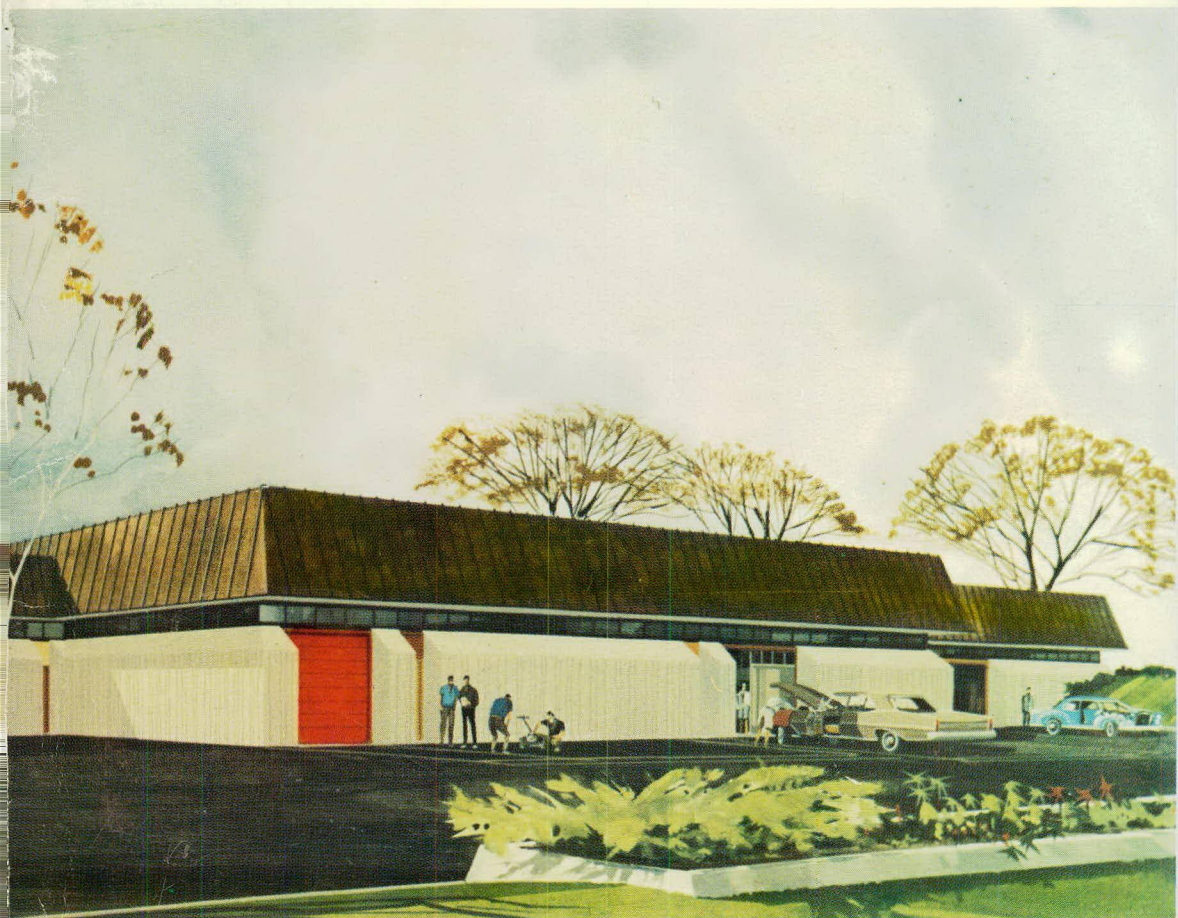


MSI Separator Sheet



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1971-1972



AIMS COLLEGE

1971 - 1972

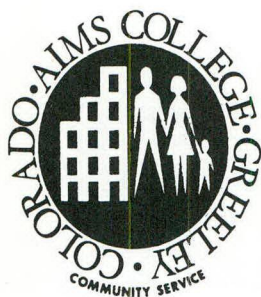
AIMS COLLEGE
SUMMER QUARTER 1971

June 14	Registration
June 15	Classes begin
July 5	No classes
July 20 - 21	Finals - Five-week classes
August 11 - 12	Finals - Eight-week classes

The summer session is designed for both full and part time students who may wish to accelerate their college program, improve basic skills in mathematics and English prior to full time attendance, or increase their proficiency in occupational areas. Students interested in attending the summer session should contact the Registrar's Office after May 15 for a complete schedule of classes to be offered.

AIMS COLLEGE

ESTABLISHED 1967



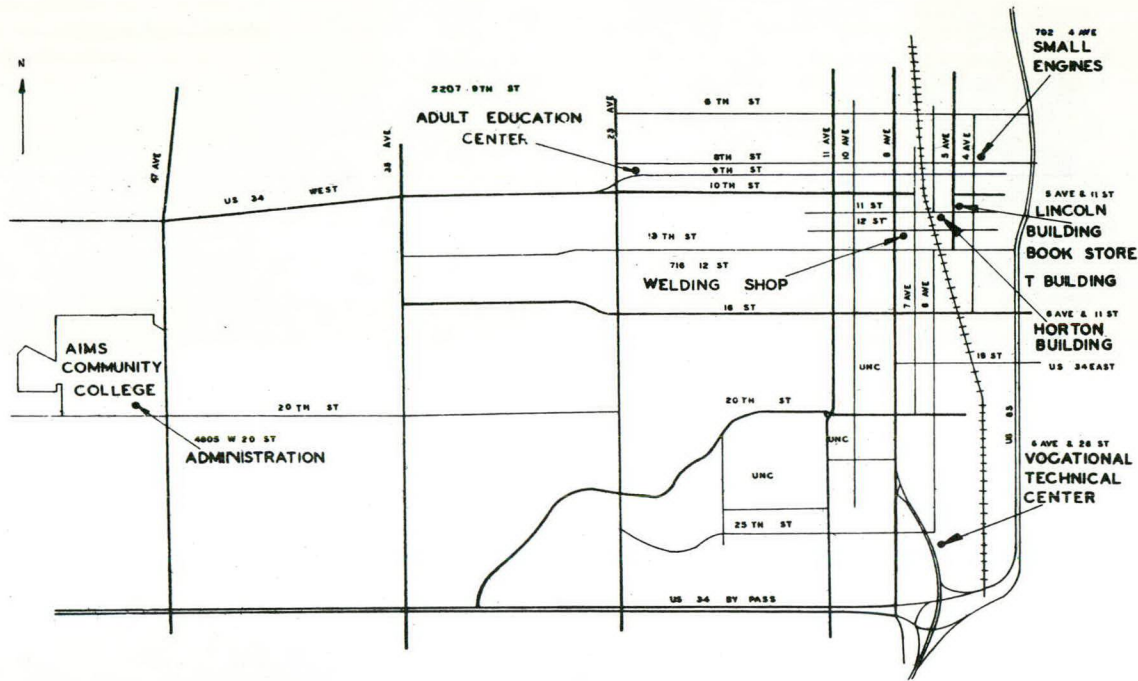
1971-1972 CATALOG

A COMMUNITY COLLEGE
SERVING NORTH-CENTRAL COLORADO

P.O. BOX 69

GREELEY, COLORADO 80631

PHONE (303) 353-8008

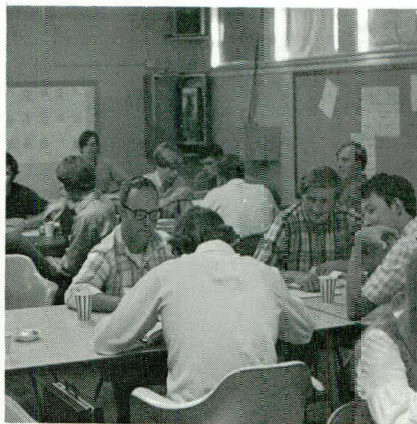
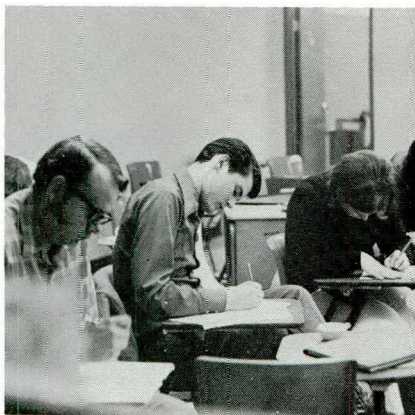
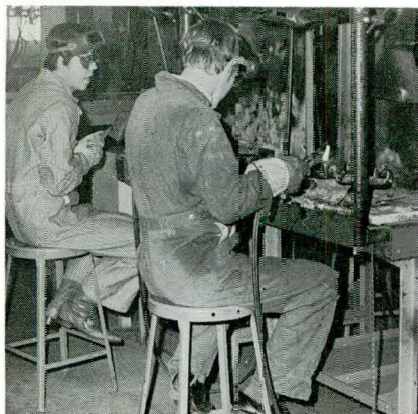


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| 1. Registrar's Office — T Building | 6. Financial Aids — Lincoln Building |
| 2. Counseling Center — Lincoln Building | 7. Admissions Office — T Building |
| 3. Office of Instruction — T Building | 8. Library — Lincoln Building |
| 4. Registration Activities — T Building | 9. Learning Lab — Lincoln Building |
| 5. Special Needs — Horton Building | 10. Student Lounge — Lincoln Building |

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GENERAL INFORMATION



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 1,623 in the fall of 1968, to 2,200 in fall of 1969, and 3,560 in fall of 1970. The diverse needs of the students have caused a great increase in the number of classes and programs offered. During the 1970-71 school year, Aims offered 18 occupational programs, and a wide variety of adult interest classes — as well as the Associate in Arts and Sciences Degree Program.

As enrollment increased and more programs and courses were added, it became evident that a larger campus area would be needed. During 1969, a 175 acre tract of land west of Greeley was purchased as a site for a permanent campus. The offices of the President and Business Manager are presently located in renovated farm houses located on the new campus. Construction started in January of 1971, on the first building in Phase I of a three phase project.

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.

This policy states that Aims 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. In the event that an applicant does not meet the requirements for a particular program, Aims College counselors will advise him of special courses for correction of scholastic or other deficiencies and alternate courses or programs. All admissions are subject to the space available.

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 continuing 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 in 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 a college transfer program, (4) to provide counseling and guidance, (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 vocational 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.

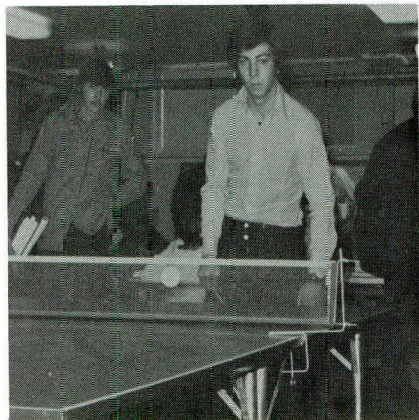
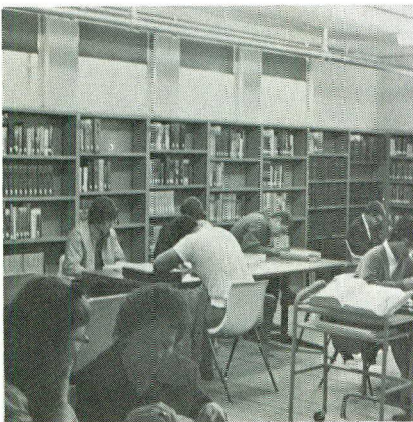
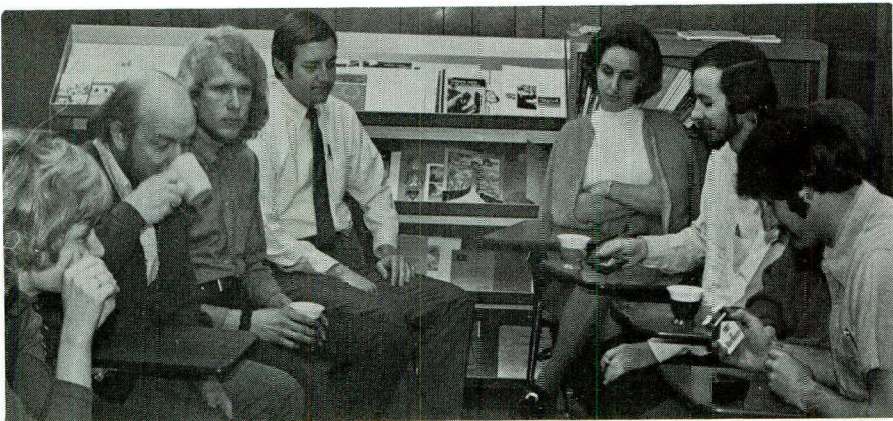
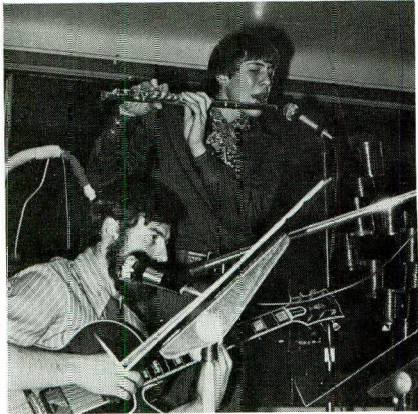
APPROVAL

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, 1972, to support the college's application for recognized candidate status, the next step toward full accreditation.

STUDENT SERVICES



STUDENT SERVICES

ADMISSIONS

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

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

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 skills 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.

- I. **Application for admission to Aims College.** 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 by fulfilling the following requirements.
 - (a) Complete the student information sheet each quarter of attendance.
 - (b) Pay tuition and fees.
- II. **Application for admission to a degree program.** If a student wishes to attend Aims College in order to pursue a degree, he may meet the requirements for admission to Aims College and the simultaneous admission to a degree program by fulfilling the following requirements:
 - (a) Submit the general application form to the college as soon as possible.
 - (b) Pay a non-refundable matriculation fee of \$5.00.
 - (c) Complete a student information sheet. The student must record his social security number on the information sheet.
 - (d) Provide a complete transcript of all high school and college credits and a certified record of G.E.D. scores if applicable.
- III. **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.

FINANCIAL AIDS

Aims College has several programs to financially assist qualified students. To apply for such awards a student must: (1) Complete pro-

cedures for admissions to the college. (2) Submit an American College Testing Family Financial Statement to Iowa City, Iowa 52240. (3) Complete the Aims College Application for Financial Aid. Further information and copies of the necessary forms can be obtained from the Office of Financial Aids. Students are encouraged to submit their applications for aid at least three months prior to the time of their enrollment.

TYPES OF ASSISTANCE FOR WHICH STUDENTS WILL BE CONSIDERED:

NATIONAL DEFENSE STUDENT LOAN, (NDSL) may be granted up to a maximum of \$1,000 per year (because of the availability of funds and the number of applicants the average loan is between \$400 and \$600). A student must reapply each year to be considered for this program. Repayment is scheduled 9 months after the student finishes his degree requirements with a \$15 a month minimum payment. The interest is 3 per cent. If the student goes on to school, military service, Peace Corp, or VISTA, payments can be deferred for a specific time. Cancellation at the rate of 10 per cent of the total loan, plus interest, and up to a maximum of 50 per cent of the loan, is granted for each completed academic year of full-time teaching service performed in either a public or nonprofit elementary, secondary or institution of higher education in the United States. Cancellation at the rate of 15 per cent of the total loan, plus interest, and without restriction as to the amount which may finally be cancelled, is granted for each complete academic year of full-time service as a teacher in a public or nonprofit elementary or secondary school which has been determined to be "a school with a high concentration of students from low-income families" or as a teacher of handicapped children in a public or non-profit elementary or secondary school system.

COLLEGE WORK-STUDY PROGRAM (CWSP) provides a 15 hour per week (maximum) on-campus job while school is in session at \$1.60 per hour. Students may, if funds allow, work 40 hours per week during quarter breaks and the summer. The student arranges his working time in between his class hours. Priority for these on-campus jobs must go to the students from low-income families.

EDUCATIONAL OPPORTUNITY GRANTS (EOG) are offered to those students with extreme financial need. All students submitting applications for financial aid are automatically considered for EOG awards. All EOG awards will be matched by an equal amount of aid in the form of a loan, a work-study position, a scholarship or any combination thereof.

FEDERALLY INSURED STUDENT LOAN is available to all students accepted for admission to the college or currently enrolled. Students who wish to participate in this program must make the necessary arrangements with their local bank, and the loan can be made or denied at the discretion of the lender. This loan program is between the stu-

dent and his local bank. This program does not require the ACT Family Financial Statement. Students may obtain the forms for this program from the Financial Aids Office. The maximum loan is \$1,500 per year. Repayment starts nine months after the student leaves school with 7 per cent interest.

SCHOLARSHIPS are awarded to a limited number of students each year who demonstrate high scholastic ability and financial need. Students who apply for financial aid are given consideration for these awards.

The scholarships available and the number awarded per year are as follows:

- Aims College Faculty Association (1)
- Associated Students of Aims Community College (10)
- Centennial Chapter Greeley American Business Women's Association (1)
- Colorado State Grange (1)
- Erie Federated Women's Club (1)
- Greeley Junior Women's Club (1)
- Greeley Women's Club (1)
- Greeley Veterans of Foreign Wars Pioneer Post No. 2121 (1)
- Homer Emblem Club of Alaska (1)
- Latin American Educational Foundation (1)

SPECIAL NEEDS grants are available to students whose financial status is such that they qualify as low-income under Office of Economic Opportunity. Grants are made to cover costs of tuition and textbooks. Special Needs application forms and financial statements are available from the Office of Financial Aids.

LAW ENFORCEMENT EDUCATION PROGRAM — Students who are currently employed by a public law enforcement agency are eligible to receive grants or loans under the LEEP to cover tuition and fees. Pre-service students who are interested in a career in law enforcement are also eligible to receive loans under this program.

VETERANS ADMINISTRATION BENEFITS are available to students who can 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 Aids.

HOUSING

Since the college does not provide student housing, 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 be pointed out that most parties who have facilities to rent to college stu-

dents will require that a security deposit be paid when the final arrangements are made.

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.

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.

The following organizations have been chartered at Aims

- Bowling Club
- Veterans Club
- Alpine Club
- Big Brother — Big Sister Club
- Camera Club
- Chess Club

Rodeo Club
DECA Club
Science Club
Family Club
Young Democrats
Young Republicans
Associated Women

COUNSELING AND GUIDANCE SERVICES

While attending Aims College students will discover that many new and important decisions confront them. In general, counseling provides students with the opportunity for assistance in making more objective and adequate decisions relative to vocational and educational plans, including personal-social concerns related to these decisions. The Aims College Guidance Center provides a setting in which students may discuss in confidence with a counselor any problems which may be important to them.

The total development and adjustment of the individual is a counseling concern. Counselors offer students help with various problems, particularly those which are interfering with the successful attainment of their educational and vocational objectives.

The services of the Guidance Center are available to all Aims College students on a voluntary basis. Appointments with counselors may be made through the secretary in the Guidance Office which is open daily Monday through Friday. Counselors are also available on campus during evening class sessions. Appointments may also be made by calling 353-8008 and requesting the Guidance Office. If there is an immediate need to see a counselor, students may come to the Guidance Office and receive assistance without an appointment.

The Guidance Center Staff often assists students in the following areas:

- (a) general progress in college
- (b) educational planning
- (c) ability and aptitude
- (d) personal interest
- (e) personal or family concerns
- (f) career planning

No entrance examinations or tests are required for admission to the College. However, individuals contemplating transfer to another college are encouraged to take the ACT required by such institution and have a copy of the results sent to Aims College. The college provides a testing program to assist students in determining their interest, aptitude and level of competency in certain subject matter areas. With these data, counselors and advisors are able to aid the individual student in planning his educational program and to make the most appropriate use of the resources available to him.

ADVISING

Faculty advisors are assigned to all students on the basis of the major division of study and specific field of interest. This advisor continues as the student's advisor as long as the student is in college, unless the student requests to be transferred to another advisor.

Each student should accept the responsibility to:

1. Meet with his advisor to discuss career objective.
2. Discuss program and class schedule prior to each registration.
3. Make an appointment with his advisor when problems arise in his program or if class changes are necessary.

TUITION AND FEES

Tuition charges at Aims College are dependent upon the student's residency status. Any student who is determined to be a resident of the State of Colorado and 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 who is determined to be a resident of the State of Colorado and 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.

Any student who is determined not to be a resident of the State of Colorado will pay tuition according to the following schedule:

Out-of-State Students

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

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

Overload

Any student carrying over 18 hours shall pay \$2.00, \$4.00, or \$13.00 per credit hour, every hour over 18, depending on residency.

ALL TUITION CHARGES ARE SUBJECT TO CHANGE BY THE GOVERNING BOARD OF THE COLLEGE AS CIRCUMSTANCES MAY REQUIRE.

FIXED FEES

Matriculation Fee - - - - - \$5.00

One-time fee assessed when student applies for admission to a degree program or requests a transcript — (optional for other students).

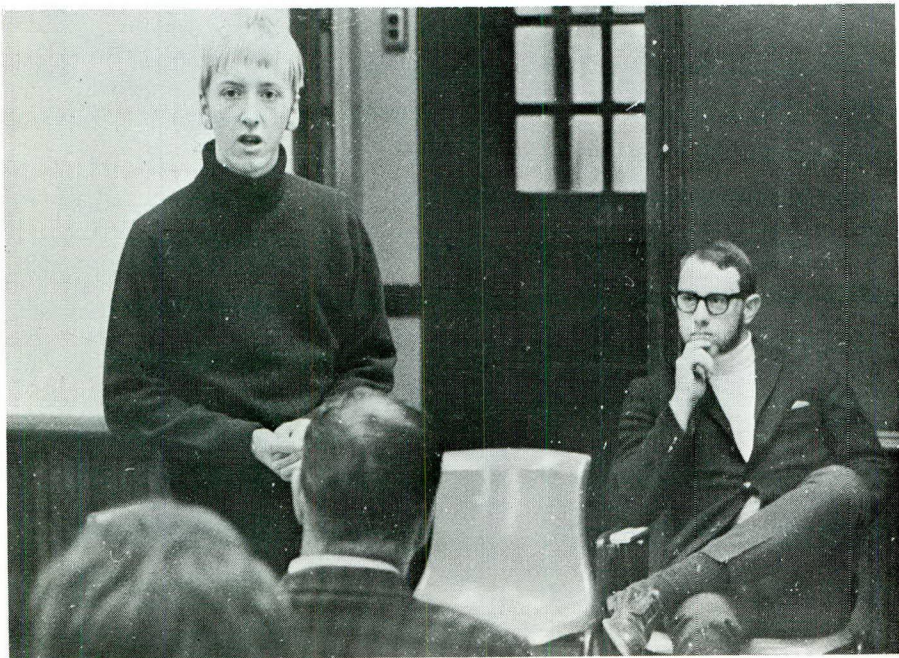
VARIABLE FEES AND COSTS

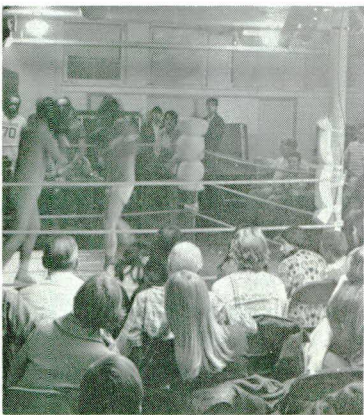
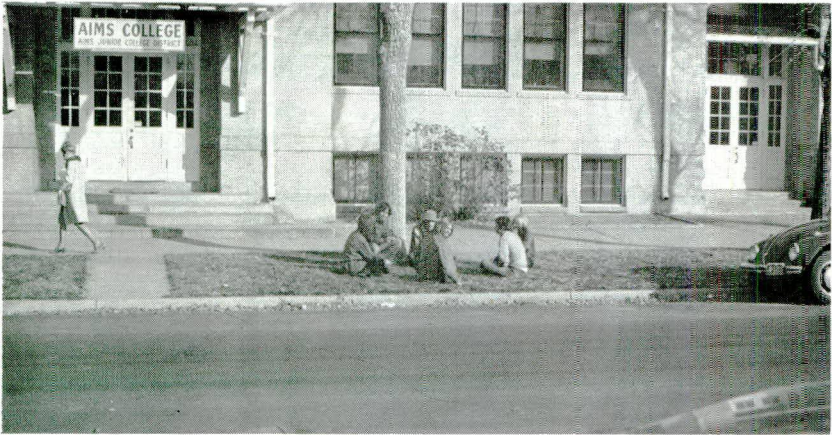
Students should be prepared to pay lab fees for those courses which require laboratory materials or equipment of a special nature. As an example, students enrolled in classes such as welding, aviation, bowling, or golf may be required to pay lab fees. A student taking 12 hours or more will be required to pay a student association fee. Student association fees are established by the students and are subject to change by a vote of the student body. Students enrolled for 10 or more hours will pay an additional fee for health and accident insurance unless a policy with comparable coverage is carried and a waiver is signed. Proof of comparable coverage must be shown by the student at registration.

Books and supplies must be purchased by students, and the cost per quarter will be variable according to several factors such as the program in which the student is enrolled, number of hours carried, and the availability of used textbooks. Books may be purchased at the Aims College Bookstore on the Lincoln Campus.

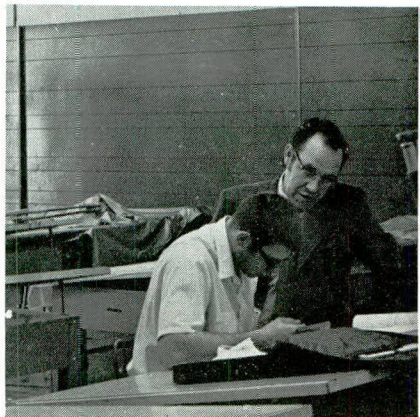
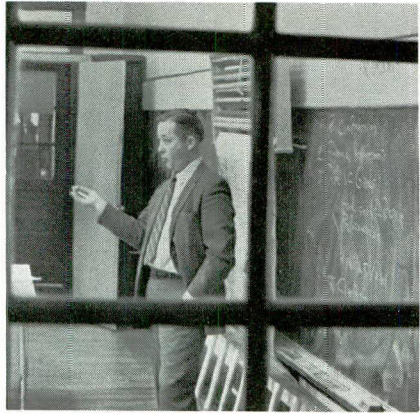
FINANCIAL OBLIGATIONS OF STUDENTS

The financial obligations of students to the college, such as payments for tuition, fees and books are due and payable on specified dates or at the times the obligations are incurred. In unusual circumstances of an emergency nature, where it may be impossible for a student to pay at the proper time, special arrangements may be considered for approval by the Business Manager.





ACADEMIC INFORMATION



ACADEMIC INFORMATION

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.

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. The number of credits is listed in the description of all courses.

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. In-completes are to be made up according to an agreement between the instructor and the student.

Learning accomplishment at a level judged to be inadequate 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.

The President's List and the Dean's List will be published at the end of each quarter.

COURSE CANCELLATIONS

The college must retain the customary right to cancel programs or course offerings where enrollments are insufficient to permit them on an educationally sound and economically efficient basis or to alter them for other reasons.

COURSE CHALLENGING

A student may challenge a course for which he believes his training and study are adequate to meet the instructor's requirements for successful completion of the course. The student is not required to attend class but must gain approval of the instructor, meet the requirements of the Registrar, and pay in advance the course fee. Credit for challenged courses will be determined by the instructor.

COURSE LOAD

The normal course load for a full-time student is from twelve to eighteen credit hours. Special permission to register for more than eighteen hours must be obtained from the student's faculty advisor.

An employed student should vary his course load according to the number of hours he works. It is recommended that such a student consult with a counselor or faculty advisor about his schedule.

COURSE NUMBERING

- 01- 50 Usually reserved for adult education or courses not associated with a degree program.
- 51- 99 Courses normally taken by students to prepare them for freshmen level classes.
- 100-199 Courses normally taken by freshmen and sophomores.
- 200-299 Courses normally taken by sophomores.

COURSE PLACEMENT

The Aims College instructors and administration reserve the right to place a student enrolled in a specific course in that level which is deemed most beneficial to the student based upon his ability, past performance and present interest.

AUDITING OF COURSES

Any person may elect to enroll in a class on an audit basis if space is available. 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, advisor and Registrar.

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.

FINAL EXAMINATIONS

A final examination is generally required for the completion of a course and for the receipt of a grade. Absences from final examinations, with the privilege of make-up examination, must be approved by the instructor and division chairman.

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 from which they withdraw prior to the end of each quarter.

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.

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. The student must have fulfilled all financial obligations to Aims College and paid the \$5.00 matriculation fee.

LIBRARY

The Instructional Resources Center Library has approximately 6,000 volumes in its collection. The collection contains books as well as other types of materials such as films, charts, transparencies, and records. A large selection of periodicals, pamphlets, and newspapers are available to the students and faculty. The library provides an area for study and is available for students during extended hours evenings and weekends.

LEARNING LABORATORY

The Aims College Learning Laboratory is designed to help students who are either experiencing problems or wish to upgrade skills in reading, writing, or arithmetic. Twenty individual student carrels are available and equipped with tape recorders, record players, film-strip viewers, reading pacers, controlled readers, skimmers, tachistoscopes, and film loop projectors. Trained personnel are available to give students reading tests and to counsel them on which course will improve their performance. Students proceed at their own pace and may extend any course beyond the quarter in which they enroll in the course. Flexible hours are maintained so the Learning Laboratory is open during times which are convenient for students.

INSTRUCTIONAL RESOURCES CENTER

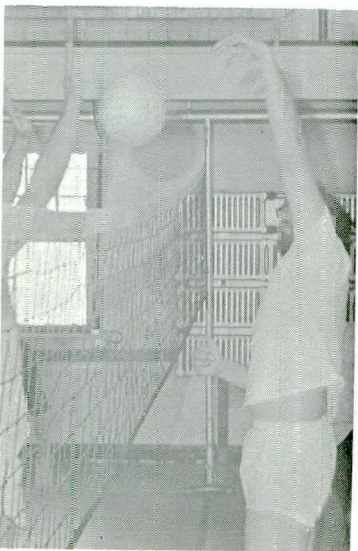
The purpose of the IRC is to provide a complete, integrated, and unified approach to learning materials. This is accomplished by com-

binning both the print and non-print material in one unit readily available for student and faculty. The following services are available to both faculty and students: duplication of materials and audio-visual equipment distribution. The IRC exists for the sole purpose of aiding students and instructors in reaching educational objectives in all disciplines of study.

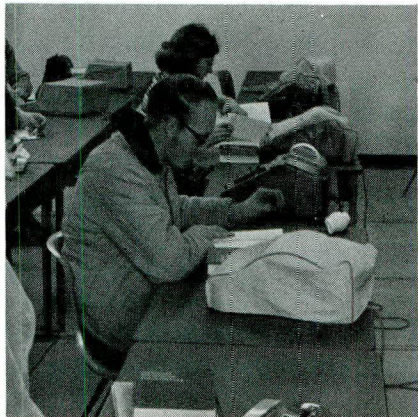
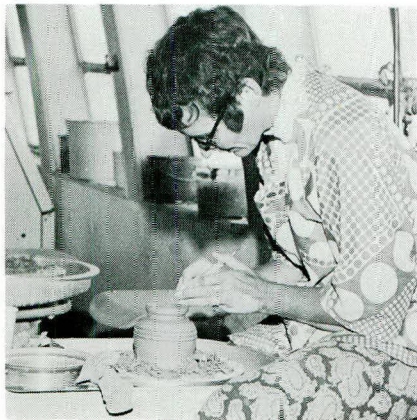
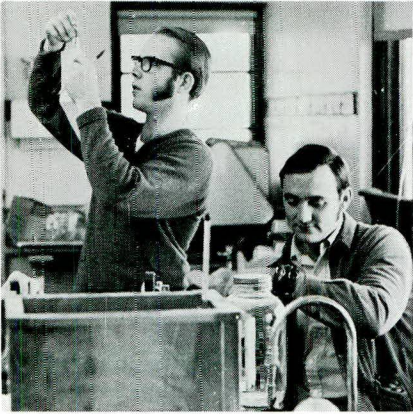
GRADUATION REQUIREMENTS

The general requirements for receipt of either an Associate Degree in Arts or Sciences or an Associate Degree in Applied Science are outlined in the curricula section of this catalog. Specific requirements for individual programs may be secured from the Counseling Center.





CURRICULA



CURRICULA

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

GENERAL STUDIES

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 most four-year institutions as juniors.

Each student who is working for an Associate in Arts and Sciences Degree is encouraged to fulfill 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.

VOCATIONAL-TECHNICAL PROGRAMS

Aims College offers selected vocational-technical education curricula designed to prepare high school, 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.

Programs are being developed in Building Construction and Auto-Body Repair. Students interested in these and other programs not listed in this catalog should consult the Director of Vocational Education or the Counseling Office for further information.

CONTINUING EDUCATION

Classes are offered in a number of instructional areas for the person who is desirous of broadening their background of experiences in the study of subjects of special interest to the individual. These courses usually will not serve as transfer courses to another college. Major emphasis is on personal improvement and interest. Courses are offered if the need or demand arises, a minimum number of students are available, and a qualified instructor can be secured. Continuing education classes are also offered in communities outside Greeley. Examples of classes which may be offered are upholstery, crafts, knitting, photography, dancing, and lapidary. Persons interested in further information should contact the Coordinator of Adult and Evening Division.

BASIC EDUCATION

Classes designed to develop basic skills in reading, math, English, science, and social studies are offered for the person desiring to prepare themselves with suitable knowledges and skills to realize their job aspirations or abilities. Such educational needs are quite varied and require different approaches to instruction than those in preceding areas. Aims College faculty members have developed individualized learning programs which are available to basic education students to facilitate their progress toward the General Educational Development Certificate.

INDIVIDUALIZED STUDIES

Individual studies are available to students on a limited basis in order to provide an opportunity for a study sequence which will meet the unique needs of the student. Student needs are diagnosed and a study may be arranged with the approval of an instructor and the appropriate Division Chairman.

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, basic education, and continuing education 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.

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.

GENERAL STUDIES

ASSOCIATE DEGREE IN ARTS AND SCIENCES

TOTAL MINIMUM CREDIT REQUIREMENT	- - - - -	96
COMMUNICATIONS SKILLS	- - - - -	9
Freshman Composition 101 and 102	- - - - -	6
(Contingent on student's entering ability)		

Select one of the following: (A course cannot be used as satisfying both a communications skills requirement and a humanities requirement.)

English

English 103 — Freshman Composition	- - - - -	3
English 135 — Introduction to Fiction	- - - - -	3
English 136 — Introduction to Drama	- - - - -	3
English 137 — Introduction to Poetry	- - - - -	3

Speech

Speech 100 — Speech Essentials	- - - - -	3
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At the present time, a great number of community college students transfer to a college or university that requires a minimum of 6 quarter credits of communications skills by the end of the sophomore year. The above recommendations would include these minimums plus an additional quarter's requirement which would give the student a choice of areas of study for his third quarter.

HUMANITIES	- - - - -	15
Humanities 101, 102, 103 — Introduction to Humanities		15

Each integrated course will satisfy one of the three area requirements.

It is recommended that the student meet his humanities requirement by completing the integrated humanities series. However, the student may take two courses in humanities and complete the humanities requirement by choosing courses in philosophy, literature, art and music.

Philosophy

Philosophy 101 — Introduction to Philosophy	- - -	5
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Art

Art 100 — Introduction to Art	- - - - -	3
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Music

Music 101 — Fundamentals of Music	- - - - -	5
Music 107 — Survey of Music	- - - - -	2
Music 115 — Music Appreciation	- - - - -	3

Political Science 101 — Comparative Foreign Governments - - - - -	5
Political Science 104 — State and Local Government -	5
Political Science 203 — International Relations - -	5
SCIENCE (ONE LABORATORY SCIENCE REQUIRED) - -	15

One course to be selected from each of the following areas:

Biological Science (all laboratory sciences)

Biology 101 — General Biology - - - - -	5
Zoology 101 — General Zoology — Invertebrate - -	5
Zoology 102 — General Zoology — Vertebrate - - -	5

Physical Sciences.. (all laboratory sciences)

Chemistry 100 — Survey of Chemistry - - - - -	5
Chemistry 101 — General Chemistry - - - - -	5
Chemistry III — 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 must be selected from any of the above science courses or any of the courses listed below.

Biological Sciences (all laboratory sciences)

Botany 101 or 102 — General Botany - - - - -	5
Botany 103 — Field Botany - - - - -	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 100 — Survey of Mathematics - - -	5
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

PHYSICAL EDUCATION (5 SEPARATE QUARTERS) - -	5
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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.

TOTAL CREDIT REQUIREMENT

General Requirements	- - - - -	59 quarter credits
Electives	- - - - -	37 quarter credits
TOTAL	- - - - -	96 quarter credits

VOCATIONAL - TECHNICAL PROGRAMS

DRAFTING PROGRAM

CERTIFICATE IN VOCATIONAL — TECHNICAL EDUCATION

COURSE LENGTH: 3 Quarters.

PREPARATION: Basic math and drafting background helpful but not necessary.

DESIRABLE CHARACTERISTICS: Good eyesight, with or without correction, hand dexterity and some sense of size, shape and proportion.

THE WORK OF A DRAFTSMAN: Regardless of the specific assignment, the draftsman is continually representing by drawing the shape or shapes of objects to be created, repaired, joined or manufactured. He is translating ideas into accurate drawings.

It is becoming more conventional in modern business and industry to call upon the draftsman to perform various calculations associated with drawing work. These calculations may be relative to design aspects or cost estimating. This work is generally done in cooperation with engineers in planning relative to construction design or maintenance of an item or facility. The draftsman must be technically oriented with an ability to communicate with persons in various engineering fields.

OPPORTUNITIES IN THE DRAFTING TECHNOLOGY FIELD: Excellent opportunities exist for the student who completes this program. In most instances, these opportunities are associated with engineering organizations whose work may be in the fields of planning, estimating, contracting, fabricating and maintaining industrial and business facilities. A somewhat new field of application is that of civic planning and construction. All of these areas require people who are technically oriented with an ability to communicate ideas and facts on paper.

PROGRAM GOALS: The student will develop basic skills applicable to all fields and be introduced to and taught specifics associated with mechanical, civil, chemical, electrical, and electronics engineering. The program will prepare students for industrial drafting positions.

First Year

	Credits
Math I, VTR 111 - - - - -	5
Drafting I, DT 121 - - - - -	7
Industrial Communications, VTR 103 - - - - -	3
Materials of Industry, VTR 151 - - - - -	3
Math III, VTR 113 - - - - -	5
Drafting III, DT 123 - - - - -	7
Introduction to Industry, VTR 152 - - - - -	3
Engineering Problem Analysis, VTR 153 - - - - -	3
Math II, VTR 112 - - - - -	5
Drafting II, DT 122 - - - - -	7
Technical Writing, VTR 102 - - - - -	3
Cost and Materials Est., VTR 202 - - - - -	3
Total First Year - - - - -	54

**AUTOMOTIVE MECHANICS TECHNOLOGY PROGRAM
ASSOCIATE IN APPLIED SCIENCE DEGREE**

COURSE LENGTH: 6 Quarters.

PREPARATION: It is advantageous that the participating student have a good background in basic arithmetic. It is recommended that the student confer with his instructor prior to enrolling in the program. Preparatory courses to develop skills in mathematics, reading and writing are available for those needing or desiring them.

THE WORK OF AN AUTOMOTIVE MECHANIC: The modern automobile dealership, service center or garage employs personnel capable of using technical analytical, and repair equipment. The mechanic must be familiar with the operation of such equipment and have the necessary skills to perform the repairs dictated by analysis. The work involved can be associated with any operable part of the modern automobile. It is imperative that the successful mechanic be knowledgeable regarding the newest automotive products, as well as previous products. This requires knowledge and background information of over 100 different major products.

Repair work can vary from the sophisticated "tuning" and adjustment of the complex, modern automobile engine to internal removal, repair and installation.

All of the major aspects of modern automotive technology are introduced to Aims students.

ELECTRONICS TECHNOLOGY PROGRAM ASSOCIATE IN APPLIED SCIENCE DEGREE

COURSE LENGTH: 6 Quarters.

PREPARATION: Good math background through algebra required. Prior courses in geometry, trigonometry, physics, and shop are very desirable. English courses are beneficial.

DESIRABLE CHARACTERISTICS: Above average ability in mathematics. Logical reasoning, problem solving ability, perseverance, and inquisitiveness are definite assets. Technicians must be mechanically minded and handy with tools.

THE WORK OF AN ELECTRONICS TECHNICIAN: The work is subject to considerable variation depending upon company products, policies and job assignment but normally includes many of the following: develops, tests and repairs electronic equipment such as electronics instruments, computers, industrial controls, radar systems, telemetering and missile control systems, transmitters, receivers, and servo-mechanisms, following blueprints and manufacturer specifications using handtools and test instruments. Tests faulty equipment and applies knowledge of functional operation of electronic units and systems to diagnose cause of malfunction. Tests electronic components and circuits to locate defects using instruments such as oscilloscopes, signal generators, ammeters and voltmeters. Replaces defective components, circuit cards, wiring, and adjusts mechanical parts using handtools and soldering iron. Aligns, adjusts, and calibrates equipment according to specifications. Calibrates testing instruments. Maintains records of repairs, calibrations, and tests. May install equipment in industrial or military establishments and in aircraft and missiles. May operate equipment, such as communication equipment and missile control systems in ground and flight tests. May attend training programs on specific products and subsequently serve as a technical representative of a company at customer sites.

OPPORTUNITIES IN THE ELECTRONICS TECHNOLOGY FIELD:

Students should expect to secure entry level positions with progress toward the following positions:

Research and Development Technician

Engineering Aide

Field Service Representative

Production Test Technician

Electronic Tooling Maintenance Technician

Design and Fabrication Technician

Metrology Laboratory Technician

Systems Technician for Computers, Controls, Communications

MECHANICAL AND CIVIL ENGINEERING
TECHNOLOGY PROGRAM

ASSOCIATE IN APPLIED SCIENCE DEGREE

COURSE LENGTH: 6 Quarters.

PREPARATION: It is advantageous that the student have at least one year of high school mathematics. However, a student with interest and desire can be successful through proper application. Preparatory courses are available for those needing or desiring them.

THE WORK OF A MECHANICAL-CIVIL ENGINEERING TECHNICIAN: The program is designed to prepare a student for a number of activities of a technical nature, usually associated with the civil and mechanical engineer and his work. Some of these activities include drafting, estimating, data gathering, and report preparation, basic design of mechanical and structural systems, surveying, laboratory testing and general engineering assistance.

PROGRAM GOALS: It is the goal of the program to satisfactorily prepare the interested student for employment in the area of work indicated above. To achieve this goal the student will develop:

- A. Drawing and design skills of an accepted industrial level.
- B. An understanding of and ability to use applied mathematics including basic trigonometry and the slide-rule.
- C. An understanding of materials used and specified in construction and manufacturing industries.
- D. An understanding of the fundamentals of human relations, leadership, and techniques that are basic to applying for and holding a position in the "world of work."

First Year:

Introductory Drafting, DT 131	- - - - -	5
Industrial Physics I, VTR 184	- - - - -	5
Technical Math I, VTR 111	- - - - -	5
Industrial Communications, VTR 103	- - - - -	3
Intermediate Drafting, DT 132	- - - - -	5
Industrial Physics II, VTR 185	- - - - -	5
Technical Math II, VTR 112	- - - - -	5
Elements of Technical Writing, VTR 102	- - - - -	3
Mechanical Drafting I, DT 133	- - - - -	5
Industrial Physics III, VTR 186	- - - - -	5
Technical Math III, VTR 113	- - - - -	5
Industrial Organizations and Institutions, VTR 105	- - - - -	3
Total First Year	- - - - -	<u>54</u>

Second Year:

Mechanical Drafting II, DT 261	- - - - -	5
Materials and Processes, ET 263	- - - - -	4
Statics and Mechanics, ET 262	- - - - -	5
Industrial Economics, VTR 205	- - - - -	3
Applied Design and Drafting, ET 265	- - - - -	5
Strength of Materials, ET 264	- - - - -	4
Industrial Management and Human Relations, VTR 206		3
Cost and Material Estimating, VTR 202	- - - - -	3
Machine Design, ET 266	- - - - -	5
Basic Surveying, ET 271	- - - - -	3
Engineering Problems, ET 273	- - - - -	5
Total Second Year	- - - - -	<u>50</u>
TOTAL	- - - - -	104

SPORTSCRAFT AND SPECIALTY
ENGINES MECHANICS PROGRAM

CERTIFICATE IN VOCATIONAL—
TECHNICAL EDUCATION

COURSE LENGTH: 3 Quarters.

PREPARATION: The student should have a basic arithmetic background coupled with mechanical interest. Preparatory courses are available to develop skills in mathematics, reading and writing, if the student needs or desires them.

THE WORK OF A SPECIALTY ENGINE MECHANIC: "Repair" and "Maintenance" are the key words of any mechanic. The variety of small engines and their application has increased significantly during recent years. The Specialty Engine Mechanic is associated with the "repair" and "maintenance" of engines of fractional horsepower to the multi-cylinder outboards and motorcycles. The major portion of the work is associated with sports applications, however, mechanized lawn and garden units call for similar talents and abilities.

OPPORTUNITIES IN THE SPECIALTY ENGINE MECHANICS FIELD: The growth of specialty engine applications has been most significant in recent years. This development is associated with the public and its leisure time, growth, and consumption. Small shops, dealerships and manufacturing plants, across the country are in need of good specialty engine mechanics to repair, maintain and assemble small engines. Colorado, with its vacation attractiveness, plays a significant part in these areas. On the farm small engine repair and maintenance requirements include generators and pumps, and small power-driven tools.

AIMS COLLEGE CATALOG

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ERRATA: Page 28 - Mechanical and Civil Engineering Technology Program

Second Year: Engineering Technology 272 - Hydraulics and Pnuematics
is a required five credit course.

PROGRAM GOAL: It is the goal of the programs to prepare the student for employment as a repairman and maintenance mechanic of two and four cycle engines.

Fall Quarter:

	Credits
Small Engines I, SET 100 - - - - -	10
Introduction to First Aid and Safety, VTR 101 - - -	2
Small Engine Related Math, VTR 117 - - - - -	3
Total Fall Quarter - - - - -	15

Winter Quarter:

Small Engines II, SET 101 - - - - -	10
Small Engine Science, VTR 118 - - - - -	5
Total Winter Quarter - - - - -	15

Spring Quarter:

Small Engines III, SET 102 - - - - -	10
Oral Communication in Industry, VTR 104 - - - - -	3
Service Management, VTR 119 - - - - -	3
Total Spring Quarter - - - - -	16
TOTAL - - - - -	46

**AVIATION TECHNOLOGY PROGRAM
ASSOCIATE IN APPLIED SCIENCE DEGREE**

COURSE LENGTH: 6 Quarters. (May be shorter if student has some previous experience in flying.)

PREPARATION: Mathematical and science background desirable. Courses involving mechanical ability helpful.

REQUIRED PHYSICAL EXAMINATION: Persons desiring to work toward the Private Pilot's License and/or the Commercial Pilot's License must submit a physical examination form prior to enrollment. Physical examinations must conform to FAA certification requirements. The Private License requires a third class physical and the Commercial License requires a second class physical. Applicants should check with the instructor to obtain a list of FAA certified physicians to perform the physical examinations.

DESIRABLE CHARACTERISTICS: Good health, mechanically minded and highly motivated.

OPPORTUNITIES IN THE AVIATION TECHNOLOGY FIELD:

- Flight Instructor
- Charter Pilot
- Corporation Pilot
- Airline Pilot (additional experience required)

NURSE ASSISTING AND HOME HEALTH AIDE PROGRAM
CERTIFICATE IN VOCATIONAL —
TECHNICAL EDUCATION

COURSE LENGTH: 1 Quarter. New class starts each quarter. 17 Credit Hours.

PREPARATION: High school diploma not required. Education will be evaluated. Minimum age: 16 years old.

REQUIRED PHYSICAL EXAMINATION: A physical examination will be required prior to enrollment to insure freedom from communicable disease. Included in the physical will be a TB test (available from the Health Department, free of charge), Wasserman test and other tests as necessary.

DESIRABLE CHARACTERISTICS: Good moral character. Emotionally stable, dependable, pleasing personality, mature, eager to learn and serve.

ADDITIONAL STUDENT COSTS: White uniform, white shoes and wrist watch with sweepband.

THE WORK OF A NURSE ASSISTANT AND/OR HOME HEALTH AIDE: Assists in care of patients in the hospital, nursing home, and private home. Under direction of nursing and medical staff: answers signal lights and bells to determine patients' needs, bathes, dresses, and undresses patients, serves and collects food trays and feeds patients requiring help, assists patients with elimination procedures, transports patients to treatment units using wheel chair, wheeled carriage, or assists them to walk, changes bed linens, runs errands, and directs visitors, takes and records pulse and respiration rates, temperatures and weights, measures and records food and liquid intake and output, cleans and sterilizes equipment and supplies as directed, utilizes preventive, supportive, and rehabilitative nursing care through cooperation with nursing personnel and with physical, occupational, and speech therapists.

OPPORTUNITIES IN THE NURSE ASSISTING AND HOME HEALTH AIDE FIELD:

- Public Hospitals
- Private Hospitals
- Veterans Hospitals
- Nursing Homes
- Private Homes
- Home Health Agencies

PROGRAM GOALS:

- (1) Prepare the student to perform simple and routine nursing care procedures directed toward assisting the patient to meet his basic physical, emotional, social, and religious needs.

4. To provide advanced management training for students interested in and capable of mid-management positions.

First Year:

	Credits
Personal Adjustment to Business, DE 122, 123, 124	- 15
American Business Systems, BUS 100	- - - - - 5
Freshman Composition, ENG 101	- - - - - 3
Freshman Composition, ENG 102	- - - - - 3
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	- - - - - 5
Total First Year	- - - - - <u>49</u>

Second Year:

Personal Adjustment to Business, DE 225, 226, 227	- 15
Principles of Accounting I, BUS 251	- - - - - 5
Principles of Accounting II, BUS 252	- - - - - 5
Personnel Management, DE 221	- - - - - 5
Principles of Management, DE 262	- - - - - 5
Business Law, BUS 254	- - - - - 5
Credit Management, DE 206	- - - - - 5

Recommended Electives:

- Principles of Economics, ECON 201 (5)
- Business Law, BUS 255 (5)
- Business and Banking, BUS 201 (5)
- Principles of Marketing, DE 261 (5)

Total Second Year	- - - - - <u>50</u>
TOTAL	- - - - - <u>99</u>

**MID-MANAGEMENT PROGRAM
CERTIFICATE IN VOCATIONAL —
TECHNICAL EDUCATION**

COURSE LENGTH: 3 Quarters.

	Credits
Personal Adjustment to Business, DE 122, 123, 124	- 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

Personal Development and Human Relations in Business, BUS 143	- - - - -	3
TOTAL	- - - - -	35
Electives:	- - - - -	21

Recommended Electives*

	Credits
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

*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

COURSE LENGTH: 3 Quarters.

DESIRABLE CHARACTERISTICS: Must like people, be dependable, possess above average English skills, and spelling ability. Be neat in work and appearance.

THE WORK OF A CLERK-STENO: May include making appointments, taking and transcribing dictation, compiling and typing reports, typing and duplicating, keeping records and filing.

OPPORTUNITIES IN THE CLERK-STENO FIELD:

- Receptionist
- Bank Clerk
- Typist
- Cashier
- Steno Pool
- Transcribing Machine Operator
- Medical Receptionist

OFFICE OCCUPATIONS PROGRAM
(CLERK-TYPIST)
CERTIFICATE IN VOCATIONAL—
TECHNICAL EDUCATION

COURSE LENGTH: 3 Quarters.

DESIRABLE CHARACTERISTICS: Dependability, average English skills and spelling ability. Neatness in work and appearance.

THE WORK OF A CLERK-TYPIST: May include keeping records, filing, handling mail, ordering and receiving merchandise, typing and duplicating business records, as well as other typing.

OPPORTUNITIES IN THE CLERK-TYPIST FIELD:

Job entry positions in most offices not requiring shorthand such as:

- Typist
- Receptionist
- Cashier
- Mail Clerk
- Shipping Clerk
- Stock Clerk
- Library Clerk
- General Office Clerk

PROGRAM GOAL: The goal of the program is to provide the student with job entry skills and develop personal qualities expected of the office worker.

First Year:

	Credits
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
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 - -	3
TOTAL - - - - -	34-37
Electives: - - - - -	13-16

First Year:

	Credits
Freshman Composition, ENG 101 - - - - -	3
Beginning Typewriting, BUS 101 - - - - -	3
Intermediate Typewriting, BUS 102 - - - - -	3
Advanced Typewriting, BUS 103 - - - - -	3
American Business Systems, BUS 100 - - - - -	5
College Bookkeeping I, BUS 105 - - - - -	5
College Bookkeeping II, BUS 106 - - - - -	5
Business Mathematics, BUS 115 - - - - -	5
Adding and Calculating Machines, BUS 161 - - - - -	3
Speech Essentials, SPE 100 - - - - -	3
Electives: - - - - -	9
Total First Year - - - - -	47

Second Year:

Production Typewriting, BUS 104 - - - - -	3
Personal Development and Human Relations in Business, BUS 143 - - - - -	3
Office Procedures, BUS 141 - - - - -	5
Business Communications, BUS 107 - - - - -	3
Introduction to Automated Data Processing, BUS 144 -	3
Introduction to Duplication Machines I, BUS 116 - -	3
Business Law, BUS 254 - - - - -	5
Principles of Economics, ECON 201 - - - - -	5
Cooperative Office Occupations, BUS 226, 227 - - -	10
Electives: - - - - -	9
Recommended Business Electives:	
Office Management, BUS 220 (3)	
General Duplication Machines II, BUS 117 (3)	
Consumer Economics, BUS 148 (3)	
Risk and Insurance, BUS 146 (3)	
Total Second Year - - - - -	49
TOTAL - - - - -	96

OFFICE OCCUPATIONS PROGRAM
(STENOGRAPHIC AND SECRETARIAL)
ASSOCIATE IN APPLIED SCIENCE DEGREE

COURSE LENGTH: 6 Quarters.

DESIRABLE CHARACTERISTICS: Orderliness, versatility, accuracy, neatness of work and dress, stable personality, punctual, dependable, above average English skills and spelling ability.

Introduction to Duplication Machines I, BUS 116	- -	3
Cooperative Office Occupations, BUS 226, 227	- - -	10
Electives:	- - - - -	5
Recommended Business Electives:		
Office Management, BUS 220	(3)	
Business Law, BUS 254	(5)	
Consumer Economics, BUS 148	(3)	
Speech Essentials, SPE 100	(3)	
Risk and Insurance, BUS 146	(3)	
Total Second Year	- - - - -	48
TOTAL	- - - - -	<u>96</u>

*Students may substitute Alphabet Shorthand for Gregg Shorthand.

OFFICE PRODUCTION PROGRAM
(DUPLICATION MACHINES)
CERTIFICATE IN VOCATIONAL—
TECHNICAL EDUCATION

COURSE LENGTH: 3 Quarters.

DESIRABLE CHARACTERISTICS: Must like people, be dependable, be neat in work, must have good judgment, above average spelling ability, must have good English skills.

THE WORK OF A DUPLICATING MACHINES OPERATOR: The work may include camera-ready masters, layout work, cutting, bindery work, collating and general work in a print shop.

OPPORTUNITIES IN THE DUPLICATING MACHINES FIELD:

- Print Shop Assistant
- Bindery Worker
- Small Press Operator
- Copy Center Operator
- Duplicating Machines Operator in an insurance company office, bank, photographic suppliers office, educational institution, church office.

PROGRAM GOAL: The goal of the program is to produce an individual with skills necessary to operate a variety of duplicating machines used in offices today.

	Credits
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 101	- - - - - 3
Freshman Composition, ENG 102	- - - - - 3

PROGRAM GOAL: It is the goal of the program to provide students with the experience which will enable them to function as entry level administrators in a variety of offices. An attempt will be made to instill the desire to continue their education and to keep pace with new innovations and changes in general administration.

First Year:

	Credits
Freshman Composition, ENG 101 - - - - -	3
American Business System, BUS 100 - - - - -	5
Beginning Typewriting, *BUS 101 - - - - -	3
Intermediate Typewriting, BUS 102 - - - - -	3
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
Personnel Management, DE 221 - - - - -	5
Electives: - - - - -	<u>9-12</u>
Total First Year - - - - -	<u>50</u>

Second year:

Principles of Accounting I, BUS 251 - - - - -	5
Principles of Accounting II, BUS 252 - - - - -	5
Principles of Accounting III, BUS 253 - - - - -	5
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 226, 227 - - -	10
Recommended Electives:	
Risk and Insurance, BUS 146 (3)	
Speech Essentials, SPE 100 (3)	
Total Second Year - - - - -	<u>48</u>
TOTAL - - - - -	<u>98</u>

*Contingent upon student's entering ability.

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

FIRE SCIENCE PROGRAM ASSOCIATE IN APPLIED SCIENCE DEGREE

COURSE LENGTH: Optional to student — Classes are arranged to correspond with duty assignment.

DESIRABLE CHARACTERISTICS: High school preparation or equivalent. Sound health, good physical condition and moral integrity are necessary. Other important qualities are emotional stability, keenness of observation, good memory, the ability to take and give orders, "common sense" and a strong sense of responsibility. Must be free from addiction to alcoholism or drugs. Civil Service requirements specify maximum and minimum height, weight and vision standards for firemen. These standards may be obtained from the College Counseling Office.

THE WORK OF A FIREMAN: The protection of life and property from fire is the primary function of a fireman; however, with today's sophisticated techniques, training, and equipment, modern firefighters must be well educated.

OPPORTUNITIES IN THE FIRE SCIENCE FIELD:

DEPARTMENTAL PROMOTIONS

Opportunities for advancement to positions of command within the department, or within other municipal and county fire departments, or at municipal and private airports.

PRIVATE INDUSTRY

Insurance adjustors, safety inspectors, (sprinkler systems, water towers, and special installations), and as a member of an inspection bureau rating team. Sales or technical representative for an equipment manufacturer.

FIRE PREVENTION AND FIRE SAFETY

Inspector for safety practices in schools, business, and industry.

ARSON INVESTIGATION

City, county, state, and federal agencies in specialized arson investigation.

PROGRAM GOALS: The Fire Science Program is designed to:

- (1) Prepare qualified men for work in the fire science field, performing duties and tasks in the area of firefighting, rescue, and public safety.
- (2) Provide professional training for firemen and offer practical technical instruction for potential firemen or those in-service firefighters wishing to advance in fire service careers.
- (3) Provide a background in hydraulics, physics, chemistry, mathematics, and be familiar with city and state laws and codes applicable to fire science.

PRELIMINARY REGISTRATION FORM

1. Complete the form below, providing all information.
2. Mail to Aims College, Admissions Office, Box 69, Greeley, Colo. 80631.
3. Have ACT scores sent to Aims College (Code No. 0505).
4. If you intend to earn a **degree** from Aims College, also:
 - a. Submit completed Application for Admissions to Colorado Collegiate Institutions.
(Available in the high school counselor's office or from Aims College)
 - b. Have a transcript sent from high school, or a copy of G.E.D. Certificate.
 - c. Have transcript sent from other colleges attended.

Print one letter or number in each box, skipping one space between each part of your name or address.

Name

Last (Jr., Sr., etc.,)	First	Middle	Maiden

Permanent Legal Address

Number	Street	City

County	State	Zip Code

Phone Number					

Local Address

Number	Street	City

Zip Code			

Phone Number					

Social Security Number							

Birthdate		
Month	Day	Year

Male
Female

Single
Married

For office use only	
Adm type	<input type="checkbox"/>
Res stat	<input type="checkbox"/>
Class	<input type="checkbox"/>

Circle Grade level at this time

0 1 2 3 4 5 6 7 8
Grade School

9 10 11 12
High School

1 2 3 4 5 6 7 8
College

Last high school attended

Name _____ City _____ State _____

County (If school is located in Colorado) _____ Graduate Yes _____ No _____

GED Exam Passed _____

Indicate program you are going to pursue at AIMS.

- ___ 1.) Associate of Arts Degree (Liberal Arts) What is your area of interest? _____
- ___ 2.) Associate of Applied Science
- ___ 3.) Occupational Certificate
- ___ 4.) No Degree — General Studies
- ___ 5.) No Degree — Occupational Studies
- ___ 6.) GED Certificate
- ___ 7.) High school credit
- ___ 8.) Other (Specify) _____

For what occupation are you preparing? _____

For office use only			
Declared prgm.	<input type="checkbox"/>	<input type="checkbox"/>	
Advisor code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Admission Classification

- ___ 1.) New Student (First time at any College or University)
- ___ 2.) Returning (Attended AIMS last quarter)
- ___ 3.) Re-admit (Returning to AIMS after an interruption of studies)
- ___ 4.) Transfer (Attended another college or university)

Name of College or University

Years of Attendance

_____ to _____
_____ to _____
_____ to _____

Year you expect to enter Aims College:

Quarter: Fall _____ Winter _____ Spring _____ Summer _____

Do you wish to apply for Financial Aid? Yes _____ No _____

If yes, have you completed the ACT Family Financial Statement? Yes _____ No _____

If no, please complete ACT Family Financial Statement (available from high school counselors or from Aims College Financial Aids Office) and send to ACT, Iowa City, Iowa. (Aims College Code No. 0505).

Are you a veteran? Yes _____ No _____

Do you receive Social Security benefits? Yes _____ No _____

Do you receive Vocational Rehabilitation benefits? Yes _____ No _____

- (4) Develop an understanding of building construction, electrical systems, electrical and gas appliances, and plumbing and heating systems.
- (5) Develop proficiency in summarizing and reporting.
- (6) Provide instruction in fire prevention measures, and the opportunity to become familiar with new developments in combustible and toxic materials.

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 hours which are core courses.

	Credits
Freshman Composition, ENG 101 - - - - -	3
Freshman Composition, ENG 102 - - - - -	3
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
Survey of Mathematics, MATH 100 - - - - -	5
History of the United States, HIST 104 - - - - -	5
History of the United States, HIST 105 - - - - -	5
American Government, POL SCI 100 - - - - -	5
State and Local Governments, POL SCI 104 - - - - -	5
Administration of Justice and Court Procedures, LAW 190 - - - - -	5
Total Core Credits - - - - -	59

In-Service Courses:

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	-	-	-	-	-	-	-	-	2
Total In-Service Credits	-	-	-	-	-	-	-	-	<u>45</u>
TOTAL	-	-	-	-	-	-	-	-	104

POLICE SCIENCE PROGRAM ASSOCIATE IN APPLIED SCIENCE DEGREE

COURSE LENGTH: Variable (Normally two years) — Classes are arranged to correspond with duty assignment.

PREPARATION: High School education or G.E.D. and be prepared to accept training as prescribed by departmental regulations and city ordinances and resolutions.

Must finish all in-service training and college education prescribed by the Police Department Educational Program of a law enforcement agency.

THE WORK OF A POLICEMAN:

Patrols city in radio car or on foot; answers calls for the protection of life and property, and enforces City, State, and Federal Laws. Conducts investigations of disturbances, prowlers, burglaries, thefts, holdups, vehicle accidents, deaths, suicides and makes arrests as necessary. Performs crime investigations including collecting evidence, taking pictures, and latent prints. Prepares reports of arrests made, investigations conducted, complaints answered, and incidents observed. Appears in court to present evidence and testify during the presentation of cases and the prosecution of violators. Directs traffic at fires, special events, and other emergency or congested situations. While on patrol he stops drivers who are operating vehicles in violation of laws, warns drivers of unlawful practices, issues citations and makes arrests as necessary; he may operate radar and similar equipment to detect traffic violators. Checks doors and windows in business establishments and assists in receiving, searching, booking, fingerprinting and transporting prisoners. Suppresses civil disturbances and may respond to calls from outside agencies for mutual aid in the suppression of civil disturbances. Administers first aid in emergency situations, maintains contact with citizens regarding potential law enforcement problems, and preserves good relationships with the general public. The policeman must work independently in all technical operations but will consult with supervisors and specialized employees for general instructions and assistance as to work results desired. Work is reviewed through periodic reports and personal discussions with supervisors.

OPPORTUNITIES IN THE LAW ENFORCEMENT FIELD:

- Deputy Sheriff
- City Policeman
- Highway Patrolman
- Private Investigator
- U.S. Marshall
- Border Patrol
- Institution Guard
- Government Service

PROGRAM GOAL: The Police Science Program is designed to prepare qualified men to work in the law enforcement field, performing duties and tasks in the areas of public safety, human relations, crime prevention and criminal investigations.

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:

	Credits
Freshman Composition, ENG 101 - - - - -	3
Freshman Composition, ENG 102 - - - - -	3
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
Survey of Mathematics, MATH 100 - - - - -	5
History of the United States, HIST 104 - - - - -	5
History of the United States, HIST 105 - - - - -	5
American Government, POL SCI 100 - - - - -	5
State and Local Government, POL SCI 104 - - - - -	5
Administration of Justice and Court Procedures, LAW 190 - - - - -	5
Total Core Credits - - - - -	59

First Year:

	Credits
Introductory Illustration, TI 101 - - - - -	7
Industrial Physics I, VTR 184 - - - - -	5
Industrial Communications, VTR 103 - - - - -	3
Transparency Technique, TI 102 - - - - -	7
Industrial Physics II, VTR 185 - - - - -	5
Elements of Technical Writing, VTR 102 - - - - -	3
Opaque Technique, TI 103 - - - - -	7
Industrial Physics III, VTR 186 - - - - -	5
Industrial Organizations and Institutions, VTR 105 -	3
Total First Year - - - - -	45

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
Total Second Year - - - - -	48
TOTAL - - - - -	93

WELDING PROGRAM
ASSOCIATE IN APPLIED SCIENCE DEGREE

COURSE LENGTH: 6 Quarters.

PREPARATION: Shop mathematics and mechanical drawing helpful.

DESIRABLE CHARACTERISTICS: Good hand and eye coordination, the desire to work steadily and patiently with a determination to achieve high level skills in the art of welding.

THE WORK OF A WELDER: Works on bridges, pipelines, powerhouses, refineries, railroads, automobiles, farm machinery, earth-moving equipment. Wherever metal is to be joined, welding is usually chosen as the fastest and most economical process. The welder must be able to fabricate all or part of a structure from drawings or blueprints with accuracy and in a reasonable amount of time.

to help the student better budget his money. The student is exposed to existing facilities in the community via field trips and outside speakers.

Successful completion of N.E.S. classes will prepare students for the Adult Basic Education classes. The attainment of basic reading and writing skills could also lead to an upgrading of employability.

ADULT BASIC EDUCATION CLASSES

This class, covering grades 4-6, is designed to give the under-educated adult student a basic education in math, English, science, and the social sciences. The development of reading skill is stressed. In addition to the core subjects, students are taught consumer education. They take field trips to different agencies within the community; speakers are brought in from the community to better acquaint the student with local services offered. This class will prepare the student for the General Education Development class and better their communication skills which are often important to prospective employers.

GENERAL EDUCATION DEVELOPMENT CLASSES

The attainment of the General Educational Development (G.E.D.) certificate is equal to the high school diploma and is accepted by both employers and higher schools of learning. The person with the G.E.D. certificate will find more opportunities for employment which lead to good pay and working conditions. The G.E.D. certificate will also satisfy, in part, college entrance requirements and give the student a chance to enroll in regular college work.

The G.E.D. course prepares the student for the G.E.D. test. Curriculum is centered around individualized learning to allow each student to work at his own rate. English, literature, science, history and math are presented to prepare the student for those areas on the G.E.D. test.

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 140. **Officiating of Basketball.** 2 Credits. This course is designed to provide the student with a background and understanding of the rules, regulations, and techniques of officiating basketball and to provide experience in the field.

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.

BUSINESS AND DISTRIBUTIVE EDUCATION DIVISION

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 needs and interests.

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

BUSINESS 100. American Business Systems. 5 Credits. A survey of the principles, problems, institutions, practices, private and governmental, affecting the world of business. Acquaintanceship with the students make a vocational choice within the business area.

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; production problems on business letters and forms, tabulations, reports, legal papers, 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 Bookkeeping 105 with further development of special journals, emphasizing partnership form of ownership. Study of consignment and installment sales; inventory valuation; prepaid expenses; long-lived assets; owner's equity for single proprietorships, partnerships, and corporations; annual reports; and interim financial statements. 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 dictation speed, 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 and protection of materials for duplication. The machines include: fluid and ink duplicators, photocopiers, and typewriters. Prerequisites: Typewriting, artistic skill, and mechanical dexterity helpful.

BUSINESS 117. **General Duplication Machines II.** 3 Credits. This course will emphasize planning and preparation of materials for printing on the offset press. The student is to develop operational skill competencies on the offset press. Prerequisite: Business 116.

BUSINESS 118. **Duplication Machines III — Publication Production.** 3 Credits. This course is designed to provide students with a degree of vocational competency in the operation of the offset press and photographic process, which include halftone methods, the use of contact screens, and the process camera. Prerequisite: Business 116 and Business 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 to 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 finan-

cial 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. A study of business psychology as it relates to personal development and adjustment in business. A study also of intergroup relations, collective behavior, one-to-one association, and the relationship of these interactions in the business field.

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. Machine operation is not stressed.

BUSINESS 146. Risk and Insurance. 3 Credits. A comprehensive study of insurance — the principles of risk bearing and the kinds of insurance contracts. Intended to provide practical knowledge in how to purchase and use insurance contracts for business purposes.

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 introductory course in finance with special emphasis on the various types of financial institutions and the role they play in our economy and society.

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 226, 227. 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 plus one hour each week in a seminar of human relations. 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 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 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 122, 123, 124, 225, 226, 227. **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 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.

MATHEMATICS AND SCIENCE 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 100. Survey of Mathematics. 5 Credits. Designed for students not majoring in science or mathematics. This course emphasizes manipulations of rational and irrational numbers, fractions, decimals, percentages and proportions. An introduction, without over emphasis on the mechanical procedures, to the nature of algebra and the basic concepts of plane geometry will be included.

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 221 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 Mathematics 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 of 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, machromolecular 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 1017, 102, 103. Prerequisite: One 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 galvanometric and volumetric analysis. Prerequisite: Chemistry 113 or instructor's permission.

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

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

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.

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.

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.

BEHAVIORAL AND SOCIAL SCIENCES DIVISION

ANTHROPOLOGY

Anthropology surveys the origins of mankind involving the processes of physical and cultural evolution; ancient man; preliterate 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. Prerequisite: Economics 201 or permission of the instructor.

GEOGRAPHY

Geography as a field of study takes numerous orientations. Different aspects may be emphasized; these aspects are of a regional, physical, cultural, economic, or cartographic nature.

GEOGRAPHY 130. World Regional Geography. 5 Credits. A study of the world's regions. Emphasis is placed on culture within the region as well as the landforms, climate, vegetation and soils of each region and how all these factors influence man's economic activities.

GEOGRAPHY 201. Geography of Anglo-America. 5 Credits. A course dealing with the physical, cultural, and economic features of the United States and Canada. Dynamic processes (as opposed to static) are studied and analyzed. Most of the course content is oriented toward the United States.

GEOGRAPHY 210. Geography of Colorado. 3 Credits. Colorado's land-forms; climate; flora and fauna; ethnic and cultural groups; and economy are examined and analyzed. The rural geography and urban geography of Colorado are also treated. Population and economic trends in Colorado are also examined.

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 frame-work 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 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 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 post-war 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 twofold. First, these courses are designed to 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 104. **Child Development.** 3 Credits. A study of the emotional and physical development of the normal child from infancy through childhood. Prerequisite: Psychology 101 or permission of instructor.

PSYCHOLOGY 205. **Psychology of Adolescence.** 3 Credits. A comprehensive study of the development of the adolescent in terms of physical, intellectual, emotional, and social growth. 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.

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 artists, architects, and sculptors.

ART 101. **Design.** 3 Credits. A practical application of basic design elements to sophisticated problems of two and three dimensional format.

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

ART 103. **Experimental Design.** 3 Credits. Individualized study and practice with the design elements to develop a personal attitude and stylization within particularized areas of the design possibilities. (ART 101, 102, AND 103 ARE TO BE TAKEN IN SEQUENCE).

ART 104, 105, and 106. **Drawing.** 3 Credits each. A sequential study of the practical application of the expressive medium of drawing. To further the ability of the student to visually record in a flexible and inventive manner. (To be taken in sequence.)

ART 210, 211, and 212. **Water-Media.** 3 Credits each. A study of the basic concepts and techniques of water color, water-media paints, and related media. (To be taken in sequence). Prerequisite: ART 101.

ART 215, 216, and 217. **Oil Painting.** 3 Credits each. A personalized approach to the painting concepts of oil paints/or plastic acrylics. (To be taken in sequence.) Prerequisite: Nine credits of studio art.

ART 218. **Ancient Art History.** 3 Credits. A study of art from the Pre-Historic through the Medieval Ages. Prerequisite: Sophomore standing.

ART 219. **Renaissance Art History.** 3 Credits. A study of art from the Renaissance in Italy and Flanders through the Romanticism of the 18th Century. Prerequisite: Sophomore standing.

ART 220. **Contemporary Art History.** 3 Credits. A study of the various movements in art in a chronological manner during the 19th and 20th Centuries.

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 centered on the writing of argumentative and critical papers with emphasis on 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. Prerequisites: English 101 or 102.

ENGLISH 240, 241, 242. Introduction to Creative Writing. 3 Credits. Instruction and practice in creative writing of types best suited to individual interest and talent. (To be taken in sequence.) 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 103. **Elementary Spanish.** 5 Credits. A continuation of Spanish 101 and Spanish 102. Prerequisite: Spanish 101 and Spanish 102.

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 101.

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 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 225. **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 226. **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 227. **American Literature: Realism and the Twentieth 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 264. **The Romantic Movement.** 3 Credits. The social and philosophical background of this movement supported by Wordsworth, Coleridge, Byron, Shelley and Keats.

ENGLISH 265. **Victorian Prose and Poetry.** 3 Credits. A study of the major Victorian writers with an emphasis on the correlation of history and literature.

ENGLISH 266. **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 or individual work 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 150. **Study Skills.** 1-3 Credits. This course will aid students in all phases of study skills. Instruction and practice will concentrate on skills needed for mastery of college textbooks, note taking, studying for tests, and test taking.

READING 154. **Developmental Reading I.** 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 155. **Developmental Reading II.** 1-3 Credits. Continuation of Developmental Reading 154. Prerequisite: Reading 154.

READING 156. **Developmental Reading III.** 1-3 Credits. Continuation of Developmental Reading 154 and 155. Emphasis on critical and versatile reading. Prerequisite: Reading 154 and Reading 155.

READING 157. **Advanced Reading.** 1-3 Credits. Instruction and practice in this individualized course concentrates on versatility in speed, vocabulary, and critical reading skills. Prerequisite: Reading 154 or permission of instructor.

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.

TECHNICAL, TRADES AND 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 FFA 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. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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 allied services.

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.

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 sub-systems 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 prop-

erly 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.

MECHANICAL AND CIVIL 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 aide or a laboratory assistant.

DRAFTING 121. Drafting I. 7 Credits. Drawing fundamentals, (linework, lettering). Geometric construction, dimensioning, orthographic projection, isometric projection. Auxiliary and sectional views, multi-view and pictorial drawings.

DRAFTING 122. Drafting II. 7 Credits. Intersections, developments, technical illustration drawing, dimension and tolerances, mechanical detail and working drawings.

DRAFTING 123. Drafting III. 7 Credits. Applied vocational drafting in the areas of architectural drafting, structural drafting, mapping and topography, electrical and electronics drafting, piping and vessel construction.

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 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.

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. Also basic welding, structural and architectural drafting are studied.

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 required for practical application.

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 reproductions in conventional, as well as publication form, 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 shading, 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 developments 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.

SMALL ENGINES

The Small Engines courses are designed for students enrolled in the Sportscraft and Specialty Engines Program. They are concerned with developing the skills necessary to repair and maintain engines ranging in sizes from fractional horsepower to multi-cylinder outboards and motorcycles.

SMALL ENGINES TECHNOLOGY 100. Small Engines I. 10 Credits. An orientation course to introduce the student to the tools and procedures used in the repair of small engines, a study of power mechanics involving construction and operating principles of the 2 and 4 cycle engine, and a treatment of the complete engine overhaul. Time is devoted to lecture-discussion periods and lab sessions.

SMALL ENGINES TECHNOLOGY 101. Small Engines II. 10 Credits. This area of study will cover: basic electricity (DC) in the areas of magnetism, the electron theory, electrical terms and properties, conductors, insulators and batteries. Also, operating principles and servicing of small engine ignition systems, and the more important chemical properties of oils and fuels plus the principles and servicing of the fuel system. Time is devoted to lecture-discussion periods and lab sessions.

SMALL ENGINES TECHNOLOGY 102. Small Engines III. 10 Credits. A course designed to cover treatment of engine tune-up and trouble-shooting, the operation and servicing of the electrical system

as used on many lawn and garden tractors, motorboats, motorbikes, snowmobiles etc., and specialized engine repairs involving machining operations. Time is devoted to lecture-discussion periods and lab sessions.

AUTOMOTIVE TECHNOLOGY

The automotive courses are designed to train a student in the knowledge and job entry skills necessary to qualify him for employment in the automotive field. This program stresses all aspects of automotive repair including brakes, transmissions, final drives, steering and suspension systems, fuel systems, tune-up, engines, electrical systems and advanced service practice.

AUTOMOTIVE TECHNOLOGY 131. Brakes, Transmission and Final Drives. 12 Credits. The first half of this course includes the study of brake systems, conventional, power, self-adjusting, and disc types. The second half is devoted to standard transmissions, overdrives, clutches, drive shafts and differentials.

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, oscilloscope, exhaust analyzer and all types of engine testers are used. 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 con-

ditioning 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 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, thermo-

dynamics, 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 Related 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. Problems of communication in the "world of work" and the technician's role are stressed. Some of the specific areas of study include group participation, reading skills improvement, and listening skills improvement.

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. Emphasis centers on the historical aspects of our industrial society development. With historical references as a background, modern business, labor and governmental institutions are studied to achieve an understanding of the interaction of these institutional areas.

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 117. **Small Engine Related Math.** 3 Credits. Students will solve practical problems involving measurements used in the small engine field, including fractions, decimals, percentages, ratios and formulas.

VOCATIONAL-TECHNICAL RELATED 118. **Small Engine Science.** 5 Credits. The small engine technician today requires a sound background in science as it relates to small engine work. This course is intended to present applied science for small engine mechanics, science which is meaningful and vital to competence in the small engine field.

VOCATIONAL-TECHNICAL RELATED 119. **Service Management.** 3 Credits. The course is intended to acquaint the small engine 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 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 123. **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 151. **Materials of Industry.** 3 Credits. Modern materials of construction and manufacturing industry. Ferrous, and non-ferrous, wood products, non-metallic materials, miscellaneous materials.

VOCATIONAL-TECHNICAL RELATED 152. **Introduction to Industry.** 3 Credits. Basic business practices — accounting, purchasing, distribution, industrial relations — organizations and management.

VOCATIONAL-TECHNICAL RELATED 153. **Engineering Problem Analysis.** 3 Credits. Investigation of the engineering approach to problem solutions. Various manufacturing and construction problems are analyzed and solutions developed.

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 (solids, 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 are 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 budgets 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 industrial environment, its problems and develop proposed guidelines for working effectively with associates and supervisors.

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.

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 supervised practical experience in fusion welding. Carbon steel of various thicknesses is welded in all positions and on all types of joints standard to industry. Additional work is done in alloy steels, stainless steels and non-ferrous alloys such as aluminum and magnesium.

With an understanding of the need for maintenance and repair, cast iron fusion welding, brazing, oxygen acetylene, straight line and shape cutting are also a part of the course.

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 machine torch cutting.

WELDING TECHNOLOGY 133. **Advanced Welding.** 12 Credits. This course is a continuation of position welding; also including hard-surfacing 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.

WELDING TECHNOLOGY 235. **Pipe and Heavy Plate Welding.** 12 Credits. Pipe welding with acetylene and arc are taught in this class. Class includes instruction on layout, cutting, leveling, tacking and welding basic pipe joints and heavy plate.

WELDING 236. **Special Problems in Welding.** 12 Credits. This class is planned to meet individual needs. The class is for students who want to concentrate on a particular welding technique or upgrade themselves in a special welding field.

HEALTH OCCUPATION 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.

AIMS COLLEGE COMMITTEE AND STAFF

AIMS COLLEGE COMMITTEE

- WAYNE FOSTER - - - - - President
 MARGARET HOUTCHENS - - - - - Secretary
 GEORGE BUSH - - - - - Treasurer
 LYNN PITCHER - - - - - Member
 VICTOR NOTTINGHAM - - - - - Member

AIMS COLLEGE STAFF

- JAMES R. ADAMS - - - - - Distributive Education
 B.A., University of Northern Colorado; Graduate Study, University of Northern Colorado, Adams State College; Eighteen years business experience.
- WILLIAM H. ADAMSON - - - - - Division Chairman, Technical
 B.S.E.E., University of Southern California; Graduate Study, University of California-Los Angeles, Colorado State University; Eighteen years industrial and military experience.
- HORACE E. ATKINSON - Director of Guidance and Student Activities
 B.A., University of Colorado; M.A., University of Northern Colorado; Advanced Graduate Study, University of Northern Colorado.
- FRANK L. BAILEY - - - - - Business Manager
 A.B., Western State College of Colorado; Graduate Study, University of Northern Colorado, University of Colorado, Adams State College.
- LARRY BATMAN - - - - - Mathematics
 B.A., University of Northern Colorado; M.A., University of Northern Colorado; Advanced Graduate Study, University of Northern Colorado, Colorado State University.
- MARVIN L. BAY - - - - - Aviation Technology
 B.S., Colorado State University; M.A., University of Northern Colorado.
- EDWARD R. BEATY - - - - - President
 B.S., University of Denver; M. Ed., Adams State College; Ed. D., University of Northern Colorado.

- GILBERT D. BORTHICK - Division Chairman, Trades and Industry
P.R.E., Colorado School of Mines; M.S., Colorado School of
Mines; Advanced Graduate Study, Colorado State University;
Nineteen years industrial experience.
- ARLIN W. BROWN - - - - - Division Chairman
Language Arts and Humanities
B.A., Eastern New Mexico University; M.A., Administration,
Western State College of Colorado; M.A., English, Western
State College of Colorado; Ed. D., University of Northern
Colorado.
- ROY E. CAMERON - - Division Chairman, Science-Mathematics
B.S., University of Illinois; M.S., University of Illinois; Ad-
vanced Graduate Study, Purdue University, Illinois Institute
of Technology, Eastern Illinois University, Northern Illinois
University, University of California — Berkeley, University
of Northern Colorado.
- FRANCIS C. COMPESTINE - - - - - Mathematics, Science
B.A., Arizona State University; M.S., New Mexico Highlands
University; Advanced Graduate Study, Michigan State Uni-
versity, University of Washington, University of Northern
Colorado.
- HENRY M. DE PETRO - - - Associate Director-Operation Bridge
A.A., Southern Colorado State College; B.A., Southern Colo-
rado State College; M.A., University of Northern Colorado;
Advanced Graduate Study, University of Northern Colorado
- JAY F. DIKKERS - - - - - Humanities
B.A., University of Northern Iowa; M.A., University of Iowa;
M.F.A., University of Iowa.
- J. PHILLIP EDWARDS - - - - - Electronics Technology
B.A., University of Northern Colorado; Graduate Study, Uni-
versity of Northern Colorado; Nine years military and indus-
trial electronics experience.
- MARTHA EERKENS - - - - - English, Humanities
B.S., University of Oregon; M.A., University of California-
Berkeley.
- GENE A. FREDERICK - - - - - Economics, Sociology
B.S., University of Missouri; M.A., Adams State College; Ad-
vanced Graduate Study, Purdue University, University of
Northern Colorado.
- PAUL W. GAISER - - - Director, Vocational-Technical Education
B.A., University of Northern Colorado; Graduate Study, Uni-
versity of Northern Colorado, Colorado State University; Nine
years business and industrial experience.

- R. ARTHUR GIESICK - - - - - Mechanical and Civil
Engineering Technology
B.A., University of Northern Colorado; Nationally certified
as an engineering technician by I.C.E.T.; Ten years as drafts-
man, designer, with consulting engineering firm.
- LARRY A. GORGEN - - - - - Humanities
B.A., Kearney State College; M.A.T., Washington State Uni-
versity; Ed.S., University of Northern Colorado.
- DONALD T. HARRIS - - - - - Science
B.S., Western Kentucky State University; M.A. Western Ken-
tucky State University.
- GALE E. HEIMAN - - - - - Business
A.B., University of Northern Colorado; M.A., University of
Northern Colorado; Advanced Graduate Study, Southwestern
University Law School, University of Colorado.
- B. JIM HEIN - - - - - Automotive Mechanics
Ten years trade experience; attending Colorado State Uni-
versity.
- DAVID O. HENDRICKS - - - - - Speech
B.A., University of Northern Colorado; M.A., University of
Northern Colorado.
- JOHN C. HICKMAN - - - - - Welding
Eighteen years in welding media — eight years in field, con-
sisting of production welding, bridge construction, gas pipe-
lines and maintenance welding; Ten years in teaching, test-
ing and laboratory work.
- JAMES C. JOKERST - - - - - Vocational Counselor
B.A., University of Arizona; M.A., University of Northern
Colorado.
- GERALD L. KARST - - - - - Sociology
B.A., University of Northern Colorado; M.Ed., Colorado State
University.
- DONALD E. KERBS - - - - - Office Production
Vocational course work at the University of Northern Colo-
rado; Ten years in graphics field.
- ELTON KEITH LANE - - - - - Mathematics
B.S., West Texas State University; M.S., West Texas State
University; Advanced Graduate Study, West Texas State Uni-
versity.
- RICHARD A. LAUGHLIN - - - - - Dean of Students
B.S., University of Colorado; M.P.S., University of Colorado;
Advanced Graduate Study, University of Colorado.

- EARL H. PHILLIPS, JR. - - - - Instructional Resources Center
A.S., Southern Utah State College; B.S., Southern Utah State
College; M.A., University of Northern Colorado; Advanced
Graduate Study, Southern Utah State College, University of
Northern Colorado.
- ROBERT N. RANGEL, JR. - - - - Coordinator Special Needs
B.A., University of Northern Colorado.
- JAMES G. RAYMOND, JR. - - - - Registrar
B.A., Colorado College; B.A., St. Benedict's College; M.A.,
University of Northern Colorado; Advanced Graduate Study,
University of Northern Colorado.
- BARBARA G. REALE - - - - Learning Laboratory, Reading
A.A., Temple Buel; B.A., University of Northern Colorado;
M.A., University of Northern Colorado; Advanced Graduate
Study, University of Northern Colorado, Colorado University.
- DELBERT J. REIFF - - - - Area School Guidance Specialist
B.A., Loras College; M.A., University of Northern Colorado;
Ph. D., University of Northern Colorado.
- VICTOR RIBICH - - - - Area School Placement Specialist
24 years sales and industrial experience.
- JAMES (LYN) ROBINSON - - - - Science
B.S., University of New Mexico; M.S., University of New
Mexico; Advanced Graduate Study, University of Kansas.
- JAMES K. ROORDA - Coordinator of Adult and Evening Programs
B.S., University of Northern Colorado; M.A., Colorado State
University.
- CHRISTOPHER C. SHEATS, JR. - - - - Science
B.E., University of Southern California; M.A., Adams State
College; P.E. in Colorado and California; 25 years military
and industrial experience.
- ESTHER SIMS - - - - English, Journalism
B.A., University of Colorado; M.A., University of Colorado;
Advanced Graduate Study, University of Colorado.
- RUTH SLOMER - - - - Counseling
B.S., Illinois State University; M.A., Western State College;
Advanced Graduate Study, University of Colorado, Adams
State College, University of Northern Colorado, Colorado
State University, Denver University.
- DOROTHY STEWART - - - - English
B.A., University of Northern Colorado; M.A., University of
Northern Colorado.

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