

Associate of Applied Science Degree Programs

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

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

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

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

Minimum Competency Standards for Program Admission

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

Otero Junior College uses the results of a basic skills assessment test (Accuplacer) to direct students into appropriate English, reading and mathematics course (s) and to advise students in the selection of other courses. Prior to enrollment, all new students must complete an assessment. Research on Colorado's basic skills assessment programs indicates that new students who follow assessment-related advice have a much higher rate of academic success.

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

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

Associate of Applied Science Degree Programs

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

Approved General Education Courses

ENGLISH/SPEECH

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

MATHEMATICS

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

SCIENCE:

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

Associate of Applied Science Degree Programs - continued**SOCIAL AND BEHAVIORAL SCIENCES**

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

HUMANITIES

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

Associate of Applied Science Degree Programs - continued

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

Program Requirements

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

ASSOCIATE OF APPLIED SCIENCE

Career and Technical Education Degree Programs

Automotive Technology

Business

Accounting

Entrepreneurship

Office Applications Specialist

Early Childhood Education

Law Enforcement

Medical Assistant

Nursing

Associate Degree in Nursing (RN)

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



AUTOMOTIVE TECHNOLOGY - ASSOCIATE OF APPLIED SCIENCE

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

Freshman Year

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

Sophomore Year

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

BUSINESS - ASSOCIATE OF APPLIED SCIENCE**ACCOUNTING**

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

Freshman Year

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

Sophomore Year

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

BUSINESS - ASSOCIATE OF APPLIED SCIENCE

ENTREPRENEURSHIP

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

Freshman Year

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

Sophomore Year

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

BUSINESS - ASSOCIATE OF APPLIED SCIENCE

OFFICE APPLICATION SPECIALIST

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

		<i>Freshman Year</i>	
		Fall	Spring
ACC 101	Fundamentals of Accounting	3	
BTE 100/108	Computerized Keyboarding or Ten-Key by Touch	1	
BUS 115	Introduction to Business	3	
CIS 118	Intro to PC Applications	3	
CIS 135	Complete PC Word Processing	3	
MAN 102	Business Ethics & Values	1	
ACC 125	Computerized Accounting		3
BTE 225	Administrative Office Management		3
BTE 287	Cooperative Ed/Internship		1
CIS 145	Complete PC Database		3
CIS 155	PC Spreadsheet Concepts		3
MAR 160	Customer Service		3
		<i>Sophomore Year</i>	
		Fall	Spring
BUS 216	Legal Environment of Business	3	
ECO 201	Principles of Macroeconomics	3	
ENG	English	3	
MAT	Math	3	
HIS	History	3	
BUS 217	Business Communications & Report Writing		3
BUS 226	Business Statistics		3
ECO 202	Principles of Microeconomics		3
	Arts & Humanities		3
	General Education		3

EARLY CHILDHOOD EDUCATION - ASSOCIATE OF APPLIED SCIENCE

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

Freshman Year

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

Sophomore Year

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

LAW ENFORCEMENT - ASSOCIATE OF APPLIED SCIENCE

The Associate of Applied Science degree combines the Law Enforcement Training Academy with related 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

Law Enforcement Training Academy

LEA 101	Basic Police Academy I	.6
LEA 102	Basic Police Academy I	.12
LEA 105	Basic Law	.8
LEA 106	Arrest Control Techniques	.3
LEA 107	Law Enforcement Driving	.3
LEA 108	Firearms	.3
LEA 175	Special Topics: Career Management	.1
LEA 175	Special Topics: Roadside Sobriety	.1
LEA 175	Special Topics: Command Spanish	.1
LEA 175	Special Topics: Heartsmart First Aid	.0.5
LEA 175	Special Topics: OC Spray	.0.5
LEA 175	Special Topics: Anti-Bias Policing	.0.5
LEA 175	Special Topics: TASER0	.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

*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 and clinical duties in the medical offices and/or medical facilities.

		<i>Freshman Year</i>	
		Fall	Spring
ACC 101	Fundamentals of Accounting	3	
BTE 108	Ten Key by Touch	1	
BTE 100	Computer Keyboarding	1	
CIS 118	Intro to Computer Applications	3	
CIS 135	Complete Word	3	
MOT 208	Intro to CPT-4	2	
HPR 106	Law & Ethics for Health Professionals	2	
HPR 178	Medical Terminology	2	
CIS 155	PC Spread Sheets Concepts	3	
BTE 225	Administrative Office Management	3	
MOT 132	Medical Transcription	4	
MOT 209	Intro to ICD-9	2	
BTE 287	Cooperative Education/Internship	1	
 <i>Sophomore Year</i>			
		Fall	Spring
BIO 106	Basic Anatomy & Physiology	4	
NUA 101	Nurse Aide Health Care Skills	4	
NUA 170	Nurse Aid Clinical Experience	1	
NUR 101	Pharmacology Calculations	1	
MAT 103	Math for Clinical Calculations or equivalent	3	
ENG/COM	(above 100)	3	
SPA 111	Spanish I	5	
PSY 101	General Psychology I	3	
MAR 160	Customer Service	3	
BUS 217	Business Communication & Report Writing	3	

NURSING - ASSOCIATE OF APPLIED SCIENCE

The Associate of Applied Science Degree program in Nursing is designed to provide education to prepare the student for practice as a registered nurse. The curriculum follows the criteria for the Colorado Nursing Articulation Model and is specifically constructed to promote career mobility between nursing educational levels. Upon satisfactory completion of the associate degree sequence with a minimum of "C" in each course of the prescribed curriculum, the student will be awarded an Associate of Applied Science Degree in Nursing. Successful completion of the OJC nursing program requirements for graduation will also entitle the graduate to submit an application to the State Board of Nursing for the State Licensure Examination.

The Associate of Applied Science Degree program in Nursing is designed to be completed in two (2) years of full-time course work, plus a series of prerequisite courses prior to application to the program.

OJC Nursing Admission Procedure

1. Obtain general college admission to Otero Junior College. Submit a completed application at the Student Services Office on the OJC campus or on-line at www.ojc.edu. 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. The science course must be completed within seven years of the start date of the program.
3. Apply to the nursing program at OJC using the Online Application available at www.ojc.edu/nursingApplication.aspx
4. Provide official transcripts confirming completion of Pre-requisite courses and GPA to the OJC Nursing Department.
5. Clear Criminal background check and urine drug screen (to be completed when instructed by the OJC Nursing Department). See the Disqualifying Offences document for more information at www.ojc.edu/content/nursing/Disqualifying_Offenses09.pdf.
6. Upon notification of admission to start the nursing program, complete the remaining clinical requirements –i.e. physical exam, hepatitis B and varicella vaccinations etc. (specific forms and instructions will be included in the notification letter).

For LPNs entering the second year of the ADN Program

1. Complete steps 1-6 above.
2. Provide a copy of your LPN license.
3. Provide official transcripts of your LPN program courses. If your Practical Nursing (PN) program was completed more than ten years prior to application additional testing may be required.
4. Complete the NUR 189 LPN to RN Transition course with a grade of C or higher if you graduated from a non Colorado Community College System (CCCS) PN program or from a CCCS PN program prior to January of 2007. Contact the OJC Nursing Office for the dates of the next scheduled NUR 189 course.

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

Graduation Requirements

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

Legal Requirements for Registered Nursing Licensure

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

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

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

Recommended Courses

The following courses are recommended to compliment the required nursing program courses. Students are encouraged to register for these courses as their schedule will allow:

CHE 101	Intro to Chemistry	5
CIS 118	Intro to PC Applications	3
ENG 122	English Composition II	3
HPR 178	Medical Terminology	2
PSY 101	General Psychology I	3
PSY 102	General Psychology II	3
SOC 101	Introduction to Sociology I	3
COM 115	Public Speaking	3

ASSOCIATE DEGREE NURSING CURRICULUM

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

Freshman Year - (Students without previous nursing education)

Traditional Schedule**ADMISSION REQUIREMENTS**

		Credits
BIO 201	Anatomy and Physiology I	4
BIO 202	Anatomy and Physiology II.	4
BIO 204	Microbiology	4
ENG 121	English Composition I.	3
PSY 235	Human Growth and Development	3

All with a GPA of 2.5 or higher.

First Semester

NUR 109	Fundamentals of Nursing	8
NUR 112	Basics Concepts of Pharmacology	2
HPR 108	Dietary Nutrition	1
HWE 100	Human Nutrition	3
MAT 103	Math for Clinical Calculations.	3

Second Semester

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

Third Semester

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

Fourth Semester

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

Nursing Curriculum for Evening and Weekend Schedule

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

Admission Requirements

	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
HPR 108	Dietary Nutrition 1
HWE 100	Human Nutrition 3

Fall Semester

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

Spring Semester

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

Summer Semester

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

BIO 216	Pathophysiology 4
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Fall Semester

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

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

Summer Semester

NUR 230	Leadership, Management and Trends 5
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