

# 2014-2016 CATALOG



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OJC Campus Tour with President Rizzuto



OJC Cosmetology Career Academy



OJC Career and Technical Education Programs



OJC Nursing Program

# Otero Junior College

## Catalog

of

## Educational Programs

and

## Services

### 2014 - 2016

1802 Colorado Avenue  
La Junta, Colorado 81050

(719) 384-6831

[www.ojc.edu](http://www.ojc.edu)



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*Nothing in this Catalog is intended to create (nor shall be construed as creating) an expressed or implied contract. The College reserves the right to modify, change, delete, or add to, as it deems appropriate, the policies, procedures, and other general information in this Catalog.*

# OTERO

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## 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 receive 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.

Sincerely,  
James T. Rizzuto  
President



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[www.ojc.edu](http://www.ojc.edu)



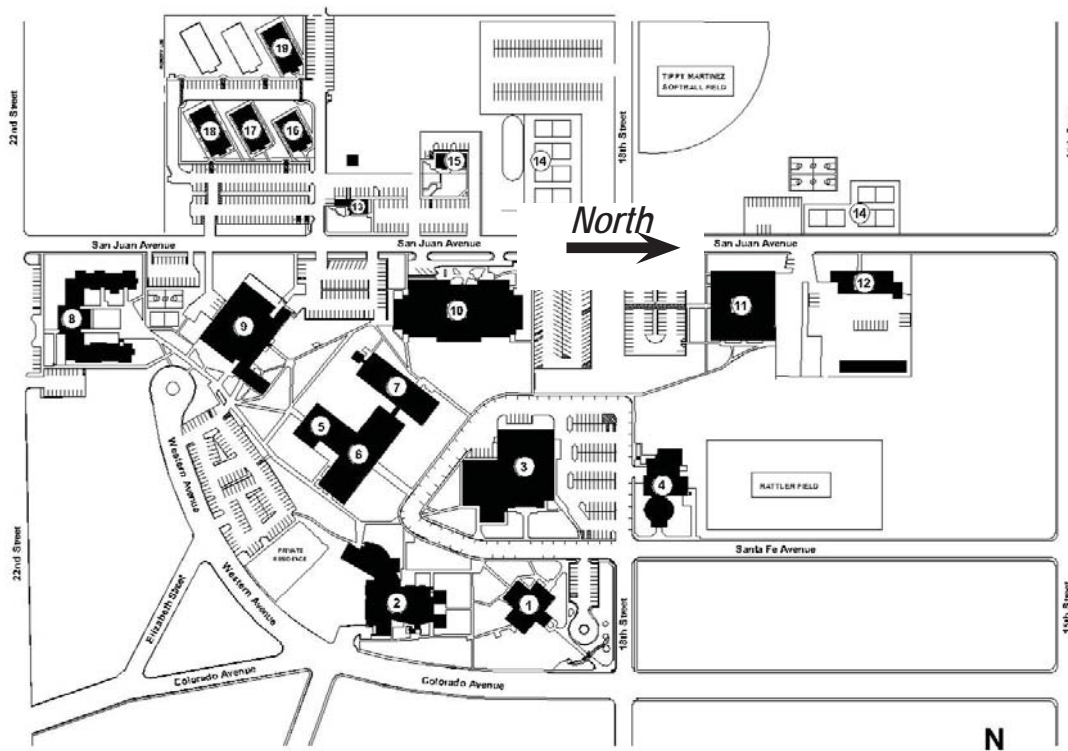
Founded in 1941, Otero Junior College is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. Within two years, students at OJC can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science or Associate of General Studies. Agreements with all 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-semester to two-year certificate programs available that will have them on the job upon completion. 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 Basketball, Golf, Rodeo, Soccer, Softball and Volleyball. 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>1. <b>Macdonald Hall</b><br/>Administration and Welcome Center</p> <p>2. <b>Humanities Center</b><br/>Ed Stafford Theatre - Classrooms<br/>Faculty Offices</p> <p>3. <b>McDivitt Center</b><br/>Gymnasium - Fitness Center<br/>Coaches' Offices</p> <p>4. <b>Koshare Indian Museum &amp; Kiva</b></p> <p>5. <b>Learning Commons in Wheeler Hall</b><br/>Wheeler Library<br/>Student Success Center<br/>TRIO Student Support Services</p> <p>6. <b>Wheeler Hall</b><br/>Classrooms - Labs - STEM Center</p> <p>7. <b>Life Sciences</b><br/>Nursing - Classrooms - Labs<br/>Faculty Offices</p> <p>8. <b>Wunsch Hall Dormitory</b></p> | <p>9. <b>Student Center</b><br/>Bookstore, Cafeteria, Rattler Den<br/>Banquet Room, Conference Rooms</p> <p>10. <b>McBride Hall</b><br/>Student Services - Classrooms<br/>Computer Center- Faculty Offices<br/>Math Lab</p> <p>11. <b>McDivitt Hall</b><br/>Cosmetology - SCORE Center<br/>Auto Tech. - Agriculture Science</p> <p>12. <b>Maintenance</b></p> <p>13. <b>Student Housing</b></p> <p>14. <b>Recreation Area</b></p> <p>15. <b>Colorado State Forest Service</b></p> <p>16 - 19 <b>E. J. Conley Residence Hall</b><br/>(A - B - C - D)</p> <p>20. <b>South Site (Annex E)</b> (not shown)<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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# 2014-2015 COLLEGE CALENDAR

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## FALL SEMESTER - 2014

Tuesday, August 12	Faculty and All Staff Meeting
Saturday, August 16	OJC Housing Opens
Sunday, August 17	OJC Housing Opens & New Student Orientation
Monday, August 18	Classes Begin
Monday, September 1	Labor Day/No Classes
Wednesday, September 3	Last Day to Drop Classes and Receive a Refund
Tuesday, October 7	Professional Staff Development Day. No Day Classes
Monday, October 27	Early Registration for Spring Semester Begins
Tuesday, November 11	Last Day to Withdraw from Classes Earning a "W"
Friday, November 21	Thanksgiving Vacation Begins at 5:00 p.m.
Monday, December 1	Classes Resume
Friday, December 5	Last Instruction Day of the Semester
Monday - Wednesday, Dec. 8-10	Final Exams
Friday, December 12	Final Grade Reports Due

## SPRING SEMESTER - 2015

Thursday, January 8	Faculty and All Staff Meeting
Sunday, January 11	New Student Orientation
Monday, January 12	Classes Begin
Tuesday, January 27	Last Day to Drop Classes and Receive a Refund
Monday - Friday, March 16-20	Spring Break
Monday, March 23	Classes Resume
Monday, March 23	Early Registration for Summer/Fall Semesters Begins
Friday, April 10	Last Day to Withdraw from Classes Earning a "W"
Friday, May 1	Last Day of the Semester
Saturday, May 2	Graduation
Tuesday, May 5	Final Grade Reports Due

## SUMMER SESSION - 2015 (8 week session)

Monday, June 1	Classes Begin
Monday, June 8	Last Day to Drop Classes and Receive a Refund
Friday, July 3	Holiday Break
Wednesday, July 15	Last Day to Withdraw from Classes Earning a "W"
Friday, July 24	Last Day of the Semester

## SUMMER SESSION - 2015 (10 week session)

Monday, June 1	Classes Begin
Wednesday, June 10	Last Day to Drop Classes and Receive a Refund
Friday, July 3	Holiday Break
Monday, July 27	Last Day to Withdraw from Classes Earning a "W"
Friday, August 7	Last Day of the Semester

## 2015-2016 COLLEGE CALENDAR

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### FALL SEMESTER - 2015

Tuesday, August 11	Faculty and All Staff Meeting
Saturday, August 15	OJC Housing Opens
Sunday, August 16	OJC Housing Opens & New Student Orientation
Monday, August 17	Classes Begin
Wednesday, September 2	Last Day to Drop Classes and Receive a Refund
Monday, September 7	Labor Day/No Classes
Tuesday, October 6	Staff Professional Development. No Day Classes
Monday, October 26	Early Registration for Spring Semester Begins
Tuesday, November 10	Last Day to Withdraw from Classes Earning a "W"
November 23-27	Thanksgiving Vacation <i>To Be Determined</i>
Monday, November 30	Classes Resume
Wednesday, December 9	Last Instruction Day of the Semester
Monday - Wednesday, Dec. 7-9	Final Exams
Friday, December 11	Final Grade Reports Due

### SPRING SEMESTER - 2016

Thursday, January 7	Faculty and All Staff Meeting
Sunday, January 10	New Student Orientation
Monday, January 11	Classes Begin
Tuesday, January 26	Last Day to Drop Classes and Receive a Refund
Monday - Friday, March 21-25	Spring Break
Monday, March 28	Classes Resume
Monday, March 28	Early Registration for Summer/Fall Semesters Begins
Friday, April 8	Last Day to Withdraw from Classes Earning a "W"
Friday, April 29	Last Day of the Semester
Saturday, April 30	Graduation
Tuesday, May 3	Final Grade Reports Due

### SUMMER SESSION - 2016 (8 week session)

Monday, June 6	Classes Begin
Monday, June 13	Last Day to Drop Classes and Receive a Refund
Monday, July 4	Holiday Break
Wednesday, July 13	Last Day to Withdraw from Classes Earning a "W"
Friday, July 29	Last Day of the Semester

### SUMMER SESSION - 2016 (10 week session)

Monday, June 6	Classes Begin
Wednesday, June 13	Last Day to Drop Classes and Receive a Refund
Monday, July 4	Holiday Break
Monday, July 25	Last Day to Withdraw from Classes Earning a "W"
Friday, August 5	Last Day of the Semester

## GENERAL INFORMATION ---

Nothing in this Catalog is intended to create (nor shall be construed as creating) an expressed or implied contract. The College reserves the right to modify, change, delete, or add to, as it deems appropriate, the policies, procedures, and other general information in this Catalog.

### *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 entry-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.

## ***Purpose Statements - continued***

**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.

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: 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60602-1411. Telephone: 312-263-0456 | 800-621-7440 | Fax: 312-263-7462 | [www.ncahlc.org](http://www.ncahlc.org)

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

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 8,000. Located in a rich, irrigated farming community, it also has several manufacturing industries. Major employers in the area include: Oliver Manufacturing, DeBourgh Manufacturing Company, Southeast Colorado Power, Falcon Industries, Arkansas Valley Regional Medical Center, and Lewis Bolt and Nut. La Junta is also a hub for livestock and produce markets.

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

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

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





## ***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.

### ***Otero Junior College and the Colorado Community College System Common Student Code of Conduct Statements***

Conduct that violates student rights and freedoms and is subject to disciplinary action includes, but is not limited to:

#### **1. Academic Misconduct:**

Plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Students who engage in any type of academic dishonesty are subject to both academic consequences as determined by the instructor and to disciplinary action as outlined in the Otero Junior College disciplinary procedures.

#### **2. Disruptive Behavior:**

Engaging in any disruptive behavior that negatively affects or impedes teaching or learning (regardless of mode of delivery or class setting); or disrupts the general operation of the college.

#### **3. Deceitful Acts:**

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

#### **4. Conduct that is Detrimental to College or to Safety:**

Conduct that is deemed detrimental, harmful and/or damaging to the college and/or that jeopardizes the safety of others as determined by the Vice President of Student Services. Examples include, but are not limited to, slamming doors, throwing chairs, and/or defacing of college property, or property of others.

#### **5. Physical/Non-physical Abuse:**

- Physical abuse or conduct that threatens or endangers another person's health or safety.
- Non-physical abuse, threats, intimidation, coercion, influence, or any unwelcome conduct in any form that is sufficiently severe, pervasive or persistent that it alters the conditions of the learning environment or employment.
- Knowingly falsifying, publishing or distributing, in any form, material that tends to impeach the honesty, integrity, virtue or reputation of another person.

#### **6. Harassment and/or Discrimination:**

Discrimination or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation.

## ***Common Student Code of Conduct Statements - continued***

### **7. Sexual Misconduct:**

Sexual misconduct offenses include, but are not limited to sexual harassment, non-consensual sexual contact (or attempts to commit same), Non-Consensual Sexual Intercourse (or attempts to commit same), and/or Sexual Exploitation. (See SP 4-120a for more information: <http://www.cccs.edu/SBCCOE/Policies/SP/PDF/SP4-120a.pdf>)

### **8. Weapons:**

Possession or distribution of any unauthorized firearms, ammunition, explosives, fireworks and/or other dangerous weapons (or chemicals/flammable liquids) or use/threat of use of any instrument (including, but not limited to paint ball guns, pellet guns, air soft guns, bow and arrows, knives) as a weapon to intimidate, harass, or cause harm to others.

### **9. Narcotics/Alcohol:**

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

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

### **10. Dress Code:**

Dress or personal hygiene that fails to meet the established safety or health standards of specific classes or activities offered by the college.

### **11. Leaving Children Unattended:**

Leaving children unattended or unsupervised in campus buildings or on campus grounds unless enrolled or participating in authorized campus activities.

### **12. Violation of Laws, Directives, and Signage:**

- Violating any municipal, county, state or federal law that adversely impacts the conditions of the educational or employment environment.
- Violations of college traffic and parking rules, regulations, or signage.
- Damage to or falsely using fire alarms and/or fire extinguishers.
- Creating an intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular. This includes, but is not limited to leading or inciting to disrupt college activities. Failure to comply with the lawful directives of College employees acting within the scope of their duties, including those directives issued by a College administrator to ensure the safety and well being of others.
- Violations of college policies, protocols, procedures or signage.

### **13. Illegal Gambling:**

Participation in illegal gambling activities on college owned or college controlled property, and/or any function authorized or supervised by the college and/or in state owned or leased vehicles.

### **14. Unauthorized Entry and/or Unauthorized Possession:**

Entry into, or use of any building, room, or other college-owned or college-controlled property, grounds, or activities without authorized approval. This also includes, but is not limited to the unauthorized possession, duplication or use of college keys, lock combinations, access codes, and access cards and/or credentials and/or propping open or tampering with doors/windows.

***Common Student Code of Conduct Statements - continued***

**15. Unacceptable Use of College Equipment, Network or System:**

Unacceptable uses of any college-owned or operated equipment, network or system including, but not limited to: knowingly spreading computer viruses; reposting personal communications without author's consent; copying protected materials; using the network for financial or personal gain, commercial activity, or illegal activity; accessing the network using another individual's account; unauthorized downloading/uploading software and/or digital video or music; downloading/uploading, viewing or displaying pornographic content, or any other attempt to compromise network integrity.

**16. Unauthorized Pets/Animals:**

Possession of any unauthorized pet or animal, excluding trained service and/or assistance animals, while on college-owned or college-controlled property.

**17. Tampering with Student Organization, Election, or Vote:**

Tampering with the process of any college recognized student organization, election or vote.

**18. Group or Organization Conduct:**

Students who are members of a college recognized student organization or group and commit a violation of SCOC may be accountable both as an individual and as a member of the student organization.

**19. Abuse of the Student Disciplinary and/or Grievance Procedure:**

Abuse of the Student Disciplinary and/or Grievance Procedure includes, but is not limited to the following:

- Disruption or interference with the orderly conduct of the student disciplinary / grievance procedure.
- Falsification, distortion, or misrepresentation, or knowingly pursuing malicious, frivolous, or fraudulent charges.
- Attempting to discourage an individual's proper participation in, or use of, the student disciplinary / grievance procedure.
- Attempting to influence the impartiality of a participant and/or the student disciplinary / grievance procedure.
- Harassment (verbal or physical) and/or intimidation of a participant in the student disciplinary / grievance procedure.
- Failure to comply with directives and/or sanctions imposed under student disciplinary / grievance procedure.
- Influencing or attempting to influence another person to commit an abuse of the student disciplinary / grievance procedure.
- Engaging in retaliatory acts in any form against any person or person(s) involved in the student disciplinary / grievance procedure.

***Common Student Code of Conduct Statements - continued***

**20. Unauthorized Entry into College Events:**

Entering or attempting to enter any college-sponsored activity without proper credentials for admission.

Please note: In most circumstances, college will treat attempts to commit code of conduct violations as if those attempts had been completed.

Violations of the above may result in, but are not limited to, fines, restitution, community service, and/or disciplinary procedures.

***Disciplinary Action***

*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 SANCTIONS** - 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.

### **COLLEGE SUSPENSION OR EXPULSION**

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 Vice President of Student Services 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 Vice President of Student Services 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:*

*<http://www.ojc.edu/content/policy/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 2009 and who graduated or transferred to a Colorado 2-year or 4-year institution by the Fall of 2010 is 44.7 percent. This does not include students who continue to be enrolled at OJC.

2. The college's retention rate for its degree-seeking students.

**OJC Retention Rate:** The retention rate for the 2012 cohorts are as follows: Full-time 53%, Part-time 42%.

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

**OJC Financial Aid Rates:**

- \$4,919 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.
- \$4,731 is the average loan amount taken out by OJC students.

4. 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.

**CAMPUS CRIME STATISTICS**

CRIMINAL OFFENSES	ON CAMPUS			ON CAMPUS			PUBLIC PROPERTY			NON CAMPUS		
	2011	2012	2013	2011	2012	2013	2011	2012	2013	2011	2012	2013
Murder and Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Non Forcible Sex Offenses	0	1	0	0	1	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	3	0	1	3	0	0	0	0	0	0	0	0
Burglary	2	6	0	0	1	0	0	0	1	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	4	2	2	4	2	0	0	0	0	0	0	0
Drug Law Violations	2	2	1	2	2	0	0	0	0	0	0	0
Weapon Law Violations	0	0	0	0	0	0	0	0	0	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:**

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

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

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

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

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

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

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

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

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



## ***Medical Amnesty Policy***

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

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

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

### **Actively assisting requires that an individual:**

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

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

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

### **Actions by the Student Conduct Officer:**

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

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

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

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

## ***Title IX Compliance***

The College prohibits and will not tolerate discrimination or harassment that violates federal or state law, Board Policy 3-120 or Board Policy 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation. The College complies with Titles VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, the Education Amendments of 1972 (Title IX), the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act, Pregnancy Discrimination Act of 1978, Vietnam Era Veterans Readjustment Assistance Act of 1974; Executive Order 11246, and sections 24-34-301, C.R.S. et seq. For information regarding civil rights or grievance procedures, contact: Title IX Compliance/Equal Opportunity Officer, 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 Director, located in the Student Success Center in the Learning Commons of Wheeler Hall, 719-384-6862.

## ***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 or go to: <http://www.ojc.edu/content/policy/pdf/SP4-30.pdf>

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

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

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

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

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

Students who reside outside of Colorado while attending Otero Junior College in many cases 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.

## ***Student Bill of Rights***

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

- a. A quality general education experience that develops competencies in reading, writing, mathematics, technology and critical thinking through an integrated arts and science experience;
- b. Students should be able to complete their associate of arts and associate of science degree programs in no more than sixty credit hours or their baccalaureate programs in no more than one hundred twenty credit hours unless there are additional degree requirements recognized by the commission;
- c. A student can sign a two-year or four-year graduation agreement that formalizes a plan for that student to obtain a degree in two or four years, unless there are additional degree requirements recognized by the commission;
- d. Students have a right to clear and concise information concerning which courses must be completed successfully to complete their degrees;
- e. Students have a right to know which courses are transferable among the state public two-year and four-year institutions of higher education;
- f. Students, upon completion of core general education courses, regardless of the delivery method, should have those courses satisfy the core course requirements of all Colorado public institutions of higher education;
- g. Students have a right to know if courses from one or more public higher education institutions satisfy the students' degree requirements;
- h. A student's credit for the completion of the core requirements and core courses shall not expire for ten years from the date of initial enrollment and shall be transferable.

## ***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. For more information go to: <http://www.ojc.edu/SexualHarassmentPolicyOverview.aspx>

## ***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.

## ***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. Otero Junior College does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, sexual orientation, gender identity, age, military or veteran status, physical ability, pregnancy status, genetic information or any other characteristic protected under federal, state or local law in admission or access to, or treatment and employment in its educational programs or activities. Individuals with limited English proficiency interested in career and technical education programs will be assessed and offered options to support their participation in OJC programs. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to the Affirmative Action Officer; 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 North Speer Boulevard, Suite 310, Denver, CO 80204 (303) 844-5695.

This statement is made pursuant to requirements of Secs. 602, 604 Civil Rights Act of 1964, 42 200 d. s200 d. (1), (3); 45 C.F. R Part 80; Secs. 901, 902, Educational 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.

## ***Building Evacuation***

Do not ignore a fire alarm. 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 5 days of any semester, or they will be administratively dropped from the course (s).

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

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

# Tuition & Fees



## 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.

### TUITION AND FEES SCHEDULE

#### 2014 - 2014 COLLEGE YEAR

Contact Students Services at 719-384-6831 or visit [www.ojc.edu/tuition.aspx](http://www.ojc.edu/tuition.aspx)

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

Costs for 2015-2016 were not available from the State of Colorado at the time of publication of this catalog.

Resident Instruction On-Campus						
Credit	COF	Net Per	Regis			
Hours	Tuition	Stipend	Credit	Fees	Fees	Total
1	199.90	(75.00)	124.90	8.44	12.55	145.89
2	399.80	(150.00)	249.80	16.88	12.55	279.23
3	599.70	(225.00)	374.70	25.32	12.55	412.57
4	799.60	(300.00)	499.60	33.76	12.55	545.91
5	999.50	(375.00)	624.50	42.20	12.55	679.25
6	1,199.40	(450.00)	749.40	50.64	12.55	812.59
7	1,399.30	(525.00)	874.30	59.08	12.55	945.93
8	1,599.20	(600.00)	999.20	67.52	12.55	1,079.27
9	1,799.10	(675.00)	1,124.10	75.96	12.55	1,212.61
10	1,999.00	(750.00)	1,249.00	84.40	12.55	1,345.95
11	2,198.90	(825.00)	1,373.90	92.84	12.55	1,479.29
12	2,398.80	(900.00)	1,498.80	124.30	12.55	1,635.65
13	2,598.70	(975.00)	1,623.70	126.43	12.55	1,762.68
14	2,798.60	(1,050.00)	1,748.60	128.56	12.55	1,889.71
15	2,998.50	(1,125.00)	1,873.50	130.69	12.55	2,016.74
16	3,198.40	(1,200.00)	1,998.40	132.82	12.55	2,143.77
17	3,398.30	(1,275.00)	2,123.30	134.95	12.55	2,270.80
18	3,598.20	(1,350.00)	2,248.20	137.08	12.55	2,397.83

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 \$64.00 per credit hour.

#### Combined Room & Board Rate

	15 - Meal Plan	19 - Meal Plan
Dormitory		
Double - Wunsch/SS	2,954.00	3,061.00
Single - Wunsch/SS	3,450.00	3,556.00
Double - Conley Complex	3,264.00	3,368.00

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

\*Single rooms based upon availability.

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

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

**TUITION AND FEES SCHEDULE 2014-2015 COLLEGE YEAR**  
**Non-Resident Tuition and Fee Schedule - On Campus Instruction**

Credit Hours	Tuition	Fees	Regis Fee	Total
1	223.45	8.44	12.55	244.44
2	446.90	16.88	12.55	476.33
3	670.35	25.32	12.55	708.22
4	893.80	33.76	12.55	940.11
5	1,117.25	42.20	12.55	1,172.00
6	1,340.70	50.64	12.55	1,403.89
7	1,564.15	59.08	12.55	1,635.78
8	1,787.60	67.52	12.55	1,867.67
9	2,011.05	75.96	12.55	2,099.56
10	2,234.50	84.40	12.55	2,331.45
11	2,457.95	92.84	12.55	2,563.34
12	2,681.40	124.30	12.55	2,818.25
13	2,904.85	126.43	12.55	3,043.83
14	3,128.30	128.56	12.55	3,269.41
15	3,351.75	130.69	12.55	3,494.99
16	3,575.20	132.82	12.55	3,720.57
17	3,798.65	134.95	12.55	3,946.15
18	4,022.10	137.08	12.55	4,171.73

**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, 719-384-6805..

**Hybrid and Online Education 2013-2014**

<b>OJC Hybrid - Resident</b>					<b>CCCOnline - Resident</b>			
Credit Hours	Tuition	COF Stipend	Online Scholarship	Net Per Credit	Credit Hours	Tuition	COF Stipend	Net Per Credit
1	295.75	(75.00)	(30.00)	190.75	1	295.75	(75.00)	220.75
2	591.50	(150.00)	(60.00)	381.50	2	591.50	(150.00)	441.50
3	887.25	(225.00)	(90.00)	572.25	3	887.25	(225.00)	662.25
4	1,183.00	(300.00)	(120.00)	763.00	4	1,183.00	(300.00)	883.00
5	1,478.75	(375.00)	(150.00)	953.75	5	1,478.75	(375.00)	1,103.75
6	1,774.50	(450.00)	(180.00)	1,144.50	6	1,774.50	(450.00)	1,324.50
7	2,070.25	(525.00)	(210.00)	1,335.25	7	2,070.25	(525.00)	1,545.25
8	2,366.00	(600.00)	(240.00)	1,526.00	8	2,366.00	(600.00)	1,766.00
9	2,661.75	(675.00)	(270.00)	1,716.75	9	2,661.75	(675.00)	1,986.75
10	2,957.50	(750.00)	(300.00)	1,907.50	10	2,957.50	(750.00)	2,207.50
11	3,253.25	(825.00)	(330.00)	2,098.25	11	3,253.25	(825.00)	2,428.25
12	3,549.00	(900.00)	(360.00)	2,289.00	12	3,549.00	(900.00)	2,649.00
13	3,844.75	(975.00)	(390.00)	2,479.75	13	3,844.75	(975.00)	2,869.75
14	4,140.50	(1,050.00)	(420.00)	2,670.50	14	4,140.50	(1,050.00)	3,090.50
15	4,436.25	(1,125.00)	(450.00)	2,861.25	15	4,436.25	(1,125.00)	3,311.25

<b>Non-Resident OJC Hybrid Courses</b>	<b>Tuition</b>
Per Credit Hours	\$292.00

<b>Non-Resident CCCOnline</b>	<b>Tuition</b>
Per Credit Hours	\$336.50

## Course Fees

For the 2013-2014 academic year, all courses with the following prefixes will be charged a \$6.60 per credit hour fee (Fee may increase in 2015-16). 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 \$140 for liability insurance and testing fee
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 \$140 for liability insurance and testing fee
CIS	Computers	**NUR	Nursing \$54.65 differential tuition fee +
CNG	Computer Networking	***	\$140 for liability insurance and testing fee
CRJ/LEA	Criminal Justice - Law Academy	PHY	Physical Science
CWB	Web Management	SBM	Small Business Management
DAN	Visual and Performing Arts-Dance	THE	Visual and Performing Arts-Theatre
EGG/DRT	Engineering		All Remedial Courses - MAT 025,050,055; CCR 091,092,093,094
		MLT	Medical Lab Technician

**Fees:** Student Center Fee = \$6.31 per credit hour, \$69.41 maximum (11 hrs),

Student Government Fee = \$10.91, Intercollegiate Athletics Fee = \$18.42,

Registration Processing Fee = \$12.55, Fitness Center Fee = \$2.13

\* ART 121, 122, 123, 124, 125, 131, 143, 161, 162, 175, 211, 212, 274 \$25 Materials Fee

\*\*Nursing, EMS and CNA courses also have a pass through fee of \$140 for liability insurance and testing.

\*\*\*Per Board Policy all NUR prefix courses will be charged a differential tuition of an additional \$54.65 per credit hour.

International students are assessed a \$100 pass-through fee for transportation to and from the airport.

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 earned, to be applied first against any balance due to the college, with any additional amount being disbursed to the student to meet past, current, and future living expenses.

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

## ***Senior Citizen Scholarships***

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

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

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

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

## ***Living Accommodations and Expenses***

**Residence Hall** - All single freshman students under 21 years of age who do not live with their parents or relatives while attending Otero 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.

## ***Housing Options at OJC***

Housing options at OJC include three separate facilities. Wunsch Hall is located just a few yards from the Student Center and Food Court. Wunsch Hall is a multi-story complex with a men's wing and a women's wing. The rooms are set up to be double occupancy with central restroom and shower facilities on each floor. The facility has a central lobby and game room. The E.J. Conley Residence Complex is located directly across the street from the Student Center and features double occupancy single floor units that share a bathroom with the adjoining suite. The South Site housing facility is leased by OJC from the City of La Junta. It is located 1.5 miles south of the campus on San Juan Avenue. These units are single floor, double occupancy with a bathroom that is shared with the adjoining suite.

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

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

## ***Other Housing Options***

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

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

## ***Other Costs***

**Printing** - Otero 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 Center.

# 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 *Apply to OJC*, located near the bottom of the page. Applying early improves choices and makes entry into college smoother.

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

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

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

**Services for Students with Disabilities** - Students with documented disabilities should contact the Student Success Center located in Wheeler Hall, Learning Commons, or call 719-384-6862 within the first two weeks of the semester about free services to assist them. Services include: tutoring, note takers, readers/writers for tests, time for in-class reading/writing, in-class aide for reading/writing, accommodation of physical setting in classroom, tape recorded lectures, enlarged print on handouts/tests, 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 director of Student Success Center (SSC), (719) 384-6862, in the first two weeks of the semester if they need assistance. The director 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 director 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.

**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 of Student Services if you have any questions.

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

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

**Current High School Students/Post Secondary Options Act Students** - The Post Secondary Options Act allows current students at Colorado high schools to enroll in courses offered by 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 appropriate registration 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 and grades earned with the official seal of the institution issuing the documents; with translation if the transcripts are in a language other than English.
  - iii. TOEFL score of 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 visas to the United States
  - ii. Copy of current and all former I-20 documents
  - iii. Official copy of transcripts from all former institutions

Upon acceptance students will need to submit the following:

- 1) Arrival information form (in Welcome Packet included with the I-20 immigration document)
- 2) Medical History form
- 3) Copy of the student's immunization record and English translation if not in English
- 4) Housing Application with a \$100.00 deposit
- 5) Accuplacer test of proficiency before registration. Students will be required to follow course placement in English, mathematics and reading as indicated by their test results. International students will take the Accuplacer and register for courses as a part of International Orientation at the beginning of each term.

Since all documents become the property of Otero 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 Rochelle Wallace, International Student Advisor:  
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 OJC Testing Center at 719-384-6948 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: 719-384-6948, 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 of the 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.

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 719-384-6948 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://higher.colorado.gov/Finance/Residency/qualified.html>

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

**Course Load** - The average course load for students is 15 semester hours. To be considered full-time, students must be enrolled in a minimum of 12 semester hours. Students will not be allowed to take in excess of 18 semester hours unless they obtain permission or the curriculum chosen requires more hours. Students may be advised to take fewer hours than a curriculum requires which could extend the number of semesters of attendance. Permission to take more than the maximum 18 semester hours allowed must be obtained from the Vice President of Student 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 VA certifying official in Student Services and the Veterans 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 of 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 • 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. To review the full Family Education Rights and Privacy Act of 1974, go to: [www.ojc.edu/FERPA.aspx](http://www.ojc.edu/FERPA.aspx)

## ***Guaranteed Transfer Courses and the 60 + 60 Agreement***

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

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

*NOTE: Variations to this guarantee apply to Degrees with Designation. See the descriptions of these special degrees, beginning on p. 87.*

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

#### **Place Holders**

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 it is for taking the course for credit, but audits are not eligible for use of College Opportunity Funds (COF).

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

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

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

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

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

**Permanent Record (Transcript)** - All grades submitted to the records office by the instructor are entered upon permanent student records and will only be changed in case of an instructor reporting an error.

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

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

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

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

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

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

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

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

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

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

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

Suspension - If a student on Academic Probation earns a TGPA of less than 2.0 for all classes attempted, the student will be suspended and will not be allowed to enroll at any CCCS college for the next term, excluding summer term (as summer term may not be used as a "suspension term").

### Suspension Rules:

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

### Suspension Appeals:

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

Credit Completion Progress Policy - For students who have attempted fewer than 9 credit hours, the college will monitor credit completion through an Alert process. These students are not subject to the Credit Completion Progress guideline. Credit Completion Progress standards apply to all students who have attempted 9 or more credits at a CCCS college, regardless of the number of term credits they attempt from that point forward. Credit Completion Progress is determined following the posting of the majority of term grades for each semester. Students placed on warning 1, warning 2 or warning 3 will be notified of their status. Credit Completion Progress status will be noted on the advising and unofficial transcripts only. It will not be noted on the official transcript. The Credit Completion Progress status of a student is specific to the home institution and does not impact a student's enrollment at other CCCS colleges.

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

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

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

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

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

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

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

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

## **Graduation**

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

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

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

**Degree - Associate of Applied Science** - The A.A.S. degree is awarded to students choosing a two-year occupational program designed for immediate employment.

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

**How to Apply for Graduation** - During the semester immediately preceding program completion, an Application for Graduation must be filed with the Student Services Center. Students are responsible for submitting this application by the end of the first week of spring semester. Students must complete a minimum of 15 semester hours at 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 Vice President 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.

*Note: Honors recognition at commencement are based on cumulative GPA through the fall semester.*

## **Other Services**

**Cafeteria and Rattler's Den** - The Otero Junior College cafeteria and Rattler's Den is located in the Student Center and is operated by Sodexo Campus Services. During the academic school year, the cafeteria is open for three meals a day Monday through Friday and two meals on weekends. Students living in the dormitory are required to purchase a meal plan. 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 4:00 p.m. to 6:30 p.m. Dinner is served on Saturday and Sunday from 5:00 to 6:00 p.m.

The Rattler's Den After Hours Deli is open Monday through Friday 7:00 am - midnight; Saturday 11:00 am to midnight; and Sunday 11:00 am to 7:00 pm.



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

**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 over 70 hours a week during the semester with many of the services available electronically through the website home page. A student 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.

**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 a.m. to 4:00 p.m. 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.

**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 Student ID number 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, 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 Wheeler Hall/Learning Commons or by calling 719-384-6862. For more information see the Instructional Services section of this catalog.

# **-NOTES-**

# Financial Aid



## STUDENT FINANCIAL AID PROGRAM

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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 (FAFSA). The Free Application for Federal Student Aid and information about financial aid may be obtained from the high school guidance counselors or from the 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 Scholars Program (3.0 GPA scholarship)
- Private Donor Scholarships

#### **Grants:**

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

#### **Loans:**

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

#### **Employment Opportunities:**

- College Work-study Programs

### *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 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 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 2014-2015 academic year is \$5,730. Amount of the award is set each year by the U.S. Department of Education. Grants may be awarded to full-time and part-time students who are U.S. citizens, meet other federal mandated guidelines and are making satisfactory academic progress.

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

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

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

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

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

### ***Financial Aid Application 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, 2015 for Academic Year 2014-15 and June 30, 2016 for Academic Year 2015-16. Students who are seeking financial assistance are urged to submit their completed applications well in advance of the anticipated semester of registration.

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

### ***Student Hourly Employment***

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

### ***Veterans***

Otero Junior College is approved for veteran training and works with the Veterans Administration and the Colorado Department of Veterans Affairs to help student veterans who enroll at the College. Veterans need to submit all records of previous education and training to the Student Services Center within one semester of enrollment or risk losing educational benefits.

## ***Otero Junior College Scholarships***

**Classified Employee Scholarship** - The Otero Junior College State Classified Employees are offering one scholarship of \$250 for the year to a qualified returning OJC sophomore. In order to be eligible for this scholarship, the recipient must be enrolled as a full time student (12 credit hours) per semester and maintain a cumulative 3.0 GPA. This recipient must be a U.S. Citizen or permanent resident. Submit completed application by April 15.

**OJC 2.5 GPA Agriculture Scholarship** – This academic scholarship is based upon cumulative high school GPA of 2.5. To be considered for this scholarship students must submit the application for admissions and be accepted by August 1st prior to the beginning of the fall semester. This scholarship will pay \$750 towards tuition per semester for full-time students. Application deadline is August 1.

**OJC 2.5 GPA Cosmetology Scholarship** – This academic scholarship is based upon a cumulative high school GPA of 2.5. To be considered for this scholarship students must submit the application for admissions and be accepted by August 1st prior to the beginning of the following semester. This scholarship will pay \$750 towards tuition per semester for full-time students, based on available funding. Application deadline is August 1.

**OJC 2.5 GPA Steve Simpson Theater Scholarship** – This academic scholarship is based upon a cumulative high school GPA of 2.5. To be considered for this scholarship students must submit the application for admissions and be accepted by August 1st prior to the beginning of the following semester. This scholarship will pay \$750 towards tuition per semester for full-time students, based on available funding. Application deadline is August 1.

**OJC Non-Traditional Student's Organization (NTSO) Scholarship** – Scholarships of \$150 are available for students who will be enrolled at OJC for the fall term. Students are only allowed to receive this scholarship once in a 12-month period. Recipients must be considered a non-traditional student (i.e. single or teen parent, married, divorced, disabled, career change, returning student, widow, widower, separated, etc.). Contact the Financial Aid office for deadline information.

**OJC Program Scholarships** - OJC Arts Scholarship, Otero Arts Festival Scholarships, OJC Humanities Department Writing Scholarship. Application deadlines are April 15.

**OJC Science, Technology, Engineering and Math Scholarships** - \$1,000 of tuition plus \$150 toward college-related expenses per semester for students majoring in a STEM field. To be eligible a student must have a 3.0 high school GPA and maintain a 3.0 GPA while at OJC.

**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. No application is required.

## ***OJC Foundation & Community-Sponsored Scholarships***

**OJC Foundation President's Leadership Scholarship** - Scholarships of \$1,000 per year are awarded to recipients who have applied and are selected on a competitive basis to enter into the President's Leadership Program and earn a certificate in Leadership Studies. Application deadline is April 15.

**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.

**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.

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

**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. Application deadline is April 15.

**Daniels Fund Scholarship** - The scholarship awards recipients \$1500. In order to be eligible, the recipients must meet the following characteristics: 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. Application is through the Daniels Fund.

**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.

**Kay Mahoney Memorial/Kaiser Permanente Scholarship for Health Sciences** - This scholarship awards up to \$1,500 per year. Applicants must be accepted into a healthcare program at OJC prior to application; hold at least a 2.5 GPA; and demonstrate a commitment to ongoing community service. Application deadline is April 15.

**Franzman Family Nursing Scholarship** – The Franzman family offers one \$1,500 scholarship for nursing students pursuing an Associate of Applied Science in Nursing. The recipient must be a citizen of the United States, graduate from an accredited high school with a 2.5 grade point average or higher. Priority will be given to graduating high school students from Crowley County or Cheraw High Schools. Application deadline is April 15.

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

**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.

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

**Twila Anderson Scholarship** - The scholarship offers one scholarship in the amount of \$500. 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.

**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 a student pursuing a degree in education and \$1,250 per semester for student pursuing degree in nursing. Recipient must be a citizen of the United States, a resident of Colorado for tuition purposes, graduate from an accredited high school with a 3.0 grade point average or higher. Priority will be given to graduating high school student from the lower Arkansas Valley (Fowler to Lamar) pursuing a degree in education. The scholarship is continued for a second year if the recipient remains in the same area of study and maintains at least a 3.0 grade point average. Application deadline is April 15.

**Wickham Family Scholarship** – Sandy and Kim Wickham, alumni of Otero Junior College, have been kind enough to award a \$500 scholarship for the 2014-15 school year to a deserving Otero Junior College students. Recipients must be pursuing a degree in the engineering field or math/science. Recipients must attend OJC on a full-time basis and maintain a 3.0 cumulative GPA. They must also have graduated from high school with a 3.0 cumulative GPA or above. Application deadline is April 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



# Student Life



## STUDENT ACTIVITIES AND ORGANIZATIONS

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### ***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 are 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.

### ***Student Organizations***

**Agriculture Club** - The Agriculture Club fosters interest in agriculture for students by organizing agriculture related extra-curricular activities. Members are involved with providing an all-inclusive forum for students engaged in agriculture related activities and organize program events.

**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.

## ***Student Organizations - continued***

**Club Cosmetology** - The Cosmetology Career Academy student organization enables Cosmetologists, Hairstylists, Nail Technicians, and Estheticians to participate in a professional student organization. The organization is based on competencies that business and industry representatives have deemed critical to job success. Membership is open to all students attending the Cosmetology Career Academy.

**Cricket Club** – The Cricket Club is committed to promoting the game of cricket and encouraging the development of sportsmanship and friendship. The organization accomplishes its mission by teaching others how to play cricket and hosting special events to enjoy cricket together as a community.

**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 people of different cultures, ethnic traditions, nationalities and religious differences. They coordinate a number of intercultural activities on campus and throughout the area to provide opportunities to both share and learn and promote involvement in campus life and personal enrichment through culturally diverse experiences.

**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 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** – The Otero Junior College Science Club SACNAS Chapter aims to foster interest in science for students by organizing science related extra-curricular activities and providing an all-inclusive forum for students engaged in science related activities.

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

**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 dormitory 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.*

# **-NOTES-**

# Instructional Services



## COLLEGE SUPPORT PROGRAMS

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### *Learning Commons - Math & Science Learning Center*

Funded in part by a U.S. Department of Education Title III, Part F STEM grant, the Math and Science Learning Center was completed in 2013 and incorporated the OJC Wheeler Library and the college's Student Success Center into one facility, named The Learning Commons. The state-of-the-art facility features updated technology and equipment to facilitate greater learning and collaboration in the STEM fields as well as all areas of academic study.



The Wheeler Library section offers a coffee shop, study space, video editing rooms, a room for collaboration, iPads and laptops for use in the Learning Commons, reference materials, computers, and books for check-out.

The Student Success Center offers tutoring services, collaboration study rooms, disability services and hands-on learning resources.

### *Wheeler Library in the Learning Commons*

Wheeler Library is the heart of the Otero Junior College Campus in Wheeler Hall's Learning Commons. Library staff members are committed to helping students with their information and research needs necessary for successful completion of coursework and work closely with instructors and staff at the Student Success Center, TRIO program, and other departments, to ensure that those needs are met. Students can access library services by opening a library account with their student ID card.

Wheeler 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.

The Internet, including the OJC computer network, is also available through a wireless connection. Library staff can assist students with course reserves, interlibrary loan, holds, finding and checking-out resources, database login issues, and equipment.

The library participates in a statewide courier system, which provides for faster interlibrary loan service. Laptops and iPads are available to checkout to use in the Learning Commons. Library instruction is available to orient students to library services including setting up user accounts, searching the online catalog, basic Internet searching techniques, and website evaluation.

### ***Student Success Center in Learning Commons***

The Student Success Center provides free support services to all students to assist in fulfilling their educational objectives. These services include tutoring, transitional assistance, study skills, 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 (SSC) is located in Wheeler Hall/Learning Commons.

For further information call 719-384-6862.



### ***Student Support Services TRiO Program in Learning Commons***

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 provided 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

*The TRiO Center is located in Wheeler Hall, Learning Commons/Student Success Center.*

*For further information call 719-384-6835.*



## 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 Explorer 7.0 or higher, Firefox 5.0 or higher. 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 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 a hybrid class as would be required for a traditional class.

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



## 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, sponsored by the University of Colorado's BUENO Center for Multicultural education, 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.

The BUENO HEP/GED Center is located in Humanities Center, Room 130.

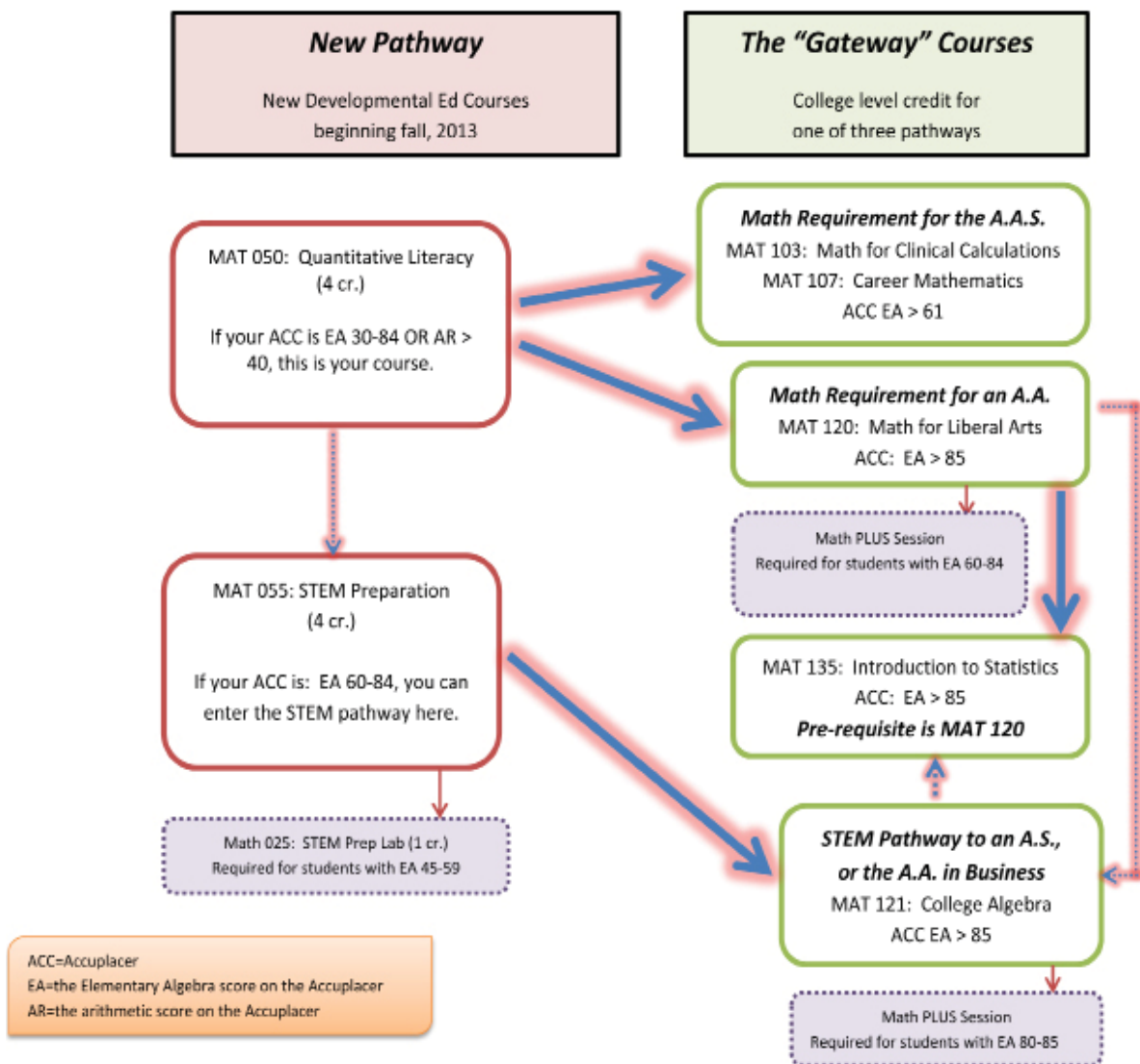
For additional information, interested students should contact the BUENO HEP office, 719-384-6848.

## COLLEGE SUPPORT PROGRAMS

### Developmental Education - Math Pathways

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

The Math Pathways to a degree at Otero Junior College

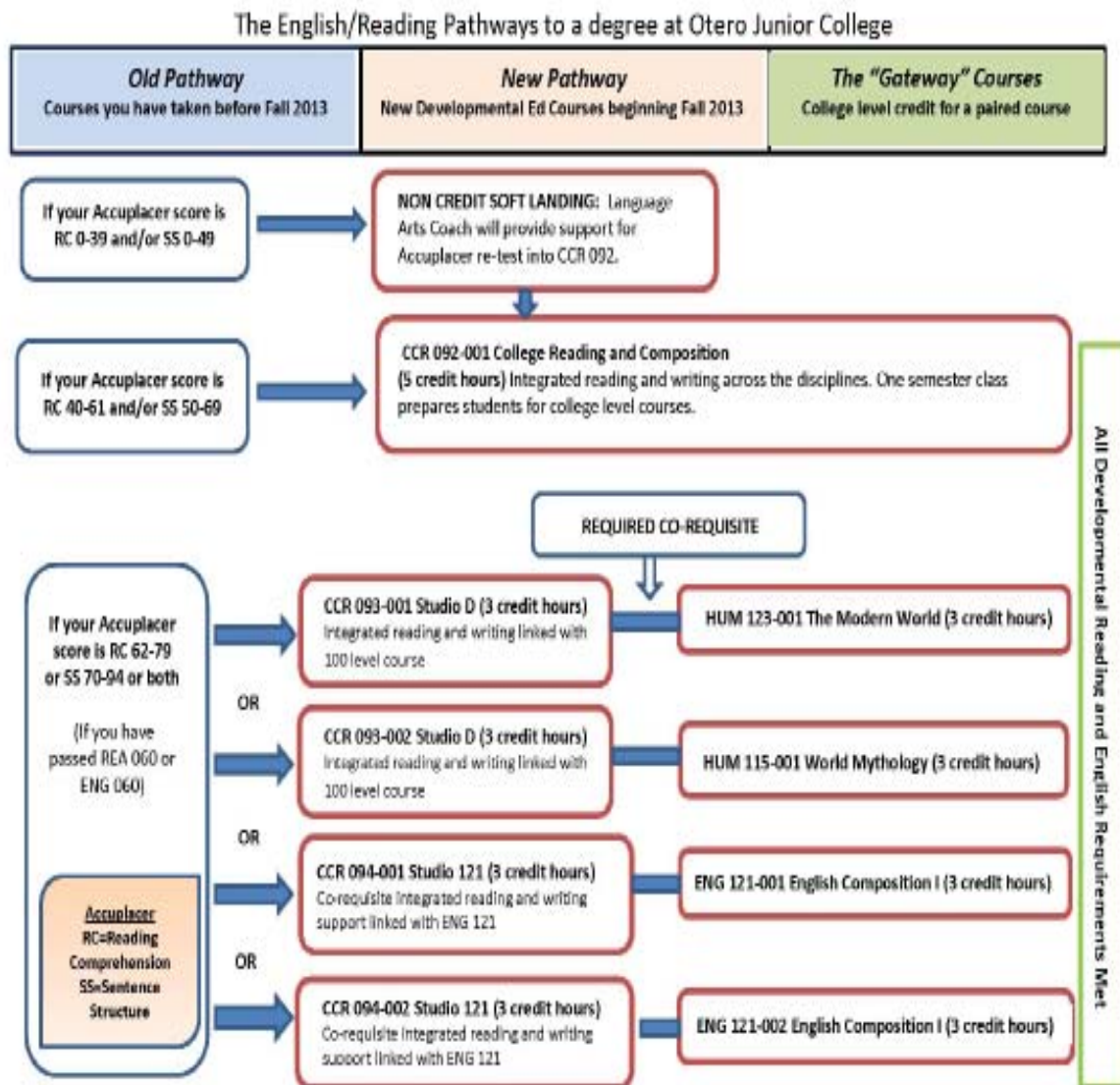


# COLLEGE SUPPORT PROGRAMS

## Developmental Education - English/Reading Pathways

Otero Junior College offers an accelerated model that provides students with the opportunity to enter a 100-level class no later than their second term of enrollment. After preliminary assessment, students will be placed in courses that offer supplemental instruction to encourage success.

These include a non-credit option for placement tutoring; co-requisite, credit-based lab support for College Reading and Composition coursework; integrated reading and writing linked to 100-level courses; and co-requisite integrated reading and writing paired with transfer level college composition courses.



## SPECIAL AND AFFILIATED COLLEGE PROGRAMS ---

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

Associate degrees and certificates through Colorado Community College Online (CCCOline) 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**

CCCOline 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 CCCOnline 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

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

#### Computer - Macintosh

- 2.0 Ghz Core 2 Duo.

Note: If you have an older Macintosh, you can check the Apple Product Info processor your Macintosh has.

Archive to see what

- 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 is a link 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.

**Plug-ins Link** - To download Flash Player, QuickTime or RealPlayer, go to:  
<http://ninite.com/> to download for free.

## 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

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### *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.

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

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

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



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

Colorado Christian University and the Community College System (CCCS) have worked together to create helpful transfer guides for students who wish to complete a bachelor's degree at CCU. The transfer guides show students which courses at their Colorado community college will transfer to a specific CCU degree program. 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 Christian  
UNIVERSITY

## SPECIAL AND AFFILIATED COLLEGE PROGRAMS

### *Degree Partnerships*

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

- **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 Programs of Study (see Degree Programs section of this catalog), then complete their final two years with CSU-Pueblo.



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

Otero 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.



- **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.

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

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



## *Degree Partnerships*

### **Special Articulation Agreements in Agriculture**

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

- **New Mexico State University College of Agricultural, Consumer and Environmental Science** <http://aces.nmsu.edu/>

The College of Agricultural, Consumer and Environmental Sciences at New Mexico State University has signed a 2 + 2 agreement with Otero Junior College that allows students with an Associate of Science degree in Agriculture Business, Animal Science or Soil and Crop Science to transfer seamlessly and complete a Bachelor of Science degree.



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

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



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

OJC is working closely with Oklahoma Panhandle State University to complete an articulation agreement for an Associate of Science degree in Agriculture Business, Animal Science and Soil and Crop Science to a Bachelor of Science degree as OPSU. The intent of the agreement will be seamless transfer in those emphasis areas.



## SPECIAL AND AFFILIATED COLLEGE PROGRAMS

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

Sponsored by the Otero Junior College Foundation

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

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

#### Leadership

Required Courses:

MAN 224	Leadership . . . . .	3
MAN 287	Cooperative Education/Internship. . . . .	3

Elective Courses: . . . . . 6

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

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

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

### **Service Learning**

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

### **Experiential Learning**

PLP scholars will be given opportunities to learn about leadership through numerous hands-on experiences throughout their one or two years in the program. This will be provided, but not limited to, annual leadership workshops and conferences, lectures from recognized leaders and opportunities for leadership positions on campus and in the community.

As part of this experience, students will become an active member of Phi Theta Kappa or other approved organization.

### **Selection Criteria**

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

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

### **Contact:**

For more information about the President's Leadership Program, contact Program Director Samme Ormiston at 719-384-6850 or [samme.ormiston@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, the 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.

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 Development Center: 719-384-6959
- Tri-County Housing & Community Development Corporation: 719-384-6964
- Otero County Economic Development: 719-384-6977

### *Southern Colorado Educational Opportunity Center*

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

## SPECIAL AND AFFILIATED COLLEGE PROGRAMS

### *STEM Grant (Science, Technology, Engineering and Math)*

Otero Junior College has been awarded two grants totaling \$10.3 million through the United States Department of Education Title III, Part F Hispanic Serving Institution's STEM grants program to further science, technology, engineering and math (STEM) education. Each grant is for a five-year period and includes the following projects:

- The Success in STEM grant has allowed the College to develop additional STEM courses in agriculture and life science and to update technology, equipment, and facilities on campus. Grant funds have been used to build a Math and Science Learning Center that is incorporated into the OJC Learning Commons
- The Semillas de STEM (Seeds of STEM) grant is a cooperative grant with Trinidad State Junior College that is enabling the two community colleges to work together to increase the number of students completing courses and degree programs in math, physical science and engineering, and ultimately transferring to four-year institutions.
- Another aspect of the STEM grant is the development of additional courses and programs of study in STEM fields, and in turn, increasing the number of students who choose to study within those programs. Resources that are being made available to students include increased academic support services through additional tutoring, and a summer bridge program specifically geared toward STEM courses.
- The grants allow the College to work with students who plan to obtain a higher degree in a STEM field to make a seamless transfer to a four-year college or university of their choice. Through assisting students with transfer research and working to develop new and expanded articulation agreements with four-year institutions, students who pursue a higher degree in a STEM field should be able to transfer seamlessly once they have completed their degree at OJC.
- Outreach education and providing STEM experiences to area K-12 students is another important aspect of the grant. Year-round programming is provided to K-12 students that brings students to campus to experience unique STEM events as well as outreach experiences in the schools by STEM staff.

STEM Grant staff may be contacted for more information or to schedule an outreach event at:

STEM Grant Director, 719 384-6817

STEM Grant Activity Director, 719-384-6868

STEM Grant Transfer Specialist, 719-384-6975

*The STEM Center is located in Wheeler Hall, Room 116.*

# -NOTES-

# Degree Programs



## DEGREE PROGRAMS

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### *Guidelines*

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

#### **\*Associate Degree 4-Year Alignment**

Associate of Arts Degree & Associate of Science Degree

#### **Associate Degree 2-Year**

Associate of Applied Science Degree & Associate of General Studies Degree

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

### ***General Education***

In establishing general education requirements, it is the goal of Otero 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 interrelatedness.
- 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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*Nothing in this catalog is intended to create (nor shall be construed as creating) an expressed or implied contract. The College reserves the right to modify, change, delete, or add to, as it deems appropriate, the policies, procedures, and other general information in this catalog.*



## *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:

Two general patterns of transfer exist.

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

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

b. Those colleges that evaluate all courses individually and apply them toward meeting general education requirements and require the student to fulfill individual course requirements. This type of institution may work out contract agreements with Otero and list courses to be taken before transfer, may require graduation, and also may require a grade point above a "C" grade or higher.

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

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

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

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

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

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

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

### ***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 Expectations**

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

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

## **Associate of Arts - General Education Core**

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

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

### **Academic and Related Requirements**

- A. Earn a minimum 2.00 cumulative grade point average from Otero 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.

Core requirements = 37 credits Elective requirements = 23 credits  
AA Degree Total = 60 credits (100 level or higher)

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

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

# OJC: ASSOCIATE OF ARTS TRANSFER DEGREE

Total Degree Credits = 60

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

37 credits = Core      23 credits = Electives

<b>Written &amp; Oral Communication: 9 Credits</b>					
ENG 121		Total			
ENG 122					
COM 115	Community College Graduation Requirement				
or					
COM 125	Community College Graduation Requirement				
<b>Math: 3 Credits</b>					
MAT 120		Total			
MAT 121					
MAT 122					
MAT 125					
MAT 135	Additional credit beyond 3 credits will be applied to electives				
MAT 201					
MAT 202					
<b>Social &amp; Behavioral Sciences: 6 Credits or 2 courses from 2 different categories</b>					
<b>Category One:</b>					
AGE 102		Total			
ECO 201					
ECO 202					
POS 105					
POS 111					
POS 125					
POS 205					
POS 225					
<b>Category Two:</b>					
GEO 105					
<b>Category Three:</b>					
AGR 260					
ANT 101, 111					
ANT 107					
JOU 105					
PSY 101					
PSY 102					
PSY 235, 238					
PSY 249					
SOC 101					
SOC 102					
SOC 215					
SOC 231					
<b>History: 3 credits</b>					
HIS 101, 102		Total			
HIS 121, 122					
HIS 225					
<b>Electives: 23 credits</b>					
		Total			
Rev. 04/01/2014					

<b>Arts &amp; Humanities: 6 Credits or 2 courses from 2 different categories</b>			
<b>Category One:</b>			
ART 110		Total	
ART 111, 112			
ART 207			
MUS 120			
MUS 121			
MUS 122			
THE 105			
THE 211			
THE 212			
<b>Category Two:</b>			
HUM 115			
HUM 121			
HUM 122			
HUM 123			
LIT 115			
LIT 201, 202			
LIT 205			
LIT 211, 212			
LIT 221, 222			
LIT 225			
<b>Category Three:</b>			
PHI 111			
PHI 112			
PHI 113			
<b>Category Four:</b>			
SPA 211, 212			
<b>Arts/Hum./Soc. Behav./ History: 3 additional credits</b>			
<b>Course #</b>		<b>Total</b>	
<b>Natural &amp; Physical Sciences: 7 Credits or 2 courses with at least one w/lab</b>			
Additional credit beyond 7 credits will be applied to electives		Total	
AGY 240	CHE 111		
AST 101	CHE 112		
AST 102	ENV 101		
BIO 105	GEY 111		
BIO 111	GEY 121		
BIO 112	GEY 135		
BIO 201	NRE 251		
BIO 202	PHY 105		
BIO 204	PHY 111		
CHE 101	PHY 112		
CHE 102	PHY 211		
CHE 105	PHY 212		
	SCI 105		

## **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 Expectations**

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

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

## **Associate of Science - General Education Core**

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

The primary distinguishing characteristic of an Associate of Science degree that differentiates it from an Associate of Arts degree is that the A.S. requires 12 credits or three courses in natural and physical sciences with labs. Two of these three courses must be sequential. For example, a student might choose to take the sequence AST 101: Astronomy I with Lab (4 credits), and AST 102: Astronomy II with Lab (4 credits). This student could then complete the Natural and Physical Sciences requirement by taking Geology 111: Physical Geology with Lab (4 credits), for a total of three courses and 12 credits.

### **Academic and Related Requirements**

- A. Earn a minimum 2.00 cumulative grade point average from Otero 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 and diploma 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.

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

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

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

# OJC: ASSOCIATE OF SCIENCE TRANSFER DEGREE

Total Degree Credits = 60

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

39 hours = Core      21 hours = electives

<b>Written &amp; Oral Communication: 9 Credits</b>		
ENG 121		Total
ENG 122		
COM 115		Community College Graduation Requirement
or		
COM 125		Community College Graduation Requirement
<b>Math: 3 Credits</b>		
MAT 121		Total
MAT 122		
MAT 125		Additional credit beyond 3 credits will be applied to electives
MAT 201		
MAT 202		
MAT 203		
<b>Social &amp; Behavioral Sciences: 6 Credits or 2 courses from 2 different categories</b>		
<b>Category One:</b>		
AGE 102		Total
ECO 201		
ECO 202		
POS 105		
POS 111		
POS 125		
POS 205		
POS 225		
<b>Category Two:</b>		
GEO 105		
<b>Category Three:</b>		
AGR 260		
ANT 101, 111		
ANT 107		
JOU 105		
PSY 101		
PSY 102		
PSY 235, 238		
PSY 249		
SOC 101		
SOC 102		
SOC 215		
SOC 231		
<b>History: 3 credits</b>		
HIS 101		Total
HIS 102		
HIS 121		
HIS 122		
HIS 225		
<b>Electives: 21 credits</b>		
		Total
Rev. 04/01/2014		

<b>Arts &amp; Humanities: 6 credits or 2 courses from 2 different categories</b>		
<b>Category One:</b>		Total
ART 110		
ART 111, 112		
ART 207		
MUS 120		
MUS 121		
MUS 122		
THE 105		
THE 211, 212		
<b>Category Two:</b>		
HUM 115		
HUM 121		
HUM 122		
HUM 123		
LIT 115		
LIT 201, 202		
LIT 205		
LIT 211, 212		
LIT 221, 222		
LIT 225		
<b>Category Three:</b>		
PHI 111		
PHI 112		
PHI 113		
<b>Category Four:</b>		
SPA 211, 212		
<b>Natural &amp; Physical Sciences: 12 Credits/3 courses w/lab</b>		
AGY 240		Total
AST 101		
AST 102		
BIO 111		
BIO 112		
BIO 201		
BIO 202		
BIO 204		
CHE 101		
CHE 102		
CHE 111		
CHE 112		
GEY 111		
GEY 121		
GEY 135		
NRE 251		
PHY 111		
PHY 112		
PHY 211		
PHY 212		

**Two of three GT-SC1 lab science courses must be sequential.**  
*Example:* AST 101  
 AST 102  
 GEY 111

Additional credit beyond 12 credits will be applied to electives



## *Programs of Study*

### *Transfer Degrees with Designation*

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



**DESIGNATED TRANSFER DEGREES**

**AGRICULTURE BUSINESS- AS Degree with Designation**

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.

Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information. Other transfer information can be found at: **The Colorado Dept. of Higher Education:** <http://highered.colorado.gov/Academics/Transfers/>

		<i>Freshman Year</i>	
		Fall	Spring
ENG 121	English Composition I . . . . .	3	
MAT 121	College Algebra . . . . .	4	
	or MAT 125 Survey of Calculus		
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	
AGY 100	General Crop Production . . . . .	4	
	Arts and Humanities. . . . .	6	
		<i>Sophomore Year</i>	
		Fall	Spring
CHE 111	General College Chemistry I w/lab. . . . .	5	
	or CHEM 101 Gen College Chem I with Lab		
ACC 121	Accounting Principles I . . . . .	4	
AGR 260	World Interdependence . . . . .	3	
AGE 205	Farm and Ranch Management* . . . . .	5	
ECO 201	Principles of Macro Economics . . . . .	3	
COM 115	Public Speaking . . . . .	3	
HWE 100	Human Nutrition . . . . .	3	
AGE 208	Agricultural Finance* . . . . .	3	
HIS	History . . . . .	3	
	Arts and Humanities. . . . .	3	
MAT 135	Intro to Statistics . . . . .	3	

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

**DESIGNATED TRANSFER DEGREES****ANIMAL SCIENCE - AS Degree with Designation**

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.

Student should work closely with his/her OJC advisor and contact the transfer institution for more specific transfer information. Other transfer information can be found at: **The Colorado Dept. of Higher Education:** <http://higher.ed.colorado.gov/Academics/Transfers/>

		<i>Freshman Year</i>	
		Fall	Spring
ENG 121	English Composition I . . . . .	3	
MAT 121	College Algebra . . . . .	4	
	or MAT 125 Survey of Calculus		
BIO 111	General College Biology I . . . . .	5	
AGE 102	.Ag Economics . . . . .	3	
ASC 100	.Animal Science . . . . .	3	
ENG 122	English Composition II* . . . . .	3	
HIS	History . . . . .	3	
	Arts and Humanities. . . . .	6	
CIS 118	Intro to PC Applications* . . . . .	3	
		<i>Sophomore Year</i>	
		Fall	Spring
CHEM 101	Introduction to Chemistry with Lab. . . . .	5	
	or CHEM 111 General College Chemistry I w/lab		
AGR 260	World Interdependence . . . . .	3	
AGE 205	Farm and Ranch Management* . . . . .	3	
ECO 201	Macroeconomics . . . . .	3	
ASC 230	Farm Animal Anatomy and Physiology. . . . .	3	
COM 115	Public Speaking . . . . .	3	
ASC 225	Feeds and Feeding . . . . .	4	
ASC 250	Live Animal and Carcass Evaluation . . . . .	3	
ASC 288	Livestock Practicum . . . . .	2	
	Arts and Humanities. . . . .	3	

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

**DESIGNATED TRANSFER DEGREES**

**ANTHROPOLOGY - AA Degree with Designation**

Students interested in Anthropology with plans to pursue a bachelor's degree would follow this recommended track. Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information. Other transfer information can be found at:

The Colorado Dept. of Higher Education: <http://highered.colorado.gov/Academics/Transfers/>

		<i>Freshman Year</i>	
		Fall	Spring
ENG 121	English Composition I . . . . .	3	
HIS	History . . . . .	3	
MAT 121	College Algebra . . . . .	4	
ANT 101	Cultural Anthropology . . . . .	3	
	Social & Behavioral Sciences . . . . .	3	
	Social & Behavioral Sciences . . . . .		3
	Arts and Humanities . . . . .		3
ENG 122	English Composition II . . . . .		3
ANT 107	Introduction to Archaeology . . . . .		3
	Electives . . . . .		3

		<i>Sophomore Year</i>	
	Lab Science . . . . .	4	
	Arts and Humanities . . . . .	3	
	Social & Behavioral Sciences . . . . .	3	
ANT 111**	Physical Anthropology . . . . .	3	
	Arts and Humanities . . . . .		3
ANT	Anthropology course . . . . .		3
COM 115	Public Speaking . . . . .		3
	or COM 125 Interpersonal Communication		
	Lab Science . . . . .		4
	Electives . . . . .		3

*\*\* Some receiving institutions require a lab attached to this course (ANT 111 – Physical Anthropology); please consult with the receiving institution.*

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

**DESIGNATED TRANSFER DEGREES****BUSINESS ADMINISTRATION - AA Degree with Designation**

Students interested in Business with plans to pursue a bachelor's degree would follow this recommended track. Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information. Other transfer information can be found at:

The Colorado Dept. of Higher Education: <http://highered.colorado.gov/Academics/Transfers/>

		<i>Freshman Year</i>	
		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

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

**DESIGNATED TRANSFER DEGREES**

**CRIMINAL JUSTICE - AA Degree with Designation**

Students interested in Criminal Justice, with plans to pursue a bachelor's degree would follow this recommended track. Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information. Other transfer information can be found at:

The Colorado Dept. of Higher Education: <http://highered.colorado.gov/Academics/Transfers/>

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

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

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

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

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

**DESIGNATED TRANSFER DEGREES****EARLY CHILDHOOD EDUCATION - AA Degree with Designation**

Students interested in Early Childhood Education with plans to pursue a bachelor's degree would follow this recommended track. Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information. Other transfer information can be found at:

The Colorado Dept. of Higher Education: <http://highered.colorado.gov/Academics/Transfers/>

		Freshman Year	
		Fall	Spring
ECE 101	Intro to Early Childhood Education . . . . .	3	
ECE 102	Intro to Early Childhood Lab Techniques . . . . .	3	
ENG 121	English Composition I . . . . .	3	
HIS 201	US History I . . . . .	3	
	*Arts and Humanities . . . . .	3	
ECE 205	Nutrition, Health, and Safety . . . . .		3
ENG 122	English Comp. II . . . . .		3
	*Arts and Humanities . . . . .		3
MAT 120 or 121	Math Lib. Arts or College Algebra . . . . .		4
POS 111	American Government . . . . .		3

		Sophomore Year	
		Fall	Spring
ECE 241	Administration: Human Relations for ECE . . . . .	3	
ECE 288	Practicum: Early Childhood Education . . . . .	3	
MAT 135	Introduction to Statistics . . . . .	3	
	Lab Science Elective . . . . .	3/4	
PSY 238/ECE 238	Child Growth & Development . . . . .		3
	**Lab Science . . . . .		3/4
GEO 105	World Regional Geography . . . . .		3
COM 115	Public Speaking . . . . .		3
	Elective . . . . .		3

\* MUS 120, ART 110, LIT 115 or LIT 255

**DESIGNATED TRANSFER DEGREES**

**ECONOMICS - AA Degree with Designation**

Students interested in Economics, with plans to pursue a bachelor's degree, would follow this recommended track. Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information. Other transfer information can be found at:

The Colorado Dept. of Higher Education: <http://highered.colorado.gov/Academics/Transfers/>

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



**DESIGNATED TRANSFER DEGREES****HISTORY - AA Degree with Designation**

Students interested in History with plans to pursue a bachelor's degree would follow this recommended track. Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information. Other transfer information can be found at:

The Colorado Dept. of Higher Education: <http://highered.colorado.gov/Academics/Transfers/>

		<i>Freshman Year</i>	
		Fall	Spring
ENG 121	English Composition I . . . . .	3	
HIS 101	Western Civilization I . . . . .	3	
	*Lab Science . . . . .	3/4	
	Arts and Humanities . . . . .	6	
	Arts and Humanities . . . . .		3
ENG 122	English Composition II . . . . .		3
	Social & Behavioral Science . . . . .		3
HIS 102	Western Civilization II . . . . .		3
MAT 120	Math Lib. Arts or higher. . . . .		4

		<i>Sophomore Year</i>	
		Fall	Spring
HIS 201	U.S. History I . . . . .	3	
HIS 225	Colorado History . . . . .	3	
	Social & Behavioral Science . . . . .	3	
COM 115	Public Speaking . . . . .	3	
	or COM 125 Interpersonal Communications		
	*Laboratory Science . . . . .	3/4	
	Electives . . . . .		6
HIS 202	U.S. History II . . . . .		3

*Students planning to transfer to University of Colorado Boulder must take either HIS 101 or HIS 102 to fulfill this requirement.*

*Students planning to transfer to CSU-Ft. Collins are advised to complete at least two semesters of one college-level foreign language.*

## DESIGNATED TRANSFER DEGREES

### MATHEMATICS - AS Degree with Designation

Students interested in Mathematics with plans to pursue a bachelor's degree would follow this recommended track. Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information. Other transfer information can be found at:

The Colorado Dept. of Higher Education: <http://highered.colorado.gov/Academics/Transfers/>

#### *Freshman Year*

		Fall	Spring
ENG 121	English Composition I . . . . .	3	
MAT 201	Calculus I . . . . .	5	
PHY 211	Calculus Based Physics I . . . . .	5	
HIS	Social/Behavioral Science (History) . . . . .	3	
	Social/Behavioral Science. . . . .		3
ENG 122	English Composition II . . . . .		3
MAT 202	Calculus II . . . . .		5
PHY 212	Calculus Based Physics II. . . . .		5

#### *Sophomore Year*

		Fall	Spring
	Elective . . . . .		3
MAT 203	Calculus III . . . . .	4	
	Arts and Humanities . . . . .	3	
	Social/Behavioral Science . . . . .	3	
CSC 160	Computer Science I . . . . .		3
COM 115	Public Speaking . . . . .		3
	or COM 125 Interpersonal Communications		
	Arts and Humanities . . . . .		6
	Elective . . . . .		3

*CSU-Ft Collins requires a different computer science course than the community college course. Students should seek advising at CSU-Ft Collins for information on the appropriate computer science course to take.*

**DESIGNATED TRANSFER DEGREES****POLITICAL SCIENCE - AA Degree with Designation**

Students interested in Political Science with plans to pursue a bachelor's degree would follow this recommended track. Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information. Other transfer information can be found at: The Colorado Dept. of Higher Education: <http://highered.colorado.gov/Academics/Transfers/>

*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	
	Elective . . . . .	3	
	Arts and Humanities . . . . .		3
ENG 122	English Composition II . . . . .		3
POS 111	American Government . . . . .		3
MAT 120	Math Lib. Arts or higher . . . . .		4
	Elective . . . . .		3

*Sophomore Year*

		Fall	Spring
HIS 201	U.S. History I. . . . .	3	
POS 205	International Relations . . . . .	3	
COM 115	Public Speaking . . . . .	3	
	or COM 125 Interpersonal Communications		
ECO 201	Principles of Macroeconomics . . . . .	3	
	Elective . . . . .	3	
ECO 202	Principles of Microeconomics . . . . .		3
	Electives . . . . .		4
HIS 101	Western Civilization: Antiquity-1650 . . . . .		3
HIS 102	Western Civilization: 1650 to Present. . . . .		3
	Lab Science . . . . .		4

Please note: Additional Political Science (POS) courses beyond courses identified above may not count toward the Political Science major at the receiving 4-year institution.

**DESIGNATED TRANSFER DEGREES**

**PSYCHOLOGY - AA Degree with Designation**

Students interested in Psychology with plans to pursue a Bachelor of Arts, would follow this recommended track. Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information. Other transfer information can be found at:

The Colorado Dept. of Higher Education: <http://highered.colorado.gov/Academics/Transfers/>

		<i>Freshman Year</i>	
		Fall	Spring
BIO	Biology w/Lab I . . . . .	4/5	
ENG 121	English Composition I . . . . .	3	
MAT 121	College Algebra . . . . .	4	
PSY 101	General Psychology I . . . . .	3	
	Lab Science GT-SC1 . . . . .		3/4
ENG 122	English Composition II . . . . .	3	
	Social/Behavioral Sciences . . . . .	3	
PSY 102	General Psychology II . . . . .	3	
	Elective . . . . .		3

		<i>Sophomore Year</i>	
		Fall	Spring
	Social/Behavioral Sciences . . . . .	3	
PSY 238	Child Development . . . . .	3	
	Elective . . . . .	3	
	*Arts and Humanities . . . . .	3	
PSY 249	Abnormal Behavior . . . . .	3	
	*Arts and Humanities . . . . .	6	
PSY 239	Adolescent and Adult Development . . . . .	3	
HIS	History . . . . .	3	
COM 115	Public Speaking . . . . .	3	
	or COM 125 Interpersonal Communications		

\* No more than two courses from any one category.

**DESIGNATED TRANSFER DEGREES****PSYCHOLOGY - AS Degree with Designation**

Students interested in Psychology with plans to pursue a Bachelor of Science, would follow this recommended track. Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information. Other transfer information can be found at:

The Colorado Dept. of Higher Education: <http://highered.colorado.gov/Academics/Transfers/>

*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	
	Social/Behavioral Sciences. . . . .		3
ENG 122	English Composition II . . . . .		3
HIS	History . . . . .		3
PSY 102	General Psychology II. . . . .		3
	Elective . . . . .		3

*Sophomore Year*

		Fall	Spring
CHE 111	General College Chemistry I. . . . .	5	
	Social/Behavioral Sciences. . . . .		3
	Arts and Humanities . . . . .		3
PHI 111 or 112	Philosophy or Ethics . . . . .	3	
	Electives . . . . .		10
	Arts and Humanities . . . . .		3
COM 115	Public Speaking . . . . .		3
	or COM 125 Interpersonal Communications		

Students planning to transfer to University of Colorado Denver should complete both two-semester sequences of BIO 111 & 112 and CHE 111 & 112 at the community college; in addition, electives are restricted to non-Psychology courses.

**DESIGNATED TRANSFER DEGREES**

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

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. Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information. Other transfer information can be found at: **The Colorado Dept. of Higher Education:** <http://highered.colorado.gov/Academics/Transfers/>

		<i>Freshman Year (Option I)</i>	
		Fall	Spring
ENG 121	English Composition I . . . . .	3	
MAT 121	College Algebra . . . . .	4	
	or MAT 125 Survey of Calculus		
BIO 111	General College Biology I . . . . .	5	
AGE 102	Ag Economics . . . . .	3	
PHI 113	Logic (GT-AH3) . . . . .	3	
ENG 122	English Composition I* . . . . .		3
GEY 111	Physical Geology w/lab* . . . . .		4
AGY 100	General Crop Production . . . . .		4
CIS 118	Intro to PC Applications* . . . . .		3
		 <i>Sophomore Year</i>	
		Fall	Spring
CHEM 111	General College Chemistry I w/lab. . . . .	5	
	or CHEM 101 Intro to Chem I with Lab		
PHY 111	Physics Algebra Based I w/lab* . . . . .	5	
AGR 260	World Interdependence . . . . .	3	
AGE 205	Farm and Ranch Management* . . . . .	3	
COM 115	Public Speaking . . . . .		3
HWE 100	Human Nutrition* . . . . .		3
AGY 240	Intro to Soil Science. . . . .		4
HIS	History . . . . .		3
	Arts and Humanities. . . . .		3

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

**DESIGNATED TRANSFER DEGREES****SPANISH - AA Degree with Designation**

Students interested in Spanish, with plans to pursue a Bachelor of Arts, would follow this recommended track. Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information. Other transfer information can be found at:

The Colorado Dept. of Higher Education: <http://highered.colorado.gov/Academics/Transfers/>

		<i>Freshman Year</i>	
		Fall	Spring
ENG 121	English Composition I . . . . .	3	
HIS	Western Civilization History . . . . .	3	
MAT 120	Math for Liberal Arts . . . . .	4	
SPA 111**	Spanish Language I . . . . .	5	
ENG 122	English Composition II . . . . .		3
SPA 112**	Spanish Language II . . . . .		5
	Social & Behavioral Sciences . . . . .		3
	Arts and Humanities . . . . .		3
		<i>Sophomore Year</i>	
		Fall	Spring
SPA 211*	Spanish Language III . . . . .	3	
	Lab Science . . . . .	4	
	Arts and Humanities . . . . .	3	
	Social & Behavioral Sciences . . . . .	3	
COM 115	Public Speaking . . . . .	3	
	or COM 125 Interpersonal Communication		
SPA 212*	Spanish Language IV . . . . .		3
	Arts and Humanities . . . . .		3
	Lab Science . . . . .		4
	Electives . . . . .		6

\* PLEASE NOTE: Those students who have a higher proficiency level than is required for SPA 211 or 212 should substitute other Arts & Humanities courses. Heritage speakers may want to substitute SPA 261 (Grammar-Heritage Lang Speaker) and SPA 262 (Comp-Heritage Lang Speaker), if available.

\*\* PLEASE NOTE: SPA 111 and/or 112 may be waived, based on a student's proficiency level. Students should consult a departmental advisor at the four-year college or university.

Suggested elective courses: 200-level Spanish courses; courses outside the Spanish department with content related to the Spanish-speaking world.

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

The following program curricula are designed to strategically prepare the student to transfer to a specific discipline or pre-professional program at a four-year college or university. The student should work closely with her or his OJC advisor and contact transfer institutions under consideration for more specific transfer information.

**ART - AA Degree with Emphasis**

Students interested in Art with plans to pursue a bachelor's degree, would follow this recommended track. Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information.

*Freshman Year*

		Fall	Spring
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 151	Painting I . . . . .	3	
ENG 122	English Composition II . . . . .	3	
ART 112	Art History II: Renaissance to Modern . . . . .	3	
COM 115 or 125	Public Speaking . . . . .	3	
	or COM 125 Interpersonal Communications		
ART 251	Painting II . . . . .	3	
ART 221	Drawing II . . . . .	3	
	Lab Science . . . . .	4	

*Sophomore Year*

		Fall	Spring
	Mathematics . . . . .	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 132	3-D Design . . . . .	3	
ART 150	Digital Art Foundations . . . . .	3	
ART 175 or 275	Special Topics . . . . .	3	
ART 224	Watercolor II . . . . .	3	



**EMPHASIS AREA TRANSFER PROGRAMS****BEHAVIORAL SCIENCE - AA Degree with Emphasis**

Students interested in Behavioral Science with plans to pursue a bachelor's degree, would follow this recommended track. Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information.

		<i>Freshman Year</i>	
		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 120	Math for Liberal Arts or higher . . . . .		4
PSY 102	General Psychology II . . . . .		3
SOC 102	Intro to Sociology II . . . . .		3
HIS	History . . . . .		3
		<i>Sophomore Year</i>	
		Fall	Spring
CIS 118	Intro to PC Applications. . . . .	3	
POS 111	American Government . . . . .	3	
CRJ 230	Criminology I . . . . .	3	
	Arts and Humanities . . . . .	6	
	Elective . . . . .		3
POS 125	American State & Local Governments . . . . .		3
PSY 239	Adolescent and Adult Development . . . . .		3
COM 115	Public Speaking . . . . .		3
	or COM 125 Interpersonal Communications		
	Lab Science . . . . .		4

**EMPHASIS AREA TRANSFER PROGRAMS**

**BIOLOGY - AS Degree with Emphasis**

Students interested in Biology, with plans to pursue a bachelor's degree, would follow this recommended track. Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information.

*Freshman Year*

		Fall	Spring
ENG 121	English Composition I . . . . .	3	
CHE 111	General College Chemistry I . . . . .	5	
BIO 111	General College Biology I . . . . .	5	
MAT 121	College Algebra . . . . .	4	
ENG 122	English Composition II . . . . .		3
CHE 112	General College Chemistry II . . . . .		5
BIO 112	General College Biology II . . . . .		5
	Arts and Humanities . . . . .		3

*Sophomore Year*

		Fall	Spring
BIO 201	Human Anatomy & Physiology I . . . . .	4	
	Arts and Humanities . . . . .	3	
PHY 111	Physics: Algebra-Based I . . . . .	5	
	Social and Behavioral Science . . . . .	3	
COM 115	Public Speaking . . . . .	3	
	or COM 125 Interpersonal Communications		
HIS	History . . . . .		3
	Arts and Humanities . . . . .		3
BIO 112	Human Anatomy & Physiology II . . . . .		4
	Social/Behavioral Science . . . . .		3

*\* This course of study is based on recommendations from Colorado State University-Fort Collins. A state-wide articulation agreement is currently being considered by the Colorado Dept. of Higher Education for Biology.*

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

Students interested in Chemistry with plans to pursue a bachelor's degree, would follow this recommended track. Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information.

*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	
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	
PHY 211	Physics: Calculus-Based I . . . . .	5	
	Arts and Humanities . . . . .	3	
HIS	History . . . . .	3	
CHE 212	Organic Chemistry II . . . . .		5
PHY 212	Physics: Calculus-Based II . . . . .		5
	Social/Behavioral Science . . . . .		3
COM 115	Public Speaking . . . . .		3
	or COM 125 Interpersonal Communications		

*A state-wide articulation agreement is currently being considered by the Colorado Dept. of Higher Education for Chemistry.*

**EMPHASIS AREA TRANSFER PROGRAMS**

**ELEMENTARY EDUCATION - AA Degree with Emphasis**

Students interested in Elementary Education with plans to pursue a bachelor's degree, would follow this recommended track. Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information.

*Freshman Year*

		Fall	Spring
	**Lab Science . . . . .	4/5	
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
	**Lab Science . . . . .	4/5	
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	Math . . . . .	4	
EDU 221	Introduction to Education . . . . .		2
MAT	**Math . . . . .		3
POS 111	American Government . . . . .		3
	*Elective . . . . .		3
	*Elective . . . . .		4

\* 19 hours of electives

\*\*Students should contact transfer institution for math and science courses.

**EMPHASIS AREA TRANSFER PROGRAMS****ENGLISH OR LITERATURE - AA Degree with Emphasis**

Students interested in English or Literature with plans to pursue a bachelor's degree, would follow this recommended track. Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information.

*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 120	Math for Liberal Arts or higher . . . . .	4	
THE 105	Theatre Appreciation . . . . .	3	

*Sophomore Year*

		Fall	Spring
LIT 225	Introduction to Shakespeare . . . . .	3	
COM 125	Interpersonal Communications . . . . .	3	
COM 115	Public Speaking . . . . .	3	
	Lab Science . . . . .	4/5	4/5
HUM 115	World Mythology . . . . .		3
THE 211	Development of Theatre I . . . . .		3
THE 212	Development of Theatre II . . . . .		3

**EMPHASIS AREA TRANSFER PROGRAMS**

**LIBERAL ARTS - AA Degree with Emphasis**

Students interested in Liberal Arts with plans to pursue a bachelor's degree, would follow this recommended track. Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information.

*Freshman Year*

		Fall	Spring
MAT 120	Math for Liberal Arts or higher . . . . .	4	
ENG 121	English Composition I . . . . .	3	
HIS	History . . . . .	3	
HUM	Arts and Humanities . . . . .	6	
ENG 122	English Composition II . . . . .		3
	Social/Behavioral Science . . . . .		3
	Arts/Humanities/Social Behavioral Science/History . . . . .		3
	Lab Science . . . . .		4
COM 115	Public Speaking . . . . .	3	
	or COM 125 Interpersonal Communications		

*Sophomore Year*

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

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

Students interested in Chiropractic Medicine with plans to pursue a higher degree, would follow this recommended track. Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information.

*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 . . . . .	3	
HIS	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	
	Social/Behavioral Science . . . . .		3
BIO 202	Human Anatomy & Physiology II . . . . .		4
CHE 212	Organic Chemistry II . . . . .		5
MAT 202	Calculus II . . . . .		5
COM 115	Public Speaking . . . . .		3
	or COM 125 Interpersonal Communications		

**EMPHASIS AREA TRANSFER PROGRAMS**

**PRE-COMPUTER SCIENCE - AS Degree with Emphasis**

Students interested in Computer Science with plans to pursue a higher degree, would follow this recommended track. Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information.

*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	
HIS	History . . . . .	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



**EMPHASIS AREA TRANSFER PROGRAMS****PRE-DENTAL HYGIENIST - AS Degree with Emphasis**

Students interested in Dental Hygienist with plans to pursue a higher degree, would follow this recommended track. Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information.

*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 . . . . .	3	
HIS	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	
	Social/Behavioral Science . . . . .		3
BIO 202	Human Anatomy & Physiology II . . . . .	4	
CHE 212	Organic Chemistry II . . . . .	5	
MAT 202	Calculus II . . . . .	5	
COM 115	Public Speaking . . . . .		3
	or COM 125 Interpersonal Communications		

**EMPHASIS AREA TRANSFER PROGRAMS**

**PRE-DENTISTRY - AS Degree with Emphasis**

Students interested in Dentistry with plans to pursue a higher degree, would follow this recommended track. Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information.

*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 . . . . .	3	
HIS	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
PHY 111or 211	Physics: Algebra-Based . . . . .	4	
CHE 211	Organic Chemistry I . . . . .	5	
MAT 201	Calculus I . . . . .	5	
	Arts and Humanities . . . . .	6	
	Social/Behavioral Science . . . . .		3
PHY 112 or 212	Physics: Calculus-Based . . . . .	4	
CHE 212	Organic Chemistry II . . . . .	5	
MAT 202	Calculus II . . . . .	5	
COM 115	Public Speaking . . . . .		3
	or COM 125 Interpersonal Communications		

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

Students interested in Engineering with plans to pursue a higher degree, would follow this recommended track. Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information.

*Freshman Year*

		Fall	Spring
ENG 121	English Composition I . . . . .	3	
EEG 140	Engineering Projects . . . . .	3	
	Arts & Humanities . . . . .	3	
CHE 111	Chemistry I . . . . .	5	
MAT 201	Calculus I . . . . .	5	
ENG 122	English Composition II . . . . .		3
MAT 202	Calculus II . . . . .		5
COM 115	Public Speaking . . . . .		3
	or COM 125 Interpersonal Communications		
	Arts & Humanities . . . . .		3

*Sophomore Year*

PHY 211	Physics: Calculus-Based I/Lab . . . . .	5	
	Social/Behavioral Science . . . . .	3	
HIS	History . . . . .	3	
MAT 203	Calculus III . . . . .	4	
PHY 212	Physics: Calculus-Based II/Lab . . . . .		5
	Social/Behavioral Science . . . . .		3
MAT 265	Differential Equations . . . . .		3
	Electives . . . . .		6

**EMPHASIS AREA TRANSFER PROGRAMS**

**PRE-LAW - AA Degree with Emphasis**

Students interested in Law with plans to pursue a higher degree, would follow this recommended track. Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information.

		<i>Freshman Year</i>	
		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 120	Math for Liberal Arts or higher . . . . .	4	

		<i>Sophomore Year</i>	
		Fall	Spring
HIS 201	U.S. History I . . . . .	3	
POS 205	International Relations . . . . .	3	
COM 115	Public Speaking . . . . .	3	
	or COM 125 Interpersonal Communications		
POS 105	Introduction to Political Sciences . . . . .	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	
HIS 101	Western Civilization: Antiquity to 1650 . . . . .	3	
HIS 102	Western Civilization: 1650 to Present . . . . .	3	
	Lab Science . . . . .	4	

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

Students interested in Medicine with plans to pursue a higher degree, would follow this recommended track. This is a very heavy load and student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information.

*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 121	College Algebra . . . . .	4	
	Social/Behavioral Science . . . . .		3
HIS	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
MAT 201	Calculus I . . . . .	5	
CHE 211	Organic Chemistry I . . . . .	5	
PHY 111	Physics I: Algebra-based . . . . .	5	
	Arts and Humanities . . . . .	6	
	Social/Behavioral Science . . . . .		3
MAT 202	Calculus II . . . . .		5
CHE 212	Organic Chemistry II . . . . .		5
PHY 112	Physics II: Algebra-based . . . . .		5
COM 115	Public Speaking . . . . .		3
	or COM 125 Interpersonal Communications		

**EMPHASIS AREA TRANSFER PROGRAMS**

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

Students interested in Pharmacy with plans to pursue a higher degree, would follow this recommended track. Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information.

*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 . . . . .	3	
HIS	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	
PHY 111	Physics I: Algebra-based . . . . .	5	
	Arts and Humanities . . . . .	6	
	Social/Behavioral Science . . . . .		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
	or COM 125 Interpersonal Communications		

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

Students interested in Physical Therapy with plans to pursue a higher degree, would follow this recommended track. Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information.

*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 . . . . .	3	
HIS	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	
	Social/Behavioral Science . . . . .		3
BIO 202	Human Anatomy & Physiology II . . . . .		4
CHE 212	Organic Chemistry II . . . . .		5
MAT 202	Calculus II . . . . .		5
COM 115	Public Speaking . . . . .		3
	or COM 125 Interpersonal Communications		

**EMPHASIS AREA TRANSFER PROGRAMS**

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

Students interested in Physician Assistant with plans to pursue a higher degree, would follow this recommended track. Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information.

*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 . . . . .	3	
HIS	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	
	Social/Behavioral Science . . . . .		3
BIO 202	Human Anatomy & Physiology II . . . . .		4
CHE 212	Organic Chemistry II . . . . .		5
MAT 202	Calculus II . . . . .		5
COM 115	Public Speaking . . . . .		3
	or COM 125 Interpersonal Communications		



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

Students interested in Veterinary Medicine with plans to pursue a higher degree, would follow this recommended track. Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information.

*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 . . . . .	3	
HIS	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	
	Social/Behavioral Science . . . . .		3
BIO 202	Human Anatomy & Physiology II . . . . .	4	
CHE 212	Organic Chemistry II . . . . .	5	
MAT 202	Calculus II . . . . .	5	
COM 115	Public Speaking . . . . .		3
	or COM 125 Interpersonal Communications		

**EMPHASIS AREA TRANSFER PROGRAMS**

**SECONDARY EDUCATION - AA Degree with Emphasis**

Students interested in Secondary Education with plans to pursue a higher degree, would follow this recommended track. Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information.

*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 140	Math for Liberal Arts or higher . . . . .		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	
	or COM 125 Interpersonal Communications		
HIS 202	US History II . . . . .		3
PSY 239	Adolescent and Adult Psychology . . . . .		3
SOC 102	Introduction to Sociology II . . . . .		3
	Elective . . . . .		3

**EMPHASIS AREA TRANSFER PROGRAMS****SPORTS MEDICINE - AS Degree with Emphasis**

Students interested in Sports Medicine with plans to pursue a higher degree, would follow this recommended track. Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information.

*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 . . . . .	3	
HIS	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. . . . .		3

*Sophomore Year*

		Fall	Spring
BIO 201	Human Anatomy & Physiology I . . . . .	4	
CHE 211	Organic Chemistry I . . . . .	5	
	Social/Behavioral Science. . . . .	3	
	Arts and Humanities . . . . .	3	
BIO 202	Human Anatomy & Physiology II . . . . .		4
CHE 212	Organic Chemistry II . . . . .		5
COM 115	Public Speaking . . . . .		3
	or COM 125 Interpersonal Communications		

**EMPHASIS AREA TRANSFER PROGRAMS**

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

Students interested in Theatre and Drama with plans to pursue a higher degree, would follow this recommended track. Student should work closely with their OJC advisor and contact their transfer institution choices for more specific transfer information.

*Freshman Year*

		Fall	Spring
ENG 121	English Composition I . . . . .	3	
MAT 120	Math for Liberal Arts or higher . . . . .	4	
THE 105	Introduction to Theatre Arts. . . . .	3	
THE 131	Theatre Production I . . . . .	3	
	Elective . . . . .	3	
ENG 122	English Composition II . . . . .		3
THE 105	Theatre Appreciation . . . . .		3
	Arts and Humanities . . . . .		3
HIS	History. . . . .		3
	Lab Science . . . . .		4/5

*Sophomore Year*

		Fall	Spring
COM 115	Public Speaking . . . . .	3	
THE 211	Development of Theatre I . . . . .	3	
THE 111	Acting I . . . . .	3	
	Arts and Humanities . . . . .	3	
	Social/Behavioral Science . . . . .	3	
	Social/Behavioral Science . . . . .		3
THE 212	Development of Theatre II . . . . .		3
	Arts/Humanities/Social Behavioral/History . . . . .		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 (AGS) degree. The Associate of General Studies degree is earned by those students who complete up to half of their program in approved academic transfer courses and the remaining half in career and technical education and other academic elective courses.

The Associate of General Studies degree recognizes those individuals who have completed a variety of courses in the institution without any specific major in mind. In some cases the AGS has been used in transfer to a four-year college or university.

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

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

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.*



**ACADEMIC ELECTIVES****15 Credits**

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

**CAREER AND TECHNICAL / OTHER ACADEMIC ELECTIVES****30 Credits**

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

**Academic Requirements**

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

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

The primary purpose of the Associate of Applied Science 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 requirements of the Colorado Legislature, the Colorado Commission on Higher Education, and the State Board for Community Colleges and Occupational Education, as well as the goals of the College.

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

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

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

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. 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 differ for different programs.**



## ASSOCIATE OF APPLIED SCIENCE

### Career and Technical Education Degree Programs

Agriculture  
Crop Production  
Livestock Production  
Automotive Technology  
Applied Business Technology  
Early Childhood Education  
Law Enforcement  
Medical Assistant  
Medical Laboratory Technician  
Nursing  
Associate Degree in Nursing (RN)

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

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### 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.

## AGRICULTURE - ASSOCIATE OF APPLIED SCIENCE

### Crop Production

The Associate of Applied Science degree in Crop Production provides students with a broad range of skills needed in the farming industry including soil and plant relationships, irrigation, fertilizer and pesticide application, crop scouting, and basic managerial and business skills. The program blends scientific and business principles with hands on practical experiences. Certificates in Crop Production and Pesticide Application Training are also available in this career pathway.

#### *Freshman Year*

		Fall		Spring
CIS 118	Intro to PC Applications. . . . .	3		
ENG 115	Technical English . . . . .	3		
	or ENG 121 English Composition			
COM 115	Public Speaking . . . . .	3		
	or COM 125 Interpersonal Communications			
AGE 205	Farm/Ranch Management . . . . .	3		
AGR 260	World Interdependence. . . . .	3		
MAT 107	Career Math or higher. . . . .	3		
AGY 100	General Crop Production . . . . .	4		
AGE 208	Ag Finance . . . . .	3		
ACC 125	Computerized Accounting . . . . .	3		
MAN 128	Human Relations - Organization. . . . .	3		

#### *Sophomore Year*

		Fall		Spring
AGP 280	Production Ag Internship. . . . .	2		
AGP 204	Soil Fertility & Fertilizers . . . . .	4		
AGP 110	Integrated Pest Management . . . . .	3		
CHE 101	Introduction to Chemistry I with Lab . . . . .			
ASC 100	Animal Science . . . . .	3		
AGP 208	Commercial Pesticide License Training . . . . .	3		
AGY 240	Intro to Soil Science . . . . .	4		
AGP 107	Practical Irrigation Management . . . . .	2		
AGE 210	Ag Marketing . . . . .	3		
HWE 100	Human Nutrition . . . . .	3		
	OR			
SPA 115	Spanish for the Professional I. . . . .	3		

## AGRICULTURE - ASSOCIATE OF APPLIED SCIENCE

### Livestock Production

The Associate of Applied Science degree in Livestock Production provides students with a broad range of skills needed in the livestock industry including management, breeding, selection, nutrition, health, and basic business skills. The program blends scientific and business principles with hands on practical experiences. Certificates in Livestock Production, Agricultural Production Management, and Artificial Insemination (AI) are also available in this career pathway.

		<i>Freshman Year</i>	
		Fall	Spring
ASC 100	Animal Science . . . . .	3	
CIS 118	Intro to PC Applications. . . . .	3	
AGE 205	Farm/Ranch Management . . . . .	3	
ENG 115	Technical English . . . . .	3	
	or ENG 121 English Composition		
COM 115	Public Speaking . . . . .	3	
	or COM 125 Interpersonal Communications		
MAT 107	Career Math or higher. . . . .	3	
AGE 208	Ag Finance . . . . .	3	
ASC 225	Feeds and Feeding . . . . .	4	
ASC 288	Livestock Practicum . . . . .	2	
ACC 125	Computerized Accounting . . . . .	3	
MAN 128	Human Relations - Organization. . . . .	3	
		<i>Sophomore Year</i>	
		Fall	Spring
AGP 147	Practical Cattle Reproduction . . . . .	2	
AGP 148	Cattle Reproduction Lab . . . . .	1	
AGR 260	World Interdependence - GT-SS3. . . . .	3	
RAM 205	Range Management . . . . .	3	
AGP 280	Production Ag Internship (Yr 2). . . . .	1	
AGP 247	Production Cattle Feeding . . . . .	3	
ASC 250	Live Animal and Carcass Evaluation . . . . .	3	
AGR 224	Integrated Ranch Management . . . . .	3	
AGP 215	Animal Health . . . . .	3	
AGE 210	Ag Marketing. . . . .	3	
AGP 146	Artificial Insemination Management . . . . .	2	

## 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 . . . . .	2	
ASE 161	Engine Disassembly, Diagnosis & Assembly . . . . .	3	
ASE 162	Automotive Engine Service . . . . .	2	
ASE 150	Manual Drive Train and Axle Maintenance . . . . .	2	
ASE 151	Automotive Manual Trans/Transaxles & Clutches. . . . .	2	
ASE 152	Manual Transmission, Transaxles & Clutches II . . . . .	2	
MAT 107	Career Math . . . . .	3	
CIS 118	Intro to PC Applications . . . . .	3	
ASE 140	Suspension and Steering I . . . . .	2	
ASE 141	Suspension and Steering II . . . . .	2	
ASE 240	Suspension and Steering III. . . . .	2	
ASE 250	Automatic Transmission and Transaxle Service . . . . .	1	
ASE 251	Automatic Transmission and Transaxles Repair . . . . .	3	
ASE 252	Advanced Automatic Transmission/Tranaxles . . . . .	2	
ENG 115	Technical English and Communications . . . . .	3	
MAN 128	Human Relations in Organizations . . . . .	3	

### *Sophomore Year*

		Fall	Spring
ASE 130	General Engine Diagnosis . . . . .	2	
ASE 132	Ignition System Diagnosis & Repair . . . . .	2	
ASE 134	Automotive Fuel & Emissions Systems I. . . . .	2	
ASE 233	Fuel Injection and Emissions Systems II. . . . .	4	
ASE 235	Driveability and Diagnosis . . . . .	1	
ASE 110	Automotive Brakes I. . . . .	3	
ASE 111	Automotive Brake Service II. . . . .	2	
ASE 210	Automotive Power and ABS Brake Systems . . . . .	3	
ASE 120	Basic Automotive Electricity . . . . .	2	
ASE 123	Starting & Charging Systems . . . . .	2	
ASE 220	Specialized Electronics Training . . . . .	2	
ASE 221	Automotive and Diesel Body Electrical . . . . .	4	
ASE 231	Automotive Computers and Ignition Systems . . . . .	2	
ASE 264	Introduction Automotive Heating & Air Conditioning . . . . .	1	
ASE 265	Automotive Heating and Air Conditioning . . . . .	4	
MAN 216	Small Business Management . . . . .	3	

## APPLIED BUSINESS TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE

The Associate of Applied Science in Applied Business Technology adds general education and additional business courses to the certificate to prepare students for advancement in their business careers. The Applied Business Technology program provides students with the skills and knowledge for employment in a variety of business-related occupations. The focus is on the accounting, computer, and communication skills required for entry-level positions in all types of offices such as banking, insurance, manufacturing, industry, real estate, legal, accounting, and medical.

		<i>Freshman Year</i>	
		Fall	Spring
ACC 101	Fundamentals of Accounting . . . . .	3	
MAR 216	Principles of Marketing . . . . .	3	
MAN 200	Human Resource Management I . . . . .	3	
BUS 115	Introduction to Business . . . . .	3	
CIS 118	Intro to PC Applications. . . . .	3	
ACC 115	Payroll Accounting. . . . .	3	
ACC 125	Computerized Accounting . . . . .	3	
BTE 225	Administrative Office Management . . . . .	3	
CIS 218	Advanced PC Applications . . . . .	3	
MAN 128	Human Relation-Organization. . . . .	3	
BTE 287	Cooperative Ed/Internship. . . . .	1	
		 <i>Sophomore Year</i>	
		Fall	Spring
BUS 216	Legal Environment of Business . . . . .	3	
ENG	ENG 100 or higher . . . . .	3	
ECO 201	Principles of Macroeconomics . . . . .	3	
MAT	Math 100 or higher . . . . .	3	
COM 115	Public Speaking . . . . .	3	
	or		
COM 125	Interpersonal Communications . . . . .	3	
BUS 217	Business Communication & Report Writing . . . . .	3	
ECO 202	Principles of Microeconomics . . . . .	3	
	Electives* . . . . .	9	

\*Electives with approval of faculty advisor. Please see your faculty advisor for approved general education and elective classes.

## EARLY CHILDHOOD EDUCATION ASSOCIATE OF APPLIED SCIENCE

This two-year Associate of Applied Science Degree in Early Childhood Education (ECE) Program is designed to prepare men and women to become child care or preschool teachers, or center directors. Certificates are also available in Early Childhood Center Director, Early Childhood Teacher, Infant/Toddler, and Fundamental Early Childhood Skills. Instruction and lab with hands-on, on-site work experience prepare the student for both teaching and management responsibilities. 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.

The AAS along with an additional 1820 experience hours qualifies the student to apply to the Colorado Department of Human Services, Department of Child Care, to be the Director of a Large Child Care facility.\*\*

Freshman Year		Fall	Spring
ECE 101	Intro to Early Childhood Education . . . . .	3	
ECE 102	Intro to Early Childhood Lab Techniques . . . . .	3	
ECE 238	Child Growth and Development . . . . .	3	
ENG 115/121	Technical English or English Composition I . . . . .	3	
CIS 118	Intro to PC Applications . . . . .	3	
ECE 111	Infant and Toddler Theory and Practice . . . . .		3
ECE 112	Intro to Infant/Toddler Lab Techniques . . . . .		3
ECE 103	Guidance Strategies for Children . . . . .		3
ECE 205	Nutrition, Health, and Safety . . . . .		3
HWE 100	Human Nutrition . . . . .		3

Sophomore Year		Fall	Spring
ECE 226	Creativity and the Young Child . . . . .	3	
ECE 241	Administration: Human Relations for ECE . . . . .	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 220	Curriculum Development: Methods & Techniques . . . . .		3
ECE 260	Exceptional Child . . . . .		3
ECE 240	Administration of Early Childhood Care & Education . . . . .		3
ECE 289	Capstone: Early Childhood Education . . . . .		3
LIT 255	Children's Literature . . . . .		3

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

## 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 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

### *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 toward transfer into the BAS in Public Administration/Public Safety at Colorado Mesa University.

\*\*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	
BIO 106	Basic Anatomy and Physiology . . . . .	4	
CIS 118	Intro to Computer Applications . . . . .	3	
MOT 208	Intro to CPT-4 . . . . .	2	
HPR 106	Law & Ethics for Health Professionals . . . . .	2	
HPR 178	Medical Terminology . . . . .		2
CIS 218	Advanced PC Applications . . . . .		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 . . . . .		2

		<i>Sophomore Year</i>	
		Fall	Spring
MAN 200	Human Resources Management I . . . . .	3	
NUA 101	Nurse Aide Health Care Skills . . . . .	4	
NUA 170	Nurse Aid Clinical Experience . . . . .	1	
COM	Course must be 100 level or higher . . . . .	3	
MAT 103	Math for Clinical Calculations or equivalent . . . . .	3	
MOT 138	Medical Assisting Laboratory Skills . . . . .		4
SPA 115	Spanish for Professionals . . . . .		3
PSY 235	Human Growth and Development . . . . .		3
MAN 128	Human Relations in Organizations . . . . .		3
BUS 217	Business Communication & Report Writing . . . . .		3



## MEDICAL LABORATORY TECHNICIAN ASSOCIATE OF APPLIED SCIENCE

The Medical Laboratory Technician (MLT) program at Otero Junior College is designed to prepare qualified laboratory professionals for entry level employment in environments such as hospitals, outpatient clinics, and private medical laboratories. Upon successful completion of the program, graduates are eligible to take national examinations to become certified Medical Laboratory Technicians\*.

Students will prepare for a career in Medical Laboratory Technology through online/hybrid formats, classroom study, laboratory assignments and supervised clinical experience. They will complete classes in general education along with Hematology, Clinical Chemistry, Clinical Microbiology, Immunology /Immunohematology, Urinalysis, and Parasitology/ Mycology. Students will learn about analysis of blood and body fluids, quality assessment and quality control, blood banking, bacteriology, parasitology and other aspects of medical laboratory technology.

The MLT program is designed for the student to graduate with an AAS degree in 5 semesters. Three semesters will be spent at the OJC campus and two semesters will be partially spent in clinical rotations at an affiliated clinical facility. An optional Phlebotomy certificate can be obtained by enrolling in an additional summer semester.

### ADMISSION PROCEDURE

Obtain general college admission to Otero 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). In addition the student is required to:

1. Be a graduate of an accredited high school or equivalent.
2. Complete a background check and drug screen will be required before any clinical internships begin:
  - a. Clinical facilities require students to pass a drug screen prior to attending clinicals. This will be arranged through the college. Please plan to follow the procedures promptly when notified.
  - b. Take and pass the criminal background check available at this web site address: [www.healthcareex.com](http://www.healthcareex.com)
3. Receive necessary vaccinations: Annual flu, Hepatitis B, MMR, Varicella
4. Complete PPD testing
5. Submit a Health Form: The student must submit a completed physical exam form before beginning clinical rotations.
6. Complete a colorblindness testing – to be done in class or on D2L (Desire2Learn).

### RECOMMENDED COURSES:

Courses in high school biology and chemistry are strongly recommended. It is also necessary to be at college level for Math and English.

## MEDICAL LABORATORY TECHNICIAN ASSOCIATE OF APPLIED SCIENCE

*Subject to change without notification. Contact the OJC MLT Department office for the most current information, 719-384-6816 or 719-384-6898.*

			Spring	Summer
ENG 121	English Composition I . . . . .	3		
CIS 118	Intro to PC Applications. . . . .	3		
MLT 131	Intro to Hematology. . . . .	2		
BIO 111	Biology . . . . .	5		
MAT 121	College Algebra. . . . .	4		
HPR 112	Phlebotomy . . . . .	4		
	(Optional certificate and available professional certification)			
			Fall	Spring
BIO 201	Anatomy & Physiology I . . . . .	4		
COM 125	Interpersonal Communications . . . . .	3		
	or COM 115 Public Speaking			
MLT 132	Hematology II . . . . .	4		
CHE 111	General College Chemistry. . . . .	5		
BIO 202	Anatomy & Physiology II . . . . .	4		
MLT 231	Clinical Microbiology . . . . .	4		
MLT 141	Immunology/Immunochemistry . . . . .	4		
MLT 241	Intro to Clinical Chemistry . . . . .	2		
MLT 142	Urinalysis. . . . .	2		
			Summer	Fall
MLT 232	Parasitology/Mycology . . . . .	2		
MLT 282	Internship IV, Microbiology . . . . .	2		
MLT 180	Internship I, Blood Bank . . . . .	1		
MLT 242	Clinical Chemistry II . . . . .	4		
MLT 253	Seminar/Comprehensive Exams. . . . .	1		
MLT 280	Internship III, Chemistry . . . . .	3.5		
MLT 182	Internship II, Hem, Coag, UA . . . . .	<u>3.5</u>		
		Total:		70 credits

*Note: Students must complete each course consecutively with a 70% or better average in all MLT courses. No grade below a C in MLT courses will be acceptable. To continue into MLT 132 and progress through the MLT program, a student must complete MLT 131 with a C or better and have Accuplacer scores of Sentence Structure 95+, Elementary Algebra 85+, and Reading 80+.*

*Students with scores below these will not be permitted to progress to MLT 132 until developmental education courses are completed unless permission is granted by the instructor.*

## 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 application date of the program.

#### Required Pre-Admission Courses (Pre-requisite Courses)

- English Composition I (3 credits)
- Human Growth & Development (3 credits)
- Human Anatomy & Physiology I (4 credits)
- Human Anatomy & Physiology II (4 credits)
- 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.

7. A clear criminal background check and urine drug screen (information will be provided upon application). See the Disqualifying Offenses document for more information at [www.ojc.edu/content/nursing/Disqualifying\\_Offenses09.pdf](http://www.ojc.edu/content/nursing/Disqualifying_Offenses09.pdf)

8. Evidence of State Nurse Aide Certification or honorable military service is not required but will receive points toward admission score.

9. Attendance at a Pre-Nursing Information session with the Nursing 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 [www.ojc.edu/AssociateNursing.aspx](http://www.ojc.edu/AssociateNursing.aspx).

11. A deadline will be set and students who have completed all of the admission criteria will be admitted from the top score down until all slots are filled. To fill any vacant slots, a second and third deadline will be set and remaining and newly qualified applicants will be considered and admitted from the top scores again until slots are filled. Admission deadlines are posted on the OJC website at [www.ojc.edu/AssociateNursing.aspx](http://www.ojc.edu/AssociateNursing.aspx).

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

1. Complete steps 1-4 on the previous pages.
2. Complete Pathophysiology (BIO 216) with a grade of C or higher prior to enrolling in the ADN program.
3. Provide a copy of your LPN license.
4. Provide official transcripts of your LPN program courses. If your Practical Nursing (PN) program was completed more than ten years prior to application additional testing may be required.
5. A clear criminal background check and urine drug screen (information will be provided upon application). See the Disqualifying Offenses document for more information at [www.ojc.edu/content/nursing/Disqualifying\\_Offenses09.pdf](http://www.ojc.edu/content/nursing/Disqualifying_Offenses09.pdf)
6. Complete the NUR 189 LPN to RN Transition course with a grade of C or higher if LPN was completed prior to April 2007. Contact the OJC Nursing Office for the dates of the next scheduled NUR 189 course.
7. 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 [www.ojc.edu/AssociateNursing.aspx](http://www.ojc.edu/AssociateNursing.aspx).
8. A deadline will be set and students who have completed all of the admission criteria will be admitted from the top score down until all slots are filled. To fill any vacant slots, a second and third deadline will be set and remaining and newly qualified applicants will be considered and admitted from the top scores again until slots are filled. Admission deadlines are posted on the 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.*

### OJC Nursing Graduation Requirements

- A. The graduate must fulfill all requirements of the College for graduation.
- B. The graduate of nursing must pass all program courses with a minimum grade of "C."
- C. The graduate must be competent in all critical nursing skills pertaining to the scope of practice for a registered nurse.
- D. The graduate must be competent in calculations of medications. The student is required to pass a medication administration proficiency examination each semester at 100 percent mastery in order to progress to the next semester of the ADN program. (See the Nursing Student Manual for further information.)

### Legal Requirements for Registered Nursing Licensure

During application for licensure, the student must answer the following questions:

- A. "Have you ever been convicted of a crime or have you ever accepted a court plea of guilty or nolo contendere? Have you received a deferred judgment or deferred prosecution?"
- B. "Are you now, or were you for the 12 months preceding the date of this application, addicted to any controlled substance; a regular user of any controlled substance without a prescription; and/or habitually intemperate in the use of intoxicating liquor?"

If any question is answered "yes," the student needs to meet with the director of the Nursing Department for counseling because the Colorado State Board of Nursing has specific requirements for licensure.

**ASSOCIATE DEGREE NURSING CURRICULUM**

*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
HPR108	Dietary Nutrition . . . . .	1
	OR	
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

**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

## 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

		Credits
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
HPR108	Dietary Nutrition . . . . .	1
	OR	
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
	<i>(Required only for those interested in obtaining their LPN license)</i>	
BIO 216	Pathophysiology . . . . .	4

### Fall Semester

NUR 206	Advanced Concepts of Med/ Surg Nursing I . . . . .	8
NUR 212	Pharmacology II . . . . .	2

### Spring Semester

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*

### **Agricultural Production Management**

### **Applied Business Technology**

### **Artificial Insemination**

### **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*

### **Cosmetology**

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

### **Crop Production**

### **Early Childhood Education**

*Early Childhood Director*  
*Early Childhood Teacher*  
*Infant/Toddler*  
*Fundamental Early Childhood Skills*

### **Emergency Medical Services**

*EMT*  
*EMT Intermediate*

### **Health Navigator**

*Community Health Worker*

### **Law Enforcement**

### **Livestock Production**

### **Mechanical Graphics and Design**

### **Medical Office Clerk**

### **Nursing Assistant**

### **Pesticide Application**

### **Phlebotomy**

### **Practical Nursing**

### **Real Estate**

### **Water Quality Management Technology**

*Distribution and Collection Systems*  
*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 overall operations, as well as each identified profit center. Students enrolling in the certificate programs must be actively operating a farm/ranch and/or agricultural related business, or have the desire to start an agriculture business. Students must have the approval of the instructor.

The program is administered by three methods; classroom instruction, which includes guided online studies, home-visit instruction where an instructor comes to student's home, and cooperative learning. Certificates range from record keeping to marketing to complete advanced business plans.

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

### 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

### 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

## AGRICULTURAL PRODUCTION MANAGEMENT

As part of the Associate of Applied Science, Agricultural Production Management certificate provides basic overview in Ag business including management, marketing and finance.

AGE 102	Agricultural Economics . . . . .	3
AGE 205	Farm & Ranch Management . . . . .	3
CIS 118	Introduction to PC Applications . . . . .	3
AGE 208	Agricultural Finance . . . . .	3
AGE 210	Agricultural Marketing . . . . .	3

## APPLIED BUSINESS TECHNOLOGY

The Applied Business Technology certificate provides students with the skills and knowledge for employment in a variety of business-related occupations. The focus is on the accounting, computer, and communication skills required for entry-level positions in all types of offices such as banking, insurance, manufacturing, industry, real estate, legal, accounting, and medical.

		Fall	Spring
ACC 101	Fundamentals of Accounting . . . . .	3	
MAR 216	Principles of Marketing . . . . .	3	
MAN 200	Human Resource Management I . . . . .	3	
BUS 115	Introduction to Business . . . . .	3	
CIS 118	Intro to PC Applications . . . . .	3	
ACC 115	Payroll Accounting . . . . .		3
ACC 125	Computerized Accounting . . . . .		3
BTE 225	Administrative Office Management . . . . .		3
CIS 218	Advanced PC Applications . . . . .		3
MAN 128	Human Relation-Organization . . . . .		3
BTE 287	Cooperative Ed/Internship . . . . .		1

## ARTIFICIAL INSEMINATION TECHNIQUES

Students will learn the techniques for Artificial Insemination.

AGP 147	Practical Cattle Reproduction . . . . .	2
AGP 148	Cattle Reproduction Lab . . . . .	1
AGP 146	Artificial Insemination Management . . . . .	2

## 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 Repair . . . . .	2	
ASE 161	Engine Repair and Rebuild . . . . .	3	
ASE 162	Automotive Engine Service . . . . .	2	
ASE 150	Manual Drive Train and Axle Maintenance . . . . .	2	
ASE 151	Automotive Transmissions/Transaxles & Clutches . . . . .	2	
ASE 152	Manual Transmission, Transaxles and Clutches II . . . . .	2	
ASE 140	Suspension and Steering I . . . . .		2
ASE 141	Suspension and Steering II . . . . .		2
ASE 240	Suspension and Steering III . . . . .		2
ASE 250	Automatic Transmission/Transaxle Service . . . . .		1
ASE 251	Automatic Transmission/Transaxle Repair . . . . .		3
ASE 252	Advanced Automatic Transmission/Transaxles . . . . .		2

### Second Year

		Fall	Spring
ASE 130	General Engine Diagnosis . . . . .	2	
ASE 132	Ignition System Diagnosis & Repair . . . . .	2	
ASE 134	Automotive Fuel and Emissions Systems I . . . . .	2	
ASE 233	Auto Fuel Injection and Emissions Systems II . . . . .	4	
ASE 235	Driveability and Diagnosis . . . . .	2	
ASE 110	Auto Brakes I . . . . .	2	
ASE 111	Automotive Brake Service II . . . . .	2	
ASE 210	Automotive Power and ABS Brake Systems II . . . . .	3	
ASE 120	Basic Automotive Electricity . . . . .		2
ASE 123	Starting & Charging Systems . . . . .		2
ASE 220	Specialized Electronics Training . . . . .		2
ASE 221	Automotive and Diesel Body Electrical . . . . .		4
ASE 231	Automotive Computers and Ignition Systems . . . . .		2
ASE 264	Introduction Automotive Heating and Air Conditioning . . . . .		1
ASE 265	Heating and Air Conditioning Systems . . . . .		4

## AUTOMOTIVE TECHNOLOGY

### Fall-First Year

#### Engine Repair Certificate

ASE 160	Auto Engine Repair	2
ASE 161	Engine Repair and Rebuild	3
ASE 162	Auto Engine Service	2

#### Manual Drive Train and Axles Certificate

ASE 150	Manual Drive Train & Axle	2
ASE 151	Manual Transmissions/Transaxles & Clutches	2
ASE 152	Man Trans/Transaxles/Clutch II	2

### Spring-First Year

#### Automatic Transmission and Transaxle Certificate

ASE 250	Automatic Transmission/Transaxle Service	1
ASE 251	Automatic Transmission/Transaxle Repair	3
ASE 252	Advanced Automatic Transmission/Transaxles	2

#### Suspension and Steering Certificate

ASE 140	Suspension and Steering I	2
ASE 141	Suspension and Steering II	2
ASE 240	Suspension and Steering III	2

### Fall-Second Year

#### Engine Performance Certificate

ASE 130	General Engine Diagnosis	2
ASE 132	Ignition System Diagnosis & Repair	2
ASE 134	Automofuel and Emission Syst I	2
ASE 233	Auto Fuel Injection/Emission Systems II	4
ASE 235	Driveability and Diagnosis	2

#### Brakes Certificate

ASE 110	Brakes I	2
ASE 111	Auto Brake II	2
ASE 210	Auto Pwr/ABS Brake Systems	2

### Spring-Second Year

#### Electrical/Electronic Systems Certificate

ASE 120	Basic Auto Electricity	2
ASE 123	Starting & Charging Sys	2
ASE 220	Specialized Electronics Training	2
ASE 221	Automo/Diesel Body Electrical	4
ASE 231	Auto Comp & Ignition Systems	2

#### Heating and Air Conditioning Certificate

ASE 264	Intro to HVAC Systems	1
ASE 265	HVAC Systems	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

## COSMETOLOGY

### 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	2

## CROP PRODUCTION

As part of the Associate of Applied Science, this Crop Production certificate provides basic overview in farming industry including management, fertilization and soil science.

AGP 204	Soil Fertility & Fertilizers	4
AGE 205	Farm & Ranch Management	3
CHE 101	Introduction to Chemistry	5
CIS 118	Introduction to PC Applications	3
AGY 100	General Crop Production	4
AGY 240	Introduction to Soil Science	4



## EARLY CHILDHOOD EDUCATION

Many of the classes offered in these four Early Childhood certificates can be applied toward the Colorado Department of Human Services, Division of Child Care to qualify for either an early childhood teacher and/or director of a large child care center. Hands on lab hours are required in each certificate.

### Early Childhood Director Certificate

The Early Childhood Center Director Certificate along with an additional experience hours qualifies the student to apply to the Colorado Department of Human Services, Department of Child Care, to be the Director of a Large Child Care facility.\*\*

	Fall	Spring
ECE 101 Introduction to the Early Childhood Education . . . . .	3	
ECE 102 Intro. to Early Childhood Lab Techniques . . . . .	3	
ECE 238 Child Growth and Development. . . . .	3	
ECE 241 Administration: Human Relations for ECE. . . . .	3	
ECE 111 Infant and Toddler Theory and Practice . . . . .		3
ECE 103 Guidance Strategies for Children . . . . .		3
ECE 205 Nutrition, Health and Safety. . . . .		3
ECE 220 Curriculum Development: Methods/Techniques . . . . .		3
ECE 260 Exceptional Child . . . . .		3
ECE 240 Admin. of Early Childhood Care and Education . . . . .		3

### Early Childhood Teacher

An Early Childhood Teacher is responsible for a single group of children, working under the supervision of a director. This early childhood teacher certificate enables the holder to apply to Colorado Department of Human Services, Division of Child Care 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 238 Child Growth and Development. . . . .	3	
ECE 226 Creativity and the Young Child . . . . .	3	
ECE 225 Language and Cognition for the Young Child . . . . .	3	
ECE 111 Infant and Toddler Theory and Practice . . . . .		3
ECE 112 Intro to Infant/Toddler Lab Techniques. . . . .		3
ECE 103 Guidance Strategies for Children . . . . .		3
ECE 205 Nutrition, Health and Safety. . . . .		3
ECE 220 Curriculum Development: Methods/Techniques . . . . .		3

## EARLY CHILDHOOD EDUCATION

The following certificates are an accumulation of course work and hours toward the Associate of Applied Science, early childhood director or early childhood teacher certificates.\*\*

### Infant/Toddler Certificate

The Infant/Toddler Certificate prepares the student with specialized skills to work with children from birth to two years old. \*\*

	Fall	Spring
ECE 101 Introduction to the Early Childhood Education . . . . .	3	
ECE 238 Child Growth and Development. . . . .	3	
ECE 111 Infant and Toddler Theory and Practice . . . . .		3
ECE 112 Intro to Infant/Toddler Lab Techniques. . . . .		3
ECE 103 Guidance Strategies for Children . . . . .		3
ECE 205 Nutrition, Health and Safety. . . . .		3
ECE 220 Curriculum Development: Methods/Techniques . . . . .		3

### Fundamental Early Childhood Skills

The Fundamental Early Childhood Skills certificate is the first step towards a career in Early Childhood education. \*\*

	Fall	Spring
ECE 101 Introduction to the Early Childhood Education . . . . .	3	
ECE 102 Introduction to ECE Lab Techniques. . . . . or ECE 103 Guidance Strategies for Children		3

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

## EMERGENCY MEDICAL SERVICES

The Emergency Medical Services certificate programs provide instruction for EMT 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 or EMT Intermediate certification testing.

### EMT Certificate

EMS 121	EMT Fundamentals . . . . .	3
EMS 122	EMT Medical Emergencies. . . . .	4
EMS 123	EMT Trauma Emergencies. . . . .	2
EMS 170	EMT Basic Clinical . . . . .	1

### 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

## HEALTH NAVIGATOR

This is a one year program that prepares individuals for employment as Community Health Workers. Community Health Workers will assist clients, in a variety of settings serving as facilitators, advocates, and referral professionals linking clients to health care and related social services.

### Community Health Worker Certificate

		Fall	Spring
CHW 100	Intro to Community Health Work . . . . .	2	
CHW 120	Community Health Issues. . . . .	3	
CHW 130	Community Health Resources . . . . .	3	
ENG 121	English Composition I. . . . .	3	
CIS 118	Intro to PC Applications . . . . .	3	
HPR 102	CPR for Professionals . . . . .	0.5	
CHW 135	Basics of Chronic Disease . . . . .	1.5	
CHW 136	Psych Impact Chronic Disease. . . . .	1	
CHW 137	End-of-life Palliative Care. . . . .	0.5	
CHW 138	Patient Navigation. . . . .	3	
PSY 101	General Psychology I . . . . .	3	
COM 125	Interpersonal Communication. . . . .	3	
HPR 178	Medical Terminology. . . . .	2	
CSL 250	Motivational Interviewing . . . . .	1	
<b>Summer Session</b>			
CHW 297	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 [www.ojc.edu/lawacademy.aspx](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

## Livestock Production

As part of the Associate of Applied Science, this Livestock Production certificate provides basic overview in livestock industry including management, feeds and animal science.

ASC 100	Animal Science . . . . .	3
AGE 205	Farm & Ranch Management . . . . .	3
ASC 225	Feeds & Feeding . . . . .	4
ASC 250	Live Animal & Carcass Evaluation. . . . .	3
ASC 288	Livestock Practicum. . . . .	2

## MECHANICAL GRAPHICS AND DESIGN

The Mechanical Graphics and Design certificate program builds foundational design skills for a broad range of industrial careers. This certificate provides students general mechanical engineering technology fundamentals with emphasis in the design and development of products and machines. In addition, this certificate containing the two courses that will prepare students to take the CSWA (Certified Solid Works Associate) certification exam. This certification is proof of a student's Solid Works expertise with cutting-edge skills that businesses seek out.

### Mechanical Graphics and Design Certificate

Fall    Spring

CAD 255	SolidWorks/Mechanical. . . . .	3
CAD 259	Advanced SolidWorks. . . . .	3

## 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
BIO 106	Basic Anatomy and Physiology . . . . .	4
CIS 118	Intro to Computer Applications . . . . .	3
MOT 208	Intro to CPT-4 Coding. . . . .	2
HPR 106	Law & Ethics for Health Professionals . . . . .	2
HPR 178	Medical Terminology. . . . .	2
CIS 218	Advanced PC 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. . . . .	2

## NURSING ASSISTANT

Otero Junior College, in cooperation with area hospitals, offers a one semester nursing assistant program to prepare students to work in nursing assistants position. Successful completion of the Nursing Assistant courses entitles the graduate to apply to the Colorado Board of Nursing to take the certification exam for Certified Nurse Aide. Interested students should contact the Student Services Center for additional information.

### Required Courses:

NUA 101	Nurse Aide Health Care Skills . . . . .	4
NUA 102	Certification Exam Prep . . . . .	.5
NUA 170	Nursing Aide Clinical Experience . . . . .	1

### Recommended Courses:

HPR 178	Medical Terminology I . . . . .	2
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### Legal Requirements for Nursing Assistant Licensure

Before becoming licensed, students must answer the following questions:

- A. "Have you ever been convicted of a crime or have you ever accepted a court plea of guilty or nolo contendere? Have you received a deferred judgment or deferred prosecution?"
- B. "Are you now, or were you for the 12 months preceding the date of this application, addicted to any controlled substance; a regular user of any controlled substance without a prescription; and/or habitually intemperate in the use of intoxicating liquor?"

*If any question is answered "yes," students need to meet with the director of the Nursing Department for counseling because the Colorado State Board of Nursing has specific requirements for licensure.*

## PESTICIDE APPLICATION TRAINING

Students will learn the techniques for Commercial Pesticide Application.

Fall Spring

AGP 110	Integrated Pest Management . . . . .	3
AGP 208	Commercial Pesticide License Training . . . . .	.3

## PHLEBOTOMY

Otero Junior College's Phlebotomy certificate program is designed to prepare qualified phlebotomists for entry level employment. The classes are taken over two semesters with a total of 6 credits. It teaches the acquired professional skill of performing vein punctures (drawing blood), collection of other blood and body fluid samples, and preparing those samples for processing by various laboratory methods.

Students will study through an online/hybrid format, classroom study, laboratory assignments, and supervised clinical experience. They will follow guidelines developed by National Accrediting Agency for Clinical Laboratory Science's (NAACLS) phlebotomy competencies. Successful students of this program receive a certificate of completion from Otero Junior College. The student will then be able to apply for the national certification exam for the American Society of Clinical Pathology (ASCP) and other certifying agencies.

### ADMISSION PROCEDURE

Obtain a 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). In addition the student is required to:

1. Be a graduate of an accredited high school or equivalent. Courses in biology and chemistry are strongly recommended.
2. Background check and drug screen:
  - a. Clinical facilities require students to complete a drug screen prior to participating in clinical experience. This will be arranged through the college. Please plan to follow the procedures promptly when notified.
  - b. Students are required to take and pass the background check available at this web site address: [www.healthcareex.com](http://www.healthcareex.com)
3. Required necessary vaccinations: Annual influenza, Hepatitis B, Varicella, MMR
4. Colorblindness testing: this will be done in class or can be done on D2L (Desire2Learn).
5. Health Form: The student must submit a completed physical exam form before beginning clinical rotations in the second semester.

	Spring	Summer
MLT 131	Intro to Hematology . . . . .	2
HPR 112	Phlebotomy . . . . .	4

### Experience required during HPR 112

In HPR 112 Phlebotomy, the accrediting agency, NAACLS requires instruction and experiences for:

1. 100 clinical hours of experience
2. Performance of a minimum of 100 successful unaided blood collections
3. Instruction of a variety of phlebotomy techniques
4. Contact with various patient types, which may include varied clinical settings.

*Note: Students must complete each course consecutively with a 70% or better average in all courses.*

Phlebotomy Program accreditation from the *National Accrediting Agency for Clinical Laboratory Science* is in the final stages of review.

## 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.

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 application date of the program.

### **Required Pre-Admission Courses (Pre-requisite Courses)**

- English Composition I (3 credits)
- Human Growth & Development (3 credits)
- Human Anatomy & Physiology I (4 credits)
- Human Anatomy & Physiology II (4 credits)
- 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.
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 [www.ojc.edu/AssociateNursing.aspx](http://www.ojc.edu/AssociateNursing.aspx).
11. A deadline will be set and students who have completed all of the admission criteria will be admitted from the top score down until all slots are filled. To fill any vacant slots, a second and third deadline will be set and remaining and newly qualified applicants will be considered and admitted from the top scores again until slots are filled. Admission deadlines are posted on the OJC website at [www.ojc.edu/AssociateNursing.aspx](http://www.ojc.edu/AssociateNursing.aspx).



## Graduation Requirements

- A. Students must fulfill all requirements of the College for receiving a certificate of completion.
- B. The graduate of nursing must pass all courses with a minimum grade of "C"
- C. Graduates must be competent in calculations of medications. Students are required to pass a medication proficiency examination at 100% mastery in order to progress to the summer semester of the program. (See the Nursing Student manual for further information).

*For more information contact the 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 HWE100	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**

		<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*

### **Summer Semester**

MAT 103	Math for Clinical Calculations.....	3
HPR108 HWE100	Dietary Nutrition/Human Nutrition .....	1/3

### **Fall Semester**

NUR 109	Nursing Skills & Concepts .....	8
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## PRACTICAL NURSING CURRICULUM

### Evening and Weekend Schedule

#### 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

*This program is inactive at OJC in 2014-15.  
The program is offered in La Junta through Lamar Community College  
for the 2014-2015 Academic year.*

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 certificates prepare students for entry-level employment in water and wastewater treatment. Two of the certificates will include water quality equipment maintenance. The Water and Wastewater Certificates prepare students for the operator's certification test at the C and D level. In addition, the Distribution and Collection Certificate provides students with entry level skills on the operation and maintenance requirements for water distribution and wastewater collection systems.

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.

### **Distribution and Collection Systems Certificate**

WQM 109	Water Distribution .....	3
WQM 118	Wastewater Collection Systems .....	3

### **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

# **-NOTES-**

# Course Descriptions



## ***Methods of Determining Credit***

Course credit is based on semester hours. One semester hour of credit usually represents 50 minutes of class time per week for a semester. Some courses with laboratory sessions meet for longer periods of time per semester hour of credit.

## ***Course Listings***

All courses listed in this catalog appear alphabetically by subject code and in numerical sequence with listings broken down as follows:

1. The capital letters preceding the course indicate the subject area in which the course is offered and are used as a code.
2. The three digits immediately following the subject area code identify individual course offerings within the area of study. In general, the first digit, 1, indicates a first year subject and a 2, a second year subject.
3. The words following the course number are course titles and describe the course in as few words as possible.
4. The single digit on the far right of the second line indicates the number of credit hours the course carries.
5. For a complete listing of all Colorado Community College Common Courses, visit:

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

*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) ADVANCING ACADEMIC ACHIEVEMENT —**

#### **AAA 101 - College 101: The Student Experience**

1 Credit

Introduces students to college culture and prepares them for the challenges they will face in higher education. Through a series of interactive seminars, students discover learning in a multicultural environment and use college and community resources to attain education and career goals.

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

3 Credits

Examines theories and practices associated with successful learning to enhance college success. Recommended for new and returning students, this course study areas including 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.

### **— (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 principles, 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) AGRI-BUSINESS MANAGEMENT —**

**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 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 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) AGRI-BUSINESS MANAGEMENT —

**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 proforma activities for further analysis of the business. The maintenance of accurate accrual records and historical data provide the data basis for the proforma 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 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.

## — (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**

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. Prerequisite: AGE 205 or permission from instructor

**AGE 210 - Agriculture Marketing**

3 Credits

Studies the agricultural marketing system and methods of marketing crops and livestock. Emphasizes hedging with futures options.

— (AGP) AGRICULTURE PRODUCTION—

**AGP 106 - Crop Scouting & Pest Control Methods**

3 Credits

Teaches recognition of pests commonly found on major crops in Colorado, their life cycles and integrated pest control measures for these weeds, insects, and diseases.

**AGP 107 - Practical Irrigation Mgmt**

2 Credits

Introduces the student to irrigation methods, scheduling, limited irrigation concepts, hydrology, safety, water quality, chemigation, and interrelationships between irrigation, soil fertility, and crops. A limited amount of water law is also covered.

**AGP 110 - Integrated Pest Mgmt**

3 Credits

Identification and control of economically important weeds, insects and diseases through systems approach management concepts including cultivation, chemical and biological control mechanisms.

**AGP 146 - Artificial Insemination Mgmt**

2 Credits

Provides a study of applied fundamentals of anatomy and reproduction as they pertain to artificial insemination. Emphasizes the handling of frozen semen, heat detection and nutritional management for AI. Individualized training is given in developing and perfecting insemination techniques in live cattle.

**AGP 147 - Practical Cattle Reproduction**

2 Credits

Studies the fundamentals of cattle reproduction. Principles covered include: nutrition, breeding, system management, physiology of the reproductive tract, hormone function, fertilization, stages of pregnancy, and overall reproductive management of the cow herd. Emphasizes economic decision making and practical experience. Covers practical applications in reproductive management that may include: reproductive tract scoring, pelvic measuring, body condition scoring, artificial insemination and palpating cows.

**— (AGP) AGRICULTURE PRODUCTION—**

**AGP 148 - Cattle Reproduction Lab**

1 Credit

Development of skills necessary for reproductive management of cattle in Beef/Dairy operations. Covers the practical application of reproductive management techniques and practices utilized in the cattle industry.

**AGP 204 - Soil Fertility and Fertilizers**

4 Credits

Emphasizes soil fertility and plant nutrition in crop production, soil-plant relations, diagnostic techniques and methods of evaluating soil fertility. Includes composition, manufacture, marketing and use of fertilizer materials and their reactions with soils and plants.

**AGP 208 - Commercial Pesticide License Training**

3 Credits

Focuses on the requirements for the qualified supervisor license as outlined by the Colorado Department of Agriculture. Students may elect to take the certified operator tests if they do not meet the experience requirements for the qualified supervisors license. Emphasizes study for the general, weeds, agricultural insect, plant disease, and industrial right-of-way tests administered by the Colorado Department of Agriculture. Students may elect to take any other test available.

**AGP 215 - Animal Health**

3 Credits

Introduces the student to methods of prevention, recognition, and treatment of common livestock diseases.

**AGP 247 - Production Cattle Feeding**

3 Credits

Continues ASC212 with emphasis on production cattle feeding in large and medium size operations. The mechanics and management of feeding operations in Logan County are observed and studied. Three major areas are emphasized: 1) Feedlot layout and design, 2) Nutrition, and 3) Health.

**AGP 280 - Production Ag. Internship**

1-2 Credits

May be waived if the student exhibits substantial knowledge and understanding of production agriculture in their first term of OJT and through written documentation of work experience at the time of waiver application.

**— (AGR) AGRICULTURE —**

**AGR 224 - Integrated Ranch Management**

3 Credits

Provides training in management pertaining to the economics of a ranching enterprise. Topics include principles of system management, resource inventory and management, ranch decision making, nutrition, selection, record keeping, financial management, and marketing.

**AGR 260 World Interdependence - Population and Food**

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**

4 Credits

Focuses on formation, physical properties, chemical properties and management of soils emphasizing conditions that affect plant growth. Prerequisite or Corequisite: CHE 101. 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. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

**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. The course provides a survey of the archaeology of different areas of the Old and New Worlds and the works of selected archaeologists, and discusses major archaeological theories.

~~This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

**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. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

— (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 110 - Art Appreciation**

3 Credits

Introduces the cultural significance of the visual arts, including media, processes, techniques, traditions, and terminology. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1.

**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. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1.

— (ART) ART —

**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 to 1900.

~~This course is one of the Statewide Guaranteed Transfer courses. GT-AH1

**ART 121 - Drawing I**

3 Credits

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

**ART 221 - 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 I**

3 Credits

Provides an introduction to the basic techniques and unique aspects of materials involved in the use of either transparent or opaque water media or both. Color theory is included.

**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 132 - Visual Concepts 3-D Design**

3 Credits

Focuses on learning to apply the elements and principles of design to three dimensional problems.

**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 151 - 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) ART —

**ART 161 - Ceramics I**

3 Credits

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

**ART 175 - Special Topics**

3 Credits

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

**ART 207 - Art History 1900 to Present**

3 Credits

Provides students with the knowledge base to understand the visual arts as related to Modern and Contemporary visual art. Surveys world art of the twentieth century, including Modernism to Post-Modernism. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1.

**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 209 - Studio Art**

3 Credits

Designed for advanced students interested in further exploring an art discipline to develop a more comprehensive portfolio.

Prerequisite: Permission of Instructor.

**ART 224 - Watercolor II**

3 Credits

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

**ART 251- 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.

Prerequisite: ART 151

**ART 275 - Special Topics**

3 Credits

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

**ART 289 - Capstone**

0-12 Credits

Provides a demonstrated culmination of learning within a given program of study.

Prerequisite: Permission of Instructor.



**— (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 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.

Prerequisite: ASC 100 or permission of instructor

**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.

Prerequisite: ASC 100 or permission of instructor

**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.

Prerequisite: ASC 100 or permission of instructor

**ASC 288 Livestock Practicum**

2 Credits

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

Prerequisite: ASC 100 or permission of instructor

— (ASE) AUTOMOTIVE TECHNOLOGY —

**ASE 110 - Brakes I**

2 Credits

Covers basic operation of automotive braking systems. This includes operation, diagnosis and basic repair of disc, drum and basic hydraulic braking systems.

Corequisite: ASE 111, ASE 210

**ASE 111 - Automotive Brake Service II**

2 Credits

Teaches skills to perform service checks and procedures to automotive foundation braking system and to identify components and types of ABS and traction control systems

Corequisite: ASE 110, ASE 210

**ASE 120 - Basic Automotive Electricity**

2 Credits

Introduces vehicle electricity and includes basic electrical theory, circuit designs, and wiring methods. It also focuses on multimeter usage and wiring diagrams.

Prerequisite: ASE 160, ASE 161

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

**ASE 123 - Starting and Charging Systems**

2 Credits

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

Prerequisite: ASE 160, ASE 161

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

**ASE 130 - General Engine Diagnosis**

2 Credits

Teaches students how to perform basic engine diagnosis to determine condition of engine. This will include engine support systems.

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 Fuel and Emissions Systems I**

2 Credits

Focuses on lecture and laboratory experiences in the diagnosis and repair of automotive fuel emission control systems, filter systems and spark plugs. Course also includes maintenance to diesel (DEF) systems.

Prerequisite: ASE 160, ASE 161

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

**— (ASE) AUTOMOTIVE TECHNOLOGY —**

**ASE 140 - Suspension and Steering I**

2 Credits

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

Corequisite: ASE 141, ASE 240

**ASE 141 - Suspension and Steering II**

2 Credits

Covers design, diagnosis, inspection, and service of suspension and steering systems used on light trucks and automobiles. Course includes power steering and SRS service.

Corequisite: ASE 140, ASE 240

**ASE 150 - Manual Drive Train and Axle Maintenance**

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 - Manual Transmission, Transaxles and Clutches II**

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 Repair**

2 Credit

Focuses on lecture and laboratory experiences in the service of cylinder head, valve-train components and components of the cooling system. Course also includes engine removal and re-installation and re-mounting systems.

Corequisite: ASE 161, ASE 162

**ASE 161 - Engine Repair & Rebuild**

3 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, ASE 162

**ASE 162 - Automotive Engine Service**

2 Credits

Covers engine sealing requirements and repair procedures; engine fasteners, bolt torque and repair of fasteners. Course will also cover cooling system and basic engine maintenance.

Corequisites: ASE 160, ASE 161

— (ASE) AUTOMOTIVE TECHNOLOGY —

**ASE 210 - Automotive Power and ABS Brake Systems**

2 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 and Diesel 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 and Ignition Systems**

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 - Auto Fuel Injection and Emissions Systems II**

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

**ASE 235 - Driveability & Diagnosis**

2 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**

2 Credit

Covers operation of steering and power steering systems. It will also include different alignment types and procedures.

Corequisite: ASE 140

**— (ASE) AUTOMOTIVE TECHNOLOGY —**

**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 252

**ASE 251 - Automotive Transmission and Transaxle Repair**

3 Credits

Covers diagnosis, principles of hydraulics, principles of electronic components, power flow, theory of operation, remove and re-install transmission/transaxle, and replacement of components.

Corequisite: ASE 250, ASE 252

**ASE 252 - Advanced Automatic Transmissions/Transaxles**

2 Credits

Provides laboratory experiences with hands on approach in the areas that the student received training during previous automotive transmission classes.

Corequisite: ASE 250, ASE 251

**ASE 264 - Introduction Automotive Heating and Air Conditioning**

1 Credit

Covers basic operation of the Heating and Air Conditioning components.

Corequisite: ASE 265

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

4 Credits

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

Corequisite: ASE 264

**— (ASL) 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.

— (AST) ASTRONOMY —

**AST 101 - Astronomy I w/Lab**

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

**AST 102 - Astronomy II w/Lab**

4 Credits

Emphasizes the structure and life cycle of the stars, the sun, galaxies, and the universe as a whole, including cosmology and relativity. Incorporates laboratory experience. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

**AST 150 - Astrobiology: Life in the Universe**

3 Credits

Introduces the interdisciplinary and scientific nature of the search for life in the universe, also known as astrobiology. Students will address the questions: "How does life begin and evolve?" "Is there life elsewhere in the universe?" Students will examine life on Earth, its origin and evolution. The possibilities of other life in the solar system and throughout the universe will be examined. Students will investigate the current state of exploration and the search for extraterrestrial life.

Prerequisite: AST 102

— (BIO) 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. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

**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.

**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. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

**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. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

— (BIO) BIOLOGY —

**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. Prerequisite: BIO 105 or permission of Instructor.

**BIO 160 - Introduction to Biotechnology**

3 Credits

Introduces the student to modern molecular biology technologies that include DNA, RNA, and proteins and prepares them for research and industry. Laboratory experience includes sterile technique, microscopy, media preparation, and bacterial culturing.

Prerequisite: BIO 111 or permission of Instructor.

**BIO 175 - Special Topics**

1-12 Credits

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

**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. This course is one of the Statewide Guaranteed Transfer Courses. GT-SC1

Prerequisite: BIO 111 or pass a placement test.

**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. GT-SC1.

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. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1. Prerequisite: BIO 111 or BIO 201

— (BIO) BIOLOGY —

**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

**BIO 220 - General Zoology w/Lab**

5 Credits

Focuses on the study of invertebrate and vertebrate animals and examines structure, evolutionary development, ecology, classification, physiology, reproduction, and zoogeography. A survey of zoological diversity emphasizing the characteristics, zoological contributions, and classification of animal phyla and major classes, this course requires hands-on laboratory and field experience. GT-SC1. Designed for biology majors.

**BIO 221 - Botany w/Lab**

5 Credits

Studies nonvascular and vascular plants, emphasizing photosynthetic pathways, form and function, reproduction, physiology, genetics, diversity, evolution, and ecology. This course requires mandatory hands-on laboratory and field experience. GT-SC1. Designed for biology majors.

**BIO 265 - Techniques in Cell Culture and Protein Production**

4 Credits

Focuses on the methods commonly used in biotech manufacturing facilities. Includes eukaryotic cell culture, prokaryotic fermentation, and protein production and purification. Requires hands-on laboratory experience.

Prerequisite: BIO 111 or permission of Instructor.

**BIO 281 - Internship**

1-12 Credits

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



**— (BTE) 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.

**— (BUS) 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 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 120

— (CAD) COMPUTER ASSISTED DRAFTING —

CAD 255 - Solidworks/Mechanical

3 credits

Introduces basic non-parametric 3D concepts to build confidence in 3D thinking and progresses to three-dimensional parameters. The student learns to construct, modify, and manage complex parts in 3D space as well as to produce 2D drawings from the 3D models.

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

— (CCR) COLLEGE COMPOSITION & READING —

CCR 091 - Reading & Composition Lab

1 Credit

Supports skill development for students registered in CCR 092 College Reading and Composition who score below RC 40 or SS 50. Topics covered in the course include those defined in CCR 092 and/or any foundational skills needed by the student. Any student enrolled in CCR 091 is required to co-enroll in CCR 092.

CCR 092 - Reading & Composition

5 Credits

Integrates and contextualizes college level reading and writing. Students will read and understand complex materials and respond to ideas and information through writing informative and/or persuasive texts.

CCR 093 - Studio D

3 Credits

Integrates and contextualizes reading and writing strategies tailored to a co-requisite 100-level course within one or more of the four discipline strands. The four discipline strands are defined as: Communications, Science, Social Science, and Arts and Humanities. Non-GT courses are not eligible for this consideration. Students will read and understand complex discipline-specific materials, and respond to ideas and information through writing informative and/or persuasive texts.

CCR 094 - Studio 121

3 Credits

Integrates and contextualizes reading and writing strategies tailored to co-requisite ENG 121 coursework. Students will read and understand complex materials, and respond to ideas and information through writing informative and/or persuasive texts.

— (CHE) 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. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1. Prerequisite: MAT 050 or Corequisite: MAT 050

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

5 Credits

Focuses on introductory organic and biochemistry (sequel to Introduction to Chemistry I). This course includes the study of hybridization of atomic orbitals for carbon, nomenclature of both organic and biochemical compounds, physical and chemical properties of various functional groups of organic chemistry, and physical and chemical properties of biochemical compounds along with their biochemical pathways. Laboratory experiments are included. Prerequisite: CHE 101 or permission of instructor. GT-SC1.

**CHE 105 - Chemistry In Context with Lab**

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. GT-SC1

**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. This course covers the development of atomic theory culminating in the use of quantum numbers to determine electron configurations of atoms, and the relationship of electron configuration to chemical bond theory and molecular orbital theory. The course includes gases, liquids, and solids and problem-solving skills are emphasized through laboratory experiments. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1. Prerequisite or Corequisite: MAT 121

**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. This course emphasizes problem solving skills and descriptive contents for these topics. Laboratory experiments demonstrate qualitative and quantitative analytical techniques. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1. 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 or CHE 111 and Instructor Permission.

**CHE 212 - Organic Chemistry II with Lab**

5 Credits

Explores the chemistry of carbon-based compounds, their reactions and synthesis including the structure, physical properties, reactivities, and synthesis of organic functional groups not covered in Organic Chemistry I. The course explores functional groups including alcohols, ethers, aromatics, aldehydes, ketones, amines, amides, esters, and carboxylic acids and the reactions and reaction mechanisms of aromatic compounds. An introduction to biochemical topics may be included if time permits. Laboratory experiences demonstrate the above concepts and the laboratory techniques associated with organic chemistry. Prerequisite: CHE 211

— (CHW) COMMUNITY HEALTH WORK —

**CHW 100 - Intro to Community Health Work**

2 Credits

Introduces students to the basic concepts of community health work, to the roles of community health workers, and to basic practical skills necessary to the occupation.

**CHW 120 - Community Health Issues**

3 Credits

Introduces students to the multiple health issues for community health workers. Develops core competencies necessary to function as a Community Health Worker.

**CHW 130 - Community Health Resources**

3 Credits

Introduces students to the skills and resources necessary for community health work with clients in the community.

**CHW 135 - Basics of Chronic Disease**

1.5 Credits

Develop skills and resources necessary to understand medical information to be able to effectively communicate with patients and healthcare team members about the etiology, diagnosis, and treatment of chronic diseases [cancer, diabetes, heart disease, and pulmonary disease].

**CHW 136 - Psych Impact Chronic Disease**

1 Credit

Acquire knowledge regarding the psychosocial aspects of chronic disease. Differentiate between normal responses and problematic responses in order to identify resources, make appropriate referrals, and assist with patient decision-making.

**CHW 137 - End-of-Life/Palliative Care**

0.5 Credits

Explore end-of-life concepts such as advance planning, legal considerations, end-of-life choices, and palliative care, including physical, emotional, and spiritual aspects. Learn to facilitate discussion regarding end-of-life choices, including hospice care.

**CHW 138 - Patient Navigation**

3 Credits

Develop skills necessary to effectively communicate and build relationships with patients, locate health resources, solve problems, and manage information and records.

**CHW 297 - Community Hlt Worker Field Experience**

2 Credits

Provides students with the opportunity to apply Community Health Worker knowledge and to practice Community Health Worker skills in community settings. Prerequisite: Completion of CHW 100-138

— (CSL) COUNSELING —

**CSL 250 - Motivational Interviewing I**

1.5 credits

Provides the opportunity for students to learn both the model of Motivational Interviewing as well as the underlying Stages of Development model. Discussion of the populations of clients where these models have proven most effective will be discussed. Student opportunity for skills practice during class that includes skill sets specific to each stage of client readiness will be used. Presentation of assessment instruments to evaluate client readiness for change.

## — (CIS) 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.

### 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.

### CIS 218 - Advanced PC Applications

3 Credits

Emphasizes solving business problems by integrating data from all of the software applications that facilitate the production of useful information. Advanced capabilities of a PC software applications suite are utilized. Printed documents, reports, slides, and forms are produced to communicate information.

## — (CSC) COMPUTER SCIENCE —

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

4 Credits

Introduces students to the discipline of computer science and programming. Algorithm development, data representation, logical expressions, sub-programs and input/output operations using a high-level programming language are covered. Intensive lab work outside of class time is required.

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

4 Credits

Continues algorithm development and problem solving techniques not covered in Computer Science I using a high-level programming language. Students are able to gain experience in the use of data structures and the design and implementation of larger software projects. Intensive computer laboratory experience is required for this course. Prerequisite: CSC 160

— (COM) COMMUNICATIONS —

**COM 115 - Public Speaking**

3 Credits

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

**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.

— (COS) 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, pincurls, 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.

**— (COS) 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.

**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) COSMETOLOGY —

**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.

**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) COSMETOLOGY —****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.

**COS 289 - Capstone**

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.

— (CRJ) CRIMINAL JUSTICE —

**CRJ 230 - Criminology**

3 Credits

Exploration of the question of crime causation from legal, social, political, psychological and theoretical perspectives. Understanding of the history and development of criminology.

— (ECE) 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 Young Children**

3 Credits

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

**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. Focuses on birth through age three. 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

**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. Focuses on ages birth through age 8. Prerequisite and Corequisite: ECE 101 or permission of instructor

**— (ECE) EARLY CHILDHOOD EDUCATION —**

**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 228 - Language and Literacy**

3 Credits

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

**ECE 238 Child Growth and Development**

3 credits

Covers the growth and development of the child from conception through the elementary school years. Emphasizes physical, cognitive, language, social and emotional domains and the concept of the whole child as well as how adults can provide a supportive environment through teaming and collaboration.

**ECE 240 - Administration of Early Childhood Care and Education Programs**

3 Credits

Examines Colorado's licensing requirements, as well as quality standards pertaining to the operation of programs for young children. Focuses on the director's administrative skills and role as a community advocate for young children. Addresses ages birth through age 12.

**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 - The Exceptional Child**

3 Credits

Presents an overview of critical elements related to educating young children with disabilities in the early childhood setting. Topics include the following: typical and atypical development, legal requirements, research based practices related to inclusion, teaming and collaboration, and accommodations and adaptations. Student will learn how a disability will impact a young child's learning process. Focus of the course is on birth through age 8.

**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.

— (ECO) 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.

This course is one of the Statewide Guaranteed Transfer courses. GT-SS1

ECO 202 - Principles of Microeconomics

3 Credits

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

— (EGG) ENGINEERING —

EGG 140 - Engineering Projects

3 Credits

Provides undergraduate engineering students with an opportunity to apply mathematical and scientific skills in engineering projects. Students work in teams on engineering projects under guidance of faculty.

— (EMS) EMERGENCY MEDICAL SERVICES —

EMS 121 - EMT Fundamentals

3 Credits

Introduces the Emergency Medical Technician (EMT) student to prehospital emergency care. The topics included in this course are Emergency Medical Services (EMS) systems, well-being of the EMT, communications, documentation, anatomy, airway management and patient assessment.

EMS 122 - EMT Medical Emergencies

4 Credits

Provides the Emergency Medical Technician (EMT) student with the knowledge and skills to effectively provide emergency care and transportation to a patient experiencing a medical emergency. This course focuses on the integration of the physical exam, medical history, and pathophysiology when assessing and treating the medical patient.

Prerequisite/Corequisite: EMS 121, EMT 170

EMS 123 - EMT Trauma Emergencies

2 Credits

Provides the Emergency Medical Technician (EMT) student with the knowledge and skills to provide appropriate emergency care and transportation of a patient who has suffered a traumatic injury. The concepts of kinematics and the biomechanics of trauma, along with pathophysiology and injury patterns will provide the student with the ability to assess and manage the trauma patient.

Prerequisite/Corequisite: EMS 122, EMT 170

**— (EMS) EMERGENCY MEDICAL SERVICES —****EMS 126 - EMT Basic Refresher**

2 credits

Provides the student with a refresher course designed to meet the recertification requirements for the State of Colorado and/or a portion of the recertification requirements for National Registry.

**EMS 170 - EMT Basic Clinical**

1 credit

Provides the EMT student with the clinical experience required of initial and some renewal processes.

Prerequisite: EMS 121 Corequisite: EMS 122 & 123

**EMS 203 - EMT Intermediate I**

6 Credits

Course provides preparatory information and is the first part of the EMT Intermediate program.

Prerequisite: EMS 170 or equivalent.

**EMS 205 - EMT Intermediate II**

6 Credits

Serves as the second course for EMT Intermediate certification.

Prerequisite: EMS 203

**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

— (ENG) ENGLISH —

**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.

**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. This course is one of the Statewide Guaranteed Transfer courses. GT-CO1  
Prerequisite: Appropriate placement score, CCR 092, successful completion of CCR 093, or CCR 094 as a corequisite.

**ENG 122 - English Composition II**

3 Credits

Expands and refines the objectives of English Composition I. Emphasizes critical/logical thinking and reading, problem definition, research strategies, and writing analytical, evaluative, and/or persuasive papers that incorporate research. This course is one of the Statewide Guaranteed Transfer courses. GT-CO2. Prerequisite: ENG 121

— (ENV) 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.  
Prerequisite: MAT 055

— (EST) 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) ESTHETICS —****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.

**EST 290 - Professional Development/Continuing Education**

— (GEO) GEOGRAPHY —

**GEO 105 - World Regional Geography**

3 Credits

Examines the spatial distribution of environmental and societal phenomena in the world's regions; environmental phenomena may include topography, climate, and natural resources; societal phenomena may include patterns of population and settlement, religion, ethnicity, language, and economic development. Analyzes the characteristics that define world regions and distinguishes them from each other. Examines the relationships between physical environments and human societies. Examines globalization, emphasizing the geopolitical and economic relationships between more developed and less developed regions. This course is one of the Statewide Guaranteed Transfer courses. GT-SS2

**GEO 106 - Human Geography**

3 Credits

Introduces students to geographic perspectives and methods in the study of human societies by examining the spatial characteristics of populations, language, religion, ethnicity, politics, and economics. Examines the relationships between physical environments and human societies.

~~This course is one of the Statewide Guaranteed Transfer courses. GT-SS2.

— (GEY) GEOLOGY —

**GEY 111 - Physical Geology w/Lab**

4 Credits

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

Prerequisite: MAT 055

**GEY 112 - Historical Geology w/Lab**

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

Prerequisite: GEY 111 or permission of instructor.

**GEY 135 - Environmental Geology w/Lab**

4 Credits

Introduces the subject of geology as it relates to human activities. Geologic hazards such as floods, landslides, earthquakes, and volcanoes are investigated. Mineral, energy, soil, and water resources are discussed in terms of their geologic formation and identification, usage by society, and associated environmental impacts. Land use issues, waste, and pollution are also examined. ~~This course is part of the Statewide Guaranteed Transfer courses. GT-SC1



**— (HIS) 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. This course is one of the Statewide Guaranteed Transfer courses. GT-HI1

**HIS 102 - Western Civilization: 1650-Present**

3 Credits

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

**HIS 121 - 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 American Indians were the sole inhabitants of North America, and the American Civil War. Focuses on developing, practicing, and strengthening the skills historians use while constructing knowledge in the discipline. This course is one of the Statewide Guaranteed Transfer courses. GT-HI1

**HIS 122 - 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. This course is one of the Statewide Guaranteed Transfer courses. GT-HI1

**HIS 225 - Colorado History**

3 Credits

Presents the story of the people, society, and cultures of Colorado from its earliest Native Americans, through the Spanish influx, the explorers, the fur traders and mountain men, the gold rush, railroad builders, the cattlemen and farmers, the silver boom, the tourists, and the modern state. This course is one of the Statewide Guaranteed Transfer courses. GT-HI1

— (HPE) HUMAN PERFORMANCE AND EXERCISE —

**HPE 101- 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.

**HPE 200 - Perspectives in PE & Sport**

3 Credits

This course discusses the breadth, scope, and nature of the profession. It is an orientation to the history and philosophy of human performance and the factors that influence its evolution. Special consideration is given to the history of sport from antiquity to the present, particularly the Olympic Games.

— (HPR) 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 Professions**

2 Credits

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

**HPR 112 - Phlebotomy**

4 Credits

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

Prerequisite: MLT 131 with a 70% or better

**HPR 178 - Medical Terminology**

2 Credits

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

— (HUM) HUMANITIES —

**HUM 115 - World Mythology**

3 Credits

Introduces students to a multidisciplinary approach to world mythology. Common themes are illustrated and connected to religion, philosophy, art, literature, music, and contemporary culture. In addition, students will study various ways of interpreting myth. .~~This course is one of the Statewide Guaranteed Transfer courses. GT-AH2

**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.

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

**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. Any two of the three Survey of Humanities courses equal a sequence.

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

**HUM 123 - Humanities: Modern World**

3 Credits

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

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

— (HWE) 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.

— (LEA) LAW ENFORCEMENT ACADEMY—

**LEA 101 - Basic Police Academy I**

6 Credits

Conforms to POST standards and Colorado state certification requirements as well as the basic skills and knowledge necessary to perform the entry level duties of a peace officer. Emphasis will be on simulating actual situations utilizing a lecture and laboratory mode of learning.

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 the Colorado POST standards and state certification requirements as well as the basic skills and knowledge necessary to perform the entry level duties of a peace officer. Emphasis will be on United States Constitution, arrest, search and seizure, interrogation and confessions, rules of evidence, Colorado Criminal Code, Colorado Traffic Code, Colorado Children's Code, Liquor Code and controlled substances.

Prerequisite: Permission of Academy Director

**LEA 106 - Arrest Control Techniques**

3 Credits

Exploration of the skills, knowledge and abilities necessary to effectively maintain control of a suspect when making an arrest. Explains the continuum of force and de-escalation of force.

Prerequisite: Permission of Academy Director

**LEA 107 - Law Enforcement Driving**

3 Credits

Exploration of the skills, knowledge and abilities required for operation of a law enforcement vehicle. Emphasizes defensive driving. Enables students to demonstrate skills by driving a vehicle under simulated conditions.

Prerequisite: Permission of Academy Director

**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) LAW ENFORCEMENT ACADEMY—**

**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.

**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.

— (LIT) LITERATURE —

**LIT 115 - Introduction to Literature I**

3 Credits

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

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

**LIT 225 - Intro to Shakespeare**

3 credits

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

**LIT 230 - Comics/Graphic Novels**

3 Credits

Survey and analyze a particular kind of visual literature – that art form known the “Graphic Novel” or “Comic Art.” This course serves as an introduction to critical methods in popular culture studies, with a focus on the graphic novel as cultural product and practice. Together, we will explore the ways in which meanings emerge in several celebrated texts of the graphic novel genre, as well as some emerging classics. Our readings of these texts will be informed by a diversity of theoretical perspectives, including visual culture studies, postmodernism and intersectionality. We will interrogate the relationships between the concepts “graphic novel” or “comic book” and “popular culture,” with each of us bringing our lived experiences to our readings and discussions. In the context of contemporary U.S. society, we will see how critical studies of popular culture have a distinct place in the arts and humanities. We will consider the contradictory ways in which difference, power and knowledge are articulated in cultural production. Through in-depth studies of several primary texts we will learn how graphic storytellers use and manipulate historical and contemporary social issues as the building blocks for their art. Finally, we will apply these skills to create our own application of the art of graphic storytelling.

**LIT 255 - Children’s Literature**

3 Credits

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

**LIT 288 - Practicum**

1-12 Credits

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

— (MAN) MANAGEMENT —

**MAN 128 - Human Relations in Organizations**

3 Credits

Explores the importance of effective communication in our personal lives as well as in the world of business. Practical business applications such as employee motivation, handling customer complaints, and effectively resolving conflict in the workplace will be a major part of the curriculum.

**MAN 200 - Human Resource Management I**

3 Credits

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

**MAN 216 - Small Business Management**

3 Credits

Examines the elements necessary for the successful formation of a new small business. It is also designed to enhance the skills of those already involved in the operation of a small business. The course includes the development of a complete small business plan.

**MAN 224 - Leadership**

3 Credits

Focuses on the leadership skills necessary to bring about change in an organization. Students learn to develop and communicate a shared vision, to empower employees, to manage conflict, to negotiate, and to develop organizations so that all are working toward common goals. Prerequisite: Permission of Instructor.

**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. Prerequisite: MAN 224

**MAN 287 - Cooperative Education/Intern**

1-12 Credits

Provides students with the opportunity to supplement course work with practical work experience related to their educational program and occupational objectives. Students are placed at approved work stations which are related to their program of study. They work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor/coordinator.

— (MAR) MARKETING —

**MAR 216 - Principles of Marketing**

3 Credits

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

— (MAT) MATHEMATICS —

**MAT 025 - Algebraic Literacy Lab**

1 Credit

Supports skill development for students registered in MAT 055 STEM Prep. Topics covered in this course include those defined in MAT 055 and/or any pre-requisite skills needed by the student. For students with Accuplacer score EA 45-59, this course is a required co-requisite with MAT 055 STEM Prep.

**MAT 050 – Quantitative Literacy**

4 Credits

Develops number sense and critical thinking strategies, introduce algebraic thinking, and connect mathematics to real world applications. Topics in the course include ratios, proportions, percents, measurement, linear relationships, properties of exponents, polynomials, factoring, and math learning strategies. This course prepares students for Math for Liberal Arts, Statistics, Integrated Math, and college level career math courses. Required Accuplacer scores are EA 30-84 or AR > 40.

**MAT 055 – Algebraic Literacy**

4 Credits

Develops algebraic skills necessary for manipulating expressions and solving equations. Topics in the course include radicals, complex numbers, polynomials, factoring, rational expressions, quadratic equations, absolute value equations and inequalities, systems of linear equations, related applications, and math learning strategies. This course prepares students for College Algebra and Finite Math. Prerequisites: MAT 050 or Accuplacer EA 60-84. Students w/ EA 45-59 may be advised into MAT 055 but must co-enroll in MAT 025

**MAT 092 - Quantitative Lab**

1 Credit

Supports skill development for students registered in MAT 120, MAT 135, MAT 155, or MAT 156. Topics covered in this course include those defined in MAT 120/135/155/156 and/or any pre-requisite skills needed by the student. Students with Accuplacer scores EA 80-84, who are advised into MAT 120, MAT 135, MAT 155, or MAT 156, are required to co-enroll in this course.

**MAT 093 - Algebra Lab**

1 Credit

Supports skill development for students registered in MAT 121 or MAT 123. Topics covered in this course include those defined in MAT 121/123 and/or any pre-requisite skills needed by the student. Students with Accuplacer scores EA 80-84, who are advised into MAT 121/123, are required to co-enroll in this course.

**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. Topics may include algebra, graphs, measurement and conversion between various systems of measurement.

Prerequisite: MAT 050 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 050 or appropriate placement score



— (MAT) MATHEMATICS —

**MAT 120 - Math for Liberal Arts**

4 Credits

Develops mathematical and problem-solving skills. Appropriate technological skills are included. Content is selected to highlight connections between mathematics and the society in which we live. Topics include set theory and logic, mathematical modeling, probability and statistical methods, and consumer mathematics. Additional content will include one topic in geometry, numeration systems, decision theory, or management science. This course is one of the Statewide Guaranteed Transfer courses. GT-MA1

Prerequisite: MAT 050 or appropriate placement score

**MAT 121 - College Algebra**

4 Credits

Explores topics including 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. This course is one of the Statewide Guaranteed Transfer courses, GT-MA1

Prerequisite: MAT 055 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.

~~This course is one of the Statewide Guaranteed Transfer courses. GT-MA1

Prerequisite: MAT 055 or equivalent

**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.

~~This course is one of the Statewide Guaranteed Transfer courses. GT-AH1

Prerequisite: MAT 121 or equivalent or appropriate placement score

— (MAT) MATHEMATICS —

**MAT 135 - Introduction to Statistics**

3 Credits

Explores and applies data presentation and summarization, introduction to probability concepts and distributions, statistical inference --estimation, hypothesis testing, comparison of populations, correlation and regression.

~~This course is one of the Statewide Guaranteed Transfer courses. GT-MA1

Prerequisite: MAT 120 or appropriate placement score

**MAT 201 - Calculus I**

5 Credits

Introduces single variable calculus and analytic geometry. It includes limits, continuity, derivatives, and applications of derivatives as well as indefinite and definite integrals and some applications.

~~This course is one of the Statewide Guaranteed Transfer courses. GT-MA1

Prerequisite: MAT 121 and MAT 122 or appropriate placement score

**MAT 202 - Calculus II**

5 Credits

Continues the study of single variable calculus which will include techniques of integration, polar coordinates, analytic geometry, improper integrals, and infinite series. ~~This course is one of the Statewide Guaranteed Transfer courses. GT-MA1

Prerequisite: MAT 201 or appropriate placement score

**MAT 203 - Calculus III**

4 Credits

Focuses on the traditional subject matter of Calculus. Topics include vectors, vector-valued functions, and multivariable calculus including partial derivatives, multiple integrals, line integrals and application.

~~This course is one of the Statewide Guaranteed Transfer courses. GT-MA1

Prerequisite: MAT 202 or appropriate placement score

**MAT 255 - Linear Algebra**

3 Credits

Explores vector spaces, matrices, linear transformations, matrix representation, eigenvalues, and eigenvectors.

Prerequisite: MAT 202

**MAT 265 - Differential Equations**

3 Credits

Explores techniques of problem solving and applications. Topics include first, second, and higher order differential equations, series methods, approximations, systems of differential equations, and Laplace transforms. ~~This

course is one of the Statewide Guaranteed Transfer courses. GT-MA1 Prerequisite: MAT 202

**— (MLT) MEDICAL LABORATORY TECHNOLOGY —**

**MLT 131 - Introduction to Hematology**

2 Credits

Covers basic manual hematology test and basic instrumentation theory. OSHA safety and an introduction to phlebotomy is also included. MLT 131 is designed as an introduction course to hematology for MLT students and a complete hematology module for clinical assistant (CA) students.

**MLT 132 - Hematology II**

4 Credits

Covers advanced hematology theory and disease correlations. OSHA safety, phlebotomy and instrumentation are continued; differentials, other manual hematology testing and coagulation are also included. MLT 132 is the continued section of Hematology for the Medical Laboratory Technology students.

Prerequisite: MLT 131 with a 70% or better; Accuplacer RC 80+; SS 95+, EA 85+.

**MLT 141 - Immunology/Immunohematology**

4 Credits

Covers the basic principles of antigens, antibodies and the immune system. Serological techniques practiced and observed in the clinical laboratory such as: Flocculation, agglutination, precipitation and elisa, complement fixation and hemagglutination are discussed. Also included are basic theories of genetics, blood group systems and antibodies, compatibility testing, antibody screening and identification, transfusion reactions, hemolytic disease of the newborn, component therapy and donor selection. Proficient performance of related laboratory testing is mandatory. Prerequisite: BIO 111; Co-Req. MLT 132, BIO 202

**MLT 142 - Urinalysis**

2 Credits

Introduces kidney function and basic principles of urinalysis, complete urinalysis procedures including physical, chemical and microscopic examination of both normal and abnormal specimens are performed. Basic description and recognition of body fluids (i.e., CSF, Pleural, peritoneal and synovial fluids) are covered. MLT 142 is designed for both Medical Laboratory Technology (MLT) and Clinical Assistant (CA) students. Prerequisites: BIO111, BIO 201, CHEM 111 and MLT 132

**MLT 180 - Internship/ Blood Banking I**

1 Credit

Presents the clinical internship rotation in one or two blood banking facilities or lab. Student attends for 40 hours per week for 2 weeks. Additional practice of blood bank principles and procedures, experience with automated instrumentation and exposure to clinical environment provided.

Prerequisite: MLT 141

**MLT 182 - Intern-II Hemat/Coag/Urinalys**

3.5 Credits

Presents the clinical internship rotation in a hematology laboratory. Student attends for 40 hours per week for 5 weeks.

Additional practice of hematology principles and procedures, experience with automated instrumentation and exposure to clinical environment provided. Prerequisite: MLT 132, 142

— (MLT) MEDICAL LABORATORY TECHNOLOGY —

**MLT 231 - Clinical Microbiology**

4 Credits

Provides a brief introduction to the field of microbiology to include the morphology, physiology and genetics of microorganisms. This will be followed by the more technical aspects of clinical microbiology. Then, infectious diseases will be discussed to include normal flora, portals of entry and pathogenicity of diverse groups of bacteria. Viruses will also be discussed. Specimen types from different anatomical sites will be covered for the culture of bacteria in the clinical laboratory. Use of media for isolation and differential staining and tests for identification of bacteria will be performed in the student laboratory. Prerequisite: BIO 111; CoReq.: BIO 202

**MLT 232 - Parasitology/Mycology**

2 Credits

Provides an introduction to protozoa, helminthes, and blood tissue parasites: epidemiology of parasites and diseases in man: special emphasis on microscopic morphology in the detection and correct identification of parasites. An introduction to fungi yeasts and molds to include cutaneous systemic infections and common contaminants and opportunistic fungi. Subcutaneous infections will also be discussed. Laboratory will emphasize microscopic and culture methods to include specimens, staining, media and identification tests. Prerequisite: MLT 231

**MLT 241 - Intro to Clinical Chemistry**

2 Credits

Covers basic laboratory math, basic instrumentation, safety and quality control are discussed along with basic theory and result evaluation of electrolytes, kidney function and liver function test. MLT 241 is designed as an introduction course to clinical chemistry for MLT students and a complete chemistry module for Clinical Assistant (CA) students. Prerequisite: MAT 121; CHEM 111

**MLT 242 - Clinical Chemistry II**

4 Credits

Covers advanced Clinical Chemistry theory, organ functions and disease correlations are covered. Student lab manual chemistry testing is performed on the Gilford spectrophotometer. MLT 242 is the continued section of Clinical Chemistry for the Medical Laboratory Technology students. Prerequisite: MLT 241

**MLT 253 - Seminar/Comprehensive Exams**

1 Credit

Includes talks by guest speakers on current laboratory technology topics and employable skills such as resume writing or interviewing skills. The course grade also includes successful completion of 20 hours of community service and the three MLT Comprehensive Exams. Prerequisite: All 200 level MLT courses; CoReq.: MLT 182

**MLT 280 - Intern-III Clinical Chemistry**

3.5 Credits

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

**MLT 282 - Internship IV / Microbiology**

2 Credits

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

**— (MOT) MEDICAL OFFICE TECHNOLOGY —**

**MOT 138 - Medical Assisting Laboratory Skills**

4 Credits

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

**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.

**— (MUS) MUSIC —**

**MUS 110 - Music Theory I**

3 Credits

Presents music fundamentals, diatonic four-part harmony, analysis, ear training, and keyboard harmony. For music majors transferring to a 4-year program.

**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.~~This course is one of the Statewide Guaranteed Transfer courses. GT-AH1

**MUS 151 - Ensemble I: Choir**

1 Credit

First year, first term. Rehearses and performs various types of musical literature.

**MUS 152 - Ensemble II: Choir**

1 Credit

Rehearses and performs various types of musical literature. First year, second term.

— (NAT) 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.

**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.

**— (NRE) 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. GT-SC1.

Prerequisite: MAT 055

**— NURSING ASSISTANT —**

**NUA 101 - Nurse Aide Health Care Skills**

4 Credits

Prepares the student to perform the fundamental skills of the nurse aide. Basic nursing skills, communication skills, restorative services, personal care skills, safety and emergency care issues are covered. Includes knowledge and/or principles of asepsis, OSHA and HIPAA regulations. Ethical behaviors, cultural sensitivity and principles of mental health will be addressed, as well as patient/resident rights.

Corequisite: NUA 102.

**NUA 102 - Certification Exam Prep**

.5 credits

Helps prepare the student for the state certification exam through mock testing. Corequisite: NUA 101.

**NUA 170 - Nurse Aide Clinical Experience**

1 Credit

Applies knowledge and skill gained in NUA 101 to patient care.

Corequisite: Prerequisite or Corequisite: NUA 101, NUA 102.

— (NUR) NURSING —

The following Nursing Program courses include a combination of theory, laboratory practice and clinical practice for each course. Students must pass each of the theory, laboratory and clinical portions of each course to receive a passing grade in that course.

Most of the Nursing Program courses are sequential and must be completed successfully before proceeding into the next course.

Theory hours for each course are calculated on a 1:1 credit to contact ratio, laboratory and clinical hours are calculated on a 1:2 credit to contact ratio.

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**NUR 101 - Pharmacology Calculations**

1 Credit

Prepares nurse to provide safe, patient-centered nursing care related to dosage calculations. This course introduces critical thinking applied to dosage calculations and communication used when interacting with patients and members of the healthcare team related to various aspects of safe administration of medications. Information technology used to document medications administered and patient technology used to deliver medications are also practiced.

Prerequisite: Admission to the Nursing Program

**NUR 106 - Medical and Surgical Nursing Concepts**

9 Credits

NUR106 is the first medical/surgical nursing course. Building on NUR109, this course provides for the acquisition of basic medical/surgical nursing theory, as well as application of mental health concepts, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered care to a developmentally and culturally diverse adult patient population experiencing various medical/surgical interventions. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the nurse. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of clinical settings. Prerequisite: Admission to the Nursing Program & NUR 109

**NUR 109 - Fundamentals of Nursing**

8 Credits

Nursing 109 introduces the fundamental concepts necessary for safe, patient-centered nursing care to a diverse patient population while integrating legal and ethical responsibilities of the nurse. Introduces caring, critical thinking, the nursing process, quality improvement, and communication used when interacting with patients and members of the interdisciplinary team, and relates evidence-based nursing practice. Application of knowledge and skills occurs in the nursing skills laboratory and a variety of clinical settings providing care to stable patients with common health alterations. Prerequisite: Admission to the Nursing Program

**NUR 112 - Basic Concepts of Pharmacology**

2 Credits

Overview of the basic principles of pharmacology including major drug classifications and prototypes of commonly used medications. Principles of medication administration include aspects of best practice for safe, quality, patient-centered care. Central points include safety, quality improvement factors in the administration of medications, patient teaching, and variations encountered when administering medications to diverse patient populations across the lifespan.

Prerequisite: Admission to the Nursing Program



— (NUR) NURSING —

**NUR 150 - Nursing Care of Obstetric and Pediatric Clients**

7 Credits

Nursing 150 provides for the acquisition of maternal/child nursing theory, as well as application of mental health concepts, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, family-centered nursing care to childbearing families and children that is developmentally and culturally appropriate. Incorporates evidence-based practice, standards of practice, quality improvement, and legal and ethical responsibilities of the nurse. Application of knowledge and skills occurs in the nursing skills laboratory and in a variety of maternal/child and pediatric clinical settings. Prerequisite: Admission to the Nursing Program & NUR 109

**NUR 169 - Transition to Practical Nursing**

5 Credits

Facilitates the transition into the role of the practical nurse with emphasis on distinguishing the defined practical nurse scope of practice related to clinical practice, communication, nursing process, ethical/legal issues, and leadership skills. The student practices in the role of the practical nurse in the associated clinical experience. Prerequisite: NUR 109  
Corequisite: 106, 112, 150

**NUR 189 – Transition from LPN to ADN**

4 credits

Facilitates transition of the LPN to new roles and responsibilities of the ADN, the nursing process, critical thinking, legal and ethical issues in nursing practice, and the nursing care of childbearing families and pediatric clients. Application of knowledge and skills occurs in the laboratory and maternal/child and pediatric clinical settings. Prerequisite: LPN Licensure or permission of Nursing Director

**NUR 206 - Advanced Concepts of Medical Surgical Nursing I**

8 Credits

NUR 206 builds on NUR106 focusing on advanced concepts of nursing applied to care of patients with high acuity medical/surgical conditions. Builds on medical/surgical nursing theory, mental health concepts, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered nursing care to developmentally and culturally diverse adult patients. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse as applied in a variety of healthcare settings. Application of knowledge and skills occurs in the nursing skills laboratory and in a variety of clinical settings. Prerequisite: Admission to the Nursing Program & Completion of all level-one NUR courses

**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 psychiatric clinical conditions/disorders. Prerequisite: Admission to the Nursing Program Prerequisite/Corequisite: NUR 206

**NUR 212 - Pharmacology II**

2 Credits

Builds on previously introduced pharmacological concepts and applies that learning to pharmacologic therapy to provide safe, quality, evidence-based nursing care to patients with complex healthcare needs. Focuses on safety and quality improvement factors in the administration of medications within a variety of healthcare systems. Advanced dosage calculations included.

Prerequisite: Admission to the Nursing Program & NUR 112

— (NUR) NURSING —

**NUR 216 - Advanced Concepts of Medical Surgical Nursing II**

6 Credits

Nursing 216 is a continuation of Nursing 206, focusing on complex medical/surgical conditions of the high acuity patient. Builds on medical/surgical nursing theory, mental health concepts, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered nursing care to developmentally and culturally diverse adult patients experiencing high acuity medical/surgical conditions. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse as applied in the acute care and high acuity settings. Application of knowledge and skills occurs in a variety of clinical settings. Prerequisite: Admission to the Nursing Program & NUR 206

**NUR 230 - Leadership, Management and Trends**

5 Credits

Nursing 230 is a seminar and practice capstone course that provides an integrative experience applying all dimensions of the professional nurse in the care of diverse patient populations across a variety of healthcare settings. All major concepts of the nursing program are addressed. Leadership and the management of multiple patients are emphasized. Application of knowledge and skills occurs in the clinical setting to facilitate an effective transition from student to registered professional nurse. Prerequisite: Admission to the Nursing Program & NUR 206, 211, 212

Corequisite: NUR 216

— (PED) PHYSICAL EDUCATION —

**PED 100 - Fitness Concepts**

1 Credit

Focuses on providing information and guidelines for moving toward a more healthy lifestyle. Includes classroom instruction, an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program utilizing the equipment and exercise options available in the Fitness Center.

**PED 101- 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 102 - Weight Training I**

1 Credit

Offers basic instruction and practice in weight training. Students utilize weight training equipment in accordance to their abilities and goals. Emphasizes weight training equipment orientation, correct lifting techniques, and basic program design for men and women. 30 Contact Hours

**PED 103 - Weight Training II**

2 Credits

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

**PED 104 - 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) PHYSICAL EDUCATION —****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.

**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 - 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 113 - 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.

**PED 176 - Special Topics**

1 Credit

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

**PED 202 - Golf I**

1 Credit

Introduces a basic course in golf designed for those who have had little or no formal instruction or for those with some experience who are interested in improving some aspect of their game. Includes driving range, putting green, and on-course play.

**PED 203 - Golf II**

1 Credit

Covers skills designed for individuals with an advanced level of golfing skills who are interested in improving their game. Driving range, putting green and on course instruction and play will be included. Use of woods, irons, wedges and putting will be stressed. All instruction will be by certified golf instructors.

— (PED) *PHYSICAL EDUCATION* —

**PED 230 - Volleyball I**

1 Credit

Introduces and improves student skill level in volleyball. The primary emphasis is on teaching the student the elements of volleyball including rules, offensive and defensive play, passing, serving, setting, attacking, team play and game strategies.

**PED 231 - Volleyball II**

1 Credit

Introduces and improves student's advanced skills in volleyball. The primary emphasis is on teaching students quick offensives and advanced defensive systems in order to play volleyball at a competitive level.

**PED 232 - Baseball**

1 Credit

Assesses the student's skill level in baseball. Emphasizes skill testing and game participation.

**PED 233 - 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 234 - 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 235 - 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 237 - Varsity Sports**

1 Credit

Allows the student-athletes an opportunity to participate in a competitive varsity sports program.

— (PHI) *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.~~This course is one of the Statewide Guaranteed Transfer courses. GT-AH3

**PHI 112 - Ethics**

3 Credits

Examines human life, experience, and thought in order to discover and develop the principles and values for pursuing a more fulfilled existence. Theories designed to justify ethical judgments are applied to a selection of contemporary personal and social issues.~~This course is one of the Statewide Guaranteed Transfer courses. GT-AH3.

— (PHI) PHILOSOPHY —

**PHI 113 - Logic**

3 Credits

Studies effective thinking using language-oriented logic. Provides tools and develops skills for creative and critical thinking. Emphasizes the development of decision-making and problem-solving. --This course is one of the Statewide Guaranteed Transfer courses. GT-AH3

— (PHY) PHYSICS —

**PHY 105 - Conceptual Physics w/Lab**

4 Credits

Focuses on mechanics, heat, properties of matter, electricity and magnetism, light and modern physics. Incorporates laboratory experience. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

Prerequisite: MAT 055

**PHY 111- Physics: Algebra-Based I w/ Lab**

5 Credits

Explores the physical world through reasoning, mathematics and experimentation. Examines kinematics, force, circular motion, energy, momentum, torque, rotational dynamics, simple harmonic motion, temperature, heat and thermodynamics. The concepts and theories presented are explored through demonstrations and hands-on experiments. It is a general physics course that is recommended for all of the health sciences and all other interested students. Students entering engineering or one of the advanced sciences should register for PHY 211. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

Prerequisite: MAT 121

**PHY 112- Physics: Algebra-Based II with Lab**

5 Credits

Expands upon PHY 111 and explores sound waves, electric fields, electric circuits, magnetic fields, light, optics, and modern physics. Explores the concepts and theories presented in class through demonstrations and hands-on experiments. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

Prerequisite: PHY 111

**PHY 211- Physics: Calculus-Based I with Lab**

5 Credits

Explores the physical world through reasoning, mathematics and experimentation. Covers kinematics, force, gravity, energy, momentum, torque, rotational dynamics, and fluids, and may include thermodynamics. 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. This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

Prerequisite: MAT 201 or Corequisite: MAT 201

**PHY 212- Physics: Calculus-Based II with Lab**

5 Credits

Expands upon PHY 211 and examines waves, 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.

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

Prerequisite: PHY 211 or Corequisite: MAT 202

— (POS) POLITICAL SCIENCE —

**POS 105 - Introduction to Political Science**

3 Credits

Focuses on a survey of the discipline of political science, including political philosophy and ideology, democratic and non-democratic governments, and processes, and international relations. This course is one of the Statewide Guaranteed Transfer courses. GT-SS1

**POS 111 - American Government**

3 Credits

Includes the background of the U.S. Constitution, the philosophy of American government, general principles of the Constitution, federalism, and civil liberties. Examines public opinion and citizen participation, political parties, interest groups, and the electoral process, and the structure and functions of the national government. This course is one of the Statewide Guaranteed Transfer courses. GT-SS1

**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 nonstate actors, the international economy and theoretical attempts to understand international behavior. This course is one of the Statewide Guaranteed Transfer courses. GT-SS1

— (PSY) 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. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3.

**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. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3.

**PSY 235 - Human Growth and Development**

3 Credits

Examines human development from conception through death, emphasizing physical, cognitive, emotional, and psychosocial factors. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

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. This course is one of the Statewide Guaranteed Transfer courses.

GT-SS3

Prerequisite: Three hours of psychology or permission of instructor

**— (PSY) PSYCHOLOGY —**

**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

**PSY 249 - Abnormal Psychology**

3 Credits

Examines abnormal behavior and its classification, causes, treatment, and prevention. Prerequisite: PSY 101. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

**— (RAM) RANGE MANAGEMENT —**

**RAM 205 - Range Management**

3 Credits

Presents the historical and current status of the range livestock industry. Management principles for private and public range-lands, range plant identification and range plant communities are covered.

**— (REA) READING —**

**REA 151 - College Reading**

3 Credits

Covers information processing systems, analytical reasoning strategies, concept development and retention, and patterns of organization with emphasis on applying reading strategies to college expository text.

**— (REC) RECREATION —**

**REC 120 - 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.

**— (REE) 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.

— (SBM) 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.

**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 included 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) SMALL BUSINESS MANAGEMENT —**

**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

**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.

**— (SCI) SCIENCE —**

**SCI 105 - Science in Society**

3 Credits

Examines issues relating to the way science affects society. Students will investigate issues in information technology, the environment, physics and astronomy, biology, medicine and the interaction of science with politics. The class will focus on gathering accurate scientific information and applying critical thinking skills and the scientific method to analyze how science plays both positive and negative roles in society. Emphasis will be on student research, inquiry and analysis of science related issues. This course is one of the guaranteed statewide transfer agreements: GT-SC2.

— (SOC) 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.~~This course is one of the Statewide Guaranteed Transfer courses. GT-SS3.

**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.~~This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

**SOC 215-Contemporary 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. This course is one of the Statewide Guaranteed Transfer courses. GT-SS3

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

— (SPA) SPANISH —

**SPA 111 - Spanish Language I**

5 Credits

Develops students' interpretive, interpersonal, and presentational communicative abilities in the language. Integrates these skills in the cultural contexts in which the language is used. Offers a foundation in the analysis of culture.

**SPA 112 - Spanish Language II**

5 Credits

Expands students' interpretive, interpersonal, and presentational communicative abilities in the language across the disciplines. Integrates these skills with the study of the cultures in which the language is used. Offers a foundation in the analysis of culture and develops intercultural communicative strategies.

Prerequisite: SPA 111 or permission of instructor

**SPA 115 – Spanish for the Professional I**

3 credits

Introduces students to a working knowledge of the target language, cultural behaviors and values useful in various professional fields such as health care, law enforcement, bilingual education, business, and others.

**— (SPA) SPANISH —**

**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. Note: The order of the topics and the methodology will vary according to individual texts and instructors. 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. Note: The order of the topics and the methodology will vary according to individual texts and instructors. Prerequisite: SPA 211 or permission of instructor

**— (SLP) 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).

**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).

— (THE) 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. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1

**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. Instructor permission required.

**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. Instructor permission required.

**THE 141 - Improvisation I**

1 Credit

Helps students learn improvisation skills for performance and character development. Emphasis is placed on Second City style of improvisation.

**THE 142 - Improvisation II**

1 Credit

Helps students continue developing improvisation skills learned in THE 141. Exercises are more advanced and difficult. Level of instruction is appropriate for experienced and/or advanced actors.

**THE 175 - Special Topics**

0-12

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

**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. Prerequisite: Permission of the instructor.

**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.~~This course is one of the Statewide Guaranteed Transfer courses. GT-AH1

**— (THE) THEATRE —**

**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.~~This course is one of the Statewide Guaranteed Transfer courses. GT-AH1

**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. Instructor permission required.

**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. Instructor permission required.

**— (WQM) WATER QUALITY MANAGEMENT —**

**WQM 109 - Water Distribution**

3 Credits

Covers the purpose, selection and location of water storage facilities and the operation and maintenance of related equipment. Topics include storage facilities and capabilities, booster pumps, water mains and appurtenances, joints, pipe protection and installation, valves, fittings and hydrants. Water quality standards, contaminants and degradation inspection and monitoring, system troubleshooting, surveillance, cross connections, pressure main breaks, corrosion control, disinfection and emergency planning are also covered.

**WQM 118 - Wastewater Collection Systems**

3 Credits

Covers the purpose, components and design of collection systems. Topics include safety procedures, inspection and testing, pipeline cleaning and maintenance, underground repair, lift stations and sewer rehabilitation.

**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, 2nd District

Jim Johnson, 5th District

Bernadette Marquez, At Large

Theresa Pena, At Large

Russ Meyer, 4th District

Ken Well, 1st District

Jean White, 3rd District

#### *NON-VOTING MEMBERS*

Robert Henderson, Faculty Representative - Pikes Peak Community College

Taryn Flack, Student Representative - Front Range Community College

#### *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.

Ryan Davis, Las Animas

Suzanne Grant, Ordway

Robert Oquist, La Junta

Lorene Nelson, Rocky Ford

Tracy Pepper, Swink

Brian Burney, Rocky Ford

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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

John Knapp, Chairman; Rocky Ford

Jonathan Fox, Vice Chairman; Fowler

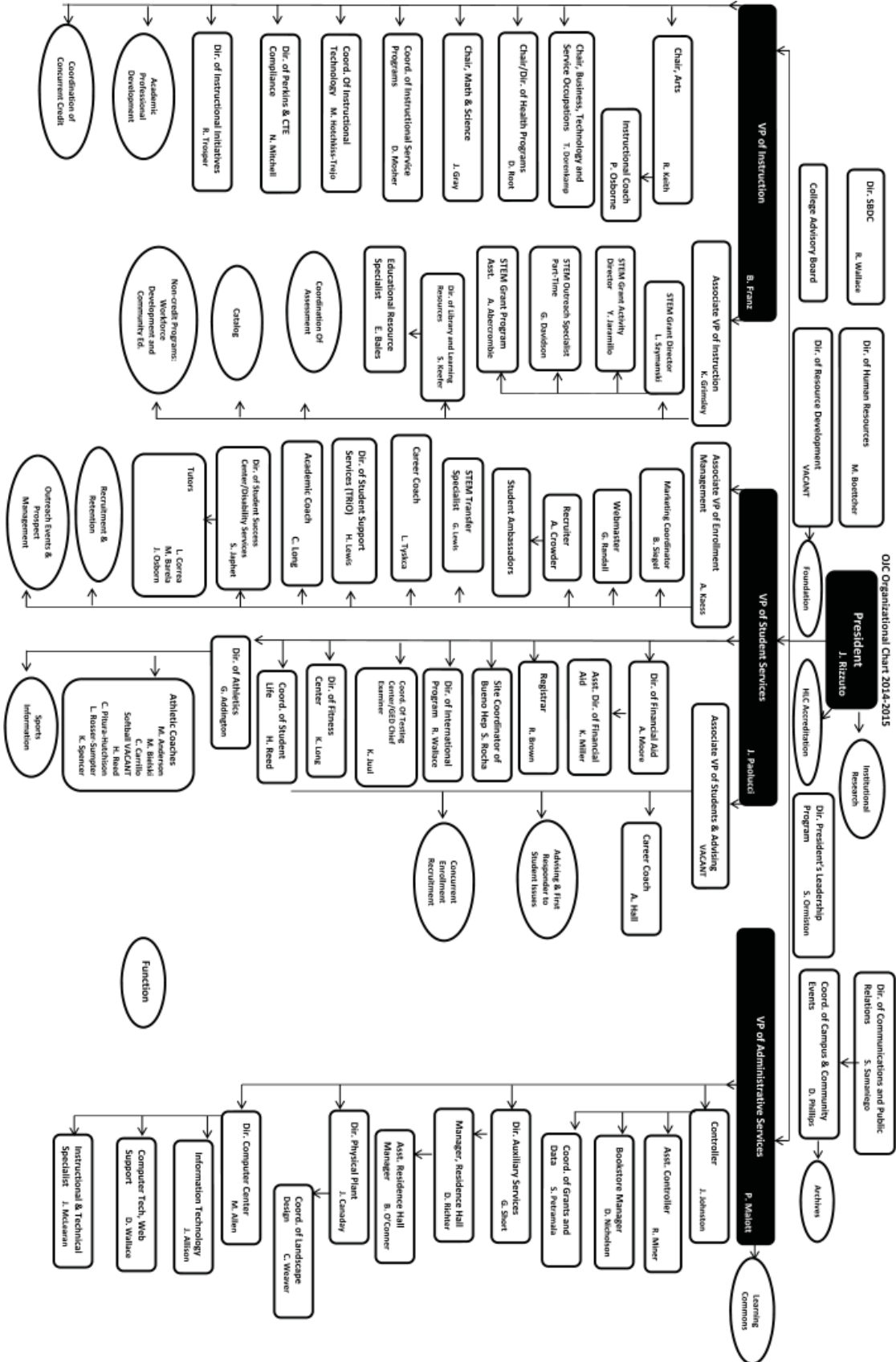
Gerry Oyen, Treasurer; Las Animas

Kevin Karney, La Junta

Jim Collins, Las Animas

Vicki Powell, Ordway

# 2014-2015 Otero Junior College Administrative Organization



***Full-Time Administrators, Faculty, and Staff***  
*Year in parenthesis indicates first year of service at Otero Junior College*

- Abercrombie, Angela (2014) . . . . . STEM Grant Program Assistant  
 B.S.B.A Colorado Mesa University  
 Wheeler Hall, Room 116, 719-384-6974
- Addington, Gary B., Jr. (1997) . . . . . Athletic Director  
 B.S., Colorado State University; M.S., Adams State College  
 McDivitt Center Gym, Room 117, 719-384-6859
- Allen, Mark (1990). . . . . Computer Services Director  
 A.A., Otero Junior College  
 McBride Hall, Room 140, 719-384-6830
- Anderson, Melissa (2008). . . . . Head Volleyball Coach  
 A.A., Lamar Community College; B.S., and M.E., East Central University  
 McDivitt Center Gym, Room 203, 719-384-6927
- Autry, JJ (2013). . . . . Life Science/Physical Science Faculty  
 A.A, Lamar Community College; B.A., B.S., M.S., Western Governors University  
 Humanities Center, Room 145, 719-384-6845
- Bales, Erika (2012) . . . . . Educational Resource Specialist  
 A.A., Palomar Community College; B.A., California State University, San Marcos  
 Learning Commons/Wheeler Hall, Room 102, 719-384-6983
- 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) . . . . . Tutor  
 A.A., Otero Junior College; B.S. Colorado State University-Pueblo  
 Student Success Center/Learning Commons, 719-384-6945
- Beadles, Wayne (2003). . . . . Math Faculty  
 B.S., Colorado State University; M.A., University of Northern Colorado  
 McBride Hall, Room 129, 719-384-6836
- Bielski, Mike (2011). . . . . Head Men's Soccer Coach  
 A.A., Online Junior College; B.A. California State University  
 McDivitt Center Gym, Room 113, 719-384-6808
- Blackford, Miner (1999). . . . . Law Academy Director  
 CLETA Certificate, Trinidad State Junior College, B.S., National University  
 East Otero School District East School, 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

## *Full-time Administrators, Faculty, and Staff*

- Boettcher, Marlene F. (1991) . . . . . Human Resources Director  
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., M.A., Adams State College;  
McBride Hall, Room 132, 719-384-6949
- Canaday, John (2012) . . . . . Physical Plant Director  
A.S., Otero Junior College; B.S., Colorado State University - Fort Collins  
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
- Correa, Lenel (2012) . . . . . Tutor  
A.A., Otero Junior College  
McBride Hall, Room 129, 719-384-6840
- Cox, Tejana (2009) . . . . . Nursing Faculty  
A.D.N., Otero Junior College; B.S.N., M.S.N., Grand Canyon University  
Humanities Center, Room 122, 719-384-6826
- Crowder, Ashley (2012) . . . . . College Recruiter  
A.A., Career and Technical Education Certificate, Otero Junior College  
Macdonald Hall, Room 110, 719-384-6891
- Davis, Albert (2011) . . . . . TRiO Student Support Services Career and Financial Advisor  
B.A., University of Northern Colorado  
Student Success Center/Learning Commons, 719-384-6944
- Dorenkamp, Tammy (2004) Business Technologies and Service Occupations Dept. Chair  
Colo. Career and Technical Education Credential; Colo. Cosmetology Licenses.  
McDivitt Hall, Room 100, 719-384-6991
- Engler, Debbie (2010) . . . . . Business Faculty  
A.A., Otero Junior College; B.A., Adams State College; B.S., Devry University  
McBride Hall, Room 180, 719-384-6855
- Franz, Brad (2013) . . . . . Vice President of Instruction  
B.S., M.A., Northwestern Oklahoma University  
Macdonald Hall, Room 200, 719-384-6885
- 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) . . . . . Biology Faculty  
A.S., Otero Junior College; B.A., Adams State College; M.E., Lesley College  
Life Science, Room 113, 719-384-6961
- 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
- Gremillion, Becky (2012). . . . . Agriculture Business Management Instructor  
B.S., M.B.A., McNease State University  
Macdonald Hall, Room 200, 719-384-6884
- Grimsley, Kim (2013) . . . . . Associate Vice President of Instruction  
B.A., University of Northern Colorado, M.A., Adams State University  
Macdonald Hall, Room 200, 719 384-6988
- Hall, Allison (2012) . . . . . Career Coach  
B.A., Sterling College  
McBride Hall, Room 132, 719-384-6931
- Hotchkiss-Trejo, Meagan (2014). . . . . Coordinator of Educational Technology  
A.A.S Pueblo Community College  
McBride Hall, Room 140, 719-384-6839
- Jackson, Christie (2014). . . . . Nursing Faculty  
B.S.N., Grand Canyon University
- Japhet, Shawn (2004). . . . . Student Success Center Director  
A.A. Otero Junior College; B.S., National American University  
Student Success Center/Learning Commons, 719-384-6862
- Jaramillo, Yolonda (2012) . . . . . STEM Grant Activities Director  
A.S., Otero Junior College; B.A., M.A., Adams State University  
Wheeler Hall, Room 116, 719-384-6868
- Johnson, Cullen (2012). . . . . Assistant International Director  
A.A., Otero Junior College  
Humanities Center, Room 105, 719-384-6804
- 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
- Juul, Kim (2006) . . . . . Testing Coodinator and GED Chief Examiner  
Student Services, McBride Hall, Room 132, 719-384-6948

## *Full-time Administrators, Faculty, and Staff*

- Kaess, Almabeth (2001) . . . . . Associate Vice President of Enrollment Management  
B.A., University of Southern Colorado; M.A., Mid-American Christian University  
Macdonald Hall, Room 110, 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
- Kasper, Gwen, (2013) . . . . . Math Faculty  
B.A., Arizona State; M.A., Western Governors University  
McBride Hall, Room 129, 719-384-6936
- Keefer, Sue (2010) . . . . . Library and Learning Resources Director  
A.A., Sauk Valley College; B.J., University of Missouri-Columbia; M.L.S., Emporia State  
Wheeler Library/Learning Commons, 719-384-6946
- Keith, RuAnn (2005) . . . . . Arts Department Chair  
B.A., Coe College; M.A., University of New Mexico; Ph.D., Georgia State University  
Humanities Center, Room 109, 719-384-6814
- Kelley, Kimi (2012) . . . . . English Faculty  
B.A., Mesa State College  
Humanities Center, Room 111, 719-384-6849
- Korbitz, Mark (2012) . . . . . Science Faculty  
B.S., State University of New York; M.S., Vancouver University  
Humanities Center, Room 149, 719-384-6891
- Lewis, Garrett (2013) . . . . . STEM Grant Transfer Specialist  
B.S., University of Colorado at Colorado Springs  
McBride Hall, Room 135, 719-384-6975
- Lewis, Holly (2013) . . . . . TRIO Support Services Director  
B.A., Colorado State University - Fort Collins; M.A., Univ. of Northern Colorado  
Student Success Center/Learning Commons, 719-384-6835
- Locke, Emma (2013) . . . . . Agriculture Faculty  
B.S., M.S., Colorado State University; Ph.D., North Carolina State University  
McDivitt Hall, Room 135, 719-384-6964
- Long, Cody (2012) . . . . . Academic Coach  
B.A., Adams State College  
McBride Hall, Room 129, 719-384-6976
- Long, Kurt (2011) . . . . . Fitness Center Director  
A.A., Otero Junior College; B.S., Colorado State University-Pueblo  
McDivitt Center Gym 118, 719-384-6916

**Full-time Administrators, Faculty and Staff**

- Lopez, James (2013) . . . . . TRiO Student Support Services Transfer Advisor  
B.S., McPherson College  
Student Success Center/Learning Commons, 719-384-6815
- Malott, Pat (1999) . . . . . Vice President, Administrative Services  
B.S., Colorado State University; Certified Public Accountant  
Macdonald Hall, Room 210, 719-384-6823
- Matthew, Brooke (2013) . . . . . Agriculture Faculty  
A.G.S., Northeastern Junior College; B.S., M.A., Colorado State University  
McDivitt Hall, Room 135, 719-384-6964
- McClain, Joe (2012) . . . . . Head Golf Coach  
McDivitt Gym, Room 203, 719-384-6927
- McClure, Warren (2009) . . . . . Biology Faculty  
B.S., Fort Lewis College; M.S., University of Texas-Houston  
Humanities Center, Room 147, 719-384-6803
- McElroy, Diane (1995) . . . . . Nursing Assistant Director  
A.D.N., Otero Junior College; B.S.N., University of New Mexico; M.S.N., Univ. of  
Phoenix. Life Science, Room 122, 719-384-6899
- McLearn, Zeph (2014) . . . . . Instructional/Technical Specialist  
Certificate, Lewis & Clark Community College. Learning Commons.  
Wheeler Hall, Learning Commons, 719-384-6995
- Miller, Kelsey (2012) . . . . . Assistant Financial Aid Director  
B.S., Adams State College; M.B.A., Adams State College  
McBride Hall, Room 132, 719-384-6985
- Miner, Rebecca (2011) . . . . . Assistant Volleyball Coach, Assistant Controller  
A.A., Otero Junior College; B.S., Colorado State University-Pueblo  
Macdonald Hall, Room 210, 719-384-6842
- Mitchell, Nancy (1986) . . . . Perkins/Career & Technical Education Compliance Director  
B.S.W., Colorado State University - Fort Collins  
McBride Hall, Room 151, 719-384-6800
- Moore, Angela (2011) . . . . . Financial Aid Director  
B.A., Colorado State University-Fort Collins; M.B.A., Adams State University  
McBride Hall, Room 132, 719-384-6985
- Mosher, Denise (2005) . . . . . Instructional Services Programs Coordinator  
B.S., Winona State University  
Macdonald Hall, Room 200, 719-384-6884

## ***Full-time Administrators, Faculty and Staff***

- Mueller, Brenda (2003) . . . . . Psychology Faculty  
B.A., M.A., University of Northern Iowa  
Humanities Center, Room 151, 719-384-6827
- Myers, Mack (2003) . . . . . Agri-Business Management Faculty  
B.S., M.S., Colorado State University; Ph.D., Oklahoma State University
- Newby, Margaret (2011) . . . . . TRiO Student Support Services Tutor  
A.A., Otero Junior College; B.A., Regis University  
Student Success Center/Learning Commons, 719-384-6846
- Nicholson, Debra (1993) . . . . . Bookstore Manager  
A.A., Otero Junior College; B.S., Adams State College  
Student Center Bookstore, Room 112, 719-384-6889
- O'Conner, Brendan (2007) . . . Men's Basketball Coaching Assistant/Dorm Director Asst.  
B.S., Northern State University  
McDivitt Center Gym, Room 109, 719-384-6921
- Ormiston, Samme (2003) . . . . . Business Faculty/Leadership Program Director  
B.S., Oklahoma Panhandle University; M.B.A., Southwestern Oklahoma State Univ.  
McBride Hall, Room 111, 719-384-6850
- Osborn, James (2009) . . . . . STEM and CTE Tutor  
A.A., Otero Junior College  
Student Success Center/Learning Commons, 719-384-6860
- Osborne, Pam (2012) . . . . . Arts Dept. Instructional Coach  
A.A., Otero Junior College  
Humanities Center, Room 119, 719-384-6851
- Paolucci, Jeffrey M. (1992) . . . . . Vice President of Student Services  
A.A., Otero Junior College; B.S., B.A., University of Southern Colorado  
McBride Hall, Room 132, 719-384-6833
- Petramala, Sarah (2012) . . . . . Grants and Data Coordinator . . . . .  
A.A., Otero Junior College; B.S., University of Northern Colorado  
Business Office, Macdonald Hall, Room 210, 719-384-6844
- 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
- Pitura-Hutchison, Cameron (2013) . . . . . Head Women's Soccer Coach  
B.A., Bucks New University; B.S., Southwestern Christian University  
McDivitt Center Gym, Room 114, 719-384-6880



**Full-time Administrators, Faculty and Staff**

- Randall, Guy (2006) . . . . . Webmaster  
A.A., Coconino Community College  
Macdonald Hall, Room 110, 719-384-6957
- Reed, Houston (2006) . . . . . Head Men's Basketball Coach/Student Life Director  
A.A., Otero Junior College; B.A., Northern State University  
McDivitt Center, Room 202, 719-384-6828
- Reeves, Cheryl (2012) . . . . . Math Faculty  
B.S., Colorado State University-Pueblo; M.E., Lesley University  
McBride Hall, Room 129, 719-384-6984
- Richter, Danielle (2012) . . . . . Manager, Residence Hall  
B.A., University of Colorado-Boulder  
Wunsch Hall Office, 719-384-6875
- Richter, Travis (2007) . . . . . Assistant Men's Baseball Coach/UCCS Coordinator  
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
- Rocha, Sylvia (2012) . . . . . Bueno-HEP/GED Director  
B.A., University of Northern Colorado  
Humanities Center, Room 131, 719-384-6810
- Root, Denise (1990) . . . . . Nursing and Health Occupations Director  
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  
B.S., California Polytechnic State University  
McDivitt Center Gym, Room 119, 719-384-6876
- 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
- Samaniego, Sue (2012) . . . . . Communications and Public Relations Director  
B.S., M.A., Eastern Michigan University  
Macdonald Hall, Room 100, 719-384-6821
- Schmidt, Kaysie (2013) . . . . . Health Navigator Faculty  
A.A., Otero Junior College; B.A., Colorado State University  
Humanities Center, Room 124, 719-384-6854

### ***Full-time Administrators, Faculty and Staff***

- Short, Genia (2001) . . . . . Auxiliary Services Director  
A.A., Otero Junior College; Vocational Certificate, Northeastern Junior College  
Student Center, Room 104, 719-384-6890
- Siegel, Brittney (2014) . . . . . Marketing Coordinator  
B.S., B.A., Colorado State University--Pueblo  
Macdonald Hall, Room 110, 719 384-6938
- Spencer, Kyle (2012) . . . . . Head Women's Basketball Coach  
B.A., Colorado State University-Pueblo  
McDivitt Center Gym, Room 201, 719-384-6829
- Stephenson, Tami (2004) . . . . . Assessment Coordinator/ECE Faculty  
A.A., Otero Junior College; B.S., Panhandle State University; M.A., Regis University  
McBride Hall, Room 105, 719-384-6986
- Stork, 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
- Szymanski, Laurine (2013) . . . . . STEM Grant Project Director  
B.A., University of Colorado at Colorado Springs; M.P.A., Kansas State University  
Wheeler Hall, Room 116
- Trosper, Ryan (2014) . . . . . Instructional Initiatives Director  
A.G.S., Lamar Community College; B.A., Dordth College, M.A. Colorado State University Pueblo  
Macdonald Hall, Room 200, 719-384-6886
- Tschetter, Kristi (2014) . . . . . BioTech Faculty  
B.S. University of Sioux Falls & Ph.D. University of South Dakota
- Tyscka, Lavona (2011) . . . . . Career Coach for Allied Health  
B.S., CSU-Pueblo; M.A., Adams State College  
Learning Commons, Room 128A, 719-384-6878
- Valdez, Monica (2010) . . . . . Cosmetology Faculty  
Cosmetology Certificate, Americana Beauty College, CTE Credential  
McDivitt Hall, Room 101, 719-384-6992
- Wallace, Dustin (2012) . . . . . Computer Technician/Portal Administrator  
A.A., Trinidad State Junior College; Vocational Certificate Otero Junior College;  
B.S., Colorado State University - Pueblo  
McBride Hall, Room 140, 719-384-6982
- Wallace, Rachel (2014) . . . . . Director of Small Business Development Center  
B.S., B.A., M.B.A University of Phoenix  
McDivitt Hall, SCORE Center, Room134, 719-384-6959
- 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

**Full-time Administrators, Faculty and Staff**

- Weaver, Casey (2008)..... Coordinator of Landscape Design  
Physical Plant, 719-384-6941
- Wees, Noel (2014).....Head Softball Coach  
B.A., University of Northern Colorado  
McDivitt Center Gym, Room 115, 719-384-6928
- Wooters, Christina (2013).....Nursing Faculty  
A.D.N., Otero Junior College; B.S.N., Chamberlain College  
Life Science, Room 102, 719-384-6897
- Wygant, David (2014)..... Theater/English Faculty  
B.A. Purchase College, SUNY-Conservatory of Theatre Arts; M.A., Ph.D. Texas Tech  
Humanities Center, 108, 719-384-6913

**PART-TIME FACULTY AND STAFF**

- Allison, Jim (1980).....Information Technology Technician  
A.A.S., Otero Junior College  
McBride Hall, Room 140, 719-384-6861
- Baublits, Tim (2000)..... Speech Instructor  
B.A., University of Northern Colorado
- Bemiss, Susan E. (1976)..... Education Instructor  
B.A., M.A., University of Northern Colorado
- Blackford, Darlene R. (1978).....Nutrition/Science Instructor  
B.S., Colorado State University; M.E., Lesley University
- Bollacker, Cathrine (2012).....Medical Lab Technology Instructor  
B.S., Colorado State University; Medical Technology Certificate, St. Anthony  
Life Science, Room 114, 719-384-6816
- Brown, Carrie (2012)..... Early Childhood Education Instructor  
B.A., Adams State College; M.A., University of Northern Colorado
- Carrillo, Janet (2002).....Physical Education Instructor  
A.A., Otero Junior College; B.S., B.A.,M.B.A., CSU-Pueblo
- Carrillo, Richard (2000).....Anthropology Instructor  
A.A., Otero Junior College; B.A., University of Kansas
- Cichocki, Joshua (2013)..... Water Quality Management Instructor
- Collins, Jim (214)..... Business Instructor  
B.S., Excelsior College; M.B.A., Touro University International
- Doherty-Cardenas, Sierra (2013)..... Assistant Women's Soccer Coach  
B.S., Eastern New Mexico University  
McDivitt Gym, Room 112
- Erickson, Michael (1998)..... English Instructor  
B.S., Loyola University; M.A., University of Chicago; M.S., University of Rochester

## ***PART-TIME FACULTY AND STAFF***

- Faus, Patricia . . . . . Nursing Instructor  
B.S.N., University of New Mexico; M.S.N. University of Phoenix
- Fief, Josh . . . . . EMT Instructor  
EMT-B, EMT-I, Otero Junior College
- Fransua, Deana . . . . . Sociology Instructor  
B.S.W., Colorado State University; M.S.W., University of Denver
- Follmer, Leah . . . . . Nursing Instructor  
A.D.N., Otero Junior College
- Fowler, Diane . . . . . Nursing Instructor  
B.S.N., Goshen College
- Hall, Talor . . . . . Physical Education Instructor  
A.S., Otero Junior College
- Hogue, Terry . . . . . Nursing Assistant Instructor  
A.D.N., Lamar Community College
- Jackson, Brandie (2013) . . . . . Law Enforcement Instructor  
B.S., Colorado State University--Pueblo
- Jackson, Jeffrey (2003) . . . . . Computer Science Instructor  
A.S., Otero Junior College; B.S. Adams State University
- Jackson, Jennifer (1999) . . . . . OJC Dance Director  
A.A.S., Otero Junior College  
Humanities Center, Room 122, 719-384-6812
- Jones, Susan (2012) . . . . . Math Instructor  
B.A., University of Northern Colorado; M.A., Adams State College
- Lewis, Justin (2013) . . . . . Music Instructor  
B.A., University of Northern Colorado
- Liddle, Deanna "Niki" (2013) . . . . . Nursing Instructor  
A.D.N., Pueblo Community College; B.S.N. Grand Canyon University
- McCustion, J.W., (2011) . . . . . Assistant Rodeo Coach  
B.A., Texas Tech University  
McDivitt Center Gym, Room 119, 719-384-6876
- McMillan, Travis (2013) . . . . . Nursing Instructor  
EMT-B, A.A., A.D.N., Otero Junior College; B.A. University of Kansas; B.S.N.,  
University of Colorado
- Miller, Beverlee (2012) . . . . . Fitness Center Associate  
McDivitt Center Gym, Room 118, 719-384-5758

***PART-TIME FACULTY AND STAFF***

- Miller, Justin (2006) . . . . . Music Instructor  
B.A., Fort Hays State University
- Miller, Sandra (2013) . . . . . Nursing Instructor  
B.S.N., Colorado State University; M.S.N., Colorado State University
- Montejano, Kimberly (2009) . . . . . Nursing Aide/Nursing Instructor  
A.D.N., Otero Junior College; CNA Train-the-Trainer  
Life Science, Room 120, 719-384-6825
- Pritchard, Gary (2013) . . . . . Agri-Business Management Instructor  
A.A., Otero Junior College; B.S., Colorado State University
- Rees, Dean (1999) . . . . . Music/Choir Instructor  
B.M.E., University of Northern Colorado; M.M., Manhattan School of Music
- Reeves, Larry (2010) . . . . . EMS Instructor  
EMS Certification
- Rizzuto, Don (1994) . . . . . Business Instructor  
A.A., Otero Junior College; B.A., Southern Colorado State College
- Robertson, Sylvia . . . . . Nursing Instructor  
A.D.N., Otero Junior College; B.S.N., Grand Canyon University; M.S.N., Grand  
Canyon University
- Rodriguez, Mario (2013) . . . . . EMT Faculty  
EMS Certification
- Romano, MJ (2010) . . . . . Philosophy Instructor  
B.A., University of Arizona
- Russell, Curtis (2014) . . . . . Agriculture Instructor  
B.S., Kansas State University
- Salas, Betty (2008) . . . . . Nursing Faculty  
B.S.N., M.S.N., Regis University
- Shirley, Larry (2012) . . . . . Theater Technician  
A.G.S. Otero Junior College
- Siefkas, Donna (2010) . . . . . Early Childhood Education, Nutrition  
B.S., Colorado State University-Fort Collins  
McBride Hall, Room 107, 719-384-6987
- Smith, Christopher (2012) . . . . . Assistant Men's Soccer Coach  
McDivitt Center Gym, 719-384-6808
- Smith, Terry (2013) . . . . . Nursing Instructor  
B.S.N., Southwestern College; M.S.N., Newman University
- Weber, Christian (2012) . . . . . EMT Instructor  
EMT-B, Northland Pioneer College; EMT-I, Otero Junior College

**CLASSIFIED STAFF**

Achatz, Peggy (2007) . . . . . Accounting Technician I  
McBride Hall, Room 132 719-384-6843

Carrica, Ronald (1995) . . . . . Structural Trades II  
Physical Plant, 719-384-6818

Encinias, Theresa (1999) . . . . . Library Technician I  
Wheeler Library/Learning Commons, 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

Gonzales, Ronnie (2012) . . . . . Custodian I  
Physical Plant, 719-384-6818

Hart, Jarrett (2014) . . . . . Electrical Trades II  
Physical Plant, 719 384-6818

Hernandez, Arturo (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

Lease, Becci (1994) . . . . . Administrative Assistant I  
Nursing, Life Science, Room 114, 719-384-6898

Leyba, Nick (2007) . . . . . Custodian I  
Physical Plant, 719-384-6818

Liming, Jacob (2012) . . . . . Security I  
Physical Plant, 719-384-6818

Martinez, Ernest (2000) . . . . . Custodian 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

White, Andrew (2012) . . . . . 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
Cockrell, David (2011 - ret. 2014)	Associate Vice President of Instruction
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
Herrell, Jim (2000-ret. 2012)	Vice President of Instruction
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
Leininger, Barbara (2003- ret.2013)	Math Faculty
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
Newby, Ralph (1987- ret. 2013)	Chair Business Technologies/Service Occupations
Otteman, Carl (1992- ret. 2011)	Director of Auxilliary Services
Medina, Margaret(1997 - ret. 2012)	Coordinator, BUENO/HEP GED
Pearson, Ken (1980 - ret. 2009)	Physical Plant
Salas, Betty (2008 - ret. 2014)	Nursing Faculty
Schiro, Jan (1978 - ret. 2010)	Student Services
Simpson, Steve (2006 - ret. 2014)	Humanities Faculty and Theatre Director
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

**A**

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