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**Otero Junior College**



2012-2013 CATALOG

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# Otero Junior College

## Catalog of Educational Programs and Services

2012 - 2013

1802 Colorado Avenue  
La Junta, Colorado 81050  
(719) 384-6831  
[www.ojc.edu](http://www.ojc.edu)



COLORADO COMMUNITY  
COLLEGE SYSTEM



# OTERO JUNIOR COLLEGE

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# Welcome to OJC

## *James T. Rizzuto, President*

Welcome to Otero Junior College and your pursuit of higher education opportunities. We at Otero Junior College are proud of our ability and desire to meet our students' needs. In large part, this is due to the faculty and staff who are dedicated to ensuring that all who attend Otero Junior College get personalized attention in order to succeed whether it be in career enhancement courses or courses that lead to a four year degree.

We hope you will enjoy our campus and the many opportunities that are available to help you achieve your goals. At OJC we are truly 'Focused on Your Future' and if there is anything I can do to assist you, please stop in to see me; my door is always open to you.

Sincerely,  
James T. Rizzuto  
President



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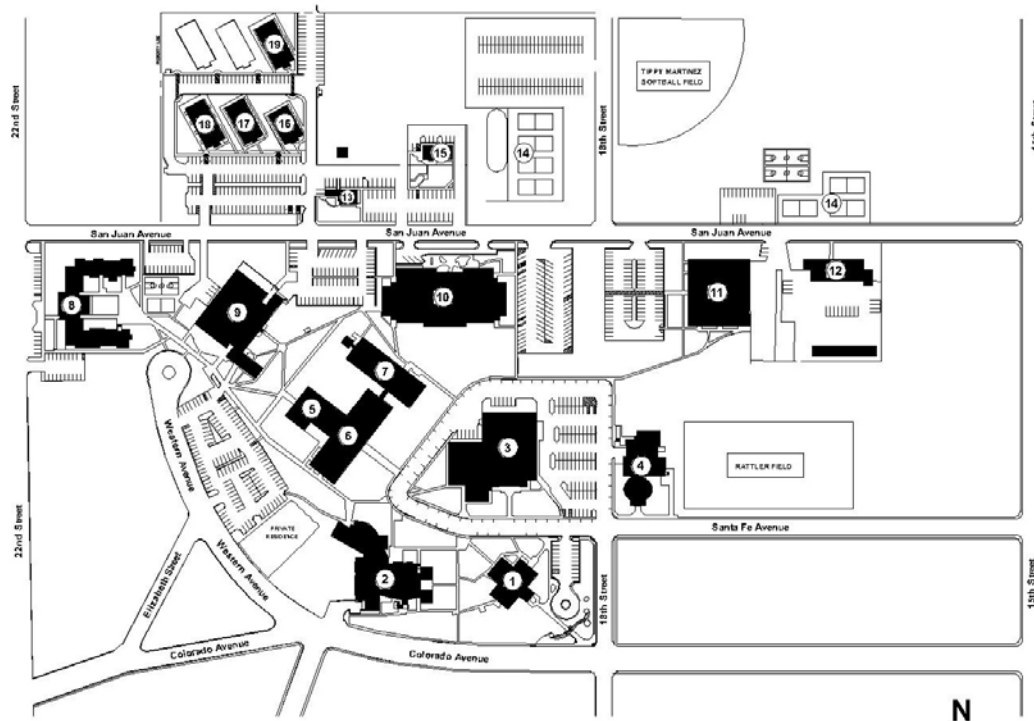
Founded in 1941, Otero Junior College is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. Within two years, students at OJC can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science or Associate of General Studies. Agreements with all 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- and two-year certificate programs available that will have them on the job upon completion. Over 97 percent of Otero Junior College students are employed upon graduation or go on to continue their education at 4-year colleges or universities. OJC 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 OJC is affordable. Many students attending OJC qualify for financial assistance in the form of scholarships, grants, student loans and on-campus work-study jobs. OJC is a full-service campus with modern dorms, library, classrooms and state-of-the-art technology.

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

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

# CAMPUS MAP



- |  |   |
|--|---|
| <p><b>1. Macdonald Hall</b><br/>OJC and EOSD Administration</p> <p><b>2. Humanities Center</b><br/>Ed Stafford Theatre - Classrooms<br/>Faculty Offices</p> <p><b>3. McDivitt Center</b><br/>Gymnasium<br/>Fitness Center</p> <p><b>4. Koshare Indian Museum &amp; Kiva</b></p> <p><b>5. Wheeler Library</b></p> <p><b>6. Wheeler Hall</b><br/>Classrooms - Labs</p> <p><b>7. Life Sciences</b><br/>Nursing - Classrooms - Labs<br/>Faculty Offices</p> <p><b>8. Wunsch Hall Dormitory</b></p> <p><b>9. Student Center</b><br/>Bookstore, Cafeteria, Banquet Room<br/>Conference Rooms</p> | <p><b>10. McBride Hall</b><br/>Student Services - Classrooms<br/>Computer Center- Faculty Offices<br/>Student Success Center</p> <p><b>11. McDivitt Hall</b><br/>Cosmetology - SCORE Center<br/>Auto Tech.</p> <p><b>12. Maintenance</b></p> <p><b>13. Student Housing</b></p> <p><b>14. Recreation Area</b></p> <p><b>15. Forestry Building</b></p> <p><b>16 - 19 E. J. Conley Residence Hall</b><br/>(A - B - C - D)</p> <p><b>South Site (Annex E)</b><br/>The South Site housing facility is leased by OJC from the City of La Junta. It is located 1.5 miles south of the campus on San Juan Avenue.</p> |
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## 2012-2013 COLLEGE CALENDAR

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### FALL SEMESTER - 2012

Monday, August 13	Faculty and All Staff Meeting
Saturday, August 18	OJC Housing Opens
Sunday, August 19	OJC Housing Opens
Monday, August 20	Classes Begin
Monday, September 3	Labor Day/No Classes
Wednesday, September 5	Last Day to Drop Classes and Receive a Refund
Monday, October 8	Professional Staff Development. No Day Classes <i>Evening classes will meet.</i>
Monday, October 29	Early Registration for Spring Semester Begins
Tuesday, November 13	Last Day to Withdraw from Classes Earning a "W"
Tuesday, November 20	Thanksgiving Vacation Begins at 5:00 p.m. <i>No Evening Classes</i>
Monday, November 26	Classes Resume
Friday, December 7	Last Day of the Semester
Tuesday, December 11	Final Grade Reports Due

### SPRING SEMESTER - 2013

Thursday, January 10	Faculty and All Staff Meeting
Monday, January 14	Classes Begin
Tuesday, January 29	Last Day to Drop Classes and Receive a Refund
Monday, March 18-22	Spring Break
Monday, March 25	Classes Resume
Monday, March 25	Early Registration for Summer/Fall Semesters Begins
Friday, April 12	Last Day to Withdraw from Classes Earning a "W"
Friday, May 3	Last Day of the Semester
Saturday, May 4	Graduation
Tuesday, May 7	Final Grade Reports Due

### SUMMER SESSION - 2013 (8 week session)

Monday, June 3	Classes Begin
Monday, June 10	Last Day to Drop Classes and Receive a Refund
Thursday, July 4	Holiday Break
Wednesday, July 17	Last Day to Withdraw from Classes Earning a "W"
Friday, July 26	Last Day of the Semester

### SUMMER SESSION - 2013 (10 week session)

Monday, June 3	Classes Begin
Wednesday, June 12	Last Day to Drop Classes and Receive a Refund
Thursday, July 4	Holiday Break
Monday, July 29	Last Day to Withdraw from Classes Earning a "W"
Friday, August 9	Last Day of the Semester

## 2013-2014 COLLEGE CALENDAR

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### FALL SEMESTER - 2013

Monday, August 12	Faculty and All Staff Meeting
Saturday, August 17	OJC Housing Opens
Sunday, August 18	OJC Housing Opens
Monday, August 19	Classes Begin
Monday, September 2	Labor Day/No Classes
Wednesday, September 4	Last Day to Drop Classes and Receive a Refund
Monday, October 14	Professional Staff Development. No Day Classes <i>Evening classes will meet.</i>
Monday, October 28	Early Registration for Spring Semester Begins
Tuesday, November 12	Last Day to Withdraw from Classes Earning a "W"
Tuesday, November 19	Thanksgiving Vacation Begins at 5:00 p.m. <i>No Evening Classes</i>
Monday, November 25	Classes Resume
Friday, December 6	Last Day of the Semester
Tuesday, December 10	Final Grade Reports Due

### SPRING SEMESTER - 2014

Thursday, January 9	Faculty and All Staff Meeting
Monday, January 13	Classes Begin
Tuesday, January 28	Last Day to Drop Classes and Receive a Refund
Monday, March 17-21	Spring Break
Monday, March 24	Classes Resume
Monday, March 24	Early Registration for Summer/Fall Semesters Begins
Friday, April 11	Last Day to Withdraw from Classes Earning a "W"
Friday, May 2	Last Day of the Semester
Saturday, May 3	Graduation
Tuesday, May 6	Final Grade Reports Due

### SUMMER SESSION - 2014 (8 week session)

Monday, June 2	Classes Begin
Monday, June 9	Last Day to Drop Classes and Receive a Refund
Friday, July 4	Holiday Break
Wednesday, July 16	Last Day to Withdraw from Classes Earning a "W"
Friday, July 25	Last Day of the Semester

### SUMMER SESSION - 2014 (10 week session)

Monday, June 2	Classes Begin
Wednesday, June 11	Last Day to Drop Classes and Receive a Refund
Friday, July 4	Holiday Break
Monday, July 28	Last Day to Withdraw from Classes Earning a "W"
Friday, August 8	Last Day of the Semester

## GENERAL INFORMATION ---

### *Institutional Mission*

We, the faculty and staff of Otero Junior College, are committed to creating and continually improving accessible and effective learning environments for the lifelong educational needs of the diverse communities we serve. We are committed to offering traditional and alternative approaches to learning, emphasizing teaching excellence, assessing student learning and building collaborative partnerships to promote education and enrich the lives of our students.

### *Value Statement*

The special spirit of Otero Junior College celebrates learning as the process that changes and improves lives. By setting standards of excellence for ourselves, and by placing a high value on integrity, honesty, teamwork, communication and innovation, we assist students in realizing their greatest potential. We hold ourselves personally accountable for our stated values and the public trust placed in us.

### *Strategic Initiatives*

1. Continually seek resources to supplement those provided by the State of Colorado to meet the needs and support the Strategic Initiatives of the College.
2. Develop new and enhance current programs.
3. Enhance and promote the relationship between the College and the communities we serve.
4. Enrich the quality of student life.
5. Provide professional development opportunities for all employees in order to optimize programs and services.
6. Continue to enhance OJC's leadership position in technology-assisted learning and the development of new technological applications.
7. Maintain and upgrade physical facilities and equipment to meet the needs of students, staff, and programs.



## ***Purpose Statements***

In striving to meet its institutional responsibilities as a comprehensive community college, Otero Junior College sets forth the following purpose statements in definition of its educational programs and services. These statements also serve as criteria for the administration, faculty, staff, and students in assessing the college's effectiveness in meeting its institutional mission.

- 1. Achieving Junior Level Transfer Status** - Students successfully completing either a prescribed Associate of Arts or Associate of Science degree program at Otero Junior College will be able to transfer to a Colorado four-year college or university as a junior. The college maintains transfer agreements with Colorado colleges and universities to facilitate the transferability of its academic programs.
- 2. Acquiring Entry Level Occupational Skills** - Students successfully completing Career and Technical Education Certificates or Associate of Applied Science degree programs will have acquired the skills necessary to obtain entrance level employment in their field.
- 3. Promoting the Benefits & Recognizing the Achievement of Life-Long Learning**  
The college provides individuals with the means to upgrade their job skills, improve the quality of their lives, and/or custom-tailor their own degree program. The college recognizes satisfactory student accomplishment of such activities via certificates of achievement, college transcripts, and the Associate of General Studies degree.
- 4. Achieving Functional Literacy** - Through basic skills instruction, academically deficient students and/or non-high school graduates receive the educational services to help them achieve the basic level of proficiency required for continuance in higher education, for entrance level employment, or for day-to-day communication and computation.
- 5. Participating in College and Community Sponsored Activities** - Students attending Otero Junior College are able to participate in a wide variety of activities aimed at broadening their social, political, physical, and cultural horizons. The college sponsors theatrical productions, art exhibits, literary publications, student government, various clubs and organizations, dance programs, intramural and intercollegiate sports, career awareness activities, dances, movies, and other activities to expand awareness beyond the classroom.

## ***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.

## ***History - continued***

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 Junior 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.

## ***Accreditation/Certification/Affiliation***

Otero Junior 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: 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504. Telephone: (312) 263-0456.

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 National League of Nursing Accrediting Commission (NLNAC), 3343 Peachtree Rd. NE, Ste 500 Atlanta, GA 30326 404-975-5000.

The Automotive Technology program is certified by the National Automotive Technicians Education Foundation (NATEF) and The National Institute for Automotive Service Excellence (ASE).

The Early Childhood Education Program is accredited by the National Association for the Education of Young Children (NAEYC).

Otero Junior 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 10,000. Located in a rich, irrigated farming community, it also has several manufacturing industries. Major employers in the area include: 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.

## ***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 Junior College will assume the responsibilities involved by adhering to the regulations of the college.

Improper conduct for which students are subject to discipline is described below:

1. Dishonesty in any form, including plagiarism and knowingly furnishing false information to the college.
2. Forgery, alteration, or misuse of college documents/records of identification.
3. Failure to comply with written or verbal directives of duly authorized college officials who are performing assigned duties.
4. Interference with the academic or administrative processes of the College or any of its approved activities.
5. Hazing in any form (defined as any activity which injures, degrades or disgraces another person or tends to injure, degrade or disgrace another person).
6. Theft or damage to property on campus.

## ***General Regulations of the College - continued***

7. Violation of civil or criminal codes of local, state, or federal governments when such violations interfere with campus order or with the college's educational goals.
8. Unauthorized use of or entry to college facilities.
9. Violation of any stated policies or regulations governing student relationships to the college.
10. Use, possession, cultivation, or distribution of non-prescribed drugs on campus.
11. Radically motivated acts or sexual harassment including verbal, physical or written form to include but not limited to: unwelcome sexual advances, requests for sexual favors, unwelcome verbal or physical conduct of a sexual nature.
12. Use, possession, or distribution of alcoholic beverages on campus.
13. Disorderly, lewd, obscene, or vulgar conduct, including profanity or gambling on campus.
14. Violation of existing local, state, and federal statutes when such violations interfere with campus order or with Otero Junior College's educational goals.
15. Possessing unauthorized firearms, ammunition, explosives, fireworks, and/or other dangerous weapons or instruments resembling them, which may cause fear/alarm in or harass another person within or upon the grounds, buildings, or other facilities of the College or at any College-sponsored or supervised function or event.  
(Please refer to SBCCOE Board President's Policy BP 19-10 and CCCS System President's Procedure SP 19-10. Copies may be obtained at Student Services or online at [www.ccs.edu](http://www.ccs.edu).)

These regulations apply to any student enrolled at Otero Junior College. Fair and consistent enforcement of these rules can be expected.

**Disciplinary action may involve one or a combination of the following alternatives:**

**WARNING** - A Notice served upon the student advising him/her that he/she is violating or has violated College regulations.

**PROBATION** - After a finding of violation of the Code of Conduct, restriction of student's privileges for a designated period of time including the probability of more severe disciplinary sanctions if the student is found to be violating any College regulations during the probationary period.

**OTHER DISCIPLINARY SACTIONS** - fines, restitution, denial of privileges, assignment to perform services for the benefit of the college or community; or other sanction that doesn't result in the student being denied the right of attending classes.

**COLLEGE SUSPENSION OR EXPULSION** - An involuntary separation of the student from the College for misconduct not based on academic performance for a specified period of time.

- a. **Suspension** is a separation that shall not exceed three academic terms per suspension for any singular offense or situation. While a student is suspended, he or she is not eligible for admission or re-admission at any of the community colleges within CCCS. Once the suspension is lifted the student is eligible for admission or re-admission.

Examples of suspension include, but are not limited to the following: the college, a department or program, a class, residence hall, use of a college facility or an activity.

Students may be suspended from one class period by the responsible faculty member or adjunct instructor. Longer suspensions can only be implemented by the Chief Student Services Officer (CSSO) or designee in accordance with this procedure.

- b. **Expulsion** is an indefinite separation from the college. The student is not eligible for admission or re-admission at any of the community colleges within CCCS.

In exceptional cases where a student wants to be considered for admission or re-admission after an expulsion has been implemented, the student bears the burden to prove the behavior that resulted in the expulsion has been resolved. It is within the college's discretion to admit or deny the student.

**INTERIM SUSPENSION** - An immediate action taken by the CSSO to ensure the safety and well-being of members of the college community; preservation of college property; or if the student poses a definite threat of disruption or interference to others or the normal operations of the college.

In the event of an interim suspension, the hearing before the CSSO or designee shall occur as soon as possible following the interim suspension.

If the college issues a permanent sanction, the student shall be afforded appeal rights. If the college does not implement a permanent sanction, the interim suspension will be removed from the student's record.

*Complete Student Disciplinary Procedures policy is available in Student Services or at: [www.cccs.edu/SBCCOE/Policies/SP/PDF/SP4-30.pdf](http://www.cccs.edu/SBCCOE/Policies/SP/PDF/SP4-30.pdf)*



## ***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.

**OJC Graduation Rate:** - The rate for first-time, degree-seeking students who enrolled at OJC in the Fall of 2008 and who graduated or transferred to a Colorado 2-year or 4-year institution by the Fall of 2010 is 42 percent. This does not include students who continue to be enrolled at OJC.

2. The college's financial aid rates for athletes and other students at institutions that award athletically-related student aid.

**OJC Financial Aid Rates:**

- \$4,709 is the average federal grant received by OJC students.
- \$866 is the average state and local grants received by OJC students.
- \$3,479 is the average institutional grant received by OJC students.
- \$4,948 is the average loan amount taken out by OJC students.

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

**OJC Crime Awareness and Campus Security Policies and Information:**

OJC 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.

***Student Right-to-Know and Campus Security Act - continued***

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.

<b>CAMPUS CRIME STATISTICS</b>			
<b>ACADEMIC YEARS</b>			
<b><u>Criminal Offense</u></b>	<b><u>11-12</u></b>	<b><u>10-11</u></b>	<b><u>09-10</u></b>
Murder	0	0	0
Rape	0	0	0
Sexual Assault	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Non-Aggravated Assaults	0	6	0
Burglary	0	1	0
Motor Vehicle Theft	0	0	0
Larceny Theft	2	0	0
Offenses that Manifest Hate Crimes	0	0	0
<b><u>Arrests</u></b>			
Liquor Law Violations	7	16	26
Drug Abuse Violations	5	3	7
Weapons Possessions	0	0	0

*The above statistics include OJC students and non-students.  
OJC's policy is for the immediate arrest for any Liquor Law related violations.*

**For more information on the Otero Junior College Campus Crime Statistics,  
Contact:**

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

## ***Alcohol and Drug Policy***

In compliance with the Drug Free Schools and Communities Amendments of 1989 (PL 101-226 in Federal Law), Otero Junior College 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 Southeastern Colorado Family Guidance Center 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.

## ***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 Services.

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 Services Services.

In order to comply with the North Central Association of Colleges and Schools recent policy that addresses the institutional record of student's complaints, Otero Junior College has developed the following internal policy:

If the college President (including his/her affirmative action/EEO designee, the Director of Human Resources), Vice President for Student Services, or any Instructional Vice President receives a formal written student complaint, the complaint shall be handled as follows:

- The complaint will be addressed and resolved in the manner appropriate to the complaint and the student and appropriate college offices will be notified of the final disposition of the complaint.
- The College President (or designee, Director of Human Resources) or Vice President for Student Services or Instructional Services will then complete the Student complaint and Record Tracking Document and will retain the completed document with appropriate student file.
- At the end of the academic year, the student complaint files and tracking documents, except those created by the Human Resources Director, will be kept on file in the office of the Vice President for Student Services until the next NCA comprehensive evaluation. Each individual file will be retained for a period of 10 years.

## ***Distance Education Grievance and Appeal Procedures***

Students taking any Otero Junior College courses, and have a complaint about their experience with Otero Junior College, have two options:

1. The student can follow Otero Junior College's process for student complaints, which is located on the previous page. Students may also contact the Higher Learning Commission, which is OJC's accrediting agency, at the following web link:  
<http://highered.colorado.gov/Academics/Complaints/default.html>

2. If a student resides outside of Colorado while attending Otero Junior College, in many cases they can file a complaint in the state where they are residing. As required by federal regulations, below is a web link of agencies in each state where complaints can be filed.  
<http://www.sheeo.org/stateauth/Links%20to%20Complaint%20Process.pdf>

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.

## ***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.

## ***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 Junior 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, Macdonald Hall Room 221, or 719-384-6824.



## ***Non-Discrimination Policy***

Otero Junior College does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, sex, sexual orientation, gender identity, age, military or veteran status, physical ability or any other characteristic protected under federal, state or local law.

The college complies with the Civil Rights Act of 1964, Related Executive Orders 11246 and 11375 and all civil laws of the State of Colorado. Accordingly, equal opportunity for employment and admission shall be extended to all persons, and the college shall promote equal opportunity and treatment through a positive and continuing Affirmative Action Program.

## ***Non-Discrimination Statement***

Otero Junior College prohibits and will not tolerate discrimination or harassment that violates federal, state law, or Board Policy 3-120 or Board Policy 4-120. The College does not discriminate on the basis of 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, concerning Title VI, Title IX, and Section 504 may refer to the Affirmative Action Officer, Marlene Boettcher, Director of Human Resources, Otero Junior College, 1802 Colorado Ave. Macdonald Hall Room 221, La Junta, CO 81050 719-384-6824 or to the Office for Civil Rights, 1244 Speer Boulevard, Suite 310, Denver, Colorado 80204, 303 844-5695. This statement is made pursuant to requirements of Secs. 602, 604 Civil Rights Act of 1964, 42 U.S.C. 2000 d. (1), (3); 45 C.F.R. Part 80; Secs. 901, 902, Education Amendments of 1972, 20 U.S.C. 1681, 1682 as amended, 45 C.F.R. Part 86; and sec. 504, Rehabilitation Act of 1973, 29 U.S.C. 794, 45 C.F.R. Part 84.

## ***Title IX Compliance***

Otero Junior College prohibits and will not tolerate discrimination that violates federal, state law, or Board Policy 3-120. The College does not discriminate on the basis of race, age, color, religion, national origin, sex, sexual orientation, marital status, veteran status, or disability.

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, Executive Order 11246, and sections 24-34-301, C.R.S. et seq..

Title IX Compliance/Equal Opportunity Officer, Marlene Boettcher, 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 OJC is prohibited by the Americans with Disabilities Act.

Questions, complaints and requests for additional information may be directed to the Disabilities Coordinator, located in the Student Success Center, McBride Hall, Room 129, 719-384-6862.

## ***Building Evacuation***

Do not ignore firealarm. Notify the OJC 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 12 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

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.

<b>TUITION AND FEES SCHEDULE 2012 - 2013 COLLEGE YEAR</b> <i>The college reserves the right to change tuition and fees in accordance with the          Legislature of the State of Colorado.</i> <i>Costs for 2013-2014 are not available from the State of Colorado. Contact Students Services at          719-384-6831 or visit <a href="http://www.ojc.edu/tuition.aspx">www.ojc.edu/tuition.aspx</a></i> <b>Resident Tuition and Fee Schedule - On Campus Instruction</b>						
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Credit Hours	Tuition	COF Stipend	Net Tuition	Fees	Reg. Fee	Total
1	\$174.75	\$(62.00)	\$112.75	\$8.10	\$12.05	\$132.90
2	\$349.50	\$(124.00)	\$225.50	\$16.20	\$12.05	\$253.75
3	\$524.25	\$(186.00)	\$338.25	\$24.30	\$12.05	\$374.60
4	\$699.00	\$(248.00)	\$451.00	\$32.40	\$12.05	\$495.45
5	\$873.75	\$(310.00)	\$563.75	\$40.50	\$12.05	\$616.30
6	\$1,048.50	\$(372.00)	\$676.50	\$48.60	\$12.05	\$737.15
7	\$1,223.25	\$(434.00)	\$789.25	\$56.70	\$12.05	\$858.00
8	\$1,398.00	\$(496.00)	\$902.00	\$64.80	\$12.05	\$978.85
9	\$1,572.75	\$(558.00)	\$1,014.75	\$72.90	\$12.05	\$1,099.70
10	\$1,747.50	\$(620.00)	\$1,127.50	\$81.00	\$12.05	\$1,220.55
11	\$1,922.25	\$(682.00)	\$1,240.25	\$89.10	\$12.05	\$1,341.40
12	\$2,097.00	\$(744.00)	\$1,353.00	\$119.25	\$12.05	\$1,484.30
13	\$2,271.75	\$(806.00)	\$1,465.75	\$121.30	\$12.05	\$1,599.10
14	\$2,446.50	\$(868.00)	\$1,578.50	\$123.35	\$12.05	\$1,713.90
15	\$2,621.25	\$(930.00)	\$1,691.25	\$125.40	\$12.05	\$1,828.70
16	\$2,796.00	\$(992.00)	\$1,804.00	\$127.45	\$12.05	\$1,943.50
17	\$2,970.75	\$(1,054.00)	\$1,916.75	\$129.50	\$12.05	\$2,058.30
18	\$3,145.50	\$(1,116.00)	\$2,029.50	\$131.55	\$12.05	\$2,173.10

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 \$62.00 per credit hour.

Combined Room & Board Rate	15-Meal Plan	19-Meal Plan
Double - per term at Wunsch/SS	\$2,768.00	\$2,868.00
*Single - per term-Wunsch/SS	\$3,234.00	\$3,333.00
**Double - per term at E.J. Conley	\$3,059.00	\$3,157.00

**Student Housing Sites:** Wunsch Hall (on campus), South Site (off campus) E.J. Conley Residential Complex (on campus).

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

\*Single rooms based upon availability.

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

**TUITION AND FEES SCHEDULE 2012-2013 COLLEGE YEAR**  
**Non-Resident Tuition and Fee Schedule - On Campus Instruction**

Credit Hours	Tuition	Fees	Registration Fee	Total
1	\$223.45	\$8.10	\$12.05	\$243.60
2	\$446.90	\$16.20	\$12.05	\$475.15
3	\$670.35	\$24.30	\$12.05	\$706.70
4	\$893.80	\$32.40	\$12.05	\$938.25
5	\$1,117.25	\$40.50	\$12.05	\$1,169.80
6	\$1,340.70	\$48.60	\$12.05	\$1,401.35
7	\$1,564.15	\$56.70	\$12.05	\$1,632.90
8	\$1,787.60	\$64.80	\$12.05	\$1,864.45
9	\$2,011.05	\$72.90	\$12.05	\$2,096.00
10	\$2,234.50	\$81.00	\$12.05	\$2,327.55
11	\$2,457.95	\$89.10	\$12.05	\$2,559.10
12	\$2,681.40	\$119.25	\$12.05	\$2,812.70
13	\$2,904.85	\$121.30	\$12.05	\$3,038.20
14	\$3,128.30	\$125.35	\$12.05	\$3,263.70
15	\$3,351.75	\$125.40	\$12.05	\$3,489.20
16	\$3,575.20	\$127.45	\$12.05	\$3,714.70
17	\$3,798.65	\$129.50	\$12.05	\$3,940.20
18	\$4,022.10	\$131.55	\$12.05	\$4,165.70

**International Student Tuition Rates**

International student tuition is based on the Non-Resident Tuition Rate Schedule. An additional \$100 per semester is added for international student transportation. Contact the Office of International Relations or Student Services for tuition rates and details.

**Hybrid and Online Education 2012-2013**

<b>OJC Hybrid - Resident</b>					<b>CCCOnline - Resident</b>			
Credits	Tuition	COF Stipend	Scholarship	Total	Credits	Tuition	COF Stipend	Total
1	\$261.30	\$(62.00)	\$(30.00)	\$169.30	1	\$261.30	\$(62.00)	\$199.30
2	\$522.60	\$(124.00)	\$(60.00)	\$338.60	2	\$522.60	\$(124.00)	\$398.60
3	\$783.90	\$(186.00)	\$(90.00)	\$507.90	3	\$783.90	\$(186.00)	\$597.90
4	\$1,045.20	\$(248.00)	\$(120.00)	\$677.20	4	\$1,045.20	\$(248.00)	\$797.20
5	\$1,306.50	\$(310.00)	\$(150.00)	\$846.50	5	\$1,306.50	\$(310.00)	\$996.50
6	\$1,567.80	\$(372.00)	\$(180.00)	\$1,015.80	6	\$1,567.80	\$(372.00)	\$1,195.80
7	\$1,829.10	\$(434.00)	\$(210.00)	\$1,185.10	7	\$1,829.10	\$(434.00)	\$1,395.10
8	\$2,090.40	\$(496.00)	\$(240.00)	\$1,354.40	8	\$2,090.40	\$(496.00)	\$1,594.40
9	\$2,351.70	\$(558.00)	\$(270.00)	\$1,523.70	9	\$2,351.70	\$(558.00)	\$1,793.70
10	\$2,613.00	\$(620.00)	\$(300.00)	\$1,693.00	10	\$2,613.00	\$(620.00)	\$1,993.00
11	\$2,874.30	\$(682.00)	\$(330.00)	\$1,862.30	11	\$2,874.30	\$(682.00)	\$2,192.30
12	\$3,135.60	\$(744.00)	\$(360.00)	\$2,031.60	12	\$3,135.60	\$(744.00)	\$2,391.60
13	\$3,396.90	\$(806.00)	\$(390.00)	\$2,200.90	13	\$3,396.90	\$(806.00)	\$2,590.90
14	\$3,658.20	\$(868.00)	\$(420.00)	\$2,370.20	14	\$3,658.20	\$(868.00)	\$2,790.20
15	\$3,919.50	\$(930.00)	\$(450.00)	\$2,539.50	15	\$3,919.50	\$(930.00)	\$2,989.50

Non-Resident OJC Hybrid	Tuition
OJC Hybrid (per credit hour)	\$231.30

Non-Resident CCCOnline	Tuition
CCCOnline (per credit hour)	\$303.75

## Course Fees

For the 2012-2013 academic year, all courses with the following prefixes will be charged a \$6.35 per credit hour fee. Courses included within these categories have been deemed to be medium to high cost by the Colorado Community College and Occupational Education System Board. Otero Junior College is required to collect these fees in order to recover some of the costs associated with producing these courses.

PREFIX	DESCRIPTION	PREFIX	DESCRIPTION
ABM	Agriculture Business Management	EMS	Emergency Medical Services
AG	Agriculture	GEY	Physical Science
ART	Visual and Performing Arts *Plus \$25 materials fee for specific courses	HPR	Health Professional
ASE	Auto Service Technology	HWE	Health and Wellness
AST	Astronomy	MGD	Multimedia Graphic Design
BIO	Biology	MOT	Medical Transcription
CAD	Computer Assisted Drafting	MUS	Visual and Performing Arts-Music
CHE	Physical Science	NUA	Nursing Assistant
CIS	Computers	**NUR	Nursing
CNG	Computer Networking	PHY	Physical Science
CRJ/LEA	Criminal Justice - Law Academy	SBM	Small Business Management
CWB	Web Management	THE	Visual and Performing Arts-Theatre
DAN	Visual and Performing Arts-Dance		All Remedial Courses - 060-090
EKG/DRT	Engineering		

\* ART 121, 122, 123, 124, 125, 131, 143, 161, 162, 175, 211, 212, 274

**Fees:** Student Center Fee = \$6.05 per credit hour, \$66.55 maximum (11 hrs),  
Student Government Fee = \$10.45, Intercollegiate Athletics Fee = \$17.65,  
Registration Processing Fee = \$12.05, Fitness Center Fee = \$2.05

\*\*Per Board Policy all NUR prefix courses will be charged a differential tuition of an additional \$48.70 per credit hour.

Other Charges Include:

Cap, Gown, & Diploma\*: \$35.00      GED Test: \$150.00

\* *Cap, gown, and diploma fee is payable at least eight weeks prior to graduation.*

## ***Payment of Tuition and Fees***

Students who owe a balance from a prior term or who are financially obligated to OJC – 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 due, to be applied first against any balance due to the college, with any additional amount being disbursed to student to meet past, current, and future living expenses.

## ***Financial Aid Repayment- continued***

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 OJC Student Services.

Senior Citizens also have the opportunity to enroll in health and wellness programs offered through the Healthways SilverSneakers 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 Junior College are required to live in OJC 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 OJC 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.

**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.

## ***Other Costs***

**Commuter** - The full-time commuting student will spend approximately \$3,500 per year for tuition, fees, books, and supplies. Personal expenses and commuting expenses must be added to this figure.

**Colorado Residents Living on Campus** - Tuition, fees, books, and supplies will cost approximately \$4,200 per year. Room and board will cost from \$5,589-\$6,374 per year. Personal expenses will average about \$700 per year. Total cost is approximately \$10,400. 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 \$13,600.00.

**Printing** - Otero Junior 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 in either Student Services or the Bookstore. 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.ojc.edu/PaperCut.aspx> or visit the OJC Student Services office.

## ***Other Services***

**Bookstore** - The Otero Junior College Bookstore is housed in the Student Center and is open for all students, staff, faculty and the general public.

Store hours are from 7:30 to 4:00 weekdays. Store merchandise includes textbooks, solution manuals, study guides, lab manuals, art supplies and required supplies for all courses offered at OJC. The Bookstore also offer OJC apparel, nurse uniforms and a wide assortment of backpacks and bags. Other products include postage stamps, snacks, cold drinks, NFL mugs and gift items.



## ***Other Services - continued***

**Cafeteria and Food Court** - The Otero Junior College Cafeteria and Food Court 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. All other students may purchase meals a la carte or purchase a discount cash card that provides both convenience and savings.

Breakfast is served Monday through Friday from 7:00 a.m. to 10:00 a.m. On Saturday and Sunday a brunch is served from 11:00 a.m. to 12:30 p.m. Lunch is served Monday - Friday from 11:00 a.m. to 1:30 p.m. Dinner is served Monday - Friday from 4:30 p.m. to 6:15 p.m. Dinner is served on Saturday and Sunday from 5:00 to 6:00 p.m..

**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 OJC 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 offers students a full service library. The Library is open 68 hours a week during the semester with many of the services available electronically through the home page. A campus ID card is required to borrow materials from Wheeler Library and needed to access the library's databases. For more information see the Instructional Services section of this catalog.

## ***Other Services - continued***

**MyOJC 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. MyOJC Portal serves students, faculty and staff. The link to access the portal is located on the website home page ([www.ojc.edu](http://www.ojc.edu)) in the upper right hand corner of the page. Students, faculty and staff will need their S# and unique password to sign on.

**Online Registration and Student Record Information** - Students can access *MyOJC* from the homepage of the Otero Junior College website at [www.ojc.edu](http://www.ojc.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, and 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 either in person at the Student Success Center, located in McBride 129 or by calling 719-384-6862. For more information see the Instructional Services section of this catalog.

# Student Services



## STUDENT SERVICES

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### *Admission*

**How to Apply** - OJC'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 OJC. 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 OJC* and then clicking on *I still need to apply*, 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 *My OJC*.

**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 719-384-6831 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.

**Transfer Students** - Students wanting to transfer to OJC should have their previous official college transcript sent to OJC 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 OJC. This process usually takes three weeks. Transfer students should be aware of Otero Junior College policy information. Only Otero Junior 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 Junior College may examine credits to ensure that the content is not outdated or obsolete; Otero Junior 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 for 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.

**Services for Students with Disabilities** - Students with documented disabilities should contact the Student Success Center located in McBride Hall, Room 129, or call 719-384-6862 about free services to assist them. Services include: tutoring, note takers, readers/writers for tests, extra 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, tests in the Student Success Center, 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 Student Success Center (SSC) 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 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: 719-384-6862.

**Current High School Students/Post Secondary Options Act Students** - The post secondary options act allows current student at Colorado high schools to enroll in courses offered by OJC. These courses will appear on an OJC transcript and credit for courses successfully completed may be applied toward a certificate or degree at OJC. High school students must complete an application for admission, provide an immunization record and complete the Colorado Post Secondary Enrollment Options form. These forms are available from the OJC Student Services Center 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 the OJC Student Services Center at 719-384-6831.

**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 Junior College, 1802 Colorado Ave. La Junta, CO 81050, online at [/www.ojc.edu/proIntApplication.aspx](http://www.ojc.edu/proIntApplication.aspx) or by submitting an email request to [international@ojc.edu](mailto:international@ojc.edu).

### International Student Application Packet Forms - *continued*

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, grades earned and 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 450 PBT, 133 CBT or 46 iBT or better; IELTS score of 5.5 or better or other acceptable proof of language ability; for 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 visa's 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 Junior 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 OJC 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 Rochelle Wallace, International Student Advisor at 719-384-6805 or email [International@ojc.edu](mailto:International@ojc.edu)

### ***Mandatory Basic Skills Assessment and Placement***

The State of Colorado in accordance with House Bill 1464 mandates that beginning students to Colorado's state-supported institutions of higher education must be assessed. First-time students entering college Fall 2001 who are declaring a degree or certificate program will be required to take courses based on the test results from the Basic Skills Assessment Test. Students registering for any English or mathematics courses, or any course that requires English, mathematics or reading prerequisite skills, will also be required to test and enroll based on the results from testing. This is to ensure that students are prepared to succeed in college level courses.

Students will be advised and assisted in registering for the appropriate courses; they will be prevented from registering for courses for which they do not have the appropriate prerequisite courses or test score. Students must complete all required basic skills courses within their first 30 credit hours of enrollment.

Students receiving financial aid may lose funding if basic skill course work is not completed within the 30 credit hour limit. Please contact the Student Services Office at 719-384-6831 for the assessment scores needed for college level placement.



## ***Assessment Information***

The Testing Center is located in McBride Hall Student Services Center. The phone number is: 719-384-6831, FAX: 719-384-6933. Online information can be found at: [www.ojc.edu/placementTesting.aspx](http://www.ojc.edu/placementTesting.aspx)

## ***Basic Skills Assessment Test***

Students studying for a degree or certificate at OJC must take the assessment test before meeting with an advisor to enroll in classes. Otero Junior College uses the Accuplacer Placement Exam. This involves taking a test in reading, English and math. The purpose for assessment is to help students succeed by placing them into courses appropriate to their academic skill level. Students will be required to enroll into appropriate English, Math or reading courses based upon their Accuplacer test scores. Students may want to review with the use of study guides if they have not had any math or English courses in a while. Students who would like to review before testing may access study guides on the OJC website: [www.ojc.edu/placementTesting.aspx](http://www.ojc.edu/placementTesting.aspx)

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 440 in verbal and 460 in math.

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

## ***Assessment for Distance Education Students***

All students taking classes at OJC, including over the Internet and any other distance education courses, must meet the Basic Skills Assessment Test (BSAT) requirement. There are some exemptions to this policy based on ACT scores and previous coursework a student may have taken prior to OJC. Please refer to the exemptions policy information above. The goal at OJC is for all students to be successful in their coursework. The Basic Skills Assessment Test reveals subject areas of English, math and reading where there are strengths and weaknesses. In some subject areas, students may be able to take the classes without remediation.

## ***Assessment - continued***

The test required at OJC for placement into classes is the Accuplacer Exam. This test will need to be taken to enter college level English or math. It is delivered on most community college campuses; however, students cannot take the test at home or in an un-proctored environment.

To take these tests at a location other than OJC, out of state, or out of the country, students will need to contact the OJC Testing Center at 719-384-6831 and request a remote test proctor

## ***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 Services.

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 tests (demonstrating knowledge of a subject through nationally accepted tests such as CLEP or DANTES).
2. Published guides (such as guides published by the American Council on Education).
3. Challenging a course (enroll in a course and make arrangements with the instructor to take a test demonstrating your knowledge of the course content).
4. Articulation agreements with local high schools (high school courses OJC has agreed to accept for college credit).

## ***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 OJC 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** - 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 "nonresident" pay a higher tuition charge than those classified "resident." However, students classified as nonresidents 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://highered.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 for Student Services for a current listing of states participating in the program. Contact the Student Services Center at 719-384-6831 for additional 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 for Student Services.

## ***Other Information***

**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 the 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, non-payment 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 the 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 G.I. Bill are required to notify the Veteran's Administration whenever there is a change in training status.

**Records and Transcript of Credits** - All grades reported to the Student Services Center 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 the 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 OJC. 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 the Student Services Center in writing when a course is repeated.

**Student E-mail** - All students are automatically issued a college student e-mail address once the admission process is complete. 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 email account. Once on OJC's home page, students should click on "My OJC" 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 email account can be found on the homepage. This email 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 Student Services Center. If records contain errors, appeals in writing must be submitted to the Vice President for Student Services.

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

- name, address
- phone number
- date/place of birth
- 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 the Student Services Center. 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, OJC may also release information without consent.

## ***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 any liberal arts or science baccalaureate degree with an additional 60 credits taken at the 4-year institution.

*NOTE: This guarantee excludes majors in Education, Business, Engineering or Nursing. See your Community College Advisor for these degrees with distinction.*

**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 OJC'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 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
<b>Place Holders</b>	
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.*

## ***Grading and Scholastic Standards - continued***

**Grade Reports** - Final grades will be posted to the student's *My OJC* site at [www.ojc.edu](http://www.ojc.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 those courses for college credit.

**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 and "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 Progress Policy** - Students who earn less than a 2.00 GPA at the end of any semester of enrollment will be issued an "academic warning." If students earn less than a 2.00 GPA at the end of the ensuing semester, they will be placed on "academic probation" the next semester of enrollment. Students on academic probation must earn a GPA of at least a 2.00 by the end of the semester of probation or be placed on "academic suspension" for the following semester. While academically suspended, students cannot enroll at Otero Junior College.

Once removed from academic suspension, the student can enroll at Otero Junior College, but must earn a GPA of at least 2.00 at the end of the semester; otherwise, the student will be placed on academic suspension, in this case for one academic year.

Any student who has been placed on academic suspension may appeal to the Vice President of Student Services. An appeal must be submitted in writing not later than one week prior to the first day of classes of the semester for which the student wishes to enroll.

## **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 OJC. 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 VP of Student Services.

**Graduation With Honors** - Students graduating with honors must have at least 30 credit hours at OJC. Only credits earned at OJC 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.



# Financial Aid



## STUDENT FINANCIAL AID PROGRAM ---

Low tuition and fee rates and the absence of most residential fees keep the cost of attending Otero Junior College to a minimum. Nevertheless, Otero Junior 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 Junior College requires all students and/or parents to submit the Free Application for Federal Student Aid. The Free Application for Federal Student Aid and information about financial aid may be obtained from the high school guidance counselors or from the OJC 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 Scholarship Program
- Private Donor Scholarships

#### **Grants:**

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

#### **Loans:**

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

#### **Employment Opportunities:**

- College Work-study Programs

### *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 OJC the fall semester after graduating from high school. These scholarships are also available to returning OJC sophomore students who have maintained at least a 3.00 cumulative GPA.

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 Student Financial Aid administers a number of scholarships established by individuals and organizations interested in OJC and its students. Eligibility for these awards varies according to the donor's wishes. Information concerning these awards is available from the Director of Student 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 2012-2013 academic year is \$5,550. 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 halftime. 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 35 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 three (3) credits are eligible to be considered for financial aid. Contact the Student Services Center for details.

### ***Financial Aid Application Procedures***

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, 2012 for Academic Year 2012-13 and June 30, 2013 for Academic Year 2013-14. 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.

### ***Part-Time 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.

## ***Scholarships***

### **Otero Junior College Scholarship Opportunities-**

**3.0 GPA Scholarship** - Scholarships of \$1,000 per semester for tuition are available to Colorado residents who have a cumulative high school grade point average 3.00 or better and enroll full-time at OJC the fall semester after graduating from high school. These scholarships are also available to returning OJC sophomore students who have maintained at least a 3.00 cumulative GPA. Application deadline is August 1.

**OJC Program Scholarships** - OJC Arts Scholarship, Otero Arts Festival Scholarships, OJC Humanities Department Writing Scholarship, OJC Math, Science and Technology Scholarship, OJC Theatre Department Scholarship. Application deadlines are April 15.

**Room and Board Scholarship** - Students living in campus housing are awarded a \$500 per semester room and board scholarship that goes toward their housing costs. Students must live in campus affiliated housing to qualify for the scholarship.

**Soil and Crop Science Scholarship** - Otero Junior College, in cooperation with Colorado State University-Fort Collins, will award 10 scholarships in the amount of \$1,000 each year for students enrolling in a two-year Associate of Science degree with an emphasis in Soil and Crop Science. Upon successful completion, the degree as well as all classes associated with the degree will transfer seamlessly to CSU-Fort Collins. Students will have the opportunity to earn a bachelor's degree in the Soil and Crop Science Program with an additional 60 hours of credit. Application deadline is April 15.

### **OJC Foundation Scholarship Opportunities**

**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 15.

### **Community Sponsored Scholarship Opportunities-**

Through the cooperation of certain area civic, fraternal and service clubs, as well as through the generosity of public spirited citizens, a number of scholarships are available each year. Many of these scholarships are for graduates of specific high schools. Students interested in the private donor scholarships should contact the individual organization or the OJC Financial Aid Director regarding awards available and eligibility requirements. OJC accepts other scholarship that students bring in from outside sources.

**Amy Blair Memorial Scholarship**, established through PEO- The scholarship awards one freshman or sophomore student. In order to be eligible for the scholarship, the recipient must be a full time female student. The student must also maintain a 2.5 G.P.A. Scholarship is based upon funding. Application deadline is April 15.

## ***Scholarships - continued...***

### **Community Sponsored Scholarship Opportunities-**

**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 GPA. Priority will be given to students whose area of study is engineering or physical science. Application deadline is April 15.

**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 OJC 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.

**Daniels Fund Scholarship**- The scholarship awards recipients \$1500. In order to be eligible, the recipients must obtain on the following requirements: Non-traditional students (at least 23 years of age), GED recipients, Returning military (DD214 required), Foster care youth, Juvenile justice youth, EMT/paramedic training. The recipients must also be enrolled in at least 9 credits and demonstrate need on the FAFSA application.

**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 15.

**EE Bruegel Memorial Scholarship**- The scholarship offers one scholarship in the amount of \$300. The Scholarship will be awarded to a freshman or sophomore student attending OJC. The recipient must also be a graduate of Las Animas High School and demonstrate need based on FAFSA application. Application deadline is April 15

## Community Sponsored Scholarship Opportunities-

**Franzman Family Nursing Scholarship** – The Franzman family offers one \$1,500 scholarship for nursing students pursuing an Associate of Applied Science Nursing. 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 or Cheraw High Schools. Application deadline is August 6.

**Franzman Family Scholarship** – The family of Pete and Alberta Franzman offers one \$1,000 scholarship. 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 or Cheraw High Schools. Preference will also be given to students majoring in business administration or agriculture. Application deadline is April 15.

**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 Junior 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 15.

**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 OJC. The recipient must be a full time female student. The student must also maintain a 2.5 G.P.A. Application deadline is April 15.

**Jose “Chinky” Gonzales Memorial Scholarship** – The family of Jose “Chinky” Gonzales offers one scholarship to an entering freshman who is an area graduate and is of Hispanic origin. The scholarship amount is dependent upon funding. Application deadline is April 15.

**Kane Family Foundation Scholarship** – The Kane Scholarship offers students \$1500 to incoming freshman or sophomores. To be eligible to apply, students needed to be seeking an Associate Degree, be accepted for admission to OJC, and have at least a 3.25 college or high school grade point average. Application deadline is April 15.

**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 Junior College. Application deadline is April 15.

**Twila Anderson Scholarship**- The scholarship offers one scholarship in the amount of \$500.00. The recipient must attend OJC 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 15.

## **Community Sponsored Scholarship Opportunities-continued**

**UCCS Kane Family Foundation Scholarship** - The UCCS University Connection Program is a second scholarship opportunity with the Kane Family Foundation. Two students from OJC, who plan on completing an Associate Degree at OJC and then a Bachelor's degree at UCCS, will be provided with a scholarship that pays for tuition for up to five years. 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 15.

**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 student pursuing 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 15.

### **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

Tom Piquette Memorial Scholarship



# Student Life



## STUDENT ACTIVITIES AND ORGANIZATIONS ---

### *Student Government*

**Associated Student Government** - The student body of Otero Junior 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 Junior 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 Junior 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 and soccer. Women's Sports - basketball, golf, softball, soccer and volleyball.

OJC 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 Marketing Department. Produced quarterly, it attempts to present all the news and activities that is of interest to the campus community. The newsletter is distributed free to all students and staff.

**Chinook** - *Chinook* is a publication of writing and art. OJC 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.

**The Rattler Rumor** - *The Rattler Rumor*, a weekly publication of the Student Services Office, is posted throughout the campus to keep students and staff informed of activities, meetings, and special events.

## ***Student Organizations***

**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 OJC Student Art Show in the spring.

**Campus Crusade for Christ** - The Campus Crusade for Christ is a 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.

**Cheer Club** - Cheer Club is open to all students who like to show their team spirit. The club has positions for cheerleaders, yell leaders, tumblers and pep squad members. The club focuses its efforts on the soccer and basketball seasons but encourages team spirit throughout the year.

**Club Cosmetology** - The Cosmetology Career Academy student organization enables Cosmetologist, 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.

**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.

**International Relations Organization** - The International Relations Organization is interested in promoting exchanges between peoples 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.

**Math Club** - The purpose of the Math Club is to promote interest in the science and philosophy of mathematics and to provide information and guidance to students who plan to pursue a professional degree in mathematics or engineering.

## ***Student Organizations***

**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).

**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.

**Phi Theta Kappa** - Phi Theta Kappa - Phi Theta Kappa is a national honor society of two-year colleges. The OJC 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 OJC, 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.

**Science Club SACNAS Chapter** - The Science Club offers science-related extra curricular activities for students interested in the sciences. The club is affiliated with SACNAS (Society for the Advancement of Chicanos and Native Americans in Science), a national organization that strives to promote higher education in the sciences for minority students.

**Sports Information Team** - The Sports Information Team works to promote and support OJC 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.

**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.

**Wunsch Hall Club** - The Wunsch Hall Club works to provide activities for dorm residents and to create a more livable and enjoyable atmosphere while students are attending Otero Junior College.

*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.*

# Instructional Services



## COLLEGE SUPPORT PROGRAMS

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### *Student Success Center*

The Student Success Center (SSC) is located in Room 129 of McBride Hall. The Center provides free support services to all students to assist in fulfilling their educational objectives. These services include tutoring, transitional assistance, study skills, test taking, alternative testing, open computer lab, referrals, learning style inventories and other assessments.

Students needing special materials because of a disability should contact the SSC before registration.

The Student Success Center is funded through the college and Carl D. Perkins Vocational and Technical Education Act. For further information call 719-384-6862.

### *Student Support Services TRiO Program*

Student Support Services (SSS) is a federally funded TRiO Program under the U.S. Department of Education. 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.



Each year the TRiO program awards up to \$17,000 in scholarship support to students who are enrolled in the program. Students needing scholarship assistance should make an application with the program director.

All services are provided free of charge to TRiO Student Support Services participants. Services provide by TRiO include:

- 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.
- Use of laptops, graphic calculators and iPads
- Textbook assistance program

For further information call 719-384-6835.

## COLLEGE SUPPORT PROGRAMS

### *Desire2Learn (D2L)*

OJC 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.

### *General Education Development (GED)*

The General Education Development (GED) program is an alternate means of earning a certificate equivalent to a high school diploma. The GED program is open to persons 17 years of age or older. The GED battery of tests is comprised of five subject and skill areas as follows: The Writing Skills Test with Essay Section; The Social Studies Test; The Science Test; The Reading Test; and The Mathematics Test.

BUENO HEP/GED is a High School Equivalency Program (HEP) 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 GED tests. At that time, the student and instructor evaluate the student's progress. For additional information, interested students should contact the BUENO HEP office, 719-384-6848.

## COLLEGE SUPPORT PROGRAMS

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### *Wheeler Library*

Wheeler Library is the heart of the Otero Junior College Campus. Library staff is committed to helping students with their information and research needs necessary for successful completion of coursework, and works



closely with instructors and staff at the Student Success Center, TRiO program, and other departments, to ensure that those needs are met.

Located in Wheeler Hall, the library offers a large collection of print resources including reference, non-fiction, and fiction books as well as a wide-range of magazines and professional journals. Reference titles and several full-text databases are available digitally through the library's website, which is accessible either in-house or remotely. Computers are available for student use, including several located in a separate computer lab.

The internet, including the OJC computer network are also available through a wireless connection. Library staff can assist students with course reserves, interlibrary loan, holds, resource check-outs, database login issues, and equipment access.

Students can access library services by opening a library account with their student ID card. During fall and spring semesters, Wheeler Library is open mornings and afternoons Monday through Friday as well as evenings Sunday through Thursday.

The library is also open mornings and afternoons during the summer semester. The library participates in a statewide courier system, which provides for faster interlibrary loan service and also provides a no-cost option to return books borrowed at other Colorado libraries by simply leaving the items at the circulation desk. Library instruction is available to orient students to the services offered at Wheeler Library, including on setting up user accounts, searching the online catalog, basic internet searching techniques, and website evaluation.

### *Learning Commons coming soon...*

During Fall Semester 2012, Wheeler Library will be housed in a temporary location while the current library is being renovated and an addition is being constructed to create a Learning Commons. All library services, including computers, books, some study space and library staff will be in the Student Center game room during the construction.

Once construction is complete, the library will be transformed into a new Learning Commons, which will offer a coffee shop, study space, room for collaboration, iPads and laptops for use in the Commons, computers, and of course, books. It's expected that the Commons will be open by Spring Semester, 2013.



## COLLEGE SUPPORT PROGRAMS

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### *OJC HYBRID COURSES*

Otero Junior College's Hybrid courses provide students some flexibility in how their courses are delivered. Students will have scheduled face-to-face meetings with OJC 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.

OJC 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 OJC course. Courses offered as Hybrid courses may vary each semester.

### Technical Requirements

Platform:	Windows 7, XP or Vista Mac OS9, Mac OS X, Leopard, Snow Leopard, Lion
Hardware:	512MB of RAM, 1 GB free disk space
Software:	Microsoft Word, Microsoft Excel , Adobe Acrobat Reader
Browser:	Internet Explore 7.0 or higher, Firefox 5.0 or higher or greater. Safari 5.0 Javascript and Cookies Enabled, Pop-Up Blockers Disabled
Internet Speed:	Dial-Up (56K), DSL/Cable or Broadband <i>preferred</i>
Download Add Ins:	Adobe Flash, Adobe Shockwave, Java 6 update 26 Microsoft PowerPoint Reader

*Technical requirements may change or be higher based on any given class. It is the responsibility of the student to keep their software and hardware updated with the latest upgrades. Alternate software is permissible if it can save to the .doc or .xls format. Dial-up is not preferred for classes that require large transfers of data, (e.g. Photoshop images, videos or webcam).*

**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 OJC Hybrid learning process.**

### 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 an 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 and McBride Hall or during open computer labs on campus.*

## **SPECIAL AND AFFILIATED COLLEGE PROGRAMS**

### ***Colorado Community College Online (CCOnline)***

Associate degrees and certificates through Colorado Community College Online (CCOnline) offers opportunities to take traditional and specialized classes over the Internet. Students register at Otero Junior 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**

CCOnline 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 CCOnline 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.

#### **Computer - IBM-compatible PC**

- Intel Pentium 4 or Core, AMD Athlon or Phenom or greater processor.
- Operating System: WindowsXP or Apple/Mac or Chrome compatible.  
Depending on your Operating System (OS), you will need 512 Megabytes of RAM, OS: Win 7, XP, Vista, etc.
- Connection: DSL/cable preferred.
- Please note that your connection to the Internet must not initiate from behind a firewall, unless the firewall is configured to access our server. In some cases, you may have to turn off your firewall while doing your work if it cannot be configured properly.
- CD-ROM / Hard drive, USB thumbdrive, web camera.
- Optional - Full Duplex Sound card with speakers/headphones and microphone (required in some courses).
- SVGA (1024x768) or higher display.

## **SPECIAL AND AFFILIATED COLLEGE PROGRAMS** *Colorado Community College Online (CCOnline)*

### **Computer - Macintosh**

- 2.0 Ghz Core 2 Duo.  
Note: If you have an older Macintosh, you can check the Apple Product Info Archive to see what processor your Macintosh has.
- 9.0, 10.0 or 11.0 (Leopard, Snow Leopard, Lion).
- 512 Megabytes of RAM.
- Full Duplex Sound with a microphone.
- Connection: DSL or cable broadband connection.
- Please note that your connection to the Internet must not initiate from behind a firewall, unless the firewall is configured to access our server. In some cases, you may have to turn off the firewall while doing your work if it cannot be configured properly.
- CD-ROM / Hard drive, USB thumb drive, webcam.
- 1024x768 or higher display resolution, thousands of colors.

**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.

**Plug-ins** - Some courses have audio, video and/or animation elements. Your computer will need special "plug-ins" for these files to work. Included below on this page are links to the most commonly used "plug-ins." All of these "plug-ins" can be downloaded free of charge.

**Flash Player** - Many courses have interactive exercises or tutorials to help your understanding of course material. It is important that you have the most recent version of the Macromedia Flash Player so you can view these files.

**QuickTime** - QuickTime is a common plug-in that supports several digital media capabilities and components for audio, video and graphic images.

**RealPlayer** - RealPlayer lets you play streaming audio, video, animations, and multimedia presentations on the web.

## SPECIAL AND AFFILIATED COLLEGE PROGRAMS

### *Child Development Services*

Child Development Services (CDS) has been a sponsored agency of Otero Junior College since 1974. It is the mission of Otero Junior 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. OJC 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.

**OJC Dance Program** - The OJC 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.

## SPECIAL AND AFFILIATED COLLEGE PROGRAMS

### *Continuing Education*

The philosophy of Continuing Education recognizes that learning continues throughout life. Opportunities are provided for the adult to pursue or resume intellectual interests, to increase vocational competence, to develop worthwhile recreational activities, and to improve quality of life. Blended with traditional programming, Continuing Education opportunities are responsive to current needs.

The following options are available in Continuing Education:

College Credit Courses, Workshops, Conferences, Seminars, Customized Training  
Non-Credit Courses, Weekend Courses and Summer Sessions.

### General Information

**Entrance Requirements** - Students who register for transferable credit courses must meet the same entrance requirements for those courses all other students. There are no entrance requirements for adults who enter as special students other than a willingness to put forth the necessary effort to profit from the class instruction.

**Class Hours** - Traditional classes generally meet either one night per week for a period of three hours each night or two nights per week for a period of one and a half or two hours each night.

**Instructors** - Instructors are selected from the full-time faculty, from outstanding instructors living in the college area, and from leading business and professional people. These instructors are chosen not only for their educational background but also for their ability to relate to adults.

**Continuing Education Office** - Located in Macdonald Hall, Room 110 719-384-6884. The office is open from 7:30 a.m. to 5:00 p.m., Monday through Friday, during the regular terms. Assistance is also available through the Student Services Center in Room 132 of McBride Hall from 5:00 to 7:00 p.m., Monday through Thursday, during fall and spring semesters.

**Registration** - Students are expected to register on days designated for registration as stated on the Schedule of Classes. All registration must be completed by the first class meeting. However, students are strongly encouraged to register as early as possible in order to assure enrollment.

## SPECIAL AND AFFILIATED COLLEGE PROGRAMS

### *Continuing Education*

**Tuition and Fees** - Charges for tuition and fees appear in the Schedule of Classes which is available approximately two months before the beginning of the next semester.

**Workshops, Conferences, Seminars, Short Courses** - A variety of traditional and non-traditional workshops, conferences, seminars, and short courses are conducted both on and off campus. Customized training may be developed specifically for a particular company or group. These activities may be designed for credit or non-credit. College credit course may be offered, on or off campus if there is sufficient demand.

**Extension Courses** - Extension courses from other colleges and universities are offered during the academic year when a sufficient number of students enroll and qualified instructors and facilities are available. Requests for specific courses should be addressed to the Associate Vice President of Instruction at 719-384-6884.

**Summer Programming** - The college offers a summer program consisting of a core of courses and others, based on a sufficient enrollment. Workshops, conferences, seminars, and short courses may also be offered.

**Non-Credit Courses** - These courses present another way of meeting the needs of students and community members. Non-credit courses are designed to meet the needs of all age groups and interests. Non-credit courses are publicized when available.

### *Degree Partnerships*

#### **Statewide Articulation Agreements**

As a member of the Colorado Community College System, Otero Junior 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.

## SPECIAL AND AFFILIATED COLLEGE PROGRAMS

### *Degree Partnerships*

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

- Adams State College [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 Junior College, then complete their final two years with ASC, either online or on the Adams State College 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. OJC 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 Junior College in all of OJC's recognized Program's of Study (see Degree Programs section of this catalog), then complete their final two years with CSU-Pueblo.

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



OJC 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 OJC students complete the Law Enforcement Training Certificate program at OJC they have the option to continue their education and earn an Associate of Applied Science Degree in Law Enforcement at OJC.

A transfer agreement with Colorado Mesa University allows OJC 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.

## **SPECIAL AND AFFILIATED COLLEGE PROGRAMS**

### ***President's Leadership program (PLP)***

Sponsored by the Otero Junior College Foundation

The objective of the President's Leadership Program is to develop an academic, experiential and service learning program 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 mission of the program will be to develop and train emerging leaders at Otero Junior College through a one- or two-year academic leadership program that is focused on academics, experiential and service learning.

The program will serve as a bridge between the Otero Junior College community and the greater community by continually developing partnerships with area leaders, businesses and community service organizations.

Scholars who complete the program will earn a Certificate in Leadership Studies.

The college will work to align the program with similar programs at four-year colleges in Colorado, thus creating the opportunity for students to seamlessly transfer into those programs after leaving OJC.

### **Academic Learning**

An academic certificate in Leadership Studies at Otero Junior College requires 12-credit hours of study and is limited to scholars who are accepted into the program. 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 for the 12-credit hour certificate with a grade of "B" or higher to receive the certificate.

#### **Required Leadership Core Courses**

- 1). Management 175: Foundations of Leadership – offered during Fall Semester.
- 2). Management 225: Leadership – offered during Spring Semester.

The pre-requisite for enrollment in the 200-level class shall be the completion and passing of the 100-level class with a "B" or better for PLP scholars.



## ***President's Leadership program (PLP)- continued***

### **Service Learning**

The program places an emphasis on community service and civic engagement in order to help scholars develop a social awareness, civic responsibility and interconnectedness. Scholars will be required to do a minimum of 30 hours of community service each semester they are enrolled in the program. A total of 120 service learning hours will be required over the course of the program.

### **Experiential Learning**

PLP scholars will be given ample 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.

#### **Experiential Learning Base Requirements:**

Become an active member of Phi Theta Kappa and become involved with Associated Student Government or other campus organizations.

### **Selection Criteria**

Selection is based on leadership potential, intellectual curiosity and commitment to something outside one's self.

A minimum 3.2 cumulative high school grade point average is required or a minimum of 3.2 college grade point average is required.

Intent to earn an associate degree at OJC and transfer on to a four-year college or university in pursuit of a bachelor's degree. Students who plan to pursue a Career and Technical Education certificate are also encouraged to apply.

A maximum of 15 scholars will be accepted each year into the program. All scholars will be chosen based upon:

- 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@ojc.edu](mailto:Samme.Ormiston@ojc.edu)

## SPECIAL AND AFFILIATED COLLEGE PROGRAMS

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

The Southeast Colorado Resource Enterprise (SCORE) Center, is a one-stop facility that was opened in 2006 to meet the needs of economic development, business, housing and non-profit organizations in the region. The SCORE Center was funded through a grant by HUD's Hispanic Serving Institutions Assisting Communities program.

The SCORE Center houses the Grant Resource Office, OJC's Small Business Management Program, Small Business Development Center (SBDC), La Junta Economic Development, a satellite office for Tri-County Housing & Community Development Corporation, and the office for Otero County Economic Development. The facility is designed to allow various entities to pool their resources and work together to help boost economic development efforts in the area.

The Grant Resource Office, operated by Otero Junior College, is designed to assist area non-profit organizations in seeking grant funding and putting together successful proposals.

OJC's Small Business Management Program is an educational certificate program that enables small business owners to learn more about business planning, record keeping, financial analysis and marketing.

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.

Tri-County Housing & Community Development Corporation, which has its primary office in Fowler, has established a satellite office in the SCORE Center to make meeting more convenient for clients who live in eastern Otero County or in Bent County.

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.

The center may be reached by calling the main line at 719-384-6961. Direct lines to each office are:

- Grant Resource Office: 719-384-6962
- Small Business Management Education Program: 719-384-6963
- Small Business Development Center: 719-384-6959
- Tri-County Housing & Community Development Corporation: 719-384-6964
- Otero County Economic Development: 719-384-6977

## SPECIAL AND AFFILIATED COLLEGE PROGRAMS

### *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.





# Degree Programs



## DEGREE PROGRAMS

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### *Guidelines*

A student's career and technical 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, going 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 Junior 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 inter-relatedness.
- To assist the student to better understand the relationship to other persons and the interdependence of all people in a modern world.

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*The listing of a course or program in this or any other college publication does not constitute a guarantee, or 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.*

## ***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 Junior 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:

1. 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.
    - i. 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.
    - i. NOTE: Credits that carry a "D" grade may be counted toward graduation at OJC; however, a "D" grade may not transfer to another school. A "D" negates the guarantee of the 60 + 60 transfer degree.
2. Students who have graduated from a junior college by meeting the C grade or higher requirement has fewer transfer difficulties than do students who transfer without graduating.
3. Students can usually transfer a minimum of 60 semester hours of junior college credit or one-half of the degree requirements, whichever is greater.
4. Institutions may transfer only those courses for which they have equivalent offerings.
5. A change of major may extend the time required to complete a degree.
6. Credits that are transferred are generally evaluated in the following order.
  - a. General Education requirements.
  - b. Major and minor courses.
  - c. Elective credits.

## ***Transfer of Associate of Arts and Associate of Science 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 offer 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 two-plus-two 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.

## ***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.



## ***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 Junior College in order to complete their Bachelor of Arts Degree.

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

Students desiring to enroll in the Associate of Arts degree program must meet or exceed the entrance examination score based on the results of a basic skills assessment test (Accuplacer). The test is designed 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. Research on Colorado's basic skills assessment programs indicates that new students who follow assessment-related advice have a higher rate of academic success.

Colorado law now mandates that students who do not have the minimum test scores must complete the required basic skills coursework. Please refer to information in the Mandatory Basic Skills Assessment and Placement section of this catalog for exemptions to the BSAT test. (This skills assessment and placement applies to both degree or certificate programs).

### **Graduation Expectation**

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 Transfer Degree Requirements-General Education Core

Effective June 1, 2011

**Communication:** 9 credits or 3 courses, 1 course must be COM which is a Colorado Community College graduation requirement

ENG 121	English Composition I	(GT-CO1)	3
ENG 122	English Composition II	(GT-CO2)	3
COM 115 or COM 125	Public Speaking or Interpersonal Communication		
	CCCS graduation requirement		3,3

**Mathematics:** 3 credits or 1 course, additional credit beyond 3 credits will be applied to electives

MAT 120	Math for Liberal Arts	(MA-1)	4
MAT 121	College Algebra	(MA-1)	4
MAT 122	Trigonometry	(MA-1)	3
MAT 123	Finite Mathematics	(MA-1)	3
MAT 125	Survey of Calculus	(MA-1)	4
MAT 135	Introduction to Statistics	(MA-1)	3
MAT 201, 202, 203	Calculus I, II, III	(MA-1)	5, 5, 4

**Arts & Humanities:** 6 credits or 2 courses, from two different areas & additional course from Arts/Humanities, Soc/Behav.Science or History

### Category I

<b>ARTS &amp; FOREIGN LANGUAGE</b>			
ART 110	Art Appreciation	(GT-AH1)	3
ART 111, 112	Art History I, II	(GT-AH1)	3, 3
MUS 120	Music Appreciation	(GT-AH1)	3
SPA 211, 212	Spanish Language III, IV	(GT-AH4)	3, 3
THE 105	Introduction to Theatre Arts	(GT-AH1)	3
THE 211, 212	Development of Theatre I, II	(GT-AH1)	3, 3

### Category II

<b>LITERATURE &amp; HUMANITIES</b>			
LIT 115	Introduction to Literature	(GT-AH2)	3
LIT 201, 202	Masterpieces of Literature I, II	(GT-AH2)	3, 3
LIT 205	Ethnic Literature	(GT-AH2)	3
LIT 211, 212	Survey of American Literature I, II	(GT-AH2)	3, 3
LIT 221, 222	Survey of British Literature I, II	(GT-AH2)	3, 3
LIT 225	Introduction to Shakespeare	(GT-AH2)	3
HUM 121,122,123	Early, Medieval to Modern, Modern	(GT-AH2)	3, 3, 3

### Category III

<b>WAYS OF THINKING</b>			
PHI 111	Introduction to Philosophy	(GT-AH3)	3
PHI 112	Ethics	(GT-AH3)	3
PHI 113	Logic	(GT-AH3)	3

**History:** 3 credits or 1 GT History course

### Category I

<b>HISTORY</b>			
HIS 101, 102	History of Western Civilization I, II	(GT-HI1)	3, 3
HIS 201, 202	United States History I, II	(GT-HI1)	3, 3
HIS 225	Colorado History	(GT-HI1)	3

**Social & Behavioral Sciences:** 6 credits or 2 courses, from two different areas & additional course from Arts/Humanities, Soc/Behav.Science or History

<b><u>Category I</u></b>		<b>ECONOMICS &amp; POLITICAL SYSTEMS</b>	
ECO 201, 202	Principles of Macro/Micro Economics	(GT-SS1)	3, 3
POS 105	Introduction to Political Science	(GT-SS1)	3
POS 111	American Government	(GT-SS1)	3
POS 125	American State & Local Government	(GT-SS1)	3
POS 205	International Relations	(GT-SS1)	3
POS 225	Comparative Government	(GT-SS1)	3
<b><u>Category II</u></b>		<b>GEOGRAPHY</b>	
GEO 105	World Geography	(GT-SS2)	3
<b><u>Category III</u></b>		<b>HUMAN BEHAVIOR &amp; SOCIAL SYSTEMS</b>	
ANT 101, 111	Cultural/Physical Anthropology	(GT-SS3)	3,3
ANT 107	Introduction to Archaeology	(GT-SS3)	3
JOU 105	Introduction to Mass Media	(GT-SS3)	3
PSY 101, 102	General Psychology I, II	(GT-SS3)	3, 3
PSY 235	Human Growth & Development	(GT-SS3)	3
PSY 238	Child Development	(GT-SS3)	3
SOC 101, 102	Introduction to Sociology I, II	(GT-SS3)	3, 3
SOC 215	Contemporary Social Problems	(GT-SS3)	3
SOC 231	Sociology - Deviant Behavior	(GT-SS3)	3

**Natural & Physical Sciences:**

7 credits or 2 courses with at least one w/lab, credits beyond 7 will be applied towards electives

AST 101, 102	Astronomy I, II w/lab	(GT-SC1)	4, 4
BIO 105	Science of Biology w/lab	(GT-SC1)	4
BIO 111, 112	General College Biology I, II w/lab	(GT-SC1)	5, 5
BIO 201, 202	Anatomy & Physiology I, II w/lab	(GT-SC1)	4, 4
BIO 204	Microbiology w/lab	(GT-SC1)	4
CHE 101, 102	Introduction to Chemistry I, II w/lab	(GT-SC1)	5, 5
CHE 105	Chemistry in Context w/lab	(GT-SC1)	5
CHE 111, 112	General College Chemistry I, II w/lab	(GT-SC1)	5, 5
ENV 101	Environmental Science w/lab	(GT-SC1)	4
GEY 111, 121	Physical/Historical Geology w/lab	(GT-SC1)	4, 4
NRE 251	General Oceanography w/lab	(GT-SC1)	4
PHY 105	Conceptual Physics w/lab	(GT-SC1)	5
PHY 111, 112	Physics Algebra Based I, II w/lab	(GT-SC1)	5, 5
PHY 211, 212	Physics Calculus Based I, II w/lab	(GT-SC1)	5, 5
SCI 155, 156	Integrated Science I, II w/lab	(GT-SC1)	4, 4

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 120 credit hours required to successfully graduate.*

## **GENERAL EDUCATION CORE - Associate of Arts - continued**

\*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.

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.

### **Academic and Related Requirements**

- A. Earn a minimum 2.00 cumulative grade point average from Otero Junior College.
- B. Complete a minimum of 15 semester hours at Otero Junior 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 Junior 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.

## ***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 Junior 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:

Otero Junior College uses the results of a basic skills assessment test (Accuplacer) 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. Research on Colorado's basic skills assessment programs indicates that new students who follow assessment-related advice have a higher rate of academic success.

Colorado law now mandates that students who do not have the minimum test scores must complete the required basic skills coursework. Please refer to information in the Mandatory Basic Skills Assessment and Placement section of this catalog for exemptions to the BSAT test. (This skills assessment and placement applies to both degree and certificate programs)

### **Graduation Expectation**

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 Transfer Degree Requirements-General Education Core**

*Effective June 1, 2011*

**Communication:** 9 credits or 3 courses, 1 course must be COM which is a Colorado Community College graduation requirement

ENG 121	English Composition I	(GT-CO1)	3
ENG 122	English Composition II	(GT-CO2)	3
COM 115 or COM 125	Public Speaking or Interpersonal Communication		
	CCCS graduation requirement		3, 3

**Mathematics:** 3 credits or 1 course, additional credit beyond 3 credits will be applied to electives

MAT 121	College Algebra	(MA-1)	4
MAT 122	Trigonometry	(MA-1)	3
MAT 125	Survey of Calculus	(MA-1)	4
MAT 201, 202, 203	Calculus I, II, III	(MA-1)	5, 5, 4

**Arts & Humanities:** 6 credits or 2 courses, from two different areas

**Category I**

**ARTS & FOREIGN LANGUAGE**

ART 110	Art Appreciation	(GT-AH1)	3
ART 111, 112	Art History I, II	(GT-AH1)	3, 3
MUS 120	Music Appreciation	(GT-AH1)	3
SPA 211, 212	Spanish Language III, IV	(GT-AH4)	3, 3
THE 105	Introduction to Theatre Arts	(GT-AH1)	3
THE 211, 212	Development of Theatre I, II	(GT-AH1)	3, 3

**Category II**

**LITERATURE & HUMANITIES**

LIT 115	Introduction to Literature	(GT-AH2)	3
LIT 201, 202	Masterpieces of Literature I, II	(GT-AH2)	3, 3
LIT 205	Ethnic Literature	(GT-AH2)	3
LIT 211, 212	Survey of American Literature I, II	(GT-AH2)	3, 3
LIT 221, 222	Survey of British Literature I, II	(GT-AH2)	3, 3
LIT 225	Introduction to Shakespeare	(GT-AH2)	3
HUM 121,122,123	Early, Medieval to Modern, Modern	(GT-AH2)	3, 3, 3

**Category III**

**WAYS OF THINKING**

PHI 111	Introduction to Philosophy	(GT-AH3)	3
PHI 112	Ethics	(GT-AH3)	3
PHI 113	Logic	(GT-AH3)	3

**History:**

**Category I**

**HISTORY**

HIS 101, 102	History of Western Civilization I, II	(GT-HI1)	3, 3
HIS 201, 202	United States History I, II	(GT-HI1)	3, 3
HIS 225	Colorado History	(GT-HI1)	3

**Social & Behavioral Sciences:** 6 credits or two courses, from two different areas**Category I****ECONOMICS & POLITICAL SYSTEMS**

ECO 201, 202	Principles of Macro/Micro Economics	(GT-SS1)	3, 3
POS 105	Introduction to Political Science	(GT-SS1)	3
POS 111	American Government	(GT-SS1)	3
POS 125	American State & Local Government	(GT-SS1)	3
POS 205	International Relations	(GT-SS1)	3
POS 225	Comparative Government	(GT-SS1)	3

**Category II****GEOGRAPHY**

GEO 105	World Geography	(GT-SS2)	3
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**Category III****HUMAN BEHAVIOR & SOCIAL SYSTEMS**

ANT 101, 111	Cultural/Physical Anthropology	(GT-SS3)	3, 3
ANT 107	Introduction to Archaeology	(GT-SS3)	3
JOU 105	Introduction to Mass Media	(GT-SS3)	3
PSY 101, 102	General Psychology I, II	(GT-SS3)	3, 3
PSY 235	Human Growth & Development	(GT-SS3)	3
PSY 238	Child Development	(GT-SS3)	3
SOC 101, 102	Introduction to Sociology I, II	(GT-SS3)	3, 3
SOC 215	Contemporary Social Problems	(GT-SS3)	3
SOC 231	Sociology - Deviant Behavior	(GT-SS3)	3

**Natural & Physical Sciences:**

12 credits or 3 courses with lab, additional credit beyond 12 credits will be applied to electives

AST 101, 102	Astronomy I, II w/lab	(GT-SC1)	4, 4
BIO 111, 112	General College Biology I, II w/lab	(GT-SC1)	5, 5
BIO 201, 202	Anatomy & Physiology I, II w/lab	(GT-SC1)	4, 4
BIO 204	Microbiology w/lab	(GT-SC1)	4
CHE 101, 102	Introduction to Chemistry I, II w/lab	(GT-SC1)	5, 5
CHE 111, 112	General College Chemistry I, II w/lab	(GT-SC1)	5, 5
GEY 111, 121	Physical/Historical Geology w/lab	(GT-SC1)	4, 4
NRE 251	General Oceanography w/lab	(GT-SC1)	4
PHY 111, 112	Physics Algebra Based I, II w/lab	(GT-SC1)	5, 5
PHY 211, 212	Physics Calculus Based I, II w/lab	(GT-SC1)	5, 5

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 120 credit hours required to successfully graduate.*

## **GENERAL EDUCATION CORE - Associate of Science - continued**

\*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.

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.

### **Academic and Related Requirements**

- A. Earn a minimum 2.00 cumulative grade point average from Otero Junior College.
- B. Complete a minimum of 15 semester hours at Otero Junior 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 by March 1.
- F. Be enrolled in Otero Junior 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.



## ***Programs of Study - Designated Transfer Degrees***

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. For more information on Statewide Articulation Agreements, go to: <http://highered.colorado.gov/Academics/Transfers/>

### **BUSINESS ADMINISTRATION - AA Degree with Distinction**

The Business Administration curriculum is designed to provide students with a background of general education, a familiarity with basic principles of business, and a foundation for specializing in a selected field of business.

Specialization in a selected business area is done at the junior and senior level of college. Students are encouraged to pick their specialty area and their transfer school as early as possible. The prepared curriculum guide will be provided by the OJC advisor and should be followed for ease of transfer.

Students are responsible for selecting, registering, and completing 60 credits of required course work.

#### *Freshman Year*

		Fall	Spring
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	Spring
BUS 216	Legal Environment of Business . . . . .	3	
BUS 226	Business Statistics . . . . .	3	
ECO 201	Principles of Macro Economics . . . . .	3	
	Arts and Humanities . . . . .	3	
	Lab Science . . . . .	4	
BUS 217	Business Communication & Report Writing . . . . .	3	
ECO 202	Principles of Micro Economics . . . . .	3	
	Arts and Humanities . . . . .	3	
	Lab Science . . . . .	4	

## DESIGNATED TRANSFER DEGREES

### EARLY CHILDHOOD EDUCATION - AAS Degree with Distinction

The Early Childhood Education Program is designed to prepare men and women to become teacher and/or directors of Child Care Centers. The two-year program leads to an Associate of Applied Science Degree in Early Childhood Education. Instruction and lab with hands-on, on-site work experience prepare the student for both teaching and management responsibilities. Hours accumulated during labs are applied as work experience for the Colorado State Human Services license as a director or group leader of a large child care center. Certificates are embedded in this degree program that include Group Leader, Infant/Toddler, Pre-School, Before and After School Care, and Director.

#### Freshman Year

		Fall	Spring
ECE 101	Intro to Early Childhood Education . . . . .	3	
ECE 102	Intro to Early Childhood Lab Techniques . . . . .	3	
ECE 226	Creativity and the Young Child . . . . .	3	
ECE 103	Guidance Strategies for Children . . . . .	3	
ENG 115/121	Tech English or English Composition I . . . . .	3	
ECE 111	Infant and Toddler Theory and Practice . . . . .		3
ECE 112	Intro to Infant/Toddler Lab Techniques . . . . .		3
ECE 205	Nutrition, Health, and Safety . . . . .		3
ECE 220	Curriculum Development: Methods and Techniques . . . . .		3
CIS 118	Intro to PC Applications . . . . .		3
PSY101	General Psychology I . . . . .		3

#### Sophomore Year

		Fall	Spring
ECE 241	Administration: Human Relations for ECE . . . . .	3	
ECE 260	Exceptional Child . . . . .	3	
ECE 288	Practicum: Early Childhood Education . . . . .	3	
ECE 225	Language and Cognition for the Young Child . . .	3	
SOC 101	Intro to Sociology I . . . . .	3	
ECE 240	Administration of Early Childhood Care and Education Programs . . . . .		3
ECE 289	Capstone: Early Childhood Education . . . . .		3
HWE 100	Human Nutrition . . . . .		3
LIT 255	Children's Literature . . . . .		3
PSY 238	Child Development . . . . .		3
ECE 125	Science/Math for the Young Child . . . . .		3

**DESIGNATED TRANSFER DEGREES****ELEMENTARY EDUCATION - AA Degree with Distinction**

The following is a guideline for scheduling appropriate courses. Each baccalaureate granting institution in Colorado specifies the same 45 hour curriculum for Elementary Education. Students should contact their adviser for the appropriate curriculum for the remaining 19 hours.

Students are responsible for selecting, registering, and completing 60 credits of required course work.

*Freshman Year*

		Fall	Spring
SCI 155	Integrated Science I . . . . .	4	
ENG 121	English Composition I . . . . .	3	
HIS 201	U.S. History I . . . . .	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 . . . . .		4
GEO 105	World Regional Geography . . . . .		3

*Sophomore Year*

		Fall	Spring
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
	Lab Science . . . . .		4

**DESIGNATED TRANSFER DEGREES**

**HISTORY - AA Degree with Distinction**

The student interested in History would follow this recommended track. Students are responsible for selecting, registering, and completing 60 credits of required course work.

		<i>Freshman Year</i>	
		Fall	Spring
ENG 121	English Composition I . . . . .	.3	
HIS 101	Western Civilization I . . . . .	.3	
	Lab Science . . . . .	.4/5	
	Arts and Humanities . . . . .	.6	
	Arts and Humanities . . . . .		.3
ENG 122	English Composition II . . . . .	.3	
GEO 105	Geography . . . . .	.3	
HIS 102	Western Civilization II . . . . .	.3	
MAT 121/135	College Algebra or Introduction to Statistics . . . . .	.4/3	

		<i>Sophomore Year</i>	
		Fall	Spring
HIS 201	U.S. History I . . . . .	.3	
HIS 225	Colorado History . . . . .	.3	
POS 111	American Government . . . . .	.3	
COM 115	Public Speaking . . . . .	.3	
	Laboratory Science . . . . .	.4/5	
	Electives . . . . .		.6
HIS 202	U.S. History II . . . . .	.3	
POS 125	State and Local Governments . . . . .	.3	

**DESIGNATED TRANSFER DEGREES****MATHEMATICS - AS Degree with Distinction**

Students are responsible for selecting, registering, and completing 60 credits of required course work.

*Freshman Year*

		Fall	Spring
ENG 121	English Composition I . . . . .	.3	
MAT 201	Calculus I . . . . .	.5	
	Laboratory Science . . . . .	.4/5	
	Social/Behavioral Science (History) . . . . .	.3	
	Social/Behavioral Science (History) . . . . .		.3
ENG 122	English Composition II . . . . .		.3
MAT 202	Calculus II . . . . .		.5
	Lab Science . . . . .		.4/5

*Sophomore Year*

		Fall	Spring
MAT 255	Linear Algebra . . . . .	.3	
MAT 203	Calculus III . . . . .	.4	
	Arts and Humanities . . . . .	.3	
	Social/Behavioral Science (History) . . . . .	.3	
MAT 135	Introduction to Statistics . . . . .		.3
MAT 265	Differential Equations . . . . .		.3
COM 115	Public Speaking . . . . .		.3
	Arts and Humanities . . . . .		.6

**DESIGNATED TRANSFER DEGREES**

**POLITICAL SCIENCE - AA Degree with Distinction**

Students interested in Political Science would follow this recommended track. Students are responsible for selecting, registering, and completing 60 credits of required course work.

*Freshman Year*

		Fall	Spring
ENG 121	English Composition I . . . . .	3	
POS 105	Introduction to Political Science . . . . .	3	
	Lab Science . . . . .	4/5	
	Arts and Humanities . . . . .	3	
	Arts and Humanities . . . . .		6
ENG 122	English Composition II . . . . .	3	
POS 111	American Government . . . . .	3	
MAT 121/135	College Algebra or Intro to Statistics . . . . .		4/3

*Sophomore Year*

		Fall	Spring
HIS 201	U.S. History I . . . . .	3	
POS 205	International Relations . . . . .	3	
COM 115	Public Speaking . . . . .	3	
	Electives . . . . .	6	
	Electives . . . . .		3
HIS 202	U.S. History II . . . . .	3	
POS 125	American State and Local Governments . . . . .	3	
POS 225	Comparative Governments . . . . .	3	
	Lab Science . . . . .		4

**DESIGNATED TRANSFER DEGREES****PSYCHOLOGY - AA Degree with Distinction**

Those planning to teach psychology, do research, counseling, therapy, or work in industry should follow a Liberal Arts curriculum, choosing from the following recommended courses. All students planning to transfer should follow the plans prepared for their first choice university/college. Students majoring in psychology would follow this recommended track:

Students are responsible for selecting, registering, and completing 60 credits of required course work.

*Freshman Year*

		Fall	Spring
BIO 111	General College Biology I . . . . .	5	
ENG 121	English Composition I . . . . .	3	
MAT 121	College Algebra . . . . .	4	
PSY 101	General Psychology I . . . . .	3	
BIO 112	General College Biology II . . . . .		5
ENG 122	English Composition II . . . . .		3
MAT 135	Introduction to Statistics . . . . .		3
PSY 102	General Psychology II . . . . .		3

*Sophomore Year*

		Fall	Spring
CHE 101	Introduction to Chemistry I . . . . .	5	
PSY 238	Child Development . . . . .	3	
SOC 101	Introduction to Sociology I . . . . .	3	
	*Arts and Humanities . . . . .	6	
	*Arts and Humanities . . . . .		3
CHE 102	Introduction to Chemistry II . . . . .		5
PSY 239	Adolescent and Adult Development . . . . .		3
	History Elective . . . . .		3
COM 115	Public Speaking . . . . .		3

\*Recommend: PHI 112, PHI 113, SPA 111, 112, 211, 212

## DESIGNATED TRANSFER DEGREES

### PSYCHOLOGY - AS Degree with Distinction

Those planning to teach psychology, do research, counseling, therapy, or work in industry should follow a Liberal Arts curriculum, choosing from the following recommended courses. All students planning to transfer should follow the plans prepared for their first choice university/college. Students majoring in psychology would follow this recommended track:

Students are responsible for selecting, registering, and completing 60 credits of required course work.

#### *Freshman Year*

		Fall	Spring
BIO 111	General College Biology I	.5	
ENG 121	English Composition I	.3	
MAT 121	College Algebra	.4	
PSY 101	General Psychology I	.3	
BIO 112	General College Biology II		5
ENG 122	English Composition II		3
MAT 135	Introduction to Statistics		3
PSY 102	General Psychology II		3

#### *Sophomore Year*

		Fall	Spring
CHE 101	Introduction to Chemistry I	.5	
PSY 238	Child Development	.3	
SOC 101	Introduction to Sociology I	.3	
	*Arts and Humanities	.6	
PHI 111 or 112	Philosophy or Ethics		3
CHE 111	General College Chemistry		5
PSY 239	Adolescent and Adult Development		3
	History Elective		3
COM 115	Public Speaking		3

\*Recommend: PHI 112, PHI 113, SPA 111, 112, 211, 212



## ***Programs of Study - Emphasis Area Transfer Programs***

The following program curricula are designed to prepare the student to transfer to a four-year college or university.

### **AGRICULTURE - AS Degree with Emphasis**

Otero Junior 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.

#### **Agriculture Business Emphasis**

##### *Freshman Year (Option 1)*

		Fall	Spring
ENG 121	English Composition I . . . . .	3	
MAT 121	College Algebra . . . . .	4	
BIO 111	General College Biology I . . . . .	5	
AGE 102	Ag Economics . . . . .	3	
ASC 100	Animal Science) . . . . .	3	
	or		
AGY 100	General Crop Production . . . . .	4	
ENG 122	English Composition II . . . . .		3
MAT 125	Survey of Calculus . . . . .		4
BIO 112	General College Biology II w/lab . . . . .		5
ACC 121	Principles of Accounting . . . . .		4

##### *Freshman Year (Option 2)*

		Fall	Spring
ENG 121	English Composition I . . . . .	3	
MAT 121	College Algebra . . . . .	4	
BIO 111	General College Biology I . . . . .	5	
AGE 102	Ag Economics . . . . .	3	
ASC 100	Animal Science . . . . .	3	
	or		
AGY 100	General Crop Production . . . . .	4	
ENG 122	English Composition II . . . . .		3
MAT 125	Survey of Calculus . . . . .		4
ACC 121	Principles of Accounting . . . . .		4
CIS 118	Intro to PC Applications . . . . .		3
	Arts and Humanities . . . . .		3

**EMPHASIS AREA TRANSFER PROGRAMS**

**AGRICULTURE - AS Degree with Emphasis**

**Agriculture Business Emphasis**

*Sophomore Year (Option 1)*

		Fall	Spring
MAT 135	Intro to Statistics . . . . .	.3	
CHEM 101	Intro to Chemistry I w/lab . . . . .	.5	
	or		
CHEM 111	General College Chemistry I w/lab . . . . .	.5	
AGE 205	Farm and Ranch Management . . . . .	.3	
AGR 260	World Interdependence . . . . .	.3	
ECO 201	Principles of Macro Economics . . . . .	.3	
COM 115	Public Speaking . . . . .		.3
AGE 208	Agricultural Finance . . . . .		.3
HIS	History . . . . .		.3
CIS 118	Intro to PC Applications . . . . .		.3
	Arts and Humanities . . . . .		.6

*Sophomore Year (Option 2)*

		Fall	Spring
CHEM 111	General College Chemistry I w/lab . . . . .	.5	
AGE 205	Farm and Ranch Management . . . . .	.5	
AGR 260	World Interdependence . . . . .	.3	
ECO 201	Principles of Macro Economics . . . . .	.3	
HIS	History . . . . .	.3	
COM 115	Public Speaking . . . . .		.3
MAR 135	Intro to Statistics . . . . .		.3
CHEM 112	General College Chemistry II w/lab . . . . .	.5	
AGE 208	Agricultural Finance . . . . .		.3
	Arts and Humanities . . . . .		.3

**EMPHASIS AREA TRANSFER PROGRAMS****AGRICULTURE - AS Degree with Emphasis****Animal Science Emphasis***Freshman Year (Option 1)*

		Fall	Spring
ENG 121	English Composition I . . . . .	.3	
MAT 121	College Algebra . . . . .	.4	
BIO 111	General College Biology I . . . . .	.5	
AGE 102	Ag Economics . . . . .	.3	
ASC 100	Animal Science . . . . .	.3	
ENG 122	English Composition II . . . . .		.3
BIO 112	General College Biology II w/lab . . . . .		.5
CIS 118	Intro to PC Applications . . . . .		.3
HIS	History . . . . .		.3
	Arts and Humanities . . . . .		.3

Also recommended: MAT 135

*Freshman Year (Option 2)*

		Fall	Spring
ENG 121	English Composition I . . . . .	.3	
MAT 121	College Algebra . . . . .	.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
HIS	History . . . . .		.3
	Arts and Humanities . . . . .		.6

Also recommended: MAT 135

**EMPHASIS AREA TRANSFER PROGRAMS**

**AGRICULTURE - AS Degree with Emphasis**

**Animal Science Emphasis**

*Sophomore Year (Option 1)*

		Fall	Spring
CHEM 101	Intro to Chemistry I w/lab . . . . .	.5	
	or		
CHEM 111	General College Chemistry I w/lab . . . . .	.5	
AGE 205	Farm and Ranch Management . . . . .	.3	
ASC 230	Farm Animal Anatomy and Physiology . . . . .	.3	
AGR 260	World Interdependence . . . . .	.3	
ECO 201	Macroeconomics . . . . .	.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

*Sophomore Year (Option 2)*

		Fall	Spring
CHEM 111	General College Chemistry I w/lab . . . . .	.5	
AGE 205	Farm and Ranch Management . . . . .	.3	
ASC 230	Farm Animal Anatomy and Physiology . . . . .	.3	
AGR 260	World Interdependence . . . . .	.3	
COM 115	Public Speaking . . . . .		.3
CHEM 112	General College Chemistry II w/lab . . . . .	.5	
ASC 225	Feeds and Feeding . . . . .		.4
ASC 250	Live Animal and Carcass Evaluation . . . . .		.3
ASC 288	Livestock Practicum . . . . .		.2

**EMPHASIS AREA TRANSFER PROGRAMS****AGRICULTURE - AS Degree with Emphasis****Soil and Crop Science Emphasis***Freshman Year (Option 1)*

		Fall	Spring
ENG 121	English Composition I . . . . .	3	
MAT 121	College Algebra . . . . .	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
BIO 112	General College Biology II w/lab . . . . .		5
GEY 111	Physical Geology w/lab . . . . .		4
AGY 100	General Crop Production . . . . .		4

*Freshman Year (Option 2)*

		Fall	Spring
ENG 121	English Composition I . . . . .	3	
MAT 121	College Algebra . . . . .	4	
BIO 111	General College Biology I . . . . .	5	
AGE 102	Ag Economics . . . . .	3	
PHI 113	Logic (GT-AH3) . . . . .	3	
ENG 122	English Composition II . . . . .		3
GEY 111	Physical Geology w/lab . . . . .		4
AGY 100	General Crop Production . . . . .		4
HIS	History . . . . .		3
CIS 118	Intro to PC Applications . . . . .		3



**EMPHASIS AREA TRANSFER PROGRAMS**

**AGRICULTURE - AS Degree with Emphasis**

**Soil and Crop Science Emphasis**

*Sophomore Year (Option 1)*

		Fall	Spring
CHEM 111	General College Chemistry I w/lab . . . . .	.5	
PHY 111	Physics Algebra Based I w/lab . . . . .	.5	
AGR 260	World Interdependence . . . . .	.3	
	Arts and Humanities . . . . .	.3	
COM 115	Public Speaking . . . . .		.3
HWE 100	Human Nutrition . . . . .		.3
AGY 240	Intro to Soil Science . . . . .		.4
CIS 118	Intro to PC Applications . . . . .		.3
HIS	History . . . . .		.3

*Sophomore Year (Option 2)*

		Fall	Spring
CHEM 111	General College Chemistry I w/lab . . . . .	.5	
PHY 111	Physics Algebra Based I w/lab . . . . .	.5	
	or		
PHY 105	Conceptual Physics w/lab . . . . .	.5	
AGR 260	World Interdependence . . . . .	.3	
	Arts and Humanities . . . . .	.3	
COM 115	Public Speaking . . . . .		.3
HWE 100	Human Nutrition . . . . .		.3
CHEM 112	General College Chemistry II w/lab . . . . .	.5	
AGY 240	Intro to Soil Science . . . . .		.4

**EMPHASIS AREA TRANSFER PROGRAMS****ART - AA Degree with Emphasis**

The Visual Fine Arts curriculum is designed to provide students with a background that would facilitate academic transfer to a university visual fine arts program. It is recommended that students who are interested in art education also follow the prescribed course of study. Students are responsible for selecting, registering, and completing 60 credits of required course work.

*Freshman Year*

		Fall	Spring
ART 111	Art History I: Ancient to Medieval . . . . .	3	
ART 111	Art History I: Ancient to Medieval . . . . .	3	
ENG 121	English Composition I . . . . .	3	
	Social/Behavioral Science (History) . . . . .	3	
ART 121	Drawing I . . . . .	3	
ART 211	Painting I . . . . .	3	
ENG 122	English Composition II . . . . .		3
ART 112	Art History II: Renaissance to Modern . . . . .		3
COM 115 or 125	Public Speaking/Interpersonal Commun . . . . .		3
ART 212	Painting II . . . . .		3
ART 122	Drawing II . . . . .		3
	Lab Science . . . . .		4

*Sophomore Year*

		Fall	Spring
	Mathematics . . . . .	3	
ART 143	Digital Photography . . . . .	3	
ART 131	2-D Design . . . . .	3	
ART 208	Culture Studies: Southwest Art . . . . .	3	
	Social/Behavioral Science . . . . .	3	
	Social/Behavioral Science . . . . .		3
	Lab Science . . . . .		4
	Arts and Humanities . . . . .		3
ART 150	Digital Art Foundations . . . . .		3
ART 175 or 275	Special Topics . . . . .		3

**EMPHASIS AREA TRANSFER PROGRAMS**

**BEHAVIORAL SCIENCE - AA Degree with Emphasis**

The Behavioral Science curriculum is focused upon the course work most typically followed by students interested in entering the Correctional Field in the State of Colorado. This curriculum is designed to transfer to a four-year college or university, assisting the graduate to earn a Bachelor's degree which is normally a prerequisite for promotions within the Department of Corrections. Students are responsible for selecting, registering, and completing 60 credits of required course work.

*Freshman Year*

		Fall	Spring
ENG 121	English Composition I . . . . .	3	
PSY 101	General Psychology I . . . . .	3	
SOC 101	Introduction to Sociology I . . . . .	3	
	Lab Science . . . . .	4/5	
ENG 122	English Composition II . . . . .		3
MAT 135	Introduction to Statistics . . . . .		3
PSY 102	General Psychology II . . . . .		3
SOC 102	Intro to Sociology II . . . . .		3
HIS	Social/Behavioral Science (History) . . . . .		3

*Sophomore Year*

		Fall	Spring
CIS 118	Intro to PC Applications . . . . .	3	
POS 111	American Government . . . . .	3	
CRJ 230	Criminology I . . . . .	3	
	Arts and Humanities . . . . .	6	
	Arts and Humanities . . . . .		3
POS 125	American State & Local Governments . . . . .		3
PSY 239	Adolescent and Adult Development . . . . .		3
COM 115	Public Speaking . . . . .		3
	Lab Science . . . . .		4



**EMPHASIS AREA TRANSFER PROGRAMS****CHEMISTRY - AS Degree with Emphasis**

Students interested in chemistry or biochemistry would follow this recommended track. Students are responsible for selecting, registering, and completing 60 credits of required course work.

*Freshman Year*

		Fall	Spring
CHE 111	General College Chemistry I . . . . .	.5	
ENG 121	English Composition I . . . . .	.3	
MAT 201	Calculus I . . . . .	.5	
	Social and Behavioral Sciences . . . . .	.3	.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	Spring
CHE 211	Organic Chemistry I . . . . .	.5	
BIO 111	General College Biology I . . . . .	.5	
	Arts and Humanities . . . . .	.3	
	Social/Behavioral Science (History) . . . . .	.3	
CHE 212	Organic Chemistry II . . . . .	.5	
BIO 112	General College Biology II . . . . .	.5	
	Arts and Humanities . . . . .	.3	
COM 115	Public Speaking . . . . .	.3	

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## EMPHASIS AREA TRANSFER PROGRAMS

### ENGLISH OR LITERATURE - AA Degree with Emphasis

Students interested in English or Literature are encouraged to take as many additional writing and literature or literature-related courses as schedules permit. Other courses might include Interpersonal Communications, Group Dynamics, Oral Interpretation, and any Humanities and Theatre courses.

Students are responsible for selecting, registering, and completing 60 credits of required course work.

#### *Freshman Year*

		Fall	Spring
ENG 121	English Composition I . . . . .	3	
LIT 115	Introduction to Literature . . . . .	3	
	Lab Science . . . . .	4/5	
HIS	Social/Behavioral Science (History) . . . . .	3	
	Social/Behavioral Science . . . . .		6
ENG 122	English Composition II . . . . .	3	
LIT 255	Children's Literature . . . . .	3	
MAT 121/135	College Algebra or Introduction to Statistics . . . . .	4/3	
COM 217	Group Communications . . . . .	3	

#### *Sophomore Year*

		Fall	Spring
ENG 221	Creative Writing Workshop . . . . .	3	
LIT 201	Masterpieces of Literature I . . . . .	3	
COM 115	Public Speaking . . . . .	3	
	Lab Science . . . . .	4/5	4/5
ENG 222	Creative Writing Workshop . . . . .		3
LIT 202	Masterpieces of Literature II . . . . .		3
COM 226	Oral Interpretation . . . . .		3

**EMPHASIS AREA TRANSFER PROGRAMS****LIBERAL ARTS - AA Degree with Emphasis**

Liberal Arts is the program usually taken by students interested in a number of general academic transfer subjects. Some of the specific programs are described elsewhere in this catalog. Curriculum will vary with the area chosen and the institution from which the student plans to obtain a baccalaureate degree.

Students are responsible for selecting, registering, and completing 60 credits of required course work.

*Freshman Year*

		Fall	Spring
MAT	Mathematics . . . . .	.3	
ENG 121	English Composition I . . . . .	.3	
HIS	Social/Behavioral Science . . . . .	.3	
HUM	Arts and Humanities . . . . .	.6	
ENG 122	English Composition II . . . . .		.3
	Social/Behavioral Science . . . . .		.3
	Arts and Humanities . . . . .		.3
	Lab Science . . . . .		.4
COM 115	Public Speaking . . . . .		.3

*Sophomore Year*

	Fall	Spring
Major Electives . . . . .	.6	
Electives . . . . .	.6	
Lab Science . . . . .	.4	
Major Electives . . . . .		.3
Electives . . . . .		.7
Social/Behavioral Science (History) . . . . .		.3

## EMPHASIS AREA TRANSFER PROGRAMS

### PRE-CHIROPRACTIC MEDICINE - AS Degree with Emphasis

Students planning to transfer to a university offering a program in Chiropractic Medicine would follow this recommended track.

Students are responsible for selecting, registering, and completing 60 credits of required course work.

#### *Freshman Year*

		Fall	Spring
BIO 111	General College Biology I .....	.5	
CHE 111	General College Chemistry I .....	.5	
ENG 121	English Composition I .....	.3	
	Social/Behavioral Science .....	.6	
	Social/Behavioral Science (History) .....		.3
BIO 112	General College Biology II .....		.5
CHE 112	General College Chemistry II .....		.5
ENG 122	English Composition II .....		.3
MAT 121	College Algebra .....		.4

#### *Sophomore Year*

		Fall	Spring
BIO 201	Human Anatomy & Physiology I .....	.4	
CHE 211	Organic Chemistry I .....	.5	
MAT 201	Calculus I .....	.5	
	Arts and Humanities .....	.6	
	Arts and Humanities .....		.3
BIO 202	Human Anatomy & Physiology II .....		.4
CHE 212	Organic Chemistry II .....		.5
MAT 202	Calculus II .....		.5
COM 115	Public Speaking .....		.3

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**EMPHASIS AREA TRANSFER PROGRAMS****PRE-COMPUTER SCIENCE - AS Degree with Emphasis**

Students planning to transfer to a university offering a program in Computer Science would follow this recommended track.

Students are responsible for selecting, registering, and completing 60 credits of required course work.

*Freshman Year*

		Fall	Spring
BIO 111	General College Biology I . . . . .	.5	
	or CHE 111 General College Chemistry		
CSC 160	Computer Science I (Language) . . . . .	.4	
ENG 121	English Composition I . . . . .	.3	
MAT 201	Calculus I . . . . .	.5	
COM 115	Public Speaking . . . . .		3
	or COM 125 Interpersonal Communications		
CSC 161	Computer Science II (Language) . . . . .		4
ENG 122	English Composition II . . . . .		3
MAT 202	Calculus II . . . . .		5

*Sophomore Year*

		Fall	Spring
	Arts and Humanities . . . . .	.3	
	GT-HIS . . . . .	.3	
CIS 118	Introduction to PC Applications . . . . .	.3	
PHY 211	Physics: Calculus-Based I/Lab . . . . .	.5	
	Arts and Humanities . . . . .		3
	Social/Behavioral Science . . . . .		3
ECO 201	Principals of Macroeconomics . . . . .		3
PHY 212	Physics: Calculus-Based II/Lab . . . . .		5

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**EMPHASIS AREA TRANSFER PROGRAMS**

**PRE-DENTAL HYGIENIST - AS Degree with Emphasis**

Students planning to transfer to a university offering a program in Dental Hygiene would follow this recommended track.

Students are responsible for selecting, registering, and completing 60 credits of required course work.

*Freshman Year*

		Fall	Spring
BIO 111	General College Biology I	.5	
CHE 111	General College Chemistry I	.5	
ENG 121	English Composition I	.3	
	Social/Behavioral Science	.6	
	Social/Behavioral Science (History)		3
BIO 112	General College Biology II	.5	
CHE 112	General College Chemistry II	.5	
ENG 122	English Composition II	.3	
MAT 121	College Algebra	.4	

*Sophomore Year*

		Fall	Spring
BIO 201	Human Anatomy & Physiology I	.4	
CHE 211	Organic Chemistry I	.5	
MAT 201	Calculus I	.5	
	Arts and Humanities	.6	
	Arts and Humanities		3
BIO 202	Human Anatomy & Physiology II	.4	
CHE 212	Organic Chemistry II	.5	
MAT 202	Calculus II	.5	
COM 115	Public Speaking	.3	

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**EMPHASIS AREA TRANSFER PROGRAMS****PRE-DENTISTRY - AS Degree with Emphasis**

Students planning to transfer to a university offering a program in Dentistry would follow this recommended track.

Students are responsible for selecting, registering, and completing 60 credits of required course work.

*Freshman Year*

		Fall	Spring
BIO 111	General College Biology I .....	.5	
CHE 111	General College Chemistry I .....	.5	
ENG 121	English Composition I .....	.3	
	Social/Behavioral Science .....	.6	
	Social/Behavioral Science (History) .....		.3
BIO 112	General College Biology II .....		.5
CHE 112	General College Chemistry II .....		.5
ENG 122	English Composition II .....		.3
MAT 121	College Algebra .....		.4

*Sophomore Year*

		Fall	Spring
BIO 201	Human Anatomy & Physiology I .....	.4	
CHE 211	Organic Chemistry I .....	.5	
MAT 201	Calculus I .....	.5	
	Arts and Humanities .....	.6	
	Arts and Humanities .....		.3
BIO 202	Human Anatomy & Physiology II .....		.4
CHE 212	Organic Chemistry II .....		.5
MAT 202	Calculus II .....		.5
COM 115	Public Speaking .....		.3

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**EMPHASIS AREA TRANSFER PROGRAMS**

**PRE-ENGINEERING - AS Degree with Emphasis**

Students planning to transfer to a university offering a program in Engineering would consider the following courses.

Students are responsible for selecting, registering, and completing 60 credits of required course work.

*Freshman Year*

		Fall	Spring
ENG 121	English Composition I . . . . .	.3	
MAT 135	Introduction to Statistics . . . . .	.3	
MAT 201	Calculus I . . . . .	.5	
ENG 122	English Composition II . . . . .		.3
MAT 202	Calculus II . . . . .		.5
COM 115	Public Speaking . . . . .		.3

*Sophomore Year*

PHY 211	Physics: Calculus-Based I/Lab . . . . .	.5	
ECO 201	Principals of Macroeconomics . . . . .	.3	
HIS 101	History of Western Civilization . . . . .	.3	
MAT 255	Linear Algebra . . . . .	.3	
PHY 212	Physics: Calculus-Based II/Lab . . . . .		.5
ECO 202	Principals of Microeconomics . . . . .		.3
MAT 265	Differential Equations . . . . .		.3



**EMPHASIS AREA TRANSFER PROGRAMS****PRE-LAW - AA Degree with Emphasis**

Students planning to transfer to a university and ultimately earn a Juris Doctoral degree would normally major in History or Political Science. In addition, students interested in tax law would also enroll in Economics courses.

Students are responsible for selecting, registering, and completing 60 credits of required course work.

*Freshman Year*

		Fall	Spring
ECO 201	Principles of Macroeconomics . . . . .	3	
ENG 121	English Composition I . . . . .	3	
POS 111	American Government . . . . .	3	
	Lab Science . . . . .	4	
	Arts and Humanities . . . . .	3	
	Arts and Humanities . . . . .		3
	Social Science . . . . .		3
ECO 202	Principles of Microeconomics . . . . .	3	
ENG 122	English Composition II . . . . .	3	
MAT 121	College Algebra . . . . .	4	

*Sophomore Year*

		Fall	Spring
HIS 201	U.S. History I . . . . .	3	
POS 205	International Relations . . . . .	3	
COM 115	Public Speaking . . . . .	3	
	Humanities . . . . .	3	
	Electives . . . . .	3	
	Electives . . . . .		3
HIS 202	U.S. History II . . . . .	3	
POS 125	American State and Local Governments . . . . .	3	
POS 216	Comparative Governments . . . . .	3	
	Lab Science . . . . .	4	

**EMPHASIS AREA TRANSFER PROGRAMS**

**PRE-MEDICINE - AS Degree with Emphasis**

Students planning to transfer to a university offering a program in Pre-Med would consider the following courses.

Students are responsible for selecting, registering, and completing 60 credits of required course work.

*Freshman Year*

		Fall	Spring
BIO 111	General College Biology I . . . . .	.5	
CHE 111	General College Chemistry I . . . . .	.5	
ENG 121	English Composition I . . . . .	.3	
	Social/Behavioral Science . . . . .	.6	
	Social/Behavioral Science (History) . . . . .		.3
BIO 112	General College Biology II . . . . .	.5	
CHE 112	General College Chemistry II . . . . .	.5	
ENG 122	English Composition II . . . . .	.3	
MAT 121	College Algebra . . . . .	.4	

*Sophomore Year*

		Fall	Spring
BIO 201	Human Anatomy & Physiology I . . . . .	.4	
CHE 211	Organic Chemistry I . . . . .	.5	
PHY 111	Physics I: Algebra-based . . . . .	.5	
	Arts and Humanities . . . . .	.6	
	Arts and Humanities . . . . .		.3
BIO 202	Human Anatomy & Physiology II . . . . .	.4	
CHE 212	Organic Chemistry II . . . . .	.5	
PHY 112	Physics II: Algebra-based . . . . .	.5	
COM 115	Public Speaking . . . . .	.3	

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**EMPHASIS AREA TRANSFER PROGRAMS**

**PRE-MEDICAL TECHNICIAN - AS Degree with Emphasis**

This curriculum will transfer to a university's microbiology program which is the base for Medical Technology programs. Students planning to transfer to a university offering a program in Medical Technology would consider the following courses.

Students are responsible for selecting, registering, and completing 60 credits of required course work.

*Freshman Year*

		Fall	Spring
BIO 111	General College Biology I .....	.5	
CHE 111	General College Chemistry I .....	.5	
ENG 121	English Composition I .....	.3	
MAT 135	Introduction to Statistics .....	.3	
BIO 112	General College Biology II .....		5
CHE 112	General College Chemistry II .....		5
ENG 122	English Composition II .....		3
MAT 121	College Algebra .....		4

*Also recommended: CHE 211, 212; COM 115*



**EMPHASIS AREA TRANSFER PROGRAMS**

**PRE-PHARMACY - AS Degree with Emphasis**

Students planning to transfer to a university offering a program in Pharmacy would follow this recommended track.

Students are responsible for selecting, registering, and completing 60 credits of required course work.

*Freshman Year*

		Fall	Spring
BIO 111	General College Biology I .....	.5	
CHE 111	General College Chemistry I .....	.5	
ENG 121	English Composition I .....	.3	
	Social/Behavioral Science .....	.6	
	Social/Behavioral Science (History) .....		.3
BIO 112	General College Biology II .....		.5
CHE 112	General College Chemistry II .....		.5
ENG 122	English Composition II .....		.3
MAT 121	College Algebra .....		.4

*Sophomore Year*

		Fall	Spring
BIO 201	Human Anatomy & Physiology I .....	.4	
CHE 211	Organic Chemistry I .....	.5	
MAT 201	Calculus I .....	.5	
	Arts and Humanities .....	.6	
	Arts and Humanities .....		.3
BIO 202	Human Anatomy & Physiology II .....		.4
CHE 212	Organic Chemistry II .....		.5
MAT 202	Calculus II .....		.5
COM 115	Public Speaking .....		.3

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**EMPHASIS AREA TRANSFER PROGRAMS****PRE-PHYSICAL THERAPIST - AS Degree with Emphasis**

Students planning to transfer to a university offering a program in Physical Therapy would follow this recommended track.

Students are responsible for selecting, registering, and completing 60 credits of required course work.

*Freshman Year*

		Fall	Spring
BIO 111	General College Biology I	.5	
CHE 111	General College Chemistry I	.5	
ENG 121	English Composition I	.3	
	Social/Behavioral Science	.6	
	Social/Behavioral Science (History)		.3
BIO 112	General College Biology II	.5	
CHE 112	General College Chemistry II	.5	
ENG 122	English Composition II	.3	

*Sophomore Year*

		Fall	Spring
BIO 201	Human Anatomy & Physiology I	.4	
CHE 211	Organic Chemistry I	.5	
MAT 201	Calculus I	.5	
	Arts and Humanities	.6	
	Arts and Humanities		.3
BIO 202	Human Anatomy & Physiology II	.4	
CHE 212	Organic Chemistry II	.5	
MAT 202	Calculus II	.5	
COM 115	Public Speaking	.3	

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**EMPHASIS AREA TRANSFER PROGRAMS**

**PRE-PHYSICIAN'S ASSISTANT - AS Degree with Emphasis**

Students planning to transfer to a university offering a program in Physician's Assistant would follow this recommended track.

Students are responsible for selecting, registering, and completing 60 credits of required course work.

*Freshman Year*

		Fall	Spring
BIO 111	General College Biology I . . . . .	.5	
CHE 111	General College Chemistry I . . . . .	.5	
ENG 121	English Composition I . . . . .	.3	
	Social/Behavioral Science . . . . .	.6	
	Social/Behavioral Science (History) . . . . .		.3
BIO 112	General College Biology II . . . . .	.5	
CHE 112	General College Chemistry II . . . . .	.5	
ENG 122	English Composition II . . . . .	.3	

*Sophomore Year*

		Fall	Spring
BIO 201	Human Anatomy & Physiology I . . . . .	.4	
CHE 211	Organic Chemistry I . . . . .	.5	
MAT 201	Calculus I . . . . .	.5	
	Arts and Humanities . . . . .	.6	
	Arts and Humanities . . . . .		.3
BIO 202	Human Anatomy & Physiology II . . . . .	.4	
CHE 212	Organic Chemistry II . . . . .	.5	
MAT 202	Calculus II . . . . .	.5	
COM 115	Public Speaking . . . . .	.3	

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**EMPHASIS AREA TRANSFER PROGRAMS****PRE-VETERINARY MEDICINE - AS Degree with Emphasis**

Students planning to transfer to a university offering a program in Veterinary Medicine would follow this recommended track.

Students are responsible for selecting, registering, and completing 60 credits of required course work.

*Freshman Year*

		Fall	Spring
BIO 111	General College Biology I . . . . .	.5	
CHE 111	General College Chemistry I . . . . .	.5	
ENG 121	English Composition I . . . . .	.3	
	Social/Behavioral Science . . . . .	.6	
	Social/Behavioral Science (History) . . . . .		3
BIO 112	General College Biology II . . . . .		5
CHE 112	General College Chemistry II . . . . .		5
ENG 122	English Composition II . . . . .		3
MAT 135	Introduction to Statistics . . . . .		3

*Sophomore Year*

		Fall	Spring
BIO 201	Human Anatomy & Physiology I . . . . .	.4	
CHE 211	Organic Chemistry I . . . . .	.5	
MAT 201	Calculus I . . . . .	.5	
	Arts and Humanities . . . . .	.6	
	Arts and Humanities . . . . .		3
BIO 202	Human Anatomy & Physiology II . . . . .		4
CHE 212	Organic Chemistry II . . . . .		5
MAT 202	Calculus II . . . . .		5
COM 115	Public Speaking . . . . .		3

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*\*This is an extremely heavy load, requires special permission, and will only be allowed if previous work is superior.*

**EMPHASIS AREA TRANSFER PROGRAMS**

**SECONDARY EDUCATION - AA Degree with Emphasis**

Students interested in Secondary Education need to be able to identify the four-year college or university to which they plan to transfer. Each baccalaureate granting institution specifies a different curriculum for Secondary Education.

Students are responsible for selecting, registering, and completing 60 credits of required course work.

**Students should select electives from their appropriate discipline area.**

*Freshman Year*

		Fall	Spring
LIT 115 or 201	Intro to Lit/Masterpieces of Lit I . . . . .	.3	
ART 111	Art History I . . . . .	.3	
ENG 121	English Composition I . . . . .	.3	
PSY 101	General Psychology I . . . . .	.3	
GEO 105	World Regional Geography . . . . .	.3	
ENG 122	English Composition II . . . . .		3
	Elective . . . . .		3
	Lab Science Elective . . . . .		4
MAT 121	College Algebra . . . . .		4

*Sophomore Year*

		Fall	Spring
HIS 201	US History I . . . . .	.3	
EDU 221	Introduction to Education . . . . .	.3	
POS 111	American Government . . . . .	.3	
	Lab Science Elective . . . . .	.4	
COM 115	Public Speaking . . . . .	.3	
HIS 202	US History II . . . . .		3
HUM 121	Introduction to Humanities . . . . .		3
PSY 239	Adolescent and Adult Psychology . . . . .		3
SOC 102	Introduction to Sociology II . . . . .		3
	Elective . . . . .		3



**EMPHASIS AREA TRANSFER PROGRAMS**

**SOIL AND CROP SCIENCE - AS Degree with Emphasis**

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

*Freshman Year Curriculum*

General Education Requirements

		Fall	Spring
ENG 121	English Composition I . . . . .	3	
MAT 121	College Algebra . . . . .	4	
	Social/Behavioral Science . . . . .	3	3
ENG 122	English Composition II . . . . .		3
	Arts and Humanities . . . . .		3
COM 115 or COM 125	Public Speaking or Interpers Comm . . . . .	3	

*Sophomore Year Curriculum*

General Education Requirements

		Fall	Spring
(HIS)	Social/Behavioral Science . . . . .	3	
	Arts and Humanities . . . . .	3	3

An additional eight credits are required in the area of Physical and Life Sciences. See \*Emphasis Area Courses for options.

*Emphasis Area Courses*

The following science courses relate to the Soil and Crop Science program and may be used to fulfill the eight credits of Physical and Life Sciences general education requirement and complete the balance of the degree plan electives.

		Fall	Spring
CHE 101/102	Introduction to Chemistry I & II . . . . .	5	5
CHE 111/112	General College Chemistry I & II . . . . .	5	5
CHE 211/212	Organic Chemistry I & II . . . . .	5	5
BIO 111/112	General Biology I & II . . . . .	5	5
BIO 105	Science of Biology . . . . .	4	4
BIO 154	Biology of Plants . . . . .		4
BIO 148	Basic Ecology . . . . .		4
BIO 211	Cell Biology . . . . .	4	4
PHY 105	Conceptual Physics . . . . .	4	4

*Students should seek appropriate counseling for courses necessary for particular \*Areas of Concentration.*

**EMPHASIS AREA TRANSFER PROGRAMS**

**SPORTS MEDICINE - AS Degree with Emphasis**

Students planning to transfer to a university offering a program in Sports Medicine would follow this recommended track.

Students are responsible for selecting, registering, and completing 60 credits of required course work.

*Freshman Year*

		Fall	Spring
BIO 111	General College Biology I .....	5	
CHE 111	General College Chemistry I .....	5	
ENG 121	English Composition I .....	3	
	Arts and Humanities .....	3	
	Social/Behavioral Science .....	3	
	Social/Behavioral Science (History) .....		3
BIO 112	General College Biology II .....	5	
CHE 112	General College Chemistry II .....	5	
ENG 122	English Composition II .....	3	
MAT 135	Introduction to Statistics .....	3	

*Sophomore Year*

		Fall	Spring
BIO 201	Human Anatomy & Physiology I .....	4	
CHE 211	Organic Chemistry I .....	5	
	Social and Behavioral Sciences (History) ...	3	
	Arts and Humanities .....	3	
	Arts and Humanities .....		3
BIO 202	Human Anatomy & Physiology II .....	4	
CHE 212	Organic Chemistry II .....	5	
COM 115	Public Speaking .....	3	

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*\*This is an extremely heavy load, requires special permission, and will only be allowed if previous work is superior.*

*\*Recommended: Calculus I MAT 201 and Calculus II MAT 202.*

**EMPHASIS AREA TRANSFER PROGRAMS**

**THEATRICAL ARTS/DRAMA - AA Degree with Emphasis**

Students planning to transfer to a university offering a program in Theatrical Arts/Drama would follow this recommended track. Students are responsible for selecting, registering, and completing 60 credits of required course work.

*Freshman Year*

		Fall		Spring
ENG 121	English Composition I . . . . .	3		
MAT 135	Introduction to Statistics . . . . .	3		
THE 105	Introduction to Theatre Arts . . . . .	3		
THE 131	Theatre Production I . . . . .	3		
	Arts and Humanities . . . . .	3		
ENG 122	English Composition II . . . . .		3	
THE 182	Internship Theatre Production . . . . .		1-3	
	Arts and Humanities . . . . .		3	
	Social/Behavioral Science (History) . . . . .		3	
	Lab Science . . . . .		4/5	

*Sophomore Year*

		Fall		Spring
COM 115	Public Speaking . . . . .	3		
THE 211	Development of Theatre I . . . . .	3		
THE 183	Internship Theatre Production . . . . .	1-3		
	Arts and Humanities . . . . .	3		
	Social/Behavioral Science . . . . .	3		
	Electives . . . . .	3		
	Social/Behavioral Science . . . . .		3	
THE 212	Development of Theatre II . . . . .		3	
	Arts and Humanities . . . . .		3	
	Lab Science . . . . .		4	
	Electives . . . . .		3	



## **Associate of General Studies Degree Program**

Students who choose to fulfill the following degree requirements will be eligible to receive the Associate of General Studies 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:

Otero Junior 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 rate of academic success. Colorado law now mandates that students who do not have the minimum test scores must complete the required basic skills coursework. Please refer to information in the Mandatory Basic Skills Assessment and Placement section of this catalog for exemptions to the BSAT test. (This skills assessment and placement applies to both degree and certificate programs.

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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 will be made to inform students of such changes and/or cancellations.*

## Associate of General Studies Degree Program

### Course Requirements

		<u>Required Semester Credit Hours</u>
<b>ENGLISH/SPEECH</b>		<b>3 Credits</b>
BUS 217	Business Communication and Report Writing . . . . .	3
ENG 115	Technical English and Communication . . . . .	3
ENG 121, 122	English Composition I,II . . . . .	3/3
ENG 221, 222	Creative Writing I,II . . . . .	3/3
COM 115	Public Speaking . . . . .	3
COM 217	Group Communications . . . . .	3
COM 125	Interpersonal Communications . . . . .	3

		<u>Required Semester Credit Hours</u>
<b>MATHEMATICS</b>		<b>3 Credits</b>
MAT 106	Survey of Algebra . . . . .	4
MAT 107	Career Math . . . . .	3
MAT 121	College Algebra . . . . .	4
MAT 122	College Trigonometry . . . . .	3
MAT 125	Survey of Calculus . . . . .	4
MAT 135	Introduction to Statistics . . . . .	3
MAT 155, 156	Integrated Math I,II . . . . .	3/3
MAT 201, 202	Calculus I,II . . . . .	5/5

		<u>Required Semester Credit Hours</u>
<b>SCIENCE</b>		<b>3 Credits</b>
AST 101, 102	Astronomy I,II . . . . .	4/4
BIO 105	Science of Biology . . . . .	4
BIO 111, 112	General College Biology I,II . . . . .	5/5
BIO 201, 202	Human Anatomy & Physiology I,II . . . . .	5/5
BIO 204	Microbiology . . . . .	4
CHE 101, 102	Introduction to Chemistry I,II . . . . .	5/5
CHE 105	Chemistry in Context . . . . .	5
CHE 111, 112	General College Chemistry I,II . . . . .	5/5
CHE 211, 212	Organic Chemistry I,II . . . . .	5/5
GEY 111	Physical Geology . . . . .	4
GEY 121	Historical Geology . . . . .	4
HWE 100	Nutrition . . . . .	3
PHY 105	Conceptual Physics . . . . .	4
PHY 111, 112	Physics: Algebra Based . . . . .	5/5
PHY 211, 212	Physics: Calculus Based . . . . .	5/5

## Associate of General Studies Degree Program -continued

### Course Requirements

	<u>Required Semester Credit Hours</u>
<b>SOCIAL AND BEHAVIORAL SCIENCES</b>	<b>3 Credits</b>
ANT 101 Cultural Anthropology . . . . .	3
ANT 107 Introduction to Archaeology . . . . .	3
ANT 111 Physical Anthropology . . . . .	3
CRJ 230 Criminology . . . . .	3
ECO 201 Principles of Macro-Economics . . . . .	3
ECO 202 Principles of Micro-Economics. . . . .	3
GEO 105 World Regional Geography . . . . .	3
HIS 101,102 Western Civilization I,II . . . . .	3/3
HIS 201,202 United States History I,II . . . . .	3/3
HIS 225 Colorado History . . . . .	3
POS 105 Introduction to Political Science. . . . .	3
POS 111 American Government. . . . .	3
POS 125 State and Local Governments. . . . .	3
POS 188,288 Associated Student Government . . . . .	1/1
POS 205 International Relations. . . . .	3
POS 225 Comparative Governments . . . . .	3
PSY 101,102 General Psychology I,II . . . . .	3/3
PSY 235 Human Growth and Development . . . . .	3
PSY 238 Child Development . . . . .	3
PSY 239 Adolescent and Adult Development. . . . .	3
SOC 101,102 Introduction to Sociology I,II . . . . .	3/3

	<u>Required Semester Credit Hours</u>
<b>HUMANITIES</b>	<b>3 Credits</b>
ART 110 Art Appreciation . . . . .	3
ART 111, 112 Art History I,II. . . . .	3/3
ART 121, 122 Drawing I,II. . . . .	3/3
ART 123, 124 Watercolor I,II . . . . .	3/3
ART 125 Landscape Drawing. . . . .	3
ART 150 Digital Art Foundations. . . . .	3
ART 161, 162 Ceramics I,II. . . . .	3/3
ART 211, 212 Painting I, II . . . . .	3/3
HUM 121,122,123 Humanities I,II,III . . . . .	3/3/3
LIT 115 Introduction to Literature . . . . .	3
LIT 178 Literature Thon. . . . .	1-3
LIT 201, 202 Masterpieces of Literature I,II . . . . .	3/3
LIT 255 Children's Literature . . . . .	3
PED 112 Conditioning Aerobics . . . . .	1

**Associate of General Studies Degree Program - continued**

MUS 120	Music Appreciation . . . . .	3
MUS 151, 152	Ensemble . . . . .	1/1
PHI 111	Introduction to Philosophy . . . . .	3
PHI 112	Ethics . . . . .	3
SPA 111, 112	Spanish I,II . . . . .	5/5
SPA 211, 212	Spanish III,IV . . . . .	3/3
THE 105	Introduction to Theatre Arts . . . . .	3
THE 111	Introduction to Acting . . . . .	3
THE 211, 212	Development of Theatre I,II . . . . .	3/3
THE 182, 183	Internship Theatre Production I, II . . . . .	1-3

**Required Semester Credit Hours****ACADEMIC ELECTIVES****15 Credits**

All courses listed above not used to meet the General Education requirements can be used as academic electives.

**Required Semester Credit Hours****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 Junior College.
- B. Complete a minimum of 15 semester hours at Otero Junior College.
- C. Complete a minimum of 60 semester hours as outlined in the above Course Requirements for the Associate of General Studies Degree.
- D. 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.
- E. Be enrolled in Otero Junior College classes for the semester in which a student intends to graduate.
- F. 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.)
- G. Meet all financial obligations to the College.

## **Associate of Applied Science Degree Programs**

The primary purpose of the Career and Technical Education (CTE) programs at Otero Junior 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 full-time 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 legal and procedural mandates 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.

IT IS ESSENTIAL THAT STUDENTS MEET EACH SEMESTER WITH THEIR ACADEMIC ADVISOR OR WITH THE DIRECTOR OF COUNSELING SERVICES in order to plan the proper sequence and kinds of courses needed in order to graduate in good standing.

### **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:

Otero Junior 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 rate of academic success.

Colorado law now mandates that students who do not have the minimum test scores must complete the required remedial coursework. Please refer to information in the Mandatory Basic Skills Assessment and Placement section of this catalog for exemptions to the BSAT test. (This skills assessment and placement applies to both degree and certificate programs.)

**Students should refer to their specific associate of applied science requirements as listed in the catalog. Specific program admission and course requirements may differ.**



## Associate of Applied Science Degree Programs

*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.*

### Approved General Education Courses

#### ENGLISH/SPEECH

ENG 115	Technical English and Communication . . . . .	3
ENG 121,122	English Composition I,II . . . . .	3/3
COM 115	Public Speaking . . . . .	3
COM 125	Interpersonal Communication . . . . .	3
COM 217	Group Communications . . . . .	3

#### MATHEMATICS

MAT 103	Math for Clinical Calculations . . . . .	3
MAT 106	Survey of Algebra . . . . .	4
MAT 107	Career Math . . . . .	3
MAT 121	College Algebra . . . . .	4
MAT 122	College Trigonometry . . . . .	3
MAT 125	Survey of Calculus . . . . .	4
MAT 135	Introduction to Statistics . . . . .	3
MAT 155,156	Integrated Math I, II . . . . .	3/3
MAT 201,202	Calculus I,II . . . . .	5/5

#### SCIENCE:

AST 101,102	Astronomy I,II . . . . .	4/4
BIO 105	Science of Biology . . . . .	4
BIO 106	Basic Anatomy and Physiology I . . . . .	4
BIO 111,112	General College Biology I,II . . . . .	5/5
BIO 201,202	Human Anatomy & Physiology I,II . . . . .	4/4
BIO 204	Microbiology . . . . .	4
CHE 101,102	Introduction to Chemistry I,II . . . . .	5/5
CHE 105	Chemistry in Context . . . . .	5
CHE 111,112	General College Chemistry I,II . . . . .	5/5
CHE 211,212	Organic Chemistry I,II . . . . .	5/5
GEY 111	Physical Geology . . . . .	4
GEY 121	Historical Geology . . . . .	4
HWE 100	Human Nutrition . . . . .	3
PHY 105	Conceptual Physics . . . . .	4
PHY 111,112	Physics: Algebra Based I,II . . . . .	5/5
PHY 211,212	Physics: Calculus Based I,II . . . . .	5/5
SCI 155,156	Integrated Science I,II . . . . .	4/4

## Associate of Applied Science Degree Programs - continued

### **SOCIAL AND BEHAVIORAL SCIENCES**

ANT 101	Cultural Anthropology . . . . .	3
ANT 107	Introduction to Archaeology . . . . .	3
ANT 111	Physical Anthropology . . . . .	3
CRJ 230	Criminology . . . . .	3
ECO 201	Principles of Macro Economics . . . . .	3
ECO 202	Principles of Micro Economics. . . . .	3
GEO 105	World Regional Geography . . . . .	3
HIS 101,102	Western Civilization I,II . . . . .	3/3
HIS 201,202	U.S. History I,II . . . . .	3/3
HIS 225	Colorado History . . . . .	3
POS 105	Introduction to Political Science. . . . .	3
POS 111	American Government. . . . .	3
POS 125	American State and Local Governments. . . . .	3
POS 205	Survey of International Relations. . . . .	3
POS 225	Comparative Governments . . . . .	3
PSY 101,102	General Psychology I,II . . . . .	3/3
PSY 235	Human Growth and Development . . . . .	3
PSY 238	Child Development . . . . .	3
PSY 239	Adolescent and Adult Development. . . . .	3
SOC 101,102	Introduction to Sociology I,II . . . . .	3/3
SOC 205	Sociology of Family Dynamics. . . . .	3

### **HUMANITIES**

ART 110	Art Appreciation . . . . .	3
ART 111,112	Art History I,II. . . . .	3/3
ART 121,122	Drawing I,II. . . . .	3/3
ART 123, 124	Watercolor I,II . . . . .	3/3
ART 125	Landscape Drawing . . . . .	3
ART 150	Digital Art Foundations. . . . .	3
ART 161,162	Ceramics I,II. . . . .	3/3
ART 211	Painting I . . . . .	3
ART 212	Painting II. . . . .	3
HUM 121,122,123	Humanities I,II,III . . . . .	3/3/3
LIT 115	Introduction to Literature . . . . .	3
LIT 178	Literature Thon. . . . .	1-3
LIT 201,202	Masterpieces of Literature I,II . . . . .	3/3

**Associate of Applied Science Degree Programs - continued**

LIT 211,212	Survey of American Literature I,II . . . . .	3/3
LIT 255	Children's Literature. . . . .	3
MUS 120	Music Appreciation. . . . .	3
MUS 151	Ensemble . . . . .	1/1
PHI 111	Introduction to Philosophy . . . . .	3
PHI 112	Ethics. . . . .	3
SPA 101	Conversational Spanish . . . . .	3
SPA 111,112	Spanish I,II . . . . .	5/5
SPA 211,212	Spanish III,IV . . . . .	3/3
THE 105	Introduction to the Theatre. . . . .	3
THE 111	Introduction to Acting. . . . .	3
THE 211,212	Development of Theatre I,II . . . . .	3/3
THE 182, 183	Internship Theatre Production I . . . . .	1-3

**Program Requirements**

- A. Maintain at least a 2.00 cumulative grade-point average from Otero Junior College.
- B. Complete a minimum of 15 semester hours at Otero Junior 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 Junior 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 APPLIED SCIENCE

### Career and Technical Education Degree Programs

Automotive Technology

Business

*Accounting*

*Entrepreneurship*

*Office Applications Specialist*

Early Childhood Education

Law Enforcement

Medical Assistant

Nursing

Associate Degree in Nursing (RN)

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*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.*



## AUTOMOTIVE TECHNOLOGY - ASSOCIATE OF APPLIED SCIENCE

Otero Junior College's Automotive Technology program is designed to prepare students to obtain entry-level employment in maintenance, diagnosis, and repair of automotive systems. Students may choose to pursue an Associate of Applied Science degree in Automotive Technology or certificates in the area of Automotive Technology, Automatic Transmissions and Transaxle, Brakes, Engine Performance, Engine Repair, Electrical/Electronic Systems, Heating and Air Conditioning, Manual Drive Train and Axles, and Suspension and Steering. OJC's program is certified by the National Automotive Technicians Education Foundation (NATEF) and The National Institute for Automotive Service Excellence (ASE).

### *Freshman Year*

		Fall	Spring
ASE 160	Auto Engine Removal & Installation . . . . .	1	
ASE 161	Engine, Disassembly Diagnosis & Assembly	5	
ASE 150	U-Joint & Axle Shaft Services . . . . .	2	
ASE 151	Manual Transmissions/Transaxles & Clutches . . . . .	2	
ASE 152	Differentials & 4WD/AWD Service . . . . .	2	
BUS 115	Introduction to Business . . . . .	3	
CIS 118	Intro to PC Applications . . . . .	3	
ASE 140	Suspension and Steering I . . . . .		3
ASE 240	Suspension and Steering II . . . . .		3
ASE 250	Automatic Transmission/Transaxle Service . . . . .		1
ASE 251	Automatic Transmission/Transaxles Diagnosis . . . . .		5
ENG 115	Technical English and Communications . . . . .		3
MAT 107	Career Math . . . . .		3

### *Sophomore Year*

		Fall	Spring
ASE 130	General Engine Diagnosis . . . . .	2	
ASE 132	Ignition System Diagnosis & Repair . . . . .	2	
ASE 134	Automotive Emissions . . . . .	2	
ASE 233	Fuel Injection and Exhaust Systems . . . . .	4	
ASE 235	Driveability Diagnosis . . . . .	1	
ASE 110	Brakes I . . . . .	3	
ASE 210	Brakes II . . . . .	3	
ASE 120	Basic Automotive Electricity . . . . .		2
ASE 123	Auto Battery, Starting & Charging Systems . . . . .		2
ASE 220	Specialized Electronics Training . . . . .		2
ASE 221	Automotive Body Electrical . . . . .		4
ASE 231	Automotive Computers . . . . .		2
ASE 265	Automotive Heating and Air Conditioning . . . . .		5
MAN 216	Small Business Management . . . . .		3

## BUSINESS - ASSOCIATE OF APPLIED SCIENCE

### ACCOUNTING

The Accounting emphasis will prepare students for entry level employment for general accounting tasks such as accounts payable and receivable, payroll, billing, and computerized accounting.

#### *Freshman Year*

		Fall	Spring
ACC 101	Fundamentals of Accounting . . . . .	3	
BTE 108	Ten-Key by Touch . . . . .	1	
BUS 115	Introduction to Business . . . . .	3	
BUS 216	Legal Environment of Business . . . . .	3	
CIS 118	Intro to PC Applications . . . . .	3	
MAN 102	Business Ethics & Values . . . . .	1	
ACC 115	Payroll Accounting . . . . .		3
ACC 125	Computerized Accounting . . . . .		3
BTE 225	Administrative Office Management . . . . .		3
BTE 287	Cooperative Ed/Internship . . . . .		1
CIS 155	PC Spreadsheet Concept . . . . .		3
MAR 160	Customer Service . . . . .		3

#### *Sophomore Year*

		Fall	Spring
ENG	English . . . . .	3	
ECO 201	Principles of Macroeconomics . . . . .	3	
MAT	Math . . . . .	3	
HIS	History . . . . .	3	
	General Education . . . . .	3	
BUS 217	Business Communication & Report Writing . . . . .		3
BUS 226	Business Statistics . . . . .		3
ECO 202	Principles of Microeconomics . . . . .		3
	General Education . . . . .		6

## BUSINESS - ASSOCIATE OF APPLIED SCIENCE

### ENTREPRENEURSHIP

The Entrepreneurship emphasis will prepare students to operate or own a small business. Students will develop an understanding of managing a business which includes being able to make legal, ethical, financial, and marketing decisions.

#### *Freshman Year*

		Fall	Spring
ACC 121	Principles of Accounting I . . . . .	4	
BUS 115	Introduction to Business . . . . .	3	
BUS 120	Intro to E-Commerce . . . . .	3	
CIS 118	Intro to PC Applications . . . . .	3	
MAN 102	Business Ethics & Values . . . . .	1	
ACC 122	Principles of Accounting II . . . . .		4
BUS 216	Legal Environment of Business . . . . .		3
MAN 216	Small Business Management . . . . .		3
MAN 226	Principles of Management . . . . .		3
MAR 160	Customer Service . . . . .		3

#### *Sophomore Year*

		Fall	Spring
ECO 201	Principles of Macroeconomics . . . . .	3	
ENG	English . . . . .	3	
MAT	Math . . . . .	3	
HIS	History . . . . .	3	
	General Education . . . . .	3	
BUS 217	Business Communication & Report Writing . . . . .		3
BUS 226	Business Statistics . . . . .		3
ECO 202	Principles of Microeconomics . . . . .		3
	Arts & Humanities . . . . .		3
	General Education . . . . .		3

## BUSINESS - ASSOCIATE OF APPLIED SCIENCE

### OFFICE APPLICATION SPECIALIST

Office Application Specialist emphasis will prepare students to be proficient in operating commercial software packages in word processing, spreadsheets, databases, and accounting. In addition, this program will aid students in the development of skills in customer service as well as business ethics and values that are needed for successful employment in the business world.

		<i>Freshman Year</i>	Fall	Spring
ACC 101	Fundamentals of Accounting . . . . .		3	
BTE 100/108	Computerized Keyboarding or Ten-Key by Touch . . . . .		1	
BUS 115	Introduction to Business . . . . .		3	
CIS 118	Intro to PC Applications . . . . .		3	
CIS 135	Complete PC Word Processing . . . . .		3	
MAN 102	Business Ethics & Values . . . . .		1	
ACC 125	Computerized Accounting . . . . .			3
BTE 225	Administrative Office Management . . . . .			3
BTE 287	Cooperative Ed/Internship . . . . .			1
CIS 145	Complete PC Database . . . . .			3
CIS 155	PC Spreadsheet Concepts . . . . .			3
MAR 160	Customer Service . . . . .			3

		<i>Sophomore Year</i>	Fall	Spring
BUS 216	Legal Environment of Business . . . . .		3	
ECO 201	Principles of Macroeconomics . . . . .		3	
ENG	English . . . . .		3	
MAT	Math . . . . .		3	
HIS	History . . . . .		3	
BUS 217	Business Communications & Report Writing . . . . .			3
BUS 226	Business Statistics . . . . .			3
ECO 202	Principles of Microeconomics . . . . .			3
	Arts & Humanities . . . . .			3
	General Education . . . . .			3



## EARLY CHILDHOOD EDUCATION ASSOCIATE OF APPLIED SCIENCE

The Early Childhood Education Program is designed to prepare men and women to become teacher and/or directors of Child Care Centers. The two-year program leads to an Associate of Applied Science Degree in Early Childhood Education. Instruction and lab with hands-on, on-site work experience prepare the student for both teaching and management responsibilities. Hours accumulated during labs are applied as work experience for the Colorado State Human Services license as a director or group leader of a large child care center. Certificates are embedded in this degree program that include Early Childhood Teacher, Infant/Toddler, Pre-School, Before and After School Care, and Director. Background checks, fingerprints, current physical and proof of immunizations are required to work at any ECE lab site. Current First Aid and CPR must be obtained by the beginning of the second year of coursework.

### Freshman Year

		Fall		Spring
ECE 101	Intro to Early Childhood Education . . . . .	3		
ECE 102	Intro to Early Childhood Lab Techniques . . . . .	3		
ECE 226	Creativity and the Young Child . . . . .	3		
ECE 103	Guidance Strategies for Children . . . . .	3		
ENG 115/121	Tech English or English Composition I . . . . .	3		
ECE 111	Infant and Toddler Theory and Practice . . . . .			3
ECE 112	Intro to Infant/Toddler Lab Techniques . . . . .			3
ECE 205	Nutrition, Health, and Safety . . . . .			3
ECE 220	Curriculum Development: Methods and Techniques . . . . .			3
CIS 118	Intro to PC Applications . . . . .			3
PSY101	General Psychology I . . . . .			3

### Sophomore Year

		Fall		Spring
ECE 241	Administration: Human Relations for ECE . . . . .	3		
ECE 260	Exceptional Child . . . . .	3		
ECE 288	Practicum: Early Childhood Education . . . . .	3		
ECE 225	Language and Cognition for the Young Child . . . . .	3		
SOC 101	Intro to Sociology I . . . . .	3		
ECE 240	Administration of Early Childhood Care and Education Programs . . . . .			3
ECE 289	Capstone: Early Childhood Education . . . . .			3
HWE 100	Human Nutrition . . . . .			3
LIT 255	Children's Literature . . . . .			3
PSY 238	Child Development . . . . .			3
ECE 125	Science/Math for the Young Child . . . . .			3

## LAW ENFORCEMENT - ASSOCIATE OF APPLIED SCIENCE

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.ojc.edu/lawacademy.aspx>. To request a Law Academy Student Information Packet from the Otero Junior College Student Services call 719-384-6831 or contact the Academy Director at 719-384-6867 or [Miner.Blackford@ojc.edu](mailto:Miner.Blackford@ojc.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 Training Academy*

LEA 101	Basic Police Academy I	.6
LEA 102	Basic Police Academy I	.12
LEA 105	Basic Law	.8
LEA 106	Arrest Control Techniques	.3
LEA 107	Law Enforcement Driving	.3
LEA 108	Firearms	.3
LEA 175	Special Topics: Career Management	.1
LEA 175	Special Topics: Roadside Sobriety	.1
LEA 175	Special Topics: Command Spanish	.1
LEA 175	Special Topics: Heartsmart First Aid	.0.5
LEA 175	Special Topics: OC Spray	.0.5
LEA 175	Special Topics: Anti-Bias Policing	.0.5
LEA 175	Special Topics: TASER	.0.5

### *General Education Requirements*

ENG 121	English Composition I	.3
ENG 122	English Composition II	.3
MAT 107*/MAT 121	Career Math/College Algebra	.3/4
PSY 101/SOC 101	General Psychology I/Introduction to Sociology I	.3
POS 111	American Government	.3
POS 125	State and Local Governments	.3
HIS	History**	.3
CIS 118/ BUS 115/ MAN 226	Intro to PC Applications/Introduction to Business or Principles of Management	.3

\*MAT 107 will not count towards transfer into the BAS in Public Administration/Public Safety at CMU.

\*\*HIS 101, HIS 102, HIS 201, or HIS 202

## MEDICAL ASSISTANT - ASSOCIATE OF APPLIED SCIENCE

This program is designed to prepare students to perform administrative, clinical and patient contact duties in medical offices and/or medical facilities.

		<i>Freshman Year</i>	
		Fall	Spring
ACC 101	Fundamentals of Accounting . . . . .	3	
BTE 108	Ten Key by Touch . . . . .	1	
BTE 100	Computer Keyboarding . . . . .	1	
CIS 118	Intro to Computer Applications . . . . .	3	
CIS 135	Complete Word . . . . .	3	
MOT 208	Intro to CPT-4 . . . . .	2	
HPR 106	Law & Ethics for Health Professionals . . . . .	2	
HPR 178	Medical Terminology . . . . .	2	
CIS 155	PC Spread Sheets Concepts . . . . .	3	
BTE 225	Administrative Office Management . . . . .	3	
MOT 139	Medical Records . . . . .	4	
MOT 209	Intro to ICD-9 Coding . . . . .	2	
BTE 287	Cooperative Education/Internship . . . . .	1	
		<i>Sophomore Year</i>	
		Fall	Spring
BIO 106	Basic Anatomy & Physiology . . . . .	4	
NUA 101	Nurse Aide Health Care Skills . . . . .	4	
NUA 170	Nurse Aid Clinical Experience . . . . .	1	
MAN 102	Business Ethics and Values . . . . .	1	
MAT 103	Math for Clinical Calculations or equivalent . . . . .	3	
ENG/COM	(above 100) . . . . .	3	
SPA 111	Spanish I . . . . .	5	
PSY 101	General Psychology I . . . . .	3	
MAR 160	Customer Service . . . . .	3	
BUS 217	Business Communication & Report Writing . . . . .	3	

## **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 OJC 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.

### **OJC Nursing Admission Procedure**

1. Obtain general college admission to Otero Junior College. Submit a completed application at the Student Services Office on the OJC campus or on-line at [www.ojc.edu](http://www.ojc.edu) . 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 start 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)
  - Microbiology (4 credits)
3. Apply to the nursing program at OJC using the Online Application available at [www.ojc.edu/nursingApplication.aspx](http://www.ojc.edu/nursingApplication.aspx) .
4. Provide official transcripts confirming completion of Pre-requisite courses and GPA to the OJC 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 OJC Service area of Bent, Otero and Crowley counties is not required but will receive points toward admission.

## **OJC Nursing Admission Procedure (continued)**

7. A clear criminal background check and urine drug screen (to be completed when instructed by the OJC Nursing Department). See the Disqualifying Offenses document for more information at [www.ojc.edu/content/nursing/Disqualifying\\_Offenses09.pdf](http://www.ojc.edu/content/nursing/Disqualifying_Offenses09.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 Retention Specialist. Call 719-384-6878 to schedule.
10. All admission criteria must be submitted to OJC or the Nursing Office by the Nursing admission deadlines. For the full admission criteria and admission deadlines go to <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 OJC website at <http://www.ojc.edu/AssociateNursing.aspx> .

### **For LPNs entering the second year of the ADN Program**

- 1 Complete steps 1-7 above.
2. Provide a copy of your LPN license.
3. 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.
4. Complete the NUR 189 LPN to RN Transition course with a grade of C or higher. Contact the OJC Nursing Office for the dates of the next scheduled NUR 189 course.
5. All admission criteria must be submitted to OJC or the Nursing Office by the Nursing admission deadlines. For the full admission criteria and admission deadlines go to <http://www.ojc.edu/AssociateNursing.aspx> .
6. 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 OJC website at [www.ojc.edu/AssociateNursing.aspx](http://www.ojc.edu/AssociateNursing.aspx) .

*Contact the OJC Nursing Department for further details at 719-384-6898.*

### 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.

### Recommended Courses

The following courses are recommended to compliment 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

**ASSOCIATE DEGREE NURSING CURRICULUM**

*Subject to change without notification. Contact the OJC Nursing Dept. office for the most current information.*

**Freshman Year - (Students without previous nursing education)**

**Traditional Schedule****ADMISSION REQUIREMENTS**

		<b>Credits</b>
BIO 201	Anatomy and Physiology I . . . . .	4
BIO 202	Anatomy and Physiology II. . . . .	4
BIO 204	Microbiology . . . . .	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	Dietary Nutrition . . . . .	1
HWE 100	Human Nutrition . . . . .	3
MAT 103	Math for Clinical Calculations. . . . .	3

**Second Semester**

NUR 106	Medical and Surgical Nursing Concepts . . . . .	9
NUR 150	Nursing Care of Obstetric and Pediatric Clients . . . . .	7
BIO 216	Pathophysiology . . . . .	4

**Third Semester**

NUR 206	Advanced Concepts of Medical Surgical Nursing I . . . . .	8
NUR 212	Pharmacology II . . . . .	2
NUR 211	Nursing Care of Psychiatric Clients . . . . .	4

**Fourth Semester**

NUR 216	Advanced Concepts of Medical Surgical Nursing II . . . . .	6
NUR 230	Leadership, Management and Trends . . . . .	5
Elective:	GTE Humanities or Social Behavioral Science . . . . .	3

### Nursing Curriculum for Evening and Weekend Schedule

*Subject to change without notification. Contact the OJC Nursing Dept. office for the most current information.*

#### Admission Requirements

	<b>Credits</b>
BIO 201	Anatomy & Physiology I . . . . . 4
BIO 202	Anatomy & Physiology II . . . . . 4
BIO 204	Microbiology . . . . . 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
HPR 108	Dietary Nutrition . . . . . 1
HWE 100	Human Nutrition . . . . . 3

#### Fall Semester

NUR 109	Nursing Skills & Concepts . . . . . 8
Elective	GTE Humanities or Social Behavioral Science . . . . . 3

#### Spring Semester

NUR 112	Basics Concepts of Pharmacology . . . . . 2
NUR 106	Medical Surgical Nursing I . . . . . 9
NUR 150	Nursing Care of OB & Pediatric Clients . . . . . 7

#### Summer Semester

NUR 169	Transition to Practical Nursing . . . . . 5
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*(Required only for those interested in obtaining their LPN license)*

BIO 216	Pathophysiology . . . . . 4
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#### Fall Semester

NUR 206	Advanced Concepts of Med/ Surg Nursing I . . . . . 8
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#### Spring Semester

NUR 212	Pharmacology II . . . . . 2
NUR 211	Nursing Care of Psychiatric Clients . . . . . 4
NUR 216	Advanced Concepts of Med/Surg Nursing II . . . . . 6

#### Summer Semester

NUR 230	Leadership, Management and Trends . . . . . 5
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# Career & Technical Education



## CAREER AND TECHNICAL EDUCATION CERTIFICATE PROGRAMS

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**

*Planning & Financial Records*  
*Financial Analysis*  
*Marketing & Risk Management*  
*Advanced Ag Business Management*  
*Rural Business Entrepreneurship*  
*Young Farmers*

### **Automotive Technology**

*Automotive Service Technician*  
*Automatic Transmission and Transaxle*  
*Brakes*  
*Electrical/Electronic Systems*  
*Engine Performance*  
*Engine Repair*  
*Heating and Air Conditioning*  
*Manual Drive Train and Axles*  
*Suspension and Steering*

### **Business**

*Accounting*  
*Entrepreneurship*  
*Office Application Specialist*

### **Computer Systems Technologies**

*Computer and Network Technicians*  
*Web Development*  
*Advanced Web Development*

### **Cosmetology**

*Cosmetologist*  
*Hair Stylist*  
*Nail Technician*  
*Esthetician*

### **Early Childhood Education**

*Early Childhood Teacher*  
*Infant/Toddler*  
*Pre-School*  
*Before & After School*  
*Director*

### **Emergency Medical Services**

*EMT Basic*  
*EMT Intermediate*

### **Law Enforcement**

### **Mechanical Graphics and Design**

### **Medical Office Clerk**

### **Nursing**

*Practical Nursing*

### **Real Estate**

### **Small Business Management**

*Small Business Planning*  
*Records & Computerization*  
*Financial Analysis & Planning*  
*Marketing & Risk Management*  
*Marketing & E-Commerce*

### **Water Quality Management Technology**

*Water Treatment*  
*Wastewater Treatment*

## **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 Junior 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. Please refer to information in the Mandatory Basic Skills Assessment and Placement section of this catalog.

### **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 Junior 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.ojc.edu/CertificatePrograms.aspx](http://www.ojc.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 OJC 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

Enhancing the business management skills of area farm and ranch producers and operators in agri-related business is the purpose of the multi-year certificates offered by OJC's Agri-Business Management program. Emphasis will be placed on developing computerized records which will enable students to analyze the profitability of their over-all operations as well as each identified profit centers. 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.

Upon completion of the certificate programs, a four-credit class, Young Farmer, is available for those students who desire additional site support and future instruction. Courses may be available based on demand.

### **Ag Business Planning and Financial Records Certificate**

ABM 111 Records and Business Planning I . . . . .	9
ABM 112 Records and Business Planning II . . . . .	9

### **Ag Business Financial Analysis Certificate**

ABM 121 Financial Analysis I . . . . .	9
ABM 122 Financial Analysis II . . . . .	9

### **Ag Business Marketing and Risk Management Certificate**

ABM 131 Commodity Marketing I . . . . .	9
ABM 132 Commodity Marketing II . . . . .	9

ABM 135 Marketing and Risk Management I . . . . .	9
ABM 136 Marketing and Risk Management II . . . . .	9

ABM 137 Web Production/Utilization I . . . . .	9
ABM 138 Web Production/Utilization II . . . . .	9

### **Advanced Ag Business Management Certificate**

ABM 141 Advanced Business Management I . . . . .	9
ABM 142 Advanced Business Management II . . . . .	9

ABM 143 Integrated Management I . . . . .	9
ABM 144 Integrated Management II . . . . .	9

## AGRI-BUSINESS MANAGEMENT

### Rural Business Entrepreneurship Certificate

ABM 151 Rural Business Entrepreneurship I	9
ABM 152 Rural Business Entrepreneurship II	9
ABM 153 Leadership/Human Resource Management I	9
ABM 154 Leadership/Human Resource Management II	9

### Young Farmers Certificate

ABM 175 Special Topics: Young Farmers	4
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## AUTOMOTIVE SERVICE TECHNICIAN

This two-year certificate program is designed to allow the enrollment of secondary and/or postsecondary students. Students will be provided the opportunity to develop sufficient skills in order to perform current vehicle maintenance and repair. Tune-up, electrical systems, and the overhaul of engines and transmissions will be included in the program. Otero Junior College's program has been awarded full NATEF (National Automotive Technicians Education Foundation, Inc.) accreditation.

### First Year

	Fall	Spring
ASE 160 Auto Engine Removal & Installation	1	
ASE 161 Engine, Disassembly Diagnosis & Assembly	5	
ASE 150 U-Joint & Axle Shaft Services	2	
ASE 151 Manual Transmissions/Transaxles & Clutches	2	
ASE 152 Differentials & 4WD/AWD Service	2	
ASE 140 Suspension and Steering I		3
ASE 240 Suspension and Steering II		3
ASE 250 Automatic Transmission/Transaxles Service		1
ASE 251 Automatic Transmission/Transaxles Diagnosis		5

### Second Year

	Fall	Spring
ASE 130 General Engine Diagnosis	2	
ASE 132 Ignition System Diagnosis & Repair	2	
ASE 134 Automotive Emissions	2	
ASE 233 Fuel Injection and Exhaust Systems	4	
ASE 235 Driveability Diagnosis	1	
ASE 110 Brakes I	3	
ASE 210 Brakes II	3	
ASE 120 Basic Automotive Electricity		2
ASE 123 Auto Battery, Starting & Charging Systems		2
ASE 220 Specialized Electronics Training		2
ASE 221 Automotive Body Electrical		4
ASE 231 Automotive Computers		2
ASE 265 Automotive Heating and Air Conditioning		5

## AUTOMOTIVE TECHNOLOGY

### Fall-First Year

#### Engine Repair Certificate

ASE 160	Auto Engine Removal & Installation . . . . .	1
ASE 161	Engine, Disassembly Diagnosis & Assembly . . . . .	5

#### Manual Drive Train and Axles Certificate

ASE 150	U-Joint & Axle Shaft Services . . . . .	2
ASE 151	Manual Transmissions/Transaxles & Clutches . . . . .	2
ASE 152	Differentials & 4WD/AWD Service . . . . .	2

### Spring-First Year

#### Automatic Transmission and Transaxle Certificate

ASE 250	Automatic Transmission/Transaxle Service . . . . .	1
ASE 251	Automatic Transmission/Transaxles Diagnosis . . . . .	5

#### Suspension and Steering Certificate

ASE 140	Suspension and Steering I . . . . .	3
ASE 240	Suspension and Steering II . . . . .	3

### Fall-Second Year

#### Engine Performance Certificate

ASE 130	General Engine Diagnosis . . . . .	2
ASE 132	Ignition System Diagnosis & Repair . . . . .	2
ASE 134	Automotive Emissions . . . . .	2
ASE 233	Fuel Injection and Exhaust Systems . . . . .	4
ASE 235	Driveability Diagnosis . . . . .	1

#### Brakes Certificate

ASE 110	Brakes I . . . . .	3
ASE 210	Brakes II . . . . .	3

### Spring-Second Year

#### Electrical/Electronic Systems Certificate

ASE 120	Basic Automotive Electricity . . . . .	2
ASE 123	Auto Battery, Starting & Charging Systems . . . . .	2
ASE 220	Specialized Electronics Training . . . . .	2
ASE 221	Automotive Bodies Electrical . . . . .	4
ASE 231	Automotive Computers . . . . .	2

#### Heating and Air Conditioning Certificate

ASE 265	Automotive Heating and Air Conditioning . . . . .	5
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## BUSINESS

### Accounting Certificate

The Accounting emphasis will prepare students for entry level employment for general accounting tasks such as accounts payable and receivable, payroll, billing, and computerized accounting.

		Fall	Spring
ACC 101	Fundamentals of Accounting .....	3	
BTE 108	Ten-Key by Touch .....	1	
BUS 115	Introduction to Business .....	3	
BUS 216	Legal Environment of Business .....	3	
CIS 118	Intro to PC Applications .....	3	
MAN 102	Business Ethics & Values .....	1	
ACC 115	Payroll Accounting .....		3
ACC 125	Computerized Accounting .....		3
BTE 225	Administrative Office Management .....		3
BTE 287	Cooperative Ed/Internship .....		1
CIS 155	PC Spreadsheet Concept .....		3
MAR 160	Customer Service .....		3

### Entrepreneurship Certificate

The Entrepreneurship emphasis will prepare students to operate or own a small business. Students will develop an understanding of managing a business which includes being able to make legal, ethical, financial, and marketing decisions.

		Fall	Spring
ACC 121	Principles of Accounting I .....	4	
BUS 115	Introduction to Business .....	3	
BUS 120	Intro to E-Commerce .....	3	
CIS 118	Intro to PC Applications .....	3	
MAN 102	Business Ethics & Values .....	1	
ACC 122	Principles of Accounting II .....		4
BUS 216	Legal Environment of Business .....		3
MAN 216	Small Business Management .....		3
MAN 226	Principles of Management .....		3
MAR 160	Customer Service .....		3

### Office Applications Specialist Certificate

Office Application Specialist emphasis will prepare students to be proficient in operating commercial software packages in word processing, spreadsheets, databases, and accounting. In addition, this program will aid students in the development of skills in customer service as well as business ethics and values that is needed for successful employment in the business world.

		Fall	Spring
ACC 101	Fundamentals of Accounting .....	3	
BTE 100/108	Computerized Keyboarding or Ten-Key by Touch .....	1	
BUS 115	Introduction to Business .....	3	
CIS 118	Intro to PC Applications .....	3	
CIS 135	Complete PC Word Processing .....	3	
MAN 102	Business Ethics & Values .....	1	
ACC 125	Computerized Accounting .....		3
BTE 225	Administrative Office Management. ....		3
BTE 287	Cooperative Ed/Internship .....		1
CIS 145	Complete PC Database .....		3
CIS 155	PC Spreadsheet Concepts .....		3
MAR 160	Customer Service. ....		3





## COMPUTER SYSTEMS TECHNOLOGIES

The Computer Systems Technologies program provides an opportunity for students to obtain certificates that signify their competence in the field of computer technology.

### Computer and Network Technician Certificate

The certificate options offer students a comprehensive education that includes skills with computer hardware, networking, software (Operating Systems and Applications), and security.

		Fall	Spring
CNG 101	Intro to Networking .....	3	
CNG 116	Microcomputer Hardware .....	3	
CNG 131	Network Security Fundamentals .....	3	
CNG 109	Basic Computer Networking .....	3	
CNG 289	Capstone .....		9
ENG 115	Technical English and Communication .....		3

### Web Development Certificate

This certificate is designed for students desiring to learn how to create web sites for companies. The technical part of creating web pages and using tools to design is the focus of this program.

		Fall	Spring
CWB 130	Web Editing Tools .....	3	
ART 150	Digital Art Foundations I .....	3	
CWB 110	Complete Web Authoring .....		3
CNG 280	Internship .....		1

### Advanced Web Development Certificate

This certificate is designed to prepare students for an entry-level position in Internet Web development with a focus on the programming aspects of websites. Course offerings provide a mix of programming and applications that examine both the client and server aspects of websites.

		Fall	Spring
CWB 130	Complete Web Editing .....	3	
ART 150	Digital Art Foundations I .....	3	
BUS 120	Intro to E-Commerce .....	3	
CSC 160	Computer Science I (Java Programming) .....	4	
CWB 110	Complete Web Authoring .....		3
CSC 161	Computer Science II (Java Programming) .....		4

## COSMETOLOGY - Cosmetologist (70 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.

The Colorado Office of Barber and Cosmetology Licensure regulates the standards of conduct for cosmetologists, hairstylists, barbers, estheticians, and manicurists. The Cosmetology Career Academy at Otero Junior College prepares students for Colorado Barber and Cosmetology licensure.

### Fall Semester - 25 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
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
COS 289	Cosmetology Preparation for State Board	3

### Spring Semester - 24 Credits

COS 203	Shampoo/Rinses/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
EST 230	Esthetician Preparation for State Board Exam	2
COS 261	Advanced Disinfection, Sanitation & Safety	1

### Summer Semester - 21 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
NAT 230	Nail Technician Preparation for State Board	4
COS 250	Mgmt, Ethics, Interpersonal Skills & Salesmanship	1
COS 279	Cosmetology Occupations	1

# COSMETOLOGY

## HAIR STYLIST (50 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.

### Fall Semester - 25 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
COS 289	Cosmetology Preparation for State Board	3

### Spring Semester - 25 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 289	Cosmetology Preparation for State Board	3
COS 241	Advanced Chemical Texture	1
COS 288	Cosmetology Practicum	4

## COSMETOLOGY

### 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.

#### Summer Semester Only

NAT 110	Intro to Manicures & Pedicures	3
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, Interpersonal 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 - Credits

This two-semester certificate program provides training in skin care. Instruction is provided in facials, facial makeup and hair removal.

#### 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, Interpersonal 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
EST 230	Esthetician Preparation for State Board	3

## EARLY CHILDHOOD EDUCATION

The certificates apply towards group leader and director certificates or an AAS degree. Many of the classes offered in these five certificates can be applied toward the Colorado Department of Human Services, Division of Child Care licensure for either a group leader and/or director of a large child care center. Hands on lab hours are required in each certificate.

### Director Certificate

A Director Certificate issued by the Colorado Department of Human Services, Department of Child Care, qualifies the recipient to be the Director of a Large Child Care facility. A candidate for this type of certification by the State must have an AAS degree or at least 24 college credits and work experience as a group leader with children under 12 years of age. \*\*

	Fall	Spring
ECE 101 Introduction to the Early Childhood Education . . . . .	3	
ECE 102 Intro. to Early Childhood Lab Techniques . . . . .	3	
ECE 103 Guidance Strategies for Children . . . . .	3	
ECE 241 Administration: Human Relations for ECE . . . . .	3	
ECE 111 Infant and Toddler Theory and Practice . . . . .		3
ECE 112 Intro to Infant/Toddler Lab Techniques . . . . .		3
ECE 205 Nutrition, Health and Safety . . . . .		3
ECE 220 Curriculum Development: Methods/Techniques . . . . .		3
ECE 240 Admin. of Early Childhood Care and Education . . . . .		3
PSY 238 Child Development . . . . .	3	or 3

### Early Childhood Teacher

The Early Childhood Teacher is responsible for a single group of children, working under the supervision of a director. This group leader status enables the holder to be left alone with a group of children within the guidelines of adult child ratio.

	Fall	Spring
ECE 101 Introduction to the Early Childhood Education . . . . .	3	
ECE 102 Intro to Early Childhood Lab Techniques . . . . .	3	
ECE 103 Guidance Strategies for Children . . . . .	3	
ECE 225 Language and Cognition for the Young Child . . . . .	3	
ECE 226 Creativity and the Young Child . . . . .	3	
ECE 111 Infant and Toddler Theory and Practice . . . . .		3
ECE 112 Intro to Infant/Toddler Lab Techniques . . . . .		3
ECE 205 Nutrition, Health and Safety . . . . .		3
ECE 220 Curriculum Development: Methods/Techniques . . . . .		3

The following certificates are an accumulation of course work and hours towards the Associate of Applied Science, director or group leader certificates.

**Infant/Toddler Certificate**

	Fall	Spring
ECE 103 Guidance Strategies for Children . . . . .	3	
ECE 111 Infant and Toddler Theory and Practice . . . . .		3
ECE 112 Intro to Infant/Toddler Lab Techniques . . . . .		3
ECE 205 Nutrition, Health and Safety . . . . .		3
ECE 220 Curriculum Development: Methods/Techniques . . . . .		3

**Pre-School Certificate**

	Fall	Spring
ECE 101 Introduction to the Early Childhood Education . . . . .	3	
ECE 102 Intro to Early Childhood Lab Techniques . . . . .	3	
ECE 103 Guidance Strategies for Children . . . . .	3	
ECE 226 Creativity and the Young Child . . . . .	3	
ECE 125 Science/Math for the Young Child . . . . .		3
ECE 205 Nutrition, Health and Safety . . . . .		3

**Before and After School Care Certificate**

	Fall	Spring
ECE 103 Guidance Strategies for Children . . . . .	3	
ECE 225 Language and Cognition for the Young Child . . . . .	3	
ECE 125 Science/Math for the Young Child . . . . .		3
ECE 205 Nutrition, Health and Safety . . . . .		3
ECE 220 Curriculum Development: Methods/Techniques . . . . .		3
PSY 238 Child Development . . . . .		3

\*\* See Colorado Rules Regulating Child Care Centers for options to be director qualified and group leader qualified. For additional information call (303) 866-5958.

**EMERGENCY MEDICAL SERVICES**

The Emergency Medical Services certificate programs provide instruction for EMT Basic and EMT Intermediate. Successful completion of the OJC 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 EMT Basic or EMT Intermediate certification.

**EMT Basic Certificate**

EMS 125	EMT Basic . . . . .	9
HPR 102	CPR for Professionals . . . . .	0.5

**EMT Intermediate Certificate**

EMS 203	EMT Intermediate I . . . . .	6
EMS 205	EMT Intermediate II . . . . .	6
EMS 270	Clinical: EMS Intermediate . . . . .	3
EMS 282	EMT Intermediate Internship . . . . .	2

## LAW ENFORCEMENT TRAINING ACADEMY

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 OJC 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.ojc.edu/lawacademy.aspx>. To request a Law Academy Student Information Packet from the Otero Junior College Student Services call 719-384-6831 or contact the Academy Director at 719-384-6867 or [Miner.Blackford@ojc.edu](mailto:Miner.Blackford@ojc.edu)

LEA 101	Basic Police Academy I . . . . .	6
LEA 102	Basic Police Academy II . . . . .	12
LEA 105	Basic Law . . . . .	8
LEA 106	Arrest Control Techniques . . . . .	3
LEA 107	Law Enforcement Driving. . . . .	3
LEA 108	Firearms. . . . .	3
LEA 175	Special Topics: Career Management. . . . .	1
LEA 175	Special Topics: Roadside Sobriety . . . . .	1
LEA 175	Special Topics: Command Spanish. . . . .	1
LEA 175	Special Topics: Heartsmart First Aid . . . . .	0.5
LEA 175	Special Topics: OC Spray . . . . .	0.5
LEA 175	Special Topics: Anti-Bias Policing . . . . .	0.5
LEA 175	Special Topics: TASER . . . . .	0.5

## MECHANICAL GRAPHICS AND DESIGN

The Mechanical Graphics and Design certificate program builds foundational design skills for a broad range of industrial careers. The program provides general mechanical engineering technology fundamentals with emphasis in the design and development of products and machines. Machinery will be animated for motion analysis, strength calculations will be performed, and the basics of AC & DC electricity will be introduced. Students will develop strong analytic and problem-solving skills by applying the principles learned in class to hands-on projects and real-world applications.

### Mechanical Graphics and Design Certificate

Freshman Year

		Fall	Spring
CAD 256	SolidWorks Basics . . . . .	6	
MAT 107	Career Mathematics . . . . .	3	
	Or any 100 level math or higher		
CAD 257	SolidWorks Intermediate . . . . .	6	
ENT 233	Mechanical Design I . . . . .	3	

### Advanced Mechanical Graphics and Design Certificate

Freshman Year

		Fall	Spring
CAD 256	SolidWorks Basics . . . . .	6	
MAT 107	Career Mathematics . . . . .	3	
	Or any 100 level math or higher		
CAD 257	SolidWorks Intermediate . . . . .	6	
ENT 233	Mechanical Design I . . . . .	3	

Sophomore Year

PHY 105	Conceptual Physics . . . . .	4	
ENT 134	Geometric Dimension/Tolerance . . . . .	2	
CAD 259	Advanced SolidWorks . . . . .	3	
CAD 240	Inventor I/AutoDesk . . . . .	3	
ENT 256	Rapid Product Development . . . . .	4	



## MEDICAL OFFICE CLERK

This program is designed to perform administrative and clinical duties in the medical offices and/or medical facilities.

		Fall	Spring
ACC 101	Fundamentals of Accounting . . . . .	3	
BTE 108	Ten Key by Touch . . . . .	1	
BTE 100	Computer Keyboarding . . . . .	1	
CIS 118	Intro to Computer Applications . . . . .	3	
CIS 135	Complete Word . . . . .	3	
MOT 208	Intro to CPT-4 Coding . . . . .	2	
HPR 106	Law & Ethics for Health Professionals . . . . .	2	
HPR 178	Medical Terminology . . . . .	2	
CIS 155	PC Spreadsheet Concepts. . . . .	3	
BTE 225	Administrative Office Management . . . . .	3	
MOT 139	Medical Records . . . . .	4	
MOT 209	Intro to ICD-9 Coding. . . . .	2	
BTE 287	Cooperative Education/Internship . . . . .	1	



## PRACTICAL NURSING

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.

### OJC Nursing Admission Procedure

1. Obtain general college admission to Otero Junior College. Submit a completed application at the Student Services Office on the OJC campus or on-line at [www.ojc.edu](http://www.ojc.edu).
2. Student must be a high school graduate or have a GED certificate.
3. 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 start 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)
- Microbiology (4 credits)

(continued to next page)

## PRACTICAL NURSING

### OJC Nursing Admission Procedure (continued)

4. Apply to the nursing program at OJC using the Online Application available at [www.ojc.edu/nursingApplication.aspx](http://www.ojc.edu/nursingApplication.aspx).
5. Provide official transcripts confirming completion of Pre-requisite courses and GPA to the OJC Nursing Department.
6. 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.
7. Evidence of permanent residence in the OJC Service area of Bent, Otero and Crowley counties is not required but will receive points toward admission.
8. A clear criminal background check and urine drug screen (to be completed when instructed by the OJC Nursing Department). See the Disqualifying Offenses document for more information at:  
[www.ojc.edu/content/nursing/Disqualifying\\_Offenses09.pdf](http://www.ojc.edu/content/nursing/Disqualifying_Offenses09.pdf).

### 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 OJC 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 OJC Nursing Department office for the most current information.*

<b>ADMISSION REQUIREMENTS</b>		<b>Credits</b>
BIO 201	Anatomy and Physiology I . . . . .	4
BIO 202	Anatomy and Physiology II. . . . .	4
BIO 204	Microbiology . . . . .	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
HPR108 HWE 100	Dietary Nutrition/Human Nutrition . . . . .	1/3
MAT 103	Math for Clinical Calculations. . . . .	3

#### **Second Semester**

NUR 106	Medical and Surgical Nursing Concepts . . . . .	9
NUR 150	Nursing Care of Obstetric and Pediatric Clients . . . . .	7
NUR 169	Transition to Practical Nursing. . . . .	5

## PRACTICAL NURSING CURRICULUM

### Evening and Weekend Schedule

*Subject to change without notification. Contact the OJC 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
BIO 204	Microbiology . . . . .	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
HPR108 HWE 100	Dietary Nutrition/Human Nutrition . . . . .	1/3

#### Fall Semester

NUR 109	Nursing Skills & Concepts . . . . .	8
Elective:	GTE Humanities or Social Behavior Science. . . . .	3

#### Spring Semester

NUR 106	Medical Surgical Nursing I . . . . .	9
NUR 112	Basics Concepts of Pharmacology . . . . .	2
NUR 150	Nursing Care of OB & Pediatric Clients . . . . .	7

#### Summer Semester

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 compliment 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

## REAL ESTATE

This is a one semester certificate that will meet the educational requirements of the Colorado Real Estate Commission for Associate and Independent Broker. A certificate of completion is issued to the student who successfully complete REE 201 and REE 202.

REE 201	Real Estate Broker I .....	6
REE 202	Real Estate Broker II .....	6

## SMALL BUSINESS MANAGEMENT

Small Business Management is a program designed specifically for the business owner/operator. It is intended to introduce new management tools to businesspersons as well as keeping them abreast of the changing environment of business. Instruction is provided at the place of business.

The Small Business Management program offers five certificates:

- Small Business Planning
- Records and Computerization
- Financial Analysis and Planning
- Marketing and Risk Management
- Marketing and E-Commerce

*These certificates are designed to assist small business owners to be more effective and efficient in their operation and marketing of their small business. Each certificate requires a one-year course of study. Student may elect to earn one or more of the certificates.*

		Fall	Spring
<b>Small Business Planning</b>			
SMB 121	Small Business Planning I .....	9	
SMB 122	Small Business Planning II .....		9
<b>Records and Computerization</b>			
SBM 131	Records & Computerization I .....	9	
SBM 132	Records & Computerization II .....		9
<b>Financial Analysis and Planning</b>			
SBM 141	Financial Analysis and Planning I .....	9	
SBM 142	Financial Analysis and Planning II .....		9
<b>Marketing and Risk Management</b>			
SBM 151	Marketing and Risk Management I .....	9	
SBM 152	Marketing and Risk Management II .....		9
<b>Marketing and E-Commerce</b>			
SBM 153	Marketing, Risk Management & E-Commerce I .....	9	
SBM 154	Marketing, Risk Management & E-Commerce II .....		9

## WATER QUALITY MANAGEMENT TECHNOLOGY

These two one-semester certificates prepare students for entry-level employment career advancement in water and wastewater treatment. The certificates prepare students to competently carry out all certified operator duties specified in the Colorado Department of Public Health and Environment's Regulation No. 100: Water and Wastewater Facility Operators Certification Requirements, Section 100.16.

Successful students are prepared for the operator's certification test at the C and D level. The courses have been approved by the Colorado Water and Wastewater Facility Operators Certification Board to satisfy the minimum experience requirement for eligibility to sit for the class "D" exam.

### Water Treatment Certificate

WQM 124	Water Certification Review for Class C and D	.....3
WQM 120	Water Quality Equipment Maintenance	.....4

### Wastewater Treatment Certificate

WQM 125	Wastewater Certification Review for Class C and D	.....3
WQM 120	Water Quality Equipment Maintenance	.....4









# Course Descriptions



## 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 Listing*

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 semester hours of credit the course carries.
5. For a complete listing of all Colorado Community College Common Courses, visit: [www.cccs.edu/ccns/ccnsindex.html](http://www.cccs.edu/ccns/ccnsindex.html)

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*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.*

### **— (AAA) ACADEMIC ACHIEVEMENT —**

#### **AAA 109 - Advanced Academic Achievement**

3 Credits

Examines theories and practices associated with successful learning to enhance college success. Areas of study include education and career planning, effective communication, personal management, critical and creative thinking, development of community and awareness of diversity, leadership, and techniques for successful academic performance. Recommended for new and returning students.

— (ABM) AGRI-BUSINESS MANAGEMENT —

**ABM 111 - Records and Business Planning I**

9 Credits

Guides the student in the collection of necessary information to implement a computerized record keeping system. Discussion will include computer terminology, application software, balance sheet concepts, accounting principals, computerized accounting reports, and business plan components.

**ABM 112 - Records and Business Planning II**

9 Credits

Focuses on implementing a computerized record keeping system. Emphasis is placed on the application and maintenance of an accurate set of computerized financial records, use of a filing system and compiling a business plan.

**ABM 121 - Financial Analysis I**

9 Credits

Covers calculating actual enterprise cost analysis to facilitate the development of whole business projected cash flow statements. All facets of record keeping and updating of data will be emphasized, including refining and maintaining of a current accounting system. This course includes the review and revision of business planning goals and objectives.

**ABM 122 - Financial Analysis II**

9 Credits

Presents business analysis through the development of accurate cost and market value accrual balance sheets for the beginning and ending period. Emphasis will be on the measurement and analysis of changes between the two balance sheets. Analysis will include the preparation of an accrual income statement. Financial ratios will be generated to understand their importance to business analysis. Data generated from an established record keeping system will provide the basis for the development of these accrual financial statements.

— (ABM) AGRI-BUSINESS MANAGEMENT —

**ABM 131 Commodity Marketing I**

9 credits

Explores the terminology associated with commodity marketing and management of the risks associated with agricultural production and marketing. Discussion will include cash marketing alternatives as well as the basics of utilizing futures and options contracts. Includes the initial steps towards the development of a marketing plan. Continued maintenance of an established record keeping system is a must to provide cost of production data for enterprises. Cost of production figures for all enterprises will be determined. These enterprise calculations will result in the initial establishment of a cost of production trend for all enterprises.

**ABM 132 Commodity Marketing II**

9 credits

Explores marketing alternatives in greater depth. Price behavior will be analyzed using technical and fundamental analysis. The marketing plan will be completed through the application of local marketing alternatives, futures contracts, option contracts, and price behavior information. Cost of production figures for all enterprises will be calculated. Includes the initial steps toward developing an enterprise trend analysis.

**ABM 135 Marketing and Risk Management I**

9 credits

Teaches students to conduct marketing research and analysis for the initial steps for developing a marketing plan. The focus will be on defining markets, analyzing competition, identification of products/services, pricing, and customer wants and needs. In addition, added value products and niche markets will be explored. The maintenance, refining, or implementation of systems to provide accurate sales and expense information will be addressed. Sale and expense calculations will result in the establishment of sale/pricing trends for all enterprises along with margin calculations.

**ABM 136 Marketing and Risk Management II**

9 credits

Develops an overall marketing plan derived from marketing research and analysis conducted in ABM 135. It includes a look at advertising, promotion, e-commerce, and risk management. This will include the maintenance review of existing software used to track sales and cost information. A trend of historical sales and expenses will be implemented.

— (ABM) AGRI-BUSINESS MANAGEMENT —

**ABM 137 Web Production/Utilization I**

9 credits

Improved understanding and use of the Internet for business productivity. Emphasis will be on understanding and utilizing the tools available and the technical capabilities of the present business in order to develop a web use plan for the business.

**ABM 138 Web Production/Utilization II**

9 credits

Focus is on the business web use plan. Emphasis will be placed on the improved utilization of the Internet and implementation and refinement of the web use plan relating to business operations and industry.

**ABM 141 - Advanced Business Management I**

9 Credits

Explores further in-depth financial analysis of the business. Includes a review of existing financial trends and emphasis of pro-forma activities for further analysis of the business. The maintenance of accurate accrual records and historical data provide the data basis for the pro-forma activities and measuring the business performance past and present.

**ABM 142 - Advanced Business Management II**

9 Credits

Focuses on revision of the business plan on a periodic basis and strengthening of management skills by focusing on the five main sources of risk. The student will be exposed to various methods of finding resource materials needed to keep the business plan current and to manage for the future. The maintenance of accurate accrual records and historical data provides the foundation needed for analysis.

**ABM 143 Integrated Management I**

9 Credits

Focuses on the research and identification of data and software technology used in the business and industry. In addition to software applications and data use, research will include areas in online opportunities, credit resources and reduction, and managing risks.

**ABM 144 Integrated Management II**

9 Credits

Focuses on the analysis and evaluation of data and software currently used in the business. The primary focus will be the development of a management plan that incorporates improved use of software and data through the integration of current and/or new software applications.

— (ABM) AGRI-BUSINESS MANAGEMENT —

**ABM 151 Rural Business Entrepreneurship I**

9 Credits

Guides the student in collection of data necessary for a new venture business plan. Focuses on identifying the components of a business plan, defining the business and markets, identifying customer wants and needs, and analyzing the competition. A technological emphasis in the development of a plan is used.

**ABM 152 Rural Business Entrepreneurship II**

9 Credits

Focuses on the financial component of the business plan. Emphasizes the development of financial statements, creation of financial projections with support documentation, and identification of finance issues. A technological approach is used.

**ABM 153 Leadership/Human Resource Management I**

9 Credits

Explores concepts and skills associated with effective leadership and ethics in the business environment. Focus is on concepts relating to leadership management, characteristics of functional teams, stress management, and identification of human resource tools.

**ABM 154 Leadership/Human Resource Management II**

9 Credits

Focus of this course is the evaluation and analysis of management practices in the current business environment. Concepts in the development of a leadership and evaluation plan will be looked at.

**ABM 175 - Young Farmers**

4 Credits

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

## — (ACC) ACCOUNTING —

### ACC 101 - Fundamentals of Accounting

3 Credits

Presents the basic elements and concepts of accounting, with emphasis on the procedures used for maintaining journals, ledgers, and other related records, and for the completion of end-of-period reports for small service and merchandising businesses.

### ACC 115 - Payroll Accounting

3 Credits

Studies federal and state employment laws and their effects on personnel and payroll records. The course is non-technical and is intended to give students a practical working knowledge of the current payroll laws and actual experience in applying regulations. Students are exposed to computerized payroll procedures.

### ACC 121 - Accounting Principles I

4 Credits

Introduces the study of accounting principles for understanding of the theory and logic that underlie procedures and practices. Major topics include the accounting cycle for service and merchandising companies, special journals and subsidiary ledgers, internal control principles and practices, notes and interest, inventory systems and costing, plant assets and intangible asset accounting, and depreciation methods and practices.

### ACC 122 - Accounting Principles II

4 Credits

Continues the study of accounting principles as they apply to partnerships and corporations. Major topics include stocks and bonds, investments, cash flow statements, financial analysis, budgeting, and cost and managerial accounting.  
Prerequisite: ACC 121 or equivalent

### ACC 125 - 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.

### ACC 132 – Tax Help Colorado

2 Credits

This course prepares the students for preparation of federal and state income tax returns for individuals. Emphasis is placed on form preparation with the use of tax software.

### ACC 133 – Individual Income Tax Site Lab

1 Credit

This course allows students to prepare actual federal and state income tax returns for individuals in a real time environment.

**— (AGB) AGRICULTURE BUSINESS —**

**AGB 228 – Agri-Business Management**

3 Credits

Provides the student with basic management principles and practical experience in applying principles of economics, business, marketing, and finance to the management of an agri-business operation.

**— (AGE) AGRICULTURE ECONOMICS —**

**AGE 102 Agriculture Economics:GT-SS1**

3 Credits

Focuses on economic principles as applied to agriculture through price discovery with producer supply and consumer demand, governmental policies, rural development, and resource management.

**AGE 205 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.

**AGE 208 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.

**— (AGR) AGRICULTURE —**

**AGR 260 World Interdependence - Population and Food: GT-SS3**

3 Credits

Covers the study of world population and food production and distribution. Problems and opportunities concerning population and food are discussed in a global context.



— (AGY) AGRICULTURE CROPS & SOILS —

AGY 100 General Crop Production

4 Credits

Focuses on production and adaptation of cultivated crops, principles affecting growth, development, management, and utilization.

AGY 240 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 course is one of the Statewide Guaranteed Transfer courses. GT-SC1.

— (ANT) ANTHROPOLOGY —

ANT 101 - Cultural Anthropology

3 Credits

Studies human cultural patterns and learned behavior. Includes linguistics, social and political organization, religion, culture and personality, culture change, and applied anthropology.

ANT 107 - Introduction to Archeology

3 Credits

Introduces the science of recovering the human prehistoric and historic past through excavation, analysis, and interpretation of material remains. Includes a survey of the archaeology of different areas of the Old and New Worlds. Also includes the works of selected archaeologists and discussions of major archaeological theories.

ANT 111 - Physical Anthropology

3 Credits

Studies human biology and its effects on behavior. Includes principles of genetics and evolution, vertebrates and primates, human origins, human variation, and ecology.

— (ART) ART —

ART 107 - Art Education Methods

3 Credits

Focuses on a multimedia approach to teaching art. Emphasizes strong creative presence, philosophy and techniques in drawing, painting, printmaking, and other media.

— (ART) ART —

**ART 110 - Art Appreciation**

3 Credits

Introduces the cultural significance of the visual arts, including media, processes, techniques, traditions, and terminology.

**ART 111 - Art History: Ancient to Medieval**

3 Credits

Provides the knowledge base to understand the visual arts, especially as related to Western culture. Surveys the visual arts from the Ancient through the Medieval periods.

**ART 112 - Art History: Renaissance to Modern**

3 Credits

Provides the knowledge base to understand the visual arts, especially as related to Western culture. Surveys the visual arts from the Renaissance through the Modern periods.

**ART 121 - Drawing I**

3 Credits

Investigates the various approaches and media that students need to develop drawing skills and visual perception.

**ART 122 - Drawing II**

3 Credits

Explores expressive drawing techniques with an emphasis on formal composition, color media and content or thematic development.

Prerequisite: ART 121

**ART 124 - Watercolor II**

3 Credits

Continues the study of watercolor techniques, emphasizing original compositions and experimentation with materials. Color theory is included.

Prerequisite: ART 121, its equivalent or permission of instructor.

**ART 131 - 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.

— (ART) ART —

**ART 150 - 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.

**ART 161 - Ceramics I**

3 Credits

Introduces traditional and contemporary ceramic forms and processes including handbuilding and throwing on the potter's wheel.

**ART 162 - Ceramics II**

3 Credits

A continuation of ART 161, this course emphasizes skill, technique and form.  
Prerequisite: ART 161

**ART 175 - Special Topics**

3 Credits

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

**ART 208 - Culture Studies**

3 Credits

Studies the arts and history of a particular culture at the location of that culture. Students view the arts and architecture of the culture in the historical and spatial contexts for which they were designed and in galleries and museums.

**ART 211 - 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.

**ART 212 - Painting II**

3 Credits

Further explores techniques, materials, and concepts used in opaque painting processes in oil or acrylic painting, with emphasis on composition and content development.

— (ART) ART —

**ART 275 - Special Topics**

3 Credits

Provides the student with a vehicle to pursue in depth exploration of special topics of interest.

— (ASC) ANIMAL SCIENCE —

**ASC 100 Animal Sciences**

3 Credits

Studies the basic fundamentals of livestock production pertaining to principles of breeding, genetics, nutrition, health, and physiology of beef, sheep, swine, dairy, and horses. Focuses on the Animal Science Industry in general and each species industry in regard to history, current situation, and future direction.

**ASC 230 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.

**ASC 225 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.

**ASC 250 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.

**ASC 288 Livestock Practicum**

2 Credits

Provides experiential learning with beef cattle, dairy cattle, swine and sheep.

**— (ASE) AUTOMOTIVE TECHNOLOGY —**

**ASE 110 - Brakes I**

3 Credits

Covers basic operation of automotive braking systems. Includes operation, diagnosis, and basic repair of disc brakes, drum brakes, and basic hydraulic systems.

Corequisite: ASE 210

**ASE 120 - Basic Automotive Electricity**

2 Credits

Introduces automotive electricity and includes basic electrical theory, circuit designs, and wiring methods. Focuses on multi-meter usage and wiring diagrams.

Prerequisite: ASE 160, ASE 161

Corequisite: ASE 123, ASE 220, ASE 221, ASE 231

**ASE 123 - Automotive Battery, Starting, and Charging Systems**

2 Credits

Covers the operation, testing, and servicing of automotive battery, starting, and charging systems. Includes voltage and amperage testing of starter and generator, load testing and maintenance of a battery, and starter and generator overhaul.

Prerequisite: ASE 160, ASE 161

Corequisite: ASE 120, ASE 220, ASE 221, ASE 231

**ASE 130 - General Engine Diagnosis**

2 Credits

Focuses on lecture and related laboratory experiences in the diagnosis and necessary corrective actions of automotive engine performance factors.

Prerequisite: ASE 160, ASE 161

Corequisite: ASE 132, ASE 134, ASE 233, ASE 235

**ASE 132 - Ignition System Diagnosis and Repair**

2 Credits

Focuses on lecture and related laboratory experiences in the diagnosis, service, adjustments and repair of various automotive ignition systems.

Prerequisite: ASE 160, ASE 161

Corequisite: ASE 130, ASE 134, ASE 233, ASE 235

**ASE 134 - Automotive Emissions**

2 Credits

Focuses on lecture and laboratory experiences in the diagnosis and repair of automotive emission control systems.

Prerequisite: ASE 160, ASE 161

Corequisite: ASE 130, ASE 132, ASE 233, ASE 235

— **AUTOMOTIVE TECHNOLOGY** —

**ASE 140 - Suspension and Steering I**

3 Credits

Focuses on lecture and related experiences in the diagnosis and service of suspensions and steering systems and their components.

Corequisite: ASE 240

**ASE 150 - U-joint & Axle Shaft Services**

2 Credits

Studies the operating principles and repair procedures relating to axle-shaft and universal joints.

Corequisite: ASE 151, ASE 152

**ASE 151 - Automotive Manual Transmission/Transaxles & Clutches**

2 Credits

Focuses on lecture and related laboratory experiences in the diagnosis and repair of automotive manual transmissions, transaxles and clutches and related components.

Corequisite: ASE 150, ASE 152

**ASE 152 - Differentials & 4WD/AWD Service**

2 Credits

Focuses on lecture and related laboratory experiences in the diagnosis and repair of automotive differentials, four wheel and all wheel drive units.

Corequisite: ASE 150, ASE 151

**ASE 160 - Automotive Engine Removal & Installation**

1 Credit

Focuses on lecture and laboratory experiences in the removal and installation procedures of the automotive engine from and into front wheel and rear wheel drive vehicles.

Corequisite: ASE 161

**ASE 161 - Engine, Disassembly Diagnosis & Assembly**

5 Credits

Focuses on lecture and laboratory experiences in the disassembly, diagnosis and reassembly of the automotive engine. Topics include the diagnostic and repair procedures for the engine block and head assemblies.

Corequisite: ASE 160

— **AUTOMOTIVE TECHNOLOGY** —

**ASE 210 - Brakes II**

3 Credits

Covers the operation and theory of the modern automotive braking systems. Includes operation, diagnosis, service, and repair of the anti-lock braking systems, power assist units and machine operations of today's automobile.

Corequisite: ASE 110

**ASE 220 - Specialized Electronics Training**

2 Credits

Provides a systematic approach to automotive electrical systems. Builds from the basic electrical principles and concepts through semiconductors and microprocessors.

Features on-bench exercises. Students practice diagnostic procedures that have applications to present and future automotive electronics and electrical systems.

Prerequisite: ASE 160, ASE 161

Corequisite: ASE 120, ASE 123, ASE 221, ASE 231

**ASE 221 - Automotive Body Electrical**

4 Credits

Provides a comprehensive study of the theory, operation, diagnosis, and repair of vehicle accessories.

Prerequisite: ASE 160, ASE 161

Corequisite: ASE 120, ASE 123, ASE 220, ASE 231

**ASE 231 - Automotive Computers**

2 Credits

Focuses on lecture and laboratory experiences in the inspection and testing of typical computerized engine control systems.

Prerequisite: ASE 160, ASE 161

Corequisite: ASE 120, ASE 123, ASE 220, ASE 221

**ASE 233 - Fuel Injection and Exhaust Systems**

4 Credits

Focuses on lecture and related laboratory experiences in the diagnosis and repair of electronic fuel injection systems and modern exhaust systems.

Prerequisite: ASE 160, ASE 161

Corequisite: ASE 130, ASE 132, ASE 134, ASE 235

— **AUTOMOTIVE TECHNOLOGY** —

**ASE 235 - Driveability Diagnosis**

1 Credit

Emphasizes lecture and related laboratory experience in diagnostic techniques and the use of diagnostic scan tools, oscilloscopes, lab scopes, multi-meters and gas analyzers. Students diagnose live vehicle driveability problems.

Prerequisite: ASE 160, ASE 161

Corequisite: ASE 130, ASE 132, ASE 134, ASE 233

**ASE 240 - Suspension and Steering II**

3 Credit

Emphasizes lecture and related laboratory experience in diagnosis of service of electronic suspensions and steering systems and their components.

Corequisite: ASE 140

**ASE 250 - Automatic Transmission/Transaxle Service**

1 Credit

Focuses on practical methods of maintaining, servicing, and performing minor adjustments on an automatic transmission and transaxle.

Corequisite: ASE 251

**ASE 251 - Automatic Transmission/Transaxle Diagnosis and Assemblies**

5 Credits

Covers diagnosis, principles of hydraulics, principles of electronic components, power flow, theory of operation, removal of transmission/transaxle, tear down, replacement of components, measurement and subsequent adjustment of components and replacement of transmission/transaxle.

Corequisite: ASE 250

**ASE 265 - Automotive Heating and Air Conditioning**

5 Credits

Emphasizes lecture and related laboratory experiences in the diagnosis and service of automotive heating and air conditioning systems and their components.



— **AMERICAN SIGN LANGUAGE** —

**ASL 101 - Basic Sign Language I**

3 Credits

Provides students with the basic knowledge of communicating with the deaf community. Students will develop basic vocabulary and conversational skills and will be introduced to aspects for the deaf culture and community.

**ASL 102 - Basic Sign Language II**

3 Credits

Continues the sequence for students who want to learn basic conversational patterns to communicate with the deaf community. The material covers basic vocabulary and conversational skills, and aspects of the deaf culture and community.

Prerequisite: ASL 101 or permission of instructor.

— **ASTRONOMY** —

**AST 101 - Astronomy I**

4 Credits

Focuses on the history of astronomy, the tools of the astronomer and the contents of the solar system including the planets, moons, asteroids, comets, and meteoroids. Incorporates laboratory experience.

**AST 102 - Astronomy II**

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.

— **BIOLOGY** —

**BIO 105 - Science of Biology**

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 - as is the impact of biological science on society. Includes laboratory experiences. Designed for non-science majors.

**BIO 106 - 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.

— **BIOLOGY** —

**BIO 111 - General College Biology with Lab**

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.

**BIO 112 - General College Biology II with Lab**

5 Credits

Continues Biology I. Includes ecology, evolution, classification, structure, and function in plants and animals. This course includes laboratory experience.

**BIO 148 - Basic Ecology**

4 Credits

Studies the interrelationships between organisms and their environment. Includes population dynamics and the diversity of ecosystems. Laboratory includes field experience.

**BIO 154 - Biology of Plants**

4 Credits

Focuses on the diversity of plants, the structure and function of plants, the ecology of plants, and human use of plants. Emphasizes seed-producing vascular plants, especially flowering plants. Laboratory and field experience is included.

**BIO 201 - Human Anatomy and Physiology I**

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 experimentation, microscopy, observations, and dissection. This is the first semester of a two-semester sequence.

Prerequisite: BIO 111 or pass a placement test.

— **BIOLOGY** —

**BIO 202 - Human Anatomy and Physiology II**

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 experimentation, microscopy, observations, and dissection. This is the second semester of a two-semester sequence.

Prerequisite: BIO 201 or equivalent or permission of instructor.

**BIO 204 - Microbiology**

4 Credits

Designed for health science majors. Examines microorganisms with an emphasis on their structure, development, physiology, classification, and identification. The laboratory experience includes culturing, identifying, and controlling microorganisms with an emphasis on their role in infectious disease.

Prerequisite: BIO 111 or BIO 201

**BIO 211 - Cell Biology**

4 Credits

This course is an intensive study of the cell and its organelles. Emphasis will be on the molecular mechanisms involved in cell communication, metabolism, motility, genetics, growth, and reproduction. This course requires hands-on laboratory experience.

**BIO 216 - 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.

Prerequisite: BIO 201, BIO 202 or permission of instructor

— **BUSINESS TECHNOLOGY** —

**BTE 100 - Computer Keyboarding**

1 Credit

Designed for students who have minimal or no keyboarding skills. Introduces the touch method of keyboarding, as well as the basic operation and functions of the equipment. Emphasizes learning the alphanumeric keyboard, proper technique, and speed control.

**BTE 108 - Ten-Key by Touch**

1 Credit

Introduces touch control of the ten-key pad. Emphasizes the development of speed and accuracy using proper technique.

**BTE 225 - Office Management**

3 Credits

Emphasis is placed on functions of the office. Includes office organization, work in the office, office layout, equipment and supplies, procurement and control, work flow, forms design, record storage and retrieval systems, personnel administration and problems, and government control.

**BTE 287 - Cooperative Education/Internship**

1 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 sites that 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.

— **BUSINESS** —

**BUS 115 - Introduction to Business**

3 Credits

Focuses on the operation of the American business system. Covers fundamentals of the economy, careers and opportunities, marketing, management, production, governmental regulations, tools of business and social responsibilities.

**BUS 120 - Introduction to E-Commerce**

3 Credits

Provides an introduction to electronic commerce-the business trend of the future. Covers definition of e-commerce, technology and software requirements, security issues, electronic payment and marketing strategies. Focuses on what to expect when creating a dot com as well as the business-to-business use of e-commerce.

**BUS 216 - 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 devoted to economic regulation, social regulation, regulation and laws impacting labor-management issues, and environmental concerns. Students develop an understanding of the role of law in social, political, and economic change.

**BUS 217 - 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.

Prerequisite: ENG 090

**BUS 226 - Business Statistics**

3 Credits

Focuses on statistical study, descriptive statistics, probability, and the binomial distribution, index numbers, time series, decision theory, confidence intervals, linear regression, and correlation. Intended for the business major. PreRequisite: MAT 090

— **COMPUTER ASSISTED DRAFTING** —

**CAD 240 - Inventor I/AutoDesk**

3 credits

Introduces basic non-parametric 3D concepts to build confidence in 3D thinking and moves on to three-dimensional parameters. The student learns to construct, modify, and manage complex parts in 3D space as well as how to produce 2D drawings from the 3D models. Prerequisite: CAD 257 or permission of instructor

**CAD 256 - SolidWorks Basics**

6 credits

Examines the basics of SolidWorks software to produce parametric models.

**CAD 257 - SolidWorks Intermediate**

6 credits

Teaches the student to apply intermediate SolidWorks applications to produce parametric models of parts and assemblies.

Prerequisite: CAD 256, MAT 107

**CAD 259 - Advanced SolidWorks**

3 credits

This course focuses on the advanced applications of the parametric software SolidWorks. Includes management of design data, advanced assembly and analysis of model creations and constraints, documentation of bill of materials and parts lists, rendering and animation and testing a model assembly.

Prerequisite: CAD 257

— **CHEMISTRY** —

**CHE 101 - Introduction to Chemistry I with Lab**

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.

Prerequisite: MAT 090 or Corequisite: MAT 090

**— CHEMISTRY —****CHE 102 - Introduction to Chemistry II with Lab**

5 Credits

Focuses on introductory organic and biochemistry. 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. Incorporates laboratory experiments. Prerequisite: CHE 101 or permission of instructor.

**CHE 105 - Chemistry In Context**

5 Credits

Covers the study of measurements, matter, molecules, atoms, chemical bonding, nomenclature, energy, acids, bases, and nutrition. Course work examines chemistry in the modern world and surveys the current knowledge as well as the conceptual framework of the discipline. Chemistry as a science is explored, as is the impact of chemistry on society. This course includes laboratory experience and is designed for non-science majors.

**CHE 111 - General College Chemistry I with Lab**

5 Credits

Focuses on basic chemistry and measurement, matter, chemical formulas, reactions and equations, stoichiometry and thermochemistry. 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 and molecular orbital theory. Includes gases, liquids, and solids. Problem-solving skills are emphasized. Incorporates laboratory experiments. Prerequisite: One year of high school chemistry or equivalent.

**CHE 112 - General College Chemistry II with Lab**

5 Credits

Presents concepts in the areas of solution properties, chemical kinetics, chemical equilibrium, acid-base and ionic equilibrium, thermodynamics, electrochemistry, nuclear chemistry, and organic chemistry. Emphasizes problem solving skills and descriptive contents for these topics. Laboratory experiments demonstrate qualitative and quantitative analytical techniques. Prerequisite: CHE 111

**CHE 211 - Organic Chemistry I with Lab**

5 Credits

Focuses on compounds associated with the element carbon. Includes structure and reactions of aliphatic hydrocarbons and selected functional group families. Covers nomenclature of organic compounds, stereochemistry, reaction mechanisms such as SN1, SN2, E1 and E2. Laboratory experiments demonstrate the above concepts plus the laboratory techniques associated with organic chemistry. Prerequisite: CHE 112

— CHEMISTRY —

CHE 212 - Organic Chemistry II with Lab

5 Credits

Continues the investigation into the chemistry of carbon-based compounds, their reactions and synthesis. Includes the structure, physical properties, reactivities, and synthesis of organic functional groups not covered in the first semester. Explores functional groups including alcohols, ethers, aromatics, aldehydes, ketones, amines, amides, esters, and carboxylic acids. Includes 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.

Prerequisite: CHE 211

— COMPUTER INFORMATION SYSTEM —

CIS 118 - Intro PC Applications

3 Credits

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.

CIS 135 - Complete PC Word Processing

3 Credits

Explores a complete array of word processing skills. The skills needed to create, edit, format, and printing documents are covered. Other topics include character, paragraph, and page formats, the use of spelling checkers and thesaurus, hyphenation, tables, mail merge, document design, and graphics.

Prerequisite: CIS 118 or permission of instructor.

CIS 145 - Complete PC Database

3 Credits

Explores a complete array of database skills. Includes table, query, form, and report creation and modification. Other topics include application integration and automation of database tasks within the database.

PreRequisite: CIS 118 or permission of instructor.



— **COMPUTER INFORMATION SYSTEM** —

**CIS 155 - PC Spreadsheet Concepts: Excel**

3 Credits

Exposes the student to a wide range of uses of the electronic spreadsheet with special emphasis on using it as a business tool. Includes fundamentals and terms, creating and saving workbooks, entering and using formulas, formatting, printing, multiple-page workbooks, creating charts, entering and using functions, managing lists, and simple macros.

Prerequisite: CIS 118 or permission of instructor.

— **COMPUTER & NETWORKING TECHNOLOGY** —

**CNG 101 - Intro to Networking**

3 credits

Focuses on underlying concepts of data communications, telecommunications and networking. Emphasizes the terminology and technologies in current networking environments and provides a general overview of the field of networking as a basis for continued study in the field.

**CNG 109 – Basic Computer Networking**

3 credits

Demonstrates problem-solving skills in data communications, telecommunications and networking. Covers workstation operation, wiring and cabling, network construction using a variety of network/internet devices, and configuring and managing server operating systems.

**CNG 116 - Microcomputer Hardware**

3 credits

Introduces computer hardware. Since hardware depends upon specific software to make it work properly, the course also explores relevant software topics. The course covers taking computers apart, diagnosing and fixing minor problems, and upgrading PCs with new components.

**CNG 131 - Network Security Fundamentals**

3 credits

Delivers a comprehensive overview of network security, including general security concepts. Communication Security is studied, including remote access, e-mail, the Web, directory and file transfer, and wireless data. Common network attacks are introduced. Cryptography basics are incorporated, and operational/organizational security is discussed as it relates to physical security, disaster recovery, and business continuity. Computer forensics is introduced.

— **COMPUTER & NETWORKING TECHNOLOGY** —

**CNG 289 - Capstone**

9 credits

Provides a demonstrated culmination of learning within a given program of study.  
Prerequisite: CNG 101, CNG 116, CNG 131, CNG 109

**CNG 280 - Internship**

1 Credit

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

— **COMPUTER SCIENCE** —

**CSC 160 - Computer Science I: (Java)**

4 Credits

Introduces students to the discipline of computer science. Covers algorithm development, data representation, logical expressions, sub-programs and input/output operations using a structured programming language. Requires intensive lab work outside of class time.

**CSC 161 - Computer Science II: (Java)**

4 Credits

Continues the structured algorithm development and problem solving techniques begun in Computer Science I. Enables students to gain experience in the use of data structures and design of larger software projects. Requires intensive computer laboratory experience.  
Prerequisite: CSC 160

— **COMMUNICATIONS** —

**COM 115 - Public Speaking**

3 Credits

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

**COM 125 - Interpersonal Communication**

3 Credits

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

**— COSMETOLOGY —****COS 103 - Shampoo/Rinses/Conditioners**

1 Credit

Introduces various types of scalp treatments and shampoos. Enables student to recognize and treat disorders of hair and scalp. Covers product knowledge and proper massage techniques to help control disorders and to cleanse the hair and scalp. Includes terminology dealing with hair structure, scalp, and hair disorders. Provides training in a lab or classroom setting.

**COS 110 - Introduction to Hair Coloring**

2 Credits

Provides theory pertaining to the law of color, theory of color, chemistry of color, product knowledge, and analysis of hair and scalp. Covers basic techniques and procedures for the application of hair coloring.

**COS 111 - Intermediate I: Hair Coloring**

2 Credits

Focuses on theory and practical application of color products, formulations of color, level and shades of color. Examines techniques in a specialized class or in a supervised salon setting.

**COS 120 - Introduction to Hair Cutting**

2 Credits

Introduction to the theory relevant to patron protection, angles, elevations, and the analysis of hair textures as related to hair cutting. Covers the proper use and care of hair cutting implements. Focuses on basic hair cutting techniques using all cutting implements. Disinfection, sanitation procedures as they relate to cutting hair.

**COS 121 - Intermediate I: Hair Cutting**

2 Credits

Focuses on the related facial shapes, head and body forms to determine the clients appropriate haircut. Incorporates practical applications of hair cutting techniques in specialized classes or in the supervised salon (clinical setting).

**COS 130 - Introduction to Hair Styling**

2 Credits

Combines theory with the practical application of roller placement, shaping, pin curls, finger waves, air forming iron curling, soft pressing and hard pressing.

**COS 131 - Intermediate I: Hair Styling**

2 Credits

Focuses on the accepted methods of styling hair, air forming roller sets, finger waves pin curls braiding and hair pressing.

— **COSMETOLOGY** —

**COS 140 - 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.

**COS 141 - Intermediate I: Chemical Texture**

1 Credit

Emphasizes theory and practical application of permanent waves and chemical relaxers in specialized classes or a supervised salon setting. Enables the student to practice different wrapping techniques required by trend styles.

**COS 150 - Laws, Rules and Regulations**

1 Credit

Provides instruction on the laws, rules and regulations and how they govern the cosmetology and barber industry. The affects these have on the student, licensed individual, salons and school owners.

**COS 160 - Introduction to Disinfection, Sanitation & Safety**

2 Credits

Introduces the various methods of disinfection, sanitation, and safety as used in the cosmetology industry. Includes classroom study of bacteriology and the terminology dealing with cosmetology.

**COS 161 - Intermediate I: Disinfection, Sanitation & Safety**

1 Credit

Focuses on the theory and daily practice of proper methods of disinfection, sanitation and safety procedures as related to all phases of cosmetology. Covers terminology and training of disinfection, sanitation and safety procedures. Also includes customer service in a supervised salon (clinical) setting or specialized class.

**COS 203 - Shampoos/Rinses/Conditioners II**

1 Credit

Provides theory and practical training in shampoos, rinses and conditioners. Examines advanced techniques to prepare the student for employment. Includes preparation for the State Board Licensing Examination in shampoos, rinses and conditioners.

— COSMETOLOGY —

**COS 210 - Intermediate II: Hair Coloring**

2 Credits

Provides continued instruction in the theory and practical application of color products, formulations of color, level and shades of color. Enables students to practice techniques in a specialized class or in a supervised salon setting.

**COS 211 - Advanced Hair Coloring**

2 Credits

Provides continued instruction on advanced theory and practical techniques in hair coloring. Focuses on the recognition of color problems and color correction procedures. Covers advanced techniques and product knowledge to prepare the student for employment. Prepares the student for the State Board Licensing Examination pertaining to hair coloring.

**COS 220 - Intermediate II: Hair Cutting**

2 Credits

Provides continued instruction in the theory related to facial shapes, head and body forms to determine the client's appropriate haircut. Incorporates practical applications of hair cutting techniques.

**COS 221 - Advanced Hair Cutting**

2 Credits

Focuses on advanced cutting techniques using all the cutting tools. Emphasizes current fashion trends. Includes student preparation for the State Licensure examination.

**COS 230 - Intermediate II: Hair Styling**

2 Credits

Provides continued instruction on accepted methods of styling hair, air forming, roll set, finger waves and hair pressing. Examines techniques in specialized classes or in a supervised salon setting.

**COS 231 - Advanced Hair Styling**

1 Credit

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.

— **COSMETOLOGY** —

**COS 240 - Intermediate II: Chemical Texture**

1 Credit

Provides continued instruction in the theory and practical application of permanent waves and chemical relaxers in specialized classes or a supervised salon setting. Enables students to practice different wrapping techniques required by trend styles.

**COS 241 - Advanced Chemical Texture**

1 Credit

Focuses on advanced techniques to prepare the student for employment and the changes in current industry standards. Instruction is provided in specialized classes or supervised salon (clinical) setting. Includes student preparation for the State Board Licensing Examination pertaining to permanent waves and chemical relaxers.

**COS 250 - Management, Ethics, Interpersonal Skills & Salesmanship**

1 Credit

Emphasizes the importance of salon management and the knowledge and skills necessary to build a successful business. Focuses on the importance of interpersonal skills and basic techniques in salesmanship and customer services. Integrates job readiness skills and professional ethics.

**COS 260 - Intermediate II: Disinfection, Sanitation & Safety**

2 Credits

Provides continued study of theory and practice of proper methods of sterilization, disinfection, sanitation and safety procedures as related to all phases of the industry. Covers terminology and training of disinfection, sanitation and safety procedures. The individual responsibility to provide a safe work environment is practiced.

**COS 261 - Advanced Disinfection, Sanitation & Safety**

1 Credit

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.

**COS 262 - 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.

## — COSMETOLOGY —

### COS 289 - Special Topics: Cosmetology Preparation for State Board

3 Credits

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

### COS 279 - Seminar/Workshop: Cosmetology Occupation

1 Credit

This course provides students with an experiential learning opportunity.

### COS 288 - Cosmetology Practicum

4 Credits

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

## — CRIMINAL JUSTICE —

### CRJ 230 - Criminology

3 Credits

Examines the question of crime causation from legal, social, political, psychological, and theoretical perspectives. Covers the history and development of criminology.

## — COMPUTER WEB-BASED —

### CWB 110 - Complete Web Authoring

3 Credits

Explores the complete set of web authoring skills using HTML and/or other scripting languages. Includes links, backgrounds, controlling text and graphic placement, tables, image maps, frames and forms.

### CWB 130 - Web Editing Tools

3 Credits

Provides tools used for designing and building Web pages that are easy to use and have a pleasing look. The student will develop Web pages using a web page development program. Use of images, forms, frames, tables, templates and layers will be covered.

— **EARLY CHILDHOOD EDUCATION** —

**ECE 101 - 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.

Corequisite: ECE 102

**ECE 102 - 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.

Corequisite: ECE 101

**ECE 103 - Guidance Strategies for Children**

3 Credits

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

**ECE 111 - Infant and Toddler Theory and Practice**

3 Credits

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

Corequisite: ECE 112

**ECE 112 - 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.

Corequisite: ECE 111



— **EARLY CHILDHOOD EDUCATION** —

**ECE 125 - Science/Math and the Young Child**

3 Credits

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

**ECE 205 - Nutrition, Health and Safety**

3 Credits

Focuses on nutrition, health and safety as a key factor for optimal growth and development of young children. Includes nutrient knowledge, menu planning, food program participation, health practices, management and safety, appropriate activities and communication with families. Addresses ages from prenatal through age 8.

**ECE 220 - Curriculum Development: Methods and Techniques**

3 Credits

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

Prerequisite and Corequisite: ECE 101 or permission of instructor

**ECE 225 - Language and Cognition for the Young Child**

3 Credits

Examines theories of cognitive and language development as a framework for conceptualizing the way children acquire thinking skills. Includes observing, planning, facilitating, creative representation, and evaluating strategies within the context of play. Focuses on language, science, math, problem solving and logical thinking. Addresses ages birth through age 8.

**ECE 226 - Creativity and the Young Child**

3 Credits

Provides an emphasis on encouraging and supporting creative self expression and problem solving skills in children. Explores creative learning theories and research. Focuses on developmentally appropriate curriculum strategies in all developmental domains. Addresses ages birth through age 8.

**ECE 240 - Administration of Early Childhood Care and Education Programs**

3 Credits

Examines Colorado's minimal licensing requirements, as well as optimal standards pertaining to the operation of programs for young children. Focuses on the director's administrative skills and role as a community advocate for young children. Addresses ages birth through age 12.

— **EARLY CHILDHOOD EDUCATION** —

**ECE 241 - 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.

**ECE 260 - Exceptional Child**

3 Credits

Presents an overview of typical and atypical developmental progression. Includes planning techniques, learning strategies, legal requirements and accommodations and adaptations that are necessary in order to create an integrated classroom environment for a child with a wide range of exceptionalities. Focuses on ages birth through age 8.

**ECE 288 - Practicum: Early Childhood Education**

3 Credits

Provides students with advanced field experience opportunities in early childhood education programs.

**ECE 289 - Capstone: Early Childhood Education**

3 Credits

Incorporates a demonstrated culmination of learning within a given program of study. Prerequisite: Permission of instructor.

— **ECONOMICS** —

**ECO 201 - Principles of Macroeconomics**

3 Credits

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

**ECO 202 - Principles of Microeconomics**

3 Credits

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

**— EDUCATION —**

**EDU 221 - Introduction to Education**

3 Credits

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

**— EMERGENCY MEDICAL SERVICES —**

**EMS 125 - EMT Basic**

9 Credits

Enables the student after successful completion of this course to take the EMT Certification Examination subject to the requirements of the Colorado Department of Health and Environment. Includes written and practical examinations.

Student must be at least 18 years of age.

Corequisite: HPR 102

**EMS 130 - EMT Intravenous Therapy**

2 credits

Focuses on cognitive and skill practice as required by Colorado Prehospital Care program for EMT Basic level IV approval. Examines criteria, procedures and techniques for ICV therapy, discusses fluid and electrolyte balance and principles and treatment for shock.

Prerequisite: Basic EMT Certification

**EMS 203 - EMT Intermediate I**

6 Credits

Course provides preparatory information and is the first part of the EMT Intermediate program.

Prerequisite: EMS 125

**EMS 205 - EMT Intermediate II**

6 Credits

Serves as the second course for EMT Intermediate certification.

Prerequisite: EMS 203

— **EMERGENCY MEDICAL SERVICES** —

**EMS 270 - Clinical: EMS Intermediate**

3 credits

Provides the EMT-I student with the required field experiences as required by the Colorado Department of Health.

Corequisite: EMS 205 Prerequisite: EMS 203

**EMS 282 - 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.

Prerequisite: EMS 205, EMS 270

— **ENGLISH** —

**ENG 060 - Writing Fundamentals**

3 Credits

Focuses on paragraph structure and development and introduces the formal essay. Enables the student to review and improve grammar, usage, and punctuation skills while employing critical thinking strategies and the writing process to respond to a wide variety of writing situations.

**ENG 090 - Basic Composition**

3 Credits

Emphasizes critical thinking as students explore writing for specific purposes and audiences. Enables the student to develop skills required for college-level writing while reviewing paragraph structure and focusing on essay development.

PreRequisite: ENG 060 or appropriate placement score.

**ENG 115 - 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.

— ENGLISH —

**ENG 121 - English Composition I**

3 Credits

Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. Includes a minimum of five compositions that stress analytical, evaluative, and persuasive/argumentative writing. PreRequisite: ENG 090 or appropriate placement score.

**ENG 122 - English Composition II**

3 Credits

Expands and refines the objectives of English Composition I. Emphasizes critical/logical thinking and reading, problem definition, research strategies, and writing analytical, evaluative, and/or persuasive papers that incorporate research. Prerequisite: ENG 121

**ENG 221 - Creative Writing I**

3 Credits

Teaches techniques for creative writing. Explores imaginative uses of language through creative genres (fiction, poetry, literary nonfiction) with emphasis on the student's own unique style, subject matter and needs.

**ENG 222 - Creative Writing II**

3 Credits

Provides continued development of written expression in such forms as poetry, fiction, and/or nonfiction writing. Prerequisite: ENG 221

**ENG 288 - Practicum**

3 Credits

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

— **ENGINEERING TECHNOLOGY** —

**ENT 134 - Geometric Dimension/Tolerance**

2 credits

Enables the student to study and apply principles involving tolerance fits between mating parts and techniques involving precision.

Prerequisite: MAT 107, CAD 256

**ENT 233 - Mechanical Design I**

3 credits

Focuses on the industrial design process from layout to production drawings, jig and fixture design standard part selection from handbooks and catalogs, specification writing, and part ordering.

Prerequisite: MAT 107, CAD 256

**ENT 256 - Rapid Product Development**

4 credits

Enables the student to develop 3D solid models for prototype products using CAD technology. Covers various types of prototyping including stereolithography, selective laser sintering, laminated object manufacturing and CNC.

Prerequisite: CAD 256, MAT 107, CAD 257, EIC 105, PHY 105, ENT 133, EGT 230

— **ENVIRONMENTAL SCIENCE** —

**ENV 101 - Introduction to Environmental Science**

4 credits

Provides an introduction to the basic concepts of ecology and the relationship between environmental problems and biological systems. Includes interdisciplinary discussions on biology, chemistry, geology, energy, natural resources, pollution, and environmental protection. Using a holistic approach, students will study how the foundations of natural sciences interconnect with the environment. This course includes laboratory experience.

**— ENGLISH AS A SECOND LANGUAGE —**

**ESL 011 - Basic Pronunciation**

3 Credits

Provides listening and speaking activities that help students recognize and produce English vowel and consonant sounds and common stress and intonation patterns.

Prerequisite: Appropriate placement scores

**ESL 021 - Basic Grammar**

3 Credits

Assists the student in mastering basic structures in English grammar through oral and written practice.

Prerequisite: Appropriate placement score

**ESL 031 - Basic Conversation**

3 Credits

Focuses on listening and speaking activities that help the student communicate more competently. Provides practice with pronunciation, vocabulary, and basic grammatical patterns.

Prerequisite: Appropriate placement score

**ESL 041 - Basic Reading**

3 Credits

Improves comprehension of simple written texts through vocabulary building and reading strategies.

Prerequisite: Appropriate placement score

**ESL 051 - Basic Composition**

3 Credits

Serves as an open-entry, open-exit course of study from basic to intermediate to advanced (5 levels) in speaking, listening, reading, and writing English.

— **ESTHETICS** —

**EST 110 - Introduction to Facials and Skin Care**

3 Credits

Provides a basic understanding of massage manipulations when providing facials and the study of skin in both theory and practical applications. Benefits derived from proper facial and good skin care routines. Training is conducted in a classroom or lab setting using mannequins or models.

**EST 111 - Intermediate Facials & Skin Care**

2 Credits

Covers theory and practical application pertaining to anatomy, skin disorders, skin types and facial shapes. Students help patrons to select the proper skin care treatment. Practical and theory application can be done in specialized classes or supervised salon (clinical) setting using models or customer service.

**EST 210 - Advanced Massage & Skin Care**

2 Credits

\* Provides the student with advanced techniques in massage, skin care, and lash/brow tinting. Theory and practical procedures ready the student for employment. Instruction is provided in specialized classes or in a supervised salon (clinical) setting. Student preparation for State Board Licensing Examination.

**EST 211 - Facial Make-up**

1 Credit

Provides instruction on cosmetics and their functions. The importance of color theory, facial types and skin tones as they relate to facial makeup. Instruction from the basic makeup application to the corrective makeup procedure is taught. Disinfection and sanitation is taught as it pertains to all aspects of makeup.

**EST 212 - Hair Removal**

3 Credits

Provides 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.

**EST 230 - Esthetician Preparation for State Board**

2 Credits

Provides preparation for State Boards. Allows the student the opportunity to gain knowledge in the practical and/or written examination required by the Colorado Board of Barber/Cosmetology.



— *ESTHETICS* —

EST 290 - Professional Development/Continuing Education

3 Credits

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

— *GEOGRAPHY* —

GEO 105 - World Regional Geography

3 Credits

Facilitates an understanding of spatial relationships between and among the geographic regions of the world. Includes demographic and cultural (political, economic, and historic) forces related to the physical environments of selected regions. Focuses on analysis of interrelationships between developed and developing regions, and the interactions between human societies and natural environments.

— *GEOLOGY* —

GEY 111 - Physical Geology

4 Credits

Studies the materials of the earth, its structure, surface features and the geologic processes involved in its development. This course includes laboratory experience.

GEY 121 - Historical Geology

4 Credits

Studies the physical and biological development of the earth through the vast span of geologic time. Emphasizes the investigation and interpretation of sedimentary rocks, the record of ancient environments, fossil life-forms, and physical events, all within the framework of shifting crustal plates. Course includes laboratory experience.

Prerequisite: GEY 111 or permission of instructor.

## — HISTORY —

### HIS 101 - Western Civilization: Antiquity-1650

3 Credits

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

### HIS 102 - Western Civilization: 1650-Present History

3 Credits

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

### HIS 201 - US History to Reconstruction

3 Credits

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

### HIS 202 - US History since Civil War

3 Credits

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

### HIS 225 - Colorado History

3 Credits

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

— **HEALTH PROFESSIONAL** —

**HPR 102 - 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.

**HPR 106-Law & Ethics for Health Professionals**

2 Credits

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

**HPR 109 - Assisting with Medication Administration**

1 Credit

Addresses routine knowledge and information required by the Professional Household Health Assistant in attending the home-care patient. It is designed to provide information in support of the family and healthcare providers' directions in client self-administered medication in the home setting. It is not designed to teach administration techniques, calculations, or dispensing of drugs to the client in the home, but rather the support skills required in assisted facilitation of self-medication, storage of medications, and trained observation of the patient with monitoring/documentation of patient self-administered medications.

**HPR 178 - Medical Terminology**

2 Credits

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

— *HUMANITIES* —

HUM 121 - Humanities: Early Civilizations

3 Credits

Introduces students to the history of ideas that have defined cultures through a study of the visual arts, literature, drama, music, and philosophy. It emphasizes connections among the arts, values, and diverse cultures, including European and non-European, from the Ancient world to 1000 C.E.

HUM 122 - Humanities: Medieval to Modern

3 Credits

Examines written texts, visual arts and musical compositions to analyze and reflect the evolution and confluence of cultures in Europe, Asia and the Americas from 800 C.E. to 1750 C.E.

HUM 123 - Humanities: Modern World

3 Credits

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

— *HEALTH & WELLNESS* —

HWE 100 - Human Nutrition

3 Credits

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

— *JOURNALISM* —

JOU 105 - Introduction to Mass Media

3 credits

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

JOU 106 - Fundamentals of Reporting

3 credits

Introduces newswriting, reporting and interviewing with an emphasis on clarity, accuracy, completeness, timeliness and fairness.

**—LAW ENFORCEMENT ACADEMY—**

**LEA 101 - Basic Police Academy I**

6 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.

Prerequisite: Permission of Academy Director

**LEA 102 - 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.

Prerequisite: Permission of Academy Director

**LEA 105 - Basic Law**

8 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 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.

Prerequisite: Permission of Academy Director

**LEA 106 - Arrest Control Techniques**

3 Credits

Cover the skills, knowledge and abilities necessary to effectively maintain control of a suspect when making an arrest. Emphasizes the continuum of force and de-escalation of force.

Prerequisite: Permission of Academy Director

**LEA 107 - Law Enforcement Driving**

3 Credits

Covers 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.

Prerequisite: Permission of Academy Director

**—LAW ENFORCEMENT ACADEMY—**

**LEA 108 - 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.

Prerequisite: Permission of Academy Director.

**LEA 175-001 - Heartsmart First Aid/CPR**

0.5 Credits

This is an eight-hour basic first aid, cardio pulmonary resuscitation (CPR) and biological contamination certification course. Heartsmart First Aid/CPR is an OJC Law Academy curriculum class open to currently employed peace officers and public individuals.

Prerequisite: Permission of the Academy Director.

**LEA 175-002 - Command Spanish**

1 Credit

This is a 24-hour certification course limited to learning the basic Spanish phrases and questions necessary to communicate certain specific law enforcement protocols. Instruction includes cross-cultural issues pertaining to relationships between non-Spanish-officers and the Latino/Spanish speaking community. Command Spanish for Law Enforcement Officers is an OJC Law Academy curriculum class with outside enrollment limited to currently employed peace officers.

Prerequisite: Permission of the Academy Director.

**LEA 175-003 - Oleoresin Capsicum (OC) Pepper Spray**

0.5 Credits

This is an eight-hour certification course in the proper use of oleoresin capsicum (OC) defensive spray. OC is an OJC Law Academy curriculum class with outside enrollment limited to currently employed peace officers.

Prerequisite: Permission of the Academy Director.

**LEA 175-004 - TASER**

0.5 Credits

This is an eight-hour certification course in the proper use of TASER arrest control weapons. TASER training is an OJC Law Academy curriculum class with outside enrollment limited to currently employed peace officers.

Prerequisite: Permission of the Academy Director.

**—LAW ENFORCEMENT ACADEMY—**

**LEA 175-005 - Anti-Bias Policing**

0.5 Credits

This is an eight-hour certification course in preventing the patterns and practices of racial profiling and biased based policing. Anti-Bias Policing is an OJC Law Academy curriculum class with outside enrollment limited to currently employed peace officers. Prerequisite: Permission of the Academy Director.

**LEA 175-006 - Roadside Sobriety (SFST)**

1 Credit

This is a 24-hour certification course presenting the requirements for stopping, approaching, conducting roadside sobriety tests, and the follow-up procedures necessary for adjudication of D.U.I. charges and revocation requirements. SFST is an OJC Law Academy curriculum class with outside enrollment limited to currently employed peace officers. Prerequisite: Permission of the Academy Director.

**LEA 175-007 - Career Management**

1 Credit

This is a 21-hour course involving methods for finding, securing and maintaining law enforcement employment. Career Management is an OJC Law Academy curriculum class with limited outside enrollment. Prerequisite: Permission of the Academy Director.

— LITERATURE —

**LIT 115 - Introduction to Literature I**

3 Credits

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

**LIT 201 - World Literature to 1600**

3 Credits

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

**LIT 202 - World Literature after 1600**

3 Credits

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

**LIT 205 – Ethnic Literature**

3 credits

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

**LIT 225 – Intro to Shakespeare**

3 credits

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

**LIT 255 - Children`s Literature**

3 Credits

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



**— MANAGEMENT —**

**MAN 102 - Business Ethics and Values**

1 Credit

Discusses behavior and identifies what is ethical and appropriate behavior and what is not. This course will identify the role of integrity, character, honesty, self-control, self-sacrifice, and core values in developing ethical and effective behavior in the workplace.

**MAN 216 - Small Business Management**

3 Credits

Examines the elements necessary for the successful formation of a new small business. It is also designed to enhance the skills of those already involved in the operation of a small business. The course includes the development of a complete small business plan.

**MAN 226 - Principles of Management**

3 Credits

Presents a survey of the principles of management. Emphasis is on the primary functions of planning, organizing, leading and controlling with a balance between the behavioral and operational approach.

**—MARKETING —**

**MAR 160 - Customer Service**

3 Credits

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

— MATHEMATICS —

**MAT 060 - Pre-Algebra**

3 Credits

Further the study of fractions and mixed numbers. Also included are vocabulary, operations and applications of ratio, proportion, percent, area, perimeter, US and metric measures, integers, and an introduction to algebraic expressions and the solution of basic first-degree equations.

Designed for students with an Accuplacer scores of 45 or less.

**MAT 075 – Pre-Algebra and Introductory Algebra**

5 credits

Concepts from Pre-Algebra which furthers the study of fractions and mixed numbers, included are vocabulary, operations and applications of ratio, proportion, percent, area, perimeter, US and metric measures, integers, and an introduction to algebraic expressions and the solution of basic first-degree equations. Along with concepts from Introductory Algebra which include; first-degree equations, inequalities, formulas, polynomials, factoring polynomials, solving quadratic equations by factoring, coordinate geometry, graphing linear equations and applications. Algebraic fractions and systems of linear equations may be included. Designed for students with an Accuplacer scores of 35 – 45 who want to accelerate through both Pre-Algebra and Introductory Algebra in one semester.

**MAT 090 - Introductory Algebra**

4 Credits

Includes first-degree equations, inequalities, formulas, polynomials, factoring polynomials, solving quadratic equations by factoring, coordinate geometry, graphing linear equations and applications. Algebraic fractions and systems of linear equations may be included. Designed for students with an Accuplacer scores of 45 -60.

Prerequisite: Successful completion of Math 060 or appropriate placement score.

**MAT 099 - Intermediate Algebra**

4 Credits

Emphasizes problem solving with further study of equations, slope, inequalities, systems of equations, polynomials, quadratic equations, rational expressions, rational exponents, radical expressions, graphing and applications. A graphing calculator or equivalent software may be utilized.

Prerequisite: Successful completion of Math 090 or Accuplacer score of 61-84.

**— MATHEMATICS —****MAT 103 - Math for Clinical Calculations**

3 Credits

Provides a review of general mathematics, introductory algebra and an opportunity to learn systems of measurement and methods of solving problems related to drug dosage and intravenous fluid administration. It is designed for students in the health disciplines. Topic may include algebra, graphs, measurements and conversion between various  
Prerequisite: MAT 090 or appropriate placement score

**MAT 107 - Career Math**

3 Credits

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

**MAT 121 - College Algebra**

4 Credits

Includes a brief review of intermediate algebra, equations, and inequalities, functions and their graphs, exponential and logarithmic functions, linear and non-linear systems, selection of topics from among graphing of the conic sections, introduction to sequences and series permutations and combinations, the binomial theorem and theory of equations.  
Prerequisite: MAT 099 or Accuplacer score greater than 84.

**MAT 122 - College Trigonometry**

3 Credits

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

**MAT 123 - Finite Mathematics**

4 Credits

Covers topics including functions, matrix algebra, linear programming, and an introduction to probability and counting techniques. Emphasis is on applications. This course may include other topics such as statistics when time permits. This course is primarily intended for business, life science, or social science majors.  
Prerequisite: MAT 099 or equivalent

— **MATHEMATICS** —

**MAT 125 - Survey of Calculus**

4 Credits

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

Prerequisite: MAT 121 or equivalent or appropriate placement score

**MAT 135 - Introduction to Statistics**

3 Credits

Includes data presentation and summarization, introduction to probability concepts and distributions, statistical inference --estimation, hypothesis testing, comparison of populations, correlation and regression.

Prerequisite: MAT 090 or appropriate placement score

**MAT 155 - Integrated Math I**

3 Credits

Engages students in the concepts of school mathematics, the course will include the recognition of numerical and geometric patterns and their application to a variety of mathematical situations; mathematical problem-solving, reasoning, critical thinking, and communication; algebraic thinking, representation, analysis, manipulation, generalizations and extensions.

Prerequisite: MAT 099 or equivalent competency

**MAT 156 - Integrated Math II**

3 Credits

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

Prerequisite: MAT 155

**— MATHEMATICS —****MAT 201 - Calculus I**

5 Credits

Introduces single variable calculus and analytic geometry. Includes limits, continuity, derivatives, and applications of derivatives as well as indefinite and definite integrals and some applications.

Prerequisite: MAT 121 and MAT 122 or appropriate placement score

**MAT 202 - Calculus II**

5 Credits

Continuation of single variable calculus which will include techniques of integration, polar coordinates, analytic geometry, improper integrals, and infinite series.

Prerequisite: MAT 201 or appropriate placement score

**MAT 203 - Calculus III**

4 Credits

Completes the traditional subject matter of the Calculus. Topics include vectors, vector-valued functions, and multivariable calculus including partial derivatives, multiple integrals, line integrals and application.

Prerequisite: MAT 202 or appropriate placement score

**MAT 255 - Linear Algebra**

3 Credits

Includes vector spaces, matrices, linear transformations, matrix representation, eigenvalues, and eigenvectors.

Prerequisite: MAT 202

**MAT 265 - Differential Equations**

3 Credits

Emphasizes techniques of problem solving and applications. Topics include first, second, and higher order differential equations, series methods, approximations, systems of differential equations, and Laplace transforms.

Prerequisite: MAT 202

— **MULTIMEDIA GRAPHIC DESIGN** —

**MGD 102 - Introduction to Multimedia**

3 credits

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

— **MEDICAL OFFICE TECHNOLOGY** —

**MOT 139 - Medical Records**

4 credits

Explores the development and content of the medical record for the hospital, ambulatory care, long-term care, and mental health. Management of record content, medical forms and filing methods are also presented.

**MOT 208 - Introduction to CPT-4 Coding**

2 Credits

Teaches basic coding concepts using the CPT-4 coding system for insurance claims. The course will introduce student to the HCFA 1500 form, HCPCS codes, and modifiers to be used for insurance claim filing.

**MOT 209 - Introduction to ICD-9 Coding**

2 Credits

Covers how to use the ICD-9-CM coding system for insurance claims. The course will introduce student to using the HCFA 1500 form generated from the physician's office.

**— MUSIC —**

**MUS 120 - Music Appreciation**

3 Credits

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

**MUS 151 - Ensemble I: Choir**

1 Credit

Rehearses and performs various types of musical literature. First year, first term.

**MUS 152 - Ensemble II: Choir**

1 Credit

Rehearses and performs various types of musical literature. First year, second term.

**— NAIL TECHNICIAN —**

**NAT 110 - Introduction to Manicures & Pedicures**

3 Credits

Provides a basic introduction in 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.

**NAT 111 - Intermediate Manicures & Pedicures**

2 Credits

Presents 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 aspect of manicures, pedicures and nail art is taught.

**NAT 210 - Advanced Manicures & Pedicures**

2 Credits

Presents theory and practical application dealing with different types of manicures, pedicures massage techniques and nail art. Theory and practical application of procedures, products, nail shapes and maintenance of the 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.

— **NAIL TECHNICIAN** —

**NAT 211 - Application of Artificial Nails**

5 Credits

Provides advanced theory and practical application of nail wraps, tip overlays, acrylics and product knowledge to ready the student for employment. Theory and practical application of removal techniques for artificial nails is covered. Instruction is provided in specialized classes or in supervised salon (clinical) setting using models or customer service. Student preparation for state board licensing examination pertaining to artificial nails is covered.

**NAT 230- Nail Technician Preparation for State Board**

4 Credits

Provides preparation for State Boards. Allows the student the opportunity to gain knowledge in the practical and/or written examination required by the Colorado Board of Barber/Cosmetology.

**NAT 290 - Advanced Nail Technician Studies**

3 Credits

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



— **NATURAL RESOURCES** —

**NRE 251 - General Oceanography I**

4 Credits

Provides a comprehensive introduction to modern geological and chemical oceanography. Includes earth history, plate tectonics, geophysics, geochemistry, marine sediments, the hydrosphere, physical properties of salt water, major and minor components of seawater, and ocean-atmosphere interactions. This course includes laboratory experience.

— **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.

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**NUR 101 - Pharmacology Calculations**

1 Credit

Introduces the nursing student to the concepts and techniques of dosage calculations and medication administration by a variety of routes. Learners will apply basic math concepts to complex conversion of dosages between and among various systems of weights and volumes. Learners will apply critical thinking skills to the calculation and administration of medications.

Prerequisite: Admission to the Nursing Program

— **NURSING** —

**NUR 106 - Medical and Surgical Nursing Concepts**

9 Credits

Introduces the student to the role of the nurse in assessing and meeting the medical and surgical nursing needs of adults across the life span in various health care settings. The student learns nursing concepts to assist the patient in achieving optimal functioning. Knowledge from foundational nursing, the sciences, pharmacology, and nutrition along with the continued integration of mental health and cultural concepts provides foundations for nursing care planning for medical and surgical clients.

Prerequisite: Admission to the Nursing Program

**NUR 109 - Fundamentals of Nursing**

8 Credits

Introduces theories and skills basic to the role of the nurse as provider of care, manager of care and member of the nursing profession. Emphasis is placed on introduction to critical thinking and the nursing process. Students will demonstrate a beginning level of competence in providing therapeutic nursing care for clients with common health alterations across the health continuum.

Prerequisite: Admission to the Nursing Program

**NUR 112 - Basic Concepts of Pharmacology**

2 Credits

Utilizes nursing process to introduce the basic concepts of pharmacology related to the actions, therapeutic and adverse effects, interactions of drugs, drug classification, and the basic pharmacology of commonly used medications. Emphasis is placed on therapeutic interventions and client education. Learners will apply knowledge gained in selected clinical settings situations in caring for a diversity of clients across the lifespan health illness continuum.

Prerequisite: Admission to the Nursing Program

— **NURSING** —

**NUR 150 - Nursing Care of Obstetric and Pediatric Clients**

7 Credits

Provides a family centered approach to professional nursing practice of the childbearing family and children across the health continuum. Emphasis is placed on the care of the perinatal client and children from birth through adolescence. The impact of psychosocial and cultural values and practices are explored. Legal and ethical accountability are integrated throughout the course.

Prerequisite: Admission to the Nursing Program

**NUR 169 - Transition to Practical Nursing**

5 Credits

Provide the student with a transition into the role of the practical nurse. Emphasis will be placed on distinguishing the practical nurses defined 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.

Prerequisite: Admission to the Nursing Program

**NUR 189 - Transition from LPN to ADN**

4 credits

Focuses on assisting the LPN to transition into a new role as an Associate Degree Nursing Student. Emphasis will be placed on roles and responsibilities of the ADN, nursing process, critical thinking, legal and ethical issues and nursing practice issues related to specialized skills and the care of special populations. The clinical focus will be care of the pediatric and obstetric client.

Prerequisite: LPN Licensure or permission of Nursing Director

**NUR 201 - IV Therapy for LPNs**

5 Credits

Provides LPNs with an opportunity to expand their nursing roles by learning appropriate procedures for intravenous therapy and venous blood withdrawal. The course includes lecture, laboratory practice and clinical experiences. The course prepares the student for IV certification under State Board of nursing Guidelines.

Prerequisite: Current License as an LPN in Colorado; current CPR certificate and clinical malpractice insurance.

— **NURSING** —

**NUR 206 - Advanced Concepts of Medical Surgical Nursing I**

8 Credits

Focuses on the role of the registered professional nurse as care provider, teacher, manager, professional, and advocate in meeting the nursing needs of adults across the life span. Utilizing the nursing process, the student is expected to integrate previous learning to assist the patient and family in achieving optimal functioning in various health care settings. PreRequisite: Admission to the Nursing Program

**NUR 211 - Nursing Care of Psychiatric Clients**

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 clinical conditions/disorders. PreRequisite: Admission to the Nursing Program

**NUR 212 - Pharmacology II**

2 Credits

Builds upon the concepts introduced in NUR 112 Pharmacology I regarding the safe administration of medications to clients across the health continuum. Utilizing the nursing process the student demonstrates understanding of the role of the nurse as provider of care, manager of care, and member of the profession. Emphasis is placed upon the therapeutic use of medications in the nursing care of individuals with complex health needs. The student is introduced to the calculation of complex intravenous drip rates. Prerequisite: Admission to the Nursing Program

**NUR 216 - Advanced Concepts of Medical Surgical Nursing II**

6 Credits

Continues to focus on the role of the registered professional nurse as care provider, teacher, manager, professional, and advocate in meeting the complex medical and surgical health care needs of adult clients. Utilizing the nursing process, the student is expected to integrate previous learning to assist the patient and family in achieving optimal functioning in various complex health care situations and settings. Prerequisite: Admission to the Nursing Program

**NUR 230 - Leadership, Management and Trends**

5 Credits

Introduces students to current trends in leadership and management concepts affecting the healthcare continuum and the practice of nursing. The student assumes the role of provider, manager of care and member of the discipline at the entry level into professional nursing. There is a practicum for application which may occur across the healthcare continuum, as the student manages groups of clients and health care personnel. The course will facilitate transition from student to the role of the graduate nurse. Prerequisite: Admission to the Nursing Program

— **PHYSICAL EDUCATION** —

**PED 100 - Beginning Golf**

1 Credit

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

**PED 101- Baseball**

1 Credit

Assesses the student's skill level in baseball. Emphasizes skill testing and game participation.

**PED 102 - Volleyball**

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.

**PED 103 - 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.

**PED 105 - 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.

**PED 107 - 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.

**PED 110 - Fitness Center Activity I**

1 Credit

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

— **PHYSICAL EDUCATION** —

**PED 111 - Fitness Center Activity II**

1 Credit

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

**PED 112 - 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.

**PED 116 - Weight Training**

1 Credit

Offers basic instruction and practice in weight training. Students utilize weight training equipment in accordance to their abilities and goals. Emphasizes weight training equipment orientation, correct lifting techniques, and basic program design for men and women. 30 Contact Hours

**PED 117 - 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.

**PED 136 - Advanced Weight Training**

2 Credits

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

**PED 137 - Varsity Sports**

1 Credit

Allows the student-athletes an opportunity to participate in a competitive varsity sports program.

— **PHYSICAL EDUCATION** —

**PED 176 - Special Topics**

1 Credit

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

**PED 210 - Fitness Center Activity III**

1 Credit

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

**PED 211 - Fitness Center Activity IV**

1 Credit

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

— **PHYSICAL EDUCATION & RECREATION** —

**PER 126 - 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.

**PER 129 - 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.

— *PHILOSOPHY* —

PHI 111 - Introduction to Philosophy

3 Credits

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

PHI 112 - Ethics

3 Credits

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

PHI 113 - Logic

3 Credits

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

— *PHYSICS* —

PHY 105 - Conceptual Physics

4 Credits

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

PHY 111- Physics: Algebra-Based I with Lab

5 Credits

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

Prerequisite: MAT 121



**— PHYSICS —****PHY 112- Physics: Algebra-Based II with Lab**

5 Credits

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

Prerequisite: PHY 111

**PHY 211- Physics: Calculus-Based I with Lab**

5 Credits

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

Prerequisite: MAT 201

**PHY 212- Physics: Calculus-Based I with Lab**

5 Credits

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

Prerequisite: PHY 211

— **POLITICAL SCIENCE** —

**POS 105 - Introduction to Political Science**

3 Credits

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

**POS 111 - American Government**

3 Credits

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

**POS 125 - American State and Local Government**

3 Credits

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

**POS 205 - International Relations**

3 Credits

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

**POS 225 - Comparative Government**

3 Credits

Focuses on a comparison of the basic features of selected developed and developing countries. Topics include ideologies, political parties, interest groups, and governmental institutions. Prerequisite: POS 105 recommended.

**— PSYCHOLOGY —**

**PSY 101 - General Psychology I**

3 Credits

Focuses on the scientific study of behavior including motivation, emotion, physiological psychology, stress and coping, research methods, consciousness, sensation, perception, learning and memory.

**PSY 102 - General Psychology II**

3 Credits

Focuses on the scientific study of behavior including cognition, language, intelligence, psychological assessment, personality, abnormal psychology, therapy, life span development, and social psychology.

**PSY 235 - Human Growth and Development**

3 Credits

Examines human development from conception through death emphasizing physical, cognitive, emotional and psycho-social factors.  
Prerequisite: Three hours of psychology or permission of instructor

**PSY 238 - Child Development**

3 Credits

Focuses on the growth and development of the individual from conception through childhood, emphasizing physical, cognitive, emotional, and psychosocial factors.  
Prerequisite: Three hours of psychology or permission of instructor

**PSY 239 - Adolescent and Adult Psychology**

3 Credits

Examines the growth and development of the individual from adolescence to death, emphasizing physical, cognitive, emotional and psychosocial factors.  
Prerequisite: Three hours of psychology or permission of instructor

**— READING —**

**REA 090 - College Preparatory Reading**

3 Credits

Enables the student to apply strategies for improving comprehension, developing vocabulary, and increasing rate for reading college textbooks.

— *REAL ESTATE* —

**REE 201 - Real Estate Brokers I**

6 Credits

Enables the student, in conjunction with REE 202 - Real Estate Brokers II, to meet the educational requirements of the Colorado Real Estate Commission for a Colorado Real Estate Brokers` license. This course includes Real Estate Law and Practice, practical applications, and Current Legal Issues.

Corequisite: REE 202

**REE 202 - Real Estate Brokers II**

6 Credits

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

Corequisite: REE 201.

— *SMALL BUSINESS MANAGEMENT* —

**SBM 121 Small Business Planning I**

9 Credits

Provides business owners systematic instruction to give them the tools to make sound business decisions based on the fields of study in Small Business Management. This course guides the student in the collection of necessary information to implement a computerized record keeping system, and to prepare a business plan. Discussions will include computer terminology, balance sheet concepts, accounting principles, computerized account reports, legal structures of a business, the basics of contract law, basic human resource management and the business plan components.

**SBM 122 Small Business Planning II**

9 Credits

Guides the student in the collection of necessary information to implement a computerized record keeping system, and to prepare a business plan. Discussions will include computer terminology, balance sheet concepts, accounting principles, computerized account reports, legal structures of a business, the basics of contract law, basic human resource management and the business plan components. Focuses on implementing a computerized record keeping system.

— **SMALL BUSINESS MANAGEMENT** —

**SBM 131 - Records and Computerization I**

9 Credits

Guides the student in the collection of necessary information to implement a computerized record keeping system for the small business owner/operator. Discussion will include computer terminology, application software, balance sheet concepts, accounting principles, computerized accounting reports and business plan components.

**SBM 132 - Records and Computerization II**

9 Credits

Covers the implementation of a computerized record keeping system for the small business owner/operator. Emphasis will be placed on the application and maintenance of an accurate set of computerized financial records, use of a filing system, and compiling a business plan. This course is a continuation of SBM 131.

Prerequisite: SBM 131

**SBM 141 - Financial Analysis and Planning I**

9 Credits

Covers how actual enterprise cost analysis is calculated to facilitate the development of whole business projected cash flow statements. All facets of record keeping and updating of data will be emphasized, including refining and maintaining of a current accounting system. This course includes the review and revision of business planning goals and objectives.

Prerequisite: SBM 132 or instructor's approval

**SBM 142 - Financial Analysis and Planning II**

9 Credits

Covers business analysis through the development of accurate cost and market value accrual balance sheets for the beginning and ending period for the small business owner/operator. Emphasis will be on the measurement and analysis of changes between the two balance sheets. Analysis will include the preparation of an accrual income statement. Financial ratios will be generated to understand their importance to business analysis. Data generated from an established record keeping system will provide the basis for the development of these accrual financial statements.

Prerequisite: SBM 141

**SBM 151 - Marketing and Risk Management I**

9 Credits

Emphasizes the identification of the strengths and weaknesses of the business and applying them in the development of plans for the business. Includes the development of marketing goals and objectives. The development of budgets, including marketing, into the total operating budget and activities of the business. Provide a review of existing financial trends and activities for further analysis of the small business, measuring past and present performance, and developing risk management plans.

Prerequisite: SBM 142 or instructor's approval

## — *SMALL BUSINESS MANAGEMENT* —

### **SBM 152 - Marketing and Risk Management II**

9 Credits

Continues from SBM 151 and provides more in-depth processes and planning to strengthen the operator's business through evaluation and planning based on the strengths and weaknesses of the business. The business operator will develop appropriate business, marketing, and risk management goals and objectives and be ready to initiate their implementation.

Prerequisite: SBM 151

### **SBM 153 - Marketing, Risk Management and E-Commerce I**

9 Credits

Introduces the development of web pages using structured design to document layout. This course provides the student with hands on, practical application in creating and maintaining a web page for small business owners. May include such concepts as, web page layout, text manipulation hyperlinks, graphics, graphics formats, data tables and file downloading requirements, development of the basic marketing plan, defining your market, listing your page with search engines, and working with multimedia and the web site.

### **SBM 154 - Marketing, Risk Management and E-Commerce II**

9 Credits

Introduces the development of web pages using structured design to document layout. This course is a continued study in e-commerce and marketing for small business owners. It provides the student with hands on, practical application in creating and maintaining a web page for small business owners.

## — *SCIENCE* —

### **SCI 155 - Integrated Science I - Physics and Chemistry**

4 Credits

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

### **SCI 156 - Integrated Science II - Earth and Life Science**

4 Credits

Examines earth and biological systems, living and non-living environments, through the application of fundamental energy and matter concepts. These systems and concepts will be explored in hands-on laboratory experiments.

Prerequisite: SCI 155

— **SOCIOLOGY** —

**SOC 101 - Introduction to Sociology I**

3 Credits

Examines the basic concepts, theories, and principles of sociology as well as human culture, social groups, and the social issues of age, gender, class, and race.

**SOC 102 - Introduction to Sociology II**

3 Credits

Examines social institutions and organizations from the macro perspective. Emphasizes issues of social change, demography, social movements, and conflicts and trends within education, religion, family, political, and economic structures.

**SOC 215-Contemp. Social Problems**

3 Credits

Explores current social issues that result in societal problems. It focuses on such issues as civil liberties, gender discrimination, substance abuse, crime, poverty, and social change.

Prerequisite: SOC 101 or PSY 101

**SOC 231 Sociology-Deviant Behavior**

3 Credits

Examines the nature, identification, and explanation of deviant categories. Theories, and philosophies as well as methods of treatment related to deviancy will also be considered. The course will study society's attempts to control, change, and institutionalize those acts, individuals or groups that a population may deem unacceptable.

Prerequisite: SOC 101 or PSY 101

— **SPANISH** —

**SPA 109 – Spanish for Travelers**

2 credits

Introduces the basic vocabulary and expressions useful to travelers in the Spanish speaking countries. The course will concentrate on the customs, traditions and cultural attitudes to be discovered by a visitor to the destination country. Cultural diversity and global awareness are integral to this course of study. This course does not fulfill Humanities Area Requirements. Not intended for transfer.

— *SPANISH* —

**SPA 111 - Spanish Language I**

5 Credits

Deals with the development of functional proficiency in listening, speaking, reading and writing the Spanish language.

**SPA 112 - Spanish Language II**

5 Credits

Continues Spanish Language I in the development of functional proficiency in listening, speaking, reading and writing the Spanish language.

Prerequisite: SPA 111 or permission of instructor

**SPA 211 - Spanish Language III**

3 Credits

Continues Spanish Language I and II in the development of increased functional proficiency in listening, speaking, reading and writing the Spanish language.

Prerequisite: SPA 112 or permission of instructor

**SPA 212 - Spanish Language IV**

3 Credits

Continues Spanish Language I, II and III in the development of increased functional proficiency in listening, speaking, reading and writing the Spanish language.

Prerequisite: SPA 211 or permission of instructor

— *STUDENT LEADERSHIP PROGRAM* —

**SLP 106- 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).

**SLP 107 - 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).



— **STUDENT LEADERSHIP PROGRAM** —

**SLP 206 - 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).

**SLP 207 - 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).

— **THEATRE** —

**THE 105 - Introduction to Theatre Arts**

3 Credits

Includes discussions, workshops, and lectures designed to discover, analyze and evaluate all aspects of the theatre experience: scripts, acting, directing, staging, history, criticism, and theory.

**THE 111 - Acting I**

3 Credits

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

**THE 112 - Acting II**

3 credits

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

**THE 131 - 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.

— THEATRE —

**THE 132 – 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.

**THE 188 – 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.

**THE 211 - Development of Theatre I**

3 Credits

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

**THE 212 - Development of Theatre II**

3 Credits

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

**THE 231 – 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.

**THE 232 – 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.

— **WATER QUALITY MANAGEMENT** —

**WQM 120 – Water Quality Equipment Maintenance**

4 Credits

Provides an in-depth understanding of mechanical and electrical equipment maintenance. Topics include correct use of power and hand tools, preventive maintenance and repair maintenance of pumps, motors, chlorinators, motor control units and other treatment plant equipment and safety procedures.

**WQM 124 - Water Certification Review for Class C and D**

3 Credits

Helps prepare students for the operator's certification test in water at the C and D level. Topics include water principles, mathematics, hydraulics, water filtration, chemical treatment, source control, basic operations, Colorado Primary Drinking Water Regulations, housekeeping, and laboratory analysis.

**WQM 125 - Wastewater Certification Review for Class C and D**

3 Credits

Helps prepare students for the operator's certification test in wastewater at the C and D level. Topics include wastewater principles, mathematics, hydraulics, conventional treatment of wastewater, wastewater sedimentation, Colorado Water Quality Control Act, biological treatment of wastewater, effluent standards for wastewater, sludge handling and disposal, disinfection, pumps, safety, housekeeping, and laboratory analysis.

**-NOTES-**

# Organization & Staff



## ORGANIZATION

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### State Board for Community Colleges and Occupational Education System

#### *MEMBERS*

John Trefny, SBCCOE Chair, 7th District

Rich Martinez, SBCCOE Vice Chair, 6th District

Maury Dobbie, 4th District

Jim Johnson, 5th District

Bernadette Marquez, At Large

Theresa Pena, At Large

Meg Porfido, 2nd District

Ken Well, 1st District

Ruth Ann Woods, 3rd District

#### *NON-VOTING MEMBERS*

Stephanie Irwin, Faculty Representative  
Front Range Community College

Ryan Manzanares, Student Representative  
Community College of Aurora

#### *SYSTEM PRESIDENT*

Dr. Nancy McCallin



COLORADO COMMUNITY  
COLLEGE SYSTEM

## Otero Junior College Advisory Council

The Otero Junior 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.

Joseph Cordo, La Junta, Colorado

Ryan Davis, Las Animas, Colorado

Suzanne Grant, Ordway, Colorado

Lorene Nelson, Rocky Ford, Colorado

Tracy Pepper, Swink, Colorado

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## Otero Junior College Foundation Board

The Otero Junior College Foundation is a charitable, non-profit corporation dedicated to raising funds for Otero Junior 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 Junior College Foundation is a 501(c)3 Non-profit Organization:  
# 84-1472517

Kevin Karney, Chairman; La Junta, Colorado

Candi Hill, Vice Chairman; Las Animas, Colorado

Gerry Oyen, Secretary/Treasurer; Las Animas, Colorado

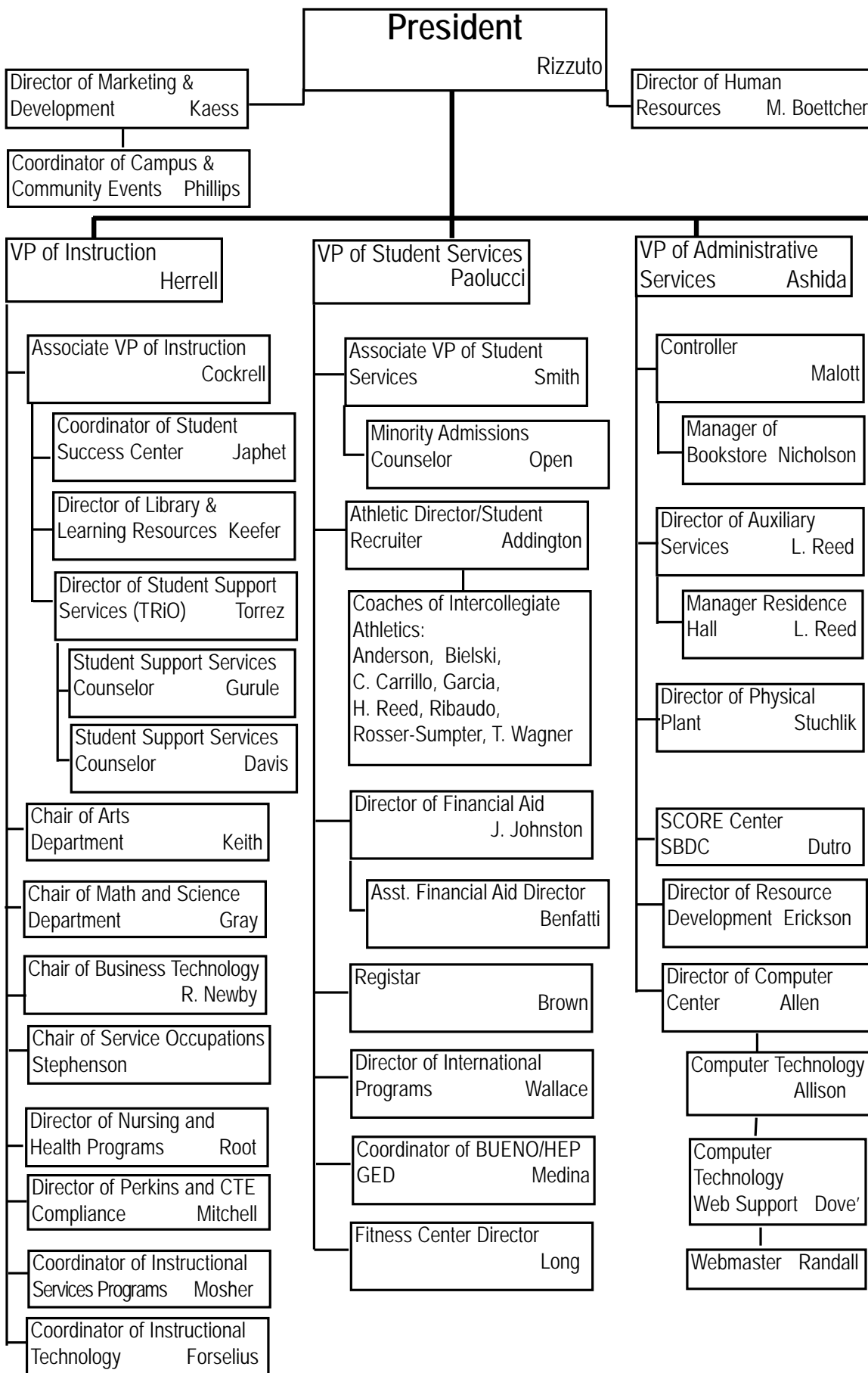
Jonathan Fox, Fowler, Colorado

Curtis Helsel, Lafayette, Colorado

John Knapp, Rocky Ford, Colorado

Vicki Powell, Ordway, Colorado

## 2011-2012 Otero Junior College Administrative Organization





## ***Full-Time Administrators, Faculty, and Staff***

*Year in parenthesis indicates first year of service at Otero Junior College*

- Addington, Gary B., Jr. (1997) .....Athletic Director/Student Recruiter  
B.S., Colorado State University; M.S., Adams State College  
McDivitt Center Gym, Room 117, 719-384-6859
- Allen, Mark (1990) .....Director, Computer Services  
A.A., Otero Junior College  
McBride Hall, Room 140, 719-384-6830
- Allison, Jim (1980) .....Information Technology  
A.A.S., Otero Junior College  
McBride Hall, Room 140, 719-384-6861
- Anderson, Melissa (2008) .....Coach, Volleyball, Men's and Women's Golf  
B.S., and M.E., East Central University  
McDivitt Center Gym, Room 203 719-384-6927
- Bamber, Lisa (1997, 2010) .....English Faculty  
B.A., M.A., Colorado State University-Fort Collins  
Humanities Center, Room 150, 719-384-6820
- Barela, Melissa (2008) .....Vocational Tutor  
A.A., Otero Junior College; B.S. Colorado State University Pueblo  
McBride Hall, Room 129, 719-384-6945
- Beadles, Wayne (2003) .....Math Faculty  
B.S., Colorado State University; M.A., University of Northern Colorado  
Humanities Center, Room 146, 719-384-6836
- Benfatti, Angela (2011) .....Director, Financial Aid  
B.A., CSU-Fort Collins  
McBride Hall, Room 132, 719-384-6985
- Bielski, Mike .....Head Men's Soccer Coach  
A.A., Online Junior College; B.A. California State University  
McDivitt Center Gym, Room 113, 719-384-6808

## ***Full-time Administrators, Faculty, and Staff***

- Blackford, Miner (1999) .....Director, Law Academy  
CLETA Certificate, Trinidad State Junior College, B.S., National University  
McBride Hall, Room 128, 719-384-6867
- Boettcher, Fred L. (1992) .....History/Political Science Faculty  
B.S., Concordia Teachers College; M.S., Central Missouri State University  
Humanities Center, Room 110, 719-384-6807
- Boettcher, Marlene F. (1991) .....Director, Human Resources  
B.S., University of Colorado; Certified Public Accountant  
Macdonald Hall, Room 221, 719-384-6824
- Brown, Rana (2011) .....Registrar  
A.A., Otero Junior College; B.A., Adams State College; M.A. Adams State College  
McBride Hall, Room 132, 719-384-6949
- Bullock, Christine (2010) .....Business Faculty  
B.S., University of New Mexico  
McDivitt Hall, SCORE Center, 719-384-6963
- Canaday, John (2012) .....Director of Physical Plant  
  
Physical Plant, 719-384-6819
- Carrillo, Chris (2003) .....Men's Baseball Head Coach  
B.A., M.A., Adams State College  
McDivitt Center Gym, Room 116, 719-384-6973
- Cockrell, David (2011) .....Associate Vice President of Instruction  
B.A., M.S., University of Pennsylvania; M.S., Ph.D., University of Idaho.  
Macdonald Hall, Room 112, 719-384-6886
- Collins, Tamra (2000) .....Business Faculty  
B.S., Fort Hays State University; M.B.A., University of Phoenix  
McBride Hall, Room 108, 719-384-6855

## ***Full-time Administrators, Faculty, and Staff***

- Collymore, Kimberly (2011) .....Nursing Faculty  
A.A., Otero Junior College; BSN, Univ. of N.M.; MSN, Univ. of Colo. at Colo. Springs  
Humanities Center, Room 121, 719-384-6837
- Cox, Tejana (2009) .....Nursing Faculty  
A.D.N., Otero Junior College; B.S.N. Grand Canyon University  
Life Science, Room 114, 719-384-6826
- Davis, Albert (2011) .....Student Support Services Career and Financial Advisor  
B.A., University of Northern Colorado  
Wheeler Hall, Room 116, 719-384-6944
- Dorenkamp, Tammy (2004) .....Director, Cosmetology Career Academy  
Colo Career and Technical Education Credential; Colo. Cosmetology Licenses.  
McDivitt Hall, Room 100, 719-384-6991
- Dove' Rhonda (2005) .....Computer Technology Tech/Portal Administrator  
A.A., Otero Junior College; MSCE, MCP certified, OJC; CCNA certified, Logilent  
McBride Hall, Room 140, 719-384-6982
- Dutro, Bill (2009) .....Director for the Small Business Management Center  
B.S.; M.S., Century University  
McDivitt Hall, SCORE Center, 719-384-6959
- Engler, Debbie (2010) .....Tutor  
A.A., Otero Junior College; B.A., Adams State College; B.S., Devry University  
McBride Hall, Room 129, 719-384-6862
- Erickson, Teri (2006) .....Director, Resource Development  
B.A., Adams State College  
SCORE Center, 719-384-6962
- Forselius, Vanessa (2007) .....Coordinator of Education Technology  
B.A., M.A., Oklahoma State University  
McBride Hall, Room 140, 719-384-6839

### ***Full-time Administrators, Faculty, and Staff***

- Gabehart, Warren Doug (1999) .....Auto Mechanics Faculty  
Master Automotive Technician, National Education Center Automotive Institute  
McDivitt Hall, Room 114, 719-384-6871
- Gallegos, Lisa (2002) .....STEM Grant Project Director  
A.S., Otero Junior College; B.A., Adams State College; M.E., Lesley College  
Macdonald Hall, Room 110, 719-384-6951
- Garcia, Ben (2011) .....Head Women's Softball Coach  
B.A., Colorado State University-Pueblo  
McDivitt Center Gym, Room 115, 719-384-6928
- Gray, Joel L. (1994) .....Chair, Math and Science Department  
B.A., M.A., University of Northern Colorado; Ph.D., Colorado State University  
Wheeler Hall, Room 119, 719-384-6892
- Gurule, Seferino (2012) .....Student Support Services TRiO Transfer Advisor  
A.A, Pueblo Community College; B.A., Colorado State University-Pueblo  
Wheeler Hall, Room 116, 719-384-6815
- Hall, Allison (2012) .....Career Counselor  
B.A., Sterling College  
McBride Hall, Room 132, 719-384-6931
- Havill, Dale (2009) .....Psychology Faculty  
B.S., San Jose State University; B.S. Colorado State University;  
M.A., Ph.D., University of California Santa Barbara.  
Humanities Center, Room 151, 719-384-6827
- Herrell, James (2000) .....VP of Instructional Services  
B.A., University of Northern Colorado; M.A., University of Northern Colorado  
Macdonald Hall, Room 111, 719-384-6885

## ***Full-time Administrators, Faculty and Staff***

Japhet, Shawn (2004) .....Coordinator, Student Success Center  
A.A. Otero Junior College; B.S., National American University  
McBride Hall, Room 129, 719-384-6862

Johnson, Jaclynn (1999) .....Nursing Faculty  
B.S.N., University of New Mexico; M.S.N., University of Phoenix  
Life Science, Room 118, 719-384-6838

Johnston, Jennifer (2009) .....Controller  
A.A, Otero Junior College; B.S., University of Southern Colorado  
Macdonald Hall, Room 210, 719-384-6841

Kaess, Almabeth (2001) .....Director of Marketing and Development  
B.A., University of Southern Colorado; M.L.E. Mid-American Christian University  
Macdonald Hall, Room 100, 719-384-6857

Kalaher, Steven (2007) ..... Art Faculty  
B.A., University of Southern Colorado; M.A., M.F.A., Fort Hays State University  
Humanities Center, Room 116, 719-384-6866

Karle, Cindy (2007) .....Coordinator of Grants and Data  
Barnes Business College Certificate  
Business Office, Macdonald Hall, Room 210, 719-384-6844

Keefer, Sue (2010) .....Director of Library and Learning Resources  
A.A., Sauk Valley College; B.J., University of Missouri-Columbia; MLS, Emporia State  
Wheeler Hall, Room 103, 719-384-6946

Keith, RuAnn (2005) .....Chair, Arts Department  
B.A., Coe College; M.A., University of New Mexico; Ph.D., Georgia State University  
Humanities Center, Room 109, 719-384-6814

Korbitz, Mark (2012) .....Science Faculty  
B.S, State University of New York; M.S., Vancouver University

Leininger, Barbara (2003) .....Math Faculty  
B.S., University of Wyoming  
McBride Hall, Room 117, 719-384-6931

## ***Full-time Administrators, Faculty and Staff***

- Long, Kurt (2011) .....Fitness Center Director  
A.A., Otero Junior College; B.S. Colorado State University-Pueblo  
McDivitt Center Gym 118, 719-384-6916
- Mahoney, Glenda Kay (2007) .....Nursing Faculty  
A.D.N., Otero Junior College  
Life Science, Room 114, 719-384-6898
- Maloney, Barbara (2012) .....Biology Faculty
- Malott, Pat (1999) .....Vice President, Administrative Services  
B.S., Colorado State University; Certified Public Accountant  
Macdonald Hall, Room 210, 719-384-6823
- McClure, Warren (2009) .....Biology Faculty  
B.S., Fort Lewis College; M.S., University of Texas-Houston  
Humanities Center, Room 147, 719-384-6803
- McCuiston, Jim (1997) .....Agri-Business Management Faculty  
Vocational Education Credentials  
McBride Hall, Room 124, 719-384-6851
- McElroy, Diane (1995) .....Nursing Faculty  
A.D.N., Otero Junior College; B.S.N., University of New Mexico; M.S.N., Univ. of Phoenix  
Life Science Building, Room 122, 719-384-6899
- McGrath, T. Shawn (2010) .....Science Faculty  
B.S., Adams State College; M.S., University of North Carolina  
Humanities Center, Room, 145, 719-384-6845
- Medina, Margaret (1997) .....Coordinator, BUENO/HEP GED  
B.S., and M.A., University of Colorado  
Humanities Center, Room 131, 719-384-6848

## ***Full-time Administrators, Faculty and Staff***

- Miller, Beverlee (2012) .....Fitness Center Associate  
McDivitt Center Gym, Room 118, 719-384-5758
- Miller, Kelsey (2012) .....Assistant Financial Aid Officer
- Miner, Rebecca (2011) .....Assistant Volleyball Coach, Assistant Controller  
A.A., Otero Junior College; B.S., CSU-Pueblo  
Macdonald Hall, Room 210, 719-384-6842
- Mitchell, Nancy (1986) . . . . .Director of Perkins/Career & Technical Education Compliance  
B.S.W., Colorado State University  
McBride Hall, Room 151, 719-384-6800
- Mosher, Denise (2005) .....Instructional Services Programs Coordinator  
B.S., Winona State University  
Macdonald Hall, Room 110, 719-384-6884
- Myers, Mack (2003) .....Agri-Business Management Faculty  
B.S., M.S., Colorado State University, PhD. Oklahoma State University  
McBride Hall, Room 124, 719-384-6851
- Newby, Margaret (2011) .....Student Support Services Tutor  
A.A., Otero Junior College, B.A. Regis University  
Wheeler Hall, Room 116,, 719-384-6846
- Newby, Ralph E. (1987) .....Chair, Business Technologies  
B.A., Adams State College; M.S., University of Southern Colo.; MCP, MCSE, MOUS  
McBride Hall, Room 109, 719-384-6853
- Nicholson, Debra (1993) .....Manager, Bookstore  
A.A., Otero Junior College, B.S., Adams State College  
Student Center Bookstore, Room 112, 719-384-6889
- O'Conner, Brendan (2007) . . . . .Assistant Men's Basketball Coach/UCCS Coordinator  
B.S., Northern State University  
McDivitt Center Gym, Room 109, 719-384-6921

Ormiston Samme (2003) . . . . .Business Faculty, Director of Leadership Program  
B.S., Oklahoma Panhandle University; M.B.A., Southwestern Oklahoma State Univ.  
McBride Hall, Room 111, 719-384-6850

Osborn James (2009) . . . . .Vocational Tutor  
A.A., Otero Junior College; B.S. Colorado State University Pueblo  
McBride Hall, Room 129, 719-384-6860

Osborne Justin (2012) . . . . .Ag Science Faculty  
B.S., Colorado State University  
McDivitt Hall, Room 135, 719-384-6964

Paolucci, Jeffrey M. (1992) . . . . .VP for Student Services  
A.A., Otero Junior College; B.S., B.A., University of Southern Colorado  
McBride Hall, Room 132, 719-384-6833

Peck, William (2011) . . . . .Physical Science Faculty  
B.S. Valdosta State University; M.S. University of Wyoming  
Humanities Center, Room 147

Petramala, Sarah (2012) . . . . .STEM Grant Program Assistant  
A.A., Otero Junior College; B.S. Colorado State University, Pueblo  
Macdonald Hall, Room 110, 719-384-6951

Phillips, Debbie (2002) . . . . .Coordinator of Campus and Community Events  
A.A., Otero Junior College; B.A., Adams State College  
Humanities Center, Room 119, 719-384-6863

Randall, Guy (2006) . . . . .Webmaster  
A.A., Coconino Community College  
McBride Hall, Room 140, 719-384-6957



## ***Full-time Administrators, Faculty and Staff***

Reed, Houston (2006) .....Head Men's Basketball Coach  
A.A., Otero Junior College; B.A., Northern State University  
McDivitt Center, Room 202, 719-384-6828

Reed, Leah (2009) .....Director, Auxiliary Services  
A.A., Otero Jr. College; B.S., North. St University; M.S.; University of Northern Colo.  
Wunsch Hall, 719-384-6975, Student Center, 719-384-6890

Reeves, Cheryl (2012) .....Math Faculty

Ribaudo, Donald (2012) .....Head Women's Soccer Coach  
B.S. and M.S., California State University, Chico  
McDivitt Gym, Room 114, 719-384-6880

Richter, Danielle .....Residence Hall Manager  
Wunsch Hall, 719-384-6975

Richter, Travis (2007) .....Assistant Men's Baseball Coach  
A.A., Otero Junior College; B.A., Columbia College  
McDivitt Center Gym , Room 116, 719-384-6859

Rizzuto, James T. (2001) .....President  
A.A., Otero Junior College; B.A., University of Colorado; M.A., Thunderbird University  
Macdonald Hall, Room 101, 719-384-6821

Roberts, Christina (2003) .....English Faculty  
A.A., Otero Junior College, B.A., Univ. of Northern Colo. M.A., Northern Arizona Univ.  
Humanities Center, Room 152, 719-384-6847

### ***Full-time Administrators, Faculty and Staff***

- Root, Denise (1990) . . . . . Director of Nursing and Health Occupations  
B.S.N., University of Southern Colorado; M.S.N., Regis University  
Life Science Building, Room 114, 719-384-6894
- Rosser-Sumpter, Linsay (2009) . . . . . Head Rodeo Coach/Agriculture Business Faculty  
B.S., California Polytechnic State University  
McDivitt Center Gym, Room 119, 719-384-6876
- Salas, Betty (2008) . . . . . Nursing Faculty  
B.S.N., Regis University  
Humanities Center, Room 123, 719-384-6872
- Samaniego, Robert (1999) . . . . . Business Faculty  
B.S., B.A., University of Southern Colorado; M.B.A., Colorado State University - Pueblo  
McBride Hall, Room 110, 719-384-6940
- Short, Genia (2001) . . . . . Coordinator, Landscape Design  
A.A., Otero Junior College; Vocational Certificate, Northeastern Junior College  
Physical Plant, 719-384-6941
- Simpson, Stephen (2006) . . . . . Humanities Faculty  
B.A., Colorado State University; M.A., University of Oklahoma  
Humanities Center, Room 108, 719-384-6913
- Smith, Brad (2000) . . . . . Associate VP of Student Services  
A.A., Otero Junior College; B.A., M.A., Regis University  
McBride Hall, Room 132, 719-384-6869
- Soechting, Deanna (2009) . . . . . Developmental English and Reading  
A.A., Otero Junior College; B.A., CSU-Pueblo; M.A., Adams State College  
Humanities Center, 107, 719-384-6865
- Stephenson, Tami (2004) . . . . . Chair, Service Occupations, ECE Faculty  
A.A., Otero Junior College; B.S., Panhandle State University; M.A., Regis University  
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## ***Full-time Administrators, Faculty and Staff***

- Tabor, Marilyn (2005) .....Nursing Faculty  
B.S.N., University of Phoenix; M.S.N., Colorado State University-Pueblo  
Life Science, Room 116, 719-384-6813
- Torrez, Gwen (2010) .....Director Student Support Services  
A.A., Otero Junior College; B.S.W.; CSU-Pueblo; M.S.W.; CSU-Fort Collins  
Wheeler Hall, Room 116, 719-384-6835
- Tyscka, Lavona (2011) .....Nursing & Health Programs Retention Specialist  
B.S., CSU-Pueblo; M.A., Adams State College  
McBride Hall, Room 129B, 719-384-6878
- Valdez, Monica (2010) .....Cosmetology Faculty  
Cosmetology Certificate, Americana Beauty College, CTE Credential  
McDivitt Hall, Room 101, 719-384-6992
- Wallace, Rochelle (2009) .....Director of International Programs  
B.A., University of Evansville; M.A., University of Southern Indiana  
Humanities Center, Room 105, 719-384-6805
- Wyckoff, Jenna (2010) .....Nursing Faculty  
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Life Science, Room 120, 719-384-6806

## **PART-TIME FACULTY AND STAFF**

- Baublits, Tim (2000) .....Speech  
B.A., University of Northern Colorado
- Bemiss, Susan E. (1976) .....Education  
B.A., M.A., University of Northern Colorado
- Blackford, Darlene R. (1978) .....Aerobics, Nutrition  
B.S., Colorado State University, M.E., Lesley University
- Blevins, Tracy (2008) .....Geography  
B.A., University of Northern Colorado

**PART-TIME FACULTY AND STAFF**

- Carillo, Richard (2000) .....Anthropology  
A.A., Otero Junior College; B.A., University of Kansas
- Carson, John .....History  
B.A., Fort Lewis College
- Darnell, Kent (2007) .....EMS  
EMS Certified
- DuBois, John R. (2001) .....Real Estate  
Licensed Real Estate Broker, Vocational Education Credentials
- Duff, Scott (2011) .....Water Quality Management
- Erickson, Michael (1998) .....English  
B.S., Loyola University; M.A., University of Chicago; M.S., University of Rochester
- Fowler, Diane (2005) .....Nursing  
B.S.N., Goshen College
- Fransua, Deena (1981) .....Sociology  
B.S.W., Colorado State University; M.S.W., University of Denver
- Hood, Kendra J. (1997) .....Agri-Business Management  
B.S., Colorado State University
- Jackson, Jeffrey (2003) .....Computer Science  
A.S., Otero Junior College
- Jackson, Jennifer (1999) .....OJC Dance Director  
A.A.S. Otero Junior College  
Humanities Center, Room 122, 719-384-6812
- Jordan, Sara (2011) .....Assistant Softball Coach  
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McDivitt Gym, Room 112, 719-384-6928
- McCouston, J.W., (2011) .....Assistant Rodeo Coach  
B.A. Texas Tech University  
McDivitt Center Gym, Room 119, 719-384-6876

**PART-TIME FACULTY AND STAFF**

- Miller, Justin (2006) .....Music  
B.A., Fort Hays State University
- Mills, Gale (2002) .....Mathematics  
B.S., Iowa State University
- Montejano, Kim (2009) .....Nursing Faculty  
A.D.N., Otero Junior College,  
Life Science, Room 120, 719-384-6825
- McCullan, Amanda (2012) .....Assistant Women's Soccer Coach  
B.A., St. Mary's University  
McDivitt Center Gym, Room 112, 719-384-6956
- Mueller, Brenda (2003) .....Psychology  
B.A., M.A., University of Northern Iowa
- Reece, James (2008) .....Music  
B.A., Eastern Michigan University
- Rees, Dean (1999) .....Music/Choir  
B.M.E., University of Northern Colorado; M.M., Manhattan School of Music
- Reeves, Larry .....EMS  
EMS Certification
- Rizzuto, Don (1994) .....Business  
A.A., Otero Junior College; B.A., Southern Colorado State College
- Robertson, Sylvia (2008) .....Nursing  
B.S.N., Grand Canyon University
- Rodriguez, Mario (2008) .....EMT  
EMT/Paramedic

### PART-TIME FACULTY AND STAFF

- Sanchez, Steven (2005) .....Education  
B.S., University of Southern Colorado; M.A., University of Phoenix
- Schwab, Jimmy .....Nursing  
B.S., Walla Walla College, McBride Hall, Room 107, 719-384-6987
- Siefkas, Donna (2010) .....Early Childhood Education  
B.S. Colorado State University-Fort Collins  
McBride Hall, Room 107, 719-384-6987
- Tucker, Diane (2002) .....Art  
B.A., Northeastern Illinois University; M.A., University of Denver
- Vialpando, Abel (1975) .....English and Spanish Faculty  
A.A., OJC; B.A., University of Southern Colorado; M.A., Interamerican University
- Walisky, Michael A. (2001) .....Real Estate  
Licensed Real Estate Broker

### CLASSIFIED STAFF

- Achatz, Peggy (2007) .....Accounting Technician I  
McBride Hall, Room 132 719-384-6843
- Becerra, Michael (1997) .....Custodian I  
Auxiliary Services, Student Center, 719-384-6890
- Carrica, Ronald (1995) .....Structural Trades II  
Physical Plant, 719-384-6818
- Encinias, Theresa (1999) .....Library Technician I  
Library, Wheeler Hall, Room 102, 719-384-6881
- Florez, Victoria (2008) .....Custodian III  
Physical Plant, 719-384-6818
- Freidenberger, Irma (2012) .....Custodian I  
Physical Plant, 719-384-6818
- Freidenberger, Ted (2005) .....Security I  
Physical Plant, 719-469-2613

**CLASSIFIED STAFF**

Fritch, Alisa (1998) .....Library Technician I  
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Physical Plant, 719-384-6818

Gonzales, Ronnie (2012) .....Custodian I  
Physical Plant, 719-384-6818

Horton, Janice (2011) .....Administrative Assistant I  
McBride Hall, Room 132, 719-384-6971

Horton, Rebecca (2008) .....Accounting Technician I  
Macdonald Hall, Room 210, 719-384-6858

Juul, Kim (2006) .....Administrative Assistant II  
Student Services, McBride Hall, Room 132, 719-384-6948

Lease, Becci (1994) .....Administrative Assistant I  
Nursing, Life Science, Room 114, 719-384-6898

Leyba, Nick (2007) .....Custodian I  
Physical Plant, 719-384-6818

Martinez, Ernest (2000) .....Custodian I  
Physical Plant, 719-384-6818

Mendoza, Jaime (2008) .....Grounds/Nursery I  
Physical Plant, 719-384-6818

Paugh, Kurt (2008) .....Custodian I  
Auxiliary Services, Student Center, 719-384-6890

Peteque, Edward (1985) .....Maintenance Mechanic I  
Physical Plant, 719-384-6818

Talmich, Joe (1995) .....Custodian I  
Auxiliary Services, Student Center, Room 120, 719-384-6872

Weaver, Casey (2008) .....Grounds/Nursery I  
Physical Plant, 719-384-6818

**EMERITUS FACULTY AND STAFF**

Armstrong, Thomas J. (1984 - ret. 2007)	Vice President of Instruction
Ashida, Gary (1988 - ret. 2012)	Vice President of Administrative Services
Fisher, Maxine (1989 - ret. 2011))	Student Services
Florez, Roger (1987 - ret. 2008)	Physical Plant
Guerrero, Joe (1969 - ret. 2004)	Physical Plant
Hammontree, Janice (1976 - ret. 2004)	Early Childhood Professions
Hensley, Judith (1965 - ret. 2007)	Psychology
Hibbs, Sallie (1975 - ret. 2009)	International Relations
Jaramillo, Sam (1981 - ret. 2005)	Physical Plant
Johnson, Ken (1979 - ret. 2005)	Electrician
Jones, Ruby (1995 - ret. 2004)	Agri-Business Management
LoVette, Diane (1998 - ret. 2008)	Nursing
Martin, Kent S. (1966 - ret. 2004)	Biological Sciences
Mascarenas, Charlyn (1983 - ret. 2009)	Early Childhood Education
Mariscal, Susie (1976 - ret. 2008)	Human Resources Assistant
Mata, Catherino (1980 - ret. 2011)	Physical Plant
Otteman, Carl (1992- ret. 2011)	Director of Auxiliary Services
Pearson, Ken (1980 - ret. 2009)	Physical Plant
Schiro, Jan (1978 - ret. 2010)	Student Services
Six, Becky (1991 - ret. 2008)	Educational Assistance Center
Stafford, W. Edward (1967 - ret. 2004)	English, Theatre
Stuchlik, Wayne W. (1987 - ret. 2007)	Director of Physical Plant
Vialpando, Abel (1975 - ret. 2011)	English and Spanish Faculty
Wallace, Ardith (1992 - ret. 2009)	Arts Department
Walsh, Timothy F. (1970- ret. 2004)	English/Literature
Zumwalt, Alfred (1980 - ret. 2007)	Security



Gary Ashida, VP of Administrative Services  
Retired 2012



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