

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 3 CREDITS

This course provides the student with a broad overview of the contemporary issues, theories and principles used to effectively manage human resources. Topics include hiring, compensation, development, employee relations and legal issues.

MAN 201 HUMAN RESOURCE MANAGEMENT II 3 CREDITS

This course offers further discussion of concepts of Human Resource Management. 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

This course systematically presents the components of event planning: organization, personnel, finances, site selection, transportation, program design, promotion, arranging exhibits and evaluation.

MAN 215 ORGANIZATIONAL BEHAVIOR 3 CREDITS

The course 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

This course examines the elements necessary for the successful formulation of a new small business. Its 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

A survey of the principles of management. Emphasis will be on the primary functions of planning, organizing, staffing, directing and controlling with a balance between the behavioral and operational approaches.

MAN 230 CORPORATE RESPONSIBILITY 3 CREDITS

This course 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.

MAN 240 STRATEGIC MANAGEMENT 3 CREDITS

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

This course is designed to introduce students to the planning, implementation and control activities of Project Management, including project and performance evaluation, quality control and work flow analysis. Emphasis will be on the initiating, planning, executing, controlling and closing activities of Project Management.

MAN 243 PROJECT MANAGEMENT IN ACTION 3 CREDITS

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

MAN 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

This course is designed to provide students with the opportunity to study topics in management in greater depth than provided by regular course offerings.

Manufacturing Technology

MTE 120 MANUFACTURING PROCESSES 3 CREDITS

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

MTE 141 PRINTED CIRCUIT BOARD ECAD/CAM 3 CREDITS

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

Marketing

MAR 106 MARKETING YOUR IMAGE 3 CREDITS

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

MAR 110 INTRODUCTION TO SALES 3 CREDITS

Broadband specific e-learning targeting the following areas: Fundamental Selling, Selling Against the Competition, Selling Broadband Services and Business Solutions Selling. COREQUISITE: Employment in the Broadband Industry

MAR 111 PRINCIPLES OF SALES 3 CREDITS

This course enables the student to understand and develop ethical sales techniques and covers the role of selling in the

marketing process. Areas of emphasis include behavioral considerations in the buying and selling process and sales techniques.

MAR 117 PRINCIPLES OF RETAILING 3 CREDITS

This course is a study of the basic principles and techniques of merchandising, operations, layout, store organization, site location and customer service with an emphasis on retailing operations.

MAR 126 MERCHANDISING 3 CREDITS

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

MAR 160 CUSTOMER SERVICE 3 CREDITS

This course enables students to learn the relationship of self to customers, problem solve and understand the importance of communicating with customers. Specific emphasis is given to managing customer expectations by building customer rapport and creating positive outcomes. (This course was previously MAR 136).

MAR 216 PRINCIPLES OF MARKETING 3 CREDITS

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

MAR 217 E-COMMERCE MARKETING 3 CREDITS

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

MAR 220 PRINCIPLES OF ADVERTISING 3 CREDITS

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

MAR 235 CONSUMER BEHAVIOR 3 CREDITS

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

MAR 245 SALES MANAGEMENT 3 CREDITS

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

MAR 249 STRATEGIC MARKETING 3 CREDITS

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

MAR 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

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

Mathematics

MAT 030 FUNDAMENTALS OF MATHEMATICS 2 CREDITS

Includes the vocabulary, operations and applications of whole numbers, decimals and basic fractions and mixed numbers. PREREQUISITES: Math assessment, arithmetic score 24-56

MAT 060 PRE-ALGEBRA 3 CREDITS

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

MAT 090 INTRODUCTORY ALGEBRA 4 CREDITS

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

MAT 101 ENHANCED MATHEMATICS SUPPORT 1 CREDIT

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

MAT 106 SURVEY OF ALGEBRA 4 CREDITS

Emphasizes problem solving with further study of equations, slope, inequalities, systems of equations, polynomials, quadratic equations, rational expressions, rational exponents, radical expressions, graphing and applications. A graphing calculator or equivalent software may be utilized. PREREQUISITES: MAT 090 or Math Assessment score of 61-84; COREQUISITE: MAT 111 required

MAT 108 TECHNICAL MATHEMATICS 4 CREDITS

Covers material designed for career technical or general studies students who need to study particular mathematical topics. Topics may include measurement, algebra, geometry, trigonometry, graphs, and/or finance. These are presented on an introductory level and the emphasis is on applications. PREREQUISITES: MAT 060 or equivalent

MAT 111 TECHNOLOGY LAB FOR ALGEBRA 1 CREDIT

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

MAT 120 MATHEMATICS FOR LIBERAL ARTS 4 CREDITS

Develops mathematical and problem-solving skills. Appropriate technological skills are included. Content is selected to highlight connections between mathematics and the society in which we live. Topics include set theory and logic, mathematical modeling, probability and statistical methods and consumer mathematics. Additional content will include one topic in geometry, numeration systems, decision theory, or management science. PREREQUISITES: MAT 106 and 111 or Math Assessment score of 85-120

This course is one of the Statewide Guaranteed Transfer courses.

MAT 121 COLLEGE ALGEBRA 4 CREDITS

Includes a brief review of intermediate algebra, equations and inequalities, functions and their graphs, exponential and logarithmic functions, linear and nonlinear systems, selection of topics from among: graphing of the conic sections, introduction to sequences and series, permutations and combinations, the binomial theorem and theory of equations. PREREQUISITES: MAT 106 and 111 or Math Assessment score of 85-120

This course is one of the Statewide Guaranteed Transfer courses.

MAT 122 COLLEGE TRIGONOMETRY 3 CREDITS

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

This course is one of the Statewide Guaranteed Transfer courses.

MAT 123 FINITE MATHEMATICS 4 CREDITS

Covers topics including functions, matrix algebra, linear programming and an introduction to probability and counting techniques. Emphasis is on applications. This course may include other topics such as statistics when time permits. This course is primarily intended for business, life science, or social science majors. PREREQUISITES: MAT 106 or math assessment

This course is one of the Statewide Guaranteed Transfer courses.

MAT 125 SURVEY OF CALCULUS 4 CREDITS

Includes derivatives, integrals and their applications, with attention restricted to algebraic, exponential and logarithmic functions for business, life science and/or social science majors. PREREQUISITES: MAT 121 or 123

This course is one of the Statewide Guaranteed Transfer courses.

MAT 135 INTRODUCTION TO STATISTICS 3 CREDITS

Includes data presentation and summarization, introduction to probability concepts and distributions, statistical inference – estimation, hypothesis testing, comparison of populations, correlation and regression. PREREQUISITE: MAT 106; COREQUISITE: MAT 179 required

This course is one of the Statewide Guaranteed Transfer courses.

MAT 155 INTEGRATED MATH I 3 CREDITS

Engages students in the concepts of school mathematics. The course will include the recognition of numerical and geometric patterns and their application to a variety of mathematical situations; mathematical problem-solving, reasoning, critical thinking and communication; algebraic thinking, representation, analysis, manipulation, generalizations and extensions. PREREQUISITES: Accuplacer score of 85, ACT score of 19, or successful completion of MAT 106 with a grade of "C" or better

MAT 156 INTEGRATED MATH II 3 CREDITS

Furtheres MAT 155 concepts, the course will include fundamentals of probability, statistics and Euclidean geometry. Mathematical problem-solving, reasoning, critical thinking and communication will continue to be an integral part of this sequence. PREREQUISITE: MAT 155

MAT 179 COMPUTER APPLICATIONS FOR STATISTICAL PROCEDURES 1 CREDIT

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

MAT 201 CALCULUS I 5 CREDITS

Introduces single variable calculus and analytic geometry. Includes limits, continuity, derivatives and applications of derivatives, as well as indefinite and definite integrals and some applications. PREREQUISITES: MAT 121 and 122 or equivalent

This course is one of the Statewide Guaranteed Transfer courses.

MAT 202 CALCULUS II 5 CREDITS

Continuation of single variable calculus and includes techniques of integration, polar coordinates, analytic geometry, improper integrals and infinite series. PREREQUISITES: MAT 201 or instructor's permission

This course is one of the Statewide Guaranteed Transfer courses.

MAT 203 CALCULUS III 4 CREDITS

Completes the traditional subject matter of Calculus. Topics include vectors, vector-valued functions and multi-variable calculus including partial derivatives, multiple integrals, line integrals and application. PREREQUISITE: MAT 202

MAT 255 LINEAR ALGEBRA 3 CREDITS

Includes vector spaces, matrices, linear transformations, matrix representations, eigenvalues and eigenvectors. PREREQUISITES: MAT 202 or instructor's permission

MAT 265 DIFFERENTIAL EQUATIONS 3 CREDITS

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

MAT 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Special Topics courses may be offered to provide students with an opportunity to study special areas in the discipline. Course content will be determined by the instructor with a complete syllabus each time the course is offered.

MAT 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Course designed to meet the individual needs of students. PREREQUISITE: Instructor's permission

Medical Laboratory Technology**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. 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 theoretical content and clinical opportunity. Students successfully completing this course and HPR 112 may apply for a National Phlebotomy Registry Examination. COREQUISITE: HPR 112

MLT 100 INTRODUCTION TO MEDICAL LABORATORY TECHNOLOGY 2 CREDITS

Introduces the student to general and basic information on Clinical Laboratory Science. This course provides an overview of careers within the field, education requirements and professional organizations. Fundamental information about clinical labs including laboratory divisions, safety and quality control is

presented. The course examines the pathophysiology of disease and students are introduced through hands-on experiences to those tests that aid in the diagnosis of disease states.

MLT 120 CLINICAL ASSISTANT CORE MODULE 2 CREDITS

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

This course is not eligible for financial aid.

MLT 131 INTRODUCTION TO HEMATOLOGY 2 CREDITS

MLT 131 is designed as an introduction course to hematology for MLT students and a complete Hematology module for the Clinical Assistant. Basic manual hematology test and basic instrumentation theory are covered. OSHA safety and an introduction to phlebotomy are also included. COREQUISITE: BIO 201

MLT 132 HEMATOLOGY II 4 CREDITS

MLT 132 is the continued section of Hematology for the MLT students. Advanced Hematology theory and disease correlation are covered. OSHA safety, phlebotomy and instrumentation are continued, cell differentials, other manual Hematology testing and coagulation are also included. PREREQUISITES: MLT 131 or instructor's permission; COREQUISITE: BIO 201

MLT 141 IMMUNOLOGY/IMMUNOHEMATOLOGY 4 CREDITS

Basic principles of immunology are discussed with serological techniques practiced and observed in the clinical laboratory also covered. In addition basic theories of Immunohematology (Blood Banking) such as ABO and Rh typing are taught and experienced in the student laboratory. PREREQUISITES: BIO 201, MLT 131, 132 or instructor's permission; COREQUISITES: BIO 202

MLT 142 URINALYSIS 2 CREDITS

MLT 142 is designed for both MLT and Clinical Assistant (CA) students. Introduction to kidney functions and basic principles of urinalysis with complete urinalysis procedures are discussed and performed. Basic description and recognition of Body Fluids is also included. COREQUISITES: BIO 201 or 202

MLT 180 INTERNSHIP I/BLOOD BANK 1 CREDIT

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

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

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

MLT 231 CLINICAL MICROBIOLOGY 4 CREDITS

A brief introduction to the field of microbiology followed by the more technical aspects of clinical microbiology. Infectious diseases will also be discussed. Specimen types from different anatomical sites will be covered for the culture of

bacteria in the clinical laboratory. Use of media for isolation and differential tests for identification of bacteria will be performed in the student laboratory. PREREQUISITES: BIO 201, 202 or instructor's permission

MLT 232 PARASITOLOGY/MYCOLOGY 2 CREDITS

An introduction to protozoa, Helminths and blood tissue parasites with special emphasis on microscopic morphology in the detection and correct identification of parasites. This combined course also includes an introduction to fungi with emphasis on microscopic and culture methods. PREREQUISITES: BIO 201 or instructor's permission

MLT 241 INTRODUCTION TO CLINICAL CHEMISTRY 2 CREDITS

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

MLT 242 CLINICAL CHEMISTRY II 4 CREDITS

MLT 242 is the continued section of clinical chemistry for the MLT student. Advanced clinical chemistry theory, organ functions and disease correlations are covered. PREREQUISITES: CHE 101, MLT 241 or instructor's permission

MLT 243 CLINICAL PRACTICES 1 CREDIT

This course is designed for both MLT and CA students. Common health care practices such as point of care testing, vital signs, capillary blood collection and specimen processing are covered. Additionally, information on health care regulatory agencies, medical ethics and patient services are discussed.

MLT 253 MLT SEMINAR 1 CREDIT

Current laboratory technology topics and employability skills are presented in an online format. Grade determination also includes successful completion of three MLT program Comprehensive Exams and 15 hours of community service. PREREQUISITES: ALL MLT courses

MLT 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

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

MLT 280 INTERNSHIP III/CLINICAL CHEMISTRY 5 CREDITS

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

MLT 282 INTERNSHIP IV/MICROBIOLOGY 5 CREDITS

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

MLT 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

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

Medical Office Technology

MOT 110 MEDICAL OFFICE ADMINISTRATION 4 CREDITS

Introduces the administrative duties specifically used in medical offices.

MOT 125 BASIC MEDICAL SCIENCES I 3 CREDITS

This course introduces the allied health professional to basic anatomy and physiology and pathophysiology. Introductory concepts of chemistry and biology as they apply to health care will be discussed as well as an overview of disease and an introduction to pharmacology. The student will learn anatomy and physiology, pathophysiology and related pharmacology of the immune, musculoskeletal and digestive systems. Pediatric and geriatric considerations will be integrated throughout the course. This course is a prerequisite for MOT 133 and MOT 135. PREREQUISITES: HPR 178

MOT 130 INSURANCE BILLING & CODING 3 CREDITS

Introduces outpatient coding with an ultimate goal to present a clear picture of medical procedures and services performed (CPT codes), correlating the diagnosis, symptoms complaint or condition (ICD-9 codes), thus establishing the medical necessity required for third-party reimbursement.

MOT 133 BASIC MEDICAL SCIENCES II 3 CREDITS

Teaches the anatomy and physiology, pathophysiology and drug therapy of the cardiovascular, respiratory and dermatology systems. This course is a follow-on course from MOT 125. Students may take MOT 133 and MOT 135 in any order after successfully completing MOT 125. PREREQUISITES: MOT 125

MOT 135 BASIC MEDICAL SCIENCES III 3 CREDITS

Covers the anatomy and physiology, pathophysiology and drug therapy of the renal, reproductive, neurological and endocrine systems. This course is a follow-on course from MOT 125. Students may take MOT 133 and MOT 135 in any order after successfully completing MOT 125. PREREQUISITES: MOT 125

MOT 136 INTRODUCTION TO CLINICAL SKILLS 2 CREDITS

Provides hands-on experience with the basic clinical skills required for assisting with patient care. Delivers the theory behind each skill presented as well as proper technique for performing each skill. Includes knowledge and/or performance of blood-borne pathogens/OSHA regulations, medical asepsis, procedural gloving, patient gowning, positioning and vital signs measurement.

MOT 138 LABORATORY SKILLS 4 CREDITS

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

MOT 140 MEDICAL ASSISTING CLINICAL SKILLS 4 CREDITS

Provides hands-on experience with the clinical skills required for assisting with patient care. Delivers the theory behind each skill presented as well as proper technique for performing each skill. PREREQUISITE: MOT 136; COREQUISITES: Determined by individual program guides.

MOT 181 ADMINISTRATIVE INTERNSHIP 2 CREDITS

Provides supervised placement in a contracted facility for guided experience and application of knowledge and skill acquired in the classroom. The student assists with a variety of business and billing procedures. Positions are non-paid.

Student must have permission by program coordinator to begin internship. PREREQUISITES: All required coursework for the MOT Medical Assistant Certificate

MOT 182 CLINICAL INTERNSHIP 3 CREDITS

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

MOT 183 MEDICAL ASSISTANT INTERNSHIP 5 CREDITS

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

MOT 225 MEDICAL PRACTICE MANAGEMENT ISSUES 4 CREDITS

This course will be a culmination of the knowledge the student has learned in the Medical Practice Manager program. Students will focus their attention on bringing acquired knowledge to issues faced specifically by medical practice managers. Content will include management priorities; principles of practice management; financial, clinical, personal and service; financial management control; information management systems; marketing; managed care contracting and negotiations; basic business policies of medical office compliance, coding and documentation. PREREQUISITE: Academic Coordinator permission

Mortuary Science

MOR 100 INTRO TO FUNERAL SERVICE 3 CREDITS

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

MOR 210 EMBALMING THEORY I AND LAB 4 CREDITS

Embalming Theory I is an intensive study of the basic fundamentals of the embalming process including the purpose of embalming, history of embalming, modes of death, signs of death, tests for death, postmortem physical and chemical changes, ethics of embalming and laws of decomposition. Included are the physical and chemical changes in the dying process and moral and ethical considerations in preparation of human remains. The academic lab portion of this course includes active participation by the student in 5 embalmings. 45 hours lecture, 30 hours lab. PREREQUISITES: Program Admission, BIO 201, 202, MOR 224 and 243 for Track II students; COREQUISITES: MOR 224 for Track I students

MOR 215 FUNERAL SERVICE MERCHANDISING 3 CREDITS

This course presents a study of marketing and merchandising techniques analogous to small business and the funeral profession in particular. The student will have the opportunity to study casket and burial vault construction, pricing methods, merchandising and sales techniques. The counselor presents goods and services to client families. The course will utilize theory and role playing to convey knowledge and self-

confidence. The course will include: basic terminology; financing and pricing; organization and management; personnel management; and specific theories inherent to the funeral service profession. PREREQUISITES: Program admission and BUS 216; COREQUISITES: MOR 220

MOR 220 MORTUARY LAW AND COMPLIANCE 3 CREDITS

This course is designed to provide students with an overview of laws, regulations and ethics in the profession. Major emphasis of this course will deal with government compliance issues such as OSHA, FTC, ADA and EPA; the definition of legal next-of-kin, the dead human body as “quasi-property”, obtaining legal authorizations and confidentiality. PREREQUISITES: Program admission and BUS 216; COREQUISITES: MOR 215

MOR 224 THANATO-MICROBIOLOGY/ PATHOLOGY 4 CREDITS

Designed to present the basic principles of microbiology, nature and cause of disease and the pathogenicity associated with specific diseases. PREREQUISITES: Program admission and BIO 201

MOR 225 EMBALMING THEORY II AND LAB 4 CREDITS

Embalming Theory II is an intensive study beyond the basic skills involved in the embalming process. Topics covered include case analysis, formulating chemical solutions, a complete analysis of the circulatory system, an explanation of the equipment used in the embalming process and methods of injection and drainage. This course will introduce the student to theoretical practice in the art of embalming by means of case analysis. The academic lab portion of this course includes active participation by the student in 5 embalmings. 45 hours lecture, 30 hours lab. PREREQUISITE: MOR 210; COREQUISITE: MOR 230

MOR 230 RESTORATIVE ART AND LAB 4 CREDITS

Restorative art is defined as “the care of the deceased to recreate natural form and color”. This course is an in-depth study of anatomical modeling, forming of expression and familiarization with instruments, materials and techniques of restoring human features. These principles and practices will be used in the everyday embalming operations in our industry. 45 hours lecture, 30 hours lab. COREQUISITE: MOR 225

MOR 235 FUNERAL DIRECTING AND COUNSELING 3 CREDITS

The total funeral service education environment and counseling aspects will be examined. This will include duties, responsibilities, skills and ethical obligations. There will be an introduction to various religious, fraternal and military types of funeralization. An appreciation of care-giving roles in relation to grieving persons will be considered. PREREQUISITE: Program admission

MOR 243 THANATO-CHEMISTRY 3 CREDITS

To provide the student with the knowledge necessary to safely and effectively utilize potentially harmful chemicals necessary for the sanitation, disinfection, restoration and preservation of dead human remains currently in practice in the funeral service industry. PREREQUISITES: Program admission

MOR 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Special Topics courses may be offered to provide students with an opportunity to study special areas in the discipline. Course content will be determined by the instructor with a complete syllabus each time the course is offered.

MOR 280 INTERNSHIP 4 CREDITS

Practical experience in an off-campus funeral service firm as assigned by the Mortuary Science Department. The student will take part in removals, dressing, casketing, arrangements, visitations, funeral directing, internment procedures, merchandising, office procedures and general funeral management. PREREQUISITES: Must have completed all MOR courses.

MOR 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

Course designed to meet the individual needs of students. PREREQUISITE: Instructor's permission

Multimedia/Graphic Design & Illustration

MGD 101 INTRODUCTION TO COMPUTER GRAPHICS 3 CREDITS

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

MGD 102 INTRODUCTION TO MULTIMEDIA 3 CREDITS

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

MGD 103 PRODUCTION DESIGN 3 CREDITS

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

MGD 105 TYPOGRAPHY & LAYOUT 3 CREDITS

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

MGD 111 ADOBE PHOTOSHOP I 3 CREDITS

Concentrates on the high-end capabilities of a raster photo-editing software as an illustration, design and photo retouching tool. Students explore a wide range of selection and manipulation techniques that can be applied to photos, graphics and videos. PREREQUISITES: MGD 101 or instructor's permission

MGD 112 ADOBE ILLUSTRATOR I 3 CREDITS

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

MGD 113 QUARKXPRESS 3 CREDITS

Introduces students to QuarkXPress, a digital page layout tool. Students learn how to assemble, organize, manipulate

and manage text and graphics to produce a high quality publication. Class discussions and independent projects supplement hands-on classroom work. PREREQUISITES: MGD 101 or instructor's permission

MGD 114 ADOBE INDESIGN 3 CREDITS

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

MGD 117 INTRODUCTION TO VISUAL COMMUNICATIONS 3 CREDITS

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

MGD 128 MULTIMEDIA HARDWARE 3 CREDITS

Teaches the principles and techniques of maintaining, upgrading and customizing personal computer systems. Emphasis will also be placed on various emerging and established technologies related to graphic computing. PREREQUISITES: MGD 102 or instructor's permission

MGD 133 GRAPHIC DESIGN I 3 CREDITS

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

MGD 141 WEB DESIGN I 3 CREDITS

Introduces the fundamentals of HTML syntax using a simple text editor to create a Web page. Web-safe colors and the use of graphic editors will be explored. Students study Web aesthetics and intuitive interface design. The course emphasizes file organization and layout including tables and frames. PREREQUISITES: MGD 101 or instructor's permission

MGD 143 MOTION GRAPHIC DESIGN I: FLASH 3 CREDITS

Stresses the creation of animation and dynamic, interactive media for Web and multimedia applications. Students will learn how to animate objects, create symbols and assemble motion tweens. PREREQUISITES: MGD 111, MGD 141

MGD 155 LIGHTWAVE I 3 CREDITS

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

MGD 161 DIRECTOR I 3 CREDITS

Examines Macromedia Director, the leading authoring tool for interactive multimedia from the art director's perspective. Students will learn the basics of 2D animation for both computer presentations and the Web. Interface design and scene development is emphasized. Hands-on projects include lingo scripts, behaviors, adding sound and digital video to student's movies. PREREQUISITES: MGD 101 or instructor's permission

MGD 164 DIGITAL VIDEO EDITING I 3 CREDITS

Introduces students to digital non-linear video editing. Students will capture, compress, edit and manipulate video images using a personal computer. Assembly techniques

including media management, editing tools, titles and motion control; transitions and filters and special effects are explored. PREREQUISITES: MGD 102 or instructor's permission

MGD 207 ILLUSTRATION I 3 CREDITS

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

MGD 208 ILLUSTRATION II 3 CREDITS

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

MGD 209 ILLUSTRATION III 3 CREDITS

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

MGD 210 ILLUSTRATION IV 3 CREDITS

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

MGD 211 ADOBE PHOTOSHOP II 3 CREDITS

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

MGD 212 ADOBE ILLUSTRATOR II 3 CREDITS

Enables the student to continue development of electronic drawing skills through practice and use of state of the art illustration software. PREREQUISITE: MGD 112

MGD 213 ELECTRONIC PREPRESS 3 CREDITS

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

MGD 214 MACINTOSH TROUBLESHOOTING FOR DESIGNERS 3 CREDITS

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

MGD 250 EMERGING MULTIMEDIA TECHNOLOGIES 3 CREDITS

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

MGD 256 GRAPHIC DESIGN PRODUCTION 3 CREDITS

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

MGD 260 GRAPHIC DESIGN PRODUCTION II 3 CREDITS

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

MGD 262 GRAPHIC DESIGN PRODUCTION III 3 CREDITS

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

MGD 264 DIGITAL VIDEO EDITING II 3 CREDITS

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

MGD 275 SPECIAL TOPICS 1-6 CREDITS

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

MGD 280 INTERNSHIP 3 CREDITS

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

MGD 285 INDEPENDENT STUDY 1-6 CREDITS

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

MGD 287 COOPERATIVE EDUCATION 3 CREDITS

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

MGD 289 CAPSTONE 3 CREDITS

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

Music**MUS 100 FUNDAMENTALS OF MUSIC THEORY 3 CREDITS**

This course is designed to help the beginning music student, or those students with a limited background in music theory. The course focuses upon the basic elements of music, including notation, rhythm, scales, key signatures, intervals and chords.

MUS 110 MUSIC THEORY I 3 CREDITS

Presents music fundamentals, diatonic four-part harmony, analysis, ear training and keyboard harmony. For music majors transferring to a four-year program. **PREREQUISITES:** MUS 100 or instructor's permission; **COREQUISITES:** MUS 112

MUS 111 MUSIC THEORY II 3 CREDITS

Presents chromatic four-part harmony, analysis, ear training and keyboard harmony. For music majors transferring to a four-year program. **PREREQUISITES:** MUS 110 and MUS 112; **COREQUISITES:** MUS 113

MUS 112 EAR TRAINING-SINGING LAB I 1 CREDIT

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

MUS 113 EAR TRAINING-SINGING LAB II 1 CREDIT

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

MUS 120 MUSIC APPRECIATION 3 CREDITS

Course covers the basic materials of music, musical forms, media genres and musical periods. Emphasizes the development of tools for intelligent listening and appreciation.

This course is one of the Statewide Guaranteed Transfer courses.

MUS 121 MUSIC HISTORY I 3 CREDITS

Studies the various periods of music history with regard to the composers, aesthetics, forms and genres of each period. Considers music from the Middle Ages through the Classical period.

This course is one of the Statewide Guaranteed Transfer courses.

MUS 122 MUSIC HISTORY II 3 CREDITS

Continues Music History I with a study of music from the early Romantic period to the present.

This course is one of the Statewide Guaranteed Transfer courses.

MUS 125 HISTORY OF JAZZ 3 CREDITS

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

MUS 131 MUSIC CLASS 2 CREDITS

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

MUS 132 MUSIC CLASS II 2 CREDITS

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

MUS 133 MUSIC CLASS III 2 CREDITS

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

MUS 141 PRIVATE INSTRUCTION 1–2 CREDITS

Offers private instruction consisting of a thirty or sixty-minute lesson per week. Participation in a student performance is required at least once each term. First year, first term. An additional fee is required.

MUS 142 PRIVATE INSTRUCTION II 1–2 CREDITS

Offers private instruction consisting of a thirty or sixty-minute lesson per week. Participation in a student performance is required at least once each term. First year, second term. PREREQUISITE: Instructor's permission. An additional fee is required.

MUS 151 ENSEMBLE 1 CREDIT

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

MUS 152 ENSEMBLE II 1 CREDIT

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

MUS 167 MUSIC BUSINESS I 3 CREDITS

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

MUS 175 SPECIAL TOPICS 1–6 VARIABLE CREDITS

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

MUS 241 PRIVATE INSTRUCTION 2 CREDITS

Offers private instruction consisting of a sixty-minute lesson per week. Participation in a student performance is required at least once each term. Second year, first term. PREREQUISITE: Instructor's permission. *An additional fee is required.*

MUS 242 PRIVATE INSTRUCTION 2 CREDITS

Offers private instruction consisting of a sixty-minute lesson per week. Participation in a student performance is required at least once each term. Second year, second term. PREREQUISITE: Instructor's permission. *An additional fee is required.*

MUS 243 PRIVATE INSTRUCTION 2 CREDITS

2 credits for music majors planning to transfer to 4-year school. Offers private instruction consisting of a sixty-minute lesson per week. Regular attendance at and participation in student performances is required for 2 credits. Second year, third term. PREREQUISITE: Instructor's permission. *An additional fee is required.*

MUS 244 PRIVATE INSTRUCTION 2 CREDITS

2 credits for music majors planning to transfer to 4-year school. Offers private instruction consisting of a sixty-minute lesson per week. Regular attendance at and participation in student performances is required for 2 credits. Second year, fourth term. PREREQUISITE: Instructor's permission. *An additional fee is required.*

MUS 251 ENSEMBLE I 1 CREDIT

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

MUS 252 ENSEMBLE II 1 CREDIT

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

MUS 275 SPECIAL TOPICS 1–6 VARIABLE CREDITS

Courses on special topics that relate to music. Topics may be of interest to the general population and/or of interest to special populations such as music majors, educators, etc.

MUS 285 INDEPENDENT STUDY 1–6 VARIABLE CREDITS

Course designed to meet the individual needs of students. PREREQUISITE: Instructor's permission

Nurse Aide**NUA 101 CERTIFIED NURSE AIDE HEALTH CARE SKILLS 4 CREDITS**

Prepares the student to perform the fundamental skills of the nurse aide. Basic nursing skills, restorative services, personal care skills, safety and emergency care issues are covered in theory and lab. The student will learn skills that address mental health and cultural needs as well as patient/resident/client rights.

This course is not eligible for financial aid.

NUA 170 NURSE AIDE CLINICAL 1 CREDIT

Applies knowledge gained from NUA 101 in a clinical setting. PREREQUISITES: Current CPR card. Negative TB test or chest X-ray and immunizations current, clear background check. COREQUISITE: NUA 101

NUA 171 ADVANCED NURSE AIDE CLINICAL 1 CREDIT

NUA 171 prepares the student to move toward more independent functioning in applying knowledge and skills gained in NUA 101 and NUA 170. The student will learn skills that address cultural competency, end-of-life care and organizational skills. COREQUISITES: NUA 101, 170

This course is not eligible for financial aid.

Nursing**NUR 101 PHARMACOLOGY CALCULATIONS 1 CREDIT**

Introduces the nursing student to the concepts and techniques of dosage calculations and medication administration by a variety of routes. Learners will apply basic math concepts to complex conversion of dosages between and among various systems of weights and volumes. Learners will apply critical thinking skills to the calculation and administration of medications by oral and parenteral (including intravenous) routes of administration. PREREQUISITES: Basic Skills Assessment, admission to the program and BIO 201 or 202 with a grade of "C" or better (must be completed within 7 years of application and entry into NUR courses) or instructor's permission

NUR 101 may not be completed more than one year prior to starting the nursing program

NUR 106 MEDICAL AND SURGICAL NURSING CONCEPTS 7 CREDITS

Introduces the student to the role of the nurse in assessing and meeting the medical and surgical nursing needs of adults across the life span in various health care settings. The student learns nursing concepts to assist the patient in achieving optimal functioning. Knowledge from foundational nursing, the sciences, pharmacology and nutrition along with the continued integration of mental health and cultural concepts provides foundations for nursing care planning for medical and surgical clients. PREREQUISITES: NUR 101, 107, 108, 112, 170, BIO 201, 202, HWE 100, HPR 205, PSY 101, 235, ENG 121 or instructor's permission

NUR 107 NURSING CONCEPTS AND SKILLS I 4 CREDITS

Introduces the nursing student to applications of critical thinking and the nursing process to provide care to clients in

a variety of community and acute care settings. Emphasis is on holistic health care across the health-illness continuum. Introduces learners to the clinical skills essential for the nursing role of care provider including safe and effective clinical environment, skill preparation, implementation and evaluation. Emphasizes use of caring, critical thinking and communication while completing nursing skills. **PREREQUISITES:** Basic Skills Assessment. Admission to the program and BIO 201 or 202 with a grade of "C" or better (must be completed within 7 years of entry into NUR courses) or instructor's permission

NUR 108 NURSING CONCEPTS AND SKILLS II 3 CREDITS

Introduces more complex concepts and behaviors of nursing roles within the context of the nursing process, holistic care and health care. Emphasizes the theoretical and practical aspects of more complex nursing skills required to meet the needs of clients in a variety of settings. **PREREQUISITES:** NUR 101, 107 or instructor's permission

NUR 111 SOCIALIZATION INTO PRACTICAL NURSING 1 CREDIT

Introduces roles and responsibilities of the graduate Practical Nurse as defined by established standards, including the Colorado Nurse Practice Act. Emphasis is placed on accountability, delegation and perspectives in health care. Career and job readiness skills are developed. **PREREQUISITES:** BIO 201, 202, HPR 205, HWE 100, PSY 101, 235, ENG 121, NUR 101, 107, 108, 112, 170 or instructor's permission

NUR 112 BASIC CONCEPTS OF PHARMACOLOGY 2 CREDITS

Introduces the basic concepts of pharmacology related to the actions, therapeutic and adverse effects, interactions of drugs, drug classifications and the basic pharmacology of commonly used medications. Emphasis is placed in nursing considerations and client education. Learners will apply knowledge gained in selected clinical settings in caring for clients across the lifespan. **PREREQUISITES:** NUR 101, 107 or instructor's permission

NUR 117 NURSING CARE OF THE CHILDBEARING FAMILY 3 CREDITS

Provides a foundational course in the nursing care of the childbearing family. The focus is on normal pregnancy, physiologic and psychological changes experienced and care of the normal newborn. The nursing process is used in identifying and meeting the needs of the childbearing family to facilitate optimal functioning. The impact of psychosocial and cultural values and practices of the childbearing family are explored. Legal and ethical issues are addressed. **PREREQUISITES:** HWE 100, HPR 205, ENG 121, PSY 101, 235, BIO 201, 202, NUR 107, 108, 101, 112, 170 or instructor's permission

NUR 118 NURSING CARE OF CHILDREN 3 CREDITS

Introduces the role of the nurse in meeting the individual needs of the child from infancy through adolescence in health and illness. Beginning assessment and use of the nursing process, basic growth and development, pathophysiology, nutrition and relevant emotional, cultural and family concepts are integrated throughout. **PREREQUISITES:** BIO 201, 202, HPR 205, HWE 100, PSY 101, 235, ENG 121, NUR 101, 107, 108, 112, 170 or instructor's permission

NUR 170 CLINICAL I 2 CREDITS

Offers the clinical practicum to apply the related nursing theory. **PREREQUISITES:** NUR 101, 107, 108, 112 or instructor's permission

NUR 171 CLINICAL II 1 CREDIT

Offers the clinical practicum to apply the related nursing theory. **PREREQUISITES:** NUR 101, 107, 108, 112, 170, BIO 201, 202, HWE 100, HPR 205, PSY 101, 235, ENG 121 or instructor's permission; **COREQUISITE:** NUR 106

NUR 175 SPECIAL TOPICS 1-6 CREDITS

This course provides students with a vehicle to pursue in-depth exploration of special topics of interest.

NUR 178 SEMINAR: TRANSITION PN TO RN 1 CREDIT

Introduction to selected concepts related to the role of the AD more as a provider of care, teacher, manager, client advocate and member of the profession. Emphasis is placed on application of critical thinking in providing and managing comprehensive care in a variety of health care settings with clients across the lifespan. This course is designed to assist the Licensed Practical Nurse with the transition into the practice of professional nursing. **PREREQUISITES:** Admissions to the PN-RN advanced placement option, BIO 201, 202, HPR 205, PSY 101, 235, ENG 121 or instructor's permission

NUR 185 INDEPENDENT STUDY 1-3 VARIABLE CREDITS

Structured and guided, individualized study that is organized and tailored around the interest and needs of the individual student. **PREREQUISITE:** Instructor's permission

NUR 206 ADVANCED CONCEPTS OF MEDICAL-SURGICAL NURSING I 5 CREDITS

Focuses on the role of the registered professional nurse as care provider, teacher, manager, professional and advocate in meeting the nursing needs of adults across the life span. Utilizing the nursing process, the student is expected to integrate previous learning to assist the patient and family in achieving optimal functioning in various health care settings. **PREREQUISITES:** NUR 106, 111, 117, 118, 171 or instructor's permission; **COREQUISITES:** NUR 272

NUR 210 NURSING CARE OF COMPLEX OBSTETRICAL AND PEDIATRIC CLIENTS 5 CREDITS

Prepares the professional nurse to comprehend and apply advanced concepts in care of the high-risk child bearing family and for children with complex health problems from birth through adolescence. Emphasizes special needs and complications during the perinatal experience and altered functioning, special needs and disease processes manifested in children. The nursing process is used as a framework to attain optimal levels of maternal-newborn and pediatric health and wellness. Legal and ethical accountability are integrated throughout the course. Critical thinking skills are utilized throughout. **PREREQUISITES:** NUR 206, 211, 272, 288 or instructor's permission

NUR 211 NURSING CARE OF PSYCHIATRIC CLIENTS 5 CREDITS

Develops concepts of psychosocial integrity and emphasizes the function and responsibility of nursing in promoting and maintaining mental health of individuals and families. This course emphasizes communication and caring through the application of the therapeutic relationship and nursing process in the care and treatment of common clinical conditions/disorders. **PREREQUISITES:** NUR 106, 111, 117, 118, 171 or instructor's permission

NUR 216 ADVANCED CONCEPTS OF MEDICAL SURGICAL NURSING II 4 CREDITS

Continues to focus on the role of the registered professional

nurse as care provider, teacher, manager, professional and advocate in meeting the complex medical and surgical health care needs of adult clients. Utilizing the nursing process, the student is expected to integrate previous learning to assist the patient and family in achieving optimal functioning in various complex health care situations and settings. **PREREQUISITES:** NUR 206, 211, 272, 288 or instructor's permission

NUR 217 LEADERSHIP FOR PROFESSIONAL NURSING PRACTICE 2 CREDITS

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

NUR 272 EXPANDED CLINICAL III 2 CREDITS

Offers practical experience and continues to build upon the principles that are expected to be understood by students in the nursing discipline. **PREREQUISITES:** NUR 106, 111, 117, 118, 171 or instructor's permission; **COREQUISITE:** NUR 206

NUR 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Courses on Special Topics that relate to Nursing. Topics may be of interest to nursing students or graduates. Useful in meeting license renewal (LPN/RN) requirements. 22 lecture and 15 lab hours. **PREREQUISITE:** NUR 205

NUR 285 INDEPENDENT STUDY: ADVANCED NURSING CONCEPTS I 1-3 VARIABLE CREDITS

Structured and guided, individualized study that is organized and tailored around the interest and needs of the individual student. **PREREQUISITE:** Instructor's permission

NUR 288 PRACTICUM: HEALTH AND PHYSICAL ASSESSMENT FOR NURSING PRACTICE 1 CREDIT

Develops skills of nursing assessment across the life span using effective communication, interview techniques and beginning physical assessment. The course develops critical thinking skills in assessment, data analysis and derivation of actual/potential health needs. **PREREQUISITES:** NUR 106, 111, 117, 118, 171 or instructor's permission

NUR 289 CAPSTONE: COMPREHENSIVE NURSING INTERNSHIP 2-3 VARIABLE CREDITS

Facilitates transition from student to graduate nurse through application of nursing principles and skills in an area of health care delivery. Critical thinking, life long learning, nursing process, caring, collaboration and health teaching and promotion are emphasized. **PREREQUISITES:** NUR 210, 216 or instructor's permission; **COREQUISITE:** NUR 217

Paralegal

PAR 114 COMPUTERS AND THE LAW 3 CREDITS

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

PAR 115 INTRODUCTION TO LAW 3 CREDITS

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

PAR 116 TORTS 3 CREDITS

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

PAR 117 FAMILY LAW 3 CREDITS

This course covers domestic law, common property, dissolutions, adoptions, legal separation and other family law issues.

PAR 118 CONTRACTS 3 CREDITS

This course examines the basic principles of contract law.

PAR 125 PROPERTY LAW 3 CREDITS

This course covers real estate law, ownership, sale, leasing, financing and government regulation of land.

PAR 201 CIVIL LITIGATION 3 CREDITS

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

PAR 202 EVIDENCE 3 CREDITS

Course is designed to introduce students to State and Federal Rules of Evidence and application to the trial process. **PREREQUISITES:** PAR 115 or instructor's permission

PAR 205 CRIMINAL LAW 3 CREDITS

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

PAR 206 BUSINESS ORGANIZATIONS 3 CREDITS

Study of the major types of business organizations. **PREREQUISITES:** PAR 115 and PAR 118 or instructor's permission

PAR 208 PROBATE AND ESTATES 3 CREDITS

The course provides an understanding of the creation and administration of an estate, including wills and trusts and the probate process. **PREREQUISITES:** PAR 115 or instructor's permission

PAR 213 LEGAL RESEARCH AND WRITING I 3 CREDITS

Provides an introduction to legal research and writing.

PAR 214 LEGAL RESEARCH AND WRITING II 3 CREDITS

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

PAR 215 ALTERNATIVE DISPUTE RESOLUTION 3 CREDITS

This course will introduce the students to negotiation, mediation, arbitration and other forms of dispute resolution. **PREREQUISITE:** PAR 115 or instructor's permission

PAR 216 EMPLOYMENT LAW 3 CREDITS

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

PAR 217 ENVIRONMENTAL LAW 3 CREDITS

This course covers state and federal laws concerning the environment, including chemical safety laws, workplace safety and hazardous waste. **PREREQUISITES:** PAR 115 or instructor's permission

PAR 218 BANKRUPTCY LAW 3 CREDITS

This course covers the federal and state laws and procedures involving bankruptcy. **PREREQUISITES:** PAR 115 or instructor's permission

PAR 228 INTELLECTUAL PROPERTY 3 CREDITS

This course covers the federal and state laws regarding intellectual property. PREREQUISITES: PAR 115 and PAR 118 or instructor's permission

PAR 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Special Topics courses may be offered to provide students with an opportunity to study special areas in the discipline. Course content will be determined by the instructor with a complete syllabus each time the course is offered.

PAR 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

PAR 287 COOPERATIVE EDUCATION**1-6 VARIABLE CREDITS**

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

Pharmacy Technician

PHT 111 ORIENTATION TO PHARMACY 2 CREDITS

This course introduces students to the work of pharmacy technicians and the context in which the work is performed. Students will learn the concept of pharmaceutical care and technician's general role in its delivery. The development of drug products is discussed as well as a variety of legal, ethical and organizational issues. Students gain an appreciation for the value of national pharmacy technician certification and the benefits of technicians' active involvement in local, state and national pharmacy organizations.

PHT 112 PHARMACY LAW 2 CREDITS

The course introduces students to federal and state laws and regulations that govern the preparation and dispensing of pharmaceuticals. Issues of quality control and assurance are discussed along with the importance of the proper handling of controlled substances.

PHT 113 PHARMACY CALCULATIONS AND TERMINOLOGY 1 CREDIT

This course will provide the pharmacy technician with analytical skills to read, decode and process a variety of prescriptions requiring mathematical computation.

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

This course will present the basic concepts of drug action and pathophysiology of disease and disorder. Focus will be on the pharmacology of the gastrointestinal, renal, immune, dermatologic and hematologic systems. The student will learn basic concepts of pharmacology, the diseases and disorder affecting body function and the drugs used in treatment.

PHT 116 INSTITUTIONAL PHARMACY 3 CREDITS

This course will give students exposure to the unique aspects of hospital/home care or pharmacy practice. Students learn the proper method of receiving a prescription order, screening it for completeness and obtaining any missing information. Current methods for distributing medications are covered. Students learn appropriate techniques for compounding

sterile products, chemotherapeutic drugs and other potentially hazardous medications. Students will learn procedures for maintaining pharmaceutical equipment, handling hazardous waste and adhering to infection control procedures. The course will prepare the student for the institutional/clinical externship. PREREQUISITES: PHT 111 and PHT 113

PHT 117 COMMUNICATION FOR PHARMACY TECHNICIANS 1 CREDIT

Students learn to communicate in a clear, logical manner at the appropriate level when performing the job responsibilities of a pharmacy technician. Communication skills in interviewing, preparing resumes and employer interviews, as related to pharmacy, will be covered.

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

This course will present the basic concepts of normal body function and the changes caused by disease. Focus will be on the nervous, endocrine, musculoskeletal, cardiovascular and respiratory systems. The student will learn the basic concepts of pharmacology, the diseases affecting the systems listed above and the drugs used in treating diseases of these systems.

PHT 119 COMMUNITY PHARMACY 3 CREDITS

Students will experience a hands-on approach to learning the technical aspects of community pharmacy practice. This course teaches the students to receive and screen written medication prescriptions. The skills of drug preparation are taught. Students learn to compound non-sterile products using the correct compounding techniques. Students also learn various methods of inventory control of pharmaceuticals, devices and supplies including handling their receipt, storage, removal and documenting of these activities. This course will prepare the student for a community clinical internship. PREREQUISITES: PHT 111 and PHT 113

PHT 170 PHARMACY PRACTICE II (HOSPITAL CLINICAL) 4 CREDITS

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

**PHT 171 PHARMACY PRACTICE III
(COMMUNITY CLINICAL) 4 CREDITS**

This course is designed to provide students with 'hands-on' experience in a community pharmacy setting within the State of Colorado. Students must complete all didactic course work prior to enrolling for this course. The course involves a minimum of 160 hours including 8 hours of seminar class time and 152 hours of on-the-job work experience. Each student is required to work under the supervision of a licensed pharmacist (i.e. preceptor) who may, in turn, delegate some supervisory and/or training responsibilities to another licensed pharmacist or certified pharmacy technician. During their work time at their community pharmacy site, students are expected to participate in the pharmacy practice activities delineated in the Clinical Site manual provided each student and each preceptor. Such activities include, but are not limited to, dispensing, compounding, inventory handling and control, drug distribution, processing of third party claims, maintenance of patient profiles and interaction and communication with patients. Students are also expected to complete daily and weekly reports of their work activities and are required to evaluate both their work site and their preceptor at the conclusion of their clinical rotation. Similarly, each preceptor is asked to complete an evaluation of, and provide a grade for, each student at the completion of the student's rotation. The course instructor is also required to evaluate each student after completing a visit to the student's work site and discussing the student's performance with both the student and his/her preceptor. **PREREQUISITE:** Satisfactory completion of all course work

PHT 275 SPECIAL TOPICS VARIABLE CREDIT

Special Topics courses may be offered to provide students with an opportunity to study special areas in the discipline. Course content will be determined by the instructor with a complete syllabus each time the course is offered.

PHT 285 INDEPENDENT STUDY VARIABLE CREDIT

Course designed to meet the individual needs of students. **PREREQUISITE:** Instructor's permission

Philosophy**PHI 111 INTRO TO PHILOSOPHY 3 CREDITS**

Introduces significant human questions and emphasizes understanding the meaning and methods of philosophy. Includes human condition knowledge, freedom, history, ethics, the future and religion.

This course is one of the Statewide Guaranteed Transfer courses.

PHI 112 ETHICS 3 CREDITS

Examines human life, experience and thought in order to discover and develop the principles and values for pursuing a more fulfilled existence. Theories designed to justify ethical judgments are applied to a selection of contemporary personal and social issues.

This course is one of the Statewide Guaranteed Transfer courses.

PHI 113 LOGIC 3 CREDITS

Studies effective thinking using language-oriented logic. Provides tools and develops skills for creative and critical thinking. Emphasizes the development of decision-making and problem solving.

This course is one of the Statewide Guaranteed Transfer courses.

PHI 114 COMPARATIVE RELIGIONS 3 CREDITS

Introduces students to the similarities and differences among concepts predominant in the major world religions, comparing sociological, philosophical and phenomenological

similarities between major world faiths. It is designed to transfer to any four-year college philosophy, religious studies or humanities department.

PHI 124 INTRODUCTION TO ISLAM 3 CREDITS

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

PHI 214 PHILOSOPHY OF RELIGION 3 CREDITS

Focuses on the critical examination of the fundamental concepts, ideas and implications of religion. Includes the nature of God; the varieties of religious experience; arguments concerning God's existence; the Problem of Evil; faith and reason; religion and human destiny; and the connection between religion and ethics.

PHI 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

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

PHI 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

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

Photography

See Art

For photography courses taken the Spring Semester of 2006, under the PHO prefix, please refer to the 2005-2006 course catalog.

Physical Education-Activity Classes**PED 100 GOLF 1 CREDIT**

A basic course in golf designed for those who have had little or no formal instruction or for those with some experience who are interested in improving some aspect of their game. Instruction will be by certified golf professionals. Driving range, putting green and on course play will be included.

PED 106 TENNIS 1 CREDIT

This course is designed to introduce and improve the skill level in tennis. The primary emphasis is teaching students the elements of tennis: rules of the game, groundstrokes, serving, the various shots and singles and doubles play and strategies.

PED 108 BEGINNING SWIMMING 1 CREDIT

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

PED 109 ADVANCED SWIMMING 1 CREDIT

This course is designed to coordinate and refine the major swimming strokes. Students are introduced to the butterfly stroke, open turns and surface dives. Students develop endurance swimming using the primary swimming strokes. **PREREQUISITE:** PED 108 Beginning Swimming or equivalent.

PED 110 FITNESS CENTER ACTIVITY I 1 CREDIT

This course is designed for individuals interested in improving total fitness via an aerobic circuit training program.

The course will include an individual fitness evaluation, computerized analysis of results and a prescribed exercise program. All of the basic components of fitness including: flexibility, muscular strength, muscular endurance, cardiovascular fitness and body composition will be addressed. Weight machines, stationary bicycles and computerized cardiovascular equipment will be used to elicit improvements in fitness.

PED 111 FITNESS CENTER ACTIVITY II 1 CREDIT

This is an advanced course designed for individuals interested in reaching a higher level of total fitness via an aerobic circuit training program. The course will include an individual fitness evaluation, computerized analysis of results and a prescribed exercise program. All of the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness and body composition will be addressed. Weight machines, stationary bicycles and computerized cardiovascular equipment will be used to elicit improvements in fitness. PREREQUISITE: PED 110

PED 113 FITNESS CONCEPTS (ONLINE) 1 CREDIT

This online course is designed for individuals who are seeking information and guidelines for moving toward a more healthy lifestyle. The course will include online instruction, fitness evaluation, analysis of results and development of an exercise program that meets the five components of health-related fitness.

PED 115 BODY SCULPTING AND TONING 1 CREDIT

This course is designed to introduce exercise techniques to improve overall physical fitness. The primary emphasis is the interaction between cardiovascular conditioning, muscular strength and endurance, flexibility and program design that are integrated into an aerobic format. Emphasis is placed upon blending together different combinations and sequences of exercises while conditioning the entire body. Students exercise using various types of resistance equipment.

PED 116 WEIGHT TRAINING 1 CREDIT

This course offers basic instruction and practice in weight training. Students utilize weight training equipment in accordance to their abilities and goals. Emphasis is placed upon weight training equipment orientation, correct lifting techniques and basic program design for men and women.

PED 118 INDOOR STATIONARY GROUP CYCLING 1 CREDIT

An indoor stationary group cycling course designed to improve cardiovascular fitness, burn calories and enhance muscular endurance. Designed specifically to enhance aerobic work capacity and improve pedaling skills. Each exercise session is choreographed to music and includes a complete workout with a warm-up, endurance and cool-down component.

PED 120 SWIM FITNESS 1 CREDIT

Enables the student to perfect stroke mechanics to swim with more ease, efficiency, power and smoothness over greater distances.

PED 126 WATER AEROBICS 1 CREDIT

This course offers water exercise to develop physical fitness. In addition, this course offers instruction in a variety of water exercises and vigorous activities to develop cardiovascular and muscular endurance, flexibility and the promotion of body composition management.

PED 129 SCUBA DIVING 1 CREDIT

This course provides basic instruction in scuba diving. This course provides the knowledge and skills related to

swimming and snorkeling, diving equipment, communications, the environment, safety, dive tables and other pertinent information a student needs for safe scuba diving. This course prepares the student for open-water (PADI) certification. PREREQUISITE: Basic Swimming Skills

PED 133 BEGINNING SNOWBOARDING 1 CREDIT

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

PED 134 ADVANCED SNOWBOARDING 1 CREDIT

An advanced Snowboarding course designed for those who have had prior snowboarding experience and can link skidded turn with good speed and control on green and blue terrain. The course will consist of a combination of on-the-snow classes at an established ski area and classroom instruction at the College. For purposes of instruction, students will be assigned to small groups based on their present snowboarding ability. All on-snow instruction will be by certified ski instructors employed by the ski area. PREREQUISITE: PED 133

PED 135 INTERMEDIATE TENNIS 1 CREDIT

An advanced course in tennis for students who already have playing experience and skill in the basic strokes. Emphasis will be placed on learning the lob, smash, half-volley, serve variations and tennis strategy for singles and doubles. PREREQUISITE: PED 106

PED 136 ADVANCED WEIGHT TRAINING 2 CREDITS

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

PED 141 BEGINNING ALPINE SKIING 1 CREDIT

Designed for students who have little or no prior experience in downhill skiing. The course will consist of a combination of on-the-snow classes at one of the mountain ski areas and classroom sessions at ACC. For purposes of instruction, students will be assigned to small groups based on their present skiing ability. Students must furnish or rent all skiing equipment.

PED 142 ADVANCED ALPINE SKIING 1 CREDIT

An advanced skiing course designed for students who are ready for advanced instruction in parallel skiing. The course will consist of a combination of on-the-snow classes at an established ski area and classroom instruction at the College. Students will be divided into small groups and assigned to instructors based on the demonstrated skiing ability. All on-snow instruction will be by certified ski instructors employed by the ski area. Students must furnish or rent all skiing equipment. PREREQUISITES: Alpine skiing (PED 141) or intermediate skiing ability

PED 143 TAI CHI I 1 CREDIT

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

PED 144 TAI CHI II 1 CREDIT

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

PED 145 PILATES MATWORK 1 CREDIT

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

PED 146 MARTIAL ARTS 1 CREDIT

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

PED 147 YOGA 1 CREDIT

This course offers a guided instruction in yoga. Students practice yoga according to their individual fitness levels and abilities. Emphasis is placed on enhancing general health and well-being through the performance of yoga strength, flexibility, balance, relaxation techniques and exercises.

PED 148 YOGA II 1 CREDIT

Concepts of basic yoga are carried into additional areas. Increases awareness of yoga and its physical and mental benefits. PREREQUISITE: Yoga I instructor's permission

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

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

PED 200 ADVANCED GOLF 1 CREDIT

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

PED 210 FITNESS CENTER ACTIVITY III 1 CREDIT

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

PED 211 FITNESS CENTER ACTIVITY IV 1 CREDIT

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

Physical Education—Other Classes**Health, Physical Education and Recreation****PER 113 INTRO TO PHYSICAL
EDUCATION AND SPORTS 2 CREDITS**

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

PER 151 LIFEGUARD TRAINING 2 CREDITS

This course is designed to provide the necessary minimum knowledge and skills training for a person to qualify as a non-surf lifeguard. The course content and activities prepare lifeguard candidates to recognize emergencies, respond quickly and effectively to emergencies and prevent drowning and other incidents. The course also teaches other skills an individual needs to be a professional lifeguard. PREREQUISITE: Advanced swimming or equivalent.

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

This course examines the basic patient care skills for the health care practitioner. Students will gain an understanding and demonstrate these skills that include: positioning, body mechanics, transfers, range of motion, palpation, vital signs, aseptic techniques, bandaging, intermittent venous compression, medical terminology, activities of daily living, wheelchair management, architectural barriers and gait training. PREREQUISITES: Admission to PTA program or instructor's permission

**PTA 115 PRINCIPLES AND PRACTICES
IN PHYSICAL THERAPY 2 CREDITS**

This course explores the history of the profession of Physical Therapy including its definition, development and areas of practice. The role of the PTA, the physical therapist assistant and the relationships between the physical therapist, PTA and other health care professionals are investigated. Current issues and trends in Physical Therapy including professionalism, ethics, quality assurance, communications and reimbursement issues such as Medicare, Medicaid, Worker's Compensation and commercial insurance are discussed as they relate to the delivery of health care.

**PTA 120 MODALITIES IN
PHYSICAL THERAPY 5 CREDITS**

The theory and principles of physical therapy modalities will be examined. Course includes therapeutic heat and cold, traction, massage and hydrotherapy. PREREQUISITE: PTA 110

PTA 131 PROFESSIONAL COMMUNICATION I 1 CREDIT

Introduces Physical Therapist Assistant (PTA) program students to professional communication in their field. The course develops skills in research, medical documentation and oral presentation of information to others.

PTA 135 PRINCIPLES OF ELECTRICAL STIMULATION 2 CREDITS

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

PTA 140 CLINICAL KINESIOLOGY 5 CREDITS

This course will focus upon the science of human motion, theories of biomechanics and muscle/ joint structure and function. Also emphasized are basic principles of therapeutic exercise and their application to specific body regions. A laboratory experience that includes the application of kinesiology and exercise principles is integrated in the learning experience.

PTA 141 PROFESSIONAL COMMUNICATION II 1 CREDIT

To introduce Physical Therapist Assistant (PTA) program students to professional communication in their field. The course develops skills in conveying instructions to patients and/or subordinates, participating effectively in meetings, abstracts and conducting self-critiques and peer reviews of on-the-job performance. In addition, the course continues to emphasize research and documentation skills begun in Professional Communication I. **PREREQUISITE:** PTA 131

PTA 175 SPECIAL TOPICS: CLINICAL PATHOPHYSIOLOGY I 2 CREDITS

This course investigates the pathophysiological changes resulting from disease processes. Course includes the etiology of disease such as trauma, genetic, immunological, inflammatory and degenerative processes. Pathology and pharmacology of musculoskeletal and neurological system diagnoses as they relate to physical therapy is emphasized.

PTA 176 SPECIAL TOPICS: ANATOMICAL KINESIOLOGY 4 CREDITS

This course focuses on an understanding of anatomical structures of the human body. Includes the composition and adaptability of tissues and the identification and function of the skeletal, muscular and nervous systems as they relate to physical therapy. **PREREQUISITES:** Admission to the PTA program or instructor's permission

PTA 177 SPECIAL TOPICS: CLINICAL PATHOPHYSIOLOGY II 2 CREDITS

This course investigates the pathophysiological changes resulting from disease processes. Course includes the etiology of disease such as trauma, genetic, immunological, inflammatory and degenerative processes. Pathology and pharmacology of cardiovascular, respiratory, endocrine and chronic pain diagnoses as they relate to physical therapy are emphasized.

PTA 205 PSYCHOSOCIAL ISSUES IN HEALTH CARE 2 CREDITS

This course explores the psychosocial aspects of the patient/client and health care practitioner. Recognition of and adjustment for psychological, sociological, educational, cultural,

economic and political concerns on the delivery of health care services are investigated. Communication skills and social and advocacy responsibilities of the health care practitioner will be discussed in order to assist the development of a health care practitioner committed to meeting the expectations and needs of the members of society receiving health care services.

PTA 230 ORTHOPEDIC ASSESSMENT AND MANAGEMENT 5 CREDITS

The principles and practices of physical therapy will be examined and understanding of the following procedures will be developed: Goniometry, therapeutic exercise, manual muscle testing, gait analysis, orthotics and prosthetics. **PREREQUISITE:** PTA 120

PTA 240 NEUROLOGICAL ASSESSMENT AND MANAGEMENT 5 CREDITS

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

PTA 251 PROFESSIONAL COMMUNICATIONS III 1 CREDIT

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

PTA 278 PTA SEMINAR 2 CREDITS

This course provides a summary of all coursework, internships and prepares the student for transition into the workforce as an entry-level PTA. It includes a comprehensive review and mock exam in preparation for the national PTA exam, employment benefits, licensing, state practice act review, professional development, employment opportunities and community service. **PREREQUISITES:** PTA 230, PTA 280

PTA 280 PTA INTERNSHIP I 4 CREDITS

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

PTA 281 PTA INTERNSHIP II 5 CREDITS

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

PTA 282 PTA INTERNSHIP III VARIABLE CREDIT

Advanced clinical experience providing hands on of various types of patient practicum skills and techniques learned. Students will refine all physical therapy skills in preparation to enter the field as an entry-level physical therapist assistant. This final experience in any physical therapy setting will include independent practice with an assigned caseload under the on-site supervision of a clinical instructor. The student will research and present an in-depth physical therapy case study. **PREREQUISITES:** Successful completion of all PTA curriculum or instructor's permission.

PTA 285 INDEPENDENT STUDY VARIABLE CREDIT

This course meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

Physics**PHY 101 BASIC PHYSICS 4 CREDITS**

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

PHY 105 CONCEPTUAL PHYSICS 4 CREDITS

Focuses on mechanics, heat, properties of matter, electricity and magnetism, light and modern physics. Incorporates laboratory experience.

This course is one of the Statewide Guaranteed Transfer courses.

PHY 111 PHYSICS: ALGEBRA-BASED I 5 CREDITS

Enables the student to explore the truth about physical reality through reasoning, mathematics and experimentation. Examines kinematics, force, circular motion, energy, momentum, torque, rotational dynamics, simple harmonic motion, temperature, heat and thermodynamics. The concepts and theories presented are explored through demonstrations and hands-on experiments. It is a general physics course that is recommended for all of the health sciences and all other interested students. Students entering engineering or one of the advanced sciences should register for PHY 211. **PREREQUISITE:** MAT 121

This course is one of the Statewide Guaranteed Transfer courses.

PHY 112 PHYSICS: ALGEBRA-BASED II 5 CREDITS

Expands upon PHY 111 and covers sound waves, electric fields, electric circuits, magnetic fields, optics and modern physics. Explores the concepts and theories presented in class through demonstrations and hands-on experiments. **PREREQUISITE:** PHY 111

This course is one of the Statewide Guaranteed Transfer courses.

PHY 211 PHYSICS: CALCULUS-BASED I 5 CREDITS

Enables the student to examine the truth about physical reality through reasoning, mathematics and experimentation. Covers kinematics, force, gravity, energy, momentum, torque, rotational dynamics, fluids and waves. The concepts and theories presented in class are explored through demonstrations and hands-on experiments. This first semester calculus-based physics course is recommended for students entering engineering or one of the advanced sciences. **PREREQUISITE:** MAT 201

This course is one of the Statewide Guaranteed Transfer courses.

PHY 212 PHYSICS: CALCULUS-BASED II 5 CREDITS

Expands upon PHY 211 and examines thermodynamics, electric fields, electric circuits, magnetic fields, light and optics and modern physics. The concepts and theories presented in class are explored through demonstrations and hands-on experiments. **PREREQUISITE:** PHY 211

This course is one of the Statewide Guaranteed Transfer courses.

PHY 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

To be determined by individual instructor. A specific course description, list of competencies and topical outline will be developed for each special topics course.

PHY 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

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

Political Science**POS 105 INTRODUCTION TO POLITICAL SCIENCE 3 CREDITS**

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

This course is one of the Statewide Guaranteed Transfer courses.

POS 111 AMERICAN GOVERNMENT 3 CREDITS

Includes the background of the U. S. Constitution, the philosophy of American government, general principles of the Constitution, federalism and civil liberties. Examines public opinion and citizen participation, political parties, interest groups and the electoral process and the structure and functions of the national government.

This course is one of the Statewide Guaranteed Transfer courses.

POS 125 AMERICAN STATE AND LOCAL GOVERNMENT 3 CREDITS

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

POS 205 INTERNATIONAL RELATIONS 3 CREDITS

Examines relationships among modern nation states. Topics include diplomacy, nationalism, ideologies, power and influence, conflict and cooperation, the role of non-state actors, the international economy and theoretical attempts to understand international behavior.

POS 215 CURRENT POLITICAL ISSUES VARIABLE CREDIT

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

POS 225 COMPARATIVE GOVERNMENT 3 CREDITS

Focuses on a comparison of the basic features of selected developed and developing countries. Topics include ideologies, political parties, interest groups and governmental institutions.

POS 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

This course provides students with a vehicle to pursue in-depth exploration of special topics of interest.

POS 285 INDEPENDENT STUDY VARIABLE CREDITS

Course designed to meet the individual needs of students. **PREREQUISITE:** Instructor's permission

Psychology

PSY 101 GENERAL PSYCHOLOGY I 3 CREDITS

Focuses on the scientific study of behavior including motivation, emotion, sexuality, physiological psychology, stress and coping, research methods, consciousness, sensation, perception, learning and memory. PREREQUISITES: ENG 090, REA 090 or CPT test scores that are equivalent

This course is one of the Statewide Guaranteed Transfer courses.

PSY 102 GENERAL PSYCHOLOGY II 3 CREDITS

Focuses on the scientific study of behavior including cognition, language, intelligence, psychological assessment, personality, abnormal psychology, therapy, life span development and social psychology. PREREQUISITES: ENG 090, REA 090 or CPT test scores that are equivalent

This course is one of the Statewide Guaranteed Transfer courses.

PSY 110 CAREER DEVELOPMENT 3 CREDITS

This course assists students in recognizing their career potential and provides tools for making realistic decisions concerning educational and occupational objectives. This course also helps students develop skills needed for job search, employer search and resume development.

PSY 116 STRESS MANAGEMENT 3 CREDITS

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

PSY 200 RESEARCH METHODOLOGY 3 CREDITS

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

PSY 205 PSYCHOLOGY OF GENDER 3 CREDITS

Examines gender differences in work, courtship, family life and sexual behavior throughout the life span. PREREQUISITES: ENG 090, REA 090 or equivalent CPT test scores

PSY 226 SOCIAL PSYCHOLOGY 3 CREDITS

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

PSY 235 HUMAN GROWTH AND DEVELOPMENT 3 CREDITS

Examines human development from conception through death, emphasizing physical, cognitive, emotional and psychosocial factors. PREREQUISITES: 3 hours of general PSY or instructor's permission

This course is one of the Statewide Guaranteed Transfer courses.

PSY 238 CHILD DEVELOPMENT 3 CREDITS

Focuses on the growth and development of the individual, from conception through childhood, emphasizing physical, cognitive, emotional and psychosocial factors. PREREQUISITES: 3 hrs. general PSY or instructor's permission

PSY 247 CHILD ABUSE AND NEGLECT 3 CREDITS

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

PSY 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

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

PSY 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

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

Reading

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

REA 060 FOUNDATIONS OF READING 3 CREDITS

The student will learn strategies for vocabulary development, improved reading comprehension and enrichment. PREREQUISITE: CPT reading score 40-61; COREQUISITES: ENG 060/090 is recommended

REA 090 COLLEGE PREPARATORY READING 3 CREDITS

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

REA 112 SPEED READING 2 CREDITS

Designed for the those whose reading test score is 80 or above and who are interested in increasing reading rate of comprehension through computer pacing, reading flexibility, skimming and scanning techniques and general reading theory. Concurrent enrollment in REA 090 or REA 060 is not recommended. PREREQUISITE: CPT reading score 80-120

REA 275 SPECIAL TOPICS VARIABLE CREDIT

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

REA 285 INDEPENDENT STUDY 3 CREDITS

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

Real Estate

REE 115 INTRO TO REAL ESTATE 3 CREDITS

The function of the real estate broker, sales techniques, real estate ethics. Course is for those who intend to enter the profession, for salespeople who need a review and for those desiring a basic knowledge of the real estate business.

REE 118 REAL ESTATE APPRAISAL 4 CREDITS

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

REE 119 UNIFORM STANDARDS/ APPRAISAL (USPAP) 1 CREDIT

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

REE 201 REAL ESTATE BROKER I 6 CREDITS
Enables the student, in conjunction with REE 202, Real Estate Brokers II, to meet the educational requirements of the Colorado Real Estate Commission for a Colorado Real Estate Brokers' license. This course includes real estate law and practice, practical applications and current legal issues.

REE 202 REAL ESTATE BROKER II 6 CREDITS
Enables the student, in conjunction with REE 201, Real Estate Brokers I, to meet the educational requirements of the Colorado Real Estate Commission for a Colorado Real Estate Brokers' license. This course includes Colorado contracts and regulations, closings and recordkeeping and trust accounts.

Science

SCI 155 INTEGRATED SCIENCE I 4 CREDITS
Examines the nature of energy and matter, their interactions and changes and the application of fundamental concepts to the study of our natural world.

SCI 156 INTEGRATED SCIENCE II 4 CREDITS
Examines earth and biological systems, living and non-living environments, through the application and refinement of fundamental energy and matter concepts.

Sociology

SOC 101 INTRO TO SOCIOLOGY I 3 CREDITS
Examines the basic concepts, theories and principles of sociology, as well as human cultures, social groups and the social issues of age, gender, class and race.

This course is one of the Statewide Guaranteed Transfer courses.

SOC 102 INTRO TO SOCIOLOGY II 3 CREDITS
Examines social institutions and organizations from the macro perspective. Emphasizes issues of social change, demography, social movements and conflicts and trends within education, religion, family, political and economic structures.

This course is one of the Statewide Guaranteed Transfer courses.

SOC 205 SOCIOLOGY AND FAMILY DYNAMICS 3 CREDITS
This course will help develop an understanding of marriage, family and kinship. It examines the family as an institution and how social, cultural and personal factors influence family relations. The stability and diversity of the family will be explored, along with current trends and some alternative lifestyles.

SOC 215 CONTEMPORARY SOCIAL PROBLEMS 3 CREDITS
This course explores current social issues that result in societal problems. It focuses on such issues as: civil liberties, gender discrimination, substance abuse, crime, poverty and social change.

SOC 218 SOCIOLOGY OF DIVERSITY 3 CREDITS
This course explores the variety of inter-group relations: race, nationality, ethnicity, income and other minority classifications. Patterns of prejudice, discrimination and possible solutions to these issues will be examined.

SOC 275 SPECIAL TOPICS 1-3 CREDITS
This course enables students who have a strong interest in a specific sociological topic i.e., Suicide Prevention, sociology of Nursing, Death & Dying, Gerontology, Juvenile Delinquency, Sociology of Music, etc., to pursue the topic through research, field trips, classroom or laboratory setting.

SOC 285 INDEPENDENT STUDY VARIABLE CREDIT
Meets the individual needs of students. Students engage in intensive study research under the direction of a qualified instructor.

Spanish

Independent Studies are also available.

SPA 101 CONVERSATIONAL SPANISH I 3 CREDITS
This is the first course in a sequence for beginning students who wish to understand and speak Spanish. The material will include basic vocabulary, grammar and expressions that are used in daily situations and in travel.

SPA 102 CONVERSATIONAL SPANISH II 3 CREDITS
This is the second course in a sequence for beginning students who wish to understand and speak Spanish. The material will continue to cover basic conversational patterns, expressions and grammar. **PREREQUISITES:** SPA 101 or instructor's permission

SPA 111 SPANISH I 5 CREDITS
Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing the language. **NOTE:** The order of the topics and the methodology will vary according to the individual texts and instructors.

SPA 112 SPANISH II 5 CREDITS
Continues Spanish I in the development of functional proficiency in listening, speaking, reading and writing the language. **NOTE:** The order of the topics and the methodology will vary according to the individual texts and instructors. **PREREQUISITES:** SPA 111 or instructor's permission

SPA 114 FAST-TRACK SPANISH I & II 5 CREDITS
This is an intensive high-beginner course designed to bridge beginning Spanish courses with an intermediate Spanish course. It is designed for students who have studied two years of Spanish in high school and possess linguistic and cultural knowledge that true beginners do not, but are not ready yet to move to the intermediate level because they need an in-depth review of essential structures. **PREREQUISITES:** Two years of Spanish in high school or placement test

SPA 115 SPANISH FOR THE PROFESSIONAL I 3 CREDITS
Designed as an introduction to a working knowledge of the target language, cultural behaviors and values useful in various professional fields such as health care, law enforcement, bilingual education, business and others. **PREREQUISITE:** College level reading

SPA 201 CONVERSATIONAL SPANISH III 3 CREDITS
This is the third course in a sequence for students who wish to continue their study of understanding and speaking Spanish. The material will cover intermediate level vocabulary, grammar and expressions. **PREREQUISITES:** SPA 102 or instructor's permission

SPA 202 CONVERSATIONAL SPANISH IV 3 CREDITS
This is the fourth course in a sequence for students who wish to continue their study of understanding and speaking Spanish. The material will continue to cover intermediate level vocabulary, grammar and expressions. **PREREQUISITES:** SPA 201 or instructor's permission

SPA 211 SPANISH III 3 CREDITS
Continues Spanish I and II in the development of increased functional proficiency in listening, speaking, reading and writing the language. PREREQUISITES: SPA 112 or instructor's permission

NOTE: The order of the topics and the methodology will vary according to individual texts and instructors.
This course is one of the Statewide Guaranteed Transfer courses.

SPA 212 SPANISH IV 3 CREDITS
Continues Spanish I, II and III in the development of increased functional proficiency in listening, speaking, reading and writing the language and an introduction to literature. PREREQUISITES: SPA 211 or instructor's permission

NOTE: The order of the topics and the methodology will vary according to individual texts and instructors.
This course is one of the Statewide Guaranteed Transfer courses.

SPA 261 GRAMMAR FOR THE HERITAGE SPEAKER 3 CREDITS
This course provides grammatical instruction to Spanish students whether native or bilingual speakers who want to develop their existing proficiency in the target language. PREREQUISITES: SPA 212 or instructor's permission. Oral, aural proficiency at the 4th semester level.

SPA 215 SPANISH FOR THE PROFESSIONAL II 3 CREDITS
Continues SPA 115 in the development of a working knowledge of the target language, cultural behaviors and values useful in various professional fields such as health care, law enforcement, bilingual education, business and others.

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

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

Speech

SPE 115 PUBLIC SPEAKING 3 CREDITS
This course combines basic theories of speech communication with public speech performance skills. Emphasizes speech delivery, preparation, organization, support and audience analysis.

SPE 125 INTERPERSONAL COMMUNICATION 3 CREDITS
This course is an examination of communication involved in interpersonal relationships occurring in family, social and career situations. Relevant concepts include self-concept, perception, listening, nonverbal behaviors and conflict negotiation.

SPE 216 ADVANCED PUBLIC SPEAKING 3 CREDITS
This course is a continuation of SPE 115 with special emphasis on informative and persuasive public speaking skills and techniques using longer, in-depth speeches. Work in other speech formats may include extemporaneous, impromptu, manuscript, special occasion speeches and group decision making. PREREQUISITE: SPE 115

SPE 225 ORGANIZATIONAL COMMUNICATION 3 CREDITS
This course is a study of human communication systems and patterns in business and organizational settings. Topics include exploration of leadership strategies; effective managerial communication skills with peers, superiors and subordinates; and organizational communication environments, networks and goals. PREREQUISITE: SPE 115

SPE 226 ORAL INTERPRETATION 3 CREDITS
This course excites and exposes the student to the potential offered in the reading and performing of great literature such as is found in prose, poetry and drama.

SPE 275 SPECIAL TOPICS VARIABLE CREDIT
This course provides students with a vehicle to pursue in-depth exploration of special topics of interest.

SPE 285 INDEPENDENT STUDY VARIABLE CREDIT
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

Study Skills

See Academic Achievement

STS has been changed to AAA, Academic Achievement.

Technical Engineering

TEC 201 ENGINEERING MATERIALS 3 CREDITS
Investigates the types, properties and behavior of state-of-the-art and advanced materials. Lectures include an introduction to the classifications, properties and behavior of ferrous and nonferrous metals, polymers (plastics), woods, ceramics and advanced materials.

TEC 205 GEOMETRIC DIMENSIONING AND TOLERANCING 3 CREDITS
This course enables students to interpret and apply geometric dimensioning and tolerancing (GD&T) in machining or drafting. The course covers math formulas, tolerancing systems, modifiers, symbols, datums and tolerances of form, profile, orientation, runout and location. Students learn the generation of a working drawing is a team effort among design, drafting, manufacturing and quality control.

Theatre

THE 105 INTRO TO THEATRE ARTS 3 CREDITS
This course includes discussions, workshops and lectures designed to discover, analyze and evaluate all aspects of the theatre experience: scripts, acting, directing, staging, criticism and theory.

This course is one of the Statewide Guaranteed Transfer courses.

THE 110 THEATRE IN DENVER 3 CREDITS
The purpose of this course is to acquaint students with the range of theatre companies and productions in the Denver area. The itinerary is designed to provide the greatest variety of theatrical experiences within the logistical circumstances of a given semester's offerings. Accordingly, students will confront a broad spectrum of dramatic literature performed by various companies in distinct milieus.

THE 111 ACTING I 3 CREDITS
This course covers basic acting techniques and approaches including scene study, improvisation and script analysis. It includes practical application through classroom performance.

THE 112 ACTING II 3 CREDITS

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

THE 116 TECHNICAL THEATRE 3 CREDITS

Introduces hands-on methods of constructing and painting scenery and properties and operating stage lighting. Students also learn the proper procedures of using shop equipment and serving on stage crews.

THE 141 IMPROVISATION I 1 CREDIT

Helps students learn improvisation skills for performance and character development.

THE 143 BASIC ACTING TECHNIQUE (STANISLAVSKY SYSTEM) 3 CREDITS

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

THE 181: AUDITION TECHNIQUES 1 CREDIT

This course focuses on the selection and preparation of audition materials, including prepared monologues, cold reading and improvisation techniques. Basics of resume preparation are also discussed.

THE 182 PRACTICUM: THEATRE PRODUCTION I 1-3 VARIABLE CREDITS

This course allows students to put into practice theories of theatre production. Participation in set construction, scenic artistry, costuming, lighting, sound, acting, stage-managing and administration is available.

THE 183 PRACTICUM: THEATRE PRODUCTION II 1-3 VARIABLE CREDITS

This course allows students to continue to put into practice theories of theatre production. Participation in set construction, scenic artistry, costuming, lighting, sound, acting, stage managing and administration is available.

THE 211 DEVELOPMENT OF THEATRE I 3 CREDITS

This course surveys the history and evolution of drama from Ancient Greece to the Renaissance, emphasizing all aspects of the art form from period values to the analysis of dramatic literature and performance.

This course is one of the Statewide Guaranteed Transfer courses.

THE 212 DEVELOPMENT OF THEATRE II 3 CREDITS

This course surveys the history and evolution of drama from the Renaissance to the present, emphasizing all aspects of the art form from period values to the analysis of dramatic literature and performance.

This course is one of the Statewide Guaranteed Transfer courses.

THE 275 SPECIAL TOPICS 1-3 VARIABLE CREDITS

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

THE 285 INDEPENDENT STUDY 1-3 CREDITS

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



Travel and Tourism

TRA 120 TRAVEL RESERVATIONS 3 CREDITS

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

TRA 125 AIRLINE RESERVATIONS 2 CREDITS

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

TRA 128 TRAVEL DESTINATIONS—DOMESTIC 3 CREDITS

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

TRA 141 LEISURE TRAVEL 3 CREDITS

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

TRA 230 HOME-BASED TRAVEL AGENT 3 CREDITS

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

TRA 275 SPECIAL TOPICS 1-6 CREDITS

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