

2014-2015 Catalog Addendum

FRCC apologizes for any inconvenience due to the following changes.

Animal Lab Technology - 2 Awards Discontinued

As of Summer 2014, FRCC will no longer offer an AAS Degree in Animal Laboratory Technology F_AAS_ALT nor a certificate in Laboratory Care Management Certificate F_CER_LACM. Students pursuing either of these graduation pathways will need to speak with a VET or ALT program director and/or a program advisor to receive more information about program completion timelines and additional career pathways regarding credits completed in Animal Laboratory Technology.

Applied Technology - AAS Degree

There are now three Area Vocational Technical Colleges in Colorado, instead of four. They are: Delta-Montrose Technical College, Emily Griffith Technical College and Pickens Technical College.

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New Course: ART 230 Color Theory (3)

Explores the properties and concepts of color for application in fine art, commercial art and/or applied arts using various traditional fine art techniques and materials. Recommended Preparation: Any previous studio ART class. 90 Contact Hours.

New Course: ART 257 Advanced Portraiture (3)

Expresses the exploration of portraiture through advanced drawing and painting techniques. Students will explore historical portraiture, contemporary attitudes of portraiture, a variety of drawing and painting media, and various support structures. 90 Contact Hrs

Automotive Technology Prerequisite Additions:

ASE 123: Prerequisites: ASE 101, ASE 120, & **ASE 122** and minimum assessment scores to enroll in CCR 092 & MAT 050.

ASE 134: Prerequisites: ASE 101, ASE 120, ASE 122, ASE 123 & **ASE 231** & minimum assessment scores to enroll in CCR 092 & MAT 050.

ASE 152: Prerequisites: ASE 101, **ASE 120**, ASE 150, ASE 151 and minimum assessment scores to enroll in CCR 092 & MAT 050.

NEW Automotive Technology Certificate Codes:

Automatic Transmission/Transaxle Certificate: F_CER_AAUT_02

Brakes Certificate: F_CER_AUB_05

Electrical/Electrical Systems Certificate: F_CER_AAEE_01

Engine Performance Certificate: F_CER_ENPR

Engine Repair Certificate: F_CER_AER_03

Manual Drivetrain & Axles Certificate: F_CER_AUTW_09

Suspension & Steering Certificate: F_CER_AUTS_08

Automotive Technology:

REVISED - AUTOMATIC TRANSMISSION/TRANSAXLE CERT.

Code: F_CER_AAUT_02

| Required Courses | Credits |
|--|-----------|
| ASE 101 Automotive Shop Orientation | 2 |
| ASE 150 Manual Drivetrain and Axle Service | 2 |
| ASE 152 Manual Transmission/Transaxles/Clutch II | 2 |
| ASE 250 Automatic Transmission/Transaxle Service | 1 |
| ASE 251 Automatic Transmission/Transaxle Repair | 3 |
| Total Required Credits for Certificate | 10 |

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Automotive Technology:

NEW - GENERAL AUTOMOTIVE MAINT & REPAIR CERTIF.

Code: F_CER_000_00 Campus: LC & WC

| Required Courses | Credits |
|---|-----------|
| ASE 101 Automotive Shop Orientation | 2 |
| ASE 110 Brakes I | 2 |
| ASE 120 Basic Automotive Electricity | 2 |
| ASE 130 General Engine Diagnosis | 2 |
| ASE 140 Suspension and Steering I | 2 |
| Total Required Credits for Certificate | 10 |

Prerequisite Update:

BIO 222 General College Ecology with Lab (4)

Prerequisite: BIO 111. (BIO 112 is not required).

Prerequisite Update:

BIO 201 Human Anatomy & Physiology I with Lab (4)

Prerequisite: A passing grade on the science placement test and CCR 092, 093, or 094 or equivalent testing scores. CCR courses may be taken concurrently. Corequisite: ENG 121. Recommended Preparation: BIO 111.

Prerequisite Update:

BIO 204 Microbiology with Lab (4)

Prerequisite: A passing grade on the science placement test and CCR 092, 093, or 094 or equivalent testing scores. CCR courses may be taken concurrently. Corequisite: ENG 121. Recommended Preparation: BIO 111.

Business:

NEW - LOGISTICS CERTIFICATE Campus: WC

Students who successfully earn a FRCC Certificate in Logistics will have a comprehensive understanding of distribution, warehousing, purchasing and transportation. Warehousing addresses the storage and staging of materials for their ultimate need and end use. Purchasing addresses the associated costs of materials in conjunction with and interrelated with transportation, distribution and warehousing.

| Required Courses | Credits |
|---|-----------|
| BUS 201 Business Logistics Optimization | 3 |
| BUS 202 Purchase and Supply Logistics | 3 |
| BUS 217 Business Communication & Report Writing | 3 |
| BUS 218 Legal Environment of Business II | 3 |
| MAN 105 Logistics Management | 3 |
| Total Required Credits for Certificate | 15 |

Business: NEW - PROJECT MANAGEMENT CERTIFICATE

Code: F_CER_PRJ1 Campus: WC

This certificate program introduces the tools and skills necessary to develop and implement project management planning that can be used in a multitude of different industries including biotech, construction, information systems, marketing, telecommunications, engineering, and manufacturing.

| Required Courses | Credits |
|---|----------|
| MAN 241 Project Management in Organizations | 3 |
| MAN 243 Project Management in Action | 3 |
| CIS 202 Automated Project Mgt: MS Project | 3 |
| Total Required Credits for Certificate | 9 |

Continued on next page

Business:

REVISED - RETAIL MANAGEMENT CERTIFICATE

The table of credits should now appear as:

| Required Courses | Credits |
|---|-----------|
| BUS 217 Business Communication & Report Writing | 3 |
| CIS 118 Introduction to PC Applications | 3 |
| MAN 128 Human Relations in Organizations | 3 |
| MAN 200 Human Resources Management I | 3 |
| MAN 225 Managerial Finance | 3 |
| MAN 226 Principles of Management | 3 |
| MAR 117 Principles of Retailing | 3 |
| MAR 216 Principles of Marketing | 3 |
| Total Required Credits for Certificate | 24 |

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New Course

BUS 201 Business Logistics Optimization (3)

Addresses and explores the principles of business logistics and optimization, utilizing database management systems and software. Students will construct and evaluate models of business systems for transportation, fleet and asset tracking, distribution and supply, and warehousing. Emphasizes decision analysis for logistics efficiency. 45 Contact Hours.

New Course

BUS 202 Purchasing, Supply, and Sourcing Logistics (3)

Assesses the skills and abilities needed for the processes and activities for sourcing materials necessary for a business to deliver goods and services. An emphasis on the ability to formulate and manage the sourcing activities of purchasing supply, and sourcing logistics. The skills and fundamental comprehension for evaluating the sourcing of materials will be applied to business processes. Emphasizes decision analysis for logistics efficiency of purchasing, supply and sourcing. 45 Contact Hours.

New Course

BUS 218 Legal Environment of Business II (3)

Focuses on the legal system and how it applies to the regulation of business and the consumer. Examines the legal entities of business organizations and includes study of the Uniform Commercial Code as it applies to commercial paper and secured transactions. Emphasizes antitrust and trade regulations, consumer protection, employment law, environmental law, and securities regulations. Ethics and social responsibility are examined. 45 Contact Hours.

Computer Information Systems: AAS Degrees

The following two areas of emphasis are no longer offered:

- CISCO CCNA Computer Wide Area Networks AAS
- Microsoft Network Administration AAS.

REVISED: CIS AAS Degree:

| Required Courses | Credits |
|---|----------|
| CIS 118 Introduction to PC Applications | 3 |
| CIS 223 Linux | 3 |
| Total Required Credits | 6 |
| Required General Education Courses | Credits |
| ENG 121 English Composition I OR | 3 |
| ENG 131 Technical Writing I | 3 |
| MAT 121 College Algebra | 4 |
| Arts and Humanities Elective* | 3 |
| Natural & Physical Sciences Elective* | 3 |
| Social & Behavioral Sciences Elective* | 3 |

(Continued)

| | |
|--|-----------|
| Total Required General Education Credits | 16 |
| Total Required Credits for Area of Emphasis | 38 |
| Total Required Credits for AAS Degree | 60 |

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REVISED - Individual Area of Emphasis - AAS

Once approved, the developed area of emphasis becomes part of the student's permanent record, and courses must be selected from the following prefixes:

Electives: ACC, BTE, BUS, CIS, CNG, CSC, CWB, MAN, MAR, or MGD

| | |
|-------------------------------|-----------|
| Total Required Credits | 38 |
|-------------------------------|-----------|

REVISED - Programming - AAS

| Required Courses | Credits |
|----------------------------------|-----------|
| Code: F_AAS_CPGM | |
| CIS 145 Complete PC Database | 3 |
| CIS 160 Computer Science I: C++ | 4 |
| CSC 161 Computer Science II: C++ | 4 |
| Total Required Credits | 11 |

Additional Required Courses

| Additional Required Courses | Credits |
|--|----------|
| Select an additional 9 credits from the following: | |
| CSC 220 Introduction to MS Visual Basic.NET | 3 |
| CSC 225 Computer Arch/Assembly Language | 4 |
| CSC 230 C Programming | 3 |
| CSC 233 Object-Oriented Programming: C++ | 3 |
| CSC 240 Java Programming | 3 |
| CSC 241 Advanced Java Programming | 3 |
| CSC 252 Database Program/Visual Basic | 3 |
| Total Additional Required Credits | 9 |

Required Elective Courses

| Required Elective Courses | Credits |
|--|-----------|
| Select 18 elective credits from the following: | |
| CIS, CNG, CSC, CWB, OR MAT 201 or higher | 18 |
| Total Required Credits | 38 |

REVISED - Web Developer - AAS

| Required Courses | Credits |
|---|---------|
| Code: F_AAS_DVL | |
| CIS 145 Complete PC Database | 3 |
| CIS 243 Introduction to SQL | 3 |
| CSC 119 Introduction to Programming | 3 |
| CWB 110 Complete Web Authoring | 3 |
| CWB 205 Client-side Scripting: JavaScript | 3 |
| CWB 208 Web Application Development: PHP | 3 |
| CWB 280 Internship OR | 2 |
| CWB 289 Capstone | |
| MGD 111 Adobe Photoshop I OR | 3 |
| MGD 112 Adobe Illustrator I | |
| MGD 141 Web Design I OR | 3 |
| CWB 130 Web Editing Tools | |

Additional Required Courses

| Additional Required Courses | Credits |
|--|-----------|
| Select 12 elective credits from the following: | |
| MGD 143 Motion Graphic Design I | 3 |
| MGD 241 Web Design II | 3 |
| MGD 243 Web Motion Graphic Design II | 3 |
| CWB 209 Web Content Mgmt. Systems OR any | 3 |
| CWB, MGD, CIS, CSC, or CNG electives | |
| Total Additional Required Credits | 12 |
| Total Required Credits | 38 |

Computer Information Systems: Certificates

NOTE: The following 4 certificates are now offered through the new Computer Networking Technologies program.

Continued on next page

- CISCO Network Associate
- Computer Technician: A+
- Computer Technician: Network+
- Microsoft Network Administration

The Web Authoring Certificate has been discontinued.

REVISED: CIS Programming Certificate:

| Required Courses | Credits |
|---|----------------|
| CIS 145 Complete PC Database | 3 |
| CSC 160 Computer Science I: C++ | 4 |
| CSC 161 Computer Science II: C++ | 4 |
| Total Required Credits | 11 |
| Additional Required Courses | Credits |
| Select 9 elective credits from the following: | |
| CSC 220 Introduction to MS Visual Basic.NET | 3 |
| CSC 225 Computer Arch/Assembly Language | 4 |
| CSC 230 C Programming | 3 |
| CSC 233 Object-Oriented Programming: C++ | 3 |
| CSC 240 Java Programming | 3 |
| CSC 241 Advanced Java Programming | 3 |
| CSC 252 Database Program/Visual Basic | 3 |
| Total Additional Required Credits | 9 |
| Total Required Credits for Certificate | 20 |

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REVISED: CIS Web Developer Certificate F_CER_CSWB

| Required Courses | Credits |
|---|----------------|
| CIS 145 Complete PC Database | 3 |
| CIS 243 Introduction to SQL | 3 |
| CSC 119 Introduction to Programming | 3 |
| CWB 110 Complete Web Authoring | 3 |
| CWB 205 Client-side Scripting: JavaScript | 3 |
| CWB 208 Web Application Development: PHP | 3 |
| MGD 111 Adobe Photoshop I OR | 3 |
| MGD 112 Adobe Illustrator I | |
| MGD 141 Web Design I OR | 3 |
| CWB 130 Web Editing Tools | |
| Total Required Credits for Certificate | 24 |

NEW:

Computer Networking Technologies: AAS Degrees

Campus: BCC, LC, WC & Online

This program is designed to prepare students for employment in the computer networking field. Although the courses are not intended for transfer, some courses may transfer. Course transferability should be confirmed with the receiving institution. The degree offers areas of emphasis within the computer networking technology discipline. Students may select an area of emphasis that best meets their career goals. Student entering the degree and certificate programs should have adequate skills in keyboarding, internet, mathematics, oral and written communications, and the ability to read at an appropriate technical level. Please note that Credit by Examination and CLEP tests are available for many required and elective courses. Please see a CNG advisor to determine the availability of such exams. All courses applied to the degree must be completed with a grade of "C" or above. Assessment testing is required for all students. Students who place into CCR 093 or above and MAT 055 or above, or EA 45 test score and currently enrolled in a math course may begin this program of study.

(Continued) **CNG AAS Degree:**

| Required Courses | Credits |
|--|----------------|
| CIS 118 Introduction to PC Applications | 3 |
| CIS 223 Linux | 3 |
| Total Required Credits | 6 |
| Required General Education Courses | Credits |
| ENG 121 English Composition I OR | 3 |
| ENG 131 Technical Writing I | |
| MAT 121 College Algebra | 4 |
| Arts and Humanities Elective* | 3 |
| Natural & Physical Sciences Elective* | 3 |
| Social & Behavioral Sciences Elective* | 3 |
| Total Required General Education Credits | 16 |
| Total Required Credits for Area of Emphasis | 38 |
| Total Required Credits for AAS Degree | 60 |

NEW: Computer Networking Technologies - Areas of Emphasis

To fulfill the remaining requirements for the CNG degree, students must complete one of the following areas of emphasis. Students may consult with a CNG advisor to develop an individualized area of emphasis that may best meet their professional needs. Once agreed upon and approved, the individualized area of emphasis becomes part of the student's graduation requirements and permanent record. However, the required major and general education courses are not subject to change.

NEW: CNG: Microsoft Network Administration:

Campus: BCC, LC & WC

| Required Courses | Credits |
|---|----------------|
| CNG 211 Windows Configuration | 3 |
| CNG 212 Configuring Windows Server | 4 |
| CNG 132 Network Security Fundamentals | 3 |
| Additional Required Courses | Credits |
| Select 6 credits of electives from below: | |
| CNG 124 Networking I: Network + AND | 3 |
| CNG 125 Networking II: Network + OR | |
| CNG 101 Intro to Networking AND | |
| 3 credits of electives listed below** | |
| Select 8 credits from the following: | |
| CNG 121 Computer Technician I: A+ (4) AND | 8 |
| CNG 122 Computer Technician II: A+ OR | |
| CNG 120 A+ Certification Preparation (4) AND | |
| 4 credits of electives listed below** | |
| Select 14 credits of electives from below: | |
| **Approved electives list: | |
| CNG 209 MS Server Active Direct Configuration | 4 |
| CNG 210 MS Network Server Configuration | 4 |
| CIS 222 UNIX/Linux Server Administration | 3 |
| CNG 133 Fire Walls/Network Security | 3 |
| CNG 258 Computer Forensics | 4 |
| CNG 230 Fast Track CCNA 1 and 2 | 5 |
| CNG 231 Fast Track CCNA 3 and 4 | 5 |
| CNG 241 Information Storage & Mgmt. | 3 |
| CNG 232 Managing LAN Switches | 3 |
| CNG 233 Routers and Routing Protocols | 3 |
| CNG 213 Administering Windows Server | 3 |
| CNG 214 Adv Windows Server Admin | 3 |
| CNG 242 Cloud Computing | 3 |
| CNG 165 Convergent Technologies | 3 |
| CNG 280 Internship OR | 3 |
| any electives from CIS, CNG, CSC, and CWB | |
| Total Required Credits for Emphasis | 38 |

Note: An elective course can only be applied to the degree one time and cannot count in multiple required areas.

NEW:**CNG: CISCO CCNA Computer Wide Area Networks Emphasis:**

Campus: BCC, LC & WC

| Required Courses | Credits |
|--|-----------|
| CNG 121 Computer Technician I: A+ | 4 |
| CNG 122 Computer Technician II: A+ | 4 |
| CNG 124 Networking I: Network + | 3 |
| CNG 125 Networking II: Network + | 3 |
| CNG 230 Fast Track CCNA 1 and 2 | 5 |
| CNG 231 Fast Track CCNA 3 and 4 | 5 |
| Electives: CIS, CNG, and CSC | 14 |
| Total Required Credits for Emphasis | 38 |

NEW: CNG: Individualized Area of Emphasis:

Campus: BCC, LC & WC

In consultation with a CNG program advisor, the student may develop an individualized area of emphasis that is more related to the student's employment or skill development. It should be noted that required major and general education courses of the program are not subject to change. Once approved, the developed area of emphasis becomes part of the student's permanent record, and courses must be selected from the following prefixes:

Electives: ACC, BTE, BUS, CIS, CNG, CSC, CWB, MAN, MAR, or MGD

Total Required Credits for Emphasis 38**NEW: CNG: CISCO Network Associate Certificate:**

Campus: BCC

This certificate is designed to prepare students for entry-level employment in the computer networking field. It is oriented toward support of a broad range of technical customers who use networking products in business and industry networking applications for the internet. The certificate covers basic to advanced networking concepts including pulling cable, subnet masking, rules and strategies. Upon successful completion, the program graduate is qualified to take the CISCO Certified Network Associate examination. Student must demonstrate proficiency in using Windows. All certificate courses must be completed with a grade of "C" or above.

| Required Courses | Credits |
|---|-----------|
| CNG 230 Fast Track CCNA 1 and 2 | 5 |
| CNG 231 Fast Track CCNA 3 and 4 | 5 |
| Total Required Credits for Certificate | 10 |

NEW: CNG: Cloud Computing & Virtualization Certificate:

Campus: WC

This certificate is designed to prepare students for entry-level employment in the computer-networking field. It will offer students an opportunity to study technology that is being broadly adopted and implemented by many organizations of all types and sizes.

All certificate courses must be completed with a grade of C or above.

| Required Courses | Credits |
|---|-----------|
| CNG 101 Networking Fundamentals OR | 3 |
| CNG 124 Networking I: Network + | |
| CNG 142 Introduction to Cloud Computing | 3 |
| CNG 241 Information Storage & Mgmt. | 3 |
| CNG 242 Cloud Computing | 3 |
| Total Required Credits for Certificate | 12 |

NEW: CNG: Computer Technician: A+ Certificate:

Campus: BCC, LC and WC

All certificate courses must be completed with a grade of C or above.

| Required Courses | Credits |
|---|----------|
| CNG 121 Computer Technician I: A+ | 4 |
| CNG 122 Computer Technician II: A+ | 4 |
| Total Required Credits for Certificate | 8 |

NEW: CNG: Computer Technician: Network+ Certificate:

Campus: BCC, LC and WC

| Required Courses | Credits |
|---|----------|
| CNG 124 Networking I: Network + | 3 |
| CNG 125 Networking II: Network + | 3 |
| Total Required Credits for Certificate | 6 |

NEW: CNG: Cyber Security Specialist Certificate:

Campus: WC

This certificate is designed to prepare students for entry-level employment in the computer networking field. Successfully acquiring a FRCC Cyber Security Specialist Certificate signifies that a student has had a comprehensive overview of network security, including general security concepts. Communication Security is studied, including remote access, email, the Web, directory and file transfer, and wireless data. Common network attacks and Computer forensics are introduced. Cryptography basics are incorporated, and operational/organizational security is discussed as it relates to physical security, disaster recovery, and business continuity.

| Required Courses | Credits |
|---|-----------|
| CNG 142 Introduction to Cloud Computing | 3 |
| CNG 258 Digital Forensics | 4 |
| CNG 132 Network Security Fundamentals | 3 |
| Select 3 credits from the following: | |
| CNG 133 Fire Walls/Network Security | 3 |
| CNG 251 Anti Virus Concepts | 3 |
| CNG 254 Data Encryption | 3 |
| CNG 257 Network Defense/Countermeasures | 3 |
| CNG 259 Enterprise Security | 3 |
| Total Required Credits for Certificate | 13 |

NEW: CNG: Microsoft Network Administration Certificate:

Campus: BCC, LC and WC

This certificate is designed to prepare students for senior roles as network administrators and for the core Microsoft Certified Professional examinations leading to the MCSA and MCSE.

Students must demonstrate course proficiency or course completion of CIS 128 Windows Complete or permission of instructor. All certificate courses must be completed with a grade of "C" or above.

| Required Courses | Credits |
|---|-----------|
| CNG 211 Windows Configuration | 3 |
| CNG 212 Configuring Windows Server | 4 |
| CNG 213 Administering Windows Server | 4 |
| CNG 132 Network Security Fundamentals | 3 |
| Total Required Credits for Certificate | 14 |

Revised Course Description**CNG 120 A+ Certification Preparation (4)**

Prepares students for the CompTIA A+ certification examination. PC hardware and operating system installation, configuration and troubleshooting are practiced and reviewed using A+ techniques. 60 Contact Hours.

Continued on next page

New Course

CNG 142 Introduction to Cloud Computing Concepts (3)

Educates students on the difference between today's PC/server based networks and cloud computing. Students investigate the benefits of cloud computing, cloud models and solutions, and deployment methods. Students study hardware, storage, thin clients and virtualization in the cloud. The course also introduces students to cloud applications and cloud-based office productivity software. Students learn how they can apply cloud computing to address corporate information technology challenges. 45 Contact Hours.

New Course

CNG 210 MS Network Infrastructure Configuration (4)

Provides students with the knowledge and skills to configure and troubleshoot a Windows Server 2008 network infrastructure. Students will learn to implement and configure secure network access and implement fault tolerant storage technologies. Students will gain an understanding of the network technologies most commonly used with Windows Server 2008 and IP-enabled networks. Students will also learn how to secure servers and maintain update compliance. 60 Contact Hours.

New Course: CNG 232 Managing LAN Switches (3)

Prepares students to build, configure, and manage switches in a LAN with emphasis on vendor interoperability. 45 Contact Hours.

New Course: CNG 233 Routers and Routing Protocols (3)

Prepares students to build, configure, and manage routers and routing protocols with emphasis on vendor interoperability. 45 Contact Hours.

New Course

CNG 241 Information Storage and Management (3)

Teaches students to configure, manage, and backup data using current information storage technologies. 45 Contact Hours.

New Course: CNG 242 Cloud Computing (3)

Teaches students to install, configure, and manage cloud computing software and hardware. Students will also learn to deploy virtual machines. 45 Contact Hours.

New Course: CNG 243 Cloud Security & Cyber Law (3)

Introduces concepts of Cloud architecture, Cloud Security, and the Law as it pertains to Cloud Deployment. Focuses on the mechanics of security in the Cloud Service Models: Infrastructure as a Service (IaaS), Platform as a Service (PaaS), and Software as a Service (SaaS). 45 Contact Hours.

New Course: CNG 251 Anti Virus Concepts (3)

Prepares the student for virus eradication. Focuses on how viruses work, how they are designed and how viruses are written. Emphasizes virus eradication and cleaning. 45 Contact Hours.

New Course: CNG 254 Data Encryption (3)

Exposes the student to data encryption models. Examines the differences between data storage including Microsoft, Novell Network and UNIX. Includes encryption and data transmission. Covers encryption over various networks including the Internet. 45 Contact Hours.

New Course

CNG 257 Network Defense & Countermeasures (3)

Examines the tools, techniques and technologies used in the technical securing of information assets. This course provides in-depth information of the software and hardware components of information Security and Assurance. Topics include firewall configurations, hardening Unix and NT servers, Web and distributed systems security and specific implementation of security modes and architectures. The curriculum maps to the Security Certified Network Professional (SCP) Network Defense and Countermeasures exam. 45 Contact Hours.

New Course: CNG 258 Digital Forensics (4)

Exposes the student to the field of digital computer forensics and investigation. This class provides the student with methods to properly conduct a digital forensics investigation including a discussion of ethics. Topics covered include fundamental concepts, history of computer forensics, file structures, data recovery techniques, computer forensic tools and analyses. 60 Contact Hours.

New Course: CNG 259 Enterprise Security (4)

This course challenges students to combine the skills learned in previous coursework (or work experience) and apply them in whole to a mock business IT environment. Students will work in their own virtualized server environment, complete with servers, routers, firewalls, VPN, IDS/IPS, wireless and other current technologies to develop a security policy and framework using risk analysis and risk management techniques. 60 Contact Hours.

Revised Course Description CRJ 125 Policing Systems (3)

Examines policing in the United States, including: historical foundations, emerging issues, and the relationship between law enforcement and the community. The various types of law enforcement agencies, their administrative practices, and the behavior of those involved in the delivery of police services are examined from the perspective of democratic values, racial and ethnic diversity, and societal perceptions of police effectiveness. Career requirements including current and future trends are also presented. 45 Cont Hrs

Revised Course Description: CRJ 145 Correctional Process (3)

Examines the history and total correctional process from law enforcement through the administration of justice, probation, prisons, correctional institutions, and parole. Also examines the principles, theories, phenomena and problems of the crime, society, and the criminal justice system from the perspective of criminology and the criminal justice system in general. Emphasizes the role of sociology and other interdisciplinary approaches to the field of corrections and society's response. 45 Contact Hours

Computer Science:

CSC 154 Visual Basic.Net Programming (3) has changed to:

CSC 220 Intro to Microsoft Visual Basic.NET (3) Recommended Preparation should be CSC 119, not CSC 116. **Page 130**
CSC 220 will replace CSC 154 in both the CIS Programming Degree and CIS Programming Certificate for Additional Required Courses.

New Course: CUA 125 Introduction to Foods (4)

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. 90 Contact Hours.

New Course: CUA 129 Center of the Plate (4)

Enables the student to plan and prepare a variety of complete meals in a commercial kitchen, focusing on center of the plate entrees including meat, poultry, seafood and vegetarian items. Meat, poultry and seafood handling and preparation, including basic forms and cuts, principles used for selecting products and appropriate cooking methods are emphasized. Vegetarian entrees are also covered, including methods for preparation and cooking of various types of potatoes, rice, legumes, pastas, casseroles and grain products with special attention given to complimentary proteins. 90 Contact Hours.

New Course: CUA 145 Introduction to Baking (4)

Provides the student with the fundamentals of baking terminology, principles of baking, and the characteristics of the functions of the main ingredients that are used in bakery production. Orients student to use commercial equipment, tools, and provides the student with the fundamentals of basic yeast-raised production and quick breads, white bread, rolls, variety grain breads, specialty breads, sweet yeast-raised products, and quick bread, 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. 90 Contact Hours.

New Course: CUA 210 Advanced Cuisine & Garde Manger (4)

Focuses on the preparation of food display items for buffets and banquets such as fancy garnishes, fruit and vegetable carvings, canapes, party trays, etc. Includes pates, galantines, terrines, and choud froid items. Incorporates creation of food artistry show pieces meeting competition guidelines developed by the American Culinary Federation. Covers the preparation of a regional, ethnic or cultural culinary presentation based upon personal research. 90 Contact Hours.

New Course: CUA 261 Cost Controls (3)

Provides students with the opportunity to learn the types of costs usually found in the food service industry. Students will learn to apply control techniques to a variety of costs and sales. They will also learn to interpret a variety of financial reports which reflect the relationship between costs and income. Students may take the national Cost Controls test from the National Restaurant Association Education Foundation. If they pass the test with 75% or higher, they will receive a national certificate for the course. 45 Contact Hours.

New Course: CUA 262 Purchasing for Hospitality Industry (3)

Emphasizes controlling costs as applied to the selection and procurement of food and supply items. Covers selection and procurement of food and supplies, supplier selection, and distribution systems including the forces affecting them. Students will take a nationally recognized test and may receive a certificate from the Education Foundation, the educational arm of the National Restaurant Association. 45 Contact Hours.

Electro-Mechanical & Energy Technology

| Required General Education Courses | Credits |
|---|-----------|
| COM 125 Interpersonal Communication | 3 |
| ENG 115 Technical English & Communication | 3 |
| MAT 108 Technical Mathematics | 4 |
| PHI 112 Ethics | 3 |
| PHY 105 Conceptual Physics | 4 |
| Total Required General Education Credits | 17 |
| Total Required Credits - AAS Degree Power Tech | 61 |

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Electro-Mechanical & Energy Technology:**REVISED - Certificate**

Code: F_CER_CLET_00

| Required Program Courses | Credits |
|--|-----------|
| ELT 106 Fundamentals of DC/AC | 3 |
| MTE 105 Safety for Manufacturing Environment | 1 |
| MTE 106 Print Reading for Manufacturing | 3 |
| MTE 130 Metrology | 3 |
| ENY 161 Energy Industry Fundamentals | 4 |
| EGT 201 Engineering Materials | 3 |
| Total Required Credits | 17 |

| General Education Required Courses | Credits |
|---|-----------|
| COM 125 Interpersonal Communication | 3 |
| ENG 115 Technical English & Communication | 3 |
| MAT 108 Technical Mathematics | 4 |
| PHY 105 Conceptual Physics | 4 |
| Total Required General Education Credits | 14 |
| Total Required Credits for Certificate | 31 |

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Elementary Education for Transfer - AA Degree

There is no longer a fingerprinting process involved with students enrolling in EDU 221 and EDU 288. Page 74

New Course**ENY 161 Energy Industry Fundamentals (4)**

Exposes students to the energy industry, including different ways to generate energy, regulatory impact, safety procedures and equipment, and energy transmission systems. This class is an introduction for all students interested in a career in energy - both conventional and renewable. 90 Contact Hours.

New Course: FER 101 Craft Beer Brewing (4)

Examines fermentation science of craft beer brewing industry with an emphasis on wort production, yeast fermentation process, beer contaminants and how to avoid them, brewery cleaning, maintenance and environmental impact. The laboratory experience includes basic microbiological/scientific techniques and brewery experiences. Student MUST be 21 or older to enroll in this class.

Continued on next page

Forestry, Wildlife & Natural Resources:**REVISED - AAS Degree**

Code: F_AAS_FWN_00

Required Courses **Credits**

| | |
|--|---|
| GIS 101 Intro to Geographic Information Systems | 3 |
| NRE 100 Foundations of Forestry | 3 |
| NRE 110 Forestry Field Research | 3 |
| NRE 205 Wildlife & Fisheries Management Principles | 3 |

Total Required Credits **12****Required General Education Courses** **Credits**

| | |
|---|---|
| BIO 111 General College Biology I with Lab | 5 |
| ENG 121 English Composition I (OR COM 115 Public Speaking) | 3 |
| MAT 107 Career Mathematics or higher | 3 |
| Arts and Humanities Elective* | 3 |
| Social and Behavioral Science Elective* | 3 |

Total Required General Education Credits **17****Elective Courses** **Credits***Select 31 credits from the following:*

| | |
|---|-----|
| AQT 102 Fish Biology & Ichthyology | 5 |
| AQT 245 Pond Management | 5 |
| BIO 112 General College Biology II with Lab | 5 |
| BIO 221 Botany | 5 |
| BIO 222 General College Ecology | 4 |
| CHE 101 Introduction to Chemistry I with Lab | 5 |
| ENV 101 Introduction to Environmental Science | 4 |
| FSW 100 S190 Intro to Wildland Fire | 1 |
| FSW 101 S130 Firefighting Training | 2 |
| FSW 143 S212 Wildfire Chainsaws | 2 |
| GIS 210 Intermediate GIS | 3 |
| HLT 240 Introductory Soil Science | 4 |
| NRE 121 Introduction to Hydrology | 3 |
| NRE 200 Ecology: Field Study | 3 |
| NRE 215 Fire Ecology | 3 |
| NRE 225 Environmental Education | 3 |
| NRE 230 Wildlife Law Enforcement | 3 |
| NRE 245 Avian Conservation/Ornithology | 3 |
| NRE 265 Wilderness Education | 3 |
| NRE 278 Seminar | 1 |
| NRE 280 Internship | 1-6 |
| NRE 285 Independent Study | 1-6 |
| OUT 156, 157 or 158 Survival Plants | 2 |
| REC 210 Principles of Outdoor Recreation | 3 |

Total Required Elective Credits **31****Total Required Credits for AAS Degree** **61***Note: Students may not apply more than 6 credits in Internship or Independent Study programs to the degree.*

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NEW DEGREE: Wildlife Technology AAS Degree

Code: F_AAS_WITC

Required Courses **Credits**

| | |
|--|---|
| AQT 102 Fish Biology & Ichthyology | 5 |
| GIS 101 Intro to Geographic Information Systems | 3 |
| NRE 100 Foundations of Forestry | 3 |
| NRE 110 Forestry Field Research | 3 |
| NRE 205 Wildlife & Fisheries Management Principles | 3 |
| NRE 230 Wildlife Law Enforcement | 3 |
| NRE 245 Avian Conservation/Ornithology | 3 |
| NRE 280 Internship | 3 |

Total Required Credits **26****Required General Education Courses** **Credits**

| | |
|---|---|
| BIO 111 General College Biology I with Lab | 5 |
| ENG 121 English Composition I (OR COM 115 Public Speaking) | 3 |
| MAT 107 Career Mathematics or higher | 3 |
| Arts and Humanities Elective* | 3 |
| Social and Behavioral Science Elective* | 3 |

Total Required General Education Credits **17****Required Elective Courses** **Credits**

| | |
|---|-----|
| BIO 112 General College Biology II with Lab | 5 |
| <i>Select 12 credits from the following:</i> | |
| BIO 221 Botany | 5 |
| BIO 222 General College Ecology | 4 |
| CHE 101 Introduction to Chemistry I with Lab | 5 |
| ENV 101 Introduction to Environmental Science | 4 |
| GIS 210 Intermediate GIS | 3 |
| HLT 240 Introductory Soil Science | 4 |
| NRE 121 Introduction to Hydrology | 3 |
| NRE 200 Ecology: Field Study | 3 |
| NRE 215 Fire Ecology | 3 |
| NRE 225 Environmental Education | 3 |
| NRE 265 Wilderness Education | 3 |
| NRE 278 Seminar | 1 |
| NRE 280 Internship | 1-6 |
| NRE 285 Independent Study | 1-6 |
| REC 210 Principles of Outdoor Recreation | 3 |

Total Required Elective Credits **17****Total Required Credits for AAS Degree** **60***Note: Students may not apply more than 6 credits in Internship or Independent Study programs to the degree.*

NEW DEGREE: Forestry Technology AAS Degree

Code: F_AAS_FRTC

| Required Courses | Credits |
|---|----------------|
| GIS 101 Intro to Geographic Information Systems | 3 |
| HLT 240 Introductory Soil Science | 4 |
| NRE 100 Foundations of Forestry | 3 |
| NRE 110 Forestry Field Research | 3 |
| NRE 121 Introduction to Hydrology | 3 |
| NRE 205 Wildlife & Fisheries Management Principles | 3 |
| NRE 280 Internship | 3 |
| Total Required Credits | 22 |
| Required General Education Courses | Credits |
| BIO 111 General College Biology I with Lab | 5 |
| ENG 121 English Composition I (OR COM 115 Public Speaking) | 3 |
| MAT 107 Career Mathematics or higher | 3 |
| Arts and Humanities Elective* | 3 |
| Social and Behavioral Science Elective* | 3 |
| Total Required General Education Credits | 17 |
| Required Elective Courses | Credits |
| BIO 221 Botany | 5 |
| <i>Select 16 credits from the following:</i> | |
| AQT 102 Fish Biology & Ichthyology | 5 |
| BIO 112 General College Biology II with Lab | 5 |
| BIO 222 General College Ecology | 4 |
| CHE 101 Introduction to Chemistry I with Lab | 5 |
| ENV 101 Introduction to Environmental Science | 4 |
| FSW 100 S190 Intro to Wildland Fire | 1 |
| FSW 101 S130 Firefighting Training | 2 |
| FSW 143 S212 Wildfire Chainsaws | 2 |
| GIS 210 Intermediate GIS | 3 |
| NRE 200 Ecology: Field Study | 3 |
| NRE 215 Fire Ecology | 3 |
| NRE 225 Environmental Education | 3 |
| NRE 230 Wildlife Law Enforcement | 3 |
| NRE 245 Avian Conservation/Ornithology | 3 |
| NRE 265 Wilderness Education | 3 |
| NRE 278 Seminar | 1-3 |
| NRE 280 Internship | 1-6 |
| NRE 285 Independent Study | 1-5 |
| OUT 156, 157 or 158 Survival Plants | 2 |
| REC 210 Principles of Outdoor Recreation | 3 |
| Total Required Elective Credits | 21 |
| Total Required Credits for AAS Degree | 60 |

Note: Students may not apply more than 6 credits in Internship or Independent Study programs to the degree.

GIS 100 GIS Fundamentals (3) is no longer offered at the college.

NEW - GIS 131 Global Positioning Systems for GIS (3)

Introduces the terminology, hardware, and technological principles of GPS. Students will receive an introduction in the fundamentals of using a basic hand-held GPS unit. Data will be integrated with pre-existing spatial data. Fundamentals of mapping and map reading will be covered. Garmin GPS units will be used initially, followed with Trimble GeoExplorers and Pathfinder Office software. Final student projects integrate GPS data within ArcView projects. Contact Hours: 45.

GIS 131 (3) has been added as an option to the GIS Certificate Required Electives section.

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New Course:**GIS 220 Geographic Information Systems for Business (3)**

Applies GIS spatial analysis to business and considers how GIS contributes to business marketing, development, strategy and operations. Business spatial analysis identifies locations related to geographic distributions of products and services. 67.5 Contact Hours.

REVISED - Health Information Technology AAS Degree

Code: F_AAS_HIT1

| Required Courses | Credits |
|---|-------------------|
| HIT 101 Health Information Management Science | 6 |
| HIT 105 Principles of Healthcare Reimbursement | 3 |
| HIT 111 Health Data Management & Info Systems | 3 |
| HIT 112 Legal Aspects Health Records | 2 |
| HIT 188 Health Information Practicum I | 2 |
| HIT 220 ICD Coding I | 3 |
| HIT 221 ICD Coding II | 2 |
| HIT 222 Quality Management | 3 |
| HIT 225 Health Information Management | 3 |
| HIT 231 ICD Coding III | 5 |
| HIT 241 CPT Coding Basics Principles | 3 |
| MOT 125 Basic Medical Sciences I | 3 |
| MOT 133 Basic Medical Sciences II | 3 |
| MOT 135 Basic Medical Sciences III | 3 |
| Total Required Credits | 44 |
| Required General Education Courses | Credits |
| COM 125 Interpersonal Communication | 3 |
| ENG 121 English Composition I OR | 3 |
| ENG 131 Technical Writing I | |
| MAT 135 Introduction to Statistics | 3 |
| PSY 101 General Psychology | 3 |
| CIS 118 Introduction to PC Applications | 3 |
| Total Required General Education Credits | 15 |
| Required Elective Courses | Credits |
| HPR 178 Medical Terminology (1) OR | 1 |
| HPR 208 Advanced Medical Terminology (2) | |
| HIT 289 Capstone (3) OR | 3 |
| HPR 106 Law & Ethics for Health Prof (2) AND | |
| HIT 288 Health Information Practicum II (2) | |
| Total Required Credits for AAS Degree | 63 Page 78 |

Health Professional: HPR 117 Anatomical Kinesiology (3)

Prerequisites should be BIO 106 and either HPR 178 or HPR 208.

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New Course: HIS 203 Civil War Era in American History (3)

GT-HI1 Explores the causes, course, and consequences of the American Civil War, from the Colonial period to the 21st Century, in order to understand the multiple meanings of a transforming event in American history. Students will explore the meanings of the war as defined in many ways: national, sectional, racial, gender, constitutional, individual, social, intellectual, or moral. Students will closely examine four broad themes: the crisis of union and disunion in an expanding republic; slavery, race, and emancipation as national problem, personal experience, and social process; the experience of modern, total war for individuals and society; and the political and social challenges of Reconstruction. 45 Contact Hours.

New Course: HIS 218 History of Science & Technology (3)

GT-HI1 Explores the complex relationship between scientific and technological developments and western society and culture. Focuses on the way social and cultural norms can impact scientific or technological progress, and vice-versa, especially in the period since the Scientific Revolution. 45 Contact Hours.

Revised Course Title & Description: HIS 251 The History of Christianity in the World (3)

Surveys the history of Christianity and its impact on the world from its Jewish origins in the ancient Mediterranean system, into its European expansion, and ending with its modern global presence. Analyzes foundational theology, the impact of significant events, and the role of key people in their historical contexts. Inspects Christianity's relationship with Judaism, Islam, the Enlightenment, modernity, moral systems and values. Provides students with an appreciation of the broad impact of the faith. 45 Contact Hours.

NEW Holistic Health Degree & Certificate Codes:

Holistic Health AAS Degree: F_AAS_HH1

Aromatherapy Certificate: F_CER_HHAR

Holistic Health Certificate: F_CER_HHHH

Massage Therapy Certificate: F_CER_HH4

Reflexology Certificate: F_CER_HH3

Yoga Teacher Certificate: F_CER_HH5

Holistic Health: Aromatherapy Certificate is offered Online only

Holistic Health Certificate is offered at Larimer Campus & Online.

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REVISED - Holistic Health AAS Degree

Code: F_AAS_HH1

Required General Education Courses Arts and Humanities: Credits

Select 4 credit hours of any Arts & Humanities elective from the Approved General Education Electives List for AAS degree 4

English:

ENG 121 English Composition I: CO1 3

Math:

Complete both MAT 121 College Algebra: MA1 (4 credit hours) and MAT 135 Introduction to Statistics: MA1 (3 credit hours) 7

Natural & Physical Sciences:

CHE 101 Introduction to Chemistry I: SC1 5

Social & Behavioral Science:

PSY 101 General Psychology I: SS3 3

Other:

Select 3 credit hours of HIS from the Approved General Education Electives List for the AAS degree 3

Total Required General Education Credits 25

Required Program Courses Credits

HHP 107 Managing Life's Stresses 1

HHP 229 Wellness Coaching 1

HHP 244 Holistic Health Level I 1

HHP 254 Holistic Health Level II 2

HHP 256 Holistic Health Level III 2

HHP 263 Creating a Holistic Business 2

BIO 201 Human Anatomy & Physiology I: SC1 4

BIO 202 Human Anatomy & Physiology II: SC1 4

COM 125 Interpersonal Communication 3

Total Required Program Credits: 20

Required Elective Courses Credits

Select an additional 15 credit hours of HHP or MST courses 15

Total Required Program & Elective Credits 35

Total Required Credits for AAS Degree 60

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Continued on next page

REVISED - Holistic Health - Yoga Teacher Certificate

The table of credits should now appear as:

Code: F_CER_HHS

| Required Courses | Credits |
|-------------------------------|---------|
| HHP 250 Yoga Teacher Training | 10 |

Total Required Credits for Certificate 10

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New Course: HOS 210 Event Finances (3)

Examines the concepts and techniques for maximizing event income including ticket fees, retail sales, grants, and sponsorships. 45 Contact Hours.

New Course: HOS 215 Training and Development (3)

Teaches the principles, procedures, and skills needed to develop and maintain a competent staff. Learn to apply an easy, four-step training method to all hospitality functional areas. 45 Contact Hrs.

New Course: HOS 255 Hospitality HR Management (3)

Studies the technical and legal challenges of hospitality human resource management from working within today's employment laws to controlling absenteeism, dealing with unions, handling discipline and termination, and creating affordable wages and benefit programs. Explores controlling costs, increasing motivation and productivity, and how to find and keep good employees. 45 Contact Hours.

REVISED - Hospitality and Culinary Arts Mgmt AAS Degree

Code: F_AAS_HOSF_04

| Required Courses | Credits |
|-------------------------------------|---------|
| CUA 101 Food Safety and Sanitation | 2 |
| HOS 110 Introduction to Hospitality | 3 |
| HOS 120 Service Management | 3 |
| HOS 215 Training and Development | 3 |
| HOS 280 Internship | 3 |

Total Required Credits 14

Required Business Support Courses Credits

| | |
|--|---|
| ACC 121 Accounting Principles I | 4 |
| BUS 115 Introduction to Business | 3 |
| CS 118 Introduction to PC Applications | 3 |

Total Required Business Support Credits 10

Required General Education Courses Credits

| | |
|---|---|
| ENG 121 English Composition I | 3 |
| MAT 107 Career Mathematics or above | 3 |
| Arts and Humanities or Social Science Elective* | 3 |
| General Studies Elective* | 3 |
| Natural or Physical Science Elective* | 4 |

Total Required General Education Credits 16

(see below*)

Total Required Credits for Area of Emphasis:

| | |
|-------------------------|----|
| Advanced Culinary Arts | 22 |
| Hotel Management | 21 |
| Restaurant Management | 22 |
| Special Events Planning | 20 |

Total Required Credits for Area of Emphasis 20-22

Total Required Credits for AAS Degree 60-62

All HOS Degrees: Page 85-86

REVISED - HOS Advanced Culinary Arts Emphasis - AAS

Required Courses Credits

| | |
|---|---|
| Code: F_AAS_HO1_00 | |
| CUA 125 Introduction to Foods | 4 |
| CUA 129 Center of the Plate | 4 |
| CUA 145 Introduction to Baking | 4 |
| CUA 210 Advanced Cuisine & Garde Manger | 4 |
| CUA 261 Cost Controls | 3 |
| CUA 262 Purchasing for the Hospitality Industry | 3 |

Total Required Credits 22

REVISED - HOS Hotel Management Emphasis - AAS

Required Courses Credits

| | |
|-------------------------------------|---|
| Code: F_AAS_HO2_01 | |
| HOS 131 Planning for Special Events | 3 |
| HOS 141 Convention Management | 3 |
| HOS 242 Hotel Sales and Marketing | 3 |
| HOS 251 Hotel Operations | 3 |
| HOS 255 Hospitality HR Management | 3 |
| MAN 225 Managerial Finance | 3 |
| CUA 261 Cost Controls | 3 |

Total Required Credits 21

REVISED - HOS Restaurant Management Emphasis - AAS

Required Courses Credits

| | |
|---|---|
| Code: F_AAS_HO3_02 | |
| CUA 120 Wine and Spirits | 2 |
| CUA 125 Introduction to Foods | 4 |
| CUA 129 Center of the Plate | 4 |
| CUA 261 Cost Controls | 3 |
| CUA 262 Purchasing for the Hospitality Industry | 3 |
| HOS 255 Hospitality HR Management | 3 |
| MAN 225 Managerial Finance | 3 |

Total Required Credits 22

REVISED - HOS Special Events Planning Emphasis - AAS

Required Courses Credits

| | |
|---|---|
| Code: F_AAS_HO4_03 | |
| CUA 120 Wine and Spirits | 2 |
| HOS 131 Planning for Special Events | 3 |
| HOS 141 Convention Management | 3 |
| HOS 210 Event Finances | 3 |
| HOS 255 Hospitality HR Management | 3 |
| MAN 225 Managerial Finance | 3 |
| MAN 230 Corporate Ethics & Social Responsibilities OR | 3 |
| MAR 111 Principles of Sales | |

Total Required Credits 20

REVISED - HOS Culinary Arts Certificate

Required Courses Credits

| | |
|---|---|
| Code: F_CER_HOSC_01 | |
| CUA 101 Food Safety and Sanitation | 2 |
| CUA 125 Introduction to Foods | 4 |
| CUA 129 Center of the Plate | 4 |
| CUA 145 Introduction to Baking | 4 |
| CUA 210 Advanced Cuisine & Garde Manger | 4 |
| CUA 261 Cost Controls | 3 |
| CUA 262 Purchasing for the Hospitality Industry | 3 |

Total Required Credits 24

All HOS Certificates Pages 86-87

Continued on next page

REVISED - HOS Events Planning Coordinator Certificate

| Required Courses | Credits |
|---|-----------|
| Code: F_CER_HOSE_02 | |
| CIS 118 Introduction to PC Applications | 3 |
| CUA 120 Wine and Spirits | 2 |
| HOS 131 Planning for Special Events | 3 |
| HOS 141 Convention Management | 3 |
| HOS 210 Event Finances | 3 |
| HOS 255 Hospitality HR Management | 3 |
| MAN 225 Managerial Finance | 3 |
| MAN 230 Corporate Ethics & Social Responsibilities OR | 3 |
| MAR 111 Principles of Sales | |
| Total Required Credits for Certificate | 23 |

REVISED - HOS Food & Beverage Management Certificate

| Required Courses | Credits |
|---|-----------|
| Code: F_CER_HOSM_03 | |
| CUA 101 Food Safety and Sanitation | 2 |
| CUA 120 Wine and Spirits | 2 |
| CUA 125 Introduction to Foods | 4 |
| CUA 261 Cost Controls | 3 |
| CUA 262 Purchasing for the Hospitality Industry | 3 |
| HOS 255 Hospitality HR Management | 3 |
| MAN 225 Managerial Finance | 3 |
| Total Required Credits for Certificate | 20 |

REVISED - HOS Hotel Operations Certificate

| Required Courses | Credits |
|---|--|
| Code: F_CER_HOC_00 | |
| CIS 118 Introduction to PC Applications | 3 |
| CUA 261 Cost Controls | 3 |
| HOS 131 Planning for Special Events | 3 |
| HOS 141 Convention Management | 3 |
| HOS 242 Hotel Sales and Marketing | 3 |
| HOS 251 Hotel Operations | 3 |
| HOS 255 Hospitality HR Management | 3 |
| MAN 225 Managerial Finance | 3 |
| Total Required Credits for Certificate | 24 Page 87 |

NEW Course

MAN 243 Project Management in Action (3)

Brings into focus the subject material covered in MAN 241 and CIS 202. Emphasis will be placed on melding general concepts of project management with practical applications of software to complete a project management assignment. 45 Contact Hours.

Medical Office Technology - 2 Certificates Discontinued

As of Summer 2014, FRCC will no longer offer certificates in Clinical Office Assistant Certificate F_CER_MOTC and Medical Transcriptionist Certificate F_CER_MOTT. Students pursuing either of these graduation pathways will need to speak with the MOT program director and/or a program advisor to receive more information about program completion timelines and additional career pathways regarding credits completed in Medical Office Technology.

Updated Degree & Certificate Program Codes:

MOT AAS Degree: F_AAS_MOT2_04
MOT AAS Medical Administrative Assistant: F_AAS_MOAT_05
MOT AAS Billing Specialist: F_AAS_MOB_06
MOT AAS Medical Assisting: F_AAS_MOTM_07
MOT CER Billing Specialist: F_CER_BLSP_00
MOT CER Health Care Office Assistant: F_CER_MOTR_01
MOT CER Medical Administrative Assistant: F_CER_MOTS_04
MOT CER Medical Assistant: F_CER_MED1_01

MOT - Medical Assistant Certificate:

NEW TEXT - This medical assisting program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains. This certificate is designed to prepare individuals to work in ambulatory health care facilities in both the administrative and clinical areas. Administrative skills are developed in the areas of medical office procedures, written communications, financial management, insurance billing, International Classification of Diseases - 9th Edition (ICD-9) and Physicians Current Procedural Terminology (CPT) coding. Clinical skills include assisting with physical examinations, diagnostic tests and treatment procedures.

Our graduates are eligible and encouraged to take the CMA, (AAMA) or RMA (AMT) national credentialing exam for medical assistants. Our graduates maintain a very high pass rate on these exams. The Medical Assisting Certificate program, Boulder County Campus, is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board. Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.

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New Course

MTE 135 Lean Six Sigma (4)

Exposes students to the Lean Six Sigma DMAIC (Define, Measure, Analyze, Improve, Control) improvement approach along with statistical and lean tools used in industry. Prerequisite: MAT 108. 90 Contact Hours.

Multimedia Technology AAS Degree:

REVISED - Graphic Design Degree Concentration

The code has changed to F_AAS_MMTI.

This table section of credits should now appear as:

| Required General Education Courses | Credits |
|---|-----------|
| ART 121 Drawing I | 3 |
| ART 131 Visual Concepts 2-D Design | 3 |
| ENG 121 English Composition I OR | 3 |
| ENG 122 English Composition II OR | |
| ENG 131 Technical Writing I | |
| MAT 107 Career Mathematics or higher math | 3 |
| Science or Social Science Elective* | 3 |
| Total Required General Education Credits | 15 |

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Multimedia Technology:

Multimedia Graphic Design Certificate

The code has changed to F_CER_MMMP_03

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New Course

MUS 168 Audio Post Production I (3)

Explores the steps in audio production following initial sound capture and overdubbing of sound. Key concepts include sound design, mixing, and addition of effects. Integration of music with picture is also discussed, and key concepts such as automatic dialogue replacement, foley, score, and voiceover recording are covered. Recommended Preparation: MUS 161, 162, 163 OR 164. 45 Contact Hours.

Continued on next page

New Course: MUS 184 Internship (12)

Provides students with the opportunity to supplement course-work 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.

New Course: MUS 265 Live Audio Engineering (3)

Teaches the concepts and technical skills of live sound reinforcement. Topics include basic audio concepts, the operation and interconnection of a sound system, signal processing, and live sound recording. Students will participate in special class projects and live sound sessions. Prerequisite: MUS 164. 45 Contact Hours.

New Course: MUS 284 Internship (12)

Provides students with the opportunity to supplement course-work 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. No Prerequisites or Recommended Preparation.

NEW TEXT - Nursing Program Accreditation at FRCC:

Accreditation Commission for Education in Nursing, Inc.
3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326
www.acenursing.org 404-975-5000. [Page 96](#)

Nursing - Associate of Applied Science Degree

The program offers a **PN** (not LPN) exit option course at the completion of the first year. [Page 96](#)

Nursing Degree has been updated:

| Required Nursing Courses | Credits |
|--|----------------|
| NUR 106 Medical and Surgical Nursing Concepts | 7 |
| NUR 109 Fundamentals of Nursing | 6 |
| NUR 112 Basics of Pharmacology | 2 |
| NUR 150 Maternal-Child Nursing | 6 |
| NUR 206 Advanced Concepts of Medical Surgical Nur I | 6.5 |
| NUR 211 Psychiatric-Mental Health Nursing | 4 |
| NUR 212 Pharmacology II | 2 |
| NUR 216 Advanced Concepts of Medical Surgical Nur II | 5 |
| NUR 230 Transition to Professional Nursing Practice | 4 |
| Total Required Nursing Courses | 42.5 |
| Required General Education Courses | Credits |
| BIO 201 Human Anatomy and Physiology I | 4 |
| BIO 202 Human Anatomy and Physiology II | 4 |
| BIO 204 Microbiology | 4 |
| BIO 216 Pathophysiology | 4 |
| ENG 121 English Composition I | 3 |
| HPR 108 Nutrition (or HWE 100 Human Nutrition 3 credits) | 1 |
| MAT 103 Math for Clinical Calculations | 3 |
| PSY 235 Human Growth and Development | 3 |
| Elective: GT Arts & Humanities or Social & Behavioral Science | 3 |
| Total Required General Education Courses | 29 |
| Total Credits Required for AAS Degre | 71.5 |

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Nursing - Requirements for LPN to ADN Bridge Program

Admission: Statement added: (Students who successfully complete the BCC Professional Nursing Pathway Program may be given priority for admission.)

NUR 105 Practical Nursing Arts and Skills Course is now **6** credits

NUR 106 Medical Surgical Nursing Concepts

Course is now **7** credits. Contact Hours changed to: 213

NUR 109 Fundamentals of Nursing

Course is now **6** credits. Contact Hours remain at: 210

NUR 131 Clinical I: Application of Practical Nursing Arts & Skills Course is now **3** credits.**NUR 132 Clinical II: Application of Adult Health**

Course is now **2** credits.

NUR 133 Clinical III: Application of Basic Concepts of

Maternal-Newborn & Pediatric Nursing Course is now **1** credit.

NUR 134 Clinical IV: Advanced Applications in Adult Health

Course is now **3** credits.

NUR 150 Maternal Child Nursing

Course is now **6** credits. Contact Hours changed to: 171

NUR 206 Advanced Concepts of M/S Nursing I

Course is now **6.5** credits. Contact Hours changed to: 202.5

NUR 216 Advanced Concepts of M/S Nursing II

Course is now **5** credits. Contact Hours changed to: 156

NUR 230 Transition to Professional Nursing Practice

Course is now **4** credits. Contact Hours changed to: 132

Revised: Practical Nursing Certificate Revised/added:

The practical nursing program includes a one-year full-time and a part-time program of study (four semesters). (Students who successfully complete the BCC Professional Nursing Pathway Program may be given priority for admission.)

| Required Nursing Courses | Credits |
|--|----------------|
| NUR 101 Parmacology Calculations | 1 |
| NUR 102 Alterations in Adult Health I | 4 |
| NUR 103 Basic Health Assessment for the Practical Nurse | 1 |
| NUR 104 Alterations in Adult Health II | 5 |
| NUR 105 Practical Nursing Arts and Skills | 6 |
| NUR 110 Pharmacology for Practical Nursing | 3 |
| NUR 111 Advancement into Practical Nursing | 1 |
| NUR 113 Basic Concepts of Maternal-Newborn Nursing | 2 |
| NUR 114 Basic Concepts of Pediatric Nursing | 2 |
| NUR 115 Basic Concepts of Mental Health Nursing | 1 |
| NUR 116 Basic Concepts of Geriatric Nursing | 1 |
| NUR 131 Clinical I: Applic. Practical Nursing Arts & Skills | 3 |
| NUR 132 Clinical II: Application of Adult Health | 2 |
| NUR 133 Clinical III: Application of Basic Concepts of Maternal-Newborn & Pediatric Nursing | 1 |
| NUR 134 Clinical IV: Advanced Applications Adult Health | 3 |
| Total Required Nursing Courses | 36 |
| Required General Education Courses | Credits |
| BIO 106 Basic Anatomy & Physiology (OR BIO 201 Human Anatomy & Physiology I AND BIO 202 Human Anatomy & Physiology II) | 4 |
| ENG 121 English Composition I | 3 |
| Total Required General Education Courses | 7 |
| Elective Courses | Credits |
| HPR 108 Dietary Nutrition (1 Credit Hour) OR HWE 100 Human Nutrition (3 Credit Hours) | 1 |
| Total Required Credits for the Certificate | 44 |

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Continued on next page

REVISED Nurse Aide Certificate Intro Text:

Now only offered at Larimer and Westminster campuses, **not Boulder County Campus.**

Students are required to submit and pass a specific criminal background check through Certified Background, which is not included in the student's tuition. The background check must be passed prior to the NUA 170 clinical. Students are strongly encouraged to submit the background check prior to class registration, as submission of the background check is no guarantee of passing. Contact the Nurse Aide Office on each individual campus for information on beginning the background check or disqualifying offenses. Disqualifying Offenses that may fail a background check include, but are not limited to: physical abuse or domestic violence, theft, illegal use of weapons, or illegal use or possession of controlled substances. Students will be required to have immunizations to meet O.S.H.A. guidelines, including current negative TB test and a current seasonal flu shot during fall and spring semesters. Some clinical facilities may require additional immunizations. Contact each individual campus for more information, and on specific campus requirements for the classes. The Larimer campus has a paperwork packet that is available to students once class begins in D2L. The Westminster campus has a campus-specific Nurse Aide Information Packet, which is due two weeks prior to the start of classes. This packet is distributed at the monthly Nurse Aide Information meeting. Contact the Westminster campus for meeting times and locations. [Page 100](#)

REVISED Phlebotomy Certificate Intro Text:

This certificate is designed to provide the student with entry-level skills required for employment as a phlebotomist, and to sit for the national ASCP certification. **Prerequisites:** CCR 092 or place into CCR 093 or 094 with accuplacer test scores. Students meeting specific transcript requirements may be exempt. Student should call the testing center to submit transcripts. **Corequisites:** HPR 112 and HPR 113. The Phlebotomy certificate is obtained through successful completion of HPR 112 and HPR 113. HPR 112 is comprised of class and lab. HPR 113 is the clinical, which is comprised of 2 days in a hospital setting with the clinical instructor, followed by a 2 week rotation at a local clinical laboratory site. Students are given information in HPR 112 on applying for the ASCP national exam. Students are eligible to apply for the ASCP exam after successfully completing the Phlebotomy training program. [Page 102](#)

NEW Welding Technology Degree & Certificate Codes:

Welding Technology AAS Degree: F_AAS_WTE_01
Comprehensive Welding Certificate: F_CER_WTEC_00
Creative Metalworking Certificate: F_CER_WEL1_00
Gas Metal Arc Welding (MIG) Certificate: F_CER_WTEM_01
Gas Tungsten Arc Welding (TIG) Certificate: F_CER_WTET_05
Oxyacetylene Welding Certificate: F_CER_WTEO_02
Pipe Code Welding Certificate: F_CER_WTEP_03
Shielded Metal Arc Welding Certificate: F_CER_WTES_04
Welding Fundamentals Certificate: F_CER_WTEF_00

REVISED: WELDING TECHNOLOGY AAS DEGREE

Code: F_AAS_WTE_01

| Required Courses | Credits |
|--|---------|
| MTE 110 Manufacturing Communication & Teamwork | 3 |
| WEL 100 Safety for Welders | 1 |
| WEL 101 Allied Cutting Processes** | 4 |

(Continued)

| | |
|--|---|
| WEL 103 Basic Shielded Metal Arc I | 4 |
| WEL 104 Basic Shielded Metal Arc II | 4 |
| WEL 106 Blueprint Reading for Welders & Fitters** | 4 |
| WEL 110 Advanced Shielded Metal Arc I | 4 |
| WEL 124 Introduction to Gas Tungsten Arc Welding | 4 |
| WEL 125 Introduction to Gas Metal Arc Welding | 4 |
| WEL 224 Advanced Gas Tungsten Arc Welding | 4 |
| WEL 225 Advanced Gas Metal Arc Welding | 4 |
| WEL 250 Layout and Fabrication** | 4 |
| WEL 289 Capstone or an elective in: ART, ASE, CAD, ENT, HVAC, OR WEL | 1 |

Total Required Credits 45
Required General Education Courses Credits

| | |
|---|---|
| ENG 121 English Composition I OR | 3 |
| ENG 122 English Composition II OR | |
| ENG 131 Technical Writing I | |
| MAT 107 Career Mathematics or higher | 3 |
| PHY 105 Conceptual Physics | 4 |
| General Studies Elective* | 3 |
| Social and Behavioral Sciences OR Arts and Humanities Elective* | 3 |

Total Required General Education Credits 16
Total Required Credits for AAS Degree 61

*Electives must be selected from the Approved General Education Electives List for the AAS degree.

**Note: These courses can be substituted with the Pipe Welding Code Certificate courses WEL 230 Pipe Welding I, WEL 231 Pipe Welding II, or WEL 240 Pipe Welding Certification.

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OXYACETYLENE WELDING CERTIFICATE should read:

| Required Courses | Credits |
|---|----------|
| WEL 100 Safety for Welders | 1 |
| WEL 101 Allied Cutting Processes** | 4 |
| Total Required Credits for Certificate | 5 |

**Note: This course can be substituted with the Pipe Welding Code Certificate courses WEL 230 Pipe Welding I, WEL 231 Pipe Welding II, or WEL 240 Pipe Welding Certification. [Page 106](#)

CREATIVE METALWORKING CERTIFICATE should read:

| Required Courses | Credits |
|--|-----------|
| ART 110 Art Appreciation | 3 |
| ART 121 Drawing I | 3 |
| CAD 101 Computer-Aided Drafting I | 3 |
| CAD 102 Computer-Aided Drafting II | 3 |
| WEL 100 Safety for Welders | 1 |
| WEL 101 Allied Cutting Processes** | 4 |
| WEL 124 Introduction to Gas Tungsten Arc Welding | 4 |
| WEL 289 Capstone | 1 |
| Choose one of the following: | |
| ART 132 3-D Design OR | 3 |
| ART 154 Sculpture I | |
| Choose one of the following: | |
| CAD 202 Computer-Aided Drafting/3D OR | 3 |
| CAD 240 Inventor I/AutoDesk OR | |
| CAD 255 Solid Works/Mechanical | |
| Total Required Credits for Certificate | 28 |

**Note: This course can be substituted with the Pipe Welding Code Certificate courses WEL 230 Pipe Welding I, WEL 231 Pipe Welding II, or WEL 240 Pipe Welding Certification. [Page 106](#)

Continued on next page

COMPREHENSIVE WELDING CERTIFICATE should read:

| Required Courses | Credits |
|---|-----------|
| WEL 100 Safety for Welders | 1 |
| WEL 101 Allied Cutting Processes** | 4 |
| WEL 103 Basic Shielded Metal Arc I | 4 |
| WEL 104 Basic Shielded Metal Arc II | 4 |
| WEL 106 Blueprint Reading for Welders & Fitters** | 4 |
| WEL 110 Advanced Shielded Metal Arc I | 4 |
| WEL 124 Introduction to Gas Tungsten Arc Welding | 4 |
| WEL 125 Introduction to Gas Metal Arc Welding | 4 |
| WEL 224 Advanced Gas Tungsten Arc Welding | 4 |
| WEL 225 Advanced Gas Metal Arc Welding | 4 |
| WEL 250 Layout and Fabrication** | 4 |
| Total Required Credits for Certificate | 41 |

**Note: These courses can be substituted with the Pipe Welding Code Certificate courses WEL 230 Pipe Welding I, WEL 231 Pipe Welding II, or WEL 240 Pipe Welding Certification. [Page 106](#)

FRCC Program Accreditation

Please add to the Program Accreditation list:

Accounting: Retail Management Certificate endorsed by the Western Association of Food Chains (WAFC) [Page 11](#)

Registration -

Course Prerequisite and Co-requisite Requirements

Please add the following statement:

A student enrolled in a developmental education course that is a prerequisite or co-requisite to a college-level course, must earn a S/A, S/B, or S/C to have successfully completed that prerequisite or co-requisite requirement. An U/D or U/F are considered failing and will not fulfill the prerequisite or co-requisite and that course is not financial aid eligible. [Page 18](#)

Grade Definitions AU-Audit: Revised text now states:

By auditing a course, a student may participate in course activities, but does not receive a formal transcript grade. Students must indicate intent to audit a course by the deadline. Audited courses are not eligible for the College Opportunity Fund stipend. Students will be responsible for the full in-state or out-of-state tuition. Audited courses do not meet the credit hour requirements for financial aid or veteran benefits and may not be applied to certificates or degrees. Course credits for which an AU is earned will not count in Attempted Hours and Earned Hours. No Quality Points will be assigned, and there will be no impact on either the Term or Cumulative GPA. [Page 31](#)

Academic Appeal Procedures *This section has been revised:*

1. Statement of Purpose

To secure equitable solutions to problems of an academic nature that affects a student's academic progress.

2. Basis for an Academic Appeal

An academic appeal may be initiated in the following areas:

- Denial of program completion/graduation
- Academic dismissal from a program
- Final grades

Note: Appeals/grievances of a non-academic nature are handled by the Dean of Student Services in accordance with the current student grievance procedure.

3. Procedure

a. Informal Appeal - This process must be used first. The student and instructor should attempt to resolve the problem on an in

formal basis whenever possible. If this fails, the student may meet with the instructor and the department chair to resolve the issue. If the issue is not resolved in the informal process, the student may initiate the formal appeal process.

b. Formal Appeal - A formal appeal must be initiated according to the procedures and timelines listed below:

- Final grade appeals must be initiated by the student within thirty calendar days of the awarding of the grade.
- Denial of program completion/graduation or academic dismissal appeals from any program must be initiated within ten calendar days following the notification to the student.
- The student may initiate a formal appeal by submitting a written statement to the Dean of Instruction describing the exact nature of the complaint and the remedy the student is seeking. Appeals may be submitted outside the timelines indicated above only if documented extenuating circumstances exist. These circumstances must be fully explained in the written appeal request and accompanied by the supportive documentation. Acceptance of late appeals will be at the discretion of the instructional dean.
- The Dean of Instruction will convene an administrative hearing.
- Participants in the administrative hearing will include the student, the instructor, and the Dean of Instruction. If the instructor is unavailable, the department chair will represent the instructor.

- The student and the instructor may submit written statements by other individuals having information regarding the complaint.
- After the hearing, the Dean of Instruction will review all oral and written statements and reach a decision. Both student and instructor will receive written notification of the decision within ten calendar days after the hearing.

Petition for Review: Subsequent to the appeals decision by the Dean of Instruction, the student may submit a written request to the campus Vice President for review of the proceedings. The Petition for Review must be submitted within ten calendar days of the written notification of the initial decision. Failure to meet the ten-day deadline for a written request for review will result in the initial decision made by the Dean of Instruction being final and not subject to additional review. All decisions of the Vice President are final.

[Page 32](#)

Credit for Prior Learning

The final paragraph has an updated website:

Note: To facilitate the awarding of credit among the state's community colleges, the Community Colleges of Colorado have established the CCCS Standardized Test Matrix for the Award of Credit. This Matrix is accessible online at www.cccs.edu/wp-content/uploads/2012/08/Credit-for-Prior-Learning-Handbook.pdf

Credit for Prior Learning form is available in Admissions & Records.

[Page 36](#)

Student Complaint/Grievance Procedure

The final sentence should read:

If the respondent is an FRCC Administrator/Professional Technical employee(s), Faculty or Adjunct Instructor(s), Classified employee(s), hourly employee(s), which would include student hourly and workstudy (FRCC employee(s)), authorized volunteer(s), guest(s) or visitor(s), please refer to **SP3-50b**.

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Continued on next page

Revising this Procedure

The final sentence should read:

Click here for the online civil rights grievance form:

<https://publicdocs.maxient.com/incidentreport.php?FrontRangeCC>

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Privacy: Front Range Community College Notification of Rights Under FERPA

The end of the first paragraph in the #3) section should read:

FRCC has designated the National Student Clearinghouse as a College official. A College official (including FRCC advisors representing NSLS, PTK and other honorary or leadership programs) has a legitimate educational interest if the official needs to review education records in order to fulfill his or her professional responsibilities for the College.

The third paragraph in the #3) section should read:

The Colorado Community College System considers the following to be directory information and Front Range Community College staff may disclose this information, without prior consent, to anyone inquiring in person, by phone, or in writing: student name; major field of study; participation in officially recognized activities and sports; dates of student attendance, enrollment status (i.e. full-time, three-quarter-time, half-time, less than half-time, withdrawn, graduated or deceased); degrees/certificates and awards student has earned; and the most recent educational institution attended by the student. Directory Information is limited to the current academic year only. **Pages 208-209**

Notice of Non-Discrimination Statement

This section replaces the old "Nondiscrimination Statement"

Page 209-210

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

The College has designated Paul M. Meese, Executive Director, Organizational Development & Human Resources, as its Affirmative Action Officer/Equal Opportunity Coordinator/Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Paul M. Meese, 2190 Miller Drive, Longmont, CO 80501, paul.meese@frontrange.edu, (303) 678-3707.

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

Legal Notices

Equal Opportunity and the Sexual Harassment sections

The paragraph containing discrimination content should state:

"The College does not discriminate on the basis of gender, sex, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity or sexual orientation."

NEW Legal Notices section:

FRCC Civil Rights Grievance and Investigation Process

Basis

Board Policy (BP) 3-120 and BP 4-120 provides that employees and students shall not be subjected to unlawful discrimination and/or harassment on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity or sexual orientation in its employment practices or educational programs and activities.

Procedure

This FRCC procedure, adapted from the National Center for Higher Education Risk Management (NCHERM) and the Association of Title IX Administrators (ATIXA), should be applied to all civil rights grievances.

Definitions

Complainant(s) is a person who is subject to alleged protected class discrimination, harassment or related retaliation. For purposes of this procedure, a complainant can be an FRCC Employee(s), student(s), authorized volunteer(s), guest(s), or visitor(s).

Respondent(s) is a person whose alleged conduct is the subject of a complaint. For purposes of this procedure, a respondent can only be a student(s).

Title IX Coordinator(s) and Title VI and VII Coordinator(s) (EO Coordinator) is the employee(s) designated by the college president to oversee all civil rights complaints for both employees and students.

Appointing Authority/Disciplinary Authority is the individual with the authority or delegated authority to make ultimate decisions concerning a particular student. A Disciplinary authority is the individual who or office that has the authority or delegated authority to impose discipline upon a particular employee or student. The Chief Student Services Officer (CSSO) is the individual designated by the College President to administer student affairs and be responsible for administering the college's Student discipline, including student discipline.

Investigator(s) is the person(s) charged to investigate the civil rights grievance by the Title IX and/or the EO Coordinator. This person can be referred to as the "Deputy Title IX and/or EO Coordinator(s)". The CSSO may be the investigator(s) over the particular complaint as well as the person in charge of enforcing student discipline.

Discrimination is:

- any distinction, preference, advantage for or detriment to an individual compared to others that is:
- based upon an individual's actual or perceived sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation, that is so severe, persistent or pervasive, and
- that unreasonably interferes with or limits:
- Employee's employment conditions or deprives the individual of employment access or benefits.
- Student's ability to participate in, access, or benefit from the college's educational program or activities.
- Authorized volunteers' ability to participate in the volunteer activity.
- Guests and visitors' ability to participate in, access, or benefit from the college's programs.

Discriminatory Harassment is:

- detrimental action based on an individual's actual or perceived sex/gender, race, color, age, creed, national or ethnic origin, phys-

Continued on next page

ical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity or sexual orientation, which is

- severe, persistent or pervasive that it unreasonably interferes with or limits:

- Employee's employment conditions or deprives the individual of employment access or benefits.
- Student's ability to participate in, access, or benefit from the college's educational program or activities.
- Authorized volunteers' ability to participate in the volunteer activity.
- Guests and visitors' ability to participate in, access, or benefit from the college's programs.

Retaliatory Harassment is:

- any adverse employment or educational action taken against a person because of the person's perceived participation in a complaint or investigation of discrimination and/or harassment based on federal or state civil rights laws.
- It is a violation of this procedure to engage in retaliatory acts against any person who reports an incident of discrimination and/or harassment, or any person who testifies, assists or participates in a proceeding, investigation or hearing relating to such allegation of discrimination and/or harassment. Such act will be subject to discipline, up to and including expulsion for students, termination for FRCC employees, and dismissal for authorized volunteers, guests or visitors.

Sexual Misconduct offenses include, but are not limited to:

- Sexual Harassment
- Non-Consensual Sexual Contact (or attempts to commit same)
- Non-Consensual Sexual Intercourse (or attempts to commit same)
- Sexual Exploitation

For more information on sexual misconduct please refer to SP 3-120a and SP 4-120a.

Complaint Procedures Concerning Discrimination and/or Harassment

FRCC does not permit discrimination or harassment in our work environment, educational programs and activities. FRCC can respond to discrimination and/or harassment only if it is aware of the allegations made. Further, FRCC can more effectively investigate the sooner the allegation is brought to its attention. Any employee or student who believes they have been subjected to discrimination and/or harassment based on federal or state civil rights laws should follow this procedure to report these concerns.

Reporting an Incident of Discrimination and/or Harassment Employee's Obligation to Report

FRCC employees have an ethical obligation to report any incidences they are aware of concerning discrimination and/or harassment. If the employee is unsure, s/he may direct their questions to Human Resources at the college. Failure to report will be considered a violation of BP 3-70, Colorado Community College System Code of Ethics, and may result in discipline, up to and including termination.

To Report a Complaint Confidentially

If one desires that details of the incident be kept confidential, they should speak with on-campus mental health counselors or off-campus rape crisis resources who can maintain confidentiality. On-campus mental health counselors are available to help you free of charge, and can be seen on emergency basis. In addition, you may speak off-campus with members of the clergy and chaplains, who will also keep reports made to them confidential. There are additional resources available here. If you want to file a confidential

complaint to be investigated, you can follow this link to do so. No names are required to complete this form.

Reporting a Complaint

In order to take appropriate corrective action, FRCC must be aware of discrimination, harassment and related retaliation that occurs in FRCC employment and educational programs or activities. Therefore, anyone who believes s/he has experienced or witnessed discrimination, harassment or related retaliation should promptly report such behavior to the Title IX/EO Coordinator by clicking here.

Clergy Act-Federal Statistical Reporting Obligations

Certain campus officials have a duty to report criminal misconduct for federal statistical reporting purposes (Clergy Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student affairs/student conduct officers, campus law enforcement, local police, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clergy location categories) and the Clergy crime category. This reporting protects the identity of the victim and may be done anonymously.

Clergy Act-Federal Timely Warning Reporting Obligations

Victims of criminal misconduct should also be aware that college administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The college will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are the same as detailed at the end of the above section. For more information on Clergy Act reporting requirements please contact Gordon Goldsmith, Director of Campus Security and Preparedness, JFK Suite 100, 303-404-5799.

Filing a Complaint

All complaints shall be made as promptly as possible after the occurrence. A delay in reporting may be reasonable under some circumstances; however, an unreasonable delay in reporting is an appropriate consideration in evaluating the merits of a complaint or report. Click here: <https://publicdocs.maxient.com/incidentreport.php?FrontRangeCC>

Who to Report to

Report all concerns or complaints relating to discrimination, harassment, or sexual misconduct to:

Paul M. Meese, Executive Director, Organizational Development & Human Resources, Title IX/EO Coordinator, 2190 Miller Drive, Longmont, CO 80501, 303-678-3707. To report anonymously please go to: <https://publicdocs.maxient.com/incidentreport.php?FrontRangeCC>.

Employees who wish to report a concern or complaint relating to discrimination or harassment by/towards a student may do so by reporting the concern to the Title IX Coordinator(s).

Students with complaints of this nature also have the right to file a formal complaint with the United States Department Education:

Office for Civil Rights (OCR)
U.S. Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Telephone: (303) 844-5695
Facsimile: (303) 844-4303
Email: OCR.Denver@ed.gov
Web: <http://www.ed.gov/ocr>

For employees with complaints of this nature also have the right to file a formal complaint with the Colorado Department of Regulatory Agencies

Colorado Civil Rights Division
1560 Broadway #1050
Denver, CO 80202
Telephone: (303) 894-2997
Facsimile: (303) 894-7830
Web: <http://www.dora.state.co.us/civil-rights/index.htm>

Or

United States Equal Employment Opportunity Commission
303 E. 17th Avenue
Suite 410
Denver, CO 80203
Telephone: (800) 669-4000
Facsimile: (303) 866-1085
Web: <http://www.eeoc.gov/field/denver/index.cfm>

All other grievances where the complainant is a student(s) and the basis of the complaint is not discrimination and/or harassment based on federal or state civil rights laws will be addressed pursuant to SP 4-31: <https://www.cccs.edu/wp-content/uploads/2012/08/SP4-31Rev07112013.pdf>

All other grievances by an employee(s) and the basis of the complaint is not discrimination and/or harassment based on federal or state civil rights laws will be addressed pursuant to SP 3-50a. <https://www.cccs.edu/wp-content/uploads/2013/09/SP-3-50a.pdf>

The Complaint

Notice of a formal complaint can be made in person or orally to the Title IX or the EO Coordinator(s), but the college strongly encourages submission of grievances involving employee and students to be in writing, or by going to <https://publicdocs.maxient.com/incidentreport.php?FrontRangeCC>.

The grievance should clearly and concisely describe the alleged incident(s), when and where it occurred, and the desired remedy sought. The grievance should be signed by the initiator or, in the case of an email submission, sent as an email attachment, in letter format and should contain the name and all contact information for the grievant. To report anonymously please go to: <https://publicdocs.maxient.com/incidentreport.php?FrontRangeCC>. Any supporting documentation and evidence should be referenced within the body of the formal grievance.

The complainant's supporting documentation should clearly demonstrate all informal efforts, if any, to resolve the issue(s) with

the person involved and the person's supervisor. This includes names, dates and times of attempted or actual contact along with a description of the discussion and the manner of communication made in the course of each effort. If contacting the person involved and/or the supervisor is impracticable, the complainant should state the reasons why.

Preliminary Steps

This complaint process involves an immediate initial investigation to determine if there is sufficient evidence to believe a violation has occurred. If so, the college will initiate a prompt, thorough and impartial investigation. This investigation is designed to provide a fair and reliable determination about whether policies or procedures have been violated. If so, FRCC will implement a prompt and effective remedy designed to end the discrimination, prevent its recurrence and address its effects.

Timeline of Process (Informal and Formal)

FRCC shall make every effort to complete the informal process no later than 30 days from the date of notice of complaint.

If the complainant chooses to file a formal complaint, or the informal process was unsuccessful, FRCC shall make every effort to complete the investigation and implement remedies, if any, no later than 60 days from the date the complaint is filed or informal resolution is concluded.

If the college cannot resolve the formal complaint within these timeframes, the college may extend the deadline when necessary to properly investigate the complaint.

Formal and Informal Grievance Procedure for Student and Employee Complaints

The FRCC community benefits from informal and formal procedures that encourage prompt resolution of complaints and concerns that employee and students may have about the implementation of policies and procedures that govern the institution.

Informal Grievance Process

Before pursuing the formal complaint process, every reasonable effort should be made to constructively resolve issues with FRCC employees and students at the informal level. Whenever possible and safe, the problem or complaint should first be discussed with the individual involved in the complaint. If satisfactory resolution is not reached after discussion with the individual, the employee or student should contact the individual's direct supervisor to attempt to resolve the complaint. If these efforts are unsuccessful, the formal complaint process may be initiated. The college does not require an employee or student to contact the person involved or that person's supervisor if doing so is impracticable, or if the employee or student believes that the conduct cannot be effectively addressed through informal means.

If the incident involves an alleged sexual assault, the college will not enter into the informal process.

Formal Grievance Process

If the informal grievance process is unsuccessful, or if FRCC or the complainant chooses not to pursue the informal process, upon receipt of the grievance the Title IX/EO Coordinator(s) will open a formal case, file and assign an investigator(s) who will direct the investigation, confer with the Title IX Coordinator/EO Coordinator(s) on interim action, accommodations for the alleged victim, and take any other necessary remedial short-term actions.

The college has the right to assign more than one investigator per incident.

The investigator(s) will then take the following steps:

- In coordination with the Title IX/EO Coordinator(s), initiate any

Continued on next page

necessary remedial actions;

- Determine the identity and contact information of the complainant(s) (whether that be the initiator, the alleged victim, or a college proxy or representative);
- Identify the policies and procedures allegedly violated;
- Conduct an immediate initial investigation to determine if there is sufficient evidence to charge the respondent(s), and what policy and procedure violations should be alleged as part of the complaint;
- If there is insufficient evidence to support the complaint, the grievance should be closed with no further action;
- Meet with the complainant to finalize the complaint and
- Prepare the notice of charges on the basis of the initial investigation;
- Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the accused individual, who may be given notice prior to or at the time of the interview;
- Complete the investigation promptly, and without unreasonable deviation from the intended timeline;
- Make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not);
- Present the findings to the respondent, who may accept the findings, accept the findings in part and reject them in part, or may reject all findings;
- Share the findings and update the complainant on the status of the investigation and the outcome.

Elaboration on Employee and Student Participation in the Grievance Process

The investigator(s) will contact or request a meeting with the complainant(s), the alleged victim (if different people), and the respondent(s). The investigator(s) may also contact or request a meeting with relevant college staff, students, or others as part of the investigation. The complainant(s) and respondent(s) may offer any documentation, witnesses, or other materials in support of the complaint.

The complainant(s) and the respondent(s) have the option to have an advocate during a meeting with the case officer to discuss the documentation submitted in support of the grievance; however, the complainant(s) or respondent(s) cannot be represented by an attorney or law student (legal counsel) unless civil or criminal actions concerning the particular incident in question are pending. Under those limited exceptions, an attorney or law student may be present but his or her role shall be advisory only. The party represented by legal counsel must notify the investigator(s) forty-eight (48) hours in advance of any scheduled meeting so that the investigator(s) can notify the other party. These procedures are entirely administrative in nature and are not considered legal proceedings. The complainant(s) and respondent(s) must advise the investigator(s) of the identity of an advocate or witness at least two (2) business days before the date of the meeting with the investigator(s). No audio or video recording of any kind other than as required by institutional procedure is permitted.

At the investigator's discretion, the investigator(s) may remove anyone who is causing a disruption to the meeting or is being uncooperative.

All these same opportunities and privileges extend to all parties to the complaint.

Findings

Investigator shall issue the findings in the form of an investigation report. Both parties shall be informed of the findings. Where the respondent accepts the finding that s/he violated the non-discrimination, anti-harassment, or retaliation policy, the CSSO will then proceed with disciplinary action, after consultation with the Title IX/EO Coordinator(s), in accordance with the applicable policies and procedures that govern.

In the event that the complainant or respondent rejects the findings in part or entirely, the Title IX Compliance Officer will then convene a hearing to determine whether the accused individual is in violation of the contested aspects of the complaint. Both parties shall be notified of the hearing. At the hearing, the findings of the investigation will be admitted, but are not binding on the decider(s) of fact. The investigator(s) may give evidence. The complainant and the respondent have the opportunity to be present and to participate in the hearing. The hearing will determine whether it is more likely than not that the respondent violated the policies forming the basis of the charge. The goal of the hearing is to provide an equitable resolution via an equitable process, respecting the civil and legal rights of all participants.

The hearing panel or person shall issue a decision. Both the complainant and the respondent shall be notified in writing of the decision.

- If the respondent is found not in violation, the investigation shall be closed.
- If the respondent is found in violation, the decision will be given to the CSSO to proceed with disciplinary proceedings in accordance with the student disciplinary policy and procedure.
- For students, disciplinary action will be in compliance with:
 - BP 4-30, Student Discipline: <https://www.ccs.edu/wp-content/uploads/2012/08/BP4-30.pdf>
 - SP 4-30, Student Disciplinary Procedure: <https://www.ccs.edu/wp-content/uploads/2013/09/SP4-30.pdf>

The college will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the college community.

Filing an Appeal Request

In the event that a respondent accepts the findings of the investigation, those findings cannot be appealed during the student discipline process. Sanctions imposed by the Title IX Compliance Officer post-investigation can be appealed pursuant to the student discipline procedure.

All sanctions imposed by the original decision maker will be in effect during the appeal. A request may be made to the CSSO for special consideration in exigent circumstances, but the presumptive stance of the institution is that the sanctions will stand. Graduation, study abroad, internships/externships, etc. do not in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the institution or of privileges, all reasonable attempts will be made to restore the employee, student, authorized volunteer, guest or visitor to their prior status, recognizing that some opportunities lost may be irretrievable in the short term.

Special Grievance Process Provisions

Attempted violations. In most circumstances, college will treat attempts to commit discrimination, harassment, or retaliation as if those attempts had been completed.

College as Complainant. As necessary, college reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim of misconduct.

Standard of proof-the college will use the preponderance of evidence standard in the civil rights investigation proceedings, meaning, the college will determine whether it is more likely than not a violation occurred.

Jurisdiction-College grievance proceedings may be instituted over incidences that occur or are related to College or college-sanctioned activities or was of such a nature to impact upon the college.

False Reports. College will not tolerate intentional false reporting of incidents. False reporting could lead to disciplinary action, up to and including termination for employees, and expulsion for students.

- For FRCC employees, false reports will be considered a violation of BP 3-70, Code of Ethics.

- For students, false reports will be considered a violation of the college student code of conduct.

False reporting may also be a violation of state criminal statutes and civil defamation laws.

The Parties do not have the right to be represented by legal counsel during these proceedings except in the case where civil or criminal actions concerning the grievance are pending and in that case the legal counsel's role shall be advisory only. The party represented by legal counsel must notify the investigator(s) forty-eight (48) hours in advance of any scheduled meeting so that the investigator(s) can notify the other party.

Immunity for Victims and Witnesses that are Students. FRCC encourages the reporting of violations and crimes by victims and witnesses. Sometimes, victims or witnesses are hesitant to report to FRCC officials or participate in grievance processes because they fear that they themselves may be accused of policy and procedure violations, such as underage drinking at the time of the incident. It is in the best interests of this community that as many victims as possible choose to report to college officials, and that witnesses come forward to share what they know. To encourage reporting, FRCC pursues a policy of offering victims of crimes and witnesses limited immunity from policy violations related to the incident. This is not immunity from criminal prosecution.

Bystander Engagement for Students. The welfare of students in our community is of paramount importance. At times, students on and off-campus may need assistance. FRCC encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others, for fear that they may get themselves in trouble (for example, as student who has been drinking underage might hesitate to help take a sexual misconduct victim to the Campus Police or Security). The college pursues a policy of limited immunity for students who offer help to others in need. This is not immunity from criminal prosecution. While policy and procedure violations cannot be overlooked, the college will provide educational options, rather than punishment, to those who offer their assistance to others in need.

Parental Notification when Students are involved in an incident. The college reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation, particularly alcohol and other drug violations. The college may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or

drug policy violations. Where a student is not-dependent, college will contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. The college also reserves the right to designate which college officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act.

Notification of Outcomes. Complainant(s) and Respondent(s) have an absolute right to be informed of the outcome, essential findings, the sanctions imposed if any, unless the college has a legitimate concern for the health, safety, or welfare of the college.

The outcome of a campus investigation is part of the educational record of the accused student, and is protected from release under a federal law, FERPA. However, FRCC observes the legal exceptions as follows:

- Specifically, Complainant(s) in non-consensual sexual contact/intercourse, sexual exploitation, sexual harassment, stalking, and relationship violence incidents have an absolute right to be informed of the outcome, essential findings, and sanctions of the hearing, in writing, without condition or limitation.

- The college may release publicly the name, nature of the violation and the sanction for any student who is found in violation of a college policy that is a "crime of violence," including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/vandalism of property and kidnapping/abduction. The college will release this information to the complainant in any of these offenses regardless of the outcome.

Alternative Testimony Options for Employees and Students. For sexual misconduct complaints, and other complaints of a sensitive nature, whether the alleged victim is serving as the complainant or as a witness, alternative testimony options will be given, such as placing a privacy screen in the hearing room, or allowing the alleged victim to testify outside the physical presence of the accused individual, such as by Skype. While these options are intended to help make the alleged victim more comfortable, they are not intended to work to the disadvantage of the accused student.

Past Sexual History/Character of Employees and Students. The past sexual history or sexual character of a party will not be admissible by the other party in the investigation or hearing unless such information is determined to be highly relevant by the investigator. All such information sought to be admitted will be presumed irrelevant, and any request to overcome this presumption by the parties must be included in the complaint/response or a subsequent written request, and must be reviewed in advance of the hearing by the CSSO. While previous conduct violations by the accused student are not generally admissible as information about the present alleged violation, the CSSO may supply previous complaint information to the investigators, the conduct board, or may consider it him/herself if s/he is hearing the complaint, only if:

- 1) The accused was previously found to be responsible;
- 2) The previous incident was substantially similar to the present allegation;
- 3) Information indicates a pattern of behavior and substantial conformity with that pattern by the accused student.

Retaliatory Acts

If any person who reports an incident of discrimination and/or harassment, or any person who testifies, assists or participates in a proceeding, investigation or hearing relating to such allegation of discrimination and/or harassment, feels they are being subjected to retaliatory acts may report such incidences to the Title IX Coordinator.

It is a violation of this procedure to engage in retaliatory acts against any person who reports an incident of discrimination and/or harassment, or any person who testifies, assists or participates in a proceeding, investigation or hearing relating to such allegation of discrimination and/or harassment. Such act will be subject to discipline, up to and including expulsion for students, termination for FRCC employees, and dismissal for authorized volunteers, guests or visitors.

Revising this Procedure

This procedure defines and prohibits harassment on the basis of federal and state law as interpreted by the courts. If statutory provisions, regulatory guidance, or court interpretations change or conflict with this policy, the college's procedure can be deemed amended as of the time of the decision, ruling or legislative enactment to assure continued compliance.

CCCS reserves the right to change any provision or requirement of this procedure at any time and the change shall become effective immediately.

