

CRJ 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

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

CRJ 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

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

CRJ 287 CO-OPERATIVE EDUCATION 6 CREDITS

Provides work experience for students to gain practical work experience related to their educational program. PREREQUISITES: CRJ 266 and Instructor's permission

**Drafting****DRT 101 TECHNICAL DRAFTING I 3 CREDITS**

Introduces the student to basic engineering graphics technology principles through development of basic entry-level drafting skills. Enables the student to develop skills in sketching, reading drafting scales, interpreting line types, lettering techniques, geometric construction, orthographic projection, and drawing reproduction.

DRT 102 TECHNICAL DRAFTING II 3 CREDITS

Introduces students to auxiliary views, pictorials, sections, threads, fasteners, springs, intersections and developments. PREREQUISITES: DRT 101, CAD 102, or Instructor's permission

DRT 105 BLUEPRINT READING 3 CREDITS

Focuses on interpretation of shop and working drawings. Examines drawing formats, view selection, hardware, dimensioning and tolerancing systems using the ANSI standards and symbols. Addresses interpretation, calculation and placement of tolerances.

DRT 109 DESCRIPTIVE GEOMETRY 3 CREDITS

Enables the student to develop the ability to visualize points, lines, and surfaces in space, to relate them to each other, and to apply these relationships in the solution of drafting assignments. PREREQUISITE: DRT 102 or Instructor's permission

Early Childhood Education**ECE 101 INTRO TO EARLY CHILDHOOD EDUCATION 3 CREDITS**

Provides an introduction to Early Childhood Education. Includes the eight key areas of professional knowledge: Child Growth and Development; Health, Nutrition and Safety; Developmentally Appropriate Practices; Guidance; Family and Community Relationships; Diversity; Professionalism; Administration and Supervision. Focuses on ages birth through age eight.

ECE 102 INTRODUCTION TO EARLY CHILDHOOD LAB 3 CREDITS

Focuses on a classroom seminar and placement in a child care setting. The supervised placement provides the student with the opportunity to observe children, to practice appropriate interactions, and to develop effective guidance and management techniques. Addresses ages birth through age eight. PREREQUISITE: ECE 101 or COREQUISITE ECE 101

ECE 103 GUIDANCE STRATEGIES FOR CHILDREN 3 CREDITS

Explores guidance theories, applications, goals, techniques and factors that influence expectations, classroom management issues, and prosocial skills. Addresses ages birth through age eight.

ECE 111 INFANT AND TODDLER THEORY AND PRACTICE 3 CREDITS

Presents an overview of theories, applications (including observations) and issues pertinent to infant and toddler development in group and/or family settings. Includes state requirements for licensing, health, safety and nutrition issues.

ECE 112 INTRODUCTION TO INFANT/TODDLER LAB TECHNIQUES 3 CREDITS

Includes a classroom seminar and placement in an infant and/or toddler setting. The supervised placement provides the student with the opportunity to observe, to practice appropriate interactions and to develop effective guidance and nurturing techniques with infants and/or toddlers. Addresses ages prenatal through age two. PREREQUISITES: ECE 111, health screening, including TB and HiB tests

ECE 125 SCIENCE/MATH AND THE YOUNG CHILD 3 CREDITS

Examines theories of cognitive development as a framework for conceptualizing the way young children acquire scientific and mathematical skills, concepts, and abilities. Enables students to research and develop appropriate individual and group scientific/mathematical activities for young children.

ECE 126 ART AND THE YOUNG CHILD 2 CREDITS

Prepares students to plan and implement a comprehensive and developmentally appropriate art program for young children. Investigates the development of self-taught art techniques in young children.

ECE 127 MUSIC/MOVEMENT FOR THE YOUNG CHILD 1 CREDIT

Focuses on the purposes of incorporating music and movement into the early childhood curriculum. Through active participation with hands-on experiences, students work with the concepts of age and developmental appropriateness when designing fun activities with both subjects.

ECE 155 FAMILY & PARENTING ISSUES 1 CREDIT

Explores the types of family organizations, functional roles of family members, different parenting styles and other issues impacting children's development that families and parents are experiencing in today's society.

ECE 175 SPECIAL TOPICS 1-6 CREDITS

Explores current topics, issues and activities related to one or more aspects of the early childhood profession.

ECE 178 WORKSHOP 1-6 CREDITS

Provides students with an experiential learning opportunity. COREQUISITE: ECE 179

ECE 179 SEMINAR 1-6 CREDITS

Provides students with an opportunity to examine aspects of early childhood education in detail. COREQUISITE: ECE 178

ECE 185 INDEPENDENT STUDY 1-3 CREDITS

Focuses on structured, guided, and individualized research that is organized and tailored around the interests and needs of the individual student.

ECE 187 COOPERATIVE EDUCATION 1-12 CREDITS

Focuses on a college-to-work based experience that draws on combined efforts of educators and employers to produce outcomes related to student career objectives.

ECE 205 NUTRITION, HEALTH AND SAFETY 3 CREDITS

Focuses on nutrition, health and safety as a key factor for optimal growth and development of young children. Includes nutrient knowledge, menu planning, food program participation, health practices, management and safety, appropriate activities and communication with families. Addresses ages from prenatal through age eight.

ECE 220 CURRICULUM DEVELOPMENT: METHODS AND TECHNIQUES 3 CREDITS

Provides an overview of early childhood curriculum development. Includes processes for planning and implementing developmentally appropriate environments, materials and experiences, and quality in early childhood programs.

ECE 225 LANGUAGE AND COGNITION FOR THE YOUNG CHILD 3 CREDITS

Examines theories of cognitive and language development as a framework for conceptualizing the way children

acquire thinking skills. Includes observing, planning, facilitating, creative representation, and evaluating strategies within the context of play. Focuses on language, science, math, problem solving and logical thinking. Addresses ages birth through age eight.

ECE 226 CREATIVITY AND THE YOUNG CHILD 3 CREDITS

Provides an emphasis on encouraging and supporting creative self expression and problem solving skills in children. Explores creative learning theories and research. Focuses on developmentally appropriate curriculum strategies in all developmental domains. Addresses ages birth through age eight.

ECE 228 LANGUAGE AND LITERACY 3 CREDITS

Presents strategies for optimum language development, literacy, social and emotional development. Supports children's language and literacy in home, classroom, and community settings. Provides appropriate teacher/child verbal interactions, classroom environments, and activities. Addresses ages birth through age eight.

ECE 240 ADMINISTRATION OF EARLY CHILDHOOD CARE AND EDUCATION PROGRAMS 3 CREDITS

Examines Colorado's minimal licensing requirements, as well as optimal standards pertaining to the operation of programs for young children. Focuses on the director's administrative skills and role as a community advocate for young children. Addresses ages birth through age twelve.

ECE 241 ADMINISTRATION: HUMAN RELATIONS FOR THE EARLY CHILDHOOD PROFESSIONS 3 CREDITS

Focuses on the human relations component of an early childhood professional's responsibilities. Includes director-staff relationships, staff development, leadership strategies, parent-professional partnerships, and community interaction.

ECE 260 EXCEPTIONAL CHILD 3 CREDITS

Presents an overview of typical and atypical developmental progression. Includes planning techniques, learning strategies, legal requirements and accommodations and adaptations that are necessary in order to create an intergrated classroom environment for a child with a wide range of exceptionalities. Focuses on ages birth through age eight. PREREQUISITE: ECE 226 or PSY 238

ECE 275 SPECIAL TOPICS I 1-6 VAR CREDITS

Explores current topics, issues and activities related to one or more aspects of the early childhood care and education profession.

ECE 278 WORKSHOP 1-6 VARIABLE CREDITS

Provides students with an experiential learning opportunity. COREQUISITE: ECE 279

ECE 279 SEMINAR 1-6 VARIABLE CREDITS

Provides students with an opportunity to examine aspects of early childhood education in detail.

ECE 285 INDEPENDENT STUDY 1–6 VARIABLE CREDITS

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

ECE 287 COOPERATIVE EDUCATION 1–12 CREDITS

Focuses on a college-to-work based experience that draws on combined efforts of educators and employers to produce outcomes related to student career objectives.

Economics

ECO 101 ECONOMICS OF SOCIAL ISSUES 3 CREDITS

Examines the major socio-economic issues of the past century. Covers poverty and growth, education, health care, pollution and discrimination.

ECO 105 INTRO TO ECONOMICS 3 CREDITS

This course is a survey of economics. It is designed as a beginning economics class. The course covers economics theories, supply and demand, national income accounting, money and banking, market structures and contemporary economic issues.

ECO 201 PRINCIPLES OF MACROECONOMICS 3 CREDITS

Focuses on the study of the American economy, stressing the interrelationships among household, business, and government sectors. Explores saving and investment decisions, unemployment, inflation, national income accounting, taxing and spending policies, the limits of the market and government, public choice theory, the Federal Reserve System, money and banking, and international trade. This course is one of the Statewide Guaranteed Transfer courses. GT-SS1

ECO 202 PRINCIPLES OF MICROECONOMICS 3 CREDITS

Studies the firm, the nature of cost, and how these relate to the economy as a whole. Analyzes economic models of the consumer, perfect competition, monopoly, oligopoly and monopolistic competition. Explores economic issues including market power, population growth, positive and negative externalities, income distribution, poverty and welfare, discrimination, and international economic interdependence. This course is one of the Statewide Guaranteed Transfer courses. GT-SS1

ECO 245 ENVIRONMENTAL ECON. 3 CREDITS

Introduces students to contemporary environmental issues and policies meant to reduce environmental degradation. Includes market failures, analytical tools, government pollution reduction policies for air, water, and natural environments and their effectiveness. This course is one of the Statewide Guaranteed Transfer courses. GT-SS1

ECO 275 SPECIAL TOPICS 1–6 VARIABLE CREDITS

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

ECO 285 INDEPENDENT STUDY 1–6 VARIABLE CREDITS

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

Education

EDU 131 INTRODUCTION TO ADULT EDUCATION 3 CREDITS

Introduces the student to the basic concepts in the instruction of adults. Emphasis will be placed on understanding the adult learner and how their individual backgrounds and experiences can affect the learning process. Additionally, the course will cover applicable federal and state legislation which affects adult learning programs and will offer information on additional resources and associations in the field of Adult Education.

EDU 132 PLANNING, ORGANIZING AND DELIVERING ADULT EDUCATION INSTRUCTION 3 CREDITS

Covers the basics of planning an adult education program, organizing instruction within the various content areas and delivering the material in a variety of ways, both in groups and individualized instruction. A wide variety of learning principles and theories will be addressed in ways that show their applicability to the adult learner and his/her education.

EDU 133 ADULT BASIC EDUCATION (ABE)/ADULT SECONDARY EDUCATION (ESL) 3 CREDITS

Specifically Addresses the different levels within an Adult Education program. Each level will be addressed in terms of appropriate assessment tools and instructional techniques. Emphasis will be placed on teaching ways that the adult education Instructor can encourage the development of cognitive skills at each level, as a springboard to the next higher level.

EDU 134 TEACHING ENGLISH AS A SECOND LANGUAGE TO ADULT LEARNERS 3 CREDITS

Introduces the development and implementation of a program to teach English to adults whose first language is not English. Topics will range widely from assessment and placement to the theories behind language acquisition. Students will also cover a wide variety of methodologies, both group and individualized, that are aimed at teaching the non-English speaker the written and verbal skills, necessary to successfully function in the United States.

EDU 135 FAMILY LITERACY IN ADULT EDUCATION 3 CREDITS

Introduces the students to the philosophy and theory behind family literacy, as well as give practical advice on the development and implementation of a family literacy program. The four-component model of adult education, early childhood education, parent and child together time (PACT), and parenting, will be covered both in theory and practical application.

EDU 175 SPECIAL TOPICS 1-6 CREDITS

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

PREREQUISITE: Instructor's permission

EDU 185 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

EDU 187 COOPERATIVE EDUCATION 1-2 CREDITS

Provides students an opportunity to gain practical experience in applying their occupational skills and/or to develop specific skills in a practical work setting. The Instructor works with the student to select an appropriate work site, establish learning objectives and to coordinate learning activities with the employer or work site supervisor.

EDU 188 PRACTICUM I 1-6 CREDITS

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

EDU 221 INTRO TO EDUCATION 3 CREDITS

Focuses on the historical, social, political, philosophical, cultural and economic forces that shape the United States public school system. Includes current issues of educational reform, technology as it relates to education and considerations related to becoming a teacher in the state of Colorado. Special interest will be paid to the topic of diversity in the K-12 school system.

EDU 233 ENGLISH LANGUAGE LEARNING (K-6) 3 CREDITS

Prepares teachers who work with limited English proficient students to learn strategies to develop English language learners' (ELLs') social and academic English and supports their transition to U.S. culture and schools. This course is appropriate in a variety of program models: mainstream classrooms, self-contained ESL classrooms, and bilingual programs and may be adapted for use with preservice teachers. PREREQUISITE: A Child Development Course or permission of the Instructor

EDU 234 MULTICULTURAL EDUCATION 3 CREDITS

Focuses on the need to recognize and understand the similarities and differences among people and develop a respect for all individuals and groups. Assists teachers to recognize the special learning needs of children from different racial, ethnic, cultural and socioeconomic groups and to encourage teachers to integrate multicultural/diversity teaching into the school curriculum.

EDU 242 EXPRESSIVE ARTS IN THE ELEMENTARY CLASSROOM 3 CREDITS

Explores the integration of visual arts, music, and physical education/movement into the self-contained elementary classroom curriculum based upon the theory of multiple intelligences. Familiarizes the student with the Colorado Model Content Standards for each area, basic curriculum development, and the opportunities to practice their skills with students through field experiences.

EDU 260 ADULT LEARNING AND TEACHING 3 CREDITS

Introduces the basic instructional theory focusing on the adult learner. Includes developing a syllabus, learning goals and outcomes, and lesson plans. Emphasizes teaching to a diverse participant body, classroom management, learning theory, learning styles, teaching styles, and using technology in the classroom.

EDU 261 TEACHING, LEARNING AND TECHNOLOGY 3 CREDITS

Prepares students to integrate technology into their teaching curriculum. Enables the student to design educational and training materials incorporating instructional technology. Explores a variety of technologies, including the computer, Internet, multimedia, graphics, audio, and text with an emphasis on increasing learning through their use. Examines combining technology with a variety of instructional methodologies. PREREQUISITE: EDU 221 or EDU 260

EDU 262 ASSESSMENT OF STUDENT ACADEMIC ACHIEVEMENT 3 CREDITS

Focuses on assessment as fundamental to the improvement of student academic achievement in the 21st century learning college. Analyzes methods for assessing academic achievement in the classroom, course, program, and institutional level. Defines measurable outcomes, evaluates student academic achievement, and uses the results to improve teaching methods, curriculum design, and outcomes. PREREQUISITE: EDU 221 or EDU 260

EDU 263 TEACHING AND LEARNING ONLINE 3 CREDITS

Provides faculty with the knowledge and skills necessary to design, develop, and deliver courses in a distance format. Focuses on assessment and evaluation methods and methods to incorporate interactive, collaborative and expanded learning activities. PREREQUISITE: EDU 221 or EDU 260 or Instructor's permission

EDU 264 FACULTY MENTORING 3 CREDITS

Provides the student with an understanding of and skills in mentoring new teachers/faculty in an academic institution. Explores the six dimensions of effective mentoring, mentoring phases, how to establish and build the mentor/mentee relationship, and constructive feedback techniques. Students designate a potential mentee for practical experience throughout this course. PREREQUISITE: EDU 221 or EDU 260 or Instructor's permission

EDU 265 INSTRUCTIONAL DESIGN 3 CREDITS

Introduces the student to a systematic approach to Instructional Design and the design of instruction with multimedia. Incorporates learning and instructional theory into course/training design to ensure the quality of instruction. Covers the process of goal analysis and learning needs coupled with the development of a delivery system to meet those needs. Includes the development of instructional materials and activities and the evaluation of all instruction and learner activities. PREREQUISITE: EDU 221 or EDU 260 or Instructor's permission

EDU 275 SPECIAL TOPICS 1–6 VARIABLE CREDITS

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

EDU 285 INDEPENDENT STUDY 1–6 VARIABLE CREDITS

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

EDU 287 COOPERATIVE EDUCATION 1–12 VARIABLE CREDITS

Provides students an opportunity to gain practical experience in applying their occupational skills and/or to develop specific skills in a practical work setting. The Instructor works with the student to select an appropriate work site, establish learning objectives and to coordinate learning activities with the employer or work site supervisor.

PREREQUISITE: Instructor's permission

EDU 288 PRACTICUM II 1–6 VARIABLE CREDITS

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

PREREQUISITE: Instructor's permission

Electronics Engineering Technology**ELT 101 SURVEY OF ELECTRONICS 3 CREDITS**

Introduces electronics for consumers, individuals working in related fields, and those exploring Electronics Engineering Technology as a career option. Covers fundamental concepts, circuit diagrams, construction of circuits, test instruments, basic troubleshooting, and the operation of common electronic systems and circuits.

ELT 106 FUNDAMENTALS OF DC/AC 3 CREDITS

Introduces the basic skills needed for many careers in electronics and related fields. Covers the operations and applications of basic DC and AC circuits consisting of resistors, capacitors, inductors, transformers and diodes. Emphasizes the use of common test instruments in troubleshooting. PREREQUISITE: Minimum CPT Algebra score of 45. COREQUISITE: MAT 116

ELT 109 QUALITY BUSINESS PRACTICES 1 CREDIT

Covers current business practices designed to improve productivity and quality in the workplace. Addresses practices affecting materials and process control, as well as personnel-related issues of performance and work teams.

ELT 112 ADVANCED DC/AC 3 CREDITS

Continues to build on ELT 106 and covers advanced concepts of DC-AC circuits. Includes an expanded treatment of power supplies, dual-supply rectifier circuits, and Zener diode voltage regulators. Emphasizes troubleshooting. PREREQUISITE: ELT 106

ELT 113 ADV. CIRCUIT ANALYSIS 4 CREDITS

Serves as an advanced course in the analysis of passive

AC circuits. Emphasizes the use of complex algebra and network analyses. 30 hours lecture, 60 hours lab.

PREREQUISITES: ELT 112, MAT 117

ELT 136 INTRODUCTION TO TRANSISTORS 2 CREDITS

Introduces the operation and applications of bipolar transistors, JFETs and MOSFETs. Includes switching circuits, single-stage small-signal amplifiers and troubleshooting. PREREQUISITE: ELT 106

ELT 137 ADVANCED TRANSISTORS 3 CREDITS

A continuation of ELT 136 with specifications and additional applications of bipolar transistors, JFETs and MOSFETs. Covers voltage regulation, common-collector, and power amplifiers. Includes analyses of single and cascaded amplifier stages. Emphasizes troubleshooting. PREREQUISITE: ELT 136

ELT 138 POWER CONTROL DEVICES 2 CREDITS

Covers the specifications and operation of SCRs, triacs, diacs, unijunction transistors, PUTs and solid-state relays. Enables the student to construct and test circuits with power control devices. Troubleshooting is emphasized.

PREREQUISITE: ELT 136

ELT 139 OPTOELECTRONIC DEVICES 2 CREDITS

Focuses on a study of the specifications and operation of the LED, IRED, photoconductive cell, photodiode, phototransistor, optocoupler and vacuum-fluorescent display. Addresses fiber optics and lasers. Enables students to construct and test circuits with optoelectronic devices.

Troubleshooting is emphasized. PREREQUISITE: ELT 136

ELT 147 DIGITAL DEVICES I 3 CREDITS

This course introduces the operation and application of gates, flip-flops, counters, shift registers, encoders-decoders and LED displays. Also covered are binary numbers, Boolean algebra and troubleshooting. PREREQUISITE: ELT 112

ELT 148 DIGITAL DEVICES II 3 CREDITS

A continuation of ELT 147. Covered are the operation and application of programmable logic devices, synchronous counters, multiplexers, liquid crystal displays, ROM and RAM. Included are also specifications of ICs, display multiplexing and design and minimization of circuits. Troubleshooting is emphasized. 23 hours lecture, 46 hours lab. PREREQUISITE: ELT 147

ELT 149 DIGITAL DEVICES: TROUBLESHOOTING 2 CREDITS

Focuses on troubleshooting to the component level after a detailed circuit analysis of a digital system that is not microprocessor based is performed. PREREQUISITE: ELT 148

ELT 161 ELECTROMECHANICAL TROUBLESHOOTING 1 CREDITS

Focuses on troubleshooting electromechanical systems consisting of switches, relays and motors. Emphasizes teamwork. PREREQUISITE: ELT 101 or 106

ELT 163 SOLDERING 1 CREDIT

Covers the theory and practice of high-reliability hand-soldering in the electronics field. Soldering practice includes

wire and terminal soldering as well as PCB soldering of through-hole and surface-mount devices.

ELT 215 OPERATIONAL AMPLIFIERS 3 CREDITS
Focuses on a study of integrated operational amplifiers and their applications. Troubleshooting is emphasized.
PREREQUISITE: ELT 136

ELT 216 ANALOG INTEGRATED CIRCUITS 2 CREDITS
Introduces the operation and applications of integrated voltage regulators, timers, phase-locked loops, analog-to-digital and digital-to-analog converters. Emphasizes troubleshooting. PREREQUISITES: ELT 147, 215

ELT 225 COMMUNICATION ELECTRONICS I 3 CREDITS
Focuses on a basic analog communication course emphasizing the elements of a communication system, radio frequency analysis and characteristics, radio frequency circuits, AM and FM modulation techniques and AM and FM transmitters and receivers. PREREQUISITE: ELT 137

ELT 227 FCC LICENSE PREPARATION 1 CREDIT
Reviews electronics to enable students to pass the General Radiotelephone Operator examination for the FCC Commercial Radiotelephone license. Emphasizes questions from Elements 1 and 3 provided by the FCC. A General Radiotelephone Operator license is required to adjust, maintain, or internally repair FCC licensed radiotelephone transmitters in the aviation, maritime and international fixed public radio services. PREREQUISITE: ELT 225

ELT 261 MICROPROCESSORS 3 CREDITS
Focuses on basic operation and applications of microprocessors. Enables the student to write machine and assembly language programs, interface microprocessors to various devices, and troubleshoot microprocessor-based systems. PREREQUISITE: ELT 148

ELT 265 MICROCONTROLLERS 2 CREDITS
Provides the necessary software and hardware knowledge and skills to develop a microcontroller system. Incorporates programming tools and development software. PREREQUISITE: ELT 261

ELT 267 INTRODUCTION TO ROBOTICS 1 CREDIT
Introduces basic robotics. Enables the student to program a robot in a higher-level language to perform various tasks. Covers building and interfacing of sensor circuits. PREREQUISITE: ELT 101 or ELT 106

ELT 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS
Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

ELT 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS
Course designed to meet the individual needs of students. PREREQUISITE: Instructor's permission

Emergency Medical Services

CCN 230 BASIC EKG INTERPRETATION 2 CREDITS
Develops the ability of the registered nurse to read and interpret the electrocardiogram of the critically ill client and apply treatment modalities. Requires critical thinking and analytic skills.

EMS 125 EMT BASIC 9 CREDITS
Enables the student after successful completion of this course to take the EMT Certification Examination subject to the requirements of the Colorado Department of Health and Environment. Includes written and practical examinations. Student must be at least 18 years of age. COREQUISITE: EMS 170

EMS 126 EMT BASIC REFRESHER 3 CREDITS
Provides required didactic and skills review for renewing EMT students. Accommodates the needs of the re-entry EMT student. PREREQUISITES: Current CPR card, current or less than 36 months expired EMT Basic certification.

EMS 130 EMT INTRAVENOUS THERAPY 2 CREDITS
Focuses on cognitive and skill practice as required by Colorado Pre-hospital Care program for EMT Basic level IV approval. Examines criteria, procedures and techniques for ICV therapy, discusses fluid and electrolyte balance and principles and treatment for shock. PREREQUISITES: Current State EMT B Certification, all Hepatitis B vaccinations and current CPR card.

EMS 134 THE GERIATRIC PATIENT 2 CREDITS
Focuses on working with the elderly population and is designed for healthcare providers (EMTs, paramedics, nurses). Utilizes various readings, assignments, papers, experiences and meetings with elderly people and patients to discover new ways of viewing the elderly and communicating and working with the geriatric patient. Covers the process of assessment of the elderly patient.

EMS 136 EMT/PARAMEDIC SAFETY ISSUES IN THE FIELD 1 CREDIT
Provides EMTs and paramedics with the skills needed to quickly assess the scene for potential hazards to themselves. Introduces topics on scene safety, evaluation of potential problem patients, verbal communication control techniques, physical control techniques for the problem patient, and scene control techniques.

EMS 150 PEDIATRIC EDUCATION FOR PRE-HOSPITAL PROFESSIONALS 1 CREDIT
Provides the student with core knowledge and skills necessary to provide emergency care to the pediatric patient. PREREQUISITE: EMT-Basic or approval from Program Coordinator

EMS 170 EMT BASIC CLINICAL 1 CREDIT
Provides the EMT student with the clinical experience required of initial and some renewal processes. COREQUISITE: EMS 125 or EMS 126

**EMS 213 PRE-HOSPITAL TRAUMA
LIFE SUPPORT 1 CREDIT**

Provides basic and/or advanced trauma life support information and skill practice. PREREQUISITE: EMT Basic or higher

EMS 214 BASIC TRAUMA LIFE SUPPORT 1 CREDIT

Provides students with information and skill practice to treat trauma patients in the pre-hospital environment.

**EMS 225 FUNDAMENTALS OF
PARAMEDIC PRACTICE 3 CREDITS**

Serves as the first course of the National Standard Paramedic Curriculum as approved by the Colorado State Department of Health and Environment. PREREQUISITE: EMT Basic

**EMS 226 FUNDAMENTALS OF
PARAMEDIC PRACTICE-LAB 2 CREDITS**

Serves as the lab experience to coincide with EMS 225 topics. PREREQUISITE: Acceptance in paramedic program-site specific. COREQUISITE: EMS 225

**EMS 227 PARAMEDIC
SPECIAL CONSIDERATIONS 3 CREDITS**

Focuses on a comprehensive study of Advanced Life Support Practice. PREREQUISITE: Acceptance into paramedic program-site specific

**EMS 228 PARAMEDIC SPECIAL
CONSIDERATIONS LAB 2 CREDITS**

Serves as the lab experience for those students enrolled in EMS 227. PREREQUISITE: Acceptance to paramedic program-site specific. COREQUISITE: EMS 227

EMS 229 PARAMEDIC PHARMACOLOGY 3 CREDITS

Focuses on a comprehensive study of emergency pharmacology. PREREQUISITE: Acceptance in paramedic program-site specific

**EMS 230 PARAMEDIC
PHARMACOLOGY LAB 2 CREDITS**

Serves as the required lab course in the paramedic education program. PREREQUISITE: Acceptance to paramedic program-site specific

EMS 231 PARAMEDIC CARDIOLOGY 5 CREDITS

Addresses cardiology topics as presented in the National Standard Curriculum for paramedics. PREREQUISITE: Acceptance to paramedic program-site specific

EMS 232 PARAMEDIC CARDIOLOGY LAB 1 CREDIT

Incorporates a hands-on application of principles of cardiac care in the hospital environment. PREREQUISITE: Acceptance to paramedic program-site specific

**EMS 233 PARAMEDIC
MEDICAL EMERGENCIES 4 CREDITS**

Focuses on a comprehensive study of adult medical emergencies. PREREQUISITE: Acceptance to paramedic program-site specific

**EMS 234 PARAMEDIC MEDICAL
EMERGENCIES LAB 1 CREDIT**

Focuses on a clinical study of adult and pediatric medical emergencies. PREREQUISITE: Acceptance to paramedic program-site specific

**EMS 235 PARAMEDIC
TRAUMA EMERGENCIES 4 CREDITS**

Focuses on a comprehensive study of adult and pediatric trauma emergencies. PREREQUISITE: Acceptance to paramedic program-site specific

EMS 236 PARAMEDIC TRAUMA LAB 1 CREDIT

Serves as a lab presenting various acute trauma scenarios. PREREQUISITE: Acceptance to paramedic program-site specific

**EMS 237 PARAMEDIC
INTERNSHIP PREPARATORY 2 CREDITS**

Reviews concepts and techniques used in the pre-hospital setting. PREREQUISITE: Acceptance to paramedic program-site specific

EMS 275 SPECIAL TOPICS 0.5-10 CREDITS

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

EMS 280 PARAMEDIC INTERNSHIP I 6 CREDITS

Serves as the preceptor/internship program for paramedic students. PREREQUISITE: Acceptance to paramedic program-site specific

EMS 281 PARAMEDIC INTERNSHIP II 6 CREDITS

Serves as the continuation of EMS 280, preceptor program for paramedic students. PREREQUISITE: Acceptance to paramedic program site specific

**EMS 285 INDEPENDENT
STUDY 1-6 VARIABLE CREDITS**

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

Employment Strategies

COM 101 EMPLOYMENT STRATEGIES 1 CREDIT

Offers students the development of skills that are needed to search for a job.

Engineering

**EGG 100 INTRODUCTION TO
ENGINEERING 1 CREDIT**

Introduces the math and science required in a variety of engineering disciplines. The particular engineering disciplines examined are: Civil Engineering, Mechanical Engineering, Electrical Engineering, Industrial Engineering, and Computer Science. For each discipline the course will examine certification requirements, programs of study, types of work and tasks in each discipline and compensation ranges. Tours and speakers will be arranged. PREREQUISITE: Two years of high school algebra

EGG 101 ENGINEERING GRAPHICS I 3 CREDITS

Provides an application of engineering graphics as a communication form and a tool to solve three-dimensional design problems. Topics include: Orthographic, axonometric, and isometric projections, sections and auxiliary views, the geometry of lines, planes, and curved surfaces. This course is an introduction to PC-based, menu driven, 3D Computer Aided Design Systems, Spreadsheets, and Freehand Drawing. PREREQUISITES: MAT 121, 122 or equivalent

EGG 105 LOGIC DESIGN 4 CREDITS

Covers the design of combinatorial and sequential switching circuits. Topics include: Boolean Algebra, Boolean Function Minimization Techniques, Combinatorial Circuit Analysis and Synthesis, Synchronous Sequential Circuit Analysis and Synthesis, Algorithmic State Machine Design, Asynchronous Sequential Circuit Analysis and Synthesis. Use of computer-aided design tools facilitating design, simulation and implementation of digital system using field programmable logic devices is an integral part of the entire course. Laboratory experiments included. PREREQUISITES: MAT 121, 122 or equivalent

EGG 211 ENGINEERING MECHANICS I (STATICS) 3 CREDITS

Focuses on the vector and calculus treatment of forces and force systems. Covers concurrent and noncurrent force systems. Includes calculating moments of friction, trusses, centroids and moments of inertia. PREREQUISITES: MAT 201, PHY 211. COREQUISITE: MAT 202

EGG 212 ENGINEERING MECHANICS II (DYNAMICS) 3 CREDITS

Focuses on vector and calculus treatment of the dynamics of particles and rigid bodies using Newton's Laws. Includes work-energy impulse momentum, and free and forced oscillations. PREREQUISITES: EGG 211, MAT 202, PHY 211

EGG 221 CIRCUIT ANALYSIS I 4 CREDITS

Covers the basic theorems of circuit analysis. Transient solution of circuits by classical techniques. Steady-state sinusoidal solutions by means of phasors will be introduced. Basic electrical circuit measurements and experimentation using oscilloscopes, various meters and function generators will be performed in the lab. PREREQUISITES: MAT 202, PHY 212

EGG 222 CIRCUIT ANALYSIS II 4 CREDITS

Familiarizes students with advanced methods of circuit analysis including computer simulations. Laplace transforms, frequency domain analysis, steady state solutions, two-part network, Fourier series, pulses, impulses, and computer-aided analysis will be applied to circuits. Data acquisition, digital-to-analog and analog-to-digital converters will be covered. Laboratory experiments are included. PREREQUISITE: EGG 221

EGG 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

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

EGG 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

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

English

All of the degree programs at ACC require students to successfully complete English composition courses; different programs require different courses. Before students enroll in composition courses, the students must demonstrate their writing competencies by means of a placement test. The test will be validated by an impromptu writing sample during the first week of class. Test results normally dictate where students will start in their writing programs. The faculty believe that students succeed more consistently in all their courses when they develop college-level competencies in reading and writing. English 121-122 is the traditional college-level freshman composition program. The courses are sequential and acceptable for college transfer. All A.A. and A.S. students must complete this sequence; however, those students who demonstrate deficiencies in their writing competencies will be required to begin their writing programs in the Developmental Studies sequence: ENG 060 and/or ENG 090, REA 060 and/or REA 090.

English 131 is a college-level course designed especially for students interested in occupational or technical fields. Many occupational programs require English 131; however, some students may need English 090 before enrolling in English 131.

LITERATURE courses (listed separately) provide continued opportunities for refinement of reading, writing and critical-thinking skills. See also JOURNALISM, MASS COMMUNICATIONS, FILM AND VIDEO.

ENG 060 LANGUAGE FUNDAMENTALS 3 CREDITS

Focuses on paragraph structure and development and introduces the formal essay. Enables the student to review and improve grammar, usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations. PREREQUISITE: CPT sentence skills score 50-69. COREQUISITE: concurrent enrollment in REA 060/090 strongly recommended

ENG 090 BASIC COMPOSITION 3 CREDITS

Emphasizes critical thinking as students explore writing for specific purposes and audiences. Enables the student to develop skills required for college-level writing while reviewing paragraph structure and focusing on essay development. PREREQUISITES: ENG 060 or CPT sentence skills score 70-94. COREQUISITE: concurrent enrollment in REA 090 strongly recommended

ENG 121 ENGLISH COMPOSITION I 3 CREDITS

Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. This course includes a minimum of five compositions that stress analytical, evaluative, and persuasive/argumentative writing. This course is one of the Statewide Guaranteed Transfer courses. GT-CO1.

ENG 122 ENGLISH COMPOSITION II 3 CREDITS

Expands and refines the objectives of English Composition I. Emphasizes critical/logical thinking and reading, problem definition, research strategies, and writing analytical, evaluative, and/or persuasive papers that incorporate

research. This course is one of the Statewide Guaranteed Transfer courses. GT-CO2.

ENG 131 TECHNICAL WRITING I 3 CREDITS

Develops skills one can apply to a variety of technical documents. Focuses on principles for organizing, writing, and revising clear, readable documents for industry, business, and government. PREREQUISITES: ENG 090 with a grade of "C" or better or CPT sentence skills score of 95+ and reading score of 80+

ENG 221 CREATIVE WRITING I 3 CREDITS

Teaches techniques for creative writing. Explores imaginative uses of language through creative genres (fiction, poetry, literary nonfiction) with emphasis on the student's own unique style, subject matter and needs. PREREQUISITE: ENG 121 with a "C" or better or Instructor's permission

ENG 222 CREATIVE WRITING II 3 CREDITS

Provides continued development of written expression in such forms as poetry, fiction, and/or nonfiction writing. PREREQUISITE: ENG 221 or Instructor's permission

ENG 226 FICTION WRITING 3 CREDITS

Teaches techniques for creating fiction, including the study and appreciation of the language and forms of the short story. PREREQUISITE: ENG 221 or Instructor's permission

ENG 227 POETRY WRITING 3 CREDITS

Teaches techniques for creating poems, including study of figurative language, forms, and sound patterns of poetry.

ENG 230 CREATIVE NONFICTION 3 CREDITS

Teaches students to incorporate literary techniques into factual writing. Enables the student to survey a wide range of readings and analyze form and content. Includes critical review, biographical profiles, travel writing, and memoirs. Provides the opportunity for students to write and review their own nonfiction in a supportive, constructive setting.

ENG 231 LITERARY MAGAZINE 3 CREDITS

Teaches the student the editorial process involved in preparing a literary magazine for publication. Covers the process of selection of material (fiction, nonfiction, poetry, and visual art) to be published, as well as design, layout, and production to prepare a manuscript for publication. Enables the student to produce a literary magazine.

ENG 235 RHETORIC AND PROPAGANDA 3 CREDITS

Examines classical and modern theories of rhetoric, understood as effective, ethical means of persuasion, and the ways in which propaganda departs from these means. Enables the student to apply theories of rhetoric and propaganda to examples of presidential rhetoric, Nazi and Soviet propaganda, and other examples of persuasive writing. Includes the study of visual rhetoric with students constructing criteria for identifying visual propaganda, and studying the complex relationship, historically and in the present, between propaganda, democracy, advertising, and mass media.

ENG 275 SPECIAL TOPICS:

RHETORIC 1-6 VARIABLE CREDITS

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

ENG 285 INDEPENDENT STUDY

1-6 VARIABLE CREDITS

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

English As A Second Language

ESL 022 INTERMEDIATE GRAMMAR 3 CREDITS

Reviews basic grammar and introduces intermediate structures. Provides integrated practice through a variety of oral and written exercises.

ESL 043 ADVANCED READING 3 CREDITS

Prepares the student for academic reading assignments. Assists the student to read more accurately and critically through the development of vocabulary knowledge and reading skills. Introduces research skills. PREREQUISITE: Michigan placement test score of 74 or below

ESL 053 ADVANCED COMPOSITION 3-4 CREDITS

Reviews paragraph organization and develops the skill of writing essays using selected rhetorical modes. Emphasizes accurate use of advanced grammatical structures. Includes summarizing, paraphrasing, and research writing.

ESL 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

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

ESL 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

Film And Video Technology

FVT 250 SCRIPTWRITING FOR FILM AND VIDEO

3 CREDITS

Develops screen writing skills, focusing on the basic format of the craft, scene construction, genre conventions, three act structure, characterization and idea generation. Students complete a 30-minute script suitable for shooting.

Finance

FIN 101 INTRO TO FINANCE

3 CREDITS

Provides an in-depth study of the U.S. monetary system, the role of banks as financial intermediaries, and the types of financing. Includes international financial markets and international financial instruments used in importing and exporting, analysis of stock and bond values, the role and process of the stock and bond markets and the derivative marketplace. Enables the student to produce a cash budget, analyze financial statements including all financial ratios used in credit analysis, and determine capital requirements and financing arrangements.

FIN 105 PRINCIPLES OF BANKING 2-3 VARIABLE CREDITS

Explores nearly every aspect of banking as a solid foundation for any career in the financial services industry. Just as the industry is constantly changing, this course is continually being revised to provide specific up-to-date information.

FIN 110 INTRO TO CREDIT UNIONS 2 CREDITS

Introduces the credit union movement and includes an explanation of the nature of credit unions, history, and a review of affiliated organizations. Focuses on the legal basis for the operation of a credit union and the powers and characteristics of credit unions. Examines the roles and functions of credit union management and volunteers. Addresses bonding, insurance, and the developing credit union financial system.

FIN 113 CREDIT UNION ACCOUNTING PROBLEMS 2 CREDITS

Focuses on terms and procedures basic to accounting and unique to credit unions. Covers concepts of credit union accounting, general records and the general ledger, reserves and undivided earnings, the statement of financial condition, the balancing of other subsidiaries, closing the books, various accounting situations, and the credit union cycle.

FIN 131 INTRO MORTGAGE BANKING 2 CREDITS

Focuses on the entire mortgage loan process. Enables the student to apply the components of the mortgage loan process to a simulated workplace situation beginning with origination and the sale of the loan through the secondary market or to a private investor.

FIN 132 RESIDENTIAL MORTGAGE LOAN ORIGATION 1 CREDIT

Introduces the basic procedures of Residential Mortgage Loan Origination for Conventional, Conforming/Non-Conforming and government loans. Enables the student to determine the acceptability of a loan for underwriting and evaluate the market conditions that effect the loan process.

FIN 133 RESIDENTIAL MORTGAGE PROCESSING 1 CREDIT

Introduces the basic guidelines and functions of Residential Mortgage Processing. Incorporates analysis of the documentation required to assess and process Conventional and Government loans to be sold in the secondary market or held by a public or private financial institution in its own portfolio.

FIN 137 FHA FOR LOAN OFFICERS 1 CREDIT

Presents the proper use of FHA loans, discusses FHA terminology and the descriptions of the Act that apply. The student learns how to calculate maximum loan limits and MIP funds, allowable closing costs, what type of loan is best for a buyer, Energy Efficient Mortgage program guidelines and acceptable credit sources. All forms of refinancing are discussed plus all supporting documentation.

FIN 138 FHA FOR LOAN PROCESSORS 1 CREDIT

Presents the student with the proper use of FHA loans for loan officers and FHA terminology. Students learn qualifying guidelines, the credit alert system, acceptable

credit documentation and alternative documentation sources. Student will be able to complete the Mortgage Credit Analysis Worksheet, calculate loan limits and MIP refunds and be able to work with FHA Connection online.

FIN 205 CONSUMER LENDING 2 CREDITS

Provides an introduction to the field of consumer credit and consumer lending activities performed by savings association personnel. Designed for students with little or no background in consumer credit.

FIN 210 INTERNATIONAL FINANCE 3 CREDITS

Examines the basics of the foreign exchange market and exchange rate determination. The course will discuss creating and adjusting currency positions covering hedging, currency options, forecasting of exchange rates and the principals of parity. Topics covered include the balance of payments, past and present international monetary arrangements, the role of the International Monetary Fund and the World Bank, import and export financing, financial management of the multinational firm, the international money market and Macroeconomic policy in an Open Economy.

FIN 211 COMMERCIAL LENDING 3 CREDITS

A basic course in commercial loan origination, designed to enable students to acquire the skills needed to evaluate business loan applications and to correctly document loans when they have been approved. The course focuses on both the financial and human relations skills essential to commercial lending.

FIN 226 MONEY AND BANKING 3 CREDITS

Presents a fundamental treatment of how money functions in the U.S. and world economies. Includes the concept of money supply, the Federal Reserve System, the role banks play as a money creator and participant in the nation's payment mechanism. Examines how the various types of financial institutions operate, the working of monetary and fiscal policies, and the role of a Central Bank and International Banking.

FIN 235 ANALYZING FINANCIAL STATEMENTS 1 CREDIT

Provides a practical understanding of financial statement analysis for a business borrower in order to assess repayment capacity. This course may be taught as an accelerated course. PREREQUISITES: ACC 121, 122

FIN 237 ADVANCED LOAN PROCESSING 1 CREDIT

Develops advance levels and functions of Residential Mortgage Processing. Incorporates analysis of the documentation required to assess and process Conventional and Government loans to be sold in the secondary market or held by a public or private financial institution in its own portfolio. This class teaches students how to reduce underwriting conditions and speed up closings.

FIN 240 LAW AND BANKING PRINCIPLES 2 CREDITS

Serves as a banker's guide to law and legal issues with special emphasis on the Uniform Commercial Code. Examines sources and applications of banking law, contracts, bankruptcy, torts and crimes, real and personal property, and the legal implications of consumer lending.

FIN 245 LAW AND BANKING APPLICATIONS 2 CREDITS

Introduces the laws pertaining to secured transactions, letters of credit, and the bank collection process. Enables the student to explain the concept of negotiability, analyze the concept of holder-in-due-course status, define and explain the nature of the letter of credit, describe the nature of primary and secondary contractual liability on an instrument, identify the issues related to secured transactions and discuss the legal issues related to bank collections and check losses.

FIN 250 MARKETING FOR BANKERS 2 CREDITS

Focuses on the motivation of customers to purchase financial services and how to develop a successful marketing plan. Enables the student to recognize consumer motivation and buying behavior. Examines how to integrate public relations, advertising, sales promotion, selling and service distribution functions in the bank's overall marketing plan. Incorporates situational analysis to develop a master market strategy and monitor and evaluate marketing performance versus objectives.

FIN 255 UNDERSTANDING AND SELLING BANK PRODUCTS 2 CREDITS

Focuses on the six human relations skills that encourage smooth, clear and personal communication with the customer. Emphasizes the basic steps of selling, information about bank products, and product benefits (rather than the features) and how to spot clues about customer needs. Covers the importance of cross-selling, how to recognize the typical prospects for various categories of bank products, and how to suggest products and overcome resistance to conclude the sale.

FIN 260 RETIREMENT/PENSION PLANNING AND INVESTMENT 3 CREDITS

Focuses on Defined Contribution and Defined Benefit Pension Accounts and Individual Retirement Accounts such as SEPPS and Keoghs. Covers the difference between qualified and non-qualified pension accounts and deferred benefit accounts. Addresses the regulations involving participation and withdrawal. Includes the types of investments that can be made through the different retirement vehicles and the tax ramifications of various types of accounts.

FIN 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

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

FIN 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

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

FIN 287 COOPERATIVE EDUCATION 3 CREDITS

Provides students an opportunity to gain practical experience in applying their skills and/or develop specific skills in a practical work setting. The Instructor works with the student to select an appropriate work site, establish learning objectives and to coordinate learning activities with the employer or work site supervisor. PREREQUISITES: Instructor's permission and completion of half of program coursework

French

FRE 101 CONVERSATIONAL FRENCH I 3 CREDITS

Introduces beginning students to conversational French and focuses on understanding and speaking French. Covers basic vocabulary, grammar, and expressions that are used in daily situations and in travel.

FRE 102 CONVERSATIONAL FRENCH II 3 CREDITS

Continues the sequence for beginning students who wish to understand and speak French. Covers basic conversational patterns, expressions, and grammar. PREREQUISITE: FRE 101 or Instructors permission.

FRE 111 FRENCH LANGUAGE I 5 CREDITS

Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the French language.

FRE 112 FRENCH LANGUAGE II 5 CREDITS

Continues French I in the development of functional proficiency in listening, speaking, reading and writing the French language. PREREQUISITES: FRE 111 or Instructor's permission

FRE 201 CONVERSATIONAL FRENCH III 3 CREDITS

Continues the sequence for students who wish to continue their study of understanding and speaking French. Covers intermediate level vocabulary, grammar, and expressions. PREREQUISITE: FRE 102 or Instructors permission

FRE 202 CONVERSATIONAL FRENCH IV 3 CREDITS

Continues the sequence for students to advance their study of understanding and speaking French. Covers intermediate level conversational patterns, expressions, and grammar. PREREQUISITE: FRE 201 or Instructor's permission

FRE 211 FRENCH III 3 CREDITS

Continues French I and II in the development of increased functional proficiency in listening, speaking, reading and writing the French language. Note: The order of the topics and the methodology will vary according to individual texts and Instructors. PREREQUISITE: FRE 112 or Instructor's permission. This course is one of the Statewide Guaranteed Transfer courses (GT-AH4).

FRE 212 FRENCH IV 3 CREDITS

Continues French I, II and III in the development of increased functional proficiency in listening, speaking, reading and writing the French language. Note: The order of the topics and the methodology will vary according to individual texts and Instructors. PREREQUISITE: FRE 211 or Instructor's permission. This course is one of the Statewide Guaranteed Transfer courses (GT-AH4).

FRE 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

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

FRE 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

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

Geographic Information Systems

GIS 101 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS 3 CREDITS

Surveys the development and operation of automated geographic information systems. Focuses on the fundamentals of using computers to draw maps. Incorporates study of cartographic fundamentals such as map projections, map scales, selective display of data on maps, and various computer software applications in GIS.

GIS 210 INTERMEDIATE GIS 3 CREDITS

Builds upon the spatial analysis principles and concepts of GIS 120. Students work with more advanced analytical tools and develop skills in spatial problem solving.

Geography

GEO 105 WORLD REGIONAL GEOGRAPHY 3 CREDITS

Facilitates an understanding of spatial relationships between and among the geographic regions of the world. Includes demographic and cultural (political, economic, and historic) forces related to the physical environments of selected regions. Focuses on analysis of interrelationships between developed and developing regions, and the interactions between human societies and natural environments. This course is one of the Statewide Guaranteed Transfer courses. GT-SS2.

GEO 106 HUMAN GEOGRAPHY 3 CREDITS

Introduces geographic perspectives and methods with applications to the study of human activities. Emphasizes the distribution of humans, adjustments to the natural environment, and land use practices. This course is one of the Statewide Guaranteed Transfer courses. GT-SS2.

GEO 107 PHYSICAL GEOGRAPHY 3 CREDITS

Focuses on the study of the spatial relationship between humans and the natural environment. Covers five main themes: the atmosphere (weather and climate); the hydrosphere (water bodies and rivers); the lithosphere (Earth's crust and landforms); the biosphere (soil, plant, and animal relationships); and the impact of the human population on these environmental factors. Recommended for students interested in environmental studies, earth science, and geography.

GEO 165 HUMAN ECOLOGY 3 CREDITS

Provides a current outlook for the global environment, describing the threats imposed on different natural ecological systems. Enables the student to develop a set of intellectual tools and ways of thinking about the environment to evaluate for themselves how serious a given environmental problem will be.

GEO 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

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

GEO 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Meets the individual needs of students. Students engage in

intensive study or research under the direction of a qualified Instructor. PREREQUISITE: Instructor's permission

Geology

GEY 111 PHYSICAL GEOLOGY 4 CREDITS

Studies the materials of the earth, its structure, surface features and the geologic processes involved in its development. This course includes laboratory experience. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1.

GEY 121 HISTORICAL GEOLOGY 4 CREDITS

Studies the physical and biological development of the earth through the vast span of geologic time. Emphasizes the investigation and interpretation of sedimentary rocks, the record of ancient environments, fossil lifeforms, and physical events, all within the framework of shifting crustal plates. Course includes laboratory experience. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1.

GEY 135 ENVIRONMENTAL GEOLOGY 3 CREDITS

Introduces geology and its relationship to man's environment. Covers geologic hazards such as floods, landslides, avalanches, earthquakes and volcanoes. Focuses on surface and groundwater resources in terms of exploitation and man's responsibility to protect these resources from contamination. The geologic aspects of land use practices, as well as mineral and energy resource exploitation are reviewed and related to legislation regarding environmental law.

GEY 205 THE GEOLOGY OF COLORADO 3 CREDITS

Covers the geologic history of Colorado, with emphasis on formation of mountain ranges, igneous, sedimentary and metamorphic rock types, ore deposits and landforms. Incorporates field experience and/or class room lectures. PREREQUISITE: Instructor's permission

GEY 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Presents an overview of the special topic including one aspect of the earth and its history as recorded in rocks and rock formations. May also include current changes and impact of historical events and exploration of current topics, issues and activities related to one or more aspects of the named discipline.

GEY 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

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

Health Professions

HPR 106 LAW AND ETHICS FOR HEALTH PROFESSIONS 2 CREDITS

Introduces student to the study and application medico-legal concepts in medical careers. This course seeks to establish a foundation for ethical behavior and decision making in health professions. PREREQUISITES: Determined by

individual program guides. COREQUISITES: Determined by individual program guides.

HPR 112 PHLEBOTOMY 4 CREDITS

Teaches the duties associated with the practice of venipuncture, capillary puncture, and special collection procedures. Students will have experience with quality control, infection control and safety procedures as well as laboratory computer systems. Students successfully completing this course may apply for a National Phlebotomy Registry Examination. COREQUISITE: HPR 113

HPR 113 ADVANCED PHLEBOTOMY 4 CREDITS

Instructs students in advanced phlebotomy techniques to include patients in trauma, neonatal, geriatric, and long term acute care areas. In addition, laboratory procedures taught include specimen processing and advanced point-of-care instrumentation. This course includes a lecture/lab combination that teaches theory and direct application of theoretic content and clinical opportunities for student to master learned skills. COREQUISITE: HPR 112

HPR 117 ANATOMICAL KINESIOLOGY 3 CREDITS

Studies the Anatomical Bases of Human Movement. PREREQUISITE: BIO 201

HPR 178 MEDICAL TERMINOLOGY 3 CREDITS

Introduces the student to the structure of medical terms with emphasis on using and combining the most common prefixes, roots and suffixes. Includes terms related to major body systems, oncology, psychiatry, as well as clinical laboratory and diagnostic procedures and imaging. Class structure provides accepted pronunciation of terms and relative use in the healthcare setting.

HPR 240 ROLE OF DEATH AND BEREAVEMENT IN SOCIETY 3 CREDITS

Examines death from the perspectives of the dying individual, the bereaved and the caregivers. The course will focus on sociological, cultural, spiritual, development and psychological aspects of dying and bereavement. It will also include study of various groups and their relationships to death and disposition, funerals and other rites. PREREQUISITE: PSY 101

HPR 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

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

HPR 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

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

Health And Wellness Education

HWE 100 HUMAN NUTRITION 3 CREDITS

Introduces basic principles of nutrition with emphasis on personal nutrition. Satisfies nutrition requirement of students entering health care professions.

HWE 108 WEIGHT LOSS 1 CREDIT

Focuses on combining a healthy diet and exercise to shed unwanted pounds and inches. The course will include

classroom sessions that will focus on personal habits including diet that lead to weight gain and exercise session in the Fitness Center.

HWE 122 RESPONDING TO EMERGENCIES 2 CREDITS

Provides standard first aid and CPR, with a more in-depth look at sudden illness, specific disease, and emergencies.

HWE 124 FITNESS AND WELLNESS 2 CREDITS

Provides information on fitness and wellness and to serve as a guide to design, implement, and evaluate a complete personal fitness and wellness program. The course integrates the basic components of fitness and wellness in understanding human health in order to achieve well-being. This course offers current information in the health field and provides self-assessments for health risk and wellness behaviors. This includes lifestyle modification, nutrition, weight management, stress management, cardiovascular and cancer risk reduction, exercise and aging, exercise related injury, exercise and the environment, prevention of sexually transmitted diseases, substance abuse (including tobacco, alcohol and other psychoactive drugs), and analysis and interpretation of research publications and Web sites in health and wellness.

HWE 125 INTRODUCTION TO HUMAN PERFORMANCE AND SPORTS 3 CREDITS

This class is a survey of the discipline of kinesiology, including knowledge derived from performing physical activity, studying about physical activity, and professional practice centered in physical activity. It includes an analysis of the importance of physical activity in daily life, the relationship between physical activity and the discipline of kinesiology, the general effects of physical activity experiences. The course surveys the general knowledge base of the discipline as reflected in the major sub-disciplines and reviews selected concepts in each, showing how they contribute to our understanding of the nature and importance of physical activity. In addition, the course introduces students to the general characteristics of the professions to specific types of physical activity professions typically pursued by those graduating from a program of kinesiology, and assists them in making some early career decisions.

HWE 136 SKILLS AND METHODS OF TEACHING WEIGHT TRAINING 3 CREDITS

This course is intended for HUP majors. It is designed to acquaint the student with the basic skills, methods and techniques necessary to be a competent exercise leader in the area of resistance training. Emphasis will be placed on understanding selection of appropriate teaching progressions that relate to the weight room and fitness facility as well as the science of human motion and muscle/joint structure and function as it relates to fitness.

HWE 230 EXERCISE AND SPORTS PSYCHOLOGY 3 CREDITS

Teaches students how to apply behavioral principles and techniques that may help people increase their motivation to exercise and change health-impairing behaviors. The course is based on research, theory, and practical application in the field of physical activity. Examination of theories and current research related to sport and exercise behavior will be covered. The student will be introduced to the field of

kinesiology by providing a broad overview of the major topics in the area. THIS COURSE WILL NOT FULFILL AN A.A. TRANSFER CREDIT FOR PSYCHOLOGY.

HWE 237 EXERCISE, NUTRITION AND BODY COMPOSITION 3 CREDITS

Discusses the concepts of improved performance in all fitness areas. Emphasis is placed upon updated information associated with nutrition and human performance. Measurement of body composition is used as it correlates to training and diet/exercise programs.

HWE 245 PHYSIOLOGY OF EXERCISE 3 CREDITS

Introduces the student to the physiological responses and adaptations of individuals to exercise as well as the application to sports medicine, rehabilitation and general fitness. The laboratory provides experiences that demonstrate the underlying theoretical constructs that govern physiological responses and adaptations to exercise. PREREQUISITE: BIO 201, "C" or better

HWE 248 GUIDELINES FOR EXERCISE TESTING AND PRESCRIPTION 3 CREDITS

Provides the student with the opportunity to conduct laboratory fitness assessments, evaluate test results and develop exercise prescriptions. In addition, the student will be expected to become knowledgeable about the promotion and marketing of fitness programs.

HWE 280 INTERNAL PRACTICUM/INTERNSHIP 3 CREDITS

This course is designed for all majors in the Human Performance Program and provides the student "on-the-job training." The student will have the opportunity to further integrate academic knowledge and apply those skills gained through the Human Performance degree curriculum. Working in various capacities within the ACC Fitness/Aquatic Center, Physical Education Department and the Employee Wellness Program will be required. Students should receive entry-level proficiency at the completion of this course. Graded as Satisfactory/unsatisfactory.

Health Information Technology

HIT 101 HEALTH INFORMATION MANAGEMENT SCIENCE 6 CREDITS

Introduces the student to the health record, from inception to completion. Emphasis is on form, content and regulations impacting the health record in the various health care settings. Other areas to be discussed include the computerized aspects of the health record as well as the functions and responsibilities of the health information department. This course also examines various health care delivery systems and health care practitioners. The dilemmas of health care with attention directed to current events and how these events impact our profession are discussed. PREREQUISITE: acceptance into HIT Program

HIT 105 PHYSICIAN PRACTICE: CODING AND REIMBURSEMENT 3 CREDITS

Provides the student with opportunities to apply basic ICD-9-CM, CPT and HCPCS principles and guidelines to code outpatient visits. Topics will include physician documentation requirements and guidelines, reimbursement

guidelines for different payer classes, and fraud abuse issues. PREREQUISITE: HPR 178 . COREQUISITES: MOT 125, 133, 135

HIT 111 HEALTH DATA MANAGEMENT 3 CREDITS

Focuses on the effective collection, presentation and verification of health care data necessary for the preparation of administrative and clinical reports. The role of data in clinical research, vital statistics and epidemiology will be discussed. Laboratory activities will focus on manual and automated data presentation techniques and on the interpretation and analysis of health care data. The role of the health information professional in transforming data into meaningful information for use in clinical and financial decision making will be stressed. Data reliability and validity will be emphasized. PREREQUISITES: CIS 118, HIT 101

HIT 112 LEGAL ASPECTS 2 CREDITS

Introduces the student to the legal system and identifies the role of the HIM professional in this system. Specific Federal and State laws are identified and discussed as they relate to release of medical information. Proposed Federal and State legislation that affects the health care industry is examined and discussed. PREREQUISITE: HIT 101

HIT 188 HEALTH INFORMATION PRACTICUM I 2 CREDITS

Provides a directed clinical experience in a health information department in a health care facility. This experience focuses on the practice of skills related to the application of legal principles, record analysis and abstraction and record retention and retrieval. PREREQUISITES: HIT 101, 105, 111, 112, HPR 178, MOT 125, 133, 135

HIT 221 CLINICAL CLASSIFICATION SYSTEMS I 5 CREDITS

Studies nomenclatures and classification systems with emphasis on the most recent revision of ICD-9-CM. Students study the coding conventions and principles for this system. These skills are then applied to the coding of actual medical records from area facilities. PREREQUISITES: completion of all first year HIT courses, HPR 178, MOT 125, 133, 135

HIT 222 QUALITY MANAGEMENT 3 CREDITS

Introduces the student to the basic concepts of quality management in the health care environment. Requirements by regulatory agencies regarding quality, utilization and risk management are discussed. Data collection, verification, analysis and presentation techniques will be studied. The course emphasizes the ongoing use of objective data and feedback to improve processes, systems and patient outcomes. PREREQUISITES: HIT 101, 105, 111, 112, 188, 221

HIT 225 HEALTH INFORMATION MANAGEMENT 3 CREDITS

Concentrates on the principles of management as they relate to the administration of the health information management department as part of a health care organization. PREREQUISITES: HIT 101, 105, 111, 112, 188, 221, 231, MOT 125, 133, 135

HIT 231 CLINICAL CLASSIFICATIONS SYSTEMS II 5 CREDITS

Provides an intermediate study of ICD-9-CM coding conventions and principles. DRG and case mix logic along with regulations regarding their use in conjunction with optimization and compliance issues will be discussed. CPT/HCPCS in both the hospital-based outpatient and physician office settings will be studied. Students apply these skills in assigning codes for actual medical records from area facilities. PREREQUISITES: completion of all first year HIT courses and HIT 221

HIT 241 CPT CODING BASIC PRINCIPLES 2 CREDITS

Provides the student with skill sets to apply the current procedural terminology (CPT) and HCPCS code set principles and guidelines for application in reporting/communicating information and data about clinical services provided to patients by healthcare providers. Includes understanding what the CPT nomenclature is, how and why it is used, and guidelines for each code category and how it is applied to represent services within each code category. PREREQUISITES: HIT 221, 231, HPR 178, MOT 125, 133 135

HIT 251 INTRODUCTION TO HEALTHCARE VOCABULARIES AND TERMINOLOGIES, CODE SETS AND CLASSIFICATIONS 2 CREDITS

This course is designed to provide the student with a concrete understanding and foundation of healthcare terminologies, code sets and classification schemes and associated standards. The student will gain an understanding of inoperability and the role it plays in the application of each system as it pertains to the adoption of the HER. The student will learn the principles of each system; the role of each in reporting clinical information and services in the healthcare delivery enterprise. Topics include understanding vocabularies, terminology and classification systems, data set standards, data interchange standards, and the Unified Medical Language System (UMLS) database. PREREQUISITES: HPR 178, MOT 125, 133, 135, HIT 101, 111, 112, 221. COREQUISITE: HIT 231

HIT 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS
Provides students with a vehicle to pursue in-depth exploration of special topics of interest.

HIT 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Focuses on the ability of the student to apply classroom knowledge in a clinical setting, practice professionalism, gain insight into the functions of the department and understand the relationship of health records to the facility as a whole. Emphasis is on the ability to act independently, complete assigned projects and demonstrate a good understanding of health information management concepts. PREREQUISITE: Instructor's permission

History

HIS 101 WESTERN CIVILIZATION I 3 CREDITS

Explores a number of events, peoples, groups, ideas,

institutions, and trends that shaped Western Civilization from the prehistoric era to 1650. Reflects the multiple perspectives of gender, class, religion, and ethnic groups. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline. This course is one of the Statewide Guaranteed Transfer courses. GT-HI1

HIS 102 WESTERN CIVILIZATION II 3 CREDITS

Explores a number of events, peoples, groups, ideas, institutions, and trends that have shaped Western Civilization from 1650 to the present. Reflects the multiple perspectives of gender, class, religion, and ethnic groups. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in this discipline. This course is one of the Statewide Guaranteed Transfer courses. GT-HI1

HIS 201 UNITED STATES HISTORY I 3 CREDITS

Explores events, trends, peoples, groups, cultures, ideas, and institutions in North America and United States history, including the multiple perspectives of gender, class, and ethnicity, between the period when Native American Indians were the sole inhabitants of North America, and the American Civil War. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline. This course is one of the Statewide Guaranteed Transfer courses. GT-HI1.

HIS 202 UNITED STATES HISTORY II 3 CREDITS

Explores events, trends, peoples, groups, cultures, ideas, and institutions in United States History, including the multiple perspectives of gender, class, and ethnicity, between the period of the American Civil War and the present. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline. This course is one of the Statewide Guaranteed Transfer courses. GT-HI1.

HIS 225 COLORADO HISTORY 3 CREDITS

Presents the story of the people, society, and cultures of Colorado from its earliest Native Americans, through the Spanish influx, the explorers, the fur traders and mountain men, the gold rush, railroad builders, the cattlemen and farmers, the silver boom, the tourists, and the modern state.

HIS 247 CONTEMPORARY WORLD HISTORY 3 CREDITS

Investigates the major political, social, and economic developments, international relationships, scientific breakthroughs, and cultural trends that have shaped the various global regions and nation-states from 1900 to the present. Emphasizes the interactions of global regions and nation-states. This course is one of the Statewide Guaranteed Transfer courses. GT-HI1.

HIS 260 HISTORY OF UNITED STATES FOREIGN RELATIONS 3 CREDITS

This course provides an overview of the history of the United States foreign relations from the colonial era to the present and will include the pertinent political, military, economic, diplomatic, social, religious, ideological and cultural topics. At various points, issues such as race, class, gender, immigration, expansion and the environment will be covered. This course also focuses on developing, practicing

and strengthening the skills historians use while conducting knowledge in the discipline.

HIS 275 SPECIAL TOPICS 1–5 VARIABLE CREDITS

Focuses on the exploration of current topics, issues and activities related to one or more aspects of history.

HIS 285 INDEPENDENT STUDY 1–5 VARIABLE CREDITS

Incorporates structured and guided, individualized research that is organized and tailored around the interests and needs of the individual student. PREREQUISITE: Instructor's permission

Humanities

HUM 103 INTRODUCTION TO FILM ART 3 CREDITS

Studies the relationships among film's stylistic systems, narrative systems and audience reception. Students view, discuss and critically analyze a variety of films which represent key historical and aesthetic periods as well as a variety of genres and themes. The course incorporates the vocabulary stylistic systems (for instance, cinematography, editing and art direction) and narrative systems (for instance, story structure and character motivation) as both relate to the kinds of meanings a film conveys.

HUM 115 WORLD MYTHOLOGY 3 CREDITS

Introduces students to the mythologies of various cultures with a special emphasis on Greece, Asia and North America. Common themes are illustrated and some artistic reactions are used as examples.

HUM 118 RELIGION IN AMERICAN CULTURE 3 CREDITS

Investigates the various ways in which religion and American culture interact. It begins with the religion of Native Americans, which existed in a pre-modern society where religion went unchallenged as the preeminent organizing principle, to our post-modern era, where religion competes with a multiplicity of other belief systems in a complex societal matrix. This course pays close attention to the sundry ways in which religion and American culture interface.

HUM 121 EARLY CIVILIZATIONS 3 CREDITS

Introduces students to the history of ideas that have defined cultures through a study of the visual arts, literature, drama, music, and philosophy. It emphasizes connections among the arts, values, and diverse cultures, including European and non-European, from the Ancient world to 1000 C.E. This course is one of the Statewide Guaranteed Transfer courses. GT-AH2.

HUM 122 FROM MEDIEVAL TO MODERN 3 CREDITS

Examines written texts, visual arts and musical compositions to analyze and reflect the evolution and confluence of cultures in Europe, Asia and the Americas from 800 C.E. to 1750 C.E. Any two of the three Survey of Humanities courses equal a sequence.

This course is one of the Statewide Guaranteed Transfer courses. GT-AH2.

HUM 123 THE MODERN WORLD 3 CREDITS

Examines the cultures of the 17th through the 20th

centuries by focusing on the interrelationships of the arts, ideas, and history. Considers the influences of industrialism, scientific development and non-European peoples. This course is one of the Statewide Guaranteed Transfer courses. GT-AH2.

HUM 164 AMERICAN CINEMA 3 CREDITS

Introduces film studies and surveys the American film industry as an art form, as an industry, and as a system of representation and communication. This course explores how Hollywood films work technically, aesthetically, and culturally to re-enforce and challenge America's national self image.

HUM 201 TWENTIETH CENTURY AMERICAN ART 3 CREDITS

Focuses on elements common to the arts of film, painting, architecture, literature and music of 20th century United States. Students study the effects of the economy, business and industry and traditional North American values and dreams on the arts.

HUM 220 THE CULTURAL HISTORY OF ROCK AND ROLL 3 CREDITS

Teaches students to read about, write about, and discuss the social history of that very broad term, "rock and roll." We explore important themes in American (and British) social and cultural history through the study of popular music, as well as to examine how popular and critical tastes are reflections of artistic, cultural, sexual, economic and ideological sensibilities at the time of its production. In order to fully understand what the culture of "rock" is all about, we critically analyze the influence of technology, ideology, class, gender, and race on various genres of music – jazz, country, rhythm and blues, techno, heavy metal, and hip hop. We also examine how rock and roll influenced (and is influenced by) other arts, particularly literature and film. Emphasis is placed on understanding the social and cultural contexts of the various music forms rather than on a rigorous understanding of the musical forms themselves.

HUM 275 SPECIAL TOPICS 1–6 VARIABLE CREDITS

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

HUM 285 INDEPENDENT STUDY 1–6 VARIABLE CREDITS

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

Interior Design

IND 100 INTERIOR DESIGN FUNDAMENTALS 4 CREDITS

Introduces to design elements, principles and theory. Application techniques, emphasizing design relationships and composition will be explored. Basic skills and techniques of both visual and oral presentations will be introduced. PREREQUISITES: Attend an Interior Design Orientation; Minimum CPT scores: 80 for Reading Comprehension; 95 for Sentence Skills and 57 for Arithmetic or equivalent (see interior design degree program)

IND 107 HISTORY OF INTERIOR DESIGN 3 CREDITS

Offers a study of interior furnishings from the medieval period to the Revival styles of the mid-eighteenth century to the contemporary classics used in modern interiors today. The characteristics of historical interiors, ornamental design, use of color, and architecture will be the primary emphases. PREREQUISITES: IND 100; CIS 118

IND 108 PROFESSION SURVEY 1 CREDIT

Provides guest speakers who share experiences and insights concerning job types, opportunities, and the educational requirements for them, business practices, current work, professional organizations; tools, methods and educational requirements necessary for various positions; and prevailing professional attitudes. PREREQUISITES: Attend an Interior Design Orientation; Minimum CPT scores: 80 for Reading Comprehension; 95 for Sentence Skills and 57 for Arithmetic or equivalent (see interior design degree program)

IND 111 DRAFTING FOR INTERIORS 4 CREDITS

Introduces the basic drafting tools and techniques, graphic references and symbols, use of pencil and technical pen. Student learns to draft floor plans and interior elevations. Course also covers basic interior dimensioning and lettering as well as isometric drawing construction for interior components. PREREQUISITES: Attend an Interior Design Orientation; Minimum CPT scores: 80 for Reading Comprehension; 95 for Sentence Skills and 57 for Arithmetic or equivalent (see interior design degree program)

IND 112 GRAPHIC COMMUNICATION 4 CREDITS

Teaches methods of communicating interior design plans, elements and ideas in 3-D, through perspective drawing construction and quick sketch techniques, and practice rendering and illustration skills. PREREQUISITES: IND 100, 111

IND 114 SPACE PLANNING 3 CREDITS

Teaches the principles and factors of space planning, and practice the space planning process through residential and light commercial applications. Students are introduced to interior architecture. Use of bubble diagrams and freehand ink presentation techniques are also included. PREREQUISITES: IND 100, 111

IND 117 INTERIOR TEXTILES 2 CREDITS

Emphasizes the study of fabrics, fibers, weaves, finishes, dyeing, and printing methods for residential and commercial fabrics and carpets. Resources are discussed and developed. PREREQUISITES: Attend an Interior Design Orientation; Minimum CPT scores: 80 for Reading Comprehension; 95 for Sentence Skills and 57 for Arithmetic or equivalent (see interior design degree program)

IND 118 INTERIOR FINISHES 2 CREDITS

Examines finish materials for residential and commercial interior design; preparation and installation techniques; introduction to specifications and estimating. PREREQUISITES: Attend an Interior Design Orientation; Minimum CPT scores: 80 for Reading Comprehension; 95 for Sentence Skills and 57 for Arithmetic or equivalent (see interior design degree program)

IND 151 RESIDENTIAL DESIGN 4 CREDITS

Teaches and applies the preliminary project phases of the residential design process. Project documentation is introduced and practiced. At least one portfolio project is produced. PREREQUISITES: IND 100, 111, 112, 114, 117, 118; 107 and 205 recommended

IND 152 COMMERCIAL DESIGN I 2 CREDITS

Introduces commercial design space planning and procedures. Students will study and apply space planning, code requirements and design documentation techniques for a variety of commercial project types through a series of short exercises. Emphasis will be placed on programming and schematic design. Hand drafting, sketching and various office computer software applications will be utilized. PREREQUISITES: CIS 118, IND 100, 111, 112, 114, 117, 118; IND 205 recommended; COREQUISITES: IND 151 (strong drafting and space planning skills recommended if 151 taken with 152)

IND 160 ACCESSORIZING 2 CREDITS

Teaches how to assist clients in selection of art, antiques and accessories to aid in defining the character of the space. Styles and the eclectic mix of styles are covered, as well as placement and effective use of items.

IND 175 SPECIAL TOPICS 1-4 VARIABLE CREDITS

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

IND 178 SEMINAR-DESIGN RESUME 1 CREDIT

This course provides students with an experiential learning opportunity. PREREQUISITES: IND 100, 108, 114; CIS 118; ENG 131

IND 178 SEMINAR-MARKET TOUR 1-6 VAR CREDITS

This course provides students with an experiential learning opportunity. PREREQUISITES: IND 100, 111, 117, 118

IND 200 KITCHEN AND BATH DESIGN 4 CREDITS

Provides the specialized design process and documentation requirements of kitchen and bath design and applies NKBA guidelines. Students become familiar with trade resources supporting the design field. At least two portfolio projects are produced. Students will be encouraged to produce project documents using a variety of computer software applications. PREREQUISITES: IND 151, 205, 211, 225; ENG 131; COREQUISITES: IND 211, 225

IND 201 COMMERCIAL DESIGN II 4 CREDITS

Emphasizes commercial design. Students will study and apply ADA requirements, codes, building systems, office landscape systems and components; produce commercial project drawings and documentation; and prepare both graphic and oral presentations. Students are encouraged to use the Internet for research, and to produce project documents using a variety of computer software applications. PREREQUISITES: IND 151, 152, 200, 205, 211, 225; CAD 105; ENG 131; COREQUISITES: IND 200, 225

IND 205 PROFESSIONAL PRACTICE FOR INTERIOR DESIGNERS 2 CREDITS

Introduces many of the business procedures encountered in the commercial and residential practice of interior design. The student will generate a business plan and a marketing

plan and learn how to establish accounts within the industry. PREREQUISITES: IND 100, 108, 111, 114, 117, 118; CIS 118

IND 207 WINDOW TREATMENTS 2 CREDITS
Discusses and demonstrates the hard and soft window treatments used in today's market place. Measuring, installing, pricing, ordering, and resource development are investigated. Fabric weaves and weights, trims and linings are discussed, and creative treatments are designed and specified.

IND 211 INTERIOR CONSTRUCTION 4 CREDITS
Introduces the student to interior building systems and assemblies, construction documents and details, and codes applicable to interior architecture. Student will apply this knowledge to various graphic projects and is encouraged to produce projects using the computer and CAD software. PREREQUISITES: IND 100, 111, 112, 114, 118; CAD 105; CIS 118

IND 225 LIGHTING DESIGN 2 CREDITS
Teaches and applies basic knowledge of interior lighting technology and design. Content includes lamp classifications, color rendition, how lighting sources effect our perception of space, how to compute and control proper lighting levels, and how to communicate design information by means of a reflected ceiling plan and luminaire schedule. Students will be encouraged to produce projects using a variety of computer software applications. PREREQUISITES: IND 100, 111, 112, 114, 118; CIS 118

IND 278 WORKSHOP-DESIGN PORTFOLIO 1 CREDIT
Provides students with an experiential learning opportunity. PREREQUISITES: IND 178 (RESUME), 200, 201; ENG 131

IND 278 WORKSHOP-DESIGN RESEARCH 1 CREDIT
Provides students with an experiential learning opportunity. PREREQUISITES: IND 151, 152, 200, 205, 211, 225; ENG 131; COREQUISITES: IND 200, 211, 225

IND 280 INTERNSHIP 4 VARIABLE CREDITS
Provides work experience in a business or industry; 45 fieldwork hours per credit hour. PREREQUISITES: IND 178 Resume, 200, 201; ENG 131

IND 289 CAPSTONE: ADVANCED DESIGN 3 CREDITS
Provides a demonstrated culmination of learning within a given program of study. PREREQUISITES: IND 200, 201, 278 (DESIGN RESEARCH); ENG 131

Insurance

INS 200 PROPERTY AND LIABILITY INSURANCE PRINCIPLES 3 CREDITS
Presents a one-semester course designed for individuals wishing to obtain a general knowledge of property and liability insurance principles. The course is an overview of insurance fundamentals, insurance operations, and insurance contracts, loss exposures, and risk management.

INS 201 PERSONAL INSURANCE 3 CREDITS
Presents an one-semester course designed for individuals wishing to obtain a general knowledge of personal insurance. The course is an overview of the loss exposures faced by individuals and families and the type of insurance that is available to treat those loss exposures.

INS 202 COMMERCIAL INSURANCE 3 CREDITS
Presents a one-semester course designed for individuals wishing to obtain a general knowledge of commercial insurance. The course is an overview of the loss exposures faced by businesses and other organizations and the type of insurance that is available to remedy those loss exposures.

INS 204 DELIVERING INSURANCE SERVICES 3 CREDITS
Students will gain knowledge of the Continuous Improvement Movement by studying the nature of the insurance business, customer identification, what customers want, methods for determining customer needs, key processes and benchmarking, the process improvement model, process improvement tools, leadership, teamwork and organizational structures and ways to check on progress.

INS 230 ESSENTIALS OF RISK MANAGEMENT 3 CREDITS
Provides an understanding of the nature, purpose and steps of risk management; identifies and analyzes the loss exposures of individuals and organizations; examines alternative risk management techniques; and develops rules for choosing risk management techniques.

INS 269 PERSONAL FINANCIAL PLANNING 3 CREDITS
Presents a one-semester course designed for individuals wishing to obtain a general knowledge of personal financial planning. The course is designed to provide the students with a detailed analysis of personal financial planning, including areas of investment planning, income tax planning, planning for retirement, and estate planning.

Investments

INV 115 INVESTMENTS/STOCKS AND BONDS 3 CREDITS
Provides the student with a broad range of investment opportunities. The curriculum includes information about common stocks, corporate bonds, mutual funds, insurance, and real estate. The student will receive the basic general business concepts and information necessary to make a rational decision in the management of personal funds. This course covers the investment process using brokers, discount brokers, on-line trading or investment bankers. Also, students will learn how to price stocks and bonds and understand the concept of time value of money and transaction costs. The student will also understand derivative securities and mutual funds and long versus short term transactions. The student will understand how to build an investment portfolio.

INV 215 ADVANCED INVESTMENTS 3 CREDITS
Provides the skills necessary to enter the investment industry. It prepares the student for the Series 7 Exam. Thus, it covers in detail the money market, capital market

and derivative market. This course covers the investment process using brokers, discount brokers, on-line trading or investment bankers. Also, students will learn how to price stocks and bonds and understand the concept of time value of money and transaction costs. The student will also understand derivative securities and mutual funds and long versus short term transactions. The student will understand how to build an investment portfolio. The student will also understand how to value all investments for holding period return. **PREREQUISITE:** an accounting course or investment course; or Instructor's permission

INV 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

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

Japanese

JPN 111 JAPANESE I 5 CREDITS

Introduces a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the Japanese language. Note: The order of the topics and methodology will vary according to individual texts and Instructors.

JPN 112 JAPANESE II 5 CREDITS

Continues Japanese Language I in the development of functional proficiency in listening, speaking, reading and writing the Japanese language. Note: The order of the topics and the methodology will vary according to individual texts and Instructors. **PREREQUISITE:** JPN 111 or Instructor's permission

JPN 211 JAPANESE III 3 CREDITS

Continues Japanese Language I and II in the development of increased functional proficiency in listening, speaking, reading and writing the Japanese language. Note: The order of the topics and the methodology will vary according to individual texts and Instructors. **PREREQUISITE:** JPN 112 This course is one of the Statewide Guaranteed Transfer courses. GT-AH4.

JPN 212 JAPANESE IV 3 CREDITS

Continues Japanese Language I, II and III in the development of increased functional proficiency in listening, speaking, reading and writing the Japanese language. Note: The order of the topics and the methodology will vary according to individual texts and Instructors. **PREREQUISITE:** JPN 211 or Instructor's permission. This course is one of the Statewide Guaranteed Transfer courses. GT-AH4.

JPN 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

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

JPN 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

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

Journalism And Mass Communication

JOU 105 INTRO TO MASS MEDIA 3 CREDITS

Places the mass media in an historical and cultural perspective, considering the validity, integrity and influence of the media in a democracy.

JOU 106 FUNDAMENTALS OF REPORTING 3 CREDITS

Introduces newswriting, reporting and interviewing with an emphasis on clarity, accuracy, completeness, timeliness and fairness. **PREREQUISITE:** ENG 121

JOU 275 SPECIAL TOPICS 1-6 VAR. CREDITS

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

JOU 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

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

Latin

LAT 111 LATIN I 5 CREDITS

Deals with the development of functional proficiency in listening, speaking, reading and writing Latin. Note: The order of the topics and methodology will vary according to individual texts and Instructors.

LAT 112 LATIN II 5 CREDITS

Continues Latin I in the development of functional proficiency in listening, speaking, reading and writing Latin. Note: The order of the topics and the methodology will vary according to individual texts and Instructors. **PREREQUISITE:** LAT 111

LAT 211 LATIN III 3 CREDITS

Continues Latin I and II in the development of increased functional proficiency in reading, translating and writing Latin, as well as listening and speaking Latin. This course provides the students with an opportunity to examine, compare and contrast language systems and understand the culture and values of the classical world. **PREREQUISITE:** LAT 112

LAT 212 LATIN IV 3 CREDITS

Continues Latin I, II and III in the development of increased functional proficiency in reading, translating and writing Latin, as well as listening and speaking Latin. This course provides the students with an additional opportunity to examine, compare and contrast language systems and understand the culture and values of the classical world. **PREREQUISITE:** LAT 211

LAT 275 SPECIAL TOPICS 1-6 CREDITS

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

Literature

Recommended: College-level reading ability

LIT 115 INTRODUCTION TO LITERATURE 3 CREDITS

Introduces students to fiction, poetry, and drama. Emphasizes active and responsive reading. This course is one of the Statewide Guaranteed Transfer courses. GT-AH2.

LIT 201 MASTERPIECES OF LITERATURE I 3 CREDITS

Examines significant writings in world literature from the ancients through the Renaissance. Emphasizes careful readings and understanding of the works and their cultural backgrounds. This course is one of the Statewide Guaranteed Transfer courses. GT-AH2.

LIT 202 MASTERPIECES OF LITERATURE II 3 CREDITS

Examines significant writings in world literature from the seventeenth century to the present. Emphasizes careful reading and understanding of the works and their cultural backgrounds. This course is one of the Statewide Guaranteed Transfer courses. GT-AH2.

LIT 205 ETHNIC LITERATURE 3 CREDITS

Focuses on significant texts by ethnic Americans including African-American, Native American, Latino/a, and Asian Americans. Emphasizes careful reading and understanding of the cultural and literary elements of the works. This course is one of the Statewide Guaranteed Transfer courses. GT-AH2.

LIT 211 SURVEY OF AMERICAN LIT I 3 CREDITS

Provides an overview of American literature from the Native American through the nineteenth century Romantics. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers. This course is one of the Statewide Guaranteed Transfer courses. GT-AH2.

LIT 212 SURVEY OF AMERICAN LIT II 3 CREDITS

Provides an overview of American literature from the mid-nineteenth century to the present. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers. This course is one of the Statewide Guaranteed Transfer courses. GT-AH2.

LIT 220 JEWISH-AMERICAN LITERATURE 3 CREDITS

Surveys some of the major achievements in literature and film by American Jews in late-nineteenth through the twentieth century. We will proceed chronologically, focusing on the fiction of the immigrant experience, on the politicized literature of the 1930s and the 1940s, on the literature of the post-WWII era and its struggle to fashion an adequate response to the Holocaust, and on questions surrounding assimilation, acculturation, and identity politics.

LIT 221 SURVEY OF BRITISH LIT I 3 CREDITS

Provides an overview of British literature from the Anglo-Saxon period through the seventeenth century. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers.

This course is one of the Statewide Guaranteed Transfer courses. GT-AH2.

LIT 222 SURVEY OF BRITISH LIT II 3 CREDITS

Provides an overview of British literature from the eighteenth century to the present. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers. This course is one of the Statewide Guaranteed Transfer courses. GT-AH2.

LIT 225 INTRO TO SHAKESPEARE 3 CREDITS

Explores a selection of works by William Shakespeare. It focuses on careful reading and interpretation of the plays and poems, includes pertinent information about Elizabethan England, and examines formal as well as thematic elements of the selected works. This course is one of the Statewide Guaranteed Transfer courses. GT-AH2.

LIT 232 GOTHIC LITERATURE 3 CREDITS

Provides an overview of Gothic literature from the 1750's to the present. The course emphasizes careful reading, analysis, interpretation, and understanding of the works and their cultural and historical backgrounds. Critical thinking, discussion, and writing about significant works of Gothic literature will be used as tools to develop discriminating reading skills for lifetime enjoyment of the genre.

LIT 235 SCIENCE FICTION 3 CREDITS

Examines the techniques and issues of science fiction through a close reading a variety of writers in the genre.

LIT 240 POETS AND THEIR POEMS 3 CREDITS

Teaches strategies for reading, interpreting, discussion, and evaluating a variety of poems with particular attention to a study of selected major poets in-depth.

LIT 245 LIT OF THE AMERICAN WEST 3 CREDITS

Examines works in various genres by writers of the American West. It investigates the dominant themes and social and historical backgrounds.

LIT 255 CHILDREN'S LITERATURE 3 CREDITS

Evaluates the criteria for selecting appropriate literature for children through exploration of genres, age levels, values taught through literature, and the literary and artistic quality of various texts.

LIT 257 LITERATURE AND FILM 3 CREDITS

Examines the relationship between literature and motion pictures, emphasizing the technique and interpretive function of filmmakers.

LIT 259 SURVEY OF AFRICAN-AMERICAN LITERATURE 3 CREDITS

Examines African American literature from 1750 to the present, exploring ideas, historical and social contexts, themes, and literary characteristics of works in various genres by major writers.

LIT 266 INTRODUCTION TO C.S. LEWIS 3 CREDITS

Introduces the essays, fiction, and literary criticism of C. S. Lewis. Emphasis is on the careful reading and understanding of the works, on class discussion, and on the writing of interpretive and critical essays.

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