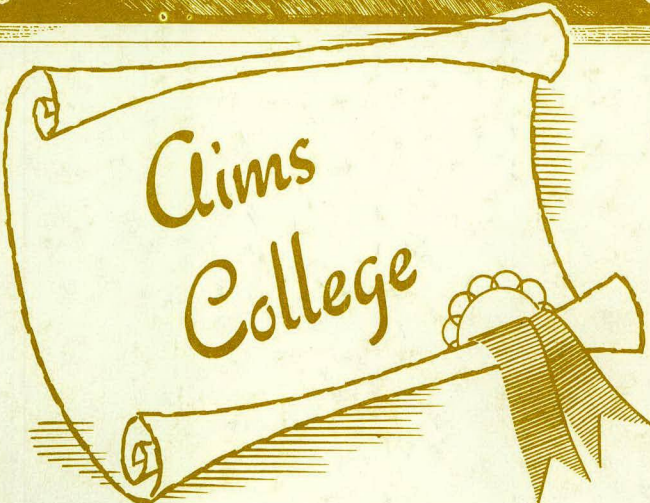



MSI Separator Sheet



MSI2010

1968-1969



Aims
College

1968 - 69 Catalog

GREELEY, COLORADO

CALENDAR

1968 - 1969

FALL QUARTER

<i>Freshman Orientation</i>	Aug. 22
<i>Pre-registration</i>	Aug. 26 - Sept. 20
<i>Registration</i>	Sept. 23
<i>Late Registration</i>	Sept. 24 - Sept. 27
<i>First Day of Classes</i>	Sept. 24
<i>Mid-Term Examination Week</i>	Oct. 28 - Nov. 1
<i>Last day to withdraw from a class with a W if failing</i>	Nov. 15
<i>Thanksgiving Vacation</i>	Nov. 20 - Nov. 22
<i>Final Examinations</i>	Dec. 11, 12, 13

WINTER QUARTER

<i>Pre-registration</i>	Dec. 16 - Jan. 3
<i>Registration</i>	Jan. 6
<i>Late Registration</i>	Jan. 7 - Jan. 10
<i>First Day of Classes</i>	Jan. 7
<i>Mid-Term Examination Week</i>	Feb. 10 - Feb. 14
<i>Last day to withdraw from a class with a W if failing</i>	Feb. 28
<i>Final Examinations</i>	Mar. 17, 18, 19

SPRING QUARTER

<i>Pre-registration</i>	Mar. 17 - Mar. 21
<i>Registration</i>	Mar. 24
<i>Late Registration</i>	Mar. 25 - Mar. 28
<i>First Day of Classes</i>	Mar. 25
<i>Mid-Term Examination Week</i>	Apr. 28 - May 2
<i>Last day to withdraw from a class with a W if failing</i>	May 16
<i>Holiday - Memorial Day</i>	May 30
<i>Final Examinations</i>	June 4, 5, 6
<i>Commencement</i>	June 6

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GENERAL INFORMATION

HISTORY

An election held in January of 1967 provided voter approval for the formation of a community college in Weld County, Colorado. In March of 1967, a governing committee was named to guide the development of the college. Dr. Ed Beaty was chosen as president of the new college in July. Every effort was then made to open the college in time for the 1967-68 academic year. Success was apparent when over nine hundred students enrolled in the day and evening programs in September 1967. Now completing its first year of operation, the college anticipates a rapidly rising enrollment and a continual expansion of its educational offerings.

LOCATION

Aims College is a new two-year institution located in Greeley, Colorado. As the county seat of Weld County, Greeley is the commercial and industrial center for one of the richest agricultural areas in the world. The Junior College District of Aims College includes the major portion of Weld County and certain portions of Morgan, Adams, and Larimer Counties.

Public school systems which are within the Junior College District include those located at Ault, Briggsdale, Eaton, Fort Lupton, Grover, Johnstown, Keenesburg, New Raymer, Platteville and Windsor.

PHILOSOPHY

The philosophy of Aims College has been developed around a sincere belief that each individual should be allowed an opportunity to succeed regardless of past educational experience. This belief has prompted the adoption of an "open door" admissions policy. The college will always strive to provide high quality education for each individual student whether enrolled in a transfer program, an occupational program, or in an adult education program.

PURPOSE

Aims College was founded to meet a variety of the educational needs of area residents. In order to do this, a pre-baccalaureate

program was developed for persons who might be interested in transferring to a four-year institution at a later date. It was also necessary to develop several vocational-technical programs which were designed to prepare persons for employment in certain commercial and industrial enterprises. Additionally, the college provided classes for those persons interested in pursuing a personal interest or improving their occupational proficiency. The purpose of Aims College, then, is to serve the people of Northcentral Colorado by providing these programs.

APPROVAL

Aims College is approved by the State of Colorado. The programs are approved by the State Board of Community Colleges and Occupational Education, and the State of Colorado Commission on Higher Education.

PHYSICAL FACILITIES

Aims College, organized in 1967, is temporarily housed in facilities at Fifth Avenue and Eleventh Street in Greeley.

Most of the classes meet in the Aims Building, but some classes will be conducted at other locations until a permanent campus is established.

COLLEGE YEAR—CREDIT UNITS

The college year is divided into three quarters (fall, winter, and spring) of about eleven weeks each and a five-week summer session. Any three quarters may equal the usual college year of thirty-six weeks. Students may enter at the beginning of any quarter, although the greatest advantages are obtained by entering in the fall quarter.

The quarter hour is the unit of credit. In general, the amount of credit a course offers is equivalent to the number of hours it meets each week — for example, a course meeting three days a week offers three hours of credit. The number of credits is listed in the description of all courses.

The average student program is fifteen hours per quarter, plus one credit hour in physical education. The student taking such a program should plan to spend an average of thirty additional hours outside of class in preparation. Laboratory sciences require extra hours each week in the laboratory.

Consult the printed quarterly class schedule to ascertain in which quarter a course is offered. Copies of these schedules are available from the Registrar of Aims College.

COURSE NUMBERING

- | | |
|---------|------------------------------------------------------------------------------------|
| 01-99 | Usually reserved for adult education courses not associated with a degree program. |
| 100-199 | Courses normally taken by freshman and sophomores. |
| 200-299 | Courses normally taken by sophomores. |

AUDITING — CHALLENGING

Any mature person may elect to enroll in a lecture class on audit basis. He will pay the regular tuition assessed for the class. Auditors need not take examinations nor do they receive college credit. All changes from audit to credit or credit to audit must be made prior to the end of the first two weeks of the quarter.

A student may challenge a course for which he believes his training and study will meet requirements and provide for satisfactory completion. In challenging a course, the student must gain approval of the registrar and must register for the course and pay in advance the course fee. Then appropriate tests will be arranged.

GRADES AND GRADE POINTS

Grade points are awarded on the following basis:

- | | |
|-----|------------------------------------------------------|
| "A" | Superior work — 4 grade points per credit hour |
| "B" | Above average work — 3 grade points per credit hour |
| "C" | Average work — 2 grade points per credit hour |
| "D" | Minimum passing work — 1 grade point per credit hour |
| "F" | Failure — no grade points are awarded for this grade |
| "W" | Withdrawal — no grade points |
| "I" | Incomplete work — no grade points |

the Aims College District will pay tuition according to the following schedule:

In-District Students

Full-time students (15-18 hours)	\$30.00
Part-time students (less than 15 hours)	\$ 2.00 per hour

Any student whose resident address is outside the Aims College District will pay tuition according to the following schedule:

Out-of District Students

Full-time students (15-18 hours)	\$60.00
Part-time students (less than 15 hours)	\$ 4.00 per hour

In addition to tuition, students may be required to pay a student body fee. Those students taking less than eight hours may request exemption from this fee. Students enrolled for eight or more hours may choose one of two options. Those students who wish to participate in the activities programs of both Aims College and Colorado State College will be charged a \$10.00 student fee. This fee entitles the student to attend most cultural, co-curricular, and athletic activities at both colleges. Those students who wish to participate only in the activities of Aims College will be charged a student fee of \$3.75 per quarter.

In addition, several operational fees are required of students who request one of the following services:

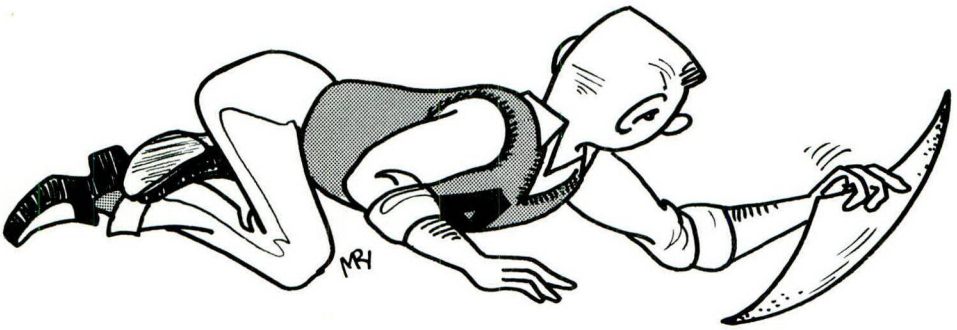
Late Registration	\$ 5.00
Class Drops or Adds	\$ 1.00 each
Transcripts	\$ 1.00

Students should also be prepared to pay lab fees for those courses which require laboratory materials of a special nature. All lab fees will be due at the time of registration.

Students may use the following guide to estimate their expenses for each quarter of attendance at Aims College:

ADMISSIONS

"Take a look to your future . . ."



ADMISSIONS

In keeping with a genuine belief in the worth of universal education, Aims College has adopted an "open door" admissions policy. Any person, who in the estimation of the administration, can profit from the courses offered by the college is eligible to apply for admission. Persons who apply to Aims College will be placed on one of three types of enrollment status employed by the college. One status includes those students who are enrolled for the purpose of pursuing a degree program. Another status includes those persons who are not working toward a degree program but desire the college to maintain a record of the college courses they complete. The third type of enrollment status includes those persons who are attending Aims College in order to pursue a personal interest and who do not desire a permanent record of their college attendance. Any student may request reclassification to different status through an interview with the admission office of the college.

Application for admission to a degree program. High school graduates or persons who have successfully completed the G.E.D. test may apply for admission to a degree program by completing the following requirements:

- (a) Submit the general application form for Colorado Collegiate Institutions.
- (b) Complete a student health form and a student information sheet. The student must record his social security number on the information sheet.
- (c) Provide a complete transcript of all high school credits and a certified record of G.E.D. scores if applicable.
- (d) Pay a non-refundable matriculation fee of \$5.00.
- (e) Submit the results of either the American College Testing Examination or an acceptable substitute.
- (f) Attend an application interview with the admissions counselor and complete the application checklist.
- (g) Receive an assignment to a particular academic advisor who will assist in selecting and registering for courses appropriate to your degree program.

The application for admission to a degree program should be completed as soon as possible. Those students who do not make application for admission at least thirty days prior to the start of the quarter for which they intend to enroll in a degree program may be admitted on probation. This probation status will be continued for only one quarter. To be removed from this probationary status, the student must complete the above listed requirements.

Application for admission to other than a degree program status.
If a student wishes to attend Aims College in order to pursue a program of self-improvement or the development of a personal interest, he may do so:

- I. A student who has no intention of pursuing a degree program and who does not want the college to provide an official transcript of work completed will be admitted on a quarterly basis after he fulfills these requirements:
 - (a) Complete a student information sheet each quarter of attendance.
 - (b) Provide his social security number at the time of each registration.
 - (c) Complete the registration materials provided in the packet each quarter.
 - (d) Pay enrollment fees.

- II. A student who is not certain that he wants to commit himself to a degree program, but who does want Aims College to maintain a transcript of course work completed will be admitted after he fulfills the following requirements:
 - (a) Complete the general application form for Colorado Collegiate Institutions.
 - (b) Complete a student health form and a student information sheet. The student's social security number must be recorded on the information sheet.
 - (c) Pay a matriculation fee of \$5.00 at the time of registration. This is a one-time, non-refundable fee.
 - (d) Pay enrollment fees.

a one day orientation program. This program will include discussions of registration procedures, class scheduling systems, tuition, housing, financial aids, counseling services, academic advisory systems, health programs, and an explanation of the various academic and occupational programs offered by the college. The second portion of this day will be used to complete the ACT or the GATB tests needed by students. Finally, those students who have completed the admissions interview and who have participated in the orientation program, will be pre-registered on a date set by the registrar of Aims College. This pre-registration will involve selection of a schedule for the quarter. As a result of pre-registration at Aims College, each student is generally assured of entry into the classes of his choice.

Registration policies of Aims College. A student who has been admitted to Aims College should complete registration, including the payment of appropriate fees, on the date scheduled prior to each quarter. All students taking any daytime classes should participate in pre-registration before coming to final registration. It will definitely be to the student's advantage, whether new or returning, to have participated in pre-registration. It must also be stressed that any student taking even one daytime class should participate in final registration at the time scheduled.

Any student taking only evening classes may register by mail, on the evening registration date scheduled, or at the first scheduled meeting of one of his classes.

In a few exceptional cases, a student may be allowed to complete final registration after the regularly scheduled date by reporting directly to the Director of Admissions and Records of Aims College.

CURRICULA

As a community college designed to serve a portion of north-eastern Colorado, Aims College has developed or is now developing several academic and vocational programs in order to provide further educational opportunities for the people of the area.

Liberal Arts. In the realm of academic preparation a student may choose to pursue a liberal arts curriculum. It is designed primarily as a pre-baccalaureate program. Students who choose this curriculum will receive an Associate Arts degree and will be able to transfer to a four-year institution as juniors. The general requirements for this degree are as follows:

English	9 hours
Humanities	15 hours
Social Science	15 hours
Science and Math	15 hours
Physical Education	5 hours
Electives	<u>37 hours</u>
	96 hours

Each student who is working for an Associate Arts degree is encouraged to fulfill the elective requirements by taking courses which will relate directly to a career field or an academic major at another school. Those students who intend to transfer to another college after meeting the requirements of this degree are encouraged to complete elective classes compatible with the advanced program of their choice.

The following pages consist of a detailed description of the courses and hours required for completion of the Associate in Arts degree.

cases it may be desirable for a student to complete the requirement by choosing introductory lecture courses in three of the four areas of humanities listed below. In either case, the student would receive a well-rounded introduction to humanities.

Philosophy

Philosophy 101 - Introduction to Philosophy 5

Art and Drama

Art 100 - Introduction to Art 3

Drama 115 - Introduction to the Theatre 3

Music

Music 101 - Fundamentals of Music 5

Music 107 - Survey of Music 2

Music 115 - Music Appreciation 3

Literature

English 135 - Introduction to Fiction 3

English 136 - Introduction to Drama 3

English 137 - Introduction to Poetry 3

English 205 - Survey of World Literature 3

English 206 - Survey of World Literature 3

English 207 - Survey of World Literature 3

English 225 - Survey of American Literature 3

English 226 - Survey of American Literature 3

English 227 - Survey of American Literature 3

English 264 - English Literature 5

English 265 - English Literature 5

English 266 - English Literature 5

English 270 - Shakespeare 5

SOCIAL SCIENCE 15

Select one of the following three courses:

Psychology

Psychology 101 - General Psychology 5

Sociology

Sociology 101 - Introduction to Sociology 5

Physical Sciences

Chemistry 100 - Survey of Chemistry	5
Chemistry 101 - General Chemistry	5
Chemistry 111 - General Inorganic Chemistry	5
Geography 101 - Physical Geography	5
Geology 101 - Physical Geology	5
Physics 105 - General Physics	5
Science 101 - Physical Science Astronomy and Physics	5
Science 102 - Physical Science Chemistry and Geology	5
Science 103 - Physical Science Aerospace	5

One additional course which may include any of the above science courses or any of the science courses listed below:

Biological Sciences

Botany 101 - General Botany	5
Botany 102 - General Botany	5
Botany 103 - Field Botany	5

Physical Sciences

Chemistry 102 - General Chemistry	5
Chemistry 112 - General Inorganic Chemistry	5
Geology 102 - Historical Geology	5
Physics 106 - General Physics	5

Mathematics

Mathematics 100 - Principles of Mathematics	5
Mathematics 101 - Intermediate Algebra	5
Mathematics 104 - College Algebra and Trigonometry	5
Mathematics 105 - College Algebra and Trigonometry	5
Mathematics 107 - College Algebra and Trigonometry	7
Mathematics 153 - Analytic Geometry and Calculus	5

This would permit the student to take an introductory course in several areas. Because of the increasing need for mathematical concepts in the more technical world, it is strongly recommended that students choose a math course or have at least one science that applies mathematical concepts. Here again the student would have a choice.

Stenographic and Secretarial. There has been a shortage of qualified secretaries for many years. This program is designed to train students to enter the secretarial field in two years and leads to an Associate degree:

ASSOCIATE IN APPLIED SCIENCE DEGREE

Stenographic, Secretarial, and Related Program
OFFICE OCCUPATIONS

First Year:

	<u>Credits</u>
English 101, 102	6
Typewriting, S.S. 102, 103	6
College Bookkeeping, BUS 92, 93	10
Shorthand, S.S. 110, 111, 112	15
Speech 100	3
Survey of Business, BUS 100	5
Elective	<u>3</u>

Total First Year 48

Second Year:

Personal Adjustment to Business, BUS 26, 27	10
Shorthand, S.S. 210, 212	10
Transcription, S.S. 211	4
Typewriting, S.S. 104, 105	6
Business Communication, BUS 107	3
Business Law, BUS 254	5
Business Mathematics, BUS 115	5
Elective	<u>5</u>

Total Second Year 48

TOTAL 96

General Office Clerical. The curriculum which follows outlines a two-year program designed to prepare students for positions as typists, stock clerks, posting clerks or receptionists. Since it is a program for general office workers, shorthand is not a requirement.

ASSOCIATE IN APPLIED SCIENCE DEGREE

General Office Clerical Program
OFFICE OCCUPATIONS

First Year:

	<u>Credits</u>
English 101, 102	6
Survey of Business, BUS 100	5
Calculating Machines, BUS 161, 162	6
College Bookkeeping, BUS 92, 93	10
Typewriting, S.S. 102, 103	6
Business Math, BUS 115	5
Essentials of Speech, SPE 100	3
Business Communications, BUS 107	3
Elective	<u>3</u>

Total First Year 47

Second Year:

Personal Adjustment to Business, BUS 26, 27	10
Business Law, BUS 254	5
Typewriting, S.S. 104, 105	6
American Government, PS 100	5
Principles of Economics, ECON 201	5
Office Methods and Supervision	5
Electives	<u>15</u>

Total Second Year 51

TOTAL 98

A second curriculum in mid-management will enable the student to receive a Certificate in Technical Vocational Education. It is outlined below:

CERTIFICATE IN TECHNICAL-VOCATIONAL EDUCATION

MID-MANAGEMENT
(Distributive Education)

One Year Program:

	<u>Credits</u>
Personal Adjustment to Business, DE 15, 16, 17	15
Survey of Business, BUS 100	5
Essentials of Speech, SPE 100	3
Salesmanship, DE 102	5
Business Mathematics, BUS 115	5
Business Correspondence, BUS 107	3
Principles of Advertising, DE 150	5
Principles of Management, DE 262	5
Recommended Electives:	5
Principles of Merchandising, DE 101 (5)	
Business and Banking, BUS 210 (5)	—
	51

Vocational Programs Being Developed. Vocational programs are being developed in six additional areas. Each of these areas will have curriculums which may possibly lead to an Associate in Applied Science degree when established. These vocational areas are as follows:

(a) Automotive Mechanics

The major objective of the automotive mechanics program will be to provide the knowledge and practical experience needed to enable the student to qualify for employment as an automotive mechanic. Both theory and the practical application of various techniques will be included in the curriculum.

The major aspects of mechanical work to be studied will include engine rebuilding, brakes, standard transmissions, clutches, drive lines, differentials, rear axles, fuel systems, electrical systems, power brakes, multiple-bore carburetors, charging systems, automatic transmissions, front suspension systems, tune-up work and steering geometry.

Related background courses for this program will include mathematics, industrial first aid, industrial psychology, industrial relations, communications, basic electricity, metallurgy, small business management, and the use of technical manuals.

(b) Drafting — Technical Illustration

Technical Illustration is defined as the graphic representation of three-dimensional objects on two-dimensional surfaces. Techniques of drawing involved in producing this three-dimensional effect include oblique, isometric, dimetric, trimetric, and perspective. In the technical illustration course, these techniques are combined with such mediums and skills as pencil drawing, ink drawing, coloring, air brush work, photograph retouching, lettering, shading and shadowing, and free hand sketching.

In addition, the student will complete related background courses which will include industrial physics, fundamentals of written communications, business writing, technical writing, oral communications, industrial psychology, economics, industrial relations, and electronics drawing.

(e) Office Production

This course of study is designed for the student who has completed the basic typing program and wishes to pursue further education in office production work.

Upon completion of this course of study the student should be capable of demonstrating competency in the use of duplicating, mimeographing, stencil cutting, electrocopying, offset, and binding machines.

(f) Welding

The objectives of the welding program are two fold:

- (1) To provide comprehensive training in welding, metallurgy, blueprint, and layout to qualify graduates for immediate employment as welders as well as for supervisory and engineering-associate status.
- (2) To provide training through service welding for students enrolled in other programs that will furnish them with a versatile tool necessary in daily pursuit of the welding occupation.

To achieve the stated objectives, the program provides the following functions:

- (1) Response to the needs of industry for welding craftsmen proficient with specific welding processes.
- (2) The most competent instructors obtainable for teaching techniques applicable to industrial requirements.
- (3) Consultation with governmental agencies and commercial firms in welding matters involving national codes intended to establish and protect the public's safety when welded pressure systems are being installed or repaired.
- (4) Equipment and instruction for highly specialized industrial welding applications when the need arises and justification can be established.
- (5) Continually broadening of technical training as instructors and as advanced information becomes available.

STUDENT SERVICES

"Determination and hard work fill the graduation gown"



degree, he should contact a counselor to arrange an appointment with an affiliated testing agency. Also, any student who is enrolled in an Applied Science degree program will be required to complete the GATB. Persons interested in this type of program should contact a counselor and have him arrange a test appointment with the local employment officer.

HOUSING

Students who attend Aims College have chosen to live in a variety of facilities. Many, of course, commute daily to their family residence in the area. Others have rented private apartments available in the city of Greeley. Some of these private apartments are part of an apartment complex; others are in the homes of local families. Thus, a variety of living facilities in various price ranges have been made available to Aims College students.

The college maintains an approved housing list which is available upon request. Included on this list are the names, addresses and phone numbers of persons who have living facilities appropriate for student rental. Since the college does not operate dormitory facilities at the present time, it is the student's responsibility to make arrangements for his living quarters. It is recommended that these arrangements be made prior to the beginning of the quarter for which the student intends to enroll. It should also be pointed out that most parties who have facilities to rent to college students will require that a security deposit be paid when the final arrangements are made.

STUDENT GOVERNMENT

The student body of Aims College will elect a student government from its members during each academic year. This government will supervise and coordinate the various student activities and organizations of the Aims College student body. This election will be conducted within the specifications established in the student government constitution which has been adopted by the institution. Some of the general functions of the student government will include:

- (a) Recommend to the institution the scheduling and programing of a series of extra-curricular activities designed to increase and expand the educational growth of the student body of Aims College.
- (b) Charter student organizations which members of the Aims College student body feel they would like to form to further develop a particular interest.

STUDENT ACTIVITIES

A diversified activities program is being developed by the student government and the administrative staff of Aims College. This program will include a variety of cultural, intellectual, and career related programs. Lectures, films, seminars, and displays are all an integral part of the general activities program. Each student of the college is encouraged to express interest in a particular activity. Student initiated activities are viewed as an important aspect of the college experience.

STUDENT ORGANIZATIONS

Any group of students who wish to form an organization to further facilitate the development of an interest are encouraged to contact the student affairs department.

VETERAN'S AFFAIRS

Students who are eligible for the G.I. Bill, either as dependents or veterans, may qualify as full-time students by completing fourteen credit hours per quarter. If a student intends to enroll at Aims College for several quarters in succession, he should inform the veterans affairs clerk of this fact. In this case a veteran can be certified for the complete period and his G.I. Bill check will continue on a monthly basis without interruption. If, for any reason, a student on the G.I. Bill has to modify his class schedule, he should inform the veteran's affairs clerk of this change. Correct enrollment certification is the responsibility of the student. The Veteran's Administration will request reimbursement in those cases where a student is overpaid due to an erroneous certification.

SELECTIVE SERVICE

Experience has shown that each draft board may make its own ruling about the draft status of college students. Under the general guidelines presently in force, however, most local boards do award deferments to under-graduate students who are successfully pursuing a college curriculum. Draft deferments are being awarded to students enrolled at Aims College who have not fulfilled their military obligation. It is the responsibility of each student to provide his draft board the information it may need. Any student who does not supply this information may jeopardize his deferment status.

COURSE DESCRIPTIONS

"The real test is concentration of studies"



BIOLOGY

BIOLOGY 101. General Biology. 5 Credits. A general survey of the characteristics of living things: Plant and Animal.

BIOLOGY 102. General Biology. 5 Credits. A continuation of Biology 101. Includes the biology of micro-organisms and multi-cellular organisms. Prerequisite: Biology 101.

BIOLOGY 216. An Introduction to Ecology. 5 Credits. A study of some of the basic relationships between plants, animals and the physical factors of environment in succession and climax communities. Prerequisite: Sophomore standing and Zoology 101 and/or Botany 101.

BOTANY

BOTANY 101, 102. General Botany. 5 Credits each. A survey of the plant kingdom. Sequence: Botany 101, 102. Prerequisite: Biology 101.

BOTANY 103. Field Botany. 3 Credits. A study of methods of collecting, preserving and identifying plants. Prerequisite: Botany 102.

BUSINESS

BUSINESS 16. Duplicating Machines. 3 Credits. Preparation of media for an efficient operation of stencil, fluid, photo-copy and other reproducing equipment. Prerequisite: Secretarial Studies 102 or equivalent, with the instructor's permission.

BUSINESS 92. College Bookkeeping. 5 Credits. Fundamentals of bookkeeping as applied to actual business situations.

BUSINESS 93. College Bookkeeping. 5 Credits. A continuation of Business 92. Prerequisite: Business 92 or approval of the instructor.

BUSINESS 100. Survey of Business. 5 Credits. An introductory course providing a comprehensive picture of business operations, with emphasis on business ownership, finance, accounting and personnel problems, managerial controls, production procedures, marketing and the relationships between government and business.

BUSINESS 104. Survey of Electronic Data Processing. 3 Credits. An introductory course to provide the student with an understanding of the basic technology of electronic data processing, its capabilities and limitations.

BUSINESS 107. Business Communication. 3 Credits. Development of the principles and practices of clear communication, both oral and written, as applied to business situations. Prerequisite: Eligibility for English 101 and the ability to type.

BUSINESS 115. Business Mathematics. 5 Credits. A study of mathematical procedures used in business (merchandising, accounting and finance) and in the business aspects of personal activities.

BUSINESS 141. Office Methods and Supervision. 3 Credits. A study of fundamental general office procedures and of problems of office supervision, supervisor-worker relations, records management, types of filing equipment, filing methods and functions of a personnel department.

BUSINESS 161. Calculating Machines. 3 Credits. An introduction to the operation of adding and calculating machines.

BUSINESS 162. Calculating Machines. 3 Credits. A study of techniques used in solving complex problems on calculating machines. Prerequisite: Business 161 and instructor's permission.

BUSINESS 201. Business and Banking. 5 Credits. An introduction to the financial institutions of business.

BUSINESS 251. Principles of Accounting. 5 Credits. Fundamentals of accounting theory and practice, including a study of the entire accounting cycle, the use of special journals and the use of accounting in management decisions. Prerequisite: Sophomore standing or permission of instructor.

BUSINESS 252. Principles of Accounting. 5 Credits. A continuation of Business 251, emphasizing a story through study of assets and their valuation and accounting for partnerships. Prerequisite: Business 251.

BUSINESS 253. Principles of Accounting. 5 Credits. A continuation of Business 252. Elements of corporation accounting; analysis of financial statements; introduction to manufacturing and cost accounting. Prerequisite: Business 252.

BUSINESS 254. Business Law. 5 Credits. An introduction to law with an analysis of its origin and development and its interaction with business. Prerequisite: Sophomore standing.

BUSINESS 255. Business Law. 5 Credits. A continuation of Business 254 with emphasis on the law of sales, modern lease problems, torts, insolvency and legal problems involved in competitive business practices. Prerequisite: Business 254.

CHEMISTRY

CHEMISTRY 100. Survey of Chemistry. 5 Credits. A general survey of inorganic and organic chemistry studying the properties of matter, nature and chemical changes.

CHEMISTRY 101, 102, 103. General Chemistry. 5 Credits each. Studies fundamental principles, atomic structure, period classification, gaseous state, chemical bonding, stoichiometry and solutions. Sequence: Chemistry 101, 102, 103. Prerequisite: One year of high school algebra.

CHEMISTRY 111. General Inorganic Chemistry. 5 Credits. Studies methods of chemistry, nature of matter, atomic structure, chemical bonds, stoichiometry, gas laws, liquids, solids, changes of state, solutions. Prerequisite: Chemistry 101 or equivalent.

CHEMISTRY 112. General Inorganic Chemistry. 5 Credits. A continuation of Chemistry 111. Prerequisite: Chemistry 111.

CHEMISTRY 113. General Inorganic Chemistry. 5 Credits. A systematic laboratory study of Inorganic Chemistry. Prerequisite: Chemistry 112.

CHEMISTRY 253. Quantative Analysis. 5 Credits. This course includes study of galvanometric and volumetric analysis. Prerequisite: Chemistry 113 or instructor's permission.

CHEMISTRY 255, 256. Organic Chemistry. 5 Credits each. A systematic study of the carbon compounds. Prerequisite: Chemistry 102, 112, and a sequence (Chemistry 255, 256).

CHEMISTRY 257. Organic Chemistry. 5 Credits. A continuation of the study of carbon compounds. Prerequisite: Chemistry 255, 256.

DISTRIBUTIVE EDUCATION

DISTRIBUTIVE EDUCATION 15, 16, 17, 25, 26, 27. Personal Adjustment to Business. 5 Credits each. Supervised employment in positions related to field of merchandising. Intended to provide practical experience in operations and methods for students preparing for a career in business. A minimum of fourteen hours of qualified employment a week each quarter is required. Prerequisite of employment on approved job.

DISTRIBUTIVE EDUCATION 101. Principles of Merchandising. 5 Credits. A study of the fundamental principles and practices of retail merchandising. The organization and methods of retail outlets, including independent, department, and chain stores.

DISTRIBUTIVE EDUCATION 102. Salesmanship. 5 Credits. An interpretation of the psychology of personal development. Emphasis placed upon the art of making friends and the development of successful relationships between customer and salesman.

DISTRIBUTIVE EDUCATION 121. Personnel Management. 5 Credits. A survey of the principles of personnel management and of industrial-relations policies, with emphasis on theories of work, organization, administration, manpower management, staffing, and work incentives.

DISTRIBUTIVE EDUCATION 150. Principles of Advertising. 5 Credits. An introduction to the function of advertising as a merchandising tool. It includes a study of copy, media, art work, and production.

DISTRIBUTIVE EDUCATION 206. Credit Management. 5 Credits. A study of the principles involved in credit extension, investigation, charge accounts, and collections in selling organizations.

DISTRIBUTIVE EDUCATION 261. Principles of Marketing. 5 Credits. A study of the fundamental organization of the system of distribution from manufacturer to consumer. Special emphasis at the retail level. Prerequisite: Sophomore standing.

DISTRIBUTIVE EDUCATION 262. Principles of Management. 5 Credits. A study of the essentials of management of merchandising concerns in industry: Organization structures, control of physical facilities, financing, production, planning and scheduling, purchasing, sales-office services, store-keeping, and traffic. Prerequisite: Sophomore standing.

ECONOMICS

ECONOMICS 100. Introduction to Economics. 5 Credits. A survey course designed to give a non-business major a one-quarter introduction to basic economics.

ECONOMICS 107. Economic Geography. 5 Credits. A study of the location and distribution of the economic activities of mankind.

ECONOMICS 201. Principles of Economics. 5 Credits. An introduction to the American capitalism, national income, employment, fiscal policy, money, monetary policy, economic stability and economic stability and economic growth.

ECONOMICS 202. Principles of Economics. 5 Credits. A study of the problems and principles of production, distribution and consumption of wealth.

ENGLISH

ENGLISH 70. Fundamentals of English. 5 Credits. Designed to assist the student in overcoming his deficiencies in grammar, usage and elementary writing skills. Prerequisite: Placement by division standards.

ENGLISH 101. Freshman Composition. 3 Credits. Studies the applied elementary expository writing with criticism and analysis of functional grammar, sentence structure, punctuation and paragraph organization. Prerequisite: Successful completion of English 70.

ENGLISH 102. Freshman Composition. 3 Credits. Studies and practices in critical reading and thinking, with additional instruction in diction, style, tone, logical thinking and critical analysis. Prerequisite: English 101.

ENGLISH 103. Freshman Composition. 3 Credits. Introduces and practices research techniques and the writing of the research paper with additional practice in reading and evaluating sophisticated prose. Prerequisite: English 101, 102.

ENGLISH 135. Introduction to Fiction. 3 Credits. Practices intensive analytical and interpretative reading to broaden and refine the interests of the student so that he may effectively evaluate short stories and novels.

ENGLISH 136. Introduction to Drama. 3 Credits. Studies the background history of the theater and the development of the drama, including the reading of masterpieces of dramatic literature from the classical period to the Twentieth Century.

ENGLISH 137. Introduction to Poetry. 3 Credits. Studies the forms, the types, the language and the philosophies underlying the works of major American and British poets.

ENGLISH 201. Advanced Composition. 3 Credits. Studies advanced composition centering on the writing of expository, descriptive and narrative papers. The course aims at aiding the student in expository writing. Prerequisite: Sophomore standing and English 103.

ENGLISH 205. Survey of World Literature. 3 Credits. Studies in chronological order the masterpieces from European literature representing various periods and literary types, from the classical period to the Renaissance. Prerequisite: English 103.

ENGLISH 206. Survey of World Literature. 3 Credits. A continuation of English 205 from the Renaissance through Romanticism. Prerequisites: English 103 and English 205.

ENGLISH 207. Survey of World Literature. 3 Credits. A continuation of English 205 and English 206, primarily studying the symbolists, the naturalists and the realists and the influence of these European writers upon the British and American writers. Prerequisites: English 103, English 205, and English 206.

ENGLISH 225. Survey of American Literature. 3 Credits. Studies the Puritan to Revolutionist period (1620-1832), the forming ideas of the time and how the religious and political traditions were reflected in the major literary works of the period. Prerequisite: English 103.

ENGLISH 226. Survey of American Literature. 3 Credits. Studies the period from Emerson to Dickenson (1836-1886), the ideas and the literature techniques of the American romantic writers and the influence of the frontier. Prerequisite: English 225.

ENGLISH 227. Survey of American Literature. 3 Credits. Studies the period from Twain to Hemingway (1884-present), literary naturalism, the problems of the modern mind as reflected in contemporary American literature. Prerequisite: English 226.

ENGLISH 240. Introduction to Creative Writing. 3 Credits. Instruction and practice in creative writing of types best suited to individual interest and talent. Prerequisite: English 103.

ENGLISH 264. English Literature - Beginnings to Shakespeare. 5 Credits. Studies poetry, prose and drama from the Anglo Saxon period to the Renaissance with emphasis on the historical development of literary forms and ideas. Prerequisite: English 103.

ENGLISH 265. English Literature - 17th and 18th Centuries. 5 Credits. Studies the major writers of the period and their influence on the correlation of history and literature. Prerequisite: English 264.

ENGLISH 266. English Literature - Nineteenth and Twentieth Centuries. 5 Credits. Studies literature of the romantic, Victorian and modern periods with more emphasis on the correlation of history and literature. Prerequisite: English 265.

ENGLISH 270. Shakespeare. 5 Credits. A basic course with background material on the types of plays, histories, comedies and tragedies. Prerequisite: Sophomore standing.

GEOLOGY

GEOLOGY 101. Physical Geology. 5 Credits. A study of the rocks and minerals which make up the earth.

GEOLOGY 102. Historical Geology. 5 Credits. A study of the fundamental history of the earth. Prerequisite: Geology 101.

HEALTH

HEALTH 101. General Health. 1 Credit. This course will consider the personal and social aspects of health.

HISTORY

HISTORY 91. History and Government of the United States. 3 Credits. An exploration of facets of the history, structure and operation of the United States.

HISTORY 101. History of World Civilization. 5 Credits. A study of the origins and early development of world civilization.

HISTORY 102. History of World Civilization. 5 Credits. A continuation of History 101. Prerequisite: History 101.

HISTORY 103. History of World Civilization. 5 Credits. A continuation of History 101, 102. Prerequisite: History 101, 102.

HISTORY 104. History of the United States. 5 Credits. American history from the colonial period through the Civil War and Reconstruction era.

HISTORY 105. History of the United States. 5 Credits. Continuation of History 104 showing the development of America from the rise of industrialism to the present. Prerequisite: History 104.

HISTORY 207. History of England. 5 Credits. A general survey of English history and England's role in European and World history.

HISTORY 251. History of Colorado and the Rocky Mountain West. 5 Credits. A study of the development of the mining, transportation, ranching and farming frontiers of the Rocky Mountain West, with special emphasis on the history of Colorado. Prerequisite: Sophomore standing or permission of the instructor.

HUMANITIES

HUMANITIES 101. Introduction to Humanities - Greek and Roman Period. 5 Credits. Begins the historical study of the ideas of man through philosophy and the arts, including music, literature, painting and architecture.

HUMANITIES 102. Introduction to Humanities - The Middle Ages and Renaissance. 5 Credits. Continues the study of the development of the ideas of man. Prerequisite: Humanities 101.

HUMANITIES 103. Introduction to Humanities - Seventeenth through Twentieth Centuries. 5 Credits. Continues the study of the ideas of man. Prerequisite: Humanities 102.

JOURNALISM

JOURNALISM 105. College Newspaper. 1 Credit. The course aims to give each student on-the-job training through staff work on a student published and edited weekly newspaper.

JOURNALISM 106. College Newspaper. 1 Credit. A continuation of Journalism 105. Prerequisite: Journalism 105.

JOURNALISM 107. College Newspaper. 1 Credit. A continuation of Journalism 105 and 106. Prerequisite: Journalism 105 and 106.

JOURNALISM 150. Introduction to Journalism. 3 Credits. Studies the history, philosophy, ethics, current practices of mass communications media.

JOURNALISM 151. Basic Newswriting. 3 Credits. Reading and lectures introduce the student to the concept, importance and source of news. In-class activities deal with how to organize and write news on first, simple news events and, second, on complex news events. Prerequisite: English 101.

MATHEMATICS

MATHEMATICS 21. Introductory Mathematics. 3 Credits. Provides the student with enough skills to enter the business mathematics course or to enter elementary algebra.

MATHEMATICS 31. Beginning Algebra. 5 Credits. Studies addition, subtraction, multiplication, and division as applied to real numbers, literal numbers and polynomials, along with an introduction to integral exponents, factoring, linear equations, systems of linear equations and systems of quadratic equations.

MATHEMATICS 32. Plane and Solid Geometry. 5 Credits. Studies definitions, axioms and postulates of plane and solid geometry; properties of lines, planes, angles, circles, polyhedrons, cylinders, cones and spheres. Prerequisite: Algebra 31.

MATHEMATICS 100. Principles of Mathematics. 5 Credits. Designed for students not majoring in science or mathematics who desire a general study of the principles of numerical relationships including the study of geometry of triangle, ratio and proportion, word problems, linear and simple quadratic equations, symbolic and probability. Prerequisites: Algebra 31 and high school geometry and trigonometry.

MATHEMATICS 101. Intermediate Algebra. 5 Credits. Studies the development of real numbers by using axioms and sets; equations (linear and quadratic) irregularities; factoring; relations and functions; graphs and complex numbers. Prerequisite: Mathematics 31 or one year of high school algebra.

MATHEMATICS 102. Descriptive Geometry. 3 Credits. Reviews true lengths of lines and true size of planes, point, line and plane problems using change of position method; point line and plane problems using method of revolution; civil engineering problems, concurrent vectors and intersection of surfaces. Prerequisite: Mathematics 101

MATHEMATICS 103. Plane Trigonometry. 3 Credits. Presents theory and develops facility in solving triangles using trigonometric functions, identities, complex number roots, inverse functions, De Moivre's theorem and provides a basis for further mathematics study. Prerequisite: Two and one-half years of high school mathematics.

MATHEMATICS 104. College Algebra and Trigonometry. 5 Credits. Reviews basic algebraic operations with emphasis on functions, graphs, quadratic equations, systems of equations, progressions and conic curves.

MATHEMATICS 105. College Algebra and Trigonometry 5 Credits. Emphasizes trigonometric functions; logarithms, applications of right triangles; trigonometric identities and equations, and solutions of oblique triangles. Prerequisite: Mathematics 104 or two years of high school algebra and one year of high school geometry.

MATHEMATICS 107. College Algebra and Trigonometry. 7 Credits. Treatment of inequalities, complex numbers, theory of equations, permutations, combinations and probability, sets, mathematical induction, general systems of linear equations and inverse functions. Prerequisite: Two years of high school algebra and trigonometry.

MATHEMATICS 112. Statics. 3 Credits. Teaches fundamental principles of statics, mathematical and graphical analysis of force

systems, forces in frames, forces in trusses and simple mechanisms, centroids and centers of gravity. Prerequisite: Math 105, Math 153 (concurrent enrollment in Math 153 is acceptable).

MATHEMATICS 153. Analytic Geometry and Calculus. 5 Credits. Studies rectangular coordinates, equations of functions, derivatives of algebra functions, Rolle's Theorem, The Mean Value Theorem, indefinite integral calculus. Prerequisite: Math 104, 105, or Math 107, or four years of high school mathematics.

MATHEMATICS 251. Analytic Geometry and Calculus. 4 Credits. Studies transcendental functions, methods of integration, determinants and linear equations, plane analytic geometry, hyperbolic function and polar coordinates. Prerequisite: Math 153.

MATHEMATICS 252. Analytic Geometry and Calculus. 5 Credits. Studies vectors and parametric equations, solid geometry and vectors, partial derivatives and multiple integration with applications to surfaces and space curves. Prerequisite: Mathematics 251.

MATHEMATICS 253. Analytic Geometry and Calculus. 3 Credits. Studies the theory and techniques of infinite series and complex functions as used in elementary analysis and to gain an introduction to differential equations. Prerequisite: Math 252.

MATHEMATICS 254. Differential Equations. 3 Credits. Studies solutions to first and second order ordinary differential equations by elementary methods. Prerequisite: Math 253.

MUSIC

MUSIC 101. Fundamentals of Music. 5 Credits. Ear-training, sight-singing, melodic and harmonic dictation and analysis.

MUSIC 102. Fundamentals of Music. 5 Credits. Continuation of Music 101. Prerequisite: Music 101.

MUSIC 103. Fundamentals of Music. 5 Credits. Elementary harmonic structure and four-part writing with triads and seventh chords, non-harmonic tones, secondary tones, and modulation. Prerequisite: Music 102.

MUSIC 107. Survey of Music. 2 Credits. Acquaints the student with the general course of musical style through the Baroque period and gives him a broader background for the study of the history of music.

MUSIC 108. Survey of Music Literature. 2 Credits. To acquaint the student with the general course of musical styles in the classic, romantic and impressionistic periods. Prerequisite: Music 107.

MUSIC 109. Survey of Music Literature. 2 Credits. Studies the general course of musical styles in the Twentieth Century contemporary period. Prerequisite: Music 108.

MUSIC 115. Music Appreciation. 3 Credits. A non-technical introductory course primarily designed for listening and discussion — to arouse the student's interest in music and to teach him to respond intelligently to the great works which constitute our musical heritage.

MUSIC 122. Applied Music (Private Instructor). 2 Credits. Individual practice and lessons on particular instruments or vocal, individual recitals on instruments or voice.

PHILOSOPHY

PHILOSOPHY 101. Introduction to Philosophy. 5 Credits. A study of the fundamental questions concerning man and the universe that recur in the history of human thought — the nature of reality, causation, mind, human knowledge and its validity, the possession of free choice, value and its determination and related subjects.

PHYSICAL EDUCATION

PHYSICAL EDUCATION 100. Personal Health. 3 Credits. Development of the habits, qualities and attitudes that will emphasize the art of good living.

PHYSICAL EDUCATION 105. Mixed Bowling. 1 Credit. This class is designed to teach the rules, methods, and strategy involved in singles, doubles, and team bowling.

PHYSICAL EDUCATION 122. Women's Physical Education. 1 Credit. This class is designed to develop poise, improve physical fitness, and to teach some of the skills of various team and individual sports.

PHYSICAL EDUCATION 123. Men's Physical Education. 1 Credit. This class is designed to teach the skills of various individual and team sports, to improve physical fitness, and to develop endurance and provide recreational activities useful in later life.

PHYSICAL EDUCATION 159. Beginning Tumbling. 1 Credit.

PHYSICAL EDUCATION 160. Beginning Volleyball. 1 Credit.

PSYCHOLOGY

PSYCHOLOGY 92. Practical Psychology. 3 Credits. Gives the student an understanding of human behavior.

PSYCHOLOGY 101. General Psychology. 5 Credits. Introduces the student to the principles of human behavior, including personality development, emotions, learning and other psychological processes.

PSYCHOLOGY 102. Psychology of Adjustment. 5 Credits. Application of psychology principles to the problems of living. Prerequisite: Psychology 101.

PSYCHOLOGY 103. Applied Psychology. 3 Credits. A comprehensive and integrated picture of the professional activities of psychologists in business, industry, advertising, marketing, education, clinical practice, law, government, and military. Prerequisite: Psychology 101.

PSYCHOLOGY 104. Child Development. 3 Credits. A study of the emotional and physical development of the normal child from infancy through childhood and adolescence. Prerequisite: Psychology 101.

SCIENCE

SCIENCE 101. Physical Science Astronomy and Physics. 5 Credits. A comprehensive but not highly technical presentation of astronomy and physics.

SCIENCE 102. Physical Science Chemistry and Geology. 5 Credits. A comprehensive but not highly technical presentation of chemistry and geology.

SCIENCE 103. Physical Science Aerospace. 5 Credits. A comprehensive but not highly technical study of aerospace and its relation to man.

SECRETARIAL STUDIES

SECRETARIAL STUDIES 101. Beginning Typewriting. 2 Credits. An introduction to typing emphasizing the touch system, proper posture, finger control.

SECRETARIAL STUDIES 102. Elementary Typewriting. 3 Credits. A review of typing techniques for building typewriting control and speed. Prerequisite: At least one semester of typing.

SECRETARIAL STUDIES 103. Intermediate Typewriting. 3 Credits. Further development of techniques for speed and control typing. Prerequisite: Secretarial Studies 102 or permission of the instructor.

SECRETARIAL STUDIES 104. Advanced Typewriting. 3 Credits. Continuation of typing speed and accuracy development on straight copy with production problems. Prerequisite: Secretarial Studies 103 or equivalent with permission of instructor.

SECRETARIAL STUDIES 105. Production Typewriting. 3 Credits. Application of previously learned techniques and speed to integrated office situation. Prerequisite: Secretarial Studies 104 or equivalent with permission of instructor.

SECRETARIAL STUDIES 110. Beginning Shorthand. 5 Credits. A beginning course in the fundamentals of Gregg Shorthand Diamond Jubilee Series. No student who has had more than one year of shorthand may enroll in this course.

SECRETARIAL STUDIES 111. Second Quarter Shorthand. 5 Credits. A continuation of Secretarial Studies 110 with development of vocabulary and speed emphasized. Prerequisite: Secretarial Studies 110 or equivalent with permission of instructor.

SECRETARIAL STUDIES 112. Third Quarter Shorthand. 5 Credits. A continuation of Secretarial Studies 111 for the further development of speed and vocabulary. Prerequisite: Secretarial Studies 111 or equivalent with permission of instructor.

SECRETARIAL STUDIES 210. Advanced Shorthand. 5 Credits. A course designed to build shorthand speed to expert levels with emphasis on more difficult vocabulary and unpreviewed dictation. Recommended: Concurrent enrollment in Secretarial Studies 211.

SECRETARIAL STUDIES 211. Transcription. 4 Credits. Designed to develop the combination of shorthand, typewriting, grammar, punctuation and spelling for mailable letter production. Recommended: To be taken concurrently with Secretarial Studies 210.

SECRETARIAL STUDIES 212. Secretarial Office Practice. 5 Credits. An advanced discussion class to help the prospective secretary acquire the skills needed to serve as an administrative assistant.

SPANISH

SPANISH 101. Elementary Spanish. 5 Credits. Develops the ability of the student to understand, speak, read and write the foreign language within the limits of his vocabulary.

SPANISH 102. Elementary Spanish. 5 Credits. A continuation of Spanish 101. Prerequisite: Spanish 101.

SPANISH 103. Elementary Spanish. 5 Credits. A continuation of Spanish 102. Prerequisite: Spanish 102.

SPANISH 220. Intermediate Spanish. 5 Credits. A continuation of Elementary Spanish. Prerequisite: Spanish 101, 102, 103, or two years of high school Spanish.

SPANISH 221. Intermediate Spanish. 5 Credits. A continuation of Spanish 220. Prerequisite: Spanish 220.

SPANISH 222. Intermediate Spanish. 5 Credits. A continuation of Spanish 221. Prerequisite: Spanish 221.

SPEECH

SPEECH 100. Speech Essentials. 3 Credits. A lecture and performance course emphasizing oral communication skills, fundamentals of voice production, oral reading and public speaking.

SPEECH 101. Public Speaking. 3 Credits. A second course in speech, emphasizing organization, preparation and presentation of basic types of speeches. Prerequisite: Speech 100.

SPEECH 253. Parliamentary Procedure. 2 Credits. Teaches basic parliamentary motions and their place in a representative government or group. Prerequisite: Sophomore standing.

SOCIOLOGY

SOCIOLOGY 101. Introduction to Sociology. 5 Credits. An introduction to the major forms of group life, the nature of culture, the foundations of personality and socialization of the individual member of society.

SOCIOLOGY 150. Marriage and The Family. 5 Credits. Consideration of the meaning of marriage as an interpersonal partnership, consideration of factors that are important in mate selection, marriage readiness and adjustment within the marital relationship and gaining of some insight into the relationship within the family and society. Prerequisite: Sociology 101, Psychology 101.

SOCIOLOGY 201. Contemporary Social Problems. 5 Credits. Analysis of the processes of personal and social disorganization and reorganization in contemporary society. Prerequisite: Sociology 101.

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