

Drafting

DRT 101 TECHNICAL DRAFTING I 3 CREDITS

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

DRT 102 TECHNICAL DRAFTING II 3 CREDITS

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

DRT 105 BLUEPRINT READING 3 CREDITS

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

DRT 109 DESCRIPTIVE GEOMETRY 3 CREDITS

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

Early Childhood Education

Arapahoe Community College has articulation agreements dealing with early childhood and elementary education teacher preparation. Contact Linda Forrest at 303-797-5784 for information.

ECE 101 INTRO TO EARLY CHILDHOOD EDUCATION 3 CREDITS

This course provides an introduction to Early Childhood Education. Topics include the eight key areas of professional knowledge: Child Growth & Development; Health, Nutrition & Safety; Developmentally Appropriate Practices; Guidance; Family & Community Relationships; diversity; Professionalism; Administration & Supervision. Ages addressed: birth through age 8. ECE 101 is a pre or corequisite for ECE 102

ECE 102 INTRODUCTION TO EARLY CHILDHOOD LAB 3 CREDITS

This course includes a classroom seminar and a placement in a child care setting. The supervised placement provides the student with the opportunity to observe children, to practice appropriate interactions and to develop effective guidance and management techniques. Ages addressed: birth through age 8. Background checks required by the Colorado Department of Human Services may be needed. PREREQUISITES: ECE 101 or COREQUISITE ECE 101

ECE 103 GUIDANCE STRATEGIES FOR CHILDREN 3 CREDITS

Explores guidance theories, applications, goals, techniques and factors that influence expectations, classroom management issues and prosocial skills. Addresses ages birth through age 8.

ECE 111 INFANT AND TODDLER THEORY AND PRACTICE 3 CREDITS

This course presents an overview of theories, applications (including observations) and issues pertinent to infant and toddler development in group and/or family settings. State

requirements for licensing, health, safety and nutrition issues are included. Ages addressed: prenatal through age 2.

ECE 112 INTRODUCTION TO INFANT/TODDLER LAB TECHNIQUES 3 CREDITS

This course includes a classroom seminar and a placement in an infant and/or toddler setting. The supervised placement provides the student with the opportunity to observe, to practice appropriate interactions and to develop effective guidance and nurturing techniques with infants and/or toddlers. Ages addressed: prenatal through age 2. PREREQUISITES: ECE 111, health screening, including TB and HiB tests

ECE 125 SCIENCE/MATH AND THE YOUNG CHILD 3 CREDITS

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

ECE 126 ART AND THE YOUNG CHILD 2 CREDITS

This course prepares students to plan and implement a comprehensive and developmentally appropriate art program for young children. Students will also investigate the development of self-taught art techniques in young children.

ECE 127 MUSIC/MOVEMENT FOR THE YOUNG CHILD 1 CREDIT

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

ECE 155 FAMILY AND PARENTING ISSUES 1 CREDIT

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

ECE 175 SPECIAL TOPICS 1-6 CREDITS

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

ECE 178 WORKSHOP 1-6 CREDITS

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

ECE 179 SEMINAR 1-6 CREDITS

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

ECE 185 INDEPENDENT STUDY 1-3 CREDITS

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

ECE 187 CO-OP EDUCATION 1-12 CREDITS

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

ECE 205 NUTRITION, HEALTH AND SAFETY 3 CREDITS

This course focuses on nutrition health and safety as key factors for optimal growth and development of young children. Content includes nutrient knowledge, menu planning, food

program participation, health practices, management and safety, appropriate activities and communication with families. Ages addressed: prenatal through age 8.

ECE 220 CURRICULUM DEVELOPMENT: METHODS AND TECHNIQUES 3 CREDITS

This course provides an overview of early childhood curriculum development. The content includes processes for planning and implementing developmentally appropriate environments, materials and experiences and quality in early childhood programs. Ages addressed: birth through age 8.

ECE 225 LANGUAGE AND COGNITION FOR THE YOUNG CHILD 3 CREDITS

This course examines theories of cognitive and language development as a framework for conceptualizing the way children acquire thinking skills. The content includes observing, planning, facilitating creative representation and evaluating strategies within the context of play. Content areas are language, science and math, problem solving and logical thinking. Ages addressed: birth through age 8.

ECE 226 CREATIVITY AND THE YOUNG CHILD 3 CREDITS

This course provides an emphasis on encouraging and supporting creative self expression and problem solving skills in children. The content explores creative learning theories and research. It focuses on developmentally appropriate curriculum strategies in all developmental domains. Ages addressed: birth through age 8.

ECE 228 LANGUAGE AND LITERACY 3 CREDITS

Presents strategies for optimum language development. Supports children's language and literacy (including English language learners) in home, classroom and community settings. Provides appropriate teacher/children verbal interactions, classroom environments and activities. Addresses ages birth through age 8.

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

This course examines Colorado's minimal licensing requirements, as well as optimal standards pertaining to the operation of programs for young children. Course content focuses on new directors' administrative skills and role as a community advocate for young children.

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

This course focuses on the human relations component of an early childhood professional's responsibilities. Course content includes director-staff relationships, staff development, leadership strategies, parent-professional partnerships and community interaction.

ECE 260 EXCEPTIONAL CHILD 3 CREDITS

This class presents an overview of typical and atypical developmental progression. The content includes planning techniques, learning strategies, legal requirements and accommodations and adaptations that are necessary in order to create an integrated classroom environment for a child with a wide range of exceptionalities. Ages birth through age 8. PREREQUISITES: ECE 226 or PSY 238

ECE 275 SPECIAL TOPICS I 1-6 VARIABLE CREDITS

Seminars on special topics that relate to the area of early childhood education. Topics may be general to be of interest

to educators or specific to parents, family child care providers, infant-toddler caregivers, preschool/child care educators, kindergarten and/or primary level educators.

ECE 278 WORKSHOP 1-6 VARIABLE CREDITS

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

ECE 279 SEMINAR 1-6 VARIABLE CREDITS

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

ECE 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

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

ECE 287 CO-OP EDUCATION 1-12 CREDITS

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

Economics

ECO 101 ECONOMICS OF SOCIAL ISSUES 3 CREDITS

Through a historical perspective this course examines the major socio-economic issues of the past century. Issues that are discussed include: global poverty and economic growth, education, health care, pollution, discrimination, crime, big business and trade protection. A chronological structure is used to study the progression of these issues and changes of them through time. Analytical tools are used to determine how these issues were dealt with in the past and how they can be interpreted in different manners.

ECO 105 INTRO TO ECONOMICS 3 CREDITS

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

ECO 201 PRINCIPLES OF MACROECONOMICS 3 CREDITS

Focuses on the study of the American economy, stressing the interrelationships among household, business and government sectors. Explores saving and investment decisions, unemployment, inflation, national income accounting, taxing and spending policies, the limits of the market and government, public choice theory, the Federal Reserve System, money and banking and international trade.

This course is one of the Statewide Guaranteed Transfer courses.

ECO 202 PRINCIPLES OF MICROECONOMICS 3 CREDITS

Studies the firm, the nature of cost and how these relate to the economy as a whole. Analyzes economic models of the consumer, perfect competition, monopoly, oligopoly and monopolistic competition. Explores economic issues including market power, population growth, positive and negative externalities, income distribution, poverty and welfare, discrimination and international economic interdependence.

This course is one of the Statewide Guaranteed Transfer courses.

ECO 245 ENVIRONMENTAL ECONOMICS 3 CREDITS

Introduces students to contemporary environmental issues and policies meant to reduce environmental degradation. Includes market failures, analytical tools, government pollution

reduction policies for air, water and natural environments and their effectiveness

This course is one of the Statewide Guaranteed Transfer courses.

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

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

Education

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EDU 131 INTRODUCTION TO ADULT EDUCATION 3 CREDITS
Introduces the student to the basic concepts in the instruction of adults. Emphasis will be placed on understanding the adult learner and how their individual backgrounds and experiences can affect the learning process. Additionally, the course will cover applicable federal and state legislation which affects learning programs and will offer information on additional resources and associations in the field of Adult Education.

EDU 132 PLANNING, ORGANIZING & DELIVERING ADULT EDUCATION INSTRUCTION 3 CREDITS
This course will cover the basics of planning an adult education program, organizing instruction within the various content areas and delivering the material in a variety of ways, both in groups and individualized instruction. A wide variety of learning principles and theories will be addressed in ways that show their applicability to the adult learner and his/her education.

EDU 133 ADULT BASIC EDUCATION (ABE)/ADULT SECONDARY EDUCATION (ESL) 3 CREDITS
This course will specifically address the different levels within an Adult Education program. Each level will be addressed in terms of appropriate assessment tools and instructional techniques. Emphasis will be placed on teaching ways that the adult education instructor can encourage the development of cognitive skills at each level, as a springboard to the next level.

EDU 134 TEACHING ENGLISH AS A SECOND LANGUAGE TO ADULT LEARNERS 3 CREDITS
In this course, the student will be introduced to the development and implementation of a program to teach English to adults whose first language is not English. Topics will range from assessment and placement to the theories behind language acquisition. Students will also cover a wide variety of methodologies, both group and individualized, that are aimed at teaching the Non-English speaker the written and verbal skills necessary to successfully function in the United States.

EDU 135 FAMILY LITERACY IN ADULT EDUCATION 3 CREDITS
Introduces the students to the philosophy and theory behind family literacy, as well as giving practical advice on the development and implementation of family literacy programs. The four-component model of adult education, early childhood education, parent and child together time (PACT) and parenting will be covered, both in theory and practical application.

EDU 175 SPECIAL TOPICS 1-6 CREDITS
Provides students with a vehicle to pursue in-depth exploration of special topics of interest. PREREQUISITE: Instructor's permission

EDU 170 ENRICHING CONTENT CLASSES FOR SECONDARY ELL STUDENTS 4 CREDITS
Prepares teachers with strategies to develop English language learner's social and academic English and support their transition to U.S. culture and schools. This course provides the students with instructional strategies and approaches to assist ELL learners in achieving academic competence, with multiple opportunities to apply new knowledge and strategies to different content areas.

EDU 185 INDEPENDENT STUDY 1-6 CREDITS
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor. PREREQUISITE: Instructor's permission

EDU 187 COOPERATIVE EDUCATION 1-2 CREDITS
A college-to-work-based experience that draws on combined efforts of educators and employers to produce outcomes related to student career objectives.

EDU 188 PRACTICUM I 1-6 CREDITS
Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the education facility and with the direct guidance of the instructor.

EDU 221 INTRO TO EDUCATION 3 CREDITS
Focuses on the historical, social, political, philosophical, cultural and economic forces that shape the United States public school system. Includes current issues of educational reform, technology as it relates to education and considerations related to becoming a teacher in the state of Colorado. PREREQUISITES: College-level reading and writing as demonstrated on college level placement scores; COREQUISITE: Field-Experience component, if not embedded in the class

EDU 233 ENGLISH LANGUAGE LEARNING (K-6) 3 CREDITS
A course designed for teachers of K-6 students with limited English skills. Course provides strategies to support the social and academic needs of these ELLs in their transition to U.S. culture and school. Appropriate for preservice teachers as well as for those in mainstream, bilingual or self-contained ESL classrooms. PREREQUISITES: A Child Development Course or permission of the instructor

EDU 234 MULTICULTURAL EDUCATION 3 CREDITS
Focuses on the need to recognize and understand the similarities and differences among people and develop a respect for all individuals and groups. Assists teachers to recognize the special learning needs of children from different racial, ethnic, cultural and socioeconomic groups and to encourage teachers to integrate multicultural/diversity teaching into the school curriculum.

EDU 242 EXPRESSIVE ARTS IN THE ELEMENTARY CLASSROOM 3 CREDITS
Explores the integration of visual arts, music and physical education/movement into the self-contained elementary classroom curriculum based upon the theory of multiple intelligences. Familiarizes the student with the Colorado Model Content Standards for each area, basic curriculum development and the opportunities to practice their skills with students through field experiences.

EDU 260 ADULT LEARNING AND TEACHING 3 CREDITS
Introduces the basic instructional theory focusing on the adult learner. Includes developing a syllabus, learning goals and outcomes and lesson plans. Emphasizes teaching to a diverse participant body, classroom management, learning theory, learning styles, teaching styles and using technology in the classroom.

EDU 261 TEACHING, LEARNING AND TECHNOLOGY 3 CREDITS
Prepares students to integrate technology into their teaching curriculum. Enables the student to design educational and training materials incorporating instructional technology. Explores a variety of technologies, including the computer, Internet, multimedia, graphics, audio and text with an emphasis on increasing learning through their use. Examines combining technology with a variety of instructional methodologies. PREREQUISITES: EDU 221 or EDU 260

EDU 262 ASSESSMENT OF STUDENT ACADEMIC ACHIEVEMENT 3 CREDITS
Focuses on assessment as fundamental to the improvement of student academic achievement in the 21st century learning college. Analyzes methods for assessing academic achievement at the classroom, course, program and institutional level. Defines measurable outcomes, evaluates student academic achievement and uses the results to improve teaching methods, curriculum design and outcomes. PREREQUISITES: EDU 221 or EDU 260

EDU 263 TEACHING AND LEARNING ONLINE 3 CREDITS
This online course will provide faculty with the knowledge and skills necessary to design, develop and deliver courses in a distance format. Assessment and evaluation methods and methods to incorporate interactive, collaborative and expanded learning activities will be included. PREREQUISITES: EDU 221 or EDU 260 or permission of instructor

EDU 264 FACULTY MENTORING 3 CREDITS
This course will provide the student with an understanding of and skills in mentoring new teachers/faculty in an academic institution. Students will explore the six dimensions of effective mentoring, mentoring phases, how to establish and build the mentor/mentee relationship and constructive feedback techniques. Student must designate a potential mentee for practical experience throughout this course. PREREQUISITES: EDU 221 or EDU 260 or instructor's permission

EDU 265 INSTRUCTIONAL DESIGN 3 CREDITS
This course introduces the student to a systematic approach to Instructional Design and to designing instruction with multimedia. Students will incorporate learning and instructional theory into course/training design to ensure the quality of instruction. A process of goal analysis and learning needs coupled with the development of a delivery system to meet those needs will be determined. This course includes the development of instructional materials and activities as well as the evaluation of all instruction and learner activities. PREREQUISITES: EDU 221 or EDU 260 or instructor's permission

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

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

EDU 287 COOPERATIVE EDUCATION 1-12 VARIABLE CREDITS
A college-to-work based experience that draws on combined efforts of educators and employers to produce outcomes related to student career objectives PREREQUISITE: Instructor's permission

EDU 288 PRACTICUM II 1-6 VARIABLE CREDITS
Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the education facility and with the direct guidance of the instructor. PREREQUISITE: Instructor's permission

Electronics Engineering Technology

This program is being discontinued. No new students are being admitted to this program.

ELT 101 SURVEY OF ELECTRONICS 3 CREDITS
An introduction to electronics for consumers, individuals working in related fields and those exploring Electronics Engineering Technology as a career option. The course covers fundamental concepts, circuit diagrams, construction of circuits, test instruments, basic troubleshooting and the operation of common electronic systems and circuits. 23 hours lecture, 46 hours lab. PREREQUISITE: High school algebra

ELT 106 FUNDAMENTALS OF DC/AC 3 CREDITS
An introductory course that provides the basic skills needed for many careers in electronics and related fields. Covered are the operations and applications of basic DC and AC circuits, consisting of resistors, capacitors and inductors. The use of common test instruments in troubleshooting is emphasized. 23 hours lecture, 46 hours lab. PREREQUISITE: Minimum CPT algebra score of 45; COREQUISITE: MAT 116

ELT 109 QUALITY BUSINESS PRACTICES 1 CREDIT
This course covers current business practices designed to improve productivity and quality in the workplace. It addresses practices affecting materials and process control as well as personnel-related issues of performance and work teams. 15 hours lecture.

ELT 112 ADVANCED DC/AC 3 CREDITS
Continues to build on ELT 106 and covers advanced concepts of DC-AC circuits, including DC network theorems and analysis of AC series-parallel circuits. Includes an expanded treatment of power supplies, dual-supply rectifier circuits and Zener diode voltage regulators. Emphasizes troubleshooting. 23 hours lecture, 46 hours lab. PREREQUISITE: ELG 106

ELT 113 ADVANCED CIRCUIT ANALYSIS 4 CREDITS
Serves as an advanced course in the analysis of passive AC circuits. Emphasizes the use of complex algebra and network analyses. 30 hours lecture, 60 hours lab. PREREQUISITES: ELT 112, MAT 117

ELT 136 INTRODUCTION TO TRANSISTORS 2 CREDITS
An introduction to the operation and applications of bipolar transistors, JFETs and MOSFETs. Included are switching circuits, single-stage small-signal amplifiers and troubleshooting. 15 hours lecture, 30 hours lab. PREREQUISITE: ELT 106

ELT 137 ADVANCED TRANSISTORS 3 CREDITS
A continuation of ELT 136 with specifications and additional applications of bipolar transistors, JFETs and MOSFETs.

Covered are voltage regulation, common-collector and power amplifiers. Also included are analysis of single and cascaded amplifier stages. Troubleshooting is emphasized. 23 hours lecture, 46 hours lab. PREREQUISITE: ELT 136

ELT 138 POWER CONTROL DEVICES 2 CREDITS
Covers the specifications and operation of SCRs, triacs, diacs, unijunction transistors, PUTs and solid-state relays. Enables the student to construct and test circuits with power control devices. Troubleshooting is emphasized. 15 hours lecture, 30 hours lab. PREREQUISITE: ELT 136

ELT 139 OPTOELECTRONIC DEVICES 2 CREDITS
Focuses on a study of the specifications and operation of the LED, IRED, photoconductive cell, photodiode, phototransistor, optocoupler and vacuum-fluorescent display. Addresses fiber optics and lasers. Enables students to construct and test circuits with optoelectronic devices. Troubleshooting is emphasized. 15 hours lecture, 30 hours lab. PREREQUISITE: ELT 136

ELT 147 DIGITAL DEVICES I 3 CREDITS
This course introduces the operation and application of gates, flip-flops, counters, shift registers, encoders-decoders and LED displays. Also covered are binary numbers, Boolean algebra and troubleshooting. 23 hours lecture, 46 hours lab. PREREQUISITE: ELT 112

ELT 148 DIGITAL DEVICES II 3 CREDITS
A continuation of ELT 147. Covered are the operation and application of programmable logic devices, synchronous counters, multiplexers, liquid crystal displays, ROM and RAM. Included are also specifications of ICs, display multiplexing and design and minimization of circuits. Troubleshooting is emphasized. 23 hours lecture, 46 hours lab. PREREQUISITE: ELT 147

ELT 149 DIGITAL DEVICES: TROUBLESHOOTING 2 CREDITS
After detailed circuit analysis of a digital system that is not microprocessor based, the course focuses on troubleshooting to the component level. PREREQUISITE: ELT 148

ELT 161 ELECTROMECHANICAL TROUBLESHOOTING 1 CREDITS
An introduction to troubleshooting electromechanical systems consisting of switches, relays and motors. Teamwork is emphasized. 8 hours lecture, 16 hours lab. PREREQUISITES: ELT 101 or 106

ELT 163 SOLDERING 1 CREDIT
This course covers the theory and practice of high-reliability hand-soldering in the electronics field. Soldering practice includes wire and terminal soldering as well as PCB soldering of through-hole and surface-mount devices. 8 hours lecture, 16 hours lab.

ELT 215 OPERATIONAL AMPLIFIERS 3 CREDITS
A study of integrated operational amplifiers and their applications. Troubleshooting is emphasized. 23 hours lecture, 46 hours lab. PREREQUISITE: ELT 136

ELT 216 ANALOG INTEGRATED CIRCUITS 2 CREDITS
Introduces the operation and applications of integrated voltage regulators, timers, phase-locked loops, analog-to-digital and digital-to-analog converters. Emphasizes troubleshooting. 15 hours lecture, 30 hours lab PREREQUISITES: ELT 147, 215

ELT 225 COMMUNICATION ELECTRONICS I 3 CREDITS
Focuses on a basic analog communication course emphasizing the elements of a communication system, radio frequency analysis and characteristics, radio frequency circuits, AM and FM modulation techniques and AM and FM transmitters and receivers. 23 hours lecture, 46 hours lab. PREREQUISITE: ELT 137

ELT 227 FCC LICENSE PREPARATION 1 CREDIT
A review of electronics, to enable students to pass the General Radiotelephone Operator examination for the FCC Commercial Radiotelephone license. Emphasis will be on questions from Elements 1 and 3 provided by the FCC. A General Radiotelephone Operator license is required to adjust, maintain, or internally repair FCC licensed radiotelephone transmitters in the aviation, maritime and international fixed public radio services. 15 hours lecture. PREREQUISITE: ELT 225

ELT 261 MICROPROCESSORS 3 CREDITS
Basic operation and applications of microprocessors. The student will be able to write machine and assembly language programs, interface microprocessors to various devices and troubleshoot microprocessor-based systems. 23 hours lecture, 46 hours lab. PREREQUISITE: ELT 148

ELT 265 MICROCONTROLLERS 2 CREDITS
This course will provide the necessary software and hardware knowledge and skills for the development of microcontroller systems. The student will use programming tools and a development software. 15 hours lecture, 30 hours lab. PREREQUISITE: ELT 261

ELT 267 INTRODUCTION TO ROBOTICS 1 CREDIT
Introduces basic robotics. Enables the student to program a robot in a higher-level language to perform various tasks. Covers building and interfacing of sensor circuits. 8 hours lecture, 16 hours lab PREREQUISITES: ELT 101 or ELT 106

ELT 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS
These courses provide students with opportunities to study topics of special interest that may lie outside the standard ELT program. A syllabus will specify the content of each course at the time it is offered.

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

Emergency Medical Sciences

CCN 230 BASIC EKG INTERPRETATION 2 CREDITS
Develops the ability of the health care provider to read and interpret the electrocardiogram. Requires critical thinking and analytical skills.

EMS 125 EMT BASIC 9 CREDITS
Enables the student, after successful completion of this course, to take the EMT Certification Examination subject to the requirements of the Colorado Department of Health and Environment. Includes written and practical examinations. Student must be at least 18 years of age by completion of 50% of the class to do clinicals. COREQUISITE: EMS 170

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

EMS 130 IV FOR THE EMT 2 CREDITS

This course provides basic understanding of intravenous therapy principles and administration. Topics include the roles and responsibilities of the EMT, legal issues, shock principles of fluid and blood replacement, 50% Dextrose, IV equipment, IV administration and venipuncture techniques. PREREQUISITES: Current State EMT B Certification, all Hepatitis B vaccinations and current CPR card.

EMS 134 ADVANCED EKG 2 CREDITS

This class will build upon basic EKG interpretation. 12 lead EKG interpretation including the diagnosis of myocardial infarction will be studied.

EMS 136 EMT/PARAMEDIC SAFETY ISSUES IN THE FIELD 1 CREDIT

This class will provide the EMT and Paramedic with the skills needed to quickly assess the scene for potential hazards to themselves. Introducing topics on scene safety, evaluation of potential problem patients, verbal communication control techniques, physical control techniques for the problem patient and specific techniques for scene control. PREREQUISITES: State EMT B Certification or instructor's permission

EMS 150 PEDIATRIC EDUCATION FOR PRE-HOSPITAL PROFESSIONALS 1 CREDIT

Provides the student with core knowledge and skills necessary to provide emergency care to the pediatric patient. PREREQUISITES: EMT-Basic or approval from Program Coordinator

EMS 170 EMT BASIC CLINICAL 1 CREDIT

Provides the EMT student with the clinical experience required of initial and some renewal students. COREQUISITES: EMS 125 or EMS 126, depending on student status

EMS 213 PRE-HOSPITAL TRAUMA LIFE SUPPORT 1 CREDIT

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

EMS 214 BASIC TRAUMA LIFE SUPPORT 1 CREDIT

Provides students with information and skill practice to treat trauma patients in the pre-hospital environment. PREREQUISITE: EMT Basic or higher

EMS 225 FUNDAMENTALS OF PARAMEDIC PRACTICE 3 CREDITS

Serves as the first course of the National Standard Paramedic Curriculum as approved by the Colorado State Department of Health and Environment. PREREQUISITES: EMT Basic or EMT Intermediate—other requirements vary with site

EMS 226 FUNDAMENTALS OF PARAMEDIC PRACTICE-LAB 2 CREDITS

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

EMS 227 PARAMEDIC SPECIAL CONSIDERATIONS 3 CREDITS

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

EMS 228 PARAMEDIC SPECIAL CONSIDERATIONS LAB 2 CREDITS

Serves as the lab experience for those students enrolled in

EMS 227. PREREQUISITE: Acceptance to paramedic program-site specific; COREQUISITE: EMS 227

EMS 229 PARAMEDIC PHARMACOLOGY 3 CREDITS

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

EMS 230 PARAMEDIC PHARMACOLOGY LAB 2 CREDITS

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

EMS 231 PARAMEDIC CARDIOLOGY 5 CREDITS

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

EMS 232 PARAMEDIC CARDIOLOGY LAB 1 CREDIT

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

EMS 233 PARAMEDIC MEDICAL EMERGENCIES 4 CREDITS

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

EMS 234 PARAMEDIC MEDICAL EMERGENCIES LAB 1 CREDIT

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

EMS 235 PARAMEDIC TRAUMA EMERGENCIES 4 CREDITS

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

EMS 236 PARAMEDIC TRAUMA LAB 1 CREDIT

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

EMS 237 PARAMEDIC INTERNSHIP PREPARATORY 2 CREDITS

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

EMS 270 CLINICAL: EMS INTERMEDIATE 3 CREDITS

Provides the EMT-I student with the required field experiences as required by the Colorado Department of Health. PREREQUISITES: EMS 203–205; COREQUISITE: EMS 205 as needed.

EMS 275 SPECIAL TOPICS 0.5–10 CREDITS

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

EMS 280 PARAMEDIC INTERNSHIP I 6 CREDITS

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

EMS 281 PARAMEDIC INTERNSHIP II **6 CREDITS**
Serves as the continuation of EMS 240, preceptor program for paramedic students. **PREREQUISITE:** Acceptance to paramedic program site specific

EMS 285 INDEPENDENT STUDY 1–6 VARIABLE CREDITS
Course designed to meet the individual needs of students. **PREREQUISITES:** Instructor's permission employment strategies

Employment Strategies

COM 101 EMPLOYMENT STRATEGIES **1 CREDIT**
This course is designed to assist students with the development of skills that are needed to search for and acquire a job. Topics include surveying job markets, building resumes, applying for jobs and interviewing for positions.

Engineering

EGG 100 INTRODUCTION TO ENGINEERING **1 CREDIT**
Introduces the math and science required in a variety of engineering disciplines. The particular engineering disciplines examined are: Civil Engineering, Mechanical Engineering, Electrical Engineering, Industrial Engineering and Computer Science. For each discipline the course will examine certification requirements, program of study, types of work and tasks in each discipline and compensation ranges. Tours and speakers will be arranged. **PREREQUISITE:** Two years of high school algebra

EGG 101 ENGINEERING GRAPHICS I **3 CREDITS**
Provides an application of engineering graphics as a communication form and a tool to solve three-dimensional problems. Topics include: Orthographic, axonometric and isometric projections; sections and auxiliary views; the geometry of lines, planes and curved surfaces. This course is an introduction to PC-based, menu driven, 3D Computer Aided Design Systems, Spreadsheets and Freehand Drawing. **PREREQUISITES:** MAT 121, 122 or equivalent

EGG 105 LOGIC DESIGN **4 CREDITS**
Covers the design of Combinatorial and sequential circuits. Topic include: Boolean Algebra, Boolean Function Minimization Techniques, Combinatorial Circuit Analysis and Synthesis, Synchronous Sequential Circuit Analysis and Synthesis, Algorithmic State Machine Design, Asynchronous Sequential Circuit Analysis, Algorithmic State Machine Design, Asynchronous Sequential Circuit Analysis and Synthesis. Use of computer aided design tools facilitating design, simulation and implementation of digital systems using field programmable logic devices is an integral part of the course. Laboratory experiments included. **PREREQUISITES:** MAT 121, 122 or equivalent

EGG 211 ENGINEERING MECHANICS I (STATICS) **3 CREDITS**
Focuses on the vector and calculus treatment of forces systems. Covers concurrent and noncurrent force systems. Includes calculating moments of friction, trusses, centroids and moments of inertia. **PREREQUISITES:** MAT 201, PHY 211. **COREQUISITE:** MAT 202

EGG 212 ENGINEERING MECHANICS II (DYNAMICS) **3 CREDITS**
Focuses on vector and calculus treatment of the dynamics and rigid bodies using Newton's laws. Includes work-energy impulse momentum and free and forced oscillations. **PREREQUISITES:** EGG 211, MAT 202, PHY 211

EGG 221 CIRCUIT ANALYSIS I **4 CREDITS**
Covers the basic theorems of circuit analysis. Transient solution of circuits by classical techniques. Steady-state sinusoidal solutions by means of phasors will be introduced. Basic electrical circuit measurements and experimentation using oscilloscopes, various meters and function generators will be performed in the lab. **PREREQUISITES:** MAT 202, PHY 212

EGG 222 CIRCUIT ANALYSIS II **4 CREDITS**
Familiarizes students with advanced methods of circuit analysis including computer simulations. Laplace transforms, frequency domain analysis, steady state solutions, two part network, Fourier series, pulses, impulses and computer-aided analysis will be applied to circuits. Data acquisition, digital-to-analog and analog-to-digital converters will be covered. Laboratory experiments are included. **PREREQUISITE:** EGG 221

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

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

English

All of the degree programs at ACC require students to successfully complete English composition courses; different programs require different courses. Before students enroll in composition courses, the students must demonstrate their writing competencies by means of a placement test. The test will be validated by an impromptu writing sample during the first week of class. Test results normally dictate where students will start in their writing programs. The faculty believe that students succeed more consistently in all their courses when they develop college-level competencies in reading and writing.

English 121-122 is the traditional college-level freshman composition program. The courses are sequential and acceptable for college transfer. All A.A. and A.S. students must complete this sequence; however, those students who demonstrate deficiencies in their writing competencies will be required to begin their writing programs in the Developmental Studies sequence: ENG 060 and/or ENG 090, REA 060 and/or REA 090.

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

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

ENG 060 LANGUAGE FUNDAMENTALS **3 CREDITS**
This course will focus on paragraph structure and development and will introduce the formal essay. Students will review and improve grammar, usage and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations. **PREREQUISITE:** CPT sentence skills score 50–69. **COREQUISITE:** concurrent enrollment in REA 060/090 strongly recommended

ENG 090 BASIC COMPOSITION 3 CREDITS

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

ENG 121 ENGLISH COMPOSITION I 3 CREDITS

Emphasizes the planning, writing and revising of compositions, including the development of critical and logical thinking skills. Includes a minimum of five compositions that stress analytical, evaluative and persuasive/argumentative writing. **PREREQUISITES:** ENG 090 with a grade of "C" or better or CPT sentence skills score of 95+ and reading score of 80+.

This course is one of the Statewide Guaranteed Transfer courses.

ENG 122 ENGLISH COMPOSITION II 3 CREDITS

Expands and refines the objectives of English Composition I. Emphasizes critical/logical thinking and reading, problem definition, research strategies and writing analytical, evaluative and/or persuasive papers that incorporate research. **PREREQUISITE:** ENG 121 with a grade of "C" or better

This course is one of the Statewide Guaranteed Transfer courses.

ENG 131 TECHNICAL WRITING I 3 CREDITS

This course develops skills one can apply to a variety of technical documents. Students learn principles for organizing, writing and revising clear, readable documents for industry, business and government. Introduces research strategies. **PREREQUISITES:** ENG 090 with a grade of "C" or better or CPT sentence skills score of 95+ and reading score of 80+

ENG 221 CREATIVE WRITING I 3 CREDITS

This course teaches techniques for creative writing. Students explore imaginative uses of language through writing short stories, drama, poetry, and/or literary nonfiction. **PREREQUISITES:** ENG 121 with a "C" or better or instructor's permission

ENG 222 CREATIVE WRITING II 3 CREDITS

This course continues development of written expression in such forms as poetry, fiction and/or nonfiction writing. **PREREQUISITES:** ENG 221 or instructor's permission

ENG 226 FICTION WRITING 3 CREDITS

This course teaches techniques for creating fiction, including study and appreciation of the language and forms of the short story. **PREREQUISITES:** ENG 221 or instructor's permission

ENG 227 POETRY WRITING 3 CREDITS

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

ENG 230 CREATIVE NONFICTION 3 CREDITS

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

ENG 231 LITERARY MAGAZINE 3 CREDITS

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

ENG 235 RHETORIC AND PROPAGANDA 3 CREDITS

This course examines in some depth classical and modern theories of rhetoric, understood as effective, ethical means of persuasion, then seeks to examine the ways in which propaganda departs from these means. Students will apply theories of rhetoric and propaganda to examples of presidential rhetoric, Nazi and Soviet propaganda and other examples of persuasive writing. The course will include the study of visual rhetoric; students will construct criteria for identifying visual propaganda and will study the complex relationship, historically and in the present, between propaganda, democracy, advertising and mass media.

ENG 275 SPECIAL TOPICS: RHETORIC 1-6 VARIABLE CREDITS

Explores special topics in rhetoric, such as applied rhetoric, styles, ethics, advanced composition, advanced argument and expository techniques.

ENG 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

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

English as a Second Language**ESL 022 INTERMEDIATE GRAMMAR 3 CREDITS**

This course will review beginning grammar structures and introduce intermediate structures. It will provide practice of structures through a variety of oral and written exercises.

ESL 043 ADVANCED READING 3 CREDITS

This course is for the international student who is enrolled in full-time academic study or the immigrant who wishes to pursue a college degree. It emphasizes reading and note taking skills to prepare students for academic reading assignments. Oral, listening, writing and study skills are also practiced. **PREREQUISITE:** Michigan placement test score of 74 or below

ESL 053 ADVANCED COMPOSITION 3-4 CREDITS

Reviews paragraph organization and develops the skill of writing essays using selected rhetorical modes. Emphasizes accurate use of advanced grammatical structures. Includes summarizing, paraphrasing and research writing. **PREREQUISITES:** ESL 043 or appropriate placement score.

ESL 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

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

ESL 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

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

Film and Video Technology**FVT 250 SCRIPTWRITING FOR FILM AND VIDEO 3 CREDITS**

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

Finance**FIN 101 INTRO TO FINANCE 3 CREDITS**

This course provides an in-depth study of the monetary system of the United States, the role of banks as financial intermediaries and the types of financing available in our

monetary system. Other topics include: international financial markets and international financial instruments used in exporting and importing, analysis of stock and bond values, the role and process of the stock and bond market and the derivative marketplace. The student also learns how to produce a cash budget, analyze financial statements including all financial ratios used in credit analysis and how to determine capital requirements and financing arrangements.

FIN 105 PRINCIPLES OF BANKING 2-3 VARIABLE CREDITS

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

FIN 110 INTRO TO CREDIT UNIONS 2 CREDITS

This course is an introduction to the credit union movement. It includes an explanation of the nature of credit unions, their history and a review of affiliated organizations. The legal basis for the operation of a credit union as well as the powers and characteristics of credit unions will be discussed. Roles and functions of credit union management and volunteers will be examined. Bonding, insurance and the developing credit union financial system will be discussed.

FIN 113 CREDIT UNION ACCOUNTING PROBLEMS 2 CREDITS

Explains terms and procedures basic to accounting and unique to credit unions. Topics covered in this course include concepts of credit union accounting, general records and the general ledger, reserves and undivided earnings, the statement of financial condition, the balancing of other subsidiaries, closing the books, various accounting situations and the credit union cycle.

FIN 125 TELLER TRAINING 1 CREDIT

This course is designed to prepare students to be a teller at any financial institution. The student will learn how deposit accounting works, the handling of cash, balancing a cash drawer, recording debits and credits, handling of commercial accounts, reviewing bank policy on large deposits and placing holds on large deposits. The student will also learn customer service, how to handle problem customers, developing relationships with customers and cross-selling other bank services.

FIN 131 INTRO MORTGAGE BANKING 2 CREDITS

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

FIN 132 RESIDENTIAL MORTGAGE LOAN ORIGATION 1 CREDIT

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

FIN 133 RESIDENTIAL MORTGAGE PROCESSING 1 CREDIT

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

FIN 137 FHA FOR LOAN OFFICERS .5 CREDIT

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

FIN 138 FHA FOR LOAN PROCESSORS .5 CREDIT

Presents the student with the proper use of FHA loans for loan officers and FHA terminology. Students learn qualifying guidelines, the credit alert system, acceptable credit documentation and alternative documentation sources. Student will be able to complete the Mortgage Credit Analysis Worksheet, calculate loan limits and MIP refunds and be able to work with FHA Connection online.

FIN 205 CONSUMER LENDING 2 CREDITS

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

FIN 210 INTERNATIONAL FINANCE 3 CREDITS

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

FIN 211 COMMERCIAL LENDING 3 CREDITS

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

FIN 212 CREDIT AND COLLECTIONS 2 CREDITS

Covers the fundamentals of credit operations and the role of the financial institutions in granting and collecting loans. Includes types of available credit, laws and regulation, business and personal credit and the function of credit in foreign trade. Emphasizes evaluation techniques for and regulations concerning collections from the perspective of credit management. PREREQUISITES: FIN 110 or instructor's permission

FIN 226 MONEY AND BANKING 3 CREDITS

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

FIN 235 ANALYZING FINANCIAL STATEMENTS 2-3 VARIABLE CREDITS

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

FIN 237 ADVANCE LOAN PROCESSING .5 CREDIT

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

FIN 240 LAW AND BANKING PRINCIPLES 2 CREDITS

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

FIN 245 LAW AND BANKING APPLICATIONS 3 CREDITS

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

FIN 250 FINANCIAL MARKETING FOR BANKERS 3 CREDITS

This course looks at what motivates customers to purchase financial services and teaches bankers how to develop a successful marketing plan. The student will learn to recognize consumer motivation and buying behavior. Also, he/she will learn to integrate public relations, advertising, sales promotion, selling and service distribution functions in the bank's overall marketing plan. The course conducts situational analysis and formulates a master marketing strategy. Also, the student develops ways to monitor and evaluate marketing performance and objectives.

FIN 255 UNDERSTANDING AND SELLING BANK PRODUCTS 3 CREDITS

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

FIN 260 RETIREMENT/PENSION PLANNING AND INVESTMENT 3 CREDITS

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

FIN 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

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.

FIN 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

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

FIN 287 CO-OP EDUCATION 1-6 VARIABLE CREDITS

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

French

Independent Studies are also available.

FRE 101 CONVERSATIONAL FRENCH I 3 CREDITS

This is the first course in a sequence for beginning students who wish to understand and speak French. The material will include basic vocabulary, grammar and expressions that are used in daily situations and in travel.

FRE 102 CONVERSATIONAL FRENCH II 3 CREDITS

This is the second course in a sequence for beginning students who wish to understand and speak French. The material will continue to cover basic conversational patterns, expressions and grammar. PREREQUISITES: FRE 101 or instructor's permission.

FRE 111 FRENCH 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.

FRE 112 FRENCH II 5 CREDITS

Continues French 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: FRE 111 or instructor's permission

FRE 201 CONVERSATIONAL FRENCH III 3 CREDITS

This is the third course in a sequence for students who wish to continue their study of understanding and speaking French. The material will cover intermediate level vocabulary, grammar and expressions. PREREQUISITES: FRE 102 or instructor's permission

FRE 202 CONVERSATIONAL FRENCH IV 3 CREDITS

This is the fourth course in a sequence for students who wish to continue their study of understanding and speaking French. The material will continue to cover intermediate level vocabulary, grammar and expressions. PREREQUISITES: FRE 201 or instructor's permission

FRE 211 FRENCH III 3 CREDITS

Continues French I and II in the development of increased functional proficiency in listening, speaking, reading and writing the language. NOTE: The order of the topics and the methodology will vary according to individual texts and instructors. PREREQUISITES: FRE 112 or instructor's permission

This course is one of the Statewide Guaranteed Transfer courses.

FRE 212 FRENCH IV 3 CREDITS
Continues French I, II and III in the development of increased functional proficiency in listening, speaking, reading and writing the language and introduction to literature. NOTE: The order of the topics and the methodology will vary according to individual texts and instructor's. PREREQUISITES: FRE 211 or instructor's permission

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

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

Geographic Information Systems

GIS 101 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS 3 CREDITS
Surveys the development and operation of automated geographic information systems. Focuses on the fundamentals of using computers to draw maps. Incorporates study of cartographic fundamentals such as map projections, map scales, selective display of data on maps and various computer software applications in GIS.

GIS 210 INTERMEDIATE GIS 3 CREDITS
Build upon the spatial analysis principles and concepts of GIS 101. Students work with more advanced analytical tools and develop skills in spatial problem solving.

Geography

GEO 105 WORLD REGIONAL GEOGRAPHY 3 CREDITS
This course is an introductory course designed to facilitate an understanding of spatial relationship between and among the geographic regions of the world. Included are demographics and cultural (political, economic, historic) forces related to the physical environments of selected regions. Methods of study include analysis of interrelationships between developed regions and the interactions between human societies and natural environments.

This course is one of the Statewide Guaranteed Transfer courses.

GEO 106 HUMAN GEOGRAPHY 3 CREDITS
An introduction to geographic perspectives and methods with applications to the study of human activities. Special emphasis is placed on the distribution of humans, adjustments to the natural environment and land use practices.

This course is one of the Statewide Guaranteed Transfer courses.

GEO 107 PHYSICAL GEOGRAPHY 3 CREDITS
Physical Geography is the study of the spatial relationship between humans and the natural environment. The course is divided into five main themes: the atmosphere (weather and climate); the hydrosphere (water bodies and rivers); the lithosphere (Earth's crust and landforms); the biosphere (soil, plant and animal relationships); and the impact of the human population on these environmental factors. This course is recommended for students interested in environmental studies, earth science and geography.

GEO 165 HUMAN ECOLOGY 3 CREDITS
(Formerly GEO 101 Intro to Environmental Science)
Provides a current outlook for the global environment, describing the threats imposed on different natural ecological systems. Enables the student to develop a set of intellectual

tools and ways of thinking about the environment to evaluate for themselves how serious a given environmental problem will be.

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

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

Geology

GEY 111 PHYSICAL GEOLOGY 4 CREDITS
Studies the materials of the earth, its structure, surface features and the geologic processes involved in its development. This course includes laboratory experience.

This course is one of the Statewide Guaranteed Transfer courses.

GEY 121 HISTORICAL GEOLOGY 4 CREDITS
Studies the physical and biological development of the earth through the vast span of geologic time. Emphasizes the investigation and interpretation of sedimentary rocks, the record of ancient environments, fossil life forms and physical events, all within the framework of shifting crustal plates. Course includes laboratory experience. PREREQUISITES: GEY 111 or instructor's permission

This course is one of the Statewide Guaranteed Transfer courses.

GEY 135 ENVIRONMENTAL GEOLOGY 3 CREDITS
Introduces geology and its relationship to man's environment. Covers geological hazards such as floods, landslides, avalanches, earthquakes and volcanoes. Focuses on surface and groundwater resources in terms of exploitation and man's responsibility to protect these resources from contamination. The geological aspects of land use practices, as well as mineral and energy resource exploitation, are reviewed and related to legislation regarding environmental law.

GEY 205 GEOLOGY OF COLORADO 3 CREDITS
Covers the geological history of Colorado, with emphasis on the formation of mountain ranges, igneous, sedimentary and metamorphic rock types, ore deposits and landforms. Incorporates field experience and/or classroom lectures. PREREQUISITE: Instructor's permission

GEY 275 SPECIAL TOPICS 0.25-3 CREDITS
Presents an overview of the special topic including one aspect of the earth and its history as recorded in rocks and rock formations. May also include current changes and impact of historical events and exploration of current topics, issues and activities related to one or more aspects of the named discipline.

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

Graphic Design & Illustration

See multimedia/graphic design

For Graphic Design courses taken the Summer Semester, 2004, under the GDI prefix, please refer to the 2003-2004 course catalog.

Health Professions

HPR 106 LAW & ETHICS FOR HEALTH PROFESSIONS 2 CREDITS

Advances student knowledge in the study and application of medico-legal concepts in medical careers and establishes a foundation for ethical behavior and decision making. **PREREQUISITES:** Determined by individual program guides. **COREQUISITES:** Determined by individual program guides.

HPR 112 PHLEBOTOMY 4 CREDITS

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

HPR 113 ADVANCED PHLEBOTOMY 4 CREDITS

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

HPR 178 MEDICAL TERMINOLOGY 3 CREDITS

This course introduces the student to the structure of medical terms with emphasis on combining and using the most common prefixes, roots and suffixes. Includes terms related to clinical laboratory, diagnostic imaging, nuclear medicine and oncology as well as major body systems. Classroom structure provides accepted pronunciation of terms and relative use in the health care setting.

HPR 216 PATHOPHYSIOLOGY 4 CREDITS

Focuses on the functions of the human body systems with emphasis on their interrelationships and adaptation to stress and disease. **PREREQUISITES:** BIO 201, 202 or instructor's permission

HPR 240 ROLE OF DEATH & BEREAVEMENT IN SOCIETY 3 CREDITS

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

HPR 275 SPECIAL TOPICS 1-6 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.

HPR 285 INDEPENDENT STUDY 1-6 CREDITS

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

Health and Wellness Education

HWE 100 HUMAN NUTRITION 3 CREDITS

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

HWE 108 WEIGHT LOSS 1 CREDIT

Focuses on combining a healthy diet and exercise to shed unwanted pounds and inches. The course will include classroom sessions that will focus on personal habits including diet that lead to weight gain and exercise session in the Fitness Center.

HWE 122 RESPONDING TO EMERGENCIES 2 CREDITS

Provides advanced first aid and CPR-PR-AED skills, with a more in-depth look at sudden illness, specific disease and emergencies. An American Red Cross certification is awarded upon successful completion of class.

HWE 124 FITNESS AND WELLNESS 2 CREDITS

Provides information on fitness and wellness and serves as a guide to design, implement and evaluate a complete personal fitness and wellness program. The course integrates the basic components of fitness and wellness in understanding human health in order to achieve well being. This course offers current information in the health field and provides self assessments for health risk and wellness behaviors.

HWE 237 EXERCISE, NUTRITION AND BODY COMPOSITION 3 CREDITS

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

HWE 245 PHYSIOLOGY OF EXERCISE 3 CREDITS

This course is designed to provide the student basic skills, practice and theory in physical fitness. Major components of muscle strength, muscle endurance, cardiovascular endurance, flexibility and body composition are discussed in detail. Exercise prescription skills, assessment skills, administration skills and leadership skills will also be addressed in this course. **PREREQUISITE:** BIO 201, "C" or better

HWE 248 GUIDELINES FOR EXERCISE TESTING AND PRESCRIPTION 2 CREDITS

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

PER 113 INTRODUCTION TO PHYSICAL EDUCATION AND SPORTS 2 CREDITS

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

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. American Red Cross certification awarded upon successful completion of class. **PREREQUISITE:** PED 109 Advanced Swimming

PER 232 CARE & PREVENTION OF ATHLETIC INJURIES 3 CREDITS

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

PER 275 SPECIAL TOPICS: INTERNSHIP 3 CREDITS

This is a course designed for majors in Human Performance and provides the student “on-the-job training”. The student will have the opportunity to further integrate academic knowledge and apply those skills gained through the Human Performance degree curriculum. Working in various capacities within the ACC Fitness Center/Swimming Pool, Employee Wellness Program and Physical Education Department will be required. Students should achieve entry-level proficiency at the completion of this course. Graded as Satisfactory/Unsatisfactory. **PREREQUISITES:** HWE 245 and Department Chair permission

Health Information Technology (Medical Records)

HIT 101 HEALTH INFORMATION MANAGEMENT SCIENCE 6 CREDITS

An introduction to the health care field in general and the Health Information Management field in particular. This course addresses organizational structures, regulatory agencies and health care reform. The health record is analyzed for content as it relates to quality, health care personnel responsibility and documentation requirements. Retrieval systems are studied as well as retention regulations. **PREREQUISITE:** acceptance into HIT Program

HIT 105 PHYSICIAN PRACTICE: CODING AND REIMBURSEMENT 5 CREDITS

This entry-level course is designed to provide the student with opportunities to apply basic ICD-9-CM, CPT and HCPCS principles and guidelines to code outpatient visits. Topics will include physician documentation requirements and guidelines for different payer classes and fraud and abuse issues. **PREREQUISITES:** HPR 178, MOT 125, 135; **COREQUISITE:** MOT 133

HIT 111 HEALTH DATA MANAGEMENT 3 CREDITS

A study of the computation of statistical data compiled by health care facilities. Special attention is paid to recognized terminology, accurate computation of formula and computerized statistical methods and accompanying reports. **PREREQUISITES:** CIS 118, HIT 101

HIT 112 LEGAL ASPECTS 2 CREDITS

The student is introduced to the legal system, identifies the roles of participants in that system and learns appropriate courtroom behavior. The course considers the medical record as a legal document; it deals with privileged information, confidential information and communication, release of information and consent and authorization. Specific federal/state laws as they relate to release of information will be explored. Special attention is paid to court decisions which affect health care facilities, their employees and the medical staff. **PREREQUISITE:** HIT 101

HIT 188 HEALTH INFORMATION PRACTICUM I 2 CREDITS

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

HIT 221 CLINICAL CLASSIFICATION SYSTEMS I 5 CREDITS

A study of nomenclatures and classification systems with emphasis on the most recent revisions of ICD-9-CM. Students

will study the ICD-9-CM coding conventions and principles. These skills are then applied to the coding of medical records. Further experience will include sequencing of diagnoses, DRG assignment and abstracting. **PREREQUISITES:** completion of all first year HIT courses, HPR 178, MOT 125, 133, 135

HIT 222 QUALITY MANAGEMENT 3 CREDITS

This course is designed to introduce the student to the concepts of quality assessment/quality improvement, utilization review and risk management. JCAHO, state and federal regulations for quality management will be studied. **PREREQUISITES:** HIT 101, 105, 111, 112, 188, 221

HIT 225 HEALTH INFORMATION MANAGEMENT 3 CREDITS

A comprehensive course designed to give the student a background in the principles of management as they relate to organization and administration of a health information management department. **PREREQUISITES:** HIT 101, 105, 111, 112, 188, 221, 231, MOT 125, 133, 135

HIT 231 CLINICAL CLASSIFICATIONS SYSTEMS II 5 CREDITS

An intermediate study of ICD-9-CM coding conventions and principles. Reimbursement issues also studied. **PREREQUISITES:** completion of all first year HIT courses and HIT 221

HIT 241 CPT CODING BASIC PRINCIPLES 2 CREDITS

This entry-level course is designed to provide the student with skill sets to apply the current procedural terminology (CPT) and HCPCS code set principles and guidelines for application in reporting/communication information and data about clinical services provided to patients by health care providers. Topics include understanding what the cpt nomenclature is, how and why it is used and guidelines for each code category and how it is to be applied to represent services within each code category. **PREREQUISITES:** HIT 221, 231, HPR 178, MOT 125, 133 135

HIT 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.

HIT 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

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

HIT 288 HEALTH INFORMATION PRACTICUM II 2 CREDITS

Focuses on the ability of the student to apply classroom knowledge in a clinical setting, practice professionalism, gain insight into the functions of the department and understand the relationship of health records to the facility as a whole. Emphasis is on the ability to act independently, complete assigned projects and demonstrate a good understanding of health information management concepts. **PREREQUISITES:** Completion of all first and second year HIT courses: MOT 125, 133, 135

History

HIS 101 WESTERN CIVILIZATION I 3 CREDITS

Explores a number of events, peoples, groups, ideas, institutions and trends that have shaped Western Civilization from the prehistoric era to 1650. Reflects the multiple perspectives of gender, class, religion and ethnic groups. Focuses on

developing, practicing and strengthening the skills historians use while constructing knowledge in this discipline.

This course is one of the Statewide Guaranteed Transfer courses.

HIS 102 WESTERN CIVILIZATION II 3 CREDITS

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

This course is one of the Statewide Guaranteed Transfer courses.

HIS 201 UNITED STATES (U.S.) HISTORY I 3 CREDITS

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

This course is one of the Statewide Guaranteed Transfer courses.

HIS 202 UNITED STATES (U.S.) HISTORY II 3 CREDITS

Explores events, trends, peoples, groups, cultures, ideas and institutions in United States History, including the multiple perspectives of gender, class and ethnicity, between the period of the American Civil War and the present. Focuses on developing, practicing and strengthening the skills historians use while constructing knowledge in the discipline.

This course is one of the Statewide Guaranteed Transfer courses.

HIS 225 COLORADO HISTORY 3 CREDITS

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

HIS 247 CONTEMPORARY WORLD HISTORY 3 CREDITS

Investigates the major political, social and economic developments; international relationships; scientific breakthroughs; and cultural trends that have shaped the various global regions and nation-states from 1900 to the present. Emphasizes the interactions of global regions and nation-states.

This course is one of the Statewide Guaranteed Transfer courses.

HIS 275 SPECIAL TOPICS 1-5 VARIABLE CREDITS

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

HIS 285 INDEPENDENT STUDY 1-5 VARIABLE CREDITS

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

Honors

HON 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

This course provides seminars on special topics. Topics may be of general interest, or may relate to the honors topic of Phi Theta Kappa. Each year the current honors topic will be offered. The 2004-2005 topic is "Popular Culture: Shaping and Reflecting Who We Are". PREREQUISITE: Instructor's permission

HON 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

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

Humanities

HUM 103 INTRODUCTION TO FILM ART 3 CREDITS

This course studies the relationships among film's stylistic systems, narrative systems and audience reception. Students view, discuss and critically analyze a variety of films which represent key historical and aesthetic periods as well as a variety of genres and themes. The course incorporates the vocabulary stylistic systems (for instance, cinematography, editing and art direction) and narrative systems.

HUM 115 WORLD MYTHOLOGY 3 CREDITS

This course introduces students to the mythologies of various cultures with a special emphasis on Greek, Asian and North American examples. Common themes are illustrated and some artistic reactions are used as examples.

HUM 118 RELIGION IN AMERICAN CULTURE 3 CREDITS

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

HUM 121 EARLY CIVILIZATIONS 3 CREDITS

Introduces students to the history of ideas in Western cultures through a study of the visual arts, literature, drama, music and philosophy of early civilizations, Greek and Roman antiquity and Christian eras. Emphasizes connections among the arts, values and diverse cultures.

This course is one of the Statewide Guaranteed Transfer courses.

HUM 122 FROM MEDIEVAL TO MODERN 3 CREDITS

Examines the Medieval, Renaissance and Baroque periods through a study of the visual arts, literature, music and philosophy. Compares and contrasts diverse cultural ideas and feminine and masculine viewpoints.

This course is one of the Statewide Guaranteed Transfer courses.

HUM 123 THE MODERN WORLD 3 CREDITS

Examines the cultures of the 17th through the 20th centuries by focusing on the inter-relatedness of the arts, ideas and history. Considers the influences of industrialism, scientific development and non-European peoples.

This course is one of the Statewide Guaranteed Transfer courses.

HUM 164 AMERICAN CINEMA 3 CREDITS

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

HUM 201 TWENTIETH CENTURY AMERICAN ART 3 CREDITS

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

HUM 220 THE CULTURAL HISTORY OF ROCK AND ROLL 3 CREDITS

This course will survey the social and cultural fabric of post-WWII America and England through the prism of rock and roll music. By placing this tradition of popular music in its historical context, the course will look at the interrelated

themes of music, business, politics, gender, race, class and culture.

HUM 275 SPECIAL TOPICS 1–6 VARIABLE CREDITS

This course is designed to provide students with opportunity to pursue in-depth special areas of interest in the Humanities. The content of the course will be determined by the instructor(s) who will provide a complete syllabus.

HUM 285 INDEPENDENT STUDY 1–6 VARIABLE CREDITS

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

Interior Design

IND 100 INTERIOR DESIGN FUNDAMENTALS 4 CREDITS

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

IND 107 HISTORY OF INTERIOR DESIGN 3 CREDITS

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

IND 108 PROFESSION SURVEY 1 CREDIT

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

IND 111 DRAFTING FOR INTERIORS 4 CREDITS

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

IND 112 GRAPHIC COMMUNICATION 4 CREDITS

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

IND 114 SPACE PLANNING 3 CREDITS

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

IND 117 INTERIOR TEXTILES 2 CREDITS

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

IND 118 INTERIOR FINISHES 2 CREDITS

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

IND 151 RESIDENTIAL DESIGN 4 CREDITS

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

IND 152 COMMERCIAL DESIGN I 2 CREDITS

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

IND 160 ACCESSORIZING 2 CREDITS

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

IND 175 SPECIAL TOPICS 1–4 VARIABLE CREDITS

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

IND 178 SEMINAR–DESIGN RESUME 1 CREDIT

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

IND 178 SEMINAR–MARKET TOUR 1–6 VARIABLE CREDITS

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

IND 200 KITCHEN AND BATH DESIGN 4 CREDITS

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

IND 201 COMMERCIAL DESIGN II 4 CREDITS

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

IND 205 PROFESSIONAL PRACTICE FOR INTERIOR DESIGNERS 2 CREDITS

Introduces many of the business procedures encountered in the commercial and residential practice of interior design. The student will generate a business plan and a marketing plan and learn how to establish accounts within the industry. PREREQUISITES: IND 100, 108, 111, 114, 117, 118; CIS 118

IND 207 WINDOW TREATMENTS 2 CREDITS

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

IND 211 INTERIOR CONSTRUCTION 4 CREDITS

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

IND 225 LIGHTING DESIGN 2 CREDITS

Student studies and applies basic knowledge of interior lighting technology and design. Content includes lamp classifications, color rendition, how lighting sources affect the perception of space, how to compute and control proper lighting levels and how to communicate design information using a reflected ceiling plan and luminaire schedule. Students are encouraged to produce projects using a variety of computer software applications. PREREQUISITES: IND 100, 111, 112, 114, 118; CIS 118

IND 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

These special topics courses are separately designed for specific educational purposes: to offer more in-depth training/instruction in a particular subject; to cover material not found in other IND courses; or to study timely issues. They are offered as time, student demand, facilities and faculty availability permit, often during summer semester. PREREQUISITES: see advisor and/or semester course schedule

IND 278 WORKSHOP-DESIGN PORTFOLIO 1 CREDIT

Provides students with an experiential learning opportunity. PREREQUISITES: IND 178 (RESUME), 200, 201; ENG 131

IND 278 WORKSHOP-DESIGN RESEARCH 1 CREDIT

Provides students with an experiential learning opportunity. PREREQUISITES: IND 151, 152, 200, 205, 211, 225; ENG 131; COREQUISITES: IND 200, 211, 225

IND 280 INTERNSHIP 4 VARIABLE CREDITS

Provides work experience in a business or industry; 45 field-work hours per credit hour. PREREQUISITES: IND 178 Resume, 200, 201; ENG 131

IND 281 INTERNSHIP II 1-4 VARIABLE CREDITS

Provides work experience in a business or industry; 45 field-work hours per credit hour. PREREQUISITES: IND 280

IND 289 CAPSTONE: ADVANCED DESIGN 3 CREDITS

Student completes an advanced design project that aligns with a chosen career path. Scope and content vary. Focus is on synthesizing and demonstrating skills and knowledge gained in prior course work. A final portfolio-quality project is produced and orally presented. PREREQUISITES: IND 200, 201, 278 (DESIGN RESEARCH); ENG 131

Insurance**INS 200 PROPERTY AND LIABILITY INSURANCE PRINCIPLES 3 CREDITS**

Presents a one-semester course designed for individuals wishing to obtain a general knowledge of property and liability insurance principles. The course is an overview of insurance fundamentals, insurance operations and insurance contracts, loss exposures and risk management.

INS 201 PERSONAL INSURANCE 3 CREDITS

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

INS 202 COMMERCIAL INSURANCE 3 CREDITS

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

INS 204 DELIVERING INSURANCE SERVICES 3 CREDITS

Presents a one-semester course designed for individuals wishing to obtain a general knowledge of how insurance companies can deliver quality customer service. The course is an overview of insurance fundamentals and how an insurance customer service representative applies that knowledge to effectively serve his/her customer base.

INS 230 ESSENTIALS OF RISK MANAGEMENT 3 CREDITS

Provides an understanding of the nature, purpose and steps of risk management; identifies and analyzes the loss exposures of individuals and organizations; examines alternative risk management techniques; and develops rules for choosing risk management techniques.

INS 269 PERSONAL FINANCIAL PLANNING 3 CREDITS

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

Investments**INV 115 INVESTMENTS/STOCKS & BONDS 3 CREDITS**

Provides the student with a broad range of investment opportunities. The curriculum includes information about common stocks, corporate bonds, mutual funds, insurance and real estate. The student will receive the basic general business concepts and information necessary to make a rational decision in the management of personal funds. This course covers the

investment process using brokers, discount brokers, online trading or investment bankers. Also, students will learn how to price stocks and bonds and understand the concept of time value of money and transaction costs. The student will also understand derivative securities and mutual funds and long versus short term transactions. The student will understand how to build an investment portfolio.

INV 215 ADVANCED INVESTMENTS 3 CREDITS

Provides the skills necessary to enter the investment industry. It prepares the student for the series 7 exam. Thus, it covers in detail the money market, capital market and derivative market. This course covers the investment process using brokers, discount brokers, online trading or investment bankers. Also, students will learn how to price stocks and bonds and understand the concept of time value of money and transaction costs. The student will also understand derivative securities and mutual funds and long versus short term transactions. The student will understand how to build an investment portfolio. The student will also understand how to value all investments for holding period return. PREREQUISITES: an accounting course or investment course; or instructor's permission

INV 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

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

Japanese

JPN 111 JAPANESE I 5 CREDITS

Japanese I begins a sequence dealing with the development of functional proficiency in listening, speaking, reading and writing Japanese.

JPN 112 JAPANESE II 5 CREDITS

Japanese II continues Japanese I in the development of functional proficiency in listening, speaking, reading and writing Japanese. PREREQUISITES: JPN 111 or instructor's permission

JPN 211 JAPANESE III 3 CREDITS

Continues Japanese I and Japanese II in the development of increased functional proficiency in listening, speaking, reading and writing Japanese. NOTE: The order of the topics and the methodology will vary according to texts and instructors. PREREQUISITE: JPN 112

This course is one of the Statewide Guaranteed Transfer courses.

JPN 212 JAPANESE IV 3 CREDITS

JPN 212 continues JPN 111, JPN 112 and JPN 211 in the development of increased proficiency in listening, speaking, reading & writing the language. This class includes an interdisciplinary overview of Japanese culture and society. Topics in literature, the arts, contemporary society, corporate culture are explored. PREREQUISITES: JPN 211 or instructor's permission.

This course is one of the Statewide Guaranteed Transfer courses.

JPN 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

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

JPN 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

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

Journalism and Mass Communications

JOU 105 INTRO TO MASS MEDIA 3 CREDITS

This survey course places the mass media in a historical and cultural perspective to study the relationship between mass media and society. This course also introduces students to some of the ethical, legal and economic issues that affect the mass media and their consumers.

JOU 106 FUNDAMENTALS OF REPORTING 3 CREDITS

This is an introductory course in news writing, reporting and interviewing, with an emphasis on clarity, accuracy, timeliness and fairness. PREREQUISITE: ENG 121

JOU 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Courses offered under the Special Topics heading address special issues in reporting and editing.

JOU 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

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

Latin

LAT 111 LATIN I 5 CREDITS

This course begins a sequence in the development of functional proficiency in listening, speaking, reading and writing the language.

LAT 112 LATIN II 3 CREDITS

Latin II continues Latin I in the development of functional proficiency in listening, speaking, reading, translating and writing Latin. The order of topics and methodology will vary according to the individual texts and instructors. PREREQUISITE: LAT 111

LAT 211 LATIN III 3 CREDITS

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

LAT 212 LATIN IV 3 CREDITS

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

LAT 275 SPECIAL TOPICS 1-6 CREDITS

Provides students with an in-depth exploration of special topics of interest.

Law Courses

See Paralegal

Literature

Recommended: College-level reading ability

LIT 115 INTRODUCTION TO LITERATURE 3 CREDITS

Introduces students to fiction, poetry and drama. Emphasizes active and responsive reading.

This course is one of the Statewide Guaranteed Transfer courses.

LIT 201 MASTERPIECES OF LITERATURE I 3 CREDITS

Examines significant writings in world literature from the ancients through the Renaissance. Emphasizes careful reading and understanding of the works and their cultural backgrounds.

This course is one of the Statewide Guaranteed Transfer courses.

LIT 202 MASTERPIECES OF LITERATURE II 3 CREDITS

Examines significant writings in world literature from the Seventeenth Century to the present. Emphasizes careful reading and understanding of the works and their cultural backgrounds.

This course is one of the Statewide Guaranteed Transfer courses.

LIT 205 ETHNIC LITERATURE 3 CREDITS

Focuses on significant texts by ethnic Americans, including African-American, Native American, Latino and Asian Americans. Emphasizes careful reading and understanding of the cultural and literary elements of the works.

This course is one of the Statewide Guaranteed Transfer courses.

LIT 211 SURVEY OF AMERICAN LIT I 3 CREDITS

This course is an overview of American literature from its beginnings through the Civil War. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers.

This course is one of the Statewide Guaranteed Transfer courses.

LIT 212 SURVEY OF AMERICAN LIT II 3 CREDITS

This course is an overview of American literature from the mid-Nineteenth Century to the present. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers.

This course is one of the Statewide Guaranteed Transfer courses.

LIT 220 JEWISH-AMERICAN LITERATURE 3 CREDITS

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

LIT 221 SURVEY OF BRITISH LIT I 3 CREDITS

This course is an overview of British literature from the Anglo-Saxon period into the Eighteenth Century. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers.

This course is one of the Statewide Guaranteed Transfer courses.

LIT 222 SURVEY OF BRITISH LIT II 3 CREDITS

This course is an overview of British literature from the Eighteenth Century to the present. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers.

This course is one of the Statewide Guaranteed Transfer courses.

LIT 225 INTRO TO SHAKESPEARE 3 CREDITS

This course explores a selection of works by William Shakespeare. It focuses on careful reading and interpretation of the plays and poems, includes pertinent information about Elizabethan England and examines formal as well as thematic elements of the selected works.

LIT 232 GOTHIC LITERATURE 3 CREDITS

Provides an overview of Gothic literature from the 1750's to

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

LIT 235 SCIENCE FICTION 3 CREDITS

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

LIT 240 POETS AND THEIR POEMS 3 CREDITS

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

LIT 245 LIT OF THE AMERICAN WEST 3 CREDITS

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

LIT 255 CHILDREN'S LITERATURE 3 CREDITS

This course examines the criteria for selecting appropriate literature for children. Discussion topics explore age levels, values taught through literature and literary and artistic qualities.

LIT 257 LITERATURE AND FILM 3 CREDITS

This course examines the relationship between literature and motion pictures, emphasizing film techniques and the interpretive function of filmmakers.

LIT 259 SURVEY OF AFRICAN AMERICAN LITERATURE 3 CREDITS

This course is an overview of African American Literature from 1750 to the present. It explores ideas, historical and social contexts, themes and literary characteristics of works in various genres by major writers.

LIT 266 INTRODUCTION TO C.S. LEWIS 3 CREDITS

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

LIT 267 THE BIBLE AS LITERATURE 3 CREDITS

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

LIT 269 POPULAR LITERATURE AND CULTURE 3 CREDITS

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

LIT 275 SPECIAL TOPICS 1-6 VARIABLE CREDITS

Explores particular authors, topics, themes in depth, such as Ibsen, Faulkner or Twain, great fiction of the Nineteenth Century, the Gothic Novel or Literature of the Holocaust.

LIT 285 INDEPENDENT STUDY 1-6 VARIABLE CREDITS

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