**Technical College of the Rockies**

“Where Careers Begin”

**Our Mission**

is to be where careers begin by setting the standards for education and training to enhance career competencies, employability, and the well-being of our students and community. Our commitment and dedication to excellence ensures quality through innovation and vision.

**Vision**

- To provide technical certificates for credit programs that prepare students for employment.
- To provide quality education for all students.
- To provide opportunities for lifelong learning through credit and non-credit courses, workshops, and seminars.
- To contribute to the enhancement of business, industry, and the community through customized education, job training, and retraining.
- To provide a seamless education system by collaborating with area secondary and postsecondary institutions.
- To provide support services to enable students to develop and achieve educational, personal, and career goals.
- To support continuous improvement through the enrichment of personnel and programs and the strategic allocation of personnel, facilities, technology, and equipment.
- To optimize our public image via quality education, community and alumni involvement, marketing, and public relations.
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Printed copies of the catalog are available on request.
Phone:  970-874-7671 or 800-393-5252
Mail:  TCR, 1765 US Hwy 50, Delta, CO  81416
Fax:  970-874-8796
GENERAL INFORMATION

ABOUT US

The Technical College of the Rockies (TCR) is a public institution governed by the Delta County Joint School District #50 Board of Education. Funding for our programs comes from Federal, State, and local sources. We are designated by the Colorado State Board for Community Colleges and Occupational Education as the agent for postsecondary vocational training in Western Colorado. Our service area includes Delta, Gunnison, Hinsdale, Montrose, Ouray, and San Miguel counties. We offer career and technical education programs approved and/or accredited by the Colorado Community College System. We are accredited by the Council on Occupational Education. Program approvals and accreditation documents are available for review in the administration office.

Our mission is to be where careers begin by setting the standards for education and training to enhance career competencies, employability, and the well-being of our students and community. Our commitment and dedication to excellence ensures quality through innovation and vision. We provide career and technical certificate programs and courses in health, trades, technical, and business fields at the secondary and postsecondary levels. Our programs are designed to train students for entry-level employment, to provide retraining, or to upgrade the job skills of our students.

We provide practical training to assist students in meeting the needs of employers in business and industry. Training programs are designed to enhance the employability of our students by helping them develop life and job skills and work habits. Assistance in upgrading basic educational skills is also available.

All of our faculty members are qualified instructors in their respective occupational fields. They are credentialed by the Colorado State Board of Community Colleges and Occupational Education. Certified instructors in licensed programs are also approved by the state licensing board for their respective occupation.

ACADEMICS

Some of our programs allow students to meet up to 50 percent or more of the program’s certificate of completion by transfer, challenge, advanced placement, or any combination of the above. Some programs do not allow any of these options to meet certificate requirements. Licensed programs such as cosmetology and practical nursing may allow a greater percentage of the program’s requirements to be met by transfer, challenge, advanced placement, or a combination of the three. Students must still meet TCR’s competency requirements prior to being awarded a vocational certificate.

Any student who wants to transfer credits to TCR must furnish an official transcript and copy of the school catalog listing the course he/she wants to transfer. A course outline may be required. The final decision on granting credit for previous formal course work is at the discretion of the Student Services Office. Students must have a grade of “C” or higher for a course to be accepted in transfer.

Any student who has acquired occupational knowledge in his/her program area through previous education, work experience, on-the-job training, or any means other than formal education may challenge any program. Some courses within a program do not provide challenge opportunities. Students who want to challenge a course must submit a complete application to challenge to the Student Services Office no later than the close of the first week of the term. A student who successfully completes the challenge process will be granted a vocational credit by examination for that course. Full credit will be recorded with a grade of “S” (Satisfactory). The cost for credit by examination will be the same as current resident tuition. No credit will be given to an unsuccessful challenge, and the student will be required to satisfactorily complete the course. A student may not challenge any course more than once.

TCR may allow advanced placement for a minimum amount of course work so that a student may enter a program at the appropriate level of instruction for his/her ability. Secondary students who wish to pursue advanced placement status should contact the Student Services Office.

We allow students to enroll in classes on an audit basis if space is available after regular enrollment has been completed. Any student interested in auditing a class must have the approval of TCR administration and must pay the regular tuition for the course. Students who are auditing a class are not required to take examinations and will not receive credit for the course.

Our programs are designed for entry-level positions and for upgrading employment skills. While the programs are not specifically designed for transfer to degree programs, all of the courses within the programs are fully transferable within the Colorado Community College System. In addition, many of our programs have program articulation or course
transfer agreements in place with other two- and four-year institutions in Colorado. Detailed information about program and course transfer is available in individual program information packets.

Courses listed in the catalog are identified in terms of postsecondary credit hours leading to a certificate of completion. Any postsecondary institution wishing to do so may, at their discretion, accept work completed at TCR. Any student who wants to transfer credit from TCR to another postsecondary institution should contact an advisor of the institution he/she wants to attend for specific details.

In most of our programs, a student earns one postsecondary credit for every 15 hours of lecture, 22.5 hours of lab, or 30 hours of clinic. In the nursing program, a student earns one postsecondary credit for every 15 hours of lecture or 30 hours of lab or clinic. In the Barber/Cosmetology Department students earn one postsecondary credit for every 30 hours of lecture or lab. Grades are issued to students upon completion of each semester. The following symbols will be used in awarding credit:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>1</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Unsatisfactory</td>
<td></td>
</tr>
</tbody>
</table>

The word TRANSFER will appear in place of a letter grade for students receiving credit for previous classes, training, or experience. A grade of "I" (Incomplete) is only given for work not completed due to a documented illness, accident, or other unavoidable absence. A student receiving an Incomplete is responsible for completing the course requirements within the first ten school days of the following semester unless prior arrangements are made with the instructor. Generally, if the Incomplete is not removed in this time, a letter grade of “F” will automatically be assigned.

A student’s grade point average (GPA) is a calculation of all of the work the student attempts. GPA is calculated by multiplying the grade points per credit hour by the credit hour value of the course attempted. All students who attend one of the certificate programs at TCR must maintain “Satisfactory Academic Progress” in order to complete their certificate successfully and on time. Satisfactory Academic Progress requires completion of all coursework and regular attendance. (See Satisfactory Academic Progress section for details.)

Our academic year generally begins in late August and goes through the following May. The academic year for our programs is individualized and will vary according to the requirements of each program. Our classes normally meet five days a week. Occasional changes in class schedules may occur due to training requirements.

**ADMISSION POLICY AND PROCEDURES**

Our open-door admission policy allows anyone 17 years of age or older, who has completed or left high school, and who has an occupational objective, to be considered for entrance into postsecondary career and technical programs. We admit qualified students on a “first-come, first-served” basis according to date of application and space availability. When programs are filled, additional applicants are placed on an alternate list. Late enrollments are accepted through the first week of class in most programs.

Students who were enrolled in a postsecondary program prior to the current term, and who did not complete their training, will be registered as new students. All financial obligations to TCR from previous terms must be paid in full prior to program continuance or re-enrollment.

We accept high school students in our secondary career and technical programs and in some of our postsecondary career and technical programs. High school students may enroll as part of their high school schedule by contacting their counselor and completing an application. High school students will earn credits toward high school graduation. In some cases they may also earn college credits.

We do not have any residency requirements for admission to TCR, however, any student who does not qualify as a Colorado resident must pay higher, non-resident tuition fees. (See Fees.)

We are an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, religion, sex, age, or disability, in our activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For further information regarding civil rights or grievance procedures, contact Michael Klouser, Director, 1765 US Hwy 50, Delta, Colorado 81416, (970) 874-7671, or the Office for Civil Rights, U.S. Department of Education.
**APPLICATION PROCEDURES**

Students who want to apply for a career or technical program at TCR must complete the following steps.

1. Submit a completed school application to the Student Services Office. The application must be completed in full and include a signature and date. Incomplete applications will not be processed and will be returned to the applicant.

2. Submit a final transcript from a previously attended high school or recognized postsecondary institution or GED results, if applicable.

3. Meet assessment or entrance test requirements for the program to which you are applying (see below).

4. Students applying for the Adult Nurse Aide (CNA), Practical Nursing, Emergency Medical Services, or Criminal Justice programs must meet additional requirements. Admission packets for these programs are available from Student Services.

5. Submit a completed financial aid application (if applicable). (See the Financial Aid section for specific financial aid information.)

6. When you have submitted all required paperwork you will be informed of your acceptance for admission at TCR and will be notified of the next registration dates for the program for which you have applied. You will need to come to TCR in person to finalize your registration.

**TEST REQUIREMENTS**

**TABE (Tests of Adult Basic Education)**

TABE testing is used as a tool for effectively assessing the skills and knowledge of applicants at TCR. Each program has different requirements and use the information from the TABE in different ways. The cost of the TABE is $10 per section. The requirements for each program are listed below.

The following departments require the TABE as an entrance exam. Each section may be taken up to three times to earn the required score. The following scores are required for admission into the program.

<table>
<thead>
<tr>
<th>Department</th>
<th>Language</th>
<th>Math Applications</th>
<th>Math Computation</th>
<th>Reading</th>
<th>Spelling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automotive</td>
<td>7.8</td>
<td>10.9</td>
<td>10.8</td>
<td>9.8</td>
<td>Not required</td>
</tr>
<tr>
<td>Business</td>
<td>10.0</td>
<td>Not required</td>
<td>Not required</td>
<td>9.8</td>
<td>10.0</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>Not required</td>
<td>Not required</td>
<td>6.1</td>
<td>9.8</td>
<td>Not required</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>11.0</td>
<td>9.9</td>
<td>8.9</td>
<td>11.0</td>
<td>Not required</td>
</tr>
<tr>
<td>Law Enforcement Academy</td>
<td>11.0</td>
<td>10.9</td>
<td>10.8</td>
<td>10.9</td>
<td>10.9</td>
</tr>
<tr>
<td>Massage Therapy</td>
<td>Not required</td>
<td>Not required</td>
<td>Not required</td>
<td>9.8</td>
<td>Not required</td>
</tr>
<tr>
<td>Nurse Aide</td>
<td>6.0</td>
<td>Not required</td>
<td>6.1</td>
<td>6.0</td>
<td>5.8</td>
</tr>
<tr>
<td>Technical Drafting</td>
<td>Not required</td>
<td>9.9</td>
<td>9.9</td>
<td>9.8</td>
<td>Not required</td>
</tr>
</tbody>
</table>

The following departments require the TABE as an assessment exam. Applicants who do not reach the minimum scores are required to meet with the program coordinator for review of their scores prior to acceptance into the program.

<table>
<thead>
<tr>
<th>Department</th>
<th>Language</th>
<th>Math Applications</th>
<th>Math Computation</th>
<th>Reading</th>
<th>Spelling</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMT-Basic</td>
<td>11.0</td>
<td>10.9</td>
<td>10.8</td>
<td>10.9</td>
<td>Not required</td>
</tr>
</tbody>
</table>

The TABE requirement may be waived for students who meet any of the following requirements:

- ACT or SAT test scores within the last two years that meet or exceed the following. Each section may be waived
independently of the others.

- English – ACT 18, old SAT 440, or new SAT 25
- Reading – ACT 17, old SAT 430, or new SAT 24
- Math – ACT 19, old SAT 460, or new SAT 25
- Completion of two semesters (30 semester credits) at a nationally accredited institution of higher education with a 3.0 or higher GPA
- An Associate’s degree or higher

Students may retake the TABE one time at no cost. This free retake must be completed within three months of the original test. Students may retake any or all portions of the TABE a maximum of three times. Any student who does not pass the TABE after the third retake must wait one year before being allowed to take the TABE again. At that time the student must start the process over. There will be a $5 charge for each section for TABE retakes after the first one. Prospective students must wait one week between retakes. TABE scores will be accepted from other agencies with prior approval, but they must be the full TABE, locator tests are not acceptable. TABE scores will be accepted for two years after the date the test was taken.

**TEAS (Test of Essential Academic Skills)**

The TEAS test is designed specifically to test the knowledge and skills of applicants for nursing and other healthcare. The Practical Nursing program at TCR requires the TEAS as an assessment test. No specific scores are required.

**Bookstore**

Our on-campus bookstore stocks all required books and some supplies for classes offered at TCR. Books and supplies for a class will generally be available at least two weeks prior to the start of the class and must be purchased prior to the first class session. The bookstore will accept returned books and supplies under the following conditions:

- Books and supplies must be returned in new condition (no marks, tears, bent pages, or signs of use).
- Books and supplies must be returned no later than one business day after the beginning of the class.
- Books must be the edition currently in stock in the bookstore.
- Supplies must be the type currently in stock in the bookstore.
- All returns must have the original store receipt.

**Community Education**

Our Extended Studies Department works aggressively to provide lifelong training and learning opportunities to the residents of our six-county service area. Our objective is to deliver quality education, using traditional and alternative delivery methods, offered days, evenings, and weekends. Alternative delivery methods include the use of printed course work, e-mail, videotapes, video conferencing, cable, satellite, and the Internet. Classes, workshops, and conferences range in length from one clock hour to full certificate programs. Extended studies classes include vocational and avocational classes designed to meet community needs. The Extended Studies Department also offers beginning and advanced training courses complementary to our certificate programs.

A wide variety of classes are offered at the Delta campus. Selected classes are also available in other local communities.

For information or a list of current classes, call the Technical College of the Rockies at (970) 874-7671, or visit the Extended Studies page on our website at www.TCR.edu.

**Credit Transfer Policy**

**Transfer To TCR**

We will accept transfer credit toward completion of most certificates. Institutions approved by the Colorado Department of Higher Education. We will accept credits from postsecondary institutions approved by the Colorado Department of Higher Education. Transfer credits may also be accepted from
schools outside of Colorado with certified proof that the school and program are approved by an accrediting board.

The following process will be followed for all transfers:

- Student must request an official transcript(s) from previous institution(s). Issuing institutions should address transcripts to:

  TCR Student Services
  1765 US Hwy 50
  Delta, CO  81416

  Documents become the property of TCR and will not be released to the student or transferred to another institution.

- Student must submit a completed Credit Transfer Request Form to the Admissions Office at TCR.

- Veterans must also submit a Veterans Transcript Form to the Admissions Office at TCR.

- TCR will review the transcript and determine which credits will be accepted toward completion of a program at TCR using the following guidelines:
  - Credits must be completed within the last five years unless other dates have been specified.
  - Partial credit will not be accepted.
  - Course content must be equivalent to the content of required courses at TCR.
  - Courses must be equal or greater in credits than the course at TCR.
  - Student must have received a grade of “C” or higher for the course.
  - TCR will abide by all guidelines in the Colorado Department of Higher Education Statewide Transfer Policy.
  - After review of the transcript, an advising sheet will be completed showing which courses the student must take at TCR in order to complete a certificate.
  - The advising sheet will be reviewed with the student prior to course registration.

Students should be aware of the following:

- Additional credit transfer guidelines from licensing or accrediting organizations may apply in some programs. College and/or program administration will provide information about any exceptions to the above guidelines.

- TCR cannot guarantee acceptance of all credits from prior enrollment.

- Students may be required to repeat material taken in other programs in order to earn the required credits for that course.

- Transfer students will begin attending class when the courses they need are offered. Students may not be required to begin classes at the beginning of the semester.

- Students may not register and begin attending classes that are being evaluated for transfer until their transcripts have been reviewed and an advising sheet has been completed.

**Transfer From TCR**

TCR is a regionally accredited, certificate-granting institution. Our credits will transfer to other Colorado public community colleges. Our credits may also be accepted by out-of-state public colleges and private colleges both in and out of Colorado. For information about transferring our credit to another college you will need to talk to an advisor at the college to which you want to transfer your credits.

**Drop, Withdrawal, and Refund Policy**

Students are expected to arrange their academic schedule carefully and maintain the schedule throughout the semester. Necessary schedule changes must go through the Student Services Office and have the permission of the instructor of the course(s) affected by the schedule change. For an official withdrawal, students must complete a withdrawal form and submit it to the Student Services Office to complete the drop/withdrawal process. Drops and withdrawals are not official until the appropriate paperwork has been completed. The date used to determine eligibility for refund and grade status will be the date paperwork is completed, not the date the student stops attending class. A student will be given
an unofficial withdrawal if they miss ten consecutive days of class without contacting the school. In case of an unofficial withdrawal, the notification date will be the last date of academic-related activity.

Students may add or drop courses from their schedules during the first 15 percent of the course meetings. Courses dropped during that time will not be reflected on a student's transcripts and are eligible for a refund. Refunds, when due, will be made without requiring a request from students.

Students may withdraw from a course any time through 80 percent of the course without penalty. The student will be assigned a grade of “W”. No academic credit is awarded. The course is not counted in the term or cumulative GPA at TCR. Courses dropped after this time will result in a grade of “F” for the course.

When the class is canceled due to lack of enrollment or other cause, the school will notify the student and the student will receive a full refund.

When a registered student drops a class, the following will occur:

- No refund will be given for fees and other obligations not retrievable by the institution. Other non-retrievable fees are addressed in specific programs.
- A one hundred percent refund, less specified non-refundable fees (see Tuition and Fees) if the student withdraws before the class/program start date.
- A one hundred percent tuition refund, less a refund processing fee of 10 percent of tuition, not to exceed $50, if the student is enrolled full-time and withdraws prior to 15% of the course meetings.
- A one hundred percent tuition refund, less a refund processing fee of 10 percent of tuition, not to exceed $50, if the student is enrolled in a class 30 hours or more in length and withdraws prior to the second class meeting and within two days of the first class meeting.
- No refund will be given once 15 percent or more of the scheduled time for the class has elapsed.
- No refund will be given for classes less than 30 hours in length unless withdrawal takes place prior to the first class session.
- Records will not be released until all financial obligations to TCR are fulfilled.

Allow two to three weeks for all refund checks to be processed.

The following additional information applies to students receiving financial aid:

- If a student is due a refund, any portion of that refund paid by financial aid will be returned to TCR’s financial aid account to be distributed to the proper local, state, or federal agency.
- A student who withdraws prior to the midpoint of the term and who received financial aid proceeds for expenses, can no longer consider the funds to be for educational purposes. A Return of Title IV Funds will be completed (see Financial Aid section).
- A student who withdraws after 60% of the term and who received financial aid proceeds for expenses will not be required to repay any portion of the cash received. A student may be placed on Academic Alert or Warning or may be terminated from aid at the end of term due to lack of satisfactory progress (see Satisfactory Academic Progress).

**FEES**

TCR has four tuition rates. The General rate is $88 per credit hour for Colorado residents and $176 per credit hour for out of state tuition. The base tuition rate for the Law Enforcement Academy is $110 per credit hour for Colorado residents and $220 per credit hour for out of state tuition. The base tuition rate for the Emergency Medical Services and Nursing Aide programs is $130 per credit hour for Colorado residents and $260 per credit hour for out of state tuition. The base tuition rate for the Practical Nursing program is $140 per credit hour for Colorado residents and $280 per credit hour for out of state tuition.

Note: Any remedial or makeup work will be charged by the full credit hour at the tuition rate for that program and is not covered by financial aid.

Under the provisions of the Colorado Revised Statutes, 1973, 23-7-102, a person must have been domiciled with intent to stay in Colorado for one full calendar year prior to school enrollment to be entitled to the resident tuition rate.
Establishment of residency requires the adoption of Colorado as a place of fixed and permanent habitation. It involves not only personal presence, but also concurrently the intent to make that residence the true and actual home. Applicants may be required to submit additional documentation substantiating a claim of resident eligibility for tuition purposes.

Any student who willfully gives false or misleading information about residency status for tuition classification purposes will be subject to retroactive assessment of nonresident tuition and disciplinary and/or legal action.

All tuition and fees are due and payable at the time of registration. A letter of authorization from a public agency that accepts the responsibility to pay tuition and fees may be accepted in lieu of the cash payment. Registration is not complete until the student's obligation is met in full. Exceptions to this policy may be made by the administration. No student will be allowed to register for current classes until all financial obligations from previous terms are cleared.

Some programs require the purchase of books, tools, supplies, or equipment. Most books and supplies are available for purchase at the college bookstore. Instructors will provide students with a list of any additional items that are required and are not available through the bookstore.

The following are additional fees that may be assessed:
- ABMP Membership for Massage Therapy – Nonrefundable
- Activity/Graduation Fee – Nonrefundable
- Building/Maintenance Fee – Nonrefundable
- Copy of Certificate or Unofficial Transcript ($2)
- Course Fees – Nonrefundable
- Deferred Payment Fee – Nonrefundable
- Insurance Fee – Nonrefundable
- Lab/Clinic Fees for Healthcare Programs ($20 per credit) – Nonrefundable
- Malpractice Insurance for PN/Nursing Assistant – Nonrefundable
- Malpractice Insurance for EMT – Nonrefundable
- Official Transcript Fee ($5 per transcript) – Nonrefundable (Allow 3-5 working days to process. Overnight or express requests will be an additional $20 fee.)
- Preregistration Fee for Nursing ($125) – Nonrefundable
- Program Fee (per credit, varies by program) – Nonrefundable
- Refund Processing Fee (10% of Tuition, not to exceed $50) – Nonrefundable
- Registration Fee ($5 per class) – Nonrefundable
- Replacement Certificate Fee (within one year) ($10) – Nonrefundable
- Skills Fees for Law Enforcement ($20 per credit) – Nonrefundable
- Supplies - Nonrefundable
- Technology Fee - Non-refundable
- TABE Testing Fee ($10 per section) – Nonrefundable
- TABE Retake Fee ($5 per section) - Nonrefundable
- TEAS Testing Fee for Practical Nursing ($65) - Nonrefundable

**Financial Aid**

Financial Aid programs are available to postsecondary students enrolling in eligible programs at TCR. Students who wish to apply for financial aid must complete the Free Application for Federal Student Aid (FAFSA) to determine eligibility. These applications are available in the Student Services and Financial Aid offices at TCR. It is important to apply as
soon as possible because it may take four to eight weeks for processing information by mail.

Students may file their FAFSA online at www.FAFSA.ed.gov. TCR also has computers available for prospective students to complete their FAFSA. Students who are experiencing difficulties completing their FAFSA are encouraged to make an appointment with the Financial Aid Director or contact the office by phone at 970-874-7671.

Eligibility for financial aid for all need-based aid is dependent upon demonstrated financial need and the availability of funds through the U.S. Department of Education, State of Colorado, and private lenders.

Financial aid awards may include a combination of gift aid (scholarships and grants) and self-help aid (employment and loans.) A student receiving financial aid through TCR may accept awards from outside agencies or individuals, but the combination of private awards and school assistance may not exceed financial need. The student is responsible for reporting any outside assistance or changes in financial situation to the Financial Aid office so the financial aid award can be reviewed and appropriately adjusted. Financial aid is awarded to students with the lowest Expected Family Contribution and/or greatest need first, with Pell grants awarded first. Remaining aid is awarded as available. Any aid refused will not be replaced with other forms of aid. Any student with remaining needs of $500 or less is classified as having no need, and no additional aid will be awarded except Federal Work Study.

Every student has the right to appeal his/her financial aid package. If the student is not satisfied, he/she must file an appeal with the Financial Aid office within three days after the financial aid package is presented to the student. The Financial Aid Office will then assemble the Financial Aid Committee composed of the Financial Aid Officer, the Student Services Coordinator, one other management staff, and an instructor. The committee and the student will meet no later than five days after the appeal is filed, at which time any award changes will be decided.

All financial aid funds will be disbursed first to cover the tuition and fees for the program a student is enrolled in. Any proceeds from financial aid through the Financial Aid Office are made available to students only after enrollment in a program is verified. Direct Loan proceeds for first time students at TCR will be disbursed to students after a student has been enrolled for 30 days. Grant funds remaining after meeting a student’s program cost will be distributed to the student by check after the program’s census date.

Students must be enrolled in an eligible program to be eligible for financial aid. Please see the Financial Aid Officer for the number of credits required to be considered a full-time student for financial aid eligibility for the program you are interested in.

**FINANCIAL AID APPLICATION AND VERIFICATION**

Any student applying for financial aid is subject to verification at the discretion of the Financial Aid Office. Students selected for verification will be asked to provide appropriate documentation and information prior to any funds being disbursed to them. All students selected by Central Processing Systems for verification will be verified by the Financial Aid Office prior to disbursement of funds.

Process of Application for Financial Aid and Verification:

1. Student must complete a Free Application for Federal Student Aid (FAFSA) to determine his/her eligibility. These applications are readily available at the school. The student will be advised by the school's Financial Aid Officer, during the initial interview, of the required documents necessary to complete the application. Note: Students must have a high school diploma or GED to apply.

2. Upon completion of the FAFSA, contact the Financial Aid Office to arrange electronic filing. At this time, the student will be told when to contact the Financial Aid Office for results and verification.

3. Corrections to a student’s ISIR must be made prior to verification.

4. If a student is selected for verification, the student will be instructed to provide the necessary verification documents within ten days.

5. Each applicant selected for verification will be required to submit the necessary documentation (i.e. IRS Tax Transcript or W-2 Forms, certification of household size and number in college, and all other documentation for taxable and/or non-taxable income) to verify the following: household size, number enrolled in college, adjusted gross income (AGI), U.S. Income Tax paid, and certain untaxed income/benefits. Applicants will also be thoroughly reminded of their responsibilities with respect to verification of application information including the deadlines for completing actions required. See Financial Aid Officer for requirements.
6. NO Financial Aid will be disbursed to students selected for verification until verification is completed.

7. If corrections are necessary, the Financial Aid Office will assist the student in filing an electronic correction of data utilizing the IRS Data Transfer tool if applicable. When the correction is received, any additional verification will be completed.

8. The student will be advised, in writing, of any awards that change.

9. In the event an applicant has filed fraudulent information, and it has been thoroughly determined to be fraudulent, the Financial Aid Officer will advise, in writing, the Office of Inspector General (OIG)-Denver, 1244 Speer Boulevard, Room 211, Denver, CO 80204.

Applicants are encouraged to ask any questions necessary to ensure thorough understanding of the verification process and/or school policy.

**FINANCIAL AID PROGRAMS**

Applications for the following financial aid programs are available in the Financial Aid Office.

**DMEA Scholarship** – Awarded to a student enrolled full time in any certificate program at TCR. Applicants must be a DMEA customer. Maximum award is $1,500. Recipient must reside in Colorado and be a legal citizen or eligible noncitizen as verified through FAFSA.

**Roger Coursey Memorial Scholarship** – Awarded to a Law Enforcement Academy student. Maximum award is $500. Recipient must reside in Colorado and be a legal citizen or eligible noncitizen as verified through FAFSA.

**Ronald Nelson Memorial Scholarship** – Awarded to a Law Enforcement Academy student. Maximum award is $500. Recipient must reside in Colorado and be a legal citizen or eligible noncitizen as verified through FAFSA.

**Montrose Women’s Club Scholarship** – Awarded to a female resident of Montrose County enrolled in a certificate program at TCR. Maximum award is $500. Recipient must reside in Colorado and be a legal citizen or eligible noncitizen as verified through FAFSA.

**Title IV (U.S. Department of Education)**

**Pell Grant** - Awarded in amounts ranging from $606 to $5,920 per year. Individual grant amounts depend on the cost of the program and level of eligibility as determined by the U.S. Department of Education. (FAFSA)

**Supplemental Education Opportunity Grants** - Awards range from $400 to $1,000 per year. A SEOG is awarded according to lowest Expected Family Contribution (EFC) as determined by FAFSA results (ISIR). SEOGs are awarded throughout the year based on EFC and availability of funds.

**Federal Work Study** – Maximum award is $3,000 per year. Available to assist students with documented need through part-time employment. Most of these jobs are on campus. The Career Services Office may also be able assist students with part-time, off-campus employment in the private sector.

**Direct Loan** - Maximum Direct Loan eligibility is $5,500 for dependent students and $9,500 for independent students; this includes previous loans for the school year. Student loans are available to qualified students to assist with educational expenses. The interest on a subsidized loan is paid by the U.S. Department of Education while the student remains in school and during the grace period. Repayment begins six months after the student completes his/her vocational program. Students must also be enrolled in a full-time certificate program to qualify for loans. Students with a previous loan can have loans deferred by the Financial Aid Office.

**State of Colorado - (Colorado General Assembly)**

**Colorado Merit Student Grant** - Awards range from $500 to $1,000 per semester.

**Colorado College Responsibility Grant** - Awards range from $400 to $3,000 per year. Colorado College Responsibility Grants are awarded to Colorado residents with demonstrated financial need.

**Colorado Work Study**

Other financial aid resources may be available to assist in costs related to skills or vocational training.

The Training Advantage assists persons who are learning new employment-related skills or upgrading existing skills.
The Colorado Division of Rehabilitation assists persons who have handicapping conditions which impede employment. GI Bill benefits are available to qualified veterans and their eligible dependents.
For further information on any of these agencies, contact the Financial Aid office.

**RETURN OF TITLE IV FUNDS**

Any student on financial aid who officially or unofficially withdraws from classes before 60% of the semester is completed will have a Return of Title IV Funds completed within 30 days of their withdrawal. The first step is to determine the date that the student began the withdrawal process. TCR will use the earliest date determined for the withdrawal, either the date the student began the official withdrawal or the last date the student was in attendance for an unofficial withdrawal.

To withdraw from a class or program the student must go to the Student Services Office to have an official withdrawal form completed. Until the official withdrawal form is completed the enrollment remains active with absences and grades recorded. TCR Programs are term based programs; the return period is based upon the first day of the term through the end of the semester. (Please note that programs sometimes have different term dates, please refer to the school calendar you received when you registered.)

A Return of Title IV calculates the percentage of federal aid earned by the student. After the calculation, the Financial Aid Office will notify the student in writing of the percentage of aid earned, the amount of Title IV funds returned by the College on the student’s behalf, and the amount, if any, owed by the student to the U.S. Department of Education or the school. Students who owe a repayment are encouraged to pay the amount in full at the Business Office. The Business Office then credits the funds to the appropriate account. However, if the student is unable to pay the full balance, he/she may sign a repayment contract which will allow the student to repay in monthly installments. (Note: If the amount owed by the student exceeds $50 and the student does not repay, he/she becomes ineligible for additional Title IV funds at any educational institution.)

TCR will return Title IV funds in the following order, if applicable: 1) unsubsidized student loans, 2) subsidized student loans, 3) Pell grants, 4) Federal Supplemental Educational grants.

Any student who drops after 60% of the semester is completed is considered to have earned his/her Title IV funds. Withdrawn students may be eligible for a Post-Withdrawal Disbursement. The Financial Aid Office will notify the student in writing if they are eligible for a Post-Withdrawal Disbursement. Students have 30 days to accept or reject this disbursement.

**STUDENT CONSUMER RIGHTS AND RESPONSIBILITIES**

Students have certain rights and responsibilities relating to the financial aid process.

You have a right to know:

1. What financial aid programs are available.
2. What the application procedures and deadlines are.
3. How financial need is determined.
4. How and when you will be paid.
5. How much of your financial need has been met.
6. What type(s) of aid you have been awarded.
7. The satisfactory progress standards policy.
8. How to appeal decisions relating to your financial aid.

Your responsibilities include:

1. Completion of all application forms accurately and on time.
2. Submission of all additional requested documentation.
3. Reviewing and understanding all forms and procedures prior to enrollment.
4. Enrollment into an eligible program.
5. Reading, understanding, and accepting responsibility for all forms and agreements you sign.
6. Notifying TCR of any changes in your marital and income status.
7. Notifying TCR if your address or enrollment status changes.
8. Notifying any lender with which you have a loan of any changes in your address or enrollment status.
9. Repayment of any loan amount received while attending TCR.
10. Maintaining satisfactory progress while enrolled at TCR.
11. Notifying the Financial Aid Office if you have a change in status (i.e. reduction in classes taken) or if you plan to withdraw from a program.
12. Repayment of a portion of Title IV funds disbursed if you do not complete your program.

Satisfactory Academic Progress and Program Progress Policy

All students will be evaluated each term whether they receive financial aid or not. To maintain Satisfactory Academic Progress (SAP), a student must:

- Achieve and maintain a cumulative grade point average (GPA) of 2.00 or better at all times
- Maintain adequate pace - Students will successfully complete 75% of scheduled and prescribed courses within a certificate. EXAMPLE: Pace is determined by dividing the overall credits earned by the overall credits attempted (including transfer credits). A student is enrolled in a 30 credit hour certificate and successfully completes 22 and ½ credits has successfully met this requirement. He/she has completed 75% of the credit hours attempted. Conversely, if a student who has attempted 30 credit hours only completes 15 credit hours due to withdrawing, failing or receiving an incomplete grade(s), he/she would not be meeting SAP due to a 50% pace towards graduation and is placed on Academic Alert.
- Complete all course work for a certificate within 45 attempted credits (150% of the minimum certificate required credits of 30 credit hours). All transfer credits counted towards the completion of the certificate requirements will also be counted towards the maximum of 45 attempted credits. (Transfer Students)
- Maintain regular attendance, with absences being less than 10 % for the grading period for the student’s certificate. Some certificates require a 100 % attendance for clinical experience, skill classes (required by Peace Officer Standards and Training) and provide options to make up the time due to illness or unforeseen circumstances. (See specific guidelines in the Certificate Program’s Policy and Procedures manual).

The following additional guidelines apply:

- If a student receives an Incomplete (I) he/she must make up the work within the first 10 days of the next semester unless prior arrangements have been made with the instructor and coordinated with the Student Services Office. If a student completes the work for the course he/she receives the grade earned. If a student does not complete the work, the grade becomes an “F” and is used in Calculating SAP. A student can appeal this decision for Mitigating Circumstances.
- Students may withdraw from a class anytime through 80% of the course without penalty. The student will be assigned the grade of “W” and no academic credit is awarded and is not counted towards GPA. However, the course does count towards credits attempted. Courses dropped after the 80% result in a grade of “F” for the course. A student can appeal this decision for Mitigating circumstances.
- Repeated Courses- In certain circumstances a student may wish to repeat a previously passed course (A, B, C, D) to gain additional knowledge or to improve their past performance. Federal Guidelines do allow a student to receive Federal assistance while taking these classes, but one must note that Federal assistance may only pay for a previously passed course one time. The repeated classes are considered replacement courses that replace the grade of the previous class and are counted towards SAP. However, if a student passed a class once, and fails the second time it counts as the second time and cannot be paid for by Title 4 funds. (Repeated Classes)
- If a student choses to complete a different certificate in another program SAP is not used to determine eligibility for financial aid purposes. A student must meet the admission requirements for the program itself, i.e.
appropriate TABE scores, immunizations, etc. Students should keep in mind that any Program(s) that he/she utilizes Title 4 funding in will count towards their Lifetime Eligibility Usage therefore; their eligibility for Pell grants and additional Student Loans may be limited. (change in program)

- If a student desires a second certificate in a Program Area he/she must maintain SAP. For example a student may complete the Technical Drafting certificate and then specialize in an aspect of drafting such as the Civil Drafting certificate. (Pursuit of a second certificate)

Instructors will compute satisfactory progress at the end of each grading period and provide the Financial Aid Office a list of names, grades, and attendance of any student not meeting Satisfactory Academic Progress Standards. Satisfactory Academic Progress for all students may be identified with the following statuses. Financial Aid restrictions apply only to those students receiving financial aid funding:

- Good standing- the student is meeting All SAP standards
- Alert – Student is in danger of not meeting SAP based on GPA or attendance. Student will be referred to an academic advisor and meet with the instructor to see if an academic plan is necessary for success.
- Warning- Student has not met SAP for the previous semester and an Academic success plan will be developed to assist the student in obtaining his/her certificate.
- Academic Probation- If the student fails to meet the requirements at the end of a warning period he/she will be placed on academic probation. When there are mitigating circumstances that occur such as a death in the immediate family, prolonged illness, etc., the student may appeal in writing to the Student Services Office. The appeals committee consisting of the Director of the College or his designee, the Program Coordinator and the Student Services Coordinator will act on an appeal in a timely manner, and if approved the student may return to complete his or her certificate program and if applicable have financial aid reinstated.

To maintain Satisfactory Academic Progress for Financial Aid the students must meet the SAP required for All students. If a student does not meet SAP he/she will be classified as follows;

Financial Aid Warning: if a student does not meet the above criteria for SAP he/she will be placed on Financial Aid Warning and will be notified in writing and have one additional semester to return to satisfactory standing. If the student has not returned to satisfactory standing after this additional semester, he/she will be terminated from further financial assistance until he/she regains SAP.

Financial Aid Termination: If a student does not return to SAP after the warning semester or receives the grade of “F” or incompletes in all registered classes he/she will be immediately terminated from financial aid.

To Regain Eligibility-Probation: As stated previously, a student with mitigating circumstances can appeal in writing to the Office of Financial Aid. The appeals committee and the Financial Aid Director will convene in a timely manner and act on the appeal. If approved, the financial aid eligibility may be reinstated for one additional semester after which the student must have returned to SAP. The student will be eligible to receive financial aid for the probationary semester. If the appeal is successful the student will have weekly progress meeting with the instructor to discuss attendance and progress towards meeting the objectives of the course(s) and help the student with additional resources if needed. If mitigating circumstance do not apply or the appeal is denied the student may secure alternative funding until the satisfactory academic requirements have been met once again. (Academic plan)

A student may appeal a financial aid probation or ineligibility by submitting a written appeal to the Financial Aid Office within five school days of receipt of notification. Appeals for reinstatement will only be approved for circumstances beyond the student’s control.

**STUDENT CONDUCT**

Our students are expected to conduct themselves responsibly and appropriately at all times. The rights and feelings of others will be respected. Each student shall demonstrate a high regard for school facilities and property and the personal property of others. Failure to abide by accepted school conduct policies can result in suspension or termination from a program. In addition, restitution will be required by the student, if appropriate.

Students are expected to demonstrate academic honesty in their participation in their classes. Cheating, plagiarism, or knowingly furnishing false information will result in disciplinary action up to and including expulsion from the program. Examples of cheating include: looking at another individual’s work during quizzes or exams; copying another
individual’s work; bringing notes on paper or an electronic device to a testing situation; sharing or posting course work or assignments on the Internet.

Students are expected to dress in a professional manner at all times. Each program has specific policies related to industry standards. Short skirts or shorts, spaghetti straps, tank tops, low-cut tops, and see-thru clothing are not appropriate classroom attire for any classes.

Regular attendance is the responsibility of the student and is considered by industry and TCR to be a key factor in successfully completing a program and competing in industry. The attendance record is used in making job recommendations, granting certificates of completion, and determining grades. Poor attendance can reflect on grades and satisfactory completion of a program. Consequently, the student is strongly encouraged to become familiar with the attendance policy for the program he/she is enrolled in. Absences, class cuts, and tardiness of students receiving Veteran’s educational benefits are reported to the Veteran’s Administration. All make-up work should be arranged through the instructor. A student with excessive absences or lack of attendance in a program will be withdrawn from the program by TCR’s administration.

Student parking is allowed only in the student parking area in the front parking lots of TCR during regularly scheduled class hours. Exceptions must be approved by administration. Vehicles may not block emergency exit areas, school bus loading zones, or designated fire lanes.

Because of the small size of our school, no campus security personnel are employed. Security cameras are located throughout the campus and campus security is considered the responsibility of all TCR employees.

Students in need of assistance or wishing to report a crime should contact their instructor or any other school employee. The appropriate law enforcement agency (Delta County Sheriff’s Department) will be contacted as necessary. If no school employee is immediately available, the student should contact or call the Delta County Sheriff’s office at 874-2000 or dial 911 for assistance.

In the event of a crime or security problem on campus, the Delta County Sheriff will be contacted to investigate or aid in the situation. If charges are filed against a current TCR student he/she may be suspended until charges are cleared. If warranted, TCR may expel a student convicted of a hate crime or sexual assault.

In accordance with the Colorado Clean Indoor Air Act of 2006 and Colorado revised statute 25-14-103.5, which prohibits the use of tobacco on school property, smoking, chewing, or any other use of tobacco products by staff, students, and members of the public is banned from all school property. Tobacco and e-cigarette use is prohibited in the following areas:

- All indoor areas including classrooms, offices, rented space, lounges, labs, and restrooms.
- Vehicles owned or leased by the college.
- All school grounds including parking lots and walkways around the campus.

Tobacco includes cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking, or both.

Students who violate this policy face disciplinary action which may include suspension.

The responsibility for enforcing this policy lies with the staff and students of the college. Anyone violating the tobacco use policy will be asked to discontinue the use of the tobacco. Repeat offenders may be subject to disciplinary measures. The college administration will use appropriate disciplinary measures for the repeat offender in accordance with the code of conduct of the college.

For any student to possess, use, sell, distribute, procure, or to be under the influence of alcohol, drugs, or other controlled substances while on campus shall be in violation of the Board of Education policy.

For purposes of this policy, controlled substances include, but are not limited to: narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined by law, or any prescription or nonprescription drug, medicine, vitamin or other chemical substances not taken in accordance with the Board of Education and TCR policy and regulations on administering medicines to students. This policy also includes substances that are represented to be a controlled substance or that the student believes to be a controlled substance.

This policy shall apply to any student who is on school property, in attendance at school, in a school vehicle, or taking
part in any school-sponsored or sanctioned activity.

Students violating this policy shall be subject to disciplinary action, which may include suspension and/or expulsion from school and referral for prosecution. In accordance with Colorado State Law, suspension or expulsion shall be mandatory for the sale or distribution of drugs or other controlled substances.

Using, possessing, or threatening to use a dangerous weapon on college property, when being transported in college vehicles, or during a school-sponsored activity or event without the authorization of the college is prohibited. An exception to this policy will be made for students participating in an authorized class involving the use of firearms or other weapons. Individuals with a concealed carry permit are required to leave their firearm in their vehicle while attending class at TCR unless the firearm is required for participation in an authorized class involving the use of firearms or other weapons. In accordance with federal law, expulsion shall be mandatory for no less than one full calendar year for a student who is determined to have brought or possessed a firearm at school in violation of this policy. The district school superintendent may make a written modification to the length of this federal requirement for expulsion on a case-by-case basis. Full details of this policy are available on request.

The annual campus security report can be found on our website at www.TCR.edu. To request a printed copy, contact the Administration Office.

**STUDENT GRIEVANCE POLICY**

Student complaints or grievances should be resolved promptly and equitably at the lowest possible staff level. Each student is assured an opportunity for orderly presentation and review of his/her complaint or grievance without fear of reprisal. For the purpose of this policy, a grievance is defined as an alleged violation of the Board of Education policy or school rules that apply to all students. This policy does not establish student rights not explicitly established by statute or Board policy. All decisions relating to students remain within the continuing discretion of the administration and/or Board. The Board of Education, as appropriate, is subject only to the conditions and limitations prescribed by Colorado law and Board policy.

Students may discuss any problem at any time with any school personnel. Individuals or groups of students may also use the following complaint and grievance procedure to seek resolution of their complaint or grievance:

Step 1: The grievance or complaint shall be discussed in a conference with the school personnel directly involved with the complaint.

Step 2: To appeal a decision, the student(s) will submit in writing to the College Administrator’s office background information on the issue and the reason for the appeal. This form must be submitted within two school days after the informal conference described in Step 1 has been completed. The appeal will be decided confidentially and promptly, preferably within five school days. The results of this appeal will be communicated to both the student and the school personnel involved with the complaint.

Step 3: If the grievance is not resolved at Step 2, the student (or parents if appropriate) may then appeal to the Superintendent of Schools and shall provide written information including the student’s name, the school and a description of the problem. An investigation and decision will be made within ten working days and be communicated to the school director, the school personnel directly involved, and student (and parents if appropriate).

Step 4: If the grievance is not resolved at the school or district level, the student (or parents if appropriate) may appeal to the Council on Occupational Education (COE), the accreditation body for Technical College of the Rockies. Grievances may be submitted in writing to Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atalanta, Georgia 30350, or by phone at 800-917-2081.

Notwithstanding the steps of the grievance procedure described above, a student may discuss any problem at any time with any school personnel.

**STUDENT RECORDS**

Any current or former student at TCR is provided access to their records in compliance with the requirements of the Federal Family Educational Rights and Privacy Acts of 1974 (Public Law 93-380). In the event that the records are inaccurate, misleading, or otherwise in error, a student may make a written request for a hearing to correct those records.

The following items are considered to be directory information, and may be disclosed by TCR without consent:
student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. A student may refuse to permit the release of directory information by submitting a written notice of refusal to the Student Services office within the first ten days of a quarter/semester.

In general, TCR will not disclose personally identifiable information from the student’s record to any individual without a written release from the student. However, TCR may disclose personally identifiable information from a student’s records to the following people/agencies without prior written consent:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

**STUDENT SUPPORT SERVICES**

We can provide assistance to help students make career plans and develop a realistic occupational training program. We also recommend students utilize the many career preparation tools available on the College in Colorado web site at www.collegeincolorado.org. This web site includes a variety of tools to measure aptitudes, interests, and abilities, as well as tools for career planning and job search.

Any student who is having difficulty in his/her career or technical training program is encouraged to talk with the class instructor(s) to determine what options are available for individual assistance. Remedial math and English assistance is available through the local adult basic education programs.

The completion of a career and technical education program cannot guarantee employment. Our Career Services Center will provide job placement assistance to students who have met the objectives of their occupational training program, and who are ready for employment. Students must actively participate in their job search to find a successful job placement.

We make every effort to comply with all applicable Americans with Disabilities Act requirements and provide necessary accommodation for students who are identified to have special needs. ADA accommodations are coordinated by Student Services staff.

Students with disabilities have the responsibility to provide appropriate disability documentation to the Student Services Office. Documentation legitimizes a student’s request for reasonable accommodation, and can assist both the student and the school in identifying the nature of necessary accommodations and in meeting a programs technical standards, where such standards exist. Students with disabilities making a transition to the post-secondary level often face increased academic and personal responsibilities. Students are expected to be their own advocate to a far greater extent than in the K-12 context. The advocacy process involves good communications; therefore, students with disabilities are encouraged to do the following: Make an appointment with the Student Services Coordinator (970) 874-7671, ext. 556; provide appropriate disability documentation (or discuss how such documentation is to be obtained) and prepare to discuss accommodation alternatives; meet all deadlines established for documentation and submission of requests for accommodations.

Any student having difficulty in his/her program of study may be provided individual assistance. These services include tutorial services, independent study materials, or other related assistance at no additional cost. Such areas might include reading, math, English, study and testing skills, or specific technical skills related to the program of study.

Specialized services needed by handicapped student may also be provided. Advising, tutorial assistance, and individualized vocational guidance and planning are available to students who may need additional assistance related to handicapping conditions. The campus is constructed to accommodate handicapped students.
It is the students’ responsibility to maintain ongoing communication about the appropriateness of accommodations made, and to alert the faculty and staff about any physical or attitudinal barriers encountered at the school.

If there are problems, first try to resolve them with the individual instructor. If that does not work, contact the Student Services Coordinator. Finally, students have a right to file a formal grievance under the Technical College of the Rockies Student Grievance Policy.

**Testing Center**

The Testing Center at TCR administers the TABE and TEAS tests required for entrance into TCR programs. Information on pricing and scheduling is available from the Testing Center at (970) 874-6505. The following tests and services are currently available. The Testing Center is open on Tuesdays and Thursdays.

**TABE**

The TABE (Tests of Adult Basic Education) are tests designed to measure achievement of basic reading, language, math, and spelling skills. The tests are specifically designed for adults and use questions and illustrations that reflect real-life situations. The TABE is required for entry into most programs at TCR. (See Application Procedures for more information.) The TABE is generally administered as a computer-based test, but is available in printed format.

**TEAS**

The TEAS (Test of Essential Academic Skills) is a dual purpose test required for entrance into many nursing programs. It tests basic knowledge in science, reading, English, and math. In addition, it tests an individual's aptitude for the nursing profession.
Automotive Technologies

The Automotive Technologies program is designed to train students in the area of automotive technology. Students who want a comprehensive training in automotive service and repair will want to complete the **Automotive Technician** certificate. Topics covered include: Automatic Transmission/Transaxles, Brakes, Electrical/Electronic Systems, Engine Performance, Engine Repair, Heating and Air Conditioning, Manual Transmissions, and Suspension and Steering.

A successful career in automotive technologies requires good communication skills, analytical ability, mechanical aptitude, knowledge of how automobiles work, and training in electronics. Good reading, math, and computer skills are also important so technicians can read and understand technical manuals. Individuals must also be willing to read about new technology and learn new service and repair procedures and specifications to keep up with the rapidly increasing sophistication of today’s automobiles.

Training as an automotive technician can help prepare individuals for a variety of related career opportunities such as:

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Entry Level Wages</th>
<th>Projected Annual Growth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automotive Service Technicians and Mechanics</td>
<td>$30,473.00</td>
<td>1.20%</td>
</tr>
<tr>
<td>Bus and Truck Mechanics and Diesel Engine Specialists</td>
<td>$28,990.00</td>
<td>1.88%</td>
</tr>
<tr>
<td>Farm Equipment Mechanics</td>
<td>$31,604.00</td>
<td>3.07%</td>
</tr>
<tr>
<td>Industrial Machinery Mechanics</td>
<td>$39,150.00</td>
<td>3.19%</td>
</tr>
<tr>
<td>Tire Repairers and Changers</td>
<td>$21,998.00</td>
<td>1.73%</td>
</tr>
</tbody>
</table>


**Department Faculty/Staff**

**Coordinator** James Carrico, ASO  
**Instructors, Full time**  
James Carrico, ASO  
**Instructors, Part time**  
James Pittsenbarger,
## Automotive Technician

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASE101</td>
<td>Automotive Shop Orientation</td>
<td>2</td>
</tr>
<tr>
<td>ASE110</td>
<td>Brakes I</td>
<td>2</td>
</tr>
<tr>
<td>ASE111</td>
<td>Automotive Brake Service II</td>
<td>2</td>
</tr>
<tr>
<td>ASE120</td>
<td>Basic Automotive Electricity</td>
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<tr>
<td>ASE122</td>
<td>Automotive Electrical Safety System</td>
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</tr>
<tr>
<td>ASE123</td>
<td>Starting and Charging System</td>
<td>2</td>
</tr>
<tr>
<td>ASE130</td>
<td>General Engine Diagnosis</td>
<td>2</td>
</tr>
<tr>
<td>ASE134</td>
<td>Autofuel &amp; Emissions Systems I</td>
<td>2</td>
</tr>
<tr>
<td>ASE140</td>
<td>Steering and Suspension I</td>
<td>2</td>
</tr>
<tr>
<td>ASE141</td>
<td>Suspension and Steering II</td>
<td>2</td>
</tr>
<tr>
<td>ASE150</td>
<td>Manual Drive Train and Axle Maintenance</td>
<td>2</td>
</tr>
<tr>
<td>ASE151</td>
<td>Auto Manual Transmission/Transaxles Clutches</td>
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<tr>
<td>ASE152</td>
<td>Manual Transmission, Transaxles, Clutches II</td>
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<tr>
<td>ASE160</td>
<td>Automotive Engine Repair</td>
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<tr>
<td>ASE162</td>
<td>Auto Engine Service</td>
<td>2</td>
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<tr>
<td>ASE170</td>
<td>Laboratory Experience I</td>
<td>3</td>
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<tr>
<td>ASE171</td>
<td>Laboratory Experience II</td>
<td>3</td>
</tr>
<tr>
<td>ASE210</td>
<td>Brakes II</td>
<td>2</td>
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<td>ASE221</td>
<td>Automotive Body Electrical</td>
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<tr>
<td>ASE231</td>
<td>Automotive Computers</td>
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<tr>
<td>ASE233</td>
<td>Fuel Injection and Exhaust Systems</td>
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<tr>
<td>ASE240</td>
<td>Suspension and Steering III</td>
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<tr>
<td>ASE251</td>
<td>Automotive Transmission/Transaxle Repair</td>
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<tr>
<td>ASE264</td>
<td>Intro to HVAC Systems</td>
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<tr>
<td>ASE265</td>
<td>Heating and Air Conditioning Systems</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Certificate Credits  57
Estimated Cost* $6,343
Estimated Time to Complete 2 semesters

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### Gainful Employment Report

Important information about educational debt, earnings, and completion rates of student who attend this program can be found on our website at www.dmtc.edu/academics/gainful-employment-disclosures.php.

<table>
<thead>
<tr>
<th>SOC Code</th>
<th>49-3023/CIP Code</th>
<th>47-0604</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition &amp; Fees</td>
<td>$6,343.00</td>
<td></td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>$336.88</td>
<td></td>
</tr>
</tbody>
</table>

Completion, Placement, and Licensure 2015-16

- Program Completers: 10
- Completion Rate: 91%
- Job Placement Rate: 86%
- Licensure Exam Pass Rate: Not required

*Estimated costs include tuition, registration, and other fees. Most programs require the purchase of books and supplies which are not included in the costs. All prices are subject to change without notice.
Barbering

The Barber and Cosmetology Occupations department includes the Barbering, Cosmetology, Esthetician, and Nail Technician programs. The Barbering program meets the state requirements for the Colorado State Board of Barbers and Cosmetologists examination leading to state licensing.

The Barbering program is a 50 credit, 1,500 hour program that is completed in three semesters. Through lecture and hands-on practice students learn to cut, trim, color, and style men’s and boys’ hair. Students also learn to shave and trim facial hair. In addition to learning the correct techniques for men’s and boys’ hair styles, students will also practice their skills on women’s hair. Students gain valuable real-world experience working with customers through TCR's on-campus salon.

A successful career in barber and cosmetology occupations requires a neat personal appearance, strong interpersonal skills, and a good image, and attitude. Since many businesses also sell products, effective salesmanship and business skills are also important. An understanding of fashion, art, and technical design are also useful skills.

Training in barber and cosmetology occupations can help prepare individuals for a variety of related career opportunities such as:

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Entry Level Wages</th>
<th>Projected Annual Growth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbers</td>
<td>$20,716.00</td>
<td>2.24% *</td>
</tr>
<tr>
<td>Hairdressers, Hairstylists, and Cosmetologists</td>
<td>$18,796.00</td>
<td>1.73%</td>
</tr>
<tr>
<td>Manicurists and Pedicurists</td>
<td>$18,703.00</td>
<td>2.5% *</td>
</tr>
<tr>
<td>Skin Care Specialists</td>
<td>$23,999.00</td>
<td>4.46% *</td>
</tr>
</tbody>
</table>

Southwestern Colorado Data from Colorado Department of Labor and Employment Occupational Employment Statistics Survey 2016. An * indicates the data is for the entire state. Bright employment outlook nationally.

Department Faculty/Staff

Coordinator Christy Collins
Instructors - Full time
Christy Collins
Steven Govea
Barbering

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAR103</td>
<td>Intro to Hair and Scalp</td>
<td>1</td>
</tr>
<tr>
<td>BAR107</td>
<td>Intro to Shaving, Honing &amp; Stropping</td>
<td>1</td>
</tr>
<tr>
<td>BAR108</td>
<td>Intermediate Shaving, Honing &amp; Stropping</td>
<td>1</td>
</tr>
<tr>
<td>BAR110</td>
<td>Introduction to Hair Coloring</td>
<td>3</td>
</tr>
<tr>
<td>BAR111</td>
<td>Intermediate Hair Coloring</td>
<td>2</td>
</tr>
<tr>
<td>BAR120</td>
<td>Introduction to Hair Cutting</td>
<td>3</td>
</tr>
<tr>
<td>BAR121</td>
<td>Intermediate Hair Cutting</td>
<td>3</td>
</tr>
<tr>
<td>BAR130</td>
<td>Introduction to Hair Styling</td>
<td>3</td>
</tr>
<tr>
<td>BAR131</td>
<td>Intermediate Hair Styling</td>
<td>3</td>
</tr>
<tr>
<td>BAR140</td>
<td>Intro to Permanent Waves/Chemical Relaxers</td>
<td>3</td>
</tr>
<tr>
<td>BAR141</td>
<td>Intermed Permanent Waves/Chemical Relaxers</td>
<td>3</td>
</tr>
<tr>
<td>BAR166</td>
<td>Intro to Facial Massage &amp; Skin Care</td>
<td>1</td>
</tr>
<tr>
<td>BAR167</td>
<td>Intermediate Facial Massage &amp; Skin Care</td>
<td>1</td>
</tr>
<tr>
<td>BAR203</td>
<td>Advanced Hair and Scalp</td>
<td>1</td>
</tr>
<tr>
<td>BAR207</td>
<td>Advanced Shaving, Honing &amp; Stropping</td>
<td>1</td>
</tr>
<tr>
<td>BAR211</td>
<td>Advanced Hair Coloring</td>
<td>3</td>
</tr>
<tr>
<td>BAR220</td>
<td>Advanced Hair Cutting</td>
<td>3</td>
</tr>
<tr>
<td>BAR231</td>
<td>Advanced Hair Styling</td>
<td>3</td>
</tr>
<tr>
<td>BAR241</td>
<td>Adv Permanent Waves/Chemical Relaxers</td>
<td>2</td>
</tr>
<tr>
<td>BAR266</td>
<td>Advanced Facial Massage &amp; Skin Care</td>
<td>1</td>
</tr>
<tr>
<td>COS150</td>
<td>Laws, Rules &amp; Regulations</td>
<td>1</td>
</tr>
<tr>
<td>COS160</td>
<td>Intro to Disinfection, Sanitation &amp; Safety</td>
<td>2</td>
</tr>
<tr>
<td>COS161</td>
<td>Intermed I: Disinfect, Sanitation, &amp; Safety</td>
<td>1</td>
</tr>
<tr>
<td>COS250</td>
<td>Management Ethics, Interpersonal Skill, Sales-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>manship</td>
<td></td>
</tr>
<tr>
<td>COS260</td>
<td>Intermed II: Disinfect, Sanitation &amp; Safety</td>
<td>2</td>
</tr>
<tr>
<td>COS261</td>
<td>Advanced Disinfection, Sanitation &amp; Safety</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Certificate Credits 50
Estimated Cost* $5,754
Estimated Time to Complete 3 semesters

Gainful Employment Report

Important information about educational debt, earnings, and completion rates of student who attend this program can be found on our website at www.dmtc.edu/academics/gainful-employment-disclosures.php.

<table>
<thead>
<tr>
<th>SOC Code</th>
<th>39-5011/CIP Code</th>
<th>12-0402</th>
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</thead>
<tbody>
<tr>
<td>Program Cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition &amp; Fees</td>
<td>$5,754.25</td>
<td></td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>$1,717.51</td>
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</tr>
<tr>
<td>Median Loan Debt Title IV</td>
<td>$3,500</td>
<td></td>
</tr>
<tr>
<td>Loan information from EdExpress financial aid data for 2015-16.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Completion, Placement, and Licensure 2015-16

Program Completers: 3
Completion Rate: 100%
Job Placement Rate: 100%
Licensure Exam Pass Rate: 100%

*Estimated costs include tuition, registration, and other fees. Most programs require the purchase of books and supplies which are not included in the costs. All prices are subject to change without notice.
The Business department provides courses to prepare graduates to be responsible for the day-to-day operations of today's technology-driven workplace. In the **Office Support Specialist** program students will learn to perform routine clerical and administrative functions such as organizing and maintaining paper and electronic files, handling information requests, preparing correspondence, receiving visitors, scheduling appointments, basic manual and computerized bookkeeping, and planning meetings. They will also be skilled in the use of Microsoft Office products for preparing professional documents; organizing numerical information and preparing reports and charts using spreadsheets; creating and managing a database; producing professional multimedia presentations; and designing publications for print and electronic communication.

Success in business occupations requires not only strong technical skills, but also strong personal and professional skills. Important qualities for a career in business include being careful, orderly, and detail-oriented, discreet, and trustworthy. Individuals also need good organization skills and an ability to work independently. Good customer service, communication, and interpersonal skills are also important. An ability to be adaptable and versatile are also essential in a rapidly changing business world.

Training in business can help prepare individuals for a variety of related career opportunities such as:

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Entry Level Wages</th>
<th>Projected Annual Growth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookkeeping, Accounting, and Auditing Clerks</td>
<td>$21,641.00</td>
<td>.51%</td>
</tr>
<tr>
<td>Secretaries and Administrative Assistants</td>
<td>$22,411.00</td>
<td>1.66%</td>
</tr>
<tr>
<td>Office and Administrative Support Occupations</td>
<td>$26,734.00</td>
<td>.24%</td>
</tr>
<tr>
<td>Office Clerks, General</td>
<td>$23,670.00</td>
<td>1.65%</td>
</tr>
<tr>
<td>Receptionists and Information Clerks</td>
<td>$21,574.00</td>
<td>2.06%</td>
</tr>
</tbody>
</table>


**Department Faculty/Staff**

*Coordinator* TBD  
*Instructor - Full time*  
TBD  

We are an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, religion, sex, age, or disability. In our activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For further information regarding civil rights or grievance procedures, contact Michael Klouser, Director, Technical College of the Rockies, 1765 US Hwy 50, Delta, Colorado 81416, (970) 874-7671, or the Office for Civil Rights, U.S. Department of Education, Federal Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3562, phone (303) 844-5695, FAX (303) 844-4303, TDD (303) 844-3417, or Email OCR_Denver@ed.gov.
Office Support Specialist

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC101</td>
<td>Fundamentals of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC125</td>
<td>Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BTE102</td>
<td>Keyboarding Applications I</td>
<td>2</td>
</tr>
<tr>
<td>BTE120</td>
<td>Intro to Business Practices</td>
<td>3</td>
</tr>
<tr>
<td>BUS117</td>
<td>Business Writing</td>
<td>1</td>
</tr>
<tr>
<td>BUS118</td>
<td>Business Survival Skills</td>
<td>3</td>
</tr>
<tr>
<td>BUS121</td>
<td>Basic Workplace Skills</td>
<td>1</td>
</tr>
<tr>
<td>BUS182</td>
<td>Internship</td>
<td>2</td>
</tr>
<tr>
<td>CIS118</td>
<td>Intro to PC Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS167</td>
<td>Desktop Publishing: Publisher</td>
<td>3</td>
</tr>
<tr>
<td>CIS218</td>
<td>Advanced PC Applications</td>
<td>3</td>
</tr>
<tr>
<td>MAT112</td>
<td>Financial Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Certificate Credits 30
Estimated Cost* $3,318
Estimated Time to Complete 1 semester

Gainful Employment Report

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SOC Code 43-0000/CIP Code 52-0401

Program Cost
Tuition & Fees $3,317.81
Books & Supplies $476.42

New certificate with no enrollment in 2015-16
Completion, Placement, and Licensure 2015-16
Program Completers:
Completion Rate:
Job Placement Rate:
Licensure Exam Pass Rate:

*Estimated costs include tuition, registration, and other fees. Most programs require the purchase of books and supplies which are not included in the costs.
All prices are subject to change without notice.
Technical College of the Rockies General Catalog 2017-2018

Cosmetology

The Barber and Cosmetology Occupations department includes the Barbering, Cosmetology, Esthetician, and Nail Technician programs. The Cosmetology program meets the state requirements for the Colorado State Board of Barbers and Cosmetologists examination leading to state licensing.

The Cosmetology program is a 60 credit, 1,800 hour program completed in three semesters. Through the use of lecture and hands-on practice, the program provides basic training in hairstyling, esthetics, and nails. The hairstyling portion of the program covers hair cutting, coloring, styling, and chemical texture. In the esthetics courses students learn to do facial massage, skin care, facial make-up, and hair removal. Students learn to do nail care including manicures, pedicures, and artificial nails during the nails portion of the program. Students gain valuable real-world experience working with customers through TCR’s on-campus salon.

The Hairstylist program is a 40 credit, 1,200 hour program completed in two semesters. Through the use of lecture and hands-on practice, the program provides basic training in hairstyling, esthetics, and nails. The program covers hair cutting, coloring, styling, and chemical texture. Students gain valuable real-world experience working with customers through TCR’s on-campus salon.

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</tr>
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<td>4.46% *</td>
</tr>
</tbody>
</table>

Southwestern Colorado Data from Colorado Department of Labor and Employment Occupational Employment Statistics Survey 2016. An * indicates the data is for the entire state. Bright employment outlook nationally.

Department Faculty/Staff

Coordinator Christy Collins
Instructors - Full time
Christy Collins
Lynzie Covert
Marielle Chavez
Steven Govea

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1765 US Hwy 50, Delta, Colorado 81416 970-874-7671 www.tcr.edu Page 27
## Cosmetology

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS103</td>
<td>Shampoo/Rinses/Conditioners I</td>
<td>1</td>
</tr>
<tr>
<td>COS110</td>
<td>Introduction to Hair Coloring</td>
<td>2</td>
</tr>
<tr>
<td>COS111</td>
<td>Intermediate: Hair Coloring</td>
<td>2</td>
</tr>
<tr>
<td>COS120</td>
<td>Introduction to Hair Cutting</td>
<td>2</td>
</tr>
<tr>
<td>COS121</td>
<td>Intermediate I: Hair Cutting</td>
<td>2</td>
</tr>
<tr>
<td>COS130</td>
<td>Introduction to Hair Styling</td>
<td>2</td>
</tr>
<tr>
<td>COS131</td>
<td>Intermediate I: Hair Styling</td>
<td>2</td>
</tr>
<tr>
<td>COS140</td>
<td>Introduction to Chemical Texture</td>
<td>1</td>
</tr>
<tr>
<td>COS141</td>
<td>Intermediate I: Chemical Texture</td>
<td>1</td>
</tr>
<tr>
<td>COS150</td>
<td>Laws, Rules and Regulations</td>
<td>1</td>
</tr>
<tr>
<td>COS160</td>
<td>Intro to Disinfection, Sanitation &amp; Safety</td>
<td>2</td>
</tr>
<tr>
<td>COS161</td>
<td>Intermed I: Disinfection, Sanitation, Safety</td>
<td>1</td>
</tr>
<tr>
<td>COS203</td>
<td>Shampoos/Rinses/Conditioners II</td>
<td>1</td>
</tr>
<tr>
<td>COS210</td>
<td>Intermediate II: Hair Coloring</td>
<td>2</td>
</tr>
<tr>
<td>COS211</td>
<td>Advanced Hair Cutting</td>
<td>2</td>
</tr>
<tr>
<td>COS220</td>
<td>Intermediate II: Hair Cutting</td>
<td>2</td>
</tr>
<tr>
<td>COS221</td>
<td>Advanced Hair Cutting</td>
<td>2</td>
</tr>
<tr>
<td>COS230</td>
<td>Intermediate II: Hair Styling</td>
<td>2</td>
</tr>
<tr>
<td>COS231</td>
<td>Advanced Hair Styling</td>
<td>1</td>
</tr>
<tr>
<td>COS240</td>
<td>Intermediate II: Chemical Texture</td>
<td>1</td>
</tr>
<tr>
<td>COS241</td>
<td>Advanced Chemical Texture</td>
<td>1</td>
</tr>
<tr>
<td>COS250</td>
<td>Management Ethics, Interpersonal Skill, Salesmanship</td>
<td>1</td>
</tr>
<tr>
<td>COS260</td>
<td>Intermed II: Disinfect, Sanitation &amp; Safety</td>
<td>2</td>
</tr>
<tr>
<td>COS261</td>
<td>Advanced Disinfection, Sanitation &amp; Safety</td>
<td>1</td>
</tr>
<tr>
<td>EST100</td>
<td>Introduction to Facials and Skin Care</td>
<td>3</td>
</tr>
<tr>
<td>EST111</td>
<td>Intermediate Facials &amp; Skin Care</td>
<td>2</td>
</tr>
<tr>
<td>EST210</td>
<td>Advanced Massage &amp; Skin Care</td>
<td>2</td>
</tr>
<tr>
<td>EST211</td>
<td>Facial Make-up</td>
<td>1</td>
</tr>
<tr>
<td>EST212</td>
<td>Hair Removal</td>
<td>3</td>
</tr>
<tr>
<td>NAT108</td>
<td>Intro to Mani/Pedi/Artificial Nails</td>
<td>3</td>
</tr>
<tr>
<td>NAT111</td>
<td>Intermediate Manicures &amp; Pedicures</td>
<td>2</td>
</tr>
<tr>
<td>NAT210</td>
<td>Advanced Manicures &amp; Pedicures</td>
<td>2</td>
</tr>
<tr>
<td>NAT211</td>
<td>Application of Artificial Nails</td>
<td>5</td>
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</tbody>
</table>

Total Certificate Credits: 60
Estimated Cost*: $7,040
Estimated Time to Complete: 3 semesters

---

## Hairstylist

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS103</td>
<td>Shampoo/Rinses/Conditioners I</td>
<td>1</td>
</tr>
<tr>
<td>COS110</td>
<td>Introduction to Hair Coloring</td>
<td>2</td>
</tr>
<tr>
<td>COS111</td>
<td>Intermediate: Hair Coloring</td>
<td>2</td>
</tr>
<tr>
<td>COS120</td>
<td>Introduction to Hair Cutting</td>
<td>2</td>
</tr>
<tr>
<td>COS121</td>
<td>Intermediate I: Hair Cutting</td>
<td>2</td>
</tr>
<tr>
<td>COS130</td>
<td>Introduction to Hair Styling</td>
<td>2</td>
</tr>
<tr>
<td>COS131</td>
<td>Intermediate I: Hair Styling</td>
<td>2</td>
</tr>
<tr>
<td>COS140</td>
<td>Introduction to Chemical Texture</td>
<td>1</td>
</tr>
<tr>
<td>COS141</td>
<td>Intermediate I: Chemical Texture</td>
<td>1</td>
</tr>
<tr>
<td>COS150</td>
<td>Laws, Rules and Regulations</td>
<td>1</td>
</tr>
<tr>
<td>COS160</td>
<td>Intro to Disinfection, Sanitation &amp; Safety</td>
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<td>COS161</td>
<td>Intermed I: Disinfection, Sanitation, Safety</td>
<td>1</td>
</tr>
<tr>
<td>COS203</td>
<td>Shampoos/Rinses/Conditioners II</td>
<td>1</td>
</tr>
<tr>
<td>COS210</td>
<td>Intermediate II: Hair Coloring</td>
<td>2</td>
</tr>
<tr>
<td>COS211</td>
<td>Advanced Hair Coloring</td>
<td>2</td>
</tr>
<tr>
<td>COS220</td>
<td>Intermediate II: Hair Cutting</td>
<td>2</td>
</tr>
<tr>
<td>COS221</td>
<td>Advanced Hair Cutting</td>
<td>2</td>
</tr>
<tr>
<td>COS230</td>
<td>Intermediate II: Hair Styling</td>
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</tr>
<tr>
<td>COS231</td>
<td>Advanced Hair Styling</td>
<td>1</td>
</tr>
<tr>
<td>COS240</td>
<td>Intermediate II: Chemical Texture</td>
<td>1</td>
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<td>Intermed II: Disinfect, Sanitation &amp; Safety</td>
<td>2</td>
</tr>
<tr>
<td>COS261</td>
<td>Advanced Disinfection, Sanitation &amp; Safety</td>
<td>1</td>
</tr>
<tr>
<td>COS262</td>
<td>Advanced II: Disinfection, Sanitation/Safety</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Certificate Credits: 40
Estimated Cost*: $4,668
Estimated Time to Complete: 2 semesters

---

**Gainful Employment Report**

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at, www.TCR.edu/academics/gainful-employment-disclosures.php.

**SOC Code**: 39-5012/CIP Code: 12-0401

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### Cosmetology Program Cost
- Tuition & Fees: $7,039.50
- Books & Supplies: $1,653.75

**Median Loan Debt Title IV**: $0

*Loan information from EdExpress financial aid data for 2015-16.*

### Hairstylist Program Cost
- Tuition & Fees: $4,667.50
- Books & Supplies: $1,111.54

**Median Loan Debt Title IV**: $0

*Loan information from EdExpress financial aid data for 2015-16.*

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**Cosmetology Completion, Placement, and Licensure 2015-16**
- Program Completers: 6
- Completion Rate: 67%
- Job Placement Rate: 100%
- Licensure Exam Pass Rate: 100%

**Hairstylist Completion, Placement, and Licensure 2015-16**
- Program Completers: 7
- Completion Rate: 100%
- Job Placement Rate: 83%
- Licensure Exam Pass Rate: 100%
Criminal Justice

The Criminal Justice program is designed to prepare students for a career in Law Enforcement. The Law Enforcement Academy provides training for students interested in becoming patrol officers. Our program meets the basic training requirements set by the state of Colorado as a prerequisite for taking the test to become Peace Officers Standards and Training (POST) Certified. This is a 16 week program with new classes starting in the spring and fall.

Through a cooperative program with Colorado Mesa University, our Law Enforcement courses will transfer into the A.A.S. in Criminal Justice at CMU.

A successful career in criminal justice requires an individual to meet rigorous physical and personal qualifications. Important personal characteristics include honesty, sound judgment, integrity, and a sense of responsibility.

Training in criminal justice can help prepare individuals for a variety of related career opportunities such as:

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Entry Level Wages</th>
<th>Projected Annual Growth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correctional Officers and Jailers</td>
<td>$41,538.00</td>
<td>1.00%</td>
</tr>
<tr>
<td>Detectives and Criminal Investigators</td>
<td>$48,058.00</td>
<td>1.67%</td>
</tr>
<tr>
<td>First-Line Supervisors of Police and Detectives</td>
<td>$59,206.00</td>
<td>1.79%</td>
</tr>
<tr>
<td>Police and Sheriff’s Patrol Officers</td>
<td>$41,340.00</td>
<td>1.99%</td>
</tr>
<tr>
<td>Security Guards</td>
<td>$22,109.00</td>
<td>1.86%</td>
</tr>
</tbody>
</table>


This program has special enrollment requirements. See program information packet for details.

Department Faculty/Staff

Coordinators  Sgt. David Stassen (Ret.)

Instructors - Part time  Sgt. David Stassen (Ret.)
Local POST Certified Trainers
## Law Enforcement Academy

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEA101</td>
<td>Basic Police Academy I</td>
<td>6</td>
</tr>
<tr>
<td>LEA102</td>
<td>Basic Police Academy II</td>
<td>12</td>
</tr>
<tr>
<td>LEA105</td>
<td>Basic Law</td>
<td>8</td>
</tr>
<tr>
<td>LEA106</td>
<td>Arrest Control Techniques</td>
<td>3</td>
</tr>
<tr>
<td>LEA107</td>
<td>Law Enforcement Driving</td>
<td>3</td>
</tr>
<tr>
<td>LEA108</td>
<td>Firearms</td>
<td>3</td>
</tr>
<tr>
<td>PED110</td>
<td>Fitness Center Activity I</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Certificate Credits 36

Estimated Cost* $6,815

Estimated Time to Complete 16 weeks

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### Gainful Employment Report

Important information about educational debt, earnings, and completion rates of student who attend this program can be found on our website at www.dmtc.edu/academics/gainful-employment-disclosures.php.

<table>
<thead>
<tr>
<th>SOC Code</th>
<th>CIP Code</th>
<th>33-3051/43-0107</th>
</tr>
</thead>
</table>

**Program Cost**

- Tuition & Fees $6,814.50
- Books & Supplies $803.29

**Completion, Placement, and Licensure 2015-16**

- Program Completers: 23
- Completion Rate: 100%
- Job Placement Rate: 82%
- Licensure Exam Pass Rate: 91%

**Median Loan Debt Title IV** $0

*Loan information from EdExpress financial aid data for 2015-16.*
The Early Childhood Education program prepares individuals for various levels of employment in child care centers, public school settings, headstart programs, or other areas where caring for young children is the primary function. This program focuses on cognitive, physical, emotional, and social growth and development. The program meets the educational component for qualification as an Early Childhood Teacher - Entry Level, Infant/Toddler Early Childhood Teacher, Preschool Early Childhood Teacher, or Large Center Director in Colorado. In order to satisfy the educational component for a Director’s license in the state of Colorado, a student would complete the Large Center Director’s certificate and required occupational experience.

Early childhood educators care for children from birth to age 8. Most child care workers combine basic care and teaching duties. Individuals who primarily teach are classified as teachers. Successful child care workers must be mature, patient, understanding, articulate, and have energy and physical stamina. They must be effective communicators, be able to anticipate and prevent problems, deal with disruptive children, be enthusiastic and alert, and provide discipline in a firm but fair manner. Teachers also must be knowledgeable in the subjects they teach and be able to employ different teaching methods to respond to individual and cultural differences in the students they teach.

Training in early childhood education can help prepare individuals for a variety of related career opportunities such as:

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Entry Level Wages</th>
<th>Projected Annual Growth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Care Worker</td>
<td>$19,958.00</td>
<td>2.39%</td>
</tr>
<tr>
<td>Administrators, Preschool and Childcare Center/Program</td>
<td>$34,813.00</td>
<td>2.4%</td>
</tr>
<tr>
<td>Kindergarten Teacher</td>
<td>$33,930.00</td>
<td>1.40%</td>
</tr>
<tr>
<td>Preschool Teacher</td>
<td>$20,396.00</td>
<td>2.30%</td>
</tr>
<tr>
<td>Teacher Assistant</td>
<td>$21,623.00</td>
<td>1.60%</td>
</tr>
</tbody>
</table>


Department Faculty/Staff

Coordinator Wendy Shima, MEd
Instructors - Part time
Carol Phelps, MA  
Holly Harmon,  
Jessica Frey, BS  
Wendy Shima, MEd
Early Childhood Teacher - Entry Level

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE101</td>
<td>Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE103</td>
<td>Guidance Strategies for Children</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Certificate Credits: 6
Estimated Cost*: $637
Estimated Time to Complete: 2 semesters

Preschool Early Childhood Teacher

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE101</td>
<td>Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE102</td>
<td>Intro to Early Childhood Lab Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ECE103</td>
<td>Guidance Strategies for Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE220</td>
<td>Curriculum Development: Methods and</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Techniques</td>
<td></td>
</tr>
</tbody>
</table>

Total Certificate Credits: 12
Estimated Cost*: $1,274
Estimated Time to Complete: 2 semesters

Infant/Toddler Early Childhood Teacher

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE101</td>
<td>Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE102</td>
<td>Intro to Early Childhood Lab Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ECE103</td>
<td>Guidance Strategies for Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE111</td>
<td>Infant and Toddler Theory and Practice</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Certificate Credits: 12
Estimated Cost*: $1,274
Estimated Time to Complete: 2 semesters

Large Center Director

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE101</td>
<td>Introduction to Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECE102</td>
<td>Intro to Early Childhood Lab Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ECE103</td>
<td>Guidance Strategies for Children</td>
<td>3</td>
</tr>
<tr>
<td>ECE111</td>
<td>Infant and Toddler Theory and Practice</td>
<td>3</td>
</tr>
<tr>
<td>ECE205</td>
<td>Nutrition, Health and Safety</td>
<td>3</td>
</tr>
<tr>
<td>ECE220</td>
<td>Curriculum Development: Methods and</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Techniques</td>
<td></td>
</tr>
<tr>
<td>ECE238</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>ECE240</td>
<td>Administration of Early Childhood Care and</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Education Programs</td>
<td></td>
</tr>
<tr>
<td>ECE241</td>
<td>Administration: Human Relations for Early</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Childhood Education</td>
<td></td>
</tr>
<tr>
<td>ECE260</td>
<td>Exceptional Child</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Certificate Credits: 30
Estimated Cost*: $3,185
Estimated Time to Complete: 2-4 semesters

Gainful Employment Report

Important information about educational debt, earnings, and completion rates of student who attend this program can be found on our website at www.dmtc.edu/academics/gainful-employment-disclosures.php.


Early Childhood Teacher - Entry Level Program Cost

| Tuition & Fees | $637.00
| Books & Supplies | Varies

Preschool Early Childhood Teacher Program Cost

| Tuition & Fees | $1,274.00
| Books & Supplies | Varies

Infant/Toddler Early Childhood Teacher Program Cost

| Tuition & Fees | $1,274.00
| Books & Supplies | Varies

Large Center Director Program Cost

| Tuition & Fees | $3,185.00
| Books & Supplies | Varies

New certificates with no enrollment in 2015-16

Completion, Placement, and Licensure 2015-16

Program Completers:
Completion Rate:
Job Placement Rate:
Licensure Exam Pass Rate:

Median Loan Debt Title IV: None

No financial aid is available for this program.

Loan information from EdExpress financial aid data for 2015-16.

*Estimated costs include tuition, registration, and other fees. Most programs require the purchase of books and supplies which are not included in the costs.

All prices are subject to change without notice.
Emergency Medical Services

Our Emergency Medical Technician program is designed to provide initial and on-going training in emergency medical care for EMS providers. Students may earn initial or refresher certificates as an **EMT Basic, EMT Intermediate, Emergency Medical Responder, or Wilderness First Responder**. Students who successfully complete the EMT Basic or EMT Intermediate training will be prepared to take the National Registry Certification exam. The EMT Basic and Intermediate training follows the most current Department of Transportation curriculum.

EMTs work under the direction of a physician to provide sick or injured individuals with emergency treatment and transport to a medical facility. EMTs are employed or volunteer with fire departments, hospitals, ambulance services, search and rescue, and ski patrols. Emotional stability, good dexterity, agility, physical coordination, the ability to lift and carry heavy loads, good eyesight, accurate color vision, and good math, reading, and writing skills are all important qualities for a successful career in emergency medical services.

Emergency Medical Services training prepares students for a variety of career opportunities including:

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Entry Level Wages</th>
<th>Projected Annual Growth</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMTs and Paramedics</td>
<td>$18,522.00</td>
<td>2.6%</td>
</tr>
<tr>
<td>Fire Fighters</td>
<td>$25,462.00</td>
<td>2.10%</td>
</tr>
<tr>
<td>Lifeguards, Ski Patrol, &amp; Other Recreational Professionals</td>
<td>$19,032.00</td>
<td>2.28%</td>
</tr>
<tr>
<td>Police, Fire, and Ambulance Dispatchers</td>
<td>$34,223.00</td>
<td>1.02%</td>
</tr>
</tbody>
</table>


*This program has special enrollment requirements. See program information packet for details.*

**Department Faculty/Staff**

**Coordinator** F. Channing Clymer, Paramedic

**Instructors - Part time**

- F. Channing Clymer, Paramedic
- Connie Black, EMT-I99
- Pam Baysinger, EMT-I99
- Charles Hufman, Paramedic
## EMT-Basic

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS121</td>
<td>EMT Fundamentals</td>
<td>3.0</td>
</tr>
<tr>
<td>EMS122</td>
<td>EMT Medical Emergencies</td>
<td>4.0</td>
</tr>
<tr>
<td>EMS123</td>
<td>EMT Trauma Emergencies</td>
<td>2.0</td>
</tr>
<tr>
<td>EMS124</td>
<td>EMT Special Considerations</td>
<td>2.0</td>
</tr>
<tr>
<td>EMS170</td>
<td>EMT Basic Clinical</td>
<td>1.0</td>
</tr>
<tr>
<td>HPR102</td>
<td>CPR for Professionals</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Total Certificate Credits: 12.5
Estimated Cost*: $1,861
Estimated Time to Complete: 20 weeks

## EMT-Intermediate

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS203</td>
<td>EMT Intermediate I</td>
<td>6.0</td>
</tr>
<tr>
<td>EMS205</td>
<td>EMT Intermediate II</td>
<td>6.0</td>
</tr>
<tr>
<td>EMS270</td>
<td>Clinical: EMT Intermediate</td>
<td>3.0</td>
</tr>
<tr>
<td>HPR120</td>
<td>ACLS</td>
<td>1.0</td>
</tr>
<tr>
<td>HPR190</td>
<td>Basic EKG Interpretation</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Total Certificate Credits: 18
Estimated Cost*: $2,793
Estimated Time to Complete: 32 weeks

## Emergency Medical Responder

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS115</td>
<td>Emergency Medical Responder</td>
<td>3.0</td>
</tr>
<tr>
<td>EMS175</td>
<td>Hazmat First Responder</td>
<td>0.5</td>
</tr>
<tr>
<td>EMS176</td>
<td>Incident Command/NIMS</td>
<td>1.0</td>
</tr>
<tr>
<td>HPR102</td>
<td>CPR for Professionals</td>
<td>0.5</td>
</tr>
</tbody>
</table>

Total Certificate Credits: 5.0

## Wilderness First Responder

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS175</td>
<td>Hazmat First Responder</td>
<td>0.5</td>
</tr>
<tr>
<td>HPR102</td>
<td>CPR for Professionals</td>
<td>0.5</td>
</tr>
<tr>
<td>HWE129</td>
<td>Wilderness First Responder</td>
<td>4.0</td>
</tr>
</tbody>
</table>

Total Certificate Credits: 5.0

## Advanced EMT

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS127</td>
<td>AEMT Special Considerations</td>
<td>2.0</td>
</tr>
<tr>
<td>EMS129</td>
<td>AEMT Pharmacology</td>
<td>1.0</td>
</tr>
<tr>
<td>EMS130</td>
<td>EMT Intravenous Therapy</td>
<td>2.0</td>
</tr>
<tr>
<td>EMS131</td>
<td>AEMT Fundamentals</td>
<td>2.0</td>
</tr>
<tr>
<td>EMS133</td>
<td>AEMT Medical Emergencies</td>
<td>2.0</td>
</tr>
<tr>
<td>EMS134</td>
<td>The Geriatric Patient</td>
<td>1.0</td>
</tr>
<tr>
<td>EMS135</td>
<td>AEMT Trauma Emergencies</td>
<td>2.0</td>
</tr>
<tr>
<td>EMS136</td>
<td>EMT-Paramedic Safety Issues</td>
<td>1.0</td>
</tr>
<tr>
<td>EMS171</td>
<td>AEMT Clinical Internship</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Total Certificate Credits: 5.0

Gainful Employment Report

Important information about educational debt, earnings, and completion rates of student who attend this program can be found on our website at [www.dmtc.edu/academics/gainful-employment-disclosures.php](http://www.dmtc.edu/academics/gainful-employment-disclosures.php).

SOC Code 29-2041/CIP Code 51-0904

EMT-Basic

Program Cost
- Tuition & Fees: $1,861.31
- Books & Supplies: $236.59

Median Loan Debt Title IV: None

No financial aid is available for this program.

EMT-Intermediate

Program Cost
- Tuition & Fees: $2,793.30
- Books & Supplies: $416.67

Median Loan Debt Title IV: None

No financial aid is available for this program.

EMT-Basic

Completion, Placement, and Licensure 2015-16
- Program Completers: 21
- Completion Rate: 88%
- Job Placement Rate: 72%
- Licensure Exam Pass Rate: 83%

EMT-Intermediate

Completion, Placement, and Licensure 2015-16
- Program Completers: 1
- Completion Rate: 100%
- Job Placement Rate: 100%
- Licensure Exam Pass Rate: 100%

*Estimated costs include tuition, registration, and other fees. Most programs require the purchase of books and supplies which are not included in the costs. All prices are subject to change without notice.
The Barber and Cosmetology Occupations department includes the Barbering, Cosmetology, Esthetician, and Nail Technician programs. Each program meets the state requirements for the Colorado State Board of Barbers and Cosmetologists examinations leading to state licensing.

The **Esthetician** program is a 20 credit, 600 hour, program completed in one semester. The program is offered each summer. Students in this program specialize in the study of skin care. Students gain basic knowledge in beautifying the skin through skin analysis, facials, pore cleansing and exfoliation treatments, skin care, makeup, hair removal, and waxing. Students also learn to recognize which skin problems they are qualified to treat and those that require treatment by a medical professional.

A successful career in barber and cosmetology occupations requires a neat personal appearance, strong interpersonal skills, and a good image, and attitude. Since many businesses also sell product, effective salesmanship and business skills are also important. An understanding of fashion, art, and technical design are also useful skills.

Training in barber and cosmetology occupations can help prepare individuals for a variety of related career opportunities such as:

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Entry Level Wages</th>
<th>Projected Annual Growth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbers</td>
<td>$20,716.00</td>
<td>2.24% *</td>
</tr>
<tr>
<td>Hairdressers, Hairstylists, and Cosmetologists</td>
<td>$18,796.00</td>
<td>1.73%</td>
</tr>
<tr>
<td>Manicurists and Pedicurists</td>
<td>$18,703.00</td>
<td>2.5% *</td>
</tr>
<tr>
<td>Skin Care Specialists</td>
<td>$23,999.00</td>
<td>4.46% *</td>
</tr>
</tbody>
</table>

Southwestern Colorado data from Colorado Department of Labor and Employment Occupational Employment Statistics Survey 2016. An * indicates the data is for the entire state. Bright employment outlook nationally.

**Department Faculty/Staff**

**Coordinator** Christy Collins

**Instructors - Full time**

Christy Collins
Lynzie Covert
Marielle Chavez
Steven Govea

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**Esthetician**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS150</td>
<td>Laws, Rules &amp; Regulations</td>
<td>1</td>
</tr>
<tr>
<td>COS160</td>
<td>Intro to Disinfection, Sanitation &amp; Safety</td>
<td>2</td>
</tr>
<tr>
<td>COS250</td>
<td>Management Ethics, Interpersonal Skill, Salesmanship</td>
<td>1</td>
</tr>
<tr>
<td>COS260</td>
<td>Intermed II: Disinfect, Sanitation &amp; Safety</td>
<td>2</td>
</tr>
<tr>
<td>COS262</td>
<td>Adv II: Disinfection, Sanitation &amp; Safety</td>
<td>3</td>
</tr>
<tr>
<td>EST110</td>
<td>Introduction to Facials &amp; Skin Care</td>
<td>3</td>
</tr>
<tr>
<td>EST111</td>
<td>Intermediate Facials &amp; Skin Care</td>
<td>2</td>
</tr>
<tr>
<td>EST210</td>
<td>Advanced Massage &amp; Skin Care</td>
<td>2</td>
</tr>
<tr>
<td>EST211</td>
<td>Facial Makeup</td>
<td>1</td>
</tr>
<tr>
<td>EST212</td>
<td>Hair Removal</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Certificate Credits 20

Estimated Cost* $2,329

Estimated Time to Complete 1 semester

---

**Gainful Employment Report**

Important information about educational debt, earnings, and completion rates of student who attend this program can be found on our website at www.dmtc.edu/academics/gainful-employment-disclosures.php.

**SOC Code** 39-5094

**CIP Code** 12-0401

**Program Cost**

| Tuition & Fees | $2,328.75 |
| Books & Supplies | $1,098.00 |

**Median Loan Debt Title IV None**

For privacy reasons median loan debt amounts are not disclosed for programs with fewer than 10 students during the award year. Loan information from EdExpress financial aid data for 2015-16.

**Completion, Placement, and Licensure 2015-16**

No enrollment in 2015-16

Program Completers:

Completion Rate:

Job Placement Rate:

Licensure Exam Pass Rate:

---

*Estimated costs include tuition, registration, and other fees. Most programs require the purchase of books and supplies which are not included in the costs. All prices are subject to change without notice.
Massage Therapy

This program is designed to help individuals develop the basic entry-level skills needed for a career in \textit{Massage Therapy}. Students will complete 600 hours of training in anatomy, physiology, kinesiology, pathology, ethics, business practices, Swedish massage and a variety of complementary healing techniques. Students complete over 200 hours of hands-on training, including practice in the TCR Massage Clinic. TCR is a National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) approved school and meets or exceeds the hours needed to be eligible to take the Massage and Bodywork Licensing Examination (MBLEX). The program also meets the educational requirements for registry as a Massage Therapist in Colorado.

Massage therapists may work in a public or private setting, and are often self-employed. Massage therapy is a physically demanding job. Due to the physical nature of the work, a full-time massage therapist generally does between 15 and 30 hours of massage per week. Many massage therapists work part-time. Strong communication skills and a friendly, empathic personality are important traits for successful massage therapists.

Training in massage therapy can help prepare individuals for a variety of related career opportunities such as:

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Entry Level Wages</th>
<th>Projected Annual Growth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licensed Practical Nurse</td>
<td>$35,693.00</td>
<td>1.96%</td>
</tr>
<tr>
<td>Massage Therapist</td>
<td>$33,734.00</td>
<td>2.19%</td>
</tr>
<tr>
<td>Personal Care Aides</td>
<td>$19,195.00</td>
<td>3.46%</td>
</tr>
<tr>
<td>Physical Therapist Assistants</td>
<td>$24,114.00</td>
<td>4.08%</td>
</tr>
<tr>
<td>Physical Therapist Aides</td>
<td>$28,228.00</td>
<td>4.14%</td>
</tr>
</tbody>
</table>

Southwestern Colorado Data from Colorado Department of Labor and Employment Occupational Employment Statistics Survey 2016. \(\star\) Bright employment outlook nationally.

\textbf{Department Faculty/Staff}

\textit{Coordinator} Rachel Wampler

\textit{Instructors - Full time}

Rachel Wampler, CPT, CIMT

\textit{We are an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, religion, sex, age, or disability, in our activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For further information regarding civil rights or grievance procedures, contact Michael Klouser, Director, Technical College of the Rockies, 1765 US Hwy 50, Delta, Colorado 81416, (970) 874-7671, or the Office for Civil Rights, U.S. Department of Education, Federal Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, phone (303) 844-5695, FAX (303) 844-4303; TDD (303) 844-3417, or Email OCR_Denver@ed.gov.}

1765 US Hwy 50, Delta, Colorado 81416 970-874-7671 www.tcr.edu
**Massage Therapy**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HHP100 Complementary Healing Methods</td>
<td>1.0</td>
</tr>
<tr>
<td>HHP208 Advanced Musculoskeletal Anatomy</td>
<td>2.0</td>
</tr>
<tr>
<td>HHP221 High Level Wellness</td>
<td>1.0</td>
</tr>
<tr>
<td>HPR117 Anatomical Kinesiology</td>
<td>3.0</td>
</tr>
<tr>
<td>HWE103 Community First Aid and CPR</td>
<td>1.0</td>
</tr>
<tr>
<td>MST106 A &amp; P for Massage Therapy</td>
<td>4.0</td>
</tr>
<tr>
<td>MST110 Ethics for Massage Therapy</td>
<td>1.0</td>
</tr>
<tr>
<td>MST111 Basic Massage Therapy</td>
<td>4.0</td>
</tr>
<tr>
<td>MST113 Professional Massage</td>
<td>3.0</td>
</tr>
<tr>
<td>MST184 Clinical Massage</td>
<td>3.0</td>
</tr>
<tr>
<td>MST204 MST Business Practices</td>
<td>2.0</td>
</tr>
<tr>
<td>MST216 Pathology for Massage Therapy</td>
<td>3.0</td>
</tr>
<tr>
<td>MST289 Massage Capstone</td>
<td>1.0</td>
</tr>
</tbody>
</table>

**Plus 1 credit from the following electives**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HHP101 Infant Massage</td>
<td>1.0</td>
</tr>
<tr>
<td>HHP111 Herbology I</td>
<td>1.0</td>
</tr>
<tr>
<td>HHP122 Qigong</td>
<td>1.0</td>
</tr>
<tr>
<td>HHP152 Animal Massage</td>
<td>1.0</td>
</tr>
<tr>
<td>HHP164 Introduction to Hand Reflexology</td>
<td>1.0</td>
</tr>
<tr>
<td>HHP166 Introduction to Reflexology</td>
<td>1.0</td>
</tr>
<tr>
<td>HHP175 Special Topics</td>
<td>Varies</td>
</tr>
<tr>
<td>HHP190 Crystal &amp; Mineral Usage in Health Care</td>
<td>0.5</td>
</tr>
<tr>
<td>HHP202 Aromatherapy</td>
<td>0.5</td>
</tr>
<tr>
<td>HHP207 Palpatory Literacy in Deep Tissue</td>
<td>2.0</td>
</tr>
<tr>
<td>HHP218 Acupressure</td>
<td>1.0</td>
</tr>
<tr>
<td>HHP242 Healing Touch Level I</td>
<td>1.0</td>
</tr>
<tr>
<td>HHP246 Second Degree Reiki</td>
<td>1.0</td>
</tr>
<tr>
<td>HHP275 Special Topics</td>
<td>Varies</td>
</tr>
<tr>
<td>HHP285 Independent Study</td>
<td>Varies</td>
</tr>
</tbody>
</table>

Total Certificate Credits: 30
Estimated Cost*: $3,770
Estimated Time to Complete: 1 semester

---

**Gainful Employment Report**

Important information about educational debt, earnings, and completion rates of student who attend this program can be found on our website at www.dmtc.edu/academics/gainful-employment-disclosures.php.

**SOC Code**: 31-2021  
**CIP Code**: 51-3501

**Program Cost**

- Tuition & Fees: $3,770.28  
- Books & Supplies: $709.40

**Completion, Placement, and Licensure 2015-16**

- Program Completers: 20  
- Completion Rate: 100%  
- Job Placement Rate: 84%  
- Licensure Exam Pass Rate: 100%

---

*Estimated costs include tuition, registration, and other fees. Most programs require the purchase of books and supplies which are not included in the costs. All prices are subject to change without notice.
Nail Technician

The Barber and Cosmetology Occupations department includes the Barbering, Cosmetology, Esthetician, and Nail Technician programs. Each program meets the state requirements for the Colorado State Board of Barbers and Cosmetologists examinations leading to state licensing.

The **Nail Technician** program is a 20 credit, 600 hour program completed in one semester. The program is offered each summer. It provides basic knowledge and skills needed to do manicures and pedicures and work with artificial nails. Students learn to clean, file, trim, polish, and repair fingernails and toenails. The nail tech learns to moisturize hands and feet and discuss treatment with clients. Students will learn to apply and maintain artificial nails.

A successful career in barber and cosmetology occupations requires a neat personal appearance, strong interpersonal skills, and a good image, and attitude. Since many businesses also sell product, effective salesmanship and business skills are also important. An understanding of fashion, art, and technical design are also useful skills.

Training in barber and cosmetology occupations can help prepare individuals for a variety of related career opportunities such as:

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Entry Level Wages</th>
<th>Projected Annual Growth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbers</td>
<td>$20,716.00</td>
<td>2.24% *</td>
</tr>
<tr>
<td>Hairdressers, Hairstylists, and Cosmetologists</td>
<td>$18,796.00</td>
<td>1.73%</td>
</tr>
<tr>
<td>Manicurists and Pedicurists</td>
<td>$18,703.00</td>
<td>2.5% *</td>
</tr>
<tr>
<td>Skin Care Specialists</td>
<td>$23,999.00</td>
<td>4.46% *</td>
</tr>
</tbody>
</table>

Southwestern Colorado Data from Colorado Department of Labor and Employment Occupational Employment Statistics Survey 2016. An * indicates the data is for the entire state. 🌞 Bright employment outlook nationally.

**Department Faculty/Staff**

*Coordinator* Christy Collins  
*Instructors - Part time*  
Christy Collins  
Lynzie Covert  
Marielle Chavez

We are an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, religion, sex, age, or disability, in our activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For further information regarding civil rights or grievance procedures, contact Michael Klouser, Director, Technical College of the Rockies, 1765 US Hwy 50, Delta, Colorado 81416, (970) 874-7671, or the Office for Civil Rights, U.S. Department of Education, Federal Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, phone (303) 844-5695, FAX (303) 844-4303; TDD (303) 844-3417, or Email OCR_Denver@ed.gov.
Nail Technician

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS150</td>
<td>Laws, Rules and Regulations</td>
<td>1</td>
</tr>
<tr>
<td>COS160</td>
<td>Intro to Disinfection, Sanitation &amp; Safety</td>
<td>2</td>
</tr>
<tr>
<td>COS250</td>
<td>Management Ethics, Interpersonal Skill, Salesmanship</td>
<td>1</td>
</tr>
<tr>
<td>COS260</td>
<td>Intermed II: Disinfect, Sanitation &amp; Safety</td>
<td>2</td>
</tr>
<tr>
<td>COS261</td>
<td>Advanced Disinfection, Sanitation &amp; Safety</td>
<td>1</td>
</tr>
<tr>
<td>NAT108</td>
<td>Intro to Mani/Pedi/Artificial Nails</td>
<td>3</td>
</tr>
<tr>
<td>NAT111</td>
<td>Intermediate Manicures &amp; Pedicures</td>
<td>2</td>
</tr>
<tr>
<td>NAT210</td>
<td>Advanced Manicures &amp; Pedicures</td>
<td>2</td>
</tr>
<tr>
<td>NAT211</td>
<td>Application of Artificial Nails</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Certificate Credits: 20

Estimated Cost*: $2,302

Estimated Time to Complete: 1 semester

*Estimated costs include tuition, registration, and other fees. Most programs require the purchase of books and supplies which are not included in the costs.

All prices are subject to change without notice.

Gainful Employment Report

Important information about educational debt, earnings, and completion rates of student who attend this program can be found on our website at www.dmtc.edu/academics/gainful-employment-disclosures.php.

SOC Code 39-5092/CIP Code 12-0401

Program Cost

- Tuition & Fees: $2,302.25
- Books & Supplies: $923.99

Completion, Placement, and Licensure 2015-16

- Program Completers: 5
- Completion Rate: 100%
- Job Placement Rate: 100%
- Licensure Exam Pass Rate: 100%

Median Loan Debt Title IV None

For privacy reasons median loan debt amounts are not disclosed for programs with fewer than 10 students during the award year. Loan information from EdExpress financial aid data for 2015-16.
Nursing Aide

The Nursing Aide program is a 7.5 credit program designed to prepare the student to be eligible to become certified as a nurse aide. It meets the Certified Nurse Aide training requirements outlined by the Colorado State Board of Nursing. Successful completers are eligible to take the state CNA examinations.

Nursing aides provide basic patient care under the direction of nursing staff. They provide physical support to assist patients to perform daily living activities such as getting out of bed, bathing, dressing, using the toilet, grooming, standing, walking or exercising. They turn or reposition bedridden patients and may transfer or transport patients. Nursing Aides answer patient call signals, signal lights, bells, or intercom systems to determine patients' needs. They review patients' dietary restrictions, food allergies, and preferences to ensure each patient receives the appropriate diet. They measure and record food and liquid intake or urinary output and report changes to medical or nursing staff. Nursing Aides work in nursing and residential care facilities, hospitals, and home health care services. Important qualities for a successful career as a nurse aide include a patient, understanding nature, emotional stability, dependability, good communication skills, and an ability to perform routine tasks.

Training in healthcare occupations can help prepare individuals for a variety of career opportunities such as:

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Entry Level Wages</th>
<th>Projected Annual Growth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Health Aides</td>
<td>$22,299.00</td>
<td>3.41%</td>
</tr>
<tr>
<td>Licensed Practical Nurses</td>
<td>$35,693.00</td>
<td>1.96%</td>
</tr>
<tr>
<td>Medical Assistants</td>
<td>$26,364.00</td>
<td>2.80%</td>
</tr>
<tr>
<td>Nursing Assistants</td>
<td>$21,785.00</td>
<td>2.32%</td>
</tr>
<tr>
<td>Personal Care Aides</td>
<td>$19,195.00</td>
<td>3.46%</td>
</tr>
<tr>
<td>Registered Nurses</td>
<td>$51,197.00</td>
<td>3.46%</td>
</tr>
</tbody>
</table>


This program has special enrollment requirements. See program information packet for details.

Department Faculty/Staff
Coordinator Deanna McCoy, RN
Instructors - Full time
Deanna McCoy, RN,
Mary Vaughn, BSN, RN
### Nursing Aide

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPR102</td>
<td>CPR for Professionals (AHA BLS)</td>
<td>0.5</td>
</tr>
<tr>
<td>NUA101</td>
<td>Nurse Aide Health Care Skills</td>
<td>4.0</td>
</tr>
<tr>
<td>NUA105</td>
<td>Home Health Aide Theory</td>
<td>2.0</td>
</tr>
<tr>
<td>NUA170</td>
<td>Nurse Aide Clinical Experience</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Total Certificate Credits: 7.5
Estimated Cost*: $1,195
Estimated Time to Complete: 3 weeks

---

**Gainful Employment Report - Nursing Aide**

Important information about educational debt, earnings, and completion rates of student who attend this program can be found on our website at [www.dmtc.edu/academics/gainful-employment-disclosures.php](http://www.dmtc.edu/academics/gainful-employment-disclosures.php).

<table>
<thead>
<tr>
<th>SOC Code</th>
<th>CIP Code</th>
<th>Program Cost</th>
<th>Completion, Placement, and Licensure 2015-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>31-1014/51-3902</td>
<td></td>
<td>Tuition &amp; Fees: $1,195.26</td>
<td>Program Completers: 131</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Books &amp; Supplies: $128.16</td>
<td>Completion Rate: 100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Job Placement Rate: 84%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Licensure Exam Pass Rate: 94%</td>
</tr>
</tbody>
</table>

**Median Loan Debt Title IV**: None

No financial aid is available for this program.

*Estimated costs include tuition, registration, and other fees. Most programs require the purchase of books and supplies which are not included in the costs.

All prices are subject to change without notice.
Practical Nursing

The Practical Nursing program is designed to prepare safe practitioners to administer basic nursing care and/or assist with care of patients of various health status and ages within the province of practical nursing as defined by law. Students learn to share in the care of the sick, in rehabilitation, and in illness prevention, under the direction of a licensed physician and/or registered nurse. The PN should be skilled in detecting signs and symptoms indicative of illness and be able to efficiently communicate this information to other team members. This program provides a diversified learning experience, correlates theory and clinical practice, and effectively guides and supervises the student. Graduates of this program are eligible to apply for the National Council Licensure Examination for Practical Nursing (NCLEX-PN).

The Practical Nursing program meets the requirements of, and is approved by, the Colorado Community College and Occupational Education System (CCCOES) and Council on Occupational Education. It is approved by the Colorado Department of Regulatory Agencies Board of Nursing, 1560 Broadway, Suite 1370, Denver, CO 81202.; 303-894-2430; www.dora.state.co.us/nursing. This nursing education program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN). [ACEN contact information: 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; P 404-975-5000 F 404-975-5020; www.acen.org] The program is completed full-time in two semesters.

Licensed practical nurses (LPNs) work under the direction of physicians and registered nurses to care for sick, injured, convalescent, or disabled individuals. Important qualities for a successful career in healthcare include a caring, sympathetic nature; emotional stability; good observation, decision-making, and communication skills; and an ability to follow orders and work under close supervision.

Training in healthcare occupations can help prepare individuals for a variety of career opportunities such as:

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Entry Level Wages</th>
<th>Projected Annual Growth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licensed Practical Nurses</td>
<td>$35,693.00</td>
<td>1.96%</td>
</tr>
<tr>
<td>Medical Assistants</td>
<td>$26,364.00</td>
<td>2.80%</td>
</tr>
<tr>
<td>Physician Assistants</td>
<td>$62,394.00</td>
<td>3.40%</td>
</tr>
<tr>
<td>Registered Nurses</td>
<td>$51,197.00</td>
<td>3.46%</td>
</tr>
</tbody>
</table>


This program has special enrollment requirements. See program information packet for details.

Department Faculty/Staff
Coordinator
Lara Smith, MSN, RN

Instructors
- Full time
  Jean Ann Robb, MSN, RN
  Teri Williams, BSN, RN
  Hilary Showalter, BSN, RN
- Part time
  Birdie Young, MSN, RN
  Judy Davis, FNP, RN
  Joanna Fuller, BSN, RN
  Amber Perkins, BSN, RN
  Teresa Burt, ADN

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**Practical Nurse**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR101</td>
<td>Pharmacology Calculations</td>
<td>1.0</td>
</tr>
<tr>
<td>NUR102</td>
<td>Alterations in Adult Health I</td>
<td>4.0</td>
</tr>
<tr>
<td>NUR103</td>
<td>Basic Health Assessment for the Practical Nurse</td>
<td>1.0</td>
</tr>
<tr>
<td>NUR104</td>
<td>Alterations in Adult Health II</td>
<td>5.0</td>
</tr>
<tr>
<td>NUR105</td>
<td>Practical Nursing Arts and Skills</td>
<td>6.0</td>
</tr>
<tr>
<td>NUR110</td>
<td>Basic Pharmacology for the PN</td>
<td>3.0</td>
</tr>
<tr>
<td>NUR111</td>
<td>Socialization into Practical Nursing</td>
<td>1.0</td>
</tr>
<tr>
<td>NUR113</td>
<td>Basic Concepts of Maternal-Newborn Nursing</td>
<td>2.0</td>
</tr>
<tr>
<td>NUR114</td>
<td>Basic Concepts of Nursing of Children</td>
<td>2.0</td>
</tr>
<tr>
<td>NUR115</td>
<td>Basic Concepts Mental Health &amp; Illness</td>
<td>1.0</td>
</tr>
<tr>
<td>NUR116</td>
<td>Basic Concepts Gerontological Nursing</td>
<td>1.0</td>
</tr>
<tr>
<td>NUR131</td>
<td>Clinical I: Application of Practical Nursing Arts &amp; Skills</td>
<td>3.0</td>
</tr>
<tr>
<td>NUR132</td>
<td>Clinical II: Application of Adult Health</td>
<td>2.0</td>
</tr>
<tr>
<td>NUR133</td>
<td>Clinical III: Application of Basic Concepts of Maternal-Newborn and Pediatric Nursing</td>
<td>1.0</td>
</tr>
<tr>
<td>NUR134</td>
<td>Clinical IV: Advanced Application of Adult Health</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Total TCR Credits (includes prerequisites): 36.0

Estimated Cost* (does not include prerequisites): $8,754

Estimated Time to Complete: 2 semesters

**Prerequisites (available at TCR)**

BIO106  Basic Anatomy & Physiology  4.0

**Additional Prerequisite (not available at TCR)**

ENG121  English Composition  3.0

Total Certificate Credits (includes all prerequisites): 43.0

---

**Gainful Employment Report**

Important information about educational debt, earnings, and completion rates of student who attend this program can be found on our website at www.dmtc.edu/academics/gainful-employment-disclosures.php.

**SOC Code**: 29-2061/CI Code: 51-3901

<table>
<thead>
<tr>
<th>Program Cost</th>
<th>Completion, Placement, and Licensure 2015-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; Fees</td>
<td>Program Completers: 27</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>Completion Rate: 96%</td>
</tr>
<tr>
<td></td>
<td>Job Placement Rate: 100%</td>
</tr>
<tr>
<td>Median Loan Debt Title IV</td>
<td>Licensure Exam Pass Rate: 100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Cost</th>
<th>Completion, Placement, and Licensure 2015-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; Fees</td>
<td>Program Completers: 27</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>Completion Rate: 96%</td>
</tr>
<tr>
<td></td>
<td>Job Placement Rate: 100%</td>
</tr>
<tr>
<td>Median Loan Debt Title IV</td>
<td>Licensure Exam Pass Rate: 100%</td>
</tr>
</tbody>
</table>

*Estimated costs include tuition, registration, and other fees. Most programs require the purchase of books and supplies which are not included in the costs. All prices are subject to change without notice.
The Technical CAD Drafting core program is designed to qualify students for entry-level employment. Students will learn all basic drafting and AutoCAD skills applicable to general drafting positions. There is also strong emphasis on in-depth knowledge of various software programs. Students may then continue on to specialize in Civil CAD, Architectural CADD, or Mechanical CAD drafting technology, where they develop a solid foundation in each of those disciplines.

CAD technicians prepare technical drawings and plans used to build everything from manufactured products, machinery, houses and office buildings to pipelines and roads. Most drafters use Computer Aided Design and Drafting (CAD) systems to prepare drawings. Within the drafting occupation there are a number of specialties, including: aeronautical, architectural, civil, electrical, electronics, mechanical, and process piping or pipelines. All of these require mechanical ability and visual aptitude. An ability to draw well and perform detailed work accurately and neatly is also important. In addition, drafters will be working with other professionals and customers and need to have good interpersonal skills.

Training in technical drafting can help prepare individuals for a variety of related career opportunities such as:

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Entry Level Wages</th>
<th>Projected Annual Growth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architectural and Civil Drafters</td>
<td>$43,048.00</td>
<td>1.76% G</td>
</tr>
<tr>
<td>Civil Engineers</td>
<td>$48,739.00</td>
<td>2.19%</td>
</tr>
<tr>
<td>Landscape Architects</td>
<td>$53,083.00</td>
<td>1.43% *</td>
</tr>
<tr>
<td>Mechanical Drafters</td>
<td>$47,069.00</td>
<td>.91%</td>
</tr>
<tr>
<td>Surveying and Mapping Technicians</td>
<td>$26,383.00</td>
<td>.70%</td>
</tr>
</tbody>
</table>

Southwestern Colorado Data from Colorado Department of Labor and Employment Occupational Employment Statistics Survey 2016. An * indicates the data is for the entire state. 🌿Green occupation.

Department Faculty/Staff

Coordinator Doug Cannon, AS  
Instructor - Full time  
Doug Cannon, AS
### Architectural CADD Drafting

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AEC102</td>
<td>Residential Construction Drawing</td>
<td>4</td>
</tr>
<tr>
<td>AEC104</td>
<td>Architectural Drawing Theory</td>
<td>4</td>
</tr>
<tr>
<td>AEC107</td>
<td>Print Reading Res/Commercial</td>
<td>3</td>
</tr>
<tr>
<td>AEC202</td>
<td>Architectural Design &amp; Analysis</td>
<td>4</td>
</tr>
<tr>
<td>AEC218</td>
<td>Sustainable Building Systems</td>
<td>3</td>
</tr>
<tr>
<td>AEC289</td>
<td>Capstone</td>
<td>4</td>
</tr>
<tr>
<td>CAD224</td>
<td>Revit</td>
<td>3</td>
</tr>
<tr>
<td>IND211</td>
<td>Interior Construction</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Certificate Credits: 29
Estimated Cost*: $3,380
Estimated Time to Complete: 1 semester

### Civil CAD Drafting

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AEC215</td>
<td>Elementray Site Planning</td>
<td>3</td>
</tr>
<tr>
<td>AEC220</td>
<td>Surveying</td>
<td>3</td>
</tr>
<tr>
<td>AEC223</td>
<td>Civil Construction Systems</td>
<td>3</td>
</tr>
<tr>
<td>CAD233</td>
<td>Civil 3D Software</td>
<td>3</td>
</tr>
<tr>
<td>EGT143</td>
<td>Civil/Survey Drafting I</td>
<td>3</td>
</tr>
<tr>
<td>EGT243</td>
<td>Civil/Survey Drafting II</td>
<td>3</td>
</tr>
<tr>
<td>ENT255</td>
<td>Civil Drafting</td>
<td>5</td>
</tr>
<tr>
<td>ENT289</td>
<td>Capstone</td>
<td>2</td>
</tr>
<tr>
<td>GIS100</td>
<td>GIS Fundamentals</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Certificate Credits: 28
Estimated Cost*: $3,272
Estimated Time to Complete: 1 semester

### Mechanical CAD Drafting

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD255</td>
<td>SolidWorks/Mechanical</td>
<td>3</td>
</tr>
<tr>
<td>EGT103</td>
<td>Applied Dimension &amp; Tolerance</td>
<td>3</td>
</tr>
<tr>
<td>EGT104</td>
<td>Technical Drafting IV</td>
<td>3</td>
</tr>
<tr>
<td>EGT160</td>
<td>Intro to Industrial Drafting &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td>EGT205</td>
<td>Geometric Dimention/Tolerance</td>
<td>3</td>
</tr>
<tr>
<td>EGT250</td>
<td>Advanced Industrial Drafting</td>
<td>6</td>
</tr>
<tr>
<td>ECT289</td>
<td>Capstone</td>
<td>2</td>
</tr>
<tr>
<td>MTE106</td>
<td>Print Reading Manufacturing</td>
<td>3</td>
</tr>
<tr>
<td>MTE120</td>
<td>Manufacturing Processes</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Certificate Credits: 29
Estimated Cost*: $3,430
Estimated Time to Complete: 1 semester

### Technical CAD Drafting

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD100</td>
<td>Print Reading for CAD</td>
<td>3</td>
</tr>
<tr>
<td>CAD101</td>
<td>Computer Aided Drafting I</td>
<td>3</td>
</tr>
<tr>
<td>CAD102</td>
<td>Computer Aided Drafting II</td>
<td>3</td>
</tr>
<tr>
<td>CAD201</td>
<td>Computer Aided Drafting/Custom</td>
<td>3</td>
</tr>
<tr>
<td>CAD202</td>
<td>Computer Aided Drafting/3D</td>
<td>3</td>
</tr>
<tr>
<td>CAD240</td>
<td>Inventor I/Autodesk</td>
<td>3</td>
</tr>
<tr>
<td>CAD289</td>
<td>Capstone</td>
<td>2</td>
</tr>
<tr>
<td>CIS110</td>
<td>Introduction to the PC</td>
<td>1</td>
</tr>
<tr>
<td>EGT101</td>
<td>Technical Drafting I</td>
<td>3</td>
</tr>
<tr>
<td>EGT102</td>
<td>Technical Drafting II</td>
<td>3</td>
</tr>
<tr>
<td>MAT107</td>
<td>Career Math</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Certificate Credits: 30
Estimated Cost*: $3,628
Estimated Time to Complete: 1 semester

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**Gainful Employment Report**

Important information about educational debt, earnings, and completion rates of student who attend this program can be found on our website at [www.dmtc.edu/academics/gainful-employment-disclosures.php](http://www.dmtc.edu/academics/gainful-employment-disclosures.php).

**Architectural CADD Drafting**
- Program Completers: 3
- Completion Rate: 100%
- Job Placement Rate: 50%
- Licensure Exam Pass Rate: Not required

**Civil CAD Drafting**
- Program Completers: 2
- Completion Rate: 100%
- Job Placement Rate: 100%
- Licensure Exam Pass Rate: Not required

**Mechanical CAD Drafting**
- No enrollment for 2015-16

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*Estimated costs include tuition, registration, and other fees. Most programs require the purchase of books and supplies which are not included in the costs. All prices are subject to change without notice.
 COURSE DESCRIPTIONS

**ACC101 Fundamentals of Accounting** 3 Credits
Presents the basic elements and concepts of accounting, with emphasis on the procedures used for maintaining journals, ledgers, and other related records, and for the completion of end-of-period reports for small service and merchandising businesses.

**ACC125 Computerized Accounting** 3 Credits
Introduces the capabilities of computer applications in accounting. Includes solving accounting problems of a financial nature and hardware and software controls.

**AEC102 Residential Construction Drawing** 4 Credits
Covers an investigation of light frame construction techniques and the production of residential construction drawings. The course covers residential construction materials, components, and systems related to wood frame structures. Students produce a professional set of construction drawings of a residential structure.

**AEC104 Architectural Drawing Theory** 4 Credits
Print reading, construction assemblies, terminology, isometric drawings, orthographic projections, and oblique sketching.

**AEC107 Print Reading Residential/Commercial** 3 Credits
Interpret construction prints and the related documents produced by the residential or commercial architect and used in the construction industry.

**AEC202 Architectural Design & Analysis** 4 Credits
Reviews conceptual design and architectural drafting techniques. The students will be introduced to site analysis through observation and sketching. Students will be required to present a design solution and evaluation of an assigned project through a combination of conceptual models, drawings, and sketches using various computer aided design programs.

**AEC215 Elementary Site Planning** 3 Credits
Acquaints the student with basic surveying principles, building site analysis and associated drawings. Emphasis is placed on systems of land survey, topographical analysis, zoning and site requirements, and other factors that influence building site development. Students complete problems in building construction surveying.

**AEC218 Sustainable Building Systems** 3 Credits
Investigates the technologies and strategies related to sustainable (green) materials and systems for buildings. Topics include: energy and environmental consciousness/regulations; the high performance building envelope; alternative construction techniques (adobe, cob, rammed earth, straw bale); microclimate/site factors; sustainable/green materials; and passive solar; active thermal solar, photovoltaic energy, wind energy conversion, on site water use/reuse and waste disposal systems.

**AEC220 Surveying** 3 Credits
The course includes the fundamentals of plane surveying and basic surveying instruments. It emphasizes construction-related aspects of surveying and the development of skills in using surveying field information. Surveying projects are generally covered in coordinated and fieldwork segments.

**AEC223 Civil Construction Systems** 3 Credits
Provides an introductory study of planning, design, construction and operation principles related to heavy/civil construction projects including earthwork, structures, highways, streets, and roads, bridges, tunnels, railways, airports, and urban mass transit systems. Computation, drawing interpretation and route surveying exercises are performed to supplement lecture topics.

**AEC289 Capstone** 4 Credits
Applies knowledge of building construction techniques and architectural drawing conventions in developing plans, elevations, sections and details of a building structure by developing a set of construction drawings from design development drawings and specifications.

**ASE101 Automotive Shop Orientation** 2 Credits
Provides students with safety instruction in the shop and on the Automobile. Emphasis is placed on the proper use and care of test equipment, precision measuring and machining equipment, gaskets, adhesives, tubing, wiring, jacks, presses, and cleaning equipment and techniques.

**ASE110 Brakes I** 2 Credits
Covers basic operation of automotive braking systems. This includes operation, diagnosis and basic repair of disc, drum and basic hydraulic braking systems.

**ASE111 Automotive Brake Service II** 2 Credits
Teaches skills to perform service checks and procedures to automotive foundation braking system and to identify components and types of ABS and traction control systems.
ASE120 Basic Automotive Electricity 2 Credits
Introduces vehicle electricity and includes basic electrical theory, circuit designs, and wiring methods. It also focuses on multimeter usage and wiring diagrams.

ASE122 Automotive Electrical Safety System 1 Credit
Teaches the student to identify operation of vehicle lighting systems, Supplemental Inflatable Restraints (SIR), windshield wiper, driver warning systems and vehicle accessories.

ASE123 Starting and Charging System 2 Credits
Covers the operation, testing and servicing of vehicle battery, starting and charging systems. Includes voltage testing of starter and generator, load testing and maintenance of a battery.

ASE130 General Engine Diagnosis 2 Credits
Teaches students how to perform basic engine diagnosis to determine condition of engine. This will include engine support systems.

ASE134 Autofuel & Emissions Systems I 2 Credits
Focuses on lecture and laboratory experiences in the diagnosis and repair of automatic fuel emission control systems, filter systems and spark plugs. Course also includes maintenance to diesel (DEF) systems.

ASE140 Suspension and Steering I 2 Credits
Focuses on lecture and related experiences in the diagnosis and service of suspensions and steering systems and their components.

ASE141 Suspension and Steering II 2 Credits
Covers design, diagnosis, inspection, and service of suspension and steering systems used on light trucks and automobiles. Course includes power steering and SRS service.

ASE150 Manual Drive Train and Axle Maintenance 2 Credits
Studies the operating principles and repair procedures relating to axle-shaft and universal joints.

ASE151 Auto Manual Transmission/Transaxles Clutches 2 Credits
Focuses on lecture and related laboratory experiences in the diagnosis and repair of automotive manual transmissions, transaxles and clutches and related components.

ASE152 Manual Transmission, Transaxles, Clutches II 2 Credits
Focuses on lecture and related laboratory experiences in the diagnosis and repair of automotive differentials, four wheel and all wheel drive units.

ASE160 Automotive Engine Repair 2 Credits
Focuses on lecture and laboratory experiences in the service of cylinder head, valve-train components and components of the cooling system. Course also includes engine removal and re-installation and re-mounting systems.

ASE162 Auto Engine Service 2 Credits
Covers engine sealing requirements and repair procedures; engine fasteners, bolt torque and repair of fasteners. Course will also cover cooling system and basic engine maintenance.

ASE 170 Laboratory Experience I 3 Credits
Continues to build upon the principles that are expected to be understood by students.

ASE171 Laboratory Experience II 3 Credits
Continues to build upon the principles that are expected to be understood by students.

ASE210 Brakes II 2 Credits
Covers the operation and theory of the modern automotive braking systems. Includes operation, diagnosis, service, and repair of the anti-lock braking systems, power assist units and machine operations of today’s automobile.

ASE221 Automotive Body Electrical 4 Credits
Provides a comprehensive study of the theory, operation, diagnosis, and repair of vehicle accessories.

ASE231 Automotive Computers 2 Credits
Focuses on lecture and laboratory experiences in the inspection and testing of typical computerized engine control systems.

ASE233 Fuel Injection and Exhaust Systems 4 Credits
Focuses on lecture and related laboratory experiences in the diagnosis and repair of electronic fuel injection systems and modern exhaust systems.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASE240</td>
<td>Suspension and Steering III</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Covers operation of steering and power steering systems. It will also include different alignment types and procedures.</td>
<td></td>
</tr>
<tr>
<td>ASE251</td>
<td>Automotive Transmission/Transaxle Repair</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Covers diagnosis, principles of hydraulics, principles of electronic components, power flow, theory of operation, remove and re-install transmission/transaxle, and replacement of components.</td>
<td></td>
</tr>
<tr>
<td>ASE264</td>
<td>Intro to HVAC Systems</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Covers basic operation of the Heating and Air Conditioning components.</td>
<td></td>
</tr>
<tr>
<td>ASE265</td>
<td>Heating and Air Conditioning Systems</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Emphasizes lecture and related laboratory experiences in the diagnosis and service of automotive heating and air conditioning systems and their components.</td>
<td></td>
</tr>
<tr>
<td>BAR103</td>
<td>Intro to Hair and Scalp</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Introduces various types of hair, scalp treatments and shampoos. Focuses on recognition and treatment of disorders of hair and scalp, product knowledge and proper massage techniques to help control these disorders and cleanse the hair and scalp. Covers terminology dealing with hair structure scalp and hair disorders. Training is provided in a lab or classroom setting.</td>
<td></td>
</tr>
<tr>
<td>BAR107</td>
<td>Intro to Shaving, Honing &amp; Stropping</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Introduces the general principles of shaving to include hair texture, grain of the beard and analysis of the skin. Theory is combined with the practical application of proper shaving procedures and cutting strokes used on the face.</td>
<td></td>
</tr>
<tr>
<td>BAR108</td>
<td>Intermediate Shaving, Honing &amp; Stropping</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Focuses on theory and practical training related to mustache and beard designing and trimming. Practical applications are incorporated in specialized classes or in a supervised salon.</td>
<td></td>
</tr>
<tr>
<td>BAR110</td>
<td>Introduction to Hair Coloring</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Introduces theory pertaining to law of color, theory of color, chemistry of color, product knowledge, and analysis of hair and scalp. Focuses on basic techniques and procedures for the application of hair coloring.</td>
<td></td>
</tr>
<tr>
<td>BAR111</td>
<td>Intermediate Hair Coloring</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Emphasizes theory and practical application of color products, formulations of color, and level and shades of color.</td>
<td></td>
</tr>
<tr>
<td>BAR120</td>
<td>Introduction to Hair Cutting</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Introduces theory relevant to patron protection angles and degree and analysis of hair textures related to hair cutting. Covers proper use and care of hair cutting implements. Introduces basic hair cutting techniques using scissors, razor, clippers, and thinning shears. Training is provided in a classroom or lab setting with students training on mannequins or models.</td>
<td></td>
</tr>
<tr>
<td>BAR121</td>
<td>Intermediate Hair Cutting</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Focuses on theory related to facial shapes and head and body forms to determine the appropriate haircut. Practical application of hair cutting techniques are explored in specialized classes or in a supervised salon setting.</td>
<td></td>
</tr>
<tr>
<td>BAR130</td>
<td>Introduction to Hair Styling</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Combines theory with the practical application of airforming curling iron, finger waving, soft pressing and hard pressing.</td>
<td></td>
</tr>
<tr>
<td>BAR131</td>
<td>Intermediate Hair Styling</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Focuses on the accepted methods of styling hair, air forming, finger waves, and hair pressing.</td>
<td></td>
</tr>
<tr>
<td>BAR140</td>
<td>Introduction to Permanent Waves &amp; Chemical Relaxers</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Focuses on the analysis of hair and scalp, proper equipment and product knowledge. Covers basic techniques in permanent waving and chemical relaxing. Incorporates training in a classroom or lab setting on mannequins or models.</td>
<td></td>
</tr>
<tr>
<td>BAR141</td>
<td>Intermediate Permanent Waves &amp; Chemical Relaxers</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Focuses on theory and practical application of permanent waves and chemical relaxers in specialized classes or supervised salon setting. Students practice different wrapping techniques that are required by trend styles.</td>
<td></td>
</tr>
<tr>
<td>BAR166</td>
<td>Introduction to Facial Massage &amp; Skin Care</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Emphasizes basic understanding of facial massage manipulations and the study of skin in both practical and theory applications. Covers the benefits derived from proper facial massage and a good skin care routine.</td>
<td></td>
</tr>
<tr>
<td>BAR167</td>
<td>Intermediate Facial Massage &amp; Skin Care</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Focuses on practical application dealing with anatomy, skin disorders, skin types and facial shapes. Students help patrons select proper skin care treatments.</td>
<td></td>
</tr>
</tbody>
</table>
BAR203 Advanced Hair and Scalp  
Focuses on advanced theory and practical training of hair, scalp treatments and shampooing in a supervised salon setting. Advanced techniques prepare the student for employment. Covers student preparation for the State Board Licensing Examination on theory and practical procedures.

BAR207 Advanced Shaving, Honing & Stropping  
1 Credit
Focuses on advanced training in shaving, honing and stropping. Practical and theory application is completed in specialized classes or supervised clinical training. Student will be prepared for State Board license exam.

BAR211 Advanced Hair Coloring  
3 Credits
Provides continued instruction in advanced practical techniques for hair coloring with emphasis on recognition of color problems and color correction procedures. Covers advanced techniques and product knowledge to prepare the student for employment. Provides instruction for the State Board Licensing Examination pertaining to hair coloring.

BAR220 Advanced Hair Cutting  
3 Credits
Provides theory and advanced techniques in all phases of hair cutting to ready the student for employment. Covers student preparation for State Board licensing examination on theory and practical procedures. Training is a combination of supervised work and specialized classes.

BAR231 Advanced Hair Styling  
3 Credits
Focuses on theory and advanced techniques in all phases of hair styling to prepare the student for employment. Training is a combination of supervised salon (clinical) work and specialized classes. Includes student preparation for the State Board Licensing Examination relating to hairstyling.

BAR241 Advanced Permanent Waves & Chemical Relaxers  
2 Credits
Focuses on advanced techniques to prepare the student for employment and examines changes in current industry standards. Provides instruction in specialized classes or a supervised salon setting. Covers student preparation for the State Board Licensing Examination pertaining to permanent waves and relaxers.

BAR266 Advanced Facial Massage & Skin Care  
1 Credit
Emphasizes anatomy, skin disorders, skin types and facial shapes. Students guide patrons on selection of proper skin care treatments. Covers student preparation for State Board licensing examination on theory and practical procedures.

BIO106 Basic Anatomy & Physiology  
4 Credits
Focuses on basic knowledge of body structures and function, and provides a foundation for understanding deviations from normal and disease conditions. This course is designed for individuals interested in health care and is directly applicable to the Practical Nursing Program, Paramedic Program and the Medical Office Technology program.

BTE102 Keyboarding Applications I  
2 Credits
Designed for students with minimal keyboarding skills. Introduces letters, tables, memos, and manuscripts. Emphasizes speed and accuracy.

BTE120 Intro to Business Practices  
3 Credits
Examines business practices in the workplace.

BUS117 Business Writing  
1 Credit
Focuses on specific business writing processes needed to produce business memos, email, good and bad news messages, reports, graphics in writing, electronic presentations and proofreading.

BUS118 Business Survival Skills  
3 Credits
Provides an overall perspective for the student to understand the current domestic and world business environment and how the student as an employee fits into that environment. Roles and responsibilities of the business and the employees will be studied especially as they relate to alternatives for increasing positive impact in the workplace. The focus will be on practical skills application.

BUS121 Basic Workplace Skills  
1 Credit
Examines techniques for communicating effectively on the job including both verbal and written communication; identifies the roles of individuals and companies and necessary critical thinking and problem solving skills; examines relationship skills, effective self-presentation, and workplace issues such as sexual harassment, stress, and substance abuse.

BUS182 Internship  
2 Credits
Provides continued instruction and work experience.

CAD100 Blueprint Reading for Computer Aided Drafting  
3 Credits
Covers linetype identification, identification of symbols, linear dimensions, angular dimensions, arrowless dimensions, machine process callouts, drawing notes, ANSI/ASME/ISO dimensioning standards, tolerances, freehand sketching, and reading working drawings.
CAD101 Computer Aided Drafting I 3 Credits
Focuses on basic computer aided drafting skills using the latest release of CAD software. Includes file management, Cartesian coordinate system, drawing set-ups, drawing aids, layer usage, drawing geometric shapes, editing objects, array, text applications, basic dimensioning, and Help access.

CAD102 Computer Aided Drafting II 3 Credits
Focuses on advanced computer aided drafting skills using the latest release of CAD software. Includes blocks and wblocks, polylines, multilines, polyline editing, advanced editing, editing with grips, hatching, isometric drawings, dimensions and dimension variables, paper space and viewports, templates, external references, and printing/plotting.

CAD201 Computer Aided Drafting/Custom 3 Credits
Focuses on program customization using the latest release of CAD software. Includes customizing menus, customizing toolbars, attribute extraction, basic CAD programming, advanced dimensioning, path options, script files, and slide shows.

CAD202 Computer Aided Drafting/3D 3 Credits
Focuses on construction of three-dimensional objects using the latest release of CAD software. Includes wireframe construction, surface modeling, solid modeling, extrusions, Boolean operations, 3D editing, 3D views, rendering, and 3D to 2D construction.

CAD224 Revit 3 Credits
Provides students with the software application training in AutoDesk Revit necessary to produce 3D Architectural models and 2D drawings utilizing AIA standards.

CAD233 Civil 3D (Software) 3 Credits
Provides students with the basics to advanced software application necessary to produce 3D Civil models and 2D drawings using the latest release of the Civil 3D software. This course will cover topics including components and program interface, linework, geometry, 2D to 3D civil CAD applications.

CAD240 Inventor I/AutoDesk 3 Credits
Introduces basic non-parametric 3D concepts to build confidence in 3D thinking and moves on to three-dimensional parameters. The student learns to construct, modify, and manage complex parts in 3D space as well as how to produce 2D drawings from the 3D models.

CAD255 SolidWorks/Mechanical 3 Credits
Introduces basic non-parametric 3D concepts to build confidence in 3D thinking and progresses to three-dimensional parameters. The student learns to construct, modify, and manage complex parts in 3D space as well as to produce 2D drawings from the 3D models.

CAD289 Capstone 2 Credits
A demonstrated culmination of learning within a given program of study.

CIS110 Intro to Computing Technology 1 Credit
Introduces basic computing technology with an emphasis on document creation and storage. Use of technology for email, web surfing, and access to course materials is included.

CIS118 Intro to PC Applications 3 Credits
Introduces basic computer terminology, file management, and PC system components. Provides an overview of office application software including word processing, spreadsheets, databases, and presentation graphics. Includes the use of a web browser to access the Internet.

CIS167 Desktop Publishing: Publisher 3 Credits
Introduces the concepts and applications for desktop publishing using work processing software. Emphasizes page layout and design with techniques for incorporating text and graphics and final production of printed documents.

CIS218 Advanced PC Applications 3 Credits
Emphasizes solving business problems by integrating data from all of the software applications that facilitate the production of useful information. Advanced capabilities of a PC software applications suite are utilized. Printed documents, reports, slides, and forms are produced to communicate information.

COS103 Shampoo/Rinses/Conditioners I 1 Credit
Introduces various types of scalp treatments and shampoos. Enables student to recognize and treat disorders of the hair and scalp. Covers product knowledge and proper massage techniques to help control disorders and to cleanse the hair and scalp. Includes terminology dealing with hair structure, scalp, and hair disorders. Provides training in a lab or classroom setting.

COS110 Introduction to Hair Coloring 2 Credits
Provides theory pertaining to the law of color, theory of color, chemistry of color, product knowledge, and analysis of hair and scalp. Covers basic techniques and procedures for the application of hair coloring.
COS111 Intermediate: Hair Coloring 2 Credits
Focuses on theory and practical application of color products, formulations of color, and level and shades of color. Examines techniques in a specialized class or in a supervised salon setting.

COS120 Introduction to Hair Cutting 2 Credits
Introduction to the theory relevant to patron protection, angles, elevations, and the analysis of hair textures as related to hair cutting. Covers the proper use and care of hair cutting implements. Focuses on basic hair cutting techniques using all cutting implements. Disinfection and sanitation procedures as they relate to hair cutting.

COS121 Intermediate I: Hair Cutting 2 Credits
Focuses on theory related to facial shapes, head and body forms to determine the clients appropriate haircut. Incorporates practical applications of hair cutting techniques in specialized classes or in the supervised salon (clinical setting).

COS130 Introduction to Hair Styling 2 Credits
Combines theory with the practical application of roller placement, shaping, pin curls, finger waves, air forming, iron curling, soft pressing, and hard pressing.

COS131 Intermediate I: Hair Styling 2 Credits
Focuses on the accepted methods of styling hair, air forming, roller sets, finger waves, pin curls, braiding, and hair pressing.

COS140 Introduction to Chemical Texture 1 Credit
Introduces a combination of theory and practice focusing on the analysis of hair and scalp, proper equipment and product knowledge. Includes basic techniques in permanent waving and chemical relaxing. Provides training in a classroom or lab setting on mannequins or live models.

COS141 Intermediate I: Chemical Texture 1 Credit
Emphasizes theory and practical application of permanent waves and chemical relaxers in specialized classes or a supervised salon setting. Enables the student to practice different wrapping techniques required by trend styles.

COS150 Laws, Rules and Regulations 1 Credit
Provides instruction on the laws, rules and regulations and how they govern the cosmetology and barber industry. The affects these have on the student, licensed individual, salons and school owners.

COS160 Introduction to Disinfection, Sanitation & Safety 2 Credits
Introduces the various methods of disinfection, sanitation, and safety as used in the cosmetology industry. Includes classroom study of bacteriology and the terminology dealing with cosmetology.

COS161 Intermediate I: Disinfection, Sanitation & Safety 1 Credit
Focuses on the theory and daily practice of proper methods of disinfection, sanitation, and safety procedures as related to all phases of cosmetology. Covers terminology and training of disinfection, sanitation, and safety procedures. Also includes customer service in a supervised salon (clinical) setting or specialized class.

COS203 Shampoos/Rinses/Conditioners II 1 Credit
Provides theory and practical training in shampoos, rinses, and conditioners. Examines advanced techniques to prepare the student for employment. Includes preparation for the State Board Licensing Examination in shampoos, rinses, and conditioners.

COS210 Intermediate II: Hair Coloring 2 Credits
Provides continued instruction in the theory and practical application of color products, formulations of color, and level and shades of color. Enables students to practice techniques in a specialized class or in a supervised salon setting.

COS211 Advanced Hair Coloring 2 Credits
Provides continued instruction on advanced theory and practical techniques in hair coloring. Focuses on the recognition of color problems and color correction procedures. Covers advanced techniques and product knowledge to prepare the student for employment. Prepares the student for the State Board Licensing Examination pertaining to hair coloring.

COS220 Intermediate II: Hair Cutting 2 Credits
Provides continued instruction in the theory related to facial shapes and head and body forms to determine the client’s appropriate hair cut. Incorporates practical applications of hair cutting techniques.

COS221 Advanced Hair Cutting 2 Credits
Focuses on advanced cutting techniques using all the cutting tools. Emphasizes current fashion trends. Includes student preparation for the State Licensure examination.
COS230 Intermediate II: Hair Styling  2 Credits
Provides continued instruction on accepted methods of styling hair, air forming, roller set, finger waves, and hair pressing. Examines techniques in specialized classes or in a supervised salon setting.

COS231 Advanced Hair Styling  1 Credit
Focuses on theory and advanced techniques in all phases of hair styling to prepare the student for employment. Training is a combination of supervised salon (clinical) work and specialized classes. Includes student preparation for the State Board Licensing Examination relating to hair styling.

COS240 Intermediate II: Chemical Texture  1 Credit
Provides continued instruction in the theory and practical application of permanent waves and chemical relaxers in specialized classes or a supervised salon setting. Enables students to practice different wrapping techniques required by trend styles.

COS241 Advanced Chemical Texture  1 Credit
Focuses on advanced techniques to prepare the student for employment and the changes in current industry standards. Instruction is provided in specialized classes or supervised salon (clinical) setting. Includes student preparation for the State Board Licensing Examination pertaining to permanent waves and chemical relaxers.

COS250 Management, Ethics, Interpersonal Skills & Salesmanship  1 Credit
Emphasizes the importance of salon management and the knowledge and skills necessary to build a successful business. Focuses on the importance of interpersonal skills and basic techniques in salesmanship and customer service. Integrates job readiness skills and professional ethics.

COS260 Intermediate II: Disinfection, Sanitation & Safety  2 Credits
Provides continued study of theory and practice of proper methods of sterilization, disinfection, sanitation, and safety procedures as related to all phases of the industry. Covers terminology and training of disinfection, sanitation, and safety procedures. The individual responsibility to provide a safe work environment is practiced.

COS261 Advanced Disinfection, Sanitation & Safety  1 Credit
Provides advanced training on decontamination and safety practices in a supervised salon and/or classroom setting. Examines advanced techniques that prepare the student for employment. Includes student preparation for the State Board Licensing Examination in decontamination and safety for all aspects of the industry. Study of OSHA requirements for schools and salon are done in a theory or practical setting.

COS262 Advanced II: Disinfection, Sanitation & Safety  3 Credits
This course is the extra hours/Credits required for the hairstylist program, per State Board of Colorado Barber/Cosmetology Board. Provides advanced training on decontamination and safety practices in a supervised salon and/or classroom setting. Examines advanced techniques that prepare the student for employment. Includes student preparation for the State Board Licensing Examination in decontamination and safety for all aspects of the industry. Study of OSHA requirements for schools and salon are done in a theory or practical setting.

ECE101 Introduction to Early Childhood Education  3 Credits
Provides an introduction to Early Childhood Education. Includes the eight key areas of professional knowledge: Child Growth and Development; Health, Nutrition and Safety; Developmentally Appropriate Practices; Guidance; Family and Community Relationships; Diversity; Professionalism; Administration and Supervision. Focuses on ages birth through age eight.

ECE102 Introduction to Early Childhood Lab Techniques  3 Credits
Focuses on a classroom seminar and placement in a child care setting. The supervised placement provides the student with the opportunity to observe children, to practice appropriate interactions, and to develop effective guidance and management techniques. Addresses ages birth through age eight.

ECE103 Guidance Strategies for Children  3 Credits
Explores guidance theories, applications, goals, techniques, and factors that influence expectations, classroom management issues, and prosocial skills. Addresses ages birth through age eight.

ECE111 Infant and Toddler Theory and Practice  3 Credits
Presents an overview of theories, applications (including observations), and issues pertinent to infant and toddler development in group and/or family settings. Includes state requirements for licensing, health, safety, and nutrition issues.

ECE205 Nutrition, Health and Safety  3 Credits
Focuses on nutrition, health, and safety as a key factor for optimal growth and development of young children. Includes nutrient knowledge, menu planning, food program participation, health practices, management and safety, appropriate activities, and communication with families. Addresses ages from prenatal through age eight.
ECE220 Curriculum Development: Methods and Techniques 3 Credits
Provides an overview of early childhood curriculum development. Includes processes for planning and implementing developmentally appropriate environments, materials and experiences, and quality in early childhood programs.

ECE238 Child Growth and Development 3 Credits
Covers the growth and development of the child from conception through the elementary school years. Emphasizes physical, cognitive, language, social and emotional domains and the concept of the whole child and how adults can provide a supportive environment. Ages addressed: prenatal through age 12. This course has an early childhood laboratory component.

ECE240 Administration of Early Childhood Care and Education Programs 3 Credits
Examines Colorado's minimal licensing requirements, as well as optimal standards pertaining to the operation of programs for young children. Focuses on the director's administrative skills and role as a community advocate for young children. Addresses ages birth through age 12.

ECE241 Administration: Human Relations for Early Childhood Education 3 Credits
Focuses on the human relations component of an early childhood professional's responsibilities. Includes director-staff relationships, staff development, leadership strategies, parent-professional partnerships, and community interaction.

ECE260 Exceptional Child 3 Credits
Presents an overview of typical and atypical developmental progression. Includes planning techniques, learning strategies, legal requirements, and accommodations and adaptations that are necessary in order to create an integrated classroom environment for a child with a wide range of exceptionalities. Focuses on ages birth through age eight.

EGT101 Technical Drafting I 3 Credits
Introduces the student to basic engineering graphics technology principles through development of basic entry-level drafting skills. Enables the student to develop skills in sketching, reading drafting scales, interpreting line types, lettering techniques, geometric construction, orthographic projection, and drawing reproduction.

EGT102 Technical Drafting II 3 Credits
Introduces students to auxiliary views, pictorials, sections, threads, and fasteners, springs, and intersections and developments.

EGT103 Applied Dimension & Tolerance 3 credits
Focuses on industrial dimensioning practices, enables the student to develop skills in dimensioning techniques and learn to apply the ASME Y14.5 dimensioning standard.

EGT104 Technical Drafting IV 3 Credits
Introduces students to industrial working drawings. Students continue to develop drafting skills using various industrial standards for drawing generation. Examines material selection, part function and relationship, and tolerancing of parts for assemblies.

EGT143 Civil/Survey Drafting I 3 Credits
Focuses on Civil and Survey drafting skills necessary to produce document sets of land surveys/plats, legal descriptions, site layout, plan, profile & alignments, pipe layouts, contour maps and earthwork.

EGT160 Intro to Industrial Drafting & Design 3 Credits
Introduces the drafting principles that are expected to be understood by drafters in both the mechanical and architectural disciplines.

EGT205 Geometric Dimension & Tolerance 3 Credits
Focuses on interpreting and applying geometric dimensioning and tolerancing (GDT) in machining or drafting per the ASME Y14.5 specification. Demonstrate and distinguish GDT through math formulas, tolerancing systems, modifiers, symbols, datums, and tolerances of form, profile, orientation, run-out and location. Students examine and interpret the generation of a working drawing, and how they are developed as a team effort between design, drafting, manufacturing and quality control.

EGT243 Civil/Survey Drafting II 3 Credits
Focuses on advanced Civil and Survey drafting skills. Students will create computer aided drawings using traverses, legal descriptions, horizontal and vertical curves, land sections, and coordinates. Emphasizes field note interpretation.

EGT250 Advanced Industrial Drafting 6 Credits
Emphasizes development of drafting skills necessary to produce a complete document set for a product's design, fabrication, and assembly. All required orthographic, section, auxiliary, and isometric views will be included, as will assembly processes, materials, dimensional control, and Geometric Dimensioning & Tolerancing.

EGT289 Capstone 2 Credits
A demonstrated culmination of learning within a given program of study.
eMS115  Emergency Medical Responder  3 Credits
Provides the student with core knowledge and skills to function in the capacity of a first responder arriving at the scene of an emergency, providing supportive care until advanced EMS help arrives.

eMS121  EMT Fundamentals  3 Credits
Introduces the Emergency Medical Technician (EMT) student to prehospital emergency care. The topics included in this course are Emergency Medical Services (EMS) systems, well-being of the EMT, communications, documentation, anatomy, airway management, and patient assessment.

eMS122  EMT Medical Emergencies  4 Credits
Provides the Emergency Medical Technician (EMT) student with the knowledge and skills to effectively provide emergency care and transportation to a patient experiencing a medical emergency. This course focuses on the integration of the physical exam, medical history, and pathophysiology when assessing and treating the medical patient.

eMS123  EMT Trauma Emergencies  2 Credits
Provides the Emergency Medical Technician (EMT) student with the knowledge and skills to provide appropriate emergency care and transportation of a patient who has suffered a traumatic injury. The concepts of kinematics and the biomechanics of trauma, along with pathophysiology and injury patterns will provide the student with the ability to assess and manage the trauma patient.

eMS124  EMT Special Considerations  2 Credits
Provides the Emergency Medical Technician (EMT) student with the knowledge and skills required to modify the assessment, treatment, and transportation of special patient populations and patients in special circumstances. This course also provides an overview of incident command, mass casualty incidents, vehicle extrication, air medical support, hazardous materials, and terrorism.

eMS127  AEMT Special Considerations  2 Credits
Introduces the Advanced Emergency Medical Technician (AEMT) student to the fundamental knowledge of growth, development and aging considerations in the emergency patient. The student will learn to use assessment findings to provide basic and selected advanced emergency care and transportation for a patient with special needs. These include the obstetric patient, neonatal patient, pediatric patient, geriatric patient, and patients with special challenges. Learners will apply this knowledge to patient assessment and the development of a treatment plan in a simulated setting. This course also provides an overview of the principles of safe ground ambulance operations, incident management, multiple casualty incidents, air medical responses, vehicle extrication, hazardous material awareness and terrorism and disaster response. Learners will apply critical thinking skills to ensuring the safety of a scene and a plan for safe patient care and transportation.

eMS129  AEMT Pharmacology  1 Credit
Provides the Advanced Emergency Medical Technician (AEMT) student with a basis for making clinical decisions in the pharmacologic management of patients commonly encountered in the pre-hospital setting. Topics include the legal and ethical aspects of pharmacotherapy, roles, responsibilities and techniques associated with medication preparation and administration, the classification and naming of medications, pharmacokinetics, pharmacodynamics, and medication calculations. In addition the mechanism of action, dose, route(s) of administration, therapeutic effects, adverse effects, and therapeutic indications for medications within the Advanced Emergency Medical Technician scope of practice are discussed in detail.

eMS130  EMT Intravenous Therapy  2 Credits
Focuses on cognitive and skill practice as required by Colorado Prehospital Care program for EMT Basic level IV approval. Examines criteria, procedures and techniques for IV therapy, discusses fluid and electrolyte balance, medication administration, and principles and treatment for shock.

eMS131  AEMT Fundamentals  2 Credits
Provides the Advanced Emergency Medical Technician (AEMT) student with instruction in EMS systems, communications and documentation, pathophysiology, airway management, and the role of EMS in public health.

eMS133  AEMT Medical Emergencies  2 Credits
Introduces the Advanced Emergency Medical Technician (AEMT) student to a fundamental knowledge of emergency care for the medical patient. This course provides instruction in the integration of physical exam findings, history findings, and pathophysiology when assessing and treating the medical patient. Topics addressed include neurology, immunology, infectious diseases, endocrine disorders, cardiovascular disorders, toxicology, respiratory emergencies, hematology, and renal disorders.

eMS134  The Geriatric Patient  1 Credit
Focuses on working with the elderly population and is designed for healthcare providers (EMTs, paramedics, nurses). Utilizes various readings, assignments, papers, experiences and meetings with elderly people and patients to discover new ways of viewing the elderly and communicating and working with the geriatric patient. Covers the process of assessment of the elderly patient.
**EMS135 AEMT Trauma Emergencies**
2 Credits
Introduces the Advanced Emergency Medical Technician (AEMT) student to a fundamental knowledge of emergency care for the trauma patient. The student will learn how to utilize assessment findings to provide basic and selected advanced emergency care and transportation for the trauma patient.

**EMS136 EMT-Paramedic Safety Issues**
1 Credit
Provides EMTs and paramedics with the skills needed to quickly assess the scene for potential hazards to themselves. Introduces topics on scene safety, evaluation of potential problem patients, verbal communication control techniques, physical control techniques for the problem patient, and scene control techniques.

**EMS170 EMT Basic Clinical**
1 Credit
Provides the EMT student with the clinical experience required of initial and some renewal processes.

**EMS171 AEMT Clinical Internship**
2 Credits
Builds on the Advanced Emergency Medical Technician (AEMT) student's fundamental knowledge of patient care in the clinical and field setting. The student will perform patient assessments through physical examination, and patient interviews of health history and current illness. The student will then use those assessment findings to develop and carry out a patient treatment plan. This will include pediatric, geriatric and adult patients with a variety of presentations. The student will also survey each field scene for safety considerations and scene management.

**EMS175 Special Topics**
Variable Credits
Provides the student with a vehicle to pursue in depth exploration of special topics of interest.

**EMS175 HazMat First Responder Awareness**
0.5 Credits
Provides eight hours of entry-level training for the emergency responder who, in the course of duty, may be the first on the scene of an incident involving hazardous materials. The course provides a regulatory overview, discusses recognition/identification of hazardous materials, contacting trained personnel, isolating the area to protect the public and responders, and use of the Emergency Response Guidebook. This course meets NFPA Standard 472 and EPA 40 CFR Part 311 for Awareness Level Response.

**EMS175 EMT-B Refresher Training**
1.5 Credits
Provides a broad review of the current EMT-B curriculum. The 24-hour course uses approximately one-third lecture/discussion and two-thirds hands-on skills and team scenarios to review the core content. The course meets requirement of the NREMT for EMT-B Refresher training.

**EMS176 Incident Command/NIMS**
1 Credit
Presents information used by emergency responders in their roles responding to mass casualty and other multi-agency incidents. Topics covered in this 24-hour course include FEMA's IS100, IS200, IS700 and IS800 courses that present the concepts of Incident Command System, the National Incident Management System and the National Response Framework. The course concludes with classroom/tabletop exercises using these FEMA guidelines. These topics are commonly required by EMS and Fire agencies for all staff.

**EMS203 EMT Intermediate I**
6 Credits
Course provides preparatory information and is the first part of the EMT Intermediate program.

**EMS205 EMT Intermediate II**
6 Credits
Serves as the second course for EMT Intermediate certification.

**EMS270 Clinical: EMT Intermediate**
3 Credits
Provides the EMT-I student with the required field experiences as required by the Colorado Department of Health.

**ENT255 Civil Drafting**
5 Credits
Focuses on advanced techniques and drafting practices in the civil engineering field including structural steel and reinforced concrete drawing.

**ENT289 Capstone**
2 Credits
A demonstrated culmination of learning within a given program of study.

**EST110 Introduction to Facials and Skin Care**
3 Credits
Provides a basic understanding of massage manipulations when providing facials, and the study of skin in both theory and practical applications. Benefits derived from proper facial and good skin care routines. Training is conducted in a classroom or lab setting using mannequins or models.

**EST111 Intermediate Facials & Skin Care**
2 Credits
Covers theory and practical application pertaining to anatomy, skin disorders, skin types, and facial shapes. Students help patrons to select the proper skin care treatment. Practical and theory application can be done in specialized classes or supervised salon (clinical) setting using models or customer service.
EST210 Advanced Massage & Skin Care 2 Credits
Provides the student with advanced techniques in massage, skin care, and lash/brow tinting. Theory and practical procedures ready the student for employment. Instruction is provided in specialized classes or in a supervised salon (clinical) setting. Student preparation for State Board Licensing Examination.

EST211 Facial Make-up 1 Credit
Provides instruction on cosmetics and their functions. The importance of color theory, facial types, and skin tones as they relate to facial makeup. Instruction from the basic makeup application to the corrective makeup procedure is taught. Disinfection and sanitation is taught as it pertains to all aspects of makeup.

EST212 Hair Removal 3 Credits
Provides in-depth study and practice of hair removal and the practice of patron protection and safety. Training for general waxing and body waxing procedures are provided. Demonstration of disinfection and sanitation as it pertains to Colorado rules and regulations will be practiced.

GIS100 GIS Fundamentals 3 Credits
Introduce students to an overview of geospatial technology. Students will be introduced to the concepts of spatial thinking and analysis through the exploration of GIS, Remote Sensing, web-based maps and mobile mapping. Emphasis is placed on understanding the fundamental aspects of these technologies and how they are currently being applied across a variety of disciplines.

HHP100 Complementary Healing Methods 1 Credit
Explores some of the more widely used alternative/complimentary healing methods. Expands the student’s health horizons and enables the student to converse in a knowledgeable manner with patients and practitioners.

HHP101 Infant Massage 1 Credit
Presents part of a parent enrichment program that cultivates love, compassion, respect and well being for infants and children through touch. Infant massage promotes positive interaction between caregiver and infant using systematic manual manipulations of soft tissues of the body, incorporating movements such as rubbing, pressing and rolling for therapeutic purposes.

HHP111 Herbology I 1 Credit
Explores the pharmacokinetics and composition of herbs and their effect on the body systems. Focuses on the habitat, harvesting, storage and usage of a select group of herbs. The use of herbs in health maintenance and the healing of disease predates written history. Herbs have been found by archeologists in Paleolithic burials and throughout literature on the ancient Chinese and Egyptians verified by modern scientific research.

HHP122 Qigong 1 Credit
Emphasizes the application of the 18 soft exercises found in Qigong to help relax, increase strength, agility, and vitality while calming the mind.

HHP152 Animal Massage 1 Credit
Introduces an understanding of canine and feline massage, including surface anatomy, blood flow direction, body language, and massage techniques for general relaxation and sports massage. Includes hands on application.

HHP164 Introduction to Hand Reflexology 1 Credit
Teaches hand anatomy, basic stroke techniques and hand reflex points. Reflexology is a gentle art that holistically facilitates opening the channels for healing energy to circulate to all parts of the body. The benefits of reflexology include stress reduction and deep relaxation, improved circulation, cleansing of body toxins and impurities, energy revitalization and preventative health care.

HHP166 Introduction to Reflexology 1 Credit
Teaches the student foot anatomy, basic hand stroke, and foot reflex points.

HHP175 Special Topics Variable Credits
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

HHP190 Crystal & Mineral Usage in Health Care 0.5 Credit
Introduces the student to crystal and mineral types, their properties and how to clear, clean, and use for personal use or with clients. Incorporates hands on experience to feel the different energies of crystals and minerals.

HHP202 Aromatherapy 0.5 Credit
While much ancient wisdom on the use of essential oils in health maintenance and the healing of disease has been lost, some tantalizing data from the ancient Egyptians exists and has been verified by modern scientific research. Explores the pharmacokinetics and neurophysiology of essential oils, looking into their origins, extraction, storage, and usage. Enables the student to observe a large number of essential oil remedies and their applications.
HHP207 Palpatory Literacy in Deep Tissue Massage 2 Credits
Creates a foundational understanding of specific manual massage techniques and how they can positively impact the myofascial system. We will explore connective tissue, muscle knots and trigger points and the importance of being able to accurately feel what is underneath your hands. Our emphasis will be on the development of palpatory literacy. We will also discover how quality of touch skills and the therapeutic relationship will play a role in effective medical massage and neuromuscular rehabilitation. Lastly, we will use a deep tissue massage routine as an assessment tool for looking at overall structural patterns.

HHP208 Advanced Musculoskeletal Anatomy 2 Credits
Presents an intensive study of the musculoskeletal system. Focus will be on understanding the bony structures and the relationship of the muscular system to the skeletal system from a dynamic perspective. Classes include lecture and work with the Maniken system – building muscles with clay on a scaled down and anatomically accurate skeleton. Clinical connections will be made to take the study of anatomy out of the purely technical arena, and into the practical. The other nine systems of the body will be touched on briefly, because to clinically understand the practical applications of anatomy, you have to be aware of the interconnectedness of all the systems of the body.

HHP218 Acupressure 1 Credit
Focuses on acupressure - a light finger pressure in the organ flow and meridians used in traditional Chinese acupuncture. Offers hands-on instruction emphasizing energizing, balancing, and the easing of common aches and discomforts.

HHP221 High Level Wellness 1 Credit
Explores the positive dimensions of healthy lifestyles and covers the techniques to meet the basic needs of illness, prevention, and burnout.

HHP242 Healing Touch Level I 1 Credit
Healing Touch is an energy based therapeutic approach to healing. Enables the student to develop and use touch as a means of assessing a client/patients state of wellness through the intentional use of touch. Participants are given specific instructions in developing touch sensitivity and practice the assessment and healing methods. Healing Touch is a multi-level program that moves from beginning to advanced practice. After completion of Level 3, a person is eligible to apply for certification as a healing touch practitioner.

HHP246 Second Degree Reiki 1 Credit
Teaches the learning and meaning of the three traditional Usui symbols. Incorporates in-depth discussion about application of the three symbols. Students learn about the necessary preparation of a Reiki therapist in offering treatments. One atunement is given to each student. Each member gives and receives a Reiki treatment session, utilizing the three Reiki symbols. Long Distance and Mental Reiki processes are learned. Reiki Therapist Certification available upon completion.

HHP275 Special Topics Variable Credits
Provides students with a vehicle to pursue in depth exploration of special topics of interest.

HHP285 Independent Study Variable Credits
Meets the individual needs of students. Students engage in intensive study or research under the direction of a qualified instructor.

HPR102 CPR for Professionals: (AHA Basic Life Support) 0.5 Credit
Meets the requirement for American Red Cross Professional Rescuer CPR or American Heart Association Basic Life Support for those who work in Emergency Services, Health Care and other professional areas. Material presented in the course is basic patient assessment, basic airway management, rescue breathing, and CPR for infant, children, and adult patients.

HPR120 ACLS 1 Credit
Presents the required material for ACLS completion. It will cover arrhythmias, medications, therapeutic modalities for life threatening arrhythmias, airway management, and other treatment modalities used in cardiac and respiratory arrest.

HPR190 Basic EKG Interpretation 2 Credits
Provides instruction for interpretation of EKG strips, anatomy and physiology of the heart, using three-lead monitoring as a guide. Twelve-lead EKG may be discussed.

HWE103 Community First Aid and CPR 1 Credit
Prepares the student for certification in CPR and Basic First Aid. Skills will include basic life support, airway obstruction, control of bleeding, shock, and patient care for the unconscious.

HWE129 Wilderness First Responder 4 Credits
Provides the student with those skills and emergency medical care techniques used by guides, trip leaders and others providing primary care in backcountry setting. The student will be able to respond correctly to those medical and trauma situations commonly encountered when entry into the EMS system is delayed or unlikely.
IND211 Interior Construction 4 Credits
Introduces the student to interior building systems and assemblies, construction documents and details, and codes applicable to interior architecture. Student will apply this knowledge to various graphic projects and is encouraged to produce projects using the computer and CAD software.

LEA101 Basic Police Academy I 6 Credits
Conforms to POST standards and state certification requirements as well as the basic skills and knowledge necessary to perform the entry level duties of a peace officer. Emphasis will be on simulating actual situations utilizing a lecture and laboratory mode of learning.

LEA102 Basic Police Academy II 12 Credits
Conforms to POST standards and state certification requirements as well as the basic skills and knowledge to perform the entry level duties of a peace officer. Emphasis will be on simulating actual situations utilizing a lecture and laboratory mode of learning.

LEA105 Basic Law 8 Credits
Conforms to POST standards and state certification requirements as well as the basic skills and knowledge necessary to perform the entry level duties of a peace officer. Emphasis will be on United States Constitution, arrest, search and seizure, interrogation and confessions, rules of evidence, Colorado Criminal Code, Colorado Traffic Code, Colorado Children’s Code, Liquor Code and controlled substances.

LEA106 Arrest Control Techniques 3 Credits
Covers the skills, knowledge and abilities necessary to effectively maintain control of a suspect when making an arrest. Emphasizes the continuum of force and de-escalation of force.

LEA107 Law Enforcement Driving 3 Credits
Covers the skills, knowledge and abilities required for operation of a law enforcement vehicle. Emphasizes defensive driving. Enables students to demonstrate skills by driving a vehicle under simulated conditions.

LEA108 Firearms 3 Credits
Discusses the skills, knowledge and abilities necessary to safely use police firearms. Students will demonstrate skills by firing weapons on a firing range. The student will demonstrate basic safety techniques and will explain the firearms role within the continuum of force.

MAT107 Career Math 3 Credits
Covers material designed for career technical or general studies students who need to study particular mathematical topics. Topics may include measurement, algebra, geometry, trigonometry, graphs, and/or finance. These are presented on an introductory level and the emphasis is on applications.

MAT112 Financial Mathematics 3 Credits
Covers topics including pricing, taxes, insurance, interest, annuities, amortization, investments using financial calculators and spreadsheets.

MST106 A & P for Massage Therapy 4 Credits
Provides a general knowledge of the anatomy and physiology of the body systems with focus on the anatomy and physiology of the muscular and skeletal systems. This course is designed specifically for individuals specializing in massage therapy.

MST110 Ethics for Massage Therapy 1 Credit
Focuses on the ethical issues associated with the practice of massage therapy. Emphasis will be on the NCBTMB Code of Ethics, confidentiality of client information, and effective and appropriate interpersonal communication with clients and peers.

MST111 Basic Massage Therapy 4 Credits
Introduces theory and techniques of therapeutic massage, including understanding of physiological benefits of massage as well as proper body mechanics and appropriate draping. Focuses on basic strokes of Swedish massage. Students also learn techniques of seated massage.

MST113 Professional Massage 3 Credits
Continues the study of Integrative Therapeutic Massage techniques with emphasis on assessing and meeting clients needs. Students give massage in supervised in-class clinicals, applying appropriate therapeutic intervention.

MST184 Clinical Massage 3 Credits
Applies skills in a clinical setting. Focuses on improvement of massage therapy skills, ethics, and communication.

MST204 MST Business Practices 2 Credits
Assists the practitioner of massage therapy to envision, market, establish, and maintain a professional massage therapy practice.

MST216 Pathology for Massage Therapy 3 Credits
Focuses on basic knowledge of disease and injury to assist the massage therapist to promote healing, ease pain and discomfort, and avoid complications during therapy. With a broad perspective of pathology and specific pathophysiology of diseases contributing to the need for massage therapy, this course provides the foundational science for safe practice.
MST289 Massage Capstone  
Demonstrates the culmination of learning within a given program of study.

MTE106 Print Reading Manufacturing  
Instructs students in reading and understanding industrial prints. This course covers basic drafting and print standards, fundamentals of shape description, fundamentals of size description and annotation, industrial drawing types, and specialized parts and prints. Symbol interpretation, tolerancing and dimensioning standards are also covered.

MTE120 Manufacturing Processes  
Provides the student an overview of the different methods, tools and machines which are used to manufacture industrial and consumer products.

NAT108 Introduction of Manicuring/Pedicures/Artificial Nails  
Provides a basic introduction into the proper use of implements used in manicures, pedicures and artificial nails. Theory and practical application of proper set-up, safety, sanitation, nail shapes, anatomy, product knowledge and terminology dealing with manicures, pedicures and artificial nails is covered. Training is done in a classroom or lab setting using models or other techniques.

NAT111 Intermediate Manicures & Pedicures  
Presents theory and practical application dealing with different types of manicures, pedicures, nail art, and massage techniques. Theory and practical application of procedures, products, nail shapes, and maintenance of natural nails is covered. Students learn to recognize different nail disorders and their proper treatment. Training is done in a specialized class or in supervised salon (clinical) setting, using models or customer service. Proper sanitation and sterilization as it pertains to all aspect of manicures, pedicures, and nail art is taught.

NAT210 Advanced Manicures & Pedicures  
Presents theory and practical application dealing with different types of manicures, pedicures, massage techniques, and nail art. Theory and practical application of procedures, products, nail shapes, and maintenance of the natural nails is covered. Students learn to recognize different nail disorders and their proper treatment. Training is done in a specialized class or in supervised salon (clinical) setting, using models or customer service.

NAT211 Application of Artificial Nails  
Provides advanced theory and practical application of nail wraps, tip overlays, acrylics, and product knowledge to ready the student for employment. Theory and practical application of removal techniques for artificial nails is covered. Instruction is provided in specialized classes or in supervised salon (clinical) setting using models or customer service. Student preparation for state board licensing examination pertaining to artificial nails is covered.

NUA101 Nurse Aide Health Care Skills  
Prepares the student to perform the fundamental skills of the nurse aide. Basic nursing skills, communication skills, restorative services, personal care skills, safety and emergency care issues are covered. Includes knowledge and/or principles of asepsis, OSHA and HIPAA regulations. Ethical behaviors, cultural sensitivity and principles of mental health will be addressed, as well as patient/resident rights.

NUA105 Home Health Aide Theory  
Introduces the student to the expanding field of Home Health Nursing. The student will discover the uniqueness of Home Health Care and the vital role that the nursing assistant plays as part of the home care team. The student will learn how to assist home care patients with activities of daily living and maintain a safe, clean and comfortable environment. The student will also learn the differences and challenges of caring for patient in their natural home environment versus institutional settings.

NUA170 Nurse Aide Clinical Experience  
Applies knowledge and skill gained in NUA 101 to patient care.

NUR101 Pharmacology Calculations  
Introduces the nursing student to the concepts and techniques of dosage calculations and medication administration by a variety of routes. Learners will apply basic math concepts to complex conversion of dosages between and among various systems of weights and volumes. Learners will apply critical thinking skills to the calculation and administration of medications.

NUR102 Alterations in Adult Health I  
Introduces the Practical Nurse to basic concepts necessary for assessing and meeting nursing care needs of the adult and older individual. The course focuses on the concepts of acute and chronic illness, pain management, fluid and electrolyte balance, perioperative care, oncology, death and dying, infection and inflammation, and shock syndromes. Common disorders of the musculoskeletal, integumentary, respiratory and reproductive systems are presented. Relevant psychosocial and ethnocultural concepts and legal and ethical implications are integrated throughout.
NUR103 Basic Health Assessment for the Practical Nurse  
Provides a foundation in assessment and related therapeutic communication and teaching skills within the legal role of the Practical Nurse. Information is presented to assist the learner in obtaining a health history and in performing a basic assessment on adults and older adults with predictable outcomes. Health maintenance and health promotion concepts are incorporated throughout the course.

NUR104 Alterations in Adult Health II  
Continues the concepts introduced in Alterations in Adult Health I. It introduces the learner to basic concepts necessary for assessing and meeting nursing care needs of the adult and older individual. The course focuses on the common disorders of the neurological, cardiovascular, blood, lymphatic, immune, endocrine, gastrointestinal, renal and urinary systems and the special senses. Relevant psychosocial and ethnocultural concepts are integrated throughout.

NUR105 Practical Nursing Arts and Skills  
Introduces the Practical Nursing learner to the principles of basic procedures necessary in caring for clients across the lifespan with stable and predictable outcomes in selected health care settings. Emphasis is placed on use of the nursing process in providing care. Opportunities are provided in the classroom and laboratory to develop competence in the performance of nursing skills. Relevant psychosocial and ethnocultural concepts are integrated throughout. Content regarding multidisciplinary relationships, historical perspectives, and health care delivery systems is presented.

NUR110 Basic Pharmacology for the PN  
Focuses on the classifications of drugs as they relate to body systems as an introductory pharmacology course. Emphasis is placed on current drug therapy and specific prototype drugs. The discussion of each drug classification concentrates on the mechanism of action, main therapeutic effects, and the adverse reactions produced by the drug. Nursing considerations and patient teaching aspects for each drug classification are stressed throughout. Students learn how to use drug reference sources in gathering data for delivering effective and safe nursing care.

NUR111 Socialization into Practical Nursing  
Introduces roles and responsibilities of the graduate Practical Nurse as defined by established standards, including the Colorado Nurse Practice Act. Emphasis is placed on accountability, delegation as defined in the Colorado Nurse Practice Act, 12-38-132, Delegation of Nursing Tasks, and perspectives in health care. Career and job readiness skills are developed.

NUR113 Basic Concepts of Maternal-Newborn Nursing  
Introduces the study of families experiencing childbirth. The focus is on normal pregnancy and the physiological and psychological changes during this time including the care of the normal newborn. Selected common complications are discussed. Relevant psychosocial and ethnocultural concepts are integrated throughout. The nursing process is used as a framework to assist the learner in understanding basic maternal/newborn needs and nursing care within the role of the Practical Nurse.

NUR114 Basic Concepts of Nursing of Children  
Provides the learner with a basic understanding of the care of both the well and sick child within the role of the Practical Nurse. Emphasis is placed on the normal growth and development from infancy to adolescence. Nursing care of common childhood conditions is discussed. Theory is related to the nursing care of the well child, the sick child in various settings, the child with special needs, and the impact of pediatric care on the family. Relevant psychosocial, ethnocultural and family concepts are integrated throughout.

NUR115 Basic Concepts Mental Health & Illness  
Introduces the learner to basic concepts of mental health and illness. The course focuses on clients throughout the lifespan. Emphasis is placed on mental health concepts, selected common psychiatric disorders, treatment modalities and related nursing care. This course is designed to assist the Practical Nurse in caring for clients with varied psychosocial and ethnocultural backgrounds.

NUR116 Basic Concepts of Gerontological Nursing  
Introduces the learner to basic knowledge of normal aging, disorders related to aging and nursing care of the older individual within the role of the Practical Nurse. Concepts regarding legal and ethical factors affecting the older individual are presented. Relevant psychosocial and ethnocultural concepts are integrated throughout.

NUR131 Clinical I: Application of Practical Nursing Arts and Skills  
Introduces the learner to the health care environment as a foundation course. Enables the learner to begin to apply the nursing process in assessing and meeting the needs of the client within the role of the Practical Nurse. Emphasis is placed on the application of communication skills, basic and advancing nursing procedures, assessment and documentation of care in selected health care settings.

NUR132 Clinical II: Application of Adult Health  
Enables the student to develop skills in applying the nursing process in delivery of increasingly complex nursing care. The course is intended to prepare the learner for the entry role of the Practical Nurse in assessing and meeting the needs of adults and older individuals in selected health care settings.
NUR133 Clinical III: App of Basic Concepts of Maternal-Newborn and Pediatric Nursing 1 Credits
Introduces the learner to the childbearing, newborn, and pediatric client as a foundation course. Provides an opportunity for the learner to apply the principles learned in Basic Concepts of Maternal-Newborn Nursing and in Basic Concepts of Nursing of Children.

NUR134 Clinical IV: Advanced Application of Adult Health 3 Credits
Provides the learner with the opportunity to enhance the application and integration of nursing theory with multiple clients. The focus is on the scope of practice for the Practical Nurse and the transition from the role of learner to graduate Practical Nurse. Emphasis is on the physical, psychosocial, spiritual, and ethnocultural needs of multiple clients in selected care settings.

PED110 Fitness Center Activity I 1 Credit
Focuses on improving total fitness via an aerobic circuit training program. Includes an individual fitness evaluation, computerized analysis of results, and a prescribed exercise program. Covers the basic components of fitness including flexibility, muscular strength, muscular endurance, cardiovascular fitness, and body composition. Weight machines, stationary bicycles, and computerized cardiovascular equipment are incorporated to elicit improvements in fitness.