



Pickens Technical College

# Catalog 2022-2023



## ***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!

# Pickens Technical College Calendar

## 2022-2023

### Fall 2022

Fall Semester Classes/ First Quarter Begins.....	August 9
Labor Day ( No Classes).....	September 5
First Quarter Ends.....	October 7
Teacher Work Day (No Classes).....	October 14
Fall Recess.....	October 17-21
Thanksgiving Recess (No Classes).....	November 23-26
Fall Semester/Second Quarter Ends.....	December 15
Teacher Work Day (No Classes).....	December 16
Winter Recess (No Classes).....	Dec 19-Jan 2

### Spring 2023

Registration for Spring Semester.....	TBA
Spring Semester Classes/Third Quarter Begins.....	January 4
Martin Luther King Jr. Day (No Classes).....	January 16
Teacher Inservice (No Classes).....	February 17
President's Day (No Classes).....	February 20
Third Quarter Ends.....	March 9
Teacher Work Day (No Classes).....	March 10
Spring Break (No Classes).....	March 13-17
Conference Exchange Day (No Classes).....	April 24
Certificate Awards Ceremony (No Classes).....	TBA
Spring Semester/Fourth Quarter Ends.....	May 25
Teacher Workday.....	May 26

Registration dates are subject to change. Please see our website at [www.pickenstech.org](http://www.pickenstech.org) for current dates.

500 Airport Boulevard Aurora, Colorado 80011    303-344-4910    [www.pickenstech.org](http://www.pickenstech.org)

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# 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.

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Name and Title:

Brandon Eyre, Legal Counsel

Office Address:

15701 East 1st Ave.  
Suite 100

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Phone: Days/Hours Available

(303) 344-8060 Monday -Friday,  
7:30 a.m. - 4:30 p.m.

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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](http://www.pickenstech.org).

# PICKENS TECHNICAL COLLEGE PHILOSOPHY & OBJECTIVES

PICKENS TECHNICAL COLLEGE (PTC) IS AN INSTITUTION OF HIGHER EDUCATION THAT PROVIDES UNSURPASSED, EQUITABLE CAREER AND TECHNICAL EDUCATION GOVERNED BY AURORA PUBLIC SCHOOLS, COLORADO COMMUNITY COLLEGE SYSTEM, COLORADO DEPARTMENT OF HIGHER EDUCATION, AND COUNCIL OF OCCUPATIONAL EDUCATION. THE LEGAL STATUS OF PTC IS A NON-PROFIT TAX-EXEMPT PUBLIC INSTITUTION OF HIGHER EDUCATION.

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.

# PICKENS TECHNICAL COLLEGE PHILOSOPHY & OBJECTIVES

## PICKENS TECHNICAL COLLEGE PHILOSOPHY & OBJECTIVES *Cont.*

- 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](http://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 in-service. Students should refer to the current semester schedule of classes for the most accurate calendar information or [www.pickenstech.org](http://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.

# ADMISSIONS, REGISTRATION, AND RECORDS

## WEBSITE

Students can find information about Pickens Technical College on-line. The school's website address is [www.pickenstech.org](http://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 on-line 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 administration.

## STUDENT RIGHT-TO-KNOW & CAMPUS SECURITY ACT

**CAMPUS SECURITY AWARENESS** It is the goal of Pickens Technical College to provide a very 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 19-20.

# 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 on-line at [www.pickenstech.org](http://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 **c u r r e n t** 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 **p r e v i o u s** terms must be paid in full prior to continuing enrollment or re-admittance. 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 that 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 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.

# ADMISSIONS, REGISTRATION, AND RECORDS

## RESIDENCY REQUIREMENTS

Colorado residents and non-residents may attend Pickens Technical College. Resident classification affects 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 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 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 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 are maintained in compliance with the Federal Family Educational Rights and Privacy Act of 1974. (Public Law 93-380, Sub Section 513.88 Statute 471.20 U.S.C. 1232Q).

VA students' records must be kept for 3 years following the ending date of the last period certified to VA. Referenced law: Title 38 CFR 21.4209 (f)

### 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 form 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.

# ADMISSIONS, REGISTRATION, AND RECORDS

## STUDENT RECORDS CONTINUED...

### 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:** \$10.00 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 affect 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.

# *ADMISSIONS, REGISTRATION, AND RECORDS*

## **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.

# ACADEMIC STANDARDS

## 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.

### Grading System

Grade Symbol	Quality of Work	Percentage
A	Excellent	93-100
B	Above Average	82-92
C	Average	71-81
F*	No Credit	Below 70
I*	Incomplete	
S	Satisfactory	
U*	Unsatisfactory	
W	Withdrawal	
AU	Audited Course	
E	Challenge Exam	

### 4-Point Grading System

Grade Symbol	Points
A	4
B	3
C	2
F*	0

***\* Note: A grade of "C" or above is required in all courses meeting the requirements to earn a program Certificate of Completion.***

# ADMISSIONS, REGISTRATION, AND RECORDS

**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 cannot 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: Transcribed grade received by student who withdraws from the course after 15%, but before 75%, of the course has expired.

**AU** Audit: Transcribed 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 judgment is in question, the first contact for resolving the matter should be with the instructor. The next line of appeal is a n 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. However, each type of prior learning credit cannot exceed 25 percent.** 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. **A maximum of 18 credits or 25 percent of the credits required for the certificate may be earned through course transfer.**
6. Pickens Technical College reserves the right to evaluate all credits. Coursework found to be obsolete will require updated credit.
7. Students cannot transfer between programs after the drop date of each semester and only when there is available space in the program.

# ADMISSIONS, REGISTRATION, AND RECORDS

## 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.**

### 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.

## 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 on-line at our website [www.pickenstech.org](http://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 FASFA website: [www.fafsa.ed.gov](http://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

## 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.**

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.

# STANDARDS AND CONDUCT

**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 10:00p.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.

## STUDENTS 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

**CLASSROOM LEARNING IS ONLY PART OF YOUR EDUCATION. THIS SECTION DESCRIBES OTHER AVENUES OF LEARNING THAT ARE PART OF THE PICKENS TECHNICAL COLLEGE EXPERIENCE. SERVICES ARE AVAILABLE THAT CAN ENRICH YOUR STUDENT LIFE AND ACADEMIC PERFORMANCE. MUCH OF THIS INFORMATION WILL BE VALUABLE ONLY IF YOU TAKE ADVANTAGE OF THE OPPORTUNITIES.**

## 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.

Safety instruction and safety practices are of vital concern within instructional programs at Pickens Technical College. Safe practices must be observed by all staff and students. Familiarize yourself with the content and location of Material Safety Data Sheets (MSDS) when appropriate. Students with disabilities that present a hazard to themselves or to others must report such information on the health and emergency card along with whom should be notified in case of emergency. In the event of an accident or the

sudden onset of illness, appropriate first aid should be obtained immediately. The staff will refer to the health and emergency card to identify family members who are expected to assume responsibility; otherwise, the staff will take appropriate and prudent action on behalf of the student. Students are responsible for carrying their own health and accident insurance and for any expenses incurred including outside emergency services. Pickens Technical College strives to maintain a safe campus conducive to student well-being and learning. For crime statistics and reporting procedures, please see the Student Right-To-Know and Campus Security Act of 1990 section on page 8. Remember, campus security is a responsibility for all members of the campus community. As a member you should:

- A.** Always lock your car when leaving the parking lot to go to class.
- B.** Always check your vehicle prior to unlocking and entering it when returning to it after class.
- C.** Walk out of class in groups or pairs.
- D.** Report any suspicious activity to school administration offices.
- E.** Pay attention to the physical characteristics of individual(s) involved in any incident you report. If it involves a motor vehicle, note the license plate number, make and/or model of the vehicle.

## STUDENT RESOURCE CENTER

The SRC provides a comfortable and functional workspace for students and staff. The space includes three meeting rooms that can be used in a 'first come, first served' basis or reserved for a specific time, 16 computers with printing, a copier, and a casual seating area.

## 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.

## 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 SERVICES

## 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), 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 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.**

## 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.

The evaluation of previous postsecondary education and training is mandatory and required for VA beneficiaries. For students utilizing Veterans benefits who are approved for transfer credit as a result of this evaluation, the institution will grant appropriate credit, reduce the program length proportionately, notify the student and Veterans Affairs in writing of this decision, and adjust invoicing of the VA accordingly.

# STUDENT SERVICES

## **Colmery Act - Section 103, PL115-407**

Effective August 1, 2019

Any student using Chapter 31 or Chapter 33 benefits is covered under the Colmery Act. Protection commences when the student provides the school with a Certificate of Eligibility (COE) or statement of benefits.

Prevents a school from penalizing a student while waiting for tuition and fees payment from the VA.

- Schools can't deny a student access to institutional facilities
- Schools can't force a student to borrow money to pay for tuition and fees while waiting for payment from the VA
- Schools can't charge a student who is waiting for tuition and fees payment from the VA a late/penalty fees

Schools can require:

- Students to submit a COE or statement of benefits no later than the first day of the program
- Students to submit a written request to use VA benefits
- Students to provide additional information to ensure proper enrollment certification by the school

Schools may require additional payment or a fee for the difference between the amount of the student's financial obligation to the school and the amount of the VA benefits disbursed.

**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 in-state tuition once the appropriate documentation is verified. For more information on military benefits please visit [www.gibill.va.gov](http://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](http://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.

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:

# STUDENT SERVICES

- 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

# STUDENT SERVICES

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 on-line "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 (Maestro) 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

# STUDENT SERVICES

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.

### SKILLUPGRADING & 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.

# PROGRAM INFORMATION

## ADVANCED MANUFACTURING

*The Advanced Manufacturing program 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:

Advanced Manufacturing Certificate

## ADVANCED MANUFACTURING

**Certificate length:** 4 Semesters

### Courses required for this certificate:

MAC 1001 Introduction to Machine Shop

MAC 1002 Print Reading for Machinists

MAC 1010 Introduction to Engine Lathe

MAC 1011 Intermediate Engine Lathe

MAC 1020 Introduction to Milling Machine

MAC 1021 Intermediate Milling Machine

MAC 1045 Production Manufacturing

MAC 2075 Special Topics

MAC 2001 Introduction to CNC Turning Operations

MAC 2002 CNC Turning Operations II

MAC 2005 Introduction to CNC Milling Operations

MAC 2021 Surface Grinder Setups and Operations

MAC 2040 CAD/CAM 2D

MAC 2041 CAD/CAM 2D Lab

MAC 2052 Practical Metallurgy

MAC 2078 Machining Workshop

**Advanced Manufacturing Certificate Total:**

**Clock Hours: 1102.5 Credit Hours: 49**

*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](http://www.FASFA.ed.gov). If you have further questions, please call (303) 344-4910, ext 27797.*

Please visit [www.pickenstech.org](http://www.pickenstech.org) to view our catalog on-line for course descriptions.

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

## COURSE DESCRIPTIONS

### MAC 1001 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 1002 Print Reading for Machinists

3 credits/67.5 clock hours

Students read blueprints and interpret symbols, notes dimensions and tolerances.

### MAC 1010 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 1011 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.

# PROGRAM INFORMATION

## **MAC 1020 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 1020 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 1021 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 1045 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 2001 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 2002 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 2005 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 2021 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 2040 CAD/CAM 2D**

3 credits/67.5 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 2041 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 2052 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.

# PROGRAM INFORMATION

## **MAC2075 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.

## **MAC2078 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:**

Master Automotive Service Technician

### MASTER AUTOMOTIVE SERVICE TECHNICIAN CERTIFICATE

**Certificate length:** 4 Semester

**Courses required for this certificate:**

ASE 1001 Auto Shop Orientation  
ASE 1002 Intro to Automotive Shop  
  
ASE 1010 Brakes I  
ASE 1011 Auto Brakes II  
ASE 1020 Basic Auto Electricity  
ASE 1022 Auto Elec Safety Systems  
ASE 1023 Starting and Charging Systems  
ASE 1030 General Engine Diagnosis  
ASE 1034 Autofuel & Emissions System I  
ASE 1040 Steering and Suspension I  
ASE 2050 Auto Trans/Transaxle Service  
ASE 1050 Man Drv Trn & Axle  
ASE 1062 Auto Engine Service  
ASE 2064 Intro to HVAC Systems

ASE 1051 Manual Transmission/Transaxles & Clutches  
ASE 2051 Auto Trans/Transaxle Repair  
ASE 1041 Suspension and Steering II  
ASE 2010 Auto Power/ABS Brake Systems  
ASE 2065 HVAC Systems  
ASE 2085 Independent Study  
ASE 1052 Manual Transmission/Transaxles/Clutch II  
ASE 1060 Auto Engine Repair  
ASE 2040 Suspension and Steering III  
ASE 2031 Auto Comp & Ignition Systems  
ASE 2033 Auto Fuel Injection/Emissions  
ASE 2021 Auto/Diesel Body Electrical  
ASE 1070 Laboratory Experience I: MAST Lab

### Master Automotive Service Technician Certificate

**Total: Clock Hours: 1140 Credit: 58**

**The Master 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](http://www.FASFA.ed.gov). If you have further questions, please call (303)344-4910, ext 27797.

Please visit [www.pickenstech.org](http://www.pickenstech.org) to view our catalog on-line for course descriptions.

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# PROGRAM INFORMATION

## COURSE DESCRIPTIONS

### **ASE1001 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 1002 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 1010 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 1011 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 1020 Basic Automotive Electricity**

2 credits/60 clock hours

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

### **ASE 1022 Automotive Electric Safety Systems**

1 credit/22.5 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 1023 Starting and Charging Systems**

2 credits/60 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 1030 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 1034 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 1040 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 1041 Suspension and Steering II**

2 credits/45 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 1050 Man Drv Trn & Axle**

2 credits/45 clock hours

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

### **ASE 1051 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 1052 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 1060 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 1062 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.

# PROGRAM INFORMATION

## **ASE 1070 Laboratory Experience I**

1 credit/22.5 clock hours

Continues to build upon the principles that are expected to be understood by students.

## **ASE 2010 Auto PWR/ABS Brake Systems**

2 credits/45 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 today's automobile.

## **ASE 2021 Automotive/Diesel Body Electrical**

4 credits/90 clock hours

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

## **ASE 2031 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 2033 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 2040 Suspension and Steering III**

2 credits/45 clock hours

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

## **ASE 2050 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 2051 Auto Trans/Transaxle Repair**

3 credits/37.5 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 2064 Intro to HVAC Systems**

1 credit/15 clock hours

Covers basic operation of the Heating and Air Conditioning components.

## **ASE 2065 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 2085 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.

# PROGRAM INFORMATION

## 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** 4 Semesters

#### Courses required for this certificate:

BAR 1003 Introduction to Hair & Scalp  
BAR 1007 Introduction to Shaving Honing & Stropping  
BAR 1008 Intermediate Shaving Honing & Stropping  
BAR 1010 Introduction to Hair Coloring  
BAR 1011 Intermediate Hair Coloring  
BAR 1020 Introduction to Hair Cutting  
BAR 1021 Intermediate Hair Cutting  
BAR 1030 Introduction to Hair Styling  
BAR 1031 Intermediate Hair Styling  
BAR 1040 Introduction to Permanent Waves & Chemical Relaxers  
BAR 1041 Intermediate Permanent Waves & Chemical Relaxers  
BAR 1066 Introduction to Facial Massage & Skin Care  
BAR 1067 Intermediate Facial Massage & Skin Care  
BAR 2003 Advanced Hair & Scalp  
BAR 2007 Advanced Shaving, Honing & Stropping  
BAR 2011 Advanced Hair Coloring  
BAR 2020 Advanced Hair Cutting  
BAR 2031 Advanced Hair Styling  
BAR 2041 Advanced Permanent Waves & Chemical Relax  
BAR 2066 Advanced Facial Massage & Skin Care  
COS 1050 Laws, Rules & Regulations  
COS 1060 Intro to Infection Control  
COS 1061 Inter I: Infection Control  
COS 2050 Bus Mgmt/Per Skills/Ethics

COS 2060 Inter II: Infection Control

COS 2061 Adv Infection Control

### Barber Certificate Total

**Clock Hours: 1740    Credit Hours: 50**

Please visit [www.pickenstech.org](http://www.pickenstech.org) to view our catalog on-line for course descriptions.

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

## COURSE DESCRIPTIONS

### BAR 1003 Introduction to Hair & Scalp

1 credit/50 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 1007 Introduction to Shaving, Honing & Stropping

1 credit/50 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 1008 Intermediate Shaving, Honing & Stropping

1 credit/50 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 1010 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.

# PROGRAM INFORMATION

## **BAR 1011 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 1020 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 1021 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 1030 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 1031 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 1040 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 1041 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 1066 Introduction to Facial Massage & Skin Care**

1 credit/50 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.

Prerequisite: BAR 1066

Focuses on practical application dealing with anatomy, skin disorders, skin types and facial shapes. Students help patrons select proper skin care treatments.

## **BAR 1067 Intermediate Facial Massage & Skin Care**

1 credit/50 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 2003 Advanced Hair & Scalp**

1 credit/50 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 2007 Advanced Shaving, Honing & Stropping**

1 credit/50 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 2011 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.

# PROGRAM INFORMATION

## **BAR 2020 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 2031 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 2041 Advanced Permanent Waves & Chemical Relaxers**

2 credit/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 2066 Advanced Facial Massage & Skin Care**

1 credit/50 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 1050 Laws, Rules and Regulations**

1 credit/50 clock hours

This course covers laws, rules, and regulations governing the beauty industry in Colorado and accountability for the student, licensed individual, salons, and school owners.

## **COS 1060 Introduction to Infection Control and Prevention**

2 credits/60 clock hours

This course covers various methods of sanitation, disinfection; and principles of workplace safety, infection control and prevention. Topics presented in this course include: classroom study of bacteriology, chemistry of cleaning versus disinfecting products that are used in the cosmetology industry, and terminology dealing with infection control.

## **COS 1061 Intermediate I: Infection Control and Prevention**

1 credit/50 clock hours

Prerequisite: COS 160

This course focuses on the theory and daily practice of proper methods of disinfection, sanitation and safety procedures as related to all phases of cosmetology. Topics presented in this course include: terminology and training of disinfection, sanitation and safety procedures, and customer service in a supervised salon setting or specialized class.

## **COS 2050 Business Management /Personal Skills/Ethics**

1 credit/50 clock hours

This course covers salon management business practices and the knowledge and skills necessary to build a successful business.

Topics covered in this course include: basic business management, interpersonal skills, basic techniques in salesmanship and customer services, job readiness skills, and professional ethics.

## **COS 2060 Intermediate II: Infection Control and Prevention**

2 credits/60 clock hours

Prerequisite: COS 161

This course covers infection control theory and practice of proper methods of sterilization, disinfection, sanitation, and safety procedures as related to all phases of the industry. Topics for this course include: terminology and training of disinfection, sanitation, and safety procedures. The individual's responsibility to provide a safe work environment is practiced.

## **COS 2061 Advanced Infection Control and Prevention**

1 credit/50 clock hours

Prerequisite: COS 260

This course covers advanced training on decontamination and safety practices in a supervised salon and/or classroom setting and primarily focuses on student preparation for the Colorado State Board Licensing Examination in decontamination and safety for all aspects of the industry. Topics for this course include: Occupational Safety and Health Administration (OSHA) requirements for schools and salons.

# PROGRAM INFORMATION

## 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 I-CAR Advance Tech Curriculum.*

### **The following certificate may be earned:**

Professional Collision Repair Technician Certificate

### **PROFESSIONAL COLLISION REPAIR TECHNICIAN CERTIFICATE**

Certificate length: **4 semesters**

#### **Courses required for this certificate:**

ACT 1001 Intro to Automotive Collision Technology  
ACT 1011 Metal Welding & Cutting I  
ACT 1021 Non-Structural Repair Preparation  
ACT 1022 Panel Repair & Replacements  
ACT 1023 Metal Finishing and Body Filling  
ACT 1024 Replace Weld-on Exterior Panel  
ACT 1051 Plastics and Adhesives I  
ACT 1070 Automotive Collision Technology Lab Experiences I  
ACT 2011 Metal Welding and Cutting II  
ACT 2021 Movable Glass and Hardware  
ACT 1041 Refinishing Safety  
ACT 1042 Surface Preparation I  
ACT 1043 Spray Equipment Operation  
ACT 1044 Refinishing I  
ACT 2041 Paint Defects  
ACT 2042 Surface Preparation II  
ACT 2043 Refinishing II  
ACT 2044 Final Detail  
ACT 1071 Auto Collision Tech Lab II

### **PROFESSIONAL COLLISION REPAIR TECHNICIAN CERTIFICATE**

**Certificate Total: Clock Hours: 1045 Credit Hours: 51**

Please visit [www.pickenstech.org](http://www.pickenstech.org) to view our catalog on-line for course descriptions.

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

## COURSE DESCRIPTIONS

### **ACT 1001 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 1011 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 1021 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 1022 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 1023 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.

# PROGRAM INFORMATION

## **ACT 1024 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 1041 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 1042 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 1043 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 1044 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 1051 Plastics & Adhesives I**

1 credits/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 1070 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 1071 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 2011 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 2021 Movable 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 2041 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 2042 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.

# PROGRAM INFORMATION

## **ACT2043 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.

## **ACT2044 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.

# PROGRAM INFORMATION

## 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 tool safety, house framing, and interior and exterior finish work.*

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

### **The following certificate may be earned:**

Advanced Construction Methods Certificate

### **ADVANCED CONSTRUCTION METHODS CERTIFICATE**

**Certificate length:** 4 Semesters

#### **Courses required for this certificate:**

CAR 1003 Carpentry Basics  
CON 1006 Site Prep Through Foundation  
CAR 1004 Floor and Wall Construction  
CAR 1006 Construction and Roof Design  
CAR 1034 Exterior Finishes and Trim  
CAR 1035 Thermal and Moisture Methods and Materials  
CAR 1046 Interior Finishes/Drywall Construction  
CAR 1047 Interior Carpentry  
CON 1009 Flooring, Tile and Wood  
  
CON 1013 Jobsite Planning Through Foundation  
CON 1030 Blueprint Reading  
CAR 2006 Advanced Floor and Wall Construction  
CAR 2007 Advanced Construction and Roof Design  
CAR 2008 Advanced Exterior Finishes and Trim  
CON 1028 Cost Estimation  
CAR 2009 Advanced Interior Carpentry  
CON 2010 Advanced Flooring, Tile and Wood

#### **Advanced Construction Methods Certificate**

**Total: Clock Hours: 1072.5 Credit Hours: 55**

#### **Elective course offered in this certificate:**

CON 2085 Independent Study

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## COURSE DESCRIPTIONS

### **CAR 1003 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 1004 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 1006 Construction and Roof Design**

4 credits/75 clock hours

Covers basic stair terminology and layout, also basic understanding of roof design and installation.

### **CAR 1034 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 1035 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 1046 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.

# PROGRAM INFORMATION

## **CAR 1047 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 2006 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 2007 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 2008 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 2009 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 1006 Site Prep Through Foundation**

3 credits/45 clock hours

Introduces blue-print reading and how they apply to the construction site. Includes in-depth introduction to site layout (materials and methods). It also covers materials and methods for concrete forms and foundations. Includes various reinforcement methods such as re-bar and welded-wire fabric.

## **CON 1009 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 1013 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 1028 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 1030 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 2010 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.

# PROGRAM INFORMATION

## 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

### COSMETOLOGY CERTIFICATE

**Certificate length:** 4 Semesters

### Courses required for this certificate:

COS 1003 Intro Hair and Scalp  
COS 1010 Intro Color  
COS 1011 Inter I Color  
COS 1020 Intro Cutting  
COS 1021 Inter I Cutting  
COS 1030 Intro Styling  
COS 1031 Inter I Styling  
COS 1040 Intro to Chemical Texture  
COS 1041 Intermed I: Chemical Texture  
COS 1050 Laws, Rules, and Regulations  
COS 1060 Intro to Infection Control  
COS 1061 Inter I: Infection Control  
COS 2003 Inter I: Hair and Scalp  
COS 2010 Inter II Color  
COS 2011 Adv Color  
COS 2020 Inter II Cutting  
COS 2021 Adv Cutting  
COS 2030 Inter II Styling  
COS 2031 Adv Styling

COS 2040 Intermediate II: Chem Texture  
COS 2041 Advanced Chemical Texture  
COS 2050 Bus Mgmt/Per Skills/Ethics  
COS 2060 Inter II: Infection Control  
COS 2061 Adv Infection Control  
EST 1010 Intro Skin Care  
EST 1011 Intermediate Skin Care  
EST 210 Advanced Skin Care  
EST 2011 Make-up  
EST 2012 Hair Removal  
NAT 1010 Intro to Nail Care  
NAT 1011 Inter I Nail Care  
NAT 2010 Advanced Nail Care  
NAT 2011 Nail Enhancements

### Cosmetology Certificate

**Total: Clock Hours: 1820    Credit Hours: 60**

### Elective Course offered in this certificate:

COS 2088 Practicum

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## COURSE DESCRIPTIONS

### COS 1003 Introduction to Hair and Scalp

1 credit/30 clock hours

Introduces various types of scalp treatments, shampoos, and conditioners. This course covers hair and scalp disorders, product knowledge, and proper massage techniques. This course provides training in a lab or classroom setting.

### COS 1010 Introduction to Haircoloring

2 credits/60 clock hours

Introduces theory pertaining to the law of color, theory of color, chemistry of color, product knowledge, and analysis of hair and scalp. This course covers basic application techniques and procedures for the application of haircolor.

### COS 1011 Intermediate I: Haircoloring

2 credits/60 clock hours

Prerequisite: COS 110

Expands on haircoloring theory and practical application of color products, formulations of color, level and shades of color. Students will learn application techniques in a specialized class or in a supervised salon setting.

# PROGRAM INFORMATION

## **COS 1020 Introduction to Haircutting**

2 credits/60 clock hours

Introduces haircutting theory relevant to patron protection, angles, elevations, and the analysis of hair textures as related to hair cutting procedures. This course covers proper use and care of hair cutting implements, basic hair cutting techniques using various cutting implements, and disinfection and sanitation procedures as they relate to haircutting.

## **COS 1021 Intermediate I: Haircutting**

2 credits/60 clock hours

Prerequisite: COS 120

Expands on basic haircutting theory incorporating facial shapes, head and body forms to determine the appropriate techniques required to complete a client haircut. Students will apply hair cutting techniques in specialized classes or in the supervised salon.

## **COS 1030 Introduction to Hairstyling**

2 credits/60 clock hours

Combines theory with the practical application of hairstyling. This course covers roller placement, hair molding and shaping, pin curls, finger waves, comb-out techniques, air forming, thermal straightening, or curling for short to long hair.

## **COS 1031 Intermediate I: Hair Styling**

2 credits/60 clock hours

Prerequisite: COS 130

This course covers the accepted methods of styling hair, air forming, roller sets, finger waves, pin curls, braiding, and hair pressing.

## **COS 1040 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 1041 Intermediate I: Chemical Texture**

1 credit/30 clock hours

Prerequisite: COS 140

Emphasizes theory and practical application of chemical texture, including permanent waves and chemical relaxers, in a supervised salon setting. Students will practice different wrapping techniques required by trend styles in a classroom or salon setting.

## **COS 1050 Laws, Rules & Regulations**

1 credit/50 clock hours

This course covers laws, rules, and regulations governing the beauty industry in Colorado and accountability for the student, licensed individual, salons, and school owners.

## **COS 1060 Introduction to Infection Control and Prevention**

2 credits/60 clock hours

This course covers various methods of sanitation, disinfection; and principles of workplace safety, infection control and prevention. Topics presented in this course include: classroom study of bacteriology, chemistry of cleaning versus disinfecting products that are used in the cosmetology industry, and terminology dealing with infection control.

## **COS 1061 Intermediate I: Infection Control and Prevention**

1 credit/30 clock hours

Prerequisite: COS 160

This course focuses on the theory and daily practice of proper methods of disinfection, sanitation and safety procedures as related to all phases of cosmetology. Topics presented in this course include: terminology and training of disinfection, sanitation and safety procedures, and customer service in a supervised salon setting or specialized class.

## **COS 2003 Intermediate I: Hair and Scalp**

1 credit/30 clock hours

Prerequisite: COS 103

This course covers theory and practical training in shampoos, rinses, and conditioners and examines advanced techniques to prepare the student for employment. Instruction includes preparation for the Colorado State Board Licensing Examination for shampoos, rinses, and conditioners.

## **COS 2010 Intermediate II: Haircoloring**

2 credits/60 clock hours

Prerequisite: COS 111

This course covers theory and practical application of color products, formulations of color, level and shades of color. Students will practice haircoloring techniques in a specialized class or in a supervised salon setting.

## **COS 2011 Advanced Haircoloring**

2 credits/60 clock hours

Prerequisite: COS 210

This course covers advanced theory and practical techniques in haircoloring. Course covers the recognition of color problems and color correction procedures in preparation for the Colorado State Board Licensing Examination. Topics in this course include: advanced techniques, color formulation, and product knowledge.

## **COS 2020 Intermediate II: Haircutting**

2 credits/60 clock hours

Prerequisite: COS 121

This course covers haircutting theory related to facial shapes, head and body forms to determine the techniques necessary for client's specified haircut and practical applications of haircutting techniques for various client requests.

# PROGRAM INFORMATION

## **COS 2021 Advanced Haircutting**

2 credits/60 clock hours

Prerequisite: COS 220

This course covers advanced haircutting techniques utilizing multiple cutting tools and emphasizes current fashion trends and preparation for the Colorado State Licensure examination.

## **COS 2030 Intermediate II: Hairstyling**

2 credits/60 clock hours

Prerequisite: COS 131

This course covers accepted methods of styling hair, including: air forming, roller sets, iron sets, finger waves, braiding and hair pressing. Students will practice hairstyling techniques for client purposes in specialized classes or in a supervised salon setting.

## **COS 2031 Advanced Hairstyling**

1 credit/30 clock hours

Prerequisite: COS 230

This course covers hairstyling theory and advanced techniques in all phases of hair styling to prepare the student for employment. Training is a combination of supervised salon work and specialized classes. Students will prepare for the Colorado State Board Licensing Examination.

## **COS 2040 Intermediate II: Chemical Texture**

1 credit/30 clock hours

Prerequisite: COS 141

This course covers theory of chemical texture and practical application of permanent waves and chemical relaxers in specialized classes or a supervised salon setting. Students will practice different wrapping techniques required by trend styles or per client request.

## **COS 2041 Advanced Chemical Texture**

1 credit/30 clock hours

Prerequisite: COS 240

This course covers advanced techniques for chemical texture and current industry standards of practice to prepare the student for employment and the State Board Licensing Examination. Instruction is provided in specialized classes or supervised salon setting.

## **COS 2050 Bus Mgmt/Per Skills/Ethics**

1 credit/30 clock hours

This course covers salon management business practices and the knowledge and skills necessary to build a successful business. Topics covered in this course include: basic business management, interpersonal skills, basic techniques in salesmanship and customer services, job readiness skills, and professional ethics.

## **COS 2060 Intermediate II: Infection Control and Prevention**

2 credits/60 clock hours

Prerequisite: COS 161

This course covers infection control theory and practice of proper methods of sterilization, disinfection, sanitation, and safety procedures as related to all phases of the industry. Topics for this course include: terminology and training of disinfection, sanitation, and safety procedures. The individual's responsibility to provide a safe work environment is practiced.

## **COS 2061 Advanced Infection Control and Prevention**

1 credit/30 clock hours

Prerequisite: COS 260

This course covers advanced training on decontamination and safety practices in a supervised salon and/or classroom setting and primarily focuses on student preparation for the Colorado State Board Licensing Examination in decontamination and safety for all aspects of the industry. Topics for this course include: Occupational Safety and Health Administration (OSHA) requirements for schools and salons.

## **EST 1010 Introduction to Skin Care**

3 credits/90 clock hours

This course covers the study of skin in both theory and practical applications for skin care professionals. Topics included in the course are: skin structure and function, massage manipulations while providing facials and the benefits derived from a proper facial, and good skin care routines. Training is conducted in a classroom or lab setting using manikins or models.

# PROGRAM INFORMATION

## **EST 1011 Intermediate Skin Care**

2 credits/60 clock hours

Prerequisite: EST 110

This course covers skin care and practical application pertaining to anatomy, skin disorders, skin types and facial shapes. Students will help patrons to select the proper skin care treatment(s). Practical and theory application can be done in specialized classes or supervised salon setting using models or customer service.

## **EST 2010 Advanced Skin Care**

2 credits/60 clock hours

Prerequisite: EST 111

This course covers advanced techniques for massage, skin care, and lash/brow tinting. Theory and practical procedures ready the student for employment and preparation for State Board Licensing Examination. Instruction is provided in specialized classes or in a supervised salon setting.

## **EST 2011 Make-up for Skin Care Professionals**

1 credit/30 clock hours

This course covers cosmetics and their functions for the skin care professional, including the importance of color theory, facial types and skin tones as they relate to facial makeup. Topics in this course include: Instruction from the basic makeup application, corrective makeup procedures, and disinfection and sanitation pertaining to all aspects of makeup.

## **EST 2012 Hair Removal**

3 credits/90 clock hours

This course covers 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 1010 Introduction to Nail Care**

3 credits/90 clock hours

This course covers 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 1011 Intermediate I Nail Care**

2 credits/60 clock hours

Prerequisite: NAT 110

This course covers 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 2010 Advanced Nail Care**

2 credits/60 clock hours

Prerequisite: NAT 111

This course covers advanced theory and practical application dealing with different types of manicures, pedicures, massage techniques, and nail art. Topics included in this course are: practical application of procedures, products, nails shapes and maintenance of the natural nails. Course will cover client education on different nail disorders and their proper treatment. Training is done in a specialized class or in supervised salon (clinical) setting, using models or customer service.

## **NAT 2011 Application of Nail Enhancements**

5 credits/150 clock hours

This course covers advanced theory and product knowledge of current industry nail enhancements to ready the student for employment. Practical application and removal techniques of nail wraps, tip overlays, acrylics and any current enhancements are practiced. Instruction is provided in specialized classes or in supervised salon setting using models or customer service. This course prepares the student for the Colorado state board licensing examination.

# PROGRAM INFORMATION

## 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 1000 Culinary Program Fundamentals  
CUA 1001 Food Safety and Sanitation  
CUA 1056 Nutrition/ Hospitality Prof  
CUA 1059 Buffet Planning & Production  
CUA 1054 Intro to Business of Catering  
CUA 1021 Intro Food Pdn Prin/Practices  
CUA 1022 Intro to Stocks, Soups, and Sauces  
CUA 1023 Introduction to Garde Manger  
CUA 1024 Vege Prep & Breakfast Cookery  
CUA 1031 Starch/Pasta/Casserole/Grain  
CUA 1032 Center of the Plate: Meat  
CUA 1033 Ctr Plate Poultry/Fish/Seafd  
CUA 1041 Baking: Principles/Ingredients  
CUA 1042 Basic Yeast-Raised Quick Breads  
CUA 1043 Baking:Cake/Pies/Pastry/Cookey  
CUA 2010 Front of the House Planning  
CUA 2045 International Cuisine  
CUA 1057 Menu Planning  
CUA 2069 Dietary Baking

### Culinary Arts Certificate

**Total: Clock Hours: 600    Credit Hours: 30**

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## COURSE DESCRIPTIONS

### CUA 1000 Culinary Program Fundamentals

3 credits/52.5 clock hours

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 on-line 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 1001 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 1021 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 1022 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 1023 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.

# PROGRAM INFORMATION

## **CUA 1024 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 1031 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 1032 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 1033 Center of the Plate: Poultry, Fish & Seafood**

1 credit/22.5 clock hours

Provides the basics of handling poultry, fish and seafood including principles used for selection and the basic forms these products have and the methods of cooking them. Focuses on preparation of poultry, fish and seafood products in a commercial kitchen and incorporates practice in the use of these principles and methods. Covers pre-preparation skills and efficient organization of work techniques.

## **CUA 1041 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. Orients student to commercial equipment, tools, and utensils used in baking.

## **CUA 1042 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 yeast-raised products, and quick breads in a commercial kitchen.

## **CUA 1043 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 1054 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 1056 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 1057 Menu Planning**

3 credits/52.5 clock hours

Introduces the student to planning menus and integrating them into food-service 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 food-service industry as seen through the menu.

## **CUA 1059 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.

# PROGRAM INFORMATION

## **CUA 2010 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 manager's menu.

## **CUA 2045 International Cuisine**

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 2069 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.

# PROGRAM INFORMATION

## CYBERTECHNICIAN

*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.*

### The following certificates may be earned:

Cyber Technician Certificate

### CYBER TECHNICIAN CERTIFICATE

**Certificate length:** 2 Semesters

### Courses required for this certificate:

CIS 1015 Intro to Computer Info Systems

CIS 1028 Operating System: Using Windows

CNG 1001 Networking Fundamentals

CNG 1021 Computer Technician I: A+

CNG 1022 Computer Technician II: A+

CNG 1024 Networking I: Network+

CNG 1025 Networking II: Network+

CNG 1031 Principles of Information Assurance

CNG 1032 Network Security Fundamentals

CNG 2085 Independent Study

**Total: Clock Hours: 615    Credit Hours: 31**

Please visit [www.pickenstech.org](http://www.pickenstech.org) to view our catalog on-line for course descriptions.

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

## COURSE DESCRIPTIONS

### CIS 1015 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 1028 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 1001 Networking Fundamentals

3 credits/52.5 clock hours

Introduces network fundamentals using the OSI (Open Systems Interconnection) model and TCP/IP (Transmission Control Protocol/Internet Protocol) suite, fundamentals of Ethernet, IP addressing, and building simple LANs (Local Area Networks).

### CNG 1021 Computer Technician I: A+

4 credits/75 clock hours

Provides students with an in-depth look at personal computer hardware, introduces O.S. features and security concepts, and covers interpersonal skills, all of which are necessary for a successful entry-level computer service technician position. Provides extensive hands-on work with computer systems, PC setup and configuration, and basic maintenance and troubleshooting. This course helps prepare you for the CompTIA A+ Essentials Exam.

### CNG 1022 Computer Technician II: A+

4 credits/75 clock hours

Focuses on operating systems as well as installation of modems, tape backups, CD-ROM drives, and SCSI subsystems. Covers operating systems, Windows 9x, Windows NT and Windows 2000 installation, configuration and upgrading. Includes laser printers and backup power systems. This course prepares the student for the CompTIA A+ OS Technologies Exam.

### CNG 1024 Networking I: Network +

3 credits/60 clock hours

Provides students with the knowledge necessary to understand, identify and perform necessary tasks involved in supporting a network. Covers the vendor-independent networking skills and concepts that affect all aspects of networking, such as installing and configuring the TCP/IP. This course also prepares students for the Networking II: Network + course.

### CNG 1025 Networking II: Network +

3 credits/60 clock hours

Continues to provide students with the knowledge necessary to implement and support a network. Focuses on the vendor independent networking skills and concepts that affect all aspects of networking. The Networking I and II: Network + courses prepare students for the Network + certification.

# PROGRAM INFORMATION

## **CNG 1031 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 perational/organizational security is discussed as it relates to physical security, disaster recovery, and business continuity. Computer forensics is introduced.

## **CNG 1032 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.

## **CNG2085 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.

# PROGRAM INFORMATION

## 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:** 3 Semesters

#### Courses required for this certificate:

DEA 1002 Principles of Clinical Practice  
DEA 1004 Specialties in Dentistry  
DEA 1011 Dental Office Management  
DEA 1020 Introduction to Dental Practices  
DEA 1021 Dental Science I  
DEA 1022 Dental Science II  
DEA 1023 Dental Materials I  
DEA 1026 Infection Control  
DEA 1027 Dental Science III  
DEA 1032 Medical Emerg in Dental Office  
DEA 1034 Prevention and Nutrition in Dentistry  
DEA 1024 Dental Materials II  
DEA 1080 Clinical Internship I  
DEA 1025 Dental Radiography  
DEA 1031 Advanced Dental Radiography  
DEA 1081 Clinical Internship I  
DEA 1082 Clinical Internship II and Seminar

#### Dental Assisting Certificate

**Total: Clock Hours: 1215    Credit: 46**

## EXPANDED DUTY DENTAL ASSISTING COURSE

**Course length:** 1 Quarter

### Accreditation

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

### Course required:

DEA 2075 Special Topics: Expanded Duty Dental Assisting

### Expanded Duty Dental Assisting Certificate

**Total: Clock Hours: 30    Credit Hours: 2**

*Pickens Technical College students can 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.*

Please visit [www.pickenstech.org](http://www.pickenstech.org) to view our catalog on-line for course descriptions.

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

## COURSE DESCRIPTIONS

### DEA 1002 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 1004 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 1011 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.

# PROGRAM INFORMATION

## **DEA 1020 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 1021 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 1022 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 1023 Dental Materials I**

3 credits/67.5 clock hours

Includes fundamentals of dental materials as they apply to clinical and laboratory applications.

## **DEA 1024 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 1025 Dental Radiography**

3 credits/67.5 clock hours

Focuses on the science of radiography, the application of radiographic techniques, and aseptic techniques.

## **DEA 1026 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 1027 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 1031 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 1032 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 1034 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 1080 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.

# PROGRAM INFORMATION

## **DEA 1081 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 1082 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.

# PROGRAM INFORMATION

## 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 1000 Intro to Diesel Mechanics  
DPM 1003 Diesel Engines I  
DPM 1026 Heavy Duty Starting & Charging  
DPM 2006 Heavy Duty Brakes I  
DPM 2007 Heavy Duty Brakes II  
DPM 2022 H/D Lighting & Instrumentation  
DPM 2023 H/D Body Electrical Systems  
DPM 2080 Internship

#### Diesel Technology Certificate

**Certificate Total: Clock Hours: 652.5    Credit Hours: 27**

Please visit [www.pickenstech.org](http://www.pickenstech.org) to view our catalog on-line for course descriptions.

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

## Course Descriptions

### DPM 1000 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 1003 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 1026 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 2006 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 2007 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 2022 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 2023 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 2080 Internship

6 credits/180 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.

# PROGRAM INFORMATION

## ELECTRONICS TECHNICIAN

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

*Upon completion of the Electronics Technician courses, the student has the option to seek employment as a Maintenance Technician, Electrical Equipment Technician or Electronic Test Technician.*

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

### The following certificates may be earned:

Electronics Technician Certificate

### ELECTRONICS TECHNICIAN CERTIFICATE

**Certificate length:** 2 semesters

#### Courses required for this certificate:

ELT 1206 Fundamentals of DC/AC

ELT 1234 Solid State Devices I

ELT 1236 Introduction to Transistors

ELT 1002 Soldering

ELT 1237 Advanced Transistors

ELT 2215 Operational Amplifiers

ELT 1247 Digital Devices I

ELT 1248 Digital Devices II

ELT 2365 Microcontrollers

ELT 2368 Robotics Technologies

ELT 2358 Programmable Logic Controllers

ELT 2367 Introduction to Robotics

ELT 2085 Independent Study

#### Electronics Technician Certificate

**Total: Clock Hours: 600    Credit Hours: 34**

Please visit [www.pickenstech.org](http://www.pickenstech.org) to view our catalog on-line for course descriptions.

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

## Course Descriptions

### ELT 1206 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 1234 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/varistors, 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 1236 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 1237 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 1247 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 1248 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 1002 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 2215 Operational Amplifiers

3 credits/60 clock hours

Focuses on a study of integrated operational amplifiers and their applications. Troubleshooting is emphasized.

# PROGRAM INFORMATION

## **ELT 2358 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.

## **ELT2365 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.

## **ELT2367 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 2368 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.

## **ELT2085 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.

# PROGRAM INFORMATION

## ESTHETICIAN

*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

### **ESTHETICIAN CERTIFICATE**

**Certificate length:** 2 semesters

### **Courses required for this certificate:**

COS 1050 Laws, Rules, and Regulations

COS 2050 Bus Mgmt/Per Skills/Ethics

EST 1010 Intro Skin Care

EST 1011 Intermediate Skin Care

EST 1060 Disinfection, Sanitation

EST 1061 Int Disinfection, Sanitation

EST 2010 Advanced Skin Care

EST 2011 Make-up

EST 2012 Hair Removal

EST 2060 Adv Disinfection, Sanitation

EST 2090 Professional Development/Continuing Education

### **Esthetician Certificate Total:**

**Clock Hours: 690 Credit Hours: 24**

Please visit [www.pickenstech.org](http://www.pickenstech.org) to view our catalog on-line for course descriptions.

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

## COURSE DESCRIPTIONS

### **COS 1050 Laws, Rules, and Regulations**

1 credit/30 clock hours

This course covers laws, rules, and regulations governing the beauty industry in Colorado and accountability for the student, licensed individual, salons, and school owners.

### **COS 2050 Business Management /Personal Skills/Ethics**

1 credit/30 clock hours

This course covers salon management business practices and the knowledge and skills necessary to build a successful business.

Topics covered in this course include: basic business management, interpersonal skills, basic techniques in salesmanship and customer services, job readiness skills, and professional ethics.

### **EST 1010 Introduction to Skin Care**

3 credits/90 clock hours

This course covers the study of skin in both theory and practical applications for skin care professionals. Topics included in the course are: skin structure and function, massage manipulations while providing facials and the benefits derived from a proper facial, and good skin care routines. Training is conducted in a classroom or lab setting using manikins or models.

### **EST 1011 Intermediate Skin**

**Care** 2 credits/60 clock hours

Prerequisite: EST 110

This course covers skin care and practical application pertaining to anatomy, skin disorders, skin types and facial shapes. Students will help patrons to select the proper skin care treatment(s). Practical and theory application can be done in specialized classes or supervised salon setting using models or customer service.

### **EST 1060 Introduction to Disinfection, Sanitation & Safety**

2 credits/60 clock hours

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 1061 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.

# PROGRAM INFORMATION

## **EST2010 Advanced Skin Care**

2 credits/60 clock hours

Prerequisite: EST 111

This course covers advanced techniques for massage, skin care, and lash/brow tinting. Theory and practical procedures ready the student for employment and preparation for State Board Licensing Examination. Instruction is provided in specialized classes or in a supervised salon setting.

## **EST 2011 Make-up for Skin Care Professionals**

1 credit/30 clock hours

This course covers cosmetics and their functions for the skin care professional, including the importance of color theory, facial types and skin tones as they relate to facial makeup. Topics in this course include: Instruction from the basic makeup application, corrective makeup procedures, and disinfection and sanitation pertaining to all aspects of makeup.

## **EST2012 Hair Removal**

3 credits/90 clock hours

This course covers 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 2060 Advanced Disinfection, Sanitation & Safety**

2 credits/60 clock hours

Prerequisite: EST 161

Provides advanced training on disinfection, sanitation, and safety is incorporated in a supervised salon (clinical) setting. Advanced techniques will ready the student for employment. Student preparation for the State Board Licensing Examination in theory and practical procedures for disinfection, sanitation and safety.

## **EST 2090 Professional Development/Continuing Education**

4 credit/90 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.

# PROGRAM INFORMATION

## 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

### FACILITIES MAINTENANCE TECHNICIAN CERTIFICATE

**Certificate length:** 2 Semesters

### Courses required for this certificate:

CON 1012 Basic Repairs for Home or Apartment

FMT 1201 Maintenance—Electricity

FMT 1112 Swimming Pool Maintenance

FMT 2701 Appliance Technology I

FMT 2702 Appliance Technology II

PLU 1001 Piping Skills

OSH 1300 10Hr OSHA Voluntary Compliance

FMT 2085 Independent Study

**Facilities Maintenance Technician Certificate**

**Total Clock Hours: 615    Credit Hours: 31**

Please visit [www.pickenstech.org](http://www.pickenstech.org) to view our catalog on-line for course descriptions.

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

## COURSE DESCRIPTIONS

### CON 1012 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 1201 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 1102 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 2701 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 2702 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 2085 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 1300 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 1001 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

## 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 1003 Basic Electricity  
HVA 1006 Intro to Service Tech Training  
HVA 1010 Fundamentals of Gas Heating  
HVA 1046 Residential Load/Duct Design  
HVA 2040 Servicing Forced Air Systems  
HVA 1002 Basic Refrigeration  
HVA 1011 Piping Skills for HVAC  
HVA 1013 Refrigerant Recovery Training  
HVA 2002 Troubleshooting & Customer Service  
HVA 2061 A/C Systems Service and Repair  
HVA 2085 Independent Study

OSH 1300 10Hr OSHA Voluntary Compliance

### **Heating and Air Conditioning Service Technology Certificate**

**Total Clock Hours: 600    Credit Hours: 35**

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## **Course Descriptions**

### **HVA 1002 Basic Refrigeration**

4 credits/60 clock hours

Introduces the theory of refrigeration, components, charging, recycling, and evacuation of refrigeration units.

### **HVA 1003 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 1006 Intro to Service Tech Training**

1 credit/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 1010 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 1011 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.

# PROGRAM INFORMATION

## **HVA 1013 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 \$40.00 for this optional exam.

## **HVA 1046 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 2002 Troubleshooting & Customer Service**

3 credits/60 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 2040 Servicing Forced Air Systems**

4 credits/67.5 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 2061 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 2085 Independent Study**

2 credits /45 clock hours

Students will work with the instructor on a specific area with specific objectives and a predetermined project completion date.

## **OSH 1300 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.

# PROGRAM INFORMATION

## MARKETING

*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**

**Certificate Length:** 2 semesters

### **Courses required for this certificate:**

MAR 2016 Principles of Marketing

MAR 1060 Customer Service

MAR 2002 Event Marketing/Communications

MAR 1087 Cooperative Education/Internship

HOS 1010 Introduction to Hospitality

HOS 1005 Management in Hospitality Industry

HOS 1031 Planning for Special Events

MAR 1010 Introduction to Sales

MAR 1011 Principles of Sales

MAR 2080 Internship

HOS 2085 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.*

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## COURSE DESCRIPTIONS

### **HOS 1005 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 1010 Introduction to Hospitality**

3 credits/60 clock hours

Introduces learners to careers and the organization 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 Foods segment.

### **HOS 1031 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 2085 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 1010 Introduction to Sales**

1 credit/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 1011 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.

### **MAR 1060 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.

# PROGRAM INFORMATION

## **MAR1087 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.

## **MAR2002 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 2016 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.

## **MAR2080 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.

# PROGRAM INFORMATION

## MEDICAL ASSISTING

*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, medical terminology, and typing medical reports during 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 1038 Medical Terminology  
MAP 1010 Medical Office Administration  
MOT 1036 Intro to Clinical Skills  
MOT 2040 Insurance Billing and Coding  
MAP 2040 Medical Assist Clinical Skills  
MAP 1050 Pharmacology-Medical Assts  
MAP 2038 Medical Assisting Laboratory  
HPR 1011 CPR for Professionals  
MOT 1025 Basic Medical Sciences I  
MOT 1026 Basic Medical Sciences II  
MOT 1027 Basic Medical Sciences III  
MAP 2069 Review- Medical Asst National Exam  
MOT 2089 Capstone

### **Medical Assisting Certificate**

**Total: Clock Hours: 615 Credit: 34.5**

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## COURSE DESCRIPTIONS

### **HPR 1011 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 1038 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.

### **MAP 1010 Medical Office Administration**

4 credits/60 clock hours

Introduces the administrative duties specifically used in medical offices.

### **MAP 2038 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.

### **MAP 2040 Medical Assist Clinical Skills**

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.

### **MAP 1050 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.

# PROGRAM INFORMATION

## **MAP 2069 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.

## **MOT1025 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 1040 Insurance Billing and Coding**

3 credits/60 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.

## **MOT1026 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.

## **MOT1027 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 1036 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 2089 Capstone**

2 credits/45 clock hours

Emphasizes a synthesis of the information and skills that students learned throughout the Medical Assisting program.

# 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 Advanced Technician Certificate

### MOTORCYCLE SERVICE TECHNOLOGY BASIC TECHNICIAN CERTIFICATE

**Certificate length:** 4 Semesters

#### Courses required for this certificate:

SVT 1001 SVT Orientation and Safety  
SVT 1002 SVT Rolling Chassis  
SVT 1003 SVT Electrical Theory  
SVT 1005 4-Stroke Engines  
SVT 1006 SVT Electrical Repair  
SVT 1007 SVT Drive Systems  
SVT 1008 SVT Trade Practices  
SVT 1041 Math for Transportation I  
SVT 1042 Math for Transportation II  
SVT 1043 Physics for Transportation  
SVT 1044 Transportation Communication  
SVT 2099 SVT Independent Study  
SVT 2001 Advanced Rolling Chassis  
SVT 2002 Advanced SVT Electrical Systems  
SVT 2003 Advanced 2/4-Stroke Engines  
SVT 2004 Simulated Shop Operation  
SVT 2080 SVT Internship

#### Motorcycle Service Technology Advanced Technician Certificate

**Total: Clock Hours: 1147.5 Credit Hours: 51**

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## COURSE DESCRIPTIONS

### SVT 1001 SVT 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 1002 SVT 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 1003 SVT Electrical Theory

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.

### SVT 1005 4-Stroke Engines

2 credits/45 clock hours

Introduction to Basic Four-Stroke engine theory, operation and repair.

### SVT 1006 SVT 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 hands-on training to allow for learning of proper repair techniques.

### SVT 1007 SVT 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.

# PROGRAM INFORMATION

## **SVT1008 SVT 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 1041 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 1042 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 1043 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 1044 Transportation Communication**

1 credit/22.5 clock hours

Offers students the development of skills that are needed to search for a job.

## **SVT2001 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.

## **SVT2002 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.

## **SVT2003 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 2004 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 2080 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.

## **SVT2099 SVT 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 students specific needs.

# PROGRAM INFORMATION

## 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.*

*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 1011 Adobe Photoshop I  
MGD 1012 Adobe Illustrator I  
MGD 1013 Adobe InDesign  
MGD 1014 Typography I  
MGD 1020 Intro to Production Design  
MGD 1017 Intro to Visual Communications  
MGD 1041 Web Design I  
MGD 1043 Motion Graphic Design I: Software  
MGD 1085 Independent Study  
MGD 2056 Graphic Design Production  
MGD 1015 Typography and Layout  
MGD 2003 Design and Concept  
MGD 2011 Adobe Photoshop II  
MGD 2012 Adobe Illustrator II  
MGD 2041 Web Design II  
MGD 2068 Business for Creatives

### Multimedia Graphic Design Certificate

**Total Clock Hours: 937.5    Credit Hours: 48**

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

## Course Descriptions

### MGD 1020 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 1015 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 1011 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 1012 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 1013 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 1014 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.

# PROGRAM INFORMATION

## **MGD 1017 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 1041 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 1043 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 2003 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 2011 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.

## **MGD2012 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 2041 Web Design II**

3 credits/67.5 clock hours

Expands on previously learned fundamentals of HTML introducing cascading style sheets, DHTML, JavaScripts 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 2056 Graphic Design Production**

3 credits/60 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 2068 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 1085 Independent Study**

3 credit/60 clock hours

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

# PROGRAM INFORMATION

## 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

### **NAIL TECHNICIAN CERTIFICATE**

**Certificate length:** 2 semesters

### **Courses required for this certificate:**

COS 1050 Laws, Rules, and Regulations

COS 1060 Intro to Infection Control

COS 1061 Inter I: Infection Control

COS 2050 Bus Mgmt/Per Skills/Ethics

COS 2060 Inter II: Infection Control

COS 2061 Adv Infection Control

NAT 1010 Intro to Nail Care

NAT 1011 Inter I Nail Care

NAT 2010 Advanced Nail Care

NAT 2011 Nail Enhancements

NAT 2030 Nail Tech Prep - State Board

### **Nail Technician Certificate**

**Total: Clock Hours: 740 Credit Hours: 24**

Please visit [www.pickenstech.org](http://www.pickenstech.org) to view our catalog on-line for course descriptions.

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

## COURSE DESCRIPTIONS

### **COS 1050 Laws, Rules, and Regulations**

1 credit/50 clock hours

This course covers laws, rules, and regulations governing the beauty industry in Colorado and accountability for the student, licensed individual, salons, and school owners.

### **COS 1060 Introduction to Infection Control and Prevention**

2 credits/60 clock hours

This course covers various methods of sanitation, disinfection; and principles of workplace safety, infection control and prevention. Topics presented in this course include: classroom study of bacteriology, chemistry of cleaning versus disinfecting products that are used in the cosmetology industry, and terminology dealing with infection control.

### **COS 1061 Intermediate I: Infection Control and Prevention**

1 credit/30 clock hours

Prerequisite: COS 160

This course focuses on the theory and daily practice of proper methods of disinfection, sanitation and safety procedures as related to all phases of cosmetology. Topics presented in this course include: terminology and training of disinfection, sanitation and safety procedures, and customer service in a supervised salon setting or specialized class.

### **COS 2050 Business Management /Personal Skills/Ethics**

1 credit/30 clock hours

This course covers salon management business practices and the knowledge and skills necessary to build a successful business.

Topics covered in this course include: basic business management, interpersonal skills, basic techniques in salesmanship and customer services, job readiness skills, and professional ethics.

### **COS 2060 Intermediate II: Infection Control and Prevention**

2 credits/60 clock hours

Prerequisite: COS 161

This course covers infection control theory and practice of proper methods of sterilization, disinfection, sanitation, and safety procedures as related to all phases of the industry. Topics for this course include: terminology and training of disinfection, sanitation, and safety procedures. The individual's responsibility to provide a safe work environment is practiced.

# PROGRAM INFORMATION

## **COS2061 Advanced Infection Control and Prevention**

1 credit/30 clock hours

Prerequisite: COS 260

This course covers advanced training on decontamination and safety practices in a supervised salon and/or classroom setting and primarily focuses on student preparation for the Colorado State Board Licensing Examination in decontamination and safety for all aspects of the industry. Topics for this course include: Occupational Safety and Health Administration (OSHA) requirements for schools and salons.

## **NAT 1010 Introduction to Nail Care**

3 credits/90 clock hours

This course covers 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 1011 Intermediate I Nail Care**

2 credits/60 clock hours

Prerequisite: NAT 110

This course covers 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 2010 Advanced Nail Care**

2 credits/60 clock hours

Prerequisite: NAT 111

This course covers advanced theory and practical application dealing with different types of manicures, pedicures, massage techniques, and nail art. Topics included in this course are: practical application of procedures, products, nail shapes and maintenance of the natural nails. Course will cover client education on 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.

## **NAT2011 Application of Nail Enhancements**

5 credits/150 clock hours

This course covers advanced theory and product knowledge of current industry nail enhancements to ready the student for employment. Practical application and removal techniques of nail wraps, tip overlays, acrylics and any current enhancements are practiced. Instruction is provided in specialized classes or in supervised salon setting using models or customer service. This course prepares the student for the Colorado state board licensing examination.

## **NAT2030 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.

# PROGRAM INFORMATION

## 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 1001 Nurse Aide Theory provides the student with 75 hours of class time devoted to theory/lab and NUA 1070 provides the student with 30 hours of clinical practice. Enrollment in NUA 1070 is based upon successful progress in NUA 101.

### **The following certificate may be earned:**

Nurse Aide Certificate

### **NURSE AIDE CERTIFICATE**

**Certificate length:** 9 weeks

### **Courses required for this certificate:**

NUA 1001 Nurse Aide Health Care Skills

NUA 1070 Nurse Aide Clinical Experience

**Certificate Total Clock Hours: 105 Credit Hours: 5**

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(303)344-4910, ext 27909 or ext 27935.*

## COURSE DESCRIPTIONS

### **NUA 1001 Nurse Aide Health Care Skills**

4 credits/75 clock hours

Prepares the student to perform the fundamental skills of the nurse aide.

Basic nursing skills, communication skills, restorative services, personal care skills, safety and emergency care issues are covered. Includes knowledge and/or principles of asepsis, OSHA and HIPAA regulations. Ethical behaviors, cultural sensitivity and principles of mental health will be addressed, as well as patient/resident rights.

### **NUA 1070 Nurse Aide Clinical Experience**

1 credits/30 clock hours

Applies knowledge and skill gained in NUA 101 to patient care.

# PROGRAM INFORMATION

## PHARMACY TECHNICIAN

*This certificate program prepares students to assist in the preparation of prescribed medications. Students will be qualified to work as a pharmacy technician in a retail pharmacy, hospital, nursing home, assisted living facilities or mail-order pharmacies. Students will learn how to use medical terms, make dosage calculations, work with insurance claims. Upon completion of the program, students 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:** 2 Semesters

### **Courses required for this certificate:**

HPR 1011 CPR for Professionals

PHT 1011 Introduction to Pharmacy

PHT 1012 Pharmacy Law and Ethics

PHT 1015 Pharmacology I

PHT 1016 Pharmacology II

PHT 1041 Community Pharmacy

PHT 1071 Pharmacy Clinical: Community

PHT 1020 Medical Insurance Procedures

PHT 1017 Drug Classification

PHT 1035 Pharm Calcs/Cmpding Techniques

### **Pharmacy Technician Certificate**

**Total: Clock Hours: 600 Credits: 30.5**

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## Course Descriptions

### **HPR 1011 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 1011 Introduction to Pharmacy**

3 credits/60 clock hours

Introduces the practice of pharmacy and the work that pharmacy technicians perform. The course provides an overview of careers within the field; educational, certification and accreditation requirements; ethical and legal responsibilities; pharmacology; as well as a variety of issues that touch on attitudes, values and beliefs of successful pharmacy technicians.

### **PHT 1012 Pharmacy Law and Ethics**

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 1015 Pharmacology I**

3 credits/67.5 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 1016 Pharmacology II**

3 credits/67.5 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.

# PROGRAM INFORMATION

## **PHT 1041 Community Pharmacy**

3 credits/75 clock hours

Provides a basic understanding of both general and specific tasks and responsibilities involved in the practice of pharmacy in a community setting. Emphasizes chain and independent community pharmacy practices and other related practice settings (such as consultant pharmacy, mail order pharmacy and nuclear pharmacy). Enables the student to obtain hands on experience in the important technical duties of dispensing and compounding. Utilizes a lecture-informal discussion format combined with a series of practice skills laboratory sessions.

## **PHT 1020 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 1071 Pharmacy Clinical: Community**

8 credits/135 clock hours

Provides the students with hands on experience in a community pharmacy setting. Students must be supervised by a licensed pharmacist or qualified designee, and are expected to participate in activities delineated in the Clinical Site Manual, such as dispensing, inventory handling and control, drug distribution, processing of third-party claims, and communication with patients. The preceptor, student, and instructor complete evaluations at the completion of the rotation.

## **PHT 1035 Pharmaceutical Calculations And Compounding Techniques**

4 credits/75 clock hours

Develops the skills necessary to perform calculations essential to the duties of pharmacy technicians in a variety of contemporary settings. This course also applies these skills in hands-on compounding of pharmaceutical products emphasizing the importance of accuracy, quality and infection control.

## **PHT 1017 Drug Classification**

3 credits/67.5 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.

# PROGRAM INFORMATION

## 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

**Certificate length:** 2 Semesters

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

#### Courses required for this certificate:

NUR 1001 Pharmacology Calculations  
NUR 1002 Alterations in Adult Health I  
NUR 1003 Basic Assessment for the PN  
NUR 1004 Alterations in Adult Health II  
NUR 1005 Practical Nur Arts and Skills  
NUR 1010 Pharmacology Practical Nursing  
NUR 1011 Advancement into Practical Nur  
NUR 1013 Basic Concepts MA NB Nursing  
NUR 1014 Basic Concepts Peds Nursing  
NUR 1015 Basic Concepts Mental Health  
NUR 1016 Basic Concepts of Geri Nursing  
NUR 1070 Clinical I  
NUR 1071 Clinical II  
NUR 1072 Clinical III  
NUR 1073 Clinical IV

#### Practical Nursing Total (not including prerequisites)

**Clock Hours: 855 Credit: 36**

Please visit [www.pickenstech.org](http://www.pickenstech.org) to view our catalog on-line for course descriptions.

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*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 off red at PTC):

- ENG 1021 English Composition I
- BIO 1006 Basic Anatomy & Physiology

(BIO 2101 & 2102 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](mailto:info@acenursing.org)

Web: [www.acenursing.org](http://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 1001 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.

# PROGRAM INFORMATION

## **NUR 1002 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 1003 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 1004 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 1005 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 1010 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 1011 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.

# PROGRAM INFORMATION

## **NUR 1013 Basic Concepts 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 1014 Basic Concepts 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 1015 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 1016 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 1070 Clinical I**

3 credits/135 clock hours

Offers the clinical practicum to apply the related nursing theory.

## **NUR 1071 Clinical II**

2 credits/90 clock hours

Offers the clinical practicum to apply the related nursing theory.

## **NUR 1072 Clinical III**

1 credit/45 clock hours

Offers the clinical practicum to apply the related nursing theory.

## **NUR 1073 Clinical IV**

3 credits/135 clock hours

Offers the clinical practicum to apply the related nursing theory.

# PROGRAM INFORMATION

## 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

### PROFESSIONAL PHOTOGRAPHY CERTIFICATE

**Certificate length:** 2 Semesters

#### Courses required for this certificate:

PHO 1001 Professional Photography  
PHO 1009 Photography Lab  
PHO 1021 Photo-Image Capture I  
PHO 1062 Digital Darkroom II  
PHO 2011 Commercial Studio  
PHO 2026 Digital Workflow Management  
PHO 2032 Professional Portraiture  
PHO 2045 Contemporary Photo Practices  
PHO 2087 Portfolio & Career Exploration  
PHO 2085 Independent Study  
PHO 2089 Capstone

#### Professional Photography Certificate

**Total Clock Hours: 600 Credit Hours: 30**

Please visit [www.pickenstech.org](http://www.pickenstech.org) to view our catalog on-line for course descriptions.

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

## COURSE DESCRIPTIONS

### PHO 1001 Professional Photography I

3 credits/60 clock hours

Introduces black and white photography as a fine art medium and develops skills necessary for basic camera and lab operations.

### PHO 1009 Photography Lab

1 credit/15 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 1021 Photo-Image Capture I

2 credits/45 clock hours

Emphasizes the fundamental operations of a DSLR camera. The general operation of the camera, proper camera handling and maintenance, exposure control, depth of field, lenses and the visual characteristics of lenses, and an understanding of how digital capture works are emphasized. Additional topics include: f-stops, shutter speeds, metering modes, use of the histogram, auto focus, auto bracketing, and exposure compensation.

### PHO 1062 Digital Darkroom II

2 credits/45 clock hours

This course is a continuation of Digital Capture Processing I and focuses on digital image processing and printing. Topics include: visual understanding of print quality, basic RAW processing, various digital workflows, further development of vocabulary of digital darkroom terminology, creating and utilizing actions in Photoshop, and further advancement of Photoshop technique.

### PHO 2011 Commercial Studio

3 credits/60 clock hours

Explores the creative uses of studio lighting from the perspective of fine art photography with an emphasis on portraiture, three dimensional object photography, and two dimensional collage photography.

### PHO 2026 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.

### PHO 2032 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.

# PROGRAM INFORMATION

## **PHO 2045 Contemporary Photo Practices**

2 credits/45 clock hours

Explores aesthetic development of personal style and vision as they relate to historic and contemporary practices and trends in various photographic genres. Students will create a portfolio of images that are unified by their stylistic qualities and within a chosen genre, such as photojournalism, editorial, commercial and portraiture. Class will include discussions on professional practices, organizations, workflows and ethical standards based in various genres.

## **PHO 2088 Portfolio & Career Exploration**

3 credits/60 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 2085 Independent Study**

4 credits/75 clock hours

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

## **PHO 2089 Capstone**

4 credits/75 clock hours

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

# PROGRAM INFORMATION

## RESPIRATORY CARE

*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.*

### The following certificates may be earned:

Advanced Respiratory Care Certificate

### ADVANCED RESPIRATORY CARE CERTIFICATE

**Certificate length:** 4 Semesters

#### Courses required for this certificate:

RCA 1005 Introduction to Respiratory Care  
RCA 1032 Basic Tech. in Respiratory Care II  
RCA 1051 Cardiopulmonary Anatomy & Physiology  
RCA 1052 Cardiopulmonary Pathology  
RCA 1065 Pharmacology of Cardiopulmonary Care  
RCA 2030 Critical Care I  
RCA 2051 Critical Care II  
RCA 2052 Cardiopulmonary Diagnostics II  
RCA 2053 Perinatal/Pediatric Respiratory Care  
RCA 1021 Fundamentals of Clinical Skills  
RCA 2059 Advanced Mechanical Ventilation  
RCA 2032 Advanced Monitoring  
RCA 2081 Internship II  
RCA 2083 Internship III  
RCA 2089 Capstone

#### Advanced Respiratory Care Certificate

**Total Clock Hours: 1110 Credit Hours: 52**

**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 1140 Career Mathematics  
ENG 1021 English Composition

PSY 1001 General Psychology  
CHE 1011 Introduction to Chemistry I with Lab  
BIO 2101 Human Anatomy & Physiology I  
BIO 2102 Human Anatomy & Physiology II  
BIO 2104 Microbiology

**Community College Credits Credit Hours: 26**

Please visit [www.pickenstech.org](http://www.pickenstech.org) to view our catalog on-line for course descriptions.

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## COURSE DESCRIPTIONS

### BIO 2101 Human Anatomy & Physiology I

See Community College of Aurora Catalog for course information

### BIO 1202 Human Anatomy & Physiology II

See Community College of Aurora Catalog for course information

### BIO 2104 Microbiology

See Community College of Aurora Catalog for course information

### CHE 1011 Introduction to Chemistry I with Lab

See Community College of Aurora Catalog for course information

### ENG 1021 English Composition

See Community College of Aurora Catalog for course information

### MAT 1140 Career Math

See Community College of Aurora Catalog for course information

### PSY 1001 General Psychology

See Community College of Aurora Catalog for course information

### RCA 1005 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.

# PROGRAM INFORMATION

## **RCA 1021 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 1032 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 1051 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 1052 Cardiopulmonary Pathology**

4 credits/60 clock hours

Focuses on a study of the diseases affecting the lungs and pulmonary circulation. Emphasizes clinical manifestations and the relationship of pathology and treatment.

## **RCA 1065 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 2030 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 2032 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 2051 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 2052 Cardiopulmonary Diagnostics II**

1 credit/15 clock hours

Explores the procedures used in the diagnosis of pulmonary disease through pulmonary function testing.

## **RCA 2053 Perinatal and Pediatric Respiratory Care**

3 credits/45 clock hours

Focuses on the pathophysiology and technology that relates to the neonatal-pediatric patient.

## **RCA 2059 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 2081 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 2083 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 2089 Capstone**

1 credit/15 clock hours

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

# PROGRAM INFORMATION

## 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

**Certificate length:** 2 Semesters

### Courses required for this certificate:

BUS 1015 Introduction to Business

BUS 1085 Independent Study

MAN 1002 Ethics and Values

ENP 2005 Marketing for the Entrepreneur

MAN 1016 Principles of Supervision

FIN 1010 Introduction to Finance

MAN 2016 Small Business Management

SBM 1053 Market/Risk Mgmt/E-Commerce

I

### Small Business Management Certificate Total:

**Clock Hours: 600    Credits: 28**

Please visit [www.pickenstech.org](http://www.pickenstech.org) to view our catalog on-line for course descriptions.

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

## COURSE DESCRIPTIONS

### BUS 1015 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 1085 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 2005 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 1010 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 1002 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 roll of integrity, character, honesty, self-control, self-sacrifice, and core values in developing ethical and effective behavior in the workplace.

### MAN 1016 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 2016 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.

# *PROGRAM INFORMATION*

## **SBM 1053 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.

# PROGRAM INFORMATION

## 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 1101 Introduction to Horticulture

HLT 1016 Green Industry Equipment

HLT 1030 Landscape Design I

HLT 1050 Irrigation I

HLT 1060 Greenhouse Management

HLT 2011 Arboriculture

HLT 2140 Introductory Soil Science

HLT 2062 Urban Farm Management

**Urban Horticulture and Landscape Management**

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

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

## COURSE DESCRIPTIONS

### HLT 1101 Introduction to Horticulture

4 credits/90 clock hours

Introduces the biology of horticultural plants, and basic horticultural practices.

### HLT 1016 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 1030 Landscape Design I

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 1050 Irrigation I

3 credits/67.5 clock hours

Introduces students to relevant irrigation components and their use, installation and maintenance.

### HLT 1060 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 2011 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 2140 Introductory Soil Science

4 credits/90 clock hours

Discusses the formation, physical properties, chemical properties and management of soils emphasizing conditions that affect plant growth. The principles of soil fertility and practice of fertilizer use is also discussed.

### HLT 2062 Urban Farm Management

4 credits/90 clock hours

Teaches the principles of crop selection, site management, harvesting and handling of vegetable and fruit crops in an intensive urban farm setting.

# PROGRAM INFORMATION

## 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.*

*Credits can be transferred to UCD for continuing credit for Veterinary Technician.*

### 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 1004 Assist Large Animal & Handling

VET 1002 Veterinary Medical Terminology

VET 1003 Vet Assist Restraint & Handling

VET 1009 Applied Comp Animal Behavior

VET 1017 Vet Assist Surgical & Nursing Care

VET 1014 Vet Assist Lab & Clinical Procedures

VET 1020 Office Procedures and Relations

VET 1082 Internship

VET 1083 Internship

### Veterinary Assistant Certificate

**Total Clock Hours: 615 Credit: 26**

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## COURSE DESCRIPTIONS

### VET 1002 Veterinary Medical Terminology

1 credit/22.5 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 1003 Vet Assist Restraint & Handling

2 credits/60 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 1004 Assist Large Animal & Handling

1 credits/22.5 clock hours

Presents commonly encountered medical and surgical conditions of common large animal species with emphasis on the role of the veterinary assistant. This course focuses on handling and specific skills necessary for the profession.

### VET 1017 Vet Assist Surgical & Nursing Care

2 credits/60 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 1014 Vet Assist Lab & Clinical Procedures

3 credits/75 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 1020 Office Procedures and Relations

2 credits/60 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.

# PROGRAM INFORMATION

## **VET1009 Applied Comp Animal Behavior**

3 credits/75 clock hours

Explores the topics of companion animal behavior and learning theory through critical reviews of behavioral literature and its implications for applied techniques in behavior and training. This course provides and understanding of how animals learn, how we can improve inter-species communication to reduce fear, stress, and anxiety, and how to apply this knowledge to the everyday treatment of animals under veterinary care.

## **VET 1082 Internship**

6 credits/120 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 1083 Internship**

6 credits/120 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.

# PROGRAM INFORMATION

## 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

#### Courses required for this certificate:

WEL 1000 Safety for Welders  
WEL 1006 Blueprint Reading for Welders and Fitters  
WEL 1021 Structural Welding I  
WEL 1022 Structural Welding II  
WEL 2003 Flux Cored Arc Welding I  
WEL 1024 Intro-Gas Tungsten Arc Welding  
WEL 2004 Flux Cored Arc Welding II  
WEL 2050 Layout & Fabrication  
WEL 2001 Gas Metal Arc Welding I  
WEL 1001 Allied Cutting Processes

#### Welding Certificate Total

**Clock Hours: 630 Credit Hours: 35**

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## COURSE DESCRIPTIONS

### WEL 1000 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 1001 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 1006 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 1021 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 1022 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 1024 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 2001 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.

### WEL2003 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.

### WEL2004 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 2050 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.

# TUITION TABLE

## Pickens Technical College 2022-2023

### Resident Tuition

Cr Hrs	Tuition	Cr Hr Fee	Total
0.5	130.00	60.00	190.00
1	130.00	60.00	190.00
2	260.00	70.00	330.00
3	390.00	80.00	470.00
4	520.00	90.00	610.00
5	650.00	100.00	750.00
6	780.00	110.00	890.00
7	910.00	120.00	1,030.00
8	1,040.00	130.00	1,170.00
9	1,170.00	140.00	1,310.00
10	1,300.00	150.00	1,450.00
11	1,430.00	160.00	1,590.00
12	1,560.00	170.00	1,730.00
13	1,690.00	180.00	1,870.00
14	1,820.00	190.00	2,010.00
15	1,950.00	200.00	2,150.00
16	2,080.00	210.00	2,290.00
17	2,210.00	220.00	2,430.00
18	2,340.00	230.00	2,570.00
19	2,470.00	240.00	2,710.00
20	2,600.00	250.00	2,850.00
21	2,730.00	260.00	2,990.00
22	2,860.00	270.00	3,130.00
23	2,990.00	280.00	3,270.00
24	3,120.00	290.00	3,410.00
25	3,250.00	300.00	3,550.00
26	3,380.00	310.00	3,690.00
27	3,510.00	320.00	3,830.00
28	3,640.00	330.00	3,970.00
29	3,770.00	340.00	4,110.00
30	3,900.00	350.00	4,250.00
31	4,030.00	360.00	4,390.00
32	4,160.00	370.00	4,530.00
33	4,290.00	380.00	4,670.00
34	4,420.00	390.00	4,810.00

### Non-Resident Tuition

Cr Hrs	Tuition	Cr Hr Fee	Total
0.5	260.00	60.00	320.00
1	260.00	60.00	320.00
2	520.00	70.00	590.00
3	780.00	80.00	860.00
4	1,040.00	90.00	1,130.00
5	1,300.00	100.00	1,400.00
6	1,560.00	110.00	1,670.00
7	1,820.00	120.00	1,940.00
8	2,080.00	130.00	2,210.00
9	2,340.00	140.00	2,480.00
10	2,600.00	150.00	2,750.00
11	2,860.00	160.00	3,020.00
12	3,120.00	170.00	3,290.00
13	3,380.00	180.00	3,560.00
14	3,640.00	190.00	3,830.00
15	3,900.00	200.00	4,100.00
16	4,160.00	210.00	4,370.00
17	4,420.00	220.00	4,640.00
18	4,680.00	230.00	4,910.00
19	4,940.00	240.00	5,180.00
20	5,200.00	250.00	5,450.00
21	5,460.00	260.00	5,720.00
22	5,720.00	270.00	5,990.00
23	5,980.00	280.00	6,260.00
24	6,240.00	290.00	6,530.00
25	6,500.00	300.00	6,800.00
26	6,760.00	310.00	7,070.00
27	7,020.00	320.00	7,340.00
28	7,280.00	330.00	7,610.00
29	7,540.00	340.00	7,880.00
30	7,800.00	350.00	8,150.00
31	8,060.00	360.00	8,420.00
32	8,320.00	370.00	8,690.00
33	8,580.00	380.00	8,960.00
34	8,840.00	390.00	9,230.00

# STAFF AND FACULTY

## Administration

Teina McConnell, Executive Director  
Patricia Duhalde, Assistant Director  
Sherry Davis, Assistant Director  
Andrew Vidockler, Assistant Director  
Kevin Simpson, Director, Operations & Management

## Faculty and Staff

Julie Abood, Respiratory (Adjunct)  
Yesenia Acosta Dominguez, Medical Assisting  
Lisa Adams, Barber (Adjunct)  
Kimberly Adibuah, CTE Coordinator  
Cecelia Allen, Cosmetology  
Paula Anderson, Assessment Center  
Melvudin Alihozic, Custodial  
Alyssa Angelos, Kids Tech  
Laura Armstrong, Practical Nursing  
Barbara Atilano, Nursing Clerk  
Tari Baker, Pharmacy Tech  
Nicole Bargoti, Kids Tech Lead Coordinator  
Jamie Bear, Respiratory Care  
Mara Bencomo, Cosmetology Receptionist  
Dennis Benning, Instructional Support Services  
Wayne Blackwell, Heating & Air Conditioning  
Hope Bodenstein, Executive Secretary  
Yexica Bohannon, Kids Tech  
Joseph Bowen, Cyber Technician  
Matthew Brady, Custodian  
Ashley Cannon, Cosmetology (Adjunct)  
Alice Casey,  
Nayeli Casillas Jimenez, Kids Tech  
Yozelin Casillas-Jimenez, Kids Tech  
Elizabeth Conrad, Student Services Clerk  
Kathy Cornwall, Kid Tech  
Ramona Clyncke, Cosmetology  
Jennifer Cronk-Cross, Small Business Management  
Jessica Cross, Early Childhood Education  
Jim Davidson, Heating & Air Conditioning  
Jordan Davis, Public Relations Technician  
Hector De La Vega, Night Custodial  
Jhzaneqi Dickens, IT Technical Educational Assistant  
Kelly Dow, Diverse Learners  
Shana Dunn, Receptionist  
Rachel Durkan, Urban Horticulture  
Kristi Ehrler, CTE Specialist/VA Rep  
Tracy Fait, Instructional Support Services  
Jennifer Friend, Pharmacy Tech Instructor  
Andre Garcia, Evening Welding  
Keith Garret, Sim Coordinator  
Brooke Gilbert, IT Technical Educational Assistant  
Lauren Glassman, Budget & Finance Technician  
Pam Granger, Diverse Learners Para

Frank Green, Evening Safety Supervisor  
Tamika Harrison, Kids Tech  
Ella Hart, Receiving Warehouse Clerk  
Bonnie Hazelrigg, Nail Tech  
Heidi Heath, Dental Assisting  
Nicole Hendley, Kids Tech  
Sean Hennessy, Advanced Manufacturing  
Maria Hernandez – Financial Aid Clerk  
Bianca Hill, Budget Coordinator  
Jackie Holland, Respiratory Care  
Angelina Holliday, Nails  
John Holmes, Electronics  
Samuel Hoffman, TOSA Instructional Support  
Amy Huber, Budget Coordinator  
Stephen Hughes, Automotive Evenings (Adjunct)  
Jane Idika, Practical Nursing  
James Jackson, Campus Monitor  
Dana James, Practical Nursing  
Jennifer Jasinowski, CTE Coordinator  
Diane Johnson, GED  
Peggy Johnson, Medical Assisting  
Yong Keefer, Esthetician  
Imane Khanati, Kids Tech  
Randy Kubick, Diesel Technology  
Tom Laing, Motorcycle Service Technology  
Brandy Langren, Kids Tech  
Chuck Lawhorn, Assistant Restorative Practices  
John Lawson, Multimedia Graphic Design  
Charles Lee, Dental Assisting  
Mona Lockhart, Cosmetology  
Anthony Lopez, Head Custodial  
Emily Lorton, Cosmetology (Adjunct)  
Brooke Luedtke, Practical Nursing (Adjunct)  
Ed Martin, Automotive Technology  
Lorraine Martinez, Health & Safety Coordinator/School Nurse  
John Matthew, Construction Technology  
Becky McDermott, SWAP Coordinator  
Megan Metzener, Kids Tech  
Jaci Miller, Kids Tech  
Tammy Montgomery, Cashier  
Laurie Murdoch, Esthetician  
Donna Nading, Urban Horticulture  
Victoria Nava - Cosmetology  
Dana Neil, Dental Assisting  
Darcy Niblo, Automotive Technology  
Jeff Oliver, Welding  
Samantha O'Neil, Career Services  
Kelli Ostrander, Cosmetology  
Lakeisha Parham, Evening Esthetician  
Susan Pena, Pickens Perk

# STAFF AND FACULTY

Jennifer Perez, CTE Clerk  
Mary Phifer, Nail Tech  
Sifet Ramic, Custodian  
Kim Rasmussen, Social Worker  
Shelton Reed, Evening Advanced Manufacturing  
Elizabeth Reynolds, Practical Nursing  
Jennifer Rico Sanchez, Cashier  
Emily Ritter, Cosmetology (Adjunct)  
Michael Roloff, Facilities Maintenance  
Maria Romero, Cosmetology (Adjunct)  
Jenise Rosa, Counselor  
Beth Roshon, Diverse Learners Instructor  
Pamela Rouch, Counselor  
Kevin Roy, Heating & Air Conditioning  
Kay Ryan, Kids Tech  
Daniel Sandoval, Director Customized Training  
Brian Sanderson, Cosmetology (Adjunct)  
Tiffani Schans, Culinary Arts  
Erik Schubert, Professional Photography  
Doug Seligman, Instructional Support Services  
Greg Shamburg, Construction (Adjunct)  
Levi Shaw, Automotive Technology  
TayVon Shazier, Kids Tech  
Amy Simons, Director/Teacher of Nursing Education  
Kerry Smith, Executive Internship  
Daisha Stanley, Kids Tech  
Dee Dee Steerman, Buyer  
Courtney Tanguma, Hospitality and Tourism  
Fran Thomson, Diverse Learners PARA  
Gill Thompson, CTE Coordinator  
Mollie Tillman, Kids Tech  
Maria Torres, Custodian  
Chris Underwood, Collision Repair  
Joanna Van Gieson, Respiratory Care  
Bradley Vanlandingham, PARA Media Assistant/IT Support  
Laura Vargas – COSI Clerk  
Breigh Warecizuk, Cosmetology (Adjunct)  
Rene Weaver, Kids Tech  
Keythe Weider, Executive Internship  
Rolf Werner, Automotive Technology  
Dianna White, Student Services Clerk/Attendance  
Chet Williams, Medical Assistant  
Kim Wisneski, Executive Internship  
Randy Wright, Welding Evening (Adjunct)  
Joseph Yanta, IT Technician