORICAL GEOLOGY 4 CR (3-3)
Studies the physical and biological development of the earth through the vast span of geologic time. Emphasizes the investigation and interpretation of sedimentary rocks, the record of ancient environment, fossil life forms, and physical events, all within the framework of shifting crustal plates. Course includes a laboratory experience. (Contact Hours — 90) *Prerequisites: GEY 111 OR APPROVAL OF INSTRUCTOR.* State Guarantee Transfer Course.

GEY 175 SPECIAL TOPICS .25-3 CR
Presents an overview of the special topic including one aspect of the earth and it's history as recorded in rocks and rock formations. May 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. (Contact Hours — 3.75-45)

HISTORY

HIS 101 WESTERN CIVILIZATION: ANTIQUITY TO 1650 3 CR (3-0)
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. (Contact hours — 45) State Guarantee Transfer Course.

HIS 102 WESTERN CIVILIZATION: 1650 TO PRESENT 3 CR (3-0)
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. (Contact hours — 45) State Guarantee Transfer Course.

HIS 111 THE WORLD: ANTIQUITY - 1500 3 CR (3-0)
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. (Contact hours — 45) State Guarantee Transfer Course.

HIS 112 THE WORLD: 1500 - PRESENT 3 CR (3-0)
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. (Contact hours — 45) State Guarantee Transfer Course.

HIS 175 SPECIAL TOPICS 1-5 CR
Focuses on the exploration of current topics, issues and activities related to one or more aspects of history. (Contact hours 15 - 75)

HIS 201 U.S. HISTORY TO RECONSTRUCTION 3 CR (3-0)
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. (Contact hours — 45) State Guarantee Transfer Course.

HIS 202 U.S. HISTORY SINCE THE CIVIL WAR 3 CR (3-0)
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.
(Contact hours — 45) State Guarantee Transfer Course.

HIS 207 AMERICAN ENVIRONMENT HISTORY 3 CR (3-0)
Traces and analyzes the relationships between Americans and their natural environments throughout the history of the United States. Environmental history interprets the changing ways diverse people have used and viewed their environments over time. Examines the development of conservation movements and environmental policies in modern America. (Contact hours — 45) State Guarantee Transfer Course.

HIS 208 AMERICAN INDIAN HISTORY 3 CR (3-0)
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. (Contact hours — 45) State Guarantee Transfer Course.

HIS 215 WOMEN IN U.S. HISTORY 3 CR (3-0)
Examines women's changing roles in American history from the pre-colonial native population to the present. Emphasizes the nature of women's work and the participation of women in the family, political, religious, and cultural activities and in social reform movements.
(Contact hours — 45) State Guarantee Transfer Course.

HIS 225 COLORADO HISTORY 3 CR (3-0)
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.
(Contact hours — 45) State Guarantee Transfer Course.

HIS 236 U.S. HISTORY SINCE 1945 3 CR (3-0)
Focuses on the major political, economic, social, and cultural developments that have shaped modern America from 1945 to the present. (Contact hours — 45) State Guarantee Transfer Course.

HIS 243 HISTORY OF MODERN CHINA 3 CR (3-0)
This course traces the political, ideological, economic, religious, social, and cultural developments of modern China from the Qing dynasty through the political and economic revolutions of the 20th century.
(Contact hours — 45) State Guarantee Transfer Course.

HIS 244 HISTORY OF LATIN AMERICA 3 CR (3-0)
Focuses on the major political, economic, social, and cultural influences that have shaped Latin America from pre-European conquest to the present. Emphasizes the early history of Latin America but connects it to the present. (Contact hours — 45) State Guarantee Transfer Course.

HIS 245 U.S. IN THE WORLD 3 CR (3-0)
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 US's role in world history. (Contact hours — 45) State Guarantee Transfer Course.

HIS 247 20TH CENTURY WORLD HISTORY 3 CR (3-0)
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. (Contact hours — 45) State Guarantee Transfer Course.

HIS 260 U.S. FOREIGN RELATIONS HISTORY 3 CR (3-0)
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. (Contact hours — 45) State Guarantee Transfer Course.

HIS 275 SPECIAL TOPICS 1-5 CR
Focuses on the exploration of current topics, issues and activities related to one or more aspects of history. (Contact hours — 15-75)

HUMAN PERFORMANCE AND EXERCISE

HPE 100 INTRODUCTION TO PHYSICAL EDUCATION & SPORT 2 CR (2-0)
Focuses on the field of physical education and sport. Includes trends, precedents and their effects in the health and total wellness of those involved. (Contact hours — 30)

HPE 101 INTRODUCTION TO COACHING 2 CR (2-0)
Acquaints the learner with the knowledge, requirements and responsibilities of coaching, including sport philosophy, sport medicine, and sport management. Fulfills requirements for ASEP Leader Level I. (Contact hours — 30)

HPE 102 INTRODUCTION TO SPORTS MEDICINE 2 CR (2-0)
Introduces the field of sports medicine, career options, and presents issues within the field. Emphasizes athletic training. (Contact hours — 30)

HPE 110 ANALYSIS & TEACHING OF BASEBALL 2 CR (2-0)
Focuses on a study of the techniques and strategies of coaching competitive baseball to obtain background and understanding of rules and positions of umpiring baseball. (Contact hours — 30)

HPE 112 ANALYSIS & TEACHING OF VOLLEYBALL 2 CR (2-0)
Provides the student with an understanding of teaching and analyzing the correct techniques, skills and basic knowledge to instruct the game of volleyball. (Contact hours — 30)

HPE 113 ANALYSIS & TEACHING OF BASKETBALL 2 CR (2-0)
Provides students with an understanding of teaching and analyzing the correct techniques, skills, and basic knowledge to instruct the game of basketball. (Contact hours - 30)

HPE 114 ANALYSIS & TEACHING OF INDIVIDUAL/ DUAL SPORTS 3 CR (3-0)
Develops knowledge, skills, analysis of techniques and teaching competencies in the activities of golf, bowling, racquet sports, and billiards. (Contact hours - 45)

HPE 120 COACHING & OFFICIATING BASEBALL 2 CR (2-0)
Studies the techniques and strategies of coaching competitive baseball to obtain background and understanding of the rules and positions of umpiring baseball. (Contact hours — 30)

HPE 122 COACHING & OFFICIATING VOLLEYBALL 2 CR (2-0)
Includes both the techniques and strategies of coaching competitive volleyball, and the techniques and rules of officiating volleyball. (Contact hours — 30)

HPE 123 COACHING & OFFICIATING BASKETBALL 2 CR (2-0)
Presents the techniques and strategies of coaching competitive basketball. Students obtain background and understanding of rules and techniques of officiating basketball. (Contact hours — 30)

HPE 124 SPORTS OFFICIATING 2 CR (2-0)
Provides knowledge on basic fundamentals for all officials - how to deal with crowds and knowing the state organizations and their purposes. (Contact hours — 30)

HPE 130 ATHLETIC TRAINING PRACTICUM I 1-3 CR (0-6)
Provides the opportunity for students to observe and gain experience in the techniques used in an athletic training room. (Contact hours — 15-45)

HPE 143 DRUG AWARENESS IN SPORTS 2 CR (2-0)
Provides students with an awareness of many so-called performance-enhancing drugs. Focuses on a closer look at the use and abuse of drugs in athletics and their short and long term effects. (Contact hours - 30)

HPE 175 SPECIAL TOPICS 1-6 CR
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

HPE 200 PERSPECTIVES IN PE & SPORT 3 CR (3-0)
This course discusses the breadth, scope, and nature of the profession. It is an orientation to the history and philosophy of human performance and the factors that influence its evolution. Special consideration is giving to the history of sport from antiquity to the present, particularly the Olympic Games. (Contact hours -- 45)

HPE 201 SPORTS LAW 2 CR (2-0)
Explains a coach`s legal responsibilities in easy to understand terms and gives practical advice for recognizing and improving standards of care and safety for athletes. Ideas and examples of report forms for specific areas are shared. (Contact hours — 30)

HPE 230 ATHLETIC TRAINING PRACTICUM II 2-3 CR (2 to 3-0)
Provides the opportunity for students to gain advanced experience in the techniques used in an athletic training room. (Contact hours — 30-45)

HPE 231 CARE & PREVENTION OF ATHLETIC INJURIES 3 CR (3-0)
Focuses on techniques in prevention, care and basic rehabilitation of athletic injury. (Contact hours — 45)

HEALTH PROFESSIONAL

HPR 100 INTRODUCTION TO HEALTH 3 CR (3-0)
Provides an exploratory course for students interested in a health career. Basic health skills such as vital signs and CPR will be included.

HPR 101 CUSTOMER SERVICE IN HEALTH CARE 2 CR (2-0)
Introduces students to customer service theory and techniques specifically in the healthcare arena. This course will discuss therapeutic communication, conflict resolution and negotiation, as well as employee/ employer relations. Exploration of diverse populations and cultural sensitivity will be addressed.

HPR 102 CPR FOR PROFESSIONALS .5 CR (.5-0)
Meets the requirement 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 the course is basic patient assessment, basic airway management, rescue breathing, and CPR for infant, children and adult patients. (Contact hours — 7.5)

HPR 103 CPR FOR PROFESSIONALS-RENEWAL .25 CR (.25-0)
Provides opportunity for currently certified CPR providers to renew certificates. (Contact hours — 4) *Prerequisites: Current healthcare provider CPR card.*

HPR 104 HEALTH CAREER OPTIONS AND READINESS 1 CR (1-0)
Discusses current market trends in the medical profession, professional opportunities, continuing education, and professional affiliations. Discussions regarding resumes, portfolios, letters of inquiry, and interviewing techniques, as well as job search information is provided. This course is primarily informational and provides information to the student about aspect of career choices.

HPR 106 LAW AND ETHICS FOR HEALTH PROFESSIONS 2 CR (2-0)
Introduces student 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 CR (1-0)
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. (Contact hours — 15)

HPR 120 ACLS 1 CR (1-0)
Presents the required material for ACLS completion. It will cover arrhythmias, medications, therapeutic modalities for life threatening arrhythmias, airway management, and other treatment modalities used in cardiac and respiratory arrest. (Contact hours — 15) *Prerequisites: Current basic life support health care provider C certification.*

HPR 121 ACLS RECERTIFICATION .5 CR (.5-0)
Presents the required material for ACLS recertification. It will cover rhythm recognition, cardiac drugs, cardiac monitors, and case based scenarios. (Contact hours — 7.5) *Prerequisites: ACLS completion with current card.*

HPR 130 PEDIATRIC ADVANCED LIFE SUPPORT 1 CR (1-0)
Provides students the needed information and skills as required be health care agencies for pediatric emergencies. (Contact hours — 15) *Prerequisites: Current CPR card –must include child and infant CPR.*

HPR 175 SPECIAL TOPICS .25 to 6 CR
Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours — 3.75 to 90)

HPR 178 MEDICAL TERMINOLOGY 2 CR (2-0)
Introduces the student to the structure of medical terms with emphasis on combining and using the most common prefixes, roots and suffixes. Includes terms related to clinical laboratory, diagnostic imaging, nuclear medicine and oncology, as well as major body systems. Classroom structure provides accepted pronunciation of terms and relative use in the healthcare setting. (Contact hours — 30)

HPR 190 BASIC EKG INTERPRETATION 2 CR (2-0)
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. (Contact hours - 30)

HPR 217 KINESIOLOGY 4 CR (3-2)
Focuses on mechanical principles of kinematics, kinetics, muscle physiology, and neurophysiology and the interaction to produce function. Joint and muscle structure and function with application is a main focus. (Contact hours — 75)

HUMANITIES

HUM 115 WORLD MYTHOLOGY 3 CR (3-0)
Introduces students to the mythologies of various cultures. Common themes are illustrated and an interdisciplinary approach is used incorporating some of the following: religion, philosophy, art history, theater, literature, music, cultural studies, and history.
(Contact hours — 45) State Guarantee Transfer Course.

HUM 121 HUMANITIES: EARLY CIVILIZATIONS 3 CR (3-0)
Introduces students to the history of ideas that have defined cultures through a study of the visual arts, literature, drama, music, and philosophy. It emphasizes connections among the arts, values, and diverse cultures, including European and non-European, from the Ancient world to 1000 C.E. (Contact hours — 45) State Guarantee Transfer Course.

HUM 122 HUMANITIES: FROM MEDIEVAL TO MODERN 3 CR (3-0)
Examines written texts, visual arts and musical compositions to analyze and reflect the evoloytionand confluence of cultures in Europe, Asia and the Americas from 800 C.E. to 1750 C.E. (Contact hours — 45) State Guarantee Transfer Course.

HUM 123 HUMANITIES: THE MODERN WORLD 3 CR (3-0)
Examines the cultures of the 17th through the 20th centuries by focusing on the interrelationships of the arts, ideas, and history. Considers the influences of industrialism, scientific development and non-European peoples. (Contact hours — 45) State Guarantee Transfer Course.

HUM 175 SPECIAL TOPICS 1-6 CR
Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours — 15-90)

HUM 275 SPECIAL TOPICS 1-6 CR
Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours — 15-90)

HEALTH & WELLNESS

HWE 100 HUMAN NUTRITION 3 CR (3-0)
Introduces basic principles of nutrition with emphasis on personal nutrition. Satisfies nutrition requirement of students entering health care professions. (Contact hours — 45)

HWE 103 COMMUNITY FIRST AID & CPR 1 CR (1-0)
Prepares the student for certification in CPR and Basic First Aid. Skills will include basic life support, airway obstruction, control of bleeding, shock, and patient care for the unconscious. (Contact hours — 15)

HWE 111 HEALTH & FITNESS 3 CR (3-0)
Studies health and fitness in the U.S. today. The course will look at personal health issues, managing stress, nutrition and healthy lifestyles. (Contact hours — 45)

HWE 117 MENTAL HEALTH FIRST AID 1 CR (1-0)
Educates First Responders and the general public on the most common mental disorders, and mental health crises. It also provides training and basic action steps to assist with a mental health issue. This course is not for the trained Mental Health professional. (Contact hours - 15)

HWE 124 FITNESS & WELLNESS 2 CR (2-0)
Provides information on fitness and wellness and to serve as a guide to design, implement, and evaluate a complete personal fitness and wellness program. The course integrates the basic components of fitness and wellness in understanding human health in order to achieve well-being. This course offers current information in the health field and provides self-assessments for health risk and wellness behaviors. This includes lifestyle modification, nutrition, weight management, stress management, cardiovascular and cancer risk reduction, exercise and aging, exercise related injury, exercise and the environment, prevention of sexually transmitted diseases, substance abuse (including tobacco, alcohol and other psychoactive drugs), and analysis and interpretation of research publications and web sites in health and wellness.
(Contact hours — 30)

HWE 175 SPECIAL TOPICS .25-6 CR
Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

HWE 237 EXERCISE, NUTRITION & BODY COMPOSITION 3 CR (3-0)
Discusses the concepts of improved performance in all fitness areas. Emphasis is placed upon updated information associated with nutrition and human performance. Measurement of body composition is used as it correlates to training and diet/exercise programs. (Contact hours — 45)

INDUSTRIAL MAINTENANCE

IMA 100 INTRO TO INDUSTRIAL MAINTENANCE 3 CR (1-2)
Provides an overall perspective and foundation for the person entering the industrial maintenance field. The fundamentals of machine operations commonly utilized in the process and energy industry will be presented. Maintenance personnel duties and responsibilities, general maintenance procedures, basic maintenance tools and equipment, basic fastening and securing and machine operating specifications will be covered. Emphasis will be placed upon the understanding of machine documentation. The student will be introduced to the logical process utilized in the diagnosis machinery and control system troubleshooting. Workplace safety will be stressed throughout the course. (Contact hours - 60) *Prerequisites: EIC 101*

IMA 150 INDUSTRIAL PROBLEM SOLVING METHODS 2 CR (1-1.5)
Provides the student with the methodology and skills to perform a clear, concise analysis of multi-faceted problems associated with complex equipment, systems or organization performance breakdowns or failures. Methodologies for developing, analyzing and prioritizing solutions will be presented. Demonstration of skills will be required using actual problems or failures. (Contact hours - 37.5) *Prerequisites: CIS 118 and EIC 101*

IMA 160 BASIC FLUID POWER 3 CR (1-2)
Provide an understanding of the fundamentals of fluid power, hydraulic transmission of force and energy, operation at the suction side of the pump, petroleum based hydraulic fluids, fire resistant hydraulic fluids, flow rates and velocity, properties of hydraulic fluids, and the function and construction of basic elements of a hydraulic or fluid power system. The course will cover hydraulic symbols and prints used in industry.
(Contact hours - 60) *Prerequisites: EIC 101*

JOURNALISM

JOU 105 INTRODUCTION TO MASS MEDIA 3 CR (3-0)
Places the mass media in an historical and cultural perspective, considering the validity, integrity and influence of the media in a democracy.
(Contact hours — 45) State Guarantee Transfer Course.

JOU 106 FUNDAMENTALS OF REPORTING 3 CR (3-0)
Introduces newswriting, reporting and interviewing with an emphasis on clarity, accuracy, completeness, timeliness and fairness.
(Contact hours — 45)

JOU 111 PRINCIPLES OF ADVERTISING 3 CR (3-0)
Employs design concepts, principles and practices for advertising management for the mass media. (Contact hours - 45)

JOU 121 PHOTOJOURNALISM 3 CR (3-0)
Provides an introductory, hands-on course in black-and-white photography, with an emphasis on photojournalistic techniques, processing and printing. This course includes an investigation of word/pictures relationships in creating photo essays for publications.
(Contact hours - 45)

JOU 175 SPECIAL TOPICS 1-6 CR
Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours — 15-90)

JOU 180 INTERNSHIP 3-5 CR
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. (Contact hours — 40) *Prerequisites: Permission of instructor.*

JOU 185 INDEPENDENT STUDY 1-6 CR
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.
(Contact hours — 15-90) *Prerequisites: Permission of instructor.*

JOU 206 INTERMEDIATE NEWSWRITING AND EDITING 3 CR (3-0)
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 as the environment, religion, science, medical, public safety and business. (Contact hours — 45)

JOU 221 NEWSPAPER DESIGN I 3 CR (3-0)
Provides students with experience in newswriting, editing, design, layout and advertising for newspaper production. Students may be required to work on the college newspaper or other news-oriented publications.
(Contact hours — 45) *Prerequisite: Level placement scores ENG 121.*

JOU 222 NEWSPAPER DESIGN II 3 CR (3-0)
Allows students to build their newspaper production experience through work on the college newspaper or other approved news-oriented publications. (Contact hours — 45)

JOU 275 SPECIAL TOPICS 1-6 CR
Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours — 15-90)

JOU 280 INTERNSHIP 3-5 CR (0-3 to 5)
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. (Contact hours — 40) *Prerequisites: Permission of instructor.*

JOU 285 INDEPENDENT STUDY 1-6 CR (0-0)
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.
(Contact hours — 15-90) *Prerequisites: Permission of instructor.*

LITERATURE

LIT 115 INTRODUCTION TO LITERATURE I 3 CR (3-0)
Introduces students to fiction, poetry, and drama. Emphasizes active and responsive reading. (Contact hours — 45) State Guarantee Transfer Course.

LIT 175 SPECIAL TOPICS 1-3 CR
Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours — 15-45)

LIT 201 WORLD LITERATURE TO 1600 3 CR (3-0)
Examines significant writings in world literature from the ancients through the Renaissance. Emphasizes careful readings and understanding of the works and their cultural backgrounds. (Contact hours — 45) State Guarantee Transfer Course.

LIT 202 WORLD LITERATURE AFTER 1600 3 CR (3-0)
Examines significant writings in world literature from the seventeenth century to the present. Emphasizes careful reading and understanding of the works and their cultural backgrounds. (Contact hours — 45) State Guarantee Transfer Course.

LIT 205 ETHNIC LITERATURE 3 CR (3-0)
Focuses on significant texts by ethnic Americans including African-American, Native American, Latino/a, and Asian Americans. Emphasizes careful reading and understanding of the cultural and literary elements of the works. (Contact hours — 45) State Guarantee Transfer Course.

LIT 211 AMERICAN LITERATURE TO CIVIL WAR 3 CR (3-0)
Provides an overview of American literature from the Native American through the nineteenth century Romantics. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers. (Contact hours — 45) State Guarantee Transfer Course.

LIT 212 AMERICAN LITERATURE AFTER CIVIL WAR 3 CR (3-0)
Provides an overview of American literature from the mid-nineteenth century to the present. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers. (Contact hours — 45) State Guarantee Transfer Course.

LIT 221 BRITISH LITERATURE TO 1770 3 CR (3-0)
Provides an overview of British literature from the Anglo-Saxon period through the 17th century. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers. (Contact hours — 45) State Guarantee Transfer Course.

LIT 222 BRITISH LITERATURE AFTER 1770 3 CR (3-0)
Provides is an overview of British literature from the 18th century to the present. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers.
(Contact hours — 45) State Guarantee Transfer Course.

LIT 225 INTRODUCTION TO SHAKESPEARE 3 CR (3-0)
Provides is an overview of British literature from the 18th century to Explores a selection of works by William Shakespeare. It focuses on careful reading and interpretation of the plays and poems, includes pertinent information about Elizabethan England, and examines formal as well as thematic elements of the selected works. (Contact hours — 45)
State Guarantee Transfer Course.

LIT 235 SCIENCE FICTION **3 CR (3-0)**
Examines the techniques and issues of science fiction through a close reading a variety of writers in the genre. (Contact hours - 45) Prequisites: ENG 121

LIT 255 CHILDREN'S LITERATURE **3 CR (3-0)**
Evaluates the criteria for selecting appropriate literature for children through exploration of genres, age levels, values taught through literature, and the literary and artistic quality of various texts. (Contact hours — 45)

LIT 259 SURVEY OF AFRICAN AMERICAN LITERATURE **3 CR (3-0)**
Examines African American literature from 1750 to the present, exploring ideas, historical and social contexts, themes, and literary characteristics of works in various genres by major writers. (Contact hours — 45)
State Guaranteed Transfer Course.

LIT 268 CELTIC LITERATURE **3 CR (3-0)**
Exposes the student to Irish literature. The course examines significant writings in Irish literature from the ancients through to the Twenty first century. The course emphasizes the careful reading and understanding of the works of poetry, fiction, and drama, as well as their cultural backgrounds. (Contact hours — 45) State Guaranteed Transfer Course.

LIT 275 SPECIAL TOPICS **1-3 CR**
Provides students with a vehicle to pursue in depth exploration of special topics of interest. (Contact hours — 15-45)

MANAGEMENT

MAN 116 PRINCIPLES OF SUPERVISION **3 CR (3-0)**
Studies the principles and techniques of supervising and motivating personnel. This course is designed for students who are interested in supervising others or for those currently in supervision. Course content focuses on the human interaction in supervision. (Contact hours — 45)

MAN 117 TIME MANAGEMENT **1 CR (1-0)**
Provides students with the conceptual knowledge and tools to make better use of their time in the management function. (Contact hours – 15)

MAN 125 TEAM BUILDING **1 CR (1-0)**
Introduces the concept of working as a team member. Activities and assignments will emphasize the ability to negotiate, work together, build consensus, and make quality decisions. (Contact hours — 15)

MAN 128 HUMAN RELATIONS IN ORGANIZATIONS **3 CR (3-0)**
(Core Course for AGS or AAS:)
Explores the importance of effective communication in our personal lives as well as in the world of business. Practical business applications such as employee motivation, handling customer complaints, and effectively resolving conflict in the workplace will be a major part of the curriculum. (Contact hours — 45)

MAN 175 SPECIAL TOPICS **1-6 CR**
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. (Contact hours — 15-90)

MAN 200 HUMAN RESOURCE MANAGEMENT I **3 CR (3-0)**
Provides the student with a broad overview of the contemporary issues, theories and principles used to effectively manage human resources. Topics include recruiting, hiring, compensation and benefits, training and development, employee relations and legal issues. (Contact hours — 45)

MAN 205 EVENT PLANNING **3 CR (3-0)**
Presents the components of meeting planning; organization, personnel, finances, site selection, transportation, program design, promotion, arranging exhibits, and evaluation. (Contact hours - 45)

MAN 215 ORGANIZATIONAL BEHAVIOR **3 CR (3-0)**
Examines the behaviors of groups and individual members of organizations and how that behavior can be influenced. Course emphasis is on the tools managers use to achieve organizational effectiveness. (Contact hours - 45)

MAN 216 SMALL BUSINESS MANAGEMENT **3 CR (3-0)**
Examines the elements necessary for the successful formation of a new small business. It is also designed to enhance the skills of those already involved in the operation of a small business. The course includes the development of a complete small business plan. (Contact hours — 45) This is for the AAS and AGS courses.

MAN 223 EVENT MANAGEMENT **3 CR(3-0)**
Give students a comprehensive foundation to build a career in the vast spectrum of the events industry, including real world analysis and frequent speakers from prominent event professionals.
(Contact hours - 45)

MAN 224 LEADERSHIP **3 CR (3-0)**
Focuses on the leadership skills necessary to bring about change in an organization. Students learn to develop and communicate a shared vision, to empower employees, to manage conflict, to negotiate, and to develop organizations so that all are working toward common goals. (Contact hours - 45)

MAN 226 PRINCIPLES OF MANAGEMENT **3 CR (3-0)**
Presents a survey of the principles of management. Emphasis is on the primary functions of planning, organizing, leading and controlling with a balance between the behavioral and operational approach.
(Contact hours - 45)

MAN 241 PROJECT MANAGEMENT IN ORGANIZATIONS **3 CR (3-0)**
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. (Contact hours - 45)

MAN 275 SPECIAL TOPICS **1-6 CR**
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.

MANICURING TECHNICIAN

(See Nail Technician)

MARKETING

MAR 111 PRINCIPLES OF SALES **3 CR (3-0)**
Enables the student to understand and develop proper sales techniques. The course covers the role of selling in the marketing process consumer behavioral consideration in the buying-selling process, and sales techniques. (Contact hours — 45) *Prerequisites: BUS 115*

MAR 160 CUSTOMER SERVICE **3 CR (3-0)**
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.
(Contact hours — 45)

MAR 187 COOPERATIVE EDUCATION/INTERNSHIP 1-6 CR
Provides students with the opportunity to supplement course work with practical work experience related to their educational program and occupational objectives. Students are placed at approved work stations which are 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.

MAR 216 PRINCIPLES OF MARKETING 3 CR (3-0)
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.
(Contact hours — 45)

MAR 220 PRINCIPLES OF ADVERTISING 3 CR (3-0)
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. (Contact hours —45)

MAR 275 SPECIAL TOPICS 1-6 CR
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.

MAR 278 SEMINAR 1-6 CR
Provides students with an experiential learning opportunity.
(Contact hours — 160 per enrollment)

MATHEMATICS

MAT 25 ALGEBRAIC LITERACY LAB 1 CR (1-0)
Supports skill development for students registered in MAT 55 STEM Prep. Topics covered in this course include those defined in MAT 55 and/or any pre-requisite skills needed by the student. For students with Accuplacer score EA 45-59, this course is a required co-requisite with MAT 55 STEM Prep. (Contact hours — 30) (This course begins in Spring 2014.)

MAT 30 FUNDAMENTALS OF MATHEMATICS 2 CR (2-0)
Includes the vocabulary, operations and applications of whole numbers, decimals and basic fractions and mixed numbers. (Contact hours — 30) *Prerequisite: Arithmetic Accuplacer score of 24 or higher.*

MAT 45 COMPRESSED PRE-ALGEBRA WITH BASIC MATHEMATICS 4 CR (4-0)
Explores the vocabulary, operations and applications of whole numbers, decimals, basic fractions and mixed numbers. It further investigates topics including fractions, mixed numbers, ratios, proportions, percentages, measurements, integers, introduction to algebraic expressions and the solution of basic first degree equations. (Contact hours - 60) *Designed for students with an Elementary Algebra score of less than 45 and an Arithmetic ACCUPLACER score of 24-120. This course is a combination of MAT 30 and 60.*

MAT 50 QUANTITATIVE LITERACY 4 CR (4-0)
Develops number sense and critical thinking strategies, introduce algebraic thinking, and connect mathematics to real world applications. Topics in the course include ratios, proportions, percents, measurement, linear relationships, properties of exponents, polynomials, factoring, and math learning strategies. This course prepares students for Math for Liberal Arts, Statistics, Integrated Math, and college level career math courses.
(Contact hours — 60) (This course begins in Spring 2014.)

MAT 55 ALGEBRAIC LITERACY 4 CR (4-0)
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 and inequalities, systems of linear equations, related applications, and math learning strategies. This course prepares students for College Algebra and Finite Math. (Contact hours — 60)
(This course begins in Spring 2014.)

MAT 60 PRE-ALGEBRA 3 CR (3-0)
Furthers the study of fractions and mixed numbers. Also included are vocabulary, operations and applications of ratio, proportion, percent, area, perimeter, US and metric measures, integers, and an introduction to algebraic expressions and the solution of basic first-degree equations. (Contact hours — 45) *Prerequisite: Successful completion of MAT 30 or equivalent (grade of C or higher) or Arithmetic Accuplacer score of 57 or higher and 44 or below elementary algebra.*

MAT 90 INTRODUCTORY ALGEBRA 4 CR (4-0)
Includes first-degree equations, inequalities, formulas, polynomials, factoring polynomials, solving quadratic equations by factoring, coordinate geometry, graphing linear equations and applications. Algebraic fractions and systems of linear equations may be included. (Contact hours - 60) *Prerequisite: Successful completion of MAT 60 or equivalent (Grade of C or better) or Elementary Algebra Accuplacer score of 45-60.*

MAT 91 APPLIED QUANTITATIVE LAB 1 CR (0-1.5)
Supports skill development for students registered in MAT 103, MAT 107, MAT 108, MAT 109, or MAT 112. Topics covered in the course include those defined in MAT 103/107/108/109/112 and/or any pre-requisite skills needed by the student. Students with Accuplacer scores EA 30-60 or AR>40, who are advised into MAT 103/107/108/109/112, are required to co-enroll in this course. (Contact hours — 22.5)
(This course begins in Spring 2014.)

MAT 92 QUANTITATIVE LAB 1 CR (0-1.5)
Supports skill development for students registered in MAT 120, MAT 135, MAT 155, or MAT 156. Topics covered in this course include those defined in MAT 120/135/155/156 and/or any pre-requisite skills needed by the student. Students with Accuplacer scores EA 80-84, who are advised into MAT 120, MAT 135, MAT 155, or MAT 156, are required to co-enroll in this course. (Contact hours — 22.5) (This course begins in Spring 2014.)

MAT 93 ALGEBRA LAB 1 CR (0-1.5)
Supports skill development for students registered in MAT 121 or MAT 123. Topics covered in this course include those defined in MAT 121/123 and/or any pre-requisite skills needed by the student. Students with Accuplacer scores EA 80-84, who are advised into MAT 121/123, are required to co-enroll in this course. (Contact hours — 22.5)
(This course begins in Spring 2014.)

MAT 96 COMBINED INTRODUCTORY AND INTERMEDIATE ALGEBRA 6 CR (6-0)
Includes first-degree equations, inequalities, formulas, polynomials, factoring polynomials, solving quadratic equations by factoring, coordinate geometry, graphing linear equations and applications. Algebraic fractions and systems of linear equations may be included. Emphasizes problem solving with further study of equations, slope, inequalities, systems of equations, polynomials, quadratic equations, rational expressions, rational exponents, radical expressions, graphing and applications. A graphing calculator or equivalent software may be utilized. (Contact hours - 90) *For students with an Accuplacer score of 61-84.*

MAT 99 INTERMEDIATE ALGEBRA 4 CR (4-0)
Emphasizes problem solving with further study of equations, slope, inequalities, systems of equations, polynomials, quadratic equations, rational expressions, rational exponents, radical expressions, graphing and applications. A graphing calculator or equivalent software may be utilized. (Contact hours – 60) *Prerequisite: Successful completion of MAT 90 or equivalent (Grade of C or better) or Elementary Algebra Accuplacer score of 61-84.*

MAT 103 MATH FOR CLINICAL CALCULATIONS 3 CR (3-0)
Provides a review of general mathematics, introductory algebra and an opportunity to learn systems of measurement and methods of solving problems related to drug dosage and intravenous fluid administration. It is designed for students in the health disciplines. Topics may include algebra, graphs, measurement and conversion between various systems of measurement. (Contact hours – 45) *Prerequisite: Successful completion of MAT 90 or equivalent (Grade C or better) or Accuplacer score of 61 or higher or ACT 19.*

MAT 107 CAREER MATH 3 CR (3-0)
Covers material designed for career technical or general studies students who need to study particular mathematical topics. Topics may include measurement, algebra, geometry, trigonometry, graphs, and/or finance. These are presented on an introductory level and the emphasis is on applications. (Contact hours-45) *Prerequisite: Successful completion of MAT 30 or equivalent (grade of C or better) or assessment.*

MAT 112 FINANCIAL MATHEMATICS 3 CR (3-0)
Covers topics including pricing, taxes, insurance, interest, annuities, amortization, investments using financial calculators and spreadsheets. (Contact hours — 45) *Prerequisite: MAT 60 or equivalent.*

MAT 120 MATHEMATICS FOR THE LIBERAL ARTS 4 CR (4-0)
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. (Contact hours — 60) *Prerequisite: Successful completion of MAT 96 or MAT 99 or equivalent (grade C or better) assessment or ACT 23.* State Guarantee Transfer Course. AA & AGS Degrees only.

MAT 121 COLLEGE ALGEBRA 4 CR (4-0)
Includes a brief review of intermediate algebra, equations, and inequalities, functions and their graphs, exponential and logarithmic functions, linear and non-linear systems, selection of topics from among graphing of the conic sections, introduction to sequences and series permutations and combinations, the binomial theorem and theory of equations.
(Contact hours — 60) *Prerequisite: Successful completion of MAT 96 or MAT 99 or equivalent (grade C or higher) assessment or ACT 23.* State Guarantee Transfer Course.

MAT 122 COLLEGE TRIGONOMETRY 3 CR (3-0)
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. (Contact hours — 45) *Prerequisites: MAT 121 or equivalent or ACT 24.* State Guarantee Transfer Course.

MAT 123 FINITE MATHEMATICS 4 CR (4-0)
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. (Contact hours — 45) *Prerequisites: MAT 96 or*
MAT 99 or equivalent or ACT 23. State Guarantee Transfer Course.
AA & AGS Degrees only.

MAT 125 SURVEY OF CALCULUS 4 CR (4-0)
Includes derivatives, integrals, and their applications, with attention restricted to algebraic, exponential, and logarithmic functions for business, life science and/or social science majors.
(Contact hours — 60) *Prerequisites: College Algebra or Finite Mathematics, ACT 25 or permission of the instructor.* State Guarantee Transfer Course.
AA & AGS Degrees only.

MAT 135 INTRODUCTION TO STATISTICS 3 CR (3-0)
Includes data presentation and summarization, introduction to probability concepts and distributions, statistical inference --estimation, hypothesis testing, comparison of populations, correlation and regression.
(Contact hours — 45) *Prerequisite: Successful completion of MAT 96 or MAT 99 or equivalent (grade C or higher) assessment or ACT 21.* State Guarantee Transfer Course. AA & AGS Degrees only.

MAT 155 INTEGRATED MATH I 3 CR (3-0)
Engages students in the concepts of school mathematics, the course will include the recognition of numerical and geometric patterns and their application to a variety of mathematical situations; mathematical problem-solving, reasoning, critical thinking, and communication; algebraic thinking, representation, analysis, manipulation, generalizations and extensions. (Contact hours — 45) *Prerequisite: Elementary Algebra Accuplacer score of 85, ACT score of 23 or MAT 99 with a "C" or higher.*

MAT 156 INTEGRATED MATH II 3 CR (3-0)
Furthers MAT 155 concepts, the course 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. (Contact hours — 45) *Prerequisites: Accuplacer score of 85, ACT score of 23 or MAT 155.*

MAT 166 PRE-CALCULUS 5 CR (5-0)
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. (Contact hours — 75) *Prerequisites: Successful completion of MAT 121 or equivalent (grade of C or better.) ACT 25 or approval of instructor.*

MAT 175 SPECIAL TOPICS 1-3 CR
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

MAT 201 CALCULUS I 5 CR (5-0)
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. (Contact hours — 75) *Prerequisites: College Algebra AND Trigonometry or equivalent or ACT 28.* State Guarantee Transfer Course.

MAT 202 CALCULUS II 5 CR (5-0)
Continuation of single variable calculus which will include techniques of integration, polar coordinates, analytic geometry, improper integrals, and infinite series. (Contact hours — 75) *Prerequisites: MAT 201 or permission of instructor.* State Guarantee Transfer Course.

MAT 203 CALCULUS III 4 CR (4-0)
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. (Contact hours — 60) *Prerequisites: MAT 202 or equivalent.* State Guarantee Transfer Course.

MAT 261 DIFFERENTIAL EQUATIONS WITH ENGINEERING APPLICATION:MA1 4 CR (4-0)
Introduces ordinary differential equations. The content of this course includes all the topics of MAT 265 Differential Equations with an additional emphasis on applications and problem solving. A graphing calculator is required for this course. (Contact hours – 60) *Prerequisites: MAT 203 or equivalent.* State Guarantee Transfer Course.

MAT 266 DIFFERENTIAL EQUATIONS WITH LINEAR ALGEBRA 4 CR (4-0)
Covers first and second order differential equations, series solutions, Laplace transforms, linear algebra, eigenvalues, first order systems of equations, and numerical techniques are covered. (Contact hours — 60) *Prerequisite: MAT 202 Corequisite: MAT 203*

MAT 275 SPECIAL TOPICS 1-12 CR
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

MAT 285 INDEPENDENT STUDY 1-3 CR
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. *Prerequisites: Permission of instructor.*

MUTLIMEDIA GRAPHIC DESIGN

MGD 111 ADOBE PHOTOSHOP I 3 CR (3-0)
Concentrates on the high-end capabilities of a raster photo-editing software 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. (Contact hours — 45)

MGD 112 ADOBE ILLUSTRATOR I 3 CR (3-0)
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. (Contact hours — 45)

MGD 114 ADOBE INDESIGN 3 CR (3-0)
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. (Contact hours — 45)

MGD 116 TYPOGRAPHY I 3 CR (3-0)
Introduces the history and concepts of typography as applied to graphic communications. Explores appropriate use of typography in a variety of design applications, emphasizing the basic design principles of typographic compositions and typesetting. Covers type recognition and typographic terms. (Contact hours — 45)

MGD 133 GRAPHIC DESIGN I 3 CR (3-0)
Focuses upon the study of design layout and conceptual elements concerning graphic design projects such as posters, advertisements, logos, and brochures. (Contact hours — 45)

MGD 141 WEB DESIGN I: DREAMWEAVER 3 CR (3-0)
Introduces web site planning, design and creation using industry-standards-based web site development tools. Screen-based color theory, web aesthetics, use of graphics editors and intuitive interface design are explored. (Contact hours — 45)

MGD 143 MOTION GRAPHIC DESIGN I: SOFTWARE 3 CR (3-0)
Stresses creation of animation and dynamic interactive media for web and multimedia applications. Students will learn how to animate objects, create symbols, and assemble motion tweens. (Contact hours — 45)

MILLWRIGHT - WIND TECHNOLOGY

MIL 101 LIFTING DEVICES 1 CR (0-1.5)
Introduces the student to the types of rigging/ lifting devices used in industry. Skills include the correct use of slings and common rigging hardware, including safe loading practices and the use of ANSI hand signals. (Contact hours — 22.5) *Prerequisites: EIC 101*

MUSIC

MUS 100 FUNDAMENTALS OF MUSIC THEORY 3 CR (3-0)
Designed to help the beginning music student, or those students with a limited background in music theory, study the basic elements of music, including notation, rhythm, scales, key signatures, intervals and chords. (Contact hours — 45)

MUS 110 MUSIC THEORY I 3 CR (3-0)
Presents music fundamentals, diatonic four-part harmony, analysis, ear training, and keyboard harmony. For music majors transferring to a 4-year program.(Contact hours — 45) *Prerequisite: MUS 100 or permission of the instructor.*

MUS 111 MUSIC THEORY II 3 CR (3-0)
Presents chromatic four-part harmony, analysis, ear training, and keyboard harmony. (Contact hours — 75) *Prerequisite: MUS 110 & MUS 112*

MUS 112 EAR TRAINING/SIGHT-SIGNING I LAB 1 CR (1-0)
Presents exercises in sight-singing with melodic and rhythmic dictation. (Contact hours — 15) *Prerequisite:permission of instructor. Corequisite: MUS 110*

MUS 113 EAR TRAINING/SIGHT-SIGNING II LAB 1 CR (1-0)
Presents exercises in sight-singing with melodic and rhythmic dictation. (Contact hours — 15) *Prerequisite: MUS 112. Corequisite: MUS 111*

MUS 120 MUSIC APPRECIATION 3 CR (3-0)
Covers the basic materials of music, musical forms, media, genres and musical periods. Emphasizes the development of tools for intelligent listening and appreciation. (Contact hours — 45) State Guarantee Transfer Course.

MUS 121 MUSIC HISTORY: MEDIEVAL TO CLASSICAL 3 CR (0-6)
Studies the various periods of music history with regard to the composers, esthetics, forms, and genres of each period. Considers music from the Middle Ages through the Classical period. (Contact hours — 45)
State Guarantee Transfer Course.

MUS 122 MUSIC HISTORY: ROMANTIC TO PRESENT 3 CR (0-6)
Studies the various periods of music history with regard to the composers, aesthetics, forms, and genres of each period. Considers music from the early Romantic period to the present. (Contact hours — 45)
State Guarantee Transfer Course.

MUS 123 STUDY OF WORLD MUSIC 3 CR (3-0)
Provides an overview of non-Western music from around the world; provides basic listening skills and the historical/cultural context for a variety of world music styles to enable an understanding and appreciation of non-Western musical expression. (Contact hours — 45) State Guarantee Transfer Course.

MUS 125 HISTORY OF JAZZ 3 CR (0-6)
Provides a survey of the basic materials of music and the forms, media, genres, historical, and cultural style periods of jazz. It emphasizes the development of tools for intelligent listening and appreciation.
(Contact hours — 45) State Guarantee Transfer Course.

MUS 131 MUSIC CLASS I: PIANO 2 CR (0-4)
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. (Contact hours — 30)

MUS 141 PRIVATE INSTRUCTION I 1-2 CR (0-4)
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. (Contact hours — 7.5 - 15) *Prerequisites: permission of the instructor.*

MUS 142 PRIVATE INSTRUCTION II **1-2 CR (0-4)**
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. (Contact hours — 7.5 - 15) *Prerequisites: permission of the instructor.*

MUS 143 PRIVATE INSTRUCTION III **1-2 CR (0-4)**
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, third term. (Contact hours — 7.5 - 15) *Prerequisites: permission of the instructor.*

MUS 144 PRIVATE INSTRUCTION IV **1-2 CR (0-4)**
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, fourth term. May be repeated for credit more than once per individual institution policy. (Contact hours — 7.5 - 15) *Prerequisites: permission of the instructor.*

MUS 151 ENSEMBLE I **1 CR (0-2)**
First year, first term. Rehearses and performs various types of musical literature. (Contact hours — 30) *Prerequisites:Permission of instructor.*

MUS 152 ENSEMBLE II **1 CR (0-2)**
Rehearses and performs various types of musical literature. First year, second term. (Contact hours — 30) *Prerequisites: Permission of the instructor.*

MUS 153 ENSEMBLE III **1 CR (0-2)**
Rehearses and performs various types of musical literature. First year, third term. (Contact hours — 30) *Prerequisites: Permission of the instructor.*

MUS 154 ENSEMBLE IV **1 CR (0-2)**
Rehearses and performs various types of musical literature. First year, fourth term. (Contact hours — 30) *Prerequisites:Permission of instructor.*

MUS 161 MUSIC TECHNOLOGY I **3 CR (3-0)**
Considers in-depth music engraving applications through course projects designed to demonstrate engraving skills in a variety of score styles, arranging, part extraction, arranging, and scanning techniques. Project-oriented course covers current music notation/engraving software. (Contact hours — 45)

MUS 163 MUSIC AUDIO PRODUCTION I **3 CR (3-0)**
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. (Contact hours — 45)

MUS 175 SPECIAL TOPICS **1-6 CR**
Provides students with a vehicle to pursue in depth exploration of special topics of interest. *Prerequisites: Permission of the instructor.*

MUS 185 INDEPENDENT STUDY **1-6 CR**
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. *Prerequisites: Permission of the instructor.*

MUS 241 PRIVATE INSTRUCTION I **2 CR (0-4)**
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. Second year, first term. (Contact Hours - 37.5) *Prerequisites: Class instruction or permission of the instructor.*

MUS 242 PRIVATE INSTRUCTION II **2 CR (0-4)**
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. Second year, second term. (Contact Hours - 7.5) *Prerequisites: Class instruction or permission of the instructor.*

MUS 243 PRIVATE INSTRUCTION III **2 CR (0-4)**
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. Second year, third term. (Contact Hours - 7.5) *Prerequisites: Class instruction or permission of the instructor.*

MUS 244 PRIVATE INSTRUCTION IV **2 CR (0-4)**
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. Second year, fourth term. May be repeated for credit more than once per individual institution policy. (Contact Hours - 7.5) *Prerequisites: Class instruction or permission of the instructor.*

MUS 251 ENSEMBLE I **1 CR (0-2)**
Rehearses and performs various types of musical literature. Second year, first term. (Contact Hours - 30) *Prerequisites: Permission of the instructor.*

MUS 252 ENSEMBLE II **1 CR (0-2)**
Rehearses and performs various types of musical literature. Second year, second term. (Contact Hours - 30) *Prerequisites: Permission of the instructor.*

MUS 253 ENSEMBLE III **1 CR (0-2)**
Rehearses and performs various types of musical literature. Second year, third term. (Contact Hours - 30) *Prerequisites: Permission of the instructor.*

MUS 254 ENSEMBLE IV **1 CR (0-2)**
Rehearses and performs various types of musical literature. Second year, fourth term. (Contact Hours - 30) *Prerequisites: Permission of the instructor.*

MUS 275 SPECIAL TOPICS
1-6 CR 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). *Prerequisites: Permission of the instructor.*

MUS 285 INDEPENDENT STUDIES **1-6 CR**
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. *Prerequisites: Permission of the instructor.*

NAIL TECHNICIAN

(All COS, EST and NAT courses are a part of the Cosmetology Program and cannot be taken as independent courses.)

NAT 110 INTRO. TO MANICURES & PEDICURES 3 CR (1-3)
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. (Contact hours -- 60) *Prerequisite: COS 150.*

NAT 111 INTERMEDIATE MANICURES & PEDICURES 2 CR (0-3)
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. (Contact hours -- 45) *Prerequisite: NAT 110.*

NAT 210 ADVANCED MANICURES & PEDICURES 2 CR (0-3)
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 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. (Contact hours -- 45) *Prerequisite: NAT 111.*

NAT 211 APPLICATION OF ARTIFICIAL NAILS 5 CR (1-6)
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. (Contact hours -- 105) *Prerequisite: COS 160.*

NAT 290 ADVANCED NAIL TECHNICIAN STUDIES 1 CR (7.5-11.5)
Provides students with a vehicle to pursue indepth exploration of special topics of interest. (Contact Hours - 19)

NURSING ASSISTANT

NUA 101 CERTIFIED NURSING AIDE HEALTH CARE SKILLS 4 CR (4-0)
Prepares the student to perform the fundamental skills of the nurse aide. Basic nursing skills, restorative services, personal care skills, safety and emergency care issues are covered in theory and lab. The student will learn skills that address mental health needs as well as patient/resident/ client rights. (Contact hours — 64)

NUA 170 NURSE ASSISTANT CLINICAL EXPERIENCE 1 CR (0-1)
Applies knowledge gained from NUA 101 in a clinical setting. (Contact hours — 32) *Prerequisite: satisfactory progress in NUA 101.*

NURSING - PRACTICAL

NUR 101 PHARMACOLOGY CALCULATIONS 1 CR (1-0)
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. (Contact hours — 15)
Prerequisite: Acceptance into Practical Nursing program

NUR 102 ALTERATIONS IN ADULT HEALTH I 4 CR (4-0)
Provides acquisition of basic nursing theory, communication, collaboration, and critical thinking necessary for safe, patient-centered nursing care to diverse adult patients experiencing common health alterations requiring medical/surgical interventions. The course introduces Practical Nursing and introduces the legal and ethical responsibilities of the Practical Nurse to the beginning student. (Contact hours — 60)
Prerequisite: Acceptance into Practical Nursing program

NUR 103 HEALTH ASSESSMENT FOR THE PRACTICAL NURSE 1 CR (.5-.5)
Provides a foundation in assessment and related therapeutic communication and teaching skills within the legal role of the Practical Nurse. Information is presented to assist the learner in obtaining a health history and in performing a basic assessment on adults and older adults with predictable outcomes. Health maintenance and health promotion concepts are incorporated throughout the course. Relevant mental health, psychosocial and ethno cultural concepts are integrated. Learning theory regarding teaching and learning concepts are presented.
(Theory: 0.5/7.5 contact hours; Lab: 0.5/15 contact hours)
Prerequisite: Acceptance into Practical Nursing program

NUR 104 ALTERATIONS IN ADULT HEALTH II 5 CR (5-0)
Expands on knowledge and skills learned in Adult Health I (NUR 102) to provide acquisition of basic nursing theory, communication, collaboration and critical thinking necessary for safe, patient-centered nursing care for diverse adult patients with conditions that are stable and predictable. The course focuses on care of patients experiencing common health alterations requiring medical/ surgical interventions. The course identifies critical legal and ethical responsibilities of the Practical Nurse in the care of adults. (Contact hours — 75) *Prerequisites:Successful completion of preceding required program course work or permission of program director.*

NUR 105 PRACTICAL NURSING ARTS & SKILLS 6.5 CR (5-1.5)
Presents basic nursing theory/concepts to the beginning student. Applies the theory/concepts from other co-requisite nursing courses to the performance of nursing skills. Communication, collaboration, and critical thinking necessary for safe, patient-centered nursing care are applied to patient care across the lifespan with stable and predictable outcomes. The course introduces guidelines related to the professional, legal, and ethical scope of practice of the Practical Nursing student, including demonstration of safe performance of all psychomotor skills.
(Theory: 5 cr./75 contact hours; Lab: 1.5 cr./45 contact hours) *Prerequisite: Acceptance into Practical Nursing program*

NUR 110 PHARMACOLOGY PRACTICAL NURSING 3 CR (3-0)
Categorizes basic principles of pharmacology, including major drug classifications using prototype drugs, principles of medication administration including best practices for safe, quality,and patient-centered care. Discusses the legal and ethical responsibilities of the Practical Nurse related to medication administration. Application of this content is used throughout the program nursing courses.
(Contact hours — 45)

NUR 111 ADVANCEMENT INTO PRACTICAL NURSING 1 CR (1-0)
Demonstrates the roles and responsibilities of the Practical Nurse including scope of practice, supervision, assignment, and leadership skills. Emphasis on accountability, lifelong learning, perspectives in healthcare, and career and job readiness skills for entry level nursing practice. (Contact hours — 15) *Prerequisites:Successful completion of preceding required program course work.*

NUR 113 BASIC CONCEPTS OF MATERNAL-NEWBORN NURSING 2 CR (2-0)
Applies and expands the knowledge and skills learned in NUR 101, 102, 103,104,105, and 110 courses to provide the acquisition of basic nursing theory, communication, collaboration, and critical thinking necessary for safe, patient-centered nursing care to maternal and newborn patients. The course incorporates the legal and ethical responsibilities of the Practical Nurse in the care of maternal and newborn patients. (Contact hours — 30) *Prerequisite: Acceptance into Practical Nursing program*

NUR 114 BASIC CONCEPTS OF PEDIATRIC NURSING 2 CR (2-0)
Applies and expands on the knowledge and skills learned in NUR 101, 102, 103, 104, 105,and 110 to provide for the acquisition of basic nursing theory, communication, collaboration, and critical thinking necessary for safe, patient-centered nursing care to the pediatric patient and care to the pediatric family. The course incorporates the legal and ethical responsibilities of the Practical Nurse in the care of children. (Contact hours — 30)

NUR 115 CONCEPTS OF MENTAL HEALTH NURSING 1 CR (1-0)
Applies knowledge of basic nursing theory, communication, collaboration, and critical thinking necessary for safe, patient-centered nursing care to diverse patients at various levels of mental health promotion and mental illness management. The course incorporates the legal and ethical responsibilities of the Practical Nurse in the care of patients with mental health issues. (Contact hours — 15) *Prerequisites: Successful completion of preceding required program course work.*

NUR 116 BASIC CONCEPTS OF GERIATRIC NURSING 1 CR (1-0)
Applies and expands the knowledge and skills learned in the previous and concurrent courses to provide for the acquisition of basic nursing theory, communication, collaboration, and critical thinking necessary for safe, patient-centered nursing care to the aging adult The course incorporates the legal and ethical responsibilities of the Practical Nurse in the care of older adults. (Contact hours — 15) *Prerequisites: Successful completion of preceding required program course work.*

NUR 131 CLINICAL I - APPLICATION OF PN ARTS AND SKILLS WHEN CARING FOR ADULT PATIENTS 4.5 CR (0-4.5)
Introduces student to application of basic nursing theory, skills, communication, collaboration, and critical thinking necessary for safe, patient-centered nursing care to diverse adult patients experiencing common health alterations requiring medical/surgical interventions. The course incorporates the legal and ethical responsibilities of the Practical Nurse. *Prerequisites: Completion or co enrollment in corresponding didatic nursing course.*
(Contact hours — 135)

NUR 132 CLINICAL II - APPLICATION ADULT HEALTH 3 CR (0-3)
Expands on the knowledge and skills learned in Clinical I to provide for the application of adult nursing theory, skills, communication, collaboration, and critical thinking necessary for safe, patient-centered nursing care to diverse adult patients experiencing common health alterations requiring medical/surgical interventions. The course incorporates the legal and ethical responsibilities of the Practical Nurse in the care of adults.*Prerequisites: Completion or co enrollment in corresponding didatic nursing course.*
(Contact hours — 90)

NUR 133 CLINICAL III - APPLICATION OF BASIC CONCEPTS OF MATERNAL-NEWBORN AND PEDIATRIC NURSING 1.5 CR (0-1.5)
Expands on the basic knowledge and skills learned in Clinical I and NUR 113 and NUR 114 to provide for the application of maternal-newborn and pediatric nursing theory, skills, communication, collaboration, and critical thinking necessary for safe, patient-centered nursing care to diverse patients of these populations. The course incorporates the legal and ethical responsibilities of the Practical Nursing student in the care of maternal-newborn and pediatric patient populations. *Prerequisites: Completion or co enrollment in corresponding didatic nursing course.* (Contact hours — 45)

NUR 134 CLINICAL IV - ADVANCED APPLICATION IN ADULT HEALTH 4.5 CR (0-4.5)
Applies and expands knowledge and skills learned in other clinical courses. Provides for the application of adult nursing theory, skills, communication, collaboration, and critical thinking necessary for safe, patient-centered nursing care to multiple patients and diverse adult patients, which may include but not limited to: geriatric, med surg and mental health patients who may be experiencing common and/or complex health alterations. *Prerequisites: Completion or co enrollment in corresponding didatic nursing course.* (Contact hours — 135)

NURSING - ASSOCIATE DEGREE

NUR 189 TRANSITION FROM LPN TO ADN 4 CR (2-1-1)
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: Acceptance into the LPN to ADN program.* (Theory: 2 cr/30 contact hrs; Lab: 1 cr/30 contact hrs.; Clinical: 1 cr/30 contact hours.) The clinical focus will be the care of the pediatric and obstretiric client.

NUR 206 ADVANCED CONCEPTS OF MEDICAL-SURGICAL NURSING I 8 CR (3-.5-4.5)
NUR 206 builds on NUR106 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 as applied in a variety of healthcare settings. Application of knowledge and skills occurs in the nursing skills laboratory and in a variety of clinical settings.
Prerequisite: Acceptance into LPN to ADN program.
(Theory: 3 cr/45 contact hrs; Lab: .5 cr/15 contact hrs; Clinical: 4.5 cr/135 contact hrs.)

NUR 211 PSYCHIATRIC-MENTAL HEALTH NURSING 4 CR (1-1-2)
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: Successful completion of preceding required program course work or permission of program director.*
(Theory: 1 cr/15 contact hrs; Lab: 1 cr/30 contact hrs; Clinical: 2 cr/60 contact hrs.)

NUR 212 PHARMACOLOGY II 2 CR (2-0)
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: Acceptance into LPN to ADN program.* (Theory 2 cr/30 contact hours.)

NUR 216 ADVANCED CONCEPTS MEDICAL-SURGICAL NURSING II 6 CR (2-4)
NUR 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: Successful completion of preceding required program course work or permission of program director.*
(Theory: 2 cr/30 contact hrs; Clinical: 4 cr/120 contact hrs.)

NUR 230 TRANSITION TO PROFESSIONAL NURSING PRACTICE 5 CR (1.5-3.5)
NUR 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: Successful completion of preceding required program course work or permission of program director.* (Theory: 1.5 cr/22.5 contact hrs; Clinical: 3.5 cr/105 contact hrs.)

OUTDOOR STUDIES

OUT 125 ROAD CYCLING 1 CR (0-2)
Introduces cycling and encourages the student to participate in a lifetime activity. Emphasizes the basics of bicycling safety and rules of the road, proper attire, physical conditioning, individual and family adventures. (Contact hours - 30)

PHYSICAL EDUCATION

PED 101 CONDITIONING LAB 1 CR (0-2)
Offers an independent self-paced format of conditioning exercises to meet individual needs. Emphasizes the value of lifetime fitness and its contribution to achieving personal health and wellness. Students utilize cardiorespiratory, muscluar strength and endurance exercises to promote positive changes in health-related fitness components.
(Contact hours - 30)

PED 102 WEIGHT TRAINING I 1 CR (0-2)
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.
(Contact hours - 30)

PED 103 WEIGHT TRAINING II 2 CR (0-2)
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. (Contact hours 30)

PED 104 CROSS TRAINING 1 CR (0-2)
Introduces basic cross-training techniques designed to improve physical work capacity of an individual. Enables the student to gain an understanding of the basic principles of cross training, the effects cross training has upon the body`s energy systems and muscles, program design and terminology. (Contact hours - 30)

PED 106 FIRE ACADEMY FITNESS 2.5 CR (1-1.5)
Focuses on Basic Fire Academy students who are interested in improving total fitness. Includes an individual fitness evaluation, computerized analysis of results and a prescribed exercise program. Emphasizes improving cardiovascular fitness, muscular strength, muscular endurance and addressing any fitness deficiencies revealed in the initial testing. (Contact hours - 75)

PED 110 FITNESS CENTER ACTIVITY I 1 CR (0-2)
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. (Contact hours - 30)

PED 111 FITNESS CENTER ACTIVITY II 1 CR (0-2)
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. (Contact hours - 30)

PED 112 FITNESS CENTER ACTIVITY III 1 CR (0-2)
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, dummbells, treadmills, rowers, stair climbers, cross trainers, nordic track, versa climbers, and running track available in the Fitness Center. (Contact hours - 30)

PED 113 FITNESS CENTER ACTIVITY IV 1 CR (0-2)
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, dummbells, treadmills, rowers, stair climbers, cross trainers, nordic track, versa climbers, and running track found in the Fitness Center. (Contact hours - 30)

PED 122 STEP AEROBICS 1 CR (0-2)
Introduces basic step aerobics and exercise techniques to improve physical fitness. Emphasizes the basic principles of step aerobics including the effects upon the cardio-respiratory system and skeletal muscles, various step patterns and choreography. (Contact hours - 30)

PED 123 WATER AEROBICS 1 CR (0-2)
Offers water exercise to develop physical fitness. Includes instruction in a variety of water exercises and vigerous activities to develop cardiovascular and muscular endurance, flexibility and the promotion of body composition management. (Contact Hours 30)

PED 124 SWIM FITNESS 1 CR (0-2)
Enables the student to perfect stroke mechanics to swim with more ease, efficiency, power, and smoothness over greater distances. This course may utilize the competitive strokes, starts, and turns, and provide the `whys` as well as the `hows` of swim fitness so students can plan training programs to meet their changing needs. (Contact hours - 30)

PED 126 CARDIO KICKBOXING AEROBIC I 1 CR (0-2)
Introduces aerobic kickboxing as an innovative new interval training aerobics workout that burns fat and increases cardio respiratory endurance. This high intensity course will focus on basic kickboxing moves and technique through hi-low aerobics choreography and target striking. The course will also include floor work to focus on toning and flexibility. (Contact hours — 30)

PED 128 INDOOR STATIONARY GROUP CYCLING 1 CR (0-2)
Focuses on improving cardiovascular fitness, burning calories and enhancing muscular endurance. Designed specifically to enhance aerobic work capacity and improve pedalling skills. Each exercise session is choreographed to music and includes a complete workout with a warm-up, endurance and cool-down component. (Contact hours - 30)

PED 129 ZUMBA 1 CR (0-2)
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 combinaiton 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. (Contact hours - 30)

PED 140 BODY TONING & SCULPTING 1 CR (0-2)
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. (Contact hours - 30)

PED 141 PILATES MATWORK I 1 CR (0-2)
Focuses on Pilates matwork to increase core strength, overall muscle tone and flexibility with focused and precise floor work techniques. A physical education class built upon the philosophies and exercises of Josef Pilates.

PED 143 YOGA I 1 CR (0-2)
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 151 WALKING & JOGGING 1 CR (0-2)
Enables the student to understand the values in walking and jogging. Safety precautions and emphasis on personal programs are emphasized. (Contact hours - 30)

PED 202 GOLF I 1 CR (0-2)
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. (Contact hours - 30)

PED 203 GOLF II 1 CR (0-2)
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. (Contact hours - 30) *Prerequisites: PED 100 or instructor approval.*

PED 206 RACQUETBALL I 1 CR (0-2)
Introduces and improves the skill level in racquetball. Emphasizes teaching the student the elements of racquetball including rules, stroke technique, scoring, serving, the various shots, and offensive and defensive strategies. (Contact hours - 30)

PED 208 TENNIS I 1 CR (0-2)
Introduces tennis and focuses on improving the skill level of the student. Emphasizes the elements of tennis including the rules of the game, groundstrokes, serving, the various shots, singles and doubles play and strategies. (Contact hours - 30)

PED 211 BOWLING 1 CR (0-2)
Introduces bowling fundamentals to improve the student`s skill level. The primary emphasis is on teaching the student the elements of bowling, rules and regulations, footwork, courtesies, delivery, selection of ball, scoring, and team and individual competition.(Contact hours- 30)

PED 230 VOLLEYBALL 1 CR (0-2)
Introduces and improves student skill level in volleyball. The primary emphasis is on teaching the student the elements of volleyball including rules, offensive and defensive play, passing, serving, setting, attacking, team play and game strategies. (Contact hours - 30)

PED 231 VOLLEYBALL II 1 CR (0-2)
Introduces and improves student's advanced skills in volleyball. The primary emphasis is on teaching students quick offensives and advanced defensive systems in order to play volleyball at a competitive level. (Contact hours — 30)

PED 232 BASEBALL 1 CR (0-2)
Assesses the student's skill level in baseball. Emphasizes skill testing and game participation. (Contact hours - 30)

PED 233 SOFTBALL 1 CR (0-2)
Introduces and improves skill level in softball. Emphasizes the elements of softball including rules of play, variations of play, equipment, skill technique, and offensive and defensive play and strategies. (Contact hours - 30)

PED 234 BASKETBALL 1 CR (0-2)
Introduces basketball and focuses on improving student skill level. Emphasizes teaching the student the elements of basketball rules, offensive and defensive footwork, shooting, passing, dribbling, rebounding, team play, and game strategies. (Contact hours - 30)

PED 235 SOCCER 1 CR (0-2)
Gives the student the opportunity to gain knowledge and skills in the subject of soccer, including history, governing organizations, laws of the game, skills techniques, offensive and defensive tactics and conditioning. (Contact hours - 30)

PED 237 VARSITY SPORTS 1 CR (0-5)
GOLF
VOLLEYBALL
BASKETBALL - MEN
BASKETBALL - WOMEN
BASEBALL
SOCCER - MEN
SOFTBALL

Allows the student-athletes an opportunity to participate in a competitive varsity sports program. (Contact hours — 75)

PHILOSOPHY

PHI 111 INTRODUCTION TO PHILOSOPHY 3 CR (3-0)
Introduces significant human questions and emphasizes understanding the meaning and methods of philosophy. Includes human condition, knowledge, freedom, history, ethics, the future, and religion.
(Contact hours — 45) *Prerequisite: Reading Accuplacer score of 80 or higher OR successful completion of REA 90 OR concurrent enrollment in REA 90.* State Guarantee Transfer Course.

PHI 112 ETHICS 3 CR (3-0)
Examines human life, experience, and thought in order to discover and develop the principles and values for pursuing a more fulfilled existence. Theories designed to justify ethical judgments are applied to a selection of contemporary personal and social issues. (Contact hours — 45) *Prerequisite: Reading Accuplacer score of 80 or higher OR successful completion of REA 90 OR concurrent enrollment in REA 90.* State Guarantee Transfer Course.

PHI 113 LOGIC 3 CR (3-0)
Studies effective thinking using language-oriented logic. Provides tools and develops skills for creative and critical thinking. Emphasizes the development of decision-making and problem-solving.
(Contact hours — 45) *Prerequisite: Reading Accuplacer score of 80 or higher OR successful completion of REA 90 OR concurrent enrollment in REA 90.* State Guarantee Transfer Course.

PHI 114 COMPARATIVE RELIGION 3 CR (3-0)
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 four-year college philosophy, religious studies or humanities department. (Contact hours — 45) *Prerequisite: Reading Accuplacer score of 80 or higher OR successful completion of REA 90 OR concurrent enrollment in REA 90.* State Guarantee Transfer Course.

PHI 115 WORLD RELIGIONS – WEST 3 CR (3-0)
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. (Contact hours — 45) *Prerequisite: Reading Accuplacer score of 80 or higher OR successful completion of REA 90 OR concurrent enrollment in REA 90.* State Guarantee Transfer Course.

PHI 116 WORLD RELIGIONS – EAST 3 CR (3-0)
Emphasizes the diversity and richness of Eastern Religions within a cross-cultural context. Concepts such as fate, reincarnation, enlightenment and morality are analyzed. (Contact hours — 45) *Prerequisite: Reading Accuplacer score of 80 or higher OR successful completion of REA 90 OR concurrent enrollment in REA 90.* State Guarantee Transfer Course.

PHI 175 SPECIAL TOPICS 1-6 CR (0-0)
Consists of specially offered courses as a response to interest or need.
(Contact hours — 45) *Prerequisite: Instructor's permission.*

PHI 214 PHILOSOPHY OF RELIGION 3 CR (3-0)
Focuses on the critical examination of the fundamental concepts, ideas, and implications of religion. Includes the nature of God, the varieties of religious experience, argument concerning God`s existence, the Problem of Evil, faith and reason, religion and human destiny, and the connection between religion and ethics. (Contact hours -- 45) State Guarantee Transfer Course.

PHI 218 ENVIRONMENTAL ETHICS 3 CR (3-0)
Critically analyzes theories of value of the natural world. Topics 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, including deep ecology and eco-feminism; and the connection between moral and political values and economic policies. (Contact hours-45) State Guarantee Transfer Course.

PHI 220 PHILOSOPHY OF DEATH & DYING 3 CR (3-0)
Explores the major philosophical questions surrounding death and dying: the metaphysical arguments for and against the existence of a soul and life after bodily death, the epistemological assessment of arguments for the soul and life after death, the ethical justifications taken on positions such as rational suicide and physician assisted suicide, as well as a focus on philosophy's existentialist contribution to questions about the meaning of life and the meaning of death. (Contact hours — 45) State Guaranteed Transfer Course.

PHYSICS

PHY 105 CONCEPTUAL PHYSICS 4 CR (3-2)
Focuses on mechanics, heat, properties of matter, electricity and magnetism, light and modern physics. Incorporates laboratory experience. (Contact hours — 75) *Prerequisites: MAT 99.* State Guarantee Transfer Course.

PHY 111 PHYSICS: ALGEBRA-BASED I WITH LAB 5 CR (4-2)
Enables the student to explore the truth about physical reality through reasoning, mathematics and experimentation. Examines kinematics, force, circular motion, energy, momentum, torque, rotational dynamics, simple harmonic motion, temperature, heat and thermodynamics. The concepts and theories presented are explored through demonstrations and hands-on experiments. It is a general physics course that is recommended for all of the health sciences and all other interested students. Students entering engineering or one of the advance sciences should register for PHY 211. (Contact hours — 90) *Pre-requisite: MAT 121, or MAT 122 or MAT 166 recommended.* State Guarantee Transfer Course.

PHY 112 PHYSICS ALGEBRA-BASED II WITH LAB 5 CR (4-2)
Expands upon PHY 111 and covers sound waves, electric fields, electric circuits, magnetic fields, optics, and modern physics. Explores the concepts and theories presented in class through demonstrations and hands-on experiments. (Contact hours — 90) *Prerequisite: PHY 111.* State Guarantee Transfer Course.

PHY 175 SPECIAL TOPICS 1-6 CR
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

PHY 211 PHYSICS: CALCULUS-BASED I WITH LAB 5 CR (4-2)
Enables the student to examine the truth about physical reality through reasoning, mathematics and experimentation. Covers kinematics, force, gravity, energy, momentum, torque, rotational dynamics, fluids and waves. The concepts and theories presented in class are explored through demonstrations and hands-on experiments. This first semester calculus-based physics course is recommended for students entering engineering or one of the advance sciences. (Contact hours — 90) *Prerequisites: MAT 122 AND Corequisite: MAT 201.* State Guarantee Transfer Course.

PHY 212 PHYSICS: CALCULUS-BASED II WITH LAB 5 CR (4-2)
Expands upon PHY 211 and examines thermodynamics, electric fields, electric circuits, magnetic fields, light and optics, and modern physics. The concepts and theories presented in class are explored through demonstrations and hands-on experiments (Contact hours — 90) *Prerequisites: PHY 211.* State Guarantee Transfer Course.

PHY 275 SPECIAL TOPICS 1-6 CR
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

POLITICAL SCIENCE

POS 105 INTRODUCTION TO POLITICAL SCIENCE 3 CR (3-0)
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.
(Contact hours — 45) State Guarantee Transfer Course.

POS 111 AMERICAN GOVERNMENT 3 CR (3-0)
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. (Contact hours — 45) State Guarantee Transfer Course.

POS 125 AMERICAN STATE/LOCAL GOVERNMENT 3 CR (3-0)
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.
(Contact hours — 45) State Guarantee Transfer Course.

POS 175 SPECIAL TOPICS 1-6 CR
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

POS 205 INTERNATIONAL RELATIONS 3 CR (3-0)
Examines relationships among modern nation states. Topics include diplomacy, nationalism, ideologies, power and influence, conflict and cooperation, the role of nonstate actors, the international economy and theoretical attempts to understand international behavior.
(Contact hours - 45) State Guarantee Transfer Course.

POS 225 COMPARATIVE GOVERNMENT 3 CR (3-0)
Focuses on a comparison of the basic features of selected developed and developing countries. Topics include ideologies, political parties, interest groups, and governmental institutions. (Contact hours - 45) State Guarantee Transfer Course.

PRACTICAL NURSING

(See Nursing-Practical)

PRODUCTION AGRICULTURE

(See Agriculture-Production)

PSYCHOLOGY

PSY 101 GENERAL PSYCHOLOGY I 3 CR (3-0)
Focuses on the scientific study of behavior including motivation, emotion, physiological psychology, stress and coping, research methods, consciousness, sensaition, perception, learning and memory.
(Contact hours — 45) *Prerequisite: Reading Accuplacer score of 80 or higher OR successful completion of REA 90 OR concurrent enrollment in REA 90.* State Guarantee Transfer Course.

PSY 102 GENERAL PSYCHOLOGY II 3 CR (3-0)
Focuses on the scientific study of behavior including cognition, language, intelligence, psychological assessment, personality, abnormal psychology, therapy, life span development, and social psychology. (Contact hours — 45) *Prerequisite: Reading Accuplacer score of 80 or higher OR successful completion of REA 90 OR concurrent enrollment in REA 90.*
State Guarantee Transfer Course.

PSY 175 SPECIAL TOPICS 1-6 CR
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

PSY 205 PSYCHOLOGY OF GENDER 3 CR (3-0)
Examines gender comparisons in work, courtship, family life, and sexual behavior throughout the life span. (Contact hours -- 45) State Guarantee Transfer Course.

PSY 207 INTRODUCTION TO FORENSIC PSYCHOLOGY 3 CR (3-0)
Introduction to Forensic Psychology is course is 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.
(Contact hours -- 45)

PSY 217 HUMAN SEXUALITY 3 CR (3-0)
Surveys physiological, psychological, and psychosocial aspects of human sexuality. Topics include relationships, sexual identity, and sexual health.
(Contact hours — 45) State Guarantee Transfer Course.

PSY 226 SOCIAL PSYCHOLOGY 3 CR (3-0)
Focuses on the behavior of humans in social settings including attitudes, aggression, conformity, cooperation and competition, prejudice, and interpersonal attraction.(Contact hours — 45) *Prerequisites: 3 hrs General PSY, 3 hrs General SOC or permission of instructor.* State Guarantee Transfer Course.

PSY 227 PSYCHOLOGY OF DEATH AND DYING 3 CR (3-0)
Examines the philosophies of life and death, emphasizing dying, death, mourning, and the consideration of one`s own death.
(Contact hours --45) State Guarantee Transfer Course.

PSY 235 HUMAN GROWTH & DEVELOPMENT 3 CR (3-0)
Examines human development from conception through death emphasizing physical, cognitive, emotional and psychosocial factors.
(Contact hours — 45) *Prerequisite: Reading Accuplacer score of 80 or higher OR successful completion of REA 90 OR concurrent enrollment in REA 90.* State Guarantee Transfer Course.

PSY 237 CHILD & ADOLESCENT PSYCHOLOGY 3 CR (3-0)
Explores human development from conception through adolescence, emphasizing physical cognitive, emotional, and psychosocial factors.
(Contact hours — 45)

PSY 238 CHILD DEVELOPMENT 3 CR (3-0)
Focuses on growth and development of the individual from conception through childhood, emphasizing physical, cognitive, emotional, and psychosocial factors. (Contact hours — 45) State Guarantee Transfer Course.

PSY 240 HEALTH PSYCHOLOGY 3 CR (3-0)
Focuses on growth and development of the individual from conception through childhood, emphasizing physical, cognitive, emotional, and psychosocial factors. (Contact hours — 45) *Prerequisites: BIO 105,BIO 111, PSY 101, PSY 102 or PSY 235* State Guarantee Transfer Course.

PSY 245 EDUCATIONAL PSYCHOLOGY 3 CR (3-0)
Focuses on the relationships between theory, research, and practice in the areas of learning, child development, motivation, and educational assessment. (Contact hours — 45)

PSY 249 ABNORMAL PSYCHOLOGY 3 CR (3-0)
Examines abnormal behavior and its classification, causes, treatment, and prevention. (Contact hours — 45) State Guarantee Transfer Course.

PSY 265 PSYCHOLOGY OF PERSONALITY 3 CR (3-0)
Examines the structure, function, and development of personality. Investigates the major contemporary theories of personality. Covers psychodynamic, behavioral, cognitive-social learning, humanistic, trait, and, optionally, neurobiological, existential, and/or Eastern, perspectives. The underlying assumptions and research support for these theories are appraised. Enables the student to gain an appreciation of the value of alternative theoretical approaches to this subfield of psychology.
(Contact Hours - 45)

PSY 275 SPECIAL TOPICS 1-6 CR
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

PSY 285 INDEPENDENT STUDY 1-6 CR
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. *Prerequisites: Permission of the instructor.*

RANGE MANAGEMENT

RAM 205 PRINCIPLES OF RANGE MANAGEMENT 3 CR (2-2)
Presents the historical and current status of the range livestock industry. Management principles for private and public rangelands, range plant identification and range plant communities are covered.
(Contact hours — 60)

READING

REA 30 BASIC READING SKILLS 2 CR (2-0)
Focuses on strategies for word attack, vocabulary development, stages of reading and basic reading comprehension. (Contact hours — 30)
Prerequisite: Reading Comprehension Accuplacer score of 25 or higher.

REA 45 ACCELERATED PREPARATORY READING 3 CR (3-0)
Immersion in an extensive reading vocabulary development/reading comprehension and enrichment curriculum. Instruction for this class will also include critical-thinking strategies involving deductive and inductive reasoning, inferences, and how to address higher level questioning and analysis. (Contact hours — 45)

REA 60 FOUNDATIONS OF READING 3 CR (3-0)
Focuses on strategies for vocabulary development, improved reading comprehension, and enrichment. (Contact hours— 45) *Prerequisite: Successful completion of REA 30, or equivalent (grade C or better), or Readng Comprehension Accuplacer score of 40 or higher.*

REA 90 COLLEGE PREPARATORY READING 3 CR (3-0)
Enables the student to apply strategies for improving comprehension, developing vocabulary, and increasing rate for reading college textbooks. (Contact hours — 45) *Prerequisite: Successful completion of REA 60 or equivalent (grade C or better) or Reading Comprehension Accuplacer score of 62 or higher.*

REA 112 SPEED READING 2 CR (2-0)
This course is designed to improve reading comprehension and speed of reading for students who want to enhance skills for success in college or career environments.(Contact hours — 30) *Prerequisite: Successful completion of REA 90 or equivalent (grade "C" or better) OR Reading Comprehension Accuplacer score of 80 or higher.*

REA 130 APPLIED AND TECHNICAL READING 2 CR (2-0)
(Core Course for AGS or AAS)
Focuses on the appropriate reading strategies to understand technical, vocational and academic texts, manuals, professional journals and pleasure materials; to complete a task in the workplace; and to comprehend a new process. (Contact hours — 30) *Prerequisite: Successful completion of REA 90 or equivalent (grade C or better) or Reading Comprehension Accuplacer score of 80 or higher.*

RECREATION

REC 100 INTRODUCTION TO RECREATION 2 CR (2-0)
Studies the history, principles, philosophy, and contemporary problems and trends of recreation and their influence upon today`s American society. (Contact hours — 30)

REC 120 INTRO TO SPORTS MANAGEMENT 3 CR (3-0)
Provides the student with knowledge of management in the areas of facilities, professional organizations, educational institutions, promotions, as well as the different managerial styles that can be applied. This course will also provide the student with individual topics such as quality control, leadership, strategic planning, information systems, and sport research.
(Contact hours - 45)

REC 210 PRINCIPLES OF OUTDOOR RECREATION 3 CR (3-0)
Includes lecture and practical outdoor experience relating to problems and trends in outdoor recreation. (Contact hours — 45)

REC 220 SOCIAL RECREATION & LEADERSHIP 3 CR (3-0)
Enables the student to study effective leadership methods and techniques used in social recreation programming. Students experience actual settings of appropriate activities in community organizations with different age groups. (Contact hours — 45)

REC 221 RECREATION SKILLS 3 CR (3-0)
Focuses on skills necessary to organize effectively and conduct various recreation activities for the recreation major. Covers sports and games, community centers, fine arts, and playground skills. (Contact hours — 45)

SCIENCE

SCI 155 INTEGRATED SCIENCE I 4 CR (3-2)
Examines the nature of energy and matter, their interactions and changes, and the application of fundamental concepts to the study of our natural world. *Prerequisites: MAT 99.* (Contact Hours 75) State Guarantee Transfer Course.

SCI 156 INTEGRATED SCIENCE II 4 CR (3-2)
Examines earth and biological systems, living and non-living environments, through the applications and refinement of fundamental energy and matter concepts. *Prerequisites: MAT 99.* (Contact hours 75) State Guarantee Transfer Course.

SOCIOLOGY

SOC 101 INTRODUCTION TO SOCIOLOGY I 3 CR (3-0)
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. (Contact hours — 45) *Prerequisite: Reading Accuplacer score of 80 or higher OR successful completion of REA 90 OR concurrent enrollment in REA 90.* State Guarantee Transfer Course.

SOC 102 INTRODUCTION TO SOCIOLOGY II 3 CR (3-0)
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. (Contact hours — 45) *Prerequisite: Reading Accuplacer score of 80 or higher OR successful completion of REA 90 OR concurrent enrollment in REA 90.* State Guarantee Transfer Course.

SOC 175 SPECIAL TOPICS 0-6 CR
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

SOC 205 SOCIOLOGY OF FAMILY DYNAMICS 3 CR (3-0)
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. (Contact hours — 45) State Guarantee Transfer Course.

SOC 207 ENVIRONMENTAL SOCIOLOGY 3 CR (3-0)
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. (Contact hours - 45) State Guarantee Transfer Course.

SOC 215 CONTEMPORARY SOCIAL PROBLEMS 3 CR (3-0)
Explores current social issues that result in societal problems. It focuses on such issues as civil liberties, gender discrimination, substance abuse, crime, poverty, and social change. (Contact hours -- 45) State Guarantee Transfer Course.

SOC 216 SOCIOLOGY OF GENDER 3 CR(3-0)
Gives students the theoretical and factual background necessary to understand the phenomenon of gender stratification in American and other cultures. Students will be exposed to a history of gender stratification in human societies, theoretical explanations for this and insights into the consequences of gender differentiation in our world today. (Contact hours -- 45) State Guarantee Transfer Course.

SOC 218 SOCIOLOGY OF DIVERSITY 3 CR (3-0)
Explores the variety of intergroup relations regardng race, nationality, ethnicity, gender, sexual orientation, and other diversity issues. Patterns of prejudice, discrimination and possible solutions to these issues will be addressed. (Contact hours — 45) State Guarantee Transfer Course.

SOC 220 SOCIOLOGY OF RELIGION 3 CR (3-0)
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. (Contact hours — 45) State Guarantee Transfer Course.

SOC 231 SOCIOLOGY OF DEVIANT BEHAVIOR 3 CR (3-0)
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. (Contact hours -- 45) State Guarantee Transfer Course.

SOC 237 SOCIOLOGY OF DEATH & DYING 3 CR (3-0)
Provides an opportunity to familiarize students and professionals with the needs and issues surrounding dying and death. This course will provide sociological, psychological, religious, historical and anthropological perspectives for interpreting contemporary American customs dealing with dying, death and bereavement. We will examine the professions associated with death and dying, such as hospice, funeral and crematory institutions, and medical care. (Contact hours -- 45) State Guarantee Transfer Course.

SOC 275 SPECIAL TOPICS 0-6 CR
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

SPANISH

SPA 101 CONVERSATIONAL SPANISH I 3 CR (0-6)
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. (Contact hours — 45)

SPA 102 CONVERSATIONAL SPANISH II 3 CR (0-6)
Offers students the skills necessary to understand and speak Spanish. The material continues to cover basic conversations patterns, expressions, and grammar. (Contact hours — 45) *Prerequisites: SPA 101 or permission of instructor.*

SPA 111 SPANISH LANGUAGE I 5 CR (5-0)
Deals with the development of functional proficiency in listening, speaking, reading and writing the Spanish language. Note: The order of the topics and methodology will vary according to individual texts and instructors. (Contact hours — 75)

SPA 112 SPANISH II 5 CR (5-0)
Continues Spanish Language I in the development of functional proficiency in listening, speaking, reading and writing the Spanish language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. (Contact hours — 75) *Prerequisites: SPA 111 or instructor permission.*

SPA 114 FAST-TRACK SPANISH I & II 5 CR (5-0)
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. (Contact hours — 75)

SPA 115 SPANISH FOR THE PROFESSIONAL I 3 CR (3-0)
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. (Contact hours - 45) *Prerequisite: College-level reading.*

SPA 175 SPECIAL TOPICS 1-6
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

SPA 211 SPANISH III **3 CR (3-0)**
Continues Spanish Language I and II in the development of increased functional proficiency in listening, speaking, reading and writing the Spanish language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. (Contact 45). *Prerequisite: SPA 112, SPA 114 or instructor permission.* State Guarantee Transfer Course.

SPA 212 SPANISH IV **3 CR (3-0)**
Continues Spanish Language I, II and III in the development of increased functional proficiency in listening, speaking, reading and writing the Spanish language. Note: The order of the topics and the methodology will vary according to individual texts and instructors. (Contact hours - 45). *Prerequisite: SPA 211 or instructor permission.* State Guarantee Transfer Course.

SPA 215 SPANISH FOR THE PROFESSIONAL II **3 CR (3-0)**
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. (Contact hours - 45) *Prerequisite: SPA 115 or Equivalent Placement Scores*

SPA 262 COMPOSITION FOR THE HERITAGE LANGUAGE SPEAKER **3 CR (3-0)**
Provides formal composing instruction to Spanish Language students whether native or bilingual who want to develop their existing proficiency in the target language. (Contact hours - 45)

SPA 275 SPECIAL TOPICS **1-6 CR**
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

SPA 285 INDEPENDENT STUDY **1-6 CR**
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. *Prerequisite: Permission of the instuctor.*

THEATRE

THE 105 THEATRE APPRECIATION **3 CR (3-0)**
Includes discussions, workshops, and lectures designed to discover, analyze and evaluate all aspects of the theatre experience: scripts, acting, directing, staging, history, criticism and theory. (Contact hours — 45) State Guarantee Transfer Course.

THE 111 ACTING I **3 CR (3-0)**
Covers basic acting techniques and approaches including scene study, improvisation, and script analysis. It includes practical application through classroom performance.(Contact hours — 45)

THE 112 ACTING II **3 CR (3-0)**
Continues to explore basic acting techniques and approaches including scene study, improvisation, and intermediate script analysis. It includes practical application through classroom performance.
(Contact hours — 45) *Prerequisite: THE 111 or permission of instructor. THE 105 is strongly advised.*

THE 115 STAGE MOVEMENT FOR ACTORS **3 CR (3-0)**
Introduces the vocabulary of human movement, techniques of physical training, and anatomy and kinesiology for the actor. The course includes forms of basic dance and the coordination of movement with vocal delivery. (Contact hours — 45)

THE 116 TECHNICAL THEATRE **3 CR (3-0)**
Introduces hands-on methods of constructing and painting scenery and properties and operating stage lighting. Students also learn the proper procedures of using shop equipment and serving on stage crews. (Contact hours — 45)

THE 141 IMPROVISATION I **1 CR (1-0)**
Helps students learn improvisation skills for performance and character development. Emphasis is placed on Second City style of improvisation. (Contact hours - 15)

THE 204 VOICE AND ARTICULATION **2 CR (2-0)**
Emphasizes vocal development including diction, enunciation, projection, dialects, and vocal interpretation of written materials. Students strive to eliminate regionalisms and tonal faults, e.g., nasality, stridency, sibilance, breathiness. (Contact hours — 30)

THE 211 DEVELOPMENT OF THEATRE: GREEK RENAISSANCE **3 CR (3-0)**
Surveys the history and evolution of drama from Ancient Greece to the Renaissance, emphasizing all aspects of the art from period values to analysis of dramatic literature and performance. (Contact hours — 45) State Guarantee Transfer Course.

THE 212 DEVELOPMENT OF THEATRE: RESTORATION-MODERN **3 CR (3-0)**
Surveys the history and evolution of drama from the Renaissance to the present, emphasizing all aspects of the art from period values to the analysis of dramatic literature and performance. (Contact hours — 45) State Guarantee Transfer Course.

THE 246 REHEARSAL & PERFORMANCE **1 CR (0-2)**
Gives the student actor practical experience in a real acting environment. Through the audition and rehearsal process the student `s imagination and creative potential will be stimulated. Special attention will be given to characterization, stage movement, speech techniques, dramatic form and the rehearsal / production / performance process. The successful rehearsal and presentation of the current production to the public will be the focal point of their activities. Previous acting experience is helpful but not required. (Contact hours — 60)

THE 247 REHEARSAL & PERFORMANCE II **2 CR (0-4)**
Gives the student actor practical experience in a real acting environment. Through the audition and rehearsal process the student `s imagination and creative potential will be stimulated. Special attention will be given to characterization, stage movement, speech techniques, dramatic form and the rehearsal / production / performance process. The successful rehearsal and presentation of the current production to the public will be the focal point of their activities. Previous acting experience is helpful but not required. (Contact hours — 60)

THE 248 REHEARSAL & PERFORMANCE III **3 CR (0-6)**
Gives the student actor practical experience in aw real acting environment. Through the audition and rehearsal process the student `s imagination and creative potential will be stimulated. Special attention will be given to characterization, stage movement, speech techniques, dramatic form and the rehearsal / production / performance process. The successful rehearsal and presentation of the current production to the public will be the focal point of their activities. Previous acting experience is helpful but not required. (Contact hours — 60)

THE 275 SPECIAL TOPICS **1-3 CR**
Explores current topics, issues and activities related to one or more aspects of the named discipline.

THE 285 INDEPENDENT STUDY **1-3 to 5 CR**
Emphasizes structured and guided, individualized study that is organized and tailored around the interests and needs of the individual student.

WELDING

WEL 130 MAINTENANCE WELDING 2 CR (1-1.5)
Gives the student a basic understanding of the Oxyacetylene cutting and Arc welding processes, and introduction to the skills and techniques used to develop fillet and groove welds. Students will be introduced to oxyacetylene, sheilded, gas metal arc welding equipment set up, and various welding techniques. Safety will be stressed during the course. (Contact Hours - 37.5)

WEL 140 WELDING PRACTICES & PROCEDURES 1.5 CR1.5)
Teaches applied metallurgy, welding process applications, and related safety. This intensive course provides a one-of-a-kind opportunity for welding operators, technicians, and supervisors to learn more about the maintenance process and is ideal for improving the skills and on-the-job expertise of a wide range of personnel including: inexperienced welding operators, experienced welding operators in management positions, and anyone else working in a plant or equipment maintenance position where welding repairs are required. (Contact hours - 34)

WEL 275 SPECIAL TOPICS 1- 6 CR
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

WOMEN'S STUDIES

WST 200 INTRODUCTION TO WOMEN'S STUDIES 3 CR (3-0)
Examines the nature and function of women in society from an interdisciplinary perspective, focusing on the similarity and diversity of women`s experience over time and across cultures. The course will examine topics such as sex role, socialization, political, and philosophical perspectives on women`s issues, and women`s accomplishments in history, art, literature, science, health issues and the family. Students will gain an awareness of the limitations of traditional scholarship on women, and gain a means of practical application of the new scholarship on women`s roles and nature. (Contact Hours --- 45) State Guarantee Transfer Course.

WST 240 GODDESSES AND WOMEN IN THE ANCIENT WORLD 3 CR (3-0)
Surveys gender socialization andw the roles, challenges, contributions, and images of women in the development of cultures. Through a study of arts, literature, music, politics, religion, philosophy, laws, and social standards students are introduced to the history of ideas that have defined women¿s place in societies. It examines goddesses, rituals, and ceremonies and how the image of the Feminine Divine changed from matriarchal cultures through the establishment of patriarchal cultures. These topics will be viewed through diverse cultures, including European and non-European, from the Ancient World through the Middle Ages. (Contact hours - 45) State Guaranteed Transfer Course.

WIND TURBINE GENERATOR

WTG 100 INTRODUCTION TO WIND INDUSTRY 3 CR (3-0)
Introduces students to the wind power generation industry. Topics covered will include physics of wind energy, various sizes and types of wind turbines, reading wind maps for finding the best wind locations. Students will also engage in discussions of the impact of the wind industry on social, environmental, economic, and political issues. (Contact hours - 45) *Prerequisites: EIC 101*

WTG 110 WIND TURBINE GENERATOR POWER DISTRIBUTION & CONTROL SYSTEMS 3 CR (1-3)
Provides a comprehensive overview of the wind turbine generator systems. Focus will be on the power distribution and systems controls, including theory, application, component identification, and schematics. Safety and appropriate PPE will be emphasized in lab environment. (Contact hours - 60) *Prerequisites: EIC 101*

WTG 170 LAB EXPERIENCE FOR DC/AC 1 CR (0-1.5)
Provides additional lab experience for students enrolled in ELT 106 Fundamentals of AC/DC. (Contact hours - 22.5) *Prerequisites: EIC 101*

WTG 220 WIND TURBINE GENERATOR TROUBLE-SHOOTING & REPAIR 4 CR (1-4.5)
Introduces students to standards and techniques of wind turbine technician operations, maintenance, troubleshooting, and repair. Emphasis on teamwork, safety, accuracy, and efficiency, as well as basic troubleshooting techniques. Discussion will cover building, commissioning, warranty, operations & maintenance, and hotshot troubleshooting crews and work environments. (Contact hours - 82.5) *Prerequisites: EIC 101*

WTG 230 WIND TURBINE SYSTEMS 3 CR (1-4.5)
Covers the standards and techniques to safely and efficiently troubleshoot and repair combined electrical, hydraulic, and mechanical systems and associated equipment. Emphasis will be on teamwork, communication, proper documentation, root cause analysis and reporting. Discussions will cover converter systems, component repair, cooling/heating/pressure/ level systems, PLC controls, gearbox and hydraulic systems, and the tools needed for root cause identification. (Contact hours - 60) *Prerequisites: IMA 150, IMA 160, WTG 110.*

WTG 280 WIND TECHNICIAN INTERNSHIP 6 CR
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. (Internship hours - 240) *Prerequisites: EIC 101*

WTG 289 WIND TECHNICIAN CAPSTONE 2 CR(2-0)
Provides a comprehensive overview of the Wind Technician Program, giving the student a unified picture of the wind industry and the role of the wind technician. Students are further prepared for entering industry by developing their own resume, introduced to online job services, and industry organizations. Current and future wind industry niches and trends will be discussed to give the students possible career paths to look further into and plan for. (Contact hours - 30) *Prerequisites: EIC 101*

College Personnel

MEMBERS OF THE STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION SYSTEM

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Ms. Darcy Garretson
Ms. Carol Keil
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ADMINISTRATION, FACULTY, AND EXEMPT STAFF

Anderson, Angela (Assistant Dean of Enrollment/Registrar) A.S., Northeastern Junior College; B.G.S., Fort Hays State University; M.L.S., Fort Hays State University.

Anderson, Diana (Career Coach) A.A.,Northeastern Junior College; B.S. Regis University.

Anderson, Michael (Agriculture Department Chair) A.A., Northeastern Junior College; B.S. and M.Ed., Colorado State University.

Annan, Jack (Alumni Director) B.S. and M.Ed., Colorado State University.

Armstrong, Brad (Instructional Specialist) B.S., Colorado State University, M.S., Colorado State University.

Baker, Barbara (Director of Marketing) A.A., Northeastern Junior College, B.A., Colorado State University.

Barrett, Rory (Residence Hall Director - East Side) B.A., Rowan University.

Beardsley, Bo (Event Center Supervisor) M.S., University of Northern Colorado.

Berns, Pamela (English/Speech) B.A. and M.A., Wayne State College (Nebraska).

Bornhoft, Melissa (Assistant Director of Comprehensive Learning Center) A.A., Northeastern Junior College; B.S., Colorado State University.

Bowey, James (Interim Golf Course Supervisor) B.S., University of Northern Colorado.

Bowey, Ronda (Director of Student Success/Concurrent Enrollment) A.A., Northeastern Junior College; B.A., University of Northern Colorado; M.A., Regis University.

Brady-Lawler, Donna (Early Childhood Education Coordinator & Associate Professor) B.A., Metro State College. M.Ed., Colorado State University.

Brandenburg, Jannifer (Assistant Professor of Nursing) M.S.N., University of Northern Colorado.

Briggs, Coleman (Equine Management/ Coordinator/Instructor) B.S., Colorado State University.

Brower, Julie (Director of Nursing) B.S.N., University of Northern Colorado; M.S.N., University of Northern Colorado.

Brownell, Mike (Soils) A.A., Northeastern Junior College; B.A., Colorado State University.

Brungardt, Cherie (Director of Information Technology) A.A., Northeastern Junior College; B.S., Regis University.

Brungardt, Heather (Director of Bookstore Services) A.A. & A. S., Northeastern Junior College; B.S., Colorado State University.

Buss, Jolene (Health Science Education/ HOSA Advisor) A.S., Colby Community College.

Campo, Kristine (Head Women's Softball Coach) A.G.S., College of Southern Nevada.

Carey, Cindy (Counselor) B.A., University of Colorado at Colorado Springs; M.S.W., Denver University.

Charles, Kimberly (Transition Specialist) A.A., Northeastern Junior College; B.A., University of Nebraska at Lincoln; M.A., Colorado Christian University.

Coles, David (Science) B.S., University of Maine at Orono; M.S., Colorado State University.

Cullen, Brian (Ag Business Coordinator/ Rodeo Coach) B.S., Oklahoma Panhandle State University.

Delgado-Pelton, Celeste (Music Instructor) Bachelor of Music Education. & Master of Music, University of Northern Colorado.

Doane, Kala (Ag Business Management) B.S., University of Northern Colorado.

Edinger, Valerie (Associate Professor of Nursing) B.S.N., University of Northern Colorado; M.S.N. Walden University.

Felzien, Maret (Reading Specialist) B.A., Colorado State University; M.A., University of New Mexico.

Gareis, Martha (Coordinator of Document Center/Mailroom)

Garrett, Jeri (Mathematics) A.S., Northeastern Junior College; B.S., Colorado State University; M.A., University of Northern Colorado.

Gartin, Stanton (Vice President for Academic Services) A.A., Northeastern Junior College; B.S. and M.Ag., Colorado State University.

Hagos, Yonas (Residence Hall Director - West Side) B.A., University of Colorado at Colorado Springs.

Harbart, Vernon (Head Golf Coach/ Assistant Grounds Superintendent) B.A., Park College, Parkville, Missouri; A.A., Southeast Community College, Fairbury, Nebraska.

Hazlett, Jason (Director of Renewable Energy & Department Chair of Transportation and Energy) B.S., Colorado State University.

Helfer, John (Science Specialist/ Science Lab Coordinator) B.S., Regis University; D.C., Logan College of Chiropractic.

Henderson, Connie (Biology) A.A., Northeastern Junior College; B.A. & M.A., University of Northern Colorado.

Henry, Marci (HHPS Department Chair/Athletic Director/Event Center Director) A.A., Northeastern Junior College; B.A., University of Northern Colorado; M.A. Colorado State University.

Herbert, Derek (Director of Institutional Research, Planning & Development) B.A. & M.A., University of Northern Colorado.

Hoffmeister, Cynthia (Grant Writer) B.S., Colorado State University.

Huenink, Kelly (Ag Business/Ag Economics Instructor) B.S., Colorado State University.

Humphreys, Connie (Philosophy/ English) B.A. & M. A., Wright State University; Ph.D., Colorado State University, Education and Human Resource Studies.

Huss, David (Head Women's Basketball Coach) B.S., Wayne State University; M.A., University of Northern Iowa.

Juarez, Marco (Head Soccer Coach) B.S., Southern Nazarene University.

Kallsen, Tammy (Director of Human Resources) B. S., University of Northern Colorado.

Kelley, Nate (Sports Medicine Instructor/ Assistant Athletic Trainer) B.S., Huron University; M.A., CSU Global.

Kelsch, Tyler (Vice President of Finance & Administrative Services) A.A., Northeastern Junior College; B.S., Regis Univeristy.

Kerker, Amanda (Business Instructor) A.A., Northeastern Junior College; B.S. University of Northern Colorado, M.B.A., Upper Iowa University.

Kilmer, Beth (Instructional Specialist Business) A.S., Northeastern Junior College; B.S. Colorado State University.

Knox, Tracey (Director of Physical Plant)

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Centralized Services	521-6610
Comprehensive Learning Center	521-6791
Copy Center	521-6610
Cosmetology Program	521-6734
Counseling	521-6608
Extended Studies	521-6900
Financial Aid	521-6800
Housing	521-6608
Mail/Document Center	521-6610
Monahan Library	521-6612
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Northeastern Junior College Calendar 2013-2014
(38 Teaching Days A-Term, 36 Teaching Days B-Term - Total 74 Days)

Fall Semester August 16-December 31

Date	Day	Fall Full Term 2013 August 20-December 13
August 2	Friday	Academic Appeals and Financial Aid Appeals Due by 4:00 p.m.
August 5	Monday	Academic Standards Review
August 12	Monday	New Faculty Orientation
August 13-15	Tuesday-Thursday	All Staff In-Service/Office Days
August 17	Saturday	Residence Halls Open for Freshmen at 9:00 a.m.
August 18	Sunday	Required Orientation for Freshmen Sophomore Move-in Day starting at 2:00 p.m.
August 19	Monday	Academic Advising and Registration Day - All Students Orientation
August 20	Tuesday	All Classes Begin
August 26	Monday	Last Date to Add New Classes
August 28	Wednesday	No Shows Due
September 2	Monday	Labor Day - No Classes
September 4	Wednesday	Last Date to Drop Classes ***(Census Date)***
September 16-20	Monday-Friday	"Early Alert" grades due
October 4	Friday	All Fall Graduation Applications Due
October 7	Monday	Mid-term Grades Due by 10:00 p.m.
November 6	Wednesday	All Student Advising Day (No Daytime Classes)
November 6	Wednesday	Registration for Spring Semester 2014 Begins for Current Students at 7:00 a.m.
November 13	Wednesday	Open Registration for Spring Semester 2014 begins
November 14	Thursday	Last Date to Withdraw Full-term Classes with "W" Grade
November 25-29	Monday-Friday	Semester break/Thanksgiving Holiday (*No Classes)*
December 10	Tuesday	Last Class Day (Day Classes)/ All English Final exams 4:40 p.m.
December 11-13	Wednesday-Friday	Final Exams Day Classes
December 13	Friday	Cafeteria Closes at 1:15 p.m. - Residence Halls Close at 5:00 p.m.
December 16	Monday	Final Grades Due by 10:00 p.m.

Date	Day	Fall A-Term 2013 August 20-October 11
August 20	Tuesday	A-Term Registration All A term classes begin
August 22	Thursday	Last Day to Add A-Term Classes
August 26	Monday	No Shows Due
August 27	Tuesday	Last Day to Drop A-Term Classes ***(Census Date)***
September 2	Monday	Labor Day - No Classes
September 16	Monday	Mid-Term Grades Due by 10:00 p.m.
October 1	Tuesday	Last Date to Withdraw A-Term Classes with "W" Grade
October 7-11	Monday-Friday	Final Exams A-Term
October 17	Thursday	Final Grades Due by 10:00 p.m.

Date	Day	Fall B-Term 2013 October 14-December 13
October 14	Monday	General Registration/All B-term classes begin
October 16	Wednesday	Last Date to Add Classes
October 18	Friday	No Shows Due
October 21	Monday	Last Day to Drop B-Term Classes ***(Census Date)***
November 12	Tuesday	Mid-term Grades Due by 10:00 p.m.
November 25-29	Monday-Friday	Semester break/Thanksgiving Holiday (No Classes)
December 2	Monday	Last Date to Withdraw B-Term Classes with "W" Grade
December 11-13	Wednesday-Friday	Final Exams B-Term
December 16	Monday	Final Grades Due by 10:00 p.m.

Northeastern Junior College Calendar 2013-2014
(38 Teaching Days A-Term, 36 Teaching Days B-Term - Total 74 Days

Spring Semester 2014 January 1-May 17

Date	Day	J-Term 2014 January 6-17
January 5	Sunday	Residence Halls Open at 12:00 p.m. (noon) for J-term students living on campus
January 6-17	Monday-Friday	Spring Semester Begins with J-term classes
January 7	Tuesday	Last Date to Add J-term Classes
January 7	Tuesday	No Shows Due
January 7	Tuesday	Last Date to Drop J-Term Classes
January 15	Wednesday	Last Date to Withdraw J-Term Classes with "W" Grade
January 17	Friday	Last day of classes
January 24	Friday	Final Grades Due by 10:00 p.m.

Date	Day	Full Term 2014 January 22-May 16
January 10	Friday	Academic And Financial Aid Appeals Due by 4:00 p.m.
January 13	Monday	Academic Standards Review of Appeals
January 20	Monday	All Staff In-Service
January 21	Tuesday	Academic Advising and Registration Day - All Students Orientation Residence Halls Open 9:00 a.m. - Cafeteria Opens With Evening Meal
January 22	Wednesday	Spring Semester Full Term Classes Begin
January 27	Monday	Last Day to Add New Classes
January 29	Wednesday	No Shows Due
February 5	Wednesday	Last Day to Drop Classes ***(Census Date)***
February 17-21	Monday-Friday	"Early Alert" grades due
February 28	Friday	All Spring Graduation Applications Due
March 3	Monday	Registration for Summer begins
March 12	Wednesday	Mid-term Grades Due by 10:00 p.m.
March 17-21	Monday-Friday	Spring Break (No Classes)
April 14	Monday	Registration for Fall Semester 2014 begins for current students at 7:00 a.m.
April 16	Wednesday	Associated Student Government Elections
April 21	Monday	Last Date to Withdraw Full-term Classes with "W" Grade
April 28	Monday	Open Registration for Fall Semester 2014 begins
May 12	Monday	Last Class Day (Day Classes)
May 13-16	Tuesday-Friday	Final Exams Day Classes
May 16	Friday	Commencement-Cafeteria closes at 12:00 p.m.-Residence Halls close at 7:00 p.m.
May 19	Monday	Final Grades Due by 10:00 p.m.

Date	Day	A-Term 2014 January 23-March 14
January 22	Wednesday	All A term classes begin
January 24	Friday	Last Date to Add A-Term Classes
January 27	Monday	No Shows Due
January 29	Wednesday	Last Date to Drop A-Term Classes ***(Census Date)***
February 17	Monday	Mid-Term Grades Due by 10:00 p.m.
March 4	Tuesday	Last Date to Withdraw A-Term Classes with "W" Grade
March 10-14	Monday-Friday	Final Exams A-Term
March 25	Tuesday	Final Grades Due by 10:00 p.m.

Date	Day	B-Term 2014 March 24-May 16
March 24	Monday	All B-term Classes Begin
March 26	Wednesday	Last Date to Add Classes
March 28	Friday	No Shows Due
March 28	Friday	Last Date to Drop B-Term Classes ***(Census Date)***
April 21	Monday	Mid-Term Grades Due by 10:00 p.m.
May 1	Thursday	Last Date to Withdraw B-Term Classes with "W" Grade
May 13-16	Tuesday-Friday	Final Exams B-Term
May 19	Monday	Final Grades Due by 10:00 p.m.