

LIT 267 THE BIBLE AS LITERATURE 3 CREDITS

Introduces the Bible as the textual centerpiece of Western literature. Students will encounter the various literary genres represented in Biblical texts, the process of canonization, ways in which the Bible has been read by its various interpretive communities, and some impacts of the Bible in such areas as law, poetry, fiction, psychology, ethics, and theology.

LIT 269 POPULAR LITERATURE AND CULTURE 3 CREDITS

Explores special interests in literature, such as Detective Fiction and Science Fiction.

LIT 275 THE NOVEL APPROACH TO LANGUAGE ARTS 3 CREDITS

Offers methods and techniques of developing a language arts unit based on an age/grade appropriate novel. Novels provide a means for exploration that involves critical and creative thinking and enrich the reading experiences of children. This instructional method revolves around student discussion groups that enable children to learn to listen and to share points of view, ideas, and feelings. Student activities are developed utilizing Bloom's Taxonomy of Cognition and are interchangeable with additional titles (novels) or basal reading series.

LIT 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Explores particular authors, topics, themes in-depth, such as Ibsen, Faulkner or Twain, or great fiction of the nineteenth century. **PREREQUISITE:** Instructor's permission

Management

MAN 116 PRINCIPLES OF SUPERVISION 3 CREDITS

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.

MAN 128 HUMAN RELATIONS IN ORGANIZATIONS 3 CREDITS

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.

MAN 200 HUMAN RESOURCE MANAGEMENT I 3 CREDITS

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.

MAN 201 HUMAN RESOURCE MANAGEMENT II 3 CREDITS

Offers further discussion of concepts of Human Resources. Topics covered include techniques and procedures in resources planning, appraising performance, selection and

staffing, training and development, job enrichment, and wage and salary administration.

MAN 205 EVENT PLANNING 3 CREDITS

Presents the components of meeting planning; organization, personnel, finances, site selection, transportation, program design, promotion, arranging exhibits, and evaluation.

MAN 212 NEGOTIATION AND CONFLICT RESOLUTION 3 CREDITS

Presents proper techniques in negotiation and conflict resolution. Key practices that determine successful negotiation are explored. This course covers principles of conflict resolution including business policies, accepted business practices contracts, labor union contracts, pay raises and starting salaries.

MAN 215 ORGANIZATIONAL BEHAVIOR 3 CREDITS

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.

MAN 216 SMALL BUSINESS MANAGEMENT 3 CREDITS

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.

MAN 224 LEADERSHIP 3 CREDITS

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.

MAN 226 PRINCIPLES OF MANAGEMENT 3 CREDITS

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.

MAN 230 CORPORATE RESPONSIBILITY 3 CREDITS

Examines the concept of corporate responsibility and the extent to which an organization's resources should be used to identify and respond to social problems. Included in the course will be topics of corporate and social responsibility, and the concept of servant leadership, and how this applies to business and management principles.

MAN 240 STRATEGIC MANAGEMENT 3 CREDITS

Presents the development of business policy and the integration of skills learned in prior business study, including strategy formulation, implementation, and evaluation. Focus is on the coordination of marketing, production, finance, accounting, and ethics and social responsibility to achieve competitive advantage.

MAN 241 PROJECT MANAGEMENT IN ORGANIZATIONS 3 CREDITS

Introduces students to the planning, implementation, and

control activities of project management, including project and performance evaluation, quality control and work flow analysis. Emphasis will be on the initiating, planning, executing, controlling and closing activities of project management.

**MAN 243 PROJECT MANAGEMENT
IN ACTION 3 CREDITS**

Brings into focus the subject material covered in MAN 241 and CIS 202. Emphasis will be placed on melding general concepts of project management with practical applications of software to complete a project management assignment. PREREQUISITES: MAN 241 and CIS 202 or Instructor's permission

MAN 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue special topics of interest in business. The content of this course is designed on an as needed basis to provide current, up-to-date information.

Manufacturing Technology

**MTE 120 MANUFACTURING
PROCESSES 3 CREDITS**

Provides the student an overview of the different methods, tools and machines which are used to manufacture industrial and consumer products.

**MTE 141 PRINTED CIRCUIT
BOARD ECAD/CAM 3 CREDITS**

Introduces the student to the basic computer concepts of creating a production file for the design and manufacture of a printed circuit board. Topics include the computer applications for design capture, PCB library management, databases, integration tools, packaging, design rules and production documents. PREREQUISITE: Instructor's permission

Marketing

MAR 106 MARKETING YOUR IMAGE 3 CREDITS

Teaches students how to market themselves to prospective employers, clients, professional groups, and audiences of all types. Major emphasis will be placed on skills used to gain employment (resumes, interviewing, and professional appearance) and on skills used to achieve continued personal success (professional behavior and attitude). The course will include at least one simulated interview.

MAR 110 INTRODUCTION TO SALES 1 CREDIT

Enables the student to understand and develop a solid foundation of the Fundamentals of Selling. In addition, the course addresses three additional key areas of selling and sales techniques : Selling Against the Competition, Selling Broadband Services and Business Solutions Selling. COREQUISITE: Employment in the Broadband Industry

MAR 111 PRINCIPLES OF SALES 3 CREDITS

Enables the student to understand and develop ethical sales techniques and covers the role of selling in the marketing process. Areas of emphasis include behavioral considerations in the buying and selling process and sales techniques.

MAR 117 PRINCIPLES OF RETAILING 3 CREDITS

Emphasizes the study of the basic principles and techniques of merchandising, operations, layout, store organization, site

location, and customer service with an emphasis on retailing operations.

MAR 126 MERCHANDISING 3 CREDITS

Emphasizes facility/store organization and merchandising techniques. The study of what makes a store appealing includes layout, product mix, and techniques of display.

MAR 160 CUSTOMER SERVICE 3 CREDITS

Enables students to learn the relationship of self to customers, problem solve and understand the importance of communicating with customers. Specific emphasis is given to managing customer expectations by building customer rapport and creating positive outcomes.

MAR 216 PRINCIPLES OF MARKETING 3 CREDITS

Presents the analysis of theoretical marketing processes and the strategies of product development, pricing, promotion and distribution, and their applications to businesses and the individual consumer.

MAR 217 E-COMMERCE MARKETING 3 CREDITS

Explores new marketing strategies that have emerged as areas of information technology and the Internet have evolved. This course examines traditional marketing concepts of buying behavior, promotion, production and others, then redefines them as they apply to marketing on the World Wide Web. Web fundamentals, e-marketing trends, strategies, models and research will be examined.

MAR 220 PRINCIPLES OF ADVERTISING 3 CREDITS

Examines the principles and practices of advertising and its relationship to business in order to promote a business or organization. Areas of major emphasis include advertising principles, strategies, media, copy and layout, and ethical considerations.

MAR 235 CONSUMER BEHAVIOR 3 CREDITS

Enables the student to understand the variables that affect consumer behavior in the marketplace and the implications of this knowledge for marketing decisions and strategies.

MAR 245 SALES MANAGEMENT 3 CREDITS

Explores management of the selling function. It includes forecasting, organization of the sales force, recruiting, selection, training, compensation, retention and territory management.

MAR 249 STRATEGIC MARKETING 3 CREDITS

Illustrates the connections between a market-driven strategy, customer satisfaction, and profitable growth. Students will examine how marketing strategies are developed and executed within both small and large organizations. The course will emphasize strategy development, implementation, and evaluation.

MAR 258 MARKETING RESEARCH 3 CREDITS

Introduces the principles and practices of marketing research, including creating research design, data collection and interpretation, and communicating the results.

MAR 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue special topics of interest in business. The content of this course is designed on an as needed basis to provide current, up-to-date information.

Mathematics

MAT 030 FUNDAMENTALS OF MATHEMATICS 2 CREDITS

Includes the vocabulary, operations and applications of whole numbers, decimals and basic fractions and mixed numbers. For students with an Accuplacer score of 24-56

MAT 060 PRE-ALGEBRA 3 CREDITS

Furtheres the study of fractions and mixed numbers. Also included are vocabulary, operations and applications of ratio, proportion, percent, area, perimeter, U.S. and metric measures, integers, and an introduction to algebraic expressions and the solution of basic first-degree equations. PREREQUISITES: MAT 030 or Math Assessment, arithmetic score of 57-120; elementary algebra score of < 45

MAT 090 INTRODUCTORY ALGEBRA 4 CREDITS

Includes first-degree equations, inequalities, formulas, polynomials, algebraic fractions, factoring polynomials, solving quadratic equations by factoring, and applications. Coordinate geometry, graphing linear equations and inequalities, and systems of linear equations may be included. PREREQUISITE: MAT 060 or Math Assessment, arithmetic score of 45-60

MAT 101 ENHANCED MATHEMATICS SUPPORT 1 CREDIT

Supplements math classroom instruction through the Mathematics Support Center, a student-centered learning environment. Students will be able to utilize the following resources: professional and peer tutoring, mathematics and tutorial software, online tutorial resources, videotapes, and training guides for these resources. Students will also be able to obtain help with calculators and mathematical software required in their math courses.

MAT 106 SURVEY OF ALGEBRA 4 CREDITS

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. PREREQUISITE: MAT 090 or Math Assessment score of 61-84; COREQUISITE: MAT 111 required

MAT 108 TECHNICAL MATHEMATICS 4 CREDITS

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. PREREQUISITE: MAT 060 or equivalent

MAT 111 TECHNOLOGY LAB FOR ALGEBRA 1 CREDIT

Explores and applies algebraic topics in a laboratory course using graphing calculators. PREREQUISITE: MAT 090 or Math Assessment score of 61-84; COREQUISITES: MAT 106 required

MAT 120 MATHEMATICS FOR LIBERAL ARTS 4 CREDITS

Develops mathematical and problem-solving skills.

Appropriate technological skills are included. Content is selected to highlight connections between mathematics and the society in which we live. Topics include set theory and logic, mathematical modeling, probability and statistical methods, and consumer mathematics. Additional content will include one topic in geometry, numeration systems, decision theory, or management science.

This course is one of the Statewide Guaranteed Transfer courses. GT-MA1.

MAT 121 COLLEGE ALGEBRA 4 CREDITS

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. This course is one of the Statewide Guaranteed Transfer courses. GT-MA1

MAT 122 COLLEGE TRIGONOMETRY 3 CREDITS

Covers topics including trigonometric functions (with graphs and inverse functions), identities and equations, solutions of triangles, complex numbers, and other topics as time permits. This is a traditional prerequisite course to the calculus sequence. PREREQUISITE/COREQUISITE: MAT 121 or Instructor's permission. This course is one of the Statewide Guaranteed Transfer courses. GT-MA1

MAT 123 FINITE MATHEMATICS 4 CREDITS

Covers topics including functions, matrix algebra, linear programming, and an introduction to probability and counting techniques. Emphasis is on applications. This course may include other topics such as statistics when time permits. This course is primarily intended for business, life science, or social science majors. PREREQUISITE: MAT 106 or math assessment. This course is one of the Statewide Guaranteed Transfer courses. GT-MA1

MAT 125 SURVEY OF CALCULUS 4 CREDITS

Includes derivatives, integrals, and their applications, with attention restricted to algebraic, exponential, and logarithmic functions for business, life science and/or social science majors. PREREQUISITE: MAT 121 or 123 This course is one of the Statewide Guaranteed Transfer courses. GT-MA1

MAT 135 INTRODUCTION TO STATISTICS 3 CREDITS

Includes data presentation and summarization, introduction to probability concepts and distributions, statistical inference --estimation, hypothesis testing, comparison of populations, correlation and regression. This course is one of the Statewide Guaranteed Transfer courses. GT-MA1

MAT 155 INTEGRATED MATH I 3 CREDITS

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. PREREQUISITES: Accuplacer score of 85, ACT score of 19, or successful completion of MAT 106 with a

grade of "C" or better. This course is one of the Statewide Guaranteed Transfer courses. GT-MA1

MAT 156 INTEGRATED MATH II 3 CREDITS

Furtheres 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. This course is one of the Statewide Guaranteed Transfer courses. GT-MA1

MAT 179 COMPUTER APPLICATIONS FOR STATISTICAL PROCEDURES 1 CREDIT

Uses statistical software and the world wide Web to engage students in an active, visual approach to the topics covered in MAT 135. Students will work with real world data on problems of a practical nature. PREREQUISITE: MAT 106 or equivalent; COREQUISITE: MAT 135 required

MAT 201 CALCULUS I 5 CREDITS

Introduces single variable calculus and analytic geometry. Includes limits, continuity, derivatives, and applications of derivatives as well as indefinite and definite integrals and some applications. PREREQUISITES: MAT 121 and 122 or equivalent. This course is one of the Statewide Guaranteed Transfer courses. GT-MA1

MAT 202 CALCULUS II 5 CREDITS

Continuation of single variable calculus which will include techniques of integration, polar coordinates, analytic geometry, improper integrals, and infinite series. PREREQUISITE: MAT 201 or Instructor's permission This course is one of the Statewide Guaranteed Transfer courses. GT-MA1

MAT 203 CALCULUS III 4 CREDITS

Completes the traditional subject matter of the Calculus. Topics include vectors, vector-valued functions, and multivariable calculus including partial derivatives, multiple integrals, line integrals and application. PREREQUISITE: MAT 202 . This course is one of the Statewide Guaranteed Transfer courses. GT-MA1

MAT 255 LINEAR ALGEBRA 3 CREDITS

Includes vector spaces, matrices, linear transformations, matrix representation, eigenvalues, and eigenvectors. PREREQUISITE: MAT 202 or Instructor's permission

MAT 265 DIFFERENTIAL EQUATIONS 3 CREDITS

Emphasizes techniques of problem solving and applications. Topics include first, second, and higher order differential equations, series methods, approximations, systems of differential equations, and Laplace transforms. PREREQUISITE: MAT 203 or Instructor's permission

MAT 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

MAT 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Provides an opportunity for the highly-motivated student to engage in intensive study and research on a specified topic under direction of a faculty member. PREREQUISITE: Instructor's permission

Medical Laboratory Technology

MLT 100 INTRODUCTION TO MEDICAL LABORATORY TECHNOLOGY 2 CREDITS

Introduces the student to general and basic information on Clinical Laboratory Science. The course provides an overview of careers within the field, education requirements, and professional organizations. Fundamental information about clinical labs including laboratory divisions, safety, and quality control is presented. The course examines the pathophysiology of disease, and students are introduced through hands-on experiences to those tests that aid in the diagnosis of disease states.

MLT 120 CLINICAL ASSISTANT CORE MODULE 2 CREDITS

Covers laboratory safety and regulations, quality control, basic specimen collection, reagent preparation and laboratory medical terminology. MLT 120 is the Core Module for the Clinical Assistant Program.

MLT 131 INTRODUCTION TO HEMATOLOGY 2 CREDITS

Covers basic manual hematology test and basic instrumentation theory. OSHA safety and an introduction to phlebotomy is also included. MLT 131 is designed as an introduction course to hematology for MLT students and a complete hematology module for clinical assistant (CA) students. COREQUISITE: BIO 201

MLT 132 HEMATOLOGY II 4 CREDITS

Covers advanced hematology theory and disease correlations. OSHA safety, phlebotomy and instrumentation are continued; differentials, other manual hematology testing and coagulation are also included. MLT 132 is the continued section of Hematology for the Medical Laboratory Technology students. PREREQUISITE: MLT 131 or Instructor's permission; COREQUISITE: BIO 201

MLT 141 IMMUNOLOGY/ IMMUNOHEMATOLOGY 4 CREDITS

Covers the basic principles of antigens, antibodies and the immune system. Serological techniques practiced and observed in the clinical laboratory such as: Flocculation, agglutination, precipitation and elisa, complement fixation and hemagglutination are discussed. Also included are basic theories of genetics, blood group systems and antibodies, compatibility testing, antibody screening and identification, transfusion reactions, hemolytic disease of the newborn, component therapy and donor selection. Proficient performance of related laboratory testing is mandatory. PREREQUISITES: BIO 201, MLT 131, 132 or Instructor's permission; COREQUISITES: BIO 202

MLT 142 URINALYSIS 2 CREDITS

Introduces kidney function and basic principles of urinalysis, complete urinalysis procedures including physical, chemical and microscopic examination of both normal and abnormal specimens are performed. Basic description and recognition of body fluids (i.e., CSF, Pleural, peritoneal and synovial fluids) are covered. MLT 142 is designed for both Medical Laboratory Technology (MLT) and Clinical Assistant (CA) students. COREQUISITE: BIO 201 or 202

MLT 180 INTERNSHIP I/BLOOD BANK 1 CREDIT

Presents the clinical internship rotation in one or two blood banking facilities or labs. Student attends for 40 hours per week for 2 weeks. Additional practice of blood bank principles and procedures, experience with automated instrumentation and exposure to clinical environment provided. PREREQUISITE: MLT 141

MLT 182 INTERNSHIP II/HEMATOLOGY, COAGULATION AND URINALYSIS 5 CREDITS

Presents the clinical internship rotation in a hematology laboratory. Student attends for 40 hours per week for 5 weeks. Additional practice of hematology principles and procedures, experience with automated instrumentation and exposure to clinical environment provided. PREREQUISITES: MLT 131, 132, 142

MLT 231 CLINICAL MICROBIOLOGY 4 CREDITS

Provides a brief introduction to the field of microbiology to include the morphology, physiology and genetics of microorganisms. This will be followed by the more technical aspects of clinical microbiology. Then, infectious diseases will be discussed to include normal flora, portals of entry and pathogenicity of diverse groups of bacteria. Viruses will also be discussed. Specimen types from different anatomical sites will be covered for the culture of bacteria in the clinical laboratory. Use of media for isolation and differential staining and tests for identification of bacteria will be performed in the student laboratory. PREREQUISITES: BIO 201, 202 or Instructor's permission

MLT 232 PARASITOLOGY/MYCOLOGY 2 CREDITS

Provides an introduction to protozoa, helminthes, and blood tissue parasites: epidemiology of parasites and diseases in man: special emphasis on microscopic morphology in the detection and correct identification of parasites. An introduction to fungi yeasts and molds to include cutaneous systemic infections and common contaminants and opportunistic fungi. Subcutaneous infections will also be discussed. Laboratory will emphasize microscopic and culture methods to include specimens, staining, media and identification tests. PREREQUISITE: BIO 201 or Instructor's permission

MLT 241 INTRODUCTION TO CLINICAL CHEMISTRY 2 CREDITS

Covers basic laboratory math, basic instrumentation, safety and quality control are discussed along with basic theory and result evaluation of electrolytes, kidney function and liver function test. MLT 241 is designed as an introduction course to clinical chemistry for MLT students and a complete chemistry module for Clinical Assistant (CA) students. PREREQUISITE: CHE 101 or Instructor's permission

MLT 242 CLINICAL CHEMISTRY II 4 CREDITS

Covers advanced Clinical Chemistry theory, organ functions and disease correlations are covered. Student lab manual chemistry testing is performed on the Gilford spectrophotometer. MLT 242 is the continued section of Clinical Chemistry for the Medical Laboratory Technology students. PREREQUISITES: CHE 101, MLT 241 or Instructor's permission

MLT 243 CLINICAL PRACTICES 1 CREDIT

Provides additional information on theory and common healthcare practices such as point of care testing, vital signs, capillary blood collection, bleeding times minor wound care electrocardiograms, body mechanics/turn care, healthcare regulatory agencies and other patient services. MLT 243 is designed as a course for both MLT students and for interested Clinical Assistants (CA).

MLT 253 MLT SEMINAR 1 CREDIT

Includes talks by guest speakers on current laboratory technology topics and employable skills such as resume writing or interviewing skills. The course grade also includes successful completion of 20 hours of community service and the three MLT Comprehensive Exams.

MLT 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

MLT 280 INTERNSHIP III/ CLINICAL CHEMISTRY 5 CREDITS

Provides a clinical internship rotation in a chemistry laboratory. Student attends for 40 hours per week for 5 weeks. Additional practice of clinical chemistry principles and procedures, experience with automated instrumentation and exposure to clinical environment provided. PREREQUISITES: MLT 241, 242

MLT 282 INTERNSHIP IV/ MICROBIOLOGY 5 CREDITS

Provides a clinical internship rotation in a microbiology laboratory. Student attends for 40 hours per week for 5 weeks. Additional practice of clinical chemistry principles and procedures, experience with automated instrumentation and exposure to clinical environment provided. PREREQUISITES: MLT 231, 232

MLT 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. PREREQUISITE: Instructor's permission

Medical Office Technology**MOT 110 MEDICAL OFFICE ADMINISTRATION 4 CREDITS**

Introduces the administrative duties specifically used in medical offices.

MOT 125 BASIC MEDICAL SCIENCES I 3 CREDITS

Teaches the anatomy and physiology, pathophysiology and drug therapy of the immune, musculoskeletal, and digestive systems. A discussion of pediatric implications as they relate to clinical physiology will also be covered.

MOT 130 ADVANCED INSURANCE BILLING AND CODING 3 CREDITS

Prepares the student to code correctly, and optimize reimbursements for a full range of medical services by expanding coverage of diagnostic and therapeutic procedures, official coding guidelines, APG's, APC's, DRG's Medicare fraud and abuse.

MOT 133 BASIC MEDICAL SCIENCES II 3 CREDITS

Teaches the anatomy and physiology, pathophysiology and drug therapy of the cardiovascular, respiratory, and dermatology systems. PREREQUISITE: MOT 125

MOT 135 BASIC MEDICAL SCIENCES III 3 CREDITS

Covers the anatomy and physiology, pathophysiology and drug therapy of the Renal, Reproductive, Neurological, and Endocrine systems. PREREQUISITE: MOT 125

MOT 136 INTRODUCTION TO CLINICAL SKILLS 2 CREDITS

Provides hands on experience with the basic clinical skills required for assisting with patient care in an ambulatory setting. Delivers the theory behind each skill presented as well as proper technique for performing each skill. Includes knowledge and/or performance of universal precautions/ OSHA regulations, HIPAA, medical asepsis, procedural gowning and gloving, patient draping and positioning, and measurement of vital signs.

MOT 138 LABORATORY SKILLS 4 CREDITS

Introduces the student to basic routine laboratory skills and techniques for collection, handling, and examination of laboratory specimens often encountered in the ambulatory care setting. Emphasizes hands-on experience.

MOT 140 MEDICAL ASSISTING CLINICAL SKILLS 4 CREDITS

Provides hands on experience with the clinical skills required for assisting with patient care. Delivers the theory behind each skill presented as well as proper technique for performing each skill.

MOT 181 ADMINISTRATIVE INTERNSHIP 2 CREDITS

Provides supervised placement in contracted facility for guided experience in application of knowledge and skill acquired in the classroom. Positions are non-paid due to CAAHEP requirement. Student must have permission by program coordinator to begin internship. PREREQUISITES: All required coursework for the MOT Medical Assistant Certificate

MOT 182 CLINICAL INTERNSHIP 3 CREDITS

Provides supervised placement in contracted facility for guided experience in applications of knowledge and skills acquired in the classroom. Positions are non-paid due to CAAHEP requirement. Student must have permission by program coordinator to begin internship. PREREQUISITES: All required coursework for the MOT Medical Assistant Certificate

MOT 183 MEDICAL ASSISTANT INTERNSHIP 5 CREDITS

Provides supervised placement in contracted facility for guided experience in application of knowledge and skill acquired in the classroom. The student assists with a variety of business and clinical procedures. Positions are non-paid due to CAAHEP requirement. Student must have permission by program coordinator to begin internship. PREREQUISITES: All required coursework for the MOT Medical Assistant Certificate

MOT 184 BILLING SPECIALIST INTERNSHIP 1 CREDIT

Provides supervised placement in a contracted facility for guided experience and application of knowledge and skill acquired in the classroom. The student assists with a variety of business and billing procedures. Positions are non-paid. Student must have permission by program coordinator to begin internship.

MOT 225 MEDICAL PRACTICE MANAGEMENT ISSUES 4 CREDITS

Focuses on bringing acquired knowledge to issues faced specifically by medical practice managers and is the culmination of knowledge the student has learned in the program. Includes management priorities, principles of practice management – financial, clinical, personnel, and service, financial management control, information management systems, marketing, managed care contracting and negotiations, basic business policies of medical office compliance, coding and documentation. PREREQUISITE: Academic Coordinator permission

Meteorology**MET 150 GENERAL METEOROLOGY 4 CREDITS**

Provides an introduction to general meteorology and atmospheric sciences. It includes the composition and structure of the atmosphere and characteristics that affect the atmosphere, such as temperature, pressure and moisture. Additionally, the development of weather systems, such as storm systems, hurricanes, weather fronts and cloud development will also be examined. Finally, concepts of climatology will be stressed.

Mortuary Science**MOR 100 INTRO TO FUNERAL SERVICE 3 CREDITS**

Provides students with an overview of funeral customs and practices which have led to our current industry. The course will begin by examining ancient practices of the Egyptians, and will conclude with the practices of post World War II. The course will concentrate on the American History of “undertaking.” This course will help students to determine more clearly their level of interest in and aptitude toward this profession.

MOR 210 EMBALMING THEORY AND LAB 4 CREDITS

Provides intensive study of the basic fundamentals of the embalming process including the purpose of embalming, history of embalming, modes of death, signs of death, tests for death, post mortem physical and chemical changes in the dying process and moral and ethical considerations in preparation of human remains. The academic lab portion of this lab includes active participation by the student in five embalmings. PREREQUISITES: Program Admission, All General Education courses completed

MOR 215 FUNERAL SERVICE MERCHANDISING 3 CREDITS

Presents a study of marketing and merchandising techniques analogous to small business and the funeral profession in particular. The student will have the opportunity to study casket and burial vault construction, pricing methods, merchandising, and sales techniques, and the counselor’s presentation of goods and services to client families. The

course will utilize theory and role-playing to convey knowledge and self-confidence. The course will include: basic terminology; financing and pricing; organization and management; personnel management; and specific theories inherent to the funeral service.

MOR 220 MORTUARY LAW AND COMPLIANCE 3 CREDITS

Introduces the student to sources of law; the legal status of the dead human body; the duty of burial, right to control funeral arrangements and final disposition and liability for expenses; torts involving the dead human body and the funeral director; wills, estates and probate proceedings; cemeteries and issues related thereto; state and federal laws and regulations pertaining to funeral service such as ADA, OSHA, FTC, and EPA; and the legal aspects of being a licensed funeral director/embalmer. This course will also include ethics as related to principles in funeral service. PREREQUISITES: Program admission and BUS 216; COREQUISITE: MOR 215

MOR 224 THANATO-MICROBIOLOGY/ PATHOLOGY 4 CREDITS

Presents the basic principles of microbiology nature and cause of disease, and the pathogenicity associated with specific diseases. It will present a historical overview of microbiology as related to advances in medicine. The specific kinds of microorganisms: virus, rickettsiae, bacteria, fungus and protozoa are described. Metabolism, reproduction growth and control microorganisms, infectious diseases, etiology and transmission are covered. The pathology portion of this course will focus upon the functions of the human body systems and their relationship to diseases. PREREQUISITES: Program admission and BIO 201, or Instructor's permission for Track II students

MOR 225 EMBALMING THEORY II AND LAB 4 CREDITS

Provides intensive study beyond the basic skills involved in the embalming process. Topics covered include case analysis, formulating chemical solutions, a complete analysis of the circulatory system, an explanation of the equipment used in the embalming process, and methods of injection and drainage. This course will introduce the student to theoretical practice in the art of embalming by means of case analysis. PREREQUISITE: MOR 210; COREQUISITE: MOR 230

MOR 230 RESTORATIVE ART AND LAB 4 CREDITS

Provides in-depth study of anatomical modeling, forming of expression, and familiarization with instruments, materials, and techniques of restoring human features. These principles and practices will be used in the every day embalming operations in our industry. COREQUISITE: MOR 225

MOR 235 FUNERAL DIRECTING AND COUNSELING 3 CREDITS

Includes general information on: notification of death, transfer of remains, conduct of the arrangement conference, prefunded/preplanned funerals, a cross-section of religious funeral practices, fraternal and military funerals, shipping of remains, and the Funeral Service Consumer Arbitration Program (FSCAP). This course also includes the sociology of Funeral Service and studies those social phenomena that affect all elements of funeral service. This includes

family structures, social structures, and the factors of change that relate to funeralization. PREREQUISITE: Program admission. COREQUISITE: MOR 225, MOR 230

MOR 243 THANATO-CHEMISTRY 3 CREDITS

Provides the student with the knowledge necessary to safely and effectively utilize potentially harmful chemicals necessary for the sanitation, disinfection, restoration, and preservation of dead human remains currently in practice in the Funeral Service Industry. PREREQUISITE: Program admission

MOR 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

MOR 280 INTERNSHIP 4 CREDITS

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the Instructor. PREREQUISITES: Must have completed all MOR courses.

MOR 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. PREREQUISITE: Instructor's permission

Multimedia/Graphic Design And Illustration

MGD 101 INTRODUCTION TO COMPUTER GRAPHICS 3 CREDITS

Introduces the student to the computer system developed for graphics. The student will learn the hardware and software components for multimedia production. Each student will explore basic computer operations, ergonomics, file management, scanning techniques, archiving capabilities, and utilization of the multimedia department server and Internet connection.

MGD 102 INTRODUCTION TO MULTIMEDIA 3 CREDITS

Introduces the types of equipment and technical considerations used in multimedia productions and the multimedia professions. It focuses on current types of equipment such as scanners, printers, digital cameras and computers. Students gain hands-on experience in how the technology is utilized for input and output in production and design projects. Overview of software and basic design principles will be explored.

MGD 103 PRODUCTION DESIGN 3 CREDITS

Explores the use of tools, computer graphics techniques and design layout principles to produce professional graphic designs. Studies include printing basics, typography and digital color systems. Students use creative thinking to solve communication and design concepts for the output process. PREREQUISITES: MGD 101, MGD 133 or ART 131; COREQUISITES: MGD 112, MGD 113

MGD 105 TYPOGRAPHY AND LAYOUT 3 CREDITS

Covers the creation and production of graphic projects, emphasizing the layout creative design process, problem solving, and research. Provides experience producing thumbnails, roughs and digital layouts emphasizing refined creative typography. COREQUISITE: MGD 101

MGD 111 ADOBE PHOTOSHOP I 3 CREDITS

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. PREREQUISITE: MGD 101 or Instructor's permission

MGD 112 ADOBE ILLUSTRATOR I 3 CREDITS

Acquaints students with the processes of a vector drawing program on the computer. Students learn how to use the tools to create digital artwork that can be used in Web design, print media and digital screen design. PREREQUISITE: MGD 101 or Instructor's permission

MGD 113 QUARKXPRESS 3 CREDITS

Introduces students to QuarkXPress, a digital page layout tool. Students learn how to assemble, organize, manipulate and manage text and graphics to produce a high quality publication. Class discussions and independent projects supplement hands-on classroom work. PREREQUISITE: MGD 101 or Instructor's permission

MGD 114 ADOBE INDESIGN 3 CREDITS

Introduces students to InDesign, a page layout program which integrates seamlessly with other Adobe design programs. InDesign delivers creative freedom and productivity to DTP. Class discussions and independent projects supplement hands-on classroom work. PREREQUISITE: MGD 101 or Instructor's permission

MGD 117 INTRODUCTION TO VISUAL COMMUNICATIONS 3 CREDITS

Surveys visual communications, its history and impact on society. A foundation course for graphic design and illustration majors and a survey for non-majors who are interested in the field. Assignments require minimal artistic talent.

MGD 128 MULTIMEDIA HARDWARE 3 CREDITS

Teaches the principles and techniques of maintaining, upgrading, and customizing personal computer systems. Emphasis will also be placed on various emerging and established technologies related to graphic computing.

MGD 133 GRAPHIC DESIGN I 3 CREDITS

Focuses upon the study of design layout and conceptual elements concerning graphic design projects such as posters, advertisements, logos, and brochures.

MGD 141 WEB DESIGN I 3 CREDITS

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. PREREQUISITE: MGD 101 or Instructor's permission

MGD 143 MOTION GRAPHIC DESIGN I: FLASH 3 CREDITS

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. PREREQUISITES: MGD 111, MGD 141

MGD 155 LIGHTWAVE I 3 CREDITS

Introduces students to LightWave's Modeler program with an emphasis on modeling techniques. It also touches on LightWave's Layout program for setting up scenes with texture maps and lighting. There will also be instruction on how to import models from other programs. PREREQUISITE: MGD 101 or Instructor's permission

MGD 161 DIRECTOR I 3 CREDITS

Examines Macromedia Director, the leading authoring tool for interactive multimedia from the art director's perspective. Students will learn the basics of 2D animation for both computer presentations and the Web. Interface design and scene development is emphasized. Hands-on projects include lingo scripts, behaviors, adding sound and digital video to student's movies.

MGD 164 DIGITAL VIDEO EDITING I 3 CREDITS

Introduces to digital non-linear video editing. Students will capture, compress, edit, and manipulate video images using a personal computer. Assembly techniques including media management, editing tools, titles, and motion control; transitions and filters, and special effects are explored. PREREQUISITE: MGD 102 or Instructor's permission

MGD 207 ILLUSTRATION I 3 CREDITS

Addresses methods and techniques used in the profession of illustration for advertising, brochures, books and other forms of printed communications. Course concentrates on developing expertise in producing line and continuous-tone black-and-white art with emphasis on design and the creation of art for reproduction. PREREQUISITE: ART 121

MGD 208 ILLUSTRATION II 3 CREDITS

Addresses methods and techniques used in the illustration profession beyond those covered in Illustration I. Course concentrates on developing expertise in producing color art for reproduction. PREREQUISITE: MGD 207

MGD 209 ILLUSTRATION III 3 CREDITS

Continues Illustration II with added emphasis on conceptual development and proficiency in technique. PREREQUISITE: MGD 208

MGD 210 ILLUSTRATION IV 3 CREDITS

Covers advanced illustration techniques including manual, computer, and mixed media techniques. PREREQUISITE: MGD 209

MGD 211 ADOBE PHOTOSHOP II 3 CREDITS

Develops and reinforces image composition techniques learned in Adobe Photoshop I, MGD 111. Fundamentals are continuously reinforced as new design techniques are introduced. PREREQUISITE: MGD 111

MGD 212 ADOBE ILLUSTRATOR II 3 CREDITS

Enables the student to continue development of electronic drawing skills through practice and use of state of the art

illustration software. PREREQUISITE: MGD 112

MGD 213 ELECTRONIC PREPRESS 3 CREDITS

Explores in detail the electronic prepress process. Students examine steps for preparing a digital file for trapping, output considerations and proofing techniques. Creating effective electronic designs and efficient use of today's software programs are also covered. PREREQUISITE: MGD 113

MGD 214 MACINTOSH TROUBLESHOOTING FOR DESIGNERS 3 CREDITS

Addresses terminology, hardware, graphics software applications, peripherals, and troubleshooting needs of designers who use the Macintosh computer as a production tool. PREREQUISITE: MGD 101 or Instructor's permission

MGD 250 EMERGING MULTIMEDIA TECHNOLOGIES 3 CREDITS

Provides a broad-based overview of current trends and issues in multimedia development and related industries. The class format will include lectures, readings, demos, discussion, research, projects, and a final student presentation. Course content changes each semester. May include topics such as voice/data/video integration, virtual environments, broadband, streaming media architectures, telco/CATV/satellite technologies, network-based applications, using technology for building community, wireless technology, current thinking in human factors and usability, XML and the semantic Web, groupware and collaborative tools, pervasive computing, and oth. PREREQUISITES: MGD 128, MGD 161

MGD 256 GRAPHIC DESIGN PRODUCTION 3 CREDITS

Provides an opportunity to combine several draw and paint applications into one design and layout class. Students will explore advanced techniques in creating and designing computer art. PREREQUISITES: MGD 101, MGD 105, MGD 133 or ART 131; COREQUISITES: MGD 103, MGD 112, MGD 113

MGD 260 GRAPHIC DESIGN PRODUCTION II 3 CREDITS

Continues design and production techniques with further instruction in computer file set-up and creation of camera-ready art. Use of black and white and spot color for a variety of design projects. PREREQUISITE: MGD 256; COREQUISITE: MGD 111

MGD 262 GRAPHIC DESIGN PRODUCTION III 3 CREDITS

Covers advanced study in design and production techniques and processes, including use of full color for publication design and book formats, advertising campaigns, business reply mail, promotional items, and editorial design. PREREQUISITE: MGD 260

MGD 264 DIGITAL VIDEO EDITING II 3 CREDITS

Looks at the more complex and advanced techniques of digital video editing. Areas of editing such as masking, filtering, blue/green screening, track mattes, and image mattes will be examined. Students will produce a movie project in this class and discuss practical ways to distribute to various audiences. PREREQUISITES: MGD 111, MGD 164

MGD 275 SPECIAL TOPICS 1-6 CREDITS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest. PREREQUISITES: To be determined by the Instructor

MGD 280 INTERNSHIP 3 CREDITS

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the Instructor. PREREQUISITES: MGD 112, MGD 113 and MGD 256 with grades of B or better for each class.

MGD 285 INDEPENDENT STUDY 1-6 CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. PREREQUISITES: To be determined by the Instructor

MGD 287 COOPERATIVE EDUCATION 3 CREDITS

Provides students an opportunity to gain practical experience in applying their occupational skills and/or to develop specific skills in a practical work setting. The Instructor will work with the student to select an appropriate work site, establish learning objectives and to coordinate learning activities with the employer or work site supervisor. PREREQUISITES: To be determined by the Instructor. Student must also have a resume and portfolio to present.

MGD 289 CAPSTONE 3 CREDITS

A demonstrated culmination of learning within a given program of study. PREREQUISITES: MGD 103, 256; MGD 260 strongly suggested as a prerequisite, or may be taken as a corequisite. Must be taken the final semester before graduation.

Music

MUS 100 FUNDAMENTALS OF MUSIC THEORY 3 CREDITS

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.

MUS 110 MUSIC THEORY I 3 CREDITS

Presents music fundamentals, diatonic four-part harmony, analysis, ear training, and keyboard harmony. For music majors transferring to a 4-year program. PREREQUISITE: MUS 100 or Instructor's permission; COREQUISITE: MUS 112

MUS 111 MUSIC THEORY II 3 CREDITS

Presents chromatic four-part harmony, analysis, ear training, and keyboard harmony. PREREQUISITES: MUS 110 and MUS 112; COREQUISITE: MUS 113

MUS 112 EAR TRAINING-SINGING LAB I 1 CREDIT

Presents exercises in sight-singing with melodic and rhythmic dictation. COREQUISITE: MUS 110

MUS 113 EAR TRAINING-SINGING LAB II 1 CREDIT

Presents exercises in sight-singing with melodic and rhythmic dictation. COREQUISITE: MUS 111

MUS 120 MUSIC APPRECIATION 3 CREDITS

Covers the basic materials of music, musical forms, media, genres and musical periods. Emphasizes the development of tools for intelligent listening and appreciation. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1.

MUS 121 MUSIC HISTORY I 3 CREDITS

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. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1.

MUS 122 MUSIC HISTORY II 3 CREDITS

Studies the various periods of music history with regard to the composers, esthetics, forms, and genres of each period. Considers music from the early Romantic period to the present. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1.

MUS 123 SURVEY OF WORLD MUSIC 3 CREDITS

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.

MUS 125 HISTORY OF JAZZ 3 CREDITS

Provides an overview of the history of jazz in America, and to provide basic listening skills for the understanding and appreciation of jazz music.

MUS 131 MUSIC CLASS 2 CREDITS

Applies the fundamentals of music to the voice or specific musical instruments. This course also introduces basic techniques, repertoire, and sight-reading. First year, first term.

MUS 132 MUSIC CLASS II 2 CREDITS

Applies the fundamentals of music to the voice or specific musical instruments. The course also introduces basic techniques, repertoire and sight-reading. First year, second term.

MUS 133 MUSIC CLASS III 2 CREDITS

Applies the fundamentals of music to the voice or specific musical instruments. The course also introduces basic techniques, repertoire, and sight-reading. First year, third term.

MUS 141 PRIVATE INSTRUCTION 1-2 CREDITS

One credit primarily for non-music majors. Two credits for music majors planning to transfer to 4-year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. First year, first term.

MUS 142 PRIVATE INSTRUCTION II 1-2 CREDITS

One credit primarily for non-music majors. Two credits for music majors planning to transfer to 4-year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student

performances is required for 2 credits. First year, second term. PREREQUISITE: Instructor's permission. An additional fee is required.

MUS 151 ENSEMBLE 1 CREDIT

First year, first term. Rehearses and performs various types of musical literature. PREREQUISITE: Instructor's permission

MUS 152 ENSEMBLE II 1 CREDIT

Rehearses and performs various types of musical literature. First year, second term. PREREQUISITE: Instructor's permission

MUS 161 MUSIC TECHNOLOGY 3 CREDITS

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.

MUS 167 MUSIC BUSINESS I 3 CREDITS

Designed to give music students, or those students with a strong interest in business and music, a complete overview and in-depth examination of the current, historic and projected business practices in the music industry.

MUS 175 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

MUS 241 PRIVATE INSTRUCTION 2 CREDITS

One credit primarily for non-music majors. Two credits for music majors planning to transfer to 4-year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Second year, first term. PREREQUISITE: Instructor's permission. An additional fee is required.

MUS 242 PRIVATE INSTRUCTION 2 CREDITS

One credit primarily for non-music majors. Two credits for music majors planning to transfer to 4-year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Second year, first term. PREREQUISITE: Instructor's permission. An additional fee is required.

MUS 243 PRIVATE INSTRUCTION 2 CREDITS

One credit primarily for non-music majors. Two credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Second year, first term. PREREQUISITE: Instructor's permission. An additional fee is required.

MUS 244 PRIVATE INSTRUCTION 2 CREDITS

One credit primarily for non-music majors. Two credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance

is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Second year, first term. PREREQUISITE: Instructor's permission. An additional fee is required.

MUS 251 ENSEMBLE I **1 CREDIT**
Rehearses and performs various types of musical literature. Second year, first term. PREREQUISITE: Instructor's permission

MUS 252 ENSEMBLE II **1 CREDIT**
Rehearses and performs various types of musical literature. Second year, second term. PREREQUISITE: Instructor's permission

MUS 275 SPECIAL TOPICS 1–6 VARIABLE CREDITS
Covers specific topics in music. This course is offered as needed for credit appropriate to the topic and each offering includes a description of the topic(s).

MUS 285 INDEPENDENT STUDY **1–6 VARIABLE CREDITS**
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. PREREQUISITE: Instructor's permission

Nurse Aide

NUA 101 CERTIFIED NURSE AIDE HEALTH CARE SKILLS **4 CREDITS**
Prepares the student to perform the fundamental skills of the nurse aide. Basic nursing skills, communication skills, restorative services, personal care skills, safety and emergency care issues are covered. Includes knowledge and/or principles of asepsis, OSHA and HIPAA regulations. Ethical behaviors, cultural sensitivity and principles of mental health will be addressed, as well as patient/resident rights.

NUA 170 NURSE AIDE CLINICAL **1 CREDIT**
Applies knowledge and skill gained in NUA 101 to patient care. PREREQUISITES: Current CPR card. Negative TB test or chest X-ray and immunizations current, clear background check. COREQUISITE: NUA 101

NUA 171 ADVANCED NURSE AIDE CLINICAL **1 CREDIT**
Prepare the student to move toward more independent functioning within the nurse aide scope of practice, in applying knowledge and skills gained in NUA 101 and NUA 170. The student will learn skills that enhance communication, cultural competency, end of life care, critical thinking and organizational skills.

Nursing

NUR 106 MEDICAL AND SURGICAL NURSING CONCEPTS **9 CREDITS**
Introduces the student to the role of the nurse in assessing and meeting the medical and surgical nursing needs of adults across the life span in various health care settings. The student learns nursing concepts to assist the patient in achieving optimal functioning. Knowledge from foundational nursing, the sciences, pharmacology, and

nutrition along with the continued integration of mental health and cultural concepts provides foundations for nursing care planning for medical and surgical clients. T: 3.5 cr./52.5 contact hrs; L: .5 cr./15 contact hrs; C: 5 cr./150 contact hrs. PREREQUISITES: BIO 201, 202, 204, ENG 121, PSY 235, HPR 108, MAT 103, NUR 109, 112. COREQUISITES: NUR 150, BIO 216

NUR 109 FUNDAMENTALS OF NURSING **8 CREDITS**

Introduces theories and skills basic to the role of the nurse as provider of care, manager of care and member of the nursing profession. Emphasis is placed on introduction to critical thinking and the nursing process. Students will demonstrate a beginning level of competence in providing therapeutic nursing care for clients with common health alterations across the health continuum. T: 2 cr./30 contact hrs, L: 3 cr./90 contact hrs; C: 3 cr./90 contact hours. PREREQUISITES: BIO 201, 202, 204, ENG 121, PSY 235, and admission into the program. COREQUISITES: NUR 112, HPR 108, MAT 103

NUR 112 BASIC CONCEPTS OF PHARMACOLOGY **2 CREDITS**

Utilizes nursing process to introduce the basic concepts of pharmacology related to the actions, therapeutic and adverse effects, interactions of drugs, drug classification, and the basic pharmacology of commonly used medications. Emphasis is placed on therapeutic interventions and client education. Learners will apply knowledge gained in selected clinical settings situations in caring for a diversity of clients across the lifespan health illness continuum. T: 2 cr./30 contact hours. PREREQUISITES: BIO 201, 202, 204, ENG 121, PSY 235, and admission into the program. COREQUISITES: NUR 109, HPR 108, MAT 103

NUR 150 OBSTETRIC AND PEDIATRIC NURSING **7 CREDITS**

Provides a family centered approach to professional nursing practice of the childbearing family and children across the health continuum. Emphasis is placed on the care of the perinatal client and children from birth through adolescence. The impact of psychosocial and cultural values and practices are explored. Legal and ethical accountability are integrated throughout the course. T: 3 cr/45 contact hrs; L: 1 cr/30 contact hrs; C 3 cr/90 contact hrs. PREREQUISITES: BIO 201, 202, 204, ENG 121, PSY 235, HPR 108, MAT 103, NUR 109, 112. COREQUISITES: NUR 106, BIO 216

NUR 169 TRANSITION INTO PRACTICAL NURSING **5 CREDITS**

Provides the student with a transition into the practical nurse role. Emphasis is placed on professionalism in nursing, communication, entry into practice, provider and manager of care and nursing management and leadership. The student assumes toe role of the practical nurse as they manage patient care. T: 2 cr/30 contact hrs; C: 3 cr/90 contact hrs. PREREQUISITES: BIO 201, 202, 204, ENG 121, PSY 235, HPR 108, MAT 103. COREQUISITES: NUR 106, 150, BIO 216

NUR 199 TRANSITION FROM LPN TO ADN **4 CREDITS**

Focuses on assisting the LPN to transition into a new role as an Associate Degree Nursing Student. Emphasis will be

placed on roles and responsibilities of the ADN, nursing process, critical thinking, legal and ethical issues and nursing practice issues related to specialized skills and the care of special populations. T: 2 cr/30 contact hrs; L: 2 cr/60 contact hrs. PREREQUISITES: BIO 201, 202, 204, ENG 121, PSY 235; admission into the PN to RN program

NUR 206 ADVANCED CONCEPTS OF MEDICAL-SURGICAL NURSING I 8 CREDITS

Focuses on the role of the registered professional nurse as care provider, teacher, manager, professional, and advocate in meeting the nursing needs of adults across the life span. Utilizing the nursing process, the student is expected to integrate previous learning to assist the patient and family in achieving optimal functioning in various health care settings. T: 3 cr/45 contact hrs; L: .5 cr/15 contact hrs; C: 4.5 cr/135 contact hrs. PREREQUISITES: BIO 201, 202, 204, 216, ENG 121, PSY 235, HPR 108, MAT 103, NUR 106, 109, 112, 150. COREQUISITES: NUR 211, NUR 212

NUR 211 NURSING PSYCHIATRIC CLIENTS 5 CREDITS

Develops concepts of psychosocial integrity and emphasizes the function and responsibility of nursing in promoting and maintaining mental health of individuals and families. This course emphasizes communication and caring through the application of the therapeutic relationship and nursing process in the care and treatment of common clinical conditions/disorders. T: 1 cr/15 contact hrs; L: 1 cr/30 contact hrs; C: 2 cr/60 contact hrs. PREREQUISITES: NUR 106, 111, 117, 118, 171 or Instructor's permission. PREREQUISITES: BIO 201, 202, 204, 216, ENG 121, PSY 235, HPR 108, MAT 103, NUR 106, 109, 112, 150. COREQUISITES: NUR 206, 212

NUR 212 PHARMACOLOGY II 2 CREDITS

Builds upon the concepts introduced in NUR 112 Pharmacology I regarding the safe administration of medications to clients across the health continuum. Utilizing the nursing process the student demonstrates understanding of the role of the nurse as provider of care, manager of care, and member of the profession. Emphasis is placed upon the therapeutic use of medications in the nursing care of individuals with complex health needs. The student is introduced to the calculation of complex intravenous drip rates. PREREQUISITES: BIO 201, 202, 204, 216, ENG 121, PSY 235, HPR 108, MAT 103, NUR 106, 109, 112, 150. COREQUISITES: NUR 206, 211

NUR 216 ADVANCED CONCEPTS OF MEDICAL SURGICAL NURSING II 6 CREDITS

Continues to focus on the role of the registered professional nurse as care provider, teacher, manager, professional, and advocate in meeting the complex medical and surgical health care needs of adult clients. Utilizing the nursing process, the student is expected to integrate previous learning to assist the patient and family in achieving optimal functioning in various complex health care situations and settings. T: 2 cr/30 contact hrs; C: 4 cr/120 contact hrs. PREREQUISITES: BIO 201, 202, 204, 216, ENG 121, PSY 235, HPR 108, MAT 103, NUR 106, 109, 112, 150, 206, 211, 212. COREQUISITES: NUR 230, GTE 3-credit hour humanities or social behavioral science

NUR 217 LEADERSHIP FOR PROFESSIONAL NURSING PRACTICE 2 CREDITS

Socializes the student into the graduate registered nurse role. The focus is on the exploration and analysis of contemporary nursing practice, current trends and issues impacting nursing care delivery. Advanced leadership and management concepts are discussed as part of the nursing role. PREREQUISITES: NUR 210, 216 or Instructor's permission; COREQUISITE: NUR 289

NUR 230 LEADERSHIP MGMT TRENDS 5 CREDITS

Introduces students to current trends in leadership and management concepts affecting the healthcare continuum and the practice of nursing. The student assumes the role of provider, manager of care and member of the discipline at the entry level into professional nursing. There is a practicum for application which may occur across the healthcare continuum, as the student manages groups of clients and health care personnel. The course will facilitate transition from student to the role of the graduate nurse. T: 1.5 cr/22.5 contact hrs; C: 3.5 cr/105 contact hrs. PREREQUISITES: BIO 201, 202, 204, 216, ENG 121, PSY 235, HPR 108, MAT 103, NUR 106, 109, 112, 150, 206, 211, 212. NUR 216, GTE 3-credit hour humanities or social behavioral science

Paralegal

PAR 114 COMPUTERS AND THE LAW 3 CREDITS

Provides students with an opportunity to develop computer skills needed in the legal environment, including software applications, spreadsheets, databases, and Internet research.

PAR 115 INTRODUCTION TO LAW 3 CREDITS

Provides an understanding of the role of paralegals, issues facing paralegals, the working of the legal system, and ethical questions. Legal terminology and an overview of the substantive areas of law will be discussed.

PAR 116 TORTS 3 CREDITS

Focuses on tort law, including negligence, intentional torts, and strict liability, with an emphasis on personal injury litigation.

PAR 117 FAMILY LAW 3 CREDITS

Emphasizes domestic law, common property, dissolutions, adoptions, legal separation, and other family law issues.

PAR 118 CONTRACTS 3 CREDITS

Examines the basic principles of contract law.

PAR 125 PROPERTY LAW 3 CREDITS

Focuses on real estate law, ownership, sale, leasing, financing and government regulation of land.

PAR 201 CIVIL LITIGATION 3 CREDITS

Focuses on an intensive study of the legal process including the Federal and Colorado Rules of Civil Procedure. PREREQUISITES: PAR 115 and PAR 116 or Instructor's permission

PAR 202 EVIDENCE 3 CREDITS

Introduces the student to State and Federal Rules of Evidence and application to the trial process. PREREQUISITE: PAR 115 or Instructor's permission

PAR 205 CRIMINAL LAW 3 CREDITS

Introduces basic concepts of criminal law and criminal procedure, including Colorado statutes and Rules of Procedure. PREREQUISITE: PAR 115

PAR 206 BUSINESS ORGANIZATIONS 3 CREDITS

Focuses on the study of the major types of business organizations. PREREQUISITES: PAR 115 and PAR 118 or Instructor's permission

PAR 208 PROBATE AND ESTATES 3 CREDITS

Provides an understanding of the creation and administration of an estate, including wills and trusts and the probate process. PREREQUISITE: PAR 115 or Instructor's permission

PAR 213 LEGAL RESEARCH AND WRITING I 3 CREDITS

Provides an introduction to legal research and writing.

PAR 214 LEGAL RESEARCH AND WRITING II 3 CREDITS

Serves as an advanced course in legal research and writing. PREREQUISITES: PAR 115, PAR 116, PAR 118 and PAR 213 or Instructor's permission

PAR 215 ALTERNATIVE DISPUTE RESOLUTION 3 CREDITS

Introduces the student to negotiation, mediation, arbitration and other forms of dispute resolution. PREREQUISITE: PAR 115 or Instructor's permission

PAR 216 EMPLOYMENT LAW 3 CREDITS

Provides an understanding of current legal issues in the area of employer/employee relationships. PREREQUISITE: PAR 115 or Instructor's permission

PAR 217 ENVIRONMENTAL LAW 3 CREDITS

Covers state and federal laws concerning the environment, including chemical safety laws, workplace safety, and hazardous waste. PREREQUISITE: PAR 115 or Instructor's permission

PAR 218 BANKRUPTCY LAW 3 CREDITS

Focuses on the federal and state laws and procedures involving bankruptcy. PREREQUISITE: PAR 115 or Instructor's permission

PAR 228 INTELLECTUAL PROPERTY 3 CREDITS

Covers the federal and state laws regarding intellectual property. PREREQUISITES: PAR 115 and PAR 118 or Instructor's permission

PAR 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

PAR 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. PREREQUISITE: Instructor's permission

PAR 287 COOPERATIVE EDUCATION 1-6 VARIABLE CREDITS

Provides students an opportunity to gain practical

experience in applying their occupational skills and/or to develop specific skills in a practical work setting. The Instructor will work with the student to select an appropriate work site, establish learning objectives and to coordinate learning activities with the employer or work site supervisor. PREREQUISITE: PAR 115 or Instructor's permission

Pharmacy Technician

PHT 111 ORIENTATION TO PHARMACY 2 CREDITS

Orients students to the work of pharmacy technicians and the context in which a technician's work is performed. Students learn the concept of pharmaceutical care and the technician's general role in its delivery. The development of new drug products is discussed as well as a variety of issues that touch on attitudes, value and beliefs of success for pharmacy technicians. Students gain an appreciation for the value of obtaining technician certification, and the benefits of technicians' active involvement in local, state, and national pharmacy organizations.

PHT 112 PHARMACY LAW 2 CREDITS

Introduces the pharmacy technician student to the profound influence that drug laws, standards, and regulations have on practice. Students learn to abide by the laws, regulations and standards that govern the preparation and dispensing of drugs.

PHT 113 PHARMACY CALCULATIONS AND TERMINOLOGY 1 CREDIT

Provides the pharmacy technician student with a math preview necessary for pharmaceutical calculations and reviews necessary pharmaceutical terminology.

PHT 115 PHARMACOLOGY OF THE GI, RENAL, REPRODUCTIVE, IMMUNE, DERMATOLOGIC AND HEMATOLOGIC SYSTEMS 3 CREDITS

Provides the basic concepts of normal body function as well as the diseases which impact the various body systems and the drugs used to treat such diseases. Emphasizes disease state management and drug therapy.

PHT 116 INSTITUTIONAL PHARMACY 3 CREDITS

Provides a basic understanding of general and specific tasks as well as the responsibilities involved in the practice of pharmacy in an institutional pharmacy setting. Emphasizes in-patient hospital pharmacy practice and other related practice settings (such as Homecare and Nursing Home or Long-Term Care). A laboratory experiential component provides a "hands-on" experience in the preparation of intravenous admixtures, aseptic technique, unit-dose distribution, dispensing for greater than 24 hours. PREREQUISITES: PHT 111 and PHT 113

PHT 117 COMMUNICATION FOR PHARMACY TECHNICIANS 1 CREDIT

Provides the pharmacy technician student with an analysis of "interpersonal communications" (including principles, practices, and procedures) as well as an in-depth discussion of the practical application of communication to pharmacy practice. The "analysis of interpersonal communications" component includes such topics as communication perceptions and barriers, listening, responding, assertiveness and non-verbal communication. The "practical application"

component includes such techniques as role-playing, group discussion and interviewing.

PHT 118 PHARMACOLOGY OF THE NERVOUS, ENDOCRINE, MUSCULOSKELETAL 3 CREDITS

Serves as the second part of the two-part presentation of the basic concepts of normal body function. Reviews the disease states which impact the various body systems and the drugs used to treat such diseases. Emphasizes disease state management and drug therapy.

PHT 119 COMMUNITY PHARMACY 3 CREDITS

Provides a basic understanding of both general and specific tasks and responsibilities involved in the practice of pharmacy in a community setting. Emphasizes chain and independent community pharmacy practices and other related practice settings (such as consultant pharmacy, mail order pharmacy and nuclear pharmacy). Enables the student to obtain hands on experience in the important technical duties of dispensing and compounding. Utilizes a lecture-informal discussion format combined with a series of practice skills laboratory sessions. PREREQUISITES: PHT 111 and PHT 113

PHT 170 PHARMACY PRACTICE II (HOSPITAL CLINICAL) 4 CREDITS

Provides students with hands on experience in an inpatient hospital pharmacy setting within the State of Colorado. Students must complete all didactic course work prior to enrolling for this course. The course involves a minimum of 160 hours including 8 hours of seminar class time and 152 hours of on-the-job work experience. Each student is required to work under the supervision of a licensed pharmacist (i.e. preceptor) who may, in turn, delegate some supervisory and/or training responsibilities to another licensed pharmacist or certified pharmacy technician. During their work time at their hospital pharmacy site, students are expected to participate in the pharmacy practice activities delineated in the Clinical Site Manual provided each student and each preceptor. Such activities include, but are not limited to, dispensing, compounding, inventory handling and control, drug distribution, and the preparation of intravenous (IV) admixture products, chemotherapy products and total parenteral nutrition (TPN) products. Students are also expected to complete daily and weekly reports of their work activities and are required to evaluate both their work site and their preceptor at the conclusion of their clinical rotation. Similarly, each preceptor is asked to complete an evaluation of, and provide a grade for, each student at the completion of the student's rotation. The course Instructor is also required to evaluate each student after completing a visit to the student's work site and discussing the student's performance with both the student and his/her preceptor. PREREQUISITE: Satisfactory completion of all course work

PHT 171 PHARMACY PRACTICE III (COMMUNITY CLINICAL) 4 CREDITS

Provides students with hands on experience in a community pharmacy setting within the State of Colorado. Students must complete all didactic course work prior to enrolling for this course. The course involves a minimum of 160 hours including 8 hours of seminar class time and 152

hours of on-the-job work experience. Each student is required to work under the supervision of a licensed pharmacist (i.e. preceptor) who may, in turn, delegate some supervisory and/or training responsibilities to another licensed pharmacist or certified pharmacy technician. During their work time at their community pharmacy site, students are expected to participate in the pharmacy practice activities delineated in the Clinical Site manual provided each student and each preceptor. Such activities include, but are not limited to, dispensing, compounding, inventory handling and control, drug distribution, processing of third party claims, maintenance of patient profiles and interaction and communication with patients. Students are also expected to complete daily and weekly reports of their work activities and are required to evaluate both their work site and their preceptor at the conclusion of their clinical rotation. Similarly, each preceptor is asked to complete an evaluation of, and provide a grade for, each student at the completion of the student's rotation. The course Instructor is also required to evaluate each student after completing a visit to the student's work site and discussing the student's performance with both the student and his/her preceptor. PREREQUISITE: Satisfactory completion of all course work

PHT 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

PHT 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. PREREQUISITE: Instructor's permission

Philosophy

PHI 111 INTRO TO PHILOSOPHY 3 CREDITS

Introduces significant human questions and emphasizes understanding the meaning and methods of philosophy. Includes human condition, knowledge, freedom, history, ethics, the future, and religion. This course is one of the Statewide Guaranteed Transfer courses. GT-AH3.

PHI 112 ETHICS 3 CREDITS

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. This course is one of the Statewide Guaranteed Transfer courses. GT-AH3.

PHI 113 LOGIC 3 CREDITS

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. This course is one of the Statewide Guaranteed Transfer courses. GT-AH3.

PHI 114 COMPARATIVE RELIGIONS 3 CREDITS

Introduces students to the similarities and differences among concepts predominant in the major world religions, comparing sociological, philosophical, and phenomenological similarities between major world faiths. It is designed to transfer to any four-year college

philosophy, religious studies or humanities department. This course is one of the Statewide Guaranteed Transfer courses. GT-AH3.

PHI 124 INTRODUCTION TO ISLAM 3 CREDITS

Introduces the Islamic religious tradition and considers its significance in the modern world. The course investigates the history of Islam, Islamic beliefs and practices, Islamic sects, Sufism, and contemporary issues of Islamic extremism, women in Islam, and Islam in the West.

PHI 214 PHILOSOPHY OF RELIGION 3 CREDITS

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. This course is one of the Statewide Guaranteed Transfer courses. GT-AH3.

PHI 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest. PREREQUISITES: Prior philosophy class, sophomore standing or Instructor's permission

PHI 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Focuses on directed readings and independent study on specific philosophical topics. PREREQUISITE: Instructor's permission

Physical Education - Activity Classes

PED 100 GOLF 1 CREDIT

Introduces a basic course in golf designed for those who have had little or no formal instruction or for those with some experience who are interested in improving some aspect of their game. Includes driving range, putting green, and on-course play.

PED 106 TENNIS 1 CREDIT

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, and singles and doubles play and strategies.

PED 108 BEGINNING SWIMMING 1 CREDIT

Teaches the fundamentals of swimming including the front crawl, elementary backstroke, back crawl, and the fundamentals of treading water. Students may also be introduced to the breaststroke and sidestroke and the basics of turning at a wall. This course is for the non-swimmer or novice swimmer looking to improve aquatic skills.

PED 109 ADVANCED SWIMMING 1 CREDIT

Builds on PED 108 and enables the student to coordinate and refine the major swimming strokes. Examines the butterfly stroke, open turns and surface dives. Students develop endurance swimming using the primary swimming strokes.

PED 110 FITNESS CENTER ACTIVITY I 1 CREDIT

Focuses on improving total fitness via an aerobic circuit

training program. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Covers the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. Weight machines, stationary bicycles, and computerized cardiovascular equipment are incorporated to elicit improvements in fitness.

PED 111 FITNESS CENTER ACTIVITY II 1 CREDIT

Serves as an advanced course for individuals interested in reaching a higher level of total fitness via an aerobic circuit training program. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Focuses on the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. Weight machines, stationary bicycles, and computerized cardiovascular equipment are used to elicit improvements in fitness. PREREQUISITE: PED 110

PED 113 FITNESS CONCEPTS (ONLINE) 1 CREDIT

Focuses on providing information and guidelines for moving toward a more healthy lifestyle. Includes classroom instruction, an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program utilizing the equipment and exercise options available in the Fitness Center.

PED 115 BODY SCULPTING AND TONING 1 CREDIT

Introduces exercise techniques to improve overall physical fitness. Emphasizes the interaction between cardiovascular conditioning, muscular strength and endurance, flexibility and program design integrated into an aerobic format. Focuses on blending together different combinations and sequences of exercises while conditioning the entire body. Students exercise using various types of resistance equipment.

PED 116 WEIGHT TRAINING 1 CREDIT

Offers basic instruction and practice in weight training. Students utilize weight training equipment in accordance to their abilities and goals. Emphasizes weight training equipment orientation, correct lifting techniques, and basic program design for men and women.

PED 118 INDOOR STATIONARY GROUP CYCLING 1 CREDIT

Focuses on improving cardiovascular fitness, burning calories and enhancing muscular endurance. Designed specifically to enhance aerobic work capacity and improve pedalling skills. Each exercise session is choreographed to music and includes a complete workout with a warm-up, endurance and cool-down component.

PED 120 SWIM FITNESS 1 CREDIT

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.

PED 126 WATER AEROBICS 1 CREDIT

Offers water exercise to develop physical fitness.

Includes instruction in a variety of water exercises and vigorous activities to develop cardiovascular and muscular endurance, flexibility and the promotion of body composition management.

PED 129 SCUBA DIVING 1 CREDIT

Provides basic instruction in scuba diving. Focuses on the knowledge and skills related to swimming and snorkeling, diving equipment, communications, the environment, safety, dive tables, and other pertinent information a student needs for safe scuba diving. This course prepares the student for open-water (PADI) certification. **PREREQUISITE:** Basic Swimming Skills

PED 133 BEGINNING SNOWBOARDING 1 CREDIT

Serves as a basic snowboarding course designed for those who have had little or no prior snowboarding experience. Incorporates a combination of on the snow classes at an established ski area and classroom instruction at the college. For purposes of instruction, students are assigned to small groups based on their snowboarding ability. Snow instruction is taught by certified ski Instructors.

PED 134 ADVANCED SNOWBOARDING 1 CREDIT

Introduces advanced snowboarding designed for those with prior snowboarding experience and can link skidded turns with good speed and control on green and blue terrain. Covers a combination of on the snow classes at an established ski area and classroom instruction at the college. Students are assigned to small groups based on their present snowboarding ability. Snow instruction is taught by certified ski Instructors. **PREREQUISITE:** PED 133

PED 135 INTERMEDIATE TENNIS 1 CREDIT

Introduces advanced instruction and practice for students who already have playing experience and skill in the basic strokes. Emphasizes learning the lob, smash, half-volley, serve variations and tennis strategy for singles and doubles. **PREREQUISITE:** PED 106

PED 136 ADVANCED WEIGHT TRAINING 2 CREDITS

Offers guided instruction and independent practice in weight training for men and women. Students practice various weight training techniques in accordance with their abilities. Emphasizes physiological considerations, equipment orientation, correct lifting techniques, program design, and nutrition. **PREREQUISITE:** PED 116

PED 141 BEGINNING ALPINE SKIING 1 CREDIT

Presents a basic Alpine skiing course designed for those who have had little or no prior downhill skiing experience. The course will consist of a combination of on the snow classes at an established ski area and classroom instruction at the college. For purposes of instruction, students will be assigned to small groups based on their present skiing ability. All on snow instruction will be by certified ski Instructors employed by the ski area.

PED 142 ADVANCED ALPINE SKIING 1 CREDIT

Presents an advanced skiing course designed for students who are ready for advanced instruction in parallel skiing. The course will consist of a combination of on the snow classes at an established ski area and classroom instruction at the college. Students will be divided into small groups

and assigned to Instructors based on demonstrated skiing ability. All on snow instruction will be by certified ski Instructors employed by the ski area.

PED 143 TAI CHI I 1 CREDIT

Introduces Tai Chi as an expression of understanding of self-control, exercise and self-defense. The primary emphasis is to gain an understanding of the history (origins and changes) of Tai Chi, the movements and their names, application of movements and terminology.

PED 144 TAI CHI II 1 CREDIT

Emphasizes the instruction of Tai-Chi from a practical and scientific approach with illustrations of applications for each of the movements in daily life. Cardiovascular training, strength and flexibility training, balance and coordination are integral parts of the Tai-Chi training. In addition psychosocial skills such as meditation, relaxation and self-efficacy are covered.

PED 145 PILATES MATWORK 1 CREDIT

Focuses on Pilates matwork to increase core strength, overall muscles tone and flexibility with focused and precise floor work techniques. A physical education class built upon the philosophies and exercises of Josef Pilates.

PED 146 MARTIAL ARTS 1 CREDIT

Introduces basic martial arts techniques and forms designed to improve the physical and mental capacity of an individual. Enables the student to gain an understanding of the basic philosophies and concepts around the martial arts and the approach to ethics. Provides a clear-cut guide for developing a powerful sense of character and will.

PED 147 YOGA 1 CREDIT

Offers a guided instruction in yoga. Students practice yoga according to their individual fitness levels and abilities. Emphasizes enhancing general health and well-being through the performance of yoga strength, flexibility, balance and relaxation techniques and exercises.

PED 148 YOGA II 1 CREDIT

Continues to build on the concepts of basic yoga. Increases awareness of yoga including physical and mental benefits. **PREREQUISITE:** Yoga I Instructor's permission

**PED 149 SELF DEFENSE-
ADVANCED KARATE 1 CREDIT**

Presents an empty-hand form of self defense using all parts of the body in various blocking, kicking, punching and striking techniques against one or more assailants. The style of Karate taught will be Tae Kwon Do. Based on the results of an initial skills test, each student will be assigned two additional kicks, one additional jump kick, and one pattern. Intermediate sparring and self-defense techniques will be taught. Each student will be assigned a goal that they will strive to achieve by the end of the course. **PREREQUISITE:** PED 146

PED 200 ADVANCED GOLF 1 CREDIT

Covers skills designed for individuals with an advanced level of golfing skills who are interested in improving their game. Driving range, putting green and on course instruction and play will be included. Use of woods, irons, wedges and putting will be stressed. All instruction will be by certified golf Instructors. **PREREQUISITE:** PED 100

PED 210 FITNESS CENTER ACTIVITY III 1 CREDIT

Serves as an advanced exercise course designed for individuals interested in attaining a high level of total fitness. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Focuses on the basic components of fitness including flexibility, muscular strength and endurance, cardiovascular fitness, and body composition. The primary mode of training is Aerobic Circuit Training. The circuit training is supplemented with additional work on specialized weight machines, dumbbells, treadmills, rowers, stair climbers, cross trainers, nordic track, versa climbers, and running track available in the Fitness Center. PREREQUISITES: PED 110, 111

PED 211 FITNESS CENTER ACTIVITY IV 1 CREDIT

Focuses on advanced instruction designed for individuals interested in attaining a high level of total fitness. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Focuses on the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. The primary mode of training is Aerobic Circuit Training. The circuit training is supplemented with additional work on the specialized weight machines, dumbbells, treadmills, rowers, stair climbers, cross trainers, nordic track, versa climbers, and running track found in the Fitness Center. PREREQUISITES: PED 110, 111 and 210

Physical Education And Recreation**PER 113 INTRODUCTION TO PHYSICAL EDUCATION AND SPORTS 2 CREDITS**

Focuses on the field of physical education and sports. Includes trends, precedents and their effects in the health and total wellness of those involved.

PER 151 LIFEGUARD TRAINING 2 CREDITS

Provides the necessary minimum knowledge and skills training for a person to qualify as a non-surf lifeguard. Prepares lifeguard candidates to recognize emergencies, respond quickly and effectively to emergencies and prevent drowning and other incidents. The course also teaches other skills in individual needs to be a professional lifeguard. PREREQUISITE: PED 109 Advanced Swimming

PER 232 CARE AND PREVENTION OF ATHLETIC INJURIES 3 CREDITS

Focuses on techniques in prevention, care and basic rehabilitation of athletic injury.

PER 275 SPECIAL TOPICS: INTERNSHIP 3 CREDITS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest. PREREQUISITES: HWE 245 and Department Chair permission

Physical Therapist Assistant**PTA 110 BASIC CARE IN PHYSICAL THERAPY 5 CREDITS**

Examines the basic patient care skills for the healthcare practitioner. Enables the student to gain an understanding and demonstrate skills that include positioning, body

mechanics, transfers, range of motion, palpation, vital signs, aseptic techniques, bandaging, intermittent venous compression, medical terminology, activities of daily living, wheelchair management, architectural barriers, and gait training. PREREQUISITES: Admission to PTA program or Instructor's permission

PTA 115 PRINCIPLES AND PRACTICES IN PHYSICAL THERAPY 2 CREDITS

Explores the history of the profession including definition, development and areas of practice. The role of the APTA, the physical therapist assistant and the relationship between the physical therapist, PTA and other health care professionals are investigated. Includes current issues and trends including professionalism, ethics, quality assurance, communications and reimbursement issues such as Medicare, Medicaid, Worker's Compensation and commercial insurance.

PTA 120 MODALITIES IN PHYSICAL THERAPY 5 CREDITS

Examines the theory and principles of physical therapy modalities. Course includes therapeutic heat and cold, traction, massage and hydrotherapy. PREREQUISITE: PTA 110

PTA 124 REHAB PRINCIPLES OF MEDICAL MANAGEMENT I 2 CREDITS

Investigates the impairments, functional limitations, and disabilities resulting from a variety of neuromusculoskeletal conditions. The medical management including pharmacology, and its impact on physical therapy rehab principles are discussed. Evidence based practice for musculoskeletal and neurological system diagnosis will be reviewed as they relate to physical therapy rehab.

PTA 131 PROFESSIONAL COMMUNICATION I 1 CREDIT

Introduces students to oral and written professional communication in their field. Develops skills in verbal and non-verbal communication, conducting self-critiques and peer reviews, research of professional literature, medical documentation, and professional presentations.

PTA 134 REHAB PRINCIPLES OF MEDICAL MANAGEMENT II 2 CREDITS

Investigates the impairments, functional limitations, disabilities and medical management, including pharmacology, of a variety of traumatic, immunological, inflammatory and degenerative processes and their impact on physical therapy rehab principles. Evidence based practice for cardiovascular, respiratory, endocrine and chronic pain diagnosis, will be reviewed as they relate to physical therapy rehab.

PTA 135 PRINCIPLES OF ELECTRICAL STIMULATION 2 CREDITS

Investigates the principles and application of electrical stimulation (ES) modalities currently used in physical therapy practice. Enables the student to understand the electrochemical and physiological effects of electrical stimulation and identify the various forms and applications of ES. PREREQUISITE: Admission to the PTA program.

PTA 140 CLINICAL KINESIOLOGY 5 CREDITS

Focuses on the science of human motion, theories of biomechanics and muscle/joint structure and function. Emphasizes basic principles of therapeutic exercise and their application to specific body regions. A laboratory experience that includes the application of kinesiology and exercise principles is integrated in the learning experience.

PTA 141 PROFESSIONAL COMMUNICATION II 1 CREDIT

Builds on Professional Communications I and develops skills in writing professional documents to patients and other health care professionals, participating effectively in meetings, and medical documentation skills. PREREQUISITE: PTA 131

PTA 176 ANATOMICAL KINESIOLOGY LABORATORY 4 CREDITS

This course provides hands on opportunities for practical application of the theoretical principles of Anatomical Kinesiology. COREQUISITE: HPR 117

PTA 205 PSYCHOSOCIAL ISSUES IN HEALTH CARE 2 CREDITS

Explores the psychosocial aspects of the patient/client and health care practitioner. Investigates recognition of and adjustment for psychological, sociological, educational, cultural, economic and political concerns on the delivery of health care services. Communication skills and social and advocacy responsibilities of the health care practitioner are discussed. Enables the student to develop the skills to meet expectations and needs of members of society receiving health care services.

PTA 230 ORTHOPEDIC ASSESSMENT AND MANAGEMENT 5 CREDITS

Examines the theory and principles and practices of orthopedic conditions. Includes an understanding of assessment and management techniques pertaining to orthopedic conditions, goniometry, manual muscle testing, gait analysis, and posture analysis. PREREQUISITE: PTA 120

PTA 240 NEUROLOGICAL ASSESSMENT AND MANAGEMENT 5 CREDITS

Examines the theory and principles of physical therapy with an introduction to assessment, management techniques and advanced physical therapy procedures as they relate to neurologic, cardiac and pulmonary conditions. PREREQUISITE: PTA 230

PTA 251 PROFESSIONAL COMMUNICATIONS III 1 CREDIT

Promotes the concepts from Professional Communications II and further develops written and oral communication skills in the professional arena through correct documentation of patient progress based on observations, dictating progress notes, development of resume, job interview skills, portfolios, and an awareness of the national PTA exam. PREREQUISITE: PTA 141

PTA 278 PTA SEMINAR 2 CREDITS

Provides a summary of all coursework, internships and prepares the student for transition into the workforce as an entry level PTA. It includes a comprehensive review and mock exam in preparation for the national PTA exam,

employment benefits, licensing, state practice act review, professional development, employment opportunities and community service. PREREQUISITES: PTA 230, PTA 280

PTA 280 PTA INTERNSHIP I 4 CREDITS

Focuses on an initial clinical exposure providing hands on patient practicum skills and techniques. Includes application of basic patient care skills including transfers, range of motion, modalities, bandaging, aseptic techniques, and gait training. Students demonstrate professional behavior and communication principles appropriate in the physical therapy setting. A designated clinical Instructor in an acute care, geriatric, or outpatient setting provides supervision. PREREQUISITE: PTA 120

PTA 281 PTA INTERNSHIP II 5 CREDITS

Focuses on an intermediate clinical experience providing hands on patient practicum skills and techniques. Includes continued application of physical therapy procedures of Internship I with the addition of therapeutic exercise, goniometry, manual muscle testing, and motor learning techniques. Students demonstrate professional behavior and communication principles appropriate in the physical therapy setting. A designated clinical Instructor in an acute care, rehabilitation, outpatient, geriatric, or home health setting provides supervision. During the internship, the student presents an inservice on a physical therapy related topic. PREREQUISITES: Successful completion of all PTA curriculum or Instructor's permission

PTA 282 PTA INTERNSHIP III VARIABLE CREDIT

Incorporates advanced clinical experience providing hands on patient practicum skills and techniques. Students refine all physical therapy skills in preparation to enter the field as an entry-level physical therapist assistant. This final experience includes independent practice with an assigned caseload under the on-site supervision of a clinical Instructor. The student presents an inservice on a physical therapy related topic. PREREQUISITES: Successful completion of all PTA curriculum or Instructor's permission.

PTA 285 INDEPENDENT STUDY VARIABLE CREDIT

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor.

Physics

PHY 101 BASIC PHYSICS 4 CREDITS

Focuses on the basic understanding of the laws of physics. Emphasizes critical thinking skills allowing the student to apply the laws to a wide variety of fields. Applications are illustrated by demonstrations and simple hands-on exercises involving careful observation, measurement, analysis, and interpretation of phenomena, allowing the student to draw conclusions based on the laws of physics. In addition, the student learns problem solving techniques in which the basic laws are applied in simple, logical or mathematical ways. A variety of media such as strobe photography, diagrams, graphs and films are used to reinforce understanding of the basic laws and their applications.

PHY 105 CONCEPTUAL PHYSICS 4 CREDITS

Focuses on mechanics, heat, properties of matter, electricity

and magnetism, light and modern physics. Incorporates laboratory experience. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1.

PHY 111 PHYSICS: ALGEBRA-BASED I 5 CREDITS

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. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1.

PHY 112 PHYSICS: ALGEBRA-BASED II 5 CREDITS

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. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1.

PHY 211 PHYSICS: CALCULUS-BASED I 5 CREDITS

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. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1.

PHY 212 PHYSICS: CALCULUS-BASED II 5 CREDITS

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. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1.

PHY 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

PHY 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. PREREQUISITE: Instructor's permission

Political Science

POS 105 INTRODUCTION TO POLITICAL SCIENCE 3 CREDITS

Focuses on a survey of the discipline of political science, including political philosophy and ideology, democratic and non-democratic governments, and processes, and

international relations. This course is one of the Statewide Guaranteed Transfer courses. GT-SS1.

POS 111 AMERICAN GOVERNMENT 3 CREDITS

Includes the background of the U.S. Constitution, the philosophy of American government, general principles of the Constitution, federalism, and civil liberties. Examines public opinion and citizen participation, political parties, interest groups, and the electoral process, and the structure and functions of the national government. This course is one of the Statewide Guaranteed Transfer courses. GT-SS1.

POS 125 AMERICAN STATE AND LOCAL GOVERNMENT 3 CREDITS

Emphasizes the structure and function of state, county, and municipal governments including their relations with each other and with national government. Includes a study of Colorado government and politics.

POS 205 INTERNATIONAL RELATIONS 3 CREDITS

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. This course is one of the Statewide Guaranteed Transfer courses. GT-SS1.

POS 215 CURRENT POLITICAL ISSUES VARIABLE CREDIT

Incorporates an in-depth analysis of critical issues in political science. Examines current topics and issues.

POS 225 COMPARATIVE GOVERNMENT 3 CREDITS

Focuses on a comparison of the basic features of selected developed and developing countries. Topics include ideologies, political parties, interest groups, and governmental institutions. This course is one of the Statewide Guaranteed Transfer courses. GT-SS1.

POS 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

POS 285 INDEPENDENT STUDY VARIABLE CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. PREREQUISITE: Instructor's permission

Psychology

PSY 101 GENERAL PSYCHOLOGY I 3 CREDITS

Focuses on the scientific study of behavior including motivation, emotion, physiological psychology, stress and coping, research methods, consciousness, sensation, perception, learning, and memory. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3.

PSY 102 GENERAL PSYCHOLOGY II 3 CREDITS

Focuses on the scientific study of behavior including cognition, language, intelligence, psychological assessment, personality, abnormal psychology, therapy, life span development, and social psychology. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3.

PSY 110 CAREER DEVELOPMENT 3 CREDITS

Assists students in recognizing their career potential, and provides tools for making realistic decisions concerning educational and occupational objectives.

PSY 116 STRESS MANAGEMENT 3 CREDITS

Identifies the physiological, emotional and behavioral aspects of stress. Techniques of stress reduction and management are explored and applied, including nutrition, exercise, assertiveness, time management, and financial management. This course is not designed for transfer.

PSY 200 RESEARCH METHODOLOGY 3 CREDITS

Introduces research methods and designs, including correlational studies, experimental designs, and quasi-experimental designs. Additional topics include evaluation of scientific research, data analysis, report writing, and research ethics. PREREQUISITE: PSY 101 or 102

PSY 205 PSYCHOLOGY OF GENDER 3 CREDITS

Examines gender comparisons in work, courtship, family life, and sexual behavior throughout the life span. PREREQUISITES: ENG 090, REA 090 or equivalent CPT test scores. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3.

PSY 226 SOCIAL PSYCHOLOGY 3 CREDITS

Focuses on the behavior of humans in social settings, including attitudes, aggression, conformity, cooperation and competition, prejudice, and interpersonal attraction. PREREQUISITES: 3 hours of general PSY; 3 hours of introductory SOC or Instructor's permission

PSY 235 HUMAN GROWTH AND DEVELOPMENT 3 CREDITS

Examines human development from conception through death, emphasizing physical, cognitive, emotional, and psychosocial factors. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3.

PSY 238 CHILD DEVELOPMENT 3 CREDITS

Focuses on the growth and development of the individual, from conception through childhood, emphasizing physical, cognitive, emotional, and psychosocial factors. PREREQUISITES: 3 hrs. general PSY or Instructor's permission. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3.

PSY 247 CHILD ABUSE AND NEGLECT 3 CREDITS

Examines the causes and effects of physical, sexual, and psychological abuse and neglect. Intervention and prevention strategies are emphasized.

PSY 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

PSY 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. PREREQUISITE: Instructor's permission

Reading

All courses at ACC require students to read materials at college level. The CPT placement test, given when a student enrolls, helps to determine the level at which the student is currently reading. The test results identify the reading class appropriate to the student's present reading level. (The CPT test may be reinforced by a specialized reading test given in the reading class.) Students succeed more consistently in all their courses when they develop college-level reading skills. Therefore, following the advice of the CPT recommendation is strongly suggested.

REA 060 FOUNDATIONS OF READING 3 CREDITS

Focuses on strategies for vocabulary development, improved reading comprehension, and enrichment. PREREQUISITE: CPT reading score 40-61; COREQUISITES: ENG 060/090 are recommended

REA 090 COLLEGE PREPARATORY READING 3 CREDITS

Enables the student to apply strategies for improving comprehension, developing vocabulary, and increasing rate for reading college textbooks. PREREQUISITE: CPT reading score 62-79; COREQUISITES: ENG 060/090 are recommended

REA 112 SPEED READING 2 CREDITS

Improves reading comprehension and speed of reading for students who want to enhance skills for success in college or career environments. PREREQUISITE: CPT reading score 80-120

REA 275 SPECIAL TOPICS VARIABLE CREDIT

Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

REA 285 INDEPENDENT STUDY 3 CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor.

Real Estate**REE 115 INTRO TO REAL ESTATE 3 CREDITS**

Focuses on the function of the real estate broker, sales techniques, real estate ethics. Course is intended for students that want to enter the profession, for salespeople who need a review, and for those desiring a basic knowledge of the real estate business.

REE 118 REAL ESTATE APPRAISAL 4 CREDITS

Focuses on the technique and theory of appraisal as it relates to single family residences with emphasis on market data correlation. Includes standard and ethics section. Course qualifies for application to State Registered License.

REE 119 15-HOUR NATIONAL USPAP COURSE 1 CREDIT

Satisfies the 16-hour continuing education requirement (standard) for licensed real estate appraisers including one hour of state appraisal rules and regulations.

REE 201 REAL ESTATE BROKER I 6 CREDITS

Enables the student, in conjunction with REE 202 - Real

Estate Brokers II, to meet the educational requirements of the Colorado Real Estate Commission for a Colorado Real Estate Brokers` license. This course includes Real Estate Law and Practice, practical applications, and Current Legal Issues.

REE 202 REAL ESTATE BROKER II 6 CREDITS

Enables the student, in conjunction with REE 201 - Real Estate Brokers I, to meet the educational requirements of the Colorado Real Estate Commission for a Colorado Real Estate Brokers` license. This course includes Colorado Contracts and Regulations, Closings, and Recordkeeping and Trust Accounts.

Science

SCI 155 INTEGRATED SCIENCE I 4 CREDITS

Examines the nature of energy and matter, their interactions and changes, and the application of fundamental concepts to the study of our natural world. These concepts will be explored in hands-on laboratory experiments. This course integrates the fundamental concepts and ideas about the nature of physics and chemistry with the natural world. This course is one of the Statewide Guaranteed Transfer courses. GT-SS1.

SCI 156 INTEGRATED SCIENCE II 4 CREDITS

Examines earth and biological systems, living and non-living environments, through the application of fundamental energy and matter concepts. These systems and concepts will be explored in hands-on laboratory experiments. This course is one of the Statewide Guaranteed Transfer courses. GT-SS1.

Sociology

SOC 101 INTRO TO SOCIOLOGY I 3 CREDITS

Examines the basic concepts, theories, and principles of sociology as well as human culture, social groups, and the social issues of age, gender, class, and race. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3.

SOC 102 INTRO TO SOCIOLOGY II 3 CREDITS

Examines social institutions and organizations from the macro perspective. Emphasizes issues of social change, demography, social movements, and conflicts and trends within education, religion, family, political, and economic structures. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3.

SOC 205 SOCIOLOGY AND FAMILY DYNAMICS 3 CREDITS

Develops an understanding of marriage, family and kinship. It examines the family as an institution and how social, cultural and personal factors influence family relations. The stability and diversity of the family will be explored, along with current trends and some alternative life styles.

SOC 215 CONTEMPORARY SOCIAL PROBLEMS 3 CREDITS

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.

SOC 218 SOCIOLOGY OF DIVERSITY 3 CREDITS

Explores the variety of inter-group relations regarding race, nationality, ethnicity, gender, sexual orientation, and other diversity issues. Patterns of prejudice, discrimination and possible solutions to these issues will be addressed.

SOC 275 SPECIAL TOPICS 1-3 VARIABLE CREDITS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

SOC 285 INDEPENDENT STUDY VARIABLE CREDIT

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor.

Spanish

SPA 101 CONVERSATIONAL SPANISH I 3 CREDITS

Offers beginning students the skills necessary to understand and speak Spanish. The material includes basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

SPA 102 CONVERSATIONAL SPANISH II 3 CREDITS

Offers students the skills necessary to understand and speak Spanish. The material continues to cover basic conversations patterns, expressions, and grammar. PREREQUISITE: SPA 101 or Instructor's permission

SPA 111 SPANISH I 5 CREDITS

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.

SPA 112 SPANISH II 5 CREDITS

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. PREREQUISITE: SPA 111 or Instructor's permission

SPA 114 FAST-TRACK SPANISH I AND II 5 CREDITS

Designed to bridge beginning SPA courses with intermediate SPA courses. It is designed for students who have studied two years of the target language in high school and possess linguistic and cultural knowledge that true beginners do not, but are not ready yet to move to the intermediate level because they need an in-depth review of essential structures. PREREQUISITE: Two years of Spanish in high school or placement test

SPA 115 SPANISH FOR THE PROFESSIONAL I 3 CREDITS

Designed as an introduction to a working knowledge of the target language, cultural behaviors and values useful in various professional fields such as health care, law enforcement, bilingual education, business, and others. PREREQUISITE: College-level reading

SPA 201 CONVERSATIONAL SPANISH III 3 CREDITS

Provides students with the skills necessary continue to their study of understanding and speaking Spanish. The material

includes intermediate level vocabulary, grammar, and expressions. PREREQUISITE: SPA 102 or Instructor's permission

SPA 202 CONVERSATIONAL SPANISH IV 3 CREDITS

Provides students the skills necessary to continue their study of understanding and speaking Spanish. The material will continue to cover intermediate level conversational patterns, expressions, and grammar. PREREQUISITE: SPA 201 or Instructor's permission

SPA 211 SPANISH III 3 CREDITS

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. PREREQUISITE: SPA 112 or Instructor's permission. This course is one of the Statewide Guaranteed Transfer courses. GT-AH4.

SPA 212 SPANISH IV 3 CREDITS

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. PREREQUISITE: SPA 211 or Instructor's permission. This course is one of the Statewide Guaranteed Transfer courses. GT-AH4.

SPA 215 SPANISH FOR THE PROFESSIONAL II 3 CREDITS

Continues SPA 115 in the development of a working knowledge of the target language, cultural behaviors and values useful in various professional fields such as health care, law enforcement, bilingual education, business, and others.

SPA 261 GRAMMAR FOR THE HERITAGE SPEAKER 3 CREDITS

Provides formal grammatical instruction to Foreign Language students whether native or bilingual who want to develop their existing proficiency in the target language. PREREQUISITES: SPA 212 or Instructor's permission. Oral proficiency at the 4th semester level.

SPA 275 SPECIAL TOPICS 1-6 CREDITS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

SPA 285 INDEPENDENT STUDY 1-6 CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. PREREQUISITE: Instructor's permission

Speech

SPE 115 PUBLIC SPEAKING 3 CREDITS

Combines the basic theory of speech communication with public speech performance skills. Emphasis is on speech delivery, preparation, organization, support, and audience analysis.

SPE 125 INTERPERSONAL COMMUNICATION 3 CREDITS

Examines the communication involved in interpersonal

relationships occurring in family, social and career situations. Relevant concepts include self-concept, perception, listening, nonverbal communication, and conflict.

SPE 216 PRINCIPLES OF SPEECH COMMUNICATION II 3 CREDITS

Emphasizes the intensification of ideas and styles with a focus on persuasive speaking. The course includes additional studies in rhetorical analysis and oral delivery methods. PREREQUISITE: SPE 115

SPE 225 ORGANIZATIONAL COMMUNICATION 3 CREDITS

Studies human communication systems and patterns in business and organizational settings. Topics include exploration of leadership strategies; effective managerial communication skills with peers, superiors and subordinates; and organizational communication environments, networks, and goal. PREREQUISITE: SPE 115

SPE 226 ORAL INTERPRETATION 3 CREDITS

Excites and exposes the student to the potential offered in the reading and performing of great literature such as is found in prose, poetry, and drama.

SPE 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

SPE 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified Instructor. PREREQUISITE: Instructor's permission

Technical Engineering

TEC 201 ENGINEERING MATERIALS 3 CREDITS

Investigates the types, properties and behavior of state-of-the-art and advanced materials. Lectures include an introduction to the classifications, properties and behavior of ferrous and nonferrous metals, polymers (plastics), woods, ceramics, and advanced materials.

TEC 205 GEOMETRIC DIMENSIONING AND TOLERANCING 3 CREDITS

Enables students to interpret geometric dimensioning and tolerancing (GDT) in machining or drafting. The course covers math formulas, tolerancing systems, modifiers, symbols, datums, and tolerances of form, profile, orientation, runout and location. Students learn the generation of a working drawing is a team effort between design, drafting, manufacturing and quality control

Theatre

THE 105 INTRO TO THEATRE ARTS 3 CREDITS

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. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1.

THE 110 THEATRE IN DENVER 3 CREDITS

Acquaints students with the range of theatre companies and productions in the Denver area. The itinerary is designed to provide the greatest variety of theatrical experiences within the logistical circumstances of a given semester's offerings. Accordingly, students will confront a broad spectrum of dramatic literature performed by various companies in distinct milieu.

THE 111 ACTING I 3 CREDITS

Covers basic acting techniques and approaches including scene study, improvisation, and script analysis. It includes practical application through classroom performance.

THE 112 ACTING II 3 CREDITS

Continues to explore basic acting techniques and approaches including scene study, improvisation, and intermediate script analysis. It includes practical application through classroom performance. PREREQUISITE: THE 111

THE 116 TECHNICAL THEATRE 3 CREDITS

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.

THE 141 IMPROVISATION I 1 CREDIT

Helps students learn improvisation skills for performance and character development. Emphasis is placed on "Second City" style of improvisation.

THE 143 BASIC ACTING TECHNIQUE` 3 CREDITS

Offers scene work and acting exercises for people with little or no training or experience in the theatre. The Stanislavski System of character analysis and development is stressed.

THE 181 INTERNSHIP 1 CREDIT

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.

THE 182 INTERNSHIP 1-3 VARIABLE CREDITS

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the Instructor.

THE 183 INTERNSHIP 1-3 VARIABLE CREDITS

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the Instructor.

THE 211 DEVELOPMENT OF THEATRE I 3 CREDITS

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. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1.

THE 212 DEVELOPMENT OF THEATRE II 3 CREDITS

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. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1.

THE 275 SPECIAL TOPICS 1-3 VARIABLE CREDITS

Explores current topics, issues and activities related to one or more aspects of the named discipline.

THE 285 INDEPENDENT STUDY 1-3 VARIABLE CREDITS

Emphasizes structured and guided, individualized study that is organized and tailored around the interests and needs of the individual student.

Travel and Tourism

TRA 120 TRAVEL RESERVATIONS 3 CREDITS

Prepares the travel and tourism student to research and plan itineraries. By providing complete product information, codes, printed resources and sample CRS displays, reservation procedures and sales and service techniques, the student will have the necessary information to book air travel, car rentals, hotel accommodations, rail travel and cruises.

TRA 125 AIRLINE RESERVATIONS 2 CREDITS

Prepares the travel and tourism student to research and plan itineraries. By providing complete product information, codes, printed resources and sample CRS displays, reservation procedures and sales and service techniques, the student will have the necessary information to book air travel, car rentals, hotel accommodations, rail travel and cruises.

TRA 128 TRAVEL DESTINATIONS-DOMESTIC 3 CREDITS

Acquaints student with domestic travel destinations. Requires student to plan a travel itinerary to a domestic destination.

TRA 141 LEISURE TRAVEL 3 CREDITS

Presents a comprehensive look at the introduction to tourism. Tours, modes of travel, tourism planning, and tourism development are some of the subjects covered. Also covered are economic and political impacts of tourism along with the environment and social/cultural impacts.

TRA 230 HOME-BASED TRAVEL AGENT 3 CREDITS

Provides a complete overview for becoming a home-based travel agent, the opportunities that exist to get involved in organizing and selling travel on a part-time or full-time basis, and the resources you need for professional organizations, magazines, books and other resources.

TRA 275 SPECIAL TOPICS 1-6 CREDITS

Provides students with a vehicle to pursue in-depth exploration of special topics of interest.