

# MSI Separator Sheet



MSI2010

1970-1971



# CATALOG 1970-71



# AIMS COLLEGE

BOX 69 GREELEY, COLORADO 80631

Administrative Offices: Lincoln Campus,  
11th Street and 5th Avenue

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# 1971

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE							
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## WINTER QUARTER - 1971

January	4	Registration
January	6	Classes begin
January	29-30	Mid-year Education Conference
February	8-12	Mid-term Week
March	12, 15, 16	Final Examinations

## SPRING QUARTER - 1971

March	22	Registration
March	24	Classes begin
April	26-30	Mid-term Week
June	4	Commencement
May	30	Memorial Day
May	31	Memorial Day vacation - No classes
June	2-4	Final Examinations

## SUMMER QUARTER - 1971

June	14	Registration
June	16	Classes begin
July	4	Independence Day
July	5	Independence Day vacation - no classes
July	7-9	Mid-term Week
August	4-6	Final Examinations

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## GENERAL INFORMATION

### HISTORY

In the summer of 1966, after several months of study, a citizens committee representing the school districts in Weld County recommended formation of a junior college district. In January, 1967, voters gave overwhelming approval. Two months later a governing committee was elected. The committee chose Dr. Ed Beaty as president of Aims and in September, 1967, the College opened with more than nine hundred students enrolled in day and evening programs.

Enrollment jumped to 1623 in fall of 1968 and to 2200 in fall of 1969. The diverse needs of the students have caused a great increase in the numbers of classes and programs offered. During the 1969-70 school year, Aims offered 16 occupational programs, and a wide variety of adult interest classes — as well as the Associate in Arts and Sciences Degree program.

As the needs of the students and the community expand and change, Aims College will expand and change to meet them.

### LOCATION

With a sincere belief that the campus of a community college is everywhere within the community that its services are needed, Aims conducts classes in many places in north central Colorado.

Temporarily the main campus and administrative offices are located at 11th Street and 5th Avenue in Greeley, Colorado. A 175 acre tract four miles west of Greeley has been purchased as the site for a permanent campus. As the county seat of Weld County, Greeley is the commercial and industrial center of one of the richest agricultural areas in the world.

The legal boundary of Aims District is conterminous with the combined public school districts with headquarters at Platteville, Eaton, Keenesburg, Windsor, Johnstown, Greeley, Kersey, Fort Lupton, Ault, Briggsdale, New Raymer, and Grover. Thus, Aims College District includes nearly all of Weld County and extends slightly into Adams, Logan, Larimer, and Morgan Counties.

### 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, a vocational-technical program, or in an adult education program.

## PURPOSE

Aims College was founded in order to meet a wide variety of educational needs of north central Colorado. In order to do this, high quality programs and courses have been provided for each individual student enrolling in single courses, a transfer program, a vocational-technical program or in an adult-continuing education program. In these ways Aims College is fulfilling its purpose by serving the educational needs of the people of north central Colorado by offering a diversity of instructional courses and programs.

The objectives of Aims College are the following: (1) to provide general education, (2) to provide vocational and occupational education, (3) to provide college transfer training, (4) to provide counseling and guidance, and (5) to provide a wide range of community services. Included in the classification of general education is a full range of courses for teen-age and adult persons from basic education to avocational handicraft courses. Counseling and guidance is offered to all persons of the community in reference to their educational and occupational needs. All socially desirable programs not specifically conducted by other community organizations are considered the responsibility of the Aims College community service division.

## APPROVAL

Aims College is approved and authorized by the State of Colorado. The college is governed by a five member College Committee elected by the voters of the Aims Junior College District. All programs are approved by the Colorado State Board for Community Colleges and Occupational Education; in addition the Colorado Commission on Higher Education reviews and approves all programs leading to the Associate Degree.

## ACCREDITATION

Aims College currently has correspondent status in the North Central Association of Colleges and Secondary Schools, the association which accredits institutions of higher education in this area. Correspondent status indicates that the institution has given evidence of sound planning and the resources to implement these plans, and has indicated an intent to work toward accreditation. Correspondent status is not an accredited status nor does it assure or imply eventual accreditation. However, the college has been working with a North Central Association consultant and will submit a Status Study to the Association in May, 1970 to support the college's application for recognized candidate status, the next step toward full accreditation.

## PHYSICAL FACILITIES

Aims College is temporarily housed in a number of buildings throughout the college district. Most of the classes meet at two primary locations — Fifth Avenue and Eleventh Street and the Vocational-Technical Center, Sixth Avenue and Twenty-sixth Street in Greeley. Additional courses and programs are being conducted at other towns in the district. A permanent campus will be constructed on the Aims College site west of Greeley at West Twentieth Street and Forty-seventh Avenue.

## EVENING DIVISION

Aims College provides evening courses as part of its regular program of instruction. The evening curriculum consists of academic course work, vocational-technical and related instruction, and a number of adult interest offerings. This wide variety of instruction enables adults of all ages to complete college work, acquire new skills and improve existing skills, and pursue special interests. Aims College is responsive to community needs in that many classes are held, upon student demand, in off-campus locations and in outlying communities.

Evening classes are held Monday through Thursday between the hours of 7:00-10:00 p.m. Schedules for each quarter are available four to five weeks prior to the quarterly registration. Tuition for evening classes is the same as that for day classes.

## COLLEGE YEAR-CREDIT UNITS

The college year is divided into three quarters (fall, winter, and spring) of about eleven weeks each and a summer session. Any three quarters may equal the usual college year of thirty-six weeks. Students may enter Aims College at any time during the quarter. It may be necessary, however, to assign students certain classes since most courses are taught on a sequential basis. Generally the greatest advantages are obtained by enrolling at the beginning of each 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 typical student in the transfer program enrolls in sixteen hours per quarter, including one credit hour in physical education. The average load for the student who enrolls in a vocational-technical program is seventeen credit hours, which involves from twenty-two to thirty clock hours per week in a classroom laboratory combination.

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 - 50 Usually reserved for adult education courses not associated with a degree program.
- 51 - 99 Courses normally taken by students to prepare them for freshman level classes.
- 100 - 199 Courses normally taken by freshmen and sophomores.
- 200 - 299 Courses normally taken by sophomores.

## TUITION AND FEES

Tuition charges at Aims College are dependent upon the student's residency status. Any student whose resident address is within 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 hr.

Any student whose resident address is outside of 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 hr.

### Out-of-State Students

Full-time students (15-18 hours)                      \$195.00

Part-time students (less than 15 hours) \$ 13.00 per hr.

## GENERAL REGULATIONS

Students entering Aims College for the first time might need to be reminded of the added responsibilities of attending college. They should recognize that the college must have a minimum number of rules if its objectives are to be accomplished. Regulations are based upon respect for the rights of others and observance of civil and moral laws. All who enroll in Aims College must realize that success rests upon personal efforts, attitudes, honor, integrity, and common sense and that attendance at this college is a privilege.

### GRADE AND GRADE POINTS

Aims College, in keeping with its announced philosophy of placing top priority on the welfare of its students, has adopted a grading system which emphasizes achievement rather than failure. This system permits the permanent recording of those grades indicating the successful completion of a course, but does not record a grade when, for whatever reason, a student is unable to fulfill the minimum requirements of the course. Such an approach provides students an opportunity to redirect their efforts into areas more suitable to their aptitudes and interests without the stigma of failure. Grades and grade points are awarded on the following basis:

“A”	Superior work — 4 grade points per credit hour
“B”	Above average — 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
“P”	Passing — used for those students who have successfully challenged a course
“W”	Withdrawal — no grade points
“I”	Incomplete work — no grade points
“IP”	In-Progress
“AU”	Audit — no credit

An instructor may choose not to record a grade when the student has, for good reason, been delayed in completing the required work. Incompletes are to be made up according to an agreement between the instructor and the student.

Learning accomplishment at a level judged to be failing work receives no credit and is not made a part of the permanent record. Additionally, all courses which receive a "W", "I", "IP", or "AU" are not calculated in a student's cumulative grade-point average.

Under this system, grade points measure the achievement of the student for the number of credit hours he has completed at an accomplishment level of "D" or above. They are determined by multiplying the grade points per credit hour by the credit value of the course completed. Total grade points are then divided by the total credit hours completed to determine the grade-point average. The cumulative grade-point average is the total number of credit hours recorded at an accomplishment level of "D" or above.

## HONORS

Full time students who complete at least twelve degree hours of credit and who earn a grade point average of 4.0 (straight A) will be listed on the President's List. Full time students who earn a grade point average of 3.5 to 4.0 will be listed on the Dean's List; those students with a 3.0 to 3.49 average will be listed on the Honor Roll. The President's List and the Dean's List will be published at the end of each quarter.

## REQUESTS FOR TRANSCRIPTS

A student requesting that a transcript of his grades be sent to an educational institution or to a prospective employer must complete the appropriate form in the Registrar's office. There is no charge for this service, provided the student has fulfilled all financial obligations to Aims College.

## AUDITING OF COURSES

Any person may elect to enroll in a lecture class on an audit basis. Such individuals will pay the regular tuition assessed for courses taken under this option. 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 mid-term examination week of each quarter.

## ADDING AND DROPPING COURSES

In certain instances where a student's program of study can be improved, adds and drops may be processed after classes begin with the approval of the instructor, counselor and Registrar.

## COURSE CHALLENGING

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 instructor and meet the requirements of the registrar and pay in advance the course fee. Credit for challenged courses will be determined by the instructor.

## WITHDRAWAL

If for some reason a student must completely withdraw from the college (complete withdrawal means dropping all classes) the student's interests are served best if the appropriate withdrawal forms are completed for the Registrar's office. Students completely withdrawing from the college will receive a "W" for each course withdrawn from prior to the end of each quarter.

## ATTENDANCE

College officials believe that regular class attendance is necessary if a student is to receive maximum benefits from his work, and students are expected to attend all sessions of the classes for which they are registered. The individual instructor may determine that the quality of a student's work has been adversely affected by absence or tardiness.

Students should explain the reason for absence to their instructors. The student is responsible for making up work missed because of any absence. Students who anticipate absences may profit from discussing these in advance with instructors.

## DISMISSAL

In the case of serious breaches of acceptable conduct, or in the case of a repetitive pattern of poor conduct, a student may be dismissed from the college.



## ADMISSIONS

In keeping with the belief in the worth of universal education, Aims College has adopted an "open door" admission 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.

The College will admit high school graduates, non-graduates of high school who are 18 years of age or older, and any other person who can profit from the instruction for which he enrolls. However, admission to the College does not assure acceptance of an individual student in a particular course or program. Some students may be requested to enroll in special courses for correction of scholastic or other deficiencies.

Students may enroll in Aims College anytime during the quarter. It may be necessary for students to enroll in preparation or skill building courses until the end of a given quarter. In most cases it is to the advantage of the student to enroll at the beginning of the quarter.

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 to the college as soon as possible.
- (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 and college 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 interview with the admissions counselor and select desired courses.
- (g) Receive an assignment to a particular academic advisor who will assist in selecting and registering for courses appropriate to your degree program.

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 after fulfilling the following requirements:

- (a) Complete the student information sheet each quarter of attendance.
- (b) Pay enrollment fees.

NO STUDENT WILL BE DENIED ADMISSION TO THE COLLEGE BECAUSE OF FINANCIAL INABILITY.

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 should participate in pre-registration before coming to final registration. As a result of pre-registration each student is generally assured of entry into the classes of his choice. It will therefore 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.

The college maintains a qualified staff to aid the student in the solution of problems which may confront him either as a student in college or in his everyday life. Such assistance is available to all students and prospective students from the time a student considers enrolling at Aims College until he is graduated. Students are urged to avail themselves of this pre-college and college counseling in order to assure proper decision making at registration.

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

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

# GUIDANCE SERVICES

## COUNSELING

Aims College maintains a professional counseling staff to help students with personal, social, educational, and vocational concerns. Any student may request an appointment with a counselor. Both individual and small group counseling is available through referral or at the student's request. Students frequently discuss the following topics:

- (a) general progress in college
- (b) courses and grades
- (c) probation and suspension
- (d) ability and aptitudes
- (e) personal interest
- (f) personal or family concerns
- (g) future plans
- (h) financial concerns
- (i) selective service
- (j) drop-add policies

Each student who enrolls in a degree program must complete an application interview with an appropriate counselor. A preliminary schedule and an outline of the student's course requirements will be completed during this interview.

## TESTING

The counseling staff at Aims College will administer, score, and interpret general psychological, interest, aptitude, and achievement tests. In addition, students may upon request receive testing services related to occupational or vocational concerns. The American College Test, or a comparable substitute, is required for admission to the Associate in Arts and Sciences degree program. If a student who has not taken the ACT decides to change status by enrolling in this degree program, 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.

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 elects student government officers from its members during each academic year. This government will supervise and coordinate the various student activities and be conducted as established by the student government constitution adopted by the student body. Some of the general functions of the government include:

- (a) Recommending to the institution the scheduling and programming of extracurricular activities designed to increase and expand the educational growth of the student body.
- (b) Chartering student organizations which members of the Aims College student body organize 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 develop interest in a particular activity. Student initiated activities are an important aspect of the college experience.

## STUDENT ORGANIZATIONS

Student organizations may be chartered after interested students complete the procedures set up by the student government for establishing organizations. Each organization must be re-chartered annually to assure continuing interest on the part of the students and to provide for re-evaluation of objectives and performance.

## VETERANS ADMINISTRATION BENEFITS

Students who are eligible for educational training under the Veterans Administration must present a Certificate of Eligibility valid for use at Aims College. This certificate must be presented at the time of registration during the first quarter in which the student enrolls. All applications, forms and other needed information concerning Veterans Administration Benefits may be secured from the Office of Financial Aid in the Student Services Office.

## 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 undergraduate 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.

## FINANCIAL AID

The Financial Aid Office endeavors to help deserving students obtain financial assistance in meeting their college expenses. A program of federal financial aid is available to students including College Work-Study funds, Educational Opportunity Grants, Federally Guaranteed loans, National Defense Student loans, and Law Enforcement Educational grants and loans. Also, a limited number of scholarships are available.

Qualified students will be selected for a financial aid award based upon their academic achievement plus demonstrated financial need.

## SCHOLARSHIPS

List of Scholarships awarded:

Associated Students of Aims Community College Scholarship

Number Awarded — 8 per year

Pays — Tuition for three quarters

A small number of other private scholarships are available each year from various civic and community organizations. All applications and inquiries for scholarships should be directed to the Financial Aid Office at Aims College.



## CURRICULA

As a community college designed to serve a portion of north central 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 successfully complete this curriculum will receive an Associate in Arts and Sciences 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 in Arts and Sciences degree is encouraged to fulfill the elective requirements by taking courses which will relate directly to a career 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. Students are encouraged to check with the guidance office for assistance and information regarding the requirements of other colleges.

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

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 224 — American Literature 3

English 225 — American Literature 3

English 250 — Contemporary Drama 3

English 251 — Contemporary Poetry 3

English 262 — The Restoration and Eighteenth Century 3

English 263 — The Romantic Movement 3

English 264 — Victorian Prose and Poetry 3

English 265 — Contemporary English Literature 3

English 270 — Shakespeare 3

English 271 — Shakespeare 3

SOCIAL SCIENCE. . . . . 15

Select one of the following three courses:

Psychology

Psychology 101 — General Psychology 5

Sociology

Sociology 101 — Introduction to Sociology 5

Anthropology

Anthropology 101 — Introduction to Anthropology 5



Chemistry 111 — Inorganic Chemistry	5
Geography 101 — Physical Geography	5
Geology 101 — Physical Geology	5
Physics 101 — Survey of Physics	5
Physics 105 — Introductory College Physics	5
Physical Science 104 — Earth Science	5

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

Biological Sciences (all laboratory sciences)

Biology 210 — Cellular Biology	5
Biology 215 — Population and Community Biology	5
Zoology 215 — An Introduction to Entomology	5

Physical Sciences (all laboratory sciences)

Chemistry 102 — General Chemistry	5
Chemistry 112 — Inorganic Chemistry	5
Geology 102 — Historical Geology	5
Physics 106 — Introductory College Physics	5

Mathematics

Mathematics 110 — Intermediate Algebra	5
Mathematics 114 — Principles of Mathematics	5
Mathematics 130 — College Algebra	5
Mathematics 131 — College Trigonometry	5
Mathematics 221 — Calculus with Analytic Geometry	5

This would permit the student to take an introductory course in several areas. Because of the increasing need for mathematical concepts in a 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.

PHYSICAL EDUCATION (FIVE SEPARATE QUARTERS). . . .5

A minimum of five separate quarters to be selected from any physical education activity offered. This will provide the student with adequate opportunity to be introduced to a variety of physical fitness and leisure time activities to round out his general education.

Veterans who have fulfilled their physical education requirements or students with a doctor's excuse, may have their physical education requirements waived. However, they must still meet the ninety-six credit hour requirement for the Associate Degree. Students who desire a physical education waiver must contact the guidance office.



Vocational-Technical Programs. Aims College offers selected vocational-technical education curricula designed to prepare high school and post-high school youth and adults for useful and gainful employment. Therefore, persons seeking to prepare for initial employment, persons who are employed but may need to improve their skills, and persons who wish to re-train, will all find a variety of programs from which to choose.

Many opportunities exist for the person who can perform essential semiprofessional, technical, and other tasks competently. As a community college, Aims College has adapted to these new and demanding requirements by developing programs to supply the trades, business and industry with competent workers who have pride in craftsmanship and who are taught to understand their responsibilities to community, state and nation.

Since the purpose of vocational-technical programs is to prepare students for entry level employment, programs are developed on the basis of detailed study of existing and potential needs of business, industry and government. Industry advisory committees are formed to aid in determining what trained personnel are needed in a particular occupational field and to assist in planning programs of study and training.

The following pages consist of a detailed description of the programs and courses required for completion of the Associate in Applied Science degree and a Certificate in Vocational-Technical Education.

# AUTOMOTIVE MECHANICS TECHNOLOGY PROGRAM

## ASSOCIATE IN APPLIED SCIENCE DEGREE

With an ever increasing registration of automobiles in the United States (more than ninety-seven million five hundred thousand in 1968), there is a great demand for skilled persons who can repair and maintain modern automobiles. A capable automotive mechanic can find employment in almost any part of the nation at a salary which will provide a high standard of living for himself and his family.

Designed to give a student the knowledge and practical experience necessary to qualify him for employment in this field, this program stresses major aspects of mechanical work including brakes, transmissions, final drives, steering and suspension systems, fuel systems, tune-up, engines, electrical systems, automotive refrigeration and advanced service practice.

First Year:	<u>Credits</u>
Brakes, Transmissions and Final Drives, AMT 131	12
Industrial First Aid and Safety, VTR 101	2
Automotive Related Mathematics VTR 121	3
Steering and Suspension Systems, AMT 132	12
Automotive Drawing, VTR 122	3
Industrial Communications, VTR 103	3
Fuel Systems and Tune-up, AMT 133	12
Automotive Related Science, VTR 123	<u>5</u>
Total First Year	52
Second Year:	
Automotive Engines, AMT 231	12
Oral Communications in Industry, VTR 104	3
Advanced Electrical and Shop Practice, AMT 232	12
Air Conditioning and Comfort Control, AMT 233	5
Automotive Service Management, VTR 124	3
Automotive Transmissions and Advanced Service Practice, AMT 234	12
Colorado State Safety Inspection, VTR 125	<u>2</u>
Total Second Year	49
TOTAL	101

The college furnishes all necessary hand tools for first year students. Second year students are required to purchase their own hand tools.

## AVIATION TECHNOLOGY PROGRAM

### ASSOCIATE IN APPLIED SCIENCE DEGREE

Opportunity in the aviation industry awaits the person who qualifies himself for a commercial pilot license and an instrument rating. He can choose a career as an air carrier pilot, a corporate pilot or an instructor.

The course in Aviation Technology offered by Aims College is designed for the award of an Associate in Applied Science Degree in addition to qualifying a student for his commercial pilot license and an instrument rating.

Included in the course of study are pre-solo cross-country, private requirements, basic flight, commercial aviation, night flying, conventional gear transition, multi-engine transition, basic instruments and systems, basic instrument flying, advanced instrument flying. Optional courses allow a student to obtain one or more FAA flight and ground instructor ratings.

First Year:	<u>Credits</u>
Two of the following three courses:	10
Intermediate Algebra, MATH 110 (5)	
College Algebra, MATH 130 (5)	
College Trigonometry, MATH 131 (5)	
Freshman Composition, ENG 101	3
Survey of Physics, PHY 101	5
Physical Education	3
Private Requirements, AT 101	3
Freshman Composition, ENG 102	3
Private Requirements, AT 102	3
Primary Flight Lab, AT 103*	5
General Psychology, PSY 101	5
Commercial Requirements, AT 104	5
Basic Flight Lab, AT 105*	3
Conventional Gear Transition (lab and classroom), AT 112*	2
Total First Year	50



Second Year:

Earth Science, PHY SCI 104	5
Physical Education	2
Commercial Requirements, AT 212	5
Advanced Flight Lab, AT 206*	5
Multi-Engine Transition Lab, AT 211*	3
Survey of Chemistry, CHEM 100	5
Basic Instruments and Systems, AT 207	5
Commercial Flight Lab, AT 208*	4
Basic Ground Instructor, AT 215 or Advanced Ground Instructor, AT 216	2
Advanced Instrument Flying, AT 209	5
Advanced Commercial Flying Lab, AT 210*	5
Certified Flight Instructor (Lab and classroom), AT 213*	5
Instrument Flight Instructor (Lab and classroom), AT 214* or Instrument Ground Instructor, AT 217	3
	2
Total Second Year	53 or 54
TOTAL	103 or 104

\*Conducted at Airport

# ELECTRONIC TECHNOLOGY PROGRAM

## ASSOCIATE IN APPLIED SCIENCE DEGREE

The program objective is to produce an employable electronics technician who can work effectively with engineers, scientists and production and customer personnel. Job opportunities are as research and development technicians, engineering aides, field service representatives, production test technicians, electronic tooling maintenance technicians, design and fabrications technicians, metrology laboratory technicians, and systems technicians for computers, controls, and communications. Entry is often provided into such fields as product effectiveness, quality assurance and control, and other fields closely allied with design, production and service of electronics equipments.

First Year:	<u>Credits</u>
AC and DC Fundamentals, ELT 131	9
Industrial Physics I, VTR 184	5
Elements of Technical Writing, VTR 102	3
AC and DC Circuit Analysis, ELT 132	9
Industrial Physics II, VTR 185	5
Industrial Communications, VTR 103	3
Electronic Circuits and Applications, ELT 133	9
Instruments and Measurements, ELT 134	5
Industrial Organizations and Institutions, VTR 105	<u>3</u>
Total First Year	51
Second Year:	
Industrial Electronics, ELT 261	8
Communication Circuits, ELT 262	6
Industrial Psychology, VTR 203	3
Introduction to Digital Computers, ELT 263	8
Communication Systems, ELT 264	6
Electronics Drafting, VTR 203	3
Digital Computers II, ELT 265	6
Electronic Design and Fabrication, ELT 266	3
Introduction to New Electronic Developments, ELT 267	3
Industrial Economics, VTR 205	3
Oral Communication in Industry, VTR 104	<u>3</u>
Total Second Year	52
TOTAL	103

## FIRE SCIENCE PROGRAM

### ASSOCIATE IN APPLIED SCIENCE DEGREE

The fire science program consists of courses totaling one hundred four credit hours. Forty-five credit hours relate to in-service training which will be taught by certified instructors of the Greeley Fire Department. Aims College will provide instructors for the remaining fifty-nine credit hours which are core courses.

Core Courses:	<u>Credits</u>
Freshman Composition, ENG 101, 102	6
Speech Essentials, SPE 100	3
General Psychology, PSY 101	5
Introduction to Sociology, SOC 101	5
General Biology, BIO 101 or Survey of Chemistry, CHEM 100	5
Survey of Physics, PHY 101	5
Principles of Mathematics, MATH 114	5
History of the United States, HIST 104, 105	10
American Government, POL SCI 100	5
State and Local Governments, POL SCI 104	5
Administration of Justice and Court Procedures, LAW 190	<u>5</u>
 In-Service Courses:	 Total Core Credits
	59
Introduction to Company Discipline and Administration, FIRE SCI 100	2
Ropes and Knots, FIRE SCI 105	2
Forcible Entry, FIRE SCI 110	2
Ladder Instruction, FIRE SCI 115	2
Basic Operations, FIRE SCI 120	2
Hose Layouts, FIRE SCI 125	2
Water Hydraulics, FIRE SCI 130	5
Ventilation, FIRE SCI 135	2
Chemistry of Fire, FIRE SCI 140	5
Gas and Smoke Masks, FIRE SCI 145	2
Building Construction, FIRE SCI 150	2
Motor Vehicles, FIRE SCI 155	2
Electricity and the Fireman, FIRE SCI 160	2
Salvage and Overhaul, FIRE SCI 165	2
Arson or Incendiary Fires, FIRE SCI 170	2
Portable Fire Extinguishers, FIRE SCI 175	2
Rescue and First Aid, FIRE SCI 180	5
City Codes and Ordinances, FIRE SCI 185	<u>2</u>
	Total In-Service Credits
	45
	TOTAL
	104

## HEALTH OCCUPATIONS PROGRAM

### NURSE ASSISTING AND HOME HEALTH AID PROGRAM (Three months)

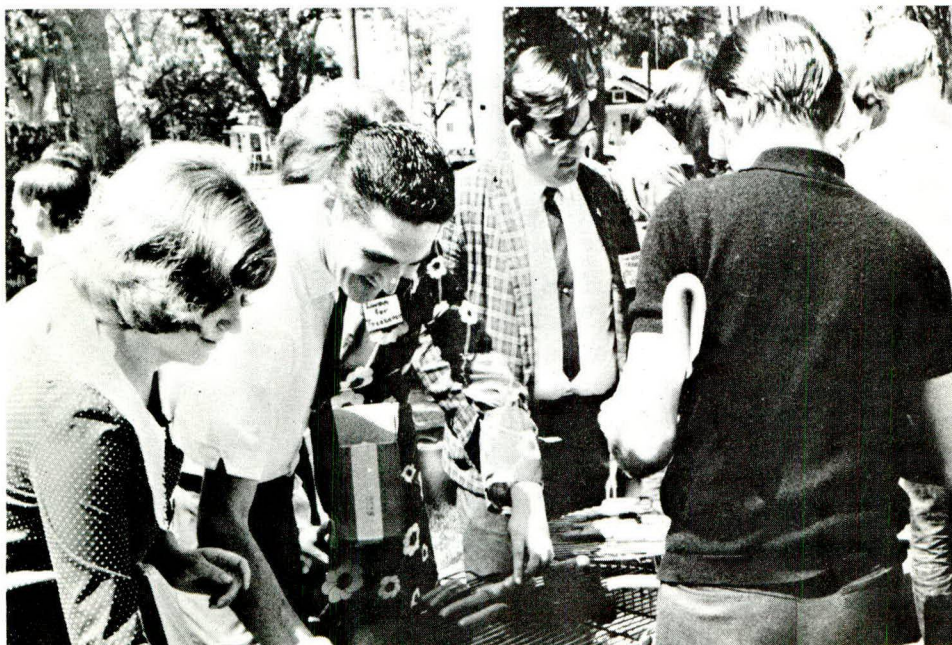
#### CERTIFICATE IN VOCATIONAL-TECHNICAL EDUCATION

This nursing aide program is a short intensive course of study designed in order to prepare students to enter positions in this important health occupation field. The program contains elements to assist the student in developing a variety of skills, understandings and abilities. These elements focus on beginning skills in meeting a patient's personal needs within the role and responsibilities as a member of the nursing team. Understandings of basic human needs as they relate to patient behavior and nursing needs are emphasized. Finally, ability to practice safety measures related to patient care and accuracy in observing, reporting, charting and communicating are included in the program.

A Certificate in Vocational-Technical Education will be awarded upon successful completion of the program.

NAC 100 Nurses' Aide	Credits 17
Total	17

Students are required to provide their own uniforms and a watch with sweep second hand.





## MID-MANAGEMENT

(Distributive Education)

### ASSOCIATE IN APPLIED SCIENCE DEGREE

The Mid-Management Degree program is designed to prepare students for wholesale, retail and service careers in business. It is a cooperative program combining classroom instruction with experience acquired through on-the-job training.

First Year:	<u>Credits</u>
Personal Adjustment to Business, DE 15, 16, 17	15
American Business Systems, BUS 100	5
Freshman Composition, ENG 101, 102	6
Speech Essentials, SPE 100	3
Salesmanship, DE 102	5
Business Mathematics, BUS 115	5
Principles of Advertising, DE 150	5
Principles of Merchandising, DE 101	<u>5</u>
Total First Year	49
Second Year:	
Personal Adjustment to Business, DE 25, 26, 27	15
Principles of Accounting, BUS 251, 252	10
Personnel Management, DE 221	5
Principles of Management, DE 262	5
Business Law, BUS 254	5
Credit Management, DE 206	5
Recommended Electives:	5
Principles of Economics, ECON 201 (5)	
Business Law, BUS 255 (5)	
Business and Banking, Bus 201 (5)	
Principles of Marketing, DE 261 (5)	<u>    </u>
Total Second Year	50
TOTAL	99

## MID-MANAGEMENT

(Distributive Education)

### CERTIFICATE IN VOCATIONAL-TECHNICAL EDUCATION

This Mid-Management program is a one year study designed to provide the student with job entry skills in the retail, wholesale and service fields. It is a cooperative program which combines classroom instruction with experience acquired through on-the-job training. A Certificate in Vocational-Technical Education will be awarded upon successful completion of the program.

One Year Program:	<u>Credits</u>
Personal Adjustment to Business, DE 15, 16, 17	15
American Business Systems, BUS 100	5
Speech Essentials, SPE 100	3
Salesmanship, DE 102	5
Business Mathematics, BUS 115	5
Business Communications, 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 201 (5)	
	—
<b>TOTAL</b>	<b>51</b>



## OFFICE OCCUPATIONS PROGRAM

(Bookkeeper-Clerk)

### CERTIFICATE IN VOCATIONAL-TECHNICAL EDUCATION

This one-year office occupations program is designed to provide the student with job entry skills as a bookkeeper-clerk. A Certificate in Vocational-Technical Education will be awarded upon successful completion of the program.

One Year Program:	<u>Credit</u>
Beginning Typewriting, BUS 101	3
Intermediate Typewriting, BUS 102	3
Business Mathematics, BUS 115	5
Fundamentals of English, ENG 70, or	3
Developmental English, ENG 80, or	3
Freshman Composition, ENG 101	3
College Bookkeeping I, BUS 105	5
College Bookkeeping II, BUS 106	5
Adding and Calculating Machines, BUS 161	3
Office Procedures, BUS 141	5
Personal Development and Human Relations in Business, BUS 143	3

Total	41
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Electives:	15
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Recommended Electives*	<u>Credit</u>
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Introduction to Automated Data Processing, BUS 144	3
Advanced Typewriting, BUS 103	3
Production Typewriting, BUS 104	3
Alphabet Shorthand, BUS 120	5
Alphabet Shorthand Speed Building, BUS 121	5
American Business Systems, BUS 100	5
Consumer Economics, BUS 148	3
Speech Essentials, SPE 100	3
General Psychology, PSY 101	5
Introduction to Duplication Machines I, BUS 116	3

Total	38
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\*Electives will be chosen by the student after receiving counseling and guidance from the business department. Occupational objectives and individual interest and abilities will be considered.

OFFICE OCCUPATIONS PROGRAM  
(Clerk-Steno)  
CERTIFICATE IN VOCATIONAL-TECHNICAL EDUCATION

This one-year office occupations program is designed to provide the student with job entry skills as a Clerk-Steno. A Certificate in Vocational-Technical Education will be awarded upon successful completion of the program.

	<u>Credit</u>
One Year Program:	
Beginning Typewriting, *BUS 101	3
Intermediate Typewriting, BUS 102	3
Advanced Typewriting, BUS 103	3
Production Typewriting, BUS 104	3
Alphabet Shorthand, **BUS 120	5
Alphabet Shorthand Speed Building, BUS 121, or	5
Second Quarter Gregg Shorthand, BUS 111	5
Third Quarter Gregg Shorthand, BUS 112	5
Advanced Gregg Shorthand, BUS 113	5
Business Mathematics, BUS 115	5
Fundamentals of English, ENG 70, or	3
Developmental English, ENG 80, or	3
Freshman Composition, ENG 101	3
Business Communications, BUS 107	3
Office Procedures, BUS 141	5
Personal Development and Human Relations in Business, BUS 143	<u>3</u>
Total	38-43
Electives:	7-12
Recommended Electives:	<u>Credit</u>
Introduction to Automated Data Processing, BUS 144	3
Adding and Calculating Machines, BUS 161	3
College Bookkeeping I, BUS 105	5
College Bookkeeping II, BUS 106	5
Introduction to Duplication Machines I, BUS 116	3
American Business Systems, BUS 100	5
Consumer Economics, BUS 148	3
Speech Essentials, SPE 100	3
General Psychology, PSY 101	<u>5</u>
Minimum Total	50

Electives will be chosen by the student after receiving counseling and guidance from the business department. Occupational objectives and individual interest and abilities will be considered.

\*Contingent upon the student's entering ability.

\*\*Students who have studied Gregg Shorthand and can pass a proficiency test at 60 words per minute may elect to continue the Gregg Shorthand. All students who have had no previous shorthand training, or those not electing the above option, will be assigned to Alphabet Shorthand.

OFFICE OCCUPATIONS PROGRAM  
(Clerk-Typist)  
CERTIFICATE IN VOCATIONAL-TECHNICAL EDUCATION

This one-year office occupations program is designed to provide the student with job entry skills as a clerk-typist. A Certificate in Vocational-Technical Education will be awarded upon successful completion of the program.

First Year:	<u>Credits</u>
Beginning Typewriting, *BUS 101	3
Intermediate Typewriting, BUS 102	3
Advanced Typewriting, BUS 103	3
Production Typewriting, BUS 104	3
Business Mathematics, BUS 115	5
Fundamentals of English, ENG 70, or	3
Developmental English, ENG 80, or	3
Freshman Composition, ENG 101	3
Business Communications, BUS 107	3
Office Procedures, BUS 141	5
Personal Development and Human Relations in Business, BUS 143	3
Introduction to Duplication Machines I, BUS 116	3
Adding and Calculating Machines, BUS 161	<u>3</u>
Total	34
 Electives:	 16
 Recommended Electives:	 <u>Credits</u>
Introduction to Automated Data Processing, BUS 144	3
College Bookkeeping I, BUS 105	5
College Bookkeeping II, BUS 106	5
Alphabet Shorthand, BUS 120	5
Alphabet Shorthand Speed Building, BUS 121	5
American Business Systems, BUS 100	5
Consumer Economics, BUS 148	3
Speech Essentials, SPE 100	3
General Psychology, PSY 101	<u>5</u>
Minimum Total	50

Electives will be chosen by the student after receiving counseling and guidance from the business department. Occupational objectives and individual interest and abilities will be considered.

\*Contingent upon the student's entering ability.

# OFFICE OCCUPATIONS PROGRAM

(Junior Administration)

## ASSOCIATE IN APPLIED SCIENCE DEGREE

The Junior Administration program is designed to train students in fundamental skills for careers leading to positions in office administration in business and industry.

First Year:	<u>Credits</u>
Freshman Composition, *ENG 70, 80, 101	3-9
American Business Systems, BUS 100	5
Typewriting, *BUS 101, 102	3-6
Business Mathematics, BUS 115	5
Business Communications, BUS 107	3
Introduction to Automated Data Processing, BUS 144	3
Personal Development and Human Relations in Business, BUS 143	3
Adding and Calculating Machines, BUS 161	3
College Bookkeeping, **BUS 105	5
Speech Essentials, SPE 100	3
Electives	<u>6-9</u>
Total First Year	48
Second Year:	
Principles of Accounting, BUS 251, 252, 253	15
Principles of Economics, ECON 201	5
Office Procedures, BUS 141	5
Office Management, BUS 220	3
Credit Management, DE 206	5
Business Law, BUS 254	5
Cooperative Office Occupations, BUS 26, 27	<u>10</u>
Total Second Year	48
TOTAL	96

\*Contingent upon student's entering ability

\*\*Can be waived if student has successfully completed one year of high school bookkeeping.

## OFFICE PRODUCTION PROGRAM

(Duplication Machines)

### CERTIFICATE IN VOCATIONAL-TECHNICAL EDUCATION

The one year program in Office Duplication Machines is designed to establish a degree of proficiency in the operation of various duplicating machines including off-set printing. Emphasis will include the fundamental skills for preparation and design of copy for reproduction. A Certificate in Vocational-Technical Education will be awarded upon successful completion of the program.

#### One Year Program:

	<u>Credits</u>
Introduction to Duplication Machines I, BUS 116	3
General Duplication Machines II, BUS 117	3
Duplication Machines III Publication Production, BUS 118	3
Freshman Composition, *ENG 70, 101, 102	6
Typewriting, *BUS 101, 102, 103	6
Business Communications, BUS 107	3
American Business Systems, BUS 100	5
Personal Development and Human Relations in Business, BUS 143	3
Office Procedures, BUS 141	5
Graphic Design and Duplication I, BUS 222	3
Graphic Design and Duplication II, BUS 223	3
Graphic Production III, BUS 224	3
Electives:	
Advanced Design, ART 102 (3)	
Drawing, ART 104 (3)	
Total	<hr/> 49

\*Contingent on student's entering ability

POLICE SCIENCE PROGRAM  
ASSOCIATE IN APPLIED SCIENCE DEGREE

The Police Science Program consists of courses totaling one hundred four credit hours. Forty-five credit hours of in-service training will be obtained through two media, which are the following:

1. Twenty-six credit hours will be taught by certified instructors of the Greeley Police Department.
2. Nineteen credit hours will be obtained through certification indicating completion of the basic recruit seminar, conducted by the Colorado Law Enforcement Training Academy.

Aims College will provide instructors for the remaining fifty-nine credit hours which are core courses.

Core Courses:	<u>Credits</u>
Freshman Composition, ENG 101, 102	6
Speech Essentials, SPE 100	3
General Psychology, PSY 101	5
Introduction to Sociology, SOC 101	5
General Biology, BIO 101 or Survey of Chemistry, CHEM 100	5
Survey of Physics, PHY 101	5
Principles of Mathematics, MATH 114	5
History of the United States, HIST 104, 105	10
American Government, POL SCI 100	5
State and Local Government, POL SCI 104	5
Administration of Justice and Court Procedures, LAW 190	<u>5</u>
Total Core Credits	59
 In-Service Courses:	
Police Procedure, POLICE SCI 105	4
Safety Education, POLICE SCI 110	3
Traffic Control and Accident Investigation, POLICE SCI 115	4
Criminal Investigation and Evidence, POLICE SCI 120	4
First Aid, POLICE SCI 125	1
Community Relations, POLICE SCI 130	3
Report Writing, POLICE SCI 135	3
Juvenile Control, POLICE SCI 140	2
Fire Arm Training, POLICE SCI 145	<u>2</u>
In-Service Training Greeley Police Dept.	26
Colorado Law Enforcement Training Academy, POLICE SCI 150	19
Total In-Service Credits	<u>45</u>
TOTAL	104



# TECHNICAL ILLUSTRATION PROGRAM

## ASSOCIATE IN APPLIED SCIENCE DEGREE

Technical Illustration is defined as the graphic representation of three-dimensional objects on two-dimensional surfaces. The curriculum is for a student who desires to enter the field of publication illustration. Upon completion of the course the student should be employable as a technical illustrator, production illustrator or specialized artist.

First Year:	<u>Credits</u>
Introductory Illustration, TI 101	7
Industrial Physics I, VTR 184	5
Elements of Technical Writing, VTR 102	3
Transparency Technique, TI 102	7
Industrial Physics II, VTR 185	5
Industrial Communications, VTR 103	3
Opaque Technique, TI 103	7
Industrial Physics III, VTR 186	5
Industrial Organization and Institutions, VTR 105	3
	45
Total First Year	
Second Year:	
Drawing for Half-Tone Reproduction, TI 204	10
Industrial Psychology, VTR 203	3
Industrial Economics, VTR 205	3
Technical Chart Preparation, TI 205	10
Industrial Management and Human Relations, VTR 206	3
Electronics Drafting, VTR 204	3
Drawing for Half-Tone Color Reproduction TI 206	10
Principles of Publication Procedures, VTR 207	3
Oral Communications in Industry, VTR 104	3
	48
Total Second Year	
TOTAL	93

# COURSE DESCRIPTIONS

## BEHAVIORAL AND SOCIAL SCIENCES DIVISION

### ANTHROPOLOGY

Anthropology surveys the origins of mankind involving the processes of physical and cultural evolution; ancient man; pre-literate man today. Attention is centered on the study of fossils, early cultures, primatology, races, and other factors related to man's early environment.

ANTHROPOLOGY 101. Introduction to Anthropology. 5 Credits. An introduction to the nature and scope of anthropology: organic man, race and the nature of culture.

### ECONOMICS

The study of economics at Aims College serves a dual purpose. First, the basics in economics are covered for those students who are planning on business majors. Second, any student should better understand economic situations and policies that affect his or her everyday life after taking the Introduction to Economics course.

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 growth.

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

### HISTORY

While the study of history does not have the immediate practical value of a course such as accounting, at least a basic knowledge of history is indispensable to the well-informed individual. It is by studying history that the student gains important insights

into the nature of man--what he has accomplished, where he has failed, how he has acted toward his fellow man, and what forces have helped to shape his existence. It is to questions such as these that the history courses at Aims College seek to find answers.

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 93. Introduction to Western Civilization. 3 Credits. A course designed to teach basic study and learning methods in the field of history to the student who is not yet ready for transfer-level course work in history. This will be done within the framework of an introductory course in European history from ancient Greece to the present, in which the important trends, developments, and events will be presented in a basic manner.

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.

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

HISTORY 104. History of the United States. 5 Credits. American history from the colonial period through the Civil War and Reconstruction. A study of the social, economic and cultural, as well as the political and constitutional development of the United States.

HISTORY 105. History of the United States. 5 Credits. A continuation of History 104 with primary emphasis upon political and economic developments, but including also the social, intellectual and cultural phases.

HISTORY 200. Contemporary European Civilization. 10 Credits. A survey course of modern aspects of European life will be studied in England, France, Germany, Switzerland and Italy, with visits to Belgium and the Netherlands. Forty days of study/travel includes major stops in Rome, London, Bonn, Paris, Milan, and other European cities. Emphasizing the historical experiences which have influenced the civilization and culture of each country, a major facet of this course involves the study of problems, beliefs, socio-economic conditions, and philosophy of each European country on the itinerary. Lectures, seminars, field trips, as well as ample time for sporting and cultural events, are all designed to give American students a better understanding of life in Europe in contrast to that of the United States.

HISTORY 206. History of Latin America. 5 Credits. A survey of the Latin American nations with an emphasis on their political, economic and social development. Special consideration is given to the Spanish and Portuguese backgrounds, the independence movements and the relationship of Latin America to the United States.

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

HISTORY 209. The Far East in the Modern World. 5 Credits. A survey of the historical development of China, India and Japan. Oriental culture, economy, society and government are emphasized with some attention given to such areas as the Philippine Islands, Indo-China and Korea.

HISTORY 230. Twentieth Century Europe. 5 Credits. An examination of the major events and developments of 20th Century Europe: the 19th Century background; origins, course and results of World War I: the Russian Revolution and Soviet regime; Mussolini and Italian Fascism; the Weimar Republic in Germany; Adolph Hitler and National Socialism; European diplomacy; World War II; and Europe in the postwar world. Prerequisite: Sophomore standing or permission of instructor.

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.

## POLITICAL SCIENCE

Course offerings in political science are designed to develop an appreciation of the history and evolution of government with insight into the prospects for the future. Political science courses lead to an understanding of the structure of society and the function of each individual within society.

The survival of our form of government as well as that of other Western democracies depends upon the interest, understanding, and participation in government of a well-informed citizenry. Study in the field of political science leads to an intelligent understanding of government and politics, and leads to the growth of an enlightened world and national citizenry.

POLITICAL SCIENCE 100. American Government. 5 Credits. A study of American national government, political activities, political parties, separation of powers and the purposes, philosophy and problems of the American system.

POLITICAL SCIENCE 101. Comparative Foreign Government. 5 Credits. The governmental systems and political heritage of Great Britain, France, Germany and the Soviet Union are explained. Prerequisite: Political Science 100.

POLITICAL SCIENCE 104. State and Local Governments. 5 Credits. Study of the structure and function of municipal, state and county governments in the United States.

POLITICAL SCIENCE 203. International Relations. 5 Credits. An examination of the theory of international politics with a view toward understanding current international problems. Prerequisite: Sophomore standing or permission of instructor.

## PSYCHOLOGY

The purpose of the courses offered in the area of psychology is two-fold. First, these courses should provide the student with an understanding of the field as an area of scientific investigation. Second, the students are introduced to the principles of behavior with the thought that the development and understanding of such principles will lead eventually to a state of prediction and application to human behavioral problems.

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 or permission of instructor.

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 or permission of instructor.

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 or permission of instructor.

## SOCIOLOGY

The sociology area is oriented toward two main objectives: academically sound introduction to the study of sociology, and to present it in a relevant manner. Another distinctive feature of the sociology area is to present a threefold perspective relative to culture and societies--historical, theoretical, and cross-cultural.

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: Psychology 101 or permission of instructor.

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

## BUSINESS AND DISTRIBUTIVE EDUCATION DIVISION

### BUSINESS

Today's economy offers ever-increasing opportunities to students for a career in business. Aims College offers business courses for students who plan to seek employment directly after leaving our college.

Students may elect one of several suggested two-year and one-year programs in Office Occupations according to their need and interest.

During the last two quarters of a chosen two-year Office Occupations program, classroom instruction is combined with experience acquired through employment of the student in an approved office position in a local business office. An instructor-coordinator discusses and evaluates the student's work progress

by periodically visiting the employer training the student and through the weekly one-hour class seminars.

BUSINESS 26, 27. Cooperative Office Occupations. 5 Credits. Supervised employment in positions related to office occupations. Intended to provide practical experience in knowledges and skills for students preparing for a career in a business office. A minimum of fourteen hours of qualified employment a week each quarter is required. Prerequisite: The student must be in the fifth and sixth quarters of an office occupations program, must have developed salable office skills, and in the quarter prior to enrollment must be approved for admission by the supervising instructor.

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

BUSINESS 101. Beginning Typewriting. 3 Credits. An introduction to typewriting emphasizing learning the keyboard and parts of the typewriter; proper technique; beginning speed and control development; and basic typewritten applications such as copy placement, business letters, tabulation, and simple reports. Designed for students with no typing background.

BUSINESS 102. Intermediate Typewriting. 3 Credits. Further development of typing techniques for building speed and control. Production emphasis on basic business letters, business letters with special features, communication forms, tabulated reports, business forms, and special reports. Prerequisite: Business 101 or one year high school typewriting, or a speed of at least 30 w.p.m.

BUSINESS 103. Advanced Typewriting. 3 Credits. Further development of typing speed and accuracy development; production problems on business letters and forms, tabulations, reports, legal papers, preparing material for duplication, and problems related to accounting, medical, and technical offices. Prerequisite: Business 102 or two years of high school typewriting, or speed of at least 40 w.p.m.

BUSINESS 104. Production Typewriting. 3 Credits. Application of previously learned techniques and speed to integrated office situations, (including a unit in transcribing machines). Prerequisite: Business 103 or permission of instructor.

BUSINESS 105. College Bookkeeping I. 5 Credits. Fundamentals of bookkeeping, including basic concepts and procedures, with special emphasis on the single proprietorship form of business ownership.

BUSINESS 106. College Bookkeeping II. 5 Credits. A continuation of Business 105. Prerequisite: Business 105 or approval of instructor.

BUSINESS 107. Business Communications. 3 Credits. Development of the principles and practices of clear communication as applied to business situations. Prerequisite: English 101 and the ability to type.

BUSINESS 110. Beginning Gregg Shorthand. 5 Credits. A beginning course in the theory of Gregg Shorthand, Diamond Jubilee Series.

BUSINESS 111. Second Quarter Gregg Shorthand. 5 Credits. Review of theory to reinforce knowledge and skills; development of speed, vocabulary and transcription skill. Prerequisite: Business 110, or one year high school shorthand, or permission of instructor.

BUSINESS 112. Third Quarter Gregg Shorthand. 5 Credits. Further development of speed and vocabulary with dictation and transcription on new material emphasized. Prerequisite: Business 111, or two years high school shorthand, or ability to take dictation at 80 w.p.m.

BUSINESS 113. Advanced Gregg Shorthand. 5 Credits. A course designed to build shorthand speed to expert levels, plus rapid and accurate transcription, office style dictation, and mailable letter production. Prerequisite: Business 112, or ability to take dictation at least 100 w.p.m.

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 116. Introduction to Duplication Machines I. 3 Credits. An introductory course in duplicating equipment found in modern business. The course will emphasize planning, preparation and production of materials for the various media. The machines include: fluid and ink duplicators, offset press, photo-copiers, etc. Prerequisites: Typewriting or artistic skill, mechanical dexterity helpful.



BUSINESS 117. General Duplication Machines II. 3 Credits. This intermediate course is to develop operational skill competencies on the offset press. Platemaking (with direct-image, presensitized plates, and paper masters emphasized) and simple binding techniques are included in this course. Prerequisite: Business 116.

BUSINESS 118. Duplication Machines III Publication Production. 3 Credits. This advanced course is designed to provide students with a high degree of vocational competency in the operation of the offset press. The job tasks will be related to publication production requirements. Prerequisite: Business 116 and 117.

BUSINESS 120. Alphabet Shorthand. 5 Credits. A beginning course in the theory of Forkner Alphabet Shorthand. This shorthand is a scientific combination of longhand letters and a few symbols to form a system of rapid writing. Designed to develop rapid writing from dictation, transcription skills include spelling, English, and punctuation. Students can achieve an employable shorthand skill in this course. The course is also designed for students interested in learning rapid writing for personal use in taking notes in other classes.

BUSINESS 121. Alphabet Shorthand Speed Building. 5 Credits. Designed to develop speed in taking business letter dictation at employable levels and continue to develop transcription skill. Prerequisite: Business 120 or permission of instructor.

BUSINESS 141. Office Procedures. 5 Credits. A study of basic business office duties and problems, sales, purchasing, payroll and financial procedures; filing procedures and equipment; dictation procedures; mail handling; reception and messenger work; duplication; and office supervision. Prerequisite: Business 102 or permission of instructor.

BUSINESS 143. Personal Development and Human Relations in Business. 3 Credits. The development of personal characteristics necessary for business. A study also of intergroup relations, collective behavior, one-to-one association, and the relationship of these interactions to the operation of a business.

BUSINESS 144. Introduction to Automated Data Processing. 3 Credits. An introductory course to provide the student with an understanding of the basic technology of automated data processing; the concepts of unit record and electronic computer systems are covered.

BUSINESS 148. Consumer Economics. 3 Credits. A basic economics course covering personal finance; problems of consumer credit, taxes, insurance, mortgages, social security, Medicare and other related topics.

BUSINESS 161. Adding and Calculating Machines. 3 Credits. Instruction in the operating procedures for five types of adding and calculating machines: Full-keyboard adding machine, ten-key adding machine, printing calculator, rotary calculator, and electronic calculator. Emphasis is on machine application of mathematical problem solving in business. Prerequisite: Business 115.

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

BUSINESS 220. Office Management. 3 Credits. A study of the basic principles of office management, office operations that the manager needs to understand in order to organize and plan, and tools that can be utilized to achieve efficiency and cost control.

BUSINESS 222. Graphic Design and Duplication I. 3 Credits. An introduction to graphic arts technology which includes copy preparation, design, layout, and advanced techniques of duplication. This course is concerned with the materials, tools, and skill competencies necessary for the preparation of material to be duplicated by various methods. Prerequisites: Business 102, Business 116 and Art 101.

BUSINESS 223. Graphic Design and Duplication II. 3 Credits. Concentrated study of the techniques, processes, and products of the graphic arts industry. The student will be involved in the designing, reproducing, presenting, and managing of graphic materials. Prerequisites: Business 222, and permission of instructor.

BUSINESS 224. Graphic Production III. 3 Credits. This course will apply graphic skills and techniques to production tasks and will stress skills, and knowledge for employability. Prerequisites: Business 222, Business 223 and permission of instructor.

BUSINESS 251. Principles of Accounting I. 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: Business 105 or one year of high school bookkeeping.

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

BUSINESS 253. Principles of Accounting III. 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 I. 5 Credits. An introduction to law with an analysis of its origin and development and its interaction with business.

BUSINESS 255. Business Law II. 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.

## DISTRIBUTIVE EDUCATION

Mid-management is a cooperative occupational program in marketing and service industries leading to careers in business organizations. Classroom instruction is combined with experience acquired through on-the-job training with business firms. A faculty instructor coordinates each student's work progress with his classroom studies by periodically visiting the employer training the student. All students must be employed in an approved business activity and must be enrolled in a mid-management seminar each quarter.

The mid-management program is designed to provide the student with job entry skills in the retail, wholesale, and service fields directly after leaving Aims College.

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 plus one hour each week in a seminar of human relations.

DISTRIBUTIVE EDUCATION 101. Principles of Merchandising. 5 Credits. A study of the fundamental principles and practices of retail merchandising, including displays. 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 150. Principles of Advertising. 5 Credits. An introduction to the function of advertising as a merchandising tool including the 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 221. 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. A special emphasis on the art of supervision.

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, budgeting and decision making. Prerequisite: Sophomore standing.

## HEALTH OCCUPATIONS DIVISION

A variety of health occupations exist in today's society and thus provide many career opportunities for interested students. Since today's health team is composed of several component members with varying skills and talents, the community college has assumed a major role in preparing students for several para-professional health occupations. Representative of such a program is the Aims College Nurse Assisting and Home Health Aide Program.

## NURSE ASSISTING AND HOME HEALTH AID

NURSES' AIDE COURSE 100. 17 Credits. A course designed to cover a basic core of knowledge and skills in the areas of this study which include the following: orientation to the job of nurses' aide; basic personal care; advanced patient care; special patient care and special patient groups; orientation to the job of home health aide; food preparation and meal service; menu planning; and home management. The course will entail 109 clock hours of theory and 101 clock hours of practice. Student practice will be done in nursing homes, hospitals, and private homes.

## LANGUAGE ARTS AND HUMANITIES DIVISION

### ART

The art program at Aims College is based on the concept of the student's flexibility in communicating expressive ideas in contemporary art forms and his ability to recognize historic influences in his own and others works. The department makes available the foundation for further studies toward a career as well as an increased understanding of art in general terms.

ART 100. Introduction to Art. 3 Credits. An introduction to art history and appreciation of the famous works of artists, architects, and sculptors.

ART 101. Design. 3 Credits. An introduction to the design elements and their application in contemporary design assignments.

ART 102. Advanced Design. 3 Credits. A practical application of design elements to sophisticated problems of two and three dimensional usual concepts.

ART 104, 105, 106. Drawing. 3 Credits each. A study of drawing as a flexible inventive and expressive medium. Sequence: 104, 105, 106.

ART 210, 211, 212. Watercolor - Two Dimensional. 3 Credits each. A study of basic concepts and techniques of water color and related media. Sequence: Art 210, 211, 212. Prerequisite: Art 101.

ART 215, 216, 217. Oil Painting. 3 Credits each. A study of oil medium and painting concepts. Sequence: Art 215, 216, 217. Prerequisite: Nine credits in design and drawing taken in sequence.

ART 218. Art History - Ancient. 3 Credits. A study of Egyptian, Greek, Hellenistic, Roman, Byzantine and Medieval Art. Sequence: Art 218, 219, 220. Prerequisite: Sophomore standing.

ART 219. Art History - Renaissance. 3 Credits. A study of Renaissance art. Sequence: Art 218, 219, 220. Prerequisite: Sophomore standing.

ART 220. Art History - Modern. 3 Credits. A study of modern art. Sequence: Art 218, 219, 220. Prerequisite: Sophomore standing.

## COMPOSITION:

The composition program is designed not only to prepare students for transfer to four-year institutions, but also to prepare them for work in occupational curricula. Students with little composition ability may achieve college standing by following the English 60-70-80 sequence their first year and the English 101-102-103 sequence their second year. Each composition student writes a placement essay to determine the course sequence appropriate to his writing needs.

ENGLISH 60. Oral and Written Communication. 3 Credits. Designed to assist the student in fundamentals of oral and written communication. This course centers around building confidence in the areas of communication and self-acceptance. Prerequisite: Placement by student choice and/or division choice.

ENGLISH 70. Fundamentals of English. 3 Credits. Various composition or laboratory experiences based upon individual writing problems. Emphasis is upon correctness in English fundamentals, exactness and concreteness of statement, logical paragraph structure, and the organized development of limited theme topics.

ENGLISH 80. Developmental English. 3 Credits. Practice in writing and analyzing papers of descriptive and narrative prose with attention not only to broad considerations of point of view, concrete detail, and dominant idea, but also to satisfactory paragraphing, sentence structure, word usage and other fundamental writing problems.

ENGLISH 101. Freshman Composition. 3 Credits. Applied elementary expository writing with criticism and analysis of functional grammar, sentence structure, punctuation and paragraph organization.

ENGLISH 102. Freshman Composition. 3 Credits. Practice 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. Practice in research techniques and the writing of the research paper with additional work in reading and evaluating sophisticated prose. Prerequisite: English 101 or 102.

ENGLISH 201. Advanced Composition. 3 Credits. Practice centered on the writing of expository, descriptive and narrative papers. The course aims at aiding the student in expository writing. Prerequisite: Sophomore standing.

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 101 and permission of instructor.

## FOREIGN LANGUAGE

The primary objective of the foreign language courses is to teach the student to communicate in the particular language he is studying. In order to accomplish this objective, he is guided, drilled, and tested in the four areas of communication: listening, speaking, reading, and writing.

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 220. Intermediate Spanish. 4 Credits. A continuation of Elementary Spanish. Prerequisite: Spanish 101, 102, 103, or two years of high school Spanish.

SPANISH 221. Intermediate Spanish. 4 Credits. A continuation of Spanish 220. Prerequisite: Spanish 220.

SPANISH 222. Intermediate Spanish. 4 Credits. A continuation of Spanish 221. Prerequisite: Spanish 221.

## HUMANITIES

The Humanities courses present a search for meaning in the experiences mankind confronts in the different periods of his history. By examining his creations in religion, literature, philosophy, music, painting, sculpture and architecture the Humanities follow his attempts to make sense out of the universe and bring balance within himself.

HUMANITIES 95. Beginning Humanities. 5 Credits. An introduction to the processes involved in logic, art, philosophy, and music. The course is designed to prepare the student for more active participation in Humanities 101, 102, 103.

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

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

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

## JOURNALISM

The function of the news media is so important to a free society that a reporter has the duty to seek information from all sources and to report it so that the public may be informed. To do his job well, a journalist must have a broad background, some basic writing skills, and a desire to serve the public. Journalism courses are recommended as electives to serve as outlets for creative talent and college service through the production of the school newspaper. Students enrolled in Journalism 150 or 151 must enroll also in Journalism 105, 106, or 107, whichever is offered. Students enrolled in the lab must also be enrolled in Journalism 151, unless they have previously had the course or have the permission of the instructor.

JOURNALISM 105. College Newspaper. 2 Credits. The course gives each student on-the-job training through staff work on the college newspaper. Laboratory, three hours per week.



JOURNALISM 106. College Newspaper. 2 Credits. A continuation of Journalism 105.

JOURNALISM 107. College Newspaper. 2 Credits. A continuation of Journalism 106.

JOURNALISM 150. Newswriting-I. 3 Credits. Introduction to the fundamentals of news gathering, reportorial skills, interviewing, and news story forms. Student must be enrolled in Journalism 105 at the same time.

JOURNALISM 151. Newswriting II. 3 Credits. Principles and practice in writing news stories, features, editorials and headlines. Student must be enrolled in Journalism 106 at the same time.

JOURNALISM 152. Introduction to Mass Communications. 3 Credits. Study of the history, ethics and current practices of mass communications media with emphasis on the newspaper. Student must be enrolled in Journalism 107 at the same time.

## LITERATURE

The study of literature allows the student to broaden and refine the interests that are a part of his background. His limited experience is extended through his reading so that he increases his knowledge of the world and better understands the inner lives of the people he meets in his own environment as well as those he meets in his reading. He sees man in significant action in his world. As a result of this new knowledge and perception, the student develops some understanding of himself. He also may develop an aesthetic appreciation of literature.

ENGLISH 130. Introduction to Literature. 3 Credits. A beginner's study of the four genres of literature---poetry, drama, short story, and novel---with background material to enable the student to interpret and analyze what he has read.

ENGLISH 135. Introduction to Fiction. 3 Credits. Practice in 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. 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. The forms, the types, the language and the philosophies underlying the works of major American and British poets.

ENGLISH 224. American Literature: The Early Frontier. 3 Credits. A study of writers from the middle 1600's to the 1800's, showing the influence of the religious and political traditions, as well as the influence of the frontier, on literature.

ENGLISH 225. American Literature: Romanticism and the Westward Movement. 3 Credits. A study of New England's golden age and the effect of the westward movement and of the Civil War on the writers of the 1800's.

ENGLISH 226. American Literature: Realism and the 20th Century. 3 Credits. A study of the rise of naturalism and realism within literature and of the problems of the modern mind as reflected in contemporary American literature.

ENGLISH 250. Contemporary Drama. 3 Credits. The development of American and British drama since 1900.

ENGLISH 251. Contemporary Poetry. 3 Credits. The development of modern American and British poetry since 1900.

ENGLISH 262. The Restoration and Eighteenth Century. 3 Credits. Emphasis on the influence of the writers of this period on subsequent ideas and literary forms.

ENGLISH 263. The Romantic Movement. 3 Credits. The social and philosophical background of this movement supported by Wordsworth, Coleridge, Byron, Shelley and Keats.

ENGLISH 264. Victorian Prose and Poetry. 3 Credits. A study of the major Victorian writers with an emphasis on the correlation of history and literature.

ENGLISH 265. Contemporary English Literature. 3 Credits. A study of modern British poetry, fiction and drama with attention to the Twentieth Century critics.

ENGLISH 270. Shakespeare. 3 Credits. A basic course with background material on the Elizabethan theater and a study of the comedies of Shakespeare.

ENGLISH 271. Shakespeare. 3 Credits. A study of the tragedies and the histories as well as background material on the Elizabethan theater.

## MUSIC

The course offerings of the music department are designed to meet the educational needs of the student for whom the appreciation of music is an essential part of general education.

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.

## READING

The reading classes make available to students the latest ideas, materials, and equipment to assist them in improving their reading. Reading ability has become one of the more important factors of success in most fields today. This is especially true of the college student who is trying to grasp the fundamental facts necessary for progress in his chosen area.

No matter how poorly or how well a person now reads, he probably is reading below his maximum potential and can benefit from instruction and practice in all the related areas of reading. Any student may sign up for one of the reading courses at any time during the year. Many register upon the recommendation of an instructor, an advisor, or the guidance center.

READING 51. Reading Essentials. 1-3 Credits. This individualized laboratory course is designed to help the student improve all basic reading and study skills. Emphasis throughout the course is on comprehension and the fundamentals of reading.

READING 52. Reading Essentials. 1-3 Credits. Continuation of Reading Essentials 51. Prerequisite: Reading 51.

READING 53. Reading Essentials. 1-3 Credits. Continuation of Reading Essentials 51 and 52. Prerequisite: Reading 51 and 52.

READING 54. Developmental Reading. 1-3 Credits. The purpose of this individualized laboratory course is aiding the average reader in learning and applying reading, rate, vocabulary, and study skills to all content areas and study situations. Prerequisite: Reading 51 or permission of instructor.

READING 55. Developmental Reading. 1-3 Credits. Continuation of Developmental Reading 54. Prerequisite: Reading 54.

READING 56. Developmental Reading. 1-3 Credits. Continuation of Developmental Reading 54 and 55. Prerequisite: Reading 54 and 55.

READING 57. Advanced Reading. 1-3 Credits. Instruction and practice in this individualized course concentrates on versatility in speed, vocabulary, and critical reading skills. Prerequisite: Reading 54 or permission of instructor.

READING 58. Advanced Reading. 1-3 Credits. Continuation of Advanced Reading 57. Prerequisite: Reading 57.

READING 59. Advanced Reading. 1-3 Credits. Continuation of Advanced Reading 57 and 58. Prerequisite: Reading 57 and 58.

## SPEECH

The ability to communicate is of utmost importance to every individual in our increasingly complex society. Education in any form would be impossible without the ability to use communication's five component parts: thinking, speaking, writing, reading, and listening. Speech offers students an opportunity to exchange ideas, build self-confidence, and improve interpersonal relationships.

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 103. Oral Interpretation. 3 Credits. Oral interpretation is a process whereby a reader interprets and translates the meaning of written work for the audience. The student must first thoroughly understand the selection as intended by the author, then project the meaning to the audience by use of voice and suggested action. The reader's purpose is not to exhibit his own talents, but to communicate what the author meant. To this, the student adds enrichment from his own personality and his own appreciation of the selection.

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

## PHILOSOPHY

Philosophy courses aim to stimulate the student to think in the light of the varied viewpoints of our philosophical heritage about some of the ultimate questions concerning the nature and meaning of the universe and of the human situation. This questioning should result in the student's developing greater insight about himself, his environment, human knowledge, and the methods by which knowledge is acquired.

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.

## MATHEMATICS, SCIENCE AND PHYSICAL EDUCATION DIVISION

The courses offered in the science and math division are designed for transfer to higher institutions. The beginning courses in each sequence are to fulfill the general education requirements at the two-year level for receiving institutions.

Courses numbered below 100 are designed to prepare students to take college level courses and to assist the General Education Development and Vocational-Technical programs.

### MATHEMATICS

MATHEMATICS 21. Introductory Mathematics. 3 Credits. Provides the student with enough arithmetic skills to enter the business mathematics course or to enter beginning 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 quadratic equations. Prerequisite: Math 21 or one year of high school mathematics.

MATHEMATICS 105. College Plane Geometry. 5 Credits. A study of plane geometry emphasizing definitions and properties of axioms, postulates, lines, angles, planes, and circles. An introduction to logic as well as polyhedrons, cylinders, cones and spheres is included. Prerequisite: Math 31 or one year of high school mathematics.

MATHEMATICS 110. Intermediate Algebra. 5 Credits. Studies the development of real numbers by using axioms and sets; equations (linear and quadratic); factoring; relations and functions; graphs and complex numbers. Prerequisite: Math 31 or one year of high school algebra.

MATHEMATICS 114. 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 triangles, ratio and proportion, linear and simple quadratic equations, statistics and probability. Prerequisites: One year of high school algebra or Math 31, and one year of high school geometry or Math 105.

MATHEMATICS 120. Plane Trigonometry. 3 Credits. Designed for students desiring a non-rigorous presentation of trigonometry. Consists of solving triangles using trigonometric functions, identities, complex number roots, inverse functions and De Moivre's theorem. Provides a basis for further mathematics study. Prerequisite: One and one-half years of high school algebra or Math 110 and one year of high school geometry or Math 105.

MATHEMATICS 130. College Algebra. 5 Credits. Emphasizes functions, graphs, quadratic equations, systems of equations, progressions, binomial theorem and conic curves. Prerequisite: 2 years of high school algebra or Math 110.

MATHEMATICS 131. College Trigonometry. 5 Credits. Presents trigonometric functions, logarithms, applications of right triangles, trigonometric identities and equations, solutions of oblique triangles and complex numbers. Prerequisite: Math 130 or consent of instructor and one year of high school geometry or Math 105.

MATHEMATICS 221. Calculus with Analytic Geometry. 5 Credits. Studies the derivative of algebraic functions, the anti-derivative and definite integral of algebraic functions. An introduction to vectors and plane analytic geometry is included. Prerequisite: Math 131 or consent of instructor.

MATHEMATICS 222. Calculus with Analytic Geometry. 5 Credits. A continuation of Mathematics with an emphasis on transcendental functions, methods of integration, hyperbolic functions. Prerequisite: Math 221.

MATHEMATICS 223. Calculus with Analytic Geometry. 5 Credits. A continuation of Math 222 with emphasis on limits and continuity, parametric equations, applications of the derivative and integral, polar coordinates, and an introduction to solid analytic geometry. Prerequisite: Math 222.

MATHEMATICS 250. Mathematical Analysis. 5 Credits. Partial differentiation, multiple integrals, and infinite series. Prerequisite: Math 223.

MATHEMATICS 260. Differential Equations. 5 Credits. Studies solutions to ordinary differential equations by elementary methods. Prerequisite: Math 250.

## BIOLOGICAL SCIENCES

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

BIOLOGY 115. Pollution and the Human Environment. 3 Credits. A study of the effects of pollution on the human environment. Emphasis will be on the affects of pollution on the human organism.

BIOLOGY 210. Cellular Biology. 5 Credits. A comprehensive examination of the cell, its components and their functions. The course includes studies of the physiochemical properties of living systems, organelles and their bioenergetics, macromolecular synthesis and code transcription. Prerequisite: Biology 101.

BIOLOGY 215. Population and Community Biology. 5 Credits. A study of the interactions of the various factors affecting the composition of populations and communities of organisms. Included are the principles of energy dynamics, population dynamics and community ecology. Prerequisites: Biology 101, Zoology 101 and/or Botany 101 or permission of instructor:

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

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

ZOOLOGY 101. General Zoology-Invertebrate. 5 Credits. The principles of animal biology are considered as they apply to the invertebrate phyla.

ZOOLOGY 102. General Zoology - Vertebrate. 5 Credits. The principles of the animal biology are considered as they are related to vertebrates.

ZOOLOGY 215. An Introduction to Entomology. 5 Credits. Classification and representative life cycles will be considered with economic importance of insects and types of control discussed. Prerequisite: Zoology 101.

## PHYSICAL SCIENCES

SCIENCE 80. Introduction to Science. 4 Credits. Designed for the student who needs additional preparation in science. Principles of both physical and biological sciences will be considered.

CHEMISTRY 100. Survey of Chemistry. 5 Credits. A general survey of inorganic and organic chemistry studying the properties of matter, nature and chemical changes. Designed for non-science majors and for students preparing for the chemistry sequence.



CHEMISTRY 101, 102, 103. General Chemistry. 5 Credits each. This series of courses is designed for students who have requirements in collegiate science and engineering programs. The course covers fundamental principles of atomic structure, gas laws, periodic classifications, chemical bonding, stoichiometry mixtures and solutions, acid base theory, oxidation-reduction, electrochemistry and qualitative analysis. Sequence 101, 102, 103. Prerequisite: 1 year of high school algebra or high school chemistry or permission of instructor.

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

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

CHEMISTRY 113. 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 galvimeric 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.

GEOGRAPHY 101. Physical Geography. 5 Credits. A study of fundamentals. Laboratory sections offer practical work in all geological phases, including rocks, minerals, maps, structure, and land forms and geological processes.

## 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.

PHYSICAL SCIENCE 104. Earth Science. 5 Credits. A study of the basic concepts of the physical factors of the human environment. The nature of the universe, the physical features of the earth, and the role of weather will be explored.

PHYSICS 101. Survey of Physics. 5 Credits. A comprehensive but not highly technical presentation of the fundamental principles of physics with practical applications. A minimum of mathematical skills is assumed.

PHYSICS 105, 106, 107. Introductory College Physics. 5 Credits each. An introductory sequence of courses for students not majoring in physics or engineering. Prerequisite: Two years of high school mathematics or consent of instructor.

PHYSICS 201, 202, 203. General Physics. 5 Credits each. This sequence of courses is intended for students majoring in engineering, physics or physical science. The elementary calculus is used in methods of analysis of practical and theoretical problems. Prerequisite or corequisite: Mathematics 153.

## PHYSICAL EDUCATION AND HEALTH

Students may be excused from the Physical Education requirements upon written recommendation of a medical doctor. In order to satisfy graduation requirements, however, the equivalent number of hours must be taken in other courses approved by the Dean of Faculty.

The activities courses are designed to fulfill the P.E. activities required in the transfer program by receiving institutions. The health course fulfills a requirement at some institutions and qualifies as an elective at Aims.

PHYSICAL EDUCATION 100. Personal Health. 3 Credits. A study of the problems involved in personal and community health. Special emphasis will be given to the things an individual can do to maintain the highest degree of mental and physical health.

PHYSICAL EDUCATION 105. Beginning Bowling. 1 Credit. This course will cover the rules, skills, strategy and courtesies of individual and team bowling.

PHYSICAL EDUCATION 118. Weight Training. 1 Credit. This course provides instruction and practice in fundamentals of physical training through the use of various weight apparatus.

PHYSICAL EDUCATION 122. Women's Physical Education. 1 Credit. This is a general class in physical education for women students. It is designed to teach basic skills of team and individual games, to aid in development of poise and attitudes toward physical activity and to improve physical fitness.

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 124. Fundamentals of Team Sports. 1 Credit. Instructions and drills in fundamentals of athletic skills, and organized play in basketball, volleyball, softball and touch football will be stressed in this class during the respective seasons of the athletic sports included.

PHYSICAL EDUCATION 156. Golf. 1 Credit. This course is designed to develop a knowledge of rules, courtesies and skills of the game of golf as well as to instill an appreciation for the game.

PHYSICAL EDUCATION 159. Gymnastics and Tumbling. 1 Credit. The course provides opportunity for the student to learn the fundamentals and simple stunts through practice on apparatus and mats.

PHYSICAL EDUCATION 160. Beginning Volleyball. 1 Credit. A course designed to teach the basic skills of volleyball. Team play is stressed and some intrasquad competition will be provided.

PHYSICAL EDUCATION 162. Beginning Swimming. 1 Credit. This course will provide instruction for non-swimmers under the American Red Cross swimming program. It is designed to teach the basic strokes of swimming.

PHYSICAL EDUCATION 163. Intermediate Swimming. 1 Credit. This course will incorporate the basic sequence of skills taught in the American Red Cross intermediate and advanced swimmer classifications as defined by the American Red Cross.

PHYSICAL EDUCATION 165. Beginning Tennis. 1 Credit. This is an introductory course in the theory and practice of tennis play. Skills taught include the serve, forehand and backhand drives, volleying and footwork and scoring rules.

PHYSICAL EDUCATION 169. Restricted Activities. 1 Credit. This course is designed for those students who are restricted by health limitations. It consists of an individual program adapted to the specific requirements of the students enrolling in the course. Students having medical excuses must register in restricted activity.

PHYSICAL EDUCATION 205. Advanced Bowling. 1 Credit. This class is designed for the bowler who wishes to improve his skills while working on the rules, strategy and techniques of team bowling.

PHYSICAL EDUCATION 218. Advanced Weight Training. 1 Credit. This course is a continuation of the first course in weight training and it is designed to further improve physical condition through advanced techniques as demonstrated in class.

PHYSICAL EDUCATION 230. Safety and First Aid. 3 Credits. A course teaching the principles and practices of First Aid to give immediate, temporary treatment in case of accident or sudden illness before the services of a physician can be secured. (The official First Aid Standard Senior Certificate is granted to students who satisfactorily pass the American Red Cross examination.)

PHYSICAL EDUCATION 240. Introduction to Physical Education. 3 Credits. This class introduces opportunities in the field of physical education. It deals with the history, aims, objectives and philosophies of physical education and is meant for physical education specialists as well as future coaches.

PHYSICAL EDUCATION 256. Golf. 1 Credit. This course is designed to develop advanced techniques of golf.

PHYSICAL EDUCATION 265. Advanced Tennis. 1 Credit. This course is designed for the improvement and advancement of the skills of tennis.

## TECHNICAL AND TRADES & INDUSTRIES DIVISION

### AVIATION TECHNOLOGY

The Aviation Technology courses are designed for the award of an Associate in Applied Science Degree in addition to qualifying a student for his commercial pilot license and an instrument rating. Included in the course of study are pre-solo and supervised solo, pre-cross country, dual and solo cross-country, private requirements, basic flight, commercial aviation, night

flying, conventional gear transition, multi-engine transition, basic instruments and systems, basic instrument flying, advanced instrument flight simulator, and advanced instrument flying.

AVIATION 101. Private Requirements I. 3 Credits. Basic introduction to preflight facts, meteorology and federal air regulations.

AVIATION 102. Private Requirements II. 3 Credits. Aircraft weight and balance, flight computer, navigation and radio navigation. Prerequisite: Aviation 101 or FAA Private Pilot Examination.

AVIATION 103. Primary Flight Lab. 5 Credits. Course consists of pre-solo and supervised solo, pre-cross country, dual and solo cross-country, preparation for course completion and flight check and elementary instrument flying. Prerequisite: Aviation 101 or FAA. Aviation 102 may be taken concurrently.

AVIATION 104. Commercial Requirements I. 5 Credits. Advanced meteorology, commercial aircraft weight and balance. Prerequisite: Private pilot's license or permission of instructor.

AVIATION 105. Basic Flight Lab. 3 Credits. Review of primary flight, elementary instrument flying, full and partial panel, cross-country flying. Prerequisite: Private pilot's license, Aviation 104.

AVIATION 112. Conventional Gear Transition. 2 Credits. Principles of "P" factor and torque, aircraft orientation and characteristics of high performance aircraft. (Lab and classroom.)

AVIATION 206. Advanced Flight Lab. 5 Credits. Review instrument flying, night flying, cross-country flying. Prerequisite: Private pilot's license, Aviation 105, Aviation 212 may be taken concurrently.

AVIATION 207. Basic Instruments and Systems. 5 Credits. Review basic instrument flying techniques, instrument components and operation, instrument flight rules (IFR) and very high frequency omni range (VOR) planning. Prerequisite: Private pilot's license or permission of instructor.

AVIATION 208. Commercial Flight Lab. 4 Credits. Complicated aircraft familiarization, commercial maneuvers, cross-country flying, high-altitude and mountain flying, flight in high density airport traffic areas. Prerequisite: Aviation 212.

AVIATION 209. Advanced Instrument Flying. 5 Credits. Instrument flight charts, instrument landing systems (I.L.S.), distance measuring equipment (D.M.E.), automatic directional finding (A.D.F.) approaches, written and oral preparation for course completion.

AVIATION 210. Advanced Commercial Flying Lab. 5 Credits. Advanced commercial maneuvers, 10 hours advanced simulator training, advanced instruments in aircraft. IFR enroute procedures. Prerequisite: Aviation 208 or permission of instructor.

AVIATION 211. Multi-Engine Transition Lab. 3 Credits. Principles and procedures of light twin-aircraft, complicated systems orientation and familiarization, emergency situations. Prerequisite: Private pilot's license, 100 hours flying time.

AVIATION 212. Commercial Requirements II. 5 Credits. Commercial federal air regulations, advanced flight computer, advanced navigation and radio. Prerequisite: Private pilot's license, Aviation 104.

AVIATION 213. Certified Flight Instructor. 5 Credits. Instructional methods, theory and practice, effective communications, fundamentals of instruction and preparing a lesson plan, 25 hours flight time. Prerequisite: Private pilot's license. (Lab and classroom.)

AVIATION 214. Instrument Flight Instructor. 3 Credits. Theory and practice of teaching basic pitch and bank instruments, instrument flight planning, and instructional techniques. Prerequisite: Aviation 207. Aviation 209 can be taken concurrently.

AVIATION 215. Basic Ground Instructor. 2 Credits. Fundamentals of instruction, theory and practice of classroom presentation, and study of all flight subjects. Prerequisite: Aviation 101, 102, 104, 212.

AVIATION 216. Advanced Ground Instructor. 2 Credits. Student teaching experience in classroom presentation, advanced theory and practice of classroom presentation, advanced meteorology, weight balance and transport-type aircraft. Prerequisite: Aviation 215 or permission of instructor.

AVIATION 217. Instrument Ground Instructor. 2 Credits. Instruments and systems, instrument flight charts, IFR, regulations, instrument instructing techniques. Prerequisite: Aviation 209.

## ELECTRONICS TECHNOLOGY

The electronics technology courses are designed to produce an employable electronics technician who can work effectively with engineers, scientists and production and customer personnel. Job opportunities are as research and development technicians, engineering aides, field service representatives, production test technicians, electronic tooling maintenance technicians, design and fabrications technicians, and all other services in the field.

ELECTRONICS TECHNOLOGY 131. AC and DC Fundamentals. 9 Credits. A study beginning with the physics of electricity, current flow and direct current circuits. Magnetics and time varying currents are introduced. The course is strongly mathematics oriented and technical mathematics is integrated with the study of fundamental principles of basic circuits. Electron devices are introduced and laboratory experiments progress to study of moderately complex circuits. Prerequisite: Algebra and Trigonometry or permission of instructor.

ELECTRONICS TECHNOLOGY 132. AC and DC Circuit Analysis. 9 Credits. A continuation of AC and DC Circuit study. Transient waveform analysis and application of network theorems to complex AC and DC circuits is practiced. Circuit simplification through employment of equivalent circuits is covered. Technical mathematics is provided as an integral part of the course. Additional electron devices are introduced and a number of special circuits are studied to illustrate the principles of circuits. Laboratory experiments provide reinforcement to the theoretical material. Prerequisite: Electronics Technology 131 or permission of instructor.

ELECTRONICS TECHNOLOGY 133. Electronic Circuits and Applications. 9 Credits. The application of active electron devices to various circuits is studied both analytically and experimentally. Solid state applications are emphasized; equivalent circuits, bias, and applications to amplifiers, oscillators, etc. are covered. The study of technical mathematics is continued. Laboratory experiments are performed utilizing solid state devices in both single and cascaded circuits. Prerequisite: Electronics Technology 132 or permission of instructor.

ELECTRONICS TECHNOLOGY 134. Instruments and Measurements. 5 Credits. A study of electrical measurement and instrumentation devices is undertaken. Measurement accuracies, techniques, equipments and principles underlying their design, use and relationships are covered. A study of instrument types employed in Electronics Technology 133 laboratory occurs and Electronics Technology 133 laboratory is employed to illustrate many principles. Prerequisite: Concurrent enrollment in Electronics Technology 133 or permission of instructor.

ELECTRONICS TECHNOLOGY 261. Industrial Electronics. 8 Credits. A study of circuits and systems commonly employed in industry is undertaken. Mathematical orientation continues, so that not only is the theory of operation understood, but transfer functions of circuits and then systems are developed.

ELECTRONICS TECHNOLOGY 262. Communication Circuits. 6 Credits. A continuation of the Electronic Circuits and Applications course covering both receiver and transmitter circuits. Emphasis is on using transistors in communication circuits and the underlying principles of operation of the various classes of circuits studied. Prerequisite: Electronics Technology 133 or permission of instructor.

ELECTRONICS TECHNOLOGY 263. Introduction to Digital Computers. 8 Credits. Principles of analog computers are discussed, but in keeping with the increasing employment and dominance of digital computer methods, emphasis is placed on principles of operation and on circuitry used in digital computers. The binary number system and Boolean algebra are introduced, and some considerations are included for computer organization, logic design and programming. Computer circuits and subsystems are stressed. Prerequisite: Electronics Technology 133 or permission of instructor.

ELECTRONICS TECHNOLOGY 264. Communications Systems. 6 Credits. Culminating in a discussion of the increasing utility of digital techniques in communications, this course is a continuation of the Communication Circuits course covering transmission methods, transmission lines, antennas and introducing microwave systems. This course emphasizes systems used to transmit information from one point to another using radio frequency techniques. The importance of digital data-links in modern military systems and the expected application of these to commercial systems is discussed. Prerequisite: Electronics Technology 262 or permission of instructor.



ELECTRONICS TECHNOLOGY 265. Digital Computers II. 6 Credits. The student reviews binary arithmetic and continues the study of Boolean algebra and digital logic, learning how to mechanize logical functions in terms of computer hardware. Experiments are conducted with IC hardware where gating, counting, serial and parallel operations, encoding, decoding, etc., are studied and practiced. System considerations are included. Prerequisite: Electronics Technology 263 or permission of instructor.

ELECTRONICS TECHNOLOGY 266. Electronic Design and Fabrication. 3 Credits. A course directed toward teaching proper chassis layout and equipment arrangement (packaging) and toward building a functional electronic unit of some kind. Modern printed circuit layout and fabrication are covered including the use of multilaminate techniques and employment of integrated circuits.

ELECTRONICS TECHNOLOGY 267. Introduction to New Electronic Developments. 3 Credits. It is difficult to imagine today a technology developing more rapidly than electronics technology. It is said that the last ten years has seen a twofold increase of all previous knowledge in the field, and that present knowledge will have doubled again within the next four to five years. Accompanying the knowledge is a proliferation of new devices, developments and applications. The usual course on new devices has been expanded to include developments in general since many of the developments of major interest cannot properly be called devices (witness integrated circuits, large scale integration and the actual and potential systems implications of Lasers, for example). The student is encouraged to assist in the literature search for information on new developments, and to make class presentations on the findings.

## ENGINEERING TECHNOLOGY

The Engineering Technology curriculum will prepare the student for employment in the field of engineering as an assistant to the professional engineer. This employment may be in the capacity of a draftsman, a survey crew member, an engineering aid or a laboratory assistant.

DRAFTING 131. Introductory Drafting. 5 Credits. This course is designed to develop basic drafting skills. Applications in orthographic and multi-view engineering drawing are studied and rendered. The elementary care and use of instruments and equipment including the slide rule is emphasized. The principles of descriptive geometry are applied with emphasis on accepted industrial practices.

DRAFTING 132. Intermediate Drafting. 5 Credits. This course is a continuation of Introductory Drafting with emphasis on pictorial and multi-view drawing and associated detailing. Sectioning, parts detail and design are studied.

DRAFTING 133. Mechanical Drafting I. 5 Credits. The basic skills and multi-view understandings are now applied to the specialties involved in detail and working drawings. Emphasis on mechanical design developments as used in industry relative to parts (gears, cams, assemblies).

DRAFTING 261. Mechanical Drafting II. 5 Credits. This course is a continuation of Mechanical Drafting I with expanded coverage of working and mechanical detail and assembly drawings.

ENGINEERING TECHNOLOGY 262. Statics and Mechanics. 5 Credits. The purpose of this course is to develop a knowledge of the basic principles of analytical mechanics. Simple stresses are analyzed with reference to design criteria. Structures and joining members are studied relative to available strength.

ENGINEERING TECHNOLOGY 263. Materials and Processes. 4 Credits. Modern materials of industry, both ferrous and non-ferrous, are studied from the manufacturing as well as application standpoint. A background covering various processing and manufacturing methods is developed with emphasis on geographically oriented industry.

ENGINEERING TECHNOLOGY 264. Strength of Materials. 4 Credits. This course is a study of the physical properties of materials, stress and strain, compression and shear, and their effects. Soils and soil testing is also investigated.

ENGINEERING TECHNOLOGY 265. Applied Design and Drafting. 5 Credits. Basic engineering design problems are developed and solved. Areas of mechanical, civil, electrical, electronic and chemical engineering are explored. Design drafting culminates the problem solution.

ENGINEERING TECHNOLOGY 266. Machine Design. 5 Credits. This course provides an opportunity to apply a student's knowledge of mathematics, sciences and drafting to the practical problems of machine component design. The elements designed are analyzed regarding function, geometry and cost of manufacture.

ENGINEERING TECHNOLOGY 271. Basic Surveying. 3 Credits. The purpose of this course is to acquaint the student with the basic surveying equipment and its use. Compatible data gathering and presentation skills are developed. Computations relative to surveying are studied and practiced.

ENGINEERING TECHNOLOGY 272. Hydraulics and Pneumatics. 5 Credits. This course is a study of the basic components of hydraulic and pneumatic systems. Emphasis is placed on application of power transmission and control. The subject areas are treated scientifically with emphasis on mathematical analysis.

ENGINEERING TECHNOLOGY 273. Engineering Problems. 5 Credits. The practical solutions to various manufacturing and construction problems are developed. Investigative techniques determinant in problem solutions are developed. Multi-industry concern is emphasized with applicable engineering approaches developed.

## TECHNICAL ILLUSTRATION

The Technical Illustration courses are designed for the student who desires to enter the field of publication illustration. Upon completion of the course the student should be employable as a technical illustrator, production illustrator or specialized artist.

TECHNICAL ILLUSTRATION 101. Introductory Illustration. 7 Credits. Basic instrument and template use is practiced relative to axonometric projection drawing. Lettering and sketching techniques are developed.

TECHNICAL ILLUSTRATION 102. Transparency Technique. 7 Credits. This course offers detail skill development in the preparation of reproduction in conventional, as well as publication, forms, using transparencies. Use of color in plastic, ink and paper renditions of axonometric drawings is practiced. Production work is supplemented with mechanical lettering. Blueprint reading is studied.

TECHNICAL ILLUSTRATION 103. Opaque Technique. 7 Credits. The practices and skills required for opaque paper drawings are studied. Inking, pre-screened shaping, shadows and shades are studied and practiced. This course also introduces the use of foreshortened scale drawing and sketching.

TECHNICAL ILLUSTRATION 204. Drawing for Half-Tone Reproduction. 10 Credits. Perspective drawings and development are studied with emphasis on monotone techniques. Large scale object displays are prepared.

TECHNICAL ILLUSTRATION 205. Technical Chart Preparation. 10 Credits. Emphasis is on the development of diagrammatic and pictorial blends of information in charting and graphing. Coloring, lettering, and paste-up techniques are studied and practiced.

TECHNICAL ILLUSTRATION 206. Drawing for Half-Tone Color Reproduction. 10 Credits. Brush and air-brush techniques are developed and applied to full color drawings. Student originality and specialization is emphasized.

## TRADES AND INDUSTRY

### AUTOMOTIVE TECHNOLOGY

The Automotive courses are designed to give a student the knowledge and practical experience necessary to qualify him for employment in the automotive field. This program stresses major aspects of mechanical work including brakes, transmissions, final drives, steering and suspension systems, fuel systems, tune-up, engines, electrical systems and advanced service practice.

AUTOMOTIVE TECHNOLOGY 131. Brakes, Transmissions and Final Drives. 12 Credits. This course includes the study of standard transmissions, overdrives, clutches and drive shafts.

AUTOMOTIVE TECHNOLOGY 132. Steering and Suspension Systems. 12 Credits. This course includes theory and repair of steering systems, both conventional and power, front and rear suspension systems, wheel alignment, wheel balance, chassis lubrication and car body service adjustments that are made by the automotive mechanic.

AUTOMOTIVE TECHNOLOGY 133. Fuel Systems and Tune-Up. 12 Credits. This course includes theory and overhaul of single, two and four barrel carburetors, fuel pumps, exhaust emission systems and ignition systems. The use of modern scientific test equipment in diagnosis of performance problems is stressed. Equipment such as vacuum gauge, tachometer, dwell meter, ohmmeter, distributor stroboscope, exhaust analyzer and all types of engine testers. Finished tune-ups will be tested for performance on the chassis dynamometer.

AUTOMOTIVE TECHNOLOGY 231. Automotive Engines. 12 Credits. This course will cover construction, operation, parts identification and service procedures on all types of modern automotive engines. Study of the cooling and lubricating systems is included. Students will begin on mock-up units and progress to actual automobiles. Students will begin with minor jobs like valve adjustments or gasket replacement and progress to a complete engine overhaul.

**AUTOMOTIVE TECHNOLOGY 232.** Advanced Electrical and Shop Practice. 12 Credits. This course covers theory, diagnosis and repair of all automotive electrical units including batteries, starters, generators, alternators, regulators, electrical accessories, wiring and instruments. Students will learn how to use the latest electrical testing equipment to diagnose problems in automotive electrical units and circuits.

**AUTOMOTIVE TECHNOLOGY 233.** Air Conditioning and Comfort Control. 5 Credits. The phenomenal growth of automotive air conditioning requires new knowledge and skill for the automotive technician. The course includes basic theory of refrigeration, description of system components, charging and testing the system, and troubleshooting. As today's air conditioners and heaters are integral units, the heater and defroster will be covered in this unit.

**AUTOMOTIVE TECHNOLOGY 234.** Automatic Transmissions and Advanced Service Practice. 12 Credits. Principles of hydraulic application and planetary gear sets are topics covered during this course. Students are taught the repair and adjustment of automatic transmissions. The students will disassemble and make necessary adjustments, progressing from mock-ups to actual models. All makes of late model transmissions are used for study projects.

## **FIRE SCIENCE**

The Fire Science program consists of courses totaling one hundred four credit hours. Forty-five credit hours relate to in-service training which will be taught by certified instructors of the Greeley Fire Department. Aims College will provide instructors for the remaining fifty-nine credit hours which are core courses.

**FIRE SCIENCE 100.** Introduction to Company Discipline and Administration. 2 Credits. Instruction, methods and procedures for department discipline, company administration and details to public assembly.

**FIRE SCIENCE 105.** Ropes and Knots. 2 Credits. Detailed study of ropes and knots used in Fire Department operation, such as raising and lowering equipment and rescue procedures.

**FIRE SCIENCE 110.** Forcible Entry. 2 Credits. A basic course of methods used in forcible entry in all types of building construction.

FIRE SCIENCE 115. Ladder Instruction. 2 Credits. Instruction, practice and study of types of ladders. Construction of ladders and methods of use in Fire Department procedures.

FIRE SCIENCE 120. Basic Operations. 2 Credits. A study of all basic operations for the beginning fireman.

FIRE SCIENCE 125. Hose Layouts. 2 Credits. The study of the elementary and advanced hose evolutions from hydrants, standpipes, Fire Department connections, and master streams on fire equipment.

FIRE SCIENCE 130. Water Hydraulics. 5 Credits. A detailed study of water hydraulics in connection with pressure, friction loss, range and reach, head or elevation, reaction and discharge and volume.

FIRE SCIENCE 135. Ventilation. 2 Credits. A study of the proper methods of ventilating smoke and toxic gases from all types of buildings.

FIRE SCIENCE 140. Chemistry of Fire. 5 Credits. A study of the basic characteristics for the makeup of fire with instruction on terms such as "explosive range, incipient fire, ignition temperature, thermodynamics, flash point, and spontaneous ignition." Instruction is also given on hazardous chemicals in connection with Fire Department activities.

FIRE SCIENCE 145. Gas and Smoke Masks. 2 Credits. A detailed study of gas and smoke masks, methods of use, safety features and types of manufacturers.

FIRE SCIENCE 150. Building Construction. 2 Credits. Instruction on all types of buildings as connected with fire prevention, instruction on inspection and fire fighting.

FIRE SCIENCE 155. Motor Vehicles. 2 Credits. A study of all types of Fire Department vehicles including manufacturers, maintenance, and proper operation procedures and driver training.

FIRE SCIENCE 160. Electricity and the Fireman. 2 Credits. A basic knowledge of electricity as used in conjunction with fire fighting and conformity of codes during fire inspection.

FIRE SCIENCE 165. Salvage and Overhaul. 2 Credits. Complete instruction and study of the use of salvage covers and methods of overhaul at the scene of the fire.

FIRE SCIENCE 170. Arson or Incendiary Fires. 2 Credits. A detailed study of the degrees of arson, methods of detection, surveillance and the collection of evidence.

FIRE SCIENCE 175. Portable Fire Extinguishers. 2 Credits. An instruction of all types of fire extinguishers, methods of use and the chemical makeup of each type as used in all types of fires.

FIRE SCIENCE 180. Rescue and First Aid. 5 Credits. A very detailed study of methods of rescue and the study of use of equipment such as resuscitators, cardiac compressors, inhalators and first aid procedures to be used on all types of emergencies.

FIRE SCIENCE 185. City Codes and Ordinances. 2 Credits. A study of all ordinances and codes used in conjunction with Fire Department activities. Instruction for a better understanding of city government.

LAW 190. Administration of Justice and Court Procedures. 5 Credits. Study of the processes of criminal justice and procedures of local, state and federal courts, their organization and jurisdiction. Criminal justice in the State of Colorado, conduct of trials, rights of the accused, motions, appeals, probation and people will also be studied.

## POLICE SCIENCE

Aims College will provide instructors for the fifty-nine credit hours which are the core of the Police Science courses. Twenty-six credit hours will be taught by certified instructors of the Greeley Police Department and the remaining nineteen credit hours will be conducted by the Colorado Law Enforcement Training Academy.

POLICE SCIENCE 105. Police Procedures. 4 Credits. Study of report forms, department records, use of teletype, use of crime laboratory and orientation to city ordinances.

POLICE SCIENCE 110. Safety Education. 3 Credits. Orientation for officers to conduct safety seminars in public and parochial schools, service organizations, traffic school, and bicycle school, on safety rules and regulations. The use of psychophysical testing equipment will be covered.

POLICE SCIENCE 115. Traffic Control and Accident Investigation. 4 Credits. Model traffic ordinance, state laws, enforcements, selective enforcement, parking problems, types of traffic accidents, injuries, first aid, serious injuries, facts, measurements, reports, citations, court procedures, control, schools, pedestrians, etc.

POLICE SCIENCE 120. Criminal Investigation and Evidence. 4 Credits. Criminal law, federal statutes, state statutes, prevention and apprehension, preservation of evidence, burglaries, homicides, car thefts, larceny, notes, facts, fingerprints, witnesses, arrests, civil rights, arraignments, entitled to attorney, photographs, plaster casts, use of laboratory, final investigators report, court.

POLICE SCIENCE 125. First Aid. 1 Credit. Standard American Red Cross First Aid Course with emphasis on first aid problems encountered in police work.

POLICE SCIENCE 130. Community Relations. 3 Credits. Public relations, minority groups, rumors, prejudice, public support, problem areas, understandings, meetings, parades, marches, public gatherings, etc.

POLICE SCIENCE 135. Report Writing. 3 Credits. Importance of note taking, accurate typewritten reports, forms to use, basic essentials contained in notes, who, what, where, when, how, why, avoid slang, sketches, diagrams, charts, photos, modus operandi, labeling, etc.

POLICE SCIENCE 140. Juvenile Control. 2 Credits. Youth programs, responsibility of children, juvenile courts, juvenile offenders, police probation, parent education, citizenship training, community recreation, etc.

POLICE SCIENCE 145. Fire Arm Training. 2 Credits. Qualifications on pistol range, safety, regulations, use of side arms, shotguns, tear gas guns, flares.

POLICE SCIENCE 150. Colorado Law Enforcement Training Academy. 19 Credits. Nineteen credit hours will be granted to the candidate who holds a certificate for completion of the basic recruit seminar conducted by the Colorado Law Enforcement Training Academy.

LAW 190. Administration of Justice and Court Procedures. 5 Credits. Study of the processes of criminal justice and procedures of local, state and federal courts, their organization and jurisdiction. Criminal justice in the State of Colorado, conduct of trials, rights of the accused, motions, appeals, probation and people will also be studied.

## VOCATIONAL-TECHNICAL RELATED

The Vocational-Technical classes are designed to help the student gain the necessary knowledge, understanding, skills, and



abilities that will help him find, apply for, secure, and progress in employment in the occupation he has selected. These courses are designed to accompany a specific occupational course of study.

VOCATIONAL-TECHNICAL RELATED 101. Industrial First Aid and Safety. 2 Credits. Special emphasis is placed on shop and job safety. Occupational hazards and methods of accident prevention are considered.

VOCATIONAL-TECHNICAL RELATED 102. Elements of Technical Writing. 3 Credits. Effective technical communication is stressed in the form of proper maintenance of engineering notebooks, the writing of trip reports, experimental findings, technical procedures, specifications, the resume' and the letter of application.

VOCATIONAL-TECHNICAL RELATED 103. Industrial Communications. 3 Credits. Communication and the technical specialist are stressed, together with a study of sentence structure, use of resource materials, written expression, talking and listening, and improving reading efficiency.

VOCATIONAL-TECHNICAL RELATED 104. Oral Communications in Industry. 3 Credits. Techniques of public speaking, conference leadership and participation, and giving instructions are studied and practiced.

VOCATIONAL-TECHNICAL RELATED 105. Industrial Organizations and Institutions. 3 Credits. A study of roles played by labor and management in the development of American industry. An analysis is made of forces affecting labor supply, employment, and industrial relations under the democratic system of government.

VOCATIONAL-TECHNICAL RELATED 111. Technical Math I. 5 Credits. College algebra and introductory trigonometry are studied forming a basis for continuing applied technical mathematics.

VOCATIONAL-TECHNICAL RELATED 112. Technical Math II. 5 Credits. A continuation of Technical Math I with in-depth treatment of applied algebra, geometry and basic trigonometry.

VOCATIONAL-TECHNICAL RELATED 113. Technical Math III. 5 Credits. A continuation of Technical Math II. Applications of trigonometric formulas and equations including vectors and graphing of technical solutions. Study and application of multi-powered algebraic equations.

VOCATIONAL-TECHNICAL RELATED 121. Automotive Related Mathematics. 3 Credits. Students will solve practical problems involving measurements used in the automotive field, including fractions, decimals, percentages, ratios and formulas.

VOCATIONAL-TECHNICAL RELATED 122. Automotive Drawing. 3 Credits. Emphasis is placed on interpretation of automotive drawing and circuit diagrams as found in manufacturers' repair manuals. Free hand sketching rather than mechanical drawing will be stressed. No mechanical drawing instruments need be purchased by the student.

VOCATIONAL-TECHNICAL RELATED 124. Automotive Related Science. 5 Credits. The Automotive technician today requires a sound background in science as it relates to automotive work. This course is intended to present applied science for automotive mechanics, science which is meaningful and vital to competence in the automotive field.

VOCATIONAL-TECHNICAL RELATED 124. Automotive Service Management. 3 Credits. The course is intended to acquaint the automotive student with the problems of managing an automobile repair shop. Students will learn how to write a good, clear repair order, figure parts and labor costs, good customer relations, factory warranty procedures and how to manage employees. Service managers will be invited to speak to the class at various times during the course.

VOCATIONAL-TECHNICAL RELATED 125. Colorado State Safety Inspection. 2 Credits. To develop the understanding, ability and skills to perform the state safety inspection properly. Students will be required to learn the Colorado state laws related to state inspections.

VOCATIONAL-TECHNICAL RELATED 175. Welding Certification and Employment. 5 Credits. This is a study of the different welding certifications available, qualification requirements and a general survey of welding employment.

VOCATIONAL-TECHNICAL RELATED 181. Basic Blueprint Reading. 3 Credits. Elementary blueprint reading and a basic understanding of the welding symbols are stressed. Designed primarily for welding students.

VOCATIONAL-TECHNICAL RELATED 182. Welding Layout. 3 Credits. Various heavy plate and pipe joints are studied. This class is a continuation of the blueprint reading class.

VOCATIONAL-TECHNICAL RELATED 183. Welding Industry. 3 Credits. A study of the place welding has had and occupies in our industrial society. The importance of welding in industry is considered.

VOCATIONAL-TECHNICAL RELATED 184. Industrial Physics I. 5 Credits. Principles of measurement and applied mechanics are studied. Properties of materials (solid, liquids, gases), forces and motion, work, energy, power, friction and rotation, and industrial applications of the above are presented. Mathematical proficiency in relating the above is developed. 2 hours laboratory.

VOCATIONAL-TECHNICAL RELATED 185. Industrial Physics II. 5 Credits. Fundamentals of heat, light, and sound are studied with emphasis on obtaining not only an understanding of the principles involved but mathematical proficiency in dealing with industrial applications of the above.

VOCATIONAL-TECHNICAL RELATED 186. Industrial Physics III. 5 Credits. Applied physics concerning electricity, electronics and magnetism studied. Emphasis is on industrial practices and applications.

VOCATIONAL-TECHNICAL RELATED 202. Cost and Material Estimating. 3 Credits. The satisfactory economics of construction and technical developments of industries is based on budgetry derived from cost and material estimates. Accepted techniques and procedures are studied and applied relative to technical projects.

VOCATIONAL-TECHNICAL RELATED 203. Industrial Psychology. 3 Credits. Students evaluate the environment, problems and proposed guidelines in working effectively with associates and supervision. Industrial aspects are stressed.

VOCATIONAL-TECHNICAL RELATED 204. Electronics Drafting. 3 Credits. This course emphasizes the means of presenting information effectively, using drawings, prints, sketches, graphs, charts and diagrams, and involves both a study of the above and practice in making such drawings and diagrams.

VOCATIONAL-TECHNICAL RELATED 205. Industrial Economics. 3 Credits. This course is a study of the basic practices of industrial management as governed by the particular basic economics of the field involved. Relationship of the economic factors in the labor-management association is also studied. Emphasis is toward geographically oriented industry and the basic principles involved.

VOCATIONAL-TECHNICAL RELATED 206. Industrial Management and Human Relations. 3 Credits. This course is a study of the basic principles and practices of management and the development of human relations in industry.

VOCATIONAL-TECHNICAL RELATED 207. Principles of Publication Procedures. 3 Credits. The purpose of this course is to give the student an understanding of the standards, procedures and practices of the publication industry, technical and nontechnical.

## WELDING TECHNOLOGY

Major areas of emphasis in the welding technology program are instruction and practical experience in welding stainless steel, mild steel, non-ferrous metals, exotic metals (including TIG and MIG welding), electric arc methods including all position welding, oxy-acetylene welding, burning and shape cutting.

WELDING TECHNOLOGY 131. Beginning Welding. 12 Credits. A basic arc and acetylene welding course with various types of beads and joints being covered in the class. All the welding is done in a flat position. Included in the course are techniques of hand torch cutting and instruction on the use and care of welding equipment.

WELDING TECHNOLOGY 132. Intermediate Welding. 12 Credits. Arc and acetylene welding in horizontal, vertical and overhead positions. Rod identification and correct selection are studied through practical experiments. Instruction is also given in advanced machine torch cutting.

WELDING TECHNOLOGY 133. Advanced Welding. 12 Credits. This course is a continuation of position welding; also including hardsurfacing and brazing ferrous and non-ferrous metals, and an introduction to TIG and MIG welding.

WELDING TECHNOLOGY 135. Metallurgy. 5 Credits. Basic metallurgy relating to the welding processes is covered.

WELDING TECHNOLOGY 234. TIG and MIG Welding. 12 Credits. Instruction is given on safety, care and maintenance of the TIG and MIG welding equipment. MIG welding includes mild, stainless and high carbon steels. TIG welding includes aluminum, magnesium and stainless steel.

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