

HWE	248	Guidelines for Exercise Testing and Prescription . . . . .	2
PED (100-275)		Pick any 4 activity based courses ** . . . . .	4
HWE	100	Human Nutrition . . . . .	3
HWE	122	Responding to Emergencies . . . . .	2
BIO	201	Human Anatomy and Physiology I (includes lab)*. . . . .	4
BIO	202	Human Anatomy and Physiology II (includes lab)*. . . . .	4
PTA	176	(Special Topics) Anatomical Kinesiology* . . . . .	4

**General Education Courses (18 credit hours)**

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

**Restricted/General Elective Courses (6 credit hours)**

PER	113	Intro. Physical Education and Sports . . . . .	2
PER	151	Lifeguard Training . . . . .	2
___	___	Student Choice . . . . .	2-3

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

\* PREREQUISITE required.

\*\* Includes one aquatic class.

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

**Total . . . . . 63 credit hours**

**Physical Fitness Specialist**

**Certificate**

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

**Physical Fitness Specialist Certificate (26-28 credit hours)**

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

\* PREREQUISITE required

**Total . . . . . 26-28 credit hours**

**Interior Design**

**Associate of Applied Science Degree**

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

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

**Program Admission Requirements:**

Attend an Interior Design Program Orientation prior to first registration. Call the Interior Design Program Office at 303-797-5855 for an appointment. Complete CPT assessment with the following minimum scores:

- 80 on Reading Comprehension
- 95 on Sentence Skills
- 57 on Arithmetic

Exceptions to the require CPT assessment will be made for students who:

- achieved equivalent ACT or SAT scores (within the last two years) or
- have earned a college degree (Associate or higher); or
- have completed a college-level mathematics and college-level writing course with a grade of "C" or higher; or
- have completed any necessary remedial course(s), if required, with a grade of "C" or higher before taking Interior Design courses.

Call the ACC Testing Center at 303-797-5993 to determine procedures, location and/or hours of operation.

Students wishing to transfer in General Education credits to fulfill degree requirements must have official transcripts sent to ACC Admissions and Records Office and fill out a request for transcript evaluation form. Call the Admissions and Records at 303-797-5621 for further information about this process.

Students wishing to transfer in Interior Design credits to fulfill degree requirements must go through a portfolio review prior to beginning the program. After attending an orientation, call 303-797-5922 for an appointment to review an interior design portfolio only. This will not include a transcript evaluation for General Education.

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

**Major Courses (60 credit hours)**

IND	100	Interior Design Fundamentals. . . . .	4
IND	107	History of Interior Design. . . . .	3
IND	108	Profession Survey . . . . .	1
IND	111	Drafting for Interiors. . . . .	4
IND	112	Graphic Communication. . . . .	4
IND	114	Space Planning . . . . .	3

IND	117	Interior Textiles	2
IND	118	Interior Finishes	2
IND	151	Residential Design	4
IND	152	Commercial Design I	2
IND	178	Seminar: Local Market Tour	1
IND	178	Seminar: Design Resume	1
IND	200	Kitchen and Bath Design	4
IND	201	Commercial Design II	4
IND	205	Professional Practice for Interior Designers	2
IND	211	Interior Construction	4
IND	225	Lighting Design	2
IND	278	Workshop: Design Research	1
IND	278	Workshop: Design Portfolio	1
IND	280	Internship	4
IND	289	Capstone: Advanced Design	3
CAD	105	AutoCAD for Interiors <sup>1</sup>	4

**General Education Courses (15 credit hours)**

CIS	118	Introduction to PC Applications <sup>2</sup>	3
ENG	131	Technical Writing I <sup>3</sup>	3
General Electives <sup>4</sup>			9

**Total 75 credit hours**

1. Or CAD 101 AND CAD 102 with IND Department Chair approval.
2. To waive or challenge CIS 118, contact IdaLynn Gedde (CIS Dept.) at 303-797-5886.
3. ENG 131 can be waived under certain circumstances. Call 303-797-5861 for information.
4. A list of approved Elective courses can be found in this ACC Catalog under "General Education Requirements for A.A.S. Degrees."

## Interior Architecture

### Certificate

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

**Major Courses (30 credit hours)**

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

**Total 30 credit hours**

## Showroom Assistant

### Certificate

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

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

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

Admission Requirements for Showroom Assistant Program:

Attend an Interior Design Program Orientation prior to first registration. Call the Division Office at 303-797-5855 for an appointment. Call 303-797-5974 for general information.

Complete CPT assessment with the following minimum scores:

- 80 on Reading Comprehension
- 95 on Sentence Skills
- 57 on Arithmetic

Exceptions to the require CPT assessment will be made for students who:

- achieved equivalent ACT or SAT scores (within the last two years) or
- have earned a college degree (Associate or higher); or
- have completed a college-level mathematics and college-level writing course with a grade of "C" or higher; or
- have completed any necessary remedial course(s), if required, with a grade of "C" or higher before taking Interior Design courses.

Students must consult with an Interior Design Faculty advisor before enrolling in any elective courses.

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

**Major Courses (15 credit hours)**

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

**Elective Courses (10 credit hours)**

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

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

**Total 25 credit hours**

# Medical Laboratory Technology

## Associate of Applied Science Degree

The MLT Program is delivered in an online/hybrid format and is available in a 1-year fast track option and 2-year traditional route.

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

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

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

### Admission Requirements:

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

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

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

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

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

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

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

### Major Courses (42 credit hours)

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

### General Education Courses (22 credit hours)

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

### Physical Education<sup>1</sup> (1 credit hour)

PED	activity course. . . . .	1
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### Total . . . . . 65 credit hours

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

## Phlebotomy Certificate

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

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

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

### Major Courses (8 credit hours)

HPR	112	Phlebotomy . . . . .	4
HPR	113	Advanced Phlebotomy . . . . .	4

### Total . . . . . 8 credit hours

DEGREE REQUIREMENTS

# Medical Office Technology

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

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

Students wishing to advance to a degree may choose either the Medical Assisting option or the Medical Practice Manager (MPM) option. The MA option allows students to become degreed professionals in Medical Assisting. The MPM option prepares students to become managers for outpatient healthcare facilities.

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

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

## Admission Requirements for all Medical Office Technology Programs

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

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

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

Medical Office Technology  
Administrative Assistant Certificate\*

<b>Major Courses</b>		<b>(16 credit hours)</b>
MOT 110	Medical Office Administration . . . . .	4
MOT 130	Insurance Billing and Coding* . . . . .	3
HPR 106	Law & Ethics for Healthcare Professions.2	
HPR 178	Medical Terminology . . . . .	3
MOT 136	Introduction to Clinical Skills. . . . .	2
Students must receive Academic Coordinator approval prior to enrolling in their Internship.		
MOT 181	Administrative Internship . . . . .	2
<b>Total . . . . .</b>		<b>16 credit hours</b>

\* **COREQUISITE:** MOT 110 or Instructor permission

## Medical Office Technology Medical Assistant Certificate\*

<b>AA Major Courses</b>		<b>(14 credit hours)</b>
MOT 110	Medical Office Administration . . . . .	4
MOT 130	Insurance Billing and Coding* . . . . .	3
HPR 106	Law & Ethics for Healthcare Professions.2	
HPR 178	Medical Terminology . . . . .	3
MOT 136	Introduction to Clinical Skills. . . . .	2
* <b>COREQUISITE:</b> MOT 110 or Instructor permission		

<b>MA Major Courses</b>		<b>(31 credit hours)</b>
MOT 125	Basic Medical Sciences I**, *** . . . . .	3
MOT 133	Basic Medical Sciences II*** . . . . .	3
MOT 135	Basic Medical Sciences III*** . . . . .	3
MOT 138	Laboratory Skills. . . . .	4
MOT 140	Clinical Skills . . . . .	4
HWE 100	Human Nutrition. . . . .	3
PSY 101	General Psychology I . . . . .	3
PSY 235	Human Growth and Development . . . . .	3
MOT 181 AND MOT 182 OR		
MOT 183	Medical Assistant Internship. . . . .	5
<b>Total . . . . .</b>		<b>45 credit hours</b>

\*\* **PREREQUISITE** to MOT 125 is HPR 178

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

## Associate of Applied Science Degree Medical Assistant Option

<b>Medical Assistant Certificate</b>		<b>(45 credit hours)</b>
MOT 110	Medical Office Administration . . . . .	4
MOT 130	Insurance Billing and Coding* . . . . .	3
HPR 106	Law & Ethics for Healthcare Professions.2	
HPR 178	Medical Terminology . . . . .	3
MOT 136	Introduction to Clinical Skills. . . . .	2
* <b>COREQUISITE:</b> MOT 110 or Instructor permission		

MOT 125	Basic Medical Sciences I**, *** . . . . .	3
MOT 133	Basic Medical Sciences II*** . . . . .	3
MOT 135	Basic Medical Sciences III*** . . . . .	3
MOT 138	Laboratory Skills. . . . .	4
MOT 140	Clinical Skills . . . . .	4
HWE 100	Human Nutrition. . . . .	3

**DEGREE REQUIREMENTS**

PSY	101	General Psychology I . . . . .	3
PSY	235	Human Growth and Development . . . . .	3
MOT	181 AND MOT 182 OR		
MOT	183	Medical Assistant Internship. . . . .	5

**General Education Courses (16 credit hours)**

ACC	121	Principles of Accounting. . . . .	4
BUS	217	Business Communication and Report Writing . . . . .	3
ENG	121	English Composition I . . . . .	3
MAN	226	Principles of Management . . . . .	3
SPE	125	Interpersonal Communication. . . . .	3

**Total . . . . . 61 credit hours**

**Medical Practice Manager Option**

**Major Courses (36 credit hours)**

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

**General Education Courses (25 credit hours)**

ACC	121	Principles of Accounting I . . . . .	4
ACC	122	Principles of Accounting II. . . . .	4
BUS	217	Business Comm. and Report Writing . . . . .	3
MAN	200	Human Resource Management. . . . .	3
MAN	226	Principles of Management . . . . .	3
ENG	121	English Composition I . . . . .	3
SPE	125	Interpersonal Communication. . . . .	3
HIT	112	Legal Aspects . . . . .	2

**Total . . . . . 61 credit hours**

\*\* PREREQUISITE to MOT 125 is HPR 178

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

**Mortuary Science**

**Associate of Applied Science Degree**

Mortuary Science is a field of human and community service which offers a variety of work, intellectual challenge and satisfaction of helping the bereaved through life's most trying period. The program prepares individuals to become a mortuary science practitioner, funeral director and embalmer.

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

before receiving their degree as required by the ABFSE.

**Admissions Requirements:**

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

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

**Aims and Purposes:**

The ACC Mortuary Science Program recognizes mortuary science personnel as:

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

In addition, the program objectives are:

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

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

**Major Courses (38 credit hours)**

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

**General Education Courses (27 credit hours)**

ACC	121	Accounting Principles I . . . . .	4
BIO	201	Human Anatomy and Physiology I <sup>1</sup> . . . . .	4
BIO	202	Human Anatomy and Physiology II <sup>1</sup> . . . . .	4
BUS	216	Business Law and the Legal Environment . . . . .	3

DEGREE REQUIREMENTS

CIS	118	Intro to PC Applications <sup>1</sup> . . . . .	3
ENG	121	English Composition I . . . . .	3
PSY	101	General Psychology I . . . . .	3
SPE	125	Interpersonal Communication* OR . . . . .	3
SPE	115	Public Speaking* . . . . .	3

**Physical Education<sup>2</sup> (1 credit hour)**

PED	activity course . . . . .	1
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**Total 66 credit hours**

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

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

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

## Multimedia/Graphic Design and Illustration

### Associate of Applied Science Degree

This program prepares students for entry-level work in the field of print design with additional weight given to either illustration or Web design. The curriculum consists of lecture and lab participation involving design theory, typography, production, advertising and portfolio development. Training in the latest design software is emphasized throughout the degree. Restricted electives allow the student to further explore illustration, design for print, or electronic media.

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

**Major Courses (39 credit hours)**

**Semester 1**

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

**Semester 2**

MGD	103	Intro to Production Design . . . . .	3
MGD	112	Adobe Illustrator I . . . . .	3

MGD	113	QuarkXPress . . . . .	3
MGD	117	Introduction to Visual Communications . . .	3
MGD	256	Graphic Design Production . . . . .	3

**Semester 3**

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

**Semester 4**

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

ENG	121	English Composition I OR	
ENG	131	Technical Writing I (to be taken during first semester) . . . . .	3
SPE	115	Public Speaking OR	
SPE	125	Interpersonal Communication OR	
SPE	225	Organizational Communication . . . . .	3
PSY	101	General Psychology OR	
SOC	101	Intro to Sociology . . . . .	3
ART	101	Art Appreciation OR	
ART	111	Art History I OR	
ART	112	Art History II . . . . .	3
		One additional class from the list above (not already taken) . . . . .	3

**Restricted Electives (6 credit hours)**

Select 6 credits from the following:

MGD	101	Introduction to Computer Graphics . . . . .	3
MGD	102	Introduction to Multimedia . . . . .	3
MGD	141	Web Design I (if not already taken as part of the core) . . . . .	3
MGD	143	Motion Graphic Design I: Flash . . . . .	3
MGD	155	LightWave I . . . . .	3
MGD	208	Illustration II . . . . .	3
MGD	209	Illustration III . . . . .	3
MGD	210	Illustration IV . . . . .	3
MGD	211	Photoshop II . . . . .	3
MGD	212	Illustrator II . . . . .	3
MGD	280	Internship . . . . .	3
MGD	287	Cooperative Education . . . . .	3
CWB	110	Complete Web Authoring . . . . .	3
JOU	215	Publications Production and Design . . . . .	3
MAR	220	Principles of Advertising . . . . .	3

**Total . . . . . 60 credit hours**

## Computer Graphics

### Certificate

This certificate prepares students for entry-level positions in desktop publishing, production for print or electronic design, typesetting and for technical jobs in service bureaus and printing companies. Students who wish to pursue a career in design are urged to obtain the Associate of Applied Science degree in Multimedia, Graphic Design and Illustration. If students choose to continue their education, all of the classes in the certificate can be applied to the associate degree. All students taking courses in the

DEGREE REQUIREMENTS

program must take a placement exam that covers Macintosh operations and design software literacy. Students whose placement examinations indicate they do not have these skills must enroll in MGD 101 as a prerequisite prior to entering the program. This course can be used to fulfill three credit hours of restricted electives. Typing and basic math skills are highly recommended.

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

<b>Major Courses</b>		<b>(24 credit hours)</b>
MGD 105	Typography and Layout	.3
MGD 133	Graphic Design I OR	
ART 131	Design I	.3
MGD 103	Production Design	.3
MGD 112	Adobe Illustrator I	.3
MGD 113	QuarkXPress	.3
MGD 114	Adobe InDesign	.3
MGD 111	Adobe Photoshop I	.3
MGD 256	Graphic Design Production	.3

**Restricted Electives (6 credit hours)**

Select 6 credit hours from the following:

MGD 101	Introduction to Computer Graphics	.3
MGD 102	Introduction to Multimedia	.3
MGD 117	Introduction to Visual Communications	.3
MGD 141	Web Design I	.3
MGD 143	Motion Graphic Design I: Flash	.3
MGD 155	LightWave I	.3
MGD 211	Photoshop II	.3
MGD 212	Illustrator II	.3
MGD 260	Graphic Design Production II	.3
MGD 280	Internship	.3
MGD 287	Cooperative Education	.3
MGD 289	Capstone	.3

**Total . . . . . 30 credit hours**

## Nurse Aide

### Certificate

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

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

The Nurse Aide program is approved by the State Board of Nursing, located at 1560 Broadway, Suite 1370, Denver, Colorado 80202-5146, telephone 303-894-2430.

A clear background check through ACC is required for clinical courses. CPR (Basic Life Support for Healthcare Provider or Professional Rescuer), professional liability insurance coverage available through Arapahoe Community College, Hepatitis B vaccinations, documentation of immunizations and current TB test are required for clinical practice. Upon successful completion of the program, students will be eligible to take the Colorado National Nurse Aide Assessment Program (NNAAP).

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

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

**Major Courses (6 credit hours)**

NUA 101	Certified Nurse Aide Health Care Skills	.4
NUA 170	Nurse Aide Clinical	.1
NUA 171	Advanced Nurse Aide Clinical	.1

**Total . . . . . 6 credit hours**

## Nursing

### Associate of Applied Science Degree in Nursing (ADN)

This program is designed to prepare ACC graduates for employment as registered nurses. The beginning professional nurse will have developed entry-level skills for work in hospitals and other settings. The application process begins at the <http://www.CCCS.edu> Web site. There the students choose the nursing program for which they are applying.

Clinical nursing courses include supervised patient care experiences at a variety of health care agencies. Upon successful completion of program requirements, the graduate is eligible to take the NCLEX-RN (National Council of Licensure Examination-Registered Nursing). The Web site for information on the exam is <http://www.ncsbn.org>.

CPR for health care providers, professional liability insurance, current immunization documentation, lifetime criminal background checks, and periodic drug screens are required for clinical practice throughout the program.

The Nursing Program is approved by the Colorado Board of Nursing located at 1560 Broadway, Suite 880, Denver, CO 80202. The Board of Nursing's phone number is 303-894-2430. The nursing program is also approved by the State Board of Colorado Community College Occupational and Education Programs. Arapahoe Community College is accredited by The Higher Learning Commission and a member of the North Central Association of Colleges and Schools.

The ACC Nursing Program is housed in the Health, Math, Science and Engineering Division and that office's phone number is 303-797-5991. The Nursing Program Assistant's phone number is 303-797-5939.

**General Education Courses (non-nursing): (29 credit hours)**

BIO 201	Human Anatomy and Physiology I	.4
BIO 202	Human Anatomy and Physiology II	.4
BIO 204	Microbiology (with lab)	.4
BIO 216	Pathophysiology	.4

ENG	121	English Composition I . . . . .	3
HPR	108	Nutrition . . . . .	1
MAT	103	Math for Clinical Calculations . . . . .	3
PSY	235	Human Growth and Development . . . . .	3
Elective		Humanities or Social Behavioral Science . . . . .	3

**Sequence of Major courses**

**First Semester (14 credit hours)**

HPR	108	Nutrition . . . . .	1
NUR	109	Fundamentals of Nursing . . . . .	8
NUR	112	Basics of Pharmacology . . . . .	2
MAT	103	Clinical Calculations. . . . .	3

**Second Semester (20 credit hours)**

BIO	216	Pathophysiology . . . . .	4
NUR	106	Medical Surgical Nursing Concepts . . . . .	9
NUR	150	Nursing Care of the Obstetric/Pediatric Clients . . . . .	7

**Third Semester (14 credit hours-CCCS)**

NUR	206	Advanced Medical Surgical Nursing I . . . . .	8
NUR	211	Nursing Care of Psychiatric Clients . . . . .	4
NUR	212	Pharmacology II . . . . .	2

**Major Courses**

**Fourth Semester (11 credit hours-CCCS)**

NUR	216	Advanced Medical Surgical Nursing II . . . . .	6
NUR	230	Leadership, Management, Trends . . . . .	5
Elective		Humanities/Social Sciences . . . . .	3

**Total Nursing Program Credits . . . . . 80 credit hours**

**Total Nursing Credits . . . . . 51 credit hours-CCCS**

**Other Courses:**

NUR	169	Transition into Practical Nursing (PN) . . . . .	5
		(for those who take this option) . . . . .	
		. . . . . (39 total credits for PN certificate)	

NUR	199	Transition from LPN to ADN (if admitted) . . . . .	4
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**Practical Nursing**

**Certificate**

This Practical Nurse (PN) certificate is available only to those students who have been accepted into the registered nursing program and have completed all prerequisites, the first two semester courses, and NUR 169. The certificate prepares the nursing student to take the practical nursing licensure examination and to practice as a licensed practical nurse. Upon successful completion of the prerequisites, the first and second semester courses listed above, and NUR 169, students will receive a practical nursing certificate. Then they may apply to take the NCLEX-PN (National Council of Licensure Examination-Practical Nursing) exam through the Colorado Board of Nursing.

**Paralegal**

**Associate of Applied Science Degree**

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

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

While paralegals may not practice law, they work under the supervision of attorneys in private law firms or businesses, as well as in many government agencies. Tasks performed by paralegals include interviewing, investigation, research, preparing legal forms, assisting attorneys in court and other activities. If you have questions, contact the Program Coordinator at 303-797-5878.

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

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

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

**Major Courses (27 credit hours)**

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

DEGREE REQUIREMENTS

**General Education Courses (24 credit hours)**

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

Students must select twelve credits from the following:

ECO 201 or 202; HIS, HUM, LIT, PHI, POS, PSY, SOC, SPA	12
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Students must select three credits from the following:

AST, BIO (100 or above), CHE, GEO, PHY or MAT (106 or above)	3
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**Restricted Electives (9 credit hours)**

Any three of the following:

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

**Total 60 credit hours**

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

\*\*Course has prerequisite.

**Paralegal Certificate**

Admission Requirement:

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

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

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

While paralegals may not practice law, they work under the supervision of attorneys in private law firms or businesses, as well as in many government agencies. Tasks performed by paralegals include interviewing, investigation, research, preparing legal forms, assisting attorneys in court and other activities. If you have questions, contact the Program Coordinator at 303-797-5878.

If seeking admission based on five years of law-related

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

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

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

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

**Major Courses (27 credit hours)**

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

**Restricted Electives (9 credit hours)**

Any three of the following:

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

**Total 36 credit hours**

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

\*\*Course has prerequisite.

**Pharmacy Technician**

**Certificate**

The Pharmacy Technician Program (PHT) will prepare students to assist a pharmacist with the technical tasks in a pharmacy. Under the direct supervision of a pharmacist, a pharmacy technician can be employed in a variety of healthcare settings.

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

A clear background check and documentation of immunizations against communicable diseases are required for the Pharmacy Practice courses. Individuals already employed as pharmacy technicians can upgrade their skills and meet continuing education re-certification requirements of the Pharmacy Technician Certification Board (PTCB) or receive USP 797 training by enrolling in specific courses.

This program is accredited by the American Society of Health-System Pharmacists (ASHP). Further information about ASHP can be obtained at 7272 Wisconsin Ave., Bethesda, MD 20814, by phone at 301-657-3000, x1251, or online at [www.ashp.org](http://www.ashp.org).

Download an application on the Web site, or contact the Academic Coordinator at 303-797-5944, or e-mail us at [pharmacy@arapahoe.edu](mailto:pharmacy@arapahoe.edu).

#### Admission Requirements:

- High school diploma or GED
- Completed PHT program application
- CPT test
- Typing-speed test
- Criminal Background Check
- Medical history of vaccinations
- Interview with Academic Coordinator

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

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

<b>Major Courses</b>		<b>(26 Credits Hours)</b>
PHT	111	Orientation to Pharmacy . . . . .2
PHT	112	Pharmacy Law . . . . .2
PHT	113	Pharmacy Calculations and Terminology . . . . .1
PHT	115	Pharmacology of GI, Renal, Reproductive, Immune, Dermatologic and Hematologic Systems . . . . .3
PHT	116	Institutional Pharmacy . . . . .3
PHT	117	Communication for Pharmacy Technicians . . . . .1
PHT	118	Pharmacology of the Nervous, Endocrine, and Musculoskeletal Systems . . . . .3
PHT	119	Community Pharmacy . . . . .3
PHT	170	Pharmacy Practice II (Institutional Internship) . . . . .4
PHT	171	Pharmacy Practice III (Community Internship) . . . . .4
<b>Total Credit Hours</b>		<b>26</b>

## Physical Therapist Assistant

### Associate of Applied Science Degree

A Physical Therapist Assistant (PTA) is a health care provider working under the direction of a Physical Therapist. The PTA is involved in the treatment of individuals with muscular, skeletal, cardiopulmonary and nervous system disorders. The PTA may also be involved in injury prevention or programs specifically targeted toward individual or group wellness. The PTA is able to provide physical therapy services as specified in a care plan developed by a Physical Therapist. Treatment program implementation may include: therapeutic exercise, ambulation training, activities of daily living and administration of physical agents such as heat and cold.

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

The Commission on Accreditation of physical Therapy Education (CAPTE) of the American Physical Therapy Association has granted full accreditation to the PTA program at Arapahoe Community College. CAPTE can be contacted at 1111 N. Fairfax Street, Alexandria, VA 22314-1488, 1-800-999-2782 or via e-mail at [accreditation@apta.org](mailto:accreditation@apta.org).

The program is five semesters in length with a summer term following the first year. Upon successful completion, the graduate is awarded an Associate of Applied Science degree.

#### Admissions Requirements:

1. Contact the Health, Math, Science and Engineering Division Office (Room A2000, 303-797-5888).
2. Applications are accepted beginning February 1 each year. Please refer to the PTA Program Information for application and CPT placement scores. You can contact the Division Office by phone 303-797-5888 for a copy of the PTA Program Information.
3. Individuals with related degrees and training (Athletic Training, military trained PT Techs/ Specialists) should contact Paula Provence, [paula.provence@arapahoe.edu](mailto:paula.provence@arapahoe.edu), for information regarding possible transfer credit and Credit for Prior Learning Options.
4. All major, general education and other courses required for this degree must be completed with a "C" or better to meet graduation requirements.

<b>Major Core Courses</b>		<b>(59 credit hours)</b>
PTA	110	Basic Patient Care in Physical Therapy . . .
PTA	115	Principles and Practices in Physical Therapy . . . . .2
HPR	117	Anatomical Kinesiology . . . . .3
PTA	176	Anatomical Kinesiology Lab . . . . .2
PTA	120	Modalities in Physical Therapy . . . . .5
PTA	124	Rehab Principles of Medical Mgmt I . . . .2
PTA	131	Professional Communications I . . . . .1

PTA	134	Rehab Principles of Medical Management II . . . . .	2
PTA	135	Principles of Electrical Stimulation . . . . .	2
PTA	140	Clinical Kinesiology . . . . .	5
PTA	141	Professional Communications II. . . . .	1
PTA	205	Psychosocial Issues in Health Care . . . . .	2
PTA	230	Orthopedic Assessment and Management . . . . .	5
PTA	240	Neurological Assessment and Management . . . . .	5
PTA	251	Professional Communications III . . . . .	1
PTA	278	PTA Seminar . . . . .	2
PTA	280	PTA Internship I . . . . .	4
PTA	281	PTA Internship II. . . . .	5
PTA	282	PTA Internship III. . . . .	5

**General Education Courses (16 credit hours)**

BIO	201	Human Anatomy and Physiology I. . . . .	4
ENG	121	English Composition I . . . . .	3
PSY	101	General Psychology I . . . . .	3
SPE	115	Public Speaking 1 OR	
SPE	125	Interpersonal Communication. . . . .	3
PSY	235	Human Growth and Development . . . . .	3

**Total . . . . . 75 credit hours**

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

**Professional Achievement Awards**

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

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

**Accounting**

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

**Accounting Technician I**

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

**Accounting Technician II**

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

**Computer Technology**

For additional information regarding Professional Achievement Awards in the Computer Technology area, please call the Program Coordinator at 303-797-7597 or 303-797-5886.

**Computer Programming Series**

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

CSC	150	Visual Basic Programming . . . . .	3 credits
CSC	154	Introduction to MS Visual Basic .NET (OOP) . . .	3 credits
CSC	157	Advanced Visual Basic .NET Programming . . . . .	4 credits
CSC	160	Computer Science I (Java) . . . . .	4 credits
CSC	161	Computer Science II (Java). . . . .	4 credits
CSC	160	Computer Science I (C Programming) . . . . .	4 credits
CSC	160	Computer Science II (C++) . . . . .	4 credits
CSC	230	C Language Programming . . . . .	3 credits
CSC	233	Object Oriented Programming in C++ . . . . .	3 credits
CSC	234	C++ Programming (Data Structures). . . . .	4 credits
CSC	236	C # Programming . . . . .	4 credits
CSC	237	Advanced C # Programming . . . . .	4 credits
CSC	250	Programming with MS ADO.NET	3 credits
CSC	253	MS ASP.NET Web Application Development. . . . .	3 credits

**Microsoft Office**

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

beginning of the semester to ensure enrollment.

CIS	128	Windows Complete. . . . .	3 credits
CIS	135	Complete PC Word Processing. . .	3 credits
CIS	140	Microsoft Outlook. . . . .	1 credit
CIS	145	Complete PC Database. . . . .	3 credits
CIS	155	PC Spreadsheet Concepts: Excel .	3 credits
CIS	161	Presentation Graphics: PowerPoint	1 credit

### Computer Network Administration

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

### UNIX

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

CIS	220	Fundamentals of UNIX. . . . .	3 credits
CIS	232	UNIX Shell Programming . . . . .	3 credits
CIS	222	UNIX for System Administrators .	3 credits
		OR	
CSC	269	Programming in Perl. . . . .	2 credits

### A+ Technician

For individuals interested in A+.

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

### Network Technician

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

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

### Web Development

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

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

### English Department: Writing Credentials

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

Required for all Professional Achievement Awards:

- ENG 121 English Composition I
- ENG 122 English Composition II

### Fiction Credential

Required Courses:

ENG	121	English Composition I . . . . .	3 credits
ENG	122	English Composition II. . . . .	3 credits
ENG	221	Creative Writing I . . . . .	3 credits
ENG	222	Creative Writing II . . . . .	3 credits
ENG	226	Fiction Writing . . . . .	3 credits

Optional Courses:

ENG	231	Literary Magazine. . . . .	3 credits
LIT	115	Intro to Literature . . . . .	3 credits
JOU	105	Intro to Mass Media . . . . .	3 credits
ENG	227	Poetry Writing. . . . .	3 credits
ENG	275	Special Topics (Publish your Writing) . . . . .	3 credits

### Nonfiction Credential

Required Courses:

ENG	121	English Composition I . . . . .	3 credits
ENG	122	English Composition II. . . . .	3 credits
ENG	221	Creative Writing I . . . . .	3 credits
ENG	222	Creative Writing II . . . . .	3 credits
ENG	230	Creative Non-Fiction . . . . .	3 credits

Optional Courses:

ENG	231	Literary Magazine. . . . .	3 credits
JOU	106	Fundamentals of Reporting. . . . .	3 credits
ENG	131	Technical Writing . . . . .	3 credits
ENG	235	Rhetoric and Propaganda . . . . .	3 credits
JOU	105	Introduction to Mass Media . . . . .	3 credits
ENG	275	Special Topics (Publish your Writing) . . . . .	3 credits

### Screenwriting Credential

Required Courses:

ENG	121	English Composition I . . . . .	3 credits
ENG	122	English Composition II. . . . .	3 credits
ENG	221	Creative Writing I . . . . .	3 credits
ENG	222	Creative Writing II . . . . .	3 credits
FVT	250	Scriptwriting for Film and Video . . . . .	3 credits

Optional Courses:

LIT	257	Literature and Film . . . . .	3 credits
HUM	103	Introduction to Film Arts . . . . .	3 credits
THE	105	Introduction to Theatre Arts . . . . .	3 credits

### Poetry Credential

Required Courses:

ENG	121	English Composition I . . . . .	3 credits
ENG	122	English Composition II. . . . .	3 credits
ENG	221	Creative Writing I . . . . .	3 credits
ENG	222	Creative Writing II . . . . .	3 credits
FVT	250	Scriptwriting Film and Video . . . . .	3 credits

Optional Courses:

ENG	231	Literary Magazine. . . . .	3 credits
LIT	240	Poets and Their Poems . . . . .	3 credits
LIT	115	Intro to Literature . . . . .	3 credits
LIT	225	Intro to Shakespeare . . . . .	3 credits
ENG	275	Special Topics (Publish your Writing) . . . . .	3 credits

### Writers Studio: Fiction Credential

#### Required Courses:

ENG	121	English Composition I . . . . .	3 credits
ENG	122	English Composition II. . . . .	3 credits
ENG	221	Creative Writing I . . . . .	3 credits
ENG	222	Creative Writing II . . . . .	3 credits
ENG	226	Fiction Writing . . . . .	3 credits

#### Optional Courses:

ENG	231	Progenitor . . . . .	3 credits
LIT	115	Intro to Literature . . . . .	3 credits
JOU	105	Introduction to Mass Media . . . . .	3 credits
ENG	227	Poetry Writing. . . . .	3 credits
ENG	275	Special Topics (Publish your Writing) . . . . .	3 credits

### Writers Studio: Nonfiction Credential

#### Required Courses:

ENG	121	English Composition I . . . . .	3 credits
ENG	122	English Composition II. . . . .	3 credits
ENG	221	Creative Writing I . . . . .	3 credits
ENG	222	Creative Writing II . . . . .	3 credits
ENG	230	Creative Non-Fiction . . . . .	3 credits

#### Optional Courses:

ENG	231	Progenitor . . . . .	3 credits
JOU	106	Fundamentals of Reporting. . . . .	3 credits
ENG	131	Technical Writing . . . . .	3 credits
ENG	235	Rhetoric and Propaganda . . . . .	3 credits
JOU	105	Introduction to Mass Media . . . . .	3 credits
ENG	275	Special Topics (Publish your Writing) . . . . .	3 credits
ENG	227	Poetry Writing. . . . .	3 credits

### Writers Studio: Screenwriting Credential

#### Required Courses:

ENG	121	English Composition I . . . . .	3 credits
ENG	122	English Composition II. . . . .	3 credits
ENG	221	Creative Writing I . . . . .	3 credits
ENG	222	Creative Writing II . . . . .	3 credits
FVT	250	Scriptwriting . . . . .	3 credits

#### Optional Courses:

LIT	257	Literature and Film . . . . .	3 credits
HUM	103	Intro to Film Arts . . . . .	3 credits
THE	105	Intro to Theater Arts . . . . .	3 credits

### Writers Studio: Poetry Credential

#### Required Courses:

ENG	121	English Composition I . . . . .	3 credits
ENG	122	English Composition II. . . . .	3 credits
ENG	221	Creative Writing I . . . . .	3 credits
ENG	222	Creative Writing II . . . . .	3 credits
ENG	227	Poetry Writing. . . . .	3 credits

#### Optional Courses:

ENG	231	Literary Magazine. . . . .	3 credits
LIT	240	Poets and their Poems. . . . .	3 credits
LIT	115	Intro to Literature . . . . .	3 credits
LIT	225	Intro to Shakespeare . . . . .	3 credits
ENG	275	Special Topics (Publish your Writing) . . . . .	3 credits

### Finance

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

#### Financial Analyst

FIN	101	Introduction to Finance. . . . .	3 credits
ACC	118	Analyzing and Interpreting Financial Statements. . . . .	3 credits
INV	115	Investments OR	
FIN	226	Money and Banking . . . . .	3 credits

#### Financial Services Analyst

FIN	101	Introduction to Finance. . . . .	3 credits
FIN	226	Money and Banking . . . . .	3 credits
FIN	105	Principles of Banking . . . . .	3 credits

#### International Analyst

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

#### Investment Analyst—Series 7

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

#### Retirement Planning Analyst—Series 6

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

#### Mortgage Banker

FIN	101	Intro to Finance. . . . .	3 credits
FIN	131	Residential Mortgage Lending OR	
REE	115	Intro to Real Estate . . . . .	3 credits
FIN	132	Residential Mortgage Loan Origination 1 credit	
FIN	133	Residential Mortgage Loan Processing . . . . .	1 credit
FIN	137	FHA for Loan Officers OR	
FIN	138	FHA for Loan Processors . . . . .	1 credit

### Office

#### Administrative Support Staff

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

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

#### Legal Support Staff

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

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

**Professional Business Writing**

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

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

**Visual Communication**

**Computer Graphics**

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

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

**Technical Communication**

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

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

**Great Books Achievement Awards**

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

**General Education**

All students receiving degrees from Arapahoe Community College should achieve a general education component to their education. The administration and faculty have determined that the following list reflects the expected outcomes of this general education component:

1. Students will demonstrate a college-level ability to read and to communicate effectively through speaking, writing, listening, and artistic expression.
2. Students will develop the skills necessary to understand and apply mathematical concepts and reasoning and to analyze and interpret various types of data.
3. Students will demonstrate the ability to analyze, synthesize, evaluate, make decisions, think critically and creatively, solve problems effectively, and apply and extend knowledge to new environments and situations.
4. Students will use appropriate and current technologies to collect, retrieve, organize, and process information from various sources and produce original work in various ways.
5. Students will demonstrate knowledge, appreciation, and understanding of individual and social responsibility, good citizenship, and diverse cultural customs, beliefs, traditions, and lifestyles.
6. Students will develop effective leadership, teamwork, relationship management, and conflict resolution skills.

Through its College-wide assessment activities, Arapahoe Community College is constantly working to ensure that its graduates have all of these skills in addition to the content specific skills required by the degree program.



DEGREE REQUIREMENTS