

# College Catalog

2022-2023 School Year



**OTERO**  
COLLEGE

Otero College Catalog of  
Educational Programs and Services  
2022- 2023

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# General Information

## Welcome to Otero College

Dr. Timothy Alvarez, PhD, President



This is a unique and challenging time for our country. At Otero College, we are focused on your future and committed to your success. To that end, we have developed a recovery plan that will provide students the opportunity to receive a rigorous and relevant educational experience. Our plan was designed around four Guiding Principles:

- **First, do no harm**
  - o The health and well-being of students/faculty/staff was made the top priority.
  - o All plans satisfy health, Colorado Department of Higher Education, Colorado Department of Public Health and Environment, Otero County Public Health, and other accrediting body expectations.
- **Diversity and Inclusion**
  - o The plan was designed to meet the needs of our most vulnerable students.
- **Data Informed**
  - o This plan was created from data and feedback from all parties.
  - o It also will include success metrics where appropriate.
- **Innovation**
  - o Recovery plans were created by considering alternative ways to serve our students.

Otero College is a student-focused, engaging, learning organization. We are committed to being an engine of social mobility by helping members of our community improve their quality of life. We offer a comprehensive array of experiences for students who want a traditional on-campus learning environment. Our success is linked to your success. To that end, we have high expectations for all our students and expect you to be committed to your academic success. I anticipate that you will be an active part of our campus, and in the community.

Otero College offers the opportunity to complete a two-year associate degree and transfer on to a four-year university in pursuit of a bachelor's degree. Our Career and Technical Education certificate programs allow students to be workforce-ready within one-to-two years.

This is an exciting and unprecedented time to be at Otero College. You will be challenged with the academic rigor of our programs and have opportunities to support our successful athletic programs and student organizations. I am delighted to be your president. As president I am here to serve you. I believe the staff at Otero College will ensure you have a collegiate experience that allows you to discover your passions, while utilizing your strengths and that will challenge your understanding of the world and how you might play a positive role in creating a more equitable and just society. Our goal is to prepare you for a future yet to be imagined.

I enjoy walking around campus to interact with students and staff. I look forward to seeing you on campus this year. I encourage you to stop in the President's Office and grab some chocolate! I enjoy meeting and visiting with students.

Again, welcome to the Rattler Nation!

Sincerely,

Dr. Timothy Alvarez, PhD, President



Founded in 1941, Otero College is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. Within two years, students at Otero College can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science or Associate of General Studies. Agreements with all Colorado public 4-year colleges and universities enable a smooth academic transfer for students to apply their credits toward a 4-year degree. Students who wish to pursue career and technical education will find one-semester to two-year certificate programs available that will have them on the job upon completion. Otero College students rank at the top academically for all Colorado community college students after they graduate and transfer to 4-year colleges or universities.

Supported by state tax dollars, tuition at Otero College is affordable. Many students attending Otero College qualify for financial assistance in the form of scholarships, grants, student loans and on-campus work-study jobs. Otero College is a full-service campus with modern dorms, library, classrooms and state-of-the-art technology.

At Otero College we strive to involve students in the campus and college experience. The college sponsors over a dozen student organizations including a nationally awarded Phi Theta Kappa Honor Society and an International Relations organization that celebrates and promotes cultural diversity on the campus. The Otero College Rattlers



varsity athletic programs include Women's Basketball, Golf, Rodeo, Soccer, Softball and Volleyball. Men's varsity sports include Basketball, Baseball, Golf, Rodeo, Soccer and Wrestling.

Otero College is recognized by the U.S. Department of Education as a Hispanic Serving Institution.

# Campus Map



## Campus Legend

- Campus Building
- Parking Lots
- Athletic Field
- Athletic Court

- |   |   |   |
|---|---|---|
| <ul style="list-style-type: none"> <li>1. Macdonald Hall &amp; Administration</li> <li>2. Humanities Center &amp; Theatre</li> <li>3. McDivitt Center Gym &amp; Fitness Center</li> <li>4. Koshare Indian Museum &amp; Kiva</li> <li>5. Wheeler Library &amp; Learning Commons</li> <li>6. Wheeler Hall</li> <li>7. Life Sciences</li> <li>8. Wunsch Residence Halls</li> <li>9. Student Center &amp; Rattler's Den Food Court</li> </ul> | <ul style="list-style-type: none"> <li>10. McBride Hall &amp; Student Services</li> <li>11. McDivitt Hall - Agriculture, Cosmetology, Welding &amp; Business Office</li> <li>12. Maintenance</li> <li>13. Staff Housing</li> <li>14. City Tennis &amp; Basketball Courts</li> <li>15. US Forest Service</li> <li>16. Conley Residence Hall A</li> </ul> | <ul style="list-style-type: none"> <li>17. Conley Residence Hall B</li> <li>18. Conley Residence Hall C</li> <li>19. Conley Residence Hall D</li> <li>20. Conley Residence Hall E</li> <li>21. Conley Residence Hall F</li> <li>22. Falcon Telescopes</li> <li>23. Greenhouse</li> <li>24. Auxiliary Gym</li> </ul> |
|---|---|---|

# 2022-2024 College Calendar

## SPRING SEMESTER 2022

Thursday, January 6	Faculty and All Staff Meeting
Friday, January 7	Faculty Work Day
Saturday, January 8	Residence Halls Open
Sunday, January 9	New Student Orientation
Monday, January 10	Classes Begin
Tuesday, January 25	Last Day to Drop Classes & Receive a Refund
Mon-Fri Feb 28 -Mar 4	Midterm week
Friday, March 11	Tuition Payment Deadline
Mon - Fri, March 14-18	Spring Break
Monday, March 21	Classes Resume
Monday, March 28	Early Registration for Summer/Fall Begins
Thursday, April 7	Last Day to Withdraw from Classes Earning a “W”
Mon-Fri, April 25-29	Final Exams
Friday, April 29	Last Instruction Day of the Semester
Saturday, April 30	Graduation
Wednesday, May 4	Final Grade Report Due
Mon-Fri, May 2 - 6	Faculty Work Days
Wednesday, May 18	Cosmo Start

## SUMMER SEMESTER – 2022 (8 week)

Tuesday, May 31	Classes Begin
Monday, June 6	Last Day to Drop Classes & Receive a Refund
Monday, July 4	Independence Day - No Class - Campus Closed
Monday, July 11	Last Day to Withdraw from Classes Earning a “W”
Friday, July 22	Last Day of the Semester

## SUMMER SEMESTER – 2022 (10 Week)

Tuesday, May 31	Classes Begin
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Thursday, June 9	Last Day to Drop Classes & Receive a Refund
Monday, July 4	Independence Day - No Class - Campus Closed
Friday, July 22	Last Day to Withdraw from Classes Earning a "W"
Friday, August 5	Last Day of the Semester

## FALL SEMESTER – 2022

Tuesday, August 16	Faculty Report Back
Monday, August 22	Classes Begin
Monday, September 5	Labor Day - No Classes - Campus Closed
Wednesday, September 7	Last Day to Drop Classes & Receive a Refund
Monday-Friday, October 10-14	Mid-term Week
Friday, October 14	Fall Break
Friday, October 21	Tuition Payment Deadline
Monday, October 24	Early Registration for Spring Semester Begins
Friday, November 18	Last Day to Withdraw from Classes Earning a "W"
Monday-Friday, November 21-25	Thanksgiving Break
Thursday, December 15	Last Day of Instruction
Monday & Tuesday, December 19-20	Faculty Work Days
Tuesday, December 20	Final Grades Due

## SPRING SEMESTER – 2023

Thursday & Friday, January 12-13	Faculty Work Days
Monday, January 16	Classes Begin
Wednesday, February 1	Last Day to Drop Classes & Receive a Refund
Monday-Friday, March 6-10	Mid-term Week
Friday, March 17	Tuition Payment Deadline
Monday-Friday, March 20-24	Spring Break
Monday, March 27	Early Registration for Summer & Fall Classes
Thursday, April 13	Last Day to Withdraw from Classes Earning a "W"
Friday, May 5	Last Day of Semester
Saturday, May 6	Graduation
Monday-Thursday, May 8-11	Faculty Work Days

Tuesday, May 9	Final Grades Due
Wednesday, May 17	Cosmo Classes Start

### SUMMER SEMESTER – (8 week)

Tuesday, May 30	Classes Begin
Monday, June 5	Last Day to Drop Classes & Receive a Refund
Tuesday, July 4	Independence Day - No Class - Campus Closed
Friday, July 7	End of Cosmo Semester
Monday, July 10	Last Day to Withdraw from Classes Earning a "W"
Friday, July 21	Last Day of the Semester

### SUMMER SEMESTER – 2023 (10 Week)

Tuesday, May 30	Classes Begin
Thursday, June 8	Last Day to Drop Classes & Receive a Refund
Tuesday, July 4	Independence Day - No Class - Campus Closed
Friday, July 7	End of Cosmo Semester
Friday, July 21	Last Day to Withdraw from Classes Earning a "W"
Friday, August 4	Last Day of the Semester

### FALL SEMESTER – 2023

Tuesday, August 15	Faculty Report Back
Monday, August 21	Classes Begin
Monday, September 4	Labor Day - No Classes - Campus Closed
Wednesday, September 6	Last Day to Drop Classes & Receive a Refund
Monday-Friday, October 9-13	Mid-term Week
Friday, October 13	Fall Break
Friday, October 20	Tuition Payment Deadline
Monday, October 23	Early Registration for Spring Semester Begins
Friday, November 17	Last Day to Withdraw from Classes Earning a "W"
Monday-Friday, November 20-24	Thanksgiving Break

Thursday, December 14	Last Day of Instruction
Monday & Tuesday, December 18-19	Faculty Work Days
Tuesday, December 19	Final Grades Due

### SPRING SEMESTER – 2024

Thursday & Friday, January 11-12	Faculty Work Days
Monday, January 15	Martin Luther King Day - Classes Begin
Wednesday, January 31	Last Day to Drop Classes & Receive a Refund
Monday-Friday, March 4-8	Mid-term Week
Friday, March 15	Tuition Payment Deadline
Monday-Friday, March 18-22	Spring Break
Monday, March 25	Early Registration for Summer & Fall Classes
Thursday, April 11	Last Day to Withdraw from Classes Earning a "W"
Friday, May 3	Last Day of Semester
Saturday, May 4	Graduation
Monday-Thursday, May 6-9	Faculty Work Days
Tuesday, May 7	Final Grades Due
Tuesday, May 14	Cosmo Classes Start

### SUMMER SEMESTER – 2024 (8 Week)

Tuesday, May 28	Classes Begin
Monday, June 3	Last Day to Drop Classes & Receive a Refund
Wednesday, July 3	End of Cosmo Semester
Thursday, July 4	Independence Day - No Class - Campus Closed
Monday, July 8	Last Day to Withdraw from Classes Earning a "W"
Friday, July 19	Last Day of the Semester

### SUMMER SEMESTER – 2024 (10 Week)

Tuesday, May 28	Classes Begin
Thursday, June 6	Last Day to Drop Classes & Receive a Refund

Monday, July 3	End of Cosmo Semester
Tuesday, July 4	Independence Day - No Class - Campus Closed
Friday, July 19	Last Day to Withdraw from Classes Earning a "W"
Friday, August 2	Last Day of the Semester

# Institutional Mission and Strategic Plan

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## **Institutional Mission**

To educate students and provide workforce training that enhances personal and professional growth in a learning environment that facilitates maintaining high academic standards, relationship building, academic and emotional support, and encourages all students to become the best version of themselves.

## **Vision**

To be the best rural community College in Colorado.

## **Value Statement**

At Otero College, our work is guided and informed by our commitment to diversity, integrity, learning and innovation, safety, and community.

## **Strategic Plan Priorities**

### **GOAL 1: Enhance the Student Experience**

Developing the student, both academically and personally, is at the heart of Otero's mission. Each student that enrolls at Otero has access to state-of-the-art technology and facilities, all designed with the student experience at the forefront.

### **Objective 1: Transform the Academic Experience**

#### *Key Initiatives*

- I. Strengthen support for adult learners by offering more night and weekend courses, giving students credit for prior learning, and extending office hours
- II. Ensure there is an adequate number of study rooms and tutors and peer tutors on staff to meet student needs
- III. Incorporate career-readiness activities in class and connect students with experiential learning activities, research opportunities, and internships
- IV. Enhance instruction through the implementation of Universal Design for Learning and hyflex courses
- V. Explore new programs and articulation agreements that benefit traditional, non-traditional, and concurrently enrolled students

#### *Key Performance Indicators*

- I. Exceed the national fall-to-fall retention rate for full time students by 2027
- II. By 2027, increase the number of credentials awarded by 10%



- III. Establish benchmark for student course evaluation completion by Fall 2022 and increase response rate by 2027
- IV. Develop five new academic programs by 2027

*Student Quote: "I am a single mom of three, who works fulltime in addition to getting my nursing degree. I commute from out of the area and am so thankful that Otero has a program that will work with my personal life and work schedule. The Otero Nursing program is very structured, there are no surprises, and the instructors are experienced professionals in their field." - Sheree, Otero nursing student*

## **Objective 2: Improve Student Affairs Processes and Co-Curricular Experiences**

### *Key Initiatives*

- I. Improve student onboarding through a mandatory new student orientation
- II. Implement best practices in customer service through professional development opportunities
- III. Create a vibrant student engagement program with activities that all students can attend, and ensure students know about Associated Student Government other student clubs and organizations
- IV. Ensure students are career-ready by connecting them with work study jobs and career counseling

### *Key Performance Indicators*

- I. By 2027, increase student engagement with academic advising and planning by 5%
- II. Exceed the national fall-to-fall retention rate for full time students by 2027
- III. By 2027, increase the number of credentials awarded by 10%

*Student Quote: "I grew up in the area and had always planned on going away to college. After my high school graduation, I realized that with all the OJC credits I had earned while in high school through the concurrent credit program, I was only a couple of semesters away from graduating from OJC with an associate's degree. My decision to stay at OJC and finish the degree saved my family thousands of dollars in tuition and living expenses." - Adam, current Otero student*

## **Objective 3: Maintain and Update Facilities to Align with Student Needs**

### *Key Initiatives*

- I. Redesign the auxiliary gym
- II. Obtain funding to remodel the locker rooms and training room
- III. Explore the possibility of installing a turf field
- IV. Update the residence halls by adding new paint, a trash chute in Wunsch Hall, new washers/dryers, and a community kitchen
- V. Create intentional outdoor spaces where students can gather

### *Key Performance Indicators*

- I. Implement a student ticketing system for facilities issues by Fall 2022
- II. Devise a plan and secure funding to update the auxiliary gym and create intentional outdoor spaces for students by Fall 2024

*Student Quote: "I wouldn't trade this experience for anything else in the world. I have learned so much about myself and my leadership style as well as how others lead." - Kendra, Otero alumni on participating in the President's Leadership Program*

## **GOAL 2: Transform our Workplace**

Otero College is committed to developing a workforce that reflects our diverse student population. Through strategic marketing and intentional onboarding, Otero aims to increase the number of qualified applications for each open positions. Otero will increase employee satisfaction and retention by supporting professional development and advancement, and enhanced campus communication.

### **Objective 1: Revamp Our Hiring and Onboarding Processes**

#### *Key Initiatives*

- I. Market open positions in a way that highlights the benefits of rural living (e.g., outdoor recreation, cost-of-living, shorter commute times, the tight-knit community, and a low faculty-to-student ratio)
- II. Explore transitional housing and childcare options
- III. Conduct salary and job description reviews and ensure employees are paid fairly and equitably based on education, skills, and work experience
- IV. Review the Alternate Work Schedule and align with other colleges
- V. Improve employing onboarding through mentoring and training

#### *Key Performance Indicators*

- I. Create a new employee onboarding and mentoring program by Spring 2023
- II. By 2027, increase the overall number of applicants by 5%

### **Objective Two: Increase Employee Retention and Satisfaction**

#### *Key Initiatives*

- I. Reward employee performance and innovation through recognition programs and compensation
- II. Support lifelong learning through professional development opportunities and educational incentives/tuition reimbursement, and develop employee growth plans to identify opportunities for advancement
- III. Improve employee morale through improved communication, team building, networking, and employee events
- IV. Establish a formal definition and process of shared governance on campus

#### *Key Performance Indicators*

- I. By 2027, increase employee trust and confidence in Otero leadership by 10%
- II. By 2027, improve communication of institutional goals and strategies by 10%
- III. Ensure employee processes are fair and equitable by 2025

### **GOAL 3: Engage our Community**

As a community college, Otero was founded to serve the community. Relationships with industry partners, surrounding K-12 school districts, and supporting local businesses is key to the success of the college. Otero aims to rebuild lasting partnerships with the community and restore Rattler Pride throughout the Arkansas Valley.

#### **Objective 1: Bring the Community to Otero**

##### *Strategic Initiatives*

- I. Invite community members to campus for tours and events
- II. Explore non-credit and community education course offerings
- III. Engage alumni through an alumni ambassador program, monthly alumni highlights, and alumni events
- IV. Partner with local news organizations to promote community events on campus

##### *Key Performance Indicators*

- I. Develop five reoccurring community events on campus by 2027
- II. Secure reoccurring enrollment in 15 new non-credit or community education courses on campus or online by 2027
- III. Create an alumni ambassador program by Fall 2023

#### **Objective 2: Take Otero to the Community**

##### *Strategic Initiatives*

- I. Develop a speaker's bureau and have faculty and staff available to present to the community as Subject Matter Experts
- II. Increase student involvement in the community (i.e., have ASG attend City Council meetings and get mentored by members, involve athletes in community service projects or pick-up games at City Park, hand out free tickets to campus events, visit area schools)
- III. Explore industry partnerships and identify ways Otero can meet the needs of local organizations

##### *Key Performance Indicators*

- I. Participate in two community service or outreach projects a year
- II. Partner with at least three organizations by 2027 to provide reskilling, upskilling, or professional development for their employees

### **How the 2022-2027 Strategic Plan was Developed**

Led by the Otero College Steering Committee, this plan was developed with fidelity and transparency in the spring of 2022. An external analysis was conducted by the committee, a virtual kick-off meeting was held with the campus community, a Strategic Planning presentation was shared with employees, and 12 roundtable discussions with campus and community stakeholders were facilitated by the Associate Vice President of Academic Affairs and the Associate Vice President of Enrollment Management, with support from the Executive Assistant to the President. Also,

surveys were administered to retrieve additional feedback from students, faculty, staff, Advisory Council Representatives, Foundation Board Members, and the community.

The campus and community stakeholders involved in the development of this plan include staff from Academic Affairs, Student Affairs, Athletics, Business Office, Information Technology, and Physical Plant, as well as faculty members, student leaders, Otero College Advisory Council and Foundation Board, and community leaders.

The goals, objectives, and strategic initiatives outlined in this plan align with the Higher Learning Commission's Criteria, the Colorado Commission of Higher Education's Master Plan, and the Colorado Community College System Strategic Plan.

# History and Accreditation

## History

In 1939, the residents of the La Junta School District Number 11 voted that bonds be used to finance a junior college building to be administered by the Board of Education. On September 15, 1941, “La Junta Junior College” opened its doors. The college was operated by the school district. By state statute, the college was classified as a continuation school.

In 1949 an election was held on a county-wide basis to consider the proposal that the college become an independent unit supported by the county rather than by the local school district. This proposal was approved by the voters and the college was renamed, “Otero County Junior College.” The elected board, the Junior College Committee, did not desire to assume control of the college then, and it continued to operate as a continuation school. On January 1, 1956, the college governing board voted to take over the existing facilities from the La Junta School District, and the college changed its name to “Otero Junior College.” The college became primarily a transfer institution emphasizing the first two years of a four-year degree program.

In 1967, the 46th General Assembly of the State of Colorado passed the Community College Act, a law creating a state system of junior colleges to be governed by the State Board for Community Colleges and Occupational Education (SBCCOE). Existing junior colleges were given the option of joining the system with the approval of qualified voters in their respective junior college district. That same year, the college received accreditation by the North Central Association of Colleges and Secondary Schools.

On February 20, 1968, Otero County voters unanimously favored joining the state system. The college officially became a state two-year college on July 1, 1968. With the creation of the state system of community colleges, funds for establishing and expanding occupational programs were increased, and Otero College became a more comprehensive junior college.

In the fall of 1969, Otero Junior College was designated as an area vocational-technical school, expanding its offerings in vocational education to public schools in the college’s tri-county service area as the Central Arkansas Valley Occupational Center. In the spring of 1993 this partnership was discontinued.

On May 18, 2021, Colorado’s governor signed a law officially changing the college’s name from Otero Junior College to Otero College.



## Accreditation/Certification/Affiliation

Otero College is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools. The Commission can be reached at: 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60602-1411. Telephone: 312-263-0456 | 800-621-7440 | Fax: 312-263-7462 | [www.ncahlc.org](http://www.ncahlc.org)

The Nursing Assistant and Practical Nursing programs are approved by the Colorado State Board of Nursing. The ADN Registered Nursing Program is approved by the Colorado State Board of Nursing and accredited by the Accrediting Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Rd. NE, Ste 8-50 Atlanta, GA 30326 404-975-5000.

Otero College is an institutional member of the National Junior College Athletic Association, the Association of Community College Business Officers, and the American Association of Collegiate Registrars and Admission Officers.

## Location

La Junta is located in the Central Arkansas River Valley on U.S. Highway 50 in southeastern Colorado. It is the county seat of Otero County and has a population of about 7,000. Located in a rich, irrigated farming community, it also has several manufacturing industries. Major employers in the area include: Oliver Manufacturing, DeBourgh Manufacturing Company, Southeast Colorado Power, Falcon Industries, Arkansas Valley Regional Medical Center, and Lewis Bolt and Nut. La Junta is also a hub for livestock and produce markets.

The people of La Junta support many churches, fraternal organizations, and service clubs. The public library, financed by the city and by endowment, is one of the outstanding institutions of its kind in southeastern Colorado.

The cultural interests of the city are reflected in the programs of the Community Concert series, numerous art exhibits, the internationally renowned Koshare Dancers, The Picketwire Players theatre group, various creative writing and art groups, and community club programs.

City parks, located near the college, provide varied recreational facilities. Basketball, tennis courts, and a skateboard facility are open at any time. Numerous picnic and outdoor recreation facilities are available at the historic City Park, located just 4 blocks north of the college.



## Common Student Code of Conduct

### General Regulations of the College

Students are expected to conduct themselves in a responsible manner both on and off campus and to maintain a high standard of moral conduct.

Students are expected to manifest attributes required of good citizens, both within and outside the boundaries of the college: respect for order, morality, personal honor, and the rights of others.

It is understood that students who enroll at Otero College will assume the responsibilities involved by adhering to the regulations of the college.

## Otero College and the Colorado Community College System Student Behavior Expectations & Responsibilities

The College considers the behavior described in the following subsections as inappropriate and in opposition to the values of the College community. These responsibilities apply to all students including continuing education. The College encourages and expects students, faculty, and staff to engage as active bystanders and report to College officials incidents that involve the following behaviors. Any student found to have violated or to have attempted to violate the following responsibilities may be subject to the conditions, restrictions, and outcomes outlined in SP 4-30a, Student Behavior Expectations and Responsibilities Resolution Procedure.

The following section is organized alphabetically by violation followed by an explanation:

**Abuse of Conduct Process:** Abuse or interference with College processes, including conduct and academic integrity meetings:

- Falsification, distortion, or misrepresentation of information.
- Failure to provide, destroying, or concealing information during an investigation of an alleged Code violation.
- Attempting to discourage an individual's proper participation in, or use of, the campus conduct system.
- Inappropriately influencing any member of the campus community with conduct authority prior to, during, and/or following a campus conduct proceeding.
- Influencing or attempting to influence another individual to commit an abuse of the campus conduct process.

**Academic Integrity:** Plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Students who engage in any type of academic dishonesty are subject to both academic consequences as determined by the instructor and to outcomes as set forth in the Student Behavioral Expectations and Responsibilities Resolution Procedure.

- **Cheating:** The act of using or attempting to use an examination or other academic work, material, information, or study aids which are not permitted by the instructor. Cheating includes, but is not limited to:
  - o Using books, notes, or calculators or copying from or conversing with others during examinations (unless such external aids are permitted by the instructor).
  - o Having someone else do research, write papers, or take examinations for someone else.
  - o Submitting work completed in one class to fulfill an assignment in another class without prior approval from the instructor(s).

o Stealing, distributing, selling, and buying tests or having someone take an exam on someone else's behalf.

• **Fabrication:** The invention of material or its source and its use as an authority in academic work. Fabrication includes, but is not limited to:

- o Inventing the data for a scientific experiment.
- o Inventing the title and author of a publication in order to use the invented publication as a source.
- o Knowingly attributing material to an incorrect source.

• **Plagiarism:** The act of using someone else's work without giving proper credit to the original source. The work can be written, artistic, musical, language, symbols, or media. Reusing one's own work without proper citation (or approval of instructor) is also plagiarism.

**Aiding and Abetting:** It is a violation of this Code to actively assist another in violating the Code or covering up the violation after the fact.

**Alcohol/Drugs:** Use, being under the influence, manufacturing, possession, cultivating, distribution, purchase, or sale of alcohol and/or drugs (illegal and/or dangerous or controlled substance) and/or alcohol/drug paraphernalia while on College-owned or College-controlled property, and/or at any function authorized or supervised by the College, and/or in state owned or leased vehicles.

**Animals/Pets:** Animals are not permitted on campus except as permitted by law or as specifically approved by the College.

- Please see SP 4-120b, regarding Student Disability Services for information related to service animals and emotional support animals.
- Please see the appropriate handbook for regulations and processes for animals and pets in student housing, where applicable.

**Bullying/Non-physical abuse:** Bullying includes repeated and/or severe aggressive or negative actions or behaviors intentionally or reasonably likely to intimidate, hurt, control, or diminish another person, physically, mentally, or emotionally. Bullying may include direct or indirect communications in verbal or nonverbal form and specifically includes bullying by electronic means (e.g., cyberbullying).

- For more information and compliance, see SP19-10, Bullying/Violence/Firearms on Campus.

**Damage and Destruction:** Reckless and/or unauthorized damage to, or destruction of, College property or the individual property of another, regardless of intention. Damage or destruction of community, public, or private property.

**Deceitful Acts:** Engaging in deceitful acts, including, but not limited to: collusion, forgery, falsification, alteration, misrepresentation, non-disclosure, or misuse of documents, records, identification and/or educational materials.

- Collusion: Action with another or others to violate the Code.
- Falsification: Knowingly furnishing or possessing false, falsified, or forged materials, documents, accounts, records, identification, or financial instruments, including electronic forgery and/or manipulation.



**Discrimination and Harassment:** Discrimination is any distinction, preference, advantage, or detriment given to a person based on one or more actual or perceived protected classes. Harassment is a form of discrimination that includes Quid Pro Quo and Hostile Environment.

- Hostile Environment occurs when a person is subjected to verbal or physical conduct based on a protected class that is sufficiently severe, persistent or pervasive, and objectively offensive to alter the conditions of a person's employment or unreasonably interfere with a person's ability to participate in or benefit from CCCS educational programs or activities, from both a subjective and objective viewpoint.
- Quid Pro Quo is a type of sexual harassment that exists when an employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct, such as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
- Sexual harassment includes, but is not limited to, dating violence, domestic violence, stalking, and sexual assault.
- For more information and how to file a complaint regarding discrimination or harassment, including sexual misconduct, see SP 19-60, Civil Rights and Sexual Misconduct Resolution Process.

**Disruptive Behavior:** Engaging in any behavior that negatively affects or impedes teaching or learning (regardless of mode of delivery or class setting) or disrupts the general operation of the College.

**Endangerment or Defacement:** Conduct that is detrimental to the College, and/or to community safety. Examples include, but are not limited to, slamming doors, throwing chairs, and/or defacing of College property or property of others.

**Failure to Comply:**

- Failure to comply with or follow the lawful directives of College employees acting within the scope of their duties, including those directives issued by a College administrator to ensure the safety and well-being of others.
- Failure to comply with or follow the directives and/or sanctions imposed under CCCS policies and procedures.
- Failure to identify oneself to College officials, acting in their official capacity, when requested to do so.

**Fire Safety:** Violation of federal, state, local, or campus fire policies including, but not limited to:

- Intentionally, recklessly, or negligently causing a fire that damages the College, individual property, or causes injury.
- Failure to evacuate a College owned, operated, or controlled facility during a fire alarm.
- Improper use of College fire safety equipment.
- Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on College property. Such action may result in a criminal action.

**Gambling:** Gambling as prohibited by the laws of the State of Colorado. Gambling may include, but is not limited to, raffles, lotteries, sports pools, and online betting activities. Participation in illegal gambling activities on College-owned or College-controlled property, and/or any function authorized or supervised by the College, and/or in state owned or leased vehicles.

**Harm to individuals:** Intentionally or unintentionally causing physical harm, threatening to cause harm, endangering the health and/or safety of any individual, or demonstrating violent behavior.

- Violent Behavior includes any act or threat of physical, verbal or psychological aggression, or the destruction or abuse of property by any individual.
- A threat is defined as direct or indirect, verbal or non-verbal conduct (including those made in person, by mail, over the telephone, by email, or by other means) intended to result or reasonably resulting in intimidation, harassment, harm, fear or endangerment of the safety of another person or property.
- For more information and compliance, see SP 19-10, Bullying/Violence/Firearms on Campus.

**Hazing:** Defined as an act that endangers the psychological, emotional, intellectual, and/or physical health and/or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group, team, or organization. Additionally, any act that places a student in a subservient role within an organization is considered hazing. Participation or consensual cooperation by the individual(s) being hazed does not excuse the violation. Failing to intervene to prevent, failing to discourage, and failing to report those acts may also violate this code.

**Indecent Exposure:** Deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.

**Retaliation:** Retaliatory acts include, but are not limited to intimidation, verbal or physical threats, harassment, coercion, or other adverse action(s) against a person who reports an incident of misconduct.

**Rioting:** Causing, inciting, or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or results in damage and/or destruction of property.

**Theft:** Obtaining, retaining or exercising control over property of another without authorization, or by threat or deception, with the purpose and/or effect of depriving the person(s) to whom the property belongs of its use or benefit.

**Tobacco Violation:** Smoking and the use of tobacco and related products, including electronic smoking, where contrary to applicable laws or policies established by the College. This includes smoking inside buildings or in areas where smoking is posted as prohibited.

**Trademark Violation:** Unauthorized use, including misuse, of the College or organizational names and images without the express written consent of the institution or organization.

**Unacceptable Use of College Equipment, Network or System:** Unacceptable uses of any College-owned or operated equipment, network or system including, but not limited to: knowingly spreading computer viruses; reposting personal communications without the author's consent; copying protected materials; using the network for financial or personal gain, commercial activity, or illegal activity; accessing the network using another individual's account; unauthorized downloading/uploading software and/or digital video or music; downloading/uploading, viewing or displaying pornographic content, or any other attempt to compromise network integrity. For more information, see SP 4-32, Student Email Acceptable Use.

**Unauthorized Access and Entry:** Unauthorized access to any College facility, including misuse of keys, cards, restricted access areas, or unauthorized possession, duplication or use of other individual's means of access to any College facility; failing to provide a timely report of a lost College identification card or key; misuse of access privileges to College premises or unauthorized entry to or use of facilities, including trespassing, propping, or unauthorized use of alarmed doors for entry into or exit from a College facility.

**Violation of Laws, Directives and Signage:** Violating any municipal, county, state or federal laws, or executive orders, or violating any public health orders in a manner that adversely impacts the health and well-being of the campus environment and those on campus.

**Weapons Violation:** Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons, and pellet guns), or other weapons or dangerous objects, such as arrows, axes, machetes, nunchaku, throwing stars, or knives with a blade of longer than three (3) inches. This includes the unauthorized storage of any item that falls within the category of a weapon, including storage in a vehicle parked on College property, other than what is expressly permitted by law.

- Possession of an instrument designed to look like a firearm, explosive, or dangerous weapon is also prohibited by this policy.
- Intentionally or recklessly using and/or possessing a weapon or any other item in such a way that would intimidate, harass, injure, or otherwise interfere with the learning and working environment of the College shall face increased consequences.
- Students, faculty, and staff possessing valid Colorado Concealed Handgun Licenses are permitted to carry concealed on campus in accordance with state law and CCCS policy. For more details about certain restrictions, please consult with the campus/local police and/or the Housing and Residential Education Handbook, where applicable.
- For more information and compliance, see SP 19-10, Bullying/Violence/Firearms on Campus.

**Violation of course, program, or activity rules:** Violation of established rules as contained in courses, programs activities, regulations, or guidelines and established by departments, regulatory boards, or licensing bodies, including all Housing and Residential Education policies, as applicable.

### **Group Violations**

A student group or organization and its officers and membership may be held collectively and individually responsible when violations of this Code occur by the organization or its member(s), including the following conditions:

- Violation(s) take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or implied.
- Violation(s) have received the consent or encouragement of the organization or of the organization's leaders or officers.
- Violation(s) were known or should have been known to the membership or its officers.

Conduct meetings for student groups or organizations shall also follow the Student Behavioral Expectations and Responsibilities Resolution Procedure. In any such action, individual determinations as to responsibility will be made and restrictions, conditions, and outcomes may be assigned collectively and individually, and will be proportionate to the involvement of each individual and the organization. Procedures will begin with communication to the President or leadership of said organization.

### **Amnesty**

Assisting an individual by calling for help in an alcohol or drug-related emergency means neither the person who calls for help, nor the person who needs help will be subject to formal investigation nor receive a formal conduct record for their behavior. Students seeking assistance under these provisions may be required to meet with the SSAO and to complete educational, counseling, or other requirements aimed at addressing health and safety concerns. The requirements will be informal or on a deferred basis.

The student must fully comply with reporting to appropriate College officials for amnesty to be considered.

# Student Right to Know & Campus Security

## Student Right-to-Know and Campus Security Act

The Student Right-to-Know and Campus Security Act of 1990, (Title I of Public law 101-542) is a federal law that requires institutions of higher education receiving federal assistance to make available several key points of information. Those points include:

1. The college's graduation and/or completion rate for its full-time degree seeking students. Otero College Graduation Rate - The rate for first-time, degree-seeking students who enrolled at Otero College in the Fall of 2014 and who graduated or transferred to a Colorado 2-year or 4-year institution by the Fall of 2016 is 34.0 percent. This does not include students who continue to be enrolled at Otero College.
2. The college's retention rate for its degree-seeking students. Otero College Retention Rate: The retention rate for the 2016 cohorts are as follows: Full-time 52%, Part-time 44%.
3. The college's financial aid rates for athletes and other students at institutions that award athletically-related student aid.

### Otero College Financial Aid Rates:

- \$3,450 is the average federal grant received by Otero College students.
- \$1,276 is the average state and local grants received by Otero College students.
- \$4,302 is the average institutional grant received by Otero College students.
- \$5,136 is the average loan amount taken out by Otero College students.

4. The college's crime statistics and security policy information.

### Otero College Crime Awareness and Campus Security Policies and Information:

Otero College Campus Security is responsible for monitoring and recording criminal activities occurring on campus and/or to college property. In addition to traditional law enforcement responsibilities, Campus Security enforces parking regulations, maintains building security, conducts fire safety inspections, and makes frequent security checks at the residence hall. Safety and security information is provided to students and college staff through bulletins, crime alerts, posters, and brochures.

Campus Security does not have police jurisdiction over public or private property. Department staff work in close association with the La Junta Police Department, Otero County Sheriff's Department, and other federal, state, and local agencies. Arrests and apprehensions are referred to the La Junta Police Department; community fire and ambulance personnel are notified as necessary. All criminal incidents occurring on campus must be reported to Campus Security as soon as possible.

Colorado law prohibits the possession, consumption, or distribution of alcohol and controlled substances on campus.

The following information is provided in accordance with Title II of Public Law 101-542, the Crime Awareness and Campus Security Act of 1990. The full report is available in the Student Services Center, printed for distribution in the Campus Safety & Security brochure.

## Otero College Campus CLERY and VAWA Statistical Report

CRIMINAL OFFENSES	ON CAMPUS			ON CAMPUS RESIDENTIAL			PUBLIC PROPERTY			NON CAMPUS		
	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019
<b>Murder and Non-Negligent Manslaughter</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Manslaughter by Negligence</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Rape</b>	1	0	1	1	0	1	0	0	0	0	0	0
<b>Fondling</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Incest</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Statutory Rape</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	2	1	5	2	1	4	0	0	0	0	0	0
<b>Burglary</b>	0	0	1	0	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Domestic Violence</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Dating Violence</b>	0	0	1	0	0	1	0	0	0	0	0	0
<b>Stalking</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hate Crimes</b>	0	0	0	0	0	0	0	0	0	0	0	0

The above statistics include Otero College students and non-students.  
 Otero College's policy is for the immediate arrest for any Liquor Law related violations.  
 For more information on the Otero College Campus Crime Statistics, Contact:

David Girard., Director of Physical Plant  
 Otero College  
 1802 Colorado Avenue  
 La Junta, CO 81050  
 719 384-6818

### Alcohol and Drug Policy

Colorado law prohibits the possession, consumption, or distribution of alcohol and controlled substances on campus. In compliance with the Drug Free Schools and Communities Amendments of 1989 (PL 101-226 in Federal Law), Otero College has developed a Drug and Alcohol Abuse Prevention Program.

**Policy Statement** - Students, whether full-time or part-time, shall not engage in the unauthorized or unlawful manufacture, distribution, dispensation, possession, use/abuse of alcohol and/or illicit drugs on college property or use as a part of any college activities.

**Legal Sanctions for Violation of the Policy** - Any student who is convicted of the above violations is subject to criminal penalties under local, state and federal law. These penalties may range in severity from a fine of up to \$100.00 to life imprisonment and/or a fine of \$8,000,000. The exact penalty assessed depends upon the nature and severity of the individual offense.

**College Sanctions for Violation of the Policy** - Since observation of the policy is a condition of enrollment, any violation may subject the student to appropriate disciplinary action up to and including suspension from the institution. Students may also be required to complete an appropriate rehabilitation or re-entry program as a condition for re-enrollment or continued enrollment in the college.

**Associated Health Risks** - Health risks associated with drug and alcohol abuse include, but are not limited to: malnutrition, brain damage, heart disease, pancreatitis, cirrhosis of the liver, mental illness, death, low birth weight babies, and babies with drug addictions.

**Drug-Free Awareness Program** - Although there are no alcohol/drug counseling programs on campus, the college does have referral agreements with the Southeast Mental Health Services and Region Six Alcohol and Drug Abuse Treatment Center. Referrals are made through the counseling staff working in the Student Services Center in McBride Hall or the student may contact the Colorado Department of Health directly.

**Possession or Use of Marijuana** - Although possession and use of marijuana consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession or use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substance Act and Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on college owned or college controlled property, and/or any function authorized or supervised by the college and/or in state-owned or leased vehicles.

## **Medical Amnesty Policy**

Student health and safety are of primary concern at Otero College. As such, in cases of significant intoxication as a result of alcohol or other substances, the College encourages individuals to seek medical assistance for themselves or others.

If medical assistance is sought, the Vice President of Student Affairs will not pursue conduct charges against the following individuals for violations of the College's alcohol or drug policies:

- The intoxicated student and
- Student(s) actively assisting the intoxicated student.

**Actively assisting requires that an individual:**

- Call La Junta Police Department (719-384-2525 or 911) or seek another individual qualified to assess the student's condition such as a Resident Hall Director or other Resident Hall professional and
- Monitor the intoxicated student's condition.

**The following are not covered by the Medical Amnesty Policy:**

- Students waiting until the police or other authority arrive before seeking assistance
- Action by police or other law enforcement personnel
- Violations of the Code of Conduct other than the alcohol/drugs policy
- Possession with the intent to distribute drugs

### Actions by the Student Conduct Officer:

- The intoxicated student (and possibly those who were attending to/assisting the student) will be required to meet with the Vice President of Student Affairs or designee who may issue educational requirements that may include, but are not limited to, alcohol and/or drug education, counseling, and/or a substance abuse assessment.
- Serious or repeated incidents will prompt a higher degree of concern/response.
- Failure to complete the educational assignments or treatment recommendations normally will result in disciplinary action.
- The student will be responsible for any costs associated with drug or alcohol education interventions.

No individual may receive amnesty under this section more than once in a two-year period. Records of all requests for assistance under this policy shall be maintained by the Vice President of Student Affairs. Participation in any program as a result of this policy shall not be noted on the student's judicial record. In the event an individual who previously utilized the Medical Amnesty Policy is involved in a subsequent alcohol-related incident, this incident and any resulting charges shall be treated as an alleged second offense.

The Medical Amnesty Policy is not intended to shield or protect those students or organizations that repeatedly violate the Code of Student Conduct. In cases where repeated violations of the Code of Student Conduct occur, the College reserves the right to take disciplinary action on a case-by-case basis regardless of the manner in which the incident was reported.

Medical amnesty applies only to alcohol or other drug-related emergencies but does not apply to other conduct violations such as assault, property damage, or distribution of illicit substances. If other violations occur, then a student will face disciplinary charges for those violations. The use/or abuse of alcohol or drugs is never considered a mitigating circumstance for any other violations of the Student Code of Conduct. For more information, go to: [https://www.Otero College.edu/about/policies/campus\\_security/Medical\\_Amnesty\\_Policy.pdf](https://www.Otero College.edu/about/policies/campus_security/Medical_Amnesty_Policy.pdf)

## Title IX Compliance

### Discrimination & Harassment

The College prohibits and will not tolerate discrimination or harassment that violates federal or state law, Board Policy 3-120 or Board Policy 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation. The College complies with Titles VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, the Education Amendments of 1972 (Title IX), the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act, Pregnancy Discrimination Act of 1978, Vietnam Era Veterans Readjustment Assistance Act of 1974; Executive Order 11246, and sections 24-34-301, C.R.S. et seq. For information regarding civil rights or grievance procedures, contact: Title IX Compliance/Equal Opportunity Officer, Director of Human Resources, 1802 Colorado Ave., Macdonald Hall Room 221, La Junta, CO 81050, 719-384-6824.

## Americans with Disabilities Act

Discrimination based on disability in admission to, access to and the operation of programs, services or activities of Otero College is prohibited by the Americans with Disabilities Act. Questions, complaints and requests for additional information may be directed to the Disabilities Director, located in the Student Center in McBride Hall, 719-384-6931.

## Student Disciplinary and Grievance Procedures

Students are expected to adhere to the Student Code of Conduct and policies and procedures of the College and if students are charged with violating this College's code, they are entitled to have these procedures followed in the consideration of the charge. Copies of the Student Disciplinary Procedure are available from the Vice President of Student Affairs or go to: <http://www.otero.edu/content/policy/pdf/SP4-30.pdf>

The Student Grievance Procedure is intended to allow students an opportunity to present an issue which they feel warrants actions, including the right to secure educational benefits and services without regard to sex, race, national origin or ancestry, creed, color, disability, or age, and have the issue considered in a prompt and equitable fashion. Copies of the Student Grievance Procedure are available from the Vice President of Student Affairs or go to: <http://www.otero.edu/content/policy/pdf/SP4-31.pdf>

If the basis of the claim is discrimination and/or harassment based on federal or state civil rights laws, the student must file a grievance under the Civil Rights Grievance and Investigation Process. If the accused (respondent) is a student, please refer to SP 4-31a. If the respondent is an Otero employee, please refer to SP 3-50a. Copies of the policies can be viewed at: <http://www.otero.edu/ComplaintProcedures.aspx>

## Distance Education Grievance and Appeal Procedures

A student taking any Otero College courses who has a complaint about her or his experience with Otero College has two options:

1. The student can follow Otero College's process for student complaints, which is located in this document.
2. The student may also contact the Higher Learning Commission, which is Otero College's accrediting agency, at the following web link: **Complaints: Higher Learning Commission**

Students who reside outside of Colorado while attending Otero College in many cases can file a complaint in the state where they are residing.

Before exercising either of the above options, students should know that most (if not all) external complaint processes require that the student exhaust all avenues of complaint internal to the institution before they will consider a grievance.

## Student Bill of Rights

The General Assembly implemented the Student Bill of Rights (C.R.S.23-1-125) to assure that students enrolled in public institutions of higher education have the following rights:

- a. A quality general education experience that develops competencies in reading, writing, mathematics, technology and critical thinking through an integrated arts and science experience;
- b. Students should be able to complete their associate of arts and associate of science degree programs in no more than sixty credit hours or their baccalaureate programs in no more than one hundred twenty credit hours unless there are additional degree requirements recognized by the commission;
- c. A student can sign a two-year or four-year graduation agreement that formalizes a plan for that student



to obtain a degree in two or four years, unless there are additional degree requirements recognized by the commission;

d. Students have a right to clear and concise information concerning which courses must be completed successfully to complete their degrees;

e. Students have a right to know which courses are transferable among the state public two-year and four-year institutions of higher education;

f. Students, upon completion of core general education courses, regardless of the delivery method, should have those courses satisfy the core course requirements of all Colorado public institutions of higher education;

g. Students have a right to know if courses from one or more public higher education institutions satisfy the students' degree requirements;

h. A student's credit for the completion of the core requirements and core courses shall not expire for ten years from the date of initial enrollment and shall be transferable.

## **Non-Discrimination Statement**

Otero College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Otero College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated the Director of Human Resources, as its AFFIRMATIVE ACTION (AA), OFFICER, EQUAL OPPORTUNITY (EO), AND TITLE IX COORDINATOR with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact the Director of Human Resources at 719-384-6824, EOandTitleIXCoordinator@otero.edu, or 1802 Colorado Ave. McDivitt Room 140, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

## **Sexual Harassment Statement**

Sexual harassment is a violation of federal law, a violation of professional ethics, and a form of discrimination. It is the policy of Otero College that unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunity; (2) submission to or rejection of such conduct by an individual is the basis for employment or educational decisions affecting such individuals; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance, creating an intimidating, hostile, or offensive working or learning environment. Such conduct will not be tolerated. Substantiated charges will result in disciplinary action. Questions or complaints should be directed to the Director of Human Resources, McDivitt Rm 140, or 719-384-6824. For more information go to: [Otero Sexual Harassment Policy Overview](#).

## **Campus Sex Crime Prevention Act**

The Campus Sex Crime Prevention Act, and Colorado Law, provides a way to track convicted sex offenders. Post-

secondary institutions are required to issue a statement advising the campus community where law enforcement agency information may be obtained concerning registered sex offenders. (C.R.S. 23-5-125). Information may be obtained by contacting the La Junta Police Department at: 601 Colorado Ave. La Junta, CO 81050, 719-384-2525.

## Resources for Victims of Sexual Misconduct

Under Colorado law, public colleges are required to provide the following information for students who are victims of sexual assault.

If you are a victim of a sexual assault, you may request a medical forensic exam. This is important if you think you want to seek legal action. It is vital that a victim obtains medical treatment as soon as possible and does not bathe, shower, douche, or change clothes until given permission by medical personnel. You can have the exam without having to report the assault to law enforcement. You will not be charged for the cost of the exam.

The College has an agreement with the following providers for the exam. Ryon Medical Center 1420 East 3rd Street La Junta, CO 81050 phone: 719-383-0303 Parkview Medical Center 400 West 16th Street Pueblo, CO 81003 phone: 719-584-4400. If you do not have transportation to the facility, you may contact a friend or family member, or Arkansas Valley Resource Center at 719-384-7764. Any cost for transportation is the responsibility of the student.

## On Campus Resources

Vice President of Student Affairs 1802 Colorado Avenue - McBride Hall Room 132 - La Junta, CO 81050 719-384-6833

The Vice President of Student Affairs assists with the academic-related needs of students who have experienced sexual misconduct and may provide changes to academic situations and will notify the student as to what changes are reasonably available.

Title IX Coordinator/Director of Human Resources 1802 Colorado Avenue - McDivitt Rm 140 - La Junta, CO 81050 719-384-6824

The Title IX Coordinator provides information about the student conduct process, legal and criminal options, and other possible remedies.

## Off Campus Resources

**Southeast Mental Health Services** 711 Barnes Avenue - La Junta, CO 81050 (719) 384-5446 - [www.semhs.org](http://www.semhs.org)



**Arkansas Valley Resource Center** and Otero College have come together to collaborate to serve victims of violent crimes. Arkansas Valley Resource Center serves victims of domestic violence, dating violence, sexual assault, stalking and all other victims of violent crime. Arkansas Valley Resource Center will provide safety planning, peer counseling, advocacy, info/support, assistance with victim's compensation and victim's rights to Otero College students upon direct student request, or by referral from Otero College staff or faculty.

Referrals will be made when necessary to other networking agencies.

Victims of sexual offenses can also be seen confidentially through the Arkansas Valley Resource Center.

## **Arkansas Valley Resource Center, Inc.**

PO BOX 716

415 Colorado Ave La Junta, CO 81050

24/7 Hotline (719) 384-7764

Fax (719) 384-1938

TTD (719) 384-1938

[www.arkansasvalleyresourcecenter.org](http://www.arkansasvalleyresourcecenter.org)

# **Building Evacuation & Traffic Regulations**

## **Building Evacuation**

Do not ignore a fire alarm. Notify the Otero College Physical Plant at 719-384-6818. If you see smoke, immediately call 911. Instructors should take charge of the classroom. Direct all room occupants to evacuate the classroom in a safe and orderly fashion. Be familiar with the classroom and building exits. Refer to the Evacuation Plans that are posted in all campus buildings. Exit the building through the nearest corridor away from smoke or fire. Some classrooms have direct exits to the outside. Do not exit the building through a storage area. Do not use the elevator. Remain as a group outside the building until the source of the alarm condition has been verified by a Physical Plant employee. Re-enter the building once clearance has been given by a Physical Plant employee, police, or fire authority.

## **Campus Traffic Regulations**

Students and college employees are expected to observe posted campus traffic regulations. The maximum speed permitted is 15 MILES PER HOUR, and vehicles are to park only in the designated areas on the campus.

# **Class Attendance**

Regular attendance at all class meetings and laboratory sessions is required of all students. College policy provides that at the instructor's discretion a student's grade may be lowered one letter grade after three unexcused absences. Students should always notify faculty and/or instructors of absences beforehand if possible.

Serious illness, death in the family, or participation in college-sponsored activities are examples of conditions for receiving an excused absence. Arrangements for excuses are to be made between the student and the instructor. In case of extended absences, the Student Services Center should be notified.

All students must attend at least one class after registration within the first 5 days of any semester, or they will be administratively dropped from the course (s).

Students who are absent from classes are responsible for making arrangements to make up the work missed.

**Final Tests** - Students are required to take all final exams at the time posted by the individual instructor for each individual class. Students should not ask to take final exams at any other time unless in the case of extreme emergency. If a student has a situation that may warrant an exam time change, the student needs to contact the instructor of the class.



# Tuition and Fees Schedule

2022-2023 COLLEGE YEAR

Contact Student Services at 719-384-6831 or visit



# OTERO

# COLLEGE

## Resident Tuition & Fees

### Resident - WUE - Colorado ASSET Students

The required fees for 12 hours or more provides students with an I.D. for use at the Student Center, Library, Fitness Center, athletic events and admission to college-sponsored activities.

## TUITION AND FEES SCHEDULE

### 2022-2023 COLLEGE YEAR

Contact Students Services at 719-384-6831

#### Resident Tuition and Fee Schedule - On Campus Instruction

\*The college reserves the right to change tuition and fees in accordance with state law.

#### Resident Instruction - COF Eligible Course

##### On-Campus 2022-2023 Rate Schedule

Credit Hours	Tuition	COF Stipend	Net Per Credit	Fees	Regis Fee	Total
1	260.40	(104.00)	156.40	14.81	15.10	186.31
2	520.80	(208.00)	312.80	29.62	15.10	357.52
3	781.20	(312.00)	469.20	44.43	15.10	528.73
4	1,041.60	(416.00)	625.60	59.24	15.10	699.94
5	1,302.00	(520.00)	782.00	74.05	15.10	871.15
6	1,562.40	(624.00)	938.40	88.86	15.10	1,042.36
7	1,822.80	(728.00)	1,094.80	103.67	15.10	1,213.57
8	2,083.20	(832.00)	1,251.20	118.48	15.10	1,384.78
9	2,343.60	(936.00)	1,407.60	133.29	15.10	1,555.99
10	2,604.00	(1,040.00)	1,564.00	148.10	15.10	1,727.20
11	2,864.40	(1,144.00)	1,720.40	162.91	15.10	1,898.41
12	3,124.80	(1,248.00)	1,876.80	205.85	15.10	2,097.75
13	3,385.20	(1,352.00)	2,033.20	212.96	15.10	2,261.26
14	3,645.60	(1,456.00)	2,189.60	220.07	15.10	2,424.77
15	3,906.00	(1,560.00)	2,346.00	227.18	15.10	2,588.28
16	4,166.40	(1,664.00)	2,502.40	234.29	15.10	2,751.79
17	4,426.80	(1,768.00)	2,658.80	241.40	15.10	2,915.30
18	4,687.20	(1,872.00)	2,815.20	248.51	15.10	3,078.81

Western Undergraduate Exchange (WUE)  
Students who are residents of states participating in the Western Interstate Commission for Higher Education (WICHE) are eligible to request a reduced tuition rate of 150% of Colorado resident tuition at Otero College.

For more information contact the Otero College Financial Aid Director at: 719-384-6834.

The State of Colorado subsidized in-state resident tuition by directly paying part of each credit hour directly to the colleges. This money, known as College Opportunity Fund stipends (COF), is applied to an in-state student's tuition if the student applies for and authorizes the use of the stipend. Currently the College Opportunity Fund (COF) stipend is estimated to be worth \$40.00 per credit hour.

Combined Room & Board Rate

Residence Hall	19 - Meal Plan
Double - Wunsch/SS	4,240.00
Single - Wunsch/SS	4,925.00
Double - Conley Complex	4,665.00
Single – Conley Complex	5,350.00

**Student Housing Sites:**

Wunsch Hall (on campus),  
South Site (off campus),  
E.J. Conley Residential Complex (on campus).

\*Single rooms based upon availability.

\*\*Rooms may be converted to triple occupancy if demand is high.

**Colorado ASSET**

Students Classification as a Colorado ASSET student allows eligible students without documentation to pay in-state tuition, rather than out-of-state tuition, as well as receive the Colorado Opportunity Fund stipend at Otero College.

Requirements for ASSET status students:

1. Have attended high school for three years immediately before graduating from a Colorado high school
2. Be admitted to a participating college within 12 months of graduating from a Colorado high school
3. If the student is not legally present in the U.S., they must sign an affidavit saying they are currently seeking or will seek legal status as soon as they are eligible.

For assistance with tuition classification, please contact the Otero College Financial Aid Office: 719-384-6834. More information on ASSET student classifications can be found at: [www.ciccoloradoasset.org](http://www.ciccoloradoasset.org)

# Non-Resident Tuition & Fees

## Tuition and Fees - DACA - Non-Resident - International - Hybrid - Online

### Deferred Action for Childhood Arrivals (DACA) Students

Classification as a Deferred Action for Childhood Arrivals (DACA) student allows eligible students without documentation to pay in-state tuition, rather than out-of-state tuition, as well as receive the Colorado Opportunity Fund stipend at Otero College.

#### Requirements for DACA status students:

1. Have graduated from a Colorado high school or have taken the HSE (High School Equivalency) in Colorado prior to September 1, 2013
2. Were not accepted or attending college within 12 months of graduation
3. Documented 18 months of being physically present in Colorado on a continuous basis
4. Provide at least two of the following documents:
  - If under the age of 23 and single, submit a copy of parent's lease, rental agreement or deed to their home where you reside in Colo.
  - Submit proof of employment such as a letter from an employer with dates of employment or submit two years of Colorado income taxes being filed
  - Submit a copy of your Employment Authorization Card
  - Submit a copy of your Colorado ID or Colorado driver's licenses for the past 18 months

For assistance with tuition classification, please contact the Otero College Financial Aid Office: 719-384-6834.

More information on DACA student classifications can be found at: [www.ciccoloradoasset.org](http://www.ciccoloradoasset.org)

Tuition and Fee Schedule 2022-2023 College Year			
Non Resident Instruction - On Campus			
Tuition	Fees	Reg Fee	Total
260.75	14.81	15.10	290.66
521.50	29.62	15.10	566.22
782.25	44.43	15.10	841.78
1,043.00	59.24	15.10	1,117.34
1,303.75	74.05	15.10	1,392.90
1,564.50	88.86	15.10	1,668.46
1,825.25	103.67	15.10	1,944.02
2,086.00	118.48	15.10	2,219.58
2,346.75	133.29	15.10	2,495.14
2,607.50	148.10	15.10	2,770.70
2,868.25	162.91	15.10	3,046.26



3,129.00	205.85	15.10	3,349.95
3,389.75	212.96	15.10	3,617.81
3,650.50	220.07	15.10	3,885.67
3,911.25	227.18	15.10	4,153.53
4,172.00	234.29	15.10	4,421.39
4,432.75	241.40	15.10	4,689.25
4,693.50	248.51	15.10	4,957.11

### International Student Tuition Rates

International student tuition is based on the Non-Resident Tuition Rate Schedule. An additional \$130.00 per semester is added for international student transportation. Contact the Office of International Relations or Student Affairs for tuition rates and details, 719-384-6805.

### Hybrid and Online Education 2022-2023

<b>Otero Online - Resident</b>					<b>CCCOnline - Resident</b>		
Credit Hours	Tuition	COF Stipend	Online Scholarship	Net Per Credit	Tuition	COF Stipend	Net Per Credit
1	367.20	(104.00)	30.00	233.20	367.20	(104.00)	263.20
2	734.40	(208.00)	(60.00)	466.40	734.40	(208.00)	526.40
3	1,101.60	(312.00)	(90.00)	699.60	1,101.60	(312.00)	789.60
4	1,468.80	(416.00)	(120.00)	932.80	1,468.80	(416.00)	1,052.80
5	1,836.00	(520.00)	(150.00)	1,166.00	1,836.00	(520.00)	1,316.00
6	2,203.20	(624.00)	(180.00)	1,399.20	2,203.20	(624.00)	1,579.20
7	2,570.40	(728.00)	(210.00)	1,632.40	2,570.40	(728.00)	1,842.40
8	2,937.60	(832.00)	(240.00)	1,865.60	2,937.60	(832.00)	2,105.60
9	3,304.80	(936.00)	(270.00)	2,098.80	3,304.80	(936.00)	2,368.80
10	3,672.00	(1,040.00)	(300.00)	2,332.00	3,672.00	(1,040.00)	2,632.00

11	4,039.20	(1,144.00)	(330.00)	2,565.20	4,039.20	(1,144.00)	2,895.20
12	4,406.40	(1,248.00)	(360.00)	2,798.40	4,406.40	(1,248.00)	3,158.40
13	4,773.60	(1,352.00)	(390.00)	3,031.60	4,773.60	(1,352.00)	3,421.60
14	5,140.80	(1,456.00)	(420.00)	3,264.80	5,140.80	(1,456.00)	3,684.80
15	5,508.00	(1,560.00)	(450.00)	3,498.00	5,508.00	(1,560.00)	3,948.00

## Course Fees

For the 2021-2022 academic year, all courses with the following prefixes will be charged a \$7.60 per credit hour fee.

Prefix	Description	Prefix	Description
ABM	Farm/Ranch	ENV	Environmental Science
AGE	Agriculture Economics	GEY	Physical Science
AGP	Agriculture Production	HIS	History
AGR	Agriculture	HLT	Horticulture
AGY	Agriculture Crops and Soils	HPR	Health Professional
ART	Visual and Performing Arts	HWE	Health and Wellness
ASC	Animal Science	MAN	Management
AST	Astronomy	MAT	Math
BIO	Biology	MGD	Multimedia Graphic Design
CHE	Physical Science	MLT	Medical Laboratory
CIS	Computer Information System	MUS	Visual and Performing Arts
CNG	Computer Networking	NAT	Nail Technician
COS	Cosmetology	NUA	Nursing Assistant
CRJ/LEA	Law Enforcement, Criminal Justice	NUR	Health Professions
CSC	Computer Science	PBH	Public Health
CWB	Web Management	PHY	Physical Science
ECE	Early Childhood Education	RAM	Range Management
EGG/DRT	Engineering	SBM	Small Business Management
EMS	Emergency Medical Service	DAN/THE	Visual and Performing Arts
ENG	English	WEL	Welding

\*\* All Remedial Courses are charged \$7.85 per credit hour.

Courses included within these categories have been deemed to be medium to high cost by the Community Colleges of Colorado. Otero College is required to collect these fees in order to recover some of the costs associated with producing these courses.

## Student Fees

Otero College has three fees which are charged on all credit courses, and two additional fees that are charged only to full time students (12 hours or more).

**Fees will be charged to all courses regardless if they are online, hybrid or campus based.**

### **Fee 01 - Student Center Fee - \$7.70 per credit hour, \$84.70 maximum (11 hours)**

This fee is prorated on fractional hours (i.e. 1/2 hour credit is charged \$3.85).

Charged to: Students registering for one or more classes carrying college credit. Full time students (12 or more credit hours) charged maximum \$84.70.

Exemptions: High school students, special contract students.

Accounting: Credited directly to Auxiliary fund in Student Center, used for Student Center operations.

### **Fee 02 - Associated Student Government Fee - \$13.31**

Charged to: Full time students (12 hours or more)

Exemptions: High school students, special contract students

Accounting: credited directly to Agency Activity Fund Student Government account used for student clubs and organizations.

### **Fee 03 - Intercollegiate Athletic Fee - \$22.52**

Charged to: full time students (12 hours or more)

Exemptions: High school students, special contract students

Accounting: Credited directly to General Fund Subsidized Auxiliary Athletics. Fee is used to fund athletic team sports.

### **Fee 04 - Registration Processing Fee - \$15.10**

Charged to: Students registering for one or more classes carrying college credit. Non- refundable. Not prorated on fractional hours.

Exemptions: None

Accounting: Credited to General Fund Student Fee revenue and becomes part of general operating revenue.

### **Fee 05 – Fitness Center Fee - \$2.55**

Charged to: All students at \$2.55 per credit hour taken.

Exemptions: High School Concurrent Students

Accounting: Credited to Auxiliary Fund Fitness Center Account used for Fitness Center Operations

### **Fee 06 - Technology Fee - \$4.56**

Charged to: All students at \$4.56 per credit hour taken.

Exemptions: High School Concurrent Students

Accounting: Credited to General Fund Student Fee revenue to support student technology service and equipment

## Pass-Through Fees

Certain ART prefix courses will be charged a materials fee of \$31.15 per semester. These will include the following courses- ART1201, ART1205, ART1203, ART1703, ART1701, ART2009, ART2011, and ART2012.

NUA1001, EMS1021, EMS2003, NUR1006, NUR1009, NUR1500, NUR1069, NUR2006 courses will be charged a Material Fee of \$176.25 Per Semester.

NUR1006, NUR1009, NUR1050, NUR2006, NUR2016 – Nursing Simulation Laboratory Fee of \$199.50 Per Semester.

Certain WEL prefix courses will be charged a Lab Material Fee of \$120.00 Per Semester. These will include the following courses:

WEL 1001, WEL 1003, WEL 1007, WEL 1008, WEL 1009, WEL 1010, WEL 1024, WEL 1045, WEL 2001, WEL 2002, WEL 2004, WEL 2024, WEL 2030, WEL 2031, WEL 2050, WEL 2089

International Students are assessed a \$137.00 pass through fee for transportation to and from the airport.

Graduation Cap/Gown Fee - \$55.00

# Payment of Tuition and Fees

## Payment of Tuition and Fees

Students who owe a balance from a prior term or who are financially obligated to Otero College – whether through a third-party promise-to-pay, outstanding deferred payment, or failure to account for college property in their possession (including library materials) – will not be allowed to register for subsequent terms and will not be issued an official transcript or diploma until the balance owed is paid in full and all obligations satisfied.

Students may pay all or part of their tuition and fees during early registration or may settle their account on the first day of classes. The total balance of all tuition, fees, room, board, and other current charges is due no later than 5:00 p.m. on the 12th class day of the term to which the charges apply.

Balance due is computed by subtracting all confirmed student financial aid grants and scholarships from current charges. The remainder is what must be paid by the twelfth day of the term. If a third party sponsor arrangement (such as an employer or government agency) is to pay all or a portion of the charges, students will need to provide the college cashier with written evidence of this agreement in order to have the amount deducted from the balance due. Parents or family are not considered third-party sponsors.

Satisfying financial obligations is the final step in the registration process. Students may be administratively dropped from all classes for non-payment of their account.

## Refund/Repayment Policy

The first 12 class days of each semester are considered the drop/add period, when students may adjust their class schedules without penalty. If a student officially drops classes by completing the required forms in the Student Services Center before 5:00 p.m. of the 12th class day, full refund of tuition and fees shall be made for the dropped classes except for the non-refundable registration processing fee. The unused portion of room and board charges will also be refunded. However, if a student withdraws after the 12th day, the student will be charged full tuition and fees and the pro-rated amount for room and meals through the day of withdrawal.

## Financial Aid Repayment

If a student does not attend even one class (a “no show”), all financial aid awards to that student will be canceled and repaid to the funding source.

If a student withdraws, drops out, or is expelled within the first 12 class days, that student is treated, for refund/repayment purposes, the same as a “no show.” No Title IV financial aid money is disbursed, the award is canceled, and funds are returned to the funding source.

Financial aid awards are not disbursed to student accounts until after the 12th day of class. After the 12th day, the student will receive 100 percent of the financial aid earned, to be applied first against any balance due to the college, with any additional amount being disbursed to the student to meet past, current, and future living expenses.

Financial aid eligibility will be recalculated and amount of refund or repayment will be determined by the Financial Aid Office for students who withdraw, drop out, or take a leave of absence after the 12th day of class and prior to completing 60 percent of the term. Disbursement checks will be made to the student within a reasonable time after the 12th day. For more information, contact the Financial Aid Office at 719-384-6834.

## Senior Citizen Scholarships

Senior Citizens are classified as individuals over the age of 60 at the time a class begins. These students may enroll in courses and receive a \$50 per credit hour scholarship. Scholarships are limited to six (6) credit hours per academic year. Scholarships will only be given if the course has room to accommodate extra students on a space available basis. Enrollees must also qualify for the COF stipend and utilize those funds for courses. Weight Training and other PED courses are not eligible for this discount.

Choir and Aerobics are "performance-based courses" and the only courses for which qualified senior citizens may enroll in multiple times and receive the Senior Citizen Scholarship. Registration for all credit classes is handled through the Otero College Student Services.

Senior Citizens also have the opportunity to enroll in health and wellness programs offered through the Healthways Silver Sneakers Fitness program. These are no-cost programs offered to seniors through their Medicare healthcare provider.

\*See the Affiliated College Programs section of this catalog for more details.

# Living Accommodations and Expenses

## Residence Hall

All single freshman students under 21 years of age who do not live with their parents or relatives while attending Otero College are required to live in Otero College Housing. Residents must be 17 years of age at the beginning of the year under contract. The college president may grant a waiver of the minimum age based on extenuating circumstances unique to the role and mission of community colleges.

Students over 21 years of age may live in Otero College campus housing based on special program needs, availability, and suitability as determined by the college president.

All students living in the campus housing are required to be enrolled as full-time (12 credit hours or more). Additionally, students residing in campus housing are required to purchase one of the provided meal plans in the college cafeteria. Charges are computed on a cost basis and are subject to change whenever costs change.

If students leave during the first six weeks of any semester, the unused portion of the room and board charges will be refunded. After six weeks, there will be no refund for room and board.

## Housing Options at Otero College

Housing options at Otero College include three separate facilities. Wunsch Hall is located just a few yards from the Student Center and Food Court. Wunsch Hall is a multi-story complex with a men's wing and a women's wing. The rooms are set up to be double occupancy with central restroom and shower facilities on each floor. The facility has a central lobby and game room. The E.J. Conley Residence Complex is located directly across the street from the Student Center and features double occupancy single floor units that share a bathroom with the adjoining suite. The

South Site housing facility is leased by Otero College from the City of La Junta. It is located 1.5 miles south of the campus on San Juan Avenue. These units are single floor, double occupancy with a bathroom that is shared with the adjoining suite.

Colorado Residents Living on Campus - Tuition, fees, books, and supplies will cost approximately \$4,600 per year. Room and board will cost from \$5,980-\$6,716 per year. Personal expenses will average about \$700 per year. Total cost is approximately \$11,000. Some students will require less than this amount while others will require more. Travel expenses to and from home are not included in these estimates.

Out-of-State Residents Living On Campus - By simply adding \$3,200 to the figure for Colorado Residents, the estimate for out-of-state students is fairly accurate. Total cost is approximately \$14,200.

## Other Housing Options

Private Homes - Sophomore students and/or students over 21 years of age may choose to rent a room in a private home. Apartments will generally average \$450 per month per student.

Commuter - The full-time commuting student will spend approximately \$4,500 per year for tuition, fees, books, and supplies. Personal expenses and commuting expenses must be added to this figure.

## Other Costs

Printing - Otero College utilizes a software product called PaperCut, to monitor printer and paper usage. At the beginning of each semester, all students will be allotted a \$25.00 allowance printing privilege which equates to 250 pages of printing at 10 cents a page. Should the student find they need to print more than the maximum of 250 pages, they will be required to purchase PaperCut Print Cards at Student Services. PaperCut Print Cards are valued at \$10.00 each for 100 pages of printing, are non-refundable, and will expire at the end of each semester. Students will be responsible for monitoring their individual printing privileges and managing their own accounts. Additional information on PaperCut can be found at <http://www.otero.edu/currentstudents/resources/> or visit the Otero College Student Services Center.



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Student Affairs



**OTERO**  
**COLLEGE**

# Admission

## How to Apply

Otero College's admission policy reflects a belief that everyone should be given the opportunity to engage appropriate courses.

Students at least 16 years of age will in most cases be automatically admitted to Otero College. Students who do not meet these requirements must first take a test to demonstrate their ability to benefit from college work.

Admission to the college does not assure that students will be admitted to the program they choose. Some instructional programs are limited to a certain number of students each semester. The college has established a priority system to assure that program applicants will be selected impartially.

## New Students

Students should first submit an Application for Admission which is available online at [www.ojc.edu](http://www.ojc.edu) by clicking on My Otero and then clicking on Apply to Otero, located near the bottom of the page. Applying early improves choices and makes entry into college smoother.

## Re-admit Students

Students are required to re-submit an application for admission if enrollment at the college is interrupted for two or more semesters (including the summer term). Students may submit their application for admission online at [www.ojc.edu](http://www.ojc.edu) by clicking on Future Students and Apply to Otero today!

## Pre-College Program and Orientation

Pre-college program students are encouraged to attend an orientation session prior to enrollment. Orientation provides general information on topics such as registration, advising, financial aid, support services, and campus activities; a campus tour is included. Call 719-384-6857 to schedule a session.

## Immunization

Colorado law requires first-time college students to provide proof of adequate immunization against measles. If born on or after January 1, 1957, or if living in the residence hall, students need to submit proof of two MMR shots (measles, mumps, rubella), one given on or after the first birthday and a second dose 30 days later. If the second measles dose came before July 1, 1992, the second mumps and rubella may be waived. In addition, all students living in campus housing must receive the Meningococcal (meningitis) vaccine or sign a waiver against it. Students should contact the Student Services Center for more information.

Otero College requires students to be vaccinated against COVID-19, or receive an exemption, to access in-person learning and support services, live in the residence halls, participate on college athletic teams, or to participate in designated health sciences programs. The COVID-19 vaccination is not required as a condition of enrollment at Otero for students who are solely enrolled in online courses.

The COVID-19 immunization record or exemption must be received before the first day of the initial term of enrollment at Otero. The COVID-19 immunization record must reflect any second dose necessary for full immunization. Any of the following may be used as proof of vaccination:

1. COVID-19 Vaccination Record Card (issued by the U.S. Department of Health and Human Services Centers for Disease Control and Prevention or World Health Organization Yellow Card) which includes name of person vaccinated, type of vaccine provided, and dates of last doses administered.
2. A photo of a COVID-19 Vaccination Record Card or immunization record obtained from the Colorado Immunization Information System (CIIS) as a separate document.
3. A photo of a COVID-19 Vaccination Record Card or immunization record obtained from CIIS, either directly or through the MyColorado application or another health application, stored on a phone or electronic device; or
4. Documentation of COVID-19 vaccination from a health care provider.

COVID-19 immunization records can be submitted by email to [otero-admissions@otero.edu](mailto:otero-admissions@otero.edu) or in-person at the Student Services office at 1802 Colorado Avenue, La Junta, CO 81050.

## Services for Students with Disabilities

Students with documented disabilities should contact the Coordinator of Accessibility Services, located in Learning Commons, or call 719-384-6862 within the first two weeks of the semester about free services to assist them. Services include: tutoring, note takers, readers/writers for tests, time for in-class reading/writing, in-class aide for reading/writing, accommodation of physical setting in classroom, tape recorded lectures, enlarged print on handouts/tests, sign language and oral interpreting, adaptive equipment, alternative testing, software/hardware accommodations and other specialized academic procedures.

**Procedures for Documentation of Disability** - Students with a disability are required to contact the Coordinator of Accessibility Services 719-384-6862, in the first two weeks of the semester if they need assistance. The coordinator will evaluate the documentation of a disability, facilitate reasonable and appropriate accommodations, and monitor academic progress.

It is the responsibility of the student to supply adequate documentation of disability and bear the cost of provision of such documentation. When documentation is received, the student and the coordinator determine reasonable and appropriate accommodations and details for permission to conference. Instructors in each of the student's classes are then notified of necessary accommodations. For more information contact: 719-384-6931.

## Transfer Students

Students wanting to transfer to Otero College should have their previous official college transcript sent to Otero College as soon as possible. Unofficial transcripts are not accepted and an official transcript must come directly from all colleges attended. Once an evaluation has taken place, the students will be sent an evaluation of the credits that are transferable to Otero College. This process usually takes three weeks. Transfer students should be aware of Otero College policy information.

Only Otero College coursework will be used in computing grade point averages for graduation and for any academic honors. Students must be in an Associate of Arts, Associate of Science, Associate of Applied Science or an Associate of General Studies degree program. Transfer of academic credit to the college is governed by the following policies and procedures: Otero College may examine credits to ensure that the content is not outdated or obsolete; Otero College accepts credit from postsecondary institutions that are accredited by one of the approved six regional accrediting associations or by specified articulation agreements; credit may be

awarded for courses in which a grade of “D” was received. However, certain programs may exclude the use of coursework in which the “D” grade was received.

Following is the Colorado transfer appeals process. Contact the Vice President of Student Services if you have any questions.

#### *Transfer dispute appeals process for Colorado public colleges and universities*

1. Otero Junior College shall adhere to the Colorado Commission on Higher Education policy and general procedures for solution of transfer disputes.
2. Students must file an appeal within 15 days of receiving their transcript evaluation by writing the Registrar at the receiving institution. The decisions made in the transcript review will be binding if the student fails to file a complaint within this time. Upon receipt of the student’s written appeal, the receiving institution will have 15 days to respond in writing to the student.
3. If the dispute cannot be resolved between the student and the staff of the receiving institution, the student may appeal in writing to the sending institution. The campus presidents from the sending and receiving institution will attempt to resolve the dispute within 30 days from the receipt by the sending institution of the student appeal. Agreement between the sending and receiving institution will constitute a final and binding decision which the receiving institution will communicate to the student.

### **Current High School Students/Post-Secondary Options Act Students**

The Post Secondary Options Act allows current students at Colorado high schools to enroll in courses offered by Otero. These courses will appear on an Otero transcript and credit for courses successfully completed may be applied toward a certificate or degree at Otero. High school students must complete an application for admission, provide an immunization record and complete the appropriate registration form. These forms are available from the Office of Student Affairs or from your local high school counselor. High school students are not eligible for financial aid.

For more information contact your high school counselor or call Otero Student Services at 719-384-6800.

### **International Students**

International students will have a quality experience at Otero Junior College. Students from other cultures enrich learning and campus life for everyone. The College is authorized under federal law to enroll non-immigrant students with current visas. These students are classified as international students and will pay the published non-resident student tuition rate.

An international student is any non-immigrant individual in the United States for the purpose of study at an American college or university. The student will hold an F, J or M non-immigrant visa. The term - international student – includes only those on an F-1, M-1 or J-1 student category, visa. International students must follow the general policies of the institution established for all students; however, some specific policies reflect rules and regulations of the USCIS (U.S. Customs & Immigration Services).

### **International Student Application Packet Forms**

Applicants who wish to be admitted as international students (as defined above) must submit the following documents in order to complete the application process. An application packet can be obtained from Student Services, Otero College, 1802 Colorado Ave., La Junta, CO 81050, or by submitting an email request to otero-international@otero.edu

## Forms Include:

- 1) International Student Application Form. Supporting documents to include with this form:
  - i. Copy of the identification page of the student passport.
  - ii. Official secondary school record indicating date of graduation, courses taken and grades earned with the official seal of the institution issuing the documents; with translation if the transcripts are in a language other than English.
  - iii. TOEFL score of 500 PBT, 60 iBT or better; IELTS score of 5.5 or better or other; Step EIKEN of 2nd Grade A; PTE Academic of 44 or better, GTEC CBT of 1050 are all acceptable proof of language ability. Native English speakers' secondary school records will be used to verify that English was the primary language of instruction at your secondary school.
- 2) International Student Financial Support Form. Supporting documents to include with this form:
  - i. An official financial statement bearing a bank's seal or other notarized document showing adequate resources to support the applicant's needs for a period of one year is needed.
  - ii. Affidavit of support form signed and notarized for financial resources other than student's personal funds or governmental scholarship.
- 3) Transfer Request Form (for students transferring from U.S. based institutions ONLY). Supporting documents to include with this form:
  - i. Copy of current and all former student visas to the United States
  - ii. Copy of current and all former I-20 documents
  - iii. Official copy of transcripts from all former institutions

## Upon acceptance students will need to submit the following:

- 1) Arrival information form (in Welcome Packet included with the I-20 immigration document)
- 2) Medical History form
- 3) Copy of the student's immunization record and English translation if not in English
- 4) Housing Application with a \$100.00 deposit
- 5) Accuplacer test of proficiency before registration. Students will be required to follow course placement in English, mathematics and reading as indicated by their test results. International students will take the Accuplacer and register for courses as a part of International Orientation at the beginning of each term. Since all documents become the property of Otero College, it is recommended that applicants submit official or certified versions of the document attesting that the document is a true copy of the official version.

## Requirements to maintain status include:

- 1) Maintaining enrollment of at least 12 credit hours (a minimum of 9 credit hours must be on-campus to qualify/maintain F-1/M-1 student status) as per USCIS guidelines.
- 2) Make progress toward the completion of the student's educational objectives within a reasonable period of time.
- 3) Pay balance on the student's Otero College account at time of registration or by the deadline established by the Business Office.
- 4) Verification of health insurance is mandatory and may be obtained through the college or the applicant's home country. It must be noted that, if the health insurance policy has been written in the student's home country, some doctors may insist on payment at the time of treatment. The student would have the responsibility to collect from their insurance by submitting receipts for payment of services.
- 5) Non-compliance with any USCIS guidelines will result in probation or suspension.

For more information contact the International Relations Office:  
719-384-6805 or email [otero-international@otero.edu](mailto:otero-international@otero.edu)

# Basic Skills Assessment

## Assessment Information

The Testing Center is located in McBride Hall, Student Services Center.

## Assessment Test

Otero College uses Multiple Measures to direct students into appropriate English, reading and mathematics courses and to advise students in the selection of other courses.

The purpose of using Multiple Measures is to assist students in achieving their academic goals by placing them into courses appropriate to their academic skill level. Students will be advised to enroll into appropriate English, math, or reading courses based upon multiple measures.

Students who would like to review before testing may access free resources at:

FREE STUDY AP – <http://accuplacerpractice.collegeboard.org>

Students may be exempt from one or more of the tests if they meet one of the following criteria:

1. Submit proof of an Associate degree or higher degree.
2. Submit transcripts showing the successful completion of basic-skills instruction in reading, writing or mathematics from another institution.
3. Submit transcripts showing the successful completion (“C” or better or its equivalent) in a college-level course in English and/or math from another institution.
4. Submit minimum ACT scores of 17 in reading, 18 in English, and 23 in math, or SAT scores of 470 in verbal and 590 in math.
5. For math placement, submit high school transcripts, with grades of B or higher - completed within the last 12 months - for Algebra II, Geometry, or Pre-Calculus, and an unweighted cumulative GPA of 3.0 or higher.
6. For English placement, submit high school transcripts, with grades of B or higher - completed within the last 2 years - for junior or senior year English, and an unweighted cumulative GPA of 3.0 or higher.

NOTE: Students must submit copies of their college transcript, high school transcript or ACT or SAT test scores to the Otero College Student Services Center to receive an exemption from taking all or part of the assessment test.

To complete the assessment at a location other than Otero College, out of state, or out of the country, students will need to contact the Otero College Testing Center at 719-384-6948 and request a remote testing voucher.

## Advising & Registration

### Advising

Academic advising is recommended for all students. Through advising, students will learn which courses must be completed to achieve their educational goals. Advisors will use program requirements and information published in the current college catalog. Problems concerning course load or proper choice of courses should be discussed with Student Affairs.



When admitted, students will select an academic advising area. The area selected should be part of a degree or program objective. Advisors must review and approve programs before processing registration.

Credit for Prior Learning - Students can earn credit for prior learning through:

1. Standardized Exams: CLEP, AP, IB, DSST/DLPT, and UExcel Examinations
2. Institutional Challenge Exams
3. Local Industry and Workplace Credit: Faculty evaluate training in local business and industry to identify PLA opportunities for workers seeking higher level degrees or certification.
4. Portfolio Assessment: A compilation of verifiable artifacts and evidence that demonstrate the student's mastery of CCNS course competencies. This evidence may include any of the other PLA Credit methods, individual skills demonstrations, and/or narratives documenting learning.
5. To learn more about Credit for Prior Learning, please contact Student Services at 719-384-6831.

## Registration

After advisement and selection of classes, the next step is to register. This simply involves submitting an approved registration form for input into the records system. This step can be completed in the Student Services Center or online through MY Otero College during the registration period, which begins several months before the new semester. Students can also register during the first week of classes of the new semester; however, class selection is limited at that time.

## Residency Classification

### Resident and Non-resident

For tuition purposes, students must be classified as either in-state or out-of-state when they are admitted. Classification for tuition purposes at state-supported colleges and universities is governed by Colorado statute. Before being entitled to in-state tuition, students must be domiciled in Colorado and fulfill specific citizen responsibilities for one full calendar year prior to registration. Those requirements state that a student 23 years of age and younger be required to provide proof of emancipation from their parents. Parents need to have entirely surrendered the right to their care, custody and earnings and make no provisions for their support. Emancipated minors who have been granted in-state tuition status are subject to reclassification as out-of-state if their parents resume support.

Students classified "non-resident" pay a higher tuition charge than those classified "resident." However, students classified as non-residents who believe that they can qualify as residents may obtain a petition for In-State Tuition Classification and a copy of the Colorado statute from the Student Services Center. Students must submit the petition plus required supporting documents to the Student Services Center by the first day of classes for the term they wish to be considered for in-state status. Be aware that turning in a petition does not guarantee that residency status will be changed. If the petition is denied and students do not drop classes by the deadline, they must still pay the tuition and fees charged for nonresidents.

To challenge the ruling on the petition, students may appeal to the Tuition Classification Review Committee. Contact the Student Services Center staff for more information. To access Colorado's complete statute on residency qualifications, go to: <http://higher.ed.colorado.gov/Finance/Residency/qualified.html>

Residents of Alaska, California, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Wyoming, Arizona and Washington qualify for a special tuition rate. States available for this rate may change each year. Check with the Vice President of Student Services for a current listing of states participating in the program. Contact the Student Services Center at 719-384-6831 for additional information.

## Colorado ASSET Students

Classification as a Colorado ASSET student allows eligible students without documentation to pay in-state tuition, rather than out of state tuition, as well as receive the Colorado Opportunity Fund stipend at Otero College.

### Requirements for ASSET status students:

1. Have attended high school for three years immediately before graduating from a Colorado high school
2. Be admitted to a participating college within 12 months of graduating from a Colorado high school
3. If the student is not legally present in the U.S., they must sign an affidavit saying they are currently seeking or will seek legal status as soon as they are eligible.

## Deferred Action for Childhood Arrivals (DACA) Students

Classification as a Deferred Action for Childhood Arrivals (DACA) student allows eligible students without documentation to pay in-state tuition, rather than out-of-state tuition, as well as receive the Colorado Opportunity Fund stipend at Otero College.

### Requirements for DACA status students:

1. Have graduated from a Colorado high school or have taken the HSE (High School Equivalency) Colorado prior to September 1, 2013
2. Were not accepted or attending college within 12 months of graduation
3. Documented 18 months of being physically present in Colorado on a continuous basis
4. Provide at least two of the following document:
  - If under the age of 23 and single, submit a copy of parent's lease, rental agreement or deed to their home where you reside in Colo.
  - Submit proof of employment such as a letter from an employer with dates of employment or submit two years of Colorado income taxes being filed
  - Submit a copy of your Employment Authorization Card
  - Submit a copy of your Colorado ID or Colorado driver's licenses for the past 18 months

For assistance with tuition classification, please contact the Otero College Financial Aid Office: 719-384-6834.

More information on ASSET or DACA student classifications can be found at: [www.ciccoloradoasset.org](http://www.ciccoloradoasset.org)

## Other Information

### Course Load

The average course load for students is 15 semester hours. To be considered full-time, students must be enrolled in a minimum of 12 semester hours. Students will not be allowed to take in excess of 18 semester hours unless they obtain permission or the curriculum chosen requires more hours. Students may be advised to take fewer hours than a curriculum requires which could extend the number of semesters of attendance. Permission to take more than the maximum 18 semester hours allowed must be obtained from the Vice President of Student Affairs.

### Active Duty Military

Active-duty military personnel (and their dependents) whose permanent change of duty station is Colorado may qualify to pay in-state tuition by submitting written certification through their assigned base/ post Education Services Office.

## Classification of Students

Students are classified according to the number of credit hours completed. Freshmen are those who have completed from 0-29 credit hours; sophomores are students who have completed 30 or more credit hours. Students who carry a class load of less than 12 semester hours are classified as part-time.

## Adding/Dropping Classes

After the first five days of classes, all courses added must be approved by the instructor of each course added. Students may officially drop classes during the first 12 class days of the term. Failure to officially drop by the deadline does not negate any financial obligation. Students wishing to drop or add a course or withdraw from college must secure necessary forms from Student Services Center.

## Administrative Withdrawals

The college reserves the right to withdraw students from classes at any time during any given semester. Generally, these withdrawals are initiated as a result of non-attendance of classes, nonpayment of tuition, or disciplinary problems. Such withdrawals do not negate any financial obligation on the part of the student.

## Withdrawal from College

If a student withdraws from a course any time after the 12th class day until the end of the 12th week of the semester, the grade of "W" will be recorded on the student's permanent record. A student who withdraws from the college before the end of the semester must obtain a withdrawal form from Student Services Center. Leaving school before financial obligations are cleared will cause the withholding of all credit earned at the college. Students attending college under the GI Bill® (*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs*) are required to notify the VA certifying official in Student Services Center and the Veterans Administration whenever there is a change in training status.

## Records and Transcript of Credits

All grades reported to Student Affairs by instructors are entered upon permanent records. These grades will be changed only in the case of a grading or reporting error by the instructor. Grades and transcripts may be withheld in cases where the student has an indebtedness to the college. To protect the confidentiality of records, no transcript will be released without student's written or electronic request. One week is customary for the processing and mailing of all transcript requests. The educational record maintained in Student Services Center usually contains the courses completed and grades earned, admissions application, previous educational record (high school or college transcript), health form, and an A.C.T. and/or S.A.T. score report if submitted.

## Repetition of Courses

Students may repeat any course at Otero. Duplicate credit will not be granted; only the highest grade and quality points earned when the course is repeated will be counted in the cumulative grade point average. Although repeating a course helps a grade point average, some four year colleges average all courses attempted whether courses have been repeated or not. It is the responsibility of students to advise Student Affairs in writing when a course is repeated.

## Student E-mail

All students are automatically issued a college student e-mail address once the student has enrolled. This address will be the preferred e-mail address inside the Banner system. Any existing personal student e-mails will remain in the Banner system, but will no longer be the preferred account. Students will have the ability to forward e-mail from the college-issued account to their personal account. It is very important that students go to [www.ojc.edu](http://www.ojc.edu) to activate their e-mail account. Once on Otero's home page, students should click on "MyOtero" located in the upper right corner of the homepage. When the site opens up, students enter their student number and password to log

on. Instructions to activate the e-mail account can be found on the homepage. This e-mail address is the address that will be used for official correspondence from the college.

## Public Information and Student Record Security

Under the Family Educational Rights and Privacy Act of 1974, the information in student files may only be released under specific conditions. Current or former students of Otero Junior College have complete access to their records and may view them upon request at the Office of Student Affairs. If records contain errors, appeals in writing must be submitted to the Vice President of Student Affairs.

The following is considered public information and may appear in college directories, publications, and news releases, or be disclosed to anyone inquiring:

- name
- major field of study
- dates of attendance
- participation in officially recognized activities and sports
- weight and height of athletic team members
- degrees and awards received

Students may withhold disclosure of public information by filing a written request with Student Services. All other information in student records is considered private and not open to the public without written student consent. Only the following individuals, because of their official function, have access to this information:

Otero Junior College officials; state or federal education authorities; officials evaluating application for financial aid; state and local officials requesting reporting data; organizations conducting studies for educational institutions or agencies; accrediting organizations; parents of dependent students (proof of dependency required); and Veterans Administration staff.

In case of judicial orders or emergencies in which information is needed to protect student safety, health or welfare or that of others, Otero may also release information without consent. To review the full Family Education Rights and Privacy Act of 1974, go to: <https://www.Otero College.edu/academics/academicpolicies/ferpa.aspx>

## Guaranteed Transfer Courses and the 60 + 60 Agreement

For the AA/AS degree, the State Guaranteed General Education Transfer Courses and the Colorado Community College General Education Requirements have been incorporated into the degree.

Completion of the AA/AS degree with a grade of "C" or better in every course guarantees that the student can transfer to any Colorado public 4-year institution AND complete a liberal arts or science baccalaureate degree with an additional 60 credits taken at the 4-year institution.

NOTE: Variations to this guarantee apply to Degrees with Designation. See the descriptions of these special degrees in the Degree Program section of this catalog.

The Colorado Community College system has a communication requirement of either COM 115 - Public Speaking or COM 125 - Interpersonal Communication.

Students should understand that a "D" grade may fulfill Otero's graduation requirements as an academic elective, but will negate the guarantee of the 60 + 60 transfer degree. Students should also understand that any Credit for Prior Learning, Advanced Placement, correspondence courses, CLEP, any credits transferred in from another college, or tested only courses, may not apply to the guaranteed 60 + 60 transfer degree.

# Grading & Scholastic Standards

## Grading and Scholastic Standards

A	Excellent or Superior
B	Good
C	Average
D	Deficient
F	Failure
I	Incomplete
S	Satisfactory
U	Unsatisfactory
S/A	Satisfactory (A-level) work in a developmental course
S/B	Satisfactory (B-level) work in a developmental course
S/C	Satisfactory (C-level) work in a developmental course
U/D	Unsatisfactory (D-level) work in a developmental course
U/F	Unsatisfactory (F-level) work in a developmental course
W	Withdrawal
AW	Administrative Withdrawal (available as an individual college option)
AU	Audit

## Place Holder

SP	Satisfactory Progress
Z	Grade not yet reported
R	Repeat Field

Only A's, B's, C's, D's, and F's are used to calculate grade-point averages.

## Grade Reports

Final grades will be posted to the student's My Otero College site at [www.Otero College.edu](http://www.Otero College.edu) about a week after classes end. Grades are not mailed to students.

## Auditing Courses

Students must elect to audit a course within the first 12 class days of a term. Instructors must be notified of the intent to audit within this time limit, and this is indicated on the official class roster. Once a final grade of "AU" is officially reported by the instructor, the grade cannot be changed. Tuition for auditing is the same as it is for taking the course for credit, but audits are not eligible for use of College Opportunity Funds (COF).

## Incomplete Grades

Incomplete ("I") grades must be completed the semester immediately following the term the "I" was assigned, excluding summer term. "I" grades not completed the following term will be converted to an "F".

## President's List

Students enrolled in 12 or more semester graded credit hours and earn a 4.0 grade point average are eligible for the President's List. Students who receive a grade of F, I, or U will be ineligible for the President's List.

## Vice President's List

Students enrolled in 12 or more semester graded credit hours and earn between a 3.75 and 3.99 grade point average are eligible for the Vice President's List. Students who receive a grade of F, I, or U will be ineligible for the Vice President's List.

## Institutional Recognition List

Students enrolled in 12 or more semester graded credit hours and earn between a 3.50 and 3.749 grade point average are eligible for the Institutional Recognition List. Students who receive a grade of F, I, or U will be ineligible for the Institutional Recognition List.

## Part-Time Students Honors List

Students enrolled in six to eleven semester graded credit hours and earn a 3.50 to 4.00 grade point average are eligible for the Part-Time Students Honors List. Students who receive a grade of F, I, or U will be ineligible for the Part-Time Students Honors List.

## Permanent Record (Transcript)

All grades submitted to the records office by the instructor are entered upon permanent student records and will only be changed in case of an instructor reporting an error.

## Academic Standing Policy

Applies to all students who have attempted 9 or more credits at a CCCS college, regardless of the number of term credits they attempt from that point forward. Academic Standing is determined following the posting of the majority of term grades for each semester. Students placed on probation or suspended will be notified of their status. Suspended students will not be allowed to attend any CCCS college in the subsequent semester/s unless an appeal is approved. Academic Standing status will be noted on the advising, official, and unofficial transcripts. The Academic Standing of a student is not specific or limited to the home institution; it does impact a student's enrollment at other CCCS colleges.

Only college level classes will be used to calculate term and cumulative GPA's. This includes summer term courses. Only courses taken "in residence" will be used for this procedure; "In residence" means taken at the student's home institution. Courses taken elsewhere and transferred in do not apply.

The GPA calculations for this procedure may not match those used for financial aid purposes or athletic eligibility.

Cumulative Grade Point Average is abbreviated as CGPA. Term Grade Point Average is abbreviated as TGPA.

**Initial Standing Student** - has attempted fewer than 9 cumulative credit hours with a CGPA  $\Rightarrow$  2.00 for all classes attempted.

**Academic Alert Student** - has attempted fewer than cumulative 9 credits with a CGPA  $<$  2.00 for all classes attempted.

**Good Standing Student** - has attempted at least 9 cumulative credit hours and has a CGPA  $\Rightarrow$  2.00 for all classes attempted.

**Probation Student** - has attempted at least 9 cumulative credit hours and has a CGPA  $<$  2.00 for all classes attempted.

**Returning to Good Standing** by the conclusion of the Academic Probation term, the student must raise their CGPA to at least 2.0. If this condition is met, the student returns to Good Standing.

**Probation (Continuing)** - If a student on Academic Probation earns a TGPA of at least 2.00 for all classes attempted during the term, but fails to raise their CGPA to at least 2.0 for all classes attempted, the student will be allowed to attend the next term, but will remain on Academic Probation.

**Suspension** - If a student on Academic Probation earns a TGPA of less than 2.0 for all classes attempted, the

student will be suspended and will not be allowed to enroll at any CCCS college for the next term, excluding summer term (as summer term may not be used as a “suspension term”).

### **Suspension Rules:**

- Summer term may not be used as a “suspension term”.
- Summer term may be used to remediate (improve) the GPA. If a student wishes to enroll for summer term after being suspended, they will need to follow their home institution’s process.
- Initial suspension is for one term, excluding summer term.
- A second suspension is for two terms, excluding summer term.
- If a student, who has served the suspension time for initial suspension or second suspension, wishes to return, the student will be allowed to re-enroll only after meeting with an academic advisor at the CCCS college that the student wishes to attend. The student will be placed on Academic Probation.
- A third suspension is for two full years, or 4 academic terms excluding summers.
- If a student, who has served the third suspension time of two years, wishes to return, the student must meet with an advisor from the CCCS college the student wishes to attend in order to get their suspension hold removed.

### **Suspension Appeals:**

- Students may appeal their suspension based on procedures developed by their home college or the CCCS college they wish to attend. At a maximum, students may appeal to their home college and to one other CCCS college of their choice.
- If the student’s suspension appeal is approved, the student will be placed on Academic Probation.
- If the student’s suspension appeal is not approved, the student may be dropped from all courses registered for in upcoming terms at their home college. Students are ultimately responsible for their enrollment and need to check their enrollment schedule for accuracy.
- The student needs to check with their home college regarding enrolling for summer term classes.

### **Credit Completion Progress Policy**

For students who have attempted fewer than 9 credit hours, the college will monitor credit completion through an Alert process. These students are not subject to the Credit Completion Progress guideline.

Credit Completion Progress standards apply to all students who have attempted 9 or more credits at a CCCS college, regardless of the number of term credits they attempt from that point forward. Credit Completion Progress is determined following the posting of the majority of term grades for each semester. Students placed on warning 1, warning 2 or warning 3 will be notified of their status. Credit Completion Progress status will be noted on the advising and unofficial transcripts only.

It will not be noted on the official transcript. The Credit Completion Progress status of a student is specific to the home institution and does not impact a student’s enrollment at other CCCS colleges.

**Credit Completion Progress:** Will include all credit bearing classes (developmental and college level) will be used to calculate the percent of attempted credits passed. This includes summer term courses. Only courses taken “in residence” will be used for this calculation; “In residence” means taken at the students’ home institution. Courses taken elsewhere and transferred in do not apply. The credit completion rate for this procedure will not necessarily match those used for financial aid purposes or athletic eligibility. Grades considered to be passing when computing the percent of attempted credits passed are as follows: A, B, C, D, S/A, S/B, S/C, and S. Grades considered to be failing when computing the percent of attempted credits passed are as follows: I, F, U/D, U/F, W, and AW.

Course Completion Rate is calculated by dividing the total attempted credits by the number of credits successfully completed as per the definitions above.

**Initial Standing** - Student has attempted fewer than 9 cumulative credit hours will not be assessed for credit completion.

**Good Standing** - Student has attempted at least 9 cumulative credit hours and has a cumulative course completion rate of at least 50%.

**Warning 1** - Student has attempted at least 9 cumulative credit hours and has a cumulative course completion rate of less than 50% for the first time. Students on Warning 1 will receive a communication regarding their credit completion status and will be given information on resources, best practices, etc.

**Warning 2** - Student has attempted at least 9 cumulative credit hours and has a cumulative course completion rate of less than 50% for the second time. Students on Warning 2 will receive a communication regarding their credit completion status and will have a credit completion hold (which will impact registration) placed on their student account at their home college. The student will not be able to make any changes to their student account until they meet with an advisor.

If a student on Credit Completion Probation passes 50% or more of their attempted term credits, but fails to raise their cumulative completion rate to 50%, they will be allowed to continue the next term, but will remain on Credit Completion Warning.

**Warning 3** - Student has attempted at least 9 cumulative credit hours and has a cumulative course completion rate of less than 50% for the third time. Students on Warning 3 will receive a communication regarding their credit completion status and will have a credit completion hold (which will impact registration) placed on their student account at their home college. The student will not be able to make any changes to their student account until they meet with an advisor. The college reserves the right to limit the number of credit hours that the student may take when a student is on Warning 3 status.

## Graduation

### **Degree - Associate of Arts**

The A.A. degree is awarded to students choosing to satisfy the general education requirements outlined in the Degree Programs section of this catalog and plan to transfer into a four-year institution.

### **Degree - Associate of Science**

The A.S. degree is awarded when students satisfy the general education requirements outlined in the Degree Programs section of this catalog and plan to transfer into a four-year institution.

### **Degree - Associate of General Studies**

The A.G.S. degree is awarded to students choosing to satisfy the degree requirements outlined in the Degree Programs section of this catalog.

### **Degree - Associate of Applied Science**

The A.A.S. degree is awarded to students choosing a two-year occupational program designed for immediate employment.



## Certificates

Several programs are offered that can be completed from one semester to two years. Students satisfactorily completing requirements in these programs receive certificates.

## How to Apply for Graduation

During the semester immediately preceding program completion, an Application for Graduation must be filed with the Student Services Center. Students are responsible for submitting this application by the end of the first week of spring semester. Students must complete a minimum of 15 semester hours at Otero College. Prospective graduates must also pay the cap, gown, and diploma fee no later than March 1.

## Commencement

Graduation occurs immediately after the end of classes for spring semester. There is no fall graduation ceremony. Students meeting graduation requirements during any other semester of the academic year may participate in the commencement exercises or graduate in absentia.

*All spring semester degree students are required to attend commencement exercises following spring semester. Persons unable to attend the Commencement exercises must obtain permission from the Vice President of Student Affairs.*

## Graduation with Honors

Students graduating with honors must have at least 30 credit hours at Otero College. Only credits earned at Otero College will be used for calculating academic honors. Students must be enrolled in an associate degree program to qualify for honors. Students with 4.00 grade point averages are graduated SUMMA CUM LAUDE. Students are graduated MAGNA CUM LAUDE if they have maintained a grade point average of 3.75 to 3.99 and CUM LAUDE with a grade point average of 3.50 to 3.74. *Note: Honors recognition at commencement are based on cumulative GPA through the fall semester.*

## Other Services

### Food Court and Rattlers' Den

The Otero College Food Court and Rattlers' Den is located in the Student Center and is operated by Sodexo Campus Services. During the academic school year, the cafeteria is open for three meals a day Monday through Friday and two meals on weekends. Students living in the dormitory are required to purchase a meal plan. Commuter students, faculty and staff may purchase meals a la carte or purchase a discount cash card that provides both convenience and savings. Campus guest may also purchase all you-can-eat buffet meal tickets.

Breakfast: Monday through Friday 7:00 a.m. to 10:00 a.m.

Brunch: Saturday and Sunday 11:00 a.m. to 12:30 p.m.

Lunch: Monday through Friday 11:00 a.m. to 1:30 p.m.

Dinner: Monday through Friday 4:00 p.m. to 6:30 p.m.

Dinner Saturday and Sunday 5:00 to 6:00 p.m.

### The Venom Pit Coffee Shop

The Venom Pit Coffee Shop is located inside the Learning Commons and is operated by Sodexo Campus Services. Students and guests can purchase Starbucks beverages, FANS smoothies, bottled and canned beverages, freshly baked muffins and cookies, and a variety of salads and sandwiches. Hours of service include:

Monday through Thursday 7:30 a.m. - 4:00 p.m.  
Monday through Thursday 7:00 p.m. – 10:00 p.m.  
Friday 7:30 a.m. - 3 p.m.  
Saturday and Sunday Closed

## Computer Use Policy

In support of its mission of teaching and community service, the Colorado Community College System (CCCS) provides access to computing and information resources for students, faculty and staff within institutional priorities and financial capabilities. The computer Use Procedure contains the governing philosophy for regulating faculty, student and staff use of the System's computing resources. It spells out the general principles regarding appropriate use of equipment, software, networks and data. In addition to this policy, all members of the CCCS community are also bound by local, state and federal laws relating to copyrights, security and other statutes regarding electronic media.

To protect themselves and the confidentiality of data, users are prohibited from disclosing their passwords to others.

The complete Computer Use Policy can be found at:  
<http://www.cccs.edu/SBCCOE/Policies/SP/PDF/SP3-125c.pdf>

## Emergency Information Alert System

The Otero College Alert System consists of student and staff notification via email, phone, cell phone, and text messaging in the case of an emergency or notification of important information. An emergency message phone line is also maintained to inform students and staff of school closures or other important information. To access the number, dial: 719-384-6993.

## Library Services

Wheeler Library, part of Otero College's Learning Commons, offers students a full service library. The library is open over 70 hours a week during the semester with many of the services available electronically through the website home page: [www.libguides.Otero College.edu](http://www.libguides.Otero College.edu). A student ID card is required to borrow materials from Wheeler Library and needed to borrow electronic equipment. For more information, see the Instructional Services section of this catalog.

## Bookstore

All books or material required for courses are ordered through a virtual bookstore online site. Students can buy new or used books, rent books or purchase E-books from the virtual bookstore site. The books and materials will be delivered to the student's home or specific mailing address, including their Otero College dorm address.

The virtual books is accessed online at: [www.ecampus.com/Otero College](http://www.ecampus.com/Otero College) or through the "Bookstore" link on Otero College's website at:

[www.Otero College.edu/about/campus/bookstore](http://www.Otero College.edu/about/campus/bookstore)

If a student intends to use financial aid for his or her books, that student must visit Otero College's financial aid office for consultation and approval. Upon approval they will have access to their financial aid money on the virtual bookstore to pay for their books online.

## MyOtero College Portal

MyOtero College Portal is a single sign-on portal which allows users to access the latest events, announcements, student records, financial information, email, classes, employment records, and forms, all in one easy and convenient location. MyOtero College Portal serves students, faculty and staff. The link to access the portal is

located on the website home page ([www.Otero College.edu](http://www.Otero College.edu)) in the upper left hand corner (MyOtero College) of the page. Students, faculty and staff will need their Student ID number and unique password to sign on.

## **Online Registration and Student Record Information**

Students can access MyOtero College from the homepage of the Otero College website at [www.Otero College.edu](http://www.Otero College.edu). From this site students can register, add or drop classes, look up classes, view schedules, billing statements and withdrawal information. Students are also able to view holds, midterm grades, final grades, transcripts, and request an official transcript.

## **Student ID Cards**

Student ID cards are available at the Student Services Center for all enrolled students. The ID card is needed for checking out materials at Wheeler Library, accessing tutoring services through the Student Success Center, entry into student events on campus and using the Fitness Center. For students living on campus, the ID card serves as identification for food service. There is no charge for student ID cards. A \$10.00 fee will be charged to replace lost ID cards.

## **Tutorial Services**

Students can access tutorial services in the Math Center, Writing Lab, PLUS Sessions, or in the Student Success Center by appointment. For more information, see the Instructional Services section of this catalog.



# **OTERO**

## **COLLEGE**

Financial Aid

# Types of Financial Aid

Low tuition and fee rates and the absence of most residential fees keep the cost of attending Otero College to a minimum. Nevertheless, Otero College does operate an extensive financial aid program for students who find it impossible or difficult to enter or remain in college without some type of financial assistance.

Financial aid is awarded to students on the basis of need. In determining need in a consistent way for all aid candidates, Otero College requires all students and/or parents to submit the Free Application for Federal Student Aid (FAFSA). The Free Application for Federal Student Aid and information about financial aid may be obtained from the high school guidance counselors or from the Otero College Director of Financial Aid at 719-384-6834.

The FAFSA website is: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

## Types of Financial Aid Available

### Scholarships:

- Colorado Scholars Program (3.0 GPA scholarship)
- Private Donor Scholarships

### Grants:

- Federal Pell Grant
- Colorado Student Grant
- Federal Supplemental Education Opportunity Grant
- State Student Incentive Grant

### Loans:

- Federal Stafford Student Loans (Subsidized and Unsubsidized)
- Federal PLUS Loans (parents)

### Employment Opportunities:

- College Work-study Programs

# Financial Aid Awards

## Award Descriptions

### Colorado Scholars Program

Scholarships of tuition are available to Colorado residents who have a cumulative high school grade point average 3.00 or better and enroll full-time at Otero College the fall semester after graduating from high school. These scholarships are also available to returning Otero College sophomore students who have maintained at least a 3.00 cumulative GPA.

This scholarship is also available to current Colorado residents that are Otero College or college transfer students who have a cumulative college grade point average 3.00 or better and enroll full-time at Otero College.

Applications must be received by the Director of Financial Aid by August 1. Awards are made depending upon the availability of funds and will be supplemented by the Colorado Student Grant if the student receives both awards. (Funds from the Colorado Scholars Program are not available for the summer term.)

### Private Donor Scholarships

The Director of Financial Aid administers a number of scholarships established by individuals and organizations interested in Otero College and its students. Eligibility for these awards varies according to the donor's wishes. Information concerning these awards is available from the Director of Financial Aid.

### Federal Pell Grant

These grants are designed to provide financial assistance to those who need it to attend post-high school educational institutions. The maximum award for the 2018-2019 academic year is \$6,095. Amount of the award is set each year by the U.S. Department of Education. Grants may be awarded to full-time and part-time students who are U.S. citizens, meet other federal mandated guidelines and are making satisfactory academic progress.

### Federal Supplementary Education Opportunity Grants

One year grants-in-aid, valued at \$100 to \$4,000 depending on the extent of documented need, are designed to assist students of exceptional financial need, who, for the lack of financial means of their own or of their families, would be unable to attend college. The Federal Supplemental Education Opportunity Grant may be renewed annually upon application, providing the recipient continues to meet eligibility requirements.

### Colorado State Grant

The Colorado student program is designed to assist needy students with educational expenses. To qualify, students must be residents of the State of Colorado and must demonstrate and document financial need. Colorado Student Grants to out-of-state students are not available.

### Federal Stafford Student Loan

This loan is available to students who have demonstrated financial need. The loan is secured through the William D. Ford Federal Direct Loan Program. A student may obtain a loan up to \$3,500 for freshman status and \$4,500 for sophomore status (students who have completed 30 credit hours or more), based on documented need. Cumulative loan limits for a four-year degree program are \$23,000. There is no loan payment or interest charged while the student remains in school at least half-time. Students must begin repaying the loan at a fixed rate, capped at 8.25%, six months after they graduate, leave school, or are enrolled less than half-time. These loans are guaranteed by various agencies and reinsured by the federal government.

## **College Work-study Employment**

The college work-study program (federal and state) is designed to provide financial assistance in the form of part-time employment for students in need of such assistance to begin or continue their college education. Employment under this program is authorized for any student who shows need for assistance and is enrolled at least half-time. Students from low-income families are given first priority for available funds. Students employed under the work-study program are limited to a maximum of 15 hours per week during the regular academic year but may be authorized to work up to 28 hours per week during the summer and other vacation periods. Students employed under work-study are paid at the applicable minimum wage rate.

## **Part-Time Student Financial Aid**

Part-time students who are enrolled for a minimum of six (6) credits are eligible to be considered for financial aid. Contact the Student Services Center for details.

## **Financial Aid Application Procedure**

All students applying for financial assistance must complete the Free Application for Federal Student Aid. Applicants for financial assistance are not considered until they have completed all admission requirements and have been issued an official notice of admission to the college

The deadline date for submitting applications for financial assistance is June 30, 2020 for Academic Year 2019-20 and June 30, 2021 for Academic Year 2020-21. Students who are seeking financial assistance are urged to submit their completed applications well in advance of the anticipated semester of registration.

Requests for additional information can be obtained by writing to the Director of Financial Aid, Otero Junior College, 1802 Colorado Avenue, La Junta, CO 81050 or by calling 719-384-6834.

## **Student Hourly Employment**

About one-third of the students enrolled at Otero Junior College work part-time in the community to help pay their expenses. A limited number of jobs are available on the campus.

## **Veterans**

Otero Junior College is approved for veteran training and works with the Veterans Administration and the Colorado Department of Veterans Affairs to help student veterans who enroll at the College. Veterans need to submit all records of previous education and training to the Student Services Center within one semester of enrollment or risk losing educational benefits. For more information contact the Otero Veterans' Certifying Official in the Student Services Center or call 719-384-6949.

## **Veterans Benefits and Transition Act of 2018**

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code was amended. Effective August 1, 2019, the State Approving Agency, or the Secretary when acting in the role of the State Approving Agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent with the areas below:

- Policy must permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the

Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
  2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- Policy must ensure that your educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

**NOTE:** A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

“The school maintains a written record of the previous education and training of the veteran or eligible person and clearly indicates that appropriate credit has been given for previous education and training, with the training period shortened proportionately, and the veteran or eligible person and the Department of Veterans Affairs so notified.”

## Otero College Scholarships

### **Classified Employee Scholarship**

The Otero College State Classified Employees are offering one scholarship of \$250 for the year to a qualified returning Otero College sophomore. In order to be eligible for this scholarship, the recipient must be enrolled as a full time student (12 credit hours) per semester and maintain a cumulative 3.0 GPA. This recipient must be a U.S. Citizen or permanent resident. Submit completed application by April 1.

### **Otero College Premier Agriculture Scholarship**

Selection is based on agricultural involvement (such as previous employment, extra-curricular activities, future aspirations, etc.). Scholarships will be awarded to at least five students at up to \$1,500 per student for the academic year (a minimum of \$750 per semester). Successful applicants may re-apply for a second year of funding if still eligible. Scholarship funds are sponsored by the Otero College Foundation.

### **Otero College International Academic/Leadership Scholarship**

This scholarship is available to current Otero College international students who have received the distinction of being on the President's List, have demonstrated leadership and have been active in community service can apply for this scholarship award of \$500 toward the following semester at Otero College.

### **Otero College International Spirit Scholarship**

This scholarship is available to current Otero College international students who have received the distinction of being on the Institutional Recognition Honors List, have been active in community service and have demonstrated and fostered opportunities to reach across cultural borders to promote international understanding can apply for this scholarship award of \$250 toward the following semester at Otero College.



## Foundation & Community Scholarships

### **Otero College Foundation President's Leadership Scholarship**

Scholarships of \$1,000 per year are awarded to recipients who have applied and are selected on a competitive basis to enter into the President's Leadership Program and earn a certificate in Leadership Studies. Application deadline is April 1.

### **Ashley Rochelle Abel Nursing Scholarship**

The Ashley Rochelle Abel Memorial Fund has been kind enough to award a \$500.00 scholarship for the 2020-2021 school year to one deserving Otero College Nursing student. Recipient must be admitted into the Otero College Nursing program for the 2019-2020 academic year.

### **Cecil Colley Scholarship**

The family of Cecil Colley offers one \$2,500 scholarship that can be renewed for subsequent years if the recipient remains in the same area of study and maintains at least a 3.0 G.P.A. Priority will be given to students whose area of study is engineering or physical science. Application deadline is April 1.

### **Central Colorado Education Trust Scholarship**

Two \$1,000 scholarships will be awarded to entering freshmen on a competitive basis. Recipients must have graduated from a southeastern Colorado high school, plan to attend Otero College on a full-time basis, be enrolled in a degree program and plan on returning to live and work in the agricultural community upon graduation. Application deadline is April 1.

### **Boundless Opportunity Scholarship**

The scholarship awards recipients \$2,000. In order to be eligible, the recipients must meet the following characteristics: Full-time non-traditional students, 23 years or older, demonstrate Satisfactory Academic Progress, and have a financial need. Application deadline April 1.

### **Earl "E.J." Conley Memorial Scholarship**

The family of E.J. Conley offers two scholarships to incoming freshmen. Students must plan to participate in Associated Student Government, participate in athletics, or pursue a field of study in political science or history. The scholarship amount is dependent upon funding. It is renewable for the second year if the recipient maintains a 2.5 GPA and meets the above requirements. Scholarship amounts will be dependent upon funding. Application deadline is April 1.

### **Kay Mahoney Memorial/Kaiser Permanente Scholarship for Health Sciences**

This scholarship awards up to \$1,500 per year. Applicants must be accepted into a healthcare program at Otero College prior to application; hold at least a 2.5 GPA; and demonstrate a commitment to ongoing community service. Application deadline is April 1.

### **Franzman Family Nursing Scholarship**

The Franzman family offers one \$1,500 scholarship for nursing students pursuing an Associate of Applied Science in Nursing. The recipient must be a citizen of the United States, graduate from an accredited high school with a 2.5

grade point average or higher. Priority will be given to graduating high school students from Crowley County or Cheraw High Schools. Application deadline is April 1.

### **Franzman Family Scholarship**

The family of Pete and Alberta Franzman offers one \$1,000 scholarship. The recipient must be a citizen of the United States, graduate from an accredited high school with a 2.5 grade point average or higher. Priority will be given to graduating high school students from Crowley County or Cheraw High Schools. Preference will also be given to students majoring in business administration or agriculture. Application deadline is April 1.

### **Franzman International Scholarship**

This scholarship is offered by Seth and Barbara Franzman for the benefit of a deserving second-year (sophomore) international student to assist with funds necessary to continue their education at Otero College, and to promote a positive international culture in the College community. Application deadline is April 1.

### **Freda T. Roof Scholarship**

Ms. Roof established this scholarship fund in order to benefit worthy, deserving, and needy students who are obtaining a college or university education in the state of Colorado. The recipient will be chosen by the Otero College Scholarship Committee on the basis of the needs, circumstances, and the Abilities of the candidate. This will also be used to determine the amount of the scholarship. Application deadline is April 1.

### **Jolynn Dutton Peters Scholarship**

The scholarship offers one scholarship in the amount of \$500 to a graduate of La Junta High School, Swink High School, or Cheraw High School. The scholarship will be awarded to a freshman or sophomore student attending Otero College. The recipient must be a full time female student. The student must also maintain a 2.5 G.P.A. Application deadline is April 1.

### **Robert Hoag Rawlings Foundation Scholarship**

The foundation offers two \$1,500 scholarships to students who plan to study journalism or business. Students applying should be from the 18-county Southeastern Colorado area covered by The Pueblo Chieftain newspaper. Students should have a 2.5 or higher GPA and plan on furthering their education after finishing at Otero College. Application deadline is April 1.

### **Twila Anderson Scholarship**

The scholarship offers one scholarship in the amount of \$500. The recipient must attend Otero College full time after graduating high school and must meet the following requirements: have graduated from La Junta High School with at least a 3.0 grade point average and have participated in at least one (1) sport and/or belonged to a minimum of one (1) high school club or organization their senior year. Application deadline is April 1.

### **UCCS Kane Family 2 Year Merit Foundation Scholarship**

The UCCS Kane Family 2 Year Merit is a scholarship opportunity with the Kane Family Foundation. Two students from Otero College, who plan on completing an Associate Degree at Otero College and then a Bachelor's degree at UCCS, will be provided with a scholarship that pays for tuition. Freshman students must have completed high school with a GPA of at least 3.25. Returning students must have earned a minimum of 12 credit hours of college level courses with a GPA of at least 3.25. Application deadline is April 1.

### **Vera and Alan Shand Scholarship**

This scholarship is to honor the memory of Vera and Alan Shand and their strong interest in education and health care. The scholarship will pay \$1,000 per semester for a student pursuing a degree in education and \$1,250 per

semester for student pursuing degree in nursing. Recipient must be a citizen of the United States, a resident of Colorado for tuition purposes, graduate from an accredited high school with a 3.0 grade point average or higher. Priority will be given to graduating high school student from the lower Arkansas Valley (Fowler to Lamar) pursuing a degree in education. The scholarship is continued for a second year if the recipient remains in the same area of study and maintains at least a 3.0 grade point average. Application deadline is April 1.

### **Wickham Family Scholarship**

Sandy and Kim Wickham, alumni of Otero College, have been kind enough to award a \$500 scholarship for the 2020-21 school year to a deserving Otero College students. Recipients must be pursuing a degree in the engineering field or math/science. Recipients must attend Otero College on a full-time basis and maintain a 3.0 cumulative GPA. They must also have graduated from high school with a 3.0 cumulative GPA or above. Application deadline is April 1.

### **Other Community Scholarships Available**

- Knights of Columbus Scholarship
- La Junta Elks Club Scholarship
- Rocky Ford Lions Club Scholarship
- Rocky Ford Rotary Club Scholarship
- Southeast Colorado Power Association Scholarship

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Student Life



**OTERO**  
**COLLEGE**

# Student Government

## Associated Student Government

The student body of Otero College is represented by an Associated Student Government (ASG), presided over by the student body president. The ASG considers and makes recommendations regarding student affairs and the disbursement of student activity fees. The ASG is responsible for working with the Director of the Student Center and/or those others responsible for the supervision of activities in coordinating and promoting student activities. ASG promotes activities for the entire student body attending Otero College.

The ASG membership is composed of the executive committee: president, vice-president, and secretary. There are five (5) elected or appointed senators from the freshman class and five (5) elected or appointed senators from the sophomore class. Representatives of all recognized organizations on campus are included.

## Intercollegiate Athletics

Otero College is a member of the National Junior College Athletic Association. The College competes with Region IX members of the association plus at the junior varsity level with a number of area four-year colleges and universities. Specific sports at the intercollegiate level include: Men's Sports - baseball, basketball, golf, rodeo, soccer, and wrestling; Women's Sports - basketball, golf, softball, rodeo, soccer and volleyball. Otero College also belongs to the National Intercollegiate Rodeo Association and competes in the Central Rocky Mountain Region with both a men's and women's rodeo team.

## Publications

### The Rattler News

The Rattler News is the official campus newsletter. The newsletter is produced by the Communications and Public Relations Department. Produced quarterly, it attempts to present all the news and activities that are of interest to the campus community. The newsletter is distributed free to all students and staff. Contact: Debbie Phillips, 719-384-6863 or Dillon Martin, 719-384-6821.

### The Rattler Rumor

The Rattler Rumor is a weekly publication that is produced by the Enrollment Management Department. The publication highlights the current week's activities across campus and is distributed to multiple public places on campus, in addition to being emailed to all students and all employees. The Rattler Rumor is distributed free to all students and staff. Contact: Debbie Phillips, 719-384-6863.

### Digital Signage

Digital Signs across campus provide weekly information that highlights and promotes the current week's activities across campus. Contact: Debbie Phillips, 719-384-6863.

### Chinook

Chinook is a publication of writing and art. Otero College students, faculty, staff, and community members can contribute original art, poetry, and prose ranging from personal essays to short stories. The magazine is compiled, coordinated, laid out, and printed under the direction of an appointed student editor. Chinook is published during spring semester. Contact: Christina Stork, 719-384-6847.

# Student Organizations

## **Agriculture Club**

The Agriculture Club fosters interest in agriculture for students by organizing agriculture related extra-curricular activities. Members are involved with providing an all-inclusive forum for students engaged in agriculture related activities and organize program events. Contact: Brooke Matthew, 719-384-6964.

## **Alpine Club**

The Alpine Club is dedicated to exposing students to the joys of outdoor recreation in the wild lands of Colorado. Members participate in activities such as rock climbing, hiking, backpacking, skiing and biking. Membership is open to all interested students. No prior outdoor recreation experience is necessary.

## **Art Club**

Activities for the Art Club include trips to the Denver Art Museum, Colorado Springs Fine Arts Center, volunteering with the Otero Arts Festival in the spring, and hosting an Otero College Student Art Show in the spring. Contact: Anna Matejcek

## **Campus Crusade for Christ & Fellowship of Christian Athletes**

These two clubs are non-denominational organization which provides an opportunity for fellowship, Bible studies, and prayer. This organization meets generally once each week during fall and spring semesters. Contact: 719-384-6898.

## **Club Cosmetology**

The Cosmetology Career Academy student organization enables Cosmetologists, Hairstylists, Nail Technicians, and Estheticians to participate in a professional student organization. The organization is based on competencies that business and industry representatives have deemed critical to job success. Membership is open to all students attending the Cosmetology Career Academy. Contact Tammy Dorenkamp or Monica Valdez, 719-384-6881.

## **Fencing Club**

The Fencing Club is a martial arts group which does informal sparring in HEMA sword, roundel dagger, baton and Olympic foil. Contact: Cassidy Litle, 719-384-6851.

## **Gay Straight Alliance**

The Gay Straight Alliance provides support and a safe place for the LBGT+ community at Otero College. The club works to support positive relationships between the LBGT+ community and the general public to

develop and maintain a sense of safety and acceptance for all students. Contact: Chelsea Herasighn, 719-384-6976.

### **Green Team**

The Green Team is an organization dedicated to recycling and preserving the environment. The Green Team spends one afternoon a month picking up recyclable items from across the campus. Contact Warren McClure, 384-6803.

### **International Relations Organization**

The International Relations Organization is interested in promoting exchanges between people of different cultures, ethnic traditions, nationalities and religious differences. They coordinate a number of intercultural activities on campus and throughout the area to provide opportunities to both share and learn and promote involvement in campus life and personal enrichment through culturally diverse experiences. Contact Rochelle Wallace, 719-384-6805.

### **Non-Traditional Students Organization**

The Non-Traditional Students Organization's mission is to encourage, support, and respond to the unique needs and responsibilities of all non-traditional students contributing to the successful completion of their educational goals. Membership is open to any non-traditional student (i.e. returning, married, parenting, career change, and transitional). Contact Shawn Japhet, 719-384-6862.

### **Otero Players**

Students with a desire to participate in stage productions are welcome to join the Otero Players. All participants gain experience in performance and aspects of technical production. Emphasis is placed on presenting a varied program of drama, music, and dance to the campus and community. Contact Cassidy Litle, 719-384-6851.

### **Phi Theta Kappa**

Phi Theta Kappa is a national honor society of two-year colleges. The Otero College Delta Rho chapter offers qualified students support from fellow scholars of all ages, ethnic backgrounds, economic levels and fields of study, as well as opportunities for scholarships. To be eligible for membership, a student must be enrolled at Otero College, must have completed at least 12 semester hours of course work leading to a recognized transfer degree, have a cumulative GPA of at least 3.00, and have earned a minimum of 3.5 GPA for the previous semester. Contact: Jeff Reed



## **Sports Information Team**

The Sports Information Team works to promote and support Otero College athletics through numerous activities. Team members can become involved with filming games, photographing athletic events, writing news articles and assisting with the set up and tear down of athletic events. The team welcomes all students who love to work on the sidelines and in the trenches of athletic events. Contact Gary Addington, 719-384-6859.

## **Student Ambassadors**

This organization strives to enhance leadership skills, promote educational growth, and increase service learning hours by providing ways for students to become involved with college events and serve as host or hostess to college guests. Members will be trained to conduct campus tours and serve as facilitators for on-campus public events. Contact: 719-384-6863.

## **Student Nurses' Association**

This organization acquaints the student nurse to the professional responsibilities of nursing, providing opportunities for leadership, and growth through collegial relationships. Membership is open to all students admitted to the nursing program. Contact: Amanda Clerkin, 719-384-6897.

## **Teacher Candidate Community (TCC)**

The Teacher Candidate Community is made up of each interested student teacher candidates enrolled in the T-PREP at Otero College Program. Students gather on a regular basis to discuss current trends in education and support other teacher candidates in the program. They serve as a community outreach program to assist and encourage other individuals considering the teaching career and/or T-PREP program.

Other Organizations are started every year as interest develops. Students are encouraged to work through the Associated Student Government and sponsors of existing organizations and clubs to organize and develop new organizations.

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**OTERO**  
**COLLEGE**

# College Support Programs

## The Learning Commons



Funded in part by a U.S. Department of Education Title III, Part F STEM grant, the Otero College Learning Commons is home to Wheeler Library, the Venom Pit Coffee Shop, TRiO Student Support Services, and the Academic Success Center. The state-of-the-art facility features updated technology and equipment to facilitate greater learning and collaboration in the STEM fields as well as all areas of academic study.

## Wheeler Library



Wheeler Library provides a variety of services including research assistance and technical support. The library offers a large collection of print resources including reference, non-fiction, and fiction books, as well as a wide-range of newspapers, magazines and professional journals and DVDs. Reference titles and several full-text databases are available digitally through the library's website, which is accessible either in-house or remotely. Library instruction and research support are available to orient students to library services including searching the online catalog, accessing research databases, basic Internet searching techniques, and website evaluation.

The Internet, including the Otero College computer network, is available through a wireless connection so that students can use their own devices. Learning Commons staff can assist students with course reserves, interlibrary loan, holds, finding and checking-out resources, database login issues, and equipment.

Desktop computers are available for student use, laptops are available for on-campus and overnight use, iPads and Apple Pencils can be checked out for 3 days, and graphing calculators can be checked out for an entire semester. Students also have access to video cameras, video editing software, virtual reality headsets and the Virtual Reality Lab, athletic equipment, games and puzzles, musical instruments (piano keyboards, an acoustic guitar, and a ukulele), headphones, school supply kits, rolling white boards, and study rooms.

## TRiO Student Support Services



TRiO Student Support Services (SSS) program is a federally-funded TRiO Program under the U.S. Department of Education. This program focuses on students who are first-generation, low-income, and/or students who have a documented disability. The goal of the program is to increase the college retention and graduation rates of its participants and help students make the transition from one level of higher education to the next. All services are provided free of charge to TRiO Student Support Services participants. Services provided by TRiO include:

- Academic Advising
- Career Exploration
- Personal Counseling
- Community Referrals
- Financial aid assistance and resources
- Tutorial services – individual, group, or drop-in tutoring
- Workshops and cultural events – skills, budgeting, and museum tours, etc.
- Transfer assistance to four-year colleges and universities including tours, applications, financial aid and scholarship searches
- Textbook assistance program The Center is located in Wheeler Hall, Learning Commons/Student Success Center.

For further information, call 719-384-6835.

## The Academic Success Center



The Academic Success Center (ASC) is adjacent to Wheeler Library in the Learning Commons. The ASC provides students with additional areas to study independently and in group settings. Students who visit the Academic Success Center can make appointments with members of our Professional Academic Support Specialist (PASS) Team for business, math, science, or writing assistance, or with members of our Student Engagement and Educational Development (SEED) Team who serve as course navigators and provide assistance in a variety of courses. All assistance provided through the PASS Team and SEED Team is **free** of charge.

Group tutoring and interactive experiences that supplement classroom lectures and labs are held daily in the Academic Success Center. Commonly referred to as Supplemental Instruction (SI) Sessions, students can attend these sessions free of charge to gain the additional support and understanding they need or

success in their math and science courses. Anatomy and Physiology models, Apple TVs, games, and other assistive learning devices are available for student use.

## **Services for Students with Disabilities**

Students with documented disabilities should contact the Accessibility Services Specialist located in Learning Commons, Room 118, or call 719-384-6862 about free services to assist them. Services include: tutoring, note takers, readers/writers for tests, time for in-class reading/writing, in-class aide for reading/writing, accommodation of physical setting in classroom, tape recorded lectures, enlarged print on handouts/tests, sign language and oral interpreting, adaptive equipment, alternative testing, software/hardware accommodations and other specialized academic procedures.

### **Procedures for Documentation of Disability**

Students with a disability are required to contact the Accessibility Services Specialist at 719-384-6862, if they need assistance. The specialist will evaluate the documentation of disability, facilitate reasonable and appropriate accommodations, and monitor academic progress. It is the responsibility of the student to supply adequate documentation of disability and bear the cost of provision of such documentation. When documentation is received, the student and the specialist determine reasonable and appropriate accommodations and details for permission to conference. Instructors in each of the student's classes are then notified of necessary accommodations. For more information, call: 719-384-6862.

## **Tutoring Support**

Students have numerous options to find additional academic support through group and individual tutoring sessions.

### **Writing Center for English, Reading, Writing**

Students enrolled in Developmental Education English courses, as well as all students enrolled in English and writing courses, can access free tutorial services in the Writing Center, located in the Academic Success Center/Learning Commons. The Writing lab is staffed by English faculty and peer tutors who work individually with students as well as in group sessions. Drop-in's are welcome as well as by appointment. For more information call 719-384-6849.

### **Math Center**

The Math Center is located in McBride Hall, Room 129. The Math Center is open Monday - Thursday from 8 a.m. to 7 p.m. and on Friday from 8 a.m. to 5 p.m. The College's full-time math faculty are officed in this area as well as two full-time math tutors. Students can drop in or make appointments to work individually or in groups for specific math courses. For more information call 719-384-6862.

### **Nursing Tutoring**

Nursing students can access tutoring support through faculty and peer tutoring sessions as well as organized group study sessions. For more information call 719-384-6878.

### **Science Tutoring**

Students enrolled in many of the science courses at Otero College can attend daily and weekly Science PLUS Sessions. PLUS Sessions are supplemental instruction sessions that provide hands-on group tutoring for specific courses. Students have access to hands-on learning resources such as Anatomy and Physiology

models, Apple TVs and other assistive learning devices. PLUS Sessions are held in the Academic Success Center Collaboration Room. For more information call 719-384-6860.

### **TRiO Tutoring**

Students who are participants in the TRiO Student Support Services program have access to free tutoring either on a drop-in basis, by appointment, or through organized group study sessions. TRiO tutoring is offered in the Academic Success Center. For more information call 719-384-6835.

### **Other Tutoring**

Staff tutors offer other tutoring support to students in the Student Success Center, usually by appointment. Peer tutors are also available in the Academic Success Center during the day and into the evenings on a drop-in basis. For more information call 719-384-6835.

## **Hybrid Courses & Desire to Learn**

### **Otero College Hybrid Courses**

Otero College's hybrid courses provide students some flexibility in how their courses are delivered. Students will have scheduled face-to-face meetings with Otero College instructors and through the use of the Internet will utilize a Learning Management System (LMS) to access course materials, complete reading and writing assignments, take exams, and communicate with the instructor and other students.

Otero College hybrid courses are not independent study or self-paced, they are instructor-paced. Students may contact their instructor via phone, email, or personal visits. Each course is a normal one-semester Otero College course. Courses offered as hybrid courses may vary each semester.

Students will need to be proficient with computers to access the Internet, reply to emails, and send attachments. Students also need to assume responsibility as a full partner in their Otero College hybrid learning process.

### **Hybrid Courses Tips for Success**

- Attend the on-campus orientation/tutorial session offered each semester.
- Read your course syllabus carefully. This has all the information regarding your responsibilities as well as add/drop and withdraw dates.
- Log into your class right away and often to view new postings, assignments and tests.
- Communicate with your instructors often; they are your contact for the course.
- Expect to commit as much time to a hybrid class as would be required for a traditional class.

Students who do not have access to a computer may find computers available in the Learning Commons.

### **Desire2Learn (D2L)**

Otero College uses a learning management program called Desire2Learn (D2L) that uses the Internet for course content delivery for both traditional classes and those that are taught as hybrids (online). The web-based platform allows students to access and submit assignments, take exams, and communicate with the instructor and other students. Instructors can add to their (D2L) courses additional tools such as discussion boards along with content such as documents, video and web pages. (D2L) is endorsed as the web platform for all colleges in the Colorado Community College System.

## **Desire2Learn (D2L) Support**

Support for D2L is available 24 hours a day, 7 days a week, 365 days a year. For assistance log onto: <http://help.cccs.edu/> Self-help Searches: Search this website for solutions to the most common problems. Support over the Phone: Call toll-free any time (888) 800-9198. Support via Chat: Chat with an analyst to ask questions in real time. Submit a Problem: Don't have time to troubleshoot now? Send a help request and the staff will contact you.

## **High School Equivalency (HSE) (Formerly known as General Education Development-GED)**

BUENO HEP/HSE is a High School Equivalency Program that offers instruction in the subject and skill areas necessary to help students with job-entry-level studies. Actual time periods vary with the individual's educational abilities. In addition, simulated tests are administered to determine readiness for appropriate college-level classes and for the official HSE tests. At that time, the student and instructor evaluate the student's progress.

The High School Equivalency (HSE) program is an alternate means of earning a certificate equivalent to a high school diploma. The HSE program is open to persons 17 years of age or older. The HSE battery of tests is comprised of five subject and skill areas as follows:

- Writing Skills Test with Essay Section
- Social Studies Test
- Science Test
- Reading Test
- Mathematics Test

The BUENO HEP/HSE Center is located in Humanities Center, Room 130. For additional information, interested students should contact the BUENO HEP office, 719-384-6848

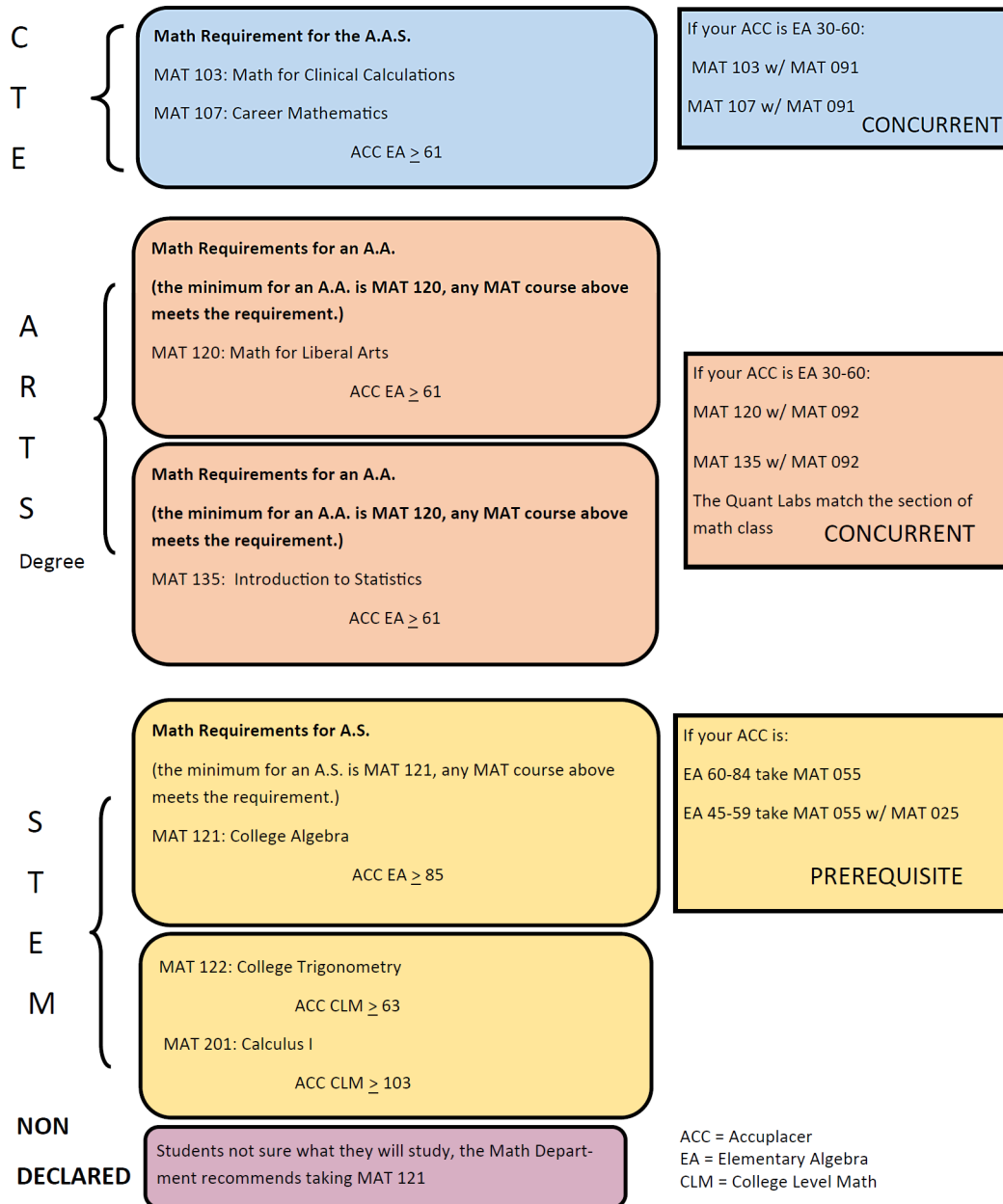


# Developmental Education

## Developmental Education – Math Pathways

Otero College offers pathways to 100-level Math courses based on the student’s career or major area of interest. Students receive advising to help them choose the appropriate path and determine readiness for the initial math course for their career and/or transfer goals. Quantitative Literacy includes only content necessary for success in Non-STEM and Non-Transfer Math courses. STEM Prep includes content necessary for success in Science, Technology, Engineering, and Mathematics. Learning support co-requisites provide additional structured support to students who are close to the placement score and would like to enroll in the next course in their chosen sequence.

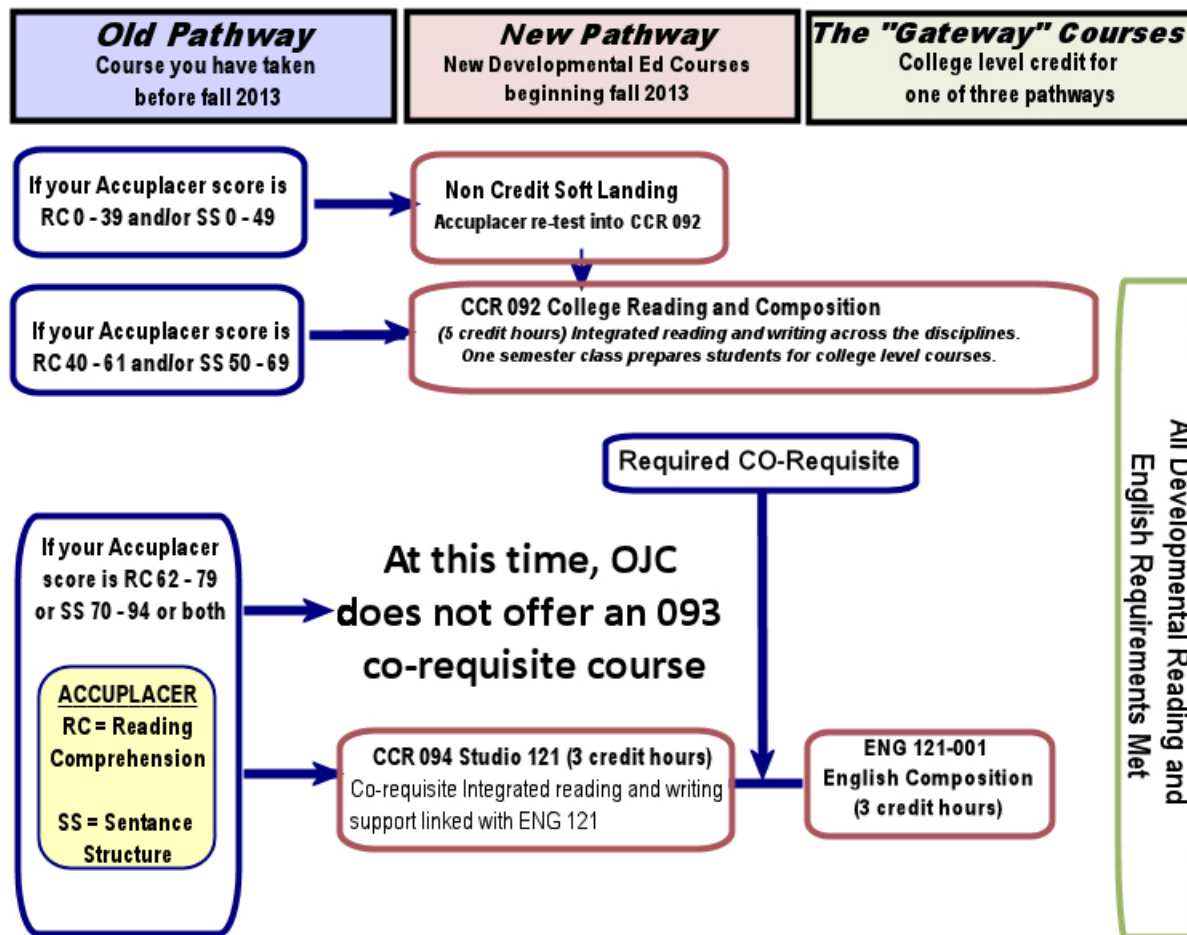
### Math Pathways to a degree at Otero Junior College



## Developmental Education - English/Reading Pathways

Otero College offers an accelerated model that provides students with the opportunity to enter a 100-level class no later than their second term of enrollment. After preliminary assessment, students will be placed in courses that offer supplemental instruction to encourage success. These include a non-credit option for placement tutoring; co-requisite, credit-based lab support for College Reading and Composition coursework; integrated reading and writing linked to 100-level courses; and co-requisite integrated reading and writing paired with transfer level college composition courses.

### The English/Reading Pathways to a degree at Otero Junior College



# Special Programs

## Special and Affiliated College Programs

### Colorado Community College Online (CCCOOnline)

Associate degrees and certificates through Colorado Community College Online (CCCOOnline) offers opportunities to take traditional and specialized classes over the Internet. Students register at Otero College and receive training from a system online instructor. For further details, go to: [www.ccconline.org](http://www.ccconline.org) or [www.cccs.edu](http://www.cccs.edu)

#### Technical Requirements

CCCOOnline delivers its courses on the D2L course management platform. In order for you to get the most out of the courses, the browser (Internet Explorer, Firefox, etc.) you are using needs to be configured to be compatible with the D2L system. Click on the Browser Diagnostics page to run a quick check of your D2L browser to make sure it works optimally with D2L.

#### ISP

If you plan to access CCCOOnline courses from your home, you must have an active account with an Internet Service Provider (ISP). You may use either a PC or Apple/Macintosh computer for your online studies. The following are the recommended minimum computer system requirements.

**Software** - D2L System Checker which is located on the D2L login page.

Suggested: Microsoft Office 2007 (or newer). If you use other "Office" type programs, please note that some instructors may require you to convert your files to a MS-Office compatible format (generally rtf or txt files) for online submission.

## Child Development Services

Child Development Services (CDS) has been a sponsored agency of Otero College since 1974. It is the mission of Otero College Child Development Services to provide high quality, comprehensive early childhood education programs for children from birth through 6 years old; to provide parent education programs that strengthen the family, develop basic literacy, encourage job training and personal development; and to develop community partnerships and coordination of community based services.

CDS administers three federally funded early childhood programs - Head Start, Migrant and Seasonal Head Start, and Early Head Start. These nation-wide, federally funded programs help low-income children, their families, and communities overcome the effects of poverty and help prepare children to start school.

In addition to Head Start programs, CDS administers the Colorado Preschool Program for East Otero School District. CDS provides services to over 900 children annually throughout a nine county area in southern Colorado. CDS can be contacted at: 719-384-3100.

## Community Involvement Opportunities

**Chinook** - Chinook is a publication of writing and art. Otero College students, faculty, staff, and community members can contribute original art, poetry, and prose ranging from personal essays to short stories. The magazine is compiled, coordinated, laid out, and printed under the direction of an appointed student editor. Chinook is published during spring semester.

**Otero College Dance Program** - The Otero College Dance Program is dedicated to the principle that those who have the desire to dance should have an opportunity to do so. Movement education is the central focus for the youngest

dancers; however, older students may choose from the more traditional disciplines of ballet, tap, modern, and jazz. The program also offers specialized movement classes. Students can register before the beginning of each semester by calling 719-384-6812.

**Otero Arts Festival** - Each year, junior high and high school students are invited to participate in juried art and writing competition. The Otero Arts Festival, organized by college personnel, is held on the campus and is open to the public. Scholarships, cash, and ribbon awards are presented to the winners.

**Theatre Productions** - The public is invited to attend and participate in the theatre performances staged by the college and community. The Otero Players present quality productions fall and spring semesters in the Ed Stafford Theatre, located in the Humanities Center.

# Degree Partnerships

## Special and Affiliated College Programs

### Statewide Articulation Agreements

As a member of the Colorado Community College System, Otero College can provide our students who wish to pursue advanced degrees, transfer agreements with four-year institutions. To review a full list of transfer agreements, go to:

[www.cccs.edu/edservices/articulation.html](http://www.cccs.edu/edservices/articulation.html)

Students may transfer 31 credits of completed general education course work (with a grade of "C" or better in each course) to most public colleges in Colorado. Students who complete an Associate of Arts or Associate of Science degree are guaranteed to transfer 60 credit hours of courses required for those degrees to a four-year school, once they have been accepted for admission. Students who follow this plan should be able to finish a Bachelor of Arts or Bachelor of Science degree within another 60 credit hours.

#### PLEASE NOTE:

Some degrees may exceed the typical 120 credit hours required to successfully graduate. Statewide articulation agreements for the following professional degree programs prescribe specific general education courses and degree requirements: Business; Early Childhood Education; Elementary Education; Engineering; and Nursing.

*Otero College works closely with the following 4-year colleges and universities*



- Adams State University [www.adams.edu](http://www.adams.edu) or [www2.adams.edu/extended\\_studies/](http://www2.adams.edu/extended_studies/)

Students can take their first two years of course work at Otero College, then complete their final two years with ASC, either online or on the Adams State University campus in Alamosa.



- Colorado Christian University [www.ccu.edu/community\\_colleges](http://www.ccu.edu/community_colleges)

Colorado Christian University and the Community College System (CCCS) have worked together to create helpful transfer guides for students who wish to complete a bachelor's degree at CCU. The transfer guides show students which courses at their Colorado community college will transfer to a specific CCU degree program. Otero College students who earn an Associate of Arts (A.A.) or Associate of Science (A.S.) degree are guaranteed admission to CCU's College of Adult and Graduate Studies for up to 12 months after graduation with a degree or program certificate.



- Colorado State University-Pueblo [www.colostate-pueblo.edu](http://www.colostate-pueblo.edu) Students can take their first two years of course work at Otero College in all of Otero College's recognized Programs of Study (see Degree Programs section of this catalog), then complete their final two years with CSU-Pueblo.



- Colorado State University-Fort Collins [www.colostate.edu](http://www.colostate.edu)

Otero College, in cooperation with Colorado State University - Fort Collins, has developed a two-year Associate of Science degree track with an emphasis in Agriculture in three different areas: Agriculture Business, Animal Science,

and Soil and Crop Science. Upon successful completion, the degree, and all classes associated with the degree, will transfer seamlessly into the CSU-Fort Collins College of Agricultural Science where a student can earn a bachelor's degree with an additional 60 hours of credit.



- [University of Colorado at Colorado Springs www.uccs.edu](http://www.uccs.edu)

Otero College is working closely with UCCS to develop several programs of study that will result in seamless transfer, including pre-engineering and nursing.



- [Colorado Mesa University www.colostatemesa.edu](http://www.colostatemesa.edu)

After Otero College students complete the Law Enforcement Training Certificate program at Otero College they have the option to continue their education and earn an Associate of Applied Science Degree in Law Enforcement at Otero College. A transfer agreement with Colorado Mesa University allows Otero College students who have completed the Associate of Applied Science Degree in Law Enforcement to continue their career advancement by earning a Bachelor of Science degree at CMU in Public Administration/ Public Safety through an online distance education learning format.



- [Fort Hays State University www.fhsu.edu](http://www.fhsu.edu)

Otero College and Fort Hays State University have developed a transfer and articulation agreement to facilitate the transition of students with academic credit or Associate Degrees from Otero College to FHSU. This agreement is specific for students who wish to transfer into the Bachelors of Science Information Systems Engineering program



- [University of Colorado Denver www.ucdenver.edu](http://www.ucdenver.edu)

Otero College and the University of Colorado Denver, have developed an innovative partnership to offer a bachelor's degree in elementary education that can be completed in its entirety at Otero College. After successful completion of the four-year program, participants will graduate with a Bachelor of Arts in Education and Human Development with elementary licensure from CU Denver.

## Special Articulation Agreements in Agriculture

*Otero College has developed special articulation agreements in agriculture with the following 4-year colleges and universities*



- [New Mexico State University College of Agricultural, Consumer and Environmental Science http://aces.nmsu.edu/](http://aces.nmsu.edu/)

The College of Agricultural, Consumer and Environmental Sciences at New Mexico State University has signed a 2 +

2 agreement with Otero College that allows students with an Associate of Science degree in Agriculture Business, Animal Science or Soil and Crop Science to transfer seamlessly and complete a Bachelor of Science degree.



- [West Texas A & M University www.wtamu.edu](http://www.wtamu.edu)

Otero College, in cooperation with West Texas A & M University, has developed a two-year Associate of Science degree track in agriculture with areas of emphasis in Agriculture Business, Animal Science, and Soil and Crop Science. Upon successful completion of the degree requirements, students can transfer seamlessly to WTAMU to complete a Bachelor of Science degree.



- [Oklahoma Panhandle State University www.opsu.edu](http://www.opsu.edu)

Otero College in cooperation with Oklahoma Panhandle State University, has developed an articulation agreement for an Associate of Science degree in Agriculture Business, Animal Science and Soil and Crop Science to a Bachelor of Science degree as OPSU. The intent of the agreement will be seamless transfer in those emphasis areas.



- [Northwestern Oklahoma State University www.nwosu.edu](http://www.nwosu.edu)

Otero College in cooperation with Northwestern Oklahoma State University, has developed an articulation agreement for an Associate of Science degree in Animal Science and Soil and Crop Science to a Bachelor of Science degree as NWOSU. The intent of the agreement will be seamless transfer in those emphasis areas.

# Affiliated Programs

## President's Leadership Program (PLP)

*Sponsored by the Otero College Foundation*

An academic certificate in Leadership at Otero College requires 12-credit hours of study and is limited to scholars who are accepted into the President's Leadership Program. The mission of the President's Leadership Program (PLP) is to develop and train emerging leaders at Otero College through a one- or two-year academic leadership program. The objective of PLP is to provide academic, experiential and service learning programs designed to foster and cultivate leaders who are: Ethical, visionary, critical and innovative thinkers, committed to action, empowering of others, rational and intuitive, open to possibilities and servants of the broader good. The program serves as a bridge between Otero College and the greater community by continually developing partnerships with area leaders, businesses and community service organizations.

The program requires two core leadership courses and additional elective courses from a wide-variety of academic programs on campus. Students must complete the 6-credit hour leadership core plus an additional 6-credits of electives with a grade of "B" or higher to receive the certificate.

### Leadership

#### Required Courses:

MAN 224 Leadership . . . . .	3
MAN 287 Cooperative Education/Internship . . . . .	3
Elective Courses: . . . . .	6

Students may choose 2 of the following courses to fulfill elective requirements.

- MAN 128 Human Relations in Organizations
- BUS 217 Business Communication & Report Writing
- POS 205 International Relations
- COM 115 Public Speaking
- COM 125 Interpersonal Communications
- PHI 111 Introduction to Philosophy
- PHI 112 Ethics
- PSY 101 General Psychology
- SOC 101 Introduction to Sociology I
- SOC 102 Introduction to Sociology II

### Service Learning

PLP places an emphasis on community service and civic engagement in order to help scholars develop a social awareness, civic responsibility and interconnectedness. A total of 120 service learning hours will be required over the course of the program.

### Experiential Learning

PLP scholars will be given opportunities to learn about leadership through numerous hands-on experiences throughout their one or two years in the program. This will be provided, but not limited to, annual leadership workshops and conferences, lectures from recognized leaders and opportunities for leadership positions on campus and in the community. As part of this experience, students will become an active member of Phi Theta Kappa or other approved organization.

### Selection Criteria



Selection is based on leadership potential, intellectual curiosity and commitment to something outside one's self. Scholars will be chosen based on:

- A minimum 3.2 cumulative grade point average is required to apply.
- Completed written application that includes an essay question and examples of leadership and service experiences
- Two letters of recommendation
- High School or college transcripts
- Personal interview

**Contact:**

For more information about the President's Leadership Program, contact Program Director Samme Ormiston at 719-384- 6850 or [samme.ormiston@Otero College.edu](mailto:samme.ormiston@Otero College.edu)



### **Southeast Colorado Resource Enterprise Center (SCORE)**

The economic development programs that were housed on campus at the SCORE Center have now relocated. Please see the appropriate program manager contact information listed below.

**The Grant Resource Office** provides Otero College with grant research, exploration and writing services to help provide additional scholarships, support and programming for Otero students.

**The Small Business Development Center** works with future and existing small businesses in Otero, Bent, Crowley, Prowers, Baca and Kiowa counties to develop business plans and create successful enterprises.

**La Junta Economic Development** facilitates business retention, expansion and attraction in the region through the formation of partnerships.

**Otero County Economic Development** works toward the expansion and attraction of business and industry to the county.

Direct lines to each office are:

- Otero Grant Resource Office: 719-241-4992
- Small Business Development Center: [secosbdc.regional.director@gmail.com](mailto:secosbdc.regional.director@gmail.com)
- Otero County Economic Development: 719-241-4992
- La Junta Economic Development: 719-671-9499

### **Southern Colorado Educational Opportunity Center**

The Southern Colorado Educational Opportunity Center (SCEOC) is a federally sponsored satellite program that assists low-income and first generation individuals to pursue post-secondary educational goals. Admission application procedures, financial aid preparation, career, and educational planning are some of the services offered through the SCEOC. Call 719-384-6852 for more information or visit the Otero College office in McBride Hall, Room 150.

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## Degree Programs



**OTERO**  
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## Guidelines

A student's career and technical education objective and academic educational objectives require careful planning. Students who change majors may take longer to graduate or may transfer with a loss of credit. The following degree programs can be completed in four semesters by attending full-time and carrying the required number of hours. A student may choose, due to personal circumstances, to extend the amount of time for completion.

### \*Associate Degree 4-Year Alignment

Associate of Arts Degree & Associate of Science Degree

### Associate Degree 2-Year

Associate of Applied Science Degree & Associate of General Studies Degree

\*Students who intend to earn a baccalaureate degree should plan their course work to meet the requirements of the Associate of Arts Degree or the Associate of Science Degree. Planning should include the general education requirements, courses in major and minor fields, and electives to best prepare the student for continued study at a selected 4-year college or university.

## General Education

In establishing general education requirements, it is the goal of Otero College to assist students in gaining a more meaningful and productive awareness of the world and themselves. In addition, it is anticipated that this assistance will instill a desire in the student to broaden knowledge regardless of plans to continue formal education.

The objectives for general education are:

- To develop ability in the skills of communication, reading, writing, listening and speaking.
- To introduce the student to certain fundamental knowledge useful to a better understanding of the world.
- To provide an acquaintance with the major areas of knowledge and an awareness of their interrelatedness.
- To assist the student to better understand the relationship to other persons and the interdependence of all people in a modern world.

## General Information on Transfer of Credits

Students preparing themselves in any of the fields under the Associate of Arts or Associate of Science Degree curricula are generally interested in transferring to a four-year institution. Otero College staff can make transfer as smooth as possible. If students will keep in mind some general observations concerning transfer, it will assist in planning a good curriculum. These general observations are:

Two general patterns of transfer exist.

- a. Those colleges and universities that accept the Associate of Arts or Associate of Science degrees, grant junior standing, waive general education requirements and require the student to fulfill course requirements for a major and minor.

**NOTE:** A "D" grade may not transfer to another school. A "D" negates the guarantee of the 60 + 60 transfer degree.

- b. Those colleges that evaluate all courses individually and apply them toward meeting general education requirements and require the student to fulfill individual course requirements. This type of institution may

work out contract agreements with Otero and list courses to be taken before transfer, may require graduation, and also may require a grade point above a "C" grade or higher.

**NOTE:** Credits that carry a "D" grade may be counted toward graduation at Otero College; however, a "D" grade may not transfer to another school. A "D" negates the guarantee of the 60 + 60 transfer degree.

Students can usually transfer a minimum of 60 semester hours of junior college credit or one-half of the degree requirements, whichever is greater.

Baccalaureate Institutions may accept transfer credits only in those courses for which they have equivalent offerings.

A change of major may extend the time required to complete a degree.

Credits that are transferred are generally evaluated in the following order.

- a. General education requirements
- b. Major and minor courses
- c. Elective credits

## Associate of General Studies

Students who choose to fulfill the following degree requirements will be eligible to receive the Associate of General Studies (AGS) degree.

The Associate of General Studies degree is earned by those students who complete up to half of their program in approved academic transfer courses and the remaining half in career and technical education and other academic elective courses. The Associate of General Studies degree recognizes those individuals who have completed a variety of courses in the institution without any specific major in mind. In some cases, the AGS has been used in transfer to a four-year college or university.

### **Minimum Competency Standards for Program Admission**

Students desiring to enroll in the Associate of General Studies degree program must meet or exceed the following entrance examination scores:

Students must meet or exceed the entrance examination score based on the results of a basic assessment test (Accuplacer). Otero College uses multiple measures to direct students into appropriate English, Reading and Mathematics courses and to advise students in the selection of other courses. Prior to enrollment, all new students must complete an assessment. Please call Student Services at 719-384-6831, for more information regarding course placement.

The listing of a course or program in this or any other college publication does not constitute a guarantee, nor contract, that the particular course or program will be offered during the time listed. All courses or programs are subject to scheduling changes or cancellations. Every effort will be made to inform students of such changes and/or cancellations.

# Otero College: Associate of General Studies Degree

Non-Transfer Degree

Total Degree Credits = 60

Remedial Courses (Courses below 100 level) do not count toward graduation

Communication: 3 Credits		
BUS 217		TOTAL
ENG 115		
ENG 121, 122		
ENG 221, 222		
COM 115		
COM 125		
Math: 3 Credits		
MAT 103		TOTAL
MAT 107		
MAT 120, 121		
MAT 122		
MAT 125		
MAT 135		
MAT 155, 156		
MAT 201, 202, 203		
Science: 3 Credits		
AST 101, 102		TOTAL
BIO 105, 106		
BIO 111, 112, 154		
BIO 201, 202		
BIO 204, 216, 221		
CHE 101, 102		
CHE 105		
CHE 111, 112		
ENV 101		
GEY 111		
GEY 121, 135		
HWE 100		
NRE 251		
PHY 105		
PHY 111, 112		
PHY 211, 212		
SCI 105		
SCI 155, 156		
Social and Behavioral Sciences: 3 Credits		
HIS 101, 102		TOTAL
HIS 121, 122		
HIS 225		
ECO 201, 202		
JOU 105, 106		
POS 105, 205, 225		
POS 111		
POS 125		
GEO 105		
ANT 101, 107, 111		
PSY 101, 102		
PSY 235		
PSY 238, 239		
PSY 240		
SOC 101, 102		
SOC 215, 231		
CRJ 110		
CRJ 230		

Arts & Humanities: 3 Credits		
ART 107, 207		TOTAL
ART 110		
ART 111, 112		
ART 121, 221		
ART 124, 224		
ART 131		
ART 160		
ART 151		
ART 251		
ART 181, 281		
ART 175, 275		
HUM 115		
HUM 121, 122, 123		
LIT 115, 201, 202		
LIT 205		
LIT 211, 212, 221, 222		
LIT 225, 230		
LIT 255		
MUS 110, 120, 121		
PHI 111, 112, 113		
SPA 111, 112		
SPA 211, 212		
THE 105, 111, 112, 131		
THE 132, 175, 188		
THE 211, 212		
THE 231, 232		
Academic Electives: 15 Credits		
		TOTAL
Vocational/Academic Electives: 30 Credits		
		TOTAL



## ACADEMIC ELECTIVES 15 Credits

All courses not used to meet the general education requirements can be used as academic electives.

## CAREER AND TECHNICAL / OTHER ACADEMIC ELECTIVES 30 Credits

The student may complete an additional 30 semester hours of career and technical education prefixed courses or other academic electives in order to satisfy this component of the degree program.

### Academic Requirements

- A. Earn a minimum 2.00 cumulative grade point average from Otero College.
- B. Complete a minimum of 15 semester hours at Otero College.
- C. Complete a minimum of 60 semester hours as outlined in the above course requirements for the Associate of General Studies Degree.
- D. Successfully complete all career and technical education program courses chosen with a minimal grade of "C" in each course
- E. Complete the application for graduation form by the end of the first week of Spring semester and pay for the cap and gown by March 1.
- F. Be enrolled in Otero College classes for the semester in which a student intends to graduate.
- G. Complete the requirements for graduation in effect at the time of first-time enrollment. (NOTE: Students who failed to be enrolled for two semesters or more will be required to complete all degree requirements in effect at the time of re-enrollment.)
- H. Meet all financial obligations to the College.

# Associate of Applied Science

## Associate of Applied Science Degree Programs

The primary purpose of the Associate of Applied Science Career and Technical Education (CTE) programs at Otero College is to prepare students with skills necessary to obtain entrance level employment in the field of their educational program. These programs are designed so most students can complete them in two years of fulltime study.

Training includes job skill development and the related technical information necessary for the level or job competency which is the stated goal of each program. These programs vary widely in the technical information and skill levels required of students. Entering students should consult with advisors as to the academic background and proficiency required in a specific program.

Students receiving the Associate of Applied Science Degree must satisfactorily complete a minimum of 15 semester hours of general education courses. This requirement is to fulfill the requirements of the Colorado Legislature, the Colorado Commission on Higher Education, and the State Board for Community Colleges and Occupational Education, as well as the goals of the College.

Students should meet with their advisor each semester in order to plan the proper sequencing and kinds of courses needed in order to graduate with an Associate of Applied Science degree.

### Minimum Competency Standards for Program Admission

Students desiring to enroll in an Associate of Applied Science degree program must meet or exceed the following entrance examination scores:

Students must meet or exceed the entrance examination score based on the results of a basic assessment test (Accuplacer). Otero College uses multiple measures to direct students into appropriate English, Reading and Mathematics courses and to advise students in the selection of other courses. Prior to enrollment, all new students must complete an assessment. Please call Student Services at 719-384-6831, for more information regarding course placement.

Students should refer to their specific Associate of Applied Science requirements as listed in the catalog. Specific program admission and course requirements differ for different programs

## Career and Technical Education Degree Programs

Agriculture

Livestock Production

Applied Business Technology

Law Enforcement

Medical Laboratory Technician

Nursing

Associate Degree in Nursing (RN)

NOTE: While these programs are designed to prepare students for immediate employment and not transferable by design, certain career and technical education courses that are the equivalent of college level academic course offerings may be accepted by some college disciplines if the student later decides to transfer to a four-year institution.

### Program Requirements

- A. Maintain at least a 2.00 cumulative grade-point average from Otero College.
- B. Complete a minimum of 15 semester hours at Otero College.
- C. Complete a minimum of 60 semester credits.
- D. Successfully complete all career and technical education program courses chosen with a minimal grade of "C" in each course of the prescribed curriculum.
- E. Complete the application for graduation form by the end of the first week of final semester and pay for the cap and gown by March 1.
- F. Be enrolled in Otero College classes for the semester of intended graduation.
- G. Complete the requirements for graduation in effect at the time of first-time enrollment. (NOTE: Students not enrolled for two semesters are required to complete all degree requirements in effect at the time of re-enrollment.)
- H. Meet all financial obligations to the College.

# Associate of Arts

## Associate of Arts Degree Program

Students who choose to fulfill the following degree requirements will be eligible to receive the Associate of Arts degree. The Associate of Arts degree program is normally utilized by those students planning to transfer to a four-year institution at the completion of two years at Otero College in order to complete their Bachelor of Arts degree.

### Minimum Competency Standards for Program Admission

Students must meet or exceed the entrance examination score based on the results of a basic assessment test (Accuplacer). Otero College uses multiple measures to direct students into appropriate English, Reading and Mathematics courses and to advise students in the selection of other courses. Prior to enrollment, all new students must complete an assessment. Please call Student Services at 719-384-6831, for more information regarding course placement.

### Graduation Expectations

The Colorado Community College System's (CCCS) colleges have adopted a set of guidelines to define the conditions under which a student can expect to graduate with an Associate of Arts or an Associate of Science degree in two calendar years. The Academic Advising Center at each individual CCCS community college can provide additional information. The CCCS colleges guarantee that a student will be able to complete all course work necessary to earn an AA or an AS degree from a specific CCCS college in 60 credit hours and in 24 months. Students must satisfy all the conditions described below to be eligible for this guarantee:

1. Enroll at the same community college for at least four consecutive semesters, excluding summer.
2. Register within one week of the beginning of registration for each semester.
3. Have completed all required remedial coursework before beginning the count of two years to degree completion.
4. Enroll in and pass (with a C or better in each course) an average of 15 credit hours in coursework that applies to the AA/AS in each four consecutive semesters.
5. Obtain a recommended plan of study for the AA or AS degree plan of study, signed by the student and community college advisor, prior to registration for the second semester, and according to the requirements of the students' community college.
6. Follow the signed plan of study.
7. Continue with the same degree (AA or AS) from entrance to graduation.
8. Retain documentation demonstrating that all the above requirements were satisfied. (Advising records, transcripts, etc.).

## Associate of Arts - General Education Core

Students who complete an Associate of Arts degree are guaranteed to transfer 60 credit hours of courses required for those degrees to a four-year school, once they have been accepted for admission. Students who follow this plan should be able to finish a Bachelor of Arts degree within another 60 credit hours.

To earn an A.A. degree, a student must complete the specified number of GT Pathways general education courses in Written and Oral communication, Math, Arts and Humanities, Social and Behavioral Sciences, and Natural and Physical Sciences, to total 37 credits, as listed on the chart on the following page. In addition, the student completes 23 credits of transferable electives.

### **Academic and Related Requirements**

- A. Earn a minimum 2.00 cumulative grade point average from Otero College.
- B. Complete a minimum of 15 semester hours at Otero College.
- C. Complete a minimum of 60 semester hours as outlined in the above Course Requirements for the Associate of Arts Degree.
- D. Complete with a grade of "C" or higher all required courses (38/39 semester credit hours) that are to be counted towards the general education core curriculum.
- E. Complete the application for graduation form by the end of the first week of spring semester and pay for cap, gown, and diploma by March 1.
- F. Be enrolled in Otero College classes for semester of intended graduation.
- G. Complete the requirements for graduation in effect at the time of first-time enrollment. (NOTE: Students not enrolled for two semesters are required to complete all degree requirements in effect at the time of re-enrollment.)
- H. Meet all financial obligations to the College.

### **Graduation Restrictions**

- A. May not use Basic Skills courses (those numbered below the general education core curriculum) toward the degree program.
- B. May not be granted more than one academic degree in the same semester.
- C. May not apply career and technical education courses toward the degree program other than those specified above.

Core requirements = 37 credits Elective requirements = 23 credits

AA Degree Total = 60 credits (100 level or higher)

\*Remedial courses, (courses below 100 level) do not count toward graduation requirements

PLEASE NOTE: Some degrees may exceed the typical 60 credit hours required to successfully graduate.

### **Otero College: ASSOCIATE OF ARTS TRANSFER DEGREE**

Total Degree Credits = 60

Remedial Courses (Courses below 100 level) do not count toward graduation

37 Credits = Core

23 Credits= Electives

<b>Written &amp; Oral Communication: 9 Credits or 3 Courses, 1 must be COM</b>			
ENG 121			TOTAL
ENG 122			
COM 115		Community College Graduation Requirement	
OR			
COM 125		Community College Graduation Requirement	
<b>Math: 3 Credits or 1 Course, additional credit beyond 3 credits will be applied to electives</b>			
MAT 120			TOTAL
MAT 121			
MAT 122			
MAT 125			
MAT 135		Additional credit beyond 3 credits will be applied to electives	
MAT 201			
MAT 202			
<b>Social &amp; Behavioral Sciences: 6 Credits - 2 courses</b>			
<b>CATEGORY ONE:</b>			<b>TOTAL</b>
AGE 102			
ECO 201			
ECO 202			
POS 105			
POS 111			
POS 125			
POS 205			
POS 225			
<b>CATEGORY TWO:</b>			
GEO 105			
<b>CATEGORY THREE:</b>			
AGR 260			
ANT 101			
ANT 107			
CRJ 110			
JOU 105			
PSY 101, 102			
PSY 235, 238			
PSY 249			
SOC 101			
SOC 102			
SOC 215			
SOC 231			
<b>History: 3 credits - 1 GT History course</b>			
HIS 101, 102			TOTAL
HIS 121, 122			
HIS 225			
<b>Electives: 23 credits</b>			
			TOTAL

<b>Arts &amp; Humanities: 6 Credits - 2 courses from 2 different areas</b>			
<b>CATEGORY ONE:</b>			<b>TOTAL</b>
ART 110			
ART 111			
ART 112			
ART 207			
MUS 120, MUS 121			
MUS 122, MUS 125			
THE 105, THE 108			
THE 211			
THE 212			
<b>CATEGORY TWO:</b>			
HUM 115			
HUM 121			
HUM 122			
HUM 123			
LIT 115			
LIT 201, 202			
LIT 205			
LIT 211, 212			
LIT 221, 222			
LIT 225, 246			
<b>CATEGORY THREE:</b>			
PHI 111			
PHI 112			
PHI 113			
<b>CATEGORY FOUR:</b>			
SPA 211, 212			
<b>Arts/Hum./Soc. Behav./History: 3 additional credits</b>			
			TOTAL
<b>Natural &amp; Physical Sciences: 7 Credits or 2 courses with at least one w/lab, ANT taken before 201610 counts as a CORE, 3-credit Social &amp; Behavioral Science (SS3) course</b>			
Additional credit beyond 7 credits will be applied to electives			<b>TOTAL</b>
AGY 240		CHE 112	
ANT 111		ENV 101	
AST 101, 102		GEY 111	
BIO 105		GEY 112	
BIO 111		GEY 135	
BIO 112		NRE 251	
BIO 201		PHY 105	
BIO 202		PHY 111	
BIO 204		PHY 112	
CHE 101		PHY 211	
CHE 102		PHY 212	
CHE 105		SCI 105	
CHE 111			

## Associate of Science

## Associate of Science Degree Program

Students who choose to fulfill the following degree requirements will be eligible to receive the Associate of Science degree. The Associate of Science degree program is normally utilized by those students planning to transfer to a four-year institution at the completion of two years at Otero College in order to complete their Bachelor of Science degree.

### Minimum Competency Standards for Program Admission

Students desiring to enroll in the Associate of Science degree program must meet or exceed the following entrance examination scores:

Students must meet or exceed the entrance examination score based on the results of a basic assessment test (Accuplacer). Otero College uses multiple measures to direct students into appropriate English, Reading and Mathematics courses and to advise students in the selection of other courses. Prior to enrollment, all new students must complete an assessment. Please call Student Services at 719-384-6831, for more information regarding course placement.

### Graduation Expectations

The Colorado Community College System's (CCCS) colleges have adopted a set of guidelines to define the conditions under which a student can expect to graduate with an Associate of Arts or an Associate of Science degree in two calendar years. The Academic Advising Center at each individual CCCS community college can provide additional information. The CCCS colleges guarantee that a student will be able to complete all course work necessary to earn an AA or an AS degree from a specific CCCS college in 60 credit hours and in 24 months. Students must satisfy all the conditions described below to be eligible for this guarantee:

1. Enroll at the same community college for at least four consecutive semesters, excluding summer.
2. Register within one week of the beginning of registration for each semester.
3. Have completed all required remedial coursework before beginning the count of two years to degree completion.
4. Enroll in and pass (with a "C" or better in each course) an average of 15 credit hours in coursework that applies to the AA/AS in each four consecutive semesters.
5. Obtain a recommended plan of study for the AA or AS degree plan of study, signed by the student and community college advisor, prior to registration for the second semester, and according to the requirements of the students' community college.
6. Follow the signed plan of study.
7. Continue with the same degree (AA or AS) from entrance to graduation.
8. Retain documentation demonstrating that all the above requirements were satisfied. (advising records, transcripts, etc.)

### Associate of Science - General Education Core

Students who complete an Associate of Science degree are guaranteed to transfer 60 credit hours of courses required for the degree to a four-year school once they have been accepted for admission. Students who follow this plan should be able to finish a Bachelor of Science degree within another 60 credit hours.

The primary distinguishing characteristic of an Associate of Science degree that differentiates it from an Associate of Arts degree is that the A.S. requires 12 credits or three courses in natural and physical sciences with labs. Two of these three courses must be sequential. For example, a student might choose to take the sequence AST 101: Astronomy I with Lab (4 credits), and AST 102: Astronomy II with Lab (4 credits). This student could then complete

the Natural and Physical Sciences requirement by taking Geology 111: Physical Geology with Lab (4 credits), for a total of three courses and 12 credits.

### Academic and Related Requirements

- A. Earn a minimum 2.00 cumulative grade point average from Otero College.
- B. Complete a minimum of 15 semester hours at Otero College.
- C. Complete a minimum of 60 semester hours as outlined in the above course requirements for the Associate of Science Degree.
- D. Complete with a grade of "C" or higher all required courses (39 semester credit hours) that are to be counted towards the general education core curriculum.
- E. Complete the application for graduation form by the end of the first week of spring semester and pay for the cap, gown and diploma by March 1.
- F. Be enrolled in Otero College classes the semester of intended graduation.
- G. Complete the requirements for graduation in effect at the time of first-time enrollment. (NOTE: Students not enrolled for two semesters are required to complete all degree requirements in effect at the time of re-enrollment.)
- H. Meet all financial obligations to the College.

### Graduation Restrictions

- A. May not use basic skills courses (those numbered below the general education core curriculum) toward the degree program.
- B. May not be granted more than one academic degree in the same semester.
- C. May not apply career and technical education courses toward the degree program other than those specified above.

Core requirements = 39 credits      Elective requirements = 21 credits  
AS Degree Total = 60 credits (100 level or higher)

\*Remedial courses, (courses below 100 level) do not count toward graduation requirements

PLEASE NOTE: Some degrees may exceed the typical 60 credit hours required to successfully graduate.

### Otero College: Associate of Science Transfer Degree

Total Degree Credits = 60

Remedial Courses (Courses below 100 level) do not count toward graduation

39 Credits = Core      21 Credits = Electives



<b>Written &amp; Oral Communication: 9 Credits</b>			
ENG 121			TOTAL
ENG 122			
COM 115		Community College Graduation Requirement	
OR			
COM 125		Community College Graduation Requirement	
<b>Math: 3 Credits</b>			
MAT 121			TOTAL
MAT 122			
MAT 168			
MAT 201		Additional credit beyond 3 credits will be applied to electives	
MAT 202, 203			
<b>Social &amp; Behavioral Sciences: 6 Credits</b>			
* A student can fulfill this requirement by taking either two guaranteed transfer Social & Behavioral Science courses(GT-SS1, GT-SS2, GT-SS3)			
OR by taking one guaranteed transfer Social & Behavior Science course(GT-SS1, GT-SS2, GT-SS3) and one guaranteed transfer History course (GT-HI1) in addition to the guaranteed transfer History (GT-HI1) credit required below.			
<b>CATEGORY ONE:</b>			<b>TOTAL</b>
AGE 102			
ECO 201			
ECO 202			
POS 105			
POS 111			
POS 125			
POS 205			
POS 225			
<b>CATEGORY TWO:</b>			
GEO 105			
<b>CATEGORY THREE:</b>			
AGR 280			
ANT 101			
ANT 107			
CRJ 110			
JOU 105			
PSY 101, 102			
PSY 235, 238			
PSY 249			
SOC 101			
SOC 102			
SOC 215			
SOC 231			
<b>History: 3 credits</b>			
HIS 101			TOTAL
HIS 102			
HIS 121			
HIS 122			
HIS 225			
<b>Electives: 21 credits</b>			
			TOTAL

<b>Arts &amp; Humanities: 6 Credits</b>			
or 2 courses from 2 different categories			
<b>CATEGORY ONE:</b>			<b>TOTAL</b>
ART 110			
ART 111, 112			
ART 207			
MUS 120, MUS 125			
THE 105			
THE 108			
THE 211			
THE 212			
<b>CATEGORY TWO:</b>			
HUM 115			
HUM 121			
HUM 122			
HUM 123			
LIT 115			
LIT 201, 202			
LIT 205			
LIT 211, 212			
LIT 221, 222			
LIT 225, 246			
<b>CATEGORY THREE:</b>			
PHI 111			
PHI 112			
PHI 113			
<b>CATEGORY FOUR:</b>			
SPA 211, 212			
<b>Natural &amp; Physical Sciences: 12 Credits - 3 courses w/lab</b>			
Additional credit beyond 12 credits will be applied to electives			<b>TOTAL</b>
AGY 240		CHE 111	
ANT 111		CHE 112	
AST 101, 102		GEY 111	
BIO 111		GEY 112	
BIO 112		GEY 135	
BIO 201		NRE 251	
BIO 202		PHY 111	
BIO 204		PHY 112	
CHE 101		PHY 211	
CHE 102		PHY 212	
Two of three GT-SC1 lab science courses must be sequential.			
Example:			
AST 101			
AST 102			
GEY 111			
**An ANT 111 course taken BEFORE the 201810 semester will still count as a CORE, 3-credit Social & Behavioral Science (SS3) course.			
Additional credit beyond 12 credits will be applied to electives.			

# Transfer Degrees

## Associate of Arts & Associate of Science Transfer Degrees

Colorado public four-year higher education institutions will honor the transfer of an Associate of Arts (A.A.) degree and the Associate of Science (A.S.) degree earned at a Colorado public institution that offers A.A. or A.S. degrees. A student who earns an A.A. or A.S. degree at a Colorado public college, which includes completing the state guaranteed general education courses with a grade of "C" or better in all courses, will transfer with junior standing into any arts and science degree program offered by a Colorado public four-year college. Since 1988 Colorado has had an operating 2+2 transfer agreement that ensures a student who completes an A.A. or A.S. degree with a grade of "C" or better in all courses, will have junior standing at the receiving institution i.e., transfer 60 credit hours. Because most liberal arts and sciences degrees are designed to be completed in 120 credit hours, a transfer student may complete a four-year degree in the same time as a native student, 120 hours. The receiving institution will evaluate credit for prior learning, advanced placement, and correspondence courses following its standard policy.

## Programs of Study: Transfer Degrees with Designation

The following program curricula are designed to prepare the student to transfer to a four-year college or university with Statewide Transfer Articulation Agreements developed by the Colorado Department of Higher Education. The purpose of a statewide transfer articulation agreement is to identify the courses a student at a Colorado public community college must complete as part of an Associate of Arts (A.A.) or Associate of Science (A.S.) degree to be guaranteed to be able to complete a bachelor's degree program (B.A. or B.S.) at any public four-year college or university that offers that bachelor's degree program.

## Transfer of General Education

Colorado's state guaranteed general education courses are designed to allow students to begin their general education courses at one Colorado public higher education institution and later transfer to another without loss of general education credits. That is, the state guaranteed general education may be applied to the general education graduation requirement or the graduation requirements of the declared major, whichever is in the student's best interest. Effective fall 2003, Colorado policy ensures that students who successfully complete a state guaranteed general education course will receive transfer credits applied to graduation requirements in all majors at all public institutions unless a specific statewide articulation agreement exists. The state's guaranteed general education curriculum is organized into five categories: communication, mathematics, fine arts and humanities, social and behavioral sciences, and physical and life sciences. To complete the Colorado state guaranteed general education core, students are required to take 11 courses or 38 to 39 semester credit hours and earn a "C" grade or better in each course. The guarantee is limited to the number of semester credit hours in each general education category.

# Agriculture Business AS

## Transfer Degree Description

The process of how food gets from the field to our tables begins on the farm, however, there's an entire financial ecosystem that exists in between those two points. There are also numerous career opportunities for individuals with an interest in business and agriculture-related fields, beyond the traditional roles of farmer and rancher. Supply chain analysts, agricultural statisticians, farm machinery sales representatives, and commodity brokers are just a few of the professionals who work at the intersection of agriculture and commerce. They support an industry that helps feed and clothe people all over the world.

In an associate program in Agricultural Business, you will study agriculture finance, learn about the many factors that affect the buying and selling of food, and examine business management aspects of food production. This degree is transferable to universities offering a bachelor's degree in Agricultural Business.

Otero College, in cooperation with Colorado State University - Fort Collins, has developed a two-year Associate of Science degree track with an emphasis in Agriculture in three different areas: Agriculture Business, Animal Science, and Soil and Crop Science. Upon successful completion, the degree, and all classes associated with the degree, will transfer seamlessly into the CSU-Fort Collins College of Agricultural Science where a student can earn a bachelor's degree with an additional 60 hours of credit.

Student should work closely with their advisor and contact their transfer institution choices for more specific transfer information.

Freshman Year		Fall Semester	Spring Semester
ENG 121	English Composition I	3	
MAT 121	College Algebra	--	
or MAT 125	Survey of Calculus	4	
BIO 111	General College Biology I	5	
AGE 102	Ag Economics	3	
ASC 100	Animal Science	3	
ENG 122	English Composition II*		3
CIS 118	Intro to PC Applications		3
AGY100	General Crop Production		4
-----	Arts and Humanities		6
Sophomore Year		Fall Semester	Spring Semester
CHE 111	General College Chemistry I w/lab	--	
or CHE 101	Gen College Chem I with Lab	5	
ACC 121	Accounting Principles I	4	
AGR 260	World Interdependence	3	
AGE 205	Farm and Ranch Management*	5	
ECO 201	Principles of Macro Economics	3	
COM 115	Public Speaking		3
HWE 100	Human Nutrition		3
AGE 208	Agricultural Finance*		3

HIS xxx	History	3
-----	Arts and Humanities	3
MAT135	Intro to Statistics	3

### Agriculture Business Advising Sheets

[Agriculture Business Advising Sheet CSU](#)

[Agriculture Business Advising Sheet West Texas A&M](#)

[Agriculture Business Advising Sheet New Mexico State University](#)

\*See your advisor for alternative restricted electives. The above courses are included in the articulation agreement with Colorado State University - Fort Collins. Ag Science articulation agreements also exist for New Mexico State University, West Texas A&M, Okla. Panhandle State University, and Northwestern Okla. State University. Please see your advisor for the correct course of study and articulation agreement specific to your transfer university.

\*If a student should need to take remedial and/or pre-requisite courses they are not included in this degree plan.

\*Some courses may not be offered at Otero College but available with CCCOnline.

# Animal Science AS

## Transfer Degree Description

If being outdoors and working with animals sounds appealing, animal science might be the right field for you. From maintaining the quality of the food we eat to maintaining the health of our pets, animal science covers a wide spectrum of focus areas and professional roles. The growing emphasis on improving diets and ensuring the meat and dairy products we consume are safe is creating high demand and opportunity in livestock production and management. An animal science degree can also lead to a future in animal research or in veterinary medicine, caring for furry companions and other domestic animals.

In an associate program in animal science, you will receive instruction about nutrition, physiology, and reproduction that could lead to a career as a food scientist, breeding technician, or livestock production manager. This degree is transferable to universities offering a bachelor's degree in Animal Science.

Otero College, in cooperation with Colorado State University - Fort Collins, has developed a two-year Associate of Science degree track with an emphasis in Agriculture in three different areas: Agriculture Business, Animal Science, and Soil and Crop Science. Upon successful completion, the degree, and all classes associated with the degree, will transfer seamlessly into the CSU-Fort Collins College of Agricultural Science where a student can earn a bachelor's degree with an additional 60 hours of credit.

Students should work closely with their advisor and contact their transfer institution choices for more specific transfer information.

Freshman Year		Fall Semester	Spring Semester
ENG 121	English Composition I	3	
MAT121	College Algebra	--	
or MAT 125	or Survey of Calculus	4	
BIO 111	General College Biology I	5	
AGE 102	Ag Economics	3	
ASC 100	Animal Science	3	

ENG 122	English Composition II*		3
HIS xxx	History		3
-----	Arts and Humanities		6
CIS 118	Intro to PC Applications*		3

Sophomore Year		Fall Semester	Spring Semester
CHE 101	Introduction to Chemistry with Lab	--	
or CHE 111	or General College Chemistry I w/lab	5	
AGR 260	World Interdependence	3	
AGE 205	Farm and Ranch Management*	3	
ECO 201	Macroeconomics	3	
ASC 230	Farm Animal Anatomy and Physiology	3	

COM 115	Public Speaking		3
ASC 225	Feeds and Feeding		4
ASC 250	Live Animal and Carcass Evaluation		3
ASC 288	Livestock Practicum		2
-----	Arts and Humanities		3

### Animal Science Advising Sheets

[Animal Science Advising Sheet CSU](#)

[Animal Science Advising Sheet West Texas A&M](#)

[Animal Science Advising Sheet Oklahoma Panhandle](#)

[Animal Science Advising Sheet New Mexico State University](#)

\*See your advisor for alternative restricted electives. The above courses are included in the articulation agreement with Colorado State University - Fort Collins. Ag Science articulation agreements also exist for New Mexico State University, West Texas A&M, Okla. Panhandle State University, and Northwestern Okla. State University. Please see your advisor for the correct course of study and articulation agreement specific to your transfer university.

\*If a student should need to take remedial and/or pre-requisite courses they are not included in this degree plan.

\*Some courses may not be offered at Otero College but available with CCCOnline.

# Anthropology AA

## Transfer Degree Description

Anthropologists put their endless curiosity to good use by providing unique expertise in addressing many of the challenges our communities face today. With their in-depth knowledge of humankind and deep understanding of how humanity has evolved over many centuries, anthropologists offer a valuable perspective on everything from public health concerns to longstanding issues of inequality. In an Anthropology program, you will learn how to identify and study how different cultures developed and changed with the passing of time. An anthropology degree aligns with a career in archaeology or paleontology but can also lead to opportunities in education, government, business, and several other fields.

An associate degree in Anthropology can be a first step toward a role as a historic preservationist, market researcher, human rights advocate, or museum director. This degree is transferable to universities offering a bachelor's degree in Anthropology.

Freshman Year		Fall Semester	Spring Semester
ENG 121	English Composition I	3	
HIS	History	3	
MAT ----	<b>** See Note at bottom of page**</b>	3-4	
ANT 101	Cultural Anthropology	3	
-----	Social & Behavioral Sciences	3	
-----	Social & Behavioral Sciences (SS2-SS3)		3
-----	Arts and Humanities		3
ENG 122	English Composition II		3
ANT 107	Introduction to Archaeology		3
-----	Electives		3
Sophomore Year		Fall Semester	Spring Semester
-----	Lab Science	4	
-----	Arts and Humanities	3	
-----	Social & Behavioral Sciences	3	
ANT 111**	Biological Anthropology w/Lab	4	
-----	Arts and Humanities		3
ANT	Anthropology course		3
COM 115	Public Speaking		
or COM 125	Interpersonal Communication		3
-----	Lab Science		4
-----	Electives		3

Please note: Additional ANT courses beyond the 4 courses (12 credit hours) identified above may not count toward the Anthropology major at the receiving 4-year institution. See explanation in Limitations section.

**\*\*\*One GT Pathways course (GT-MA1), prefer MAT 135: Introduction to Statistics**  
 Except:

\*University of Colorado Denver requires either MAT 135: Introduction to Statistics or MAT 121: College Algebra;

\*Western State Colorado University requires MAT 121: College Algebra

\*If a student should need to take remedial and/or pre-requisite courses they are not included in this degree plan.

\*Some courses may not be offered at Otero College but available with CCCOnline.



# Art History AA

## Transfer Degree Description

Have you ever looked at a famous painting or sculpture and wondered about its creation? Have you thought about what historical factors may have influenced the artist's style and point of view? If so, a degree in Art History will give you the knowledge and skills to observe works of art in a new and exciting way. You will develop visual and critical abilities to recognize social, political, philosophical, literary, and religious context of the time period in which they were created. This expertise can lead to a number of opportunities, working in galleries, museums, schools, or for an art publication.

An associate program in Art History is a first step toward a career as a curator, archivist, or art authenticator. This degree is transferable to universities offering a bachelor's degree in Art, Art History, Fine Arts, and Visual and Performing Arts.

Freshman Year		Fall Semester	Spring Semester
ART 111	Art History: Ancient to Medieval	3	
ENG 121	English Composition I	3	
ART 121	Drawing I	3	
HIS_____	History	3	
-----	Natural & Physical Sciences with Lab	4	

ENG 122	English Composition II		3
ART 112	Art History: Renaissance to Modern		3
COM 115	Public Speaking		---
Or	Or		3
COM 125	COM 125 Interpersonal Communications		---
ARTS & HUM-----	Arts and Humanities Elective		3
-----	Natural & Physical Sciences with Lab		4

Sophomore Year		Fall Semester	Spring Semester
MAT -----	Mathematics	3	
ART 131	Visual Concepts 2-D Design	3	
HIS -----	History	3	
-----	Social & Behavioral Sciences	3	
-----	Elective	3	

ARTS & HUM-----	Arts and Humanities Elective		3
ART 132	Visual Concepts 3-D Design		3
ART 207	Art History 1900 to Present		3
-----	Social & Behavioral Sciences		3
-----	Elective		3

\*If a student should need to take remedial and/or pre-requisite courses they are not included in this degree plan.

\*Some courses may not be offered at Otero College but available with CCCOnline.

# Biology AS

## Transfer Degree Description

Do you have an endless sense of curiosity and a desire to understand how things work? Those are traits you share with many of the scientists and doctors who are focused on finding cures for life-threatening diseases and developing life-saving vaccines. A background in Biology, or the study of all living things, is a strong foundation for careers in many fields, including medicine, medical research, healthcare, forensics, and environmental conservation. A Biology program will help you learn scientific methods and evidence-based approaches for collecting and interpreting data about people, plants, animals, and other living organisms.

An associate degree in Biology can lead to a wide array of professional roles, including molecular biologist, lab technician, genetic counselor, forensic investigator, or environmental scientist. This degree is transferable to universities offering a bachelor's degree in Biology.

Students should work closely with their advisor and contact their transfer institution choices for more specific transfer information.

Freshman Year		Fall Semester	Spring Semester
ENG 121	English Composition I	3	
CHE 111	General College Chemistry I	5	
BIO 111	General College Biology I	5	
MAT 201	Calculus I: MA1	5	
ENG 122	English Composition II		3
CHE 112	General College Chemistry II		5
BIO 112	General College Biology II		5
-----	Arts and Humanities		3
Sophomore Year		Fall Semester	Spring Semester
-----	Arts and Humanities		
PHY 111	Physics: Algebra-Based I/Lab:SC1	3	
-----	Social and Behavioral Science	5	
COM 115	Public Speaking	3	
or	or	---	
COM 125	Interpersonal Communications	3	
		---	
HIS	History		3
PHY 112	Physics Algebra-based II/Lab:SC1		5
-----	Social/Behavioral Science		3
-----	Elective>		1

# Business AA

## Transfer Degree Description

Do you have a keen interest in what makes business ventures successful? Have you dreamed of owning or being part of a thriving company one day? A Business program can be a first step in making that dream a reality. You will learn fundamental principles of business management, which can be applied to nearly every industry and lead to opportunities in consulting, sales, operations management, and nonprofit organization leadership. There are a variety of roles you could pursue with a Business degree, including human resources director, office manager, and customer service representative.

In an associate program in Business, you will explore business principles and decision-making practices. This degree is transferable to universities offering bachelor's degrees in Business Administration.

Students should work closely with their Otero advisor and contact their transfer institution choices for more specific transfer information.

Freshman Year		Fall Semester	Spring Semester
ACC 121	Principles of Accounting I	4	
BUS 115	Introduction to Business	3	
MAT 121	College Algebra	4	
ENG 121	English Composition I	3	
ACC 122	Principles of Accounting II		4
ENG 122	English Composition II		3
MAT 125	Survey of Calculus		4
COM 115	Public Speaking		3
HIS	Social/Behavioral Science (History)		3
Sophomore Year		Fall Semester	Spring Semester
BUS 216	Legal Environment of Business	3	
ECO 201	Principles of Macro Economics	3	
-----	Arts and Humanities	3	
-----	Lab Science	4	
BUS 217	Bus Communication & Report Writing		3
BUS 226	Business Statistics		3
ECO 202	Principles of Micro Economics		3
-----	Arts and Humanities		3
-----	Lab Science		4

\*If a student should need to take remedial and/or pre-requisite courses they are not included in this degree plan.

\*Some courses may not be offered at Otero College but available with CCCOnline.

# Chemistry AS

## Transfer Degree Description

From the shampoo we wash our hair with to the pest control products used in the fields where our food is grown, the work of chemists is a part of our daily lives in a multitude of ways. Chemistry is the study of different types of matter and how they interact with one another to create new substances. If you enjoy coming up with theories and testing them, a Chemistry program will give you the tools to turn your interest in experimentation into a career path. In addition to learning chemical principles and processes in the classroom, you will spend time in the lab, developing methods for how to ask the right questions, identify patterns, draw conclusions, and solve problems. A Chemistry degree can be applied to careers in several fields, including chemical engineering, pharmacy, environmental science, agriculture, and engineering.

An associate degree in Chemistry can be the first step toward many professional roles, including food chemist, pharmaceutical sales representative, quality control manager, and toxicologist. This degree is transferable to universities offering a bachelor's degree in Chemistry.

Students should work closely with their advisor and contact their transfer institution choices for more specific transfer information.

Freshman Year		Fall Semester	Spring Semester
CHE 111	General College Chemistry I	5	
ENG 121	English Composition I	3	
MAT 201	Calculus I	5	
----	Social and Behavioral Sciences	3	
CHE 112	General College Chemistry II		5
ENG 122	English Composition II		3
MAT 202	Calculus II		5
----	Arts and Humanities		3
Sophomore Year		Fall Semester	Spring Semester
CHE 211	Organic Chemistry I	5	
PHY 211	Physics: Calculus-Based I	5	
MAT 203	Calculus III	4	
HIS	History	3	
CHE 212	Organic Chemistry II		5
PHY 212	Physics: Calculus-Based II		5
----	Social/Behavioral Science		3
COM 115	Public Speaking		---
or COM 125	or Interpersonal Communications		3

\* Students are required to reverse transfer one Arts & Humanities and one Social & Behavioral Science to successfully complete an Associate of Science degree with a Chemistry designation at Otero College.

\*If a student should need to take remedial and/or pre-requisite courses they are not included in this degree plan.

\*Some courses may not be offered at Otero College but available with CCCOnline.

# Criminal Justice AA

## Transfer Degree Description

Do you feel strongly about the need to uphold and enforce laws? Do you think public safety and protecting individual rights should be a society's highest priorities? If so, you share a core belief with the thousands of dedicated professionals who work in the criminal justice system. From police officers to juvenile court counselors to correctional administrators, there are a variety of opportunities in this field on the local, state, and national levels. A degree in Criminal Justice can lead to a career in law, policing, corrections, victim and offender rehabilitation, white collar crime, counterterrorism, emergency management, homeland security, cybercrime, private security, and forensics.

In an associate program in Criminal Justice, you will explore topics that include criminal law, psychology, forensics, and government. This degree is transferable to universities offering a bachelor's degree in Criminal Justice.

Students should work closely with their advisor and contact their transfer institution choices for more specific transfer information.

Freshman Year		Fall Semester	Spring Semester
ENG 121	English Composition I	3	
HIS	History	3	
MAT ----	<b>**See note a bottom of page**</b>	3-4	
SOC 101	Intro to Sociology I	3	
CRJ 110	Introduction to Criminal Justice System	3	
-----	Social & Behavioral Sciences		3
-----	Arts and Humanities		3
ENG 122	English Comp. II		3
CRJ 125	Policing Systems		3
-----	<b>**Electives</b>		3
			3
Sophomore Year		Fall Semester	Spring Semester
-----	Lab Science	4	
-----	Arts and Humanities	3	
CRJ 145	Correctional Process	3	
-----	<b>**Electives</b>	3	
		3	
-----	<b>*Criminal Justice Courses</b>		6
CRJ	Lab Science		4
COM 115	Public Speaking		--
or COM 125	or Interpersonal Communication		3

\*Choose two (2) courses from the following:

CRJ 127 Crime Scene Investigation, CRJ 135 Judicial Functions, CRJ 205 Principles of Criminal Law, CRJ 209 Criminal Investigations, CRJ 230 Criminology, CRJ 231 Introduction to Forensic Science & Criminalistics, CRJ 235 Delinquent Behavior, CRJ 236 Criminal Justice Research Methods, CRJ 257 Victimology, CRJ 268 Criminal Profiling

\*\*Choose three (3) courses from the following:

ANT 201 Introduction to Forensic Anthropology, CNG 258 Computer Forensics, COM 217 Group Communication, COM 225 Organizational Communications, POS 111 American Government, POS 125 American/ State and Local Government, PSY 207 Introduction to Forensic Psychology, PSY 217 Human Sexuality, PSY 226 Social Psychology, PSY 249 Abnormal Psychology, SOC 231 Sociology of Deviant Behavior.

\*\*\*One GT Pathways course (GT-MA1), prefer MAT 135: Introduction to Statistics;

Except:

\*Colorado Mesa University requires either MAT 120: Mathematics for the Liberal Arts or MAT 121: College Algebra

\*University of Northern Colorado requires MAT 135: Introduction to Statistics

\*If a student should need to take remedial and/or pre-requisite courses they are not included in this degree plan.

\*Some courses may not be offered at Otero College but available with CCCOnline.

# Early Childhood Teacher Education AA

## Transfer Degree Description

Helping to shape small minds, while spending your day playing with children - a career in early childhood education can be serious fun! Teachers in early childhood settings have an enormous impact on the lives of young children, helping their developing brains build critical skills like curiosity, persistence, and collaboration that will support success in kindergarten and beyond. Early childhood educators monitor developmental progression while creating a safe, engaging environment for play-based learning to occur.

An Early Childhood Education teaching degree can lead to a role as a classroom teacher, a center director, or an advocate for this important industry on which many families rely. In an associate program in Early Childhood Teacher Education, you will study developmental milestones, learn observation techniques, and explore culturally responsive and engaging teaching practices. This degree is transferable to universities offering bachelor's degrees in Early Childhood Education.

Students interested in Early Childhood Education with plans to pursue a Bachelor's Degree would follow this recommended track. If you are planning to transfer on to a 4-year university after graduating at Otero, view the Otero Transfer Agreement. Each student should work closely with their Otero advisor and contact their transfer institution choices for more specific transfer information. Other transfer information can be found at The Colorado Dept. of Higher Education.

All courses required for this degree must be completed with a "C" or better to be considered for transfer to another Colorado institution. Transferability of courses to colleges or universities outside of Colorado is determined by the receiving institution.



Freshman Year		Fall Semester	Spring Semester
ECE 101	Intro to Early Childhood Edu	3	
ECE 102	Intro to ECE Lab Techniques	3	
ENG 121	English Composition I	3	
HIS 121	US History I	--	
or	or	3	
HIS 122	US History II	--	
-----	*Arts and Humanities	3	
ECE 103	Strategies for Young Children		3
ENG 122	English Comp. II		3
MAT 120	Math Lib. Arts		4
POS 111	American Government		3
-----	*Arts and Humanities		3
Sophomore Year		Fall Semester	Spring Semester
ECE 220	ECE Curriculum Development	3	
ECE 238	Child Growth and Development	3	
SCI 155	Integrated Sci I w/Lab	4	
ECE 256	Working w/Families & Commit		3
GEO 105	World Regional Geography		3
SCI 156	Integrated Sci II w/Lab		4
-----	Elective - 4 yr specific		9

\* MUS 120 or ART or 110 or THE 105 **AND** LIT 115 or LIT 255

\*If a student should need to take remedial and/or pre-requisite courses they are not included in this degree plan.

\*Some courses may not be offered at Otero College but available with CCCOnline.

# Economics AA

## Transfer Degree Description

If money makes the world go round, people who understand financial markets and can interpret their movements possess skills and abilities that will never lose value. If learning about economic trends and patterns sounds interesting to you, an associate program in Economics will help you broaden your knowledge base and learn how to analyze economic data. Given that there are financial aspects to nearly every field, an Economics degree can lead to a career in business, law, finance, public policy, and international relations. Potential roles include market analyst, investment banker, financial planner, and risk manager. There are also opportunities in the public sector, such as budget director of a government agency or chief financial officer for a nonprofit organization.

In an associate program in Economics, you will explore microeconomics and macroeconomics. This degree is transferable to universities offering a bachelor's degree in Economics.

Students should work closely with their Otero advisor and contact their transfer institution choices for more specific transfer information.

Freshman Year		Fall Semester	Spring Semester
ENG 121	English Composition I	3	
HIS	History	3	
MAT 135	Statistics	3	
ECO 201	Principles of Macro Economics	3	
COM 115	Public Speaking	--	
or COM 125	or Interpersonal Communication	3	
ECO 202	Principles of Micro Economics		3
-----	Arts and Humanities		3
ENG 122	English Composition II		3
-----	Electives		7
Sophomore Year		Fall Semester	Spring Semester
-----	Lab Science	4	
-----	Arts and Humanities	3	
MAT 201	Calculus I	5	
-----	Electives	3	
-----	Arts and Humanities		3
-----	Lab Science		4
-----	Electives		7

\*If a student should need to take remedial and/or pre-requisite courses they are not included in this degree plan.

\*Some courses may not be offered at Otero College but available with CCCOnline.

# Elementary Education AA

## Transfer Degree Description

Do you enjoy spending time with children and teaching them new things? Does it give you a sense of pride and excitement when they master different skills and abilities? As an elementary education professional, all of your daily activities will focus on the goal of helping students begin their academic journey and reach their potential. Through your instruction in the classroom, they will develop foundational knowledge in the key areas of math, reading, writing, social studies, and science that will carry them into high school and beyond. A program in Elementary Teacher Education will give you a firm grasp of pedagogy, including how to plan lessons and support different learning styles. You will learn how to create a safe, inclusive, stimulating classroom environment that invites them to ask questions and engage in discussion.

An associate degree in Elementary Teacher Education can be a first step toward a career as an elementary school teacher, special education teacher, school administrator, instructional designer, or professional tutor. This degree is transferable to universities offering a bachelor's degree in Elementary Education, Inclusive Elementary Education, Human Development, Interdisciplinary Studies, Liberal Arts, and Liberal Studies.

Students should work closely with their Otero advisor and contact their transfer institution choices for more specific transfer information.

Freshman Year		Fall Semester	Spring Semester
SCI 155	Integrated Science I w/Lab	4	
ENG 121	English Composition I	3	
HIS 121	U.S. History to Reconstruction	3	
LIT 115 or 201	Literature	3	
PSY 101	General Psychology I	3	
ENG 122	English Composition II		3
----	**Elective		3
SCI 156	Integrated Science II w/Lab		4
GEO 105	World Regional Geography		3
Sophomore Year		Fall Semester	Spring Semester
HUM 121	Survey of the Humanities I	3	
PSY 238	Child Development	3	
COM 115	Public Speaking	3	
MAT 155	Integrated Math I	3	
EDU 221	Introduction to Education		2
MAT 156	Integrated Math II		3
POS 111	American Government		3
----	**Elective		3
----	**Elective		4

\*Students must successfully pass BOTH SCI 155 & 156 to satisfy the gtPathways science requirement.

\*\* Each 4-year college in Colorado has their own prescribed list of “electives” for those students that are seeking an Elementary Education degree. Check with your advisor for this list of courses. Otero College will use applicable

elective credit (19 credit hours) outside of the required courses (41 credits) to graduate the student from Otero College.

\* A grade of B- or higher must be earned in English Composition I (ENG 121). This is a standard teacher education admission standard in Colorado.

\*If a student should need to take remedial and/or pre-requisite courses they are not included in this degree plan.

\*Some courses may not be offered at Otero College but available with CCCOnline.

# English AA

## Transfer Degree Description

The written word has the power to inform and inspire. An English program will help you develop your talents and learn to write with clarity and purpose. You will gain thorough knowledge of classic and contemporary literature and explore a variety of writing styles, including creative, persuasive, and informational writing. An English degree is highly transferable to a multitude of fields, including business, law, and education.

An associate program in English could lead to a career as a high school teacher, copywriter, book editor, publisher, or librarian. This degree is transferable to universities offering a bachelor's degree in English.

Students should work closely with their advisor and contact their transfer institution choices for more specific transfer information.

Freshman Year		Fall Semester	Spring Semester
ENG 121	English Composition I	3	
LIT 115	Introduction to Literature	3	
-----	Lab Science	4	
HIS	History Course	3	
-----	Social/Behavioral Science		6
ENG 122	English Composition II		3
MAT 120	Math for Liberal Arts or higher		4
-----	Lab Science		4
Sophomore Year		Fall Semester	Spring Semester
ARTS & HUM-----	Arts & Humanities Electives	9	
COM 125	Interpersonal Communications	---	
or COM 115	or Public Speaking	3	
* English requirements	Students choose 5 gtPathways (GT-AH2) *NOTE: Students are required to take a total of 5 (five) Literature courses (15-credits), 4 (four) of which must be at the 200-level.	15 Credits	
*Electives		6 Credits	

\*If a student should need to take remedial and/or pre-requisite courses they are not included in this degree plan.

\*Some courses may not be offered at Otero College but available with CCCOnline.

# Geology AS

## Transfer Degree Description

From climate change to the energy crisis, our planet faces major problems which Geoscience professionals are uniquely qualified to help solve. Geology is the study of the Earth, its history, and the scientific processes that have occurred over time to shape it. Geologists are tasked with expanding our understanding of the Earth, from crust to core, and identifying solutions to important problems, like how to protect and sustain our natural resources. Career opportunities in geology exist in the public sector and in private industries, like mining. Geologists often split their days between the laboratory and the field, looking for new mineral deposits, identifying sources of water pollution, or investigating natural disasters like earthquakes and landslides. They can also be found in offices, helping to shape environmental policy. Civil engineer, hydrologist, and environmental field technician are just a few of the professional roles in this hands-on field.

In an associate program in Geology, you will explore physical and historical geology, chemistry, and physics. This degree is transferable to universities offering a bachelor's degree in Geology, Geosciences, or Earth Sciences.

Students should work closely with their advisor and contact their transfer institution choices for more specific transfer information.

Freshman Year		Fall Semester	Spring Semester
ENG 121	English Composition I	3	
MAT 201	Calculus I	5	
CHE 111	General College Chemistry I	5	
HIS-----	History Elective	3	
CHE 112	General College Chemistry II		5
MAT 202	Calculus II		5
ENG 122	English Composition II		3
ARTS & HUM -----	Arts & Humanities		3
Sophomore Year		Fall Semester	Spring Semester
COM 115	Public Speaking	---	
or COM 125	or Interpersonal Communications	3	
ARTS & HUM -----	Arts & Humanities	3	
GEY 111	Physical Geology with Lab	4	
PHY 211	Physics: Calculus based I/Lab	5	
GEY 112	Historical Geology		4
PHY 212	Physics: Calculus based II/Lab		5
-----	Social & Behavioral Sciences		6

\*If a student should need to take remedial and/or pre-requisite courses they are not included in this degree plan.

\*Some courses may not be offered at Otero College but available with CCCOnline.

# History AA

## Transfer Degree Description

An interest in the past can help you select a path to your future. In a History program, you will develop a foundational understanding of historic trends and movements by analyzing the economic, political, and cultural significance of specific events. Through this process, you will grow research, writing, and critical thinking skills that can be applied to a wide variety of fields, including government service, law, education, and business. A History degree can lead to a career as an academic researcher, archivist, museum curator, or history teacher.

In an associate program in History, you will learn about different eras of world history, including the rise of western civilization, and how to construct historical arguments and narratives. This degree is transferable to universities offering a bachelor's degree in History.

Students should work closely with their advisor and contact their transfer institution choices for more specific transfer information.

Freshman Year		Fall Semester	Spring Semester
ENG 121	English Composition I	3	
HIS 101	Western Civilization I	3	
-----	*Lab Science	3/4	
-----	Arts and Humanities	6	
-----	Arts and Humanities		3
ENG 122	English Composition II		3
-----	Social & Behavioral Science		3
HIS 102	Western Civilization II		3
MAT 120	Math Lib. Arts or higher		4
Sophomore Year		Fall Semester	Spring Semester
HIS 201	U.S. History I	3	
HIS 225	Colorado History	3	
-----	Social & Behavioral Science	3	
COM 115	Public Speaking	--	
or COM 125	or Interpersonal Communications	3	
-----	*Laboratory Science	3/4	
-----	Electives		6
HIS 202	U.S. History II		3

Students planning to transfer to University of Colorado Boulder must take either HIS 101 or HIS 102 to fulfill this requirement.

Students planning to transfer to CSU-Ft. Collins are advised to complete at least two semesters of one college-level foreign language.

# Mathematics AS

## Transfer Degree Description

Does a difficult math problem excite you? Do you view complex equations as fun challenges? From the stock market to space travel to computer programming, math is a driving force in our economy and in our world. A Mathematics program will give you the knowledge and skills to advance your talent with numbers and pursue professional opportunities in many fields, including business, science, engineering and technology.

An associate program in Mathematics can be a building block toward a sought-after career as an economist, accountant, physicist, or software engineer. This degree is transferable to universities offering a bachelor's degree in Mathematics.

Students should work closely with their advisor and contact their transfer institution choices for more specific transfer information.

Freshman Year		Fall Semester	Spring Semester
ENG 121	English Composition I	3	
MAT 201	Calculus I	5	
PHY 211	Calculus Based Physics I	5	
HIS	Social/Behavioral Science (History)	3	
-----	Social/Behavioral Science		3
ENG 122	English Composition II		3
MAT 202	Calculus II		5
PHY 212	Calculus Based Physics II		5
Sophomore Year		Fall Semester	Spring Semester
-----	Elective	3	
MAT 203	Calculus III	4	
-----	Arts and Humanities	3	
-----	Social/Behavioral Science	3	
CSC 160	Computer Science I		3
COM 115	Public Speaking		--
or COM 125	or Interpersonal Communications		3
-----	Arts and Humanities		6
-----	Elective		3

CSU-Ft Collins requires a different computer science course than the community college course. Students should seek advising at CSU-Ft Collins for information on the appropriate computer science course to take.



# Philosophy AA

## Transfer Degree Description

Why are we here? What is the meaning of life? If you enjoy thinking about these kinds of big questions and contemplating the answers, a Philosophy degree will provide you with the knowledge and skills to grow your interest into a career. Grounded in the study of civilizations from ancient times to modern day, philosophy explores different beliefs and ways of thinking. It encourages critical inquiry and debate about fundamental issues related to existence, reality, and society. As a discipline that has universal relevance, a degree in philosophy is highly transferable and can lead to opportunities in many sectors, including communication, research, and law. Writer, film or book critic, teacher, counselor, and lawyer are just a few of the various professional roles that can be pursued.

In an associate program in Philosophy, you will explore contemporary and historical philosophy, moral and ethical reasoning, and logic. This degree is transferable to universities offering a bachelor's degree in philosophy.

Students should work closely with their advisor and contact their transfer institution choices for more specific transfer information.

Freshman Year		Fall Semester	Spring Semester
ENG 121	English Composition I	3	
MAT 120	Math for Liberal Arts	3	
Or Higher	-----	-	
PHI 111	Introduction to Philosophy	3	
-----	Lab Science	4	
HIS-----	History Elective	3	
ENG 122	English Composition II		3
COM 115	Public Speaking		3
or COM 125	Interpersonal Communication		-
PHI 112	Ethics		3
-----	Lab Science		4
Sophomore Year		Fall Semester	Spring Semester
-----	Social & Behavioral Sciences Elective	6	
ARTS & HUM-----	Arts & Humanities Elective	3	
PHI 113	Logic	3	
-----	Electives	5	
ARTS & HUM-----	Arts & Humanities Elective		3
PHI -----	PHI 214 (Philosophy of Religion), PHI 218 (Environmental Ethics), or PHI 220 (Death and Dying)		6
-----	Electives		8

\*If a student should need to take remedial and/or pre-requisite courses they are not included in this degree plan.

\*Some courses may not be offered at Otero College but available with CCCOnline.

# Physics AS

## Transfer Degree Description

Matter and energy are what hold our universe together but few of us understand how they work in a real sense. For this reason, professionals with a physics background have incredibly unique expertise that can be applied in a multitude of ways. If your dream is to make a big discovery that will change the world or invent new technology that will change the future, a Physics degree will give you a firm foundation. In an associate degree program in Physics, you will explore topics like heat, light, and sound and learn about the laws of property and motion. The knowledge and skills you acquire can lead to jobs in numerous fields, including scientific research, education, engineering, healthcare, information technology, business, and space travel.

An associate program in Physics is a first step toward a career as a programmer, research analyst, high school physics teacher, or software engineer. This degree is transferable to universities offering bachelor's degrees in Physics.

Students should work closely with their advisor and contact their transfer institution choices for more specific transfer information.

Freshman Year		Fall Semester	Spring Semester
ENG 121	English Composition I	3	
MAT 201	Math Calculus I	5	
ARTS & HUM	Arts & Humanities Elective	3	
PHY 211	Physics: Calculus Based I/Lab	5	
ENG 122	English Composition II		3
MAT 202	Calculus II		5
HIS-----	History Elective		3
PHY 212	Physics: Calculus Based II/Lab		5
Sophomore Year		Fall Semester	Spring Semester
COM 115	Public Speaking	-	
or	or	3	
COM 125	Interpersonal Communication	-	
ARTS & HUM	Arts & Humanities Elective	3	
-----	Social & Behavioral Sciences Course	3	
PHY 213	Physics III: Calculus Based	3	
PHY-----	Physics Requirement	-	
ARTS & HUM	Arts & Humanities Elective		3
MAT 203	Calculus III		-
or	or		4
MAT 204	Calculus III with Eng App		-
MAT 265	Differential Equations		-
or	or		3
MAT 261	Differential Equations with Eng App		-
or	or		3
MAT 266	Differential Equations with Linear Algebra		-
CHE 111	General College Chemistry I		5
CSC 160	Computer Science I (Language)		-
or	or		4
CHE 112	General College Chemistry II		-

\*Physics Requirements: 24 Credits

\*Students planning to transfer to University of Boulder must take CHE 112 (not CSC 160) to fulfill this requirement.

\*Students planning to transfer to University of Northern Colorado must take CSC 160 (not CHE 112) to fulfill this requirement.

\*Students planning to transfer to Fort Lewis College or University of Colorado Colorado Springs must take both CSC 160 and CHE 112.

\*If a student should need to take remedial and/or pre-requisite courses they are not included in this degree plan.

\*Some courses may not be offered at Otero College but available with CCCOnline.

# Psychology AA & AS

## Transfer Degree Description – Psychology AA

If you are fascinated by the human brain and how it processes thoughts and feelings, a degree program in psychology will align with your interests. It will also provide you with the foundational knowledge and skills necessary to pursue a career path that focuses on understanding how the mind functions and the effect that mental health can have on our individual behavior and group interactions. You will learn how personality, environment, and experiences shape the way we think, feel, and act in our lives and relationships.

An associate of arts program in Psychology could be a first step toward a variety of professional roles in this field, including substance abuse counselor, human resources director, or social worker. In this program, you will primarily explore the social aspects of human behavior. This degree is transferable to universities offering a bachelor of arts degree in psychology.

Students should work closely with their Otero advisor and contact their transfer institution choices for more specific transfer information.

Freshman Year		Fall Semester	Spring Semester
BIO	Biology w/Lab I	4/5	
ENG 121	English Composition I	3	
MAT ----	<b>**See Note at bottom of Page**</b>	3-4	
PSY 101	General Psychology I	3	
-----	Lab Science GT-SC1		3/4
ENG 122	English Composition II		3
-----	Social/Behavioral Sciences		3
PSY 102	General Psychology II		3
-----	Elective		3
Sophomore Year		Fall Semester	Spring Semester
-----	Social/Behavioral Sciences	3	
PSY 238	Child Development	3	
-----	Elective	3	
-----	*Arts and Humanities	3	
PSY 249	Abnormal Behavior	3	
-----	*Arts and Humanities		6
PSY 239	Adolescent and Adult Development		3
HIS	History		3
COM 115	Public Speaking		--
or COM 125	or Interpersonal Communications		3

**\*\*One GT Pathways course (GT-MA1), Prefer MAT 135: Introduction to Statistics, Except:**

\*Colorado Mesa University requires either MAT 120:Mathematics for the Liberal Arts or MAT 121 College Algebra

\*Colorado University - Pueblo prefers MAT 121:College Algebra

\*Fort Lewis College requires MAT 135:Introduction to Statistics

\*University of Colorado Boulder requires MAT 121:College Algebra or higher

\*University of Colorado Colorado Springs [requires](#) MAT 121: College Algebra

\*Western State Colorado University [requires](#) MAT 121: College Algebra

### Transfer Degree Description - Psychology - AS Degree with Designation

If you are fascinated by the science of the human brain, a degree program in psychology will align with your interests. It will also provide you with the foundational knowledge and skills necessary to pursue a career path focused on understanding how the mind functions and how different neurological conditions, such as autism spectrum disorder, can affect individual behavior and group interactions. You will learn about child development, while also examining different learning theories and behavior principles.

An associate of science program in Psychology can be a first step toward a variety of professional roles in this field, including psychiatric technician, laboratory assistant, or rehabilitation case worker. In this program, you will primarily explore the neuroscience behind human behavior. This degree is transferable to universities offering a bachelor of science degree in psychology.

Students should work closely with their advisor and contact their transfer institution choices for more specific transfer information.

Freshman Year		Fall Semester	Spring Semester
BIO 111	General College Biology I	5	
ENG 121	English Composition I	3	
MAT 121	College Algebra	4	
PSY 101	General Psychology I	3	
-----	Social/Behavioral Sciences		3
ENG 122	English Composition II		3
HIS	History		3
PSY 102	General Psychology II		3
-----	Elective		3
Sophomore Year		Fall Semester	Spring Semester
CHE 111	General College Chemistry I	5	
-----	Social/Behavioral Sciences	3	
-----	Arts and Humanities	3	
PHI 111 or PHI 112	Philosophy or Ethics	-- 3	
-----	Electives		10
-----	Arts and Humanities		3
COM 115 or COM 125	Public Speaking or Interpersonal Communications	-- 3	

Students planning to transfer to University of Colorado Denver should complete both two-semester sequences of BIO 111 & 112 and CHE 111 & 112 at the community college; in addition, electives are restricted to non-Psychology courses.

\*If a student should need to take remedial and/or pre-requisite courses they are not included in this degree plan.

\*Some courses may not be offered at Otero but available with CCCOnline.

# Soil & Crop Science AS

## Transfer Degree Description

If you enjoy spending time in nature and getting your hands dirty, soil and crop sciences could be a field that offers both fun and fulfillment. Experts in soil, plant, and environmental sciences are in high demand. As climate change and its effects have become a global focus, the need to identify and adopt more responsible, sustainable practices in land management and crop production has increased. Today's soil scientists are solving worldwide problems related to soil conservation, water quality, waste management, and food production.

In an associate program in Soil and Crop Sciences, you will receive hands-on instruction about natural resources and food and fuel production that could lead to a career as an environmental researcher, crop advisor, or greenhouse technician. This degree is transferable to universities offering a bachelor's degree in Soil and Crop Sciences.

Otero College, in cooperation with Colorado State University - Fort Collins, has developed a two-year Associate of Science degree track with an emphasis in Agriculture in three different areas: Agriculture Business, Animal Science, and Soil and Crop Science. Upon successful completion, the degree, and all classes associated with the degree, will transfer seamlessly into the CSU-Fort Collins College of Agricultural Science where a student can earn a bachelor's degree with an additional 60 hours of credit.

Students should work closely with their advisor and contact their transfer institution choices for more specific transfer information.

<b>Freshman Year</b>		Fall Semester	Spring Semester
ENG 121	English Composition I	3	
MAT 121	College Algebra	--	
or MAT 125	or Survey of Calculus	4	
BIO 111	General College Biology I	5	
AGE 102	Ag Economics	3	
PHI 113	Logic (GT-AH3)	3	
ENG 122	English Composition I*		3
GEY 111	Physical Geology w/lab*		4
AGY 100	General Crop Production		4
CIS 118	Intro to PC Applications*		3

<b>Sophomore Year</b>		Fall Semester	Spring Semester
CHE 111	General College Chemistry I	--	
or CHE 101	w/lab	5	
PHY 111	or Intro to Chem I with Lab	5	
AGR 260	Physics Algebra Based I w/lab*	3	
AGE 205	World Interdependence	3	
	Farm and Ranch Management*		
COM 115	Public Speaking		3
HWE 100	Human Nutrition*		3
AGY 240	Intro to Soil Science		4
HIS	History		3
-----	Arts and Humanities		3

Soil and Crop Science Advising Sheets

[Soil and Crop Science Advising Sheet CSU](#)

[Soil and Crop Science Advising Sheet West Texas A&M](#)

[Soil and Crop Science Advising Sheet New Mexico State Univ.](#)

[Soil and Crop Science Advising Sheet Northwestern Oklahoma State University](#)

\*See your advisor for alternative restricted electives. The above courses are included in the articulation agreement with Colorado State University - Fort Collins. Ag Science articulation agreements also exist for New Mexico State University, Oklahoma Panhandle State University, and West Texas State University. Please see your advisor for correct course of study and articulation agreement.

\*If a student should need to take remedial and/or pre-requisite courses they are not included in this degree plan.

\*Some courses may not be offered at Otero College but available with CCCOnline.



# Spanish AA

## Transfer Degree Description

¿Hablas español? If you have a passion for the Spanish language and culture, a degree program in Spanish will help you advance your skills and pursue a career in one of many fields where Spanish speakers are in high demand. Rapidly becoming one of the most widely spoken languages in the United States and across the world, Spanish is the official language of more than 20 countries with 450 million native speakers. Fluent Spanish speakers boast a highly marketable skill that can lead to career opportunities in a variety of areas, including commerce, hospitality, tourism, and education. Spanish teacher, foreign exchange trader, interpreter, and foreign correspondent are just a few of the professional roles that exist for Hispanophones, at home and abroad.

In an associate program in Spanish, you will be immersed in the Spanish language. This degree is transferable to universities offering a bachelor's degree in Spanish.

Student should work closely with their advisor and contact their transfer institution choices for more specific transfer information.

Freshman Year		Fall Semester	Spring Semester
ENG 121	English Composition I	3	
HIS	Western Civilization History	3	
MAT 120	Math for Liberal Arts	4	
SPA 111**	Spanish Language I	5	
ENG 122	English Composition II		3
SPA 112**	Spanish Language II		5
-----	Social & Behavioral Sciences		3
-----	Arts and Humanities		3
Sophomore Year		Fall Semester	Spring Semester
SPA 211*	Spanish Language III	3	
-----	Lab Science	4	
-----	Arts and Humanities	3	
-----	Social & Behavioral Sciences	3	
COM 115	Public Speaking	--	
or COM 125	or Interpersonal Communication	3	
SPA 212*	Spanish Language IV		3
-----	Arts and Humanities		3
-----	Lab Science		4
-----	Electives		6

\* PLEASE NOTE: Those students who have a higher proficiency level than is required for SPA 211 or 212 should substitute other Arts & Humanities courses. Heritage speakers may want to substitute SPA 261 (Grammar-Heritage Lang Speaker) and SPA 262 (CompHeritage Lang Speaker), if available.

\*\* PLEASE NOTE: SPA 111 and/or 112 may be waived, based on a student's proficiency level. Students should consult a departmental advisor at the four-year college or university.

Suggested elective courses: 200-level Spanish courses; courses outside the Spanish department with content related to the Spanish speaking world.

\*If a student should need to take remedial and/or pre-requisite courses they are not included in this degree plan.  
 \*Some courses may not be offered at Otero College but available with CCCOnline.

## Studio Art AA

### Transfer Degree Description

Do you spend your spare time doodling, taking photos, or making collages? Do you dream of becoming a professional artist? Grow your passion for creating art into a career with a degree in Studio Art. This program will allow you to explore different visual art mediums, including painting, sculpting, photography, graphic design, and digital art. You'll develop your technique as you learn more about the use of color, space, line, and form. This program can be a path to self-employment as an independent artist who creates pieces on commission or a job at an art school, gallery, commercial art studio, or production company.

An associate program in Studio Art is a strong foundation for a career as an art director, graphic designer, animator, or gallery owner. This degree is transferable to universities offering a bachelor's degree in Art, Studio Art, Fine Arts, and Art and Design.

Students should work closely with their advisor and contact their transfer institution choices for more specific transfer information.

Freshman Year		Fall Semester	Spring Semester
ENG 121	English Composition I	3	
MAT 120	Math for Liberal Arts	4	
Or Higher	-----	-	
ART 111	Art History: Ancient to Medieval	3	
ART 112	Art History: Renaissance to Modern	3	
-----	Lab Science	4	
ENG 122	English Composition II		3
COM 115	Public Speaking		3
Or COM 125	Or Interpersonal Communication		-
ART 131	Visual Concepts 2-D Design		3
ART 121	Drawing I		3
-----	Lab Science		4
Sophomore Year		Fall Semester	Spring Semester
ARTS & HUM	Arts & Humanities Course	3	
ART 221	Drawing II	3	
HIS -----	History Course	3	
-----	Studio Art Course	3	
-----	Social & Behavioral Sciences Course	3	
ARTS & HUM	Arts & Humanities Course		3
-----	Social & Behavioral Sciences Course		3
ART 132	Visual Concepts 3-D Design		3
-----	Electives		8

\*Students planning to transfer to CSU-FC must complete two semesters of one foreign language for their electives OR be able to pass the CSU-FC Foreign Language placement exam.

\*If a student should need to take remedial and/or pre-requisite courses they are not included in this degree plan.

\*Some courses may not be offered at Otero College but available with CCCOnline.

## Work Force Ready Degrees

### Programs of Study

### Associate of Applied Science Degree Programs

The primary purpose of the Associate of Applied Science Career and Technical Education (CTE) programs at Otero College is to prepare students with skills necessary to obtain entrance level employment in the field of their educational program. These programs are designed so most students can complete them in two years of fulltime study.

Training includes job skill development and the related technical information necessary for the level or job competency which is the stated goal of each program. These programs vary widely in the technical information and skill levels required of students. Entering students should consult with advisors as to the academic background and proficiency required in a specific program.

Students receiving the Associate of Applied Science Degree must satisfactorily complete a minimum of 15 semester hours of general education courses. This requirement is to fulfill the requirements of the Colorado Legislature, the Colorado Commission on Higher Education, and the State Board for Community Colleges and Occupational Education, as well as the goals of the College. Students should meet with their faculty advisor each semester in order to plan the proper sequencing and kinds of courses needed in order to graduate with an Associate of Applied Science degree.

#### Minimum Competency Standards for Program Admission

Students desiring to enroll in an Associate of Applied Science degree program must meet or exceed the following entrance examination scores:

Students must meet or exceed the entrance examination score based on the results of a basic assessment test (Accuplacer). Otero College uses multiple measures to direct students into appropriate English, Reading and Mathematics courses and to advise students in the selection of other courses. Prior to enrollment, all new students must complete an assessment. Please call Student Services at 719-384-6800, for more information regarding course placement.

Students should refer to their specific Associate of Applied Science requirements as listed in the catalog. Specific program admission and course requirements differ for different programs

## **Associate of Applied Science: Career and Technical Education Degree Programs**

Agriculture

Livestock Production

Health Navigator

Law Enforcement

Medical Laboratory Technician

Nursing Associate Degree in Nursing (RN)

NOTE: While these programs are designed to prepare students for immediate employment and not transferable by design, certain career and technical education courses that are the equivalent of college level academic course offerings may be accepted by some college disciplines if the student later decides to transfer to a four-year institution.

### **Program Requirements**

- A. Maintain at least a 2.00 cumulative grade-point average from Otero College.
- B. Complete a minimum of 15 semester hours at Otero College.
- C. Complete a minimum of 60 semester credits.
- D. Successfully complete all career and technical education program courses chosen with a minimal grade of "C" in each course of the prescribed curriculum.
- E. Complete the application for graduation form by the end of the first week of final semester and pay for the cap and gown by March 1.
- F. Be enrolled in Otero College classes for the semester of intended graduation.
- G. Complete the requirements for graduation in effect at the time of first-time enrollment. (NOTE: Students not enrolled for two semesters are required to complete all degree requirements in effect at the time of re-enrollment.)
- H. Meet all financial obligations to the College

# Agriculture - Livestock Production AAS

The Associate of Applied Science degree in Livestock Production provides students with a broad range of skills needed in the livestock industry including management, breeding, selection, nutrition, health, and basic business skills. The program blends scientific and business principles with hands on practical experiences. Certificates in Livestock Production, Agricultural Production Management, and Artificial Insemination (AI) are also available in this career pathway.

## Work Force Ready: Livestock Production Associate of Applied Science

<b>Freshman Year</b>		<b>Credit</b>
	<b>Fall Semester</b>	
ASC 100	Animal Science	3 credits
CIS 118	Intro to PC Applications	3 credits
ENG 115	Technical English	3 credits
OR	OR	--
ENG 121	English Composition I	--
AGR 260	World Interdependence GT -SS3	3 credits
AGP 146	Artificial Insemination Management (This course is only offered in the fall of even numbered years)	2 credits
AGP 147	Practical Cattle Reproduction (This course is only offered in the fall of even numbered years)	2 credits
AGP 148	Cattle Reproduction Lab (This course is only offered in the fall or even numbered years)	1 credit
		<b>Total Credits: 17</b>
	<b>Spring Semester</b>	
MAT 107	Career Math or higher (This course will only be offered in the Spring of odd numbered years)	3 credits
AGP 215	Animal Health	3 credits
ASC 250	Live Animal and Carcass Evaluation	3 credits
ASC 288	Livestock Practicum	2 credits
ACC 125	Computerized Accounting (This course will only be offered in the Spring of odd numbered years)	3 credits
MAN 128	Human Relations-Organization (This course will only be offered in the Spring of even numbered years)	3 credits
		<b>Total Credits: 17</b>
<b>Sophomore Year</b>		<b>Credit</b>
	<b>Fall Semester</b>	
COM 115	Public Speaking	3 credits
OR	OR	--
COM 125	Interpersonal Communication	--
AGE 205	Farm/Ranch Management	3 credits
RAM 205	Range Management	3 credits
AGP 280	Production Ag Internship (2 yr)	1 credit
AGP 247	Production Cattle Feeding	3 credits
AME 10		2 credits

Ag Mechanics (This course will only be offered in the fall of odd numbered years)

**Total Credits: 15**

**Spring Semester**

AGE 208	Ag Finance	3 credits
AGR 224	Integrated Ranch Management	3 credits
ASC 225	Feeds and Feeding	4 credits
AGE 210	Ag Marketing	3 credits

**Total Credits: 13**

**Livestock Production Certificate**

Credit

ASC 100	Animal Science	3 credits
AGE 205	Farm & Ranch Management	3 credits
ASC 225	Feeds & Feeding	4 credits
ASC 250	Live Animal & Carcass Evaluation	3 credits
ASC 288	Livestock Practicum	2 credits

**Total Credits: 15**

**Agriculture Production Management Certificate**

Credit

AGE 102	Agriculture Economics	3 credits
AGE 205	Farm & Ranch Management	3 credits
CIS 118	Introduction to PC Applications	3 credits
AGE 208	Agriculture Finance	3 credits
AGE 210	Agriculture Marketing	3 credits

**Total Credits: 15**

**Artificial Insemination Techniques Certificate**

Credit

AGP 146	Artificial Insemination Management	2 credits
AGP 147	Practical Cattle Reproduction	2 credits
AGP 148	Cattle Reproduction Lab	1 credit

**Total Credits: 5**

# Law Enforcement AAS

The Associate of Applied Science degree combines the Law Enforcement Training Academy with related general education courses to assist in career advancement. Please refer to the Law Enforcement Training Academy certificate information in the catalog for specific requirements for the peace officer certification program.

Prospective students are encouraged to visit the Law Enforcement Training academy website at <http://www.otero.edu/lawacademy.aspx>. To request a Law Academy Student Information Packet from the Otero College Student Services, call 719-384-6831 or contact the Academy Director at 719-384-6867 or [Vincent.Fraker@otero.edu](mailto:Vincent.Fraker@otero.edu)

This Associate of Applied Science degree articulates into Colorado Mesa University's (CMU) Bachelor of Applied Science in Public Administration/Public Safety degree program. [www.coloradomesa.edu](http://www.coloradomesa.edu). Please talk to an advisor for more information.

## Law Enforcement Academy

### Law Enforcement Training Academy Certificate

		Credit
LEA 101	Basic Police Academy I	6 credits
LEA 102	Basic Police Academy II	12 credits
LEA 103	Basic Law Enforcement Academy III	2 credits
LEA 104	Basic Law Enforcement Academy IV	1 Credit
LEA 105	Basic Law	8 credits
LEA 106	Arrest Control Techniques	3 credits
LEA 107	Law Enforcement Driving	3 credits
LEA 108	Firearms	3 credits
LEA 110	Career Management	1 credit
LEA 111	Law Enforcement Defensive Weapons	1 credit

### Law Enforcement Associate of Applied Science Degree

		Credit
LEA 101	Basic Police Academy I	6 credits
LEA 102	Basic Police Academy II	12 credits
LEA 103	Basic Law Enforcement Academy II	2 credits
LEA104	Basic Law Enforcement Academy IV	1credit
LEA 105	Basic Law	8 credits
LEA 106	Arrest Control Techniques	3 credits
LEA 107	Law Enforcement Driving	3 credits
LEA 108	Firearms	3 credits
LEA 110	Career Management	1 credit
LEA 111	Law Enforcement Defensive Weapons	1 credit
ENG 121	English Composition I	3 credits
ENG 122	English Composition II	3 credits
MAT 107*	Career Math	3 credits
OR	OR	--
MAT 121	College Algebra	4 credits
PSY 101	General Psychology I	--
OR	OR	--
SOC 101	Introduction to Sociology I	3 credits

POS 111	American Government	3 credits
POS 125	State and Local Governments	3 credits
HIS**	History	3 credits
CIS 118	Intro to PC Applications	--
OR	OR	--
BUS 115	Introduction to Business	--
OR	OR	--
MAN 226	Principles of Management	3 credits

\*MAT 107 will not count towards transfer into the BAS in Public Administration/Public Safety at Colorado Mesa University

\*\*HIS 101, HIS 102, HIS 121, or HIS 122



# Medical Laboratory Technician AAS

The Medical Laboratory Technician (MLT) program at Otero College is designed to prepare qualified laboratory professionals for entry level employment in environments such as hospitals, outpatient clinics, and private medical laboratories. Upon successful completion of the program, graduates are eligible to take national examinations to become certified Medical Laboratory Technicians\*.

Students will prepare for a career in Medical Laboratory Technology through online/hybrid formats, classroom study, laboratory assignments and supervised clinical experience. They will complete classes in general education along with Hematology, Clinical Chemistry, Clinical Microbiology, Immunology /Immunohematology, Urinalysis, and Parasitology/ Mycology. Students will learn about analysis of blood and body fluids, quality assessment and quality control, blood banking, bacteriology, parasitology and other aspects of medical laboratory technology.

The MLT program is designed for the student to graduate with an AAS degree in 5 semesters. Three semesters will be spent at the Otero College campus and two semesters will be partially spent in clinical rotations at an affiliated clinical facility. An optional Phlebotomy certificate can be obtained by enrolling in an additional summer semester.

## Admission Procedure

Obtain general college admission to Otero College. Submit a completed application at the Student Services Office on the Otero College campus or on-line at [www.OteroCollege.edu](http://www.OteroCollege.edu). In addition, the student is required to:

1. Be a graduate of an accredited high school or equivalent.
2. Complete a background check and drug screen will be required before any clinical internships begin:
  - a. Clinical facilities require students to pass a drug screen prior to attending clinicals. This will be arranged through the college. Please plan to follow the procedures promptly when notified.
  - b. Take and pass the criminal background check available at this web site address:  
[www.healthcareex.com](http://www.healthcareex.com)
3. Receive necessary vaccinations: Annual flu, Hepatitis B, MMR, Varicella
4. Complete PPD testing
5. Submit a Health Form: The student must submit a completed physical exam form before beginning clinical rotations.
6. Complete a colorblindness testing – to be done in class or on D2L (Desire2Learn).

## RECOMMENDED COURSES:

Courses in high school biology and chemistry are strongly recommended. It is also necessary to be at college level for Math and English.

\* The Otero College MLT program is accredited by the National Accreditation Agency for Clinical Laboratory Sciences (NAACLS), their contact information is: National Accreditation Agency for Clinical Laboratory Science (NAACLS) 5600 North River Road, Suite 720 Rosemont, Illinois 60018 Phone 773-714-8880, FAX 773-714-8886 NAACLS Web address: [www.naacls.org/](http://www.naacls.org/) NAACLS Email address [info@naacls.org](mailto:info@naacls.org)

**Medical Laboratory Technician Associate of Applied Science**

Credit

Spring Semester

ENG 121	English Composition I		3 credits
CIS 118	Intro to PC Applications		3 credits
MLT 131	Introduction to Hematology		2 credits
BIO 111	General College Biology		5 credits
MAT 121	College Algebra		4 credits

#### Summer Semester

HPR 180	Internship	105 hr./semester	3 credits
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#### Clinical Hours

#### Fall Semester

BIO 201	Anatomy & Physiology I		4 credits
COM 125	Interpersonal Communication		--
OR	OR		--
COM 115	Public Speaking		3 credits
MLT 132	Hematology II		4 credits
CHE 111	General College Chemistry		5 credits

#### Spring Semester

BIO 202	Anatomy & Physiology II		4 credits
MLT 231	Clinical Microbiology		4 credits
MLT 141	Immunohematology/ Immunology		4 credits
MLT 241	Introduction to Clinical Chemistry		2 credits
MLT 142	Urinalysis		2 credits

#### Summer Semester

MLT 232	Parasitology/Mycology	--	2 credits
MLT 282	Internship IV/Microbiology	90 hr./semester	2 credits
MLT 180	Internship/Blood Banking I	45 hr./semester	1 credit

#### Clinical Hours

#### Fall Semester

MLT 242	Clinical Chemistry II	--	4 credits
MLT 253	Seminar/Comprehensive Exams	--	1 credit
MLT 280	Internship III/Clinical Chemistry	157.5 hr/semester	3.5 credits
MLT 182	Internship II/Hemat/Coag/Urinalysis	157.5 hr/semester	3.5 credits

#### Clinical Hours

### Phlebotomy Certificate

MLT 131	Introduction to Hematology		2 credits
HPR 180	Internship		3 credits

## Nursing AAS

### Work Force Ready: NURSING - ASSOCIATE OF APPLIED SCIENCE

The Associate of Applied Science Degree program in Nursing is designed to provide education to prepare the student for practice as a registered nurse. The curriculum follows the criteria for the Colorado Nursing Articulation Model and is specifically constructed to promote career mobility between nursing educational levels. Upon satisfactory completion of the associate degree sequence with a minimum of "C" in each course of the prescribed curriculum, the student will be awarded an Associate of Applied Science Degree in Nursing. Successful completion of the Otero nursing program requirements for graduation will also entitle the graduate to submit an application to the State Board of Nursing for the State Licensure Examination.

The Associate of Applied Science Degree program in Nursing is designed to be completed in two (2) years of full-time course work, plus a series of prerequisite courses prior to application to the program.

### **Otero College Nursing Admission Procedure**

1. The student must apply for general college admission to Otero Junior College. Applying to Otero is free and can be completed online at: [www.ojc.edu/apply\\_ojc.aspx](http://www.ojc.edu/apply_ojc.aspx). Student must be a high school graduate or have a GED certificate.

2. Complete required pre-admission courses (Pre-requisite Courses) with a grade of C or higher for each course and a cumulative Grade Point Average (GPA) of 2.5 or higher for the five listed courses. A higher GPA will receive a higher admission score. The science courses must be completed within seven years of the application date of the program.

### **Required Pre-Admission Courses (Pre-requisite Courses)**

English Composition I (3 credits)  
Human Growth & Development (3 credits)  
Human Anatomy & Physiology I (4 credits)  
Human Anatomy & Physiology II (4 credits)

3. Apply to the nursing program at Otero using the Online Application available at [www.ojc.edu/academics/academicprograms/nursing/nursingapplication.aspx](http://www.ojc.edu/academics/academicprograms/nursing/nursingapplication.aspx).

4. Provide official transcripts confirming completion of Pre-requisite courses and GPA to the Otero Nursing Department.

5. Complete the Accuplacer Reading and Math tests within six months of application to the Nursing Program. The minimum Reading score is 80. Minimum Math score is Elementary Algebra (EA) 61. Higher scores on each test will receive a higher admission score. To schedule contact the Student Services Office at 719-384-6831.

6. Evidence of permanent residence in the Otero Service area of Bent, Otero and Crowley counties is not required but will receive points toward admission.

7. A clear criminal background check and urine drug screen (information will be provided upon application). See the Disqualifying Offenses document for more information at [www.ojc.edu/academics/academicprograms/nursing/Disqualifying\\_Offenses10.pdf](http://www.ojc.edu/academics/academicprograms/nursing/Disqualifying_Offenses10.pdf)

8. Evidence of State Nurse Aide Certification or honorable military service is not required but will receive points toward admission score.

9. Attendance at a Pre-Nursing Information session with the Nursing Office. Call 719-384-6898 to schedule.

10. All admission criteria must be submitted to Otero or the Nursing Office by the Nursing admission deadlines. For the full admission criteria and admission deadlines go to [www.ojc.edu/AssociateNursing.aspx](http://www.ojc.edu/AssociateNursing.aspx).

11. A deadline will be set and students who have completed all of the admission criteria will be admitted from the top score down until all slots are filled. To fill any vacant slots, a second and third deadline will be set and remaining and newly qualified applicants will be considered and admitted from the top scores again until slots are filled. Admission deadlines are posted on the Otero website at [www.ojc.edu/AssociateNursing.aspx](http://www.ojc.edu/AssociateNursing.aspx).

## For LPNs entering the second year of the ADN Program

1. Complete steps 1-4 on the previous pages.
2. Complete Pathophysiology (BIO 216) with a grade of C or higher prior to enrolling in the ADN program.
3. Provide a copy of your LPN license.
4. Provide official transcripts of your LPN program courses. If your Practical Nursing (PN) program was completed more than ten years prior to application additional testing may be required.
5. A clear criminal background check and urine drug screen (information will be provided upon application). See the Disqualifying Offenses document for more information at [www.ojc.edu/academics/academicprograms/nursing/Disqualifying\\_Offenses10.pdf](http://www.ojc.edu/academics/academicprograms/nursing/Disqualifying_Offenses10.pdf)
6. Complete the NUR 189 LPN to RN Transition course with a grade of C or higher if LPN was completed prior to April 2007. Contact the Otero Nursing Office for the dates of the next scheduled NUR 189 course.
7. All admission criteria must be submitted to Otero or the Nursing Office by the Nursing admission deadlines. For the full admission criteria and admission deadlines go to [www.ojc.edu/academics/academicprograms/associatenursing.aspx](http://www.ojc.edu/academics/academicprograms/associatenursing.aspx).
8. A deadline will be set and students who have completed all of the admission criteria will be admitted from the top score down until all slots are filled. To fill any vacant slots, a second and third deadline will be set and remaining and newly qualified applicants will be considered and admitted from the top scores again until slots are filled. Admission deadlines are posted on the Otero website at [www.ojc.edu/academics/academicprograms/associatenursing.aspx](http://www.ojc.edu/academics/academicprograms/associatenursing.aspx).

*Contact the Otero College Nursing Department for further details at 719-384-6898.*

### Otero College Nursing Graduation Requirements

- A. The graduate must fulfill all requirements of the College for graduation.
- B. The graduate of nursing must pass all program courses with a minimum grade of "C."
- C. The graduate must be competent in all critical nursing skills pertaining to the scope of practice for a registered nurse.
- D. The graduate must be competent in calculations of medications. The student is required to pass a medication administration proficiency examination each semester at 100 percent mastery in order to progress to the next semester of the ADN program. (See the Nursing Student Manual for further information.)

### Legal Requirements for Registered Nursing Licensure

During application for licensure, the student must answer the following questions:

- A. "Have you ever been convicted of a crime or have you ever accepted a court plea of guilty or nolo contendere? Have you received a deferred judgment or deferred prosecution?"

B. "Are you now, or were you for the 12 months preceding the date of this application, addicted to any controlled substance; a regular user of any controlled substance without a prescription; and/or habitually intemperate in the use of intoxicating liquor?"

If any question is answered "yes," the student needs to meet with the director of the Nursing Department for counseling because the Colorado State Board of Nursing has specific requirements for licensure.

## Associate Degree Nursing Curriculum (Traditional)

Subject to change without notification. Contact the Otero College Nursing Dept. office for the most current information.

### Freshman Year - (Students without previous nursing education)

Admission Requirements		Credits
BIO 201	Anatomy and Physiology I	4
BIO 202	Anatomy and Physiology II	4
ENG 121	English Composition I	3
PSY 235	Human Growth and Development	3

(All with a GPA of 2.5 or higher.)

#### First Semester

NUR 109	Fundamentals of Nursing	6
NUR 112	Basics Concepts of Pharmacology	2
HWE 100	Human Nutrition	3
MAT 103	Math for Clinical Calculations	3

#### Second Semester

NUR 106	Med-Surg Nursing Concepts	7
NUR 150	Maternal - Child Nursing	6
BIO 216	Pathophysiology	4

#### Third Semester

NUR 206	Advanced Concepts of Medical Surgical Nursing I	6.5
NUR 212	Pharmacology II	2
NUR 211	Psychiatric-Mental Health Nursing	4

#### Fourth Semester

NUR 216	Advanced Concepts of Medical Surgical Nursing II	5
NUR 230	Transition to Professional Nursing	4
Elective:	GTE Humanities or Social Behavioral Science	3

## Other

NUR 169	Transition into Practical Nursing	4
NUR 189	Transition from LPN to AD/RN	3

## Recommended Courses

The following courses are recommended to complement the required nursing program courses. Students are encouraged to register for these courses as their schedule will allow:

CHE 101	Intro to Chemistry	5
CIS 118	Intro to PC Applications	3
ENG 122	English Composition II	3
HPR 178	Medical Terminology	2
PSY 101	General Psychology I	3
PSY 102	General Psychology II	3
SOC 101	Introduction to Sociology I	3
COM 115	Public Speaking	3

## Nursing Curriculum for Evening and Weekend Schedule

Subject to change without notification. Contact the Otero Nursing Dept. office for the most current information. Comment: BIO 201 (exclude BIO 111 as pre-requisite for Nursing students only).

### Admission Requirements

		Credits
BIO 201	Anatomy & Physiology I	4
BIO 202	Anatomy & Physiology II	4
ENG 121	English Composition I	3
PSY 235	Human Growth & Development	3

(All with a GPA of 2.5 or higher.)

### Summer Semester

MAT 103	Math for Clinical Calculations	3
HWE 100	Human Nutrition	3

### Fall Semester

NUR 109	Fundamentals of Nursing	6
BIO 204	Microbiology	4
Elective:	GTE Humanities or Social Behavioral Science	3

### Spring Semester

NUR 112	Basics Concepts of Pharmacology	2
NUR 106	Med-Surg Nursing Concepts	7
NUR 150	Maternal - Child Nursing	6

### Summer Semester

NUR 169	Transition into Practical Nursing	4
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(Required only for those interested in obtaining their LPN license)

BIO 216	Pathophysiology	4
<b>Fall Semester</b>		
NUR 206	Advanced Concepts of Med/ Surg Nursing I	6.5
NUR 212	Pharmacology II	2
<b>Spring Semester</b>		
NUR 211	Psychiatric-Mental Health Nursing	4
NUR 216	Advanced Concepts of Med/Surg Nursing II	5
<b>Summer Semester</b>		
NUR 230	Transition to Professional Nursing	4

Career and Technical Certificates



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## Programs of Study

Career and Technical Education certificate programs provide students with the skills necessary to obtain entrance-level employment in the field of their educational program. The following programs generally run for one to four semesters depending on the student's interests and objectives.

Students with previous occupational courses in high school or training in military services, or training via some other source may be given allowance for credit or advanced standing in the Career and Technical Education program of their choice.

Training includes job skill development as well as the necessary related technical information necessary to enhance an individual's productivity in the world of work.

Agri-Business Management	Community Health Worker	Law Enforcement
Records and Business Planning	Cosmetology	Livestock Production
Financial Analysis	Cosmetologist	Nursing Assistant
Commodity Marketing	Hair Stylist	Phlebotomy
Market Plan Development	Nail Technician	Practical Nursing
Web Productivity and Utilization	Esthetician	Welding
Business Management	Emergency Medical Services	
Integrated Management	EMT Basic	
Profit Maximization Business	EMT Intermediate	
Entrepreneurship		
Leadership/Human		
Resource Management		
Agricultural Production Management		
Crop Production		
Artificial Insemination		

## Certificate Programs

The programs outlined on the following pages are for guidance of students and advisors; they may be changed only on approval.

### Minimum Competency Standards for Program Admission

Otero College uses the results of a basic skills assessment test (Accuplacer) to direct students into appropriate English, reading and mathematics course(s) and to advise students in the selection of other courses. Prior to enrollment, all new students must complete an assessment. Research on Colorado's basic skills assessment programs indicates that new students who follow assessment-related advice have a much higher chance of academic success than those who do not.

### Certificate Requirements

- A. Students must pass all program courses with a minimum grade of "C".
- B. Completion of 16 semester hours or one-half of the certificate requirements from Otero College.
- C. Complete the Application for Graduation form by the end of the first week of final semester.
- D. Meet all financial obligations to the College.

### General Information

Career and Technical Education programs are designed to prepare students for immediate employment. Many of these courses are equivalent to college level academic course offerings and may be accepted by some college disciplines later if the student decides to transfer to a four-year institution.

### Gainful Employment Resource Information

The US Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that prepares students for gainful employment in a recognized occupation. The information provided at the following web link is the best available to us but represents one year's data only. [www.OteroCollege.edu/CertificatePrograms.aspx](http://www.OteroCollege.edu/CertificatePrograms.aspx)

Click on the specific program you are interested in to learn more about salaries and future employment projections. If you have any questions regarding the data provided contact Otero College Student Services at 719-384-6831.

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The listing of a course or program in this or any other college publication does not constitute a guarantee, nor contract, that the particular course or program will be offered during the time listed. All courses or programs are subject to scheduling changes or cancellations. Every effort to inform students of such changes and/or cancellations will be made.

# Agri-Business Management

## Certificates

Enhancing the business management skills of area farm and ranch producers and operators in ag-related business is the purpose of the multi-year certificates offered by Otero College's Agri-Business Management program. Emphasis will be placed on developing computerized records which will enable students to analyze the profitability of their overall operations, as well as each identified profit center. Students enrolling in the certificate programs must be actively operating a farm/ranch and/or agricultural related business, or have the desire to start an agriculture business. Students must have the approval of the instructor.

The program is administered by three methods; classroom instruction, which includes guided online studies, home-visit instruction where an instructor comes to student's home, and cooperative learning. Certificates range from record keeping to marketing to complete advanced business plans.

### **Ag Business Management Records and Business Planning**

ABM 103	Records and Business Planning I	3 credits
ABM 104	Records and Business Planning II	3 credits
ABM 105	Records and Business Planning III	3 credits
ABM 106	Records and Business Planning IV	3 credits
ABM 107	Records and Business Planning V	3 credits
ABM 108	Records and Business Planning VI	3 credits

### **Ag Business Management Financial Analysis**

ABM 113	Financial Analysis I	3 credits
ABM 114	Financial Analysis II	3 credits
ABM 115	Financial Analysis III	3 credits
ABM 116	Financial Analysis IV	3 credits
ABM 117	Financial Analysis V	3 credits
ABM 118	Financial Analysis VI	3 credits

### **Ag Business Management Commodity Marketing**

ABM 123	Commodity Marketing I	3 credits
ABM 124	Commodity Marketing II	3 credits
ABM 125	Commodity Marketing III	3 credits
ABM 126	Commodity Marketing IV	3 credits
ABM 127	Commodity Marketing V	3 credits
ABM 128	Commodity Marketing VI	3 credits

### **Ag Business Management Market Plan Development**

ABM 163	Marketing Plan Development I	3 credits
ABM 164	Marketing Plan Development II	3 credits
ABM 165	Marketing Plan Development III	3 credits
ABM 166	Marketing Plan Development IV	3 credits
ABM 167	Marketing Plan Development V	3 credits
ABM 168	Marketing Plan Development VI	3 credits

### **Ag Business Management Web Productivity and Utilization**

ABM 203	Web Productivity/Utilization I	3 credits
ABM 204	Web Productivity/Utilization II	3 credits
ABM 205	Web Productivity/Utilization III	3 credits
ABM 206	Web Productivity/Utilization IV	3 credits
ABM 207	Web Productivity/Utilization V	3 credits
ABM 208	Web Productivity/Utilization VI	3 credits

### **Ag Business Management Advanced Business Management**

ABM 213	Advanced Business Management I	3 credits
ABM 214	Advanced Business Management II	3 credits
ABM 215	Advanced Business Management III	3 credits
ABM 216	Advanced Business Management IV	3 credits
ABM 217	Advanced Business Management V	3 credits
ABM 218	Advanced Business Management VI	3 credits

### **Ag Business Management Integrated Management**

ABM 223	Integrated Management I	3 credits
ABM 224	Integrated Management II	3 credits
ABM 225	Integrated Management III	3 credits
ABM 226	Integrated Management IV	3 credits
ABM 227	Integrated Management V	3 credits
ABM 228	Integrated Management VI	3 credits

### **Ag Business Management Profit Maximization**

ABM 233	Profit Maximization I	3 credits
ABM 234	Profit Maximization II	3 credits
ABM 235	Profit Maximization III	3 credits
ABM 236	Profit Maximization IV	3 credits
ABM 237	Profit Maximization V	3 credits
ABM 238	Profit Maximization VI	3 credits

### **Ag Business Management Rural Business Entrepreneurship**

ABM 243	Rural Business Entrepreneurship I	3 credits
ABM 244	Rural Business Entrepreneurship II	3 credits
ABM 245	Rural Business Entrepreneurship III	3 credits
ABM 246	Rural Business Entrepreneurship IV	3 credits
ABM 247	Rural Business Entrepreneurship V	3 credits
ABM 248	Rural Business Entrepreneurship VI	3 credits

### **Ag Business Management Leadership/Human Resource Management**

ABM 253	Leadership/Human Resource I	3 credits
ABM 254	Leadership/Human Resource II	3 credits
ABM 255	Leadership/Human Resource III	3 credits
ABM 256	Leadership/Human Resource IV	3 credits
ABM 257	Leadership/Human Resource V	3 credits
ABM 258	Leadership/Human Resource VI	3 credits

## **Agricultural Production Management**

As part of the Associate of Applied Science, Agricultural Production Management certificate provides basic overview in Ag business including management, marketing and finance.

Program Requirements		Credits
AGE 102	Agricultural Economics	3
AGE 205	Farm & Ranch Management	3
CIS 118	Introduction to PC Applications	3
AGE 208	Agricultural Finance	3
AGE 210	Agricultural Marketing	3

## Artificial Insemination

### Certificate

Students will learn the techniques for Artificial Insemination.

Program Requirements		Credits
AGP 147	Practical Cattle Reproduction	2
AGP 148	Cattle Reproduction Lab	1
AGP 146	Artificial Insemination Management	2

# Community Healthworker

## Certificate

The certificate prepares individuals to coordinate resources, provide social support and informal counseling, advocate for individuals and community health needs, and provide basic services such as first aid and blood pressure screening. *Subject to change without notification.*

## Admission Procedure

The student must apply for general college admission to Otero Junior College. Applying to Otero is free and can be completed online at: [www.ojc.edu/apply\\_ojc.aspx](http://www.ojc.edu/apply_ojc.aspx).

## In addition, the student is required to

1. Be a graduate of an accredited high school or equivalent.
2. Complete a background check and drug screen:
  - a. Practicum facilities require students to complete a drug screen prior to participating in field experience. This will be arranged through the college. Please plan to follow the procedures promptly when notified.
  - b. Students are required to take and pass the background check available at this web site address: [cccs.certifiedbackground.com](http://cccs.certifiedbackground.com)

*Note: The cost of the background check and drug screen is the responsibility of the students and is in addition to the cost of tuition and fees.*

## Community Health Worker Certificate: 15 Credit Hours

Program Requirements	Credits
PBH 100	3
PBH 101 Intro to Health Navigation	3
PBH 102 Health Navigation Principles & Practices I	3
PBH 102 Health Navigation Principles & Practices II	3
ENG 121 English Composition I GT-CO1	3
PBH 180 Internship I	3

( 3 credits = 135 contact hours: 120 hours field work + 15 hours seminar) \*See HN Student Manual for current internship requirements including criminal background check, drug screen, CPR Certifications etc.)

# Barbering

## Certificate

### Barbering Certificate (50 Total Credits)

This three-semester program provides training and instruction for hair cutting, hair styling, hair coloring, shaving, honing, stropping, skin care, business management, and communication skills.

Program Requirements		Credits
<b>Fall Semester - 20 credits</b>		
<ul style="list-style-type: none"> <li>• BAR 1003</li> <li>• BAR 1010</li> <li>• BAR 1020</li> <li>• BAR 1030</li> <li>• BAR 1040</li> <li>• COS 1060</li> <li>• COS 1061</li> <li>• COS 1050</li> <li>• BAR 1021</li> </ul>	<ul style="list-style-type: none"> <li>• Intro to Hair and Scalp</li> <li>• Intro to Hair Coloring</li> <li>• Intro to Haircutting</li> <li>• Intro to Hairstyling</li> <li>• Intro to Permanent Waves &amp; Chemical Relaxers</li> <li>• Intro to Infection Control &amp; Prevention</li> <li>• Intermediate 1: Infection Control &amp; Prevention</li> <li>• Laws, Rules, and Regulations</li> <li>• Intermediate Haircutting</li> </ul>	<ul style="list-style-type: none"> <li>• 1 credit</li> <li>• 3 credits</li> <li>• 3 credits</li> <li>• 3 credits</li> <li>• 3 credits</li> <li>• 2 credits</li> <li>• 1 credit</li> <li>• 1 credit</li> <li>• 3 credits</li> </ul>
<b>Spring Semester - 16 credits</b>		
<ul style="list-style-type: none"> <li>• BAR 1007</li> <li>• BAR 1066</li> <li>• BAR 1008</li> <li>• BAR 1067</li> <li>• COS 2060</li> <li>• BAR 1011</li> <li>• BAR 1031</li> <li>• BAR 1041</li> <li>• BAR 2003</li> <li>• BAR 2007</li> </ul>	<ul style="list-style-type: none"> <li>• Intro to Shaving, Honing and Stropping</li> <li>• Intro to Facial Massage and Skin Care</li> <li>• Intermediate Shaving, Honing and Stropping</li> <li>• Intermediate Facial Massage and Skin Care</li> <li>• Intermediate 2: Infection Control and Prevention</li> <li>• Intermediate Hair Coloring</li> <li>• Intermediate Hair styling</li> <li>• Intermediate Permanent Waves &amp; Chemical Relaxers</li> <li>• Advanced Hair and Scalp</li> <li>• Advanced Shaving, Honing and Stropping</li> </ul>	<ul style="list-style-type: none"> <li>• 1 credit</li> <li>• 1 credit</li> <li>• 1 credit</li> <li>• 1 credit</li> <li>• 2 credits</li> <li>• 2 credits</li> <li>• 3 credits</li> <li>• 3 credits</li> <li>• 1 credit</li> <li>• 1 credit</li> </ul>
<b>Summer Semester - 14 credits</b>		

<ul style="list-style-type: none"> <li>• BAR 2011</li> <li>• BAR 2020</li> <li>• BAR 2031</li> <li>• BAR 2041</li> <li>• BAR 2066</li> <li>• COS 2061</li> <li>• COS 2050</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced Hair Coloring</li> <li>• Advanced Hair Cutting</li> <li>• Advanced Hair Styling</li> <li>• Advanced Permanent Waves and Chemical Relaxers</li> <li>• Advanced Facial Massage and Skin Care</li> <li>• Advanced Infection Control and Prevention</li> <li>• Business Management/Personal Skills/Ethics</li> </ul>	<ul style="list-style-type: none"> <li>• 3 credits</li> <li>• 3 credits</li> <li>• 3 credits</li> <li>• 2 credits</li> <li>• 1 credit</li> <li>• 1 credit</li> <li>• 1 credit</li> </ul>
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# Cosmetology

## Certificate

### COSMETOLOGIST (60 Total Credits)

This three-semester program provides training in hair, skin and nail care services. Instruction is provided in hair cutting, hair styling, hair coloring, chemical texture services, skin care, waxing services, make-up application, and nail care needs.

Program Requirements	Credits
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#### Fall Semester - 22 credits

COS 103	Shampoo/Rinse/Conditioners I	1
COS 110	Intro to Hair Coloring	2
COS 120	Intro to Hair Cutting	2
COS 130	Intro to Hair Styling	2
COS 140	Intro to Chemical Texture	1
NAT 110	Intro to Manicures & Pedicures	3
COS 160	Intro to Disinfection, Sanitation, & Safety	2
COS 121	Intermediate I: Hair Cutting	2
COS 131	Intermediate I Hair Styling	2
COS 141	Intermediate I: Chemical Texture	1
COS 111	Intermediate I: Hair Coloring	2
COS 161	Intermediate I: Disinfection, Sanitation, & Safety	1
COS 150	Laws, Rules and Regulations	1

#### Spring Semester - 22 credits

COS 203	Shampoo/Rinse/Conditioners II	1
NAT 111	Intermediate Manicures & Pedicures	2
COS 210	Intermediate II: Hair Coloring	2
COS 220	Intermediate II: Hair Cutting	2
COS 230	Intermediate II: Hair Styling	2
COS 240	Intermediate II: Chemical Texture	1
COS 260	Intermediate II: Disinfection, Sanitation & Safety	2
EST 110	Intro to Facials & Skin Care	3
EST 111	Intermediate Facials & Skin Care	2
EST 211	Facial Makeup	1
EST 212	Hair Removal	3
COS 261	Advanced Disinfection, Sanitation & Safety	1

#### Summer Semester - 16 credits

COS 211	Advanced Hair Coloring	2
COS 221	Advanced Hair Cutting	2
COS 231	Advanced Hair Styling	1
EST 210	Advanced Massage & Skin Care	2
COS 241	Advanced Chemical Texture	1
NAT 210	Advanced Manicures & Pedicures	2
NAT 211	Application of Artificial Nails	5

COS 250 Mgmt, Ethics, Interpers Skills & Salesmanship 1

### HAIR STYLIST (40 Total Credits)

This two-semester certificate program provides training in hair care. Instruction is provided in hair cutting, hair styling, hair coloring, and chemical textures services.

Program Requirements Credits

#### Fall Semester - 22 Credits

COS 103	Shampoo/Rinses/Conditioners I	1
COS 110	Intro to Hair Coloring	2
COS 120	Intro to Hair Cutting	2
COS 130	Intro to Hair Styling	2
COS 140	Intro to Chemical Texture	1
COS 160	Intro to Disinfection, Sanitation & Safety	2
COS 121	Intermediate I: Hair Cutting	2
COS 131	Intermediate I: Hair Styling	2
COS 141	Intermediate I: Chemical Texture	1
COS 111	Intermediate I: Hair Coloring	2
COS 161	Intermediate I: Disinfection, Sanitation & Safety	1
COS 260	Intermediate II: Disinfection, Sanitation & Safety	2
COS 150	Laws, Rules and Regulations	1
COS 250	Mgmt, Ethics, Interpersonal Skills & Salesmanship	1

#### Spring Semester - 18 Credits

COS 203	Shampoo/Rinses/Conditioners II	1
COS 210	Intermediate II: Hair Coloring	2
COS 220	Intermediate II: Hair Cutting	2
COS 230	Intermediate II: Hair Styling	2
COS 240	Intermediate II: Chemical Texture	1
COS 211	Advanced Hair Coloring	2
COS 221	Advanced Hair Cutting	2
COS 231	Advanced Hair Styling	1
COS 261	Advanced Disinfection, Sanitation & Safety	1
COS 262	Advanced II: Disinfection, Sanitation & Safety	3
COS 241	Advanced Chemical Texture	1

### NAIL TECHNICIAN (20 - Total Credits)

This one-semester certificate program provides training in nail care. Instruction is provided in manicuring, pedicure, nail design extensions, and nail artistry.

Program Requirements Credits

#### Summer Semester Only

NAT 110	Intro to Manicures & Pedicure	3
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NAT 111	Intermediate Manicures & Pedicures	2
NAT 210	Advanced Manicures & Pedicures	2
NAT 211	Application of Artificial Nails	5
COS 150	Laws, Rules & Regulations	1
COS 250	Management, Ethics, Interpers Skills & Sales	1
COS 160	Intro to Disinfection Sanitation & Safety	2
COS 161	Intermediate I: Disinfection, Sanitation & Safety	1
COS 260	Intermediate II: Disinfection, Sanitation & Safety	2
COS 261	Advanced Disinfection, Sanitation & Safety	1

#### ESTHETICS (24 - Total Credits)

This two-semester certificate program provides training in skin care. Instruction is provided in facials, facial makeup and hair removal.

Program Requirements	Credits
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#### **Spring Esthetics Courses -12 credits**

EST 110	Intro to facial & Skin Care	3
EST 111	Intermediate facial & Skin Care	2
EST 211	Facial Makeup	1
EST 212	Hair Removal	3
COS 160	Intro to Disinfection, Sanitation & Safety	2
COS 150	Laws, Rules and Regulations	1

#### **Summer Esthetics Courses -12 credits**

EST 210	Advanced Massage & Skin Care	2
COS 250	Mgmt, Ethics, Interpers Skills & Salesmanship	1
COS 260	Intermediate II: Disinfection, Sanitation & Safety	2
COS 261	Advanced Disinfection, Sanitation & Safety	1
COS 262	Advanced II: Disinfection, Sanitation & Safety	3

# Crop Production

## Certificate

The Crop Production certificate provides basic overview in farming industry including management, fertilization and soil science.

Program Requirements		Credits
AGP 107	Practical Irrigation Management	2
AGE 205	Farm & Ranch Management	3
CHE 101	Introduction to Chemistry	5
CIS 118	Introduction to PC Applications	3
AGY 100	General Crop Production	4
AGY 240	Introduction to Soil Science	4

# Emergency Medical Services

## Certificate

The Emergency Medical Services certificate programs provide instruction for Emergency Medical Technician (EMT) and EMT Intermediate. Successful completion of the Otero College emergency medical training programs' requirements for graduation will also entitle the graduate to submit an application to the National Registry of Emergency Medical Technicians (NREMT) for Emergency Medical Technician or EMT Intermediate certification testing.

Program Requirements	Credits
Emergency Medical Technician Certificate	
EMS 121    Fundamentals	3
EMS 122    Medical Emergencies	4
EMS 123    Trauma Emergencies	2
EMS 170    Basic Clinical	1
EMT Intermediate Certificate	
EMS 203    Intermediate I	6
EMS 205    Intermediate II	6
EMS 270    Clinical: EMS Intermediate	3
EMS 282    EMT Intermediate Internship	2

# Law Enforcement Training Academy

## Certificate

The Law Enforcement Training Academy prepares individuals to successfully sit for the Colorado P.O.S.T. (Peace Officer Standards and Training) Certification Examination, a necessary requirement to becoming a peace officer in Colorado. The Academy is staffed with experienced and professional law enforcement instructors with years of street and instructional experience.

This is a one-semester intensive peace officer certification program that provides tried-and-true police procedures plus exposure to the latest innovations and technologies. The Academy offers additional training necessary for today's entry level Peace Officer. Law enforcement training academy applicants cannot have any felony convictions, domestic violence convictions, child support violations of the Child Support Enforcement Act or military separation with any less than honorable conditions. Applicants with any section 24-31-305, Colorado Revised Statute convictions, theft or any moral turpitude convictions, must have a Colorado POST Rule 7 Variance prior to submitting an application.

The application process for the Law Academy: possess a high school diploma or GED, hold a valid driver's license, complete the Otero College application process including the FAFSA (financial aid), apply for Colorado Opportunity Funds, complete the Law Enforcement Academy Registration Packet including two letters of recommendations, submit a completed POST fingerprint background check impression card and complete the academy pre-admission interview with the director.

Prospective students are encouraged to visit the Law Enforcement Training Academy website at <http://www.otero.edu/academics/academicprograms/lawacademy.aspx>. To request a Law Academy Student Information Packet from the Otero College Student Services call 719-384-6831 or contact the Academy Director at 719-384-6867 or [Vincent.Fraker@otero.edu](mailto:Vincent.Fraker@otero.edu)

Program Requirements		Credits
LEA 101	Basic Police Academy I	6
LEA 102	Basic Police Academy II	12
LEA 103	Basic Law Enforcement III	2
LEA 104	Basic Law Enforcement IV	1
LEA 105	Basic Law	8
LEA 106	Arrest Control Techniques	3
LEA 107	Law Enforcement Driving	3
LEA 108	Firearms	3
LEA 110	Career Management	1
LEA 111	Law Enforcement Defensive Weapons	1

# Livestock Production

## Certificate

As part of the Associate of Applied Science, this Livestock Production certificate provides basic overview in livestock industry including management, feeds and animal science.

Program Requirements		Credits
ASC 100	Animal Science	3
AGE 205	Farm & Ranch Management	3
ASC 225	Feeds & Feeding	4
ASC 250	Live Animal & Carcass Evaluation	3
ASC 288	Livestock Practicum	2

# Nurse Aide

## Certificate

The Nurse Aide Program at Otero Junior College is offered each semester. With cooperation from area hospitals, students receive education, training, and practical application experience that prepares them to work in nurse aide positions. Successful completion of coursework and program requirements entitles the graduate to apply to the Colorado Board of Nursing to take the certification exam for Certified Nurse Aide.

<b>Required Courses</b>		<b>Credit</b>
NUA 101	Nurse Aide Health Care Skills	4
NUA 102	Certification Exam Prep	0.5
NUA 170	Nursing Aide Clinical Experience	1.5

## Recommended Courses

HPR 178	Medical Terminology 1	2
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## Legal Requirements for Nursing Assistant Licensure

Before becoming licensed, students must answer the following questions:

- A. "Have you ever been convicted of a crime or have you ever accepted a court plea of guilty or nolo contendere? Have you received a deferred judgment or deferred prosecution?"
- B. "Are you now, or were you for the 12 months preceding the date of this application, addicted to any controlled substance; a regular user of any controlled substance without a prescription; and/or habitually intemperate in the use of intoxicating liquor?"

If any question is answered "yes," students need to meet with the director of the Nursing Department for counseling because the Colorado State Board of Nursing has specific requirements for licensure.



# Phlebotomy

## Certificate

Otero College's Phlebotomy certificate program is designed to prepare qualified phlebotomists for entry level employment. The classes are taken over two semesters with a total of 6 credits. It teaches the acquired professional skill of performing vein punctures (drawing blood), collection of other blood and body fluid samples, and preparing those samples for processing by various laboratory methods.

Students will study through an online/hybrid format, classroom study, laboratory assignments, and supervised clinical experience. They will follow guidelines developed by National Accrediting Agency for Clinical Laboratory Science's (NAACLS) phlebotomy competencies. Successful students of this program receive a certificate of completion from Otero College. The student will then be able to apply for the national certification exam for the American Society of Clinical Pathology (ASCP) and other certifying agencies.

## Admission Procedure

The student must apply for general college admission to Otero College. Applying to Otero College is free and can be completed online at: [www.OteroCollege.edu/apply\\_OteroCollege.aspx](http://www.OteroCollege.edu/apply_OteroCollege.aspx). In addition the student is required to:

1. Be a graduate of an accredited high school or equivalent. Courses in biology and chemistry are strongly recommended.
2. Background check and drug screen:
  - a. Clinical facilities require students to complete a drug screen prior to participating in clinical experience. This will be arranged through the college. Please plan to follow the procedures promptly when notified.
  - b. Students are required to take and pass the background check available at this web site address: [cccs.certifiedbackground.com](http://cccs.certifiedbackground.com)
3. Required necessary vaccinations: Annual influenza, Hepatitis B, Varicella, MMR
4. Colorblindness testing: this will be done in class or can be done on D2L (Desire2Learn).
5. Health Form: The student must submit a completed physical exam form before beginning clinical rotations in the second semester.

Program Requirements		Spring	Summer
MLT 131	Intro to Hematology	2	
HPR 180	Internship		3

### Experience required during HPR 180

In HPR 180 Internship, the accrediting agency, NAACLS requires instruction and experiences for:

1. 100 clinical hours of experience
2. Performance of a minimum of 100 successful unaided blood collections
3. Instruction of a variety of phlebotomy techniques
4. Contact with various patient types, which may include varied clinical settings.

*Note: Students must complete each course consecutively with a 70% or better average in all courses.*

Phlebotomy Program is accredited with the National Accrediting Agency for Clinical Laboratory Sciences.

# Practical Nursing

## Certificate

The Practical Nursing Certificate exit option is designed to provide education to prepare the student for practice as a licensed practical nurse after completion of the first two semesters of the ADN RN program. Upon admission

to the nursing program the student may opt to stop after the first two semesters and take the optional Transition into Practical Nursing course and receive a Certificate of Practical Nursing. The curriculum follows the criteria for the Colorado Nursing Articulation Model and is specifically constructed to promote career mobility between Nursing educational levels.

Successful completion of the Practical Nursing Certificate requirements for graduation also entitles the graduate to submit an application to the State Board of Nursing for the State Licensure Examination for Practical Nursing.

1. The student must apply for general college admission to Otero College. Applying to Otero College is free and can be completed online at: [www.Otero College.edu/apply\\_Otero College.aspx](http://www.Otero College.edu/apply_Otero College.aspx). Student must be a high school graduate or have a HSE (High School Equivalency) certificate.
2. Complete required pre-admission courses (Pre-requisite Courses) with a grade of C or higher for each course and a cumulative Grade Point Average (GPA) of 2.5 or higher for the five listed courses. A higher GPA will receive a higher admission score. The science courses must be completed within seven years of the application date of the program.

### Required Pre-Admission Courses (Pre-requisite Courses)

English Composition I (3 credits)  
Human Growth & Development (3 credits)  
Human Anatomy & Physiology I (4 credits)  
Human Anatomy & Physiology II (4 credits)

3. Apply to the nursing program at Otero College using the Online Application available at [www.Otero College.edu/nursingApplication.aspx](http://www.Otero College.edu/nursingApplication.aspx).
4. Provide official transcripts confirming completion of Pre-requisite courses and GPA to the Otero College Nursing Department.
5. Complete the Accuplacer Reading and Math tests within six months of application to the Nursing Program. The minimum Reading score is 80. Minimum Math score is Elementary Algebra (EA) 61. Higher scores on each test will receive a higher admission score. To schedule contact the Student Services Office at 719-384-6831.
6. Evidence of permanent residence in the Otero College Service area of Bent, Otero and Crowley counties is not required but will receive points toward admission.
7. A clear criminal background check and urine drug screen (to be completed when instructed by the Otero College Nursing Department). See the Disqualifying Offenses document for more information at [http://www.Otero College.edu/currentstudents/departments/nursing/Disqualifying\\_Offenses10.pdf](http://www.Otero College.edu/currentstudents/departments/nursing/Disqualifying_Offenses10.pdf).
8. Evidence of Nurse Aide Certification or honorable military service is not required but will receive points toward admission score.
9. Attendance at a Pre-Nursing Information session with the Nursing Office. Call 719-384-6898 to schedule.
10. All admission criteria must be submitted to Otero College or the Nursing Office by the Nursing admission deadlines. For the full admission criteria and admission deadlines go to [www.Otero College.edu/nursingasociatedegree.aspx](http://www.Otero College.edu/nursingasociatedegree.aspx).

11. A deadline will be set and students who have completed all of the admission criteria will be admitted from the top score down until all slots are filled. To fill any vacant slots, a second and third deadline will be set and remaining and newly qualified applicants will be considered and admitted from the top scores again until slots are filled. Admission deadlines are posted on the Otero College website at [www.OteroCollege.edu/nursingasociatedegree.aspx](http://www.OteroCollege.edu/nursingasociatedegree.aspx).

## Graduation Requirements

- A. Students must fulfill all requirements of the College for receiving a certificate of completion.
- B. The graduate of nursing must pass all courses with a minimum grade of "C"
- C. Graduates must be competent in calculations of medications. Students are required to pass a medication proficiency examination at 100% mastery in order to progress to the summer semester of the program. (See the Nursing Student manual for further information).

For more information, contact the Otero College Nursing Department at 719-384-6898. Legal Requirements for Practical Nursing Licensure

Before becoming licensed, students must answer the following questions:

- A. "Have you ever been convicted of a crime or have you ever accepted a court plea of guilty or nolo contendere? Have you received a deferred judgment or deferred prosecution?"
- B. "Are you now, or were you for the 12 months preceding the date of this application, addicted to any controlled substance; a regular user of any controlled substance without a prescription; and/or habitually intemperate in the use of intoxicating liquor?"

If any question is answered "yes," students need to meet with the director of the Nursing Department for counseling because the Colorado State Board of Nursing has specific requirements for licensure.

## PRACTICAL NURSING

### Traditional Schedule

Subject to change without notification. Contact the Otero College Nursing Department office for the most current information.

Admission Requirements		Credits
BIO 201	Anatomy and Physiology I	4
BIO 202	Anatomy and Physiology II	4
ENG 121	English Composition I	3
PSY 235	Human Growth and Development	3
All with a GPA of 2.5 or higher.		
First Semester		
NUR 109	Fundamentals of Nursing	8
NUR 112	Basics Concepts of Pharmacology	2
HPR 108	--	--

HWE 100	Dietary Nutrition/Human Nutrition	1/3
MAT 103	Math for Clinical Calculations	3
BIO 204	Microbiology	4

### Second Semester

NUR 106	Medical and Surgical Nursing Concepts	9
NUR 150	Nursing Care of Obstetric & Pediatric Clients	6
NUR 169	Transition to Practical Nursing	5

## Practical Nursing Curriculum

### Evening and Weekend Schedule

Subject to change without notification. Contact the Otero College Nursing Department office for the most current information.

Admission Requirements		Credits
BIO 201	Anatomy and Physiology I	4
BIO 202	Anatomy and Physiology II	4
ENG 121	English Composition I	3
PSY 235	Human Growth and Development	3
All with a GPA of 2.5 or higher.		

### Summer Semester

MAT 103	Math for Clinical Calculations	3
HPR 108	--	--
HWE 100	Dietary Nutrition/Human Nutrition	1/3

### Fall Semester

NUR 109	Nursing Skills & Concepts	8
BIO 204	Microbiology	4
All with a GPA of 2.5 or higher		

### Spring Semester

NUR 106	Medical Surgical Nursing I	9
NUR 112	Basics Concepts of Pharmacology	2
NUR 150	Nursing Care of OB & Pediatric Clients	6

### Summer Semester

NUR 169	NUR 169 Transition to Practical Nursing	5
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### Recommended Courses for traditional or evening and weekend schedules:

The following courses are recommended to complement the required nursing program courses. Students are encouraged to register for these courses as their schedule will allow:

CHE 101	Intro to Chemistry	5
CIS 118	Intro to PC Applications	3
ENG 122	English Composition II	3
HPR 178	Medical Terminology	2
PSY 101	General Psychology I	3
PSY 102	General Psychology II	3

SOC 101	Introduction to Sociology I	3
COM 115	Public Speaking	3

## Construction

The construction program at Otero College is designed to prepare students to obtain entry-level employment in the construction trades industry and further pursue careers as an electrician, plumber, HVAC tech, carpenter or project manager.

This program is designed to allow enrollment of both secondary and post-secondary students.

<b>Construction Trades Basic Certificate</b>		
CON 157	NCCER Core	5 credits
CAR 105	Jobsite Layout	1 credit
CON 128	Cost Estimation	2 credits
CON 158	NCCER Carpentry I	6 credits
CON 162	NCCER Electrical I	6 credits
CON 166	NCCER Plumbing I	6 credits

<b>Construction Trades Advanced Certificate</b>		
CAR 115	Form and Foundation	1 credit
CON 140	Intro to building Code	3 credits
CON 207	Light Const. Eqpmt	3 credits
CON 159	NCCER Carpentry II	6 credits
CON 163	NCCER Electrical II	6 credits
CON 167	NCCER Plumbing II	6 credits

<b>Construction Trades master Certificate (completion of first 2 certificates plus the following)</b>		
WEL 101	Allied Cutting Process	4 credits
WEL 121	Structural Welding I	3 credits
WEL 122	Structural Welding II	3 credits
CON 156	Building Permits/Lic.	4 credits
CON 262	Oral/Written Comm.	2 credits
CON 245	Project Management	4 credits

# Welding

The welding program at Otero Junior College is designed to prepare students to obtain entry-level employment in agriculture, production, and maintenance environments, as well as railroad and pipeline industries.

Students may complete one or more certificates in basic welding skills, including Welding Fundamentals I, Oxyacetylene, Welding Fundamentals II, and/or Welding Production. Advanced training will prepare students for more complex welding procedures, such as robotic, railroad, and pipeline welding operations.

This program is designed to allow enrollment of both secondary and post-secondary students.

## Oxyacetylene Certificate

WEL 100	Safety for Welders	1 credits
WEL 101	Allied Cutting Processes	4 credits

## Welding Fundamentals I Certificate

WEL 103	Basic Shielded Metal Arc I	4 credits
WEL 250	Layout and Fabrication	4 credits
WEL 201	Gas Metal Arc Welding I	4 credits
MAT 102	Skilled Trades/Industrial Math	2 credits

## Welding Production Certificate

WEL 204	Flux Cored Arc Welding II	4 credits
WEL 145	Intro to Robotic Welding	2 credits
WEL 124	Intro - Gas Tungsten Arc Welding	4 credits

## Welding Fundamentals II Certificate

WEL 110	Advanced Shielded Metal Arc I	4 credits
WEL 202	Gas Metal Arc Welding II	4 credits
WEL 224	Advanced Gas Tungsten Arc Welding	4 credits

## Advanced Welding Pipe Certificate

WEL 230	Pipe Welding I	4 credits
WEL 231	Pipe Welding II	4 credits
WEL 289	Capstone	4 credits

## Advanced Welding Railroad Certificate

WEL 107	Railroad Welding I	4 credits
WEL 108	Railroad Welding II	4 credits
WEL 109	Railroad Welding III	3 credits
WEL 289	Capstone	4 credits

# Course Descriptions

## Methods of Determining Credit

Course credit is based on semester hours. One semester hour of credit usually represents 50 minutes of class time per week for a semester. Some courses with laboratory sessions meet for longer periods of time per semester hour of credit.

## Course Listings

All courses listed in this catalog appear alphabetically by subject code and in numerical sequence with listings broken down as follows:

1. The capital letters preceding the course indicate the subject area in which the course is offered and are used as a code.
2. The three digits immediately following the subject area code identify individual course offerings within the area of study. In general, the first digit, 1, indicates a first year subject and a 2, a second year subject.
3. The words following the course number are course titles and describe the course in as few words as possible.
4. The single digit on the far right of the second line indicates the number of credit hours the course carries.

For a complete listing of all Colorado Community College Common Courses, go to: <https://www.cccs.edu/education-services/common-course-numbering-system/>

The listing of a course in this or any other college publication does not constitute a guarantee, nor contract, that the particular course will be offered during the time listed. All courses are subject to scheduling changes or cancellations. Every effort to inform students of such changes and/or cancellations will be made.

## ABM Agri-Business Management

### **ABM 103 / ABM 1003: Records & Business Planning I – 3 Credits**

Examines the options available to set up a computerized record keeping system for an agricultural business. Focus is on the selection of a computer software package for the agricultural business. Computer terminology associated with a computerized record keeping system and importance of business planning will be discussed. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 104 / ABM 1004 and ABM 105 / ABM 1005

**ABM 104 / ABM 1004: Records & Business Planning II – 3 Credits**

Identifies the proper setup and implementation of accounting software for an agricultural business. A chart of accounts and beginning balance sheet will be created for a computerized record keeping system. Data entry methods for the accounting software and identification of business plan components specific to student needs will be discussed. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.  
(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)  
Corequisites: ABM 103 / ABM 1003 and ABM 105 / ABM 1005

**ABM 105 / ABM 1005: Records & Business Plan III – 3 Credits**

Examines cash and accrual accounting concepts and basic financial statements created for an agricultural business plan. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.  
(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)  
Corequisites: ABM 103 / ABM 1003 and ABM 104 / ABM 1004

**ABM 106 / ABM 1006: Records & Business Planning III – 3 Credits**

Determines the proper processes to maintain an accurate record keeping system for an agricultural business. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.  
(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)  
Corequisites: ABM 107 / ABM 1007 and ABM 108 / ABM 1008

**ABM 107 / ABM 1007: Records & Business Planning V – 3 Credits**

Determines the proper processes to maintain an accurate record keeping system for an agricultural business. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.  
(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)  
Corequisites: ABM 106 / ABM 1006 and ABM 108 / ABM 1008

**ABM 108 / ABM 1008: Records & Business Planning VI – 3 Credits**

Explains how to utilize a computerized accounting record keeping system to generate accurate financial records for an agricultural business. Notes: Course content and instruction is individualized to address



the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 106 / [ABM 1006](#) and ABM 107 / [ABM 1007](#)

### **ABM 113 / [ABM 1013](#): Financial Analysis I – 3 Credits**

Explains how to utilize a computerized accounting record keeping system to generate accurate financial records for an agricultural business. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture. (Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 114 / [ABM 1014](#) and ABM 115 / [ABM 1015](#)

### **ABM 114 / [ABM 1014](#): Financial Analysis II – 3 Credits**

Examines breakeven figures for business enterprises. This course will cover the calculation process for determining production figures for enterprises as well as refining an established accounting system to generate enterprise data accurately. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 113 / [ABM 1013](#) and ABM 115 / [ABM 1015](#)

### **ABM 115 / [ABM 1015](#): Financial Analysis III – 3 Credits**

Develop a cash flow and enterprise budgets. Student will learn cash flow concepts and the relationship to enterprise budgets. Use of data from an accounting system as well as other decision aid tools will be used in the cash flow and enterprise budget development. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 113 / [ABM 1013](#) and ABM 114 / [ABM 1014](#)

### **ABM 116 / [ABM 1016](#): Financial Analysis IV – 3 Credits**

Develop a cost and market value accrual balance sheet. This course focuses on the development of cost and marketing value balance sheets. Accrual features of an established accounting system will be analyzed in determining data that can be generated and utilized in the development of this financial statement. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based

on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 117 / **ABM 1017** and ABM 118 / **ABM 1018**

### **ABM 117 / ABM 1017: Financial Analysis V – 3 Credits**

Develop a cost and market value accrual balance sheet. This course focuses on the development of cost and marketing value balance sheets. Accrual features of an established accounting system will be analyzed in determining data that can be generated and utilized in the development of this financial statement. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 116 / **ABM 1016** and ABM 118 / **ABM 1018**

### **ABM 118 / ABM 1018: Financial Analysis VI – 3 Credits**

Determine financial health of a business with the use of industry financial ratios. This course focuses on industry ratio used in determining the financial health of a business. Types of ratios as well as their calculations will be discussed. Comparisons of financial statements from an accounting system will be utilized. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 116 / **ABM 1016** and ABM 117 / **ABM 1017**

### **ABM 123 / ABM 1023: Commodity Marketing I – 3 Credits**

Determine marketing strategies for agriculture commodities. Discussion will include identifying marketing information sources and defining marketing terminology. The students will also examine ways they can use current and forward marketing strategies in their operation. Course will also focus on enterprise identification and refinement of software enterprise features for production data. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

**Min Credit:3**

**Max Credit:**

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 124 / **ABM 1024** and ABM 125 / **ABM 1025**

**ABM 124 / ABM 1024: Commodity Marketing II – 3 Credits**

Identify the function of basis in market price discovery, how to calculate margin account futures activity, and how to utilize option contracts in mitigating market risks. Investigation of software applications to further the calculations for production costs will be addressed. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 123 / ABM 1023 and ABM 125 / ABM 1025

**ABM 125 / ABM 1025: Commodity Marketing III – 3 Credits**

Utilizes enterprise production data and its impact on cash flow to determine marketing strategies.

Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 123 / ABM 1023 and ABM 124 / ABM 1024

**ABM 126 / ABM 1026: Commodity Marketing IV – 3 Credits**

Analyzes price behavior using both technical and fundamental analysis. A marketing plan will be developed using calculated production costs and marketing strategies. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 127 / ABM 1027 and ABM 128 / ABM 1028

**ABM 127 / ABM 1027: Commodity Marketing V – 3**

Credits

Covers evaluations and

revisions of a marketing plan using actual production costs, local marketing alternatives, futures and option contracts, and technical analysis. Utilization of the plan will be determined. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 126 / ABM 1026 and ABM 128 / ABM 1028

**ABM 128 / ABM 1028: Commodity Marketing VI – 3 Credits**

Covers evaluation and refining of cost of production for all enterprises to select marketing strategies. Utilize these calculations in developing and implement a production data base. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 126 / ABM 1026 and ABM 127 / ABM 1027

**ABM 163 / ABM 1063: Marketing Plan Development I – 3 Credits**

Covers the use of marketing research to analyze the initial steps in developing a marketing plan. The focus will be on product and service component of the market plan. Data trends for products and services from an accounting system will be utilized in the analysis process. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 164 / ABM 1064 and ABM 165 / ABM 1065

**ABM 164 / ABM 1064: Marketing Plan Development II – 3 Credits**

Covers the use of marketing research to analyze the initial steps in developing a marketing plan. The focus will be on product and service component of the market plan. Data trends for products and services from an accounting system will be utilized in the analysis process. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 163 / ABM 1063 and ABM 165 / ABM 1065

**ABM 165 / ABM 1065: Marketing Plan Development III – 3 Credits**

Develops a pricing strategy for a marketing plan. Development of a pricing strategy will include price/quality relationships, sales methods, and ways to add value to products/services. Data from an inventory system as well as sales and expenses for products/services will be addressed. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 163 / ABM 1063 and ABM 164 / ABM 1064

**ABM 166 / ABM 1066: Marketing Plan Development IV – 3 Credits**

Develops a promotional strategy for a marketing plan. Development will include examining the business image, use of technology and media. Promotional costs will be addressed. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 167 / **ABM 1067** and ABM 168 / **ABM 1068**

#### **ABM 167 / ABM 1067: Marketing Plan Development V – 3 Credits**

Interprets data needed for all components in a marketing plan. Identification of data collected for sections of the marketing plan will be analyzed. The need for additional decision aids tools will be examined. A historical trend analysis for sales and expenses for use in the marketing plan will be developed. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 166 / **ABM 1066** and ABM 168 / **ABM 1068**

#### **ABM 168 / ABM 1068: Marketing Plan Development VI – 3 Credits**

Designs a marketing plan for the business. Overall marketing plan will be written with focus on how the plan differentiates from others. Cash flow ability will determine feasibility of the plan. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 166 / **ABM 1066** and ABM 167 / **ABM 1067**

#### **ABM 203 / ABM 2003: Web Productivity/Utilization I – 3 Credits**

Assesses business's present use of the Internet and the relationships to improved productivity. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 204 / **ABM 2004** and ABM 205 / **ABM 2005**

#### **ABM 204 / ABM 2004: Web Productivity/Utilization II – 3 Credits**

Identifies common terminology and minimum technical requirements for Internet use. Focuses on common technology terms to broaden knowledge of the Internet and to add credibility to one's use of

technology. Addresses identification of business's equipment for Internet use. Emphasizes understanding and utilizing the tools available and the technical capabilities of the present business. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 203 / **ABM 2003** and ABM 205 / **ABM 2005**

**ABM 205 / ABM 2005: Web Productivity/Utilization III – 3 Credits**

Appraises the components for the initial development of a web use plan for the business. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 203 / **ABM 2003** and ABM 204 / **ABM 2004**

**ABM 206 / ABM 2006: Web Productivity/Utilization IV – 3 Credits**

Evaluates the effectiveness of the business's communication component of a web use plan. Emphasis on improved utilization of the internet for communication to customers, vendors, financial institutions and other professionals. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 207 / **ABM 2007** and ABM 208 **ABM 2008**

**ABM 207 / ABM 2007: Web Productivity/Utilization V – 3 Credits**

Evaluate the effectiveness of the search component of a web use plan. Emphasis will be placed on improved utilization of searching the internet for information pertinent to the business. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 206 / **ABM 2006** and ABM 208 / **ABM 2008**

**ABM 208 / ABM 2008: Web Productivity/Utilization VI – 3 Credits**

Evaluate the need for web presence as a component in the web use plan. Focus will be on the refinement of all web use component and implementation of the agribusiness web use plan relating to

business operations. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 206 / [ABM 2006](#) and ABM 207 / [ABM 2007](#)

**ABM 213 / [ABM 2013](#): Advanced Business Management I – 3 Credits**

Interprets in-depth financial analysis processes for the business. This will include advanced financial analysis terminology and financial statements. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 214 / [ABM 2014](#) and ABM 215 / [ABM 2015](#)

**ABM 214 / [ABM 2014](#): Advanced Business Management II – 3 Credits**

Analyzes existing financial trends and emphasis of pro forma activities for further analysis of the business. Utilization of accurate accrual records and historical data will provide the basis of the pro forma statement development as it currently operates. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 213 / [ABM 2013](#) and ABM 215 / [ABM 2015](#)

**ABM 215 / [ABM 2015](#): Advanced Business Management III – 3 Credits**

Analyzes existing financial trends and emphasis of pro forma activities for further analysis of the business. Utilization of accurate accrual records and historical data will provide the basis of the pro forma statement development as it currently operates. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 213 / [ABM 2013](#) and ABM 214 / [ABM 2014](#)

**ABM 216 / [ABM 2016](#): Advanced Business Management IV – 3 Credits**

Evaluates and assesses revisions to the business plan. This will include a process for periodic review with a focus on strengthening of management skills. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list

found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.  
(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)  
Corequisites: ABM 217 / [ABM 2017](#) and ABM 218 / [ABM 2018](#)

**ABM 217 / [ABM 2017](#): Advanced Business Management V – 3 Credits**

Identifies critical areas in the business and sources of business risk. Various methods of researching resource materials to keep business plan current will be addressed as well as identifying alternatives to minimize future risks. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.  
(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)  
Corequisites: ABM 216 / [ABM 2016](#) and ABM 218 / [ABM 2018](#)

**ABM 218 / [ABM 2018](#): Advanced Business Management VI – 3 Credits**

Changes business plan to include a risk management component which addresses the critical issues identified. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.  
(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)  
Corequisites: ABM 216 / [ABM 2016](#) and ABM 217 / [ABM 2017](#)

**ABM 223 / [ABM 2023](#): Integrated Management I – 3 Credits**

Explains the general concepts of integrated management, importance, and relationship to business sustainability. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.  
(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)  
Corequisites: ABM 224 / [ABM 2024](#) and ABM 225 / [ABM 2025](#)

**ABM 224 / [ABM 2024](#): Integrated Management II – 3 Credits**

Examines technological techniques currently available and the importance of risk management in an integrated management plan. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.



(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 223 / [ABM 2023](#) and ABM 225 / [ABM 2025](#)

**ABM 225 / [ABM 2025](#): Integrated Management III – 3 Credits**

Evaluates data and software currently used as well as the strengths and weaknesses of the business risk management plan as it relates to technology integration. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certific

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 223 / [ABM 2023](#) and ABM 224 / [ABM 2024](#)

**ABM 226 / [ABM 2026](#): Integrated Management IV – 3 Credits**

Analyzes current use of technology and identifies what change(s) should be addressed to have improved information and data for the agricultural business. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 227 / [ABM 2027](#) and ABM 228 / [ABM 2028](#)

**ABM 227 / [ABM 2027](#): Integrated Management V – 3 Credits**

Creates a preliminary data and software management plan incorporating new or improved technology integration methods that have been identified. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 226 / [ABM 2026](#) and ABM 228 / [ABM 2028](#)

**ABM 228 / [ABM 2028](#): Integrated Management VI – 3 Credits**

Develops an implementation plan for integrated management that addresses software, data, risk reduction, and financial impact. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 226 / [ABM 2026](#) and ABM 227 / [ABM 2027](#)

**ABM 233 / [ABM 2033](#): Profit Maximization I – 3 Credits**

Lists the major business organizational structures available to agribusiness operations and compares the

advantages and disadvantages of each. Documents the risk management and financial responsibilities of each. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 234 / [ABM 2034](#) and ABM 235 / [ABM 2035](#)

#### **ABM 234 / [ABM 2034](#): Profit Maximization II – 3 Credits**

Develops an understanding of basis agricultural business taxes and their preparation. Special emphasis will be placed on alternative rules for depreciating farm property. The student will also document the income tax implications of alternative business organizational structure.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 233 / [ABM 2033](#) and ABM 235 / [ABM 2035](#)

#### **ABM 235 / [ABM 2035](#): Profit Maximization III – 3 Credits**

Compares the relationship between input levels and the corresponding output. Demonstrates how to calculate the production response from alternative levels of input allocation within an enterprise and among alternative enterprises. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 233 / [ABM 2033](#) and ABM 234 / [ABM 2034](#)

#### **ABM 236 / [ABM 2036](#): Profit Maximization IV – 3 Credits**

Defines basic economic concepts that enhance the financial success of an agriculture operation. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 237 / [ABM 2037](#) and ABM 238 / [ABM 2038](#)

#### **ABM 237 / [ABM 2037](#): Profit Maximization V – 3 Credits**

Analyzes production costs and revenue from an economic standpoint. Identifies the production level that allows profits to be maximized. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 236 / [ABM 2036](#) and ABM 238 / [ABM 2038](#)

**ABM 238 / [ABM 2038](#): Profit Maximization VI – 3 Credits**

Examines the concepts that determine how market prices are established in a purely competitive agriculture environment. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 236 / [ABM 2036](#) and ABM 237 / [ABM 2037](#)

**ABM 243 / [ABM 2043](#): Rural Business Entrepreneurship I – 3 Credits**

Identifies components of a business plan for a new business venture. This course centers on the collection of data necessary for the development. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 244 / [ABM 2044](#) and ABM 245 / [ABM 2045](#)

**ABM 244 / [ABM 2044](#): Rural Business Entrepreneurship II – 3 Credits**

Develops a customer analysis component for a new venture business plan and analyzes the product/service component. Focuses on the customer analysis component including target customers and customer profiles. Customer wants and needs will be listed and compared with the product/service component. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 243 / [ABM 2043](#) and ABM 245 / [ABM 2045](#)

**ABM 245 / [ABM 2045](#): Rural Business Entrepreneurship III – 3 Credits**

Identifies target markets and develop a competition analysis for a new business venture. Focuses on identifying target markets and the potential, as well as the development of the competition analysis component of the new venture business plan. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 243 / [ABM 2043](#) and ABM 244 / [ABM 2044](#)

**ABM 246 / ABM 2046: Rural Business Entrepreneurship IV – 3 Credits**

Identifies the enterprises for a new business venture and the financial statements needed for the development of the financial section. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 247 / ABM 2047 and ABM 248 / ABM 2048

**ABM 247 / ABM 2047: Rural Business Entrepreneurship V – 3 Credits**

Develops sale and expense forecasts for the creation of a new venture business plan. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 246 / ABM 2046 and ABM 248 / ABM 2048

**ABM 248 / ABM 2048: Rural Business Entrepreneurship VI – 3 Credits**

Identifies startup costs and develops a cash flow for a new business venture. Focuses on the development of a cash flow and evaluation of financial statements. Financial statement evaluation will point to financing needs and identification of business venture risks. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 246 / ABM 2046 and ABM 247 / ABM 2047

**ABM 253 / ABM 2053: Leadership Human Resource I – 3 Credits**

Defines leadership and identifies the process of leadership and what are effective leadership skills. Focuses on the concepts and skills associated with effective leadership. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 254 / ABM 2054 and ABM 255 / ABM 2055

**ABM 254 / ABM 2054: Leadership Human Resource II – 3 Credits**

Identifies concepts associated with functional teams and examines stress management concepts in a business environment. Focuses on concepts relating to leadership management, characteristics of functional teams, and stress management. Notes: Course content and instruction is individualized to

address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.  
(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)  
Corequisites: ABM 253 / [ABM 2053](#) and ABM 255 / [ABM 2055](#)

**ABM 255 / [ABM 2055](#): Leadership Human Resource III – 3 Credits**

Identifies human resource (HR) management tools that can help manage essential HR and people-oriented tasks. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.  
(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)  
Corequisites: ABM 253 / [ABM 2053](#) and ABM 254 / [ABM 2054](#)

**ABM 256 / [ABM 2056](#): Leadership Human Resource IV – 3 Credits**

Examines team building within the business and develops a leadership plan to optimize team performance. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.  
(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)  
Corequisites: ABM 257 / [ABM 2057](#) and ABM 258 / [ABM 2058](#)

**ABM 257 / [ABM 2057](#): Leadership Human Resource V – 3 Credits**

Develops a stress management reduction plan. This course includes analyzing stressful situations, effective ways to deal with stress, and the development of a stress reduction plan and techniques. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.  
(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)  
Corequisites: ABM 256 / [ABM 2056](#) and ABM 258 / [ABM 2058](#)

**ABM 258 / [ABM 2058](#): Leadership Human Resource VI – 3 Credits**

Develops a handbook that addresses human resource practices for a business. Notes: Course content and instruction is individualized to address the specific enterprise and business structure owned and/or operated by the ABM student. Assessment of this course will be based on the student project selected from the approved project list found in the State ABM Master Packer. (ABM courses are subject to CCCS statewide policy as stated in the master packet regarding credit hours, contact hours, competencies, certificates, and required documentation). Contact State Program Director for Agriculture.

(Contact hours - 54.2 (CO-OP) 5 LEC; 7.5 IND INST; 41.7 CO-OP)

Corequisites: ABM 256 / **ABM 2056** and ABM 257 / **ABM 2057**

## ACC Accounting

### **ACC 121 - / ACC 1021 Accounting Principles I** 4 Credits

This course introduces accounting principles for understanding the theory and logic that underlie procedures and practices for business organizations. Major topics include the accounting cycle for service and merchandising companies, internal control principles and practices, notes and interest, inventory systems and costing, and plant and intangible asset accounting.

(Contact hours - 60)

### **ACC 122 - / ACC 1022 Accounting Principles II** 4 Credits

This course continues the application of accounting principles to business organizations. Major topics include corporate equity and debt financing, investments, cash flow statements, financial analysis, budgeting, cost and managerial accounting.

(Contact hours - 60)

**Prerequisite:** ACC 121 / **ACC 1021** or equivalent

### **ACC 125 - / ACC 1025 Computerized Accounting** 3 Credits

Introduces the capabilities of computer applications in accounting. Includes solving accounting problems of a financial nature and hardware and software controls.

(Contact hours - 45)

**\*\*\*\* Additional courses available through Colorado Community College Online (CCOnline). \*\*\*\***

## AGB Agriculture Business

### **AGB 102 - / AGB 1002 Foundations of Agri-Business** 3 Credits

Focuses on the foundational aspects of the primary agriculture business areas including economics, management, marketing, sales and finance in an applied manner. Current events in agriculture are discussed with emphasis on application to agribusiness.

(Contact hours - 45)

**\*\*\*\* Additional courses available through Colorado Community College Online (CCOnline)\*\*\*\***

## AGE Agriculture Economics

### **AGE 102 / AGE 1102 Agriculture Economics: GT-SS1** 3 Credits

Focuses on economic principles and decision-making by consumers, firms, and government with emphasis on their application to the food, fiber, and natural resource sectors of the economy. This is a statewide Guaranteed Transfer course in the GT-SS1 category.

(Contact hours - 45)

**AGE 205 / AGE 2105 Farm and Ranch Management 3 Credits**

Provide students with practical experience in applying principles of economics, business, marketing and finance to the management of a farm/ranch operation.

(Contact hours - 45)

**AGE 208 / AGE 2108 Agricultural Finance 3 Credits**

Emphasizes principles of finance and their application to agriculture and agribusiness, including the time value of money, net present value analysis, interest, credit lending institutions, financial statements and financial ratios.

(Contact hours - 45)

**Prerequisite:** AGE 205 / AGE 2105 or permission of instructor

**AGE 210 / AGE 2110 Agriculture Marketing 3 Credits**

Studies the agricultural marketing system and methods of marketing crops and livestock. Emphasizes hedging with futures options.

(Contact hours - 45)

## **AGP Agriculture Production**

**AGP 106 / AGP 1006 - Crop Scouting & Pest Control Methods 3 Credits**

Teaches recognition of pests commonly found on major crops in Colorado, their life cycles and integrated pest control measures for these weeds, insects, and diseases.

(Contact hours - 45)

**AGP 107 / AGP 1007 - Practical Irrigation Mgmt 2 Credits**

Introduces the student to irrigation methods, scheduling, limited irrigation concepts, hydrology, safety, water quality, chemigation, and interrelationships between irrigation, soil fertility, and crops. A limited amount of water law is also covered.

(Contact hours - 37.5)

**AGP 146 / AGP 1046 - Artificial Insemination Mgmt 2 Credits**

Provides a study of applied fundamentals of anatomy and reproduction as they pertain to artificial insemination. This course emphasizes the handling of frozen semen, heat detection and nutritional management for artificial insemination (AI). Individualized training is given in developing and perfecting insemination techniques in live cattle.

(Contact hours - 37.5)

**AGP 147 / AGP 1047- Practical Cattle Reproduction 2 Credits**

Studies the fundamentals of cattle reproduction. Principles covered include nutrition, breeding, system management, physiology of the reproductive tract, hormone function, fertilization, stages of pregnancy, and overall reproductive management of the cow herd. This course emphasizes economic decision making, practical experience, and practical applications in reproductive management that may include reproductive tract scoring, pelvic measuring, body condition scoring, artificial insemination, and palpating cows.

(Contact hours - 37.5)

**AGP 148 / AGP 1048 - Cattle Reproduction Lab 1 Credit**

Development of skills necessary for reproductive management of cattle in beef and dairy operations. Covers the practical application of reproductive management techniques and practices utilized in the cattle industry.

(Contact hours -30 )

**AGP 204 / AGP 2004 - Soil Fertility and Fertilizers 4 Credits**

Emphasizes soil fertility and plant nutrition in crop production, soil-plant relations, diagnostic techniques and methods of evaluating soil fertility. Includes composition, manufacture, marketing and use of fertilizer materials and their reactions with soils and plants.

(Contact hours - 60)

**AGP 215 / AGP 2015 - Animal Health 3 Credits**

Introduces methods of prevention, recognition, and treatment of common livestock diseases.

(Contact hours - 45)

**AGP 247 / AGP 2047 - Production Cattle Feeding 3 Credits**

Continues ASC212 / ASC with emphasis on production cattle feeding in large and medium size operations. The mechanics and management of feeding operations in Logan County are observed and studied. Three major areas are emphasized: feedlot layout and design, nutrition, and health.

(Contact hours - 45)

**AGP 280 / AGP 2080 - Production Ag. Internship 0-12 Credits**

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

(Contact hours - 15/30)

## **AGR Agriculture**

**AGR 224 / AGR 2024 - Integrated Ranch Management 3 Credits**

Provides training in management pertaining to the economics of a ranching enterprise. Topics include principles of system management, resource inventory and management, ranch decision making, nutrition, selection, record keeping, financial management, and marketing.

(Contact hours - 45)

**AGR 260 / AGR 2160 World Population and Food - GT- SS3 3 Credits**

Covers concepts and issues related to world population, food, and agriculture. This is a statewide Guaranteed Transfer course in the GT-SS3 category.

(Contact hours - 45)

## **AGY Agriculture Crops & Soils**



### **AGY 100 / AGY 1100 General Crop Production 4 Credits**

Focuses on production and adaptation of cultivated crops, principles affecting growth, development, management, and utilization.

(Contact hours - 75)

### **AGY 240 / AGY 2140 Introductory Soil Science: GT-SC1 4 Credits**

Focuses on formation, physical properties, chemical properties, and management of soils emphasizing conditions that affect plant growth. This is a statewide Guarantee Transfer course in the GT-SC1 category.

(Contact hours - 75)

**Prerequisite or Corequisite:** CHE 101 / CHE 1011

## **AME Agriculture Mechanic**

### **AME 105 / AME 1005- Basic Agricultural Mechanic Skills 2 Credits**

Covers safety, proper tool use, tool reconditioning, A.C. electricity, D.C. electricity, domestic water supply and farm sanitation systems.

(Contact hours - 45)

## **ANT Anthropology**

### **ANT 103 / ANT 1004 - Archaeology Laboratory: GT-SS3 1 Credit**

Studies analytical methods in archaeological research including those employed in the field and in the laboratory. This course utilizes practical exercises to illustrate theoretical principles of archaeology, including methods of archaeological survey, excavation, artifact analysis, collection strategies, mapping strategies, and field interpretation.

(Contact Hours - 30)

### **ANT 107 / ANT 1003 - Introduction to Archeology: GT-SS3 3 Credits**

Introduces the science of recovering the human prehistoric and historic past through excavation, analysis, and interpretation of material remains. The course provides a survey of the archaeology of different areas of the Old and New Worlds, the works of selected archaeologists, and major archaeological theories. This is a statewide Guaranteed Transfer course in the GT-SS3 category.

(Contact hours - 45)

### **ANT 111 / ANT 1005 - Biological Anthropology with Laboratory: GT-SC1 4 Credits**

Focuses on the study of the human species and related organisms, and examines principles of genetics, evolution, anatomy, classification, and ecology, including a survey of human variation and adaptation, living primate biology and behavior, and primate and human fossil evolutionary history. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

(Contact hours - 75)

## **ART Art**

**ART 110 / ART 1110 - Art Appreciation-GT-AH1 3 Credits**

Introduces the cultural significance of the visual arts, including media, processes, techniques, traditions, and terminology. This is a statewide Guaranteed Transfer course in the GT-AH1 category.

(Contact hours - 45)

**ART 111 / ART 1111 - Art History: Ancient to Medieval-GT-AH1 3 Credits**

Provides the knowledge base to understand the visual arts, especially as related to Western culture. This course surveys the visual arts from the Ancient through the Medieval periods. This is a statewide Guaranteed Transfer course in the GT-AH1 category.

(Contact hours - 45)

**ART 112 / ART 1112 - Art History: Renaissance to Modern-GT-AH1 3 Credits**

Provides the knowledge base to understand the visual arts, especially as related to Western culture. This course surveys the visual arts from the Renaissance to 1900. This is a statewide Guaranteed Transfer course in the GT-AH1 category.

(Contact hours - 45)

**ART 121 / ART 1201 - Drawing I 3 Credits**

Investigates the various approaches and media that students need to develop drawing skills and visual perception.

(Contact hours - 90)

**ART 131 / ART 1002 - Visual Concepts 2-D Design 3 Credits**

Examines the basic elements of design, visual perception, and artistic form and composition as they relate to two dimensional media.

(Contact hours - 90)

**ART 132 / ART 1003 - Visual Concepts 3-D Design 3 Credits**

Focuses on learning to apply the elements and principles of design to three dimensional problems.

(Contact hours - 90)

**ART 150 / ART 1005 - Digital Art Foundations I 3 Credits**

Explores visual problem solving using digital tools for fine art. Students will learn to draw and paint in a variety of artistic modalities using color and grayscale. Two-dimensional to three-dimensional observation exercises in composition will be explored. Students will develop their skills in gesture and contour drawing, painterly expression and artistic elements while using the computer as an art tool. Use of systematic applications for development and presentation of ideas is practiced using vector and raster software. No computer experience is necessary.

(Contact hours - 90)

**ART 151 / ART 1301 - Painting I 3 Credits**

Explores basic techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting to depict form and space on a two-dimensional surface.

(Contact hours - 90)

**ART 207 / ART 1113 - Art History 1900 to Present-GT-AH1 3 Credits**

Introduces the concepts necessary to understand modern visual art, with an emphasis on world art of the 20th century. This course surveys world art of the 20th century, including Modernism to Post-Modernism. This is a statewide Guaranteed Transfer course in the GT-AH1 category.

(Contact hours - 45)

**ART 221 / ART 1202 - Drawing II** 3 Credits

Explores expressive drawing techniques with an emphasis on formal composition, black and white, and color media and content or thematic development.

(Contact hours - 90)

**ART 251 / ART 1302 - Painting II** 3 Credits

This course further explores techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with emphasis on composition and content development.

(Contact hours - 90)

**\*\*\*\* Additional courses available through Colorado Community College Online (CCCOline) \*\*\*\***

## **ASC Animal Science**

**ASC 100 / ASC 1100 Animal Sciences** 3 Credits

Covers the basic fundamentals of livestock production including the principles of nutrition, reproduction, breeding, genetics, health, and physiology of cattle, sheep, swine, horses, and other farm species. Trends and issues in animal science and animal agriculture are also discussed in this course.

(Contact hours - 45)

**ASC 225 / ASC 2125 Feeds and Feeding** 4 Credits

Focuses on the basic nutrients, common feeds and feed additives, anatomy of digestive systems, and basic feeding practices for beef, sheep, and dairy. The lab portion of the class is devoted to calculating and balancing rations to fulfill nutrient requirement for farm animals for growth, finishing, reproduction, lactation, work, and wool production. Explores least cost ration balancing on the computer.

(Contact hours - 60)

**Prerequisite:** ASC 100 / ASC 1100 or permission of instructor.

**ASC 230 / ASC 2130 Farm Animal Anatomy & Physiology** 3 Credits

Introduces students to the basic concepts of farm animal anatomy and physiology with emphasis on concepts relating to nutrition, reproduction, Immunology, and growth of the basic farm species.

~Anatomy and Physiology is taught in the context of applying basic principles to production practices in the industry including reproductive management, livestock nutrition management, and animal health practices.

(Contact hours - 45)

**Prerequisite:** ASC 100 / ASC 1100 or permission of instructor.

**ASC 250 / ASC 2150 Live Animal and Carcass Evaluation** 3 Credits

Explores meat carcass evaluation and the related yield and quality grading system. Emphasizes selection of breeding stock based on performance data. Covers comparative selection, grading, and judging of market and breeding classes of livestock based on knowledge of phenotype, performance, information, and/or carcass merit.

(Contact hours - 45)

**Prerequisite:** ASC 100 / ASC 1100 or permission of instructor.

**ASC 288 / ASC2188 Livestock Practicum 2 Credits**

Provides experiential learning with beef cattle, dairy cattle, swine and sheep.

(Contact hours - 37.5)

**Prerequisite:** ASC 100 / ASC 1100 or permission of instructor.

## **AST Astronomy**

**AST 101 / AST 1110 - Planetary Astronomy w/Lab: GT-SC1 4 Credits**

Focuses on the history of astronomy, naked-eye sky observation, tools of the astronomer, contents of the solar system and life in the universe. Incorporates laboratory experience. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

(Contact hours - 75)

**AST 102 / AST 1120 - Stellar Astronomy w/Lab: GT-SC1 4 Credits**

Emphasizes the structure and life cycle of the stars, the sun, galaxies, and the universe as a whole, including cosmology and relativity. Incorporates laboratory experience. This is a statewide Guaranteed Transfer course in the GT- SC1 category.

(Contact hours - 75)

**AST 150 / AST 1150 - Astrobiology: Life in the Universe: GT-SC2 3 Credits**

Introduces the interdisciplinary and scientific study of the search for life in the universe. Questions of how life begins and evolves on Earth, the possibilities of other life in the solar system, the galaxy, and throughout the universe will be examined. Investigation of current explorations and the search for extraterrestrial life will also be covered. This is a statewide Guaranteed Transfer course in the GT-SC2 category.

(Contact hours - 45)

**Prerequisite:** AST 102 / AST 1120

## **BAR Barbering**

**BAR 1003 - Introduction to Hair and Scalp - 1 Credit**

Introduces various types of hair, scalp treatments and shampoos. Focuses on recognition and treatment of disorders of hair and scalp, product knowledge and proper massage techniques to help control these disorders and cleanse the hair and scalp. Covers terminology dealing with hair structure scalp and hair disorders. Training is provided in a lab or classroom setting. No Prerequisite(s)

**BAR 1007 - Intro/Shaving/Honing/Strop - 1 Credit**

Introduces the general principles of shaving to include hair texture, grain of the beard and analysis of the skin. Theory is combined with the practical application of proper shaving procedures and cutting strokes used on the face. No Prerequisite(s)

**BAR 1008 - Inter/Shaving/Honing/Stropping - 1 Credit**

Focuses on theory and practical training related to mustache and beard designing and trimming.

Practical applications are incorporated in specialized classes or in a supervised salon. No Prerequisite(s)

**BAR 1010 - Introduction to Hair Coloring - 3 Credits**

Introduces theory pertaining to law of color, theory of color, chemistry of color, product knowledge, and analysis of hair and scalp. Focuses on basic techniques and procedures for the application of hair coloring. No Prerequisite(s)

**BAR 1011 - Intermediate Hair Coloring - 2 Credits**

Emphasizes theory and practical application of color products, formulations of color, and level and shades of color. No Prerequisite(s)

**BAR 1020 - Introduction to Haircutting - 3 Credits**

Introduces theory relevant to patron protection angles and degree and analysis of hair textures related to hair cutting. Covers proper use and care of hair cutting implements. Introduces basic hair cutting techniques using scissors, razor, clippers, and thinning shears. Training is provided in a classroom or lab setting with students training on mannequins or models. No Prerequisite(s)

**BAR 1021 - Intermediate Haircutting - 3 Credits**

Focuses on theory related to facial shapes and head and body forms to determine the appropriate haircut. Practical application of hair cutting techniques are explored in specialized classes or in a supervised salon setting. No Prerequisite(s)

**BAR 1030 - Introduction fo Hairstyling - 3 Credits**

Combines theory with the practical application of air forming curling iron, finger waving, soft pressing and hard pressing. No Prerequisite(s)

**BAR 1031 - Intermediate Hair Styling - 3 Credits**

Focuses on the accepted methods of styling hair, air forming, finger waves, and hair pressing. No Prerequisite(s)

**BAR 1040 - Introduction to Permanent Waves & Chemical Relaxers - 3 Credits**

Focuses on the analysis of hair and scalp, proper equipment and product knowledge. Covers basic techniques in permanent waving and chemical relaxing. Incorporates training in a classroom or lab setting on mannequins or models. No Prerequisite(s)

**BAR 1041 - Intermediate Permanent Waves & Chemical Relaxers - 3 Credits**

Focuses on theory and practical application of permanent waves and chemical relaxers in specialized classes or supervised salon setting. Students practice different wrapping techniques that are required by trend styles. No Prerequisite(s)

**BAR 1066- Intro to Facial Massage/ Skin Care - 1 Credit**

Emphasizes basic understanding of facial massage manipulations and the study of skin in both practical and theory applications. Covers the benefits derived from proper facial massage and a good skin care routine. No Prerequisite(s)

**BAR 1067 - Intermediate Facial Massage/Skin Care - 1 Credit**

Focuses on practical application dealing with anatomy, skin disorders, skin types and facial shapes. Students help patrons select proper skin care treatments. No Prerequisite(s)

**BAR 2003 - Advanced Hair and Scalp - 1 Credit**

Focuses on advanced theory and practical training of hair, scalp treatments and shampooing in a supervised salon setting. Advanced techniques prepare the student for employment. Covers student preparation for the State Board Licensing Examination on theory and practical procedures. No Prerequisite(s)

**BAR 2007 - Advanced Shaving/Honing/Stropping - 1 Credit**

Focuses on advanced training in shaving, honing and stropping. Practical and theory application is completed in specialized classes or supervised clinical training. Student will be prepared for State Board license exam. No Prerequisite(s)

**BAR 2011 - Advanced Hair Coloring - 3 Credits**

Provides continued instruction in advanced practical techniques for hair coloring with emphasis on recognition of color problems and color correction procedures. Covers advanced techniques and product knowledge to prepare the student for employment. Provides instruction for the State Board Licensing Examination pertaining to hair coloring. No Prerequisite(s)

**BAR 2020 - Advanced Hair Cutting - 3 Credits**

Provides theory and advanced techniques in all phases of hair cutting to ready the student for employment. Covers student preparation for State Board licensing examination on theory and practical procedures. Training is a combination of supervised work and specialized classes. No Prerequisite(s)

**BAR 2031 - Advanced Hair Styling - 3 Credits**

Focuses on theory and advanced techniques in all phases of hair styling to prepare the student for employment. Training is a combination of supervised salon (clinical) work and specialized classes. Includes student preparation for the State Board Licensing Examination relating to hairstyling. No Prerequisite(s)

**BAR 2041 - Advanced Permanent Waves & Chemical Relaxers - 2 Credits**

Focuses on advanced techniques to prepare the student for employment and examines changes in current industry standards. Provides instruction in specialized classes or a supervised salon setting. Covers student preparation for the State Board Licensing Examination pertaining to permanent waves and relaxers. No Prerequisite(s)

**BAR 2066 - Advanced Facial Massage and Skin Care - 1 Credit**

Emphasizes anatomy, skin disorders, skin types and facial shapes. Students guide patrons on selection of proper skin care treatments. Covers student preparation for State Board licensing examination on theory and practical procedures. No Prerequisite(s)

**BIO Biology****BIO 104 / BIO 1004 - Biology: A Human Approach:GT-SC1 4 Credits**

Develops a basic knowledge of the structure and function of the human body by studying the body's structure as a series of interrelated systems. Includes cardiovascular, respiratory, digestive, lymphatic, musculoskeletal, nervous, endocrine, reproductive and urinary systems, and genetics. Emphasizes disease prevention and wellness. This course includes laboratory experience. This is a statewide Guaranteed Transfer course in the GT-SC1 category. This is a statewide Guaranteed Transfer course in

the GT-SC1 category.  
(Contact hours- 75)

**BIO 105 / BIO 1005 - Science of Biology-GT-SC1 4 Credits**

Examines the basis of biology in the modern world and surveys the current knowledge and conceptual framework of the discipline. Explores biology as a science, a process of gaining new knowledge, and the impact of biological science on society. This course includes a laboratory experience. Designed for non-science majors. This is a statewide Guaranteed Transfer course in the GT-SC1 category.  
(Contact hours - 75)

**BIO 106 / BIO 1006 - Basic Anatomy And Physiology 4 Credits**

Focuses on basic knowledge of body structures and function, and provides a foundation for understanding deviations from normal and disease conditions. This course is designed for individuals interested in health care and is directly applicable to the Practical Nursing Program, Paramedic Program and the Medical Office Technology program.  
(Contact hours - 75)

**BIO 111 / BIO 1111 - General College Biology with Lab-GT-SC1 5 Credits**

Examines the fundamental molecular, cellular and genetic principles characterizing plants and animals. Includes cell structure and function, and the metabolic processes of respiration, and photosynthesis, as well as cell reproduction and basic concepts of heredity. The course includes laboratory experience. This is a statewide Guaranteed Transfer course in the GT-SC1 category.  
(Contact hours - 90)

**BIO 112 / BIO 1112 - General College Biology II with Lab: GT-SC1 5 Credits**

Examines the fundamental principles of ecology, evolution, classification, structure, and function in plants and animals. This course includes a laboratory experience. This is a statewide Guaranteed Transfer course in the GT-SC1 category.  
(Contact hours - 90)

**BIO 201 / BIO 2101- Human Anatomy and Physiology I -GT-SC1 4 Credits**

Focuses on an integrated study of the human body including the histology, anatomy, and physiology of each system. Examines molecular, cellular, and tissue levels of organization plus integuments, skeletal, articulations, muscular, and nervous systems. Includes a mandatory hands-on laboratory experience covering microscopy, observations, and dissection. This is the first semester of a two-semester sequence. This is a statewide Guaranteed Transfer course in the GT-SC1 category.  
(Contact hours - 75)

**Comment:** \*The successful completion of [BIO 111 / BIO 1111](#) is recommended before taking this course.

**Comment:** \**BIO 201 / BIO 2101 (exclude BIO 111 / BIO 1111 as pre-requisite for Nursing students only)*

**BIO 202 / BIO 2102 - Human Anatomy and Physiology II -GT-SC1 4 Credits**

Focuses on the integrated study of the human body and the histology, anatomy, and physiology of the following systems and topics: endocrine, cardiovascular, hematology, lymphatic and immune, urinary, fluid and electrolyte control, digestive, nutrition, respiratory, reproductive, and development. Includes a mandatory hands-on laboratory experience involving microscopy, observations, and dissection. This is a statewide Guaranteed Transfer course in the GT-SC1 category.  
(Contact hours - 75)

**Prerequisite:** [BIO 201 / BIO 2101](#) or equivalent or permission of instructor.

**BIO 204 / BIO 2104 - Microbiology-GT-SC1 4 Credits**

Covers the diversity of microorganisms, their structure, physiology, and the identification process. There is an emphasis on microorganisms that cause infectious disease and the process of infection, host immune responses, and methods to control microorganisms. Laboratory experiences include culturing, identifying, and controlling microorganisms. This course is designed for students pursuing a health science field. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

(Contact hours - 75)

**Prerequisite:** BIO 201 / **BIO 2101**

**Comment:** \*The successful completion of [BIO 111/ BIO 1111](#) is recommended before taking this course.

**BIO 216 / BIO 2116 - Human Pathophysiology 4 Credits**

Focuses on the alterations in physiological, cellular, and biochemical processes, the associated homeostatic responses, and the manifestations of disease. Prior knowledge of cellular biology, anatomy, and physiology is essential for the study of pathophysiology.

(Contact hours - 75)

**Prerequisite:** BIO 201 / **BIO 2101**, BIO 202 / **BIO 2102** or permission of instructor.

**BIO 281 / BIO 2181 - Internship 1-12 Credits**

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

**BUS Business****BUS 115 / BUS 1015 - Introduction to Business 3 Credits**

Introduces the application of fundamental business principles to local, national, and international forums. This course examines the relationship of economic systems, governance, regulations, and law upon business operations. It surveys the concepts of career development, business ownership, finance and accounting, economics, marketing, management, operations, human resources, regulations, and business ethics.

(Contact hours - 45)

**BUS 216 / BUS 2016 - Legal Environment of Business 3 Credits**

Emphasizes public law, regulation of business, ethical considerations, and various relationships existing within society, government, and business. Specific attention is given to economic regulation, social regulation, labor-management issues, environmental issues, and contract fundamentals. This course analyzes the role of law in social, political, and economic change business environments.

(Contact hours - 45)

**BUS 217 / BUS 2017 - Business Communication & Report Writing 3 Credits**

Emphasizes effective business writing and covers letters, memoranda, reports, application letters, and resumes. Includes the fundamentals of business communication and an introduction to international communication.

(Contact hours - 45)

**Prerequisite:** CCR 094 / **ENG 0094**



### **BUS 226 / BUS 2026 - Business Statistics 3 Credits**

Focuses on statistical study, sampling, organizing and visualizing data, descriptive statistics, probability, binomial distributions, normal distributions, confidence intervals, linear regression, and correlation. Intended for business majors.

(Contact hours - 45)

**Prerequisite:** MAT 055 / MAT 0300

## **CAR Carpentry**

### **CAR 1005 - Long Title: Job Site Layout and Blueprint Reading - 1 Credit**

Course Description: Introduces blue-print reading and how they apply to the construction site. Includes in-depth introduction to site layout (materials and methods).

### **CAR 1015 - Form & Foundation Systems - 1 Credit**

Course Description: Covers materials and methods for concrete forms and foundations. Includes various reinforcement methods such as re-bar and welded-wire fabric forms and foundations. Includes various reinforcement methods such as re-bar and welded-wire fabric.

## **CCR College Composition & Reading**

### **CCR 092 / ENG 0092 - Composition and Reading 5 Credits**

Integrates and contextualizes college-level reading and writing.

### **CCR 094 / ENG 0094 - Studio 121 3 Credits**

Integrates and contextualizes reading and writing strategies tailored to co-requisite ENG 121 / ENG 1021 coursework.

(Contact hours - 45)

## **CHE Chemistry**

### **CHE 101 / CHE 1011 - Introduction to Chemistry I with Lab - GT-SC1 5 Credits**

Includes the study of measurements, atomic theory, chemical bonding, nomenclature, stoichiometry, solutions, acid and base, gas laws, and condensed states. Laboratory experiments demonstrate the above concepts qualitatively and quantitatively. Designed for non-science majors, students in occupational and health programs, or students with no chemistry background. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

(Contact hours - 90)

**Prerequisite:** MAT 050 / MAT 0250 or Corequisite: MAT 050 / MAT 0250

### **CHE 102 / CHE 1012 - Introduction to Chemistry II with Lab- GT-SC1 5 Credits**

Focuses on introductory organic and biochemistry (sequel to Introduction to Chemistry I). This course includes the study of hybridization of atomic orbitals for carbon, nomenclature of both organic and biochemical compounds, physical and chemical properties of various functional groups of organic chemistry, and physical and chemical properties of biochemical compounds along with their biochemical pathways. Laboratory experiments are included. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

(Contact hours - 90)

**Prerequisite:** CHE 101 / CHE 1011 or permission of instructor.

**CHE 111 / CHE 1111 - General College Chemistry I with Lab- GT-SC1 5 Credits**

Focuses on basic chemistry and measurement, matter, chemical formulas, reactions and equations, stoichiometry. This course covers the development of atomic theory culminating in the use of quantum numbers to determine electron configurations of atoms, and the relationship of electron configuration to chemical bond theory. The course includes gases, liquids, and solids and problem-solving skills are emphasized through laboratory experiments. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

(Contact hours - 90)

**Prerequisite or Corequisite:** MAT 121 / MAT 1340

**CHE 112 / CHE 1112- General College Chemistry II with Lab - GT-SC1 5 Credits**

Presents concepts in the areas of solution properties, chemical kinetics, chemical equilibrium, acid-base and ionic equilibrium, thermodynamics, and electrochemistry. This course emphasizes problem solving skills and descriptive contents for these topics. Laboratory experiments demonstrate qualitative and quantitative analytical techniques. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

(Contact hours - 90)

**Prerequisite:** CHE 111 / CHE 1111

**CHE 211 / CHE 2111 - Organic Chemistry I with Lab 5 Credits**

Focuses on compounds associated with the element carbon including structure and reactions of aliphatic hydrocarbons and selected functional group families. The course covers nomenclature of organic compounds, stereochemistry, and reaction mechanisms such as SN1, SN2, E1 and E2. Laboratory experiments demonstrate the above concepts plus the laboratory techniques associated with organic chemistry.

(Contact hours - 105)

**Prerequisite:** CHE 112 / CHE 1112 or CHE 111 / CHE 1111 and instructor permission.

**CHE 212 / CHE 2112 - Organic Chemistry II with Lab 5 Credits**

Explores the chemistry of carbon-based compounds, their reactions and synthesis including the structure, physical properties, reactivities, and synthesis of organic functional groups not covered in Organic Chemistry I. The course explores functional groups including alcohols, ethers, aromatics, aldehydes, ketones, amines, amides, esters, and carboxylic acids and the reactions and reaction mechanisms of aromatic compounds. An introduction to biochemical topics may be included if time permits. Laboratory experiences demonstrate the above concepts and the laboratory techniques associated with organic chemistry.

(Contact hours - 105)

**Prerequisite:** CHE 211 / CHE 2111

## **CIS Computer Information Systems**

**CIS 118 / CIS 1018 - Intro PC Applications 3 Credits**

This course introduces basic computer terminology, file management, and PC system components. Provides an overview of office application software including word processing, spreadsheets, databases, and presentation graphics. Includes the use of a web browser to access the Internet.

(Contact hours - 45)

**CIS 218 / CIS 2018 - Advanced PC Applications 3 Credits**

Emphasizes solving business problems by integrating data from all of the software applications that facilitate the production of useful information. Advanced capabilities of a PC software applications suite are utilized. Printed documents, reports, slides, and forms are produced to communicate information.

(Contact hours - 60)

**Prerequisite:** CIS 118 / CIS 1018 or permission of instructor.

**\*\*\*\*Additional courses available through Colorado Community College Online (CCOnline) \*\*\*\***

## **COM Communications**

**COM 115 / COM 1150 - Public Speaking 3 Credits**

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

(Contact hours - 45)

**COM 125 / COM 1250 - Interpersonal Communication 3 Credits**

Examines the communication involved in interpersonal relationships occurring in family, social, and career situations. Relevant concepts include self-concept, perception, listening, nonverbal communication, and conflict. This is a statewide Guaranteed Transfer course in the GT-SS3 category.

(Contact hours - 45)

## **CON Construction**

**CON 1028 - Cost Estimation - 2 Credits**

Course Description: Provides an overview of the estimation process. Bid requirements, and package are discussed along with an introduction to the CSI divisions.

**CON 1040 - Intro Bldg Codes & Enforcement - Intro Bldg Codes & Enforcement - 3 Credits**

Course Description: Introduces the basic concepts of code enforcement.

**CON 1056 - Building Permits/Licensing - 4 Credits**

Course Description: Covers the governmental regulations concerning building and the process through which these regulations are enforced including whom to talk to, what to do, when to do the inspection process, how to obtain a building permit and the process of securing a variance.

**CON 1057 - NCCER Core - National Center for Construction Education & Research Core - 5 Credits**

Course Description: Introduces the fundamentals for all construction trades to include basic construction site safety, introduction to construction math, introduction to power tools, introduction to construction drawings, basic communication skills, basic employability skills, and introduction to material handling. This course is designed as an entry level course for any of the building trades program specialties.

**CON 1058- NCCER Carpentry I- National Center for Construction Education & Research Carpentry I - 6 Credits**

Course Description: Introduces foundational level carpentry skills, basic residential construction systems, the importance of personal and workplace safety, and the role of carpenters within the construction industry.

**CON 1059 - NCCER Carpentry Level II - National Center for Construction Education & Research Carpentry Level II - 6 Credits**

Course Description: Introduces the NCCER Carpentry level two for the construction trades to include commercial drawings, cold-formed steel framing, exterior finishing, thermal and moisture protection, roofing applications, doors and door hardware, drywall installation, drywall finishing, suspended ceilings, window, door, floor, ceiling trim, and cabinet installation.

**CON 1062 - NCCER Electrical I - National Center for Construction Education & Research Electrical I - 6 Credits**

Course Description: Introduces the fundamentals of electrical trades and practices in residential application. Topics in this course include orientation to the electrical trade, electrical safety, basic electrical circuits, electrical theory, introduction to the National Electrical Code, device boxes, raceways and fittings, conductors and cables, basic electrical construction drawings, residential electrical services, electrical test equipment, and basic installation techniques.

**CON 1063 - NCCER Electrical II - National Center for Construction Education & Research Electrical II - 6 Credits**

Course Description: Introduces the fundamentals of electrical trades and practices in residential application to include alternating current, theory and application, electric lighting, conduit bending, pull and junction boxes, conductor installations, cable tray, conductor terminations and splices, grounding and bonding, circuit breakers and fuses, and control systems and fundamental concepts.

**CON 1066 - NCCER Plumbing I - National Center for Construction Education & Research Plumbing I - 6 Credits**

Course Description: Introduces common types of piping, their proper fitting, fixtures, and distribution systems. Topics include the plumbing trade and construction drawings; plastic, copper, cast-iron, and carbon steel piping; fixtures and faucets; introduction to Drainage, Waste, and Vent (DWV) systems; and water distribution systems.

**CON 1067 - NCCER Plumbing II - National Center for Construction Education & Research Plumbing II - 6 Credits**

Course Description: Builds on concepts and practices for plumbing to include offsets around obstructions, reading commercial drawings, installing and testing Drainage, Waste, and Vent (DWV) piping systems, installing roof, floor, area drains, servicing various types of valves, installation of fixtures, faucets, hot water systems, and a discussion on fuel systems.

**CON 2007 - Light Construction Equipment - 3 Credits**

Course Description: Covers construction equipment, and cost choices based upon size of job vs. cost of equipment rental or ownership. Course covers maintenance issues associated with various equipment and specialization.

**CON 2045 - Project Management - 4 Credits**

Course Description: Covers the principles of project planning, scheduling, estimating and management. Emphasizes the basic skills required to supervise personnel. Includes case studies.

### **CON 2062 - Oral/Written Comm Const Super - Oral and Written Communication for Construction Supervisors - 2 Credits**

Course Description: Presents the fundamental principles of communication, with emphasis on sorting, facilitating and managing the flow of information that construction supervisors encounter in their daily work. The course includes nonverbal communication, listening, negotiating, giving effective directions, building consensus, writing and fundamentals of electronic communication. (Unit 2 of AGC Supervisory Training Program)

## **COS Cosmetology**

### **COS 103 / COS 1003 - Introduction to Hair and Scalp 1 Credit**

Introduces various types of scalp treatments, shampoos, and conditioners. This course covers hair and scalp disorders, product knowledge, and proper massage techniques. This course provides training in a lab or classroom setting.  
(Contact hours - 22.5)

### **COS 110 / COS 1010 - Introduction to Hair Coloring 2 Credits**

Introduces theory pertaining to the law of color, theory of color, chemistry of color, product knowledge, and analysis of hair and scalp. This course covers basic application techniques and procedures for the application of haircolor.  
(Contact hours - 37.5)

### **COS 111 / COS 1011 - Intermediate I: Hair Coloring 2 Credits**

Expands on hair coloring theory and practical application of color products, formulations of color, level and shades of color. Students will learn application techniques in a specialized class or in a supervised salon setting.  
(Contact hours - 45)

### **COS 120 / COS 1020 - Introduction to Hair Cutting 2 Credits**

Introduces haircutting theory relevant to patron protection, angles, elevations, and the analysis of hair textures as related to hair cutting procedures. This course covers proper use and care of hair cutting implements, basic hair cutting techniques using various cutting implements, and disinfection and sanitation procedures as they relate to haircutting.  
(Contact hours - 37.5)

### **COS 121 / COS 1021 - Intermediate I: Hair Cutting 2 Credits**

Expands on basic haircutting theory incorporating facial shapes, head and body forms to determine the appropriate techniques required to complete a client haircut. Students will apply hair cutting techniques in specialized classes or in the supervised salon.  
(Contact hours - 45)

### **COS 130 / COS 1030 - Introduction to Hair Styling I 2 Credits**

Combines theory with the practical application of hairstyling. This course covers roller placement, hair molding and shaping, pin curls, finger waves, comb-out techniques, air forming, thermal straightening,

or curling for short to long hair.

(Contact hours - 37.5)

**COS 131 / COS 1031 - Intermediate I: Hair Styling 2 Credits**

This course covers the accepted methods of styling hair, air forming, roller sets, finger waves, pin curls, braiding, and hair pressing.

(Contact hours - 45)

**COS 140 / COS 1040 - Introduction to Chemical Texture 1 Credit**

Introduces a combination of theory and practice focusing on the analysis of hair and scalp, proper equipment and product knowledge. Includes basic techniques in permanent waving and chemical relaxing. Provides training in a classroom or lab setting on mannequins or live models.

(Contact hours - 22.5)

**COS 141 / COS 1041 - Intermediate I: Chemical Texture 1 Credit**

Emphasizes theory and practical application of chemical texture, including permanent waves and chemical relaxers, in a supervised salon setting. Students will practice different wrapping techniques required by trend styles in a classroom or salon setting.

(Contact hours - 22.5)

**COS 150 / COS 1050 - Laws, Rules and Regulations 1 Credit**

This course covers laws, rules, and regulations governing the beauty industry in Colorado and accountability for the student, licensed individual, salons, and school owners.

(Contact hours - 15)

**COS 160 / COS 1060 - Introduction to Infection Control and Prevention 2 Credits**

This course covers various methods of sanitation, disinfection; and principles of workplace safety, infection control and prevention. Topics presented in this course include: classroom study of bacteriology, chemistry of cleaning versus disinfecting products that are used in the cosmetology industry, and terminology dealing with infection control.

(Contact hours - 30)

**COS 161 / COS 1061 - Intermediate I: Infection Control and Prevention 1 Credit**

This course focuses on the theory and daily practice of proper methods of disinfection, sanitation and safety procedures as related to all phases of cosmetology. Topics presented in this course include: terminology and training of disinfection, sanitation and safety procedures, and customer service in a supervised salon setting or specialized class.

(Contact hours - 22.5)

**COS 203 / COS 2003 - Intermediate I: Hair and Scalp 1 Credit**

This course covers theory and practical training in shampoos, rinses, and conditioners and examines advanced techniques to prepare the student for employment. Instruction includes preparation for the Colorado State Board Licensing Examination for shampoos, rinses, and conditioners.

(Contact hours - 22.5)

**COS 210 / COS 2010 - Intermediate II: Hair Coloring 2 Credits**

This course covers theory and practical application of color products, formulations of color, level and shades of color. Students will practice haircoloring techniques in a specialized class or in a supervised

salon setting.  
(Contact hours - 45)

**COS 211 / COS 2011 - Advanced Hair Coloring 2 Credits**

This course covers advanced theory and practical techniques in haircoloring. Course covers the recognition of color problems and color correction procedures in preparation for the Colorado State Board Licensing Examination. Topics in this course include: advanced techniques, color formulation, and product knowledge.

(Contact hours - 37.5)

**COS 220 / COS 2020 - Intermediate II: Hair Cutting 2 Credits**

This course covers haircutting theory related to facial shapes, head and body forms to determine the techniques necessary for client's specified haircut and practical applications of haircutting techniques for various client requests.

(Contact hours - 45)

**COS 221 / COS 2021 - Advanced Hair Cutting 2 Credits**

This course covers advanced haircutting techniques utilizing multiple cutting tools and emphasizes current fashion trends and preparation for the Colorado State Licensure examination.

(Contact hours - 37.5)

**COS 230 / COS 2030 - Intermediate II: Hair Styling 2 Credits**

This course covers accepted methods of styling hair, including: air forming, roller sets, iron sets, finger waves, braiding and hair pressing. Students will practice hairstyling techniques for client purposes in specialized classes or in a supervised salon setting.

(Contact hours - 37.5)

**COS 231 / COS 2031 - Advanced Hair Styling 1 Credit**

This course covers hairstyling theory and advanced techniques in all phases of hair styling to prepare the student for employment. Training is a combination of supervised salon work and specialized classes. Students will prepare for the Colorado State Board Licensing Examination.

(Contact hours - 22.5)

**COS 240 / COS 2040 - Intermediate II: Chemical Texture 1 Credit**

This course covers theory of chemical texture and practical application of permanent waves and chemical relaxers in specialized classes or a supervised salon setting. Students will practice different wrapping techniques required by trend styles or per client request.

(Contact hours - 22.5)

**COS 241 / COS 2041 - Advanced Chemical Texture 1 Credit**

This course covers advanced techniques for chemical texture and current industry standards of practice to prepare the student for employment and the State Board Licensing Examination. Instruction is provided in specialized classes or supervised salon setting.

(Contact hours - 22.5)

**COS 250 / COS 2050 - Business Management /Personal Skills/Ethics 1 Credit**

This course covers salon management business practices and the knowledge and skills necessary to build a successful business. Topics covered in this course include: basic business management,

interpersonal skills, basic techniques in salesmanship and customer services, job readiness skills, and professional ethics.

(Contact hours - 15)

**COS 260 / COS 2060 - Intermediate II: Infection Control and Prevention 2 Credits**

This course covers infection control theory and practice of proper methods of sterilization, disinfection, sanitation, and safety procedures as related to all phases of the industry. Topics for this course include: terminology and training of disinfection, sanitation, and safety procedures. The individual's responsibility to provide a safe work environment is practiced.

(Contact hours - 45)

**COS 261 / COS 2061 - Advanced Infection Control and Prevention 1 Credit**

This course covers advanced training on decontamination and safety practices in a supervised salon and/or classroom setting and primarily focuses on student preparation for the Colorado State Board Licensing Examination in decontamination and safety for all aspects of the industry. Topics for this course include: Occupational Safety and Health Administration (OSHA) requirements for schools and salons.

(Contact hours - 15)

**COS 262 / COS 2062 - Advanced II: Disinfection, Sanitation & Safety 3 Credits**

This course is the extra hours/credits required for the hairstylist program, per State Board of Colorado Barber/Cosmetology Board. Provides advanced training on decontamination and safety practices in a supervised salon and/or classroom setting. Examines advanced techniques that prepare the student for employment. Includes student preparation for the State Board Licensing Examination in decontamination and safety for all aspects of the industry. Study of OSHA requirements for schools and salon are done in a theory or practical setting.

## **CRJ Criminal Justice**

**CRJ 110 / CRJ 1010 – Intro to Criminal Justice - GT-SS3 3 credits**

Introduces the basic components of the criminal justice system in the United States. Concepts of crime, crime data, victimization, perspectives, and views of crime, theory, and law are discussed. Particular attention to the criminal justice process, interaction and conflict between criminal justice agencies, and current criminal justice issues are examined. This is a statewide Guaranteed Transfer course in the GT-SS3 category.

(Contact hours - 45)

**CRJ 230 / CRJ 2030 - Criminology 3 Credits**

Provides an introduction to the study of crime, understanding the causes of crime, and examines, theoretical frameworks and theories to explain criminal behavior. Examination of the nature of crime, crime victimization, crime patterns, types of crime, crime statistics, and criminal behavior is also included.

(Contact hours - 45)

**\*\*\*\* Additional courses available through Colorado Community College Online (CCOnline) \*\*\*\***



## CSL Counseling

### **CSL 250 / CSL 2050 - Motivational Interviewing I** 1.5 credits

Provides the opportunity for students to learn both the model of Motivational Interviewing as well as the underlying Stages of Development model. Discussion of the populations of clients where these models have proven most effective will be discussed. Student opportunity for skills practice during class that includes skill sets specific to each stage of client readiness will be used. Presentation of assessment instruments to evaluate client readiness for change.

(Contact hours - 22.5)

## ECE Early Childhood Education

### **ECE 101 / ECE 1011 - Introduction to Early Childhood Education** 3 Credits

Provides an introduction to Early Childhood Education. Includes the eight key areas of professional knowledge: Child Growth and Development; Health, Nutrition and Safety; Developmentally Appropriate Practices; Guidance; Family and Community Relationships; Diversity; Professionalism; Administration and Supervision. Focuses on ages birth through age 8. (Contact hours - 45)

Corequisite: ECE 102 / ECE 1045

### **ECE 102 / ECE 1045 - Introduction to Early Childhood Lab Techniques** 3 Credits

Focuses on a classroom seminar and placement in a child care setting. The supervised placement provides the student with the opportunity to observe children, to practice appropriate interactions, and to develop effective guidance and management techniques. Addresses ages birth through age 8.

(Contact hours - 60)

Corequisite: ECE 101 / ECE 1011

### **ECE 103 / ECE 1031- Guidance Strategies for Young 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. (Contact hours - 45)

### **ECE 111 / ECE 1111 - Infant and Toddler Theory and Practice** 3 Credits

Presents an overview of theories, applications (including observations), and issues pertinent to infant and toddler development in group and/or family settings. Includes state requirements for licensing, health, safety and nutrition. Focuses on birth through age three. (Contact hours - 45)

Corequisite: ECE 112 / ECE 1125

### **ECE 112 / ECE 1125 - Intro to Infant\Toddler Lab Techniques** 3 Credits

Includes a classroom seminar and placement in an infant and\or toddler setting. The supervised placement provides the student with the opportunity to observe, to practice appropriate interactions and to develop effective guidance and nurturing techniques with infants and\or toddlers. Addresses ages prenatal through age 2.

(Contact hours - 60)

Corequisite: ECE 111 / ECE 1111

### **ECE 205 / ECE 2051 - Nutrition, Health and Safety** 3 Credits

Focuses on nutrition, health and safety as a key factor for optimal growth and development of young children. Includes nutrient knowledge, menu planning, food program participation, health practices,

management and safety, appropriate activities and communication with families. Addresses ages from prenatal through age 8.

(Contact hours - 45)

**ECE 220 / ECE 2621 - Curriculum Development: Methods and Techniques** 3 Credits

Provides an overview of early childhood curriculum development. Includes processes for planning and implementing developmentally appropriate environments, materials and experiences, and quality in early childhood programs. Focuses on ages birth through age 8. (Contact hours - 45)

Prerequisites and Corequisites: ECE 101 / ECE 1011 or permission of instructor

**ECE 225 / ECE 2631 - Language and Cognition for the Young Child** 3 Credits

Examines theories of cognitive and language development as a framework for conceptualizing the way children acquire thinking skills. Includes observing, planning, facilitating, creative representation, and evaluating strategies within the context of play. Focuses on language, science, math, problem solving and logical thinking.

(Contact hours - 45)

Addresses ages birth through age 8.

**ECE 226 / ECE 2641 - Creativity and the Young Child** 3 Credits

Provides an emphasis on encouraging and supporting creative self expression and problem solving skills in children. Explores creative learning theories and research. Focuses on developmentally appropriate curriculum strategies in all developmental domains. Addresses ages birth through age 8. (Contact hours - 45)

**ECE 228 / ECE 2651 - Language and Literacy** 3 Credits

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

(Contact hours - 45)

**ECE 238 / ECE 2381 - Child Growth and Development** 3 credits

Covers the growth and development of the child from conception through the elementary school years. Emphasizes physical, cognitive, language, social and emotional domains and the concept of the whole child as well as how adults can provide a supportive environment through teaming and collaboration.

(Contact hours - 45)

**ECE 240 / ECE 2401 - Administration of Early Childhood Care and Education Programs** 3 Credits

Examines Colorado's licensing requirements, as well as quality standards pertaining to the operation of programs for young children. Focuses on the director's administrative skills and role as a community advocate for young children. Addresses ages birth through age 12. (Contact hours - 45)

**ECE 241 / ECE 2411 - Administration: Human Relations for Early Childhood Education** 3 Credits

Focuses on the human relations component of an early childhood professional's responsibilities. Includes director-staff relationships, staff development, leadership strategies, parent-professional partnerships, and community interaction. (Contact hours - 45)

**ECE 256 / ECE 2101 - Working with Families and Communities** 3 Credits

Examines professional attitudes related to working with diverse families and how unconscious bias may

affect family-professional partnerships in early care and education settings. This course covers theoretical perspectives of families and communities, communication strategies, and an exploration of activities and resources to support family engagement in their children's education. Supporting equity and inclusion of all family cultures in early care and education settings for children ages birth through eight. (Contact hours - 45)

#### **ECE 260 / ECE 2601 - The Exceptional Child** 3 Credits

Presents an overview of critical elements related to educating young children with disabilities in the early childhood setting. Topics include the following: typical and atypical development, legal requirements, research based practices related to inclusion, teaming and collaboration, and accommodations and adaptations. Student will learn how a disability will impact a young child's learning process. Focus of the course is on birth through age 8. (Contact hours - 45)

#### **ECE 288 / ECE 2088 - Practicum: Early Childhood Education** 3 Credits

Provides students with advanced field experience opportunities in early childhood education programs. (Contact hours - 135)

#### **ECE 289 / ECE 2089 - Capstone: Early Childhood Education** 3 Credits

Incorporates a demonstrated culmination of learning within a given program of study. (Contact hours - 135)

Prerequisite: Permission of instructor.

### **ECO Economics**

#### **ECO 201 / ECO 2001 - Principles of Macroeconomics - GT-SS1** 3 Credits

Focuses on the study of the national economy, emphasizing business cycles and long-run growth trends. Explores how macroeconomic performance is measured, including Gross Domestic Product and labor market indicators. Examines the saving-investment relationship and its relationship to Aggregate Supply and Aggregate Demand. Discusses money and banking, international trade, fiscal and monetary policy. Explores the macroeconomic role of the public sector. This is a statewide Guaranteed Transfer course in the GT-SS1 category. (Contact hours - 45)

#### **ECO 202 / ECO 2002 - Principles of Microeconomics- GT-SS1** 3 Credits

Focuses on the study of individual decision making, emphasizing households, business firms and industry analysis. Explores market models, including competition, monopoly, monopolistic competition and oligopoly. Examines market failure and related efficiency criteria for government intervention. Explores public policy, including labor market issues, poverty and the environment. This is a statewide Guaranteed Transfer course in the GT-SS1 category. (Contact hours - 45)

### **EDU Education**

#### **EDU 188 / EDU 1088 - Practicum I** 2 Credit

Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced

personnel at the education facility and with the direct guidance of the instructor.

(Contact hours - 45)

**Corequisite:** EDU 221 / EDU 2211

**EDU 221 / EDU 2211 – Introduction to Education** 3 credits

Focuses on the historical, social, political, philosophical, cultural, and economic forces that shape the United States public school system. This course includes current issues of education reform, technology as it relates to education, and considerations related to becoming a teacher in the state of Colorado. The course addresses diversity in the preschool through secondary school system.

(Contact hours - 45)

**Corequisite:** EDU 188 / EDU 1088

**EDU 234 / EDU 2341- 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. This course provides opportunities to recognize the learning needs of children from different racial, ethnic, cultural, and socioeconomic groups and to encourage teachers to integrate multicultural and diversity teaching strategies into the school curriculum.

(Contact hours - 45)

**EDU 240 / EDU 2401 - Teaching the Exceptional Learner** 3 Credits

Focuses on the individual differences and modifications that are necessary in the educational practices of the exceptional learner. Incorporates an additional 10-hour 0-credit, pre-professional, supervised, field based experience. Together with this experience, a portfolio and field experience reflective journal is required of all students.

(Contact hours – 45)

**Prerequisite:** EDU 221 / EDU 2211 & EDU 188 / EDU 1088 **Corequisite:** EDU 288 / EDU 2088

**EDU 250 / EDU 2501 - CTE in Colorado** 1 Credit (for CTE Credentialing only)

Explores common elements of Career and Technical Education philosophy and current practices. It details the philosophy of Career and Technical Education (CTE), the federal Carl D. Perkins legislation and related guidelines for CTE, the Colorado Technical Act, national and state regulatory agencies, the CCCS program approval process, enrollment management and advising strategies, relevant local and national issues, and quality assurance principles.

(Contact hours - 15)

**EDU 260 / EDU 2601 - Adult Learning & Teaching** 3 Credits (for CTE Credentialing only)

Examines the philosophy of community colleges and/or secondary schools and the roles and responsibilities of the faculty member within the college/school community. Introduces basic instructional theories and applications, with particular emphasis on adult learners. Includes syllabus development, learning goals and outcomes, and lesson plans. Emphasizes teaching to a diverse student body, classroom management, assessment and instructional technology.

(Contact hours - 45)

**EDU 261 / EDU 2611 - Teaching, Learning and Technology** 3 Credits

Explores integration of technology instruction into teaching practices used in preschool through postsecondary (P-21) educational settings for all curriculum areas of content. This course reviews a variety of technologies with an emphasis on increasing student learning and retention of knowledge. The course also explores combining technology with several instructional methodologies to promote

professional teacher dispositions related to technology-rich teaching.  
(Contact hours 45)

### **EDU 288 / EDU 2088 - Practicum II 2 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.  
(Contact hours 45)

**Prerequisite:** EDU 221 / EDU 2211 & EDU 188 / EDU 1088 **Corequisite:** EDU 240 / EDU 2401

**\*\*\*\* Additional courses available through Colorado Community College Online (CCOnline) \*\*\*\***

## **EGG Engineering**

### **EGG 106 / EGG 1030 - Robotics Design 1 Credit**

Focuses on the process of building an autonomous robot from the initial design to final evaluation. Includes design and building of the mechanical structure, electrical system as well as programming and integration of all systems to produce a fully functional autonomous robot capable of performing a series of proscribed tasks. Culminates with a detailed evaluation of both the robot and its performance.  
(Contact hours - 45)

### **EGG 140 / EGG 1040 - Engineering Projects 3 Credits**

Teaches how to engage community stakeholders and use traditional research practices to identify, define, articulate, and design technical solutions to open-ended problems. The course utilizes teamwork on a semester-long iterative design project.  
(Contact hours - 45)

## **EMS Emergency Medical Services**

### **EMS 121 / EMS 1021 - EMT Fundamentals 3 Credits**

Introduces the Emergency Medical Technician (EMT) student to prehospital emergency care. The topics included in this course are Emergency Medical Services (EMS) systems, well-being of the EMT, communications, documentation, anatomy, airway management and patient assessment.  
(Contact hours - 67.5)

### **EMS 122 / EMS 1022 - EMT Medical Emergencies 4 Credits**

Provides the Emergency Medical Technician (EMT) student with the knowledge and skills to effectively provide emergency care and transportation to a patient experiencing a medical emergency. This course focuses on the integration of the physical exam, medical history, and pathophysiology when assessing and treating the medical patient.  
(Contact hours - 75)

**Prerequisite/Corequisite:** EMS 121 / EMS 1021, EMS 170 / EMS 1070

### **EMS 123 / EMS 1023 - EMT Trauma Emergencies 2 Credits**

Provides the Emergency Medical Technician (EMT) student with the knowledge and skills to provide

appropriate emergency care and transportation of a patient who has suffered a traumatic injury. The concepts of kinematics and the biomechanics of trauma, along with pathophysiology and injury patterns will provide the student with the ability to assess and manage the trauma patient.

(Contact hours - 37.5)

**Prerequisite/Corequisite:** EMS 122 / EMS 1022, EMS 170 / EMS 1070

**EMS 126 / EMS 1026- EMT Basic Refresher 2 Credits**

Provides the student with a refresher course designed to meet the recertification requirements for the State of Colorado and/or a portion of the recertification requirements for National Registry.

**EMS 170 / EMS 1070 - EMT Basic Clinical 1 Credit**

Provides the EMT student with the clinical experience required of initial and some renewal processes.

(Contact hours - 30)

**Corequisite:** EMS 122 / EMS 1022 & EMS 123 / EMS 1023

**Prerequisite:** EMS 121

**EMS 203 / EMS 2003 - EMT Intermediate I 6 Credits**

Course provides preparatory information and is the first part of the EMT Intermediate program.

(Contact hours - 112.5)

**Prerequisite:** EMS 170 / EMS 1070 or equivalent.

**EMS 205 / EMS 2005 - EMT Intermediate II 6 Credits**

Serves as the second course for EMT Intermediate certification.

(Contact hours - 112.5)

**Prerequisite:** EMS 203 / EMS 2003

**EMS 270 / EMS 2070 - Clinical: EMS Intermediate 3 Credits**

Provides the EMT-I student with the required field experiences as required by the Colorado Department of Health.

(Contact hours - 67.5)

**Corequisite:** EMS 205 / EMS 2005

**Prerequisite:** EMS 203 / EMS 2003

**EMS 282 / EMS 2082 - EMT Intermediate Internship 2 Credits**

Provides the EMT- Intermediate with a supervised clinical learning experience that meets or exceeds the requirements for the State of Colorado Department of Public Health and Environment. Enables the student to work with a preceptor for clinical and internship experience to develop an understanding of advanced life support patient care and assessment.

(Contact hours - 78.5)

**Prerequisite:** EMS 205 / EMS 2005, EMS 270 / EMS 2070

## ENG English

**ENG 115 / ENG 1015 - Technical English and Communication 3 Credits**

Focuses on the written and oral communication needs of students in vocational and technical fields.

Enables the student to practice written, oral, reading, reasoning, and interpersonal communication skills

in order to become successful (or to remain successful) in the workplace.

(Contact hours - 45)

### **ENG 121 / ENG 1021 - English Composition I: GT-CO1 3 Credits**

Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. This course includes a wide variety of compositions that stress analytical, evaluative, and persuasive/argumentative writing. This is a statewide Guaranteed Transfer course in the GT-CO1 category.

(Contact hours - 45)

**Prerequisite:** Appropriate placement score, CCR 092 / **ENG 0092**, successful completion of CCR 093 / **ENG 0093**, or CCR 094 / **ENG 0094** as a corequisite

### **ENG 122 / ENG 1022 - English Composition II: GT-CO2 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 argumentative compositions. This is a statewide Guaranteed Transfer course in the GT-CO2 category.

(Contact hours - 45)

**Prerequisite:** ENG 121 / **ENG 1021**

### **ENG 131 / ENG 1031 - Technical Writing I: GT-CO1 3 Credits**

Develops skills one can apply to a variety of technical documents. Focuses on principles for organizing, writing, and revising clear, readable documents for industry, business, and government. This is a statewide Guaranteed Transfer course in the GT-CO1 category.

(Contact hours- 45)

**Pre-requisite:** Appropriate placement score

\*\*\*\* Additional courses available through Colorado Community College Online (CCOnline) \*\*\*\*

## **ENV Environmental Science**

### **ENV 101 / ENV 1111 - Environmental Science with Lab: GT-SC1 4 Credits**

Introduces the basic concepts of ecology and the relationship between environmental problems and biological systems. This course includes interdisciplinary discussions on biology, chemistry, geology, energy, natural resources, pollution, and environmental protection. A holistic approach is used when analyzing how the foundations of natural sciences interconnect with the environment. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

(Contact hours - 75)

\*\*\*\* Additional courses available through Colorado Community College Online (CCOnline) \*\*\*\*

## **EST Esthetics**

### **EST 110 / EST 1010 - Introduction to Skin Care 3 Credits**

This course covers the study of skin in both theory and practical applications for skin care professionals. Topics included in the course are: skin structure and function, massage manipulations while providing facials and the benefits derived from a proper facial, and good skin care routines. Training is conducted in a classroom or lab setting using manikins or models..

(Contact hours - 60)

### **EST 111 / EST 1011 - Intermediate Skin Care 2 Credits**

This course covers skin care and practical application pertaining to anatomy, skin disorders, skin types and facial shapes. Students will help patrons to select the proper skin care treatment(s). Practical and theory application can be done in specialized classes or supervised salon setting using models or customer service.

(Contact hours - 45)

### **EST 210 / EST 2010 - Advanced Skin Care 2 Credits**

This course covers advanced techniques for massage, skin care, and lash/brow tinting. Theory and practical procedures ready the student for employment and preparation for State Board Licensing Examination. Instruction is provided in specialized classes or in a supervised salon setting.

(Contact hours - 45)

### **EST 211 / EST 2011 - Make-up for Skin Care Professionals 1 Credit**

This course covers cosmetics and their functions for the skin care professional, including the importance of color theory, facial types and skin tones as they relate to facial makeup. Topics in this course include: Instruction from the basic makeup application, corrective makeup procedures, and disinfection and sanitation pertaining to all aspects of makeup.

(Contact hours - 22.5)

### **EST 212 / EST 2012 - Hair Removal 3 Credits**

This course covers in-depth study and practice of hair removal and the practice of patron protection and safety. Training for general waxing and body waxing procedures are provided. Demonstration of disinfection and sanitation as it pertains to Colorado rules and regulations will be practiced.

(Contact hours - 60)

### **EST 290 / EST 2090 - Professional Development/Continuing Education 0-12 Credits**

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

## **GEO Geography**

### **GEO 105 / GEO 1005 - World Regional Geography - GT-SS2 3 Credits**

Examines the spatial distribution of environmental and societal phenomena in the world's regions. Environmental phenomena includes topography, climate, and natural resources. Societal phenomena includes patterns of population and settlement, religion, ethnicity, language, and economic development. This course also analyzes the characteristics that define world regions and distinguishes them from each other. This course examines the relationships between physical environments and human societies, and examines globalization, emphasizing the geopolitical and economic relationships between more developed and less developed regions. This is a statewide Guaranteed Transfer course in the GT-SS2 category.

(Contact hours - 45)

## **GEY Geology**

### **GEY 111 / GEY 1111 - Physical Geology w/Lab- GT-SC1 4 Credits**

Introduces the major topics of geology. Course content encompasses Earth's materials, structure, and



surface landforms. Geologic time and the geologic processes responsible for Earth's internal and external features are covered. This course includes laboratory experience. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

**Prerequisite:** MAT 055 / MAT 0300

**GEY 112 / GEY 1112 - Historical Geology w/Lab - GT-SC1 4 Credits**

Covers the development of Earth through the vast span of geologic time. Emphasis is on the investigation and interpretation of sedimentary rocks and features, the record of ancient environments, fossil life forms, and physical events in Earth's history within the framework of plate tectonics. This course includes laboratory experience. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

(Contact hours - 75)

**Prerequisite:** GEY 111 / GEY 1111 or permission of instructor.

**GEY 216 / GEY 1155 - General Oceanography with Lab: GT-SC1 4 Credits**

Provides an introduction to modern geological and physical oceanography, with lesser emphasis on chemical and biological oceanography. Plate tectonics, seafloor geomorphology, marine sediments, coasts, physical and chemical properties of seawater, marine resources, environmental concerns, and water movement in currents, waves, and tides are among the topics covered. This course includes laboratory experience. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

(Contact hours - 75)

## HIS History

**HIS 101 / HIS 1310 - Western Civilization: Antiquity-1650 - GT-HI1 3 Credits**

Explores trends within events, peoples, groups, ideas, and institutions in Western Civilization from antiquity to 1650. This course focuses on developing, practicing, and strengthening skills historians use while constructing knowledge and studying a diverse set of narratives through perspectives such as gender, class, religion, and ethnicity. This is a statewide Guaranteed Transfer course in the GT-HI1 category.

(Contact hours - 45)

**HIS 102 / HIS 1320 - Western Civilization: 1650-Present - GT-HI1 3 Credits**

Explores trends within events, peoples, groups, ideas, and institutions in Western civilization since 1650. This course focuses on developing, practicing, and strengthening skills historians use while constructing knowledge and studying a diverse set of narratives through perspectives such as gender, class, religion, and ethnicity. This is a statewide Guaranteed Transfer course in the GT-HI1 category.

**HIS 121 / HIS 1210 - US History to Reconstruction - GT-HI1 3 Credits**

Explores trends within events, peoples--including Native American--groups, ideas, and institutions in North America and the United States to Reconstruction. This class focuses on developing, practicing, and strengthening skills historians use while constructing knowledge and studying a diverse set of narratives through perspectives such as gender, class, religion, and ethnicity. This is a statewide Guaranteed Transfer course in the GT-HI1 category.

(Contact hours - 45)

### **HIS 122 / HIS 1220 - US History since Civil War - GT-HI1 3 Credits**

Explores trends within events, peoples, groups, ideas, and institutions since the American Civil War. This course focuses on developing, practicing, and strengthening skills historians use while constructing knowledge and studying a diverse set of narratives through perspectives such as gender, class, religion, and ethnicity. This is a statewide Guaranteed Transfer course in the GT-HI1 category.  
(Contact hours - 45)

### **HIS 225 / HIS 2135 - Colorado History - GT-HI1 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, mountain men, the gold rush, railroad builders, the cattlemen and farmers, the silver boom, the tourists, and the modern state. This course focuses on developing, practicing, and strengthening skills historians use while constructing knowledge and studying a diverse set of narratives through perspectives such as gender, class, religion, and ethnicity. This is a statewide Guaranteed Transfer course in the GT-HI1 category.  
(Contact hours - 45)

**\*\*\*\* Additional courses available through Colorado Community College Online (CCOnline) \*\*\*\***

## **HLT Horticulture**

### **HLT 100 / HLT 1000 - Horticulture Science 4 Credits**

Introduces students to the principles of the plant science as they relate to horticulture. The course emphasizes the application of plant sciences to the propagation, improvement, culture and utilization of horticultural plants.

### **HLT 101 / HLT 1101 - Introduction to Horticulture 4 Credits**

Introduces the biology of horticultural plants, and basic horticultural practices.

### **HLT 160 / HLT 1060 - Greenhouse Management 4 Credits**

Covers greenhouse design, systems, management, and the major greenhouse crops and their cultural needs.  
(Contact hours - 90)

### **HLT 202 / HLT 2102 - Plant Healthcare 4 Credits**

Introduces the fundamental concepts of integrated pest management and plant health care. Teaches students to diagnose pest and disease problems and formulate site-specific prevention and control strategies.  
(Contact hours - 90)

### **HLT 208 / HLT 2008 - Pesticide Safety and Use 3 Credits**

Familiarizes students with the safe handling of pesticides used in horticulture and the laws and regulations that govern all facets of pesticide use in Colorado. Can be used as preparation for completing the Colorado Department of Agriculture's pesticide licensure exams

### **HLT 240 / HLT 2140 - Introductory Soil Science 4 credits**

Discusses the formation, physical properties, chemical properties and management of soils emphasizing

conditions that affect plant growth. The principles of soil fertility and practice of fertilizer use is also discussed.

**HLT 260 / HLT 2160 - Plant Propagation** 4 credits

Teaches seed and vegetative plant propagation techniques, the biology underlying modern plant propagation practices, and their application in commercial plant production.

**HLT 280 / HLT 2080 - Internship** 1 Credit

Provides students with the opportunity to supplement course work with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor/coordinator.  
(Contact hour - 45)

## **HPE Human Performance & Exercise**

**HPE 101 / HPE 1001 - Introduction to Coaching** 2 Credits

Acquaints the learner with the knowledge, requirements and responsibilities of coaching, including sport philosophy, sport medicine, and sport management. Fulfills requirements for ACEP Leader Level I.  
(Contact hours -30)

## **HPR Health Professional**

**HPR 102 / HPR 1011 - CPR for Professionals** 0.5 Credits

Meets the requirements for American Red Cross Professional Rescuer CPR or American Heart Association Basic Life Support for those who work in Emergency Services, Health Care and other professional areas. Material presented in this course is basic patient assessment, basic airway management, rescue breathing, AED use and CPR for infant, children and adult patients.  
(Contact hours - 7.5)

**HPR 108 / HPR 1010 - Dietary Nutrition** 1 Credit

Studies the basic nutritional principles in clinical practice in health care. The course will cover factors which influence the nutritional status of individuals, methods of nutritional assessment and support, and diet modification for specific disease states.  
(Contact hours - 15)

**HPR 120 / HPR 2011 – ACLS** 1 credit

Presents the required material for ACLS completion. It will cover arrhythmias, medications, and therapeutic modalities for life threatening arrhythmias, airway management, and other treatment modalities used in cardiac and respiratory arrest.  
(Contact hours - 15)

**HPR 178 / Replaced with HRP 138 / HPR1038 or HPR 139 / HPR 1039or HPR 144/ HPR 1040- Medical Terminology** 2 Credit

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

accepted pronunciation of terms and relative use in the healthcare setting.

(Contact hours - 30)

### **HPR 180 / HPR 1080 - Internship 3 Credit**

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

**Prerequisite:** MLT 131 / MLT1031 with a 70% or better

(Contact hours - 135)

## **HUM Humanities**

### **HUM 103 / HUM 1003 - Introduction to Film Art: AH2 3 Credits**

Introduces film terminology and narrative techniques to explore how film conveys meaning and to study the relationships among film form, content, and audience reception. This course emphasizes active viewing, discussion, and critical analysis of films from different cultures and eras. This is a statewide Guaranteed Transfer course in the GT-AH2 category.

(Contact hours – 45)

### **HUM 115 / HUM 1015 - World Mythology - GT-AH2 3 Credits**

Introduces an interdisciplinary approach to world mythology. The course illustrates and connects common themes in mythology to world religion, philosophy, art, literature, music, and contemporary culture using various interpretive methods. This is a statewide Guaranteed Transfer course in the GT-AH2 category.

(Contact hours - 45)

### **HUM 121 / HUM 1021 - Humanities: Early Civilizations - GT-AH2 3 Credits**

Introduces the interdisciplinary study of ideas that have defined cultures through a survey of the visual, performing, and literary arts, emphasizing connections among diverse cultures, including European and non-European, from the prehistoric to the early medieval era. This is a statewide Guaranteed Transfer course in the GT-AH2 category.

(Contact hours - 45)

### **HUM 122 / HUM 1022 - Humanities: Medieval to Modern - GT-AH2 3 Credits**

Introduces the interdisciplinary study of ideas that have defined cultures through a survey of the visual, performing, and literary arts, emphasizing connections among global cultures from the medieval to the early modern era. This is a statewide Guaranteed Transfer course in the GT-AH2 category.

(Contact hours - 45)

### **HUM 123 / HUM 1023 - Humanities: Modern World: GT-AH2 3 Credits**

Introduces the interdisciplinary study of ideas that have defined cultures through a survey of the visual, performing, and literary arts, emphasizing connections among global cultures from the European Enlightenment to the postmodern era. This is a statewide Guaranteed Transfer course in the GT-AH2 category.

(Contact hours - 45)

### **HUM 163 / HUM 1063 - Film Criticism 3 Credits**

Considers different approaches to film criticism, including the journalist, humanist, auteurist, genre, social science, historical, and ideological/theoretical approaches. Students will view and analyze films applying each of the critical approaches through class discussion and other assignments.  
(Contact hours – 45)

### **HUM 220 / HUM 1020 - History of Rock and Roll 3 Credits**

Teaches students to read about, write about, and discuss the social history of that very broad term, “rock and roll.” We explore important themes in American (and British) social and cultural history through the study of popular music, as well as to examine how popular and critical tastes are reflections of artistic, cultural, sexual, economic and ideological sensibilities at the time of its production. In order to fully understand what the culture of “rock” is all about, we critically analyze the influence of technology, ideology, class, gender, and race on various genres of music “jazz, country, rhythm and blues, techno, heavy metal, and hip hop. We also examine how rock and roll influenced (and is influenced by) other arts, particularly literature and film. Emphasis is placed on understanding the social and cultural contexts of the various music forms rather than on a rigorous understanding of the musical forms themselves.  
(Contact hours – 45)

## **HWE Health and Wellness**

### **HWE 100 / HWE 1050 - Human Nutrition 3 Credits**

Introduces basic principles of nutrition with emphasis on personal nutrition. This course focuses on macro and micro nutrients and their effects on the functions of the human body. Special emphasis is placed on the application of wellness, disease, and lifespan as it pertains to nutrition.  
(Contact hours - 45)

### **HWE 103 / HWE 1001: Community First Aid and CPR 1 credit**

Prepares the student for certification in CPR and Basic First Aid. Skills will include basic life support, airway obstruction, control of bleeding, shock, and patient care for the unconscious.  
(Contact hours - 15)

### **HWE 111 / HWE 1062 - Health and Wellness 3 Credits**

Explores the six components of wellness: physical, social, intellectual, spiritual, emotional, and occupational. Topics include health risks, wellness behaviors, and personal behavior change in the areas of nutrition; exercise; substance abuse; stress management; cardiovascular and cancer risk factors; the aging process; and violence, death, and dying in our society. Provides tools to complete self-assessments and develop a wellness program for a healthier lifestyle across a lifespan.  
(Contact hours - 45)

## **LEA Law Enforcement Academy**

### **LEA 101 / LEA 1001- Basic Police Academy I 6 Credits**

Conforms to POST standards and Colorado state certification requirements as well as the basic skills and knowledge necessary to perform the entry level duties of a peace officer. Emphasis will be on simulating actual situations utilizing a lecture and laboratory mode of learning.

(Contact hours - 97.5)

**Prerequisite:** Permission of Academy Director

**LEA 102 / LEA 1002 - Basic Police Academy II** 12 Credits

Conforms to POST standards and state certification requirements as well as the basic skills and knowledge necessary to perform the entry level duties of a peace officer. Emphasis will be on simulating actual situations utilizing a lecture and laboratory mode of learning.

(Contact hours - 187.5)

**Prerequisite:** Permission of Academy Director

**LEA 103 / LEA 1003 - Basic Law Enforcement Academy III** 2 Credits

Enhances the standards established by the Colorado P.O.S.T. Board and state certification requirements as well as the basic skills and knowledge necessary to perform the entry level duties of a Police Officer. Emphasis will be on expanding the Colorado P.O.S.T. curriculum to create a unique learning experience.

(Contact hours - 30)

**Pre-requisite:** Permission of Academy Director

**LEA 104 / LEA 1004 - Basic Law Enforcement Acad. IV** 1 Credit

Enhances the standards established by the Colorado P.O.S.T. Board and state certification requirements as well as the basic skills and knowledge necessary to perform entry level duties of a Police Officer. Emphasis will be on expanding the Colorado P.O.S.T. curriculum to create a unique learning experience.

(Contact hours - 15)

**Pre-requisite:** Permission of Academy Director

**LEA 105 / LEA 1005 - Basic Law** 8 Credits

Conforms to the Colorado POST standards and state certification requirements as well as the basic skills and knowledge necessary to perform the entry level duties of a peace officer. Emphasis will be on United States Constitution, arrest, search and seizure, interrogation and confessions, rules of evidence, Colorado Criminal Code, Colorado Traffic Code, Colorado Children's Code, Liquor Code and controlled substances.

(Contact hours - 120)

**Prerequisite:** Permission of Academy Director

**LEA 106 / LEA 1006 - Arrest Control Techniques** 3 Credits

Exploration of the skills, knowledge and abilities necessary to effectively maintain control of a suspect when making an arrest. Explains the continuum of force and de-escalation of force.

(Contact hours - 45)

**Prerequisite:** Permission of Academy Director

**LEA 107 / LEA 1007 - Law Enforcement Driving** 3 Credits

Exploration of the skills, knowledge and abilities required for operation of a law enforcement vehicle. Emphasizes defensive driving. Enables students to demonstrate skills by driving a vehicle under simulated conditions.

(Contact hours - 45)

**Prerequisite:** Permission of Academy Director

**LEA 108 / LEA 1008 - Firearms** 3 Credits

Discusses the skills, knowledge and abilities necessary to safely use police firearms. Students will demonstrate skills by firing weapons on a firing range. The student will demonstrate basic safety

techniques and will explain the firearms role within the continuum of force.

(Contact hours - 45)

**Prerequisite:** Permission of Academy Director.

**LEA 109 / LEA 1009 - Culture & Conflict Resolution 2 Credits**

Explores the role culture plays in dispute resolution and ways that gender, race, ethnicity, national origin, age, religion, sexual orientation and language influence conflict resolution.

(Contact hours - 30)

(Course No Longer Available as of March, 2020)

**LEA 110 / LEA 1010 - Career Management 1 Credit**

Introduces the law enforcement candidate to the proper performance standards and best habits and practices necessary to secure and maintain employment as a peace officer.

(Contact hours - 15)

**Prerequisite:** Permission of Academy Director

**LEA 111 / LEA 1011 - Law Enforcement Defensive Weapons 1 Credit**

Introduces the law enforcement candidate to the legal and tactical use of defensive weapon systems to include Oleoresin Capsicum (OC) pepper defensive spray and TASER use in law enforcement defensive tactics applications.

(Contact hours - 22.5)

**Prerequisite:** Permission of Academy Director

## LIT Literature

**LIT 115 / LIT 1015 - Introduction to Literature I - GT-AH2 3 Credits**

Introduces fiction, poetry, and drama. This course emphasizes active and responsive reading. This is a statewide Guaranteed Transfer course in the GT-AH2 category.

(Contact hours - 45)

**LIT 201 / LIT 2001 - World Literature to 1600: GT-AH2 3 Credits**

Examines significant writings in world literature from the ancients to the seventeenth century. It emphasizes active reading and understanding of the works and their cultural backgrounds.~~This is a statewide Guaranteed Transfer course in the GT-AH2 category.

(Contact hours - 45)

**LIT 202 / LIT 2002 - World Literature After 1600- GT-AH2 3 Credits**

Examines significant writings in world literature from the seventeenth century to the present. It emphasizes active reading and understanding of the works and their cultural backgrounds.~~This is a statewide Guaranteed Transfer course in the GT-AH2 category.

(Contact hours - 45)

**LIT 205 / LIT 2005 - Ethnic Literature: GT-AH2 3 Credits**

Examines the cultural, historical, and social contexts impacting multiple ethnic American identities through critical reading and analysis. This course focuses on significant works by authors who identify as African American, Native American, Latino/a, Asian American, and other ethnicities. This is a statewide Guaranteed Transfer course in the GT-AH2 category.

(Contact hours - 45)

**LIT 212 / LIT 2012 - American Literature After the Civil War: GT-AH2 3 Credits**

Examines American literary works from 1865 to the present, distinguishing among literary themes, genres, and schools of thought that illustrate historical and social contexts across a multicultural spectrum. This is a statewide Guaranteed Transfer course in the GT-AH2 category.  
(Contact hours - 45)

**LIT 225 / LIT 2025 - Intro to Shakespeare - GT-AH2 3 credits**

Explores works by William Shakespeare, focusing on a careful reading of these works as well as an exploration of pertinent contextual and historical information. This is a statewide Guaranteed Transfer course in the GT-AH2 category.  
(Contact hours - 45)

**LIT 230 / LIT 2030 - Comics/Graphic Novels 3 Credits**

Introduces visual literature in the form of the Graphic Novel or Comic Art. Diverse theoretical approaches will be used to evaluate and analyze texts.  
(Contact hours - 45)

**LIT 246 / LIT 2046 - Literature of Women: GT-AH2 3 Credits**

Examines the techniques and themes in literature of various genres by and about women by considering what it means for women to be in literature, as characters and also as authors. This is a statewide Guaranteed Transfer course in the GT-AH2 category.  
(Contact hours - 45)

**LIT 255 / LIT 2055 - Children`s Literature 3 Credits**

Examines the criteria for selecting appropriate literature for children. Explores literature through a variety of genres, age levels, values taught through literature, and literary and artistic qualities of various texts. This is a statewide Guaranteed Transfer course in the GT-AH2 category.  
(Contact hours - 45)

**LIT 288 / LIT 2088 - Practicum 1-12 Credits**

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

\*\*\*\* Additional course offerings through Colorado Community College Online (CCCOOnline) \*\*\*\*

## **MAN Management**

**MAN 128 / MAN 1028 - Human Relations in Organizations 3 Credits**

Introduces interpersonal relations most directly linked to attainment of organizational and individual goals in the business world. Other factors include motivation, career development, and conflict resolution. It explores the importance of effective communication in organizations. Addresses organizational issues such as employee motivation and customer complaints as related to product or service defects.  
(Contact hours - 45)



**MAN 200 / MAN 2000 - Human Resource Management I 3 Credits**

Provides an overview of the contemporary issues, theories, and principles used to effectively manage human resources. Topics covered include job analysis and design, talent acquisition and retention, planning and recruiting human resources, selecting employees, job placement, employee training and performance management, selecting employees, compensation and benefits, and retaining employees. (Contact hours - 45)

**MAN 216 / MAN 2016 - Sma****II Business Management 3 Credits**

Examines the elements necessary for the successful formation of a new small business and to enhance the skills of those already involved in the operation of a small business. This course includes the development of a complete small business plan.

(Contact hours - 45)

**MAN 224 / MAN 2024 - Leadership 3 Credits**

Focuses on the leadership skills for contemporary organizations. Covers development and communication a shared vision to motivate and empower employees to manage conflict, to negotiate, and to develop teams.

(Contact hours - 45)

**Prerequisite:** Permission of Instructor.

**MAN 226 / MAN 2026 - Principles of Management 3 Credits**

Provides an overview of the principles of management. Emphasis is on the primary functions of planning, organizing, staffing, leading and controlling with a balance between the behavioral and operational approaches.

(Contact hours - 45)

**Prerequisite:** MAN 224 / MAN 2024

**MAN 287 / MAN 2087 - Cooperative Education/Intern 1-12 Credits**

Provides students with the opportunity to supplement course work with practical work experience related to their educational program and occupational objectives. Students are placed at approved work stations which are related to their program of study. They work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor/coordinator.

**Prerequisite:** MAN 224 / MAN 2024

**MAR Marketing****MAR 216 / MAR 2016 - Principles of Marketing 3 Credits**

Presents the analysis of theoretical marketing processes and the strategies of product development, pricing, promotion and distribution, and their applications to businesses and the individual consumer. (Contact hours - 45)

**\*\*\*\* Additional courses available through Colorado Community College Online (CCCOline) \*\*\*\***

**MAT Mathematics**

**MAT 025 / MAT 0200 - Algebraic Literacy Lab 1 Credit**

Supports skill development in students registered in MAT 055 / MAT 0300 Algebraic Literacy. Topics covered in this course include those defined in MAT 055 / MAT 0300 and/or any prerequisite skills needed by the student.

(Contact hours - 15)

**MAT 050 / MAT 0250— Quantitative Literacy 4 Credits**

Develops number sense and critical thinking strategies, introduces algebraic thinking, and connects mathematics to real world applications. Topics in this course include ratios, proportions, percent, measurement, linear relationships, properties of exponents, and math learning strategies. This course prepares students for math for liberal arts, statistics, integrated math, and college level career math courses.

(Contact hours - 60)

Required Accuplacer scores are EA 30-84 or AR > 40.

**MAT 055 / MAT 0300 – Algebraic Literacy 4 Credits**

Develops algebraic skills necessary for manipulating expressions and solving equations. Topics in the course include radicals, complex numbers, polynomials, factoring, rational expressions, quadratic equations, absolute value equations, systems of linear equations in two variables, related applications, and linear inequalities. This course prepares students for MAT 121 / MAT 1340 College Algebra and MAT 123 / MAT 1320 Finite Math.

(Contact hours - 60)

**Prerequisite:** MAT 050 / MAT 0250 or Accuplacer EA 60-84 Students w/ EA 45-59 may be advised into MAT 055 / MAT 0300 but must co-enroll in MAT 025 / MAT 0200

**MAT 080 / MAT 0710 - ST: Support Lab for MAT 120/ MAT 1240 1 Credit**

Test scores are not high enough for MAT 120 need to co-enroll in MAT 080.

(Contact hours - 15)

**MAT 085 / MAT 0715 - ST: Support Lab for MAT 135/ MAT 1260 1 Credit**

Test scores are not high enough for MAT 135 / MAT 1260 need to co-enroll in MAT 085 / MAT 0715.

(Contact hours - 15)

**MAT 092 / MAT 0020 - Quantitative Lab 1 Credit**

Supports skill development for students registered in Math for Liberal Arts, Introduction to Statistics, or Integrated Math . Topics covered in this course include those defined in these courses and/or any prerequisite skills needed by the student. Students with NGAccuplacer scores QAS 230-239 or TradAccuplacer scores EA 80-84, who are advised into MAT 120 / MAT 1240, MAT 135 / MAT 1260, or MAT 155 / MAT 1220 are required to co-enroll in this course.

(Contact hours - 22.5)

**MAT 093 / MAT 0030 - Algebra Lab 1 Credit**

Supports skill development in students registered in MAT 121 / MAT 1340 College Algebra or MAT 123 / MAT 1320 Finite Math. Topics covered in this course include those defined in MAT 121/123 / MAT 1340/1320 and/or any prerequisite skills needed by the student. Students with NGAccuplacer AAF scores 235 to 244 who are advised into MAT 121 / MAT 1340 or 123 / MAT 1320 are required to co-enroll in this course.

(Contact hours - 22.5)

**MAT 102 / MAT 1100 - Skilled Trades & Industrial Math 2 Credits**

Provides a review of general mathematics, introductory algebra, systems of measurements, and methods of solving problems related to skilled trades and general industrial repair. It is designed for students in the repair industry. Topics may include algebra, geometry, graphs, measurement, and conversion between various systems of measurement.

(Contact hours - 30)

**MAT 103 / MAT 1120 - Math for Clinical Calculations 3 Credits**

Covers the mathematical calculations needed for enteral and parenteral medication administration. It is designed for students in the health disciplines. Topics include measurements, conversion between various systems of measurements, and methods of solving problems related to drug dosage and medication administration.

(Contact hours - 45)

**Prerequisite:** MAT 050 / MAT 0250 or appropriate placement score

**MAT 107 / MAT 1140 - Career Math 3 Credits**

Covers material designed for career and technical students who need to study particular mathematical topics. Topics include measurement, algebra, geometry, statistics, and graphs. These are presented at an introductory level and the emphasis is on applications.

(Contact hours - 45)

**Prerequisite:** MAT 050 / MAT 0250 or appropriate placement score

**MAT 120 / MAT 1240 - Math for Liberal Arts - GT-MA1 4 Credits**

Highlights connections between mathematics and the society in which we live and is intended for liberal arts majors. Topics include set theory and logic, mathematical modeling, probability and statistical methods, and consumer mathematics. This is a statewide Guaranteed Transfer course in the GT-MA1 category.

(Contact hours - 60)

**Prerequisite:** MAT 080 / MAT 0710 , MAT 092 / MAT 0020 or appropriate placement score

**MAT 121 / MAT 1340 - College Algebra- GT-MA1 4 Credits**

Focuses on a variety of functions and the exploration of their graphs. Topics include: equations and inequalities, operations on functions, exponential and logarithmic functions, linear and non-linear systems, and an introduction to conic sections. This course provides essential skills for Science, Technology, Engineering, and Math (STEM) pathways. This is a statewide Guaranteed Transfer course in the GT-MA1 category.

(Contact hours - 60)

**Prerequisite:** MAT 055 / MAT 0300 or Accuplacer score greater than 84.

**MAT 122 / MAT 1420 - College Trigonometry - GT-MA1 3 Credits**

Explores trigonometric functions, their graphs, inverse functions and identities. Topics include: trigonometric equations, solutions of triangles, trigonometric form of complex numbers, and polar coordinates. This course provides essential skills for Science, Technology, Engineering, and Math (STEM) pathways. This is a statewide Guaranteed Transfer course in the GT-MA1 category.

(Contact hours - 45)

**Prerequisite:** MAT 121 / MAT 1340 or equivalent

**MAT 123 / MAT 1320 - Finite Mathematics - GT-MA1 4 Credits**

Covers topics including functions, matrix algebra, linear programming, and an introduction to probability and counting techniques. Emphasis is on applications. This course may include other topics such as statistics when time permits. This course is primarily intended for business, life science, or social science majors. This is a statewide Guaranteed Transfer course in the GT-MA1 category.

(Contact hours - 60)

**Prerequisite:** MAT 055 / MAT 0300 or equivalent

**MAT 125 / MAT 1400 - Survey of Calculus - GT-MA1 4 Credits**

Includes derivatives, integrals, and their applications, with attention restricted to algebraic, exponential, and logarithmic functions for business, life science and/or social science majors. This is a statewide Guaranteed Transfer course in the GT-MA1 category.

(Contact hours - 60)

**Prerequisite:** MAT 121 / MAT 1340 or equivalent or appropriate placement score

**MAT 135 / MAT 1260 - Introduction to Statistics - GT-MA1 3 Credits**

Introduces descriptive and inferential statistics, with an emphasis on critical thinking and statistical literacy. Topics include methods of data collection, presentation and summarization, introduction to probability concepts and distributions, and statistical inference of one and two populations. This course uses real world data to illustrate applications of a practical nature. This is a statewide Guaranteed Transfer course in the GT-MA1 category. Contact hours - 45)

**Prerequisite:** MAT 085 / MAT 0715, MAT 092 / MAT 0020 or appropriate placement score

**MAT 166 / MAT 1440 - Pre-Calculus: GT-MA1 5 Credits**

Extends algebraic concepts and explores the subject of trigonometry. Topics include: polynomial, rational, logarithmic, and exponential functions, trigonometric and inverse trigonometric functions and their graphs, trigonometric identities, and applications. This course provides essential skills for Science, Technology, Engineering, and Math (STEM) pathways. This is a statewide Guaranteed Transfer course in the GT-MA1 category.

(Contact hours - 75)

**Prerequisite:** MAT 121 / MAT 1340

**MAT 201 / MAT 2410 - Calculus I - GT-MA1 5 Credits**

Introduces single variable calculus and analytic geometry. It includes limits, continuity, derivatives, and applications of derivatives as well as indefinite and definite integrals and some applications. This is a statewide Guaranteed Transfer course in the GT-MA1 category.

(Contact hours - 75)

**Prerequisite:** MAT 121 / MAT 1340 and MAT 122 / MAT 1420 or appropriate placement score

**MAT 202 / MAT 2420 - Calculus II - GT-MA1 5 Credits**

Continues the study of single variable calculus which will include techniques of integration, analytic geometry, improper integrals, convergence of infinite numerical series and power series. This is a statewide Guaranteed Transfer course in the GT-MA1 category.

(Contact hours - 75)

**Prerequisite:** MAT 201 / MAT 2410 or appropriate placement score

**MAT 203 / MAT 2430 - Calculus III- GT-MA1 4 Credits**

Focuses on the traditional subject matter of multivariable Calculus. Topics include vectors, vector-valued functions, partial derivatives, analytic geometry, multiple integrals, line integrals and applications. This is

a statewide Guaranteed Transfer course in the GT-MA1 category.

(Contact hours - 60)

**Prerequisite:** MAT 202 / MAT 2420 or appropriate placement score

**MAT 220 / MAT 2500 - Introduction to Proof and Reasoning** 3 Credits

Introduces logic, mathematical writing, and formal mathematical proofs. This course includes techniques of proofs, quantifiers, sets, functions, and relations.

(Contact hours - 45)

**Pre-requisite:** MAT 201 / MAT 2410

**MAT 255 / MAT 2540 - Linear Algebra** 3 Credits

Introduces linear algebra and emphasizes techniques of problem solving and introductory proofs. This course includes linear systems, matrices, determinants, vector spaces, linear transformations, eigenvalues, and eigenvectors.

(Contact hours - 45)

**Prerequisite:** MAT 202 / MAT 2420

**MAT 265 / MAT 2560 - Differential Equations - GT-MA1** 3 Credits

Explores techniques of problem solving and applications. Topics include first, second, and higher order differential equations, series methods, approximations, systems of differential equations, and Laplace transforms. This is a statewide Guaranteed Transfer course in the GT-MA1 category.

(Contact hours 45)

**Prerequisite:** MAT 202 / MAT 2420

**MAT 266 / MAT 2562 - Differential Equations with Linear Algebra** 4 Credits

Explores ordinary differential equations with an introduction to select topics in linear algebra. Course covers first and second order differential equations, series solutions, Laplace transforms, linear algebra, eigenvalues, first order systems of equations, and numerical techniques for solving differential equations.

(Contact hours - 60)

**Pre-requisite:** MAT 202 / MAT 2420

**\*\*\*\* Additional courses available through Colorado Community College Online (CCOnline) \*\*\*\***

## **MLT Medical Laboratory Technology**

**MLT 131 / MLT 1031 - Hematology** 2 Credits

Covers an introduction to phlebotomy and hematology testing. This is an introductory course for Medical Laboratory Technician students and a complete hematology module for phlebotomy students.

(Contact hours - 45)

**MLT 132 / MLT 1032 - Hematology II** 4 Credits

Covers advanced theory and practical application of hematology and hemostasis systems as they relate to the medical laboratory. Laboratory techniques, instrumentation, safety, and quality assurance in the hematology/hemostasis lab are applied. Blood cell formation, cell function and morphology, and coagulation topics are covered. Correlation of test results to blood disorders is explored. Body fluid analysis will be covered including manual counts and laboratory procedures.

(Contact hours - 90)

**Prerequisite:** MLT 131 / **MLT 1031** Hematology with a 70% or better and Accuplacer scores of English 95+, EA 85+ and Reading of 80+. Students with scores below these will not be admitted in to the MLT 132 / **MLT 1032** class until developmental courses are completed.

**MLT 141 / MLT 1041 - Immunohematology/Immunology 4 Credits**

Covers theoretical principles and procedures in immunology and immunohematology as they pertain to the clinical laboratory. Blood banking procedures will be covered including: antigens, antibodies, immune system responses, genetics, antibody identification, compatibility testing, transfusion reactions, component therapy, donor selection and tests, autoimmune hemolytic anemias and hemolytic disease of the newborn. Proficient performance of related laboratory testing is mandatory.

(Contact hours - 90)

**Prerequisite:** MLT 132 / **MLT 1032** Hematology II, BIO 111 / **BIO 1111** Biology; Co-Requisite: BIO 202 / **BIO 2102** Anatomy and Physiology II

**MLT 142 / MLT 1042 - Urinalysis 2 Credits**

Provides the student with theory and practice in performing urinalysis, including kidney function and urine formation. Urinalysis consist of examination of the physical, chemical, and microscopic components of urine. Analysis of other body fluid including cerebrospinal (CSF), serous, amniotic, synovial, seminal, vaginal, and feces are included.

(Contact hours - 45)

**Prerequisite:** BIO 111 / **BIO 1111** Biology, BIO 201 / **BIO 2101** Anatomy and Physiology I, CHE 111 / **CHE 1111** General College Chemistry, and MLT 132 / **MLT 1032** Hematology II or Permission of instructor.

**MLT 180 / MLT 1080 - Internship/ Blood Banking I 1 Credit**

Provides clinical laboratory experience in the principles and procedures of clinical immunohematology. Emphasis is placed on the implementation of knowledge and technical skills in a clinical environment.

(Contact hours - 45)

**Prerequisite:** MLT 141 / **MLT 1041** Immunology/Immunohematology

**MLT 182 / MLT 1082 - Internship II /Hematology, Coagulation & Urinalysis 3.5 Credits**

Provides the student with clinical laboratory experience in the principles and procedures of clinical hematology, coagulation, and urinalysis. Emphasis is placed on the implementation of knowledge and technical skills in a clinical environment.

(Contact hours - 157.5)

**Prerequisite:** MLT 132 / **MLT 1032** Hematology II, MLT 142 / **MLT 1042** Urinalysis

**MLT 231 / MLT 2031 - Clinical Microbiology 4 Credits**

Explains the basic skills, principles, and techniques for the staining, culturing, isolation, and identification of microorganisms of medical importance. Student will interpret clinical specimens to provide data correlation including diagnostics and treatment. Techniques for determining antibiotic sensitivity will be demonstrated. Public health, safety and quality control will also be emphasized.

(Contact hours - 90)

**Corequisite.:** BIO 202 / **BIO 2102** Anatomy and Physiology II

**Prerequisite:** BIO 111 / **BIO 1111** Biology

**MLT 232 / MLT 2032 - Parasitology/Mycology 2 Credits**

Provides the student with an introduction to basic laboratory identification and classification of medically significant isolates in parasitology and mycology. Laboratory safety, specimen selection, processing, isolation, and identification methods will be covered. Epidemiology and pathogenesis of

mycosis and parasitic infections will be emphasized.

(Contact hours - 45)

**Prerequisite:** MLT 231 / **MLT 2031** Clinical Microbiology

**MLT 241 / MLT 2041 - Clinical Chemistry 2 Credits**

Covers basic laboratory math, basic instrumentation, safety and quality control, basic theory and result evaluation of electrolytes, kidney function, and liver function test. This course is designed as an introduction course to clinical chemistry for Medical Laboratory Technician students.

(Contact hours - 45)

**Prerequisite:** MAT 121 / **MAT 1340** College algebra, CHE 111 / **CHE 1111** General College Chemistry

**MLT 242 / MLT 2042 - Clinical Chemistry II 4 Credits**

Covers advanced clinical chemistry theory, organ functions and disease correlations. Manual and automated chemistry testing is performed in the laboratory portion of the course.

(Contact hours - 90)

**Prerequisite:** MLT 241 / **MLT 2041** Clinical Chemistry

**MLT 253 / MLT 2053 - Seminar/Comprehensive Exams 1 Credit**

Prepares students for board exams and maintenance of certification through continuing education. Writing resumes, interviewing and job skills are practiced. Students will have the opportunity to complete multiple mock Medical Laboratory Technician (MLT) board exams.

(Contact hours - 15)

**Corequisite.:** MLT 182 / **MLT 1082** Internship II / Hematology, Coagulation & Urinalysis

**Prerequisite:** All 200 / **2000** level MLT courses

**MLT 280 / MLT 2080 - Internship III /Clinical Chemistry 3.5 Credits**

Provides the student with clinical laboratory experience in the principles and procedures of clinical chemistry. Emphasis is placed on the implementation of knowledge and technical skills in a clinical environment.

(Contact hours - 157.5)

**Prerequisite or Corequisite:** MLT 242 / **MLT 2042** Clinical Chemistry II

**MLT 282 / MLT 2082 - Internship IV / Microbiology 2 Credits**

Provides the student with clinical laboratory experience in the principles and procedures of clinical microbiology. Emphasis is placed on the implementation of knowledge and technical skills in a clinical environment.

(Contact hours - 90)

**Corequisite.:** MLT 232 / **MLT 2032** Parasitology/Mycology

**Prerequisite:** MLT 231 / **MLT 2031** Clinical Microbiology

## MUS Music

**MUS 110 / MUS 1010 - Music Theory I 3 Credits**

Reviews and builds upon music fundamentals, diatonic harmony, phrase structure, and analysis. The course introduces voice leading and four part harmony in root position and inversions.

(Contact hours - 45)

**MUS 111 / MUS 1011 - Music Theory II 3 Credits**

Introduces harmony through four-part writing studying principles of harmonic progression, modulation,

diatonic seventh chords, secondary dominants, keyboard harmony, and score analysis of binary and ternary form. Contact hours - 45)

**MUS 112 / MUS 1012 - Ear Training/Sight-singing I Lab 1 Credits**

Provides exercises in sight singing, rhythmic reading, and melodic and rhythmic dictation. The course will include performance of melodies and rhythmic reading exercises. Ear training dictation topics includes rhythm, intervals, diatonic scales, melody, triad types, and scales  
(Contact hours - 30)

**MUS 113 / MUS 1013 - Ear Training/Sight-singing II Lab 1 Credit**

Continues to develop sight singing, rhythm reading, and dictation skills. The course includes expanded exercises in sight singing, rhythmic reading, and melodic and rhythmic dictation, as well as performance of melodies and rhythmic reading exercises. This course includes ear training topics.  
(Contact hours - 30)

**MUS 120 / MUS 1020 - Music Appreciation - GT-AH1 3 Credits**

Introduces the study of music focusing on intelligent listening skills, the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various Western, and non-Western historical style periods. This is a statewide Guaranteed Transfer course in the GT-AH1 category.  
(Contact hours - 45)

**MUS 121 / MUS 1021 - Music History: Medieval thru Classical 3 Credits**

Provides an historical survey of Western art music from the Middle Ages into the Classical period, including styles, genres, composers, works, and significant cultural and historical influences upon the repertoire. This is a statewide Guaranteed Transfer course in the GT-AH1 category. (Contact hours - 30)

**MUS 122 / MUS 1022 - Music History: Early Romantic Period 3 Credits**

Provides an historical survey of Western art music connecting the classical period to the Romantic period and following to the present. This course includes the study of styles, genres, composers, works, and significant cultural and historical influences upon the repertoire. This is a statewide Guaranteed Transfer course in the GT-AH1 category.  
(Contact hours - 45)

**MUS 123 / MUS 1023 - Survey of World Music: GT-AH1 3 Credits**

Provides an overview of music from around the globe including folk, ethnic, non-Western and popular styles. Develops basic listening skills and builds a historical/cultural context for world music styles to enable an understanding and appreciation of global music. This is a statewide Guaranteed Transfer course in the GT-AH1 category.  
(Contact hours - 45)

**MUS 125 / MUS 1025 - History of Jazz: GT-AH1 3 Credits**

Provides an overview of jazz history covering the basic materials of music and the forms, media, genres, and the historical and cultural framework of each style period. This course emphasizes the building of critical listening tools and the development of a jazz music vocabulary. This is a statewide Guaranteed Transfer course in the GT-AH1 category.  
(Contact hours - 45)



**MUS 131 / MUS 1031 - Music Class I: Piano 2 Credits**

Provides group instruction in music, introducing basic techniques, repertoire, and sight-reading.  
(Contact hours - 30)

**MUS 141 / MUS 1041 - Private Instruction: (Specify) 1 - 2 Credits**

1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. First year, first term.  
(Contact hours - 15 - 30)

**MUS 142 / MUS 1042 - Private Instruction: (Specify) 1 - 2 Credits**

1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. First year, second term.  
(Contact hours - 15 -30)

**MUS 151 / MUS 1051 - Ensemble I: Choir 1 Credit**

First year, first term. Rehearses and performs various types of musical literature.  
(Contact hours - 45)

**MUS 152 / MUS 1052 - Ensemble II: Choir 1 Credit**

Rehearses and performs various types of musical literature. First year, second term.  
(Contact hours - 45)

**MUS 210 / MUS 2010 - Music Theory III 3 Credits**

Continues study of four-part music, including extended harmonic progressions of ninth, eleventh, thirteenth chords, extended alteration, non-chord tones, modulation and compositions  
(Contact hours - 45)

**MUS 211 / MUS 2011 - Music Theory IV 3 Credits**

Continues the study of chromatic harmony and analysis. This course introduces 20th and 21st century compositional techniques, including Impressionism, serialism, non-tertian harmonies, and further study in forms and analysis.  
(Contact hours - 45)

**MUS 212 / MUS 2012 - Ear Train/Sightsing Lab III 1 Credit**

Covers sight singing and melodic dictation using modulation and chromaticism. It covers harmonic dictation including diatonic and chromatic harmonic progressions. It will emphasize rhythmic reading and dictation including syncopation and asymmetrical meters.  
(Contact hours - 30)

**MUS 213 / MUS 2013 -Ear Train/Sightsing Lab IV 1 Credit**

Covers sight singing and ear training skills related to musical styles since 1900.  
(Contact hours - 30)

**MUS 241 / MUS 2041 - Private Instruction: (Specify) 1 - 2 Credits**

1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school.

Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Second year, first term.  
(Contact hours - 15 - 30)

**MUS 242 / MUS 2042 - Private Instruction: (Specify) 1 - 2 Credits**

1 credit primarily for non-music majors. 2 credits for music majors planning to transfer to 4 year school. Offers private instruction consisting of a thirty or sixty minute lesson per week. Participation in a student performance is required at least once each term for 1 credit. Regular attendance at and participation in student performances is required for 2 credits. Second year, third term.  
(Contact hours - 15 - 30)

**MUS 251 / MUS 2051 - Ensemble I 1 Credit**

Rehearses and performs various types of musical literature. Second year, first term.  
(Contact hours - 45)

**MUS 252 / MUS 2052 - Ensemble II 1 Credit**

Rehearses and performs various types of musical literature. Second year, second term.  
(Contact hours - 45)

## **NAT Nail Technician**

**NAT 110 / NAT 1010 - Introduction to Nail Care 3 Credits**

This course covers the proper use of implements used in manicures and pedicures. Theory and practical application of proper set-up, safety, sanitation, nail shapes, anatomy, product knowledge and terminology dealing with manicures and pedicures is covered. Training is done in a classroom or lab setting using models or other techniques.  
(Contact hours - 60)

**NAT 111 / NAT 1011 - Intermediate I Nail Care 2 Credits**

This course covers theory and practical application dealing with different types of manicures, pedicures, nail art, and massage techniques. Theory and practical application of procedures, products, nail shapes, and maintenance of natural nails is covered. Students learn to recognize different nail disorders and their proper treatment. Training is done in a specialized class or in supervised salon (clinical) setting, using models or customer service. Proper sanitation and sterilization as it pertains to all aspects of manicures, pedicures, and nail art is taught.  
(Contact hours - 45)

**NAT 210 / NAT 2010 - Advanced Nail Care 2 Credits**

This course covers advanced theory and practical application dealing with different types of manicures, pedicures, massage techniques, and nail art. Topics included in this course are: practical application of procedures, products, nails shapes and maintenance of the natural nails. Course will cover client education on different nail disorders and their proper treatment. Training is done in a specialized class or in supervised salon (clinical) setting, using models or customer service.  
(Contact hours - 37.5)

### **NAT 211 / NAT 2011 - Application of Nail Enhancements 5 Credits**

This course covers advanced theory and product knowledge of current industry nail enhancements to ready the student for employment. Practical application and removal techniques of nail wraps, tip overlays, acrylics and any current enhancements are practiced. Instruction is provided in specialized classes or in supervised salon setting using models or customer service. This course prepares the student for the Colorado state board licensing examination.

(Contact hours - 97.5)

### **NAT 290 / NAT 2090 - Advanced Nail Technician Studies 3 Credits**

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

## **NUA Nursing Assistant**

### **NUA 101 / NUA 1001 - Nurse Aide Health Care Skills 4 Credits**

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

(Contact hours - 82.5)

**Corequisite:** NUA 102 / NUA 1002. NUA 170 / NUA 1070

### **NUA 102 / NUA 1002 - Certification Exam Prep .5 credits**

Helps prepare the student for the National Nurse Aide Assessment Program (NNAAP) examination.

(Contact hours - 7.5)

**Corequisite:** NUA 101 / NUA 1001 or permission of instructor

### **NUA 170 / NUA 1070 - Nurse Aide Clinical Experience 1.5 Credit**

Applies knowledge and skill gained in NUA 101 / NUA 1001 to patient care.

(Contact hours - 37.5)

**Prerequisite or Corequisite:** NUA 101 / NUA 1001 , NUA 102 / NUA 1002

## **NUR Nursing**

The following Nursing Program courses include a combination of theory, laboratory practice and clinical practice for each course. Students must pass each of the theory, laboratory and clinical portions of each course to receive a passing grade in that course. Most of the Nursing Program courses are sequential and must be completed successfully before proceeding into the next course. Theory hours for each course are calculated on a 1:1 credit to contact ratio, laboratory and clinical hours are calculated on a 1:2 credit to contact ratio.

### **NUR 101 / NUR 1001 - Pharmacology Calculations 1 Credit**

Prepares nurse to provide safe, patient-centered nursing care related to dosage calculations. This course introduces critical thinking applied to dosage calculations and communication used when interacting with patients and members of the healthcare team related to various aspects of safe administration of medications. Information technology used to document medications administered and patient technology used to deliver medications are also practiced.

(Contact hours - 30)

**Prerequisite:** Admission to the Nursing Program

**NUR 106 / NUR 1006 - Med-Surg Nursing Concepts 7 Credits**

NUR106 / NUR 1006 is the first medical/surgical nursing course. Building on NUR109 / NUR 1009, this course provides for the acquisition of basic medical/surgical nursing theory, as well as application of mental health concepts, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered care to a developmentally and culturally diverse adult patient population experiencing various medical/surgical interventions. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the nurse. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of clinical settings.

(Contact hours - 51 Theory, 13.5 Lab, 148.5 Clinical)

**Prerequisite:** Admission to the Nursing Program and NUR 109 / NUR 1009

**NUR 109 / NUR 1009 - Fundamentals of Nursing 6 Credits**

Nursing 109 / NUR 1009 introduces the fundamental concepts necessary for safe, patient-centered nursing care to a diverse patient population while integrating legal and ethical responsibilities of the nurse. Introduces caring, critical thinking, the nursing process, quality improvement, and communication used when interacting with patients and members of the interdisciplinary team, and relates evidence-based nursing practice. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of clinical settings providing care to stable patients with common health alterations.

(Contact hours - 30 Theory, 90 Lab, 90 Clinical)

**Prerequisite:** Admission to the Nursing Program

**NUR 112 / NUR 1012 - Basic Concepts of Pharmacology 2 Credits**

Overview of the basic principles of pharmacology including major drug classifications and prototypes of commonly used medications. Principles of medication administration include aspects of best practice for safe, quality, patient-centered care. Central points include safety, quality improvement factors in the administration of medications, patient teaching, and variations encountered when administering medications to diverse patient populations across the lifespan.

(Contact hours - 30)

**Prerequisite:** Admission to the Nursing Program

**NUR 150 / NUR 1050 - Maternal - Child Nursing 6 Credits**

Nursing 150 / NUR 1050 provides for the acquisition of maternal/child nursing theory, as well as application of mental health concepts, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, family-centered nursing care to childbearing families and children that are developmentally and culturally appropriate. Incorporates evidence-based practice, standards of practice, quality improvement, and legal and ethical responsibilities of the nurse. Application of knowledge and skills occurs in the nursing skills laboratory and in a variety of maternal/child and pediatric clinical settings.

(Contact hours - 49.5 Theory, 31.5 Lab, 90 Clinical)

**Prerequisite:** Admission into the Nursing Program and NUR 109 / NUR 1009

**NUR 169 / NUR 1069 - Transition to Practical Nursing 4 Credits**

Facilitates the transition into the role of the practical nurse with emphasis on distinguishing the defined practical nurse scope of practice related to clinical practice, communication, nursing process, ethical/legal issues, and leadership skills. The student practices in the role of the practical nurse in the associated clinical experience.

(Contact hours - 30 Theory, 90 Clinical)

**Prerequisite:** NUR 109 / **NUR 1009** **Corequisite:** 106 / **1006**, 112 / **1012**, 150 / **1050**

**NUR 189 / **NUR 1089** – Transition from LPN to ADN 3 credits**

Facilitates transition of the LPN to new roles and responsibilities of the ADN, the nursing process, critical thinking, legal and ethical issues in nursing practice, and the nursing care of childbearing families and pediatric clients. Application of knowledge and skills occurs in the laboratory and maternal/child and pediatric clinical settings.

(Contact hours - 30 Theory, 22.5 Lab, 22.5 Clinical)

**Prerequisite:** LPN Licensure or permission of Nursing Director

**NUR 206 / **NUR 2006** - Adv Concepts of Med/Surg NSG I 6.5 Credits**

NUR 206 / **NUR 2006** builds on NUR 106 / **NUR 1006** focusing on advanced concepts of nursing applied to care of patients with high acuity medical/ surgical conditions. Builds on medical/surgical nursing theory, mental health concepts, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered nursing care to developmentally and culturally diverse adult patients. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse as applied in a variety of healthcare settings. Application of knowledge and skills occurs in the nursing skills laboratory and in a variety of clinical settings.

(Contact hours - 45 Theory, 22.5 Lab, 135 Clinical)

**Prerequisite:** Admission to the Nursing Program & Completion of the all Level-one NUR Courses

**NUR 211 / **NUR 2011** - Psychiatric-Mental Health Nursing 4 Credits**

Develops concepts of psychosocial integrity and emphasizes the function and responsibility of nursing in promoting and maintaining mental health of individuals and families. This course emphasizes communication and caring through the application of the therapeutic relationship and nursing process in the care and treatment of common psychiatric clinical conditions/disorders.

(Contact hours - 40.5 Theory, 58.5 Clinical)

**Prerequisite:** Admission to the Nursing Program **Prerequisite/Corequisite:** NUR 206 / **NUR 2006**

**NUR 212 / **NUR 2012** - Pharmacology II 2 Credits**

Builds on previously introduced pharmacological concepts and applies that learning to pharmacologic therapy to provide safe, quality, evidence- based nursing care to patients with complex healthcare needs. Focuses on safety and quality improvement factors in the administration of medications within a variety of healthcare systems. Advanced dosage calculations included.

(Contact hours - 30)

**Prerequisite:** Admission to the Nursing Program & NUR 112 / **NUR 1012**

**NUR 216 / **NUR 2016** - Adv Concepts Med-Surg NSG II 5 Credits**

Nursing 216 / **NUR 2016** is a continuation of Nursing 206 / **NUR 2006**, focusing on complex medical/surgical conditions of the high acuity patient. Builds on medical/surgical nursing theory, mental health concepts, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered nursing care to developmentally and culturally diverse adult patients experiencing high acuity medical/surgical conditions. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse as applied in the acute care and high acuity settings. Application of knowledge and skills occurs in a variety of clinical settings.

(Contact hours - 34.5 Theory, 121 Clinical)

**Prerequisite:** Admission to the Nursing Program & NUR 206 / NUR 2006

**NUR 230 / NUR 2030- Transition to Professional NSG 4 Credits**

Nursing 230 / NUR 2030 is a seminar and practice capstone course that provides an integrative experience applying all dimensions of the professional nurse in the care of diverse patient populations across a variety of healthcare settings. All major concepts of the nursing program are addressed. Leadership and the management of multiple patients are emphasized. Application of knowledge and skills occurs in the clinical setting to facilitate an effective transition from student to registered professional nurse.

(Contact hours - 24 Theory, 108 Clinical)

**Prerequisite:** Admission to the Nursing Program & NUR 206 / NUR 2006, 211 / 2011, 212 / 2012  
**Corequisites:** NUR 216 / NUR 2016

**NUR 254 / NUR 2054 - RN Licensing Exam Preparation 1.5 Credits**

Will provide a review of the RN NCLEX test plan content areas, review of NCLEX style question formats and the Computerized Adaptive Testing method. Students will review study options for preparing for the RN NCLEX exam and have the opportunity to develop a customized preparation plan for success on the RN NCLEX for Professional Nursing Licensure.

(Contact hours 22.5)

**NUR 275 / NUR 2075 - Special Topics 0 - 12 Credits**

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

## **PBH Public Health**

**PBH 100 / PBH 1000 - Introduction to Health Navigation 2 Credits**

Introduces broad concepts and the context that informs the work of the Community Health Worker (CHW) and Health Navigator (HN), including scope of practice and history of the field, the discipline of public health, and an overview of the healthcare system.

**Co-requisite:** PBH 101 /PBH 1001

(Contact hours - 30)

**PBH 101 / PBH 1001 -Health Navigation Principles & Practices I 3 Credits**

Provides an overview of the healthcare team, and individual health beliefs and behaviors. Course prepares the student to gain skills in identifying resources, conducting client interviews, establishing professional relationships, and communicating within a healthcare team to improve care and reduce barriers to health.

**Co-requisite:** PBH 100 /PBH 1000

(Contact hours - 45)

**PBH 102 / PBH 1002 - Health Navigation Principles & Practices II 3 Credits**

Introduces disease-specific knowledge for management of chronic diseases and conditions. Introduces concepts related to death and dying. Common psychological response to illness diagnosis will be emphasized.

**Pre-requisite:** PBH 100 / PBH 1000, PBH 101 /PBH1001

**Co-requisite:** PBH 103 /PBH 1003

(Contact hours - 45)

**PBH 103 / PBH 1003 - Health Navigation Principles & Practices III 2 Credits**

Introduces competencies needed to address key health issues in groups and communities. Prepares the student for transition to Community Health Worker (CHW) career.

**Pre-requisite:** PBH 100 / PBH 1000, PBH 101 /PBH 1001

**Co-requisite:** PBH 102 /PBH 1002

(Contact hours - 30)

**PBH 180 / PBH 1080 - Internship I 3 Credits**

Provides opportunities to apply related theory and practice entry-level Community Health Worker (CHW) skills in actual client settings in the community.

**Pre-requisite:** PBH 100 / PBH 1000, PBH 101 /PBH 1001

**Co-requisite:** PBH 102 / PBH 1002, PBH 103 /PBH 1003

(Contact hours - 105)

**PBH 200 / PBH 2000 - Health System Navigation 3 Credits**

Provides an overview of the United States health care system with a focus on the Community Health Worker role in initiating and managing referrals and accessing resources within and across subsystems. The subsystems reviewed will be acute and long-term medical care, public health, social/human services, behavioral health and the health insurance system.

**Pre-requisite:** PBH 100 / PBH 1000, PBH 101 / PBH 1001, PBH 102 / PBH 1002, PBH 103 / PBH 1003 and PBH 180 /PBH 1080

**Co-requisite:** PBH 280 /PBH2080

(Contact hours - 45)

**PBH 201 / PBH 2001 - Community Health Focus on Prevention 2 Credits**

Explores prevention of illness and chronic disease across the lifespan. Community health evidence-based recommendations will be explored including primary, secondary and tertiary prevention protocols. Assesses community need and development of prevention plans within the classroom setting.

**Pre-requisite:** PBH 100 / PBH 1000, PBH 101 /PBH 1001, PBH 102 / PBH 1002, PBH 103 / PBH 1003 and PBH 180 /PBH 1080

**Co-requisite:** PBH 204 / PBH 2004, PBH 205 /PBH 2005

(Contact hours - 30)

**PBH 204 / PBH 2004 - Health Communications 3 Credits**

Introduces an overview of health communications, including principles, applications, and how to adapt messages to special settings and populations.

**Pre-requisite:** PBH 200 / PBH 2000, PBH 201 / PBH 2001, and PBH 280 /PBH 2080

**Co-requisite:** PBH 205 / PBH 2005, PBH 281 /PBH 2081

(Contact hours - 45)

**PBH 205 / PBH 2005- Transition to Health Navigation 2 Credits**

Provides an integrative experience applying all the dimensions of the professional Health Navigator in the care of diverse populations across a variety of settings. Leadership and the management of multiple populations are emphasized. A self-assessment of knowledge and skills occurs in the clinical setting to facilitate an effective transition from student to professional Health Navigator.

**Pre-requisite:** PBH 200 / PBH 2000, PBH 201 / PBH 2001, and PBH 280 /PBH 2080

**Co-requisite:** PBH 204 / PBH 2004, PBH 281 / PBH 2081

(Contact hours - 30)

### **PBH 280 / PBH 2080 - Internship II 3 Credits**

Provides opportunities to implement concepts and skills from Health Navigator program, in actual client situations in the community and acute care clinical settings. Client needs assessment, resource acquisition and the referral process will be emphasized.

**Pre-requisite:** PBH 100 / PBH 1000, PBH 101 / PBH 1001, PBH 102 / PBH 1002, PBH 103 / PBH 1003 and PBH 180 /PBH 1080

**Co-requisite:** PBH 200 / PBH 2000, PBH 201 /PBH 2001

(Contact hours - 135)

### **PBH 281 / PBH 2081 - Internship III 3 Credits**

Provides opportunities to implement concepts and skills from Health Navigator program, in actual client situations in the community and acute care clinical settings. Facilitates transition from student to graduate through application of Health Navigator core roles and competencies during their internship experience in a health setting. Critical and evidence-based thinking, problem solving, health education, and health promotion are emphasized.

**Pre-requisite:** PBH 200 / PBH 2000, PBH 201 / PBH 2001, and PBH 280 /PBH 2080

**Co-requisite:** PBH 204 / PBH 2004, PBH 205 /PBH 2005

(Contact hours - 135)

## **PED Physical Education**

### **PED 100 / PED 1000 - Fitness Concepts 1 Credit**

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

(Contact hours - 30)

### **PED 101 / PED 1001 - Conditioning Lab 1 Credit**

Offers an independent self-paced format of conditioning exercises to meet individual needs. Emphasizes the value of lifetime fitness and its contribution to achieving personal health and wellness. Students utilize cardiorespiratory, muscular strength and endurance exercises to promote positive changes in health-related fitness components.

(Contact hours - 30)

### **PED 102 / PED 1002 - Weight Training I 1 Credit**

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

(Contact hours - 30)

### **PED 103 / PED 1003 - Weight Training II 2 Credits**

Offers guided instruction and independent practice in weight training for men and women. Students practice various weight training techniques in accordance with their abilities. Emphasizes physiological



considerations, equipment orientation, correct lifting techniques, program design, and nutrition.  
(Contact hours - 60)

**PED 104 / PED 1004 - Cross Training 1 Credit**

Introduces basic cross-training techniques designed to improve physical work capacity of an individual. Enables the student to gain an understanding of the basic principles of cross training, the effects cross training has upon the body's energy systems and muscles, program design and terminology.  
(Contact hours - 30)

**PED 110 / PED 1010 - Fitness Center Activity I 1 Credit**

Focuses on improving total fitness via an aerobic circuit training program. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Covers the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. Weight machines, stationary bicycles, and computerized cardiovascular equipment are incorporated to elicit improvements in fitness.  
(Contact hours - 30)

**PED 111 / PED 1011 - Fitness Center Activity II 1 Credit**

Serves as an advanced course for individuals interested in reaching a higher level of total fitness via an aerobic circuit training program. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Focuses on the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. Weight machines, stationary bicycles, and computerized cardiovascular equipment are used to elicit improvements in fitness.  
(Contact hours - 30)

**PED 112 / PED 1012 - Fitness Center Activity III 1 Credit**

Serves as an advanced exercise course designed for individuals interested in attaining a high level of total fitness. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Focuses on the basic components of fitness including flexibility, muscular strength and endurance, cardiovascular fitness, and body composition. The primary mode of training is Aerobic Circuit Training. The circuit training is supplemented with additional work on specialized weight machines, dumbbells, treadmills, rowers, stair climbers, cross trainers, Nordic track, versa climbers, and running track available in the Fitness Center.  
(Contact hours - 30)

**PED 113 / PED 1013 - Fitness Center Activity IV 1 Credit**

Focuses on advanced instruction designed for individuals interested in attaining a high level of total fitness. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Focuses on the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. The primary mode of training is Aerobic Circuit Training. The circuit training is supplemented with additional work on the specialized weight machines, dumbbells, treadmills, rowers, stair climbers, cross trainers, Nordic track, versa climbers, and running track found in the Fitness Center.  
(Contact hours - 30)

**PED 120 / PED 1020 - Aerobics I 1 Credit**

Offers a level of aerobic exercise to increase the students aerobic endurance and further explains the

components of aerobic conditioning. Charting and developing of cardiovascular rates are stressed.  
(Contact hours - 30)

**PED 122 / PED 1022 - Step Aerobics** 1 Credit

Introduces basic step aerobics and exercise techniques to improve physical fitness. Emphasizes the basic principles of step aerobics including the effects upon the cardio-respiratory system and skeletal muscles, various step patterns and choreography.  
(Contact hours - 30)

**PED 129 / PED 1029 - Zumba** 1 Credit

Zumba is a compilation of high energy, motivating music with unique moves and choreography combinations. Zumba fuses Latin and International music and dance themes to create a dynamic, exciting, effective fitness system. The routines feature aerobic/fitness interval training with a combination of fast and slow rhythms that tone and sculpt the body. Zumba utilizes the principles of fitness interval training and resistance training to maximize caloric output, fat burning and total body toning. It is a mixture of body sculpting movements with easy to follow dance steps.  
(Contact hours - 30)

**PED 163 / PED 1063 - Martial Arts I** 1 Credit

Introduces basic martial arts techniques and forms designed to improve the physical and mental capacity of an individual. Enables the student to gain an understanding of the basic philosophies and concepts around the martial arts and the approach to ethics. Provides a clear-cut guide for developing a powerful sense of character and will.  
(Contact hours - 30)

**PED 164 / PED 1064 - Martial Arts II** 1 Credit

Presents an empty-hand form of self defense using all parts of the body in various blocking, kicking, punching and striking techniques against one or more assailants. The style of Karate taught will be Tae Kwon Do. Based on the results of an initial skills test, each student will be assigned two additional kicks, one additional jump kick, and one pattern. Intermediate sparring and self-defense techniques will be taught. Each student will be assigned a goal that they will strive to achieve by the end of the course.  
(Contact hours - 30)

**PED 176 / PED 1076 - Special Topics** 1 Credit

Provides students with a vehicle to pursue in depth exploration of special topics of interest.  
(Contact hours - 30)

**PED 202 PED 2002 - Golf I** 1 Credit

Introduces a basic course in golf designed for those who have had little or no formal instruction or for those with some experience who are interested in improving some aspect of their game. Includes driving range, putting green, and on-course play.  
(Contact hours - 30)

**PED 203 / PED 2003 - Golf II** 1 Credit

Covers skills designed for individuals with an advanced level of golfing skills who are interested in improving their game. Driving range, putting green and on course instruction and play will be included. Use of woods, irons, wedges and putting will be stressed. All instruction will be by certified golf instructors.  
(Contact hours - 30)

**PED 206 / PED 2006 - Racquetball I 1 Credit**

Introduces and improves the skill level in racquetball. Emphasizes teaching the student the elements of racquetball including rules, stroke technique, scoring, serving, the various shots, and offensive and defensive strategies.

(30 Contact hours)

**PED 221 / PED 2021 - Dynamic Workout 1 Credit**

Designed for those who want to increase flexibility and improve muscle tone through proper exercise techniques using mat work. Body alignment, breathing, and work on the abdominals, hips and thighs will be emphasized.

(Contact hours - 30)

**PED 230 / PED 2030 - Volleyball I 1 Credit**

Introduces and improves student skill level in volleyball. The primary emphasis is on teaching the student the elements of volleyball including rules, offensive and defensive play, passing, serving, setting, attacking, team play and game strategies.

(Contact hours - 30)

**PED 231 / PED 2031- Volleyball II 1 Credit**

Introduces and improves student's advanced skills in volleyball. The primary emphasis is on teaching students quick offensives and advanced defensive systems in order to play volleyball at a competitive level.

(Contact hours - 30)

**PED 232 / PED 2032 - Baseball 1 Credit**

Assesses the student's skill level in baseball. Emphasizes skill testing and game participation.

(Contact hours - 30)

**PED 233 / PED 2033 - Softball 1 Credit**

Introduces and improves skill level in softball. Emphasizes the elements of softball including rules of play, variations of play, equipment, skill technique, and offensive and defensive play and strategies.

(Contact hours - 30)

**PED 234 / PED 2034 - Basketball 1 Credit**

Introduces basketball and focuses on improving student skill level. Emphasizes teaching the student the elements of basketball rules, offensive and defensive footwork, shooting, passing, dribbling, rebounding, team play, and game strategies.

(Contact hours - 30)

**PED 235 / PED 2035 - Soccer 1 Credit**

Gives the student the opportunity to gain knowledge and skills in the subject of soccer, including history, governing organizations, laws of the game, skills techniques, offensive and defensive tactics and conditioning.

(Contact hours - 30)

**PED 237 / PED 2037 - Varsity Sports 1 Credit**

Allows the student-athletes an opportunity to participate in a competitive varsity sports program.

(Contact hours - 30)

## PHI Philosophy

### **PHI 111 / PHI 1011 - Introduction to Philosophy - GT-AH3 3 Credits**

Introduces significant theoretical and practical questions and emphasizes understanding the meaning and methods of philosophy. Includes: the human condition, logic, reality, knowledge, freedom, history, ethics, and religion. This is a statewide Guaranteed Transfer course in the GT-AH3 category.

(Contact hours - 45)

### **PHI 112 / PHI 1012 - Ethics - GT-AH3 3 Credits**

Examines human life, experience, and thought to discover and develop the principles and values for pursuing a more fulfilled existence. This course examines ethical theories designed to both justify moral judgments, as well as apply these ethical theories to a selection of personal and social issues in the world today. This is a statewide Guaranteed Transfer course in the GT-AH3 category.

(Contact hours - 45)

### **PHI 113 / PHI 1013 - Logic - GT-AH3 3 Credits**

Studies effective thinking using language-oriented logic. Provides tools and develops skills for creative and critical thinking and the formal analysis of arguments. Emphasizes the development of decision-making and problem-solving.~~This is a statewide Guaranteed Transfer course in the GT-AH3 category.

(Contact hours - 45)

**\*\*\*\*Additional courses available through Colorado Community College Online (CCCOline) \*\*\*\***

## PHY Physics

### **PHY 105 / PHY 1105 - Conceptual Physics w/Lab- GT-SC1 4 Credits**

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

(Contact hours - 75)

**Prerequisite:** MAT 055 / MAT 0300

### **PHY 111 / PHY 1111 - Physics: Algebra-Based I w/ Lab - GT-SC1 5 Credits**

Covers the physics of mechanics and requires application of classical physics to both mathematical and conceptual problems. Major topics include kinematics in one and two dimensions, Newton's Laws, circular motion, work and energy, impulse and momentum, and rotational mechanics. This course may also include topics relating to simple harmonic motion and traveling and standing waves. This is a statewide Guaranteed Transfer course in the GT-SCI category.

(Contact hours - 90)

**Prerequisite:** MAT 121 / MAT 1340

### **PHY 112 / PHY 1112 - Physics: Algebra-Based II with Lab - GT-SC1 5 Credits**

Covers the physics of electricity and magnetism and requires application of classical physics to both mathematical and conceptual problems. DC circuits involving resistors, capacitors, and batteries will be covered. Also covered are electromagnetic waves and geometric optics. This course may also include

topics relating to simple harmonic motion, traveling and standing waves, and AC circuits. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

(Contact hours - 90)

**Prerequisite:** PHY 111 / PHY 1111

**PHY 211 / PHY 2111 - Physics: Calculus-Based I with Lab - GT-SC1 5 Credits**

Covers the physics of kinematics, dynamics, and conservation laws and requires application of classical physics to both mathematical and conceptual problems. Specific concepts covered include 1D and 2D kinematics, Newton's Laws, rotational motion, energy and work, momentum and impulse, and simple harmonic motion. This course may also cover thermodynamics and fluid mechanics. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

(Contact hours - 105)

**Corequisite:** MAT 201 / MAT 2410

**Prerequisite:** MAT 201 / MAT 2410

**PHY 212 / PHY 2112 - Physics: Calculus-Based II with Lab - GT -SC1 5 Credits**

Covers the physics of electricity and magnetism using conceptual and mathematical reasoning, including calculus. Maxwell's equations, waves, and time-varying circuits will be covered. Optional topics include wave and geometric optics and AC circuits. This is a statewide Guaranteed Transfer course in the GT-SC1 category.

(Contact hours - 105)

**Corequisite:** MAT 202 / MAT 2420

**Prerequisite:** PHY 211 / PHY 2111

**PHY 213 / PHY 2113 - Physics III: Calculus Based Modern Physics 3 Credits**

Expands upon PHY 212 / PHY 2112 and explores twentieth century advances in physics. Topics may include special and general relativity, quantum theory, atomic physics, solid state physics, nuclear physics, semiconductor physics and cosmology.

## POS Political Science

**POS 105 / POS 2020 - Introduction to Political Science - GT-SS1 3 Credits**

Focuses on a survey of the discipline of political science, including political philosophy and ideology, democratic and non-democratic governments and processes, and international relations. This is a statewide Guaranteed Transfer course in the GT-SS1 category.

(Contact hours - 45)

**POS 111 / POS 1011 - American Government - GT-SS1 3 Credits**

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

(Contact hours - 45)

**POS 125 / POS 1025 - American State and Local Government - GT-SS1 3 Credits**

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

politics. This is a statewide Guaranteed Transfer course in the GT-SS1 category.  
(Contact hours - 45)

**POS 205 / POS 2005 - International Relations - GT-SS1 3 Credits**

Examines the interactions among various levels of actors in the international system. This course attempts to explain behaviors across state boundaries. This is a statewide Guaranteed Transfer course in the GT-SS1 category.  
(Contact hours - 45)

## PSY Psychology

**PSY 101 / PSY 1001 - General Psychology I - GT-SS3 3 Credits**

Focuses on the scientific study of behavior including motivation, emotion, physiological psychology, stress and coping, research methods, consciousness, sensation, perception, learning, and memory. This is a statewide Guaranteed Transfer course in the GT-SS3 category.  
(Contact hours - 45)

**PSY 102 / PSY 1002 - General Psychology II - GT-SS3 3 Credits**

Focuses on the scientific study of behavior including cognition, language, intelligence, psychological assessment, personality, abnormal psychology, therapy, life span development, sex, gender, sexuality, and social psychology. This is a statewide Guaranteed Transfer course in the GT-SS3 category.  
(Contact hours - 45)

**PSY 231 / PSY 2331 - Positive Psychology GT - SS3 3 Credits**

Focuses on human strengths and explores strengths-based research and concepts of life satisfaction, well-being, happiness, helpfulness, resiliency, post-traumatic growth, and improving emotional, psychological, and social functioning. This is a statewide Guaranteed Transfer course in the GT-SS3 category.  
(Contact hours - 45)

**Prerequisite:** PSY 101 / PSY 1001

**PSY 235 / PSY 2440 - Human Growth and Development - GT-SS3 3 Credits**

Examines human development from conception through death, emphasizing physical, cognitive, emotional, and psychosocial factors. This is a statewide Guaranteed Transfer course in the GT-SS3 category.  
(Contact hours - 45)

**PSY 238 / PSY 2441 - Child Development - GT-SS3 3 Credits**

Focuses on the growth and development of the individual, from conception through childhood, emphasizing physical, cognitive, emotional, and psychosocial factors. This is a statewide Guaranteed Transfer course in the GT-SS3 category.  
(Contact hours -45)

**PSY 249 / PSY 2552**

**- Abnormal Psychology - GT-SS3 3 Credits**

Examines abnormal behavior and its classification, causes, treatment, and prevention. This is a statewide

Guaranteed Transfer course in the GT-SS3 category

(Contact hours - 45)

**Prerequisite:** PSY 101 /PSY1001

\*\*\*\* Additional courses available through Colorado Community College Online (CCOnline) \*\*\*\*

## RAM Range Management

**RAM 205 / RAM 2005 - Range Management** 3 Credits

Presents the historical and current status of the range livestock industry. Management principles for private and public rangelands, range plant identification and range plant communities are covered.

(Contact hours - 60)

## REC Recreation

**REC 120 / REC 1020 - Intro to Sport Management** 3 Credits

Provides the student with knowledge of management in the areas of facilities, professional organizations, educational institutions, promotions, as well as the different managerial styles that can be applied. This course will also provide the student with individual topics such as quality control, leadership, strategic planning, information systems, and sport research.

(Contact hours - 45)

## SCI Science

**SCI 105 / SCI 1105 - Science in Society - GT-SC2** 3 Credits

Examines issues relating to the way science interacts with society. A selection of issues from information technology, the environment and earth science, physics and astronomy, biology, medicine, and the interaction of science with politics will be examined, as informed by current events. Emphasis will be on research, inquiry, and critical analysis of science-related issues, including the negative and positive roles of science in society. This is a statewide Guaranteed Transfer course in the GT-SC2 category.

(Contact hours - 45)

\*\*\*\*Additional courses available through Colorado Community College Online (CCOnline) \*\*\*\*

## SLP Student Leadership Program

**SLP 106 / SLP 1006 - Student Government I** 1 Credit

Provides the academic vehicle to complement the work of and support students serving in a student government organization. Students will learn to work together in a governance environment overseeing the allocation of funding for campus events, and serving as a resource for other campus leadership

teams (first year, first semester).  
(Contact hours - 15)

**SLP 107 / SLP 1007 - Student Government II 1 Credit**

Provides the academic vehicle to complement the work of and support students serving in a student government organization. Students will learn to work together in a governance environment overseeing the allocation of funding for campus events, and serving as a resource for other campus leadership teams (first year, second semester).  
(Contact hours - 15)

**SLP 206 / SLP 2006 - Student Government III 1 Credit**

Provides the academic vehicle to complement the work of and support students serving in a student government organization. Students will learn to work together in a governance environment overseeing the allocation of funding for campus events, and serving as a resource for other campus leadership teams (second year, first semester).  
(Contact hours - 15)

**SLP 207 / SLP 2007 - Student Government IV 1 Credit**

Provides the academic vehicle to complement the work of and support students serving in a student government organization. Students will learn to work together in a governance environment overseeing the allocation of funding for campus events, and serving as a resource for other campus leadership teams (second year, second semester).  
(Contact hours - 15)

## **SOC Sociology**

**SOC 101 / SOC 1001 - Introduction to Sociology I - GT-SS3 3 Credits**

This course examines the basic concepts, theories, and principles of sociology, including topics of culture, race, class, gender, sexuality, social groups, and deviance through a local and global lens. Analyzes and interprets socio-historic as well as contemporary issues by using critical thinking skills and linking individual experiences to social structures. (GT-SS3)  
(Contact hours - 45)

**SOC 102 / SOC 1002 - Introduction to Sociology II - GT-SS3 3 Credits**

Examines the basic concepts, theories, and principles of sociology, including topics of family, religion, education, politics, the economy, health, demography, the environment and social movements through a local and global lens. Analyzes and interprets socio-historical as well as contemporary issues by using critical thinking skills and linking individual experiences to social structures. This is a statewide Guaranteed Transfer course in the GT-SS3 category.  
(Contact hours - 45)

**\*\*\*\* Additional courses available through Colorado Community College Online (CCOnline) \*\*\*\***



## SPA Spanish

### **SPA 115 / SPA 1015 – Spanish for the Professional I** 3 credits

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

(Contact hours - 45)

**\*\*\*\* Additional courses available through Colorado Community College Online (CCOnline) \*\*\*\***

## THE Theatre

### **THE 105 / THE 1005 - Theatre Appreciation - GT-AH1** 3 Credits

Provides an opportunity to discover, analyze, and evaluate all aspects of the theatre experience: scripts, acting, directing, staging, history, criticism, and theory. This is a statewide Guaranteed Transfer course in the GT-AH1 category.

(Contact hours - 45)

### **THE 108 / THE 1008 - Theater Script Analysis - GT-AH1** 3 Credits

Explore methods of reading and analyzing a variety of diverse texts for the stage. Additionally, this course provides an opportunity to interpret theatre scripts through cultural lenses and dramaturgical research methods. This is a statewide Guaranteed Transfer course in the GT-AH1 category.

(Contact hours - 45)

### **THE 111 / THE 1011 - Acting I** 3 Credits

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

(Contact hours - 45)

### **THE 112 / THE 1012 – Acting II** 3 Credits

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

(Contact hours - 45)

### **THE 116 / THE 1016 - Technical Theatre** 3 Credits

Introduces methods of constructing and painting scenery and properties, operating stage lighting and sound equipment, and implementing costumes and multimedia. This course explores the proper procedures of serving on stage crews.

(Contact hours - 67.5)

### **THE 131 / THE 1031 - Theatre Production I** 3 Credits

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

(Contact hours - 75)

**Prerequisite:**Instructor permission required.

**THE 132 / THE 1032 – Theatre Production II 3 Credits**

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

(Contact hours - 75)

**Prerequisite:**Instructor permission required.

**THE 141 / THE 1041 - Improvisation I 1 Credit**

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

(Contact hours - 15)

**THE 175 / THE 1075 - Special Topics 0-12 Credits**

Provides the student with a vehicle to pursue in depth exploration of special topics of interest.

**THE 188 / THE 1088 – Practicum 1-3 Credits**

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

**Prerequisite:** Instructor permission required.

**THE 211 / THE 2011 - Development of Theatre Greek-Renaissance - GT-AH1 3 Credits**

Surveys the history and development of theatrical practices from Ancient Greece to the Renaissance as well as non-western forms, emphasizing all aspects of performance from period values to analysis of dramatic literature and culture. This is a statewide Guaranteed Transfer course in the GT-AH1 category.

(Contact hours - 45)

**THE 212 / THE 2012 - Development of Theatre Restoration to Modern- GT-AH1 3 Credits**

Surveys the history and development of theatrical practices from Restoration to the present as well as non-Western forms, emphasizing all aspects of performance from period values to analysis of dramatic literature and culture. This is a statewide Guaranteed Transfer course in the GT-AH1 category.

(Contact hours - 45)

**THE 215 / THE 2015 - Playwriting - GT-AH1 3 Credits**

Develops playwriting techniques emphasizing elements of dramatic structure, dialogue, styles, creative writing, and theatrical practices. This is a statewide Guaranteed Transfer course in the GT-AH1 category.

(Contact hours - 45)

**THE 231 / THE 2031 – Theatre Production III 3 Credits**

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

(Contact hours - 90)

**Prerequisite:**Instructor permission required.

**THE 232 / THE 2032– Theatre Production IV 3 Credits**

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

(Contact hours - 90)

**Prerequisite:**Instructor permission required.

## WEL Welding

### **WEL 100 / WEL 1000 - Safety for Welders - 1 credit**

Covers the hazards of welding on health and safety.

**Co-requisite:** WEL 101 /WEL 1001

(Contact hours – 22.5)

### **WEL 101 / WEL 1001 - Allied Cutting Processes - 4 credits**

Covers setting up equipment and performing cutting and gouging operations utilizing the oxyacetylene, air carbon arc, exothermic, and plasma arc cutting processes. This course will also provide an introduction to blueprint reading.

**Co-requisite:** WEL 100 /WEL 1000

(Contact hours – 82.5)

### **WEL 103 / WEL 1003 - Basic Shielded Metal Arc I - 4 credits**

Covers Shielded Metal Arc Welding (SMAW) operation utilizing E-XX10 electrodes.

(Contact hours – 82.5)

### **WEL 107 / WEL 1007 - Railroad Welding I - 3 Credits**

Introduces fundamental cutting and welding skills required for welding to D15.1 Railroad welding Specification-Cars and Locomotives code.

(Contact hours – 67.5)

### **WEL 108 / WEL 1008 - Railroad Welding II- 3 Credits**

Develops the fundamental Shielded Metal Arc Welding (SMAW) skills, including theory, safety, and equipment set up and operation for welding to D15.1 Railroad welding Specification-Cars and Locomotives code.

(Contact hours – 67.5)

### **WEL 109 / WEL 1009 - Railroad Welding III - 3 Credits**

Develops the fundamental Gas Shielded Flux Cored Arc Welding (FCAW-G) skills, including theory, safety, and equipment set up and operation as it applies to the American Welding Society (AWS) D15.1 Railroad welding Specification-Cars and Locomotives code.

(Contact hours – 67.5)

### **WEL 110 / WEL 1010 - Advanced Shielded Metal Arc I - 4 Credits**

Covers Shielded Metal Arc Welding (SMAW) operations utilizing a variety of electrodes and advanced joint designs.

(Contact hours - 82.5)

### **WEL 121 / WEL 1021 - Structural Welding I - 1 Credits**

Covers theory and practice in oxy-acetylene processes with emphasis toward AWS welder qualification with mild steel electrode E-7018 welding in the horizontal and vertical position.

### **WEL 122 / WEL 1022 - Structural Welding II - 3 Credits**

Continues WEL 121 with final emphasis toward AWS welder qualification with mild steel electrode E-7018 qualification test in the 2G, 3GU, and 4G position.

**WEL 124 / WEL 1024 - Gas Tungsten Arc Welding I - 4 Credits**

Covers Gas Tungsten Arc Welding (GTAW) operations in various positions and joint designs.  
(Contact hours - 82.5)

**WEL 145 / WEL 1045 - Intro to Robotic Welding - 2 Credits**

Introduces the use of the teaching pendant to program a robotic welding machine. Will cover basic terminology, machine safety, programming of all six axis points, and weld sequencing. Provides practical application in programming and operating a robot welding machine.  
(Contact hours – 45)

**WEL 201 / WEL 2001 - Gas Metal Arc Welding I - 4 Credits**

Covers Gas Metal Arc Welding (GMAW) operations on carbon steel utilizing various positions and joint designs.  
(Contact hours – 82.5)

**WEL 202 / WEL 2002 - Gas Metal Arc Welding II - 4 Credits**

Covers Gas Metal Arc Welding (GMAW) operations utilizing various base metals, positions, and joint designs.  
(Contact hours – 82.5)

**WEL 204/ WEL 2004 - Flux Cored Arc Welding II - 4 Credits**

Covers Flux Cored Arc Welding (FCAW-G) operations utilizing gas-shielded wire in various positions and joint designs.  
(Contact hours – 82.5)

**WEL 224 / WEL 2024 - Advanced Gas Tungsten Arc Welding - 4 Credits**

Covers Gas Tungsten Arc Welding (GTAW) operations utilizing a variety of base metals and advanced joint designs.  
(Contact hours – 82.5)

**WEL 230 / WEL 2030 - Pipe Welding I - 4 Credits**

Covers pipe welding operations utilizing the Shielded Metal Arc Welding (SMAW) process in a variety of positions on carbon steel.  
(Contact hours – 82.5)

**WEL 231 / WEL 2031 - Pipe Welding II - 4 Credits**

Covers pipe welding operations utilizing various processes and positions.  
(Contact hours – 82.5)

**WEL 250 / WEL 2050 - Layout and Fabrication - 4 Credits**

Develops welding and associated skills in metal fabrication.  
(Contact hours – 82.5)

**WEL 263 / WEL 2063 - Applied Metal Properties - 4 Credits**

Introduces the study of metal properties, hardness testing, heat treatment, cold working microscopic examination and application of common commercial alloys in industry.  
(Contact hours - 67.5)

**WEL 289 / WEL 2089 - Capstone - 4 Credits**

Demonstrates culmination of learning within a given program of study.

(Contact hours – 82.5)

# Organization and Staff



**OTERO**  
**COLLEGE**

## College Boards & Councils

### State Board for Community Colleges and Occupational Education System

#### MEMBERS

ROLLIE HEATH

Chair

DR. LANDON MASCARENAZ

Vice Chair

DR. KAREN MCNEIL-MILLER

GARRISON ORTIZ

PRESLEY ASKEW

MELANIE KRUGER

CATHERINE J. SHULL

TERRANCE D. McWILLIAMS

DR. ROSS DUEBER

RICHARD GARCIA

DEIDRE SCHOOLCRAFT

Faculty Representative

FEDERICO CHAVEZ

Student Representative

#### SYSTEM PRESIDENT

Joe Garcia

## Otero College Advisory Council

The Otero College Advisory Council serves as a liaison between the College and the College's service area communities. Members bring forth insight, ideas and recommendations to be considered by the College administration for implementation. The Council approves and has oversight over the College's annual budget.

Yolanda Avalos, La Junta

Andrew Huffman, Las Animas

Jack Johnston, La Junta

Margaret Grasmick, Rocky Ford

Robert Oquist, La Junta

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## Otero College Foundation Board

The Otero College Foundation is a charitable, non-profit corporation dedicated to raising funds for Otero College. The Foundation was formed to provide the College with the opportunity for long-term growth and financial strength by supporting needs that cannot be met by the State or other financial resources. The Foundation also partners with donors to support and strengthen the College's role in serving the educational needs of the community.

### **The Otero College Foundation is a 501(c) 3 Non-profit Organization: # 84-1472517**

John Knapp, Chairman; Rocky Ford

Jonathan Fox, Vice Chairman; Fowler

Betty Velasquez, La Junta

Sharon Kolomitz, La Junta

Matt Heimerich, Olney Springs

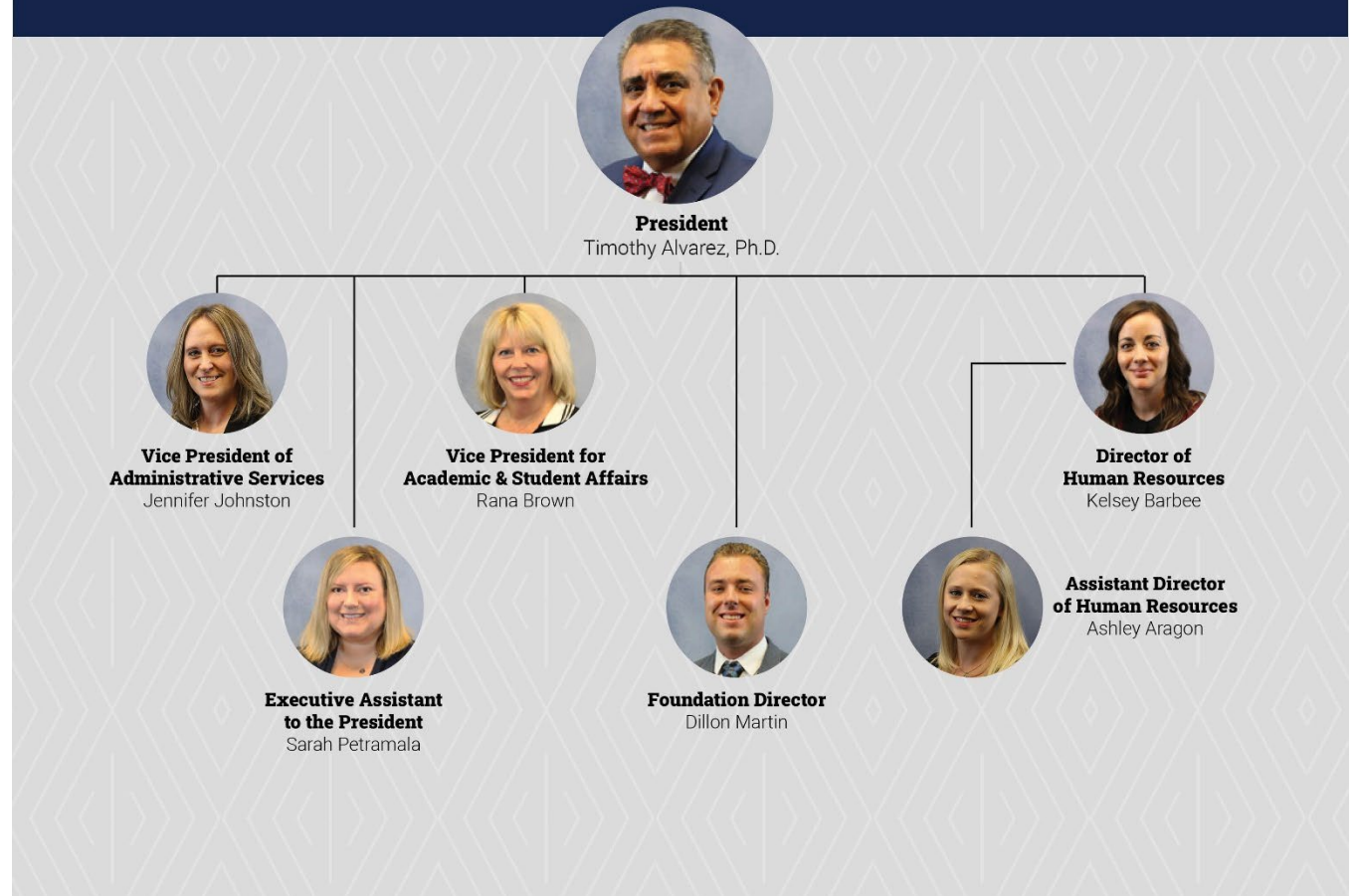
Seth Franzman, Phoenix, AZ

Roberta Calkins-Mendoza, La Junta

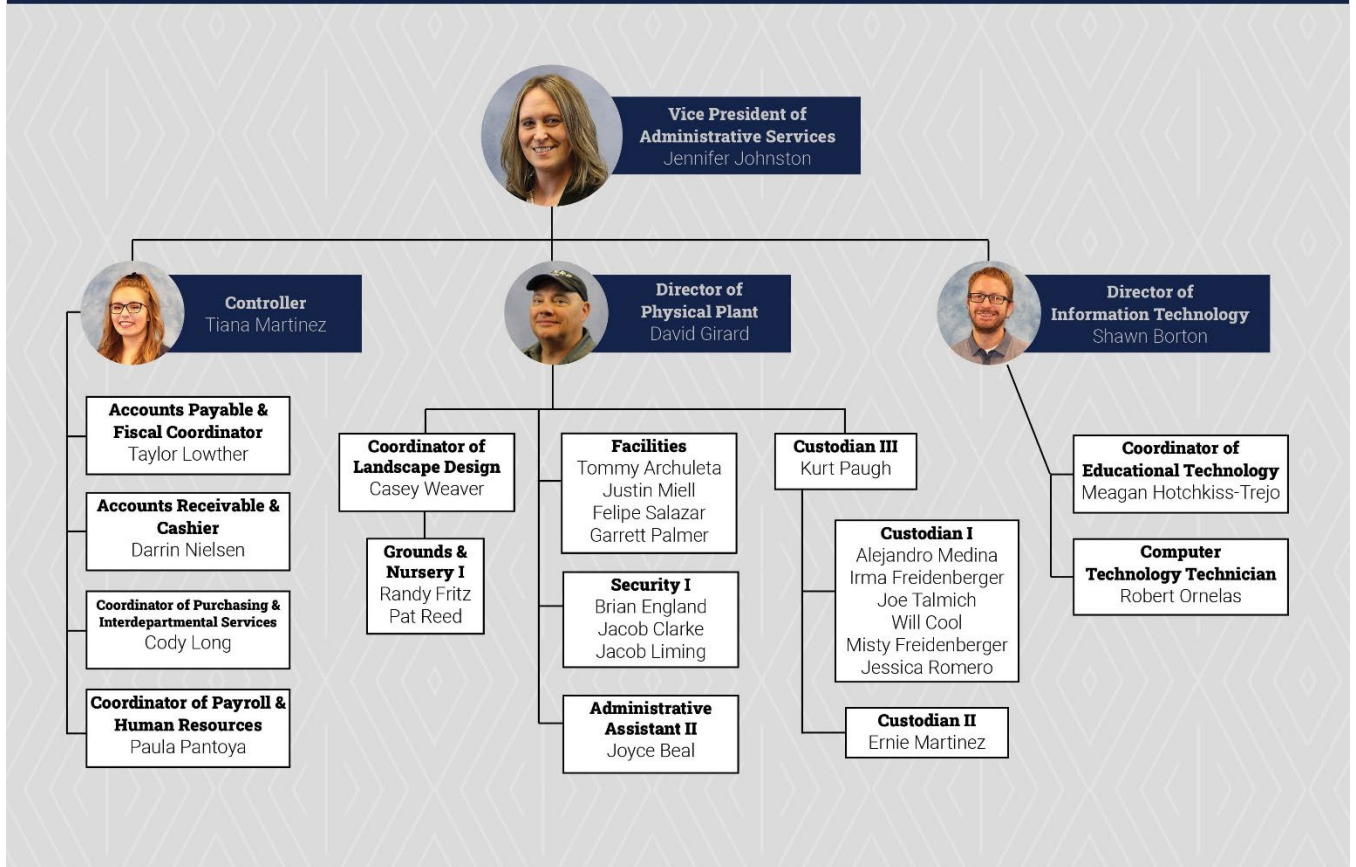


# Administrative Organization

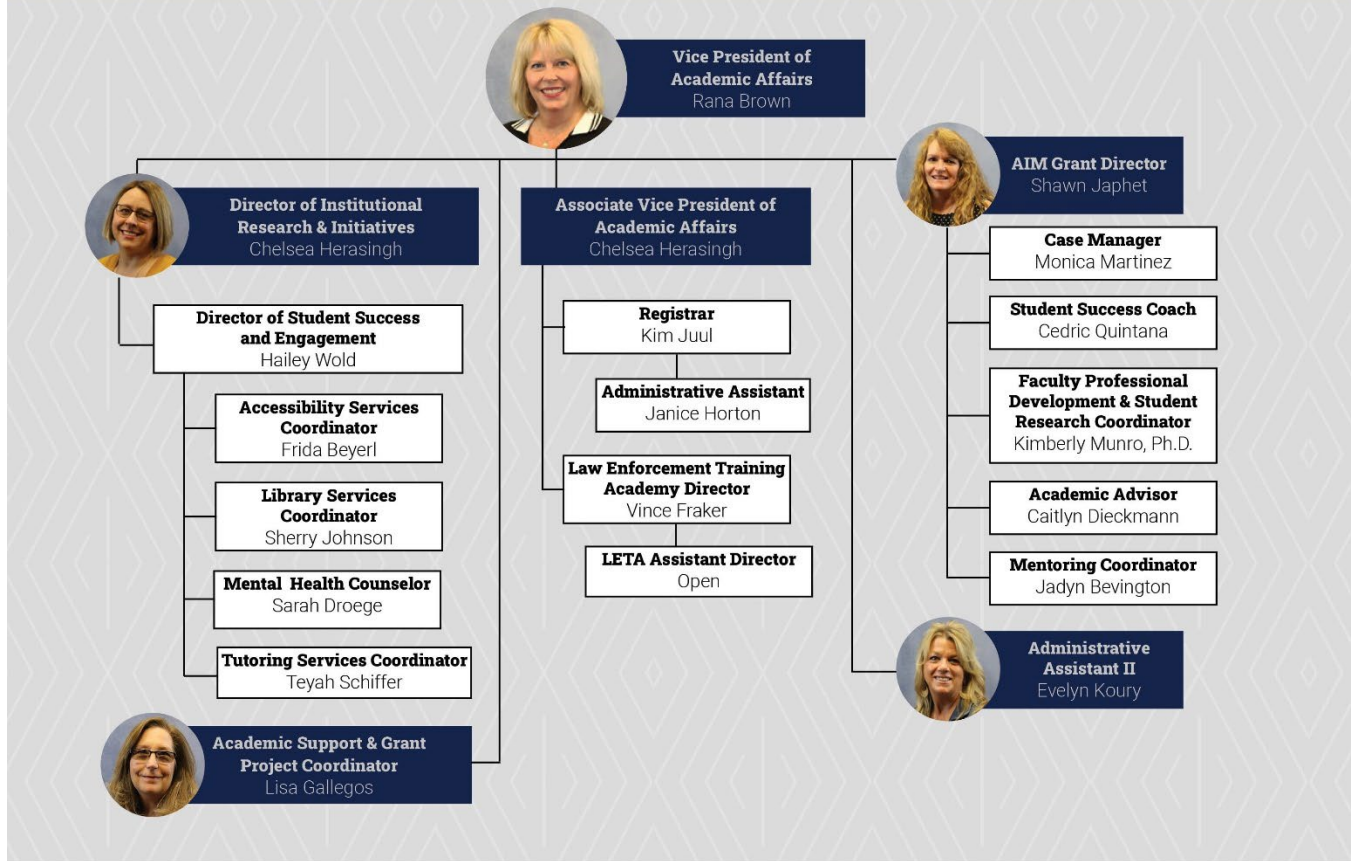
## OTERO President's Office



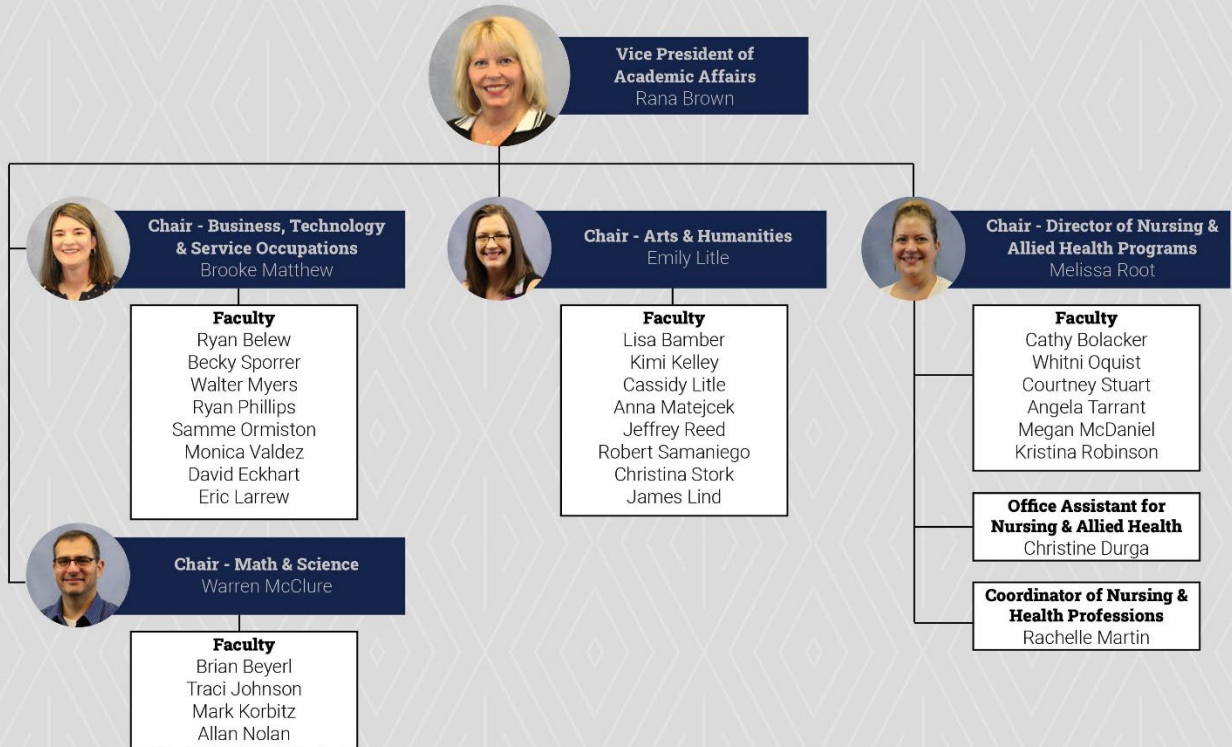
# OTERO Administrative Services



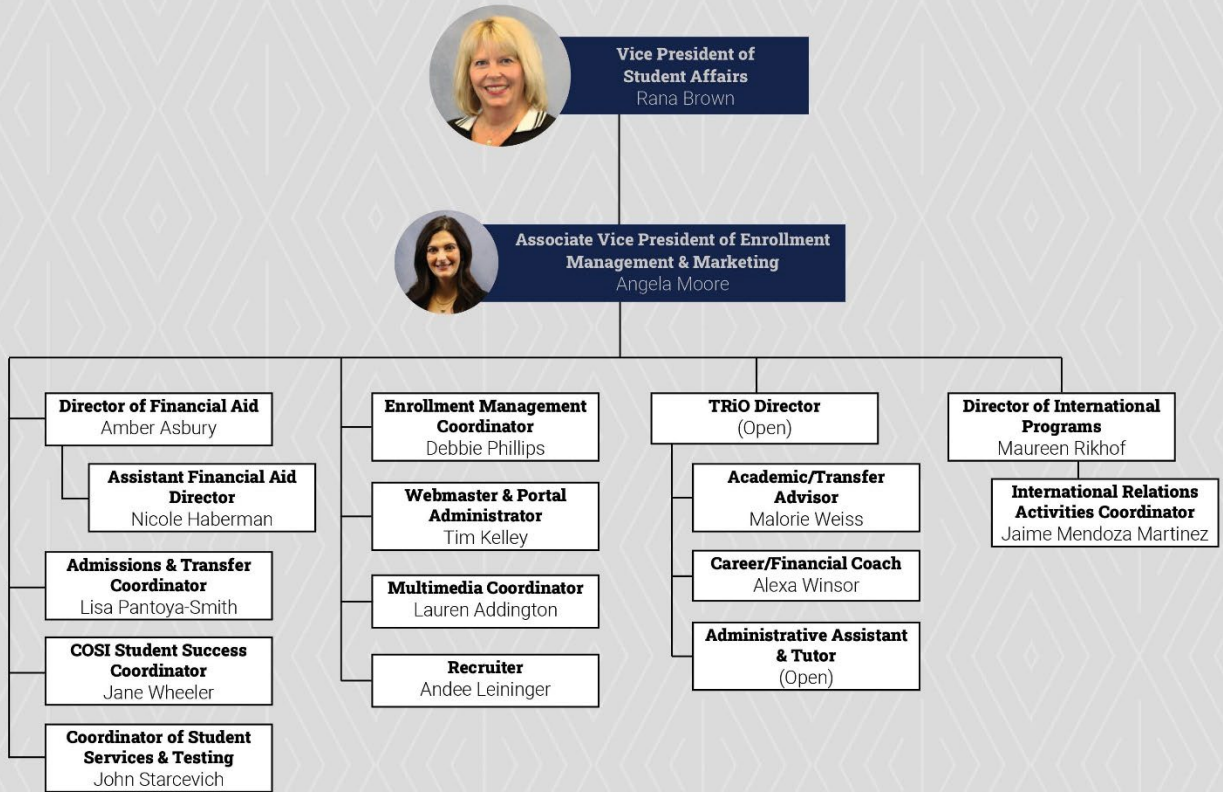
# OTERO Academic Affairs



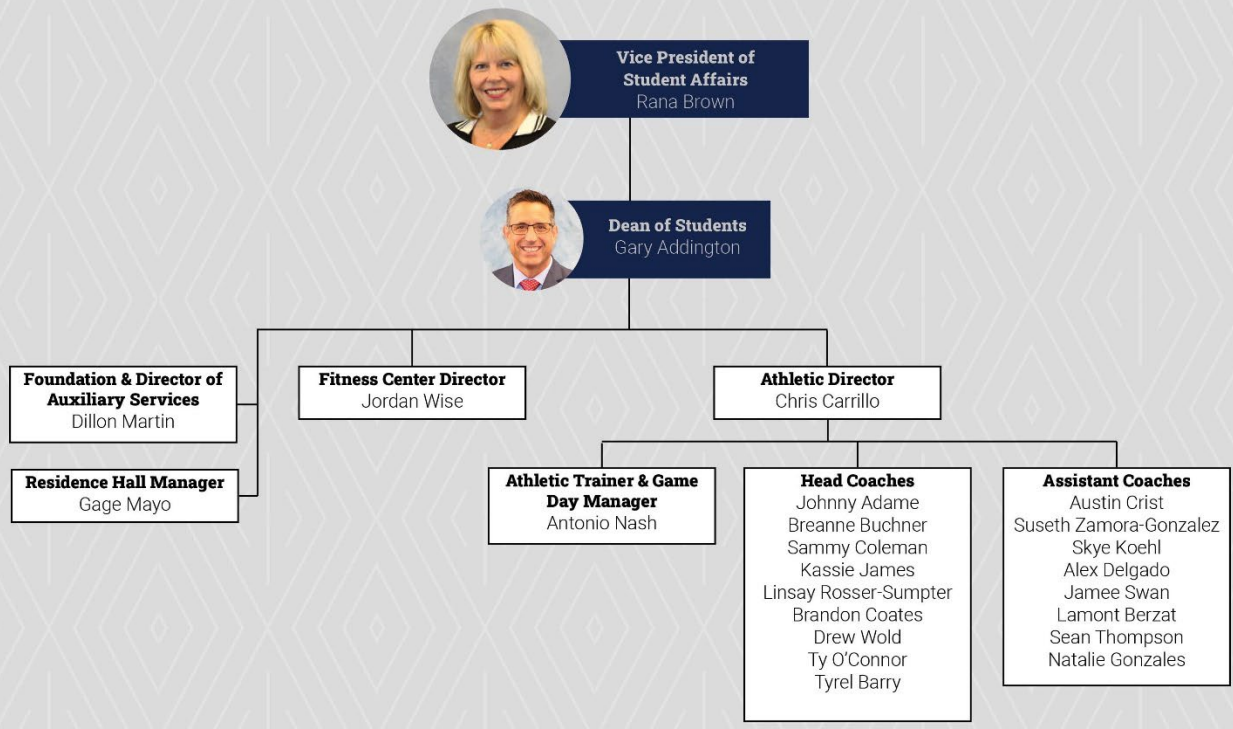
# OTERO Academic Affairs



# OTERO Student Affairs



# OTERO Student Affairs



# Administrators, Faculty and Staff

## Arts & Humanities Faculty

- Litle, Emily (2016) . . . . . Department Chair, English Faculty  
B.A., Illinois College; M.A., Western Illinois University
- Bamber, Lisa (1997, 2010) . . . . . English/Speech Faculty  
B.A., M.A., Colorado State University-Fort Collins
- Kelley, Kimi (2012) . . . . . English Faculty  
B.A., Mesa State College; M.A., Adams State College
- Lind, James (2019) . . . . . Music Faculty  
B.A., Texas Wesleyan University; M.A., Doctor of Musical Arts, University of North Texas
- Litle, Cassidy (2016) . . . . . English Faculty  
B.A., Culver- Stockton College; M.A., Western Illinois University
- Matejcek, Anna (2019) . . . . . Art Faculty  
B.A., Maryville University; MFA/VA, Boise State University
- Reed, Jeffrey (2016) . . . . . History/Political Science Faculty  
A.L.B., Harvard University; M.A., Ph.D., Emory University
- Shirley, Larry . . . . . Theater Technician  
A.G.S. Otero College
- Stork, Christina (2003) . . . . . English Faculty  
A.A., Otero College, B.A., Univ. of Northern Colo. M.A., Northern Arizona Univ.

## Business Technology Faculty

- Wallace-Ormiston, Samme (2003) . . . . . Business Faculty/Leadership Program Director  
A.A., Otero College; B.S., Oklahoma Panhandle University; M.B.A., Southwestern Oklahoma State Univ.
- Samaniego, Robert (1999) . . . . . Business Faculty  
B.S., B.A., University of Southern Colorado; M.B.A., Colorado State University - Pueblo

## Nursing & Health Professions

- Root, Melissa (2019) . . . . . Director of Nursing & Allied Health Programs  
AAS, Otero College; BSN, Grand Canyon University
- Tarrant, Angela (2013) . . . . . Medical Laboratory Technician Program Director  
B.S., Southwestern Oklahoma State University, M.Ed., MT(ASCP) SMcm
- Bollacker, Catherine. . . . . Medical Lab Technology Instructor  
B.S., Colorado State University; Medical Technology Certificate, St. Anthony
- Durga, Christine. . . . . Office Assistant for Nursing and Allied Health
- Martin, Rachelle (2020) . . . . . Coordinator of Nursing and Allied Health  
A.S., Otero College
- McDaniel, Megan . . . . . Nursing Instructor

Oquist, Whitney . . . . . Nursing Instructor

Robinson, Kristina . . . . . Nursing Instructor

**Math & Science Faculty**

McClure, Warren (2009) . . . . . Department Chair, Math and Science Department  
B.S., Fort Lewis College; M.S., University of Texas-Houston

Beyerl, Brian (2018). . . . . Mathematics Faculty  
B.S., M.S., Northern Illinois University, DeKalb, IL

Gray, Joel . . . . . Chemistry Adjunct Faculty  
B.A., M.A., University of Northern Colorado, Ph. D., Colorado State University

Johnson, Traci (2021) . . . . . Math Faculty  
B.A., Adams State University; M.S. Colorado State University-Global Campus

Korbitz, Mark (2012) . . . . . Science Faculty  
B.S, State University of New York; M.S., Vancouver University

Munro, Kimberly (2021) . . . . . Anthropology Faculty, AIM Grant Faculty Professional Development  
Lead & Student Research Coordinator  
M.S., Florida State University; Ph.D., Louisiana State University

Nolan, Allan (2018). . . . . Science Faculty  
B.S., University of Mississippi; M.S., Mississippi State University; Ph.D. University of Southern Mississippi

Ward, Christopher. . . . . Psychology Faculty

**Skilled Trades & Services Faculty**

Belew, Ryan (2015) . . . . . Agriculture Business Management Instructor  
A.A., Otero College; B.S.B.A., Colorado State University-Pueblo

Eckhart, David . . . . . Cosmetology & Barbering Instructor

Fraker, Vincent (2018) . . . . .Law Enforcement Training Academy Director  
A.A., Otero College

Larrew, Eric . . . . .Welding Instructor

Matthew, Brooke (2013) . . . . . Agriculture Faculty  
A.G.S., Northeastern Junior College; B.S., M.A., Colorado State University

Myers, Mack (2003) . . . . . Agri-Business Management Faculty  
B.S., M.S., Colorado State University; Ph.D., Oklahoma State University

Phillips, Ryan (2018) . . . . .Welding & Construction Trades  
Faculty  
A.S., Northeastern Junior College

Sporrer, Becky (2012) . . . . . Agriculture Business Management Instructor  
B.S., M.B.A., McNease State University

Valdez, Monica (2010) . . . . . Cosmetology Faculty  
Cosmetology Certificate, Americana Beauty College, CTE Credential



**Academic Affairs Staff**

Brown, Rana (2021) . . . . . Vice President for Student Affairs, Vice President for Academic Affairs  
 A.A., Otero College; B.A., M.A., Adams State College

Herasingh, Chelsea (2019) . . . . . Director of Institutional Research and Initiatives  
 B.A., Colorado State University, M.S., Ph.D., Walden University

Droege, Sarah (2021) . . . . . Mental Health Counselor  
 B.A., Univeristy of Denver; M.A., University of Northern Colorado

Gallegos, Lisa (2002) . . . . . Academic Support and Grant Project Coordinator  
 A.S., Otero College; B.A., Adams State College; M.E., Lesley College

Koury, Evelyn (2019). . . . . Administrative Assistant II

**AIM Program Staff**

Japhet, Shawn (2020) . . . . . AIM Grant Director  
 A.A. Otero College; B.S., National American University

Bevington, Jady . . . . . Mentoring Coordinator

Dieckmann, Caitlyn . . . . . Academic Advisor

Martinez, Monica (2019) . . . . . AIM Case Manager  
 A.A.S., Otero College; B.S., National American University

Munro, Kimberly (2021) . . . . . Anthropology Faculty, AIM Grant Faculty Professional Development Lead & Student Research Coordinator  
 M.S., Florida State University; Ph.D., Louisiana State University

Quintana, Cedric (2021) . . . . . Student Success Coach for AIM Grant  
 A.A., Otero College

**Athletics Department Staff**

Carrillo, Chris (2019) . . . . . Athletic’s Director  
 A.A., Otero College; B.A., M.A., Adams State College

Adame, Johnny (2021) . . . . . Head Women's Soccer Coach

Barry, Tyrel . . . . . Head Volleyball Coach

Berzat, Lamont . . . . . Assistant Men's Basketball Coach

Buchner, Breanne (2021). . . . . Men’s & Women’s Golf Head Coach  
 A.S., Otero College; B.A., Adams State University

Coates, Brandon . . . . . Head Wrestling Coach

Coleman, Sammy . . . . . Head Men's Basketball Coach

Crist, Austin. . . . . Assistant Rodeo Coach

Delgado, Alex . . . . . Assistant Men's Soccer Coach

Gonzales, Natalie . . . . . Assistant Volleyball Coach

Herring, Kyle . . . . . Head Women's Basketball Coach

James, Kassie . . . . .Head Softball Coach

Koehl, Skye . . . . .Assistant Softball Coach

Lobato, Antonia . . . . .Athletic Office Assistant

Nash, Antonio (2018) . . . . . Athletic Trainer & Game Day  
Manager  
B.S., Colorado State University - Pueblo

O'Connor, Ty . . . . .Head Men's Soccer Coach

Rosser-Sumpter, Lindsay (2009) . . . . . Head Rodeo Coach  
B.S., California Polytechnic State University

Samora, Justin . . . . .Assistant Wrestling Coach

Swan, Jamee . . . . .Assistant Women's Basketball Coach

Thompson, Sean . . . . .Assistant Baseball Coach

Wise, Jordan (2019). . . . .Fitness Center Director  
A.A., Otero College; B.S., Grand Canyon University

Wold, Drew (2020) . . . . . Head Baseball Coach  
A.S., Otero College, B.S., Adams State University

Zamora-Gonzalez, Suseth . . . . .Assistant Women's Soccer Coach

**Business Office Staff**

Johnston, Jennifer (2009) . . . . . Vice President of Administrative  
Services  
A.A, Otero College; B.S.B.A., University of Southern Colorado

Martinez, Tiana (2019) . . . . .Controller  
A.A., Otero College, B.A., Walden University

Long, Cody . . . . .Coordinator of Purchasing and  
Interdepartmental Services

Lowther, Taylor (2020). . . . .Coordinator of Payroll Processing & Business Office Purchasing  
B.A., Adams State University

Nielsen, Darrin . . . . .Accounts Receivable and Cashier

Pantoya, Paula . . . . .Coordinator of Payroll and Human  
Resources

**Information Technology Staff**

Borton, Shawn (2018) . . . . .Director of Information Technology  
B.S., Colorado State University - Pueblo

Hotchkiss-Trejo, Meagan (2014) . . . . . Coordinator of Educational Technology  
A.A.S Pueblo Community College

Ornelas, Robert . . . . . Computer Technology Technician

### **Facilities Maintenance Staff**

Girard, David (2018) . . . . .Physical Plant Director  
B.S., Colorado State Univeristy-Pueblo

Archuleta, Tom . . . . . Pipes/Mechanical Trades

Beal, Joyce . . . . . Administrative Assistant II

Clarke, Jacob (2018) . . . . . Security I

Cool, Will (2020) . . . . .Custodian I

England, Brian . . . . .Security I

Freidenberger, Irma (2012) . . . . . Custodian I

Fritz, Randy . . . . . Grounds & Nursery I

Liming, Jacob (2012) . . . . . Security I

Martinez, Ernest (2000) . . . . . Custodian II

Medina, Alejandro . . . . . Custodian I

Miell, Justin . . . . . Structural Trades II

Palmer, Garrett . . . . . Structural Trades I

Paugh, Kurt (2008) . . . . . Custodian III

Reed, Patricia (2017) . . . . . Grounds and Nursery I

Romero, Jessica . . . . . Custodian I

Salazar, Felipe . . . . . Structural Trades I

Talmich, Joe (1995) . . . . . Custodian I

Weaver, Casey . . . . . Coordinator of Landscape Design

### **Housing & auxiliary Services**

Martin, Dillon (2019) . . . . . Director of Foundation and Auxiliary Services  
A.A. Otero College, B.A. Colorado State University-Pueblo

Mayo, Gage (2021) . . . . . Residence Hall Manager  
B.A., M.A. Western Colorado University

### **International Relations Office Staff**

Rikhof, Maureen (2020) . . . . . Director of International Programs  
B.A., University of Colorado – Boulder; M.A., University of Colorado - Denver

Mendoza, Jaime . . . . . International Students Coordinator

### **Learning commons - Library Staff**

Wold, Hailey (2017) . . . . . Director of Student Success and Engagement  
B.A., and MBA Adams State University

Beyerl, Frida (2018) . . . . .Accessibility Services Coordinator

Eubank, Joseph . . . . .Part-Time Tutor

Johnson, Sherry (2020) . . . . . Library Services Coordinator  
B.A., Colorado State University – Fort Collins

Schiffer, Teyah . . . . . Tutoring Services Coordinator

**President's Office Staff**

Alvarez, Timothy (2018). . . . . President  
A.A., Western Nebraska CC; B.S., Bellevue University; M.S., Chadron State College; Ph.D.,  
University of Nebraska-Lincoln

Petramala, Sarah (2018) . . . . . Executive Assistant to the President  
A.A., Otero College; B.A., University of Northern Colorado

Barbee, Kelsey (2012) . . . . . Director of Human Resources  
B.S., Adams State College; M.B.A., Adams State College

Aragon, Ashley (2021) . . . . . Assistant Director of Human Resources  
A.A., Otero College; B.S., Adams State University

Martin, Dillon (2019) . . . . . Director of Foundation and Auxiliary Services  
A.A. Otero College, B.A. Colorado State University-Pueblo

**Student Affairs Staff**

Brown, Rana (2021) . . . . . Vice President for Student Affairs, Vice President for Academic  
Affairs  
A.A., Otero College; B.A., M.A., Adams State College

Addington, Gary B., Jr. (2019) . . . . . Dean of Student Affairs  
A.S., Otero College; B.S., Colorado State University; M.S., Adams State College

Addington, Lauren . . . . . Multimedia Coordinator

Asbury, Amber (2021) . . . . . Director of Financial Aid  
B.S., Colorado State University - Pueblo

Haberman, Nicole . . . . . Assistant Financial Aid Director

Horton, Janice . . . . . Administrative Assistant & Evening  
Receptionist

Juul, Kim (2006) . . . . . Registrar

Kelley, Tim (2021) . . . . . Webmaster/Portal Administrator  
A.A., Otero College

Leininger, Andee (2021) . . . . . Recruiter

Moore, Angela (2021) . . . . . Associate Vice President of Enrollment Management & Marketing  
B.A. Colorado State University – Ft. Collins, M.A., Adams State University

Pantoya-Smith, Lisa (2019) . . . . . Admissions and Transfer Coordinator  
B.S., Colorado State University - Pueblo

Phillips, Debbie (2002) . . . . . Enrollment Management Coordinator  
A.A., Otero College; B.A., Adams State College

Wheeler, Jane . . . . . COSI Finish What You Started Success Coordinator

## TRiO - Student Support Services Staff

Weiss, Malorie (2020) . . . . .TRiO Academic/Transfer Advisor  
B.A., Colorado Mesa University

Winsor, Alexa (2017) . . . . . Financial/Career Coach TRiO  
A.S., Otero College; B.S. University of Colorado - Colorado Springs

## Part-time Instructors and Staff

Arguello,Crystal. . . . . Nursing Instructor

Adame, Johnny. . . . .Assistant Men's Soccer Coach  
McDivitt Gym Room 113, 719-384-6870

Barnhart,Crystal. . . . . Criminal Justice Instructor

Blackford, Darlene R. . . . .Nutrition Instructor  
B.S., Colorado State University; M.E., Lesley University

Boettcher, Fred. . . . . History Instructor  
B.S., Concordia Teachers College; Central Missouri State University

Bollacker, Catherine. . . . . Medical Lab Technology Instructor  
B.S., Colorado State University; Medical Technology Certificate, St. Anthony  
Life Science, Room 102, 719-384-6816

Campbell, Krystle. . . . . Nursing Instructor

Carrillo, Janet . . . . . Physical Education Instructor  
A.A., Otero College; B.S., B.A.,M.B.A., CSU-Pueblo

Clark, Morgan. . . . .Nursing Instructor

Coleman, Sammy. . . . .Assistant Men's Basketball Coach  
McDivitt Gym Room 109, 719-384-6962

Collins, Jacqueline. . . . .Psychology Instructor  
M.A., Adams State College

Cordova, Riki. . . . . Nursing Instructor

Crist, Austin. . . . .Assistant Rodeo Coach  
McDivitt Gym Room 112, 719-384-6876

Davidson, Brad. . . . .Criminal Justice Instructor

Davidson, Callie. . . . .Nursing Instructor

Dieckmann, Michael. . . . .Criminal Justice Instructor

Durga, Christine. . . . .Office Assistant for Nursing and Allied Health  
Life Science 133, 719-384-6898

Elliott, Lane. . . . . Criminal Justice Instructor

Engbrecht, Michael. . . . . Criminal Justice Instructor

Fief, Samuel. . . . . Criminal Justice Instructor

Goecke, Jason. . . . . Criminal Justice Instructor

Harris, Erin. . . . .Criminal Justice Instructor

Hayden, Andrew. . . . .Criminal Justice Instructor

Keys, Danica. . . . .Nursing Instructor

Lewis, John. . . . .Assistant Wrestling Coach  
Aux Gym, 719-384-69130

Malott, David. . . . .Criminal Justice Instructor

Manley, Douglas. . . . .Criminal Justice Instructor

Mendoza, Lazaro. . . . .Criminal Justice Instructor

Mobley, Shawn. . . . .Criminal Justice Instructor

Mobley, Michelle. . . . .Nursing Instructor

Moore, Timothy. . . . .Criminal Justice Instructor

Newman, Christopher. . . . .Criminal Justice Instructor

Nielsen, Darrin. . . . .International Relations Activities Coordinator  
Humanities 105, 719-384-6804

Noga, Rodney. . . . .Criminal Justice Instructor

O’Hare, Garvin. . . . .Criminal Justice Instructor

Ojeda, Jessica. . . . .Nursing Instructor

Palacios, Michael. . . . .Criminal Justice Instructor

Pina, Jose. . . . . Criminal Justice Instructor

Quick, G. . . . . Criminal Justice Instructor

Reed, Chelsea. . . . . Nursing Instructor

Reeves, Larry . . . . . EMS Instructor  
EMS Certification

Rees, Dean. . . . . Music/Choir Instructor  
B.M.E., University of Northern Colorado; M.M. Manhattan School of Music

Robison, Nathan. . . . . Criminal Justice Instructor

Rodriguez, Mario . . . . . EMT Instructor  
EMS Certification

Romano, MJ . . . . . Philosophy Instructor  
B.A., University of Arizona; M Div., DM, McCormick Seminary

Root, Denise. . . . . Nursing Instructor  
B.S.N., University of Southern Colorado; M.S.N.,Regis University

Ross, Anna. . . . . Nursing Instructor

Schiffer, Teyah . . . . .Financial Aid Support Staff  
Student Services, McBride Hall 719-384-6834

Schueller, Joseph. . . . . Criminal Justice Instructor

Shirley, Larry . . . . . Theater Technician  
A.G.S. Otero College

Six, Jake. . . . . Criminal Justice Instructor

Snover, Avery. . . . . Criminal Justice Instructor

Snow, Jayvonn. . . . . Criminal Justice Instructor

Steeves, Michael. . . . . Criminal Justice Instructor

Turner, David. . . . . Criminal Justice Instructor

Vigil, Arsenio. . . . . Criminal Justice Instructor

Weber, Christian. . . . . EMT Instructor  
EMT-B, Northland Pioneer College; EMT-I, Otero College

Wehrmen, Abby. . . . . Assistant Volleyball Coach  
McDivitt Gym Room 112, 719-384-6989

Zgorzynski, Mitchell. . . . . Criminal Justice Instructor

Zordel, Samuel. . . . . Criminal Justice Instructor

## Emeritus Faculty and Staff

Allen, Mark (2010 – ret. 2019) Director of IT

Armstrong, Thomas J. (1984 - ret. 2007), Vice President of Instruction

Ashida, Gary (1988 - ret. 2012), Vice President of Administrative Services

Blackford, Darlene (1983 – ret. 2006) Faculty

Blackford, Frank (Miner) (1999 – ret. 2019) Law Academy Director

Boettcher, Fred (1992 - ret. 2016), History and Political Science Faculty

Boettcher, Marlene (1991- ret. 2015), Human Resources Director

Carrica, Ronald (1995 – ret. 2020) Physical Plant

Cockrell, David (2011 - ret. 2014), Associate Vice President of Instruction

Dorenkamp, Tammy (2005 – ret. 2020) Cosmetology Faculty and CTE Chair

Fisher, Maxine (1989 - ret. 2011), Student Services Cashier

Florez, Roger (1987 - ret. 2008), Physical Plant

Goettel, Susan (2015 - ret. 2017), STEM Director

Gray, Joel (1994 - ret. 2017), Chemistry Faculty

Grimsley, Kimberly (1996 – ret. 2019) Vice President of Instructional Services

Guerrero, Joe (1969 - ret. 2004), Physical Plant

Hammontree, Janice (1976 - ret. 2004), Early Childhood Director and Chair Business Technologies/Service Occupations

Hensley, Judith (1965 - ret. 2007), Psychology Faculty

Herrell, Jim (2000-ret. 2012), Vice President of Instruction

Hibbs, Sallie (1975 - ret. 2009), International Relations Director

Jaramillo, Sam (1981 - ret. 2005), Physical Plant

Johnson, Jaclynn (1999- ret. 2019), Nursing Faculty

Johnson, Ken (1979 - ret. 2005), Electrician

Jones, Ruby (1995 - ret. 2004), Agri-Business Management Faculty

Kaess, Almabeth (2001 - ret. 2021), Associate Vice President Enrollment Management

Keefer, Susan (2010 - ret. 2017), Director of Library and Learning Commons

Lease, Rebecca (1994 - ret. 2018), Administrative Assistant for Nursing and Allied Health Programs

Leininger, Barbara (2003- ret.2013), Math Faculty

LoVette, Diane (1998 - ret. 2008), Nursing Faculty

Martin, Kent S. (1966 - ret. 2004), Biology Faculty

Mascarenas, Charlyn (1983 - ret. 2009), Early Childhood Education Faculty

Mariscal, Susie (1976 - ret. 2008), Human Resources Assistant

Mata, Catherino (1980 - ret. 2011), Physical Plant

McElroy, Diane (1995- ret. 2019), Nursing Faculty

Medina, Margaret (1997 - ret. 2012), BUENO/HEP GED Coordinator

Mitchell, Nancy (1988 - ret. 2017), Director of Perkins Programs

Newby, Ralph (1987- ret. 2013), CIS Faculty and Chair Business Technologies/Service Occupations

Nicholson, Debbie (1993- ret. 2015), Otero Bookstore

Noll, Carol (2015 – ret. 2020) Director of Human Resources

Otteman, Carl (1992- ret. 2011), Auxiliary Services Director

Paolucci, Jeff (1992- ret. 2018), Vice President of Student Services

Pearson, Ken (1980 - ret. 2009), Physical Plant

Randall, Guy (2006- ret. 2021), Webmaster

Rizzuto, Donald (1994 – ret. 2020) Adjunct Business Faculty

Rizzuto, James (2001- ret. 2018), President

Root, Denise (1990 - ret. 2016), Nursing and Health Occupations Director

Salas, Betty (2008 - ret. 2014), Nursing Faculty

Schiro, Jan (1978 - ret. 2010), Student Services Registrar



Simpson, Steve (2006 - ret. 2014), Humanities Faculty and Theatre Director  
Six, Becky (1991 - ret. 2008), Educational Assistance Center Director  
Stafford, W. Edward (1967 - ret. 2004) , English and Theatre Faculty, Theatre Director  
Stuchlik, Wayne W. (1987 - ret. 2007), Physical Plant Director  
Vialpando, Abel (1975 - ret. 2011), English and Spanish Faculty  
Wallace, Ardith (1992 - ret. 2009), Arts Department Faculty and Chair of Arts Department  
Walsh, Timothy F. (1970- ret. 2004), English and Literature Faculty  
Zumwalt, Alfred (1980 - ret. 2007), Security