Welcome To Pickens Technical College
A Great Place To Start

Whether you are just starting your education or are starting over, Pickens Tech is the perfect place to put you on the path to your dream career!
Fall 2018

Fall Semester Classes/ First Quarter Begins................................................................. August 7
Labor Day ( No Classes).......................................................................................................September 3
First Quarter Ends...............................................................................................................October 11
Teacher Work Day (No Classes).........................................................................................October 12
Second Quarter Begins.......................................................................................................October 22
Fall Recess............................................................................................................................October 15-19
Conference Exchange Day (No Classes)............................................................................November 21
Thanksgiving Recess (No Classes).....................................................................................November 22- 23
Fall Semester/Second Quarter Ends...................................................................................December 20
Teacher Work Day (No Classes).......................................................................................December 21
Winter Recess (No Classes).................................................................................................Dec 24-Jan 4

Spring 2019

Registration for Spring Semester.......................................................................................TBA
Spring Semester Classes/Third Quarter Begins................................................................January 7
Martin Luther King Jr. Day (No Classes).............................................................................January 21
Teacher Inservice (No Classes)..........................................................................................January 31
Conference Exchange Day (No Classes)..........................................................................February 1
President’s Day (No Classes)............................................................................................February 18
Third Quarter Ends.............................................................................................................March 7
Teacher Work Day (No Classes).......................................................................................March 8
Fourth Quarter Begins.......................................................................................................March 11
Spring Break (No Classes)..................................................................................................March 25-29
Certificate Awards Ceremony (No Classes)......................................................................May 21
Spring Semester/Fourth Quarter Ends...............................................................................May 23
Teacher Workday.................................................................................................................May 24

Registration dates are subject to change. Please see our website at www.pickenstech.org for current dates.

500 Airport Boulevard Aurora, Colorado 80011    303-344-4910   www.pickenstech.org
# TABLE OF CONTENTS

## General Information
- Academic Calendar .................................................. 3
- Admissions, Registration & Records ............................. 8
- Standards & Conduct ................................................. 18
- Student Services ..................................................... 20
- Tuition Table .......................................................... 88
- Staff List ...................................................................... 89

## HOSPITALITY, HUMAN SERVICES & EDUCATION
### Human Services
- Barber ........................................................................ 32
- Cosmetology ................................................................ 40
- Culinary Arts ............................................................. 44
- Esthetician ................................................................... 53
- Marketing: Hospitality & Tourism ................................. 60
- Nail Technician ........................................................... 69

## SKILLED TRADES & TECHNICAL SCIENCES
### Transportation, Distribution & Logistics
- Automotive Technology .............................................. 29
- Collision Repair Technology ....................................... 35
- Diesel Technology ..................................................... 52
- Motorcycle Service Technology ................................. 65

## HEALTH SCIENCES & PUBLICATION ADMINISTRATION
### Health Sciences
- Dental Assisting ......................................................... 49
- Medical Assistant ..................................................... 62
- Nurse Aide ............................................................... 71
- Pharmacy Technician ............................................... 72
- Practical Nursing ..................................................... 73
- Respiratory Care ....................................................... 78

## ARTS, DESIGN & INFORMATION TECHNOLOGY STEM
### General Electronics Technology ............................... 56

## MANUFACTURING
### Advanced Manufacturing ........................................ 26
### Welding ................................................................. 86

## DESIGN & ARTS
### Multimedia Graphic Design .................................... 67
### Professional Photography ....................................... 76

## INFORMATION TECHNOLOGY
### Cyber Technician .................................................... 47
### Mobile Apps ........................................................... 64

## ARCHITECTURE & CONSTRUCTION
### Construction Technology ....................................... 38
### Heating & Air Conditioning Service Technician .......... 58
### Facilities Maintenance Technician ............................ 55

## AGRICULTURAL & ENVIRONMENTAL SCIENCES
### Urban Horticulture and Landscape Management ........ 82
### Veterinary Assistant ............................................... 84
PICKENS TECHNICAL COLLEGE VISION STATEMENT

PICKENS TECHNICAL COLLEGE PREPARES ALL STUDENTS FOR POST-SECONDARY WORKFORCE READINESS (PWR).

PICKENS TECHNICAL COLLEGE MISSION STATEMENT

PICKENS TECHNICAL COLLEGE PREPARES UNSURPASSED, EQUITABLE CAREER AND TECHNICAL EDUCATION.

AURORA PUBLIC SCHOOLS MISSION STATEMENT

TO TEACH EVERY STUDENT WITHIN A SAFE ENVIRONMENT THE KNOWLEDGE, SKILLS AND VALUES NECESSARY TO ENTER COLLEGE OR CAREERS AND BECOME CONTRIBUTING MEMBERS OF SOCIETY WHO FLOURISH IN A DIVERSE, DYNAMIC WORLD.

Non-Discrimination Policy

Aurora Public Schools does not discriminate on the basis of disability or sex in admission to its programs, services or activities, in access to them, in the treatment of individuals with disabilities or in any aspect of their operations. Aurora Public Schools does not discriminate also on the basis of disability or sex in its hiring or employment practices. Detailed grievance procedures for persons who believe they have been victims of sex or disability discrimination have been developed. Ask for the coordinator designated below for a copy of regulation ACA-R (sex) or ACE-R (disability). This notice is provided as required by Title IX of the Education Amendments of 1972 and by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. This notice is available from the compliance coordinator in large print, on audio tape and in braille. Questions, complaints or requests for additional information regarding the ADA, (Americans with Disabilities Act of 1990) Section 504 and Title IX may be forwarded to the designated ADA, Section 504 compliance coordinator.

<table>
<thead>
<tr>
<th>Name and Title:</th>
<th>Brandon Eyre, Legal Counsel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Address:</td>
<td>15701 East 1st Ave.</td>
</tr>
<tr>
<td></td>
<td>Suite 100</td>
</tr>
</tbody>
</table>

Phone: Days/Hours Available  
(303) 344-8060 Monday -Friday,  
7:30 a.m. - 4:30 p.m.

Although this catalog was prepared on the basis of the best information available at the time, all information (including the District calendar, admission and graduation requirements, course offerings and course descriptions, and statements of tuition and fees) is subject to change without notice or obligation. Pickens Technical College is an affirmative action/equal opportunity institution. For current calendars, tuition rates requirements, deadlines, etc., students should refer to the Schedule of Courses for the semester in which they intend to enroll, which can be found on the Pickens Technical College website at www.pickenstech.org.
Pickens Technical College provides complete career and technical certificate programs and individual courses in many vocational and technical areas of study for post-secondary and adult levels of training. These programs, which are in conformity with the guidelines of the Colorado Community College System, provide: (a) pre-employment training for those who are preparing to enter an occupation and (b) retraining, upgrading, or occupational advancement for those already employed. In addition, Pickens Technical College cooperates with several community colleges to provide technical training in several areas of study which may be a part of an Associate of Applied Science Degree in Management (Tech Management Emphasis), an Associate of Applied Science Degree in Applied Technology, or an Associate of General Studies Degree awarded by the community colleges. See page 25 for more information.

Pickens Technical College provides a variety of student support services including: advising, guidance and counseling, testing and assessment, tutoring, instruction, financial aid, job readiness and job coaching. Students needing in-depth remediation are referred to the Community College of Aurora for services. Students interested in obtaining the GED certificate may do so on the Pickens Technical College campus. For more GED information, please call (303)326-2112.

The programs of study at Pickens Technical College are credit generating and meet Vocational/Adult Accreditation Standards recommended by program advisory committees, the Colorado Community College System, the Colorado Commission on Higher Education, Council on Occupational Education and the US Department of Education. In addition, several programs are accredited by state and national accrediting agencies. Pickens Technical College provides special adult offerings and short courses needed for upgrading vocational and technical skills depending upon demand and resources.

**PICKENS TECHNICAL COLLEGE PHILOSOPHY & OBJECTIVES**

The philosophy of Pickens Technical College is to provide programs and learning activities which will meet the employment needs of the individual and the business community. Pickens Technical College also makes the firm commitment that all coursework will incorporate well-defined objectives, keeping abreast of technological and industrial changes, and offer curriculum which will help develop the total individual. The following objectives express specifically the philosophy of Pickens Technical College:

A. To provide trainees with the opportunity to acquire the skills, knowledge, work habits, and attitudes required for successful employment.

B. To encourage students to work well with others while maintaining their own ideas, views, and standards.

C. To provide trainees with a curriculum that is sufficient in depth, scope, and length to insure adequate preparation for employment.

D. To evaluate trainees in a realistic manner which parallels the standards of business and industry.

E. To utilize advisory committees in assisting existing programs and initiating new programs to meet the labor needs of the community.

F. To provide trainees with the opportunity to develop leadership abilities through involvement in vocational student organizations.

G. To meet the needs of trainees by providing counseling, assistance in job placement, and student financial assistance.

H. To provide special services to meet specific individual needs including personal, physical, and mental capacities, attitudes, and interests.

I. To provide trainees with the opportunity to develop additional knowledge and skills to change occupational goals or for career mobility within an occupational area.
J. To provide training in an environment similar to business and industry while maintaining an atmosphere conducive to learning.

K. To promote high standards in trade ethics, workmanship, scholarship, and safety.

L. To provide competent administrators, teachers and support personnel necessary to develop, operate, and maintain a quality training facility.

M. To develop a greater awareness for vocational education within the school district and the community.

N. To cooperate with the area high schools, the Community Colleges, and the agencies necessary to meet the career and technical education needs of the community.

ADVISORY COMMITTEES

Each certificate program has an advisory committee consisting of representatives from education, business, and industry. The committee assists the instructional staff and administration in helping to keep program up-to-date with recommendations for curriculum content, equipment selection, and job-placement opportunities.

FACULTY & STAFF

All faculty and administrators have credentials for their work assignments from the Colorado Community College System. In addition, most full-time faculty hold a teaching certificate or license from the Colorado State Department of Education. These credentials require each faculty member to have several years of experience working in the subject field as well as formalized education and specialized training. Note: Visit www.pickenstech.org under “Contact Us” to view a complete list of our faculty and staff.

SCHEDULE, STAFF, AND COURSE CONTENT CHANGES

The School reserves the right to cancel, discontinue, re-schedule, or combine classes and to change instructors. Classes may be canceled if fewer than the required minimum number of students register.

School Calendar
Pickens Technical College follows the Aurora Public Schools calendar regarding the starting and ending of classes and the scheduling of holiday vacations and staff inservice. Students should refer to the current semester schedule of classes for the most accurate calendar information or www.pickenstech.org

Emergency Cancellation of Classes
If classes are canceled, Aurora Public Schools will notify major radio and television stations. When day classes are canceled prior to the start of the school day, evening classes will also be canceled.
WEBSITE
Students can find information about Pickens Technical College online. The school’s website address is www.pickenstech.org. It hosts a current description of programs and services available to students, and a calendar of activities. Students may apply for enrollment online or in person.

INSTITUTIONAL LIABILITY
Pickens Technical College disclaims liability for any kind of injury, illness, or for loss of or damage to personal property brought on to school property. Students are expected to provide their own protection for such losses. Every reasonable effort is made by school authorities to provide a safe environment in which to work and learn.

REPORTING AN INCIDENT
Students are encouraged to report all occurrences that endanger the lives and well-being of our school population. Suspicious and criminal behavior should be reported immediately to school administration. Appropriate police/sheriff’s departments will be notified. These community agencies will take appropriate legal action. To find data and statistics in compliance with the Jeanne Clery Act for reporting criminal offenses:

http://www.pickenstech.org/left-nav/dean-of-students-office.aspx
All criminal and illegal activity statistics are collected by the Dean of Students.

STUDENT RIGHT-TO-KNOW & CAMPUS SECURITY ACT
CAMPUS SECURITY AWARENESS It is the goal of Pickens Technical College to provide a totally safe environment for its students. In this effort, there are several campus security policies, including:

A. Students do not have access to campus facilities unless supervised by an instructor.

B. Any member of the campus community is expected to report suspicious and criminal actions to administration.

C. The student parking lot is monitored regularly for suspicious activities and possible thefts.

D. Visitors must sign in at the receptionist’s desk in the main office.

F. Doors (except the main doors) of all buildings are locked at 4:30 p.m. daily.

G. The Aurora Police Department and/or Arapahoe/Adams County Sheriff’s Department are notified immediately regarding thefts and drug or alcohol usage. Student responsibilities for health and safety are covered on page 19.
ADMISSION TO CERTIFICATE PROGRAMS

ADMISSION POLICY
Admission requirements at Pickens Technical College are listed within this section. Enrollment includes individuals from the metropolitan area and state, from a wide variety of backgrounds and age groups. Applications for admission should be submitted well in advance of the desired entry date. Applicants are encouraged to apply at least 6-8 weeks prior to the semester of attendance. This will allow adequate time to process financial aid materials, meet with an advisor to schedule classes, and register for classes. All registration for classes is held at Pickens Technical College. Early application is encouraged for all programs. Registration steps are outlined in this section.

A. All students must submit an application for admission prior to registration. Students may apply online at www.pickenstech.org. Go to the “Register” link and complete “Step 1.”

B. All certificate programs require an admissions process. Please refer to program area and/or call an advisor/counselor to inquire about requirements of the program.

C. Individuals applying for financial aid must have a high school diploma or completed the GED.

D. Late enrollments are accepted in most classes through the first week of class, subject to space availability.

E. Students enrolled in a post-secondary program prior to the current term who have interrupted their training will be registered as new students. When possible, every effort will be made to permit re-enrollment to enable completion of the program.

F. All financial obligations to Pickens Technical College from previous terms must be paid in full prior to continuing enrollment or readmittance. Payment for classes is due at the time of registration.

G. Veterans must report all previous education and training to the Financial Aid Office.

H. A student’s success in a program may depend on the individual’s personal interest, aptitude, and physical qualifications required for each program. The philosophy of the staff is that the student should be able to benefit from the instruction and that there is a reasonable chance the student will be able to complete requirements which will enable job entry employment or advancement in the occupation.

I. The school does not require a physical examination as a general condition of admission but reserves the right to require evidence of good health in individual instances. Some programs will require a physical examination upon acceptance into the program.

J. When a certificate of completion is granted, it is considered that program competencies have been met unless the student has previously stated in writing additional requirements needed to satisfy long-range objectives. This additional training must receive special administrative approval.

K. A student who is enrolled for 12 or more credits per semester is considered to be a full-time student.

L. Career and Technical programs are available to adult students. Any person, 16 years of age or older, who has or has not completed high school may be granted admission as a post-secondary student.
**RESIDENCY REQUIREMENTS**

Colorado residents and non-residents may attend Pickens Technical College. Resident classification impacts tuition rate. Students will be classified as an in-state or out-of-state student according to the information on the application for admission. Residency requirements are determined by the Colorado Tuition Classification Law (sections 23-7-101 to 105 of the Colorado Revised Statutes).

To qualify for in-state tuition, a student (or the parents or legal guardian if the student is under 23 years old and not emancipated) must have been domiciled in Colorado for 12 or more continuous months immediately preceding the first day of classes. Domicile for tuition purposes is determined by two factors: the ability to show a permanent place of residence in Colorado, and the ability to demonstrate intent to remain in Colorado. Several ways to prove intent to remain include providing evidence such as:

A. Paying Colorado income taxes.
B. Being permanently employed in Colorado.
C. Owning residential Colorado real estate.
D. Holding a Colorado driver’s license or vehicle registration.
E. Registering to vote.

Any student who has been classified as an “out-of-state resident,” and who believes he/she can qualify as a resident may secure a petition for change of residency status from the Registration Office. It is the student’s responsibility to ensure that petitions and all supportive documentation are on file in the Registration Office no later than ten (10) class days after the first day of classes of the semester they wish to receive/change their residency status. The Registration Office cannot assume responsibility for mailed petitions that arrive after the deadline; petitions will not be accepted after the end of the second week of the term.

**Immigrant and Non-Immigrant Aliens**

Immigrant and non-immigrant aliens must show their Resident Alien card or visa to determine residency for tuition purposes.

**Residency Appeal Process**

In cases where the student does not agree with the decision of the tuition classification officer, he/she may request that administration appoint an appeal committee. This appeal committee will review the residency petition and supporting documentation to make a final determination of residency.

**Military Personnel**

Active duty military personnel and their dependents upon moving to Colorado on a permanent-change-of-station (PCS) basis are eligible for resident tuition rates. Before registering at Pickens Technical College, they should contact the nearest Military Education Office in order to complete and have the tuition classification certification form approved by the Education Officer. The form is to be presented at the Registration Office at the time they register for a class.
ADMISSIONS, REGISTRATION, AND RECORDS

REGISTRATION

APPLICATION INFORMATION
New students seeking admission to full-time post-secondary certificate programs must consult with a counselor/advisor.

Any student planning to use any form of financial aid to attend school should contact the Financial Aid Office at least six to eight weeks in advance of registration in order to provide adequate time to process information. Applications submitted any later may not be completed in time to pay tuition and fees when the student registers. Such students need to be prepared to pay their own tuition and fees when they register. No student will receive financial aid of any kind until after he/she has been admitted as a student by the Admissions/Registration Office. Any student planning to seek an Associate of Applied Science or General Studies Degree from the Community College of Aurora, or from another Community College, upon completion of a Pickens Technical College program should notify the Registration/Records Office and also make that fact known with the Community College of choice.

DROP/WITHDRAWAL POLICY
A student may officially drop from a class or program during the first 15% of class without having a grade recorded. Students who withdraw from class or a program after the first 15% of the class will have a grade of “W” recorded in the permanent records. Students may not receive a withdrawal grade from a course after 75 percent of the scheduled time of the course has been completed. A letter grade will be given. Students who plan to discontinue class attendance should complete a withdrawal form in the Registration/Records Office as soon as possible after the decision has been made. Refund, if any, is determined by the date the student officially submits the form to Registration.

PROCEDURE TO DROP/WITHDRAW FROM A CLASS OR PROGRAM
When a student registers for a class or program, space is reserved under the assumption the student plans to complete the course(s). A student record is started in the Registration Office computer. To drop or withdraw from a class or an entire program, the student must go to the Registration/Records Office to have an official drop/withdrawal form completed. Telephone requests are not accepted. Until a student officially drops/withdraws at the Registration Office, the enrollment remains active with absences and grades recorded.

STUDENT RECORDS

CHANGE OF ADDRESS
It is the responsibility of each student to notify the Registration/Records office of any change of address, name, telephone number, or other change that will affect his/her permanent or financial records.

PERMANENT RECORDS
A permanent record is maintained on each officially enrolled student. The record lists course numbers, course names, course credit hours, and course grades. The student may request to examine his/her record with a member of the Registration/Records Office staff or a school counselor.
STUDENT RECORDS CONTINUED


REQUEST FOR TRANSCRIPTS

Students who wish to have a copy of their Pickens Technical College transcript sent to another educational institution, to a prospective employer, or for personal use must complete a Request for Transcript from at the Registration Office. A fee of $5 per copy will be charged. Transcripts will not be available for any student who has not fulfilled all financial obligations. A one-week period of time should be allowed from the time of the receipt until the time the transcript is mailed.

FAMILY EDUCATION RIGHTS & PRIVACY ACT OF 1974

In compliance with the Family Education Rights and Privacy Act of 1974, also known as the Buckley Amendment, institutions of higher education such as the post-secondary program at Pickens Technical College are required, on an annual basis, to inform students of their rights under the Act and to enumerate its basic provisions. The following statement constitutes such notice: Under the Act, a student 18 years of age and older at post-secondary institutions has the right to inspect and review all official records, files and data directly related to the student, including all material that is incorporated into the student’s cumulative record file. The student shall have the right to challenge the contents of personal education records and has a right to have a hearing to ensure that the records are accurate. Student names and current enrollment status at Pickens Technical College are considered public information. Pickens Technical College will respond to inquiries in this regard, whether they are made in person, by phone, or in writing. Other items are also considered public information, but students can prevent their disclosure by filing a written request with the Registration Office that they be withheld unless written permission is granted. The following items may appear in school directories and publications or be disclosed by staff to anyone inquiring in person, by phone, or in writing:

A. Classes, program or division.
B. Date of enrollment.
C. Number of hours currently taken or completed previously.
D. Certificates earned.
E. Honors received.

Student names may be released for graduation listings, and lists of special awards, honors, and events may be released to the news media. All other information contained in student records is considered private and not open to the public without written consent. Only the following individuals, because of their official function, have access to this information:

A. Pickens Technical College officials.
B. Officials of other schools or colleges where the student intends to enroll.
C. State or federal educational authorities.
D. Officials requesting information in connection with a student’s application for financial aid.
E. State and local officials requiring reporting data.
F. Accrediting organizations.
G. Parent(s) of a dependent student (proof of dependency may be required).
H. In compliance with a judicial order.
I. In case of an emergency to protect the health, safety, or welfare of the student or other persons.
ADMISSIONS, REGISTRATION, AND RECORDS

TUITION

TUITION & FEES
Tuition and fees for post-secondary programs are reviewed annually by the school and various state agencies. Tuition for Pickens Technical College is determined by the Aurora Public Schools Board of Education and is subject to change. The schedule of course offerings published each semester will list the rate of tuition fees and other charges. Students who do not meet in-state residency requirements for higher education as enacted by the Legislature and promulgated by State policy and procedures are required to pay more for their education. At Pickens Technical College this is calculated at two times the residency rate. In addition to tuition, various student and academic fees have been established and approved by the governance board. Fees are charged to recover some of the costs of providing services and programs. Fees are subject to change without notice. General supply and material fees are assessed to help defray costs of supplies and equipment. In certain high cost programs such as Health Occupations, Professional Photography, and others, special fees or surcharges may be charged upon enrollment. Tuition and fees are assessed and collected each term in accordance with Colorado Commission on Higher Education rules and regulations. The Counseling office and Registration have information about approximate costs for such items as tools, uniforms, and insurance, which are required in some programs.

REFUNDABLE FEES
These fees are refundable up to the census date if dropped with the accompanying class(es):

A. College Fee: Pay a credit hour fee, up to 18 credits for full time students, to help fund general operations of the school.

B. Lab/Course Fee: Some courses are assessed an additional lab/program fee to defray extra costs of materials, supplies, and equipment. For example, due to the lower teacher student ratio enforced by accreditation agencies, there is a clinical fee in many of the Health Occupations programs.

C. Program Fees.

NON-REFUNDABLE FEES
A. Student Enrollment Fee: A non-refundable student enrollment fee paid each semester to offset enrollment processing and records costs. See current tuition fee schedule.

B. Tuition Refund Fee: $20 processing fee for classes dropped from the first day of class through refund date.

C. Challenge Fee: A $20 per credit hour fee for course challenge. Used to offset instruction costs, materials and processing costs. See Credit for Prior Learning section for specific procedures.

D. Portfolio Review Fee: A $25 per hour one-time fee for review of life experiences to seek credit for prior learning. Used to cover the direct cost of review by staff.

E. Deferred Payment Fee: A $10 processing fee to cover costs of handling the deferred payment.

F. Academic Transcript Fee: $5 per transcript. Used to offset printing costs, mailing and telephone charges.

G. Replacement Certificate: $10.00 fee for each replacement certificate. Must be requested within one year of graduation.

H. Replacement of student identification card: $5.00 processing fee.

PAYMENT OF TUITION & FEES
A student, by the act of registering, automatically incurs a financial obligation to Pickens Technical College. This obligation must be satisfied by appropriate payment. This means that a student who registered for one or more classes is obligated to pay the full amount of the tuition and fees whether or not the student attends class. Failure to pay tuition and fees may result in cancellation of a student’s registration. Unpaid accounts will be forwarded to a collection agency that may impact the student’s credit rating and may result in additional collection fees, attorney fees, interest or other costs. Pickens Technical College will not be able to register a student, provide semester grades or final transcript to any student or former student who has any financial obligations.
DEFERRED PAYMENT
Deferred payment is available at the time of registration for tuition in excess of $300. All fees and 50 percent of tuition costs must be paid on the day of registration. The remaining balance is due in two or three installments. A $10 non-refundable processing fee is to cover the cost of handling the deferred payment. An additional $10 non-refundable charge is assessed for each late payment. If a student has incurred a late fee, the student will not be eligible for another deferred payment for the remainder of the school year.

AUDIT OF COURSES
Students who wish to attend class without earning credits may register on an audit basis by registering for the course and completing the Request for Audit form. Registration and tuition are the same as for credit courses. Changes to or from audit status must be made on or before the refund date for the class. Under this option, students are not held to standard attendance requirements nor required to take examinations. An “AU” will be recorded in the student’s transcript which is not calculated into the GPA.

REFUND POLICY
The refund policy for Pickens Technical College is based on the fact that tuition provides a portion of the cost of education. When a student enrolls in a program/class, he/she reserves a place which cannot be made available to another student until he/she officially drops the program/class. In addition, a student’s original enrollment represents a sizable cost to the State of Colorado whether or not he/she continues in the program/class. Refunds, when due, are made without requiring a request from the student.

A. One hundred percent (100%) refund, less $20.00 processing fee and less additional fees for high cost programs, is granted to students for classes dropped from the first day of class through refund date. Refund date is the date when 15% of the scheduled class time has occurred.

B. No refund will be given for fees and other obligations not retrievable by the institution.

C. No refund will be given once 15% or more of the scheduled time for the class has elapsed.

D. When the class section is canceled due to lack of enrollment or other cause, the school will notify the student and the student is entitled to a 100% refund. Students may come to the Registration/Records Office and choose from the class sections still available to substitute for the canceled class or apply for a refund.

E. Records will not be released until all obligations to Pickens Technical College are fulfilled.

F. A student receiving financial aid who withdraws during the semester may be required to repay a portion of the financial aid. For more information concerning the methods of determining when a repayment may be due, contact the Financial Aid Office or refer to the Financial Aid Handbook.

G. Students whose tuition is being paid by an agency or third party are responsible for their tuition if the agency or third party does not pay.

H. Refunds, when due, are made without requiring a request from the student and are made within 45 days (1) of the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student.
CERTIFICATE OF COMPLETION AWARDS

Students who complete all certificate program requirements, and who meet the specifications set forth in the Standards of Progress, and who complete all financial obligations to Pickens Technical College are eligible to receive a Certificate of Completion. Students will be recommended for the certificate by their instructor(s). The instructor will validate that all requirements have been met. Students are encouraged to participate in the certificate awards ceremony. All certificates will be mailed upon completion of the grade verification process after the end of the semester.

STANDARDS OF PROGRESS

To maintain the required Standards of Progress in a program or an individual course, a student must meet the minimum requirement of having an average grade of “C” or better in all courses in the approved schedule.

Failure to maintain a satisfactory Standard of Progress may result in the following actions:

A. Being placed on academic probation.
B. Dropped from program status. Note: Students may re-enroll in individual course(s) for which prerequisites are met.
C. Denied re-admission if student has failed to meet standards twice in a school year. Student must prove to the satisfaction of the school administration that circumstances have changed.

Administration, in conjunction with Registration/Records, instructors and advisors, is responsible for administering and supervising the Standards of Progress. The student is entitled to request a hearing regarding such a dismissal.

GRADING POLICY

The Registration/Records Office mails the student grade reports at the end of each semester. Students will also receive regular feedback on class progress during the term of the course.

<table>
<thead>
<tr>
<th>Grading System</th>
<th>Quality of Work</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>93-100</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>82-92</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>71-81</td>
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<tr>
<td>D*</td>
<td>Below Average</td>
<td>60-70</td>
</tr>
<tr>
<td>F*</td>
<td>No Credit</td>
<td>Below 60</td>
</tr>
<tr>
<td>I*</td>
<td>Incomplete</td>
<td></td>
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<tr>
<td>S</td>
<td>Satisfactory</td>
<td></td>
</tr>
<tr>
<td>U*</td>
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<tr>
<td>W</td>
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<tr>
<td>E</td>
<td>Challenge Exam</td>
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4-Point Grading System

<table>
<thead>
<tr>
<th>Grade Symbol</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D*</td>
<td>1</td>
</tr>
<tr>
<td>F*</td>
<td>0</td>
</tr>
</tbody>
</table>

* Note: A grade of “C” or above is required in all courses meeting the requirements to earn a program Certificate of Completion.
REPEATED COURSES: Students may repeat a course ONCE. Students who want to repeat more than once require administrative approval. Students who receive a “D” or “F” in a course may repeat the course for a better grade when the course is next regularly scheduled or through arrangements with the instructor. Students must register and pay tuition for each course repeated. All grades will appear on the transcript.

GRADE QUALITY OF WORK INDICATED BY SYMBOL

A Excellent achievement. Exceedingly high quality of work as demonstrated by ability to master outcomes of the course.

B Above average achievement. Highly satisfactory work in required areas of the course.

C Average achievement. Proficiency in most of the course requirements/quality of work usual for this course.

D Below average achievement. Some proficiency in course requirements, accompanied by unacceptable performance. Will not count toward certificate requirements.

F Failing. Course requirements have not been met satisfactorily. Will not count toward certificate requirements.

I Incomplete. A temporary grade where 75% of the coursework has been satisfactorily completed, but due to reasons beyond the student’s control, the work of the course can not be completed at this time. An incomplete grade does not permit the student to re-enroll in the class again without payment of tuition. An “I” grade must be completed no later than the end of the semester immediately following the assignment of the “I” grade not counting summer term (for spring term this means during the next fall semester). If no grade change form is received from the instructor by the last day of the term, the “I” grade will revert to an “F” grade. This incomplete policy is referenced to post-secondary students only. Secondary students must meet APS Board of Education requirements.

S Satisfactory: Credit received. The student has demonstrated mastery or achievement of course objectives. Not computed in GPA. Counts toward certificate requirements.

U Unsatisfactory: Indicates student has not demonstrated mastery or achievement of course objectives. Not computed in GPA. Will not count toward certificate requirements.

W Withdrawal: Transcripted grade received by student who withdraws from the course after 15%, but before 75%, of the course has expired.

AU Audit: Transcripted for a student who is taking a course without earning credits. Not computed in GPA.

E Challenge Exam was passed successfully. Counts towards certificate requirements. Not computed in GPA.

ACADEMIC DUE PROCESS

In cases where academic matters are in question or where an instructor’s judgement is in question, the first contact for resolving the matter should be with the instructor. The next line of appeal is an advisor. If the student is still not satisfied, he/she may request that administration appoint an academic appeal committee to mediate the appeal.

CREDIT FOR PRIOR LEARNING

Currently enrolled students (registered and tuition/fees paid) may be awarded credit for prior learning which has been acquired through traditional coursework, nontraditional school work, or other life experiences to meet partial certificate credit requirements. For prior learning to qualify for course credit it must be comparable to the Pickens Technical College post-secondary course content and must relate to the student’s occupational objective. No more than 75 percent of the certificate program requirements may be met through credit for prior learning. The methods of credit for prior learning are as follows:

A. Course Transfer

Course(s) being transferred to a Pickens Technical College post-secondary program must meet the following criteria:
1. The credit must be from an accredited association of higher education.
2. Course content must be recognizable as being equivalent to the Pickens Technical College course.
3. The transfer course must have been completed within the previous ten years. Course(s) completed more than ten years ago may validated through the course challenge procedure.
4. A grade of “C” or better must be documented on an official transcript. Official transcripts are to be mailed from the previous school. Fax transcripts are not accepted as official.
5. Pickens Technical College reserves the right to evaluate all credits. Coursework found to be obsolete will require updated credit.
6. Students cannot transfer between programs after the drop date of each semester and only when there is available space in the program.
A. Procedure for Transfer Credit:

1. Obtain an official transcript from the previous institution(s).
2. A credentialed teacher(s) or advisor in the subject area will evaluate the transcript for eligibility of transfer credit. Transfer credit will be recorded as “transfer credit” on the Pickens Technical College transcript. Transcripts covering a student’s previous education and other records submitted to the school as part of the admission requirements are assimilated into the official file and cannot be returned to the student. The school will neither issue nor certify copies of transcripts and records from other institutions.

B. Course Challenge

Course challenge may be used to validate previous certificate program coursework that is more than ten years old, or it may be used to demonstrate knowledge and skills gained through work experience or other life experience. A successful challenge will enable the student to receive a grade of “E” (successful passing of Challenge Exam) without having to take the course. The request to challenge must be made within the first five school days of the start of the course. Course challenge examinations are usually equivalent to taking a final examination and may include both performance and written tests. A course challenge for any course may be made only once. The student failing the course challenge must take the course and pass it successfully in order to receive credit. Grades for a challenge will be submitted for recording on the transcript at the end of the term. The grade for a satisfactory challenge will be “E”. A course challenge cannot be used to improve a prior recorded grade. Challenge credit is not applicable towards grade point average. A maximum of eighteen credits (18) or twenty-five percent (25%) of the credits required for a certificate may be earned through course challenge.

POST-SECONDARY ENROLLMENT PROCESS

All post-secondary students are responsible for their own enrollment, for identifying disabilities, and, if needed, requesting specific accommodations for any basic skills assessment and support service. Check with an advisor for program availability and start dates. Complete the following admission steps.

- Fill out an application online at our website www.pickenstech.org or fill out an application in person. Submission of the Pickens application indicates intent to register.
- If using financial aid, fill out the application on the FAFSA website: www.fafsa.ed.gov PTC Code: 012875
- Register for classes, in person, at the Registration Office. Finalize registration by showing proof of residency and paying all tuition and fees.
  - Please note: if student is under 23 years of age, a copy of parent/guardian’s proof of residency will need to be provided at time of registration. Also parent/guardian information will need to be provided on the admissions application.
- Make payment at the cashier’s window located in the Registration area.

*Classes are filled on a first come first serve basis. For program availability please contact the Counseling department.

All post-secondary students are responsible for their own specific accommodations for any basic skills assessment and support.
**STANDARDS AND CONDUCT**

Our academic standards and procedures at Pickens Technical College have evolved over the decades to provide clear definitions for our students. We urge you to become familiar with the system and the expectations of students.

**Procedures for Course Challenge:**

1. Student enrolls and pays tuition and fees for course.
2. Consult with the course teacher and an advisor to determine the feasibility of a course challenge.
3. Secure a Request for Course Challenge from the Registration Office and obtain all necessary signatures within the first five school days of the start of the course.
4. Pay the fee for a course challenge of $20 per credit hour. (This fee is nonrefundable.) If the challenge is successful, the tuition and fees paid during registration will be refunded if applicable. If the challenge is not successful, the student may complete the course or accept a withdrawal passing grade. Any refunds applicable will be determined using the refund policy.
5. Arrange with the teacher and an advisor to take the course challenge examination.
6. Course challenge exams are administered at the convenience of the examination administrator but must be completed within the first 15 percent of the course.

**C. Portfolio of Learning Outcomes**

The portfolio opportunity is provided for students who have acquired program-related competencies through experiences which have not been documented through traditional means, such as examination results and transcripts. Work (paid or unpaid) and other life experiences that have provided knowledge and skills directly related to the student’s program of choice are examples one might document to receive credit for prior learning using the portfolio of learning outcomes. Submission of evidence documenting the validity of these experiences will be required. **A maximum of eighteen credits (18) or twenty-five percent (25%) of the credits required for a certificate may be earned through portfolio evidence.**

Work experience – a description of the work performed and the competencies needed to perform the work, the name, address, and telephone number of the employer. A self-employed person may find it helpful to include tax returns and other work related documents.

Other experience - a complete list of the experiences, full range of activities, references, telephone numbers, and addresses of individuals who are knowledgeable of the work performed and the skills needed, examples of products or services, pictures, news articles or other evidence must be provided. In addition to the above, the student may be required to successfully complete written and/or performance tests related to the experiences identified.

A credentialed teacher(s) teaching in the subject area will evaluate the portfolio of learning outcomes to determine credit for prior learning. There is a one-time Portfolio Review Fee of $25/hour which is used to cover the direct cost of the review staff. Course(s) that may be waived for earning a certificate of completion will be based on the evaluation of the portfolio but cannot exceed 25 percent of the total certificate course requirements.

Hours acquired through the portfolio will not accrue toward determining tuition charges for students who are also taking courses at Pickens Technical College, nor generate a grade or grade point average. The Executive Director or designee will make final approval of all experiences accepted for credit.

**STUDENT RIGHTS AND RESPONSIBILITIES**

The student is responsible for becoming fully informed about all school policies and procedures as published in the general catalog, APS Safe Schools Policies and Regulations Booklet, student handbook and the schedule of classes. This includes, but is not limited to, withdrawal dates and procedures, refund dates and procedures, and attendance requirements.

The Aurora Public Schools Discipline Policy and its accompanying regulation, along with Policy JKD/JKE, Suspension/Expulsion of Students and Policy JLCF, Secret Societies/Gang Activity constitute the Aurora Public Schools Conduct and Discipline Code.

It is the intent of the Board of Education that students demonstrating unacceptable behavior understand that such behavior will not be tolerated and will be dealt with in accordance with this Conduct and Discipline Code. Violation of this Code may also result in referrals to law enforcement agencies. The Board of Education directs the Superintendent of Schools to develop regulations to implement the purposes of the policy. This Conduct and Discipline Code shall be in effect at all times. In addition, individual schools may develop additional specific operational rules to implement the Conduct and Discipline Code. If such rules are developed, they shall apply specifically to the individual building. This Code applies to conduct at school, on District property, in District vehicles or at a school-sponsored activity or event (whether or not the school-sponsored activity or event is on or off campus), and under circumstances where off-campus behavior is detrimental to the welfare or safety of other pupils or of school personnel.
STANDARDS AND CONDUCT

Pickens Technical College complies with Title IX requirements for any acts of sexual misconduct. If you believe you are a victim of sexual misconduct or you are a witness of sexual misconduct, please contact the Title IX Coordinator to file a complaint and/or receive support. If policies are not known or understood, the student is responsible for seeking clarification from the proper school authorities.

STUDENT CONDUCT

Admission to the post-secondary program implies that adult students are expected to conduct themselves in a mature and responsible manner. They are expected to respect the rights of others and observe moral and civil laws. Interference with the normal processes of education in the classroom or elsewhere on the campus will be regarded as unacceptable conduct which warrants suspension and/or dismissal from the school. Conduct for which students are subject to disciplinary action falls into the following categories:

A. Possession of any weapon on school property.
B. Physical abuse of any person on school property or conduct which threatens or endangers the health and safety of others as expressly prohibited by law.
C. Disorderly conduct or lewd, indecent, or obscene conduct on school property.
D. Unlawful use, possession, or distribution of drugs or alcohol on school property.
E. Theft, vandalism or damage to school property.
F. Unauthorized entry to or use of school facilities.
G. Dishonesty in any form or knowingly furnishing false information to Pickens Technical College.
H. Forgery, alteration, or misuse of school documents or records.
I. Failure to comply with written or verbal directives of duly authorized school officials who are performing assigned duties.
J. Obstruction or interference with academic or administrative processes of the school.
K. Failure to comply with the Tobacco Free policy.
L. Violation of school rules regarding use of computer or internet.
M. Harassment, intimidation or bullying of any kind toward students, staff or guests.
N. Improper dress or obscene messages on clothing.
O. Cell phones are not to be seen, heard, or used in any way inside the school during the instructional day from 7:50 a.m. to 10:00 p.m. This includes the use of any cell phone options such as cameras, PDAs, and calculators. Cell phones may be used outside the building. However, there will be consequences enforced if a student misses academic time due to cell phone use. Electronics that are “receive only” devices such as I-pods, MP3 players, PDAs, etc. will be allowed in the Commons and/or lunch area during the instructional day. Electronic devices used in instructional areas will be confiscated.

STUDENT SAFETY RESPONSIBILITIES

All students are responsible for working safely and productively, always remaining aware of the hazards in their jobs and following safe work practices. A “Safety Violation Ticket” will be issued for failure to comply with safety rules. Depending on the severity of the infraction, suspension or dismissal from school may be warranted. These responsibilities include:

A. To follow school safety instruction and safety practices, and to work according to standard shop or lab practices.
B. To recognize and report to the instructor hazardous conditions or work practices in the shop or lab.
C. To use protective and safety equipment, tools and machinery as they were designed.
D. To avoid using any equipment or tool if not properly trained or authorized to do so.
E. To report all injuries or exposure to toxic materials to the instructor as soon as possible.
F. To know the content and location of material safety data sheets when appropriate.

PERSONAL SAFETY EQUIPMENT

Personal safety equipment (i.e., protective clothing, uniforms, safety glasses, welding gloves, etc.), is required in several programs. Students will be advised by instructors concerning safety equipment requirements. This equipment will be available for student purchase in the bookstore.

PICKENS TECHNICAL COLLEGE ATTENDANCE

Regular attendance is expected for all students in order to retain an active enrollment status and to earn course credit. Excessive absences may result in failure of the course, failure to earn credit, and/or dismissal from the class and the school.
STUDENT SERVICES

MAKE-UP WORK FOR ABSENCES
Instructors will provide post-secondary students the opportunity to make up work for absences if the following procedures are met:
A. Student must request the make-up assignment(s) within two additional class meetings of the class. Failure to request the make-up assignment(s) will constitute a failure for these assignments.
B. The student will receive a specific content related assignment(s) from the instructor(s) of the class(es) missed.
C. The student will complete the assignment within a reasonable period of time. Reasonable period of time will be determined in relation to the number of days absent and the intensity of the subject matter.

DRUG-FREE PICKENS TECHNICAL COLLEGE
Pickens Technical College adheres to and supports the legislation and laws enacted by the federal, state and local governments addressing the unlawful possession, use or distribution of illicit drugs and alcohol. The person who is involved in any of these activities on campus will be prosecuted to the fullest extent of the law. Further sanctions, such as suspension and dismissal from the school, may be deemed necessary. Due to Colorado State Law and Aurora Public School District policy, the Pickens Technical College campus is entirely tobacco-free.

SERVICES AND GENERAL INFORMATION

ADVISING/COUNSELING
Counselors and academic advisors are available to offer prospective and enrolled students assistance in exploring various careers, Pickens Technical College program options and personality profiles. They can help you choose a career/college/life path that fits your interests, personality and skills. All of our personality and career surveys are provided free of charge to prospective and current students. Our counselors are also available to talk with you about any personal issues that might be affecting your life and success in school. To make an appointment please call to schedule a time at 303-344-4910 or walk-ins are welcome.

HEALTH AND SAFETY
A Health and Safety Coordinator is generally available during the regular daytime hours of operation to provide basic school nursing services. The Coordinator is not on duty during the late afternoon and evening hours.

TUTORING SERVICES
Students wanting personal assistance with any occupational program may request tutorial assistance. Tutoring services are provided on a priority of need basis. Tutorial assistance is limited to the school’s ability to locate qualified tutors. Arrangements for this service should be made by contacting the instructor or counselor.
STUDENT SERVICES

EMPLOYMENT SERVICES
Services are available to provide assistance to students and graduates to compete effectively in the job market. A variety of resources and services are provided to assist the student at no extra charge. Pickens Technical College provides comprehensive employment assistance to its students and graduates, but does not guarantee employment or placement.

STUDENT ORGANIZATIONS
Professional organizations offer co-curricular activities which broaden and complement specific occupational areas. The activities are designed to build leadership skills while allowing members the opportunity to network and socialize. Students are encouraged to join any student organizations. Some students choose to participate in professional organizations, while others choose to participate in organizations directly related to their specific career. The following student organizations, however, are broad based, encompassing a wide array of careers. Join today and make your education and training more meaningful! Student organizations at Pickens Technical College include: DECA (Distributive Education Clubs of America), FBLA (Future Business Leaders of America), FFA (Future Farmers of America), HOSA (Health Occupation Students of America), SkillsUSA (Career and Technical Student Organization), FCCLA (Family Career Community Leaders of America), PBL (Phi Beta Lambda), SPOC (Student Photographers of Colorado), VIP (Visual Imaging Professionals) and DEC (Delta Epsilon Chi).

DISABLED STUDENTS
Students with disabilities have the responsibility to provide appropriate disability documentation to the Post-Secondary ADA Coordinator. Documentation legitimizes a student’s request for reasonable accommodation, and can assist both the student and the school in identifying the nature of necessary accommodations and in meeting a programs technical standards, where such standards exist. In addition, it is the student’s responsibility to maintain communication about the appropriateness of accommodations made, and to alert the faculty and staff about any physical or attitudinal barriers encountered at the school. Students with disabilities making a transition to the post-secondary level often face increased academic and personal responsibilities. Students are expected to be their own advocate to a far greater extent than in the K-12 context.

The advocacy process involves good communications; therefore, students with disabilities are encouraged to do the following: Make an appointment with the schools ADA Coordinator at (303) 326-2000 ext. 27704; Provide appropriate disability documentation (or discuss how such documentation is to be obtained) and prepare to discuss accommodation alternatives; Meet all deadlines established for documentation and submission of requests for accommodations; Maintain ongoing communication about the appropriateness of accommodations made. If there are problems, first try to resolve them with the individual instructor. If that does not work, contact the Post-secondary ADA Coordinator. Finally, students have a right to file a formal grievance under the Aurora Public Schools ADA/Section 504 Grievance Procedure. A copy of this document may be found at http://www.aps.k12.co.us/pol-reg/SectionA/ace.pdf and is also available from Pickens Technical College Director's office (303) 344-4910, or from the APS Office of Legal Counsel (303) 344-8060 ext. 28301). Keep faculty, staff and the Pickens Technical College Post-secondary ADA Coordinator informed about any physical and/or attitudinal barriers encountered on this campus. Please go to http://www.pickenstech.org/ada.aspx for more information.

CHILD CARE
The KIDS TECH child care facility at Pickens Technical College delivers child care and instruction to children between the ages of fifteen months and five years. In addition to providing quality child care, KIDS TECH serves as a lab for training secondary students who are enrolled in the Early Childhood Education program. Child care services are extended to secondary parenting students, post-secondary parenting students who are enrolled in a certificated program at Pickens Technical College, Aurora Public Schools staff and community members. Child care services are arranged each semester on a first-come, first-served basis, assuming all eligibility requirements are met. Please call (303) 326-2024 for more information.

BOOKSTORE
Most courses require textbooks and other educational materials. Pickens Technical College operates a student bookstore where students may purchase books and related classroom materials. The Student Bookstore re-purchases used books for classes currently offered. Generally, the Student Bookstore is not open on non-student contact days or during the summer.
STUDENT SERVICES

TRANSPORTATION
Ordinarily Pickens Technical College does not provide school transportation for post-secondary field trips and/or student school-related educational activities. However, at the determination of school administrators, students may be required to ride in school vehicles. Students driving personal vehicles to field trips and school-related educational activities do so at their own risk and bear full responsibility for themselves and all passengers.

FINANCIAL AID

GENERAL INFORMATION
Financial aid at Pickens Technical College is designed to help students who would be unable to attend without assistance. The primary responsibility for meeting the costs of education rests with the individual student. Financial aid funds are available to supplement whatever funds a student can provide. Since requests for assistance usually exceed the availability of funds, students should be aware of procedures and priority dates in order to receive maximum consideration for the funds that are available.

VETERAN AFFAIRS INFORMATION
The Financial Aid Office does all certifications for veterans seeking to use their educational benefits at Pickens Technical College. Not all programs are eligible for veterans benefits and prospective students should contact the office for information on specific programs or classes.

A veteran is ALWAYS responsible for his or her tuition bill at the time of registration. An application or certificate in progress does not exempt students from meeting financial obligations when they are due. Veterans and Students on Financial Aid Programs must notify the Pickens Technical College Financial Aid Office immediately of withdrawals, drops, or any changes in the program or class schedules. Notification of changes must be sent to funding agencies. Appropriate forms must be submitted to the Veteran’s Administration Office. A student’s record will not be released until the drop/withdrawal procedure is completed. It is the student’s responsibility to keep the Registration Office informed of any change in class schedule.

ACTIVE MILITARY PERSONNEL who are from out-of-state will be granted instate tuition once the appropriate documentation is verified. For more information on military benefits please visit www.gibill.va.gov.

FINANCIAL AID APPLICATION PROCEDURES
All application materials are available from the Financial Aid Office. The Free Application for Federal Student Aid (FAFSA) is used for both state and federal funds. Students should use the internet to file this application. It is available at www.fafsa.ed.gov. The process takes approximately 4 to 6 weeks from the time the FAFSA is submitted until eligibility can be determined. Additional supporting documents may be requested by the Financial Aid Office, such as federal income tax forms, verification of untaxed income, employment, etc. Students should check with the Financial Aid Office for their file completion status. Applicants who need to make corrections on their application are encouraged to contact the Financial Aid Office for assistance. Corrections done electronically at the school are processed and returned more quickly than those which are mailed.

FINANCIAL AID ELIGIBILITY
To be eligible for financial aid, a student must be a U.S. citizen or permanent resident or have a refugee visa. Noncitizens may be asked to verify eligibility by providing the Financial Aid Office with a copy of the required residency card or visa. In addition, students who are required to register with Selective Service must have done so in order to receive financial aid. Any student who is in default on a Title IV loan or grant is not eligible for financial aid. Students must be accepted for admission as a regular student in a certificate program and be enrolled at least half-time (6 credit hours or more for a regular semester) in order to receive financial aid.

A student receiving financial assistance at Pickens Technical College must have either a high school diploma or a GED. Students with bachelor degrees are not eligible for need-based aid. The Ability to Benefit examination is no longer used in lieu of a high school diploma or GED.

DETERMINATION OF FINANCIAL AID
Financial need is defined as the difference between actual cost of attendance (tuition, books and supplies, transportation allowances, and allowances for essential incidental expenses as determined by Pickens Technical College) and the total resources available to the student. These resources include expected parental contributions, students and spouse assets and earnings, and any awards from outside agencies. Financial need is determined by a federal needs analysis formula. The system analyzes income and assets, family size, number of family members in college, student dependency status, and other data to determine the reasonable expected contribution from the student and the family.
STUDENT SERVICES

Final need determination is made by the Financial Aid Office. Checks for students who have remaining funds after tuition, books and fees charges have been paid will be available approximately six weeks after the semester begins.

DURATION OF AWARDS

Financial aid awards are made for one academic year or less. To continue receiving an award, a student must:

1. Maintain satisfactory academic progress by meeting the standards of the Satisfactory Academic Progress Policy for Financial Aid as stated below.
2. Reapply for assistance each year. Awards are contingent upon adequate funding of the federal and state financial aid programs. Financial aid applicants must maintain satisfactory academic progress both prior to applying for aid and during the semesters aid is received. The following criteria define satisfactory progress for financial aid purposes:

A. Satisfactory academic completion of each semester of training based upon stated standards for achieving a certificate.

B. Financial aid eligibility is limited to a maximum of one and one-half times the required semester hours in the program the student is pursuing.

C. A minimum of a 2.0 grade point average (4.0 scale) must be maintained. A student who fails to maintain an accumulative 2.0 grade point average at the end of any semester may be terminated from financial aid until the grade point average has been raised to a minimum of 2.0. Students receiving Colorado Scholars funds must maintain an accumulative 3.5 GPA.

D. Pickens Technical College has established a minimum full-time course load for financial aid at 14 semester credit hours; 6-13 semester credit hours are considered part-time. If a student drops below the minimum enrollment for which his/her financial aid has been calculated and paid, he/she will be terminated from aid.

E. Prior to disbursement of financial aid, if satisfactory progress has not been maintained, financial aid will be cancelled.

F. Grades “A,” “B,” “C,” “D,” and “S” are recognized as successful completion of courses. Grades of “I,” “F,” “U,” and “W” do not meet the requirements for successful completion.

G. Some students may need developmental courses. These students may take up to one semester of developmental coursework which will be counted toward their financial aid eligibility. Students will be allowed to repeat courses. However, these courses will be counted toward the eligibility time limit.

H. Regular attendance is encouraged for all students in order to retain active enrollment status and to earn course credit. Failure to attend one class session or excessive absences may result in failure of the course, failure to earn credit, and/or dismissal from the class and the school.

A student who has been terminated from financial aid and believes that there have been extenuating circumstances affecting his/her progress has the right to appeal. A letter requesting reinstatement should be written to the Director of Financial Aid. If reinstatement is denied, the student may file a written appeal to the administration for committee review. For more complete information, contact the Financial Aid Office.

FINANCIAL AID WITHDRAWAL, REFUND & REPAYMENT POLICY

A student who withdraws during the semester may be required to repay a portion of the financial aid. For more information concerning the methods of determining when a repayment may be due, contact the Financial Aid Office. By Federal regulations, Pickens Technical College (PTC) is required to determine earned and unearned portions of Title IV financial aid when a student officially or unofficially ceases attendance within an award period (usually a semester) or if the student is expelled. Once the last date the student attended is determined, PTC will complete the R2T4 paperwork. The R2T4 process requires PTC to return Title IV funds in the following order: 1. Pell grants and 2. Federal Supplemental Education grants.

After it is determined that the student has ceased attending classes with or without executing a formal withdrawal or has been expelled, the FAA Access to CPS online “Return of Title IV Funds on the Web,” via the EdExpress software application will be used to calculate earned/unearned funds under the Return of Title IV fund guidelines. PTC will provide students with documentation of their “R2T4” status via the United States postal service informing them of their debt, if any; and allowing a 45-day period for the student to make restitution or challenge their R2T4 status. After the 45-day grace period, PTC reserves that right to turn the collection of the student’s outstanding debt over to a collection agency as directed by the State of Colorado.

Determining that a student has ceased attending classes or expelled will be determined via attendance or expulsion data received from PTC’s database (STARS) or information provided by a PTC staff member. In the absence of formal withdrawal paperwork, when the final date of attendance is determined, the required funds must be returned to the appropriate program account within 45 days of the date of determination. Pickens Technical College will return all Title IV unearned funds on the student’s behalf. In almost all cases, returning financial aid funds will result in a balance due from the student to PTC.
Any student who drops after 60% of the semester is considered to have earned his/her Title IV funds. Withdrawn students may be eligible for a Post-Withdrawal Disbursement. The Financial Aid Office will notify the student in writing if they are eligible for a Post-Withdrawal Disbursement.

Students have 30 days to accept or reject this disbursement.

**TYPES OF AID AVAILABLE**

These are two types of need-based aid: (1) gift, and (2) self-help. “Gift assistance” takes the form of grants from institutional, state and federal sources, whereas “self-help” indicates the student’s responsibility to provide his/her fair share of the dollar commitment.

**GRANTS**

**Federal Pell Grant**
This federal program serves as the foundation for other forms of aid. This program is designed for undergraduate students who do not have a bachelor’s degree. The amount of this award is determined by a federal funding formula and the cost of education at Pickens Technical College. Students who have a bachelor’s degree are not eligible for this grant.

**Federal Supplemental Educational Opportunity Grant (FSEOG)**
This federal program is designed to be awarded first to those applicants with exceptional need. Students who have a bachelor’s degree are not eligible for this grant.

**Colorado Student Grant (CSG)**
This state program awards grants to Colorado residents who demonstrate financial need. Students with a bachelor’s degree are not eligible for this grant.

**SCHOLARSHIPS**

**Institutional and Private Scholarships**
There are scholarships available each semester for new and continuing students. The amounts range from $200 to $500 per semester. These scholarships are merit or need based. Information and/or applications are available through the Financial Aid Office. For additional scholarship information, contact the Financial Aid office.

**Loans**
Pickens Technical College does not currently participate in any student loan programs (Federal Stafford Loan, Direct Loan, Perkins, etc.). However, students holding previous loans from other schools are eligible or deferment of loans in good standing. Deferment forms will be completed by the records office and sent to previous schools or the loan holder. For further information on loan deferments, contact the Financial Aid Office.

**WORK-STUDY**

**Federal and State Need-Based College Work-Study Program**
Pickens Technical College participates in two work-study programs with award amounts based on the applicant’s demonstrated need. These programs provide employment opportunities for students that enable them to earn money to fund their education. Pickens Tech will attempt to provide employment that complements and reinforces the educational and vocational career goals of the students. Jobs will be located on campus. Students may not earn more than the amount of the award.

**Colorado No-Need Work-Study Program**
This program is for Colorado resident students who do not qualify for need-based aid, but who have a desire for employment. Lack of financial need is determined from the FAFSA form.

**TYPES OF PROGRAMS AVAILABLE**

**CERTIFICATE PROGRAM**
Certification demonstrates an individual’s possession of the knowledge and skill required to enter into, maintain, or advance in employment in a predetermined identified vocation or profession.

**SKILL UPGRADING & RETRAINING**
Many individual courses offered in the day and evening programs are available for skill upgrading for those already employed and retraining for those seeking a change of career. Individual “Course Completion Certificates” may be requested through the appropriate office.
CUSTOMIZED TRAINING
Customized training can provide reasonably priced employee training and development of courses to meet your company’s needs. Training can take place at Pickens Technical College or at your business site. Qualified and experienced instructors are drawn from Pickens Technical College's faculty, local industry and advisory committees. Effective employee training means increased productivity. Contact the advising office for more information at 303-344-4910.

INDEPENDENT STUDY
Pickens Technical College may recognize an occasion to provide for individual needs through independent study. Independent study courses may be selected from among the regular course offerings or, in an extreme case, developed outside of those courses listed in the school catalog. All independent study courses are subject to approval by the appropriate advisor and instructors. A maximum of six credits can be applied toward a certificate program.

TRANSFERRING OF PICKENS TECHNICAL COLLEGE CREDIT TO ANOTHER INSTITUTION
Colorado's public two-year and four-year public colleges and universities will honor the transfer of credits earned in relevant courses at Colorado area vocational schools subject to all other requirements and limitations defined in academic and transfer policies established by the Colorado Commission on Higher Education. The relevancy of credits earned at area vocational colleges will be determined through transcript evaluations administered by receiving institutions unless the credits were earned in courses carrying the guaranteed statewide transfer designation, in which case the credits will be guaranteed for transfer as described elsewhere in this policy.

WORK-BASED LEARNING
Pickens Technical College offers supervised work-based learning (e.g., internships, clinicals, job shadowing, etc.) These could be either paid or unpaid. In the case of unpaid work experience, on-the-job coverage for all Pickens Technical College interns will be provided through the Aurora Public Schools Worker’s Compensation Insurance. For more information regarding specific programs and supervised work experience opportunities, please contact the appropriate department.
ADVENTS MANUFACTURING

The Advanced Manufacturing Program (Computer Aided Machining) consists of classroom and shop learning experiences which will permit the student successfully completing the program to be qualified as an entry-level machinist. Major contact areas covered in the program are machine shop safety; measuring instruments; blueprint reading; operation of general machine tools such as drill presses, mills, saws, lathes, grinders, 3D printing, laser engraving and heat treating. In addition, students will gain valuable experience in the Job Shop course through the design and production of customer projects. (Hours to be arranged by Instructor). A focal point of the Advanced Manufacturing Program is instruction in the programming set-up, and operation of the computer numerical control (CNC) equipment. As well as learning the basics of 3D Printing and Laser Engraving. Apprenticeships may be available with local machine shops and manufacturing businesses.

The following certificates may be earned:
Computer Aided Manufacturing Certificate
Advanced Manufacturing Level I Certificate
Advanced Manufacturing Certificate
Advanced Computer Aided Manufacturing Certificate

ADVENTS MANUFACTURING LEVEL I CERTIFICATE

This is a basic program, students are strongly encouraged to continue onto to the advanced level.
Certificate length: 2 Semesters

Courses required for this certificate:
MAC 101 Introduction to Machine Shop
MAC 102 Print Reading for Machinists
MAC 110 Introduction to Engine Lathe
MAC 111 Intermediate Engine Lathe
MAC 120 Introduction to Milling Machine
MAC 121 Intermediate Milling Machine
MAC 145 Production Manufacturing
MAC 275 Special Topics

Advanced Manufacturing- Level I Certificate Total
Clock Hours: 540  Credit Hours: 25

ADVENTS MANUFACTURING CERTIFICATE

This certificate is a combination of the Advanced Manufacturing Level I Certificate and the following courses:
Certificate length: 2 Semesters

Courses required for this certificate:
MAC 201 Introduction to CNC Turning Operations
MAC 202 CNC Turning Operations II
MAC 205 Introduction to CNC Milling Operations
MAC 221 Surface Grinder Setups and Operations
MAC 222 Cylindrical Grinder Setups and Operations
MAC 252 Practical Metallurgy
MAC 258 Interpreting Engineering Drawings
MAC 278 Machining Workshop

Advanced Manufacturing Certificate Total:
Clock Hours: 1080  Credit Hours: 49

COMPUTER AIDED MANUFACTURING CERTIFICATE

Four courses are offered in this area: CNC Machining, an introductory class, followed by CNC Programming and CNC Programming on a CAM system. These courses are for the machinist who wants to learn the programming, set-up and operation of the CNC equipment.
Certificate length: 1 Semester

Courses required for this certificate:
MAC 206 CNC Milling Operations II
MAC 207 CNC Milling Lab
MAC 240 CAD/CAM 2D
MAC 241 CAD/CAM 2D Lab

Computer Aided Manufacturing Certificate Total
Clock Hours: 270  Credit Hours: 12

ADVANCED COMPUTER AIDED MANUFACTURING CERTIFICATE

This certificate is a combination of the Precision Machining – Level I, Precision Machining and the Computer Aided Machining Certificates.

Advanced Computer Aided Machining Certificate Total
Clock Hours: 1350  Credit Hours: 61

The Advanced Manufacturing program is eligible for Financial Aid. You may begin the Financial Aid process by completing your Free Application for Federal Aid (FAFSA) at www.FASFA.ed.gov. If you have further questions, please call (303) 344-4910, ext 27797.
COURSE DESCRIPTIONS

MAC 101 Introduction to Machine Shop
3 credits/67.5 clock hours
Covers safety procedures, use of bench tools, layout tools, power saws, drill presses, precision measurement tools, and various hand tools related to the machine shop. Also included are sharpening drill bits and general purpose turning tools for the lathe and determining speeds and feeds for both the lathe and the milling machine.

MAC 102 Print Reading for Machinists
3 credits/60 clock hours
Students read blueprints and interpret symbols, notes dimensions and tolerances.

MAC 110 Introduction to Engine Lathe
3 credits/67.5 clock hours
Introduces basic lathe applications which will consist of identifying lathe components and controls, understanding turning safety, calculating speeds and feeds, using various tools and tool holders, identifying basic tool geometry, and the use of common lathe spindle tooling. Students will perform basic lathe operations, which will consist of facing, center-drilling, chuck turning, turning between centers, boring, grooving, tapers, knurling, and single point threading. Students will be required to produce specified parts to a tolerance of +/- .004 in. and perform competencies set by manufacturing standards.

MAC 111 Intermediate Engine Lathe
3 credits/67.5 clock hours
Teaches students to prepare single point external and internal unified screw threads to a Class 3 fit, generate angles with the compound rest within one degree, ream holes concentric within .001 inches, determine cutting speeds, and perform facing and turning operations.

MAC 120 Introduction to Milling Machine
3 credits/67.5 clock hours
Teaches students to identify the major parts of the vertical mill, align a vise, use an indicator, edge finder, and boring head, determine speeds and feeds perform simple indexing, mill flat, square surfaces and slots, drill, bore, and tap holes, and work within a plus or minus .002 inch tolerance.

MAC 121 Intermediate Milling Machine
3 credits/67.5 clock hours
Prepares students to determine hole locations by coordinates and degrees, use a rotary table, use a jig bore to drill holes by the coordinate method, and work within plus or minus .001 inch tolerance.

MAC 145 Production Manufacturing
3 credits/67.5 clock hours
Familiarizes the student to concepts related to manufacturing environments. Topics will consist of, but not be limited to Material Identification, Shop Floor Management, Just-In Time Manufacturing, Kan-Ban Systems, Statistical Quality Control, Total Quality Management. Various lectures and demonstrations of these processes will be delivered. Students may be required to research, explore, and report on particular manufacturing processes or topics.

MAC 201 Introduction to CNC Turning Operations
3 credits/67.5 clock hours
Covers computer numerical control (CNC) lathe operations, control functions, the letter address system, the program format, and machine setup. G & M codes, control functions, the letter address system, and math issues related to CNC are included. This class is NOT offered on an open-entry, open-exit basis.

MAC 202 CNC Turning Operations II
3 credits/67.5 clock hours
Prepares students to write basic computer numerical control (CNC) lathe part programs. G and M codes, math related to CNC, setups, speeds and feeds, straight turning, spherical turning, threading, chamfering, tapering, drilling, tapping, boring, and grooving will be covered. Cutter compensations, sub-programming techniques, repetitive cycles, and both absolute and incremental will be incorporated into programs. Students will also proof and edit the programs to make them valid. This class is NOT offered on an open-entry, open-exit basis.

MAC 205 Introduction to CNC Milling Operations
3 credits/67.5 clock hours
Provides transitional information between conventional machining applications and the typical applications found in Computer Numerical Control Machining. Topics may consist of Numerical Control Systems, The Cartesian Coordinate System, High Efficiency Tooling Applications, Objectives of Numerical Control, Calculating Speed and Feed Rates, Defining and Calculating Tool Motion, Fixturing Requirements, Basic Program Structure, Programming Codes, and Basic Conversational Programming. Operations of NC machines will be required.
MAC 206 CNC Milling Operations II  
3 credits/67.5 clock hours  
Exposes the student to the principle operations of both vertical and horizontal CNC milling machines via lecture instruction methods, multi-media instruction methods, and manufacturing hands-on methods. The student will be exposed to the basic CNC machining center, principle operations, manual controls, programming methods, tool-offsets, G54-G59 work offsets, cutter radius compensation and tool selection methods. General operator skills and basic setup skills will be stressed.

MAC 207 CNC Milling Lab  
3 credits/67.5 clock hours  
Prepares students to write programs and run parts from both blueprints provided and per individual student designs. Proofing and editing programs, sub-programs, managing cutter compensations, fixture offsets, and overall execution at the machine will be the primary focus.

MAC 221 Surface Grinder Setups and Operations  
3 credits/67.5 clock hours  
Teaches students how to identify major parts and accessories of the surface finder and grind flat, vertical, and angular surfaces to a tolerance of .0002 position and size.

MAC 222 Cylindrical Grinder Setups and Operations  
3 credits/67.5 clock hours  
Teaches students to identify the major parts and accessories of the cylindrical grinder (both OD and ID) and work within a tolerance of plus or minus .0005 on the OD and plus or minus .001 ID cylindrical grinders.

MAC 240 CAD/CAM 2D  
3 credits/52.5 clock hours  
Provides the student with the essential concepts and techniques that are required to successfully create part geometry, generate tool path, verify tool path models, and post process the NC codes. The student will be exposed to a 2-axis machining, 3-axis machining wire frame and surface modeling, lathe programming, and DNC systems. Programming projects and models will be demonstrated in the CNC manufacturing lab.

MAC 241 CAD/CAM 2D Lab  
3 credits/82.5 clock hours  
Requires students to produce a variety of lab exercises on robotic machinery in conjunction with MAG 240. Aspects of toolpaths for contour, drill and pocket will be covered. Chaining geometry, setting parameters, and managing cutter compensations will be addressed in both multi-tool programs and remachining operations. Coursework will primarily focus on 2D geometry projects.

MAC 252 Practical Metallurgy  
3 credits/67.5 clock hours  
Offers a study of metallurgical terms and definitions in an effort to understand both the behavior of metals and their service to industry. Characteristics during heating, cooling, shaping, forming, and the stresses related to their mechanical properties are covered. The theory behind the alloys, heat treatment processes, and the impact they have on strength, toughness, hardness, elasticity, ductility, malleability, wear resistance and fatigue resistances is investigated.

MAC 258 Interpreting Engineering Drawings  
3 credits/67.5 clock hours  
Teaches students to interpret machine shop drawings starting with the simple and progressing to the more complex. All types of dimensioning, symbols, notes, and tolerances are interpreted.

MAC 275 Special Topics  
1-6 credits/15-180 clock hours  
This course provides students with a vehicle to pursue in depth exploration of special topics of interest. Elective for all Pathways.

MAC 275 Special Topics: Machine Shop Math  
4 credits/75 clock hours  
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.

MAC 278 Machining Workshop  
3 credits/67.5 clock hours  
Provides students with an experiential learning opportunity.
PROGRAM INFORMATION

AUTOMOTIVE TECHNOLOGY

The Automotive Technology Program provides students with the needed skills and attitudes for successful entry into an automotive servicing career.

The Automotive Technology Program prepares students to enter the career field. This is a college level program that is NATEF certified, just like the expensive private colleges and unlike the private colleges for only 15 more credits at CCA you will have your Associates degree.

Not only do we teach you how to repair vehicles, we also train you in post-secondary workforce readiness throughout the program. The shop has all of the latest automotive equipment so you are not learning on outdated tools. The class provides experience in all eight specialty areas as well as preparation for ASE testing and certification.

Students must be 18 years old at time of graduation.

The following certificates may be earned:
NATEF Automotive Service Technician
Maintenance and Light Repair Technician
Automotive Service Technician
Master Automotive Service Technician

MAINTENANCE AND LIGHT REPAIR TECHNICIAN CERTIFICATE
Certificate length: 2 Semesters

Courses required for this certificate:
ASE 101 Auto Shop Orientation
ASE 102 Intro to Automotive Shop
ASE 110 Brakes I
ASE 111 Auto Brakes II
ASE 120 Basic Auto Electricity
ASE 122 Auto Elec Safety Systems
ASE 123 Starting and Charging Systems
ASE 130 General Engine Diagnosis
ASE 134 Autofuel & Emissions System I
ASE 140 Steering and Suspension I
ASE 202 Automotive Service Management
ASE 250 Auto Trans/Transaxle Service
ASE 150 Man Drv Trn & Axle
ASE 162 Auto Engine Service
ASE 264 Intro to HVAC Systems
Maintenance and Light Repair Technician Certificate
Total: Clock Hours: 600 Credit: 27

AUTOMOTIVE SERVICE TECHNICIAN CERTIFICATE
Certificate length 1 Semester

Courses required for this certificate:
ASE 151 Manual Transmission/Transaxles & Clutches
ASE 251 Auto Trans/Transaxle Repair
ASE 141 Suspension and Steering II
ASE 210 Auto Power/ABS Brake Systems
ASE 265 HVAC Systems
ASE 285 Independent Study
Automotive Service Technician Certificate
Total: Clock Hours: 270 Credit: 16

Prerequisite: Students must complete the Maintenance and Light Repair Certificate in order to move onto the Automotive Service Technician program.

MASTER AUTOMOTIVE SERVICE TECHNICIAN CERTIFICATE
Certificate length: 1 Semester

Courses required for this certificate:
ASE 152 Manual Transmission/Transaxles/Clutch II
ASE 160 Auto Engine Repair
ASE 240 Suspension and Steering III
ASE 231 Auto Comp & Ignition Systems
ASE 233 Auto Fuel Injection/Emissions
ASE 221 Auto/Diesel Body Electrical
ASE 170 Laboratory Experience I: Mast Lab
Master Automotive Service Technician Certificate
Total: Clock Hours: 270 Credit: 17

Prerequisite: Students must complete the Maintenance and Light Repair Technician and Automotive Service Technician Certificates in order to move onto the Master Automotive Service Technician program.

NATEF AUTOMOTIVE SERVICE TECHNICIAN CERTIFICATE
This certificate is a combination of the Maintenance and Light Repair Certificate, Automotive Service Technician Certificate and Master Automotive Service Technician Certificate.

NATEF Automotive Service Technician Certificate
Total: Clock Hours: 1140 Credit: 60

The NATEF Automotive Service Technician Certificate is eligible for Financial Aid. You may begin the Financial Aid process by completing your Free Application for Federal Aid (FAFSA) at www.FASFA.ed.gov. If you have further questions, please call (303)344-4910, ext 27797.

Please visit www.pickenstech.org to view our catalog online for course descriptions.
COURSE DESCRIPTIONS

ASE 101 Auto Shop Orientation
2 credits/45 clock hours
Provides students with safety instruction in the shop and on the Automobile. Emphasis is placed on the proper use and care of test equipment, precision measuring and machining equipment, gaskets, adhesives, tubing, wiring, jacks, presses, and cleaning equipment and techniques.

ASE 102 Intro to the Automotive Shop
2 credits/45 clock hours
Prepares the incoming automotive student to work in the shop safely and gain familiarity with the shop and common equipment.

ASE 110 Brakes I
2 credits/37.5 clock hours
Covers basic operation of automotive braking systems. Includes operation, diagnosis, and basic repair of disc brakes, drum brakes, and basic hydraulic systems.

ASE 111 Auto Brakes II
2 credits/45 clock hours
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.

ASE 120 Basic Automotive Electricity
2 credits/45 clock hours
Introduces automotive electricity and includes basic electrical theory, circuit designs, and wiring methods. Focuses on multi-meter usage and wiring diagrams.

ASE 122 Automotive Electric Safety Systems
1 credit/15 clock hours
Teaches the student to identify operation of vehicle lighting systems, Supplemental Inflatable Restraints (SIR), windshield wiper, driver warning systems and vehicle accessories.

ASE 123 Starting and Charging Systems
2 credits /45 clock hours
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.

ASE 130 General Engine Diagnosis
2 credits/45 clock hours Focuses on lecture and related laboratory experiences in the diagnosis and necessary corrective actions of automotive engine performance factors.

ASE 134 Automotive Fuel and Emission Systems I
2 credits/45 clock hours
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.

ASE 140 Steering and Suspension I
2 credits/37.5 clock hours
Focuses on lecture and related experiences in the diagnosis and service of suspensions and steering systems and their components.

ASE 141 Suspension and Steering II
2 credits/30 clock hours
Covers design, diagnosis, inspection, and service of suspension and steering systems used on light trucks and automobiles. Course includes power steering and SRS service.

ASE 150 Man Drv Trn & Axle
2 credits/45 clock hours
Studies the operating principles and repair procedures relating to axle-shaft and universal joints.

ASE 151 Manual Transmission/Transaxles & Clutches
2 credits/30 clock hours
Focuses on lecture and related laboratory experiences in the diagnosis and repair of automotive manual transmissions, transaxles and clutches and related components.

ASE 152 Man Trans/Transaxles/Clutch II
2 credits/30 clock hours
Focuses on lecture and related laboratory experiences in the diagnosis and repair of automotive manual transmissions, transaxles and clutches and related components.

ASE 160 Auto Engine Repair
2 credits/30 clock hours
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.
ASE 162 Auto Engine Service
2 credits/45 clock hours
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.

ASE 170 Laboratory Experience I
1 credit/22.5 clock hours
Continues to build upon the principles that are expected to be understood by students.

ASE 202 Automotive Service Management
2 credits/45 clock hours
Provides orientation in areas such as shop management, customer relations, marketing, salesmanship and work repair orders along with their application to service stations, independent repair shops, dealerships, and all other automotive service centers.

ASE 210 Auto PWR/ABS Brake Systems
2 credits/30 clock hours
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 todays automobile.

ASE 221 Automotive/Diesel Body Electrical
4 credits/67.5 clock hours
Provides a comprehensive study of the theory, operation, diagnosis, and repair of vehicle accessories.

ASE 231 Automotive Computers and Ignition Systems
2 credits/30 clock hours
Focuses on lecture and laboratory experiences in the inspection and testing of typical computerized engine control systems.

ASE 233 Auto Fuel Injection/Emissions
4 credits/60 clock hours
Focuses on lecture and related laboratory experiences in the diagnosis and repair of electronic fuel injection systems and modern exhaust systems.

ASE 240 Suspension and Steering III
2 credits/30 clock hours
Covers operation of steering and power steering systems. It will also include different alignment types and procedures.

ASE 250 Auto Trans/Transaxle Service
1 credit/15 clock hours
Emphasizes lecture and related experiences in the diagnosis and service of electronic suspensions and steering systems and their components.

ASE 251 Auto Trans/Transaxle Repair
3 credits/67.5 clock hours
Covers diagnosis, principles of hydraulics, principles of electronic components, power flow, theory of operation, remove and re-install transmission/transaxle, and replacement of components.

ASE 264 Intro to HVAC Systems
1 credit/15 clock hours
Covers basic operation of the Heating and Air Conditioning components.

ASE 265 HVAC Systems
4 credits/60 clock hours
Emphasizes lecture and related laboratory experiences in the diagnosis and service of vehicle heating and air conditioning systems and their components.

ASE 285 Independent Study
3 credits/52.5 clock hours
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.
BARBER

The Barber program is an evening-only program. Classes are offered on a year-round basis in order to meet the state requirement for completion. Training during the first semester is an introduction to all subject areas and is achieved through theory and a lab setting. Intermediate and advanced training is the combination of theory pertaining to barbering and lab training which is achieved through a clinical set up with students working on patrons and/or mannequins.

**Note:** Colorado State Agency requires a minimum of 50 credit hours and/or 1500 clock hours. Students will be prepared for the Colorado State Licensing Exam and upon meeting school requirements for receiving a certificate, may be eligible to register for the State Licensing Exam. Courses are taught concurrently, not individually, through competency-based, theory and practical instruction. Students must complete all coursework with a grade of “C” or better certifying as ready for state licensure testing. Courses are evaluated by examination and demonstration.

The following certificate may be earned:
Barber Certificate

**BARBER CERTIFICATE**
Certificate length 1 Semester

Courses required for this certificate:
BAR 103 Introduction to Hair & Scalp
BAR 107 Introduction to Shaving Honing & Stropping
BAR 110 Introduction to Hair Coloring
BAR 120 Introduction to Hair Cutting
BAR 130 Introduction to Hair Styling
BAR 140 Introduction to Permanent Waves & Chemical Relaxers
BAR 166 Introduction to Facial Massage & Skin Care
COS 160 Introduction to Disinfection, Sanitation & Safety
BAR 108 Intermediate Shaving Honing & Stropping
BAR 111 Intermediate Hair Coloring
BAR 121 Intermediate Hair Cutting
BAR 131 Intermediate Hair Styling
BAR 141 Intermediate Permanent Waves & Chemical Relaxers
BAR 167 Intermediate Facial Massage & Skin Care
COS 150 Laws, Rules & Regulations
COS 161 Intermediate I: Disinfection, Sanitation & Safety
COS 260 Intermediate II: Disinfection, Sanitation & Safety
BAR 203 Advanced Hair & Scalp
BAR 207 Advanced Shaving, Honing & Stropping
BAR 211 Advanced Hair Coloring
BAR 220 Advanced Hair Cutting
BAR 220 Advanced Hair Cutting
BAR 230 Preparation for State Board
BAR 231 Advanced Hair Styling
BAR 241 Advanced Permanent Waves & Chemical Relax
BAR 266 Advanced Facial Massage & Skin Care
COS 250 Management, Ethics, Interpersonal Skills, Sales
COS 261 Advanced Disinfection, Sanitation & Safety

**Barber Certificate Total**
Clock Hours: 1530    Credit Hours: 51

**COURSE DESCRIPTIONS**

BAR 103 Introduction to Hair & Scalp
1 credit/30 clock hours
Introduces various types of hair, scalp treatments and shampoos. Focuses on recognition and treatment of disorders of hair and scalp, product knowledge and proper massage techniques to help control these disorders and cleanse the hair and scalp. Covers terminology dealing with hair structure, scalp and hair disorders. Training is provided in a lab or classroom setting.

BAR 107 Introduction to Shaving, Honing & Stropping
1 credit/30 clock hours
Introduces the general principles of shaving to include hair texture, grain of the beard and analysis of the skin. Theory is combined with the practical application of proper shaving procedures and cutting strokes used on the face.

BAR 108 Intermediate Shaving, Honing & Stropping
1 credit/30 clock hours
Prerequisite: BAR 107
Focuses on theory and practical training related to mustache and beard designing and trimming. Practical applications are incorporated in specialized classes or in a supervised salon.

BAR 110 Introduction to Hair Coloring
3 credits/90 clock hours
Introduces theory pertaining to law of color, theory of color, chemistry of color, product knowledge, and analysis of hair and scalp. Focuses on basic techniques and procedures for the application of hair coloring.

BAR 111 Intermediate Hair Coloring
2 credits/60 clock hours
Prerequisite: BAR 110
Emphasizes theory and practical application of color products, formulations of color, and level and shades of color.
BAR 120 Introduction to Hair Cutting
3 credits/90 clock hours
Introduces theory relevant to patron protection angles and degree and analysis of hair textures related to hair cutting. Covers proper use and care of hair cutting implements. Introduces basic hair cutting techniques using scissors, razor, clippers, and thinning shears. Training is provided in a classroom or lab setting with students training on mannequins or models.

BAR 121 Intermediate Hair Cutting
3 credits/90 clock hours
Prerequisite: BAR 120
Focuses on theory related to facial shapes and head and body forms to determine the appropriate haircut. Practical application of hair cutting techniques are explored in specialized classes or in a supervised salon setting.

BAR 130 Introduction to Hair Styling
3 credits/90 clock hours
Combines theory with the practical application of airforming curling iron, finger waving, soft pressing and hard pressing.

BAR 131 Intermediate Hair Styling
3 credits/90 clock hours
Prerequisite: BAR 130
Focuses on the accepted methods of styling hair, air forming, finger waves, and hair pressing.

BAR 140 Introduction to Permanent Waves & Chemical Relaxers
3 credits/90 clock hours
Focuses on the analysis of hair and scalp, proper equipment and product knowledge. Covers basic techniques in permanent waving and chemical relaxing. Incorporates training in a classroom or lab setting on mannequins or models.

BAR 141 Intermediate Permanent Waves & Chemical Relaxers
3 credits/90 clock hours
Prerequisite: BAR 140
Focuses on theory and practical application of permanent waves and chemical relaxers in specialized classes or supervised salon setting. Students practice different wrapping techniques that are required by trend styles.

BAR 166 Introduction to Facial Massage & Skin Care
1 credit/30 clock hours
Emphasizes basic understanding of facial massage manipulations and the study of skin in both practical and theory applications. Covers the benefits derived from proper facial massage and a good skin care routine.

BAR 167 Intermediate Facial Massage & Skin Care
1 credit/30 clock hours
Prerequisite: BAR 166
Focuses on practical application dealing with anatomy, skin disorders, skin types and facial shapes. Students help patrons select proper skin care treatments.

BAR 203 Advanced Hair & Scalp
1 credit/30 clock hours
Prerequisite: BAR 103
Focuses on advanced theory and practical training of hair, scalp treatments and shampooing in a supervised salon setting. Advanced techniques prepare the student for employment. Covers student preparation for the State Licensing Exam on theory and practical procedures.

BAR 207 Advanced Shaving, Honing & Stropping
1 credit/30 clock hours
Prerequisite: BAR 108
Focuses on advanced training in shaving, honing and stropping. Practical and theory application is completed in specialized classes or supervised clinical training. Student will be prepared for State Licensing Exam.

BAR 211 Advanced Hair Coloring
3 credits/90 clock hours
Prerequisite: BAR 111
Provides continued instruction in advanced practical techniques for hair coloring with emphasis on recognition of color problems and color correction procedures. Covers advanced techniques and product knowledge to prepare the student for employment. Provides instruction for the State Licensing Exam pertaining to hair coloring.

BAR 220 Advanced Hair Cutting
3 credits/90 clock hours
Prerequisite: BAR 121
Provides theory and advanced techniques in all phases of hair cutting to ready the student for employment. Covers student preparation for State Licensing Exam on theory and practical procedures. Training is a combination of supervised work and specialized classes.

BAR 230 Preparation for State Board
1 credit/30 clock hours
Allows students the opportunity to practice written examinations as preparation for the State Board Barber Examination. Hours will be arranged.
BAR 231 Advanced Hair Styling
3 credits/90 clock hours
Prerequisite: BAR 131
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 Licensing Exam relating to hairstyling.

BAR 241 Advanced Permanent Waves & Chemical Relaxers
2 credits/60 clock hours
Prerequisite: BAR 141
Focuses on advanced techniques to prepare the student for employment and examines changes in current industry standards. Provides instruction in specialized classes or a supervised salon setting. Covers student preparation for the State Licensing Exam pertaining to permanent waves and relaxers.

BAR 266 Advanced Facial Massage & Skin Care
1 credit/30 clock hours
Prerequisite: BAR 167
Emphasizes anatomy, skin disorders, skin types and facial shapes. Students guide patrons on selection of proper skin care treatments. Covers student preparation for State Licensing Exam on theory and practical procedures.

COS 150 Laws, Rules and Regulations
1 credit/30 clock hours
Provides instruction on the laws, rules and regulations and how they govern the cosmetology and barber industry, and the effects these have on the student, licensed individual, salons and school owners.

COS 160 Introduction to Disinfection, Sanitation, & Safety
2 credits/60 clock hours
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/30 clock hours
Prerequisite: COS 160
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 250 Management, Ethics, Interpersonal Skills & Salesmanship
1 credit/30 clock hours
Emphasizes the importance of salon management and the knowledge and skills necessary to build a successful business. Focuses on the importance of interpersonal skills and basic techniques in salesmanship and customer services. Integrates job readiness skills and professional ethics.

COS 260 Intermediate II: Disinfection, Sanitation, & Safety
2 credits/60 clock hours
Prerequisite: COS 161
Provides continued study of theory and practice of proper methods of 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/30 clock hours
Prerequisite: COS 260
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 Licensing Exam 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.
**COLLISION REPAIR TECHNOLOGY**

The Collision Repair Technology Program duplicates a collision repair shop environment where work is performed on customer vehicles. The rigorous work load requires that the student be in good physical condition, have mastered reading and writing, and be mechanically inclined. The certificated student will have entry-level skills. This course uses the new I-CAR Advance Tech Curriculum.

The following certificates may be earned:
- Non-Structural Repair Technician Certificate
- Refinish and Paint Technician Certificate
- Professional Collision Repair Technician Certificate

### NON-STRUCTURAL REPAIR TECHNICIAN CERTIFICATE

**Certificate length:** 2 semesters

**Courses required for this certificate:**
- ACT 101 Intro to Automotive Collision Technology
- ACT 111 Metal Welding & Cutting I
- ACT 121 Non-Structural Repair Preparation
- ACT 122 Panel Repair & Replacements
- ACT 123 Metal Finishing and Body Filling
- ACT 124 Replace Weld-on Exterior Panel
- ACT 151 Plastics and Adhesives I
- ACT 170 Automotive Collision Technology Lab Experiences I
- ACT 211 Metal Welding and Cutting II
- ACT 221 Moveable Glass and Hardware
- **Non-Structural Repair Technician Certificate Total: Clock Hours: 540 Credit Hours: 26**

### REFINISH AND PAINT TECHNICIAN CERTIFICATE

**Certificate length:** 2 semesters

**Courses required for this certificate:**
- ACT 141 Refinishing Safety
- ACT 142 Surface Preparation I
- ACT 143 Spray Equipment Operation
- ACT 144 Refinishing I
- ACT 241 Paint Defects
- ACT 242 Surface Preparation II
- ACT 243 Refinishing II
- ACT 244 Final Detail
- ACT 171 Auto Collision Tech Lab II
- **Refinish and Paint Technician Certificate Total: Clock Hours: 505 Credit Hours: 25**

### PROFESSIONAL COLLISION REPAIR TECHNICIAN CERTIFICATE

**Certificate length:** 4 semesters

**Courses required for this certificate:**
This certificate is a combination of the Non-Structural Repair Technician Certificate and the Refinish and Paint Technician Certificate.

**Professional Collision Repair Technician Certificate Total: Clock Hours: 1045 Credit Hours: 51**

Additional fees may apply. Please contact our Advising Department (303)344-4910, ext 27909 or ext 27935.

### COURSE DESCRIPTIONS

**ACT 101 Intro to Automotive Collision Technology**
4 credits/67.5 clock hours
Designed as an orientation to the automotive collision repair industry. Students receive an overview of job possibilities as well as learn various types of automobile construction. Names, uses and maintenance procedures for a variety of tools and equipment are covered. Focuses on general collision repair and refinishing shop safety procedures with an emphasis on personal and environmental safety issues. Students also learn the proper handling and disposal of hazardous materials.

**ACT 111 Metal Welding and Cutting I**
3 credits/67.5 clock hours
Covers sheet metal oxygen-acetylene welding and MIG welding techniques including safety, materials, equipment and setups. Personal and vehicle protective measures prior to welding procedures is presented.

**ACT 121 Non-Structural Repair Preparation**
3 credits/67.5 clock hours
This course covers the basic characteristics of preparation for automotive repair. Students familiarize themselves with damage analysis, extent of damage and the sequence of repair. It focuses on removal of vehicle components and protection of panels along with storage and labeling of parts. Safety procedures and equipment use are included.
ACT 122 Panel Repair & Replacements
3 credits/67.5 clock hours
Covers straightening techniques including tension pulls/stress relief, metal finishing, metal shrinking and use of fillers. Emphasizes the identification, handling and replacement of parts such as adjustment and alignment of bolt-on parts, fixed parts and accessories. Training covers the use of adhesives, sound deadeners and welding methods performed during repairs.

ACT 123 Metal Finishing And Body Filling
3 credits/67.5 clock hours
Covers metal finishing, metal shrinking and the use of cosmetic fillers. Emphasis is placed on the use of proper tools required to perform these tasks, including use, selection and safety procedures for tools and equipment selected.

ACT 124 Replace Weld on Exterior Panel
3 credits/52.5 clock hours
Covers the replacement of welded-on exterior panels such as quarters, roofs, cab panels, side panels, etc. Emphasis is placed on the use of proper tools required to perform these tasks, including use, selection, and safety procedures for tools and equipment selected.

ACT 141 Refinishing Safety
1 credit/15 clock hours
This course covers correct use of safety procedures used in refinishing. Proper fit and use of various types of protective equipment is emphasized. The identification of tools and equipment, with use and maintenance is covered including national guidelines for proper disposal and handling of hazardous materials.

ACT 142 Surface Preparation I
2 credits/37.5 clock hours
This course covers surface preparation for refinishing including cleaning, sanding, feather edging, chemical treatment of bare materials and priming. The application of primers, including rationale and use is covered. In addition the student learns skills for proper removal and storage of exterior trim and protection of adjacent panels.

ACT 143 Spray Equipment Operation
2 credits/37.5 clock hours
This course covers inspection, cleaning and determination of the condition of spray guns and related equipment. Students learn skills for adjusting spray guns by setting-up and testing spray gun operations.

ACT 144 Refinishing I
2 credits/30 clock hours
Provides the knowledge needed for application and use of automotive paint systems. Course includes locating color codes, mixing formulas, matching and selections of materials. Proper paint gun use and adjustments is taught for the product being applied. In addition, the student practices correct masking and detailing techniques.

ACT 151 Plastics & Adhesives I
1 credit/22.5 clock hours
Designed to teach the state-of-the-art repair for both rigid and flexible plastic components and choosing adhesives using the latest manufacturer’s repair techniques.

ACT 170 Automotive Collision Technology Lab Experiences I
2 credits/45 clock hours
This course is designed to prepare the student to perform basic tasks or a specialized area in a controlled instructional lab.

ACT 171 Auto Collision Tech Lab II
9 credits/205 clock hours
Course is a continuation of Lab experience. Designed to prepare the individual to perform basic tasks for a specialized area in a controlled instructional lab.

ACT 211 Metal Welding And Cutting II
2 credits/45 clock hours
This course covers MIG welding procedures of seam weld, stitch welds and destructive testing. Resistance spot welding, which includes two-sided spot weld, plasma cutting, safety, materials, and equipment and operating procedures, with emphasis on shop safety are also presented.

ACT 221 Moveable Glass And Hardware
2 credits/37.5 clock hours
This course covers door glass, vent windows and glass mechanisms (both electric and mechanical) with emphasis on removal and replacement. In addition, interior trim panels, seats and headliners are removed and replaced. Student learns proper care and treatment of vehicle seat protectors plus the proper use of tools required to perform these tasks.

ACT 241 Paint Defects
3 credits/67.5 clock hours
This course covers paint defects. Emphasizes the causes of paint defects with methods to cure problems during and after refinishing procedures. Students learn to identify the proper surface preparations to apply prior to refinishing. Training includes using paint equipment and determining paint film thickness with proper temperatures for refinishing.
ACT 242 Surface Preparation II
2 credits/37.5 clock hours
This course emphasizes surface preparation for refinishing including cleaning, sanding, feather edging, chemical treatment of bare metals and priming. The application of primers, including why and where to use them is covered.

ACT 243 Refinishing II
2 credits/45 clock hours
This course emphasizes surface preparation for refinishing including cleaning, sanding, feather edging, chemical treatment of bare metals and priming. The application of primers, including why and where to use them is covered in this course.

ACT 244 Final Detail
2 credits/30 clock hours
This course focuses on the detailing procedures in paint refinishing of vehicles. Methods and techniques are specialized to enhance painting skills. Transfers and tapes methods with decals etc. are demonstrated.
CONSTRUCTION TECHNOLOGY

The Construction Technology Program provides an opportunity for students to learn the fundamentals of blueprint reading, estimating building codes and ordinances, frame construction, roof framing, interior and exterior finishing and the safe operation and maintenance of tools and equipment. Students will spend time at a building site as well as in the classroom. They will receive instruction in blueprint reading, hand and power tools safety, house framing, and interior and exterior finish work.

Students must ride the school bus to and from the housing project site.

The following certificates may be earned:
Construction Technology Certificate
Advanced Construction Methods Certificate

CONSTRUCTION TECHNOLOGY CERTIFICATE
Certificate length: 2 Semesters

Courses required for this certificate:
CAR 103 Carpentry Basics
CON 106 Site Prep Through Foundation
CAR 104 Floor and Wall Construction
CAR 106 Construction and Roof Design
CAR 134 Exterior Finishes and Trim
CAR 135 Thermal and Moisture Methods and Materials
CAR 146 Interior Finishes/Drywall Construction
CAR 147 Interior Carpentry
CON 109 Flooring, Tile and Wood

Construction Technology Certificate Total:
Clock Hours: 540 Credit Hours: 28

ADVANCED CONSTRUCTION METHODS CERTIFICATE
This certificate is a combination of the Construction Technology certificate and the following courses:
Certificate length: 2 Semesters

Courses required for this certificate:
CON 113 Jobsite Planning Through Foundation
CON 130 Blueprint Reading
CAR 206 Advanced Floor and Wall Construction
CAR 207 Advanced Construction and Roof Design
CAR 208 Advanced Exterior Finishes and Trim
CON 128 Cost Estimation
CAR 209 Advanced Interior Carpentry
CON 210 Advanced Flooring, Tile and Wood

Advanced Construction Methods Certificate
Total: Clock Hours: 1080 Credit Hours: 55

Elective courses offered in this certificate:
CON 285 Independent Study

COURSE DESCRIPTIONS

CAR 103 Carpentry Basics
4 credits/60 clock hours
Provides a basic introduction to construction work for all crafts, safety concerns and procedures, and the safety and use of hand and power tools. This course specifically applies to construction work.

CAR 104 Floor And Wall Construction
4 credits/82.5 clock hours
Covers framing basics as well as the procedures for laying out and constructing a wood floor, and wall framing using common lumber as well as engineered building material. Includes instructions for selecting and installing metal framing for interior walls, exterior non-load bearing walls, and partitions.

CAR 106 Construction and Roof Design
4 credits/75 clock hours
Covers basic stair terminology and layout, also basic understanding of roof design and installation.

CAR 134 Exterior Finishes and Trim
4 credits/82.5 clock hours
Utilizes hands-on techniques to illustrate exterior moisture, trim, and exterior door and window installation. Student will explore various residential materials and methods. Estimation of time and material will be discussed as well as general business practices.

CAR 135 Thermal and Moisture Methods and Materials
1 credit/22.5 clock hours
Focuses on selection and installation of various types of insulating materials in walls, floors, and attics. Covers the uses and installation practices for vapor barriers and waterproofing materials.

CAR 146 Interior Finishes/Drywall Construction
1 credit/22.5 clock hours
Covers the use of gypsum wall board and the techniques of concealing joints and fasteners, construction methods, estimation and a variety of texture finishes.
CAR 147 Interior Carpentry
4 credits/82.5 clock hours
Covers material choices and installation techniques of various interior trim, including interior doors, baseboard, and casement. Includes an overview of additional interior trim choices. Covers interior doors and trim with focus on material choices, methods of work, and estimation.

CAR 206 Advanced Floor and Wall Construction
4 credits/82.5 clock hours
Expands upon those skills and knowledge learned in (CAR 104 Floor And Wall Framing) Covers complex floor, and wall framing issues and leadership/foreman responsibilities. Allows students to hone skills previously learned. Utilizes a hands-on approach to allow students to study floor, and wall framing.

CAR 207 Advanced Construction and Roof Design
4 credits/75 clock hours
Expands upon the first year course emphasizing construction of residential and commercial stairs. Covers complex stairs, including curved and multi-level stair construction. Includes alternatives to stringers, and finish. Emphasizes methods and materials for balusters and rails.

CAR 208 Advanced Exterior Finishes and Trim
4 Credits/82.5 clock hours
Expands upon those skills and knowledge learned in CAR134. An opportunity to hone their skills as an exterior carpenter as well as building their skills in a leadership roll.

CAR 209 Advanced Interior Carpentry
4 credits/82.5 clock hours
Expands upon the material covered in (CAR 147 Interior Carpentry) and includes more advanced techniques and in-depth discussion of various material choices. Covers estimating and efficiency studies. Includes in-depth study of premium interior doors and trim...Explores the craftsmanship and fine woodworking involved in many fine homes. Includes mantel and various fireplace designs, custom shelves and closets, and custom moulding.

CON 109 Flooring, Tile and Wood
3 credits/60 hours
Covers installation and finishing of hardwood floors, laminate/engineered floors, and tile. Includes discussion on advantages and disadvantages of various choices available.

CON 113 Jobsite Planning through Foundation
4 credits/67.5 clock hours
Expands upon (CON 106 Site Prep Through Foundation) and gives students a chance to explore more complex plot plans and multi-unit site layouts. Includes a more in-depth look at the blueprints and how they apply to the job-site. Builds on course (CON 106 Site Prep Through Foundation) and expands on theories and concepts from the first year class. Offers opportunities to explore more complex systems and form requirements.

CON 128 Cost Estimation
2 credits/45 clock hours
Provides an overview of the estimation process. Bid requirements, and package are discussed along with an introduction to the CSI divisions.

CON 130 Blueprint Reading
2 credits/45 clock hours
Focuses on the techniques for reading and using blueprints and specifications with an emphasis placed on those drawing and types of information that are relevant to the carpentry craft.

CON 210 Advanced Flooring, Tile and Wood
3 Credits/60 clock hours
Expands upon skills and knowledge learned in (CON 109 Flooring Tile and Wood). Focuses on estimation and ordering of flooring and tile products. Provides an opportunity to use more advanced layout and designs of various flooring and tile.

CON 285 Independent Study
2 credits/45 clock hours
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.
COSMETOLOGY

The Cosmetology program provides training in hair, skin and nails. Classes will be held 4-8 hours daily on a year-round basis in order to meet the state requirement for completion. Training during the first semester is an introduction to all subject areas and is achieved through theory and a lab setting.

Intermediate and advanced training is the combination of theory pertaining to cosmetology and clinical training which is achieved through a clinical set-up with students working on patrons and/or mannequins.

Students may have the opportunity to participate in an internship during their advanced training as an extra elective.

Note: Colorado State Agency requires a minimum of 60 credit hours and/or 1800 clock hours. Upon meeting school requirements for receiving a certificate, a student may be eligible to register for the State Licensing Exam. Students will be prepared for the Colorado State Agency Licensing Exam.

Courses are taught concurrently, not individually, through competency-based, theory and practical instruction. Students must complete all coursework with a grade of “C” or better and all clusters must be completed before testing for state licensing. Courses are evaluated by examination and demonstration.

The following certificate may be earned:
Cosmetology Certificate

Courses required for this certificate:
COS 103 Shampoos/Rinses/Conditioners I
COS 110 Introduction to Hair Coloring
COS 120 Introduction to Hair Cutting
COS 130 Introduction to Hair Styling
COS 140 Introduction to Chemical Texture
COS 150 Laws, Rules and Regulations
COS 160 Introduction to Disinfection, Sanitation & Safety
EST 110 Introduction to Facials & Skin Care
NAT 110 Introduction to Manicures & Pedicures
COS 203 Shampoos/Rinses/Conditioners II

Electives offered in this certificate:
COS 288 Practicum

Please visit www.pickenstech.org to view our catalog online for course descriptions.

Additional fees may apply. Please contact our Advising Department (303)344-4910, ext 27909 or ext 27935.

COURSE DESCRIPTIONS

COS 103 Shampoos/Rinses/Conditioners I
1 credit/30 clock hours
Introduces various types of scalp treatments and shampoos. Enables student to recognize and treat disorders of hair and scalp. Covers product knowledge and proper massage techniques to help control disorders and to cleanse the hair and scalp. Includes terminology dealing with hair structure, scalp and hair disorders. Provides training in a lab or classroom setting.

COS 110 Introduction to Hair Coloring
2 credits/60 clock hours
Provides theory pertaining to the law of color, theory of color, chemistry of color, product knowledge and analysis of hair and scalp. Covers basic techniques and procedures for the application of hair coloring.
COS 111 Intermediate I: Hair Coloring
2 credits/60 clock hours
Prerequisite: COS 110
Focuses on theory and practical application of color products, formulations of color, level and shades of color. Examines techniques in a specialized class or in a supervised salon setting.

COS 120 Introduction To Haircutting
2 credits/60 clock hours
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, as well as disinfection, sanitation procedures as they relate to haircuttering.

COS 121 Intermediate I: Haircutting
2 credits/60 clock hours
Prerequisite: COS 120
Focuses on theory 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/60 clock hours
Combines theory with the practical application of roller placement, shaping, pincurls, finger waves, airforming, iron curling, soft pressing and hard pressing.

COS 131 Intermediate I: Hair Styling
2 credits/60 clock hours
Prerequisite: COS 130
Focuses on the accepted methods of styling hair, air forming roller sets, fingerwaves, pincurls, braiding and hair pressing.

COS 140 Introduction to Chemical Texture
1 credit/30 clock hours
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/30 clock hours
Prerequisite: COS 140
Emphasizes theory and practical application of permanent waves and chemical relaxers in specialized classes or a supervised salon setting. Enables the student to practice different wrapping techniques required by trend styles.

COS 150 Laws, Rules & Regulations
1 credit/30 clock hours
Provides instruction on the laws, rules and regulations and how they govern the cosmetology and barber industry, and the effects these have on the student, licensed individual, salons and school owners.

COS 160 Introduction to Disinfection, Sanitation, & Safety
2 credits/60 clock hours
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/30 clock hours
Prerequisite: COS 160
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/30 clock hours
Prerequisite: COS 103
Provides theory and practical training in shampoos, rinses and conditioners. Examines advanced techniques to prepare the student for employment. Includes preparation for the State Licensing Exam in shampoos, rinses and conditioners.

COS 210 Intermediate II: Hair Coloring
2 credits/60 clock hours
Prerequisite: COS 111
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/60 clock hours
Prerequisite: COS 210
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 Licensing Exam pertaining to hair coloring.

COS 220 Intermediate II: Haircutting
2 credits/60 clock hours
Prerequisite: COS 121
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 haircutting techniques.

COS 221 Advanced Haircutting
2 credits/60 clock hours
Prerequisite: COS 220
Focuses on advanced cutting techniques using all the cutting tools. Emphasizes current fashion trends. Includes student preparation for the State Licensing Exam.

COS 230 Intermediate II: Hair Styling
2 credits/60 clock hours
Prerequisite: COS 131
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/30 clock hours
Prerequisite: COS 230
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 Licensing Exam relating to hairstyling.

COS 240 Intermediate II: Chemical Texture
1 credit/30 clock hours
Prerequisite: COS 141
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/30 clock hours
Prerequisite: COS 240
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 Licensing Exam pertaining to permanent waves and chemical relaxers.

COS 250 Management, Ethics, Interpersonal Skills & Salesmanship
1 credit/30 clock hours
Emphasizes the importance of salon management and the knowledge and skills necessary to build a successful business. Focuses on the importance of interpersonal skills and basic techniques in salesmanship and customer services. Integrates job readiness skills and professional ethics.

COS 260 Intermediate II: Disinfection, Sanitation, & Safety
2 credits/60 clock hours
Prerequisite: COS 161
Provides continued study of theory and practice of proper methods of 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/30 clock hours
Prerequisite: COS 260
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 Licensing Exam 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 275 Special Topics: Preparation for State Board
1 credits/30 clock hours
Provides preparation for the State Exam. Allows the student the opportunity to gain knowledge for the practical and/or written examination required by the Colorado State Agency.
COS 288 Practicum
1-12 credits/15-225 clock hours
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.

EST 110 Introduction to Facials & Skin Care
3 credits/90 clock hours
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/60 clock hours
Prerequisite: EST 110
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 Facials & Skin Care
2 credits/60 clock hours
Prerequisite: EST 111
Provides the student with advanced techniques in facials and facial massage, skin care, and lash/brow tinting as allowed per State Board recent rulings. 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 Licensing Exam.

EST 211 Facial Makeup
1 credit/30 clock hours
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/90 clock hours
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.

NAT 110 Introduction to Manicures & Pedicures
3 credits/90 clock hours
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/60 clock hours
Prerequisite: NAT 110
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 aspects of manicures, pedicures and nail art is taught.

NAT 210 Advanced Manicures & Pedicures
2 credits/60 clock hours
Prerequisite: NAT 111
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 a supervised salon (clinical) setting, using models or customer service.

NAT 211 Application of Artificial Nails
5 credits/150 clock hours
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 a supervised salon (clinical) setting using models or customer service. Student preparation for State Licensing Exam pertaining to artificial nails is covered.
CULINARY ARTS

The two semester program will introduce students to the fundamentals of cooking and baking techniques, food properties, nutrition, and basic kitchen management. Safety is emphasized throughout the course regarding food sanitation, proper equipment usage, safe-serving techniques, customer and employee safety, and kitchen sanitation. Students will practice recipes, create their own food and baking recipes, and incorporate their concepts and skills into real-world customer events. Students will be introduced to business components, food preparation knowledge, and skills necessary for success in a variety of culinary arts careers. Catering activities, field trips and CTSO opportunities provide additional connection to career-related experiences.

Culinary Arts Certificate
Certificate length: 2 Semesters

Courses required for this certificate:
- CUA 100 Culinary Program Fundamentals
- CUA 101 Food Safety and Sanitation
- CUA 156 Nutrition/ Hospitality Prof
- CUA 159 Buffet Planning & Production
- CUA 154 Intro to Business of Catering
- CUA 121 Intro Food Pdn Prin/Practices
- CUA 122 Intro to Stocks, Soups, and Sauces
- CUA 123 Introduction to Garde Manger
- CUA 124 Vege Prep & Breakfast Cookie
- CUA 131 Starch/Pasta/Casserol/Grain
- CUA 132 Center of the Plate: Meat
- CUA 133 Ctr Plate Poultry/Fish/Seafd
- CUA 141 Baking: Principles/Ingredients
- CUA 142 BasicYeast-Raised Quick Breads
- CUA 143 Baking: Cake/Pies/Pastry/Cookies
- CUA 191 Front of the House Planning
- CUA 245 International Cuisine
- CUA 157 Menu Planning
- CUA 269 Dietary Baking

Culinary Arts Certificate
Total: Clock Hours: 600 Credit Hours: 30

COURSE DESCRIPTIONS

CUA 100 Culinary Program Fundamental
Trains students in the basic fundamentals of the culinary field. The course will include student overviews, safety & sanitation fundamentals, culinary math skills, culinary vocabulary, lab requirements, using online training methods, competitions, basic knife skills, equipment identification and proper usage, professionalism, food service history, kitchen organization, basic principles of cooking, food science, study skills, proper food storage techniques, recipes, cost management, library resources and student learning organizations, scholarships, and culinary career opportunities.

CUA 101 Food Safety and Sanitation
2 credits/37.5 clock hours
Introduces the student to the basic rules of sanitation, food-borne illnesses, safe food temperatures, safe food handling techniques, the HACCP Program, pest control procedures, and local/state health rules and regulations for food service operations. At the completion of the course students take a nationally recognized test from the Education Foundation of the National Restaurant Association.

CUA 121 Introduction to Food Production Principles and Practices
1 credit/22.5 clock hours
Provides students with the fundamental principles of commercial kitchen operations including safety and sanitation applications, use and care of equipment, tools, utensils and knives, recipe use and conversion, organization of work, and basic cooking methods.

CUA 122 Introduction to Stocks, Soups, and Sauces
1 credit/22.5 clock hours
Focuses on the fundamental principles of stocks, soups, sauces, gravies, and thickening agents. Enables students to produce a variety of these products in the commercial kitchen incorporating practice in the use of tools, utensils, equipment and application of safety and sanitation practices. Students apply pre-preparation skills and efficient organization of work techniques.
CUA 123 Introduction to Garde Manger
1 credit/22.5 clock hours
Provides fundamental principles of cold food and non-alcoholic beverage preparation and production in a commercial kitchen. Enables students to produce a variety of cold food and non-alcoholic beverage products incorporating practice in the use of tools, utensils, equipment and application of safety and sanitation methods. Introduces basic cold food decorative work such as fruit and vegetable garnishes and carvings, terrines, and hors d’oeuvres. Focuses on pre-preparation procedures and efficient organization of work techniques.

CUA 124 Introduction to Vegetable Prep & Breakfast Cookery
1 credit/22.5 clock hours
Provides students with the fundamental principles and practices of a commercial kitchen, including safety and sanitation applications, use and care of equipment, tools, utensils and knives, recipe use and conversion, organization of work, and basic cooking methods. Focuses on the fundamental principles and production of stocks, soups, sauces, gravies, and thickening agents. Principles of cold food and non-alcoholic beverage preparation and production in a commercial kitchen. Basic cold food decorative work such as fruit and vegetable garnishes and carvings, terrines, and hors d’oeuvres. Emphasizes the affects of seasonings and cooking methods of vegetable products and basic hot food preparation. Students prepare breakfast orders similar to those ordered in restaurants with egg cookery and dairy products emphasized.

CUA 131 Starch/Pasta/Casserole/Grain
1 credit/22.5 clock hours
Provides the basics of preparing and/or cooking potatoes, starches, legumes and pastas. Enables students to prepare and cook a variety of casseroles and grain products using a commercial kitchen for their preparation area. Allows students to apply pre-preparation skills and efficient organization of work techniques.

CUA 132 Center of the Plate: Meat
1 credit/22.5 clock hours
Provides the student with the basics of meat handling, including principles used for selecting meat products, their basic cuts and cooking methods. Focuses on a variety of meat products in a commercial kitchen.

CUA 141 Baking: Principles/Ingredients
1 credit/22.5 clock hours
Provides the student with the fundamentals of baking terminology, principles of baking, and the characteristics and functions of the main ingredients used in bakery production. Orientes student to commercial equipment, tools, and utensils used in baking.

CUA 142 Basic Yeast-Raised Quick Breads
1 credit/22.5 clock hours
Provides the student with the fundamentals of basic yeast-raised production and quick breads. Enables the student to produce white bread, rolls, variety grain breads, specialty breads, sweet yeasted products, and quick breads in a commercial kitchen.

CUA 143 Baking: Cakes, Pies, Pastries and Cookies
1 credit/22.5 clock hours
Provides the student with the fundamentals of basic cake, pie, pastry, and cookie production. Enables the student to produce a variety of cakes, pies, pastries, cookies and assorted dessert items in a commercial kitchen.

CUA 154 Intro to Business of Catering
3 credits/52.5 clock hours
Provides students with an overview of the catering industry. Special attention will be given to catering from a customer’s perspective. Students completing this course should be able to plan and implement a variety of catering functions. Included in the course will be some experiential learning opportunities as a result of participation in actual college catered functions on campus.

CUA 156 Nutrition/Hospitality Professional
3 credits/52.5 clock hours
Provides students with the fundamentals of human nutrition. Focuses on the nutritional needs of humans throughout their life cycle as well as those with special dietary needs. Students may take a nationally recognized test from the Educational Foundation of the National Restaurant Association.
CUA 157 Menu Planning
3 credits/52.5 clock hours
Introduces the student to planning menus and integrating them into foodservice operations. Equips the student with a working knowledge of the function, mechanics, and results achieved by the menu. Provides an overview of the existing and growing foodservice industry as seen through the menu.

CUA 159 Buffet Planning and Production
1 credit/22.5 clock hours
Enables students to plan and present various styles of buffets set-ups, including self-service, cafeteria and staffed stations. Meeting customers' needs through menu development, and equipment and food lay-out will be emphasized. Platter presentations, carving stations, steam table / chafing dish and plated service will be included.

CUA 191 Front of the House Planning
1 credit/22.5 clock hours
Teaches how to organize special meal functions, handle reservations and special requests, evaluate dining room personnel, create menu format for the GPA Dining Room and operate the POS managers menu. Students will meet 22.5 hours during the semester in a scheduled class setting. Assignments and projects will be completed outside of class meetings.

CUA 245 International Quisine
2 credits/37.5 clock hours
Introduces full meal preparation of nontraditional international cuisine. Ethnic ingredients and meals from India, Thailand, Greece, Morocco, Africa, South America and Ecuador will be introduced.

CUA 269 Dietary Baking
2 credits/45 clock hours
Provide the student with the development and production of bakery products that focus on common food allergens, intolerances and health aspects. Students will prepare a variety of gluten free bakery products that address celiac disease, and other products that address common health related issues. There will be an emphasis in the use of product substitutions including: fats, sweeteners, and dairy in baking. Students will also analyze the nutritive value of ingredient refinement.
CYBER TECHNICIAN

The Cyber Technician is designed to prepare students for entry into the industry of servicing, maintaining and repairing computers, computer and networking systems. The program prepares students for the A+ and Network + Service Technician Certification examination. These exams measure the knowledge of job tasks and behaviors expected of entry level technicians.

These programs (General Electronics Technology and Cyber Technician) articulate for the A.A.S. Degree.

The following certificates may be earned: Cyber Technician Certificate

CYBER TECHNICIAN CERTIFICATE
Certificate length: 2 Semesters

Courses required for this certificate:
CIS 115 Intro to Computer Info Systems
CIS 128 Operating System: Using Windows
CNG 101 Networking Fundamentals
CNG 121 Computer Technician I: A+
CNG 122 Computer Technician II: A+
CNG 124 Networking I: Network+
CNG 125 Networking II: Network+
CNG 131 Principles of Information Assurance
BUS 117 Business Writing
CNG 132 Network Security Fundamentals
CNG 285 Independent Study
Total: Clock Hours: 600 Credit Hours: 31

COURSE DESCRIPTIONS

CIS 115 Intro to Computer Information Systems
3 credits/52.5 clock hours
Focuses on an overview of the needs for and roles of computer information systems. Emphasizes computer requirements in organizations, history, hardware functions, programming, systems development, and computer operations. Introduces computer applications.

CIS 128 Operating Systems: Using Windows
3 credits/60 clock hours
Introduces the functions and capabilities of an operating system, including configuring and modifying the operating system environment.
CNG 131 Principles of Information Assurance
3 credits/60 clock hours
Delivers a comprehensive overview of network security, including general security concepts. Communication Security is studied, including remote access, e-mail, the Web, directory and file transfer, and wireless data. Common network attacks are introduced. Cryptography basics are incorporated, and operational/organizational security is discussed as it relates to physical security, disaster recovery, and business continuity. Computer forensics is introduced.

CNG 132 Network Security Fundamentals
3 credits/60 clock hours
Delivers a comprehensive overview of network security, including general security concepts. Communication Security is studied, including remote access, e-mail, the Web, directory and file transfer, and wireless data. Common network attacks are introduced. Cryptography basics are incorporated, and operational/organizational security is discussed as it relates to physical security, disaster recovery, and business continuity. Computer forensics is introduced.

CNG 285 Independent Study
2 credits/60 clock hours
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.
DENTAL ASSISTING

The Dental Assisting Program is a three semester program, and admits students twice a year in August and January.

The program learning components are competency based and include a combination of theory classes, laboratory classes, operatory skills practice, and clinical externships. Students must master all of the tasks to complete the program successfully. This program prepares students to assist the dentist at the chair side in the dental operatory, perform reception and clerical functions, and selected laboratory work. In addition, the student will gain skills required for direct patient care such as taking x-rays and impressions, preventive education, and nutritional counseling. **Note:** students must be age 18 before enrolling in DEA 125 & DEA 131, as directed by the Colorado Board of Dental Examiners Rule & Regulations.

Simulated clinical situations are practiced prior to actual clinical assignments. Clinical assignments will include work in a variety of private dental offices and clinics. The Commission on Dental Accreditation has determined the Dental Assisting program's accreditation status to be “approved without reporting requirements”.

DENTAL ASSISTING CERTIFICATE

Certificate length: 4 Semesters

Courses required for this certificate:
- DEA 102 Principles of Clinical Practices
- DEA 104 Specialties in Dentistry
- DEA 111 Dental Office Management
- DEA 120 Introduction to Dental Practices
- DEA 121 Dental Science I
- DEA 122 Dental Science II
- DEA 123 Dental Materials I
- DEA 126 Infection Control
- DEA 127 Dental Science III
- DEA 132 Medical Emerg in Dental Office
- DEA 134 Prevention and Nutrition in Dentistry
- DEA 124 Dental Materials II
- DEA 180 Clinical Internship I
- DEA 125 Dental Radiography
- DEA 131 Advanced Dental Radiography
- DEA 181 Clinical Internship I
- DEA 182 Clinical Internship II and Seminar

Dental Assisting Certificate
Total: Clock Hours: 1230 Credit: 46

EXPANDED DUTY DENTAL ASSISTING COURSE

Course length: 1 Quarter

Courses required:
- DEA 275 Special Topics: Expanded Duty Dental Assisting

Expanded Duty Dental Assisting Certificate
Total: Clock Hours: 30 Credit Hours: 2

Accreditation
Upon successful completion, the student will qualify to enroll in the Expanded Duty Dental Assisting Course offered here at Pickens Technical College.

Pickens Technical College students can now earn a certificate or an Associate’s Degree through all cooperating Colorado Community Colleges, authorized by the CCCS, (Colorado Community College system). Check with the individual college for updates and/or degree requirement modifications.

COURSE DESCRIPTIONS

DEA 102 Principles of Clinical Practice
3 credits/67.5 clock hours
Includes techniques used in four handed dentistry, instrument identification, and armamentarium for tray set-ups. Covers sterilization and aseptic procedures.

DEA 104 Specialties in Dentistry
2 credits/45 clock hours
Focuses on armamentarium of specific tray set-ups for periodontics, endodontics, and fixed and removable prosthodontics. Examines pediatric dentistry, oral surgery, and implants. Includes diagnosis, treatment, and the dental assistant’s role in each specialty.

DEA 111 Dental Office Management
2 credits/45 clock hours
Includes office management and clerical practices, scheduling appointments, completing daily records, insurance and tax forms, bookkeeping and recall systems, and ordering supplies.

DEA 120 Introduction to Dental Practices
1 credit/22.5 clock hours
Includes roles and responsibilities of the dental health team; educational background for the various specialties including general practitioner, hygienist, dental assistant; history, legal implications, ethical responsibilities and the role of professional organizations.
DEA 121 Dental Science I  
3 credits/67.5 clock hours  
Includes fundamentals of the oral structures as they apply oral histology, embryology, morphology, pathology, dental anatomy, and dental charting.

DEA 122 Dental Science II  
3 credits/67.5 clock hours  
Includes survey of human anatomy and physiology, the structure of the head and neck as applied to dental assisting, the function of the maxilla and mandible, processes, foramen, sutures, and major nerve and blood supply.

DEA 123 Dental Materials I  
3 credits/67.5 clock hours  
Includes fundamentals of dental materials as they apply to clinical and laboratory applications.

DEA 124 Dental Materials II  
3 credits/67.5 clock hours  
Includes type, compositions, and uses of elastomeric impression materials and the fabrication of custom impression trays and temporary crowns.

DEA 125 Dental Radiography  
3 credits/67.5 clock hours  
Focuses on the science of radiography, the application of radiographic techniques, and aseptic techniques.

DEA 126 Infection Control  
3 credits/67.5 clock hours  
Includes basic information concerning infection and disease transmission in the dental office. Emphasizes knowledge of microorganisms, with an emphasis on aseptic techniques, sterilization, and hazardous communication management.

DEA 127 Dental Science III  
3 credits/67.5 clock hours  
Includes in-depth study of oral defects, microorganisms and their effects on the human body with recognition and identification of pathological condition that most frequently occur orally. Emphasizes pharmacology and the drugs used in the prevention and treatment of pain and conditions of the oral cavity. Focuses on laboratory experiences and the procedures involved with local anesthesia and the knowledge of nitrous oxide administration in the dental office.

DEA 131 Advanced Dental Radiography  
3 credits/67.5 clock hours  
Includes theory and techniques of exposing intra-oral and extra-oral radiographs on adults, children, edentulous, and special needs patients. Covers dental anatomy radiographic interpretation and aseptic techniques. Enables the student to expose radiographs on the x-ray mannequin and patients. Students must be a minimum of eighteen years old.

DEA 132 Medical Emerg in Dental Office  
2 credits/45 clock hours  
Includes techniques for taking and reading vital signs as well as Cardiopulmonary Resuscitation (CPR) for Health Care Providers. Emphasizes recognition, prevention, and management of medical emergency situations in the dental office. Covers completing and updating patient health history.

DEA 134 Prevention and Nutrition in Dentistry  
3 credits/45 clock hours  
Includes techniques in preventive dentistry with an emphasis on fluoride application and oral home care instruction. Includes nutrition as it applies to dental health and diet counseling. Covers techniques for coronal polishing.

DEA 180 Clinical Internship I  
3 credits/135 clock hours  
Includes the opportunity for clinical application of dental assisting techniques in a dental office or clinical setting as part of the American Dental Association’s requirement of 300 clinical internship hours.

DEA 181 Clinical Internship I  
2 credits/90 clock hours  
Includes the opportunity for clinical application of dental assisting techniques in a dental office or clinical setting as part of the American Dental Association’s requirement of 300 clinical internship hours.

DEA 182 Clinical Internship II and Seminar  
4 credits/180 clock hours  
Focuses on clinical practice in private or public dental offices or clinics with clinical work experience in both general dentistry and specialty fields on a rotating basis.
**DEA 275 Special Topics: Expanded Duty Dental Assisting**

2 credits/30 clock hours

Provides didactic and laboratory experience in packing, carving, finishing and polishing of Class I, II and V amalgams and Class III, IV and V tooth colored restorations and the fabrication of provisional restorations. Operative procedures include placement of matrices and wedges. Laboratory exercises involve the use of typodonts and prepared teeth that are utilized in restorative procedures. Use of principles of four-handed dentistry and time utilization are an integral part of fulfilling requirements leading toward proficiency in restorative procedures.

**DEA 285 Independent Study**

1-6 credits/30-180 clock hours

Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.
**DIESEL TECHNOLOGY**

Pickens Technical College offers an ASE/NATEF Certified Medium/Heavy Truck Training program taught by an ASE certified Instructor with over 25 years of hands on experience. The program is designed to train the student for entry level and advanced employment as M/H Truck Technicians. Average wages after successful completion of the program is $25,000 to $35,000 annually. In addition, each individual class is designed to prepare the student for its respective ASE certification test.

The following certificates may be earned:

**Diesel Technology**

**DIESEL TECHNOLOGY CERTIFICATE**
Certificate length: 2 Semesters

Courses required for this certificate:
- DPM 100 Intro to Diesel Mechanics
- DPM 103 Diesel Engines I
- DPM 126 Heavy Duty Starting & Charging
- DPM 206 Heavy Duty Brakes I
- DPM 207 Heavy Duty Brakes II
- DPM 222 H/D Lighting & Instrumentation
- DPM 223 H/D Body Electrical Systems
- DPM 280 Internship

**Diesel Technology Certificate**
Certificate Total: Clock Hours: 607.5 Credit Hours: 27

**Course Descriptions**

**DPM 100 Intro to Diesel Mechanics**
2 credits/45 clock hours
Focuses on the student identifying and describing the many different types of diesel powered vehicles. Emphasis is placed on being able to research information in maintenance manuals and parts manuals along with demonstration of their abilities in properly identifying and select mechanical fasteners for a particular application. Specific coverage of precision fasteners, fuels, fluids as they relate to the diesel industry.

**DPM 103 Diesel Engines I**
4 credits/90 clock hours
Covers the theory and operation of diesel engines with emphasis on cylinder heads and valve trains diagnosis and repair. Also introduces the cooling system's importance with diagnosis and repair. Enables students to diagnose, test, and repair cylinder heads and cooling systems on diesel engines.

**DPM 126 Heavy Duty Starting & Charging**
3 credits/67.5 clock hours
Includes the operation, testing and servicing of heavy duty vehicle battery, starting and charging systems. Includes voltage, voltage drop testing of starting and charging systems, diagnosis, maintenance, load testing and repair of systems.

**DPM 206 Heavy Duty Brakes I**
3 credits/67.5 clock hours
Focuses on the various braking systems incorporated in heavy-duty trucks and heavy equipment. Includes a study of hydraulic brake systems and covers the diagnosis and service of the mechanical and electrical components.

**DPM 207 Heavy Duty Brakes II**
3 credits/67.5 clock hours
Teaches instruction in general service and maintenance procedures for the heavy-duty truck air brake system and its related pneumatic components. Operational checks, performance testing, and verifying system compliance with regulations (FMVSS No. 121) will be discussed.

**DPM 222 H/D Lighting & Instrumentation**
3 credits/67.5 clock hours
Provides students with diagnosis and repair of lighting systems found on Medium /Heavy duty trucks and equipment. Emphasis on inspecting and testing of electrical circuits, switches and interfacing through data bus with on board computers.

**DPM 223 H/D Body Electrical Systems**
3 credits/67.5 clock hours
Provides a comprehensive study of the theory, operation, diagnosis, and repair of the heavy duty vehicle body and safety electrical systems and accessories.

**DPM 280 Internship**
6 credits/135 clock hours
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.
The Esthetician Program provides the student with specialized training in skin care, hair removal, day spa facial and body treatments. Advanced training includes skin care machines, professional make-up, facial massage, exfoliation treatment, aromatherapy, nutrition and health of skin. The program includes specialty treatments for problematic skin types, ingredient and product analysis, and salon business. Students may have the opportunity to participate in an internship during their advanced training as an extra elective. Students successfully completing the program will be prepared to take the Colorado State Agency Licensing Exam. Full program completers also receive a certificate for chemical peels and microdermabrasion after “License Examination”.

Note: Colorado State Agency requires a minimum of 20 credit hours and/or 600 clock hours. Upon meeting school requirements for receiving a certificate, a student may be eligible to register for the State Licensing Exam. Students will be prepared for the Colorado State Agency Licensing Exam.

Courses are taught concurrently, not individually, through competency-based, theory and practical instruction. Students must complete all coursework with a grade of “C” or better. All clusters must be completed before testing for state licensing. Courses are evaluated by examination and demonstration.

The following certificate may be earned:
Esthetician Certificate

Courses required for this certificate:
COS 150 Laws, Rules & Regulations
COS 250 Management, Ethics, Interpersonal Skills & Salesmanship
EST 110 Introduction to Facials & Skin Care
EST 111 Intermediate Facials & Skin Care
EST 160 Introduction to Disinfection, Sanitation, & Safety
EST 211 Facial Makeup
EST 212 Hair Removal
EST 161 Intermediate Disinfection, Sanitation & Safety
EST 210 Advanced Facials & Skin Care
EST 260 Advanced Disinfection, Sanitation & Safety
EST 230 Preparation for State Board
EST 290 Professional Development/Continuing Education

Esthetician Certificate Total:
Clock Hours: 690 Credit Hours: 23

COURSE DESCRIPTIONS

COS 150 Laws, Rules & Regulations
1 credit/30 clock hours
Provides instruction on the laws, rules and regulations and how they govern the cosmetology and barber industry, and the effects these have on the student, licensed individual, salons and school owners.

COS 250 Management, Ethics, Interpersonal Skills & Salesmanship
1 credit/30 clock hours
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.

EST 110 Introduction to Facials & Skin Care
3 credits/90 clock hours
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/60 clock hours
Prerequisite: EST 110
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 mannequins or models.

EST 160 Introduction to Disinfection, Sanitation, & Safety
2 credits/60 clock hours
Prerequisite: EST 110
Introduces the various methods of disinfection, sanitation and safety as used today in the industry. Classroom study of bacteriology and the terminology dealing with disinfection, sanitation and safety.

EST 161 Intermediate Disinfection, Sanitation, & Safety
3 credits/90 clock hours
Prerequisite: EST 160
Presents theory and the daily utilization and practice of the proper methods of disinfection, sanitation, and safety. Procedures as related to all phases of the industry. Training is provided in a supervised (clinical) setting.
EST 210 Advanced Facials & Skin Care
2 credits/60 clock hours
Prerequisite: EST 111
Provides the student with advanced techniques in facials and facial massage, skin care, and lash/brow tinting as allowed per State Board recent rulings. 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 Licensing Exam.

EST 211 Facial Makeup
1 credit/30 clock hours
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/90 clock hours
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 Preparation for State Board
2 credits/60 clock hours
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 260 Advanced Disinfection, Sanitation & Safety
2 credits/60 clock hours
Prerequisite: EST 161
Provides advanced training on disinfection, sanitation, and safety as incorporated in a supervised salon (clinical) setting. Advanced techniques will ready the student for employment. Student preparation for the State Licensing Exam in theory and practical procedures for disinfection, sanitation and safety.

EST 290 Professional Development/Continuing Education
1 credit/30 clock hours
Allows advanced training in all course areas and allows student training for State Licensing Exam. Hours will be arranged. Chemical peel and microdermabrasion training, required by the Colorado State Agency, will be covered in this class.
FACILITIES MAINTENANCE TECHNICIAN

The Facilities Maintenance Technician program prepares students with entry level skills to perform inspection, preventive maintenance and repairs on residential and commercial properties. Successful graduates will possess knowledge and skills in the basic maintenance of carpentry, plumbing, electrical, major appliances, HVAC and other mechanical systems. Instruction will also include interior and exterior property maintenance finish work such as floors, walls, painting, window treatments, ceiling/exhaust fans and lighting.

The following certificate may be earned:
Facilities Maintenance Technician Certificate

Certificate length: 2 Semesters

Courses required for this certificate:
CON 112 Basic Repairs for Home or Apartment
FMT 102 Facilities Maintenance: Electricity
FMT 112 Swimming Pool Maintenance
FMT 201 Appliance Technology I
FMT 202 Appliance Technology II
PLU 101 Piping Skills
OSH 117 10HR OSHA Voluntary Compliance
FMT 285 Independent Study

Facilities Maintenance Technician Certificate
Total Clock Hours: 600 Credit Hours: 31

Additional fees may apply. Please contact our Advising Department (303)344-4910, ext 27909 or ext 27935.

COURSE DESCRIPTIONS

CON 112 Basic Repairs for Home or Apartment
4 credit/90 clock hours
Focuses on repair and maintenance of buildings. Covers preventative maintenance methods and skills.

FMT 102 Facilities Maintenance - Electricity
4 credit/90 clock hours
Focuses on electrical fundamentals as applied to residential and commercial facilities maintenance. Covers repair, service and maintenance of electrical systems and codes.

FMT 112 Swimming Pool Maintenance
2 credits/30 clock hours
Focuses on the fundamentals of pool operation and maintenance techniques for private and public swimming pools.

FMT 201 Appliance Technology I
7 credits/120 clock hours
Examines mechanical systems, water distribution, and electrical and gas systems of laundry equipment. This course includes service and repair on washers and dryers.

FMT 202 Appliance Technology II
7 credits/120 clock hours
Examines mechanical systems, water distribution, and electrical and gas components of kitchen equipment. This course covers service and repair on dishwashers, disposals, ranges and microwave ovens.

FMT 285 Independent Study
2 credits/60 clock hours
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

OSH 117 10HR OSHA Voluntary Compliance
1 credit/15 clock hours
Provides a 10-hour OSHA certification course for general industry and participants will review the current OSHA standards contained in 29 CFR 1910. Participants that complete the course will receive a certificate of completion from the United States Department of Labor, Occupational Safety and Health Administration. The course is taught by instructors certified by the Occupational Safety and Health Administration.

PLU 101 Piping Skills
4 credits/90 clock hours
Focuses on the installation of common piping materials in plumbing and HVAC/R systems. Covers pipe math, terminology, common piping materials and application, figuring offsets and common pipe joints. Shop projects including pipe support and hanging, center to center measurements and a variety of pipe joining methods are explored.
PROGRAM INFORMATION

GENERAL ELECTRONICS TECHNOLOGY

The General Electronics courses are taught over two semesters and consist of electronic theory, laboratory experiments, applied mathematics, and practical applications which prepare students to work with solid state and digital systems.

Upon completion of the General Electronics Technology courses, the student has the option to seek employment as a Maintenance Technician, Electrical Equipment Technician or Electronic Test Technician. Students may also continue their electronic education in one of the two areas of emphasis.

This program participates in the CCCS common course numbering system for course transfer to Colorado Community Colleges.

The following certificates may be earned:
General Electronics Technology Certificate

GENERAL ELECTRONICS TECHNOLOGY CERTIFICATE

Courses required for this certificate:
ELT 106 Fundamentals of DC/AC
ELT 134 Solid State Devices I
ELT 136 Introduction to Transistors
ELT 163 Soldering
ELT 137 Advanced Transistors
ELT 215 Operational Amplifiers
ELT 147 Digital Devices I
ELT 148 Digital Devices II
ELT 265 Microcontrollers
ELT 268 Robotics Technologies
ELT 258 Programmable Logic Controllers
ELT 267 Introduction to Robotics
ELT 285 Independent Study

General Electronics Technology Certificate

Total: Clock Hours: 600 Credit Hours: 34

Course Descriptions

ELT 106 Fundamentals of DC/AC
4 credits/60 clock hours
Introduces the basic skills needed for many careers in electronics and related fields. Covers the operations and applications of basic DC and AC circuits consisting of resistors, capacitors, inductors, transformers and diodes. Emphasizes the use of common test instruments in troubleshooting.

ELT 134 Solid State Devices I
3 credits/52.5 clock hours
Focuses on diode and transistor studies starting with a review of semiconductor materials. Emphasizes rectifier circuits, R-C and L-C filters, limiters and peak detectors, zener regulators, Schottky diodes, varactors/veristors, LED’s, bipolar transistors, transistor approximation, load-lines, biasing techniques, saturation, operating point, AC models including small-signal operation, h-parameters, and data sheet understanding and interpolation.

ELT 136 Introduction to Transistors
2 credits/37.5 clock hours
Introduces the operation and applications of bipolar transistors, JFETs and MOSFETs. Includes switching circuits, single-stage small-signal amplifiers and troubleshooting.

ELT 137 Advanced Transistors
3 credits/45 clock hours
Continues ELT 136 with specifications and additional applications of bipolar transistors, JFETs and MOSFETs. Covers voltage regulation, common-collector, and power amplifiers. Includes analysis of single and cascaded amplifier stages. Emphasizes troubleshooting.

ELT 147 Digital Devices I
4 credits/60 clock hours
Introduces the operation and application of logic gates, flip-flops, counters, shift registers, encoders-decoders and LED displays. Covers binary numbers, Boolean algebra and troubleshooting.

ELT 148 Digital Devices II
3 credits/45 clock hours
Continues ELT 147 with emphasis on the operation and application of programmable logic devices, synchronous counters, multiplexers, liquid crystal displays, ROM and RAM. Includes specifications of ICs, display multiplexing, and design and minimization of circuits. Troubleshooting is emphasized.

ELT 163 Soldering
1 credit/15 clock hours
Covers the theory and practice of high reliability hand soldering in the electronics field. Includes soldering practice with wire and terminal soldering as well as PCB soldering of through-hole and surface-mount devices.
ELT 215 Operational Amplifiers
3 credits/60 clock hours
Focuses on a study of integrated operational amplifiers and their applications. Troubleshooting is emphasized.

ELT 258 Programmable Logic Controllers
3 credits/60 clock hours
Covers the fundamentals of programmable logic controllers (PLCs) as they are applied to robotics and automation. Includes history, terminology, typical applications, hardware, and software. Incorporates lab and project activities that address operating, monitoring, programming, troubleshooting, and repairing PLC controlled lab trainers as well as actual industrial equipment.

ELT 265 Microcontrollers
2 credits/30 clock hours
Provides the necessary software and hardware knowledge and skills to develop a microcontroller system. Incorporates programming tools and development software.

ELT 267 Introduction to Robotics
1 credit/15 clock hours
Introduces basic robotics. Enables the student to program a robot in a higher-level language to perform various tasks. Covers building and interfacing of sensor circuits.

ELT 268 Robotics Technologies
3 credits/60 clock hours
Introduces industrial robotics as well as a survey of the technologies and equipment used in manufacturing automation and process control. Includes axis configurations, work envelopes, programming, troubleshooting, and maintenance. Incorporates a survey of automation topics including history, computer and hardwired controls, sensors and transducers, motors and actuators, fluid power, etc. and provides a preview of the other ELT classes that cover those subjects.

ELT 285 Independent Study
2 credits/60 clock hours
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.
HEATING AND AIR CONDITIONING

The Heating and Air Conditioning Service Technology Program prepares the student with entry level residential skills required by employers in this industry. It is industry focused, with the student being given the opportunity to earn their EPA certification, plus ICE certification, (Industry Competency Exams) administered by the Air Conditioning, Heating & Refrigeration Institute, located in Arlington, Virginia. ICE exams are supported by the Refrigeration Service Engineers Society (RSES), Air Conditioning Contractors of America (ACCA), Gas Appliance Manufacturer’s Association (GAMA), Plumbing, Heating and Cooling Contractors Association (PHCC), Heating, Air Conditioning & Refrigeration Distributors International (HARDI) and the Air Conditioning, Heating & Refrigeration Institute (AHRI).

The Heating semester of the program consists of education in job safety, soldering and brazing, basic electricity, forced air gas furnace service, hydronic service, air flow problems, duct sizing, and troubleshooting gas fired equipment. Performance testing after repairs is emphasized. State-of-the-art Simutech computer simulation programs are used along with live equipment in the lab.

The Air Conditioning semester of the program consists of basic refrigeration, refrigerant recovery training, principles of A/C operation, heat pumps, further air flow problems, analysis and troubleshooting the total system. Performance testing after repairs is emphasized. State-of-the-art Simutech computer simulation programs are used along with live equipment in the lab.

An on-the-job internship program with Aurora Public Schools Maintenance Department is offered where students can get experience with accomplished HVAC Technicians.

The following certificates may be earned:
Heating and Air Conditioning Service Technology Certificate

HEATING AND AIR CONDITIONING SERVICE TECHNOLOGY CERTIFICATE
Certificate Length: 2 semesters

Courses required for this certificate:
HVA 102 Basic Refrigeration
HVA 103 Basic Electricity
HVA 106 Intro to Service Tech Training
HVA 110 Fundamentals of Gas Heating
HVA 146 Residential Load/Duct Design
HVA 240 Servicing Forced Air Systems

HVA 102 Basic Refrigeration
4 credits/60 clock hours
Introduces the theory of refrigeration, components, charging, recycling, and evacuation of refrigeration units.

HVA 103 Basic Electricity
3 credits/67.5 clock hours
Covers the basic electrical AC theory, including the study of Ohm’s Law to explain the operation of electrical devices.

HVA 106 Intro to Service Tech Training
1 credits/15 clock hours
Introducing the basics from which the student will build their knowledge and understanding of this great career. Studies include class and school policies, safety for the Service Tech, first aid, and basic physics as it applies to heat, matter and energy.

HVA 110 Fundamentals of Gas Heating
4 credits/60 clock hours
Introduces students to the fundamentals of gas heating. Students work in a classroom and shop environment. Topics include the basics of gas heating systems, operation of gas valves and burners, gas pipe system design, gas piping system code requirements and basic code requirements for heating systems.

HVA 111 Piping Skills for HVAC
4 credits/67.5 clock hours
Studies the different types of tubing and piping materials used in HVAC/R applications. Studies the proper tubing and piping installation methods used in the HVAC/R field. Subjects covered will be the proper cutting and bending procedures including, pipe math and how to make piping offsets. Common types of piping joints will be discussed, including, swaging, flaring, soldering, and brazing. Also covered will be cutting and threading of steel pipe and other alternative mechanical piping connections. Shop projects will include both bench projects and also mock up installation projects.
HVA 113 Refrigerant Recovery Training
1 Credit/22.5 clock hours
Explains the laws regarding refrigerant recovery. The course includes hands-on use of recovery equipment. EPA certification is part of this course, students must pay $35.00 for this optional exam.

HVA 146 Residential Load/Duct Design
4 credits/60 clock hours
Introduces the importance of equipment sizing by teaching how to properly perform heating and cooling load calculations on residential houses. After determining proper equipment sizing, then demonstrate how to design the ductwork system sizing for proper airflow throughout the house.

HVA 202 Troubleshooting & Customer Service
3 credits/67.5 clock hours
Covers field analysis of malfunctions on actual, in-house, heating, ventilation, refrigeration and air conditioning equipment. Customer interaction and diagnosis efficiency are stressed.

HVA 240 Servicing Forced Air Systems
4 credits/60 clock hours
Covers the operation, repair and maintenance of forced air heating systems. The course studies the different types of furnaces, code requirements, common controls and mechanical problems. This course also explores the A.G.A. approved method of testing furnace heat exchangers. Customer relations and workplace behavior are discussed.

HVA 261 A/C Systems Service and Repair
4 credits/60 clock hours
Emphasizes the service of HVAC systems. Troubleshooting techniques and equipment repair will be practiced.

HVA 285 Independent Study
2 credits /30 clock hours
Students will work with the instructor on a specific area with specific objectives and a predetermined project completion date.

OSH 117 10HR OSHA Voluntary Compliance
1 credit/15 clock hours
Provides a 10-Hour OSHA certification course for general industry and participants will review the current OSHA standards contained in 29 CFR 1910. Participants that complete the course will receive a certificate of completion from the United States Department of Labor, Occupational Safety and Health Administration. The course is taught by instructors certified by the Occupational Safety and Health Administration.
MARKETING: HOSPITALITY AND TOURISM

The first semester of this program provides students with an introduction to marketing and hospitality. Units of study during this course include: analysis of theoretical marketing processes and the strategies of product development, pricing, promotion and distribution, and their applications to businesses and the individual consumer. In addition, students will be introduced to marketing aspects of the Hospitality Industry including: hotels, restaurants, travel and tourism, conventions and meetings, clubs and other food service entities. Students will explore career opportunities in all those areas. The second semester, students will focus on customer service and event marketing. Topics include the marketing relationship of self to customers, problem solving and understanding the importance of communicating with customers. Specific emphasis is given to managing customer expectations by building customer rapport and creating positive outcomes. Event marketing topics include defining the importance and role of marketing, media and public relations in the event planning industry. Students will also identify and implement marketing and communication tools such as social media, promotional events, networking and blogs. As a capstone, students will participate and complete a marketing cooperative learning experience at an approved site.

The following certificate may be earned:
Marketing Certificate

MARKETING CERTIFICATE

Courses required for this certificate:
MAR 216 Principles of Marketing
MAR 160 Customer Service
MAR 202 Event Marketing/Communications
MAR 187 Cooperative Education/Internship
HOS 110 Introduction to Hospitality
HOS 105 Management in Hospitality Industry
HOS 131 Planning for Special Events
MAR 110 Introduction to Sales
MAR 111 Principles of Sales
MAR 280 Internship
HOS 285 Independent Study

Marketing Certificate
Total: Clock Hours: 600 Credit: 30

Upon completion of this program, student may be eligible for 6 credit hours from Metro State University.

COURSE DESCRIPTIONS

HOS 105 Management in Hospitality Industry
3 credits/60 clock hours
Describes the history, development, and operation of the hospitality industry including careers in the industry, management practices, accounting procedures, destinations and lodging.

HOS 110 Introduction to Hospitality
3 credits/60 clock hours
Introduces learners to careers and structure of the Hospitality Industry including: hotels, restaurants, non-commercial food service, travel and tourism, conventions and meetings, clubs and other food service entities. Topics include exploring career opportunities, understanding the world of Hotels and Restaurants, Food Service Organizational structures, an introduction to the Meetings Industry, and analyzing the size and scope of the Noncommercial Food segment.

HOS 131 Planning for Special Events
3 credits/60 clock hours
Provides a basic knowledge of the planning and development of an event or meeting, including the budgeting, arranging of entertainment and catering, and the lodging of participants.

HOS 285 Independent Study
2 credits/60 clock hours
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

MAR 110 Introduction to Sales
1 credits/15 clock hours
Enables the student to understand and develop a solid foundation of the Fundamentals of Selling. In addition, the course addresses three additional key areas of selling and sales techniques: Selling Against the Competition, Selling Broadband Services and Business Solutions Selling.

MAR 111 Principles of Sales
3 credits/52.5 clock hours
Enables the student to understand and develop ethical sales techniques and covers the role of selling in the marketing process. Areas of emphasis include behavioral considerations in the buying and selling process and sales techniques.
PROGRAM INFORMATION

MAR 160 Customer Service
3 credits/52.5 clock hours
Enables students to learn the relationship of self to customers, problem solve and understand the importance of communicating with customers. Specific emphasis is given to managing customer expectations by building customer rapport and creating positive outcomes.

MAR 187 Cooperative Education/Internship
3 credits/45 clock hours
Provides students with the opportunity to supplement course work with practical work experience related to their educational program and occupational objectives. Students are placed at approved work stations which are related to their program of study. They work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor/coordinator.

MAR 202 Event Marketing/Communications
3 credits/52.5 clock hours
Defines the importance and role of marketing, media and public relations in the event planning industry. Identify marketing and communication tools such as social media, promotional events, networking and blogs. Design a marketing plan to include target market research, communication tools, objectives, strategies, and implementation.

MAR 216 Principles of Marketing
3 credits/52.5 clock hours
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.

MAR 280 Internship
3 credits/90 clock hours
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.
MEDICAL ASSISTANT

The Medical Assisting Program is designed to prepare students to assist with administrative functions of the front of the Medical Office and also teaches the skills to help in the back of the Medical Office within the health care system of your community. Students successfully completing this program will be able to perform the administrative tasks of a medical receptionist including registering new patients, using proper telephone techniques, scheduling appointments, filing medical records, and typing medical reports during the first semester. Anatomy and Physiology and Medical Terminology are taught as well in the first semester. The second semester is devoted to working in the back of the Medical Office. Laboratory skills including phlebotomy, ECG technician, basics of Radiology, Sterile technique, handling laboratory specimens, medication administration and proper dosage calculations, emergency procedures and first aid will be taught. Essentially all the skills you will need to assist in the modern Medical Office will be addressed.

The following certificate may be earned:
Medical Assisting Certificate

MEDICAL ASSISTING CERTIFICATE
Certificate length: 2 Semesters

Courses required for this certificate:
HPR 178 Seminar: Medical Terminology
MOT 110 Medical Office Administration
MOT 136 Intro to Clinical Skills
MOT 130 Insurance Billing and Coding
MOT 140 Medical Assisting Clinical
MOT 150 Pharmacology-Medical Assts
MOT 138 Medical Assisting Laboratory
HPR 102 CPR for Professionals
MOT 125 Basic Medical Sciences I
MOT 133 Basic Medical Sciences II
HWE 117 Mental Health First Aid
MOT 135 Basic Medical Sciences III
MOT 189 Review- Medical Asst National Exam
MOT 289 Capstone
Medical Assisting Certificate
Total: Clock Hours: 607.5 Credit: 35.5

COURSE DESCRIPTIONS

HPR 102 CPR for Professionals
.50 credits/7.5 clock hours
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 178 Seminar: Medical Terminology
2 credits/45 clock hours
Introduces the student to the structure of medical terms with emphasis on combining and using the most common prefixes, roots, and suffixes. Includes terms related to clinical laboratory, diagnostic imaging, nuclear medicine and oncology, as well as major body systems. Classroom structure provides accepted pronunciation of terms and relative use in the healthcare setting.

HWE 117 Intro to Clinical Skills
1 credit/15 clock hours
Train the public and first responders on the most common mental disorders and mental health crises. Train first responders in the basic action steps to assist with the mental health issue. This course is not for the trained Mental Health Professional.

MOT 110 Medical Office Administration
4 credits/60 clock hours
Introduces the administrative duties specifically used in medical offices.

MOT 125 Basic Medical Sciences I
3 credits/45 clock hours
Teaches the anatomy and physiology, pathophysiology and drug therapy of the immune, musculoskeletal, and digestive systems. A discussion of pediatric implications as they relate to clinical physiology will also be covered.

MOT 130 Insurance Billing and Coding
3 credits/45 clock hours
Introduces outpatient coding with an ultimate goal to present a clear picture of medical procedures and services performed (CPT codes), correlating the diagnosis, symptom, complaint or condition (ICD-9 codes), thus establishing the medical necessity required for third-party reimbursement.
MOT 133 Basic Medical Sciences II  
3 credits/45 clock hours  
Teaches the anatomy and physiology, pathophysiology and drug therapy of the cardiovascular, respiratory, and dermatology systems.

MOT 135 Basic Medical Sciences III  
3 credits/45 clock hours  
Covers the anatomy and physiology, pathophysiology and drug therapy of the Renal, Reproductive, Neurological, and Endocrine systems.

MOT 136 Intro to Clinical Skills  
2 credits/45 clock hours  
Provides hands on experience with the basic clinical skills required for assisting with patient care in an ambulatory setting. Delivers the theory behind each skill presented as well as proper technique for performing each skill. Includes knowledge and/or performance of universal precautions/OSHA regulations, HIPAA, medical asepsis, procedural gowning and gloving, patient draping and positioning, and measurement of vital signs.

MOT 138 Medical Assisting Laboratory  
4 credits/67.5 clock hours  
Introduces the student to basic routine laboratory skills and techniques for collection, handling, and examination of laboratory specimens often encountered in the ambulatory care setting. Emphasizes hands-on experience.

MOT 140 Medical Assisting Clinical  
4 credits/67.5 clock hours  
Provides hands on experience with the clinical skills required for assisting with patient care. Delivers the theory behind each skill presented as well as proper technique for performing each skill.

MOT 150 Pharmacology - Medical Assistants  
3 credits/60 clock hours  
Provides an overview of pharmacology language, abbreviations, systems of measurement and conversions. The Controlled Substances Act, prescriptions, forms of medications, patient care applications, drug classifications/interactions, and safety in drug therapy and patient care are presented. Information regarding the measurement of medications, dosage calculations, routes of administration, and commonly prescribed drugs in the medical office is provided.

MOT 189 Review for Medical Assistant Association National Exam  
1 credit/15 clock hours  
Prepares the candidate sitting for the National Registration/Certification Examination for Medical Assistant through review and practice. These examinations are given with the intent of evaluating the competency of entry-level practitioners in Medical Assisting, therefore supporting quality care in the office or clinic.

MOT 289 Capstone  
2 credits/45 clock hours  
Emphasizes a syntheses of the information and skills that students learned throughout their medical office.
MOBILE APPS

Students will be creating applications for various mobile devices. Using Apple’s or Android’s SDK, students will learn the fundamentals of object-oriented programming with languages like JAVA and Objective C. The outcome at the end of the program is for students to create an application that they will be able to post on Apple’s App Store or Android’s Marketplace.

The following certificate may be earned:
Mobile Apps Certificate

MOBILE APPS CERTIFICATE
Certificate length: 2 Semesters

Courses required for this certificate:
CSC 119 Introduction to Programming
CSC 160 Computer Science I
CSC 161 Computer Science II
CSC 233 Object Oriented Programming
CSC 240 Java Programming
CSC 246 Mobile App Development
CSC 285 Independent Study: Mobile App Design
Total: Clock Hours: 487.5 Credit Hours: 26

Course Descriptions

CSC 119 Introduction to Programming
3 credits/67.5 clock hours
Focuses on a general introduction to computer programming. Emphasizes the design and implementation of structured and logically correct programs with good documentation. Focuses on basic programming concepts, including numbering systems, control structures, modularization, and data processing. A structured programming language is used to implement the student’s program designs.

CSC 160 Computer Science I (Language)
4 credits/75 clock hours
Introduces students to the discipline of computer science and programming. Algorithm development, data representation, logical expressions, sub-programs and input/output operations using a high-level programming language are covered. Intensive lab work outside of class time is required.

CSC 161 Computer Science II (Language)
4 credits/75 clock hours
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.

CSC 233 Object Oriented Programming
3 credits/67.5 clock hours
Provides students with the skills in Programming in an OOP language at an Advanced Level. It covers all syntactical components of an object Oriented language. Emphasizes inheritance, overloading, and polymorphism. Focuses on writing clear, properly structured, and well documented programs using Object-Oriented methodology. Large programs using multiple data structures will be written, preferably working in large groups.

CSC 240 Java Programming
3 credits/67.5 clock hours
Introduces the Java programming language and covers basic graphics, events/procedures, user interface, and libraries. Enables the student to write and execute a variety of Java programs. Incorporates Java Applets into HTML.

CSC 246 Mobile App Development
3 credits/45 clock hours
Learn how to develop mobile apps using key features and frameworks. Students will learn application design and development using a mobile development platform software development kit (SDK) and corresponding programming language. Main features include: handling UI triggered and touch events, data management, simple and complex UI views, drawing, location and application settings.

CSC 285 Independent Study
6 credits/180 clock hours
Here you will start your own mobile apps projects and take it from concept to publishing on either Google Play or Apple’s App Store. Students engage in intensive study or research under the direction of a qualified instructor.
PROGRAM INFORMATION

MOTORCYCLE SERVICE TECHNOLOGY

This program is designed to cover basic elements of the Motorcycle Service Technology trade to gain competency for entry level employment in the industry. The students will learn basic mechanical theory, vehicle system service and repair, engine overhaul procedures, trouble shooting, diagnostic procedure and electrical theory. Shop management, design and business practices are an integral part of the program. The focus of Motorcycle Service Technology is motorcycles, snowmobiles, all terrain vehicles and personal watercraft.

The following certificate may be earned:
Motorcycle Service Technology Basic Technician Certificate
Motorcycle Service Technology Advanced Technician Certificate

MOTORCYCLE SERVICE TECHNOLOGY BASIC TECHNICIAN CERTIFICATE

Certificate Length: 2 Semesters

Courses required for this certificate:
- SVT 101 Orientation and Safety
- SVT 102 Rolling Chassis
- SVT 103 SVT Electrical Theory
- SVT 105 4-Stroke Engines
- SVT 106 Sport Vehicle Electrical Repair
- SVT 107 Sport Vehicle Drive Systems
- SVT 108 Sport Vehicle Trade Practices
- SVT 141 Math for Transportation I
- SVT 142 Math for Transportation II
- SVT 143 Physics for Transportation
- SVT 144 Transportation Communication
- SVT 299 Independent Study

Motorcycle Service Technology Basic Technician Certificate
Total: Clock Hours: 607.5  Credit Hours: 27

Additional fees may apply. Please contact our Advising Department (303)344-4910, ext 27909 or ext 27935.

MOTORCYCLE SERVICE TECHNOLOGY ADVANCED TECHNICIAN CERTIFICATE

Certificate Length: 2 semesters

This certificate is a combination of the Motorcycle Service Technology Basic Technician certificate and the following courses:

Courses required for this certificate:
- SVT 201 Advanced Rolling Chassis
- SVT 202 Advanced SVT Electrical Systems
- SVT 203 Advanced 2/4/Stroke Engines
- SVT 204 Simulated Shop Operation
- SVT 205 SVT Internship

Motorcycle Service Technology Advanced Technician Certificate
Total: Clock Hours: 1147.5  Credit Hours: 51

COURSE DESCRIPTIONS

SVT 101 Sport Vehicle Technology Orientation and Safety
1 credit/22.5 clock hours
Designed as an orientation to the sport vehicle repair industry. Students receive an overview of job possibilities as well as learn various types of sport vehicle construction. Focuses on general sport vehicle repair and service shop safety procedures with an emphasis on personal and environmental safety issues. Students also learn the proper handling and disposal of hazardous materials. Names, uses and maintenance procedures for a variety of tools and equipment are addressed.

SVT 102 Rolling Chassis
3 credits/67.5 clock hours
Designed to introduce students to the major “chassis” components of motorcycles. This class will provide training in the basic servicing of motorcycle frames, suspension, tire, wheel and brake systems. Diagnostic procedure, routine maintenance, minor repair, adjustment and special tools will be studied.

SVT 103 Sport Vehicle Electrical Theory
2 credits/45 clock hours
Introduces automotive electricity and includes basic electrical theory, circuit designs, and wiring methods. Focuses on multimeter usage and wiring diagrams.

SVT 105 4-Stroke Engines
2 credits/45 clock hours
Introduction to Basic Four-Stroke engine theory, operation and repair.
SVT 106 Sport Vehicle Electrical Repair
2 credits/45 clock hours
Designed to expose students to the thought process required to correctly diagnose Sport Vehicle Electrical Systems as well as provide hand-on training to allow for learning of proper repair techniques.

SVT 107 Sport Vehicle Drive Systems
2 credits/45 clock hours
Designed to introduce students to Drive components used on modern Sport Vehicles, including Transmission Assemblies, clutch components, Chain and Belt Drive Systems.

SVT 108 Sport Vehicle Business Trade Practices
1 credit/22.5 clock hours
Designed to introduce students to the world of business development and ownership as related to the Sport Vehicle Industry.

SVT 141 Math for Transportation I
3 credits/67.5 clock hours
Covers material designed for career and 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.

SVT 142 Math for Transportation II
4 credits/90 clock hours
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.

SVT 143 Physics for Transportation
3 credits/67.5 clock hours
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

SVT 144 Transportation Communication
1 credit/22.5 clock hours
Offers students the development of skills that are needed to search for a job.

SVT 201 Advanced Rolling Chassis
4 credits/90 clock hours
Designed to build on previous learning and focus student skills as related to the major chassis components of motorcycles. This class will provide advanced training in the servicing and repair of motorcycle frames, suspension, tire, wheel and brake systems. Diagnostic procedure, routine maintenance, major repair, adjustment and special tools will be studied. Hands-on lab activity and actual line work will be the focus of this advanced curriculum.

SVT 202 Advanced SVT Electrical Systems
4 credits/90 clock hours
Advanced repair and troubleshooting of Sport Vehicle Electrical systems with an emphasis on ignition and charging system diagnosis and repair techniques.

SVT 203 Advanced 2/4 Stroke Engines
4 credits/90 clock hours
Focuses on lecture and related laboratory experiences in the diagnosis and necessary corrective actions of Sport Vehicle two and four stroke engine performance factors. Additionally, repair and renewal procedures, for Sport Vehicles are thoroughly explored.

SVT 204 Simulated Shop Operation
6 credits/135 clock hours
Provides necessary training in general shop operations, including: documentation for basic business requirements, basic accounting techniques, shop insurance requirements, safety regulations, and customer relations. Provides necessary training in sport vehicle repair operation/shop format study including training in general vehicle diagnosis, repair, follow-up inspection, and performance analysis of Sport Vehicles.

SVT 205 SVT Internship
6 credits/135 clock hours
Focuses on student working at an approved job site related to the Sport Vehicle industry. The student will complete tasks and meet practical objectives as assigning by the employer and agreed upon by the student and instructor. An on-the-job learning experience at an approved Sport Vehicle related business.

SVT 299 Independent Study
3 credits/67.5 clock hours
Designed to allow the student to focus on a topic of study as agreed upon between the student and the instructor. Course study will be tailored for each student's specific needs.
MULTIMEDIA GRAPHIC DESIGN

The Multimedia Graphic Design program prepares students for a variety of print and digital related career paths that include graphic design, web design, illustration, layout and print design. First semester students will focus on design principles, the study of typography and color theory practices as well as learn how to use two software components for photo manipulation and digital art creation. Second semester students will learn to operate a variety of cutting edge software programs used by designers in conjunction with design related projects based around logo design, web design, animation and illustration. Students will learn to operate all software on both MAC and Windows based platforms.

Second year students develop and refine their design and software skills through a variety of projects that include poster design, annual reports, ad layouts, ad campaigns, web design, skills needed to be a freelance designer and becoming a freelance designer and assembling a professional portfolio for employability.

Prerequisites: Keyboarding skills, basic computer operating and file management skills. The ability to use a T-square, ruler and French curve for hand rendered compositions. Basic hand drawing and illustration skills.

The following certificates may be earned:
Multimedia Graphic Design

MULTIMEDIA GRAPHIC DESIGN CERTIFICATE
Certificate length: 4 semesters

Courses required for this certificate:
MGD 111 Adobe Photoshop I
MGD 112 Adobe Illustrator I
MGD 114 Adobe InDesign
MGD 116 Typography I
MGD 103 Intro to Production Design
MGD 117 Intro to Visual Communications
MGD 141 Web Design I
MGD 143 Motion Graphic Design I: Software
MGD 185 Independent Study
MGD 256 Graphic Design Production
MGD 105 Typography and Layout
MGD 203 Design and Concept
MGD 211 Adobe Photoshop II
MGD 212 Adobe Illustrator II
MGD 241 Web Design II
MGD 268 Business for Creatives

Multimedia Graphic Design Certificate
Total Clock Hours: 937.5    Credit Hours: 7

Course Descriptions

MGD 103 Intro to Production Design
3 Credits/67.5 clock hours
Explores the use of tools, computer graphics techniques and
design layout principles to produce professional graphic designs.
Studies include printing basics, typography and digital color
systems. Students use creative thinking to solve communication
and design concepts for the output process.

MGD 105 Typography and Layout
3 credits/60 clock hours
Covers the creation and production of graphic projects,
emphasizing the layout creative design process, problem solving,
and research. Provides experience producing thumbnails, roughs
and digital layouts emphasizing refined creative typography.

MGD 111 Adobe Photoshop I
3 Credits/45 clock hours
Concentrates on the high-end capabilities of a raster photo-
editing software as an illustration, design and photo retouching
tool. Students explore a wide range of selection and manipulation
techniques that can be applied to photos, graphics and videos.

MGD 112 Adobe Illustrator I
3 Credits/60 clock hours
Students will explore the processes of a vector drawing program
on the computer. Students learn how to use the tools to create
digital artwork that can be used in web design, print media and
digital screen design.

MGD 114 Adobe InDesign
3 Credits/45 clock hours
Introduces students to InDesign, a page layout program which
integrates seamlessly with other Adobe design programs.
InDesign delivers creative freedom and productivity to DTP. Class
discussions and independent projects supplement hands-on
classroom work.

MGD 116 Typography I
3 Credits/60 clock hours
Introduces the history and concepts of typography as applied to
graphic communications. Explores appropriate use of typography
in a variety of design applications, emphasizing the basic design
principles of typographic compositions and typesetting. Covers
type recognition and typographic terms.
MGD 117 Intro to Visual Communications
3 credits/ 60 clock hours
Surveys visual communications, its history and impact on society. A foundation course for graphic design and illustration majors and a survey for non-majors who are interested in the field. Assignments require minimal artistic talent.

MGD 141 Web Design I
3 Credits/67.5 clock hours
Introduces web site planning, design and creation using industry standards-based web site development tools. Screen-based color theory, web aesthetics, use of graphics editors and intuitive interface design are explored.

MGD 143 Motion Graphic Design I: (Software)
3 credits/67.5 clock hours
Stresses creation of animation and dynamic interactive media for web and multimedia applications to a professional standard. Students will learn how to develop projects for time-based media, key-frames, tweens, and symbols. Students will learn how to use actions to trigger timeline events to create interactive behaviors.

MGD 203 Design and Concept
3 credits/60 clock hours
Covers the process of comprehensive problem solving of complex and advanced print design. Provides experience in digital production of designs, using multiple computer applications emphasizing concept.

MGD 211 Adobe Photoshop II
3 credits/45 clock hours
Develops and reinforces image composition techniques learned in Adobe Photoshop I, MGD 111. Fundamentals are continuously reinforced as new design techniques are introduced.

MGD 212 Adobe Illustrator II
3 credits/45 clock hours
Enables the student to continue development of electronic drawing skills through practice and use of state-of-the-art illustration software.

MGD 241 Web Design II
3 credits/67.5 clock hours
Expands on previously learned fundamentals of HTML introducing cascading style sheets, DHTML, Java Scripts and CGI forms. Color usage and interface design principles are emphasized in this course. In this course we’ll examine Web sites that employ more complex structures, optimal site architecture and navigation necessary for larger and more complex sites.

MGD 256 Graphic Design Production
3 credits/67.5 clock hours
Provides an opportunity to combine several draw and paint applications into one design and layout class. Students will explore advanced techniques in creating and designing computer art.

MGD 268 Business for Creatives
3 credits/67.5 clock hours
Presents a guide to freelance work and a study of business practices and procedures and models unique to creative occupations (graphic design, web design, animation, fine arts). Discussion includes determining charges, business forms, business planning, tax structure, licenses and registration, self-promotion (resume, website, portfolio, business identity package). Course may include visits by professionals in the field and discussion of career opportunities in a quickly changing career field.

MGD 185 Independent Study
2 credit/60 clock hours
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.
NAIL TECHNICIAN

The Nail Technician program provides specialized training in plain manicures, oil manicures and pedicures. Basic and advanced techniques are taught in acrylic nails, silk wraps, gels, nail art, and paraffin treatments. Proper usage of implements with the sanitation procedures, recognition of nail disorders and the appropriate treatments are incorporated into the curriculum. Students may have the opportunity to participate in an internship during their advanced training as an extra elective. Students completing the program will be prepared to take the Colorado State Licensing Exam.

Note: Colorado State Agency requires a minimum of 20 credit hours and/or 600 clock hours. Upon meeting school requirements for receiving a certificate, a student may be eligible to register for the State Licensing Exam. Students will be prepared for the Colorado State Agency Licensing Exam. Courses are taught concurrently, not individually, through competency-based, theory and practical instruction. Students must complete all coursework with a grade of “C” or better and all clusters must be completed before testing for state licensing. Courses are evaluated by examination and demonstration.

The following certificate may be earned:
Nail Technician Certificate

COURSE DESCRIPTIONS

COS 150 Laws, Rules & Regulations
1 credit/30 clock hours
Provides instruction on the laws, rules and regulations and how they govern the cosmetology and barber industry, and the effects these have on the student, licensed individual, salons and school owners.

COS 160 Introduction to Disinfection, Sanitation, & Safety
2 credits/60 clock hours
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/30 clock hours
Prerequisite: COS 160
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 250 Management, Ethics, Interpersonal Skills & Salesmanship
1 credit/30 clock hours
Emphasizes the importance of salon management and the knowledge and skills necessary to build a successful business. Focuses on the importance of interpersonal skills and basic techniques in salesmanship and customer services. Integrates job readiness skills and professional ethics.

COS 260 Intermediate II: Disinfection, Sanitation, & Safety
2 credits/60 clock hours
Prerequisite: COS 161
Provides continued study of theory and practice of proper methods of 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.

NAIL TECHNICIAN CERTIFICATE

Courses required for this certificate:
COS 150 Laws, Rules, & Regulations
COS 160 Introduction to Disinfection, Sanitation, & Safety
COS 161 Intermediate I: Disinfection, Sanitation, & Safety
COS 250 Management, Ethics, Interpersonal Skills & Salesmanship
NAT 110 Introduction to Manicures & Pedicures
NAT 111 Intermediate Manicures & Pedicures
COS 260 Intermediate II: Disinfection, Sanitation, & Safety
COS 261 Advanced Disinfection, Sanitation, & Safety
NAT 210 Advanced Manicures & Pedicures
NAT 211 Application of Artificial Nails
NAT 230 Nail Tech Prep - State Board

Nail Technician Certificate
Total: Clock Hours: 720 Credit Hours: 24

Additional fees may apply. Please contact our Advising Department (303)344-4910, ext 27909 or ext 27935.
COS 261 Advanced Disinfection, Sanitation, & Safety
1 credit/30 clock hours
Prerequisite: COS 260
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 Licensing Exam 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.

NAT 110 Introduction to Manicures & Pedicures
3 credits/90 clock hours
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/60 clock hours
Prerequisite: NAT 110
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 a supervised salon (clinical) setting, using models or customer service. Proper sanitation and sterilization as it pertains to all aspects of manicures, pedicures and nail art is taught.

NAT 210 Advanced Manicures & Pedicures
2 credits/60 clock hours
Prerequisite: NAT 111
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 a supervised salon (clinical) setting, using models or customer service.

NAT 211 Application of Artificial Nails
5 credits/150 clock hours
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 a supervised salon (clinical) setting using models or customer service. Student preparation for State Licensing Exam pertaining to artificial nails is covered.

NAT 230 Nail Tech Prep - State Board
4 credits/120 clock hours
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.
NURSE AIDE

This 105 hour program prepares the student to work as a nurse aide in an extended care facility, hospital or home health organization. Upon successful completion of NUA 101 and NUA 170, the student is eligible to take the Colorado Board of Nursing Certification Exam.

NUA 101 Nurse Aide Theory provides the student with 75 hours of class time devoted to theory/lab and NUA 170 provides the student with 30 hours of clinical practice. Enrollment in NUA 170 is based upon successful progress in NUA 101.

The following certificate may be earned:
Nurse Aide Certificate

Courses required for this certificate are:
NUA 101 Nurse Aide Health Care Skills
NUA 170 Nurse Aide Clinical Experience

Certificate Total Clock Hours: 105 Credit Hours: 5

Additional fees may apply. Please contact our Advising Department (303)344-4910, ext 27909 or ext 27935.
PHARMACY TECHNICIAN

This certificate program prepares students to assist in the preparation of prescribed medications. You will be qualified to work as a pharmacy technician in a retail pharmacy, hospital, nursing home, assisted living facilities or mail-order pharmacies. You will learn how to use medical terms, make dosage calculations, work with insurance claims. Upon completion of the program, you will be prepared to take the Pharmacy Technical Certificate Board Exam (PTCB).

The following certificate may be earned:
Pharmacy Technician Certificate

PHARMACY TECHNICIAN CERTIFICATE
Certificate length: 1 Semester

Courses required for this certificate:
HPR 102 CPR for Professionals
PHT 112 Pharmacy Law
PHT 113 Pharmacy Calculations
PHT 115 Pharmacology I
PHT 116 Institutional Pharmacy
PHT 118 Pharmacology II
PHT 120 Medical Insurance Procedures
PHT 207 Drug Classification
Pharmacy Technician Certificate
Total: Clock Hours: 277.5 Credits: 16.5

Course Descriptions

HPR 102 CPR for Professionals
0.5 credit/7.5 clock hours
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.

PHT 112 Pharmacy Law
2 credits/30 clock hours
Introduces the pharmacy technician student to the profound influence that drug laws, standards, and regulations have on practice. Students learn to abide by the laws, regulations and standards that govern the preparation and dispensing of drugs.

PHT 113 Pharmacy Calculations
1 credit/15 clock hours
Provides the pharmacy technician student with a math preview necessary for pharmaceutical calculations and reviews necessary pharmaceutical terminology.

PHT 115 Pharmacology I
3 credits/52.5 clock hours
Provides the basic concepts of normal body function as well as the diseases which impact the various body systems and the drugs used to treat such diseases. Emphasizes disease state management and drug therapy.

PHT 116 Institutional Pharmacy
3 credits/52.5 clock hours
Provides a basic understanding of general and specific tasks as well as the responsibilities involved in the practice of pharmacy in an institutional pharmacy setting. Emphasizes in-patient hospital pharmacy practice and other related practice settings (such as Homecare and Nursing Home or Long-Term Care). A laboratory experiential component provides a hands-on experience in the preparation of intravenous admixtures, aseptic technique, unit-dose distribution, dispensing for greater than 24 hours.

PHT 118 Pharmacology II
3 credits/52.5 clock hours
Reviews the disease states which impact the various body systems and the drugs used to treat such diseases. Emphasizes disease state management and drug therapy. Serves as the second part of the two-part presentation of the basic concepts of pharmacology.

PHT 120 Medical Insurance Procedures
1 credit/15 clock hours
Provides a basic introduction to pharmacy reimbursement services. Defines and presents the processes involved in reimbursement for pharmacy products and services. Examines the health care insurance industry along with an overview of the three core functions of pharmacy reimbursement services - patient admission, verification of insurance, and billing procedures. Integrates an actual pharmacy operation application and allow students hands-on technical experience.

PHT 207 Drug Classification
3 credits/52.5 clock hours
Emphasizes the drug classes, such as over-the-counter vs. prescription drugs, scheduled drugs, and the laws pertaining to each. Includes the drug development process, the different pregnancy classifications and the degree of potential harm for each class, and the commonly used drugs that can be addictive, abused and potentially lethal. Examines dosage forms, routes of administration, selection and recommendation of OTC drugs and natural products, and memorize trade and generic names.
PRACTICAL NURSING

The Practical Nursing program at Pickens Technical College will provide an unsurpassed, equitable, quality education that prepares the learner to become a member of the profession of nursing. Principles and skills of patient care in the following areas include: medical-surgical, maternal-infant, pediatric, and geriatric nursing. Supervised clinical experience courses related to these areas are part of the program curriculum. Upon successful completion of this program the student will receive a certificate and then be eligible to take the National Council Licensure Examination for Practical Nursing.

PRACTICAL NURSING CERTIFICATE

Students must successfully complete the prerequisite courses in addition to the following courses

Courses required for this certificate:
- NUR 101 Pharmacology Calculations
- NUR 102 Alterations in Adult Health I
- NUR 103 Basic Assessment for the PN
- NUR 104 Alterations in Adult Health II
- NUR 105 Practical Nur Arts and Skills
- NUR 110 Pharmacology Practical Nursing
- NUR 111 Advancement into Practical Nur
- NUR 113 Basic Concepts MA NB Nursing
- NUR 114 Basic Concepts of Peds Nursing
- NUR 115 Basic Concepts Mental Health
- NUR 116 Basic Concepts of Geri Nursing
- NUR 170 Clinical I
- NUR 171 Clinical II
- NUR 172 Clinical III
- NUR 173 Clinical IV

Practical Nursing Total (not including prerequisites)

Clock Hours: 855 Credit: 43

Clinical experience begins after the first quarter and includes 8-12 hour shifts 2-3 days per week depending on rotation and may include evening and weekend hours. It is a requirement for program admission and completion that students must be able to attend day, evening, or weekend clinical shifts as assigned.

*Prerequisites (not offered at PTC):
- ENG 121 English Composition I
- BIO 106 Basic Anatomy & Physiology

(CBO 201 & 202 can be transferred in place of BIO 106 and are encouraged if planning to continue onto an RN program.)

Accreditation

This program has full approval by the Colorado State Board and has initial accreditation from the Accreditation Commission for Education in Nursing (ACEN).

3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
Phone: (404)975-5000
Fax: (404)975-5020
Email: info@acenursing.org
Web: www.acenursing.org

Articulation

Transfer credit is granted after faculty review to ensure courses meet Pickens Technical College guidelines and program content. Students who receive a certificate from this program are eligible to articulate to a registered nursing program within the state of Colorado in accordance with the Colorado nursing education articulation agreement.

COURSE DESCRIPTIONS

NUR 101 Pharmacology Calculations

1 credit/15 clock hours

Introduces the nursing student to the concepts and techniques of dosage calculations and medication administration by a variety of routes. Learners will apply basic math concepts to complex conversion of dosages between and among various systems of weights and volumes. Learners will apply critical thinking skills to the calculation and administration of medications by oral and parenteral (including intravenous) routes of administration.

Recommended PreRequisite: Acceptance into a professional nursing program. Recommended CoRequisite: Successful completion of concurrent Practical Nursing course or permission of program director.

NUR 102 Alterations in Adult Health I

4 credits/60 clock hours

Introduces the Practical Nurse to basic concepts necessary for assessing and meeting nursing care needs of the adult and older individual. The course focuses on the concepts of acute and chronic illness, pain management, fluid and electrolyte balance, peri-operative care, oncology, death and dying, infection and inflammation, and shock syndromes. Common disorders of the musculo-skeletal, integumentary, respiratory and reproductive systems are presented. Relevant psychosocial and ethno-cultural concepts and legal and ethical implications are integrated throughout.

Recommended PreRequisite: Successful completion of preceding required program course work or permission of program director. Recommended CoRequisite: Successful completion of concurrent Practical Nursing course or permission of program director.
NUR 103 Basic Assessment for the PN
1 credit/30 clock hours
Provides a foundation in assessment and related therapeutic communication and teaching skills within the legal role of the Practical Nurse. Information is presented to assist the learner in obtaining a health history and in performing a basic assessment of adults and older adults with predictable outcomes. Health maintenance and health promotion concepts are incorporated throughout the course. Relevant mental health, psychosocial and ethno cultural concepts are integrated. Learning theory regarding teaching and learning concepts are presented. Recommended PreRequisite: Successful completion of preceding required program course work or permission of program director. Recommended CoRequisite: Successful completion of concurrent Practical Nursing course work or permission of program director.

NUR 104 Alterations in Adult Health II
5 credits/75 clock hours
Continues the concepts introduced in Alterations in Adult Health I. It introduces the learner to basic concepts necessary for assessing and meeting nursing care needs of the adult and older individual. The course focuses on the common disorders of the neurological, cardiovascular, blood, lymphatic, immune, endocrine, gastrointestinal, renal and urinary systems and the special senses. Relevant psychosocial and ethno cultural concepts are integrated throughout. Recommended PreRequisite: Successful completion of preceding required program course work or permission of program director. Recommended CoRequisite: Successful completion of concurrent Practical Nursing course work or permission of program director.

NUR 105 Practical Nur Arts and Skills
6 credits/120 clock hours
Introduces the Practical Nursing learner to the principles of basic procedures necessary in caring for clients across the lifespan with stable and predictable outcomes in selected health care settings. Emphasis is placed on use of the nursing process in providing care. Opportunities are provided in the classroom and laboratory to develop competence in the performance of nursing skills. Relevant psychosocial and ethno cultural concepts are integrated throughout. Content regarding multidisciplinary relationships, historical perspectives, and health care delivery systems is presented. (1 or more credits may be given for students completing a Community College of Colorado approved CNA program.) Recommended PreRequisite: Successful completion of preceding required program course work or permission of program director. Recommended CoRequisite: Successful completion of concurrent Practical Nursing course work or permission of program director.

NUR 110 Pharmacology Practical Nursing
3 credits/45 clock hours
Introduces the basic concepts of pharmacology related to the actions, therapeutic and adverse effects, interactions of drugs, drug classifications, and the basic pharmacology of commonly used medications. Emphasis is placed on nursing considerations and client education. Learners will apply knowledge gained in selected clinical settings in caring for clients across the lifespan.

NUR 111 Advancement into Practical Nur
1 credit/15 clock hours
Introduces roles and responsibilities of the graduate Practical Nurse as defined by established standards, including the Colorado Nurse Practice Act. Emphasis is placed on accountability, delegation, and perspectives in health care. Career and job readiness skills are developed. Recommended PreRequisite: Successful completion of preceding required program course work or permission of program director. Recommended CoRequisite: Successful completion of concurrent Practical Nursing course work or permission of program director.

NUR 113 Basic Concepts of MA NB Nursing
2 credits/30 clock hours
Introduces the study of families experiencing childbirth. The focus is on normal pregnancy and the physiological and psychological changes during this time including the care of the normal newborn. Selected common complications are discussed. Relevant psychosocial and ethno cultural concepts are integrated throughout. The nursing process is used as a framework to assist the learner in understanding basic maternal/newborn needs and nursing care within the role of the Practical Nurse. Recommended PreRequisite: Successful completion of preceding required program course work or permission of program director. Recommended CoRequisite: Successful completion of concurrent Practical Nursing course work or permission of program director.

NUR 114 Basic Concepts of Peds Nursing
2 credits/30 clock hours
Provides the learner with a basic understanding of the care of both the well and sick child within the role of the Practical Nurse. Emphasis is placed on the normal growth and development from infancy to adolescence. Nursing care of common childhood conditions is discussed. Theory is related to the nursing care of the well child, the sick child in various settings, the child with special needs, and the impact of pediatric care on the family. Relevant psychosocial, ethno-cultural and family concepts are integrated throughout. Recommended PreRequisite: Successful completion of preceding required program course work or permission of program director. Recommended CoRequisite: Successful completion of concurrent Practical Nursing course work or permission of program director.
NUR 115 Basic Concepts Mental Health
1 credit/15 clock hours
Introduces the learner to basic concepts of mental health and illness. The course focuses on clients throughout the lifespan. Emphasis is placed on mental health concepts, selected common psychiatric disorders, treatment modalities and related nursing care. This course is designed to assist the Practical Nurse in caring for clients with varied psychosocial and ethno cultural backgrounds. Recommended PreRequisite: Successful completion of preceding required program course work or permission of program director. Recommended CoRequisite: Successful completion of concurrent Practical Nursing course work or permission of program director.

NUR 116 Basic Concepts of Geri Nursing
1 credit/15 clock hours
Introduces the learner to basic knowledge of normal aging, disorders related to aging and nursing care of the older individual within the role of the Practical Nurse. Concepts regarding legal and ethical factors affecting the older individual are presented. Relevant psychosocial and ethno cultural concepts are integrated throughout. Recommended PreRequisite: Successful completion of preceding required program course work or permission of program director. Recommended CoRequisite: Successful completion of concurrent Practical Nursing course work or permission of program director.

NUR 170 Clinical I
3 credits/135 clock hours
Offers the clinical practicum to apply the related nursing theory.

NUR 171 Clinical II
2 credits/90 clock hours
Offers the clinical practicum to apply the related nursing theory.

NUR 172 Clinical III
1 credit/45 clock hours
Offers the clinical practicum to apply the related nursing theory.

NUR 173 Clinical IV
3 credits/135 clock hours
Offers the clinical practicum to apply the related nursing theory.
PROFESSIONAL PHOTOGRAPHY

The Professional Photography program at Pickens Technical College is a comprehensive, two semester program designed to prepare students for entry into the photography career field. These courses will take you from the basics of Exposure Theory, 35mm SLRs, and B&W Photography through Studio Lighting, Digital Imaging, and a Professional Portfolio. Upon successful graduation, you will be prepared to freelance, serve as a photographer’s assistant or continue on with your photography education by transferring to one of Colorado’s community colleges. Students who complete all course work with a grade of C or better may earn both program certificates. All courses are transferable to any community college in the state offering the program(s).

The following certificates may be earned:

Professional Photography Certificate
Certificate length: 2 Semesters

Courses required for this certificate:
PHO 101 Professional Photography I
PHO 102 Professional Photography II
PHO 103 Commercial Color Photography I
PHO 109 Photography Lab I
PHO 201 Professional Photography III
PHO 202 Professional Photography II
PHO 204 Commercial Studio Lighting
PHO 205 Professional Digital Photography I
PHO 232 Professional Portraiture
PHO 268 Portfolio & Career Exploration
PHO 285 Independent Study

Professional Photography Certificate
Total Clock Hours: 600 Credit Hours: 31

Please visit www.pickenstech.org to view our catalog online for course descriptions.

Additional fees may apply. Please contact our Advising Department (303)344-4910, ext 27909 or ext 27935.

COURSE DESCRIPTIONS

PHO 101 Professional Photography I
3 credits/45 clock hours
Introduces black and white photography as a fine art medium and develops skills necessary for basic camera and lab operations.

PHO 102 Professional Photography II
3 credits/60 clock hours
This course is a further exploration in camera and lab operations with an emphasis on individual creativity. It includes the development of a comprehensive portfolio. Prerequisite: PHO 101 and PHO 226

PHO 103 Commercial Color Photography
3 credits/60 clock hours
Covers the fundamentals of color photography such as color theory and light, production, processing and printing color negatives. Prerequisite: PHO 101 and PHO 226

PHO 109 Photography Lab I
1 credit/22.5 clock hours
Introduces lab safety and proper equipment operation. Purpose is to insure that students spend the necessary time to complete shooting, digital and darkroom assignments. Includes outside shooting and study time as needed to pass the co-requisite courses.

PHO 201 Professional Photography III
3 credits/60 clock hours
Explores photography technique with emphasis on history, theory, and assimilation of ideas into the student’s creative work. Includes the development of a comprehensive portfolio. Prerequisite: All 1st semester courses, PHO 205, 175 and 232

PHO 204 Commercial Studio Lighting
3 credits/60 clock hours
Explores the creative uses of studio lighting from the perspective of fine art and commercial photography with an emphasis on three dimensional object photography including, lighting techniques, backgrounds, working with shadows and highlights and photographing flat art.
PHO 205 Professional Digital Photography I
3 credits/45 clock hours
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. Enables the student to learn how to operate image manipulation software using a variety of scanning equipment, software tools and output devices by executing new assignments and applying these technologies to their photographic process. Prerequisite: All 1st semester courses or equivalent

PHO 226 Digital Workflow Management
3 credits/60 clock hours
Teaches computer aided photography and darkroom techniques. The emphasis of this course is image-editing software, which can be used to color correct, retouch and composite photographic images. Other topics include image acquisition, storage, file management, special effects, and hard copy output. Prerequisite: PHO 101

PHO 232 Professional Portraiture
3 credits/60 clock hours
Teaches the technical and aesthetic aspects of studio and location portrait photography. This course explores the personal style of portraiture, history of the field and portraiture as a visual language and creative expression. This topic also includes lighting, composition, posing, and equipment selection. Prerequisite: All 1st semester courses, PHO 205 and 175

PHO 268 Portfolio & Career Exploration
3 credits/67.5 clock hours
The course is the terminal/capstone course for the Professional Photography program. Completion of all classes or concurrent enrollment in the remaining classes of the program is a requirement. In this class, students will create a computer-based portfolio and a printed presentation portfolio. Different techniques necessary for the production of the portfolios and styles of portfolios are covered. Resumes, cover letters, promotional pieces, presentation techniques, and skills related to the pursuit of careers and furthering education are covered in this class.

PHO 285 Independent Study
3 credits/60 clock hours
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.
The Respiratory Care Program is designed to train certified and registered therapists in the care of patients with respiratory problems. Students are instructed in the basic sciences, cardiopulmonary physiology, pathophysiology, pharmacology, mechanical ventilation and provided clinical experience. The student will be CRT & RRT eligible after completion of both the Community College and Pickens Technical College components. The graduate will be eligible to take the NBRC, Certified Respiratory Therapist Exam (CRT) and Registered Respiratory Therapist Exams (RRT). Applicants must be physically able to exert up to twenty-five pounds of force to lift, carry, push, pull or otherwise move objects. Program attendance requires the ability to perceive attributes of objects such as size, shape, temperature, or texture by means of receptors in skin, particularly those in the fingertips. Must have the ability to discriminate and perceive differences in breath sounds and heart tones. Also, must be able to differentiate multiple skin and tissue colors. Students are required to complete a criminal background check prior to beginning clinical rotations.

**ADVANCED RESPIRATORY CARE CERTIFICATE**

Courses required for this certificate:
- RCA 105 Introduction to Respiratory Care
- RCA 132 Basic Tech. in Respiratory Care II
- RCA 151 Cardiopulmonary Anatomy & Physiology
- RCA 152 Cardiopulmonary Pathology
- RCA 161 Cardiopulmonary Diagnostics I
- RCA 165 Pharmacology of Cardiopulmonary Care
- RCA 230 Critical Care I
- RCA 251 Critical Care II
- RCA 252 Cardiopulmonary Diagnostics II
- RCA 253 Perinatal/Pediatric Respiratory Care
- RCA 121 Fundamentals of Clinical Skills
- RCA 259 Advanced Mechanical Ventilation
- RCA 232 Advanced Monitoring
- RCA 281 Internship II
- RCA 283 Internship III
- RCA 289 Capstone

**Advanced Respiratory Care Certificate**

Total Clock Hours: 1125 Credit Hours: 53

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**General Education requirements to be taken at Community College of Aurora to complete an Associates Degree**

Students must meet all prerequisite requirements for each course listed below

- MAT 107 Career Mathematics
- ENG 121 English Composition
- PSY 101 General Psychology
- CHE 101 Introduction to Chemistry I with Lab
- BIO 201 Human Anatomy & Physiology I
- BIO 202 Human Anatomy & Physiology II
- BIO 204 Microbiology

**Community College Credits Credit Hours: 26**

For questions, please contact the Pickens Technical College or the Community College of Aurora Advising Departments.

Additional fees may apply. Please contact our Advising Department (303)344-4910, ext 27909 or ext 27935.

**COURSE DESCRIPTIONS**

- **BIO 201 Human Anatomy & Physiology I**
  See Community College of Aurora Catalog for course information

- **BIO 202 Human Anatomy & Physiology II**
  See Community College of Aurora Catalog for course information

- **BIO 204 Microbiology**
  See Community College of Aurora Catalog for course information

- **CHE 101 Introduction to Chemistry I with Lab**
  See Community College of Aurora Catalog for course information

- **ENG 121 English Composition**
  See Community College of Aurora Catalog for course information

- **MAT 107 Career Math**
  See Community College of Aurora Catalog for course information

- **PSY 101 General Psychology**
  See Community College of Aurora Catalog for course information
RCA 105 Introduction to Respiratory Care
1 credit/15 clock hours
Introduces the profession of respiratory care including history of the profession; current and future role of the respiratory care professional; role, function and interrelationships of the several professional organizations; and medical terminology.

RCA 121 Fundamentals of Clinical Skills
3 credits/45 clock hours
Provides information necessary to function safely and efficiently in the clinical setting. It includes the study of universal precautions, infection control, asepsis, body mechanics, patient charting, communication skills, organizational skills, and basic patient assessment.

RCA 132 Basic Techniques in Respiratory Care II
5 credits/90 clock hours
Develops the knowledge of oxygen systems and humidity & aerosol therapy. Prepares the student in the techniques of spirometry, hyperinflation techniques and bronchial hygiene. Airway management skills are introduced.

RCA 151 Cardiopulmonary Anatomy and Physiology
3 credits/67.5 clock hours
Focuses on the structure of the pulmonary and cardiovascular systems. Addresses independent functional relationships.

RCA 152 Cardiopulmonary Pathology
4 credits/60 clock hours

RCA 161 Cardiopulmonary Diagnostics I
1 credit/15 clock hours
Examines the technical concerns of an arterial blood gas determination and EKG techniques and interpretation.

RCA 165 Pharmacology of Cardiopulmonary Care
3 credits/45 clock hours
Focuses on a study of the principles of pharmacology and the pharmacologic properties and application of drugs commonly employed in the treatment of cardiopulmonary disease.

RCA 230 Critical Care I
2 credits/37.5 clock hours
Focuses on the care of critically ill patients. Includes advanced pulmonary physiology and pathophysiology, assessment and monitoring of acute and chronic respiratory failure, mechanical ventilation, and emergency respiratory care. Incorporates a laboratory portion that enables the student to develop skills essential for the assessment and treatment of the critically ill.

RCA 232 Advanced Monitoring
2 credits/30 clock hours
Develop the necessary skills required of Respiratory Care professionals to include monitoring and assessment of the patient requiring intensive care using both non-invasive and invasive data. Topics include: introduction to hemodynamic values and interpretation of the results; characteristics and indications of both bronchoscopy and sleep disorders; and introduction to research.

RCA 251 Critical Care II
3 credits/60 clock hours
Focuses on selected topic areas in critical care. Includes both technical and management concerns in the intensive care setting.

RCA 252 Cardiopulmonary Diagnostics II
1 credit/15 clock hours
Explores the procedures used in the diagnosis of pulmonary disease through pulmonary function testing.

RCA 253 Perinatal and Pediatric Respiratory Care
3 credits/45 clock hours
Focuses on the pathophysiology and technology that relates to the neonatal-pediatric patient.

RCA 259 Advanced Medical Ventilation
3 credits/45 clock hours
Provide the student with the opportunity to thoroughly probe into the function of mechanical ventilators and how ventilators actually work. It is important for the student to adjust the way they think about ventilators and how to begin to master their operation.
RCA 281 Internship II
9 credits/270 clock hours
Focuses on the care and analysis of the critically ill patient. Rotations into specialty areas are carried out as the schedule permits.

RCA 283 Internship III
9 credits/270 clock hours
Continues to address the care and analysis of the critically ill patient and specialty rotations. Attempts to more closely evaluate the student’s ability to manifest critical judgments in solving clinical problems and understanding professional/departmental activities.

RCA 289 Capstone
1 credit/15 clock hours
A demonstrated culmination of learning within a given program of study.
SMALL BUSINESS MANAGEMENT

The Small Business Management programs prepare students for employment in an office or business environment with emphasis on computer skills, entrepreneurship, and e-commerce. If students are college-bound, they will benefit from the skills they receive in their area of emphasis. The Pickens Tech Business Department makes an effort to keep class size small to allow for greater teacher-student interaction and individualized training.

The following certificate may be earned:
Small Business Management

Small Business Management Certificate
Courses required for this certificate:
BUS 115 Introduction to Business
MAN 102 Ethics and Values
ENP 205 Marketing for the Entrepreneur
MAN 116 Principles of Supervision
FIN 101 Introduction to Finance
MAN 216 Small Business Management
SBM 153 Market/Risk Mgmt/E-Commerce I

Small Business Management Certificate Total:
Clock Hours: 600  Credits: 28

COURSE DESCRIPTIONS

BUS 115 Introduction to Business
3 credits/45 clock hours
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 185 Independent Study
3 credits/60 clock hours
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

ENP 205 Marketing for the Entrepreneur
3 credits/67.5 clock hours
In the course, the student will gain insights essential for marketing their entrepreneurial venture utilizing innovative and financially responsible marketing strategies. Students will develop an understanding of traditional and non-traditional entrepreneurial marketing strategies. Prepare marketing strategies with associated tactics to launch and sustain an entrepreneurial venture.

FIN 101 Introduction to Finance
3 credits/67.5 clock hours
Provides an in-depth study of the US monetary system, the role of banks as financial intermediaries, and the types of financing. Includes international financial markets and international financial instruments used in importing and exporting, analysis of stock and bond values, the role and process of the stock and bond markets and the derivative marketplace. Enables the student to produce a cash budget, analyze financial statements including all financial ratios used in credit analysis, and determine capital requirements and financing arrangements.

MAN 102 Ethics and Values
1 credit/22.5 clock hours
Discusses behavior and identifies what is ethical and appropriate behavior and what is not. This course will identify the role of integrity, character, honesty, self-control, self-sacrifice, and core values in developing ethical and effective behavior in the workplace.

MAN 116 Principles of Supervision
3 credits/67.5 clock hours
Studies the principles and techniques of supervising and motivating personnel. This course is designed for students who are interested in supervising others or for those currently in supervision. Course content focuses on the human interaction in supervision.

MAN 216 Small Business Management
3 credits/67.5 clock hours
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.

SBM 153 Market/Risk Mgmt/E-Commerce I
9 credits/202.5 clock hours
Introduces the development of web pages using structured design to document layout. This course provides the student with hands on, practical application in creating and maintaining a web page for small business owners. May include such concepts as, web page layout, text manipulation hyperlinks, graphics, graphics formats, data tables and file downloading requirements, development of the basic marketing plan, defining your market, listing your page with search engines, and working with multimedia and the web site.
URBAN HORTICULTURE AND LANDSCAPE MANAGEMENT

The Urban Horticulture and Landscape Management Program is designed to prepare the student for entry-level employment in four specialty areas of this field: landscape, greenhouse, nursery and interior plantscaping. Coursework includes instruction about the materials, operations and business practices in each of these areas. All students complete the horticulture core and elective coursework as approved by the instructor. Persons wishing to enter the programs other than at the start of the fall semester must have instructor approval before enrolling.

All classes train toward industry certifications.

All coursework must be completed with a “C” or better to count towards one of the Landscape Management certificate

The following certificates may be earned:
Urban Horticulture and Landscape Management Certificate

URBAN HORTICULTURE AND LANDSCAPE MANAGEMENT
Certificate length: 2 Semesters

Courses required for this certificate:
HLT 116 Green Industry Equipment
HLT 125 Landscape Drafting and Design
HLT 130 Landscape Design I
HLT 221 Woody Plants: Trees and Conifers
HLT 222 Woody Plants: Shrubs and Vines
HLT 226 Interior Plants
HLT 227 Indoor Plant Care and Development
HLT 236 Landscape Construction
CAD 101 Computer Aided Drafting I
HLT 101 Introduction to Horticulture
HLT 160 Greenhouse Management
HLT 224 Herbaceous Perennials
HLT 237 Landscape Bidding and Estimating
HLT 242 Turf grass Management
HLT 250 Irrigation III: Design
HLT 211 Arboriculture
HLT 275 Special Topics

Urban Horticulture and Landscape Management
Certificate Total: Clock Hours: 990 Credit: 49

COURSE DESCRIPTIONS

CAD 101 Computer Aided Drafting I
3 credits/45 clock hours
Focuses on basic computer aided drafting skills using the latest release of CAD software. Includes file management, Cartesian coordinate system, drawing set-ups, drawing aids, layer usage, drawing geometric shapes, editing objects, array, text applications, basic dimensioning, and Help access.

HLT 101 Introduction to Horticulture
4 credits/67.5 clock hours
Introduces the biology of horticultural plants, and basic horticultural practices.

HLT 116 Green Industry Equipment
2 credits/45 clock hours
Introduces students to the basic concepts of maintenance, care and repairing equipment associated with the Green Industry. This instruction is designed to cover the knowledge and skills required of employees and employers in many areas of the landscape occupations such as lawn maintenance industry, landscaping and nurseries.

HLT 125 Landscape Drafting and Design
3 credits/67.5 clock hours
Allows students that wish to learn the basics of landscape design and planning so that they can produce simple gardens, or interpret plans for construction. The course discusses the principles and elements of design by looking at various landscape styles. Students learn the design process and basics of landscape graphics. They produce simple, scaled landscape drawing, and learn to interpret landscape plans for construction.

HLT 125 Landscape Drafting and Design
3 credits/67.5 clock hours
Introduces students to the basics of graphic communications used in landscape design and construction. Students learn the proper use of graphic tools and materials to manually produce site analyses, concept plan, preliminary plan, planting plan, and master plan documents in both plan and perspective views.
HLT 160 Greenhouse Management
4 credits/90 clock hours
Discusses greenhouse design, systems, management, and the major greenhouse crops and their cultural needs. This class trains for industry certification.

HLT 211 Arboriculture
3 credits/67.5 clock hours
Discusses plant growth and development as it relates to trees and shrubs, and progresses to methods of planting, tree protection, pruning, and tree care. This class trains for industry certification.

HLT 221 Woody Plants: Trees and Conifers
3 credits/67.5 clock hours
Discusses the identification (common and botanical names), landscape usage and culture of regionally adapted plants. This course discusses deciduous shade and ornamental trees, and conifers (evergreen trees and shrubs).

HLT 222 Woody Plants: Shrubs and Vines
3 credits/67.5 clock hours
Discusses the identification (common and botanical names), landscape usage and culture of regionally adapted plants. This course discusses deciduous and evergreen broadleaf shrubs and vines.

HLT 224 Herbaceous Perennials
4 credits/67.5 clock hours
Discusses the identification (common and botanical names), landscape usage and culture of herbaceous perennials common to Colorado landscapes.

HLT 226 Interior Plants
2 credits/45 clock hours
Discusses the identification, usage, and culture of common interior plants. Topics include selection for various interior environments, interior plant maintenance, and specialty interior plant products.

HLT 227 Indoor Plant Care and Development
2 credits/45 clock hours
Introduces students to real life applications of indoor plant care. Students will care for existing indoor plants on two school campuses and maintain a plant arboretum. Students will also design, order and install new indoor plantscapes on these sites.

HLT 236 Landscape Construction
4 credits/67.5 clock hours
Introduces students to the fundamentals of landscape construction, including construction equipment, safety practices, grading, deck, retaining wall, paving, and water feature construction. During labs students construct various landscape elements.

HLT 237 Landscape Bidding and Estimating
2 credits/45 clock hours
Discusses the process of bidding for landscape construction. Plan reading, quantity takeoffs, bidding and estimating practices and processes are covered.

HLT 242 Turfgrass Management
4 credits/67.5 clock hours
Discusses the fundamentals of turfgrass establishment and maintenance as it is practiced at different cultural intensities. Topics include the growth and development of turfgrass plants, the turfgrass environment, turfgrass species selection and identification, turfgrass cultural practices, and turfgrass pest management.

HLT 250 Irrigation III: Design
2 credits/45 clock hours
Focuses on the hydraulic analysis of residential irrigation systems to determine design capacity and working pressure. Irrigation system components are examined and their application explained. Students analyze site conditions, and apply their knowledge of hydraulic analysis to produce sample irrigation designs.

HLT 275 Special Topics
1 credit/22.5 clock hours
Provides students with a vehicle to pursue in depth exploration of special topics of interest.
VETERINARY ASSISTANT

This program prepares individuals in animal management, care, animal health and nutrition, animal handling, office administration skills and applicable standards and regulations.

All courses are aligned with the Community Colleges of Colorado. These commonly described courses facilitate transfer and articulation arrangements for Colorado’s secondary and community college students and ensure curriculum quality across the colleges.

The following certificate may be earned:
Veterinary Assistant

Prerequisite
Be willing to handling animals, including but not limited to, exotics and large animals, able to lift 40 pounds and have excellent attendance.

VETERINARY ASSISTANT CERTIFICATE
Certificate length: 2 Semesters

Courses required for this certificate:
VET 102 Veterinary Medical Terminology
VET 103 Vet Assist Restraint & Handling
VET 108 Intro to Laboratory Procedures
VET 110 Small Mammals Pet Management
VET 205 Vet Anatomy & Physiology I
VET 101 Career Development of Animals
VET 113 Vet Assist Surgical & Nursing Care
VET 114 Vet Assist Lab & Clincial Procedures
VET 120 Office Procedures and Relations
Veterinary Assistant Certificate
Total Clock Hours: 540 Credit: 24

VETERINARY ASSISTANT EXPANDED CERTIFICATE
This certificate is a combination of the Veterinary Assistant Certificate and the following course:
VET 183 Internship
Total: Clock Hours: 600 Credit Hours: 26

COURSE DESCRIPTIONS

VET 101 Career Development Animals
2 credits/45 clock hours
This course assists the student in recognizing their career potential in the animal industry. It will supply the tools necessary to be competitive in the animal industry and provides students with the ability to make realistic decisions concerning education and occupational objectives.

VET 102 Veterinary Medical Terminology
1 credit/15 clock hours
Introduces the student to the structure of veterinary 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 veterinary specific setting.

VET 103 Vet Assist Restraint & Handling
2 credits/45 clock hours
Introduces students to basic animal care skills and clinical procedures common to a veterinary assistant in practice. Laboratories provide practice in restraint, grooming and physical exam techniques.

VET 108 Intro to Laboratory Procedures
3 credits/75 clock hours
Studies the biology, clinical appearance and laboratory diagnosis of parasitic diseases of veterinary and zoonotic importance.

VET 110 Small Mammals Pet Management
4 credits/90 clock hours
This course is designed to provide students with basic knowledge and management techniques regarding the small mammals, including the feline, canine and other pet species. Specific mammal problems and their solutions will be emphasized.
**VET 113 Vet Assist Surgical & Nursing Care**
3 credits/75 clock hours
Introduces surgical assisting of the veterinarian and/or the veterinary technician, including basic knowledge of surgical instruments and surgery room hygiene. Also introduces basic nursing care of animal patients including safety concerns and nursing procedures.

**VET 114 Vet Assist Lab & Clinical Procedures**
3 credits/60 clock hours
Covers selected areas of common laboratory and diagnostic imaging procedures performed in a veterinary hospital. Emphasis is on assisting the veterinarian and/or veterinary technician with these procedures.

**VET 120 Office Procedures and Relations**
2 credits/45 clock hours
Presents commonly encountered clinical procedures with the emphasis on the role of the veterinary technician in the management of veterinary patients and records. The course also includes introduction to veterinary management software and on-line veterinary services.

**VET 183 Internship**
2 credits/60 clock hours
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.

**VET 205 Vet Anatomy/Physiology I**
4 credits/90 clock hours
Provides background in the anatomy and physiology of animals. The class covers the structure and function of each body system, including skeletal, muscular, circulatory, integumentary, and respiratory. Other subjects include principles of metabolism and unique characteristics of common domestic species. Applied laboratory experiences are included.
WELDING

The Welding Program is designed to provide entry-level skills in welding. Students will receive training in oxyacetylene, shielded metal arc welding, gas metal arc and gas tungsten arc welding, flux cored arc welding and blueprint reading. Modern tools and equipment will be used throughout the training period to provide up-to-date training. The American Welding Society Plate Certification test is administered to determine welding competence.

The following certificates may be earned:
Welding Certificate

WELDING CERTIFICATE
Certificate length: 4 Semesters
WEL 100 Safety for Welders
WEL 106 Blueprint Reading for Welders and Fitters
WEL 121 Structural Welding I
WEL 122 Structural Welding II
WEL 203 Flux Cored Arc Welding I
WEL 204 Flux Cored Arc Welding II
WEL 202 Gas Metal Arc Welding II
WEL 224 Advanced Gas Tungsten Arc Welding
WEL 230 Pipe Welding I
WEL 231 Pipe Welding II
WEL 250 Layout & Fabrication
WEL 263 Applied Metal Properties
WEL 201 Gas Metal Arc Welding I
WEL 101 Allied Cutting Processes

Welding Certificate Total
Clock Hours: 1080 Credit Hours: 55

COURSE DESCRIPTIONS

WEL 100 Safety for Welders
1 credit/15 clock hours
Covers the hazards of welding on health and safety, locating essential safety information from a code or other standard, and identifying and applying shop safety procedures.

WEL 101 Allied Cutting Processes
4 credits/60 clock hours
Covers setting up equipment and performing cutting and gouging operations utilizing the oxyacetylene, air carbon arc, exothermic, and plasma arc cutting processes. This course will also provide an introduction to blueprint reading.

WEL 106 Blueprint Reading for Welders and Fitters
4 credits/60 clock hours
Covers interpreting weld symbols on blueprints, identifying proper layout methods and tools, and proper joint design necessary for various welding processes.

WEL 121 Structural Welding I
3 credits/67.5 clock hours
Covers theory and practice in oxy-acetylene processes with emphasis toward AWS welder qualification with mild steel electrode E-7018 welding in horizontal and vertical position.

WEL 122 Structural Welding II
3 credits/67.5 clock hours
Continues WEL 121 with final emphasis toward AWS welder qualification with mild steel electrode E-7018 qualification test in the 2G, 3GU, and 4G position.

WEL 124 Introduction to Gas Tungsten Arc Welding
4 credits/67.5 clock hours
Covers welding in all positions and on various joint configurations using the GTAW (tig) welding process on carbon steel, stainless steel and aluminum. Student should be familiar with basic metallurgy pertaining to the weldability of metals, structural joints, and safety in the welding industry.

WEL 201 Gas Metal Arc Welding I
4 Credits/67.5 clock hours
Covers safety inspections, minor repairs, operating parameters, operation of GMAW equipment on plain carbon steel utilizing short circuit and spray transfer, and fundamental metallurgy principles.

WEL 202 Gas Metal Arc Welding II
4 Credits/90 clock hours
Covers safety inspections, minor repairs, operating parameters, operation of GMAW equipment utilizing a variety of electrodes and base metals, and fundamental principles of welding metallurgy to welding, fabrication, and inspection.

WEL 203 Flux Cored Arc Welding I
4 credits/67.5 clock hours
Covers safety inspections, minor repairs, operating parameters, operation of FCAW equipment utilizing self shielded wire, and principles of joint design, preparation, and material selection to welding operations.
WEL 204 Flux Cored Arc Welding II
4 credits/67.5 clock hours
Covers safety inspections, minor repairs, operating parameters, operating FCAW equipment utilizing gas shielded wire, and applying fundamentals of welding applications and cost estimating to welding, fabrication, and inspection.

WEL 224 Advanced Gas Tungsten Arc Welding
4 Credits/90 clock hours
Covers welding in all positions on carbon steel, stainless steel and aluminum plate and carbon steel pipe with the GTAW process. Student should be familiar with basic metallurgy pertaining to the weldability of metals, structural joints, and safety in the welding industry.

WEL 230 Pipe Welding I
4 Credits/90 clock hours
Covers safety inspections, minor repairs, operating parameters, and operation of SMAW, GMAW, and FCAW equipment in a variety of positions on plain carbon steel pipe joints. Also covers evaluating and solving complex welding and fabrication problems and administering hands on training and supervision to other students during assigned fabrication and welding operations.

WEL 231 Pipe Welding II
4 Credits/90 clock hours
Covers safety inspections, minor repairs, operating parameters, and operation of SMAW, GMAW, and FCAW equipment in a variety of positions on plain carbon steel pipe joints. Also covers evaluating and solving complex welding and fabrication problems and administering hands on training and supervision to other students during assigned fabrication and welding operations.

WEL 250 Layout and Fabrication
4 Credits/90 clock hours
Develops welding and associated skills in the use of drawings and blueprints in planning. Includes designing and layout projects.

WEL 263 Applied Metal Properties
4 Credits/90 clock hours
Introduces the study of metal properties, hardness testing, heat treatment, cold working microscopic examination and application of common commercial alloys in industry.
**TUITION TABLE**

The above rates are based on per semester credit hrs of $76.00 + $33.00 (differential fee) for 1-18 semester credit hrs for high cost program residents. For 19 semester credit hrs and above the rate for each additional semester credit hour of $43.00 + $33.00 (differential fee) for each high cost program residents. Seminars listed at a half credit hour unit will be charged half the rate for one credit hour. Credit hour Fees reported in the above schedule include only the basic fees associated with regular student enrollment i.e. college fee and student enrollment fee. Other specialized fees are not included in the above schedule.

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The above rates are based on per semester credit hrs of $76.00 + $33.00 (differential fee) x 2 for 1-18 semester credit hrs for high cost program non-residents. For 19 semester credit hrs and above the rate for each additional semester credit hour of $43.00 + $33.00 (differential fee) x 2 for each high cost program non-residents. Seminars listed at a half credit hour unit will be charged half the rate for one credit hour. Credit hour Fees reported in the above schedule include only the basic fees associated with regular student enrollment i.e. college fee and student enrollment fee. Other specialized fees are not included in the above schedule.
STAFF AND FACULTY

Administration
Teina McConnell, Executive Director
Patricia Duhalde, Assistant Director
Eric Ward, Assistant Director
Allen Golden, Assistant Director
Kevin Simpson, Student Services Coordinator

Faculty and Staff
Robert Abel, Evening Diesel Technology
Kimberly Adibuah, Veterinary Assistant
Rebecca Albright, Diverse Learners
Paula Anderson, Assessment Center
Raechele Anderson, Career Services
Alyssa Angelos, Kids Tech Paraeducator
Tiffani Antinora, Culinary Arts
Nicole Bargoti, Kids Tech Lead Coordinator
Erin Bass, Kids Tech Paraprofessional
Jamie Bear, Respiratory Care
Renee Blackburn, Receiving Warehouse Clerk
Wayne Blackwell, Heating & Air Conditioning
Dawn Blom, Diverse Learners
Mitch Bodholdt, Cosmetology
Hope Bodenstein, Executive Secretary
Joseph Bowen, Instructional Support Services
Tricia Brown, Respiratory Care
Sarah Caley, Kids Tech Paraprofessional
Alice Casey, Pharmacy Technician
Nahanna Chambers, Kids Tech Paraeducator
Marjorie Collins, Respiratory Care
Tiina Coon, Bookkeeper
Delores Cordova, Kids Tech Paraeducator
Jennifer Cronk-Cross, Small Business Management
Jessica Cross, Kids Tech Coordinator
Motlima Curry, Kids Tech Paraeducator
Sharon Dacus, Health & Safety Coordinator/School Nurse
Katika Dempsey, Receptionist
Laurie Drost, Kids Tech Paraprofessional
Suzie Dunne, Bookkeeper
Erik Duplessis, Evening Barber
Kristi Ehrler, Financial Aid/Student Services Clerk
Michelle Erickson, Practical Nursing
Jamie Fanning, Respiratory Care
Shannon Fries, Director/Teacher of Nursing Education
Pat Fulmer, Evening Cosmetology Receptionist
Harper, Garrett, Evening Medical Assistant
Morris Gebbink, Respiratory Care
Lauren Glassman, Budget & Finance Technician
Kim Goode, Early Childhood Education
STAFF AND FACULTY

Kathy Gordon, Bookstore
Kim Graber, Cosmetology
Marilyn Graham, Esthetician
Frank Green, Evening Safety Supervisor
Janis Hackett, Nurse Assistant
Ricky Halbert, Custodian
Ella Hart, Student Resource Center
Bonnie Hazelrigg, Cosmetology
Heidi Heath, Dental Assisting
Lynda Heckendorn, Admissions/Registration/Records Technician
Nicole Hendley, Early Childhood Education
Sean Hennessy, Evening Advanced Manufacturing
Ira Hermanson, Head Custodial
Paula Herrmann
Bianca Hill, Budget Coordinator
Jackie Holland, Respiratory Care
John Holmes, Electronics
Amy Huber, Budget Coordinator
James Jackson, Campus Monitor
Kasha Jones, Bookstore
Romel Jordan, Evening Custodian
Yong Keefer, Evening Cosmetology
Imane Khanati, Paraeducator, Infant Lab
Tom Kiflemariam, Nurse Assistant/Practical Nursing
Mandi Kluza, Bookstore
Randy Kubick, Diesel Technology
Tom Laing, Motorcycle Service Technology
Brandy Langren, Kids Tech Paraprofessional
Anthony Larson, Collision Repair
John Lawson, Multimedia Graphic Design
Charles Lee, Dental Assisting
Tara Luckett, Respiratory Care
Ed Martin, Automotive Technology
Cathy Mauricio, EDDA
Odie McClendon, Evening Barber
Lora Mendez, Student Services Clerk
Megan Metzener, Kids Tech Paraprofessional
Darby Miller, Kids Tech Paraprofessional
Michelle Miller, Kids Tech Paraeducator
Nicole Millward, Kids Tech Coordinator
Kim Montenegro, Evening Medical Billing Insurance Specilist
Lowell Mosher, Professional Photography
Roland Moukadam, Paraeducator, Infant Lab
Darcy Niblo, Automotive Technology
Jeff Oliver, Welding
Shannon Owens, Kids Tech Paraeducator
Christine Paproski, Cosmetology Receptionist
Jacky Pena, Custodian
STAFF AND FACULTY

Kim Preston, Kids Tech Paraeducator
Kim Rasmussen, Social Worker
Kim Reiser, Hospitality and Tourism
Elizabeth Reynolds, Practical Nursing
Maurice Robinson, Evening Barber
Michael Roloff, Facilities Maintenance
Shawn Roloff, Instructional Support Services
Jenise Rosa, Counselor
Beth Roshon, Esthetician
Cecelia Ross, Evening Medical Assistant
Danielle Rush, Respiratory Care
Kay Ryan, Kids Tech Paraprofessional
Sam Sarnowski, IT Technical Educational Assistant
Gilah Schneider, Practical Nursing
Valerie Scott, Diverse Learners
Greg Shamburg, Construction Technology
Karen Showers, Paraeducator, Infant Lab
Mike Slaughter, Maintenance and Light Repair
Kerry Smith, Executive Internship
Dee Dee Steerman, Buyer
Rachel Sundwall, Computer Systems Technician
Diane Thatcher, Instructional Support Services
Gill Thompson, CTE Coordinator
Mollie Tillman, Kids Tech Paraeducator
Maria Torres, Custodian
Michael Townsend, Advanced Manufacturing
Joanna Van Gieson, Respiratory Care
Deborah Vigil, Cosmetology and Nail Tech
Demitria Ward, Kids Tech Paraprofessional
Rene Weaver, Kids Tech Paraprofessional
Rolf Werner, Automotive Technology
Dianna White, Student Services Clerk
Yvonne Wiggs, Cosmetology
Bonnie Williams, Nurse Assistant
Francine Williams, Kids Tech Paraeducator
Kim Wisneski, Executive Internship
Shirileen Woods, Cosmetology and Nail Tech
Joseph Yanta, IT Technician