Access Otero Junior College videos on YouTube with your SmartPhone via QR Codes.

OJC Campus Tour with President Rizzuto

OJC Cosmetology Career Academy

OJC Career and Technical Education Programs

OJC Nursing Program
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.
# Table of Contents

- **Campus Map** ......................................................... 1
- **2015-2016 College Calendar** .................................... 2
- **2016-2017 College Calendar** .................................... 3
- **General Information** ............................................... 4-20
  - Institutional Mission, Value Statement, Strategic Initiatives, Purpose Statements ........................................... 4-5
  - History, Accreditation, College Location, General Regulations ................................................................. 6-9
  - Common Student Code of Conduct ........................................ 9-11
  - Student Right-to-Know and Campus Security Act ......................................................................................... 12-13
  - Alcohol and Drug Policy .................................................. 15
  - Medical Amnesty Policy ...................................................... 16
  - Title IX Compliance ......................................................... 17
  - Americans with Disabilities Act ........................................... 17
  - Resident Student and Distance Education Student Disciplinary and Grievance Procedures ......................... 17
  - Student Bill of Rights .......................................................... 18
  - Non-Discrimination Statement ............................................. 18
  - Sexual Harassment Statement ............................................. 18
  - Campus Sex Crime Prevention Act ......................................... 19
  - Resources for Victims of Sexual Misconduct .................................................. 19
  - Building Evacuation, Campus Traffic Regulations, Class Attendance ............................................................. 20
  - Campus Traffic Regulations ................................................ 20
  - Class Attendance ............................................................... 20
- **Tuition and Fees** ......................................................... 21-26
  - Tuition and Fees ................................................................ 22-24
  - Western Undergraduate Exchange (WUE) .................................. 22
  - ASSET Students ............................................................... 22
  - DACA Students ............................................................... 22
  - International Students .......................................................... 23
  - Non-resident Students ........................................................ 23
  - Hybrid and CCCOnline Tuition ........................................... 23
  - Course Fees ....................................................................... 24
  - Payments, Refunds, Financial Aid Repayment ......................... 24
  - Senior Citizen Scholarships ................................................. 25
- **Living Expenses, Other Costs/Services** .............................. 26
- **Student Services** ......................................................... 27-41
  - Admission ........................................................................ 28
  - Transfer Students, Services for Students with Disabilities .......... 28-29
  - Current High School Students/Post Secondary Options ................. 29
  - International Students .......................................................... 29
  - Basic Skills Assessment and Placement Testing ......................... 31-32
  - Advising and Registration .................................................... 33
  - Residency Classification .......................................................... 33-34
  - ASSET and DACA Residency Classification ................................ 34
  - Other Information: Course Load, Active Duty Military, Classification of Students ............................................. 34
  - Other Information: Adding/Dropping Classes, Administrative Withdrawals .................................................. 34
  - Other Information: Withdrawal from College, Records and Transcript of Credits ........................................... 34
  - Other Information: Repetition of Courses, Student E-mail .................................................. 35
  - Public Information and Student Record Security .................................................. 35
  - Guaranteed Transfer Courses, Grading and Scholastic Standards .................................................. 36-39
  - Graduation ............................................................... 39
  - Other Services: Cafeteria, Computer Use, Emergency Alert System, Library Services .................................................. 40-41
  - Other Services: Bookstore, MyOJC Portal, Online Registration, Student Records .................................................. 41
  - Other Services: Student ID Cards, Tutorial Services .................................................. 41
- **Financial Aid** ................................................................. 43-48
  - Types of Financial Aid Available ........................................... 44
  - Award Descriptions ............................................................... 44-45
  - Financial Aid Application Procedures ........................................ 45
  - Part-time Employment ............................................................. 45
  - Veterans ........................................................................ 45
  - Scholarships ...................................................................... 46-48

---

*We’re Focused on Your Future!*
Student Life ................................................................. 49-50
Student Government ................................................. 50
Intercollegiate Athletics ............................................ 50
Publications .................................................................. 50
Student Organizations .................................................. 50

Instructional Services .................................................. 53-69
College Support Programs ........................................... 54-59
Wheeler Library in Learning Commons ............................ 54
Student Support Center in Learning Commons .............. 54
Student Support Services TRIO Program ....................... 55
OJC Hybrid Courses ..................................................... 55
Degree/Learn (OOL) ....................................................... 57
General Education Development (GED) ......................... 57
Developmental Education .............................................. 58-69
Special and Affiliated College Programs ......................... 60-69
Colorado Community College Online (COCOnline) ......... 60-61
Child Development Services .......................................... 62
Community Involvement Opportunities.......................... 62
Degree Partnerships ...................................................... 66-68
President’s Leadership Program (PLP) ......................... 66-68
Southeast Colorado Resource Enterprise Center (SCORE Center) 68
Southern Colorado Education Opportunity Center ......... 68
STEM Grant (Science, Technology, Engineering and Math) 69

Degree Programs ......................................................... 71-77
Guidelines, General Education....................................... 71
General Information on Transfer of Credits .................... 73
Transfer of Associate Degrees ....................................... 74
Transfer of General Education ........................................ 74

Associate of Arts Degree Program ................................ 75-77
Minimum Competency Standards for Program Admission 75
Graduation Expectations ............................................. 75
General Education Core Associate of Arts ....................... 75-77

Associate of Science Degree Program .......................... 78-80
Minimum Competency Standards for Program Admission 78
Graduation Expectations ............................................. 78
General Education Core Associate of Science .................. 78-80

Programs of Study: Designated Transfer Degrees .......... 81-110
Agriculture ............................................................... 81
Animal Science .......................................................... 81
Anthropology ............................................................. 81
Art History ............................................................... 81
Biology .................................................................... 81
Business Administration ............................................. 81
Chemistry ................................................................. 81
Communications ....................................................... 81
Criminal Justice ......................................................... 81
Early Childhood Education ........................................... 81
Economics ............................................................... 81
Elementary Teacher Education ..................................... 81
English .................................................................... 81
Geology ................................................................... 81
History .................................................................... 81
Horticulture .............................................................. 81
Mathematics ............................................................. 81
Philosophy ............................................................... 81
Physics ..................................................................... 81
Political Science .......................................................... 81
Psychology ............................................................... 81
Sociology ................................................................. 81
Southwest Colorado Science ......................................... 81
Spanish ................................................................. 81

Studio Art AA Degree with Designation ......................... 108
Theatre AA Degree with Designation ............................. 109

Associate of General Studies Degree Program ................. 110-111

Associate of Applied Science Degree Programs .............. 111-113
Agriculture - Crop Production AAS Degree .................... 114
Agriculture - Livestock Production AAS Degree ............. 115
Automotive Technology AAS Degree ......................... 116
Applied Business Technology AAS Degree .................... 117
Early Childhood Education AAS Degree ....................... 118
Health Navigator AAS Degree ....................................... 119
Law Enforcement AAS Degree ....................................... 120
Medical Laboratory Technician AAS Degree ................. 121-122
Nursing AAS Degree .................................................. 123-126

Career and Technical Education Certificate Programs ...... 127-146
Minimum Competency Standards, Certificate Requirements 129
Agri-Business Management Certificate .......................... 130
Artifical Insemination Certificate .................................... 131
Applied Business Technology Certificate ........................ 131
Automotive Technician Certificate .................................. 132-133
Community Health Worker Certificate ......................... 132-133
Cosmetology Certificate ............................................. 133-137
Early Childhood Education Certificates ......................... 133-137
Emergency Medical Services Certificate ....................... 139
Law Enforcement Training Academy Certificate ............. 140
Livestock Production Certificate .................................... 140
Nursing Assistant Certificate ....................................... 141
Phlebotomy Certificate ............................................... 142
Practical Nursing Certificate ......................................... 143-146
Real Estate Certificate .................................................. 146

Course Descriptions .................................................. 147-210

Methods of Determining Credit .................................... 148
Advanced Academic Achievement ............................... 148
Business Management ................................................. 149
Accounting ............................................................... 151
Agriculture .............................................................. 151
Agriculture Economics ............................................... 152
Agriculture Production ............................................... 152-153
Agriculture Education ............................................... 153
Agriculture and Natural Resources ............................... 154
Animal Science .......................................................... 155
Automotive Technology .............................................. 156-161
American Sign Language ............................................. 161
Astronomy ............................................................... 162
Bookkeeping ............................................................. 163
Business Technology .................................................. 165
Business Administration ............................................ 165
Business Management ............................................... 166
Business Technology .................................................. 166
Business Technology .................................................. 166
Computer Assisted Drafting ......................................... 166
Construction Composition & Reading ......................... 167
Chemistry ............................................................... 167-168
Community Health Worker ......................................... 168
Computer Information Systems ................................... 170
Communications ..................................................... 170
Cosmetology ........................................................... 171-174
Computer Science .................................................... 175
Counseling .............................................................. 175
Criminal Justice .......................................................... 175
Early Childhood Education ........................................... 176
Economics ............................................................... 178
Education ............................................................... 178
Engineering ............................................................. 178
Emergency Medical Services ....................................... 179
English ................................................................. 180
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

1802 Colorado Avenue
La Junta, Colorado 81050
(719) 384-6831
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.
2015-2016 COLLEGE CALENDAR

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
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 15 ............... 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

2016-2017 COLLEGE CALENDAR

FALL SEMESTER - 2016
Tuesday, August 9 ................. Faculty and All Staff Meeting
Saturday, August 13 .............. OJC Housing Opens
Sunday, August 14 ................. OJC Housing Opens & New Student Orientation
Monday, August 15 ............... Classes Begin
Tuesday, August 30 ............... Last Day to Drop Classes and Receive a Refund
Monday, September 5 ............ Labor Day/No Classes
Tuesday, October 11 .............. Professional Staff Development Day. No Day Classes
Monday, October 24 ............... Early Registration for Spring Semester Begins
Tuesday, November 8 ............ Last Day to Withdraw from Classes Earning a "W"
November 21-November 26 ....... Thanksgiving Vacation
Monday, November 28 ........... Classes Resume
Wednesday, December 7 .......... Last Instruction Day of the Semester
Monday - Wednesday, Dec. 7-9 .... Final Exams
Friday, December 9 .............. Final Grade Reports Due

SPRING SEMESTER - 2017
Thursday, January 5 ............... Faculty and All Staff Meeting
Sunday, January 8 ................. New Student Orientation
Monday, January 9 ............... Classes Begin
Tuesday, January 24 ............... Last Day to Drop Classes and Receive a Refund
Monday - Friday, March 21-25 .... Spring Break
Monday, March 27 ................. Classes Resume
Monday, March 27 ................. Early Registration for Summer/Fall Semesters Begins
Friday, April 7 ..................... Last Day to Withdraw from Classes Earning a "W"
Friday, April 28 .................... Last Day of the Semester
Saturday, April 29 ................. Graduation
Tuesday, May 2 .................... Final Grade Reports Due

SUMMER SESSION - 2017 (8 week session)
Monday, June 5 ..................... Classes Begin
Monday, June 13 .................... Last Day to Drop Classes and Receive a Refund
Tuesday, July 4 ..................... Holiday Break
Wednesday, July 19 ............... Last Day to Withdraw from Classes Earning a "W"
Friday, July 28 ..................... Last Day of the Semester

SUMMER SESSION - 2017 (10 week session)
Monday, June 5 ..................... Classes Begin
Wednesday, June 14 ............... Last Day to Drop Classes and Receive a Refund
Tuesday, July 4 ..................... Holiday Break
Monday, July 31 ................... Last Day to Withdraw from Classes Earning a "W"
Friday, August 11 ............... 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

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.

Vision

Otero Junior College will provide superior educational opportunities and be a valued partner with the communities we serve.

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 Plan Priorities

GOAL A: STUDENT SUCCESS: ACCESS, RETENTION AND COMPLETION

Provide accessible higher education opportunities that transform lives by expanding students’ engagement in learning, providing greater transfer options and paving the way for future employment opportunities.

1. Increase the number of students completing developmental classes with a C or better the first time by 1.5% annually from 2015-2019.
2. Improve assessment in order to obtain reliable, measurable data that can be used for continuous improvement of student retention, completion, and success.
3. Achieve 80% student satisfaction in the advising process.
4. Increase the total number of certificates and degrees awarded within 3 years by 2% per year by 2019.
5. Improve employability rates among certificate and AAS degree graduates by 2% annually.
6. Increase transfer rates of degree-seeking AA/AS students to 4-year institutions by 2% annually.
7. Increase the number of students who have enrolled in concurrent credit classes who then enroll at OJC after graduation by 2% annually.

GOAL B: FISCAL STABILITY AND HUMAN RESOURCES

Maintain solid business practices and prudently manage state resources in support of mission fulfillment while continuing to seek additional resources.

1. Meet or exceed the 6% operating reserve required by CCCS.
2. Conduct the requisite outreach and recruitment efforts to ensure that annual OJC enrollment stays above the annual system FTE average.
3. Develop strategies for aligning grant applications with the institutional strategic plan.
4. Develop strategies for institutionalizing grant-funded programs and functions that align with the institutional plan and meet the evolving needs of the institution.
5. Pursue additional revenue streams to support campus operations in line with the institutional mission.
6. Support the professional development of faculty and staff as measured by funding provided and participation rates.
7. Develop career opportunities for staff advancement and succession planning.

GOAL C: COMMUNICATION, CAMPUS CULTURE AND DIVERSITY, AND COMMUNITY ENGAGEMENT

This goal will foster effective communication campus-wide, create an environment which celebrates cultures and diversity and fosters a sense of community belonging, and support a healthy working environment and high employee and student satisfaction.

1. Improve internal and external communications as measured by implementation of new strategies.
2. Improve the visibility and awareness of OJC’s Mission.
3. Keep website and social media current to communicate effectively with students and the community.
4. Host events that bring together students, staff and community in order to foster communication, celebrate cultures, and build relationships.
5. Foster mutual campus and community involvement and partnerships.

GOAL D: FACILITIES PLANNING/CAMPUS ENVIRONMENT/ CAMPUS SAFETY AND SECURITY

This goal ensures that the campus’ physical environment (buildings, classrooms, offices, landscaping, etc.) provides access, supports the instructional process, and ensures a safe working environment that enables productivity.

1. Maintain a 5-year physical plant master plan for campus in order to maintain safe and productive working and learning environments.
2. Maintain food service options that meet the needs of students, faculty and staff measured by the satisfaction survey.
3. Maintain recycling efforts on campus.
4. Develop and implement a 5-year IT plan for campus in order to maintain working technological systems and devices and continue to be on the cutting edge of technology.
5. Improve safety and security plans.
6. Revise the comprehensive, campus-wide emergency communication plan.
7. Upgrade the security measures on campus.
GOAL E: INSTITUTIONAL EFFECTIVENESS
This goal expresses the need for accountability, data-driven decision-making, and outcomes assessment. It is essential that we can measure progress and achievement in meaningful ways, and that we can demonstrate impact and outcomes to our internal and external stakeholders.

1. Strengthen the decision making process by utilizing all relevant sources of data.
2. Maximize campus-wide awareness and understanding of institutional effectiveness.
3. Analyze and prioritize current and future data needs.

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.

In 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
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.

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 individuals 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.

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

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

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

   Colorado law prohibits the possession, consumption, or distribution of alcohol and controlled substances on campus.
The following information is provided in accordance with Title II of Public Law 101-542, the Crime Awareness and Campus Security Act of 1990. The full report is available in the Student Services Center, printed for distribution in the Campus Safety & Security brochure.

## CAMPUS CRIME STATISTICS

<table>
<thead>
<tr>
<th>CRIMINAL OFFENSES</th>
<th>ON CAMPUS</th>
<th>ON CAMPUS</th>
<th>PUBLIC PROPERTY</th>
<th>NON CAMPUS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2011</td>
<td>2012</td>
<td>2013</td>
<td>2011</td>
</tr>
<tr>
<td>Murder and Non Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible Sex Offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Non Forcible Sex Offenses</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>2</td>
<td>6</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Drug Law Violations</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Weapons Law Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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
- 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 student will be responsible for any costs associated with drug or alcohol education interventions.
- Failure to complete the educational assignments or treatment recommendations normally will result in disciplinary action.
- Serious or repeated incidents will prompt a higher degree of concern/response.
- Limited to, alcohol and/or drug education, counseling, and/or a substance abuse assessment.
- Possession of controlled substances or violators of other drug-related emergencies but does not apply to other drug-related incidents.
- 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 not be noted on the student’s judicial record. In the event an individual who previously utilized the medical amnesty policy is admitted to a subsequent alcohol-related incident, the 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 drug-related 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: ww.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 codes, they are required 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 4-51a. 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/ComplainProcedures.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://highered.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:

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

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

a. A quality general education experience that develops competencies in reading, writing, mathematics, technology and critical thinking through an integrated arts and science experience;

b. Students should be able to complete their associate of arts and associate of science degree programs in no more than sixty credit hours or their baccalaureate programs in no more than one hundred twenty credit hours unless there are additional degree requirements recognized by the commission;

c. A student can sign a two-year or four-year graduation agreement that formalizes a plan for that student to obtain a degree in two or four years, unless there are additional degree requirements recognized by the commission;

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

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

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

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

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

Non-Discrimination Statement

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

The College has designated Carol Noll, Director of Human Resources, as its AFFIRMATIVE ACTION (AA), OFFICER, EQUAL OPPORTUNITY (EO), AND TITLE IX COORDINATOR with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Carol Noll, Director of Human Resources at 719-384-6824, carol.noll@ojc.edu, or 1802 Colorado Ave. Macdonald Hall Room #221, La Junta, CO 81050.

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

Sexual Harassment Statement

Sexual harassment is a violation of federal law, a violation of professional ethics, and a form of discrimination. It is the policy of Otero 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 or rejection of such conduct by an individual is the basis for employment or educational decisions affecting such individual; 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.

Resources for Victims of Sexual Misconduct

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

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

The College has an agreement with the following providers for the exam.

Ryon Medical Center 1420 East 3rd Street La Junta, CO 81050 phone: 719-383-0030
Parkview Medical Center 400 West 16th Street Pueblo, CO 81003 phone: 719-584-4400

If you do not have transportation to the facility, you may contact a friend or family member, or Arkansas Valley Resource Center at 719-384-7764. Any cost for transportation is the responsibility of the student.

On Campus Resources

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

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

Marlene Boettcher, Title IX Coordinator/Director of Human Resources
1802 Colorado Avenue- Macdonald Hall Room 221 - La Junta, CO 81050
719-384-6824

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

Off Campus Resources

Southeast Mental Health Services
711 Barnes Avenue - La Junta, CO 81050
(719) 384-5446 - www.semhs.org

Arkansas Valley Resource Center
10 West 4th Street - La Junta, CO 81050
(719) 384-7764

General Information
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 and Fees - Resident - WUE - Colorado ASSET Students

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

Resident Tuition and Fee Schedule - On Campus Instruction

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

**Western Undergraduate Exchange (WUE)** Students who are residents of states participating in the Western Undergraduate Exchange (WUE) are eligible to request a reduced tuition rate of 150% of Colorado resident tuition at OJC. This rate, through the Western Undergraduate Exchange (WUE), for on-campus courses, is $195.75 per credit hour for the 2015-2016 academic year. For more information contact the OJC Financial Aid Director at 719-384-6834.

Cost per Credit Hour: $351.65

Non-Resident Tuition and Fee Schedule - On Campus Instruction

Deferred Action for Childhood Arrivals (DACA) Students

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

Requirements for DACA status students:

1. Have graduated from a Colorado high school or have taken the GED in Colorado prior to September 1, 2013
2. Be admitted to a participating college within 12 months of graduating from a Colorado high school
3. If the student is not legally present in the U.S., they must sign an affidavit saying they are currently seeking or will seek legal status as soon as they are eligible.

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

More information on DACA student classifications can be found at: www.coloradoassembly.org

Cost Per Credit Hour: $321.65

CCCOnline - Resident

Cost Per Credit Hour: $351.65
Course Fees
For the 2015-2016 academic year, all courses with the following prefixes will be charged a $6.75 per credit hour fee (Fee may increase in 2016-17). 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.

<table>
<thead>
<tr>
<th>PREFIX DESCRIPTION</th>
<th>PREFIX DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABM Farm / Ranch</td>
<td>EGO/EGT Engineering</td>
</tr>
<tr>
<td>AGE Agriculture Economics</td>
<td>ENV Environmental Science</td>
</tr>
<tr>
<td>AGP Agriculture Production</td>
<td>EMS Emergency Medical Services</td>
</tr>
<tr>
<td>AGR Agriculture</td>
<td>GEF Physical Science</td>
</tr>
<tr>
<td>AGY Agriculture Crops and Soils</td>
<td>HPR Health Professional</td>
</tr>
<tr>
<td>ART Visual and Performing Arts</td>
<td>HWE Health and Wellness</td>
</tr>
<tr>
<td>ASC Animal Science</td>
<td>MGD Multimedia Graphic Design</td>
</tr>
<tr>
<td>ASE Auto Service Technology</td>
<td>MOT Medical Transcription</td>
</tr>
<tr>
<td>AST Astronomy</td>
<td>MGD Multimedia Graphic Design</td>
</tr>
<tr>
<td>BIO Biology</td>
<td>NUR Health Professions</td>
</tr>
<tr>
<td>CAD Computer Assisted Drafting</td>
<td>NIA Visual and Performing Arts</td>
</tr>
<tr>
<td>CHE Physical Science</td>
<td>NJA Nursing Assistant</td>
</tr>
<tr>
<td>CIS Computer Information System</td>
<td>PHY Physical Science</td>
</tr>
<tr>
<td>CMG Computer Networking</td>
<td>RAM Range Management</td>
</tr>
<tr>
<td>CRJ/LAW Law Enforcement, Criminal Justice</td>
<td>SBM Small Business Management</td>
</tr>
<tr>
<td>CSC Computer Science</td>
<td>SBM Small Business Management</td>
</tr>
<tr>
<td>CWB Web Management</td>
<td>TSE Visual and Performing Arts</td>
</tr>
<tr>
<td>DAN Visual and Performing Arts</td>
<td>WQM Water Quality Management</td>
</tr>
<tr>
<td><strong>All Remedial Courses</strong></td>
<td></td>
</tr>
</tbody>
</table>

Student Fees
OJC has two fees which are charged on all credit courses, and two additional fees that are charged only to full-time students (12 hours or more). Fees will be charged to all courses regardless if they are online, hybrid or campus-based.

Fee 01 - Student Center Fee - $6.48 per credit hour; $71.28 maximum (11 hours). This fee is prorated on fractional hours (i.e. ½ hour credit is charged $3.24).
Charged to: Students registering for one or more classes carrying college credit. Full-time students (12 or more credit hours) charged maximum $71.28.
Exemptions: High school students, special contract students.
Accounting: credited directly to Auxiliary fund 320 in Student Center, used for Student Center operations.
Exemptions: None

Fee 02 - Associated Student Government Fee - $11.20
Charged to: Full-time students (12 hours or more)
Accounting: credited directly to Agency Activity Fund 380 Student Government account used for student clubs and organizations.
Exemptions: None

Fee 03 - Student Athletic Fee - $18.92
Charged to: Full-time students (12 hours or more)
Exemptions: High school students, special contract students.
Accounting: credited directly to Agency Activity Fund 380 Athletics. Fee is used to fund athletic team sports.
Exemptions: None

Fee 04 - Registration Processing Fee - $12.85
Charged to: Students registering for one or more classes carrying college credit. Non-refundable. Not prorated on fractional hours.
Exemptions: None
Accounting: credited to General Fund 310 Student Fee revenue and becomes part of general operating revenue.

Fee 05 – Fitness Center Fee - $2.18
Charged to: All students at $2.18 per credit hour taken.
Exemptions: High School Concurrent Students.
Accounting: credited to Auxiliary fund 320 Fitness Center Account used for Fitness Center Operations.

Graduation Cap/Gown Fee - $36.00

Pass-Through Fees
Certain ART prefixes courses will be charged a materials fee of $25.50 per semester. These will include the following courses: ART121, ART122, ART123, ART161, ART162, ART209, ART211, ART212.

Pass-Through Fees
Nursing, EMS and CNA courses also have a pass-through fee of $143.75 for liability insurance and testing. International students are assessed a $102.50 pass-through fee for transportation to and from the airport.

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 719-384-8534.

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 Silver Sneakers Fitness program. These are no-cost programs offered to seniors through their Medicare healthcare provider. *See the Affiliated College Programs section of this catalog for more details.
Living Accommodations and Expenses

Residence Hall - All single freshman students under 21 years of age who do not live with their parents or relatives while attending Otero 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.
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 by clicking on My OJC and then clicking on Apply to OJC, located near the bottom of the page. Applications improve 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 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 719-384-6867 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 Coordinator of Disability Services, located in McBride Hall, Room 129, or call 719-384-6862 within the first two weeks of the semester about free services to assist them. Services include: tutoring, note takers, readers/writers for tests, time for in-class reading/writing, in-class aide for reading/writing, accommodation of physical setting in classroom, tape recorded lectures, enlarged print on handouts/tests, sign language and oral interpreting, adaptive equipment, alternative testing, software/hardware accommodations and other specialized academic procedures.

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

It is the responsibility of the student to supply adequate documentation of disability and bear the cost of provision of such documentation. When documentation is received, the student and the coordinator determine reasonable and appropriate accommodations and details for permission to conference. Instructors in each of the student's classes are then notified of necessary accommodations. For more information contact: 719-384-6862.
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

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

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

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 719-384-6946 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).
5. To learn more about Credit for Prior Learning, go to: http://www.cccs.edu/wp-content/uploads/2013/08/SP9-42.pdf

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

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

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

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

Residents of Alaska, California, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Wyoming, Arizona and Washington qualify for a special tuition rate. States available for this rate may change each year. Check with the Vice President 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.
Residency Classification
Colorado ASSET Students
Classification as a Colorado ASSET student allows eligible students without documentation to pay in-state tuition, rather than out-of-state tuition, as well as receive the Colorado Opportunity Fund stipend at Otero Junior College.

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

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

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

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

More information on ASSET or DACA student classifications can be found at: www.cicoloradoasset.org

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

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.

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

Public Information and Student Record Security
Under the Family Educational Rights and Privacy Act of 1974, the information in student files may only be released under specific conditions. Current or former students of Otero Junior College have complete access to their records and may view them upon request at the 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
**Guaranteed Transfer Courses and the 60 + 60 Agreement**

For the AA/AS degree, the State Guaranteed General Education Transfer Courses and the Colorado Community College General Education Requirements have been incorporated into the degree. Completion of the AA/AS degree with a grade of “C” or better in every course guarantees that the student can transfer to any Colorado public 4-year institution and complete a liberal arts or science baccalaureate degree with an additional 60 credits taken at the 4-year institution.

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

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

Students should understand that a “D” grade may fulfill 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**

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

**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 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. Students who receive a grade of F, I, or U will be ineligible for the part-time student’s honor list. Students placed on probation or suspended will not be allowed to attend any CCCS college in the subsequent semester(s) unless an appeal is approved. Academic Standing status is 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 >= 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 >= 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 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.

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: 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.

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 4.0 grade point averages are graduated SUMMA CUM LAUDE. Students are graduated MAGNA CUM LAUDE if they have maintained a grade point average of 3.75 to 3.99 and CUM LAUDE with a grade point average of 3.50 to 3.74.

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

Other Services

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

Breakfast: Monday through Friday 7:00 a.m. to 11:00 a.m.
Brunch: Saturday and Sunday 11:30 a.m. to 12:30 p.m.
Lunch: Monday through Friday 11:30 a.m. to 1:30 p.m.
Dinner: Monday through Friday 4:00 p.m. to 6:30 p.m.
Dinner Saturday and Sunday 5:00 to 6:00 p.m.

The Venom Pit Coffee Shop is located inside the Learning Commons and is operated by Sodexo Campus Services. Students and guests can purchase Starbucks beverages, FANS smoothies, bottled and canned beverages, freshly baked muffins and cookies, and a variety of salads and sandwiches. Hours of service include:
Monday through Thursday 7:30 a.m. - 4:00 p.m.
Monday through Thursday 7:00 p.m. - 10:00 p.m.
Friday 7:30 a.m. - 3 p.m.
Sunday 7 p.m. - 10 p.m.

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

Bookstore - The on-campus bookstore is located in the Student Center. All books or material required for courses are ordered through a virtual bookstore online site. Students can buy new or used books, rent books or purchase E-books from the virtual bookstore site. Staff in the on-campus bookstore can assist students with making their purchases online. The books and materials will be delivered to the student’s home or specific mailing address, including their OJC dorm address. The virtual books is accessed online at: www.ecampus.com/ojc or through the "Bookstore" link on OJC’s website at: www.ojc.edu/about/campus/bookstore.

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

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) 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. From this site students can register, add or drop classes, look up classes, view schedules, billing statements and withdrawal information. Students are also able to view holds, midterm grades, final grades, transcripts, and request an official transcript.

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

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

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 of 3.00 or better and enroll full-time at OJC the fall semester after graduating from high school. This scholarship is 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. For more information contact the OJC Veterans’ Certifying Official in the Student Services Center or call 719-384-6831.
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 scholarship is based on funding. Application deadline is August 1.

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 International Academic/Leadership Scholarship - This scholarship is available to current OJC international students who have achieved the distinction of being on the President’s List, have demonstrated leadership and have been active in community service. This scholarship is awarded upon completion of the fall term. Application deadline is August 1.

OJC International Spirit Scholarship - This scholarship is available to current OJC international students who have achieved the distinction of being on the Institutional Recognition Honors List, have been active in community service and have demonstrated and fostered opportunities to reach across cultural borders to promote international understanding. This scholarship is awarded upon completion of the fall term. 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 towards 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 on funding. Application deadline is April 15.

OJC Foundation & Community-Sponsored Scholarships-continued

Cecil Colley Scholarship - The family of Cecil Colley offers one $2,500 scholarship that can be renewed for subsequent years if the recipient remains in the same area of study and maintains at least a 3.0 G.P.A. Priority will be given to students whose area of study is engineering or physical science. Application deadline is April 15.

Central Colorado Education Trust Scholarship - Two $1,000 scholarships will be awarded to entering freshmen on a competitive basis. Recipients must have graduated from a southeastern Colorado high school, plan to attend OJC on a full-time basis, be enrolled in a degree program and plan on returning to live and work in the agricultural community upon graduation. Application deadline is April 15.

Daniels Fund Scholarship - The scholarship awards recipients $1,500. In order to be eligible, the recipient must maintain 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 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 Chaffee 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 Chaffee High Schools. Preference will also be given to students majoring in business administration or agriculture. Application deadline is April 15.

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

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 Lake Junta High School, Swink High School, or Chaffee 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 ACTIVITIES AND ORGANIZATIONS**

**Student Government**

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

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

**Intercollegiate Athletics**

Otero Junior College is a member of the National Junior College Athletic Association. The College competes with Region IX members of the association plus at the junior varsity level with a number of 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. Contact: Sue Samaniego, 719-384-6821.

- 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. Contact: Christina Stork, 719-384-6847.

**Student Organizations**

**Agriculture Club** – The Agriculture Club fosters interest in agriculture for students by organizing agriculture related extra-curricular activities. Members are involved with providing an all-inclusive forum for students engaged in agriculture related activities and organize program events. Contact: Brooke Matthew, 719-384-6864.

**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. Contact: Lisa Gallegos, 719-384-6861.

**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. Contact: Steven Kalafer, 719-384-6866.

**Campus Crusade for Christ & Fellowship of Christian Athletes** - These two clubs are non-denominational organization which provides an opportunity for fellowship, Bible studies, and prayer. This organization meets generally once each week during fall and spring semesters. Contact: 719-384-6807.

**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. Contact Jeff Paolucci, 719-384-6833.

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

**Non-Traditional Students Organization** - The Non-Traditional Students Organization’s mission is to encourage, support, and respond to the unique needs and responsibilities of all non-traditional students contributing to the successful completion of their educational goals. Membership is open to any non-traditional student (i.e. returning, married, parenting, career change, and transitional). Contact Deb Engler, 719-384-6811.

**Otero Players** - Students with a desire to participate in stage productions are welcome to join the Otero Players. All participants gain experience in performance and aspects of technical production. Emphasis is placed on presenting a varied program of drama, music, and dance to the campus and community. Contact 719-384-6820.

**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. Contact Wayne Beadles, 719-384-6836.

**Science Club** - The Otero Junior College Science Club SAGNAS Chapter aims to foster interest in science for students by organizing science related extra-curricular activities and providing and all-inclusive forum for students engaged in science related activities. Contact 719-384-6894.

**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. Contact Gary Addington, 719-384-6895.

**Student Ambassadors** - This organization strives to enhance leadership skills, promote educational growth, and increase service learning hours by providing ways for students to become involved with college events and serve as host or hostess to college guests. Members will be trained to conduct campus tours and serve as facilitators for on-campus public events. Contact 719-384-6891.

**Student Nurses’ Association** - This organization acquaints the student nurse to the professional responsibilities of nursing, providing opportunities for leadership, and growth through collegial relationships. Membership is open to all students admitted to the nursing program. Contact: Diane McEloy, 719-384-6899.

**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. Contact Danielle Richter, 719-384-6953.

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

Otero Junior College
COLLEGE SUPPORT PROGRAMS

The Learning Commons

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, a Tech desk and AV materials, study space, video editing and study rooms, desk-top computers, laptops and iPads.

The Student Success Center is adjacent to Wheeler Library and offers tutoring services, collaboration study rooms, PLUS Sessions for science classes and hands-on learning resources. The Student Success Center is also home to the TRiO program, a federally funded Student Support Services (SSS) Program under the U.S. Department of Education, that works 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.

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.

Wheeler Library offers a large collection of print resources including reference, non-fiction, and fiction books, as well as a wide-range of newspapers, magazines and professional journals and DVDs. Reference titles and several full-text databases are available digitally through the library’s website, which is accessible either in-house or remotely.

The Internet, including the OJC computer network, is also available through a wireless connection so that students can use their own devices. Library and Tech desk staff can assist students with course reserves, interlibrary loan, holds, finding and checking-out resources, database login issues, and equipment. Desktop computers are available for student use, laptops are available to use within the Learning Commons, and iPads can be checked out for three days.

The library participates in a statewide courier system, which provides for faster interlibrary loan service. 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. In addition, an online resource, LibGuides, is also available for the above services, and also features specific course and subject guides to help students navigate through their courses.

Student Success Center in Learning Commons

The Student Success Center is adjacent to Wheeler Library in the Learning Commons. The Center provides students with additional areas to study independently and in group settings.

The Center’s Collaboration Room is home to daily PLUS Sessions, these are supplemental instruction sessions that provide hands-on group tutoring for specific courses with specific emphasis on science courses. Students have access to hands-on learning resources such as Anatomy and Physiology models, Apple TVs and other assistive learning devices.

Students who visit the Student Success Center can make appointments with academic tutors or peer tutors for free one-on-one tutoring support throughout the day and into the evening hours.

The Student Success Center (SSC) is located in Wheeler Hall/Learning Commons. For further information call 719-384-6835.

TRiO Program in the Student Success Center

The Student Success Center is also home to Student Support Services (SSS), 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.

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

• Academic Advising
• Career Exploration
• Personal Counseling
• Community Referrals
• Financial aid assistance and resources
• Tutorial services – individual, group, or drop-in tutoring
• Workshops and cultural events – skills, budgeting, and museum tours, etc.
• Transfer assistance to four-year colleges and universities including tours, applications, financial aid and scholarship searches
• Textbook assistance program

The Center is located in Wheeler Hall, Learning Commons/Student Success Center. For further information call 719-384-6835.

Services for Students with Disabilities

Students with documented disabilities should contact the Coordinator of Disability Services, located in McBride Hall, Room 129, or call 719-384-6862 within the first two weeks of the semester about free services to assist them. Services include: tutoring, note takers, readers/writers for tests, time for in-class reading/writing, in-class aide for reading/writing, accommodation of physical setting in classroom, tape recorded lectures, enlarged print on handouts/tests, sign language and oral interpreting, adaptive equipment, alternative testing, software/hardware accommodations and other specialized academic procedures.

Procedures for Documentation of Disability - Students with a disability are required to contact the Coordinator of Disability Services 719-384-6862, in the first two weeks of the semester if they need assistance. The coordinator will evaluate the documentation of a disability, facilitate reasonable and appropriate accommodations, and monitor academic progress. It is the responsibility of the student to supply adequate documentation of disability and bear the cost of provision of such documentation. When documentation is received, the student and the coordinator determine reasonable and appropriate accommodations and details for permission to conference. Instructors in each of the student’s classes are then notified of necessary accommodations. For more information contact: 719-384-6862.
COLLEGE SUPPORT PROGRAMS

TUTORING SUPPORT

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

English, Reading, Writing - Students enrolled in Developmental Education English courses, as well as all students enrolled in English and writing courses, can access free tutorial services in the Writing Lab, located in the Humanities Center, Room 114. The Writing Lab is staffed by English faculty and peer tutors who work individually with students as well as in group sessions. Drop-ins are welcome as well as by appointment. For more information call 719-384-6849.

Math - The Math Center is located in McBride Hall, Room 129. The Math Center is open Monday - Thursday from 8 a.m. to 7 p.m. and on Friday from 8 a.m. to 5 p.m. The College's full-time math faculty are on staff in this area as well as two full-time math tutors. Students can drop in or make appointments to work individually or in groups for specific math courses. For more information call 719-384-6849.

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

Science - Students enrolled in many of the science courses at OJC can attend daily and weekly PLUS Sessions. PLUS Sessions are supplemental instruction sessions that provide hands-on group tutoring for specific courses. Students have access to hands-on learning resources such as Anatomy and Physiology models, Apple TVs and other assistive learning devices. PLUS Sessions are held in the Student Success Center Collaboration Room. For more information call 719-384-6880.

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

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

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 preferred
- 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. If it is the responsibility of the student to keep software and hardware updated with the latest upgrades. Alternate software is permitted 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 webcams).

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.

COLLEGE SUPPORT PROGRAMS

Hybrid Courses Tips for Success

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

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

Desire2Learn (D2L)

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.

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

Developmental Education - Math Pathways

New Pathway
New Developmental Ed Courses (Beginning Fall 2013)

Cost: 00.00

Math Requirement for the A.A.
MAT 105: Math for Calculations
ACC: E 85

Math Requirement for an A.A.
MAT 110: Math for Liberal Arts
ACC: E 85

STEM Pathway to an A.A.
MAT 121: College Algebra
ACC: E 85

The “Gateway” Courses
College level credit for one of three pathways

MAT 050: Quantitative Literacy (4 credits)
If your ACC is A.A. 80 or JAE-40, this is your course.

MAT 051: STEM Preparation (1 cr.
If your ACC is A.A. 80 or JAE-40, you can enter the STEM pathway here.

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

Old Pathway
Courses you have taken before Fall 2013

New Pathway
New Developmental Ed Courses (Beginning Fall 2013)

The “Gateway” Courses
College level credit for one of three 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.

Developmental Education - English/Reading Pathways
Colorado Community College Online (CCCOnline)

Associate degrees and certificates through Colorado Community College Online (CCCOnline) 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 or www.cccs.edu

Technical Requirements
CCCOnline 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.
• 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 the firewall while doing your work if it cannot be configured properly.
• CD-ROM / Hard drive, USB thumb drive, web camera.
• Optional - Full Duplex Sound card with speakers/headphones and microphone (required in some courses).
• SVGA (1024x768) or higher display.

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.
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.

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

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 or 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
  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.
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.

- **New Mexico State University College of Agricultural, Consumer and Environmental Science**  [http://aces.nmsu.edu/](http://aces.nmsu.edu/)
  The College of Agricultural, Consumer and Environmental Sciences at New Mexico State University has signed a 2+2 agreement with Otero 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 W TAMU to complete a Bachelor of Science degree.

- **Oklahoma Panhandle State University**  [www.opsu.edu](http://www.opsu.edu)
  OJC in cooperation with Oklahoma Panhandle State University, has developed an articulation agreement for an Associate of Science degree in Agriculture Business, Animal Science and Soil and Crop Science to a Bachelor of Science degree as OPSU. The intent of the agreement will be seamless transfer in those emphasis areas.

- **Northwestern Oklahoma State University**  [www.nwosu.edu](http://www.nwosu.edu)
  OJC in cooperation with Northwestern Oklahoma State University, has developed an articulation agreement for an Associate of Science degree in Animal Science and Soil and Crop Science to a Bachelor of Science degree as NWOSU. The intent of the agreement will be seamless transfer in those emphasis areas.
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

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
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, 719-384-8868
- STEM Grant Transfer Specialist, 719-384-6945

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

Otero Junior College
DEGREE PROGRAMS

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.

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” grade may not transfer to another school.

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 1986 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 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 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 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 course will receive transfer credits applied to graduation requirements in all majors at all public institutions unless a specific statewide articulation agreement exists.

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 coursework 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)

PLEASE NOTE: Some degrees may exceed the typical 60 credit hours required to successfully graduate.
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 = 38 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

<table>
<thead>
<tr>
<th>Written &amp; Oral Communication</th>
<th>9 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 121</td>
<td>Total</td>
</tr>
<tr>
<td>COM 115</td>
<td>Community College Graduation Requirement</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>COM 125</td>
<td>Community College Graduation Requirement</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Math: 3 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 121</td>
</tr>
<tr>
<td>MAT 122</td>
</tr>
<tr>
<td>MAT 125</td>
</tr>
<tr>
<td>MAT 201</td>
</tr>
<tr>
<td>MAT 202</td>
</tr>
<tr>
<td>MAT 203</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social &amp; Behavioral Sciences: 6 Credits or 2 courses from 2 different categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category One:</td>
</tr>
<tr>
<td>AGE 102</td>
</tr>
<tr>
<td>ECO 201</td>
</tr>
<tr>
<td>ECO 202</td>
</tr>
<tr>
<td>POS 105</td>
</tr>
<tr>
<td>POS 111</td>
</tr>
<tr>
<td>POS 125</td>
</tr>
<tr>
<td>POS 205</td>
</tr>
<tr>
<td>POS 225</td>
</tr>
<tr>
<td>Category Two:</td>
</tr>
<tr>
<td>GEO 106</td>
</tr>
<tr>
<td>Category Three:</td>
</tr>
<tr>
<td>AGT 200</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>History: 3 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 101</td>
</tr>
<tr>
<td>HIS 102</td>
</tr>
<tr>
<td>HIS 121</td>
</tr>
<tr>
<td>HIS 122</td>
</tr>
<tr>
<td>HIS 225</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electives: 21 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Arts &amp; Humanities: 6 credits or 2 courses from 2 different categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category One:</td>
</tr>
<tr>
<td>ART 110</td>
</tr>
<tr>
<td>ART 111</td>
</tr>
<tr>
<td>ART 207</td>
</tr>
<tr>
<td>MUS 120</td>
</tr>
<tr>
<td>MUS 121</td>
</tr>
<tr>
<td>MUS 122</td>
</tr>
<tr>
<td>CHE 105</td>
</tr>
<tr>
<td>CHE 211</td>
</tr>
<tr>
<td>Category Two:</td>
</tr>
<tr>
<td>HUM 115</td>
</tr>
<tr>
<td>HUM 121</td>
</tr>
<tr>
<td>HUM 122</td>
</tr>
<tr>
<td>HUM 123</td>
</tr>
<tr>
<td>LIT 115</td>
</tr>
<tr>
<td>LIT 201</td>
</tr>
<tr>
<td>LIT 202</td>
</tr>
<tr>
<td>LIT 265</td>
</tr>
<tr>
<td>LIT 211</td>
</tr>
<tr>
<td>LIT 212</td>
</tr>
<tr>
<td>LIT 225</td>
</tr>
<tr>
<td>Category Three:</td>
</tr>
<tr>
<td>PHI 111</td>
</tr>
<tr>
<td>PHI 112</td>
</tr>
<tr>
<td>PHI 113</td>
</tr>
<tr>
<td>Category Four:</td>
</tr>
<tr>
<td>SPA 211</td>
</tr>
<tr>
<td>SPA 212</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Natural &amp; Physical Sciences: 12 Credits/3 courses w/lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASY 240</td>
</tr>
<tr>
<td>ASY 101</td>
</tr>
<tr>
<td>AST 102</td>
</tr>
<tr>
<td>BIO 111</td>
</tr>
<tr>
<td>BIO 112</td>
</tr>
<tr>
<td>BIO 201</td>
</tr>
<tr>
<td>BIO 202</td>
</tr>
<tr>
<td>BIO 204</td>
</tr>
<tr>
<td>CHE 101</td>
</tr>
<tr>
<td>CHE 102</td>
</tr>
<tr>
<td>CHE 111</td>
</tr>
<tr>
<td>CHE 112</td>
</tr>
<tr>
<td>CHEY 111</td>
</tr>
<tr>
<td>CHEY 121</td>
</tr>
<tr>
<td>CHEY 135</td>
</tr>
<tr>
<td>NRE 251</td>
</tr>
<tr>
<td>PHY 111</td>
</tr>
<tr>
<td>PHY 112</td>
</tr>
<tr>
<td>PHY 211</td>
</tr>
<tr>
<td>PHY 212</td>
</tr>
</tbody>
</table>

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/](http://highered.colorado.gov/Academics/Transfers/)
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/

OJC: Associate of Science Degree - Agriculture Business
(Fort Collins College only)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>English</em></td>
<td>11</td>
<td>General Science (Writing)</td>
</tr>
<tr>
<td><em>Math</em></td>
<td>12</td>
<td>General Science (Math)</td>
</tr>
<tr>
<td><em>History</em></td>
<td>3</td>
<td>General Science (History)</td>
</tr>
<tr>
<td><em>Social Science</em></td>
<td>2</td>
<td>General Science (Social Science)</td>
</tr>
<tr>
<td><em>Natural Science</em></td>
<td>10</td>
<td>General Science (Natural Science)</td>
</tr>
<tr>
<td><em>Electives</em></td>
<td>6</td>
<td>General Science (Electives)</td>
</tr>
</tbody>
</table>

Other transfer information can be found at:
The Colorado Dept. of Higher Education: http://highered.colorado.gov/Academics/Transfers/

AGRICULTURE EDUCATION - AS Degree with Designation
Students interested in Agriculture 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/

OJC: Associate of Science Degree - Agricultural Education
(Fort Collins College only)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>English</em></td>
<td>11</td>
<td>General Science (Writing)</td>
</tr>
<tr>
<td><em>Math</em></td>
<td>12</td>
<td>General Science (Math)</td>
</tr>
<tr>
<td><em>History</em></td>
<td>3</td>
<td>General Science (History)</td>
</tr>
<tr>
<td><em>Social Science</em></td>
<td>2</td>
<td>General Science (Social Science)</td>
</tr>
<tr>
<td><em>Natural Science</em></td>
<td>10</td>
<td>General Science (Natural Science)</td>
</tr>
<tr>
<td><em>Electives</em></td>
<td>6</td>
<td>General Science (Electives)</td>
</tr>
</tbody>
</table>

Other transfer information can be found at:
The Colorado Dept. of Higher Education: http://highered.colorado.gov/Academics/Transfers/

See advisor for clarification.
DEGREE PROGRAMS

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://highered.colorado.gov/Academics/Transfers/

OJC: Associate of Science Degree - Animal Science

(FOR CSU-FORT COLLINS ONLY)

STUDENT ID #

<table>
<thead>
<tr>
<th>Category One:</th>
<th>Category Two:</th>
<th>Category Three:</th>
<th>Category Four:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 111 - Animal Science I - 3</td>
<td>ANTH 112 - Animal Science II - 3</td>
<td>ANTH 113 - Animal Science III - 3</td>
<td>ANTH 114 - Animal Science IV - 3</td>
</tr>
<tr>
<td>ANTH 119 - Animal Science IX - 3</td>
<td>ANTH 120 - Animal Science X - 3</td>
<td>ANTH 121 - Animal Science XI - 3</td>
<td>ANTH 122 - Animal Science XII - 3</td>
</tr>
</tbody>
</table>

- 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.

OJC: Associate of Arts Transfer Degree - Anthropology

STUDENT ID #

<table>
<thead>
<tr>
<th>Category One:</th>
<th>Category Two:</th>
<th>Category Three:</th>
<th>Category Four:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 111 - Physical Anthropology I - 3</td>
<td>ANTH 112 - Physical Anthropology II - 3</td>
<td>ANTH 113 - Physical Anthropology III - 3</td>
<td>ANTH 114 - Physical Anthropology IV - 3</td>
</tr>
<tr>
<td>ANTH 115 - Physical Anthropology V - 3</td>
<td>ANTH 116 - Physical Anthropology VI - 3</td>
<td>ANTH 117 - Physical Anthropology VII - 3</td>
<td>ANTH 118 - Physical Anthropology VIII - 3</td>
</tr>
<tr>
<td>ANTH 119 - Physical Anthropology IX - 3</td>
<td>ANTH 120 - Physical Anthropology X - 3</td>
<td>ANTH 121 - Physical Anthropology XI - 3</td>
<td>ANTH 122 - Physical Anthropology XII - 3</td>
</tr>
<tr>
<td>ANTH 123 - Physical Anthropology XIII - 3</td>
<td>ANTH 124 - Physical Anthropology XIV - 3</td>
<td>ANTH 125 - Physical Anthropology XV - 3</td>
<td>ANTH 126 - Physical Anthropology XVI - 3</td>
</tr>
<tr>
<td>ANTH 127 - Physical Anthropology XVII - 3</td>
<td>ANTH 128 - Physical Anthropology XVIII - 3</td>
<td>ANTH 129 - Physical Anthropology XIX - 3</td>
<td>ANTH 130 - Physical Anthropology XX - 3</td>
</tr>
</tbody>
</table>

- 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 for more specific transfer information. Other transfer information can be found at:
The Colorado Dept. of Higher Education: http://highered.colorado.gov/Academics/Transfers/

ANTHROPOLOGY - AA Degree with Designation

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

OJC: Associate of Science Degree - Anthropology

STUDENT ID #

<table>
<thead>
<tr>
<th>Category One:</th>
<th>Category Two:</th>
<th>Category Three:</th>
<th>Category Four:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 111 - Physical Anthropology I - 3</td>
<td>ANTH 112 - Physical Anthropology II - 3</td>
<td>ANTH 113 - Physical Anthropology III - 3</td>
<td>ANTH 114 - Physical Anthropology IV - 3</td>
</tr>
<tr>
<td>ANTH 115 - Physical Anthropology V - 3</td>
<td>ANTH 116 - Physical Anthropology VI - 3</td>
<td>ANTH 117 - Physical Anthropology VII - 3</td>
<td>ANTH 118 - Physical Anthropology VIII - 3</td>
</tr>
<tr>
<td>ANTH 119 - Physical Anthropology IX - 3</td>
<td>ANTH 120 - Physical Anthropology X - 3</td>
<td>ANTH 121 - Physical Anthropology XI - 3</td>
<td>ANTH 122 - Physical Anthropology XII - 3</td>
</tr>
<tr>
<td>ANTH 123 - Physical Anthropology XIII - 3</td>
<td>ANTH 124 - Physical Anthropology XIV - 3</td>
<td>ANTH 125 - Physical Anthropology XV - 3</td>
<td>ANTH 126 - Physical Anthropology XVI - 3</td>
</tr>
<tr>
<td>ANTH 127 - Physical Anthropology XVII - 3</td>
<td>ANTH 128 - Physical Anthropology XVIII - 3</td>
<td>ANTH 129 - Physical Anthropology XIX - 3</td>
<td>ANTH 130 - Physical Anthropology XX - 3</td>
</tr>
</tbody>
</table>

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

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

OJC: Associate of Arts Transfer Degree - Anthropology

STUDENT ID #

<table>
<thead>
<tr>
<th>Category One:</th>
<th>Category Two:</th>
<th>Category Three:</th>
<th>Category Four:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 111 - Physical Anthropology I - 3</td>
<td>ANTH 112 - Physical Anthropology II - 3</td>
<td>ANTH 113 - Physical Anthropology III - 3</td>
<td>ANTH 114 - Physical Anthropology IV - 3</td>
</tr>
<tr>
<td>ANTH 115 - Physical Anthropology V - 3</td>
<td>ANTH 116 - Physical Anthropology VI - 3</td>
<td>ANTH 117 - Physical Anthropology VII - 3</td>
<td>ANTH 118 - Physical Anthropology VIII - 3</td>
</tr>
<tr>
<td>ANTH 119 - Physical Anthropology IX - 3</td>
<td>ANTH 120 - Physical Anthropology X - 3</td>
<td>ANTH 121 - Physical Anthropology XI - 3</td>
<td>ANTH 122 - Physical Anthropology XII - 3</td>
</tr>
<tr>
<td>ANTH 123 - Physical Anthropology XIII - 3</td>
<td>ANTH 124 - Physical Anthropology XIV - 3</td>
<td>ANTH 125 - Physical Anthropology XV - 3</td>
<td>ANTH 126 - Physical Anthropology XVI - 3</td>
</tr>
<tr>
<td>ANTH 127 - Physical Anthropology XVII - 3</td>
<td>ANTH 128 - Physical Anthropology XVIII - 3</td>
<td>ANTH 129 - Physical Anthropology XIX - 3</td>
<td>ANTH 130 - Physical Anthropology XX - 3</td>
</tr>
</tbody>
</table>

- 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.

OJC: Associate of Science Degree - Anthropology

STUDENT ID #

<table>
<thead>
<tr>
<th>Category One:</th>
<th>Category Two:</th>
<th>Category Three:</th>
<th>Category Four:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 111 - Physical Anthropology I - 3</td>
<td>ANTH 112 - Physical Anthropology II - 3</td>
<td>ANTH 113 - Physical Anthropology III - 3</td>
<td>ANTH 114 - Physical Anthropology IV - 3</td>
</tr>
<tr>
<td>ANTH 115 - Physical Anthropology V - 3</td>
<td>ANTH 116 - Physical Anthropology VI - 3</td>
<td>ANTH 117 - Physical Anthropology VII - 3</td>
<td>ANTH 118 - Physical Anthropology VIII - 3</td>
</tr>
<tr>
<td>ANTH 119 - Physical Anthropology IX - 3</td>
<td>ANTH 120 - Physical Anthropology X - 3</td>
<td>ANTH 121 - Physical Anthropology XI - 3</td>
<td>ANTH 122 - Physical Anthropology XII - 3</td>
</tr>
<tr>
<td>ANTH 123 - Physical Anthropology XIII - 3</td>
<td>ANTH 124 - Physical Anthropology XIV - 3</td>
<td>ANTH 125 - Physical Anthropology XV - 3</td>
<td>ANTH 126 - Physical Anthropology XVI - 3</td>
</tr>
<tr>
<td>ANTH 127 - Physical Anthropology XVII - 3</td>
<td>ANTH 128 - Physical Anthropology XVIII - 3</td>
<td>ANTH 129 - Physical Anthropology XIX - 3</td>
<td>ANTH 130 - Physical Anthropology XX - 3</td>
</tr>
</tbody>
</table>

- 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.

OJC: Associate of Arts Transfer Degree - Anthropology

STUDENT ID #

<table>
<thead>
<tr>
<th>Category One:</th>
<th>Category Two:</th>
<th>Category Three:</th>
<th>Category Four:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 111 - Physical Anthropology I - 3</td>
<td>ANTH 112 - Physical Anthropology II - 3</td>
<td>ANTH 113 - Physical Anthropology III - 3</td>
<td>ANTH 114 - Physical Anthropology IV - 3</td>
</tr>
<tr>
<td>ANTH 115 - Physical Anthropology V - 3</td>
<td>ANTH 116 - Physical Anthropology VI - 3</td>
<td>ANTH 117 - Physical Anthropology VII - 3</td>
<td>ANTH 118 - Physical Anthropology VIII - 3</td>
</tr>
<tr>
<td>ANTH 119 - Physical Anthropology IX - 3</td>
<td>ANTH 120 - Physical Anthropology X - 3</td>
<td>ANTH 121 - Physical Anthropology XI - 3</td>
<td>ANTH 122 - Physical Anthropology XII - 3</td>
</tr>
<tr>
<td>ANTH 123 - Physical Anthropology XIII - 3</td>
<td>ANTH 124 - Physical Anthropology XIV - 3</td>
<td>ANTH 125 - Physical Anthropology XV - 3</td>
<td>ANTH 126 - Physical Anthropology XVI - 3</td>
</tr>
<tr>
<td>ANTH 127 - Physical Anthropology XVII - 3</td>
<td>ANTH 128 - Physical Anthropology XVIII - 3</td>
<td>ANTH 129 - Physical Anthropology XIX - 3</td>
<td>ANTH 130 - Physical Anthropology XX - 3</td>
</tr>
</tbody>
</table>

- 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

### ART HISTORY - AA Degree with Designation

Students interested in Biology with plans to pursue a Bachelor of Arts degree would follow this recommended track. Students 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:


### BIOLOGY - AS Degree with Designation

Students interested in Biology with plans to pursue a Bachelor’s Degree would follow this recommended track. Students 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:


### STUDENT ID #

#### NAME

<table>
<thead>
<tr>
<th>Written &amp; Oral Communication: 9 Credits</th>
<th>Total</th>
<th>Social &amp; Behavioral Sciences: 6 Credits</th>
<th>Category One:</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 121</td>
<td></td>
<td>ECO 201</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 122</td>
<td></td>
<td>ECO 252</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COM 115 or 125 (COM 115 = 6)</td>
<td></td>
<td>POS 105</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>POS 111</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>POS 125</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>POS 205</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>POS 255</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>GEO 106</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>MAT 201</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ART 207</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>MUS 101</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>THE 101</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>HUM 116</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>HIS 101 of 122</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>HIS 201</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>HIS 251</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>PHI 111</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>BIO 101</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>BIOL 112</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>BIOL 157</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>BIOL 201</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CHE 101</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CHE 157</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CHE 201</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CHE 251</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CHE 105</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CHE 155</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CHE 205</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CHE 255</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**This serves as an unofficial degree audit; remedial courses (courses below 100 level) do not count towards graduation.**

---

### STUDENT ID #

#### NAME

<table>
<thead>
<tr>
<th>Written &amp; Oral Communication: 9 Credits</th>
<th>Total</th>
<th>Social &amp; Behavioral Sciences: 6 Credits</th>
<th>Category One:</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 121</td>
<td></td>
<td>ECO 201</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 122</td>
<td></td>
<td>ECO 252</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COM 115 or 125 (COM 115 = 6)</td>
<td></td>
<td>POS 105</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>POS 111</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>POS 125</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>POS 205</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>POS 255</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>GEO 106</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>MAT 201</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ART 207</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>MUS 101</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>THE 101</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>HUM 116</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>HIS 101 of 122</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>HIS 201</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>HIS 251</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>PHI 111</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>BIO 101</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>BIOL 112</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>BIOL 157</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>BIOL 201</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CHE 101</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CHE 157</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CHE 201</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CHE 251</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CHE 105</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CHE 155</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CHE 205</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CHE 255</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**This serves as an unofficial degree audit; remedial courses (courses below 100 level) do not count towards graduation.**
# DESIGNATED TRANSFER DEGREES

## BUSINESS ADMINISTRATION - AA Degree with Designation

Students interested in Business Administration 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:

<table>
<thead>
<tr>
<th>OJC: Associate of Arts Transfer Degree - BSAD</th>
<th>Total Degree Credits: 60</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NAME</strong></td>
<td></td>
</tr>
<tr>
<td><strong>DATE</strong></td>
<td></td>
</tr>
<tr>
<td>Communication: 9 Credits</td>
<td></td>
</tr>
<tr>
<td>ENG 121</td>
<td>Total</td>
</tr>
<tr>
<td>ENG 122</td>
<td></td>
</tr>
<tr>
<td>COM 116</td>
<td></td>
</tr>
<tr>
<td>Arts and Humanities: 6 Credits</td>
<td></td>
</tr>
<tr>
<td>ART 110</td>
<td></td>
</tr>
<tr>
<td>ART 111, 120</td>
<td></td>
</tr>
<tr>
<td>THE 101</td>
<td></td>
</tr>
<tr>
<td>THE 211, 212</td>
<td></td>
</tr>
<tr>
<td>LIT 115</td>
<td></td>
</tr>
<tr>
<td>LIT 201</td>
<td></td>
</tr>
<tr>
<td>LIT 205</td>
<td></td>
</tr>
<tr>
<td>LIT 211, 221</td>
<td></td>
</tr>
<tr>
<td>LIT 225</td>
<td></td>
</tr>
<tr>
<td>HUM 115, 116</td>
<td></td>
</tr>
<tr>
<td>PHI 111</td>
<td></td>
</tr>
<tr>
<td>PHI 112</td>
<td></td>
</tr>
<tr>
<td>PHI 113</td>
<td></td>
</tr>
<tr>
<td>SPA 211, 212</td>
<td></td>
</tr>
<tr>
<td>Natural and Physical Sciences: 6 Credits</td>
<td></td>
</tr>
<tr>
<td>AST 101</td>
<td></td>
</tr>
<tr>
<td>AST 102</td>
<td></td>
</tr>
<tr>
<td>BIO 101</td>
<td></td>
</tr>
<tr>
<td>BIO 102</td>
<td></td>
</tr>
<tr>
<td>BIO 111</td>
<td></td>
</tr>
<tr>
<td>BIO 112</td>
<td></td>
</tr>
<tr>
<td>BIO 201</td>
<td></td>
</tr>
<tr>
<td>BIO 202</td>
<td></td>
</tr>
<tr>
<td>BIO 204</td>
<td></td>
</tr>
<tr>
<td>CHE 101</td>
<td></td>
</tr>
<tr>
<td>CHE 102</td>
<td></td>
</tr>
<tr>
<td>CHE 110</td>
<td></td>
</tr>
<tr>
<td>CHE 111</td>
<td></td>
</tr>
<tr>
<td>CHE 112</td>
<td></td>
</tr>
<tr>
<td>CHE 115</td>
<td></td>
</tr>
<tr>
<td>CIV 111</td>
<td></td>
</tr>
<tr>
<td>GYE 112</td>
<td></td>
</tr>
<tr>
<td>GYE 121</td>
<td></td>
</tr>
<tr>
<td>PHY 105</td>
<td></td>
</tr>
<tr>
<td>PHY 111</td>
<td></td>
</tr>
</tbody>
</table>

## CHEMISTRY - AS Degree with Designation

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. Other transfer information can be found at:

<table>
<thead>
<tr>
<th>OJC: Associate of Science Transfer Degree - Chemistry</th>
<th>Total Degree Credits: 62</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NAME</strong></td>
<td></td>
</tr>
<tr>
<td><strong>DATE</strong></td>
<td></td>
</tr>
<tr>
<td>Communication: 9 Credits</td>
<td></td>
</tr>
<tr>
<td>ENG 121</td>
<td>Total</td>
</tr>
<tr>
<td>ENG 122</td>
<td></td>
</tr>
<tr>
<td>COM 116</td>
<td></td>
</tr>
<tr>
<td>Arts and Humanities: 3 Credits</td>
<td></td>
</tr>
<tr>
<td>ART 110</td>
<td></td>
</tr>
<tr>
<td>ART 111, 112</td>
<td></td>
</tr>
<tr>
<td>ART 207</td>
<td></td>
</tr>
<tr>
<td>MUS 120</td>
<td></td>
</tr>
<tr>
<td>MUS 121</td>
<td></td>
</tr>
<tr>
<td>MUS 122</td>
<td></td>
</tr>
<tr>
<td>THE 105</td>
<td></td>
</tr>
<tr>
<td>THE 211, 212</td>
<td></td>
</tr>
<tr>
<td>LIT 201, 202</td>
<td></td>
</tr>
<tr>
<td>LIT 205</td>
<td></td>
</tr>
<tr>
<td>LIT 211, 221</td>
<td></td>
</tr>
<tr>
<td>LIT 225</td>
<td></td>
</tr>
<tr>
<td>HUM 115, 116</td>
<td></td>
</tr>
<tr>
<td>PHI 111</td>
<td></td>
</tr>
<tr>
<td>PHI 112</td>
<td></td>
</tr>
<tr>
<td>PHI 113</td>
<td></td>
</tr>
<tr>
<td>SPA 211, 212</td>
<td></td>
</tr>
<tr>
<td>Natural and Physical Sciences: 9 Credits</td>
<td></td>
</tr>
<tr>
<td>AST 101</td>
<td></td>
</tr>
<tr>
<td>AST 102</td>
<td></td>
</tr>
<tr>
<td>BIO 101</td>
<td></td>
</tr>
<tr>
<td>BIO 102</td>
<td></td>
</tr>
<tr>
<td>BIO 111</td>
<td></td>
</tr>
<tr>
<td>BIO 112</td>
<td></td>
</tr>
<tr>
<td>BIO 201</td>
<td></td>
</tr>
<tr>
<td>BIO 202</td>
<td></td>
</tr>
<tr>
<td>BIO 204</td>
<td></td>
</tr>
<tr>
<td>CHE 101</td>
<td></td>
</tr>
<tr>
<td>CHE 102</td>
<td></td>
</tr>
<tr>
<td>CHE 110</td>
<td></td>
</tr>
<tr>
<td>CHE 111</td>
<td></td>
</tr>
<tr>
<td>CHE 112</td>
<td></td>
</tr>
<tr>
<td>CHE 115</td>
<td></td>
</tr>
<tr>
<td>CIV 111</td>
<td></td>
</tr>
<tr>
<td>GYE 112</td>
<td></td>
</tr>
<tr>
<td>GYE 121</td>
<td></td>
</tr>
<tr>
<td>PHY 105</td>
<td></td>
</tr>
<tr>
<td>PHY 111</td>
<td></td>
</tr>
</tbody>
</table>

### SOCIAL & BEHAVIORAL SCIENCES: 3 Credits

| Category One: | | |
|---------------|---------------------------|
| HUM 115, 116 | | |
| LIT 115 | | |
| LIT 205 | | |
| LIT 211, 221 | | |
| LIT 225 | | |

### Category Two: | | |
| HUM 115 | | |
| LIT 115 | | |
| LIT 225 | | |

### Category Three: | | |
| PHI 111 | | |
| PHI 112 | | |
| PHI 113 | | |

### Category Four: | | |
| SPA 211, 212 | | |

### History Requirement: 3 Credits

| Category | | |
|----------|---------------------------|
| HIS 191, 192 | | |
| HIS 191, 192 | | |
| HIS 225 | | |

### Additional Requirements: 9 Credits

*Students are required to reverse transfer one Arts & Humanities and one Social & Behavioral Science to successfully complete an Associate of Science degree with a Chemistry designation at OJC. Rev. 02/2015*
## DESIGNATED TRANSFER DEGREES

### COMMUNICATIONS - AA Degree with Designation

Students interested in Communications, with plans to pursue a Bachelor of Arts 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:


### 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:

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. Students 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/

OJC: Associate of Arts Transfer Degree - Early Childhood Education

Early Childhood Education Articulation

<table>
<thead>
<tr>
<th>Student ID #</th>
<th>General Ed. Requirements: 41 Credits</th>
</tr>
</thead>
</table>

Communications: 9 Credits
- ENG 121
- ENG 122
- COM 115

Math: 6 Credits
- MAT 100 & MAT 105
- MAT 155 & MAT 156

Arts and Humanities: 5 Credits
- MUS 120
- ART 110
- LIT 115
- LIT 225

Physical and Life Sciences: 3 Credits
- SCI 165
- SCI 105

Social & Behavioral Sciences: 9 Credits
- HIS 121
- GEO 105
- PSY 111

Education: 19 Credits
- ECE 101
- ECE 102
- ECE 206
- ECE 281
- ECE 241
- ECE 188

Electives: 4 credits - 4 year specific

Total Degree Credits: 60

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. Students 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/

OJC: Associate of Arts Transfer Degree - Economics

Economics Articulation

<table>
<thead>
<tr>
<th>Student ID #</th>
<th>General Ed. Requirements: 37 Credits</th>
</tr>
</thead>
</table>

Communications: 9 Credits
- ENG 121
- ENG 122

Math: 5 Credits
- MAT 201
- MAT 135
- MAT 105

Arts and Humanities: 9 Credits
- MUS 120
- ART 110

Natural and Physical Sciences: 6 Credits
- AST 101
- ENV 101
- BIO 105
- GEO 101
- GEO 102
- SCI 110

History Requirement: 3 Credits
- HIS 101 or 102
- HIS 121 or 122
- HIS 225

Electives: 17 Credits
- ECO 201
- ECO 202

Total Degree Credits: 60

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

* Each 4-year college in Colorado has their own prescribed list of electives for those students that are seeking an Early Childhood Education degree. Check with your advisor for this list of courses.
**DESIGNATED TRANSFER DEGREES**

**ELEMENTARY TEACHER EDUCATION - AA Degree with Designation**

Students interested in Elementary Teacher Education with plans to pursue a Bachelor of Arts 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/](http://highered.colorado.gov/Academics/Transfers/)

**OJC: Associate of Arts Transfer Degree - Elementary Ed**

**Elementary Education Articulation**

**Genera Ed. Hours: 60**

**STUDENT ID # __________________**

**NAME**

<table>
<thead>
<tr>
<th>Communications: 9 Credits</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 121 3 credits</td>
<td>B- or better</td>
</tr>
<tr>
<td>ENG 122 3 credits</td>
<td></td>
</tr>
<tr>
<td>COM 115 3 credits</td>
<td></td>
</tr>
</tbody>
</table>

**Math: 5 Credits**

| MAT 155 3 credits |  |
| MAT 156 2 credits |  |

**Arts and Humanities: 3 Credits**

| LIT 115 3 credits |  |
| LIT 201 3 credits |  |
| LIT 202 3 credits |  |
| LIT 221 3 credits |  |

**Social & Behavioral Sciences: 9 Credits**

| HIS 121 3 credits |  |
| GEO 120 3 credits |  |
| POS 111 3 credits |  |

**Education: 6 Credits**

| EDU 221 3 credits |  |
| PSY 230 3 credits |  |

**Electives: 18 Credits - 4 year specific**

**Total**

**Remedial courses (courses below 100 level) do not count toward this degree.**

**Revised 9-10**

*Each 4 year college in Colorado has their own prescribed list of "electives" for those students that are seeking an Elementary Education degree. Check with your advisor for this list of courses. OJC will use applicable elective credit (19 credit hours) outside of the required courses (41 credits) to graduate the student from OJC.

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

#### GEOLOGY - AS Degree with Designation

Students interested in Geology with plans to pursue a Bachelor of Science degree would follow this recommended track. Students 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:


**OJC: Associate of Science Transfer Degree - Geology**

<table>
<thead>
<tr>
<th>STUDENT ID #</th>
</tr>
</thead>
</table>

**NAME**

<table>
<thead>
<tr>
<th>Communication: 6 Credits</th>
<th>ENG 121</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math: 6 Credits</td>
<td>ENG 122</td>
<td>COM 115 or 125</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Social & Behavioral Sciences: 6 Credits**

<table>
<thead>
<tr>
<th>Category One:</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEO 205</td>
<td>Total</td>
</tr>
<tr>
<td>POI 105</td>
<td>Total</td>
</tr>
<tr>
<td>POI 111</td>
<td>Total</td>
</tr>
<tr>
<td>POI 127</td>
<td>Total</td>
</tr>
<tr>
<td>POI 205</td>
<td>Total</td>
</tr>
<tr>
<td>PSY 225</td>
<td>Total</td>
</tr>
</tbody>
</table>

**Arts and Humanities: 6 Credits**

<table>
<thead>
<tr>
<th>Category Two:</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101</td>
<td>Total</td>
</tr>
<tr>
<td>ART 107</td>
<td>Total</td>
</tr>
<tr>
<td>JOU 105</td>
<td>Total</td>
</tr>
<tr>
<td>PSY 102</td>
<td>Total</td>
</tr>
<tr>
<td>PSY 202</td>
<td>Total</td>
</tr>
<tr>
<td>SOC 219</td>
<td>Total</td>
</tr>
</tbody>
</table>

---

### 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. Students 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:


**OJC: Associate of Arts Transfer Degree - History**

<table>
<thead>
<tr>
<th>STUDENT ID #</th>
</tr>
</thead>
</table>

**NAME**

<table>
<thead>
<tr>
<th>Communication: 9 Credits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 121</td>
<td>Total</td>
</tr>
<tr>
<td>ENG 122</td>
<td>Total</td>
</tr>
<tr>
<td>ENG 123</td>
<td>Total</td>
</tr>
<tr>
<td>COM 115, 125</td>
<td>Total</td>
</tr>
</tbody>
</table>

**Math: 3 Credits**

<table>
<thead>
<tr>
<th>Category One:</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 100</td>
<td>Total</td>
</tr>
<tr>
<td>MAT 122</td>
<td>Total</td>
</tr>
<tr>
<td>MAT 125</td>
<td>Total</td>
</tr>
<tr>
<td>MAT 135</td>
<td>Total</td>
</tr>
<tr>
<td>MAT 201</td>
<td>Total</td>
</tr>
</tbody>
</table>

**Arts and Humanities: 9 Credits**

<table>
<thead>
<tr>
<th>Category Two:</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 110</td>
<td>Total</td>
</tr>
<tr>
<td>ART 111, 112</td>
<td>Total</td>
</tr>
<tr>
<td>MUS 120, 121</td>
<td>Total</td>
</tr>
<tr>
<td>MUS 125</td>
<td>Total</td>
</tr>
<tr>
<td>THE 105</td>
<td>Total</td>
</tr>
</tbody>
</table>

**Natural and Physical Sciences: 10 Credits**

<table>
<thead>
<tr>
<th>Category Three:</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 111</td>
<td>Total</td>
</tr>
<tr>
<td>CHE 112</td>
<td>Total</td>
</tr>
</tbody>
</table>

**History Requirements: 15 Credits**

<table>
<thead>
<tr>
<th>Category Four:</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 101</td>
<td>Total</td>
</tr>
<tr>
<td>HIS 102</td>
<td>Total</td>
</tr>
<tr>
<td>HIS 121</td>
<td>Total</td>
</tr>
<tr>
<td>HIS 122</td>
<td>Total</td>
</tr>
</tbody>
</table>

**Electives: 11 Credits**

<table>
<thead>
<tr>
<th>Additional Requirements: 23 Credits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 121</td>
<td>Total</td>
</tr>
<tr>
<td>HIS 122</td>
<td>Total</td>
</tr>
<tr>
<td>HIS 125</td>
<td>Total</td>
</tr>
</tbody>
</table>

---

49 Credits = Core 11 Credits = Electives 60 Total

Rev. 06/2014

---

49 Credits = Core 11 Credits = Electives 60 Total

Rev. 10/22/2015
### DESIGNATED TRANSFER DEGREES

**HORTICULTURE BUSINESS MANAGEMENT - AS Degree with Designation**

Students interested in Horticulture Business Management 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:

**Student ID #**

<table>
<thead>
<tr>
<th>Communication</th>
<th>9 Credits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 121</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 122</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COM 115, 125</td>
<td></td>
<td>OCIO Graduation Requirement</td>
</tr>
</tbody>
</table>

**Arts and Humanities: 6 Credits**

**Category One:**

| ART 110       |           |       |
| ART 112       |           |       |
| ART 120       |           |       |
| MUS 120       |           |       |
| MUS 221       |           |       |
| THE 205       |           |       |
| WSH 211, 212  |           |       |

**Category Two:**

| HUM 115       |           |       |
| HUM 116, 117  |           |       |
| HUM 118       |           |       |
| LIT 115       |           |       |
| LIT 205       |           |       |
| UST 211, 212  |           |       |
| UST 212       |           |       |
| ART 125       |           |       |

**Category Three:**

| PHI 111       |           |       |
| PHI 112       |           |       |
| PHI 113       |           |       |
| SPA 211, 212  |           |       |

**History Requirement: 3 Credits**

| HIS 101       | 102       |      |
| HIS 103       | 112       |      |
| HIS 225       |           |      |

**General Ed. Requirements: 38 Credits**

- All courses must have a grade of “C” or higher in order to graduate.

**Social & Behavioral Sciences: 6 Credits**

| ECO 201       |           |       |
| ECO 202       |           |       |
| AGE 102       |           |       |

**Natural and Physical Sciences: 10 Credits**

| BIO 211       |           |       |
| BIO 212       |           |       |
| CHE 111       |           |       |

**Horticulture Requirements: 16 Credits**

| HLT 240       |           |       |
| AGY 245       |           |       |
| BUS 225       |           |       |
| MAT 135       |           |       |
| OS 118        |           |       |
| HLT 290       |           |       |
| MGT 201, 100  |           |       |
| AGY 102       |           |       |

**Electives: 4 Credits**

- Choose additional HLT or BUS courses

**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:

**Student ID #**

<table>
<thead>
<tr>
<th>Communication</th>
<th>4 Credits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 121</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 122</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COM 115, 125</td>
<td></td>
<td>OCIO Graduation Requirement</td>
</tr>
</tbody>
</table>

**Arts and Humanities: 6 Credits**

**Category One:**

| ART 110       |           |       |
| ART 112, 113  |           |       |
| BUS 110, 111  |           |       |
| BUS 211, 212  |           |       |
| CHE 111       |           |       |
| CHE 112       |           |       |
| CHE 113       |           |       |
| ESP 211, 212  |           |       |
| HUM 115       |           |       |
| HUM 116, 117  |           |       |
| HUM 118       |           |       |
| LIT 115       |           |       |
| LIT 205       |           |       |
| UST 211, 212  |           |       |
| UST 212       |           |       |
| UST 213       |           |       |
| ART 125       |           |       |

**Category Two:**

| HLT 240       |           |       |
| AGY 245       |           |       |
| BUS 225       |           |       |
| MAT 135       |           |       |
| OS 118        |           |       |
| HLT 290       |           |       |
| MGT 201, 100  |           |       |
| AGY 102       |           |       |

**Natural and Physical Sciences: 10 Credits**

| PHYS 211      |           |       |
| PHYS 212      |           |       |

**Computer Science: 2 Credits**

| CSC 160       |           |       |

**Electives: 4-5 Credits**

---
### PHYSICS - AS Degree with Designation

Students interested in Physics with plans to pursue a Bachelor of Science 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/

**OJC: Associate of Science Transfer Degree - Physics**

<table>
<thead>
<tr>
<th>STUDENT ID #</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**STUDENT ID #**  | **DATE**  |
|------------------|-----------|

**Communication: 9 Credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 121</td>
<td>3</td>
</tr>
<tr>
<td>ENG 122</td>
<td>3</td>
</tr>
<tr>
<td>COM 155</td>
<td>3</td>
</tr>
</tbody>
</table>

**Arts & Humanities: 6 Credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 100</td>
<td>3</td>
</tr>
<tr>
<td>ART 207</td>
<td>3</td>
</tr>
<tr>
<td>NAS 125</td>
<td>3</td>
</tr>
<tr>
<td>MUS 128</td>
<td>3</td>
</tr>
<tr>
<td>HUM 125</td>
<td>3</td>
</tr>
<tr>
<td>ART 102</td>
<td>3</td>
</tr>
</tbody>
</table>

**Math: 5 Credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 201</td>
<td>3</td>
</tr>
<tr>
<td>MAT 202</td>
<td>2</td>
</tr>
</tbody>
</table>

**Arts and Humanities: 9 Credits**

**Category One:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 110</td>
<td>3</td>
</tr>
<tr>
<td>ART 111</td>
<td>3</td>
</tr>
<tr>
<td>ART 112</td>
<td>3</td>
</tr>
</tbody>
</table>

**Category Two:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 125</td>
<td>3</td>
</tr>
<tr>
<td>HUM 126</td>
<td>3</td>
</tr>
</tbody>
</table>

**Natural & Physical Sciences: 10 Credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHY 211</td>
<td>4</td>
</tr>
<tr>
<td>PHY 212</td>
<td>4</td>
</tr>
</tbody>
</table>

**Physics Requirements: 24 Credits**

**Electives: 11 Credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 112</td>
<td>3</td>
</tr>
<tr>
<td>CHE 113</td>
<td>3</td>
</tr>
</tbody>
</table>

**History Requirement: 3 Credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 100</td>
<td>3</td>
</tr>
</tbody>
</table>

*This serves as an unofficial degree audit. *Remedial courses (courses below 100 level) do not count towards graduation.

### PHILOSOPHY - AA Degree with Designation

Students interested in Philosophy with plans to pursue a Bachelor of Arts 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/

**OJC: Associate of Arts Transfer Degree**

<table>
<thead>
<tr>
<th>STUDENT ID#</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**STUDENT ID#**  | **DATE**  |
|-----------------|-----------|

**Communication: 9 Credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHI 101</td>
<td>3</td>
</tr>
<tr>
<td>PHI 102</td>
<td>3</td>
</tr>
<tr>
<td>PHI 103</td>
<td>3</td>
</tr>
</tbody>
</table>

**Arts and Humanities: 6 Credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHI 111</td>
<td>3</td>
</tr>
<tr>
<td>PHI 112</td>
<td>3</td>
</tr>
</tbody>
</table>

**Math: 5 Credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 201</td>
<td>3</td>
</tr>
<tr>
<td>MAT 202</td>
<td>2</td>
</tr>
</tbody>
</table>

**Arts and Humanities: 9 Credits**

**Category One:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 100</td>
<td>3</td>
</tr>
<tr>
<td>ART 110</td>
<td>3</td>
</tr>
<tr>
<td>ART 207</td>
<td>3</td>
</tr>
</tbody>
</table>

**Category Two:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM 125</td>
<td>3</td>
</tr>
<tr>
<td>HUM 126</td>
<td>3</td>
</tr>
</tbody>
</table>

**Natural & Physical Sciences: 6 Credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHY 204</td>
<td>3</td>
</tr>
<tr>
<td>PHY 205</td>
<td>3</td>
</tr>
</tbody>
</table>

**Social & Behavioral Sciences: 6 Credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 101</td>
<td>3</td>
</tr>
<tr>
<td>SOC 102</td>
<td>3</td>
</tr>
</tbody>
</table>

**Social & Behavioral Sciences: 6 Credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 101</td>
<td>3</td>
</tr>
<tr>
<td>SOC 102</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives: 11 Credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHI 204</td>
<td>3</td>
</tr>
<tr>
<td>PHI 205</td>
<td>3</td>
</tr>
</tbody>
</table>

*This serves as an unofficial degree audit. *Remedial courses (courses below 100 level) do not count towards graduation.
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. Students 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/](http://highered.colorado.gov/Academics/Transfers/)

**QJC: Associate of Arts Transfer Degree - Political Science**

<table>
<thead>
<tr>
<th>General Ed. Requirements</th>
<th>Total Degree Credits: 60</th>
</tr>
</thead>
</table>

**STUDENT ID #**

**DATE**

<table>
<thead>
<tr>
<th>COMMUNICATION</th>
<th>6 Credits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 151</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 122</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOCIAL &amp; BEHAVIORAL SCIENCES</th>
<th>6 Credits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 101</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 102</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HISTORY Requirement</th>
<th>3 Credits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 102</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIS 121</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIS 220</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Natural and Physical Sciences</th>
<th>6 Credits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>AST 101</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 105</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHE 102</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| PHYS 111                    |           |       |
| PHY 111                     |           |       |
| SCI 106                     |           |       |

<table>
<thead>
<tr>
<th>Multi</th>
<th>4 Credits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 121</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 122</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 126</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 136</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 201</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 202</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social &amp; Behavioral Sciences: 6 Credits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 201</td>
<td></td>
</tr>
<tr>
<td>PSY 202</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Arts and Humanities: 6 Credits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101</td>
<td></td>
</tr>
<tr>
<td>ART 111, 121, 107</td>
<td></td>
</tr>
<tr>
<td>BUS 120, 121</td>
<td></td>
</tr>
<tr>
<td>CHI 101</td>
<td></td>
</tr>
<tr>
<td>ECO 101</td>
<td></td>
</tr>
<tr>
<td>HIS 101, 121, 220</td>
<td></td>
</tr>
<tr>
<td>LIT 101</td>
<td></td>
</tr>
<tr>
<td>LIT 201, 202</td>
<td></td>
</tr>
<tr>
<td>LIT 205</td>
<td></td>
</tr>
<tr>
<td>LIT 211, 212</td>
<td></td>
</tr>
<tr>
<td>MUS 101</td>
<td></td>
</tr>
<tr>
<td>PHI 101</td>
<td></td>
</tr>
<tr>
<td>PHI 102</td>
<td></td>
</tr>
<tr>
<td>SPA 211, 212</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Natural and Physical Sciences: 6 Credits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>AST 101</td>
<td></td>
</tr>
<tr>
<td>BIO 101</td>
<td></td>
</tr>
<tr>
<td>CHE 102</td>
<td></td>
</tr>
<tr>
<td>CHE 105</td>
<td></td>
</tr>
<tr>
<td>CHE 111</td>
<td></td>
</tr>
<tr>
<td>CHE 112</td>
<td></td>
</tr>
<tr>
<td>ECO 101</td>
<td></td>
</tr>
<tr>
<td>ECO 102</td>
<td></td>
</tr>
<tr>
<td>ENV 101</td>
<td></td>
</tr>
<tr>
<td>GYM 111</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>History Requirement: 3 Credits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 121, 122</td>
<td></td>
</tr>
<tr>
<td>HIS 225</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PHYS 101</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 102</td>
<td></td>
</tr>
<tr>
<td>SCI 201</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Effective: 15 Credits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PSYCHOLOGY - AA Degree with Designation**

Students interested in Psychology with plans to pursue a Bachelor of Arts degree would follow this recommended track. Students 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/](http://highered.colorado.gov/Academics/Transfers/)

**QJC: Associate of Arts Transfer Degree - Psychology**

<table>
<thead>
<tr>
<th>General Ed. Requirements</th>
<th>Total Degree Credits: 60</th>
</tr>
</thead>
</table>

**STUDENT ID #**

**DATE**

<table>
<thead>
<tr>
<th>COMMUNICATION</th>
<th>9 Credits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 121</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 122</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COM 115 or 120</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social &amp; Behavioral Sciences</th>
<th>6 Credits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 101</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 102</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Arts and Humanities: 9 Credits</th>
<th>No more than 2 courses from any one category</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 110</td>
<td>ART 110, 121</td>
<td></td>
</tr>
<tr>
<td>ART 112</td>
<td>MUS 150</td>
<td></td>
</tr>
<tr>
<td>MUS 121</td>
<td>MUS 122</td>
<td></td>
</tr>
<tr>
<td>MUS 123</td>
<td>THE 105</td>
<td></td>
</tr>
<tr>
<td>THE 211, 212</td>
<td>THE 211, 212</td>
<td></td>
</tr>
<tr>
<td>Category Two:</td>
<td>Category Three:</td>
<td></td>
</tr>
<tr>
<td>NLM 115</td>
<td>NLM 115, 121</td>
<td></td>
</tr>
<tr>
<td>LIT 101</td>
<td>LIT 101</td>
<td></td>
</tr>
<tr>
<td>LIT 201, 202</td>
<td>LIT 201</td>
<td></td>
</tr>
<tr>
<td>LIT 205</td>
<td>LIT 205</td>
<td></td>
</tr>
<tr>
<td>LIT 211, 212</td>
<td>LIT 211, 212</td>
<td></td>
</tr>
<tr>
<td>LIT 220</td>
<td>LIT 220</td>
<td></td>
</tr>
<tr>
<td>Category Three:</td>
<td>Category Four:</td>
<td></td>
</tr>
<tr>
<td>PHI 111</td>
<td>PHI 111</td>
<td></td>
</tr>
<tr>
<td>PHI 112</td>
<td>PHI 112</td>
<td></td>
</tr>
<tr>
<td>PHI 201</td>
<td>PHI 201</td>
<td></td>
</tr>
<tr>
<td>Category Four:</td>
<td>History Requirement: 3 Credits</td>
<td></td>
</tr>
<tr>
<td>ECO 101, 111</td>
<td>HIS 121, 122</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>History Requirement: 3 Credits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 121, 122</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Biological Sciences: 8 Credits</th>
<th>One course must be a C1 - Biology course or LAbI</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>AST 101</td>
<td>AST 101</td>
<td></td>
</tr>
<tr>
<td>AST 102</td>
<td>AST 102</td>
<td></td>
</tr>
<tr>
<td>BIO 105</td>
<td>BIO 105</td>
<td></td>
</tr>
<tr>
<td>BIO 111</td>
<td>BIO 111</td>
<td></td>
</tr>
<tr>
<td>CHE 101</td>
<td>CHE 101</td>
<td></td>
</tr>
<tr>
<td>CHE 102</td>
<td>CHE 102</td>
<td></td>
</tr>
<tr>
<td>CHE 105</td>
<td>CHE 105</td>
<td></td>
</tr>
<tr>
<td>CHE 111</td>
<td>CHE 111</td>
<td></td>
</tr>
<tr>
<td>CHE 112</td>
<td>CHE 112</td>
<td></td>
</tr>
<tr>
<td>ECO 101</td>
<td>ECO 101</td>
<td></td>
</tr>
<tr>
<td>ECO 102</td>
<td>ECO 102</td>
<td></td>
</tr>
<tr>
<td>ENV 101</td>
<td>ENV 101</td>
<td></td>
</tr>
<tr>
<td>GYM 111</td>
<td>GYM 111</td>
<td></td>
</tr>
<tr>
<td>HPE 101</td>
<td>HPE 101</td>
<td></td>
</tr>
<tr>
<td>HPE 102</td>
<td>HPE 102</td>
<td></td>
</tr>
<tr>
<td>SCI 101</td>
<td>SCI 101</td>
<td></td>
</tr>
<tr>
<td>SCI 102</td>
<td>SCI 102</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Biology Requirements: 15 Credits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 101</td>
<td></td>
</tr>
<tr>
<td>PSY 102</td>
<td></td>
</tr>
<tr>
<td>GC 201</td>
<td></td>
</tr>
<tr>
<td>GC 202</td>
<td></td>
</tr>
<tr>
<td>GC 205</td>
<td></td>
</tr>
<tr>
<td>CHE 101</td>
<td></td>
</tr>
<tr>
<td>CHE 102</td>
<td></td>
</tr>
<tr>
<td>CHE 105</td>
<td></td>
</tr>
<tr>
<td>CHE 111</td>
<td></td>
</tr>
<tr>
<td>CHE 112</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Effective: 6 - 7 Credits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# DESIGNATED TRANSFER DEGREES

## PSYCHOLOGY - AS Degree with Designation

Students interested in Psychology with plans to pursue a Bachelor of Science 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:

### STUDENT ID #

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Communication: 3 Credits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 121</td>
<td></td>
</tr>
<tr>
<td>ENG 122</td>
<td></td>
</tr>
<tr>
<td>COM 115 or 123</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social &amp; Behavioral Sciences: 6 Credits</th>
<th>Category One:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 121</td>
<td>ART 110</td>
</tr>
<tr>
<td>MAT 121</td>
<td>ART 112</td>
</tr>
<tr>
<td>MAT 207</td>
<td>ART 207</td>
</tr>
<tr>
<td>MUS 121</td>
<td>MUS 121</td>
</tr>
<tr>
<td>MUS 122</td>
<td>TiE 105</td>
</tr>
<tr>
<td>HUM 116</td>
<td>LIT 211, 122</td>
</tr>
<tr>
<td>HUM 116, 121, 123</td>
<td>LIT 211, 122</td>
</tr>
<tr>
<td>LIT 115</td>
<td>LIT 211, 122</td>
</tr>
<tr>
<td>LIT 211, 122</td>
<td>LIT 211, 122</td>
</tr>
<tr>
<td>LIT 226</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category Two:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 121</td>
</tr>
<tr>
<td>TiE 105</td>
</tr>
<tr>
<td>LIT 211, 122</td>
</tr>
<tr>
<td>LIT 226</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category Three:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phil 111</td>
</tr>
<tr>
<td>Phil 112</td>
</tr>
<tr>
<td>Phil 113</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>History Requirement: 3 Credits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 101 or 102</td>
<td></td>
</tr>
<tr>
<td>HIS 121 or 122</td>
<td></td>
</tr>
<tr>
<td>HIS 326</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Psychology Requirements: 6 Credits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 101</td>
<td></td>
</tr>
<tr>
<td>PSY 102</td>
<td></td>
</tr>
</tbody>
</table>

## SOCIOLOGY - AA Degree with Designation

Students interested in Sociology with plans to pursue a Bachelor of Arts 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:

### STUDENT ID #

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Communication: 8 Credits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 121</td>
<td></td>
</tr>
<tr>
<td>ENG 122</td>
<td></td>
</tr>
<tr>
<td>COM 115 or 123</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social &amp; Behavioral Sciences: 6 Credits</th>
<th>Category One:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 110</td>
<td>ART 107</td>
</tr>
<tr>
<td>ART 112</td>
<td>ART 207</td>
</tr>
<tr>
<td>MUS 121</td>
<td>MUS 121</td>
</tr>
<tr>
<td>TiE 105</td>
<td>TiE 105</td>
</tr>
<tr>
<td>HUM 116, 121, 123</td>
<td>LIT 211, 122</td>
</tr>
<tr>
<td>LIT 115</td>
<td>LIT 211, 122</td>
</tr>
<tr>
<td>LIT 211, 122</td>
<td>LIT 211, 122</td>
</tr>
<tr>
<td>LIT 226</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category Two:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 121</td>
</tr>
<tr>
<td>TiE 105</td>
</tr>
<tr>
<td>LIT 211, 122</td>
</tr>
<tr>
<td>LIT 226</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category Three:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phil 111</td>
</tr>
<tr>
<td>Phil 112</td>
</tr>
<tr>
<td>Phil 113</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>History Requirement: 3 Credits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 101 or 102</td>
<td></td>
</tr>
<tr>
<td>HIS 121 or 122</td>
<td></td>
</tr>
<tr>
<td>HIS 326</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sociology Requirements: 6 Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 101</td>
<td></td>
</tr>
<tr>
<td>SOC 102</td>
<td></td>
</tr>
<tr>
<td>G1 SOC</td>
<td></td>
</tr>
<tr>
<td>G2 SOC</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>History Requirement: 3 Credits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 101 or 102</td>
<td></td>
</tr>
<tr>
<td>HIS 121 or 122</td>
<td></td>
</tr>
<tr>
<td>HIS 226</td>
<td></td>
</tr>
</tbody>
</table>
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/
*See your advisor for alternative restricted electives. The above courses are included in the articulation agreement with Colorado State University - Fort Collins. Ag Science articulation agreements also exist for New Mexico State University, West Texas A&M, Okla. Panhandle State University, and Northwestern Okla. State University. Please see your advisor for correct course of study and articulation agreement.

OJC: Associate of Science Degree - Soil and Crop Science

(For CSU Fort Collins only) Total Degree Credits: 60

STUDENT ID #

Spanish - AA Degree with Designation

Students interested in Spanish, with plans to pursue a Bachelor of Arts 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/

OJC: Associate of Arts Transfer Degree - Spanish

Spanish Articulation

Total Degree Credits: 60
## DESIGNATED TRANSFER DEGREES

### STUDIO ART - AA Degree with Designation

Students interested in Studio Art with plans to pursue a Bachelor of Arts 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/](http://highered.colorado.gov/Academics/Transfers/)

### THEATRE - AA Degree with Designation

Students interested in Theatre with plans to pursue a Bachelor of Arts 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/](http://highered.colorado.gov/Academics/Transfers/)


## 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 requirements for program admission:

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

### OJC: Associate of General Studies Degree

#### Non-Transfer Degree

**Total Degree Credits = 60**

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

### Academic Requirements

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Electives</td>
<td>15</td>
</tr>
<tr>
<td>Career and Technical / Other Academic Electives</td>
<td>30</td>
</tr>
</tbody>
</table>

### 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. 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.
F. Complete the requirements for graduation in effect at the time of first-time enrollment. (NOTE: Students who failed to be enrolled for the two semesters or more will be required to complete all degree requirements in effect at the time of re-enrollment.)
G. Meet all financial obligations to the College.

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.
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.

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.

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.
### Crop Production - Associate of Applied Science

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.

<table>
<thead>
<tr>
<th>Fall Freshman Year</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DB 119</td>
<td>Intro to DB Applications</td>
</tr>
<tr>
<td>COM 115</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>ENG 121</td>
<td>Technical English</td>
</tr>
<tr>
<td>or ENG 121 English Composition I</td>
<td></td>
</tr>
<tr>
<td>MGT 101</td>
<td>General Crop Production</td>
</tr>
<tr>
<td>MST 203</td>
<td>Farm/Range Management</td>
</tr>
<tr>
<td></td>
<td><strong>Total:</strong> 16 credits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Freshman Year</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 101</td>
<td>Career Math or higher</td>
</tr>
<tr>
<td>CHE 101</td>
<td>Intro to Chemistry (Lab SC)</td>
</tr>
<tr>
<td>MST 205</td>
<td>Ag Finance</td>
</tr>
<tr>
<td>ACC 122</td>
<td>Computerized Accounting</td>
</tr>
<tr>
<td>MAN 128</td>
<td>Human Relations Organization</td>
</tr>
<tr>
<td></td>
<td><strong>Total:</strong> 17 credits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Sophomore Year</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MST 200</td>
<td>World Interdependence</td>
</tr>
<tr>
<td>ASP 200</td>
<td>Production Ag Internship</td>
</tr>
<tr>
<td>ASP 204</td>
<td>Soil and Fertility &amp; Fertilizers</td>
</tr>
<tr>
<td>ASP 105</td>
<td>Integrated Pest Management</td>
</tr>
<tr>
<td>ASC 100</td>
<td>Animal Science</td>
</tr>
<tr>
<td></td>
<td><strong>Total:</strong> 15 credits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Sophomore Year</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASP 208</td>
<td>Commercial Pesticide License Training</td>
</tr>
<tr>
<td>AVS 140</td>
<td>Intro to Soil Science</td>
</tr>
<tr>
<td>ASP 107</td>
<td>Practical Irrigation Management</td>
</tr>
<tr>
<td>MST 230</td>
<td>Ag Marketing</td>
</tr>
<tr>
<td>HMS 106</td>
<td>Human Nutrition</td>
</tr>
<tr>
<td>or SPA 115 Spanish for the Professional</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td><strong>Total:</strong> 15 credits</td>
</tr>
</tbody>
</table>

### Pesticide Application Certificate

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASP 204</td>
</tr>
<tr>
<td>MST 205</td>
</tr>
<tr>
<td>CHE 101</td>
</tr>
<tr>
<td>CIS 118</td>
</tr>
<tr>
<td>MGT 101</td>
</tr>
<tr>
<td>ASC 240</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASP 112</td>
<td>Integrated Pest Management</td>
</tr>
<tr>
<td>ASP 208</td>
<td>Commercial Pesticide License Training</td>
</tr>
</tbody>
</table>

July 2014
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).

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.

**Automotive Technologies**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASE 100 Automotive Engine Repair</td>
<td>2</td>
</tr>
<tr>
<td>ASE 101 Engine Repair and Rebuild</td>
<td>3</td>
</tr>
<tr>
<td>ASE 102 Automotive Engine Service</td>
<td>2</td>
</tr>
<tr>
<td>ASE 103 Manual Drive Train and Axle Maintenance</td>
<td>2</td>
</tr>
<tr>
<td>ASE 105 Automotive Manual Transmission/Transaxles &amp; Clutches</td>
<td>2</td>
</tr>
<tr>
<td>ASE 109 Manual Transmission, Transaxles and Clutches II</td>
<td>2</td>
</tr>
<tr>
<td>ENG 115 Technical English and Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 120 Introduction to Technical English</td>
<td>3</td>
</tr>
<tr>
<td>ASE 140 Suspension and Steering I</td>
<td>2</td>
</tr>
<tr>
<td>ASE 141 Suspension and Steering II</td>
<td>2</td>
</tr>
<tr>
<td>ASE 143 Suspension and Steering III</td>
<td>2</td>
</tr>
<tr>
<td>ASE 201 Automatic Transmission/Transaxle Service</td>
<td>1</td>
</tr>
<tr>
<td>ASE 203 Automatic Transmission and Transaxle Repair</td>
<td>3</td>
</tr>
<tr>
<td>MAT 107 Career Math</td>
<td>3</td>
</tr>
<tr>
<td>MAN 139 Human Relations in Organizations</td>
<td>3</td>
</tr>
<tr>
<td>ACC 130 General Engine Diagnosis</td>
<td>2</td>
</tr>
<tr>
<td>ASE 120 Ignition System Diagnosis &amp; Repair</td>
<td>2</td>
</tr>
<tr>
<td>ASE 124 Automotive Fuel and Emissions Systems I</td>
<td>2</td>
</tr>
<tr>
<td>ASE 126 Automotive Emissions Systems II</td>
<td>2</td>
</tr>
<tr>
<td>ASE 128 Automobile and Diagnosis</td>
<td>2</td>
</tr>
<tr>
<td>ASE 130 Automotive Electrical</td>
<td>2</td>
</tr>
<tr>
<td>ASE 131 Automotive Service II</td>
<td>2</td>
</tr>
<tr>
<td>ASE 132 Automotive Power and AIS Service Systems</td>
<td>2</td>
</tr>
<tr>
<td>ASE 133 Advanced Automotive Electronics</td>
<td>2</td>
</tr>
<tr>
<td>ASE 134 Specialized Electronic Systems Training</td>
<td>2</td>
</tr>
<tr>
<td>ASE 135 Automotive and Diesel Body Electrical</td>
<td>4</td>
</tr>
<tr>
<td>ASE 136 Automotive Diagnosis and Ignition Systems</td>
<td>2</td>
</tr>
<tr>
<td>ASE 137 Introduction Automotive Heating and Air Conditioning I</td>
<td>1</td>
</tr>
<tr>
<td>ASE 138 Heating and Air Conditioning Systems</td>
<td>4</td>
</tr>
<tr>
<td>MAN 210 Small Business Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Applied Business Technology - AAS Degree & Certificate**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 231 Fundamentals of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>MAR 236 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MAN 200 Human Resource Management I</td>
<td>3</td>
</tr>
<tr>
<td>BU 111 Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CS 128 Intro to PC Applications</td>
<td>3</td>
</tr>
<tr>
<td>ACC 111 Payroll Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 121 Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BTE 221 Administrative Office Management</td>
<td>3</td>
</tr>
<tr>
<td>CS 128 Advanced PC Applications</td>
<td>3</td>
</tr>
<tr>
<td>MAN 128 Human Relations/Organizations</td>
<td>3</td>
</tr>
<tr>
<td>BTE 227 Cooperative Education</td>
<td>3</td>
</tr>
<tr>
<td>BUS 218 Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>ENG 100 Level or Higher</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 Level or Higher</td>
<td>3</td>
</tr>
<tr>
<td>ECO 201 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>COM 115 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>COM 125 Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>BUS 217 Business Comm &amp; Report Writing</td>
<td>3</td>
</tr>
<tr>
<td>ECO 202 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>&quot;Effective&quot;</td>
<td></td>
</tr>
<tr>
<td>&quot;Effective&quot;</td>
<td></td>
</tr>
<tr>
<td>&quot;Effective&quot;</td>
<td></td>
</tr>
</tbody>
</table>

*See advisor to choose 5 hrs of electives*
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.

OJC: Associate of Applied Science Degree - Early Childhood Education
Early Childhood Education AAS
Total Degree Hrs: 60

HEALTH NAVIGATOR ASSOCIATE OF APPLIED SCIENCE

This two-year Associate of Applied Science degree is designed to provide students with a broad range of advanced skills needed to provide patients and families with services to help them at many points along the health care continuum.

Subject to change without notification. Contact the Health Navigator program office for the most current information.

ADMISSION PROCEDURE

The student must apply for general college admission to Otero Junior College. Applying to OJC is free and can be completed online at www.ojc.edu/apply_ojc.aspx or a print copy can be downloaded from that site. In addition the student is required to:

1. Be a graduate of an accredited high school or equivalent.
2. Pass a background check and drug screen:
   a. Practicum facilities require students to complete a drug screen prior to participating in field experience. This will be arranged through the college. Please plan to follow the procedures promptly when notified.
   b. Students are required to take and pass the background check available at this web site address: ojc.certifiedbackground.com

Note: The cost of the background check and drug screen is the responsibility of the students and is in addition to the cost of tuition and fees.

<table>
<thead>
<tr>
<th>NAME</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID #</td>
<td></td>
</tr>
</tbody>
</table>

Degree Programs
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 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

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. Please talk to an advisor for more information.

<table>
<thead>
<tr>
<th>Law Enforcement Academy</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STUDENT ID #</strong></td>
</tr>
<tr>
<td><strong>NAME</strong></td>
</tr>
<tr>
<td><strong>DATE</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Law Enforcement Training Academy Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEA 101 Basic Law Enforcement Academy I 6 credits</td>
</tr>
<tr>
<td>LEA 102 Basic Law Enforcement Academy II 12 credits</td>
</tr>
<tr>
<td>LEA 105 Basic Law 8 credits</td>
</tr>
<tr>
<td>LEA 106 Arrest Control Techniques 3 credits</td>
</tr>
<tr>
<td>LEA 107 Law Enforcement Driving 3 credits</td>
</tr>
<tr>
<td>LEA 108 Firearms 3 credits</td>
</tr>
<tr>
<td>HWE 103 Community First Aid and CPR 1 credit</td>
</tr>
<tr>
<td>LEA 109 Culture and Conflict Resolutions 2 credits</td>
</tr>
<tr>
<td>LEA 110 Career Management 1 credit</td>
</tr>
<tr>
<td>LEA 111 Law Enforcement Defensive Weapons 1 credit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Law Enforcement Associate of Applied Science Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEA 101 Basic Law Enforcement Academy I 6 credits</td>
</tr>
<tr>
<td>LEA 102 Basic Law Enforcement Academy II 12 credits</td>
</tr>
<tr>
<td>LEA 105 Basic Law 8 credits</td>
</tr>
<tr>
<td>LEA 106 Arrest Control Techniques 3 credits</td>
</tr>
<tr>
<td>LEA 107 Law Enforcement Driving 3 credits</td>
</tr>
<tr>
<td>LEA 108 Firearms 3 credits</td>
</tr>
<tr>
<td>HWE 103 Community First Aid and CPR 1 credit</td>
</tr>
<tr>
<td>LEA 109 Culture and Conflict Resolutions 2 credits</td>
</tr>
<tr>
<td>LEA 110 Career Management 1 credit</td>
</tr>
<tr>
<td>LEA 111 Law Enforcement Defensive Weapons 1 credit</td>
</tr>
<tr>
<td>ENG 121 English Composition I 3 credits</td>
</tr>
<tr>
<td>ENG 122 English Composition II 3 credits</td>
</tr>
<tr>
<td>MAT 107* Career Math 3 credits</td>
</tr>
<tr>
<td>or MAT 121 College Algebra 4 credits</td>
</tr>
<tr>
<td>PSY 101 General Psychology I 3 credits</td>
</tr>
<tr>
<td>or SOC 191 Introduction to Sociology I 3 credits</td>
</tr>
<tr>
<td>POS 123 American Government 3 credits</td>
</tr>
<tr>
<td>POS 125 State and Local Governments 3 credits</td>
</tr>
<tr>
<td>HIS** History 3 credits</td>
</tr>
<tr>
<td>CIS 118 Intro to PC Applications 3 credits</td>
</tr>
<tr>
<td>or BUS 315 Introduction to Business 3 credits</td>
</tr>
<tr>
<td>or MGT 236 Principles of Management 3 credits</td>
</tr>
</tbody>
</table>

* MAT 107 will not count towards transfer into the BAS in Public Administration/Public Safety at Colorado Mesa University

** HIS 1GL, HIS 102, HIS 121, or HIS 122

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. 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
3. Receive necessary vaccinations: Annual flu, Hepatitis B, MMR, Varicella
4. Complete PPD testing
5. Submit a Health Form: The student must submit a completed physical exam form before beginning clinical rotations.
6. Complete a colorblindness testing – to be done in class or on D2L (Desire2Learn).

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

* The OJC MLT program is seeking accreditation by the National Accreditation Agency for Clinical Laboratory Science (NAACLS), their contact information is:
  National Accreditation Agency for Clinical Laboratory Science (NAACLS)
  5600 North River Road, Suite 720   Rosemont, Illinois 60018
  Phone 773-714-8880,   FAX 773-714-8886
  NAACLS Web address: www.naacls.org/   NAACLS Email address info@naacls.org

Acquiring accreditation is a lengthy process. It will require at least two years. Our intention is to be a "serious status" program before graduation of the first class. This status designation allows students to be considered as graduated from a fully accredited program and allows students to sit for certification exams that are required for employment. Full accreditation of the OJC MLT program will be completed after the first class graduates and a site visit is conducted by the NAACLS accreditation team. NAACLS requires interviews with graduates of the program for their input into the quality of their education. Students will be kept informed of the status of the MLT Programs accreditation as we progress.
Otero Junior College

Degree Programs

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. The student must apply for general college admission to Otero Junior College. Applying to OJC is free and can be completed online at www.ojc.edu/apply_ojc.aspx or a print copy can be downloaded from that site. 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) (Pre-requisite required of N.E.W. program students only)

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. 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

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.

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.
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
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.
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.

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 no contest decision? 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 notice. Contact the OJC Nursing Dept. office for the most current information.

Freshman Year - (Students without previous nursing education)

Traditional Schedule

ADMISSION REQUIREMENTS

<table>
<thead>
<tr>
<th>Credits</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 201</td>
<td>Anatomy and Physiology I</td>
</tr>
<tr>
<td>BIO 202</td>
<td>Anatomy and Physiology II</td>
</tr>
<tr>
<td>ENG 121</td>
<td>English Composition I</td>
</tr>
<tr>
<td>PSY 235</td>
<td>Human Growth and Development</td>
</tr>
<tr>
<td>All with a GPA of 2.5 or higher.</td>
<td></td>
</tr>
</tbody>
</table>

First Semester

<table>
<thead>
<tr>
<th>Credits</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 109</td>
<td>Fundamentals of Nursing</td>
</tr>
<tr>
<td>NUR 112</td>
<td>Basics Concepts of Pharmacology</td>
</tr>
<tr>
<td>HWE 100</td>
<td>Human Nutrition</td>
</tr>
<tr>
<td>BIO 204</td>
<td>Microbiology</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Credits</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 106</td>
<td>Med-Surg Nursing Concepts</td>
</tr>
<tr>
<td>NUR 150</td>
<td>Maternal - Child Nursing</td>
</tr>
<tr>
<td>BIO 216</td>
<td>Pathophysiology</td>
</tr>
</tbody>
</table>

Third Semester

<table>
<thead>
<tr>
<th>Credits</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 206</td>
<td>Advanced Concepts of Medical Surgical Nursing</td>
</tr>
<tr>
<td>NUR 212</td>
<td>Pharmacology II</td>
</tr>
<tr>
<td>NUR 211</td>
<td>Psychiatric-Mental Health Nursing</td>
</tr>
</tbody>
</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Credits</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 216</td>
<td>Advanced Concepts of Medical Surgical Nursing II</td>
</tr>
<tr>
<td>NUR 230</td>
<td>Transition to Professional Nursing</td>
</tr>
<tr>
<td>Elective: GTE Humanities or Social Behavioral Science</td>
<td>3</td>
</tr>
</tbody>
</table>

Other

<table>
<thead>
<tr>
<th>Credits</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 169</td>
<td>Transition into Practical Nursing</td>
</tr>
<tr>
<td>NUR 189</td>
<td>Transition from LPN to AD/RN</td>
</tr>
</tbody>
</table>

Recommended Courses

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

<table>
<thead>
<tr>
<th>Credits</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 101</td>
<td>Intro to Chemistry</td>
</tr>
<tr>
<td>CIS 118</td>
<td>Intro to PC Applications</td>
</tr>
<tr>
<td>ENG 122</td>
<td>English Composition II</td>
</tr>
<tr>
<td>HPR 178</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology I</td>
</tr>
<tr>
<td>PSY 102</td>
<td>General Psychology II</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology I</td>
</tr>
<tr>
<td>COM 115</td>
<td>Public Speaking</td>
</tr>
</tbody>
</table>
### Nursing Curriculum for Evening and Weekend Schedule
Subject to change without notification. Contact the OJC Nursing Dept. office for the most current information.

<table>
<thead>
<tr>
<th>Admission Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 201</td>
<td>Anatomy &amp; Physiology I</td>
</tr>
<tr>
<td>BIO 202</td>
<td>Anatomy &amp; Physiology II</td>
</tr>
<tr>
<td>BIO 204</td>
<td>Microbiology</td>
</tr>
<tr>
<td>ENG 121</td>
<td>English Composition I</td>
</tr>
<tr>
<td>PSY 235</td>
<td>Human Growth &amp; Development</td>
</tr>
</tbody>
</table>

(All with a GPA of 2.5 or higher)

**Summer Semester**
- MAT 103: Math for Clinical Calculations  | 3 |
- HWE 100: Human Nutrition               | 3 |

**Fall Semester**
- NUR 109: Fundamentals of Nursing       | 6 |
- Elective: GTE Humanities or Social Behavioral Science | 3 |

**Spring Semester**
- NUR 112: Basics Concepts of Pharmacology | 2 |
- NUR 106: Med-Surg Nursing Concepts      | 2 |
- NUR 150: Maternal - Child Nursing       | 6 |

**Summer Semester**
- NUR 169: Transition into Practical Nursing | 4 |
(Required only for those interested in obtaining their LPN license)
- BIO 216: Pathophysiology                | 4 |

**Fall Semester**
- NUR 212: Pharmacology II                | 2 |

**Spring Semester**
- NUR 211: Psychiatric-Mental Health Nursing  | 4 |

**Summer Semester**
- NUR 230: Transition to Professional Nursing | 4 |
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 Service Technician
- Agricultural Production Management
- Automotive Transmission and Transaxle
- Brakes
- Electrical/Electronic Systems
- Engine Performance
- Engine Repair
- Heating and Air Conditioning
- Manual Drive Train and Axles
- Suspension and Steering

Community Health Worker
- Crop Production
- Emergency Medical Services
- EMT
- EMT Intermediate
- Law Enforcement
- Livestock Production
- Nursing Assistant
- Pesticide Application
- Phlebotomy
- Practical Nursing
- Real Estate
- Fundamental Early Childhood Skills
- Early Childhood Education
- Early Childhood Director
- Early Childhood Teacher
- Infant/Toddler
- Community Health Worker
- Cosmetology
- Cosmetologist
- Hair Stylist
- Nail Technician
- Esthetician
- Crop Production
- Early Childhood Education
- Early Childhood Director
- Early Childhood Teacher
- Infant/Toddler
- Fundamental Early Childhood Skills

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

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.

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.

**Agri-Business Management**

<table>
<thead>
<tr>
<th>NAME ____________________________</th>
<th>DATE __________</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT ID ______________________</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABM 111</td>
<td>Records and Business Planning I</td>
<td>9 credits</td>
</tr>
<tr>
<td>ABM 112</td>
<td>Records and Business Planning II</td>
<td>9 credits</td>
</tr>
<tr>
<td>ABM 121</td>
<td>Financial Analysis I</td>
<td>9 credits</td>
</tr>
<tr>
<td>ABM 122</td>
<td>Financial Analysis II</td>
<td>9 credits</td>
</tr>
<tr>
<td>ABM 131</td>
<td>Commodity Marketing I</td>
<td>9 credits</td>
</tr>
<tr>
<td>ABM 137</td>
<td>Commodity Marketing II</td>
<td>9 credits</td>
</tr>
<tr>
<td>ABM 135</td>
<td>Marketing and Risk Management I</td>
<td>9 credits</td>
</tr>
<tr>
<td>ABM 136</td>
<td>Marketing and Risk Management II</td>
<td>9 credits</td>
</tr>
<tr>
<td>ABM 137</td>
<td>Web Production/Utilization I</td>
<td>9 credits</td>
</tr>
<tr>
<td>ABM 138</td>
<td>Web Production/Utilization II</td>
<td>9 credits</td>
</tr>
<tr>
<td>ABM 151</td>
<td>Rural Business Entrepreneurship I</td>
<td>9 credits</td>
</tr>
<tr>
<td>ABM 152</td>
<td>Rural Business Entrepreneurship II</td>
<td>9 credits</td>
</tr>
<tr>
<td>ABM 153</td>
<td>Leadership/Human Resource Management I</td>
<td>9 credits</td>
</tr>
<tr>
<td>ABM 154</td>
<td>Leadership/Human Resource Management II</td>
<td>9 credits</td>
</tr>
<tr>
<td>ABM 141</td>
<td>Advanced Business Management I</td>
<td>9 credits</td>
</tr>
<tr>
<td>ABM 142</td>
<td>Advanced Business Management II</td>
<td>9 credits</td>
</tr>
<tr>
<td>ABM 143</td>
<td>Integrated Management I</td>
<td>9 credits</td>
</tr>
<tr>
<td>ABM 144</td>
<td>Integrated Management II</td>
<td>9 credits</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGE 102</td>
<td>Agricultural Economics</td>
<td>3</td>
</tr>
<tr>
<td>AGE 205</td>
<td>Farm &amp; Ranch Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 118</td>
<td>Introduction to PC Applications</td>
<td>3</td>
</tr>
<tr>
<td>AGE 208</td>
<td>Agricultural Finance</td>
<td>3</td>
</tr>
<tr>
<td>AGE 210</td>
<td>Agricultural Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACC 101</td>
<td>Fundamentals of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>MAR 216</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MAN 200</td>
<td>Human Resource Management I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 115</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CIS 116</td>
<td>Intro to PC Applications</td>
<td>3</td>
</tr>
<tr>
<td>ACC 115</td>
<td>Payroll Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 125</td>
<td>Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BTE 225</td>
<td>Administrative Office Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 218</td>
<td>Advanced PC Applications</td>
<td>3</td>
</tr>
<tr>
<td>MAN 128</td>
<td>Human Relation-Organization</td>
<td>3</td>
</tr>
<tr>
<td>BTE 287</td>
<td>Cooperative Ed/Internship</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPRING</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 115</td>
<td>Payroll Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 125</td>
<td>Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BTE 225</td>
<td>Administrative Office Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 218</td>
<td>Advanced PC Applications</td>
<td>3</td>
</tr>
<tr>
<td>MAN 128</td>
<td>Human Relation-Organization</td>
<td>3</td>
</tr>
<tr>
<td>BTE 287</td>
<td>Cooperative Ed/Internship</td>
<td>1</td>
</tr>
</tbody>
</table>

ARTIFICIAL INSEMINATION TECHNIQUES

Students will learn the techniques for Artificial Insemination.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGP 147</td>
<td>Practical Cattle Reproduction</td>
<td>2</td>
</tr>
<tr>
<td>AGP 148</td>
<td>Cattle Reproduction Lab</td>
<td>1</td>
</tr>
<tr>
<td>AGP 146</td>
<td>Artificial Insemination Management</td>
<td>2</td>
</tr>
</tbody>
</table>
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**
- ASE 160 Auto Engine Repair
- ASE 161 Engine Repair and Rebuild
- ASE 162 Automotive Engine Service
- ASE 165 Intro to Diesel Engines

**Spring**
- ASE 164 Automotive Diesel Technology
- ASE 165 Advanced Diesel Technology

Second Year

**Fall**
- ASE 260 Advanced Diesel Engine
- ASE 261 Engine Performance and Diagnosis
- ASE 262 Diesel Engine Performance and Diagnosis

**Spring**
- ASE 263 Auto Electrical Systems
- ASE 264 Auto Electrical and Electronics Systems
- ASE 265 Auto Electrical and Electronic Systems

AUTOMOTIVE TECHNOLOGY

**Fall-First Year**

- **Engine Repair Certificate**
  - ASE 160 Auto Engine Repair
  - ASE 161 Engine Repair and Rebuild
  - ASE 162 Auto Engine Service

- **Manual Drive Train and Axles Certificate**
  - ASE 150 Manual Drive Train and Axle
  - ASE 151 Manual Transmissions/Transaxles & Clutches
  - ASE 152 Manual Transmission, Transaxles and Clutches II

- **Spring-First Year**
  - **Automatic Transmission and Transaxle Certificate**
    - ASE 250 Automatic Transmission/Transaxle Service
    - ASE 251 Automatic Transmission/Transaxle Repair
    - ASE 252 Advanced Automatic Transmission/Transaxles

  - **Suspension and Steering Certificate**
    - ASE 140 Suspension and Steering I
    - ASE 141 Suspension and Steering II
    - ASE 142 Suspension and Steering III

- **Fall-Second Year**
  - **Engine Performance Certificate**
    - ASE 130 General Engine Diagnosis
    - ASE 132 Ignition System Diagnosis & Repair
    - ASE 134 Auto Fuel and Emission Systems I
    - ASE 233 Auto Fuel Injection/Emission Systems II
    - ASE 235 Driveability and Diagnosis

  - **Brakes Certificate**
    - ASE 110 Brakes I
    - ASE 111 Auto Brake II
    - ASE 210 Auto Pwr/ABS Brake Systems

- **Spring-Second Year**
  - **Electrical/Electronic Systems Certificate**
    - ASE 120 Basic Auto Electricity
    - ASE 123 Starting & Charging Systems
    - ASE 220 Specialized Electronics Training
    - ASE 221 Automotive Computers and Ignition Systems
    - ASE 231 Auto Comp & Ignition Systems

  - **Heating and Air Conditioning Certificate**
    - ASE 264 Intro to HVAC Systems
    - ASE 265 HVAC Systems
COMMUNITY HEALTH WORKER

The certificate prepares individuals to coordinate resources, provide social support and informal counseling, advocate for individuals and community health needs, and provide basic services such as first aid and blood pressure screening.

Subject to change without notification. Contact the Health Navigator program office for the most current information.

ADMISSION PROCEDURE
The student must apply for general college admission to Otero Junior College. Applying to OJC is free and can be completed online at: www.ojc.edu/apply_ojc.aspx or a print copy can be downloaded from that site.

In addition the student is required to:
1. Be a graduate of an accredited high school or equivalent.
2. Complete a background check and drug screen:
   a. Practicum facilities require students to complete a drug screen prior to participating in field experience. This will be arranged through the college. Please plan to follow the procedures promptly when notified.
   b. Students are required to take and pass the background check available at this web site address: cccs.certifiedbackground.com

Note: The cost of the background check and drug screen is the responsibility of the students and is in addition to the cost of tuition and fees.

Community Health Worker Certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHW 100</td>
<td>Intro to Community Health Work</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>CHW 120</td>
<td>Community Health Issues</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CHW 130</td>
<td>Community Health Resources</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENG 121</td>
<td>English Composition I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CIS 118</td>
<td>Intro to PC Applications</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>HWE 103</td>
<td>Community First Aid and CPR</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CHW 135</td>
<td>Basics of Chronic Disease</td>
<td>1.5</td>
<td></td>
</tr>
<tr>
<td>CHW 136</td>
<td>Psych Impact Chronic Disease</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CHW 137</td>
<td>End-of-life Palliative Care</td>
<td>0.5</td>
<td></td>
</tr>
<tr>
<td>CHW 138</td>
<td>Patient Navigation</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>COM 125</td>
<td>or Interpersonal Communication</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>COM 115</td>
<td>Public Speaking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HPR 178</td>
<td>Medical Terminology</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>CSL 250</td>
<td>Motivational Interview I</td>
<td>1.5</td>
<td></td>
</tr>
</tbody>
</table>

Summer Session

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHW 297</td>
<td>CHW Field Experience</td>
<td>2 (2 credits = 90 hours field work)</td>
</tr>
</tbody>
</table>

Students who continue into the second year will take an additional 29 credit hours to earn a Health Navigator Associate of Applied Science degree.

---

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 Licenses 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.

Cosmetology Program

<table>
<thead>
<tr>
<th>STUDENT ID #</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cosmetology Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester - 25 credits</td>
</tr>
<tr>
<td>COS 103 Shampoo/Rinse/Conditioners I</td>
</tr>
<tr>
<td>COS 113 Intro to Hair Coloring</td>
</tr>
<tr>
<td>COS 123 Intro to Hair Styling</td>
</tr>
<tr>
<td>COS 133 Intro to Hair Styling</td>
</tr>
<tr>
<td>COS 143 Intro to Chemical Texture</td>
</tr>
<tr>
<td>COS 110 Intro to Skin Care &amp; Pedicures</td>
</tr>
<tr>
<td>COS 120 Intro to Dehydration, Sanitation &amp; Safety</td>
</tr>
<tr>
<td>COS 130 Intro to Hair Coloring</td>
</tr>
<tr>
<td>COS 131 Intro to Hair Styling</td>
</tr>
<tr>
<td>COS 132 Intro to Hair Styling</td>
</tr>
<tr>
<td>COS 111 Intro to Hair Coloring</td>
</tr>
<tr>
<td>COS 101 Intro to Dehydration, Sanitation &amp; Safety</td>
</tr>
<tr>
<td>COS 152 Laws, Rules and Regulations</td>
</tr>
<tr>
<td>COS 262 Cosmetology Preparation for State Board</td>
</tr>
</tbody>
</table>

| Spring Semester - 24 credits |
| COS 203 Shampoo/Rinse/Conditioners II | 1 credit |
| NAT 111 Intro to Manicures & Pedicures | 3 credits |
| COS 210 Intro to Hair Coloring | 2 credits |
| COS 220 Intro to Hair Styling | 2 credits |
| COS 230 Intro to Hair Styling | 2 credits |
| COS 240 Intro to Chemical Texture | 1 credit |
| COS 230 Intro to Dehydration, Sanitation & Safety | 2 credits |
| EST 110 Intro to Facial Care & Shave | 3 credits |
| EST 111 Intro to Facial Care & Shave | 2 credits |
| EST 211 Facial Makeup | 1 credit |
| EST 212 Hair Removal | 3 credits |
| EST 236 Esthetician Preparation for State Board Exam | 2 credits |
| COS 261 Advanced Dehydration, Sanitation & Safety | 1 credit |

| Summer Semester - 21 Credits |
| COS 213 Advanced Hair Coloring | 2 credits |
| COS 211 Advanced Hair Coloring | 2 credits |
| COS 231 Advanced Hair Styling | 1 credit |
| EST 210 Advanced Massage & Skin Care | 2 credits |
| COS 241 Advanced Chemical Texture | 1 credit |
| NAT 210 Advanced Manicures & Pedicures | 2 credits |
| NAT 211 Application of Artificial Nails | 5 credits |
| NAT 236 Nail Technician Preparation for State Board | 4 credits |
| COS 253 Mgmt., Ethics, Interpersonal Skills & Sabotage | 1 credit |
| COS 279 Cosmetology Occupations | 1 credit |
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 250  Laws, Rules and Regulations .............................. 1
COS 140  Intro to Chemical Texture .................................. 1
COS 150  Laws, Rules and Regulations .............................. 1
COS 250  Management, Ethics, Interpersonal Skills & Salesmanship 1
COS 161  Intermediate I: Disinfection, Sanitation & Safety .... 1
COS 161  Intermediate I: Disinfection, Sanitation & Safety .... 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 & Salesmanship 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 281  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 150  Laws, Rules and Regulations ............................... 1
COS 160  Intro to Disinfection, Sanitation & Safety ............... 2
COS 250  Mgmt, Ethics, Interpersonal Skills & Salesmanship 1
COS 289  Cosmetology Preparation for State Board ............... 2

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 & Soil 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.**

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 101 Introduction to the Early Childhood Education</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE 102 Intro. to Early Childhood Lab Techniques</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE 238 Child Growth and Development</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE 241 Administration: Human Relations for ECE</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE 111 Infant and Toddler Theory and Practice</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE 103 Guidance Strategies for Children</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE 226 Creativity and the Young Child</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE 225 Language and Cognition for the Young Child</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE 112 Intro to Infant/Toddler Lab Techniques</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE 103 Guidance Strategies for Children</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE 205 Nutrition, Health and Safety</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE 220 Curriculum Development: Methods/Techniques</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE 260 Exceptional Child</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE 240 Admin. of Early Childhood Care and Education</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

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.**

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 101 Introduction to the Early Childhood Education</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE 102 Introduction to ECE Lab Techniques</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE 238 Child Growth and Development</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE 226 Creativity and the Young Child</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE 225 Language and Cognition for the Young Child</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE 111 Infant and Toddler Theory and Practice</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE 112 Intro to Infant/Toddler Lab Techniques</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE 103 Guidance Strategies for Children</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE 205 Nutrition, Health and Safety</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE 220 Curriculum Development: Methods/Techniques</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

** 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.

** 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.

** 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.**

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

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

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 101 Introduction to the Early Childhood Education</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ECE 102 Introduction to ECE Lab Techniques</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>or ECE 103 Guidance Strategies for Children</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

** 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.
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. 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

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

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

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 contendre? 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.

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
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 the 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

The student must apply for general college admission to Otero Junior College. Applying to OJC is free and can be completed online at www.ojc.edu/apply_ojc.aspx or a print copy can be downloaded from that site. In addition the student is required to:

1. Be a graduate of an accredited high school or equivalent. Courses in biology and chemistry are strongly recommended.

2. Background check and drug screen:
   a. Clinical facilities require students to complete a drug screen prior to participating in clinical experience. This will be arranged through the college. Please plan to follow the procedures promptly when notified.
   b. Students are required to take and pass the background check available at this web site address: cccs.certifiedbackground.com

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.

6. 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 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.

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.

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 option to complete a Practical Nursing course and receive a Certificate of Practical Nursing. The curriculum follows the criteria for the Colorado Nursing Articulation Model and is specifically constructed to promote career mobility between nursing educational levels.

Successful completion of the Practical Nursing Certificate requirements for graduation also entitles the graduate to submit an application to the State Board of Nursing for the State Licensure Examination for Practical Nursing.

1. The student must apply for general college admission to Otero Junior College. Applying to OJC is free and can be completed online at www.ojc.edu/apply_ojc.aspx or a print copy can be downloaded from that site. 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.

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.

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

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.

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.
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 contendre? 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.

Admission Requirements

Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 201</td>
<td>4</td>
</tr>
<tr>
<td>BIO 202</td>
<td>4</td>
</tr>
<tr>
<td>BIO 204</td>
<td>4</td>
</tr>
<tr>
<td>ENG 121</td>
<td>3</td>
</tr>
<tr>
<td>PSY 235</td>
<td>3</td>
</tr>
</tbody>
</table>

All with a GPA of 2.5 or higher.

First Semester

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

Second Semester

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

PRACTICAL NURSING CURRICULUM

Evening and Weekend Schedule

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

Admission Requirements

Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 201</td>
<td>4</td>
</tr>
<tr>
<td>BIO 202</td>
<td>4</td>
</tr>
<tr>
<td>BIO 204</td>
<td>4</td>
</tr>
<tr>
<td>ENG 121</td>
<td>3</td>
</tr>
<tr>
<td>PSY 235</td>
<td>3</td>
</tr>
</tbody>
</table>

All with a GPA of 2.5 or higher.

Summer Semester

MAT 103 Math for Clinical Calculations .......................... 3
HPR 108 HWE 100 Dietary Nutrition/Human Nutrition ...................... 113

Fall Semester

NUR 109   Nursing Skills & Concepts ............................. 8
### 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

**Recommended Courses for traditional or evening and weekend schedules:**
The following courses are recommended to complement the required nursing program courses. Students are encouraged to register for these courses as their schedule will allow:
- CHE 101  Intro to Chemistry ............................................ 5
- CIS 118  Intro to PC Applications ...................................... 3
- ENG 122  English Composition II ....................................... 3
- HPR 178  Medical Terminology .......................................... 2
- PSY 101  General Psychology I .......................................... 3
- PSY 102  General Psychology II .......................................... 3
- SOC 101  Introduction to Sociology I .................................. 3
- COM 115  Public Speaking .................................................. 3

**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
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/cccons/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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABM 111</td>
<td>Records and Business Planning I</td>
<td>9</td>
</tr>
<tr>
<td>ABM 112</td>
<td>Records and Business Planning II</td>
<td>9</td>
</tr>
<tr>
<td>ABM 121</td>
<td>Financial Analysis I</td>
<td>9</td>
</tr>
<tr>
<td>ABM 122</td>
<td>Financial Analysis II</td>
<td>9</td>
</tr>
<tr>
<td>ABM 131</td>
<td>Commodity Marketing I</td>
<td>9</td>
</tr>
<tr>
<td>ABM 132</td>
<td>Commodity Marketing II</td>
<td>9</td>
</tr>
<tr>
<td>ABM 135</td>
<td>Marketing and Risk Management I</td>
<td>9</td>
</tr>
<tr>
<td>ABM 136</td>
<td>Marketing and Risk Management II</td>
<td>9</td>
</tr>
<tr>
<td>ABM 138</td>
<td>Web Production/Utilization II</td>
<td>9</td>
</tr>
<tr>
<td>AAA 101</td>
<td>College 101: The Student Experience</td>
<td>1</td>
</tr>
<tr>
<td>AAA 109</td>
<td>Advanced Academic Achievement</td>
<td>3</td>
</tr>
</tbody>
</table>

— (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 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 pro forma activities for further analysis of the business. The maintenance of accurate accrual records and historical data provide the data basis for the pro-forma activities and measuring the business performance past and present.

ABM 142 - Advanced Business Management II  
9 Credits
Focuses on revision of the business plan on a periodic basis and strengthening of management skills by focusing on the five main sources of risk. The student will be exposed to various methods of finding resource materials needed to keep the business plan current and to manage for the future. The maintenance of accurate accrual records and historical data provides the foundation needed for analysis.

ABM 143 Integrated Management I  
9 Credits
Focuses on the research and identification of data and software technology used in the business and industry. In addition to software applications and data use, research will include areas in online opportunities, credit resources and reduction, and managing risks.

ABM 144 Integrated Management II  
9 Credits
Focuses on the analysis and evaluation of data and software currently used in the business. The primary focus will be the development of a management plan that incorporates improved use of software and data through the integration of current and/or new software applications.

ABM 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 - Tax Help Colorado Practicum  
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 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 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 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 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 —

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGY 100</td>
<td>General Crop Production</td>
<td>4</td>
<td>Focuses on production and adaptation of cultivated crops, principles affecting growth, development, management, and utilization.</td>
</tr>
<tr>
<td>AGY 240</td>
<td>Introductory Soil Science</td>
<td>4</td>
<td>Focuses on formation, physical properties, chemical properties and management of soils emphasizing conditions that affect plant growth. Prerequisite or Corequisite: CHE 101. Statewide Guaranteed Transfer course. GT-SC1.</td>
</tr>
</tbody>
</table>

### (ANT) ANTHROPOLOGY —

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 101</td>
<td>Cultural Anthropology</td>
<td>3</td>
<td>Studies human cultural patterns and learned behavior. Includes linguistics, social and political organization, religion, culture and personality, culture change, and applied anthropology. Statewide Guaranteed Transfer course. GT-SS3</td>
</tr>
<tr>
<td>ANT 107</td>
<td>Introduction to Archeology</td>
<td>3</td>
<td>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. Statewide Guaranteed Transfer course.. GT-SS3</td>
</tr>
<tr>
<td>ANT 111</td>
<td>Physical Anthropology</td>
<td>3</td>
<td>Studies human biology and its effects on behavior. Includes principles of genetics and evolution, vertebrates and primates, human origins, human variation, and ecology. Statewide Guaranteed Transfer course. GT-SS3</td>
</tr>
</tbody>
</table>

### (ART) ART —

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 107</td>
<td>Art Education Methods</td>
<td>3</td>
<td>Focuses on a multimedia approach to teaching art. Emphasizes strong creative presence, philosophy and techniques in drawing, painting, printmaking, and other media.</td>
</tr>
<tr>
<td>ART 110</td>
<td>Art Appreciation</td>
<td>3</td>
<td>Introduces the cultural significance of the visual arts, including media, processes, techniques, traditions, and terminology. Statewide Guaranteed Transfer course. GT-AH1.</td>
</tr>
<tr>
<td>ART 111</td>
<td>Art History: Ancient to Medieval</td>
<td>3</td>
<td>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. Statewide Guaranteed Transfer courses. GT-AH1.</td>
</tr>
<tr>
<td>ART 112</td>
<td>Art History: Renaissance to Modern</td>
<td>3</td>
<td>Provides the knowledge base to understand the visual arts, especially as related to Western culture. Surveys the visual arts from the Renaissance to 1900. Statewide Guaranteed Transfer course. GT-AH1</td>
</tr>
<tr>
<td>ART 114</td>
<td>Art Sampler</td>
<td>1</td>
<td>Introduces students to basic skills through various art media. This course may be repeated under a different subtitle for a maximum of six credit hours. Encompasses a multitude of one-credit art experiences that expose students to an art form that they may wish to explore further.</td>
</tr>
<tr>
<td>ART 121</td>
<td>Drawing I</td>
<td>3</td>
<td>Investigates the various approaches and media that students need to develop drawing skills and visual perception.</td>
</tr>
<tr>
<td>ART 122</td>
<td>Drawing II</td>
<td>3</td>
<td>Explores expressive drawing techniques with an emphasis on formal composition, color media and content or thematic development. Prerequisite: ART 121</td>
</tr>
<tr>
<td>ART 124</td>
<td>Watercolor I</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>ART 128</td>
<td>Figure Drawing I</td>
<td>3</td>
<td>Introduces the basic techniques of drawing the human figure.</td>
</tr>
<tr>
<td>ART 131</td>
<td>Visual Concepts 2-D Design</td>
<td>3</td>
<td>Examines the basic elements of design, visual perception, and artistic form and composition as they relate to two-dimensional media.</td>
</tr>
<tr>
<td>ART 132</td>
<td>Visual Concepts 3-D Design</td>
<td>3</td>
<td>Focuses on learning to apply the elements and principles of design to three dimensional problems.</td>
</tr>
<tr>
<td>ART 139</td>
<td>Digital Photography I</td>
<td>3</td>
<td>Introduces the basic concepts of digital imaging as applied to photography. Using applicable technology and hands on experience, modern developments are presented leading to the present applications of digital imaging which combine traditional photographic ideas with electronic media.</td>
</tr>
<tr>
<td>ART 150</td>
<td>Digital Art Foundations I</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>ART 151</td>
<td>Painting I</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------</td>
<td>---------</td>
<td>-------------</td>
</tr>
<tr>
<td>ART 161</td>
<td>Ceramics I</td>
<td>3</td>
<td>Introduces traditional and contemporary ceramic forms and processes including handbuilding and throwing on the potter’s wheel.</td>
</tr>
<tr>
<td>ART 175</td>
<td>Special Topics</td>
<td>3</td>
<td>Provides students with a vehicle to pursue in depth exploration of special topics of interest.</td>
</tr>
<tr>
<td>ART 207</td>
<td>Art History 1900 to Present</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>ART 208</td>
<td>Culture Studies</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>ART 209</td>
<td>Studio Art</td>
<td>3</td>
<td>Designed for advanced students interested in further exploring an art discipline to develop a more comprehensive portfolio. Prerequisite: Permission of Instructor.</td>
</tr>
<tr>
<td>ART 221</td>
<td>Drawing II</td>
<td>3</td>
<td>Explores expressive drawing techniques with an emphasis on formal composition, color media and content or thematic development.</td>
</tr>
<tr>
<td>ART 224</td>
<td>Watercolor II</td>
<td>3</td>
<td>Continues the study of watercolor techniques, emphasizing original compositions and experimentation with materials. Color theory is included.</td>
</tr>
<tr>
<td>ART 251</td>
<td>Painting II</td>
<td>3</td>
<td>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</td>
</tr>
<tr>
<td>ART 275</td>
<td>Special Topics</td>
<td>3</td>
<td>Provides the student with a vehicle to pursue in depth exploration of special topics of interest.</td>
</tr>
<tr>
<td>ART 289</td>
<td>Capstone</td>
<td>0-12</td>
<td>Provides a demonstrated culmination of learning within a given program of study. Prerequisite: Permission of Instructor.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASC 100</td>
<td>Animal Sciences</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>ASC 225</td>
<td>Feeds and Feeding</td>
<td>4</td>
<td>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</td>
</tr>
<tr>
<td>ASC 230</td>
<td>Farm Animal Anatomy &amp; Physiology</td>
<td>3</td>
<td>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</td>
</tr>
<tr>
<td>ASC 250</td>
<td>Live Animal and Carcass Evaluation</td>
<td>3</td>
<td>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</td>
</tr>
<tr>
<td>ASC 288</td>
<td>Livestock Practicum</td>
<td>2</td>
<td>Provides experiential learning with beef cattle, dairy cattle, swine and sheep. Prerequisite: ASC 100 or permission of instructor</td>
</tr>
</tbody>
</table>
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
Prerequisite: ASE 162
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, ASE 162
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, ASE 162
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, ASE 162
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, ASE 162
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, ASE 162
Corequisite: ASE 130, ASE 132, ASE 233, ASE 235

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 Credits
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 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 111

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.  
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, ASE 162  
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, ASE 162  
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, ASE 162  
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, ASE 162  
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 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 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 community and community.  
Prerequisite: ASL 101 or permission of instructor.
AST 102 - Astronomy II 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 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 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. Prerequisite: BIO 111 or pass a placement test.

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: GT-SC1
5 Credits
Continues Biology I. Includes ecology, evolution, classification, structure, and function in plants and animals. Includes laboratory experience. —This course is one of the Statewide Guaranteed Transfer courses. GT-SC1

---

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
Provides 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 with Lab: GT-SC1**
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. This course is designed for biology majors.

**BIO 221 - Botany with Lab: GT-SC1**
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. This course is designed for biology majors.

--- (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: CCR 091

**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 101 - Computer Aided Drafting I**
3 Credits
Focuses on basic computer aided drafting skills using the latest release of the AutoCAD software. Includes file management, Cartesian coordinate system & dynamic input, drawing templates, drawing aids, linetype and lineweights, layer usage, drawing & editing geometric objects, polylines & splines, array, text applications, creating tables, basic dimensioning, and Help access.

**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 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 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 107 - Fundamentals of General Chemistry with lab**
5 Credits
Focuses on the study of measurement, states of matter, atomic/molecular theory, chemical bonding, nomenclature, stoichiometry, solutions, acid and base chemistry, gas laws, condensed states of matter, oxidation-reduction reactions periodically, and chemical equilibrium. Designed for students with no previous chemistry background and need one semester of general chemistry. Includes laboratory experiments.

**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) CHEMISTRY ---

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 including structure and reactions of aliphatic hydrocarbons and selected functional group families. The course 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. Prerequisites 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, 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 WORKER ---

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].
## (CIS) COMPUTER INFORMATION SYSTEM —

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 118</td>
<td>Intro PC Applications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>CIS 135</td>
<td>Complete PC Word Processing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>CIS 145</td>
<td>Complete PC Database</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>CIS 155</td>
<td>PC Spreadsheet Concepts: Excel</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>CIS 218</td>
<td>Advanced PC Applications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

## (CSC) COMPUTER SCIENCE —

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC 160</td>
<td>Computer Science I: (Java)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>CSC 161</td>
<td>Computer Science II: (Java)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>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</td>
<td></td>
</tr>
</tbody>
</table>

## (COM) COMMUNICATIONS —

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 115</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Combines the basic theories of communication with public speech performance skills. Emphasis is on speech preparation, organization, support, audience analysis, and delivery.</td>
<td></td>
</tr>
<tr>
<td>COM 125</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>COM 217</td>
<td>Group Communication</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Examines group communication theories with an emphasis on leadership and group behaviors. The course provides opportunities for group participation.</td>
<td></td>
</tr>
<tr>
<td>COM 220</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Explores the link between culture and communication and will develop and/or enhance communication skills and the abilities appropriate to a multicultural society. Emphasis will be on understanding diversity within and across cultures. Relevant concepts include perception, worldview, context, ethics, language, and nonverbal communication. This course is a part of the Statewide Guaranteed Transfer courses. GT-SS3</td>
<td></td>
</tr>
<tr>
<td>COM 225</td>
<td>Organizational Communications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Focuses on the role of communication theory and skills as they apply to business and organizational settings. Topics include organizational and leadership models, effective communication skills with peers, superiors, and subordinates, environmental factors impacting communication, and interviewing skills.</td>
<td></td>
</tr>
</tbody>
</table>

## (COS) COSMETOLOGY —

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS 103</td>
<td>Shampoo/Rinses/Conditioners</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>COS 110</td>
<td>Introduction to Hair Coloring</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>COS 111</td>
<td>Intermediate I: Hair Coloring</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>
--- (COS) COSMETOLOGY ---

**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 client’s appropriate haircut. Incorporates practical applications of hair cutting techniques in specialized classes or in the supervised salon (clinical setting).

**COS 130 - Introduction to Hair Styling**
2 Credits

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

**COS 131 - Intermediate I: Hair Styling**
2 Credits

Focuses on the accepted methods of styling hair, air forming roller sets, finger waves pin curls braiding and hair pressing.

**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 in 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) COSMETOLOGY ---

**COS 210 - Intermediate II: Hair Coloring**
2 Credits

Provides continued instruction in the theory and practical application of color products, formulations of color, level and shades of color. Enables students to practice techniques in a specialized class or in a supervised salon setting.

**COS 211 - Advanced Hair Coloring**
2 Credits

Provides continued instruction on advanced theory and practical techniques in hair coloring. Focuses on the recognition of color problems and color correction procedures. Covers advanced techniques and product knowledge to prepare the student for employment. Prepares the student for the State Board Licensing Examination pertaining to hair coloring.

**COS 220 - Intermediate II: Hair Cutting**
2 Credits

Provides continued instruction in the theory related to facial shapes, head and body forms to determine the client’s appropriate haircut. Incorporates practical applications of hair cutting techniques.

**COS 221 - Advanced Hair Cutting**
2 Credits

Focuses on advanced cutting techniques using all the cutting tools. Emphasizes current fashion trends. Includes student preparation for the State Licensure examination.

**COS 230 - Intermediate II: Hair Styling**
2 Credits

Provides continued instruction on accepted methods of styling hair, air forming, roll set, finger waves and hair pressing. Examines techniques in specialized classes or in a supervised salon setting.

**COS 231 - Advanced Hair Styling**
1 Credit

Focuses on theory and advanced techniques in all phases of hair styling to prepare the student for employment. Training is a combination of supervised salon (clinical) work and specialized classes. Includes student preparation for the State Board Licensing Examination relating to hairstyling.

**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) COSMETOLOGY ---

**COS 260 - Intermediate II: Disinfection, Sanitation & Safety**
2 Credits
Provides continued study of theory and practice of proper methods of sterilization, disinfection, sanitation and safety procedures as related to all phases of the industry. Covers terminology and training of disinfection, sanitation and safety procedures. The individual responsibility to provide a safe work environment is practiced.

**COS 261 - Advanced Disinfection, Sanitation & Safety**
1 Credit
Provides advanced training on decontamination and safety practices in a supervised salon and/or classroom setting. Examines advanced techniques that prepare the student for employment. Includes student preparation for the State Board Licensing Examination in decontamination and safety for all aspects of the industry. Study of OSHA requirements for schools and salon are done in a theory or practical setting.

**COS 262 - Advanced II: Disinfection, Sanitation & Safety**
3 Credits
This course is the extra hours/credits required for the hairstylist program, per State Board of Colorado Barber/Cosmetology Board. Provides advanced training on decontamination and safety practices in a supervised salon and/or classroom setting. Examines advanced techniques that prepare the student for employment. Includes student preparation for the State Board Licensing Examination in decontamination and safety for all aspects of the industry. Study of OSHA requirements for schools and salon are done in a theory or practical setting.

**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.

**COS 289 - Capstone**
3 Credits
Provides advanced training in all course areas and prepares student for the State Board of Cosmetology Licensing Exam. Hours will be arranged.

--- (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.

--- (CSC) COMPUTER SCIENCE ---

**CSC 160 - Computer Science I: (Language)**
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.

--- (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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 101</td>
<td>Introduction to Early Childhood Education</td>
<td>3</td>
<td>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</td>
</tr>
<tr>
<td>ECE 102</td>
<td>Introduction to Early Childhood Lab Techniques</td>
<td>3</td>
<td>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</td>
</tr>
<tr>
<td>ECE 103</td>
<td>Guidance Strategies for Young Children</td>
<td>3</td>
<td>Explores guidance theories, applications, goals, techniques and factors that influence expectations, classroom management issues, and prosocial skills. Addresses ages birth through age 8.</td>
</tr>
<tr>
<td>ECE 111</td>
<td>Infant and Toddler Theory and Practice</td>
<td>3</td>
<td>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</td>
</tr>
<tr>
<td>ECE 112</td>
<td>Intro to Infant/Toddler Lab Techniques</td>
<td>3</td>
<td>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</td>
</tr>
<tr>
<td>ECE 205</td>
<td>Nutrition, Health and Safety</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>ECE 220</td>
<td>Curriculum Development: Methods and Techniques</td>
<td>3</td>
<td>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. Prerequisites and Corequisites: ECE 101 or permission of instructor</td>
</tr>
<tr>
<td>ECE 225</td>
<td>Language and Cognition for the Young Child</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>ECE 226</td>
<td>Creativity and the Young Child</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>ECE 228</td>
<td>Language and Literacy</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>ECE 238</td>
<td>Child Growth and Development</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>ECE 240</td>
<td>Administration of Early Childhood Care and Education Programs</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>ECE 241</td>
<td>Administration: Human Relations for Early Childhood Education</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>ECE 260</td>
<td>The Exceptional Child</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>ECE 288</td>
<td>Practicum: Early Childhood Education</td>
<td>3</td>
<td>Provides students with advanced field experience opportunities in early childhood education programs.</td>
</tr>
<tr>
<td>ECE 289</td>
<td>Capstone: Early Childhood Education</td>
<td>3</td>
<td>Incorporates a demonstrated culmination of learning within a given program of study. Prerequisite: Permission of instructor.</td>
</tr>
</tbody>
</table>
### (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

### (EDU) EDUCATION —

**EDU 260 - Adult Learning & Teaching**  
3 Credits  
Focuses on basic computer aided drafting skills using the latest release of the AutoCAD software. Includes file management, Cartesian coordinate system & dynamic input, drawing templates, drawing aids, linetype and linewidths, layer usage, drawing & editing geometric objects, polylines & splines, array, text applications, creating tables, basic dimensioning, and Help access.

### (EGG) ENGINEERING —

**EGG 105 - Logic Design I**  
4 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.

**EGG 140 - Engineering Projects**  
3 Credits  
Covers the design of combinatorial and sequential switching circuits. Topics include: Boolean Algebra, Boolean Function Minimization Techniques, Combinatorial Circuit Analysis and Synthesis, Synchronous Sequential Circuit Analysis and Synthesis, Alogorithmic State Machine Design, Asynchronous Sequential Circuit Analysis and Synthesis. Use of computer aided design tools facilitating design, simulation and implementation of digital system using field programmable logic devices is an integral part of the entire course. Laboratory experiments included.

### (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 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: EMT 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: GT-CO1**  
3 Credits  
Emphasizes the planning, writing, and revising of compositions, including the development of critical and logical thinking skills. This course includes a minimum of five compositions that stress analytical, evaluative, and persuasive/argumentative writing.  
---This course is one of the Statewide Guaranteed Transfer courses. GT-CO1  
Prerequisites: Appropriate placement score, CCR 092, successful completion of CCR 093, or CCR 094 as a corequisite

**ENG 122 - English Composition II: GT-CO2**  
3 Credits  
Expands and refines the objectives of English Composition I. Emphasizes critical/logical thinking and reading, problem definition, research strategies, and writing analytical, evaluative, and/or 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 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**  
0-12 Credits  
Provides students with a vehicle to pursue in-depth exploration of special topics of interest.
Course Descriptions

--- (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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLT 100</td>
<td>Horticulture Science</td>
<td>4</td>
<td>Introduces students to the principles of the plant science as they relate to horticulture. The course emphasizes the application of plant sciences to the propagation, improvement, culture and utilization of horticultural plants.</td>
</tr>
<tr>
<td>HLT 101</td>
<td>Introduction to Horticulture</td>
<td>4</td>
<td>Introduces the biology of horticultural plants, and basic horticultural practices.</td>
</tr>
<tr>
<td>HLT 208</td>
<td>Commercial Pesticide License Training</td>
<td>3</td>
<td>Studies the requirements for the qualified supervisor license as outlined in the training manuals published by the Colorado Department of Agriculture. Students may elect to take the certified operator tests if they do not meet the experience qualifications for the qualified supervisors license. Areas studied will be 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 of the other tests available.</td>
</tr>
<tr>
<td>HLT 216</td>
<td>Garden Center Management</td>
<td>2</td>
<td>Introduces students to the basics of garden center management. Topics include: Personnel Management; locating a garden center; purchasing product lines; marketing and advertising; and merchandising and shop layout.</td>
</tr>
<tr>
<td>HLT 240</td>
<td>Introductory Soil Science</td>
<td>4</td>
<td>Discusses the formation, physical properties, chemical properties and management of soils emphasizing conditions that affect plant growth. The principles of soil fertility and practice of fertilizer use is also discussed.</td>
</tr>
<tr>
<td>HLT 249</td>
<td>Landscape Irrigation System Troubleshooting</td>
<td>2</td>
<td>Teaches students to study electrical and hydraulic system troubleshooting, and the proper repair of the isolated problem. Routine maintenance practices, including winterization and spring start-up are also covered.</td>
</tr>
<tr>
<td>HLT 260</td>
<td>Plant Propagation</td>
<td>4</td>
<td>Teaches seed and vegetative plant propagation techniques, the biology underlying modern plant propagation practices, and their application in commercial plant production.</td>
</tr>
</tbody>
</table>

**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 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 108** - Dietary Nutrition  
1 Credit  
Studies the basic nutritional principles in clinical practice in health care. The course will cover factors which influence the nutritional status of individuals, methods of nutritional assessment and support, and diet modification for specific disease states.  

**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  
1 Credit  
Introduces the student to the structure of medical terms with emphasis on using and combining the most common prefixes, roots and suffixes. Includes terms related to major body systems, oncology, psychiatry, as well as clinical laboratory and diagnostic procedures and imaging. Class structure provides accepted pronunciation of terms and relative use in the healthcare setting.
— (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: GT-AH2  
3 Credits 
Examines the cultures of the 17th through the 20th centuries by focusing on the interrelationships of the arts, ideas, and history. Considers the influences of industrialism, scientific development and non-European peoples. 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.

HWE 103: Community First Aid and CPR  
1 credit 
Prepares the student for certification in CPR and Basic First Aid. Skills will include basic life support, airway obstruction, control of bleeding, shock, and patient care for the unconscious.

— (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 109 - Culture & Conflict Resolution  
2 Credits 
Explores the role culture plays in dispute resolution and ways that gender, race, ethnicity, national origin, age, religion, sexual orientation and language influence conflict resolution.

LEA 110 - Career Management  
1 Credit 
Introduces the law enforcement candidate to the proper performance standards and best habits and practices necessary to secure and maintain employment as a peace officer.

LEA 111 - Law Enforcement Defensive Weapons  
1 Credit 
Introduces the law enforcement candidate to the legal and tactical use of defensive weapon systems to include Oleoresin Capsicum (OC) pepper defensive spray and TASER use in law enforcement defensive tactics applications.
### (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 246 - Literature of Women: GT-AH2**
- 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 255 - Children`s Literature**
- 3 Credits
- Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor. This course is one of the statewide guaranteed transfer course: GT-AH2

**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. Prerequisite: MAN 224

### (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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites and Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 025</td>
<td>Algebraic Literacy Lab</td>
<td>1</td>
<td>Supports skill development for students registered in MAT 055. 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 Algebraic Literacy. For students with Accuplacer score EA 45-59, this course is a required co-requisite with MAT 055 Algebraic Literacy.</td>
</tr>
<tr>
<td>MAT 050</td>
<td>Quantitative Literacy</td>
<td>4</td>
<td>Develops number sense and critical thinking strategies, introduces algebraic thinking, and connects 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 &gt; 40.</td>
</tr>
<tr>
<td>MAT 055</td>
<td>Algebraic Literacy</td>
<td>4</td>
<td>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.</td>
</tr>
<tr>
<td>MAT 092</td>
<td>Quantitative Lab</td>
<td>1</td>
<td>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.</td>
</tr>
<tr>
<td>MAT 093</td>
<td>Algebra Lab</td>
<td>1</td>
<td>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.</td>
</tr>
<tr>
<td>MAT 103</td>
<td>Math for Clinical Calculations</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>MAT 107</td>
<td>Career Math</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>MAT 120</td>
<td>Math for Liberal Arts</td>
<td>4</td>
<td>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.</td>
</tr>
<tr>
<td>MAT 121</td>
<td>College Algebra</td>
<td>4</td>
<td>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.</td>
</tr>
<tr>
<td>MAT 122</td>
<td>College Trigonometry</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>MAT 123</td>
<td>Finite Mathematics</td>
<td>4</td>
<td>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.</td>
</tr>
<tr>
<td>MAT 125</td>
<td>Survey of Calculus</td>
<td>4</td>
<td>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.</td>
</tr>
<tr>
<td>MAT 135</td>
<td>Introduction to Statistics</td>
<td>3</td>
<td>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.</td>
</tr>
</tbody>
</table>
**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.  
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.  
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.  
Prerequisite: MAT 202 or appropriate placement score  

**MAT 204 - Calculus III with Engineering Applications**  
5 Credits  
Focuses on the competencies established in MAT 203 Calculus III with an additional emphasis on word problems and problem solving. This is the third course in the three-course calculus sequence. This course will additionally contain a thorough examination of multiple integration. This will include double and triple integrals, line integrals, Stokes’ and Green’s Theorems, and their applications. A graphing calculator is required for this course.  
Prerequisite: MAT 202  

**MAT 205 - Linear Algebra**  
3 Credits  
Explores vector spaces, matrices, linear transformations, matrix representation, eigenvalues, and eigenvectors.  
Prerequisite: MAT 202  

**MAT 255 - Differential Equations with Engineering Applications**  
4 Credits  
This course introduces ordinary differential equations. The content of this course includes all the topics of MAT 265 Differential Equations with an additional emphasis on applications and problem solving. A graphing calculator is required for this course.  
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.  
Prerequisite: MAT 202  

**MAT 266 - Differential Equations with Linear Algebra**  
4 Credits  
This course covers first and second order differential equations, series solutions, Laplace transforms, linear algebra, eigenvalues, first order systems of equations, and numerical techniques are covered.  
Prerequisite: MAT 202
## (MLT) MEDICAL LABORATORY TECHNOLOGY —

**MLT 231 - Clinical Microbiology**

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**

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**

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

**MLT 242 - Clinical Chemistry II**

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**

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 - Internship III /Clinical Chemistry**

Provides the student with clinical laboratory experience in the principles and procedures of clinical chemistry. Emphasis is placed on the implementation of knowledge and technical skills in a clinical environment.

**MLT 282 - Internship IV / Microbiology**

Provides the student with clinical laboratory experience in the principles and procedures of clinical microbiology. Emphasis is placed on the implementation of knowledge and technical skills in a clinical environment. Prerequisite: MLT 231; CoReq: MLT 232

---

## (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 170

NUA 102 - Certification Exam Prep
.5 credits
Helps prepare the student for the state certification exam.
Corequisite: NUA 101 or permission from instructor.

NUA 170 - Nurse Aide Clinical Experience
.25 Credit
Applies knowledge and skill gained in NUA 101 to patient care.
Corequisites: Prerequisites or Corequisite: NUA 101, NUA 102
The following Nursing Program courses include a combination of theory, laboratory practice and clinical practice for each course. Students must pass each of the theory, laboratory and clinical portions of each course to receive a passing grade in that course. Most of the Nursing Program courses are sequential and must be completed successfully before proceeding into the next course. Theory hours for each course are calculated on a 1:1 credit to contact ratio, laboratory and clinical hours are calculated on a 1:2 credit to contact ratio.

**NUR 101 - 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 - Med-Surg Nursing Concepts**
7 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.
Prerequisites: Admission to the Nursing Program and NUR 109

**NUR 109 - Fundamentals of Nursing**
6 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.
Prerequisites: 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 150 - Maternal - Child Nursing**
6 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 are developmentally and culturally appropriate. Incorporates evidence-based practice, standards of practice, quality improvement, and legal and ethical responsibilities of the nurse. Application of knowledge and skills occurs in the nursing skills laboratory and in a variety of maternal/child and pediatric clinical settings.
Prerequisites: Admission into the Nursing Program and NUR 109

**NUR 169 - Transition to Practical Nursing**
4 Credits
Facilitates the transition into the role of the practical nurse with emphasis on distinguishing the defined practical nurse scope of practice related to clinical practice, communication, nursing process, ethical/legal issues, and leadership skills. The student practices in the role of the practical nurse in the associated clinical experience.
Prerequisite: NUR 109
Corequisites: 106, 112, 150

**NUR 189 – Transition from LPN to ADN**
3 credits
Facilitates transition of the LPN to new roles and responsibilities of the ADN, the nursing process, critical thinking, legal and ethical issues in nursing practice, and the nursing care of childbearing families and pediatric clients. Application of knowledge and skills occurs in the laboratory and maternal/child and pediatric clinical settings.
Prerequisite: LPN Licensure or permission of Nursing Director

6.5 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.
Prerequisites: Admission to the Nursing Program & Completion of all Level-one NUR Courses

**NUR 211 - Psychiatric-Mental Health Nursing**
4 Credits
Develops concepts of psychosocial integrity and emphasizes the function and responsibility of nursing in promoting and maintaining mental health of individuals and families. This course emphasizes communication and caring through the application of the therapeutic relationship and nursing process in the care and treatment of common psychiatric clinical conditions/disorders.
Prerequisite: Admission to the Nursing Program
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 - Adv Concepts Med-Surg NSG II 
5 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.  
Prerequisites: Admission to the Nursing Program & NUR 206

NUR 230 - Transition to Professional NSG 
4 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. 
Prerequisites: Admission to the Nursing Program & NUR 206, 211, 212 
Corequisites: Admission to 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 105 - Aerobic Circuit Training 
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 106 - Cardiovascular Lab 
1 Credit
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

PED 107 - Cardiovascular Training 
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 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, rows, stair climbers, cross trainers, Nordic track, versa climbers, and running track available in the Fitness Center.
--- (PED) PHYSICAL EDUCATION ---

**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 230 - Volleyball I**
1 Credit
Introduces and improves student skill level in volleyball. The primary emphasis is on teaching 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.

**PHI 112 - Ethics**
3 Credits
Examines human life, experience, and thought in order to discover and develop the principles and values for pursuing a more fulfilled existence. Theories designed to justify ethical judgments are applied to a selection of contemporary personal and social issues.

**PHI 113 - Logic**
3 Credits
Studies effective thinking using language-oriented logic. Provides tools and develops skills for creative and critical thinking. Emphasizes the development of decision-making and problem-solving.

**PHI 214- Philosophy of Religion**
3 credits
Focuses on the critical examination of the fundamental concepts, ideas, and implications of religion. Includes the nature of God, the varieties of religious experience, argument concerning God’s existence, the Problem of Evil, faith and reason, religion and human destiny, and the connection between religion and ethics.

**PHI 218- Environmental Ethics**
3 credits
Critically analyzes theories of value of the natural world. Topics include the relation between scientific and moral principles; theories of the moral worth of persons, animals, plants and other natural objects; historical, religious and cultural influences on conceptions of nature; alternative accounts of human relationships and responsibilities to nature, including deep ecology and eco-feminism; and the connection between moral and political values and economic policies.

**PHI 220- Philosophy of Death and Dying**
3 credits
Explores the major philosophical questions surrounding death and dying: the metaphysical arguments for and against the existence of a soul and life after bodily death, the epistemological assessment of arguments for the soul and life after death, the ethical justifications taken on positions such as rational suicide and physician assisted suicide, as well as a focus on philosophy’s existentialist contribution to questions about the meaning of life and the meaning of death.

---

Otero Junior College
— (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. 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: PHY 111

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, 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

PHY 213 - Physics III: Calculus Based Modern Physics
3 Credits
Expands upon PHY 212 and explores twentieth century advances in physics. Topics may include special and general relativity, quantum theory, atomic physics, solid state physics, nuclear physics, semiconductor physics and cosmology.

— (POS) POLITICAL SCIENCE —

POS 105 - 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
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

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
### Course Descriptions

**— (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 rangelands, 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. Prerequisite: 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. Prerequisite: REE 201.

**— (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

**SOC 231 - The Sociology of 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. This course is one of the Statewide Guaranteed Transfer courses.

**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. This course is one of the Statewide Guaranteed Transfer courses. Prerequisite: SPA 111 or permission of instructor.
### (SPA) SPANISH —

**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 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 - Theatre Appreciation**
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 108 - Theater Script Analysis**
3 Credits
Introduces students to methods of reading and analyzing literature for the stage. In addition, students will apply staging and design concepts in visualizing and analyzing how a play looks, sounds, and feels when produced. 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 intermediate 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 116 - Technical Theatre**
3 Credits
Introduces hands-on methods of constructing and painting scenery and properties and operating stage lighting. Students also learn the proper procedures of using shop equipment and serving on stage crews.

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

THE 188 – Practicum
 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 Greek-Renaissance
 Survey 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 212 - Development of Theatre Restoration to Modern
 Survey 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 215 - Playwriting
 Gives students the opportunity to learn and practice playwriting techniques, thereby improving creative writing skills. Elements of dramatic structure, dialogue, styles, and theatrical practices are emphasized. This course is one of the Statewide Guaranteed Transfer courses. GT-AH1

THE 231 – Theatre Production III
 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
 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.
State Board for Community Colleges and Occupational Education System

MEMBERS
Richard E. Martinez Jr., Chair  
6th District, (Unaffiliated)

Dr. Russ Meyer, Vice Chair  
4th District, (D)

Presley F. Askew  
7th District, (R)

Maury Dobbie  
2nd District, (R)

Jim Johnson  
5th District, (R)

Dr. Byron McClenny  
2nd District (D)

Theresa Pena  
At-Large, (D)

Ken Weil  
1st District, (D)

Jean White  
3rd District, (R)

NON-VOTING MEMBERS
Candace Garrod, Faculty Representative - Red Rocks Community College

Danielle Armstrong, Student Representative - Trinidad State Junior College

SYSTEM PRESIDENT
Dr. Nancy McCallin

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
Jack Johnson, La Junta

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
Betty Velasquez, La Junta
Jim Collins, Las Animas
Jeannie Larsen, La Junta
### Full-Time Administrators, Faculty, and Staff

**Addington, Gary B., Jr. (1997)**  
Athletic Director  
B.S., Colorado State University; M.S., Adams State College  
McDivitt Center Gym, Room 117, 719-384-6849

**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

**Bamber, Angela (2014)**  
STEM Grant Project Director  
B.S.B.A, Colorado Mesa University  
Wheeler Hall, Room 114, 719-384-6994

Arts Department Chair  
B.A., M.A., Colorado State University-Fort Collins  
Humanities Center, Room 150, 719-384-6820

**Beadles, Wayne (2003)**  
Math Faculty  
B.S., Colorado State University; M.A., University of Northern Colorado  
McBride Hall, Room 129, 719-384-6836

**Belew, Ryan (2015)**  
Agriculture Business Management Instructor  
A.A., Otero Junior College; B.S., Colorado State University-Pueblo  
Humanities, Room 145, 719-384-6855

**Berg, Lauren (2015)**  
Registrar  
B.S., University of Northern Colorado  
McBride Hall, Room 132, 719-384-6949

**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 School, 719-384-6867

**Boehme, Aubry (2015)**  
Head Women's Basketball Coach  
B.S., Colorado Mesa University; B.S., University of Wyoming  
McDivitt Center Gym, Room 201, 719-384-6829

**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

**Brown, Rana (2011)**  
Instructional Initiatives Director  
A.A., Otero Junior College; B.A., M.A., Adams State College;  
Macdonald Hall, Room 200, 719-384-6851

**Canaday, John (2012)**  
Physical Plant Director  
A.S., Otero Junior College; B.S., Colorado State University - Fort Collins  
Physical Plant, 719-384-6819

**Cartillo, Chris (2003)**  
Men's Baseball Head Coach  
B.A., M.A., Adams State College  
McDivitt Center Gym, Room 116, 719-384-6973

**Cox, Tejana (2009)**  
Nursing Faculty  
A.D.N., Otero Junior College; B.S.N., M.S.N., Grand Canyon University  
Life Science, Room 129, 719-384-6826

**Dehdough-Berg, Audrey (2015)**  
Dir. of Resource Development and Grant Management  
M.E., Carthage College  
McDivitt Hall, SCORE Center, 719-384-6997

**Doherty-Cardenas, Sierra (2013)**  
Women's Soccer Coach  
B.S., Eastern New Mexico University  
McDivitt Gym, Room 112, 719-384-6956

**Dorenkamp, Tammy (2004)**  
Business Technologies and Service Occupations Dept. Chair  
McDivitt Hall, Room 100, 719-384-6991

**Eddy, Donna (2015)**  
Instructional Services Programs Coordinator  
B.S., Adams State University  
Macdonald Hall, Room 200, 719-384-6884

**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

**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

Susan Goettel (2015) ..................................... STEM Grant Activities Director
B.A., University of Northern Colorado; M.A., University of Colorado - Denver
Wheeler Hall, Room 116, 719-384-6868

Grantham, Rebecca (2014) .......................... Institutional Researcher
B.S., Bob Jones University; M.A., University of Denver; M.A., University of Phoenix
Macdonald Hall, Room 112, 719-384-6912

Gray, Joel L. (1994) ..................................... Science Faculty
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., McNeese State University
Humanities, Room 145, 719-384-6855

Grimsley, Kim (2013) .............................. Vice President of Instruction
B.A., University of Northern Colorado, M.A., Adams State University
Macdonald Hall, Room 200, 719 384-6888

Hacker, Chris (2016) .............................. Head Wrestling Coach
B.A., University of Nebraska-Lincoln; M.A., University of Central Oklahoma
Humanities, Room 152, 719-384-6913

Hall, Allison (2012) ............................... Career Coach, Academic Advisor
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
Life Science, Room 132, 719-384-6837

Japhet, Shawn (2004) ......................... Disabilities Coordinator, Math Tutor
A.A., Otero Junior College; B.S., National American University
McBride Hall, Room 129 & 135, 719-384-6862

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 128, 719-384-6838

Full-time Administrators, Faculty, and Staff

Johnston, Jennifer (2009) .............................. Controller
A.A, Otero Junior College; B.S., University of Southern Colorado
Macdonald Hall, Room 210, 719-384-6941

Jud, Kim (2006) .................................. Testing Coordinator and GED Chief Examiner
Student Services, McBride Hall, Room 132, 719-384-6848

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

Kaether, 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

Keefe, 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

Kelley, Kimi (2012) ............................... English Faculty
B.A., Mesa State College; M.A., Adams 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 140, 719-384-6891

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

B.A., Adams State College
Learning Commons, 719-384-6883

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position and Years</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lopez, James</td>
<td>TRiO Student Support Services Transfer Advisor (2013)</td>
<td>B.S., McPherson College; Student Success Center/Learning Commons, 719-384-6815</td>
</tr>
<tr>
<td>Malott, Pat</td>
<td>Vice President, Administrative Services (1999)</td>
<td>B.S., Colorado State University; Certified Public Accountant; Macdonald Hall, Room 210, 719-384-6823</td>
</tr>
<tr>
<td>Matthew, Brooke</td>
<td>Agriculture Faculty (2013)</td>
<td>A.G.S., Northeastern Junior College; B.S., M.A., Colorado State University; McDivitt Hall, Room 135, 719-384-6864</td>
</tr>
<tr>
<td>McClain, Joe</td>
<td>Head Golf Coach (2012)</td>
<td>B.S., Fort Lewis College; M.S., University of Texas-Houston; Humanities Center, Room 147, 719-384-6893</td>
</tr>
<tr>
<td>McClure, Warren</td>
<td>Biology Faculty (2009)</td>
<td>B.S., M.S., University of Texas-Houston; Humanities Center, Room 147, 719-384-6893</td>
</tr>
<tr>
<td>McElroy, Diane</td>
<td>Nursing Assistant Director (1995)</td>
<td>A.D.N., Otero Junior College; B.S.N., University of New Mexico; B.N., University of Phoenix; Life Science, Room 126, 719-384-6899</td>
</tr>
<tr>
<td>McLeanan, Zeph</td>
<td>Instructional/Technical Specialist (2014)</td>
<td>Certificate, Lewis &amp; Clark Community College; Learning Commons, Wheeler Hall, Learning Commons, 719-384-6995</td>
</tr>
<tr>
<td>Miller, Kelsey</td>
<td>Assistant Financial Aid Director, Veterans’ Certifying Official (2012)</td>
<td>B.S., Adams State College; M.B.A., Adams State College; McBride Hall, Room 132, 719-384-6985</td>
</tr>
<tr>
<td>Miner, Rebecca</td>
<td>Assistant Controller (2011)</td>
<td>A.A., Otero Junior College; B.S., Colorado State University-Pueblo; Macdonald Hall, Room 210, 719-384-6842</td>
</tr>
<tr>
<td>Mitchell, Nancy</td>
<td>Perkins/Career &amp; Technical Education Compliance Director (1986)</td>
<td>B.S.W., Colorado State University - Fort Collins; McBride Hall, Room 151, 719-384-6800</td>
</tr>
<tr>
<td>Moore, Angela</td>
<td>Financial Aid Director (2011)</td>
<td>B.A., Colorado State University-Fort Collins; M.B.A., Adams State University; McBride Hall, Room 132, 719-384-6985</td>
</tr>
<tr>
<td>Mueller, Brenda</td>
<td>Psychology Faculty (2003)</td>
<td>B.A., M.A., University of Northern Iowa; Humanities Center, Room 151, 719-384-6827</td>
</tr>
<tr>
<td>Murray, Martina</td>
<td>Agricultural Faculty (2015)</td>
<td>B.S., University of Texas; M.S. and Ph.D, New Mexico State University; McDivitt Hall, Room 133, 719-384-6830</td>
</tr>
<tr>
<td>Myers, Mack</td>
<td>Agri-Business Management Faculty (2003)</td>
<td>B.S., M.S., Colorado State University; Ph.D., Oklahoma State University; Humanities Center, Room 145, 719-384-6855</td>
</tr>
<tr>
<td>Noll, Carol</td>
<td>Human Resources Director (2015)</td>
<td>M.A., Adams State University; Macdonald Hall, Room 221, 719-384-6824</td>
</tr>
<tr>
<td>O’Conner, Brendan</td>
<td>Men’s Basketball Coaching Assistant/Dorm Director Asst. (2007)</td>
<td>B.S., Northern State University; McDivitt Center Gym, Room 109, 719-384-6921</td>
</tr>
<tr>
<td>Ormiston, Samme</td>
<td>Business Faculty/Leadership Program Director (2003)</td>
<td>B.S., Oklahoma Panhandle University; M.B.A., Southwestern Oklahoma State University; McBride Hall, Room 111, 719-384-6850</td>
</tr>
<tr>
<td>Osborn, James</td>
<td>STEM and CTE Tutor (2009)</td>
<td>A.A., Otero Junior College; Student Success Center/Learning Commons, 719-384-6860</td>
</tr>
<tr>
<td>Paolucci, Jeffrey</td>
<td>Vice President of Student Services (1992)</td>
<td>A.A., Otero Junior College; B.S., M.B.A., University of Southern Colorado; McBride Hall, Room 132, 719-384-6833</td>
</tr>
<tr>
<td>Patrick, Rachel</td>
<td>Director of Small Business Development Center (2014)</td>
<td>B.S., M.B.A., University of Phoenix; McDivitt Hall, SCORE Center, Room 134, 719-384-6959</td>
</tr>
<tr>
<td>Petramala, Sarah</td>
<td>Grants and Data Coordinator (2012)</td>
<td>A.A., Otero Junior College; B.S., University of Northern Colorado; Business Office, Macdonald Hall, Room 210, 719-384-6844</td>
</tr>
<tr>
<td>Phillips, Debbie</td>
<td>Coordinator of Campus and Community Events (2002)</td>
<td>A.A., Otero Junior College; B.A., Adams State College; Macdonald Hall, Room 110, 719-384-6863</td>
</tr>
<tr>
<td>Phillips, Lenel</td>
<td>Math Tutor (2012)</td>
<td>A.A., Otero Junior College; McBride Hall, Room 129, 719-384-6840</td>
</tr>
</tbody>
</table>
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, 719-384-6628

Reeves, Cheryl (2012) .................................. Chair, Math and Science Department
B.S., Colorado State University-Pueblo; M.E., Lesley University; Ph.D.
McBride Hall, Room 129, 719-384-6864

Richter, Danielle (2012) ............................... Manager, Residence Hall
B.A., University of Colorado-Boulder
Wunsch Hall Office, 719-384-6675

Richter, Travis (2007) ............................ Assistant Men’s Baseball Coach, College Recruiter
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

Root, Denise (1990) ............................ Nursing and Health Occupations Director
B.S.N., University of Southern Colorado; M.S.N., Regis University
Life Science, Room 131, 719-384-6694

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, Kayzie (2015) .............................. Health Navigator Faculty
A.S., Otero Junior College; B.S., Colorado State University
Life Science, Room 118, 719-384-6854

Smith, Christopher (2012) ........................ Assistant Men’s Soccer Coach, College Recruiter
B.A., Colorado State University-Pueblo; M.S., California University of Pennsylvania
McDivitt Center Gym, Room 112, 719-384-6868

Full-time Administrators, Faculty and Staff

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, 719-384-6886

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

Striegel, Ron (2015) .............................. Health Navigator Faculty
B.A., Regis University; M.S., Capella University
McBride Hall, Room 107, 719-384-6963

Tarrent, Angela (2013) ......................... Medical Laboratory Technology Faculty
B.S., Southwestern Oklahoma State University
Life Science, Room 116, 719-384-6813

Trosper, Ryan (2014) ........................ Associate Vice President of Instruction
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
Humanities Center, Room 148, 719-384-6853

Tyacka, Lavona (2011) ........................ Career Coach for Allied Health
B.S., CU-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 Certicate Otero Junior College;
B.S., Colorado State University - Pueblo
McBride Hall, Room 140, 719-384-6882
**Full-time Administrators, Faculty and Staff**

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

Weaver, Casey (2008) .................................. Coordinator of Landscape Design
Physical Plant, 719-384-6941

Weaver, Genia (2001) .................................. Auxiliary Services Director
A.A., Otero Junior College; Vocational Certificate, Northeastern Junior College
Student Center, Room 104, 719-384-6890

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 130, 719-384-6897

B.A., Goshen College; M.Div., Eastern Mennonite Seminary
Student Success Center/Learning Commons, 719-384-6944

**PART-TIME FACULTY AND STAFF**

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

B.S., Colorado State University; M.E., Lesley University

Blevins, Kathleen (2016) .................. English Faculty
B.A., M.A., Adams State University

Bollacker, Cathrine (2012) ............... Medical Lab Technology Instructor
B.S., Colorado State University; Medical Technology Certificate, St. Anthony
Life Science, Room 102, 719-384-6816

Carrillo, Janet (2002) .................. Physical Education Instructor
A.A., Otero Junior College; B.S., B.A., M.B.A., CSU-Pueblo

Collins, Jim (2015) .................. Math Faculty
M.B.A., Touro University International

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

Folsom, Lea .................................. 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

Hale, Marianne (2015) .................. Art Faculty
B.A., Fort Hays State University

Hall, Talor .................................. Physical Education Instructor
A.S., Otero Junior College

Hague, Terry .................................. Nursing Assistant Instructor
A.D.N., Lamar Community College

Huff, Elizabeth ............................. Medical Laboratory Technology Director
B.S., University of Wyoming; M.S., University of Arizona
Life Science, Room 102, 719-384-6816

Jackson, Jeffrey (2003) .................. Business Instructor
A.S., Otero Junior College; B.S. Adams State University

Jackson, Jennifer (1999) .................. OJC Dance Director
A.A.S., Otero Junior College

Keith, RuAnn (2005) .................. English Faculty
B.A., Coe College; M.A., University of New Mexico; Ph.D., Georgia State University

Liddle, Deanna “Niki” (2013) ............... Nursing Instructor
A.D.N., Pueblo Community College; B.S.N. Grand Canyon University

Magdaleno, T’Neil (2016) ............... Fitness Center Associate
A.S., Otero Junior College
McDivitt Center Gym, Room 118, 719-384-6967

Maslov, Leo (2016) .................. Math Faculty
Ph.D. St. Petersburg University

McDade, Carl .............................. Humanities Faculty
A.A., University of Phoenix

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, Sandra (2013) .................. Nursing Instructor
B.S.N., Colorado State University; M.S.N., Colorado State University

Olson, Ashley .................. Assistant Softball Coach
A.S., Otero Junior College; B.A., William Penn University
McDivitt Center Gym, Room 112, 719-384-6918
PART-TIME FACULTY AND STAFF

Rees, Dean  (1999) ..................................... Music/Choir Instructor
B.M.E., University of Northern Colorado; M.M., Manhattan School of Music

Reeves, Larry  (2010) ..................................... EMS Instructor
B.A., Ashford University

Reid, Dave  (2015) ...................................... Criminology Faculty
EMS Certification

Rizzuto, Don  (1994) ..................................... Business Instructor
A.A., Otero Junior College; B.A., Southern Colorado State College

Robertson, Sylvia  (1999) .......................... 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

Romero, M.J.  (2010) ................................. Philosophy Instructor
B.A., University of Arizona; M.Div., D.Min., McCormick Seminary

Russell, Curtis (2014) ..................................... Agriculture Instructor
B.S., Kansas State University

Salas, Betty  (2008) ..................................... Nursing Faculty
B.S.N., M.S.N., Regis University

Shaffer, Taylor  (2015) .............................. Assistant Women's Basketball Coach
A.A., Otero Junior College

Shirley, Larry  (2012) ................................. Theater Technician
A.G.S., Otero Junior College

B.S., Colorado State University-Fort Collins

Smith, Kendra  (2015) ..................................... English Faculty
M.A., Adams State University

Smith, Terry  (2013) ..................................... Nursing Instructor
B.S.N., Southwestern College; M.S.N., Newman University

Thurman, Brittny  (2015) .............................. Assistant Women's Soccer Coach
B.A., Eastern New Mexico University

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

Archuleta, Tom  (2015) .............................. Pipes/Mechanical Trades
Physical Plant, 719-384-6818

Carrica, Ronald  (1995) ............................... Structural Trades II
Physical Plant, 719-384-6818

Encinas, 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

Physical Plant, 719-469-2613

Golden, Janet  (2014) ................................. Admin Assistant I
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, 719-384-6871

Horton, Rebecca  (2008) .............................. Accounting Technician I
Macdonald Hall, Room 210, 719-384-6838

Lease, Bsci  (1994) ................................. Administrative Assistant I
Nursing, Life Science, Room 133, 719-384-6896

Liming, Jacob  (2012) ................................. Security I
Physical Plant, 719-384-6818

Long, Kirby  ........................................... Grounds/Nursery
Physical Plant, 719-384-6818

Martinez, Ernest  (2000) ............................. Custodian II
Physical Plant, 719-384-6818

Montoya, Kim  (2015) ................................. Custodian I
Student Center, 719-384-6890
CLASSIFIED STAFF
Paugh, Kurt  (2008) ............................................ Custodian III
Auxiliary Services, Student Center, 719-384-6890

Peteque, Edward  (1985) ........................................... Maintenance Mechanic I
Physical Plant, 719-384-6818

Salazar, Felipe  (2015) ........................................... Custodian 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

Boettcher, Marlene (1991- ret. 2015) .................................... Human Resources Director

Cockrell, David (2011 - ret. 2014) .................................... Associate Vice President of Instruction

Fisher, Maxine (1989 - ret. 2011) ............................... Student Services

Florén, Roger (1987 - ret. 2008) ........................................... Physical Plant


Hammon, Junie (1975 - ret. 2004) ................................ Early Childhood Professions

Hensley, Judith (1965 - ret. 2007) ................................ Psychology

Hibbs, Salie (1975 - ret. 2009) ........................................... International Relations

Jaramillo, Sam (1981 - ret. 2005) ........................................... Physical Plant

Johnson, Ken (1979 - ret. 2005) ............................................. Electrician


Leininger, Barbara (2003 - ret. 2013) .................................... Math Faculty


Martin, Kent S. (1966 - ret. 2004) .................................... Biological Sciences


Martical, Susie (1978 - ret. 2008) ............................................. Human Resources Assistant

Mota, Catherine (1980 - ret. 2011) ........................................... Physical Plant

Newby, Ralph (1987- ret. 2013) ........................................... Chair Business Technologies/Service Occupations

Otteman, Carl (1992- ret. 2011) .................................... Director of Auxiliary Services

Petersen, Ken (2013 - ret. 2009) ........................................... Physical Plant

Salas, Betty (2008 - ret. 2014) ........................................ Nursing Faculty

Schiro, Jan (1978 - 2010) ............................................. Student Services

Simpson, Steve (2006 - ret. 2014) ..................................... Humanities Faculty and Theatre Director

Six, Becky (1991 - ret. 2008) ......................................... Educational Assistance Center


Stuchlik, Wayne W. (1947 - ret. 2007) ........................................... Director of Physical Plant

Stevenson, Abel (1975 - ret. 2011) ................................ English and Spanish Faculty


Walsh, Timothy F. (1970 - ret. 2004) ................................ English/Literature

Zumwalt, Alfred (1980 - ret. 2007) ................................ Security
N
Nail Technician Certificate Curriculum .................................................. 137
Nail Technician Courses .................................................................. 196
Natural Resources Courses ................................................................ 197
New Mexico State University Articulation Agreement ...................... 65
New Students .................................................................................. 28
Non-Discrimination Statement ......................................................... 18
Non-Resident Tuition and Fees ......................................................... 23
Non-Traditional Student Organization .............................................. 51
Northwest Oklahoma University Articulation Agreement .................. 65
Nursing Courses ........................................................................ 198-200
Nursing Assistant Certificate ................................................................ 141
Nursing Assistant Courses ................................................................ 197
Nursing Degree A.A.S Degree Curriculum ........................................ 123-126
O
OJC Dance Program ......................................................................... 62
OJC Hybrid Online Studies .................................................................. 56
OJC Hybrid Online Tuition ................................................................ 23
Oklahoma Panhandle State University Articulation Agreement .......... 65
Online Education Tuition and Fees (CCCOnline) .................................. 23
Online Registration ........................................................................ 41
Online Studies ................................................................................ 60-61
Organizations .................................................................................. 50-51
Organizational Chart ........................................................................ 214-215
Otero Junior College Scholarships .................................................... 46-48
Otero Players .................................................................................. 51, 62
Otero Junior College Advisory Council ............................................. 213
Otero Junior College Foundation and Board Members ............... 213
Other Costs ................................................................................. 34
Other Housing Options ..................................................................... 26
Other Student Information ................................................................ 34
Other Student Services ..................................................................... 40
P
Part-Time Employment ..................................................................... 45
Part-Time Staff and Instructors .......................................................... 224-226
Part-Time Student Financial Aid ......................................................... 45
Part-Time Student Honors List .......................................................... 37
Payment, Tuition and Fees ................................................................. 25
Permanent Records (Transcripts) ......................................................... 37
Pesticide Application Certificate ......................................................... 141
Phlebotomy Certificate Curriculum .................................................. 142
Phi Theta Kappa ........................................................................... 51
Philosophy A.A. Degree Curriculum ................................................ 100
Philosophy Courses ....................................................................... 203
Physical Education Courses ............................................................... 200-202

Physics A.S. Degree Curriculum .......................................................... 101
Physics Courses ........................................................................... 204
Placement Testing ........................................................................... 31-32
Political Science Courses ................................................................... 205
Political Science A.A. Degree Curriculum ......................................... 102
Post Secondary Options Act for Students (High School Students) .... 29
Practical Nursing Certificate Curriculum ......................................... 143-146
Practical Nursing Admission Procedure .......................................... 143
Practical Nursing Graduation Requirements ..................................... 144
Practical Nursing Legal Requirements for Licensure ......................... 144
Practical Nursing Certificate Curriculum Traditional Schedule ........ 145
Practical Nursing Certificate Curriculum Evening and Weekend Schedule .... 145-146
President's Honor List ..................................................................... 37
President's Leadership Program (PLP) .............................................. 66-67
Private Donor Scholarships ............................................................... 44
Private Homes (Living Accommodations) .......................................... 26
Probation (Academic) ...................................................................... 11
Procedure for Documentation of Disability ......................................... 28, 55
Psychology A.A. Degree Curriculum .............................................. 103-104
Psychology Courses ...................................................................... 205-206
Public Information and Student Record Security ............................. 35
Publications ................................................................................... 50

R
Range Management Courses ............................................................. 206
Rattler News .................................................................................... 50
Reading Courses ............................................................................. 206
Re-admit Student .......................................................................... 28
Real Estate Certificate Curriculum .................................................. 146
Real Estate Courses ........................................................................ 207
Records and Transcript of Credits .................................................... 26
Recreation Courses ......................................................................... 206
Refund/Repayment Policy ................................................................. 25
Registration ..................................................................................... 33
Repitition of Courses ...................................................................... 34
Residence Hall ................................................................................. 26
Residency Classification .................................................................. 31
Resources for Victims of Sexual Misconduct ..................................... 19
Right-to-Know (Student) .................................................................. 13

S
Scholarships .................................................................................... 46-48
Science Courses ............................................................................. 207
Science Club ................................................................................... 51
Senior Citizen Scholarships .............................................................. 25
Services for Students with Disabilities .............................................. 28, 55
Sexual Harassment Statement ......................................................... 18
Sociology A.A. Degree Curriculum ................................................... 105
Sociology Courses ........................................................................... 207
Soil and Crop Science A.S. Degree Curriculum ............................... 106