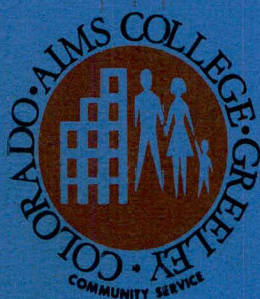


MSI Separator Sheet



MSI2010

1972-1973



AIMS COLLEGE

1972-1973

AIMS COLLEGE

ESTABLISHED 1967



1972-1973 CATALOG

A COMMUNITY COLLEGE
SERVING NORTH-CENTRAL COLORADO

P.O. BOX 69

GREELEY, COLORADO 80631

PHONE (303) 353-8008

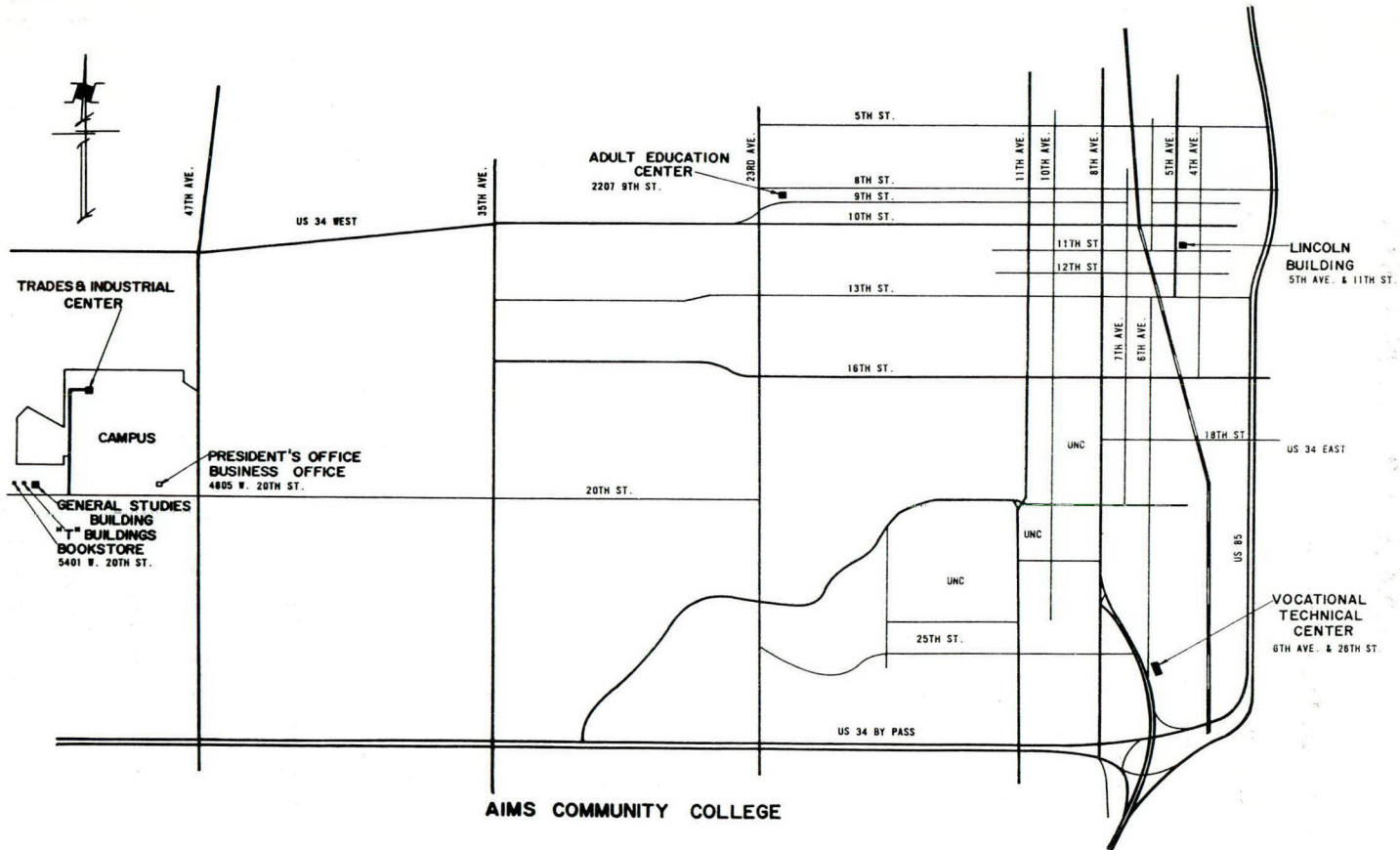


TABLE OF CONTENTS

Honors	- - - - -	11
Course Cancellations	- - - - -	11
Course Challenging	- - - - -	11
Course Load	- - - - -	11
Course Numbering	- - - - -	12
Course Placement	- - - - -	12
Auditing of Courses	- - - - -	12
Adding and Dropping Courses	- - - - -	12
Attendance	- - - - -	12
Final Examinations	- - - - -	13
Withdrawal	- - - - -	13
Dismissal	- - - - -	13
Requests for Transcripts	- - - - -	13
Graduation Requirements	- - - - -	13
Library	- - - - -	19
Instructional Resources Center	- - - - -	19
GENERAL STUDIES	- - - - -	13
COURSE DESCRIPTIONS	- - - - -	56
AIMS COLLEGE COMMITTEE AND STAFF	- - - - -	103
INDEX	- - - - -	109

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 and in September 1967, Aims College opened with nine hundred students enrolled in day and evening programs.

Enrollment during 1971 reached nearly four thousand. The diverse needs of the students have caused a great increase in the number of classes and programs offered. During the 1971-72 school year, Aims offered 22 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 large campus area would be needed. In 1969, a 175 acre tract of land west of Greeley was purchased as a site for a permanent campus. During the summer of 1971, ten additional acres were purchased, along with a 50,000 square foot building which has become a general classroom facility. In the fall of 1971, the first new building of Phase I was completed, the Trades and Industrial Center.

PHILOSOPHY

Three concepts are fundamental to the educational philosophy of Aims College: 1) Every individual possesses intrinsic worth; 2) An educational environment should foster development of intellectual, social, and physical skills appropriate to the individual's abilities; 3) In our complex and dynamic society ideas are as essential as facts. The student should have available an environment which stimulates the discovery and the exchange of ideas. He may then use creatively the subject matter and technical knowledge toward realizing significant, specific values and goals.

Aims College is an integral part of the community. The college tries to spend its funds effectively for the steady improvement of its curriculum, its cultural offerings, and its physical appearance. Aims College is aware of its dual responsibility to provide programs of study in the liberal arts sciences which are academically equivalent to lower division programs in four-year colleges, and to provide technical, semi-professional, and general curricula for the individual who may complete his formal education at the community college.

Aims College is dedicated to meeting the needs of the residents

of the district for education beyond the high school level. To accomplish this, the college sets forth the following objectives:

TO PROVIDE EDUCATIONAL OPPORTUNITY FOR THE DEVELOPMENT OF OCCUPATIONAL COMPETENCY. The College offers courses which qualify men and women, through degree programs and short courses, to enter an occupational field adequately equipped with both skills and technical knowledge.

TO PROVIDE FIRST AND SECOND YEAR, LOWER DIVISION, REQUIREMENTS EQUIVALENT TO THOSE OF A UNIVERSITY OR FOUR-YEAR COLLEGE. The College offers courses which students may transfer to upper-division study at a four-year college or university.

TO ALLOW A STUDENT THE OPPORTUNITY TO OVERCOME GRADE OR SUBJECT DEFICIENCIES EXPERIENCED IN HIS OR HER PREVIOUS EDUCATIONAL BACKGROUND AT WHATEVER LEVEL. Successful completion of classes and/or programs at Aims College can lead to upper division standing at a four-year institution.

TO PROVIDE ASSISTANCE TO STUDENTS IN BECOMING PERSONALLY AND SOCIALLY INTEGRATED, SELF-SUFFICIENT AND VOCATIONALLY COMPETENT. A guidance and counseling program offers assistance, in conjunction with instruction, to the student in "understanding himself." Concerted effort is made by counselors and instructors to identify the aptitudes of the student and to successfully assist in choosing an appropriate career.

TO PROVIDE "LIFE-LONG" CONTINUING EDUCATIONAL OPPORTUNITIES FOR THE ADULTS OF THE COMMUNITY THROUGH A PROGRAM OF INSTRUCTION FOR VOCATIONAL UPGRADING, GENERAL EDUCATION, AND CULTURAL DEVELOPMENT.

AIMS COLLEGE IS COMMITTED TO PROVIDING STUDENTS WITH TRAINING WHICH GIVES AN INSIGHT INTO THEIR RESPONSIBILITIES FOR THE PERPETUATION AND IMPROVEMENT OF OUR DEMOCRATIC FORM OF GOVERNMENT.

PURPOSES

Aims College was founded in order to meet a wide variety of educational needs in north central Colorado. Very broadly, the purposes of Aims College are to provide the following:

- A. College parallel courses to enable students to transfer credits earned to a four year college.
- B. Occupational education to help prepare students for initial employment, or advancement in their area of employment.

- C. General and developmental education for those who wish to achieve a higher educational level.
- D. Counseling and guidance, both personal and career, to enable the student to more clearly define his goals.
- E. Community Services for the entire service area to insure that the total population, young and old, receives full benefit from the college.

APPROVAL

The operation of Aims College is approved 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

ADMISSIONS

NO WELD COUNTY RESIDENT 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.

Application for admission to Aims College. If a student wishes to attend Aims College in order to pursue a program of self-improvement or for 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 fees.

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) Complete a student information sheet. The student must record his social security number on the information sheet.
- (c) Provide a complete transcript of all high school and college credits and a certified record of G.E.D. scores if applicable.

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.

FEES

Fee charges at Aims College are dependent upon the student's residency status.

In-District Students	- - - -	\$4.00 per credit hour
Out-of-District Students	- - -	6.00 per credit hour
Out-of-State Students	- - -	24.00 per credit hour

ALL FEE CHARGES ARE SUBJECT TO CHANGE BY THE GOVERNING BOARD OF THE COLLEGE AS, CIRCUMSTANCES MAY REQUIRE, WITHOUT NOTICE.

FINANCIAL OBLIGATIONS OF STUDENTS

The financial obligations of students to the college, such as payments for 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.

FINANCIAL AIDS

Aims College has several programs to financially assist qualified students. To apply for such awards a student must: (1) Complete procedures 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 \$45 quarterly 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, or secondary school 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.

FEDERAL COLLEGE WORK-STUDY PROGRAM (FCWSP) 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.

STATE COLLEGE WORK-STUDY PROGRAM (SCWSP) provides a 15 hour per week (maximum) on-campus job while school is in session at \$1.60 per hour. Students may, with the consent of the Director of Financial Aid and if funds allow, work 40 hours per week during vacation periods. The student arranges his working schedule between his class hours. Priority for these on-campus jobs must go to the students having documented need.

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 most 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 student 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.

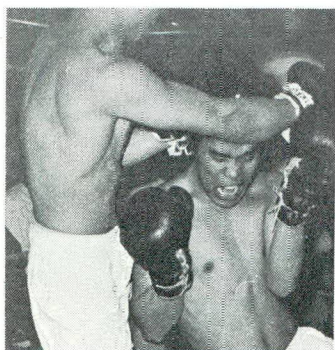
SCHOLARSHIPS are awarded to a limited number of students each year who demonstrate high scholastic ability and financial need. Students who apply for financial aid are given consideration for these awards.

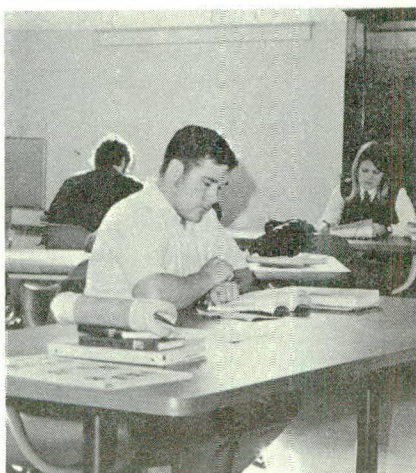
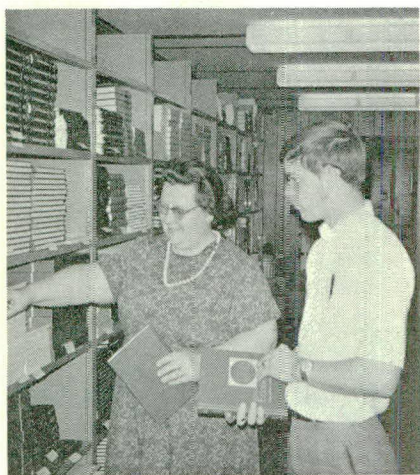
The scholarships available and the number awarded per year are as follows:

- Aims College Faculty Association (2)
- 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 Emblel Club of Alaska (1)
- Latin American Educational Foundation (1)
- George M. Houston Memorial Scholarship (1)
- Civil Air Patrol (1)
- Federal Women's Clubs of Greeley (1)
- Colorado Masons Scholarship Fund (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.

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.

DEFERRED PAYMENT. Aims College provides deferred tuition payment for economically disadvantaged students. This loan may be obtained quarterly through an application submitted to the Director of Financial Aids. A down payment of one-third of all tuition costs must be made at the time an eligible student assumes this obligation. For further information, write to the attention of the Director 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 students 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 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.

The Guidance Center is an entirely confidential service and operates under ethical codes established by the American Psychological Association and the American Personnel and Guidance Association. Confidential information is never given to anyone, outside agencies or the college administration, without consent from the student involved.

Any student enrolled at Aims College may avail himself of these services. Emphasis is placed on helping all students with any problems that interfere with achieving success at the college. Since the service is entirely voluntary, the student must initiate contact, or be referred by a member of the professional staff, in order to receive assistance. Students seeking assistance may contact the Guidance Center.

The Guidance Center staff assists students in the following areas:

- (a) General progress in college
- (b) Educational planning
- (c) Ability and aptitude evaluation
- (d) Personal interest
- (e) Personal, family or marriage counseling
- (f) Career planning
- (g) Orientation
- (h) Self exploration groups

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

Each student is assigned a faculty advisor who becomes conversant with his background, aptitudes and educational objectives, and who takes a personal interest in his education and welfare. Generally his advisor is associated with the student's major field of study.

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.

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.

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. 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 reasons, been delayed in completing the required work. Incompletes are to be made up according to an agreement between the instructor and the student.

Learning accomplishment at a level judged to be 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, obtain a challenge form from the Office of Admissions and Records and pay in advance the course fee at the Business Office. 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 faculty 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 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 or advisor. Program change forms may be obtained in the Office of Admissions and Records.

ATTENDANCE

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 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 Office of Admissions and Records. 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 Office of Admissions and Records. There is no charge for this service.

GRADUATION REQUIREMENTS

The general requirements for receipt of either an Associate Degree in Arts and 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 Guidance Center.

Students must make application for graduation one quarter prior to anticipated date of graduation. Forms are available in the Office of Admissions and Records and must be submitted to the student's faculty advisor.

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.

ASSOCIATE DEGREE IN ARTS AND SCIENCES

TOTAL MINIMUM CREDIT REQUIREMENT - - - 96

COMMUNICATIONS SKILLS - - - - - 9

~~English~~ Freshman Composition 101, 102 and 103 - - - - 6

(Freshmen must take two of the three composition courses.)

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

Composition and Literature

~~English~~

~~English~~ 103 — ~~Freshman Composition~~ - - - - 3

~~English~~ 135 — Introduction to Fiction - - - - 3

~~English~~ 136 — Introduction to Drama - - - - 3

~~English~~ 137 — Introduction to Poetry - - - - 3

Intermediate Writing

~~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

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

Art

Art 100 — Introduction to Art - - - - 3

Music

Music 101 — Fundamentals of Music - - - - 5

Music 210, 240, 270 — Music Appreciation - - - 3

Literature

English 135 — Introduction to Fiction - - - - 3

English 136 — Introduction to Drama - - - - 3

English 137 — Introduction to Poetry - - - - 3

English 225 — American Literature - - - - 3

English 226 — American Literature - - - - 3

English 227 — American Literature - - - - 3

English 250 — Contemporary Drama - - - - 3

English 251 — Contemporary Poetry - - - - 3

English 262 — The Restoration and Eighteenth Century 3

English 264 — The Romantic Movement - - - - 3

English 265 — Victorian Prose and Poetry - - - 3

English 266 — Contemporary English Literature - - 3

English 270 — Shakespeare - - - - 3

English 271 — Shakespeare - - - - 3

SOCIAL SCIENCE - - - - - 15

Select one of the following three courses:

Psychology 101 — General Psychology - - - - 5

Sociology 101 — Introduction to Sociology - - - 5

Anthropology 101 — Introduction to Anthropology - 5

AND

Ten additional hours selected from two of the following three areas:

Economics

Economics 100 — Introduction to Economics - - - 5

Economics 107 — Economic Geography - - - - 5

Economics 201 — Principles of Economics - - - 5

Economics 202 — Principles of Economics - - - 5

History

History 101 — History of World Civilization - - - 5

History 102 — History of World Civilization - - - 5

History 103 — History of World Civilization - - - 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

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

ADULT EDUCATION

Classes are offered in a number of instructional areas for the person who is desirous of broadening his 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. Adult education classes are also offered in communities outside Greeley. These include Ault, Eaton, Windsor, Kersey, Johnstown, Gilcrest, Ft. Lupton, Keenesburg, Grover, Briggsdale, and New Raymer.

Examples of classes which may be offered are upholstery, interior decorating, income tax preparation, farm records, stainglass crafts, metal casting, and welding.

Persons interested in further information should contact the Coordinator of Adult & Evening Division.

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 adult 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 7-10 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.

BASIC EDUCATION

NON-ENGLISH SPEAKING CLASSES (NES)

This class is for individuals who cannot speak English fluently. English as a second language is taught in order to upgrade communication skills to enable the student to move easily in the community in which he lives. Consumer education is also taught 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 Class (A.B.E.) where he can learn the skill of reading and writing.

EDUCCION FUNDAMENTARIA

CLASES PARA APRENDER INGLES

Estas clases son para estudiantes que decian hablar ingles. Se aprende ingles como el lenguaje secundario de tal estudiante.

Se aprende hablar ingles para mejora comunicacion y conocimiento en el pueblo donde viven. Tal vez se aprende algo de comercia (ventas por el menor o ventas al mayor.) Por oradores y viajes en el pueblo donde vive se da conocimiento de oficios propios y publicos.

ADULT BASIC EDUCATION CLASSES

A.B.E.

This class, covering grades 1-7, is designed to give the under-educated adult student a basic education in reading and math, with emphasis also on English, science and social studies.

In addition to the core curriculum, students are taught: (1) work orientation, (2) health-nutrition, (3) consumer education, (4) parent and family life, and (5) practical government.

The class takes field trips both in and outside of the community; speakers are brought in to better acquaint the student with local and state services.

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 schools of higher education. The person with the G.E.D. certificate will find more opportunities for employment which leads 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 to take 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.

INSTRUCTIONAL RESOURCES CENTER

LIBRARY

The college library which opened in January 1971 functions as a part of the Instructional Resources Center, distributing information through a variety of media: books, periodicals, microfilm, tapes and recordings. The integration of print and nonprint materials is a philosophy of the library.

The chief purpose consists in interacting as an integral part of the total curriculum to give depth of meaning to the total educational program through information and research tools.

The book collection consists of some 10,000 volumes and some 3,000 pieces of nonprint material. The collection reflects both the vocational and the academic transfer programs offered at Aims Community College.

About 100 periodical titles covering a wide variety of subject matter are received; and the library subscribes to seven newspapers. Microfilms of some periodicals are available beginning with 1965. The stacks of the regular collection are open to students and instructors and such books circulate for two weeks.

AUDIO-VISUAL EQUIPMENT AND DUPLICATING SERVICES

The audio visual equipment and duplicating services division of the IRC provides equipment and materials in support of the total

instructional program, servicing all the day, evening and extension classes. Production of such graphic materials as charts, graphs, posters and overhead transparencies, and such photographic materials as slides, films, filmstrips and photographs is provided for the instructional program.

Photocopy, mimeograph and spirit duplication equipment is available for the duplication requests of the instructors and service areas of the college.

The AV and duplicating service is open at 7 a.m. and closes at 10 p.m. Monday through Thursdays. On Friday the AV and duplication service closes at 5 p.m.

OCCUPATIONAL EDUCATION

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.

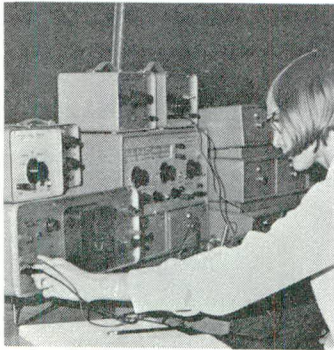
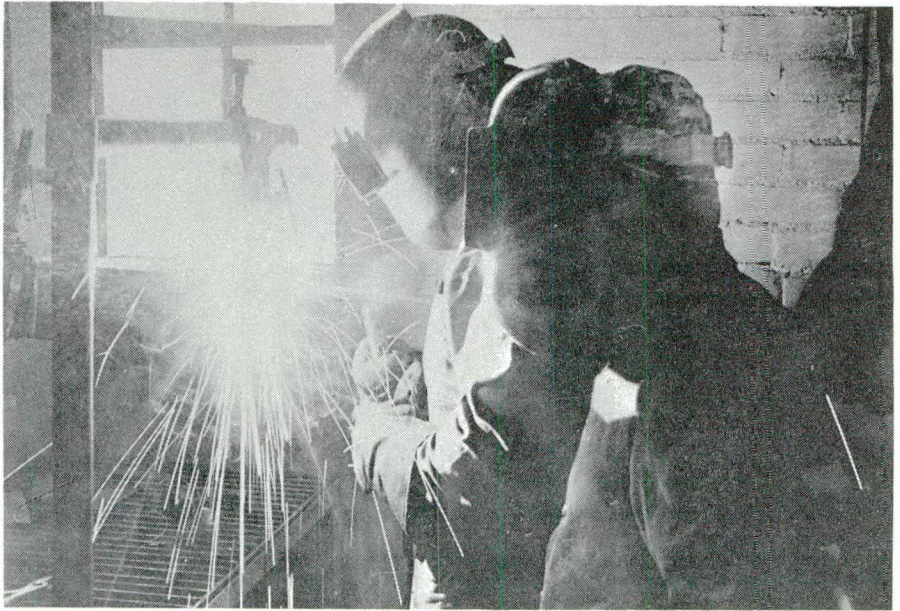
Since the purpose of vocational-technical programs is to prepare students for entry level employment, programs are developed on the basis of detailed study of existing and potential needs of business, industry and government. Advisory committees are formed to aid in determining what trained personnel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

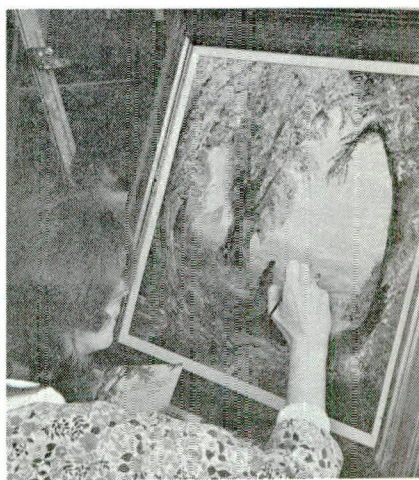
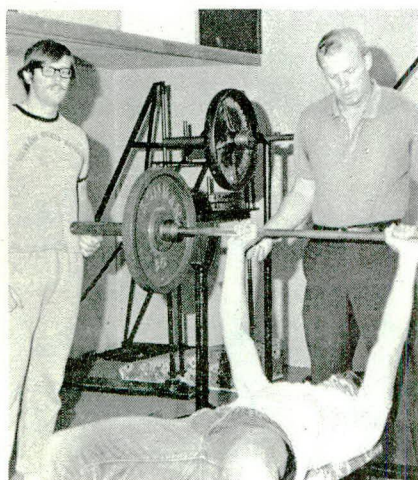
Many opportunities are available through short term course offerings at Aims College. These are developed as the need arises and current offerings in short term vocational technical programs.

PROGRAMS

Business and Distributive Education Division Programs

Associate in Applied Science - - - - - 6 Quarters
 Mid-Management - Distributive Education
 Office Occupations - Office Clerical
 Office Occupations - Office Supervision
 Office Occupations - Stenographic and Secretarial





Certificate in Occupational Education	- - -	3 Quarters
Mid-Management		
Office Occupations - Clerk-Bookkeeper		
Office Occupations - Clerk-Steno		
Office Occupations - Clerk-Typist		
Office Production - Duplication Machines		

Technical Division Programs

Associate in Applied Science	- - - - -	6 Quarters
Aviation Technology		
Electronics Technology		
Fire Science Technology		
Police Science		
Certificate in Occupational Education	- - -	3 Quarters
Nurse Assisting and Home Health Aide		

Trade and Industrial Division Programs

Associate in Applied Science	- - - - -	6 Quarters
Automotive Body Repair		
Automotive Mechanics Technology		
Child Care and Teacher Aide		
Mechanical and Civil Engineering		
Technical Illustration		
Welding		
Certificate in Occupational Education	- - -	6 Quarters
Building Construction	- - - - -	6 Quarters
Drafting	- - - - -	3 Quarters
Sportcraft and Specialty Engines Mechanics		3 Quarters

**MID-MANAGEMENT - DISTRIBUTIVE-EDUCATION
ASSOCIATE IN APPLIED SCIENCE DEGREE**

COURSE LENGTH: 6 Quarters.

THE WORK OF MID-MANAGEMENT PERSONNEL: The Mid-Management Program in business is designed to develop the fundamental skills, knowledge, attitudes, and experience which enables both men and women to function in positions of responsibility as supervisors or junior executives.

The student will receive on-the-job training with normal pay in selected marketing institutions.

The constant changes in marketing methods and techniques make management an endless challenge. Business leaders are con-

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 205 (5)
- Business Law, BUS 255 (5)
- Business and Banking, BUS 201 (5)
- Principles of Marketing, DE 261 (5)

Total Second Year	- - - - -	50
TOTAL	- - - - -	99

**OFFICE OCCUPATIONS - OFFICE CLERICAL
ASSOCIATE IN APPLIED SCIENCE DEGREE**

COURSE LENGTH: 6 Quarters.

DESIRABLE CHARACTERISTICS: Ability to perform routine tasks, dexterity in operating machines, neatness of appearance and work, honesty, ability to take responsibility, ability to work with other people, pleasing voice.

THE WORK OF AN OFFICE CLERK: Receive callers; answer telephone; type financial reports, letters, office forms; open and route incoming mail; verify invoice totals; operate calculating and duplicating machines; file correspondence; keep payroll records.

OPPORTUNITIES IN THE OFFICE CLERICAL FIELD:

- Receptionist
- File Clerk
- Payroll Clerk
- Calculating Machines Operator
- Duplicating Machines Operator
- General Typist
- General Office Work

PROGRAM GOAL: The goal of the program is to provide the student fundamental skills for employment in a variety of offices and to develop a flexible attitude that will enable the student to adjust to a number of given office situations.

DESIRABLE CHARACTERISTICS: Intellectual capacity and interest sufficient to acquire an understanding of systematic, numerical, recordkeeping and data-gathering procedures; attention to detail, tact, courtesy, honesty, neat appearance, good memory, and ability to work with others.

THE WORK OF AN OFFICE SUPERVISOR: May involve collecting, compiling and checking information for accuracy; the preparation of reports and keeping of records; performing arithmetic computations and preparing numerical codes with the aid of typewriters and other business machines; checking, entering and posting verbal and numerical data on stocklists, ledgers, registers, and similar record forms.

OPPORTUNITIES IN THE OFFICE SUPERVISION FIELD:

- Insurance Clerk
- Personnel Clerk
- Claims Clerk
- Collector
- New Accounts Clerk
- Order Clerk
- Reservation Agent
- Ticket Agent
- General Office Employee

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: - - - - -	6
Total First Year - - - - -	48

PROGRAM GOAL: The goal of the program is to provide students with job entry skills which will allow them to enter and proceed as beginning or re-entry office employees.

First Year:	Credits
Freshman Composition, ENG 101 - - - - -	3
Beginning Typewriting, BUS 101 - - - - -	3
Intermediate Typewriting, BUS 102 - - - - -	3
Advanced Typewriting, BUS 103 - - - - -	3
*Beginning Gregg Shorthand, BUS 110 - - - - -	5
*Second Quarter Gregg Shorthand, BUS 111 - - - - -	5
Or Alphabet Shorthand, BUS 120 - - - - -	5
Alphabet Shorthand Speed Building, BUS 121 - - - - -	5
American Business Systems, BUS 100 - - - - -	5
Business Mathematics, BUS 115 - - - - -	5
College Bookkeeping I, BUS 105 - - - - -	5
College Bookkeeping II, BUS 106 - - - - -	5
Electives: - - - - -	6
Total First Year - - - - -	58
 Second Year:	
Third Quarter Gregg Shorthand, BUS 112 - - - - -	5
Advanced Gregg Shorthand, BUS 113 - - - - -	5
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
Adding and Calculating Machines, BUS 161 - - - - -	3
Introduction to Automated Data Processing, BUS 144 - - - - -	3
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 - - - - -	106

*Students may substitute Alphabet Shorthand for Gregg Shorthand.

**MID-MANAGEMENT - DISTRIBUTIVE EDUCATION
CERTIFICATE IN OCCUPATIONAL EDUCATION**

COURSE LENGTH: 3 Quarters.

THE WORK OF MID-MANAGEMENT PERSONNEL: The Mid-Management Program in business is designed to develop the fundamental skills, knowledge, attitudes, and experience which enable both men and women to function in positions of responsibility as supervisors or junior executives.

	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
Principles of Advertising, DE 150	- - - - 5
Principles of Management, DE 262	- - - - 5
 Recommended Electives:	
Principles of Merchandising, DE 101	(5)
Business and Banking, BUS 201	(5)
 TOTAL	 - - - - - 51

**OFFICE OCCUPATIONS - CLERK-BOOKKEEPER
CERTIFICATE IN OCCUPATIONAL EDUCATION**

COURSE LENGTH: 3 Quarters.

DESIRABLE CHARACTERISTICS: Speed and accuracy in mathematical calculations, memory for detail, ability to concentrate for long periods, organizational ability and neatness of work and dress.

THE WORK OF A CLERK-BOOKKEEPER: Assists with financial record-keeping of a business; calculates employee wages from plant records or timecards; maintains employee wage records; may prepare withholding, Social Security, and other tax reports; maintains inventory records; prepares and mails customer statements; processes purchasing records; records business transactions in journals, ledgers, and on special forms, and transfers entries from one accounting record to another.

OPPORTUNITIES IN THE CLERK-BOOKKEEPER FIELD:

- Assistant Bookkeeper
- Payroll Clerk
- Stock Clerk
- Billing Clerk
- Posting Clerk
- Invoice Control Clerk

PROGRAM GOAL: The goal of the program is to provide the students with job entry skills of a clerk-bookkeeper.

	Credits
Beginning Typewriting, BUS 101 - - - - -	3
Intermediate Typewriting, BUS 102 - - - - -	3
Business Mathematics, BUS 115 - - - - -	5
Freshman Composition, ENG 101 - - - - -	3
College Bookkeeping I, BUS 105 - - - - -	5
College Bookkeeping II, BUS 106 - - - - -	5
Adding and Calculating Machines, BUS 161 - - - - -	3
Office Procedures, BUS 141 - - - - -	5
Personal Development and Human Relations in Business, BUS 143 - - - - -	3
Electives: - - - - -	15
TOTAL - - - - -	50
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

*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.

Recommended Electives:

	Credits
Introduction to Automated Data Processing, BUS 144	3
Adding and Calculating Machines, BUS 161 - - -	3
College Bookkeeping I, BUS 105 - - - - -	5
College Bookkeeping II, BUS 106 - - - - -	5
Introduction to Duplication Machines I, BUS 116 - -	3
American Business Systems, BUS 100 - - - - -	5
Consumer Economics, BUS 148 - - - - -	3
Speech Essentials, SPE 100 - - - - -	3
General Psychology, PSY 101 - - - - -	5

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

*Contingent upon the student's entering ability.

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

**OFFICE OCCUPATIONS - CLERK-TYPIST
CERTIFICATE IN OCCUPATIONAL 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.

OPPORTUNITIES IN THE DUPLICATING MACHINES FIELD:

- Print Shop Assistant
- Bindery Worker
- Small Press Operator
- Copy Center Operator
- Duplicating Machines Operator in an insurance company of-
fice, 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 II Publication	
Production, BUS 118 - - - - -	3
Freshman Composition, ENG 101 - - - - -	3
Freshman Composition, ENG 102 - - - - -	3
Beginning Typewriting, *BUS 101 - - - - -	3
Intermediate Typewriting, BUS 102 - - - - -	3
Advanced Typewriting, BUS 103 - - - - -	3
Business Communications, BUS 107 - - - - -	3
American Business Systems, BUS 100 - - - - -	5
Personal Development and Human Relations in Business, BUS 143 - - - - -	3
Office Procedures, BUS 141 - - - - -	5
Graphic Design and Duplication I, BUS 222 - - - - -	3
Graphic Design and Duplication II, BUS 223 - - - - -	3
Graphic Production III, BUS 224 - - - - -	3
Electives: - - - - -	0-3
Advanced Design, ART 102 (3) -	
Drawing, ART 104 (3)	
TOTAL - - - - -	49

*Contingent on student's entering ability.

AVIATION TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE DEGREE

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

Second Year:

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

*Conducted at Airport

**CHILD CARE AND TEACHER AIDE PROGRAM
ASSOCIATE IN APPLIED SCIENCE PROGRAM**

COURSE LENGTH: 6 Quarters.

PREPARATION: Generally the Colorado Certification requires 18 credits in Child Growth and Development and Nursery School Education, 4.5 credits in Psychology, 4.5 credits in Sociology, 3 credits in Nutrition and 6 credits in Administration of a Pre-School or Day Care Program.

OPPORTUNITIES IN THE CHILD CARE TEACHER AIDE FIELD: Upon completion of the program, the student may have two job opportunities: as a teacher aide in the public schools or as a certified employee by state regulatory laws in child care centers.

PROGRAM GOALS: The overall goal is to provide the student with job entry skills to seek a position in either of these areas.

Child Growth and Development I, CCT 104	-	-	-	3
Child Growth and Development II, CCT 105	-	-	-	3
Play and Creative Environment, CCT 110	-	-	-	3
Supervised Student Participation I, CCT 130	-	-	-	5
Methods of Teaching the Young Child I, CCT 140	-	-	-	4
Supervised Student Participation II, CCT 135	-	-	-	5
Nutrition for Young Children, CCT 145	-	-	-	3
Seminar in Business and Audiovisual Machines, CCT 150				3
Methods of Teaching the Young Child II, CCT 210	-			4
TOTAL	-	-	-	45

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 servomechanisms, 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 suitable hand tools. 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.

Second Year:

Industrial Electronics, ELT 261	-	-	-	-	-	-	-	8
Communication Circuits, ELT 262	-	-	-	-	-	-	-	6
Industrial Economics, VTR 205	-	-	-	-	-	-	-	3
Introduction to Digital Computers, ELT 263	-	-	-	-	-	-	-	8
Communication Systems, ELT 264	-	-	-	-	-	-	-	6
Industrial Psychology, VTR 203	-	-	-	-	-	-	-	3
Digital Computers II, ELT 265	-	-	-	-	-	-	-	6
Electronic Design and Fabrication, ELT 266	-	-	-	-	-	-	-	3
Introduction to New Electronic Developments, ELT 267	-	-	-	-	-	-	-	3
Electronics Drafting, VTR 204	-	-	-	-	-	-	-	3
Oral Communication in Industry, VTR 104	-	-	-	-	-	-	-	3
Total Second Year	-	-	-	-	-	-	-	<u>52</u>
TOTAL	-	-	-	-	-	-	-	<u>103</u>

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.
- (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
									45
Total In-Service Credits	-	-	-	-	-	-	-	-	45
									104
TOTAL	-	-	-	-	-	-	-	-	104

POLICE SCIENCE PROGRAM

ASSOCIATE IN APPLIED SCIENCE DEGREE

COURSE LENGTH: Variable (Normally two years).

PREPARATION: High School education or G.E.D. and be prepared to accept training as prescribed by departmental regulations and city ordinances and resolutions. Height, weight and vision standards may be obtained from the College Counseling Office.

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. Marshal
 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. These will be obtained through the following:

1. Twenty-six credit hours will be taught at Aims College 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	-	-	-	-	-	<u>59</u>

Additional Courses:

Police Procedure, POLICE SCI 105	-	-	-	-	-	4
Safety Education, POLICE SCI 110	-	-	-	-	-	3
Traffic Control and Accident Investigation, POLICE SCI 115	-	-	-	-	-	4
Criminal Investigation and Evidence, POLICE SCI 120	-	-	-	-	-	4
First Aid, POLICE SCI 125	-	-	-	-	-	1
Community Relations, POLICE SCI 130	-	-	-	-	-	3
Report Writing, POLICE SCI 135	-	-	-	-	-	3
Juvenile Control, POLICE SCI 140	-	-	-	-	-	2
Firearm Training, POLICE SCI 145	-	-	-	-	-	2
Colorado Law Enforcement Training Academy, POLICE SCI 150	-	-	-	-	-	19
Total Additional Credits	-	-	-	-	-	<u>45</u>
TOTAL	-	-	-	-	-	<u>104</u>

NURSE ASSISTING AND HOME HEALTH AIDE PROGRAM

CERTIFICATE IN OCCUPATIONAL 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

AUTO BODY REPAIR
ASSOCIATE IN APPLIED SCIENCE DEGREE

COURSE LENGTH: 6 Quarters.

PREPARATION: Any metal repair experience the prospective student may have had will be helpful.

DESIRABLE CHARACTERISTICS: Good hand and eye coordination and the desire to work steadily and patiently.

THE WORK OF AN AUTO BODY REPAIR CRAFTSMAN: A wide range of repair work is the responsibility of the Auto Body Repair Craftsman. Dented and bent exterior metal is repaired, replaced and repainted. Interior structure repairs are a major part of the work for seriously damaged vehicles. Repairs may also include glass replacement and interior material repair and replacement. "Just like new" is the objective of the skilled craftsman to satisfy the customer.

OPPORTUNITIES IN THE FIELD OF AUTO BODY REPAIR: A constant manpower demand has existed for years in this field. This demand exists in the small local shops as well as the large agency organizations. Excellent opportunities exist for the person interested in his own business in this field.

PROGRAM GOAL: The goal of this program is to provide the student with the necessary skill development and knowledge in auto body and frame repair, painting and refinishing for entry level employment

First Year:

Fall Quarter:

	Credits
Auto Body Repair I, AB 131 - - - - -	9
Auto Refinishing I, AB 134 - - - - -	3
First Aid & Safety, VTR 101 - - - - -	2
Total Fall Quarter - - - - -	14

Winter Quarter:

Auto Body Repair II, AB 132 - - - - -	9
Auto Refinishing II, AB 135 - - - - -	3
Basic Upholstery, AB 136 - - - - -	3
Total Winter Quarter - - - - -	15

Spring Quarter:

Auto Body Service, AB 133 - - - - -	9
Wheel Alignment, AB 137 - - - - -	3
Auto Math, VTR 121- - - - -	3
Total Spring Quarter - - - - -	15

Total First Year - - - - -	44
----------------------------	----

Second Year:

Fall Quarter:

Frame & Unit Straightening, AB 234	-	-	-	-	-	-	-	3
Major Body Repair I, AB 231	-	-	-	-	-	-	-	9
Business Communications, VTR 130	-	-	-	-	-	-	-	3
Total Fall Quarter	-	-	-	-	-	-	-	15

Winter Quarter:

Major Body Repair II, AB 232	-	-	-	-	-	-	-	9
Collision Estimating, AB 235-	-	-	-	-	-	-	-	3
Human Relations, VTR 130	-	-	-	-	-	-	-	3
Total Winter Quarter	-	-	-	-	-	-	-	15

Spring Quarter:

Body Rebuilding, AB 233	-	-	-	-	-	-	-	9
Frame & Unit Sectioning, AB 236	-	-	-	-	-	-	-	3
Shop Management, VTR 132	-	-	-	-	-	-	-	3
Total Spring Quarter	-	-	-	-	-	-	-	15
Total Second Year	-	-	-	-	-	-	-	45
TOTAL	-	-	-	-	-	-	-	89

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

OPPORTUNITIES IN THE AUTOMOTIVE TECHNOLOGY FIELD:

- Automotive Diagnostician
- Brake Specialist
- Gasoline Station Mechanic
- General Mechanic
- Wheel Alignment Specialist
- Fuel System Specialist
- Automatic Transmission Specialist

PROGRAM GOAL: It is the goal of the program to prepare the student for employment above the beginner or apprentice level mechanic. To achieve this the student will receive instruction and practical experience necessary for employment as indicated above.

First Year:

	Credits
Brakes, Transmissions and Final Drives, AMT 131	- 12
Industrial First Aid and Safety, VTR 101	- - - 2
Automotive Related Mathematics, VTR 121	- - - 3
Steering and Suspension Systems, AMT 132	- - - 12
Automotive Drawing, VTR 122	- - - - - 3
Industrial Communications, VTR 103	- - - - - 3
Fuel Systems and Tune-up, AMT 133	- - - - - 12
Automotive Related Science, VTR 123	- - - - - 5
Total First Year	- - - - - 52

Second Year:

Automotive Engines, AMT 231	- - - - - 12
Oral Communications in Industry, VTR 104	- - - 3
Advanced Electrical and Shop Practice, AMT 232	- - 12
Automotive Service Management, VTR 124	- - - 3
Colorado State Safety Inspection, VTR 125	- - - 2
Automotive Transmissions and Advanced Service Practice, AMT 234	- - - - - 12
Air Conditioning and Comfort Safety, AMT 233	- - - 5
Total Second Year	- - - - - 49
TOTAL	- - - - - 101

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

**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.

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

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 III	-	-	-	-	-	-	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	-	-	-	-	-	-	54

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
Hydraulics and Pneumatics, ENT 272	-	-	-	-	-	-	-	5
Total Second Year	-	-	-	-	-	-	-	<u>55</u>
TOTAL	-	-	-	-	-	-	-	<u>109</u>

**TECHNICAL ILLUSTRATION PROGRAM
ASSOCIATE IN APPLIED SCIENCE DEGREE**

COURSE LENGTH: 6 Quarters.

PREPARATION: It is desirable that the student have some drafting and/or artistic interest or ability. Previous courses in basic mathematics and geometry are beneficial.

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

THE WORK OF THE TECHNICAL ILLUSTRATOR: Pictorial representation of objects and ideas is the fundamental work of an illustrator. The field of application is in essence unlimited. This may be emphasized when one considers the variety of displays that are presented in technical magazines and catalogs, non-technical journals, published advertising and information media. A most significant area of work for the illustrator is the application of pictorial instruction publications in fabrication and assembly industries.

OPPORTUNITIES IN THE TECHNICAL ILLUSTRATION FIELD:

- Technical Publishing Firms
- Manufacturing Advertising Agencies
- Large Manufacturing Firms
- Art and Illustration Agencies
- Engineering Oriented Consultant Firms

BUILDING CONSTRUCTION

CERTIFICATE IN OCCUPATIONAL EDUCATION

COURSE LENGTH: 6 Quarters.

PREPARATION: Any construction experience the prospective student may have had will be helpful.

DESIRABLE CHARACTERISTICS: Good hand and eye coordination, the desire to work steadily and patiently with a determination to master a multi-skilled craft.

THE WORK OF A BUILDING CONSTRUCTION CRAFTSMAN: "Variety" is the word that most nearly defines the work of the Building Construction craftsman. The building industry today employs thousands of men, usually in specific work categories. However, there are thousands of firms employing persons of many skills for construction work. These men are involved in everything from forming to framing to cabinetry. Knowledge and skills in concrete and masonry, electrical installation, plumbing and cost estimating are applied in the course of completing any construction job or project.

This program will prepare the student for apprentice type work in the general area of Building Construction.

OPPORTUNITIES IN THE FIELD OF BUILDING CONSTRUCTION: Weld County, and Colorado, are in a period of building. It has been estimated that the 70's will produce more new buildings than all previous years of this century.

The increased industrialization of Weld County is fundamental to a successful future for the person interested in participating in the associated building growth.

PROGRAM GOAL: The goal of this program is to produce a student with knowledge of the theory and skills necessary for planning, layout and construction of permanent and mobile building structures.

First Year:

Fall Quarter:

	Credits
Tools and Materials, BC 100 - - - - -	3
First Aid and Safety, VTR 101 - - - - -	2
Woodworking Processes and Practice, BC 110 - - - - -	10
Total Fall Quarter - - - - -	15

Winter Quarter:

Concrete and Masonry, BC 120 - - - - -	10
Industrial Communications, VTR 103 - - - - -	3
Trade Math Carpentry, VTR 195 - - - - -	3
Total Winter Quarter - - - - -	16

Spring Quarter:

Carpentry I, BC 130	-	-	-	-	-	-	-	-	-	10
Oral Communications in Industry, VTR 104	-	-	-	-	-	-	-	-	-	3
Industrial Organizations and Institutions, VTR 105	-	-	-	-	-	-	-	-	-	3
Total Spring Quarter	-	-	-	-	-	-	-	-	-	<u>16</u>
Total First Year	-	-	-	-	-	-	-	-	-	<u>47</u>

Second Year:

Fall Quarter:

Building Construction I, BC 200	-	-	-	-	-	-	-	-	-	15
Residential Construction Drafting, BC 230	-	-	-	-	-	-	-	-	-	<u>3</u>
Total Fall Quarter	-	-	-	-	-	-	-	-	-	18

Winter Quarter:

Building Construction II, BC 210	-	-	-	-	-	-	-	-	-	15
Residential Construction Estimating, BC 240	-	-	-	-	-	-	-	-	-	<u>3</u>
Total Winter Quarter	-	-	-	-	-	-	-	-	-	18

Spring Quarter:

Commercial Construction Drafting, BC 250	-	-	-	-	-	-	-	-	-	5
Commercial Estimating, BC 260	-	-	-	-	-	-	-	-	-	<u>5</u>
Business Law I, BUS 254	-	-	-	-	-	-	-	-	-	<u>5</u>
Total Spring Quarter	-	-	-	-	-	-	-	-	-	<u>15</u>
Total Second Year	-	-	-	-	-	-	-	-	-	<u>51</u>
TOTAL	-	-	-	-	-	-	-	-	-	<u>98</u>

DRAFTING PROGRAM

CERTIFICATE IN OCCUPATIONAL 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 drafting 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.

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

SPORTSCRAFT AND SPECIALTY ENGINES MECHANICS PROGRAM

CERTIFICATE IN OCCUPATIONAL EDUCATION

COURSE LENGTH: 3 Quarters.

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.

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

ART

The art faculty at Aims College works toward helping students develop their ability to express ideas through meaningful aesthetic forms. The equally important consideration of historic development and influences is also stressed. The courses provide fruitful experiences for the non-artist or generalist, as well as a sound foundation for those who desire further study in art.

100 ART. **Introduction to Art** (3). Study and discussion of art as a mode of human behavior. Attention is given to basic developments and concepts in the history of art as well as individual exploration of selected materials and techniques.

101 ART. **Design—Two Dimensions** (3). Study and work with the ways in which the visual elements are organized to express man's ideas or feelings. Emphasis is on two dimensional situations.

102 ART. **Design—Color** (3). Study and work with the ways in which the visual elements are organized to express man's ideas and feelings. Emphasis is on color.

103 ART. **Design—Three Dimensions** (3). Study and work with the ways in which the visual elements are organized to express man's ideas or feelings. Emphasis is on three dimensional conditions.

104 ART. **Basic Drawing** (3). A 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.

105 ART. **Figure Drawing** (3). The principles of drawing applied to the human figure.

106 ART. **Drawing** (3). Emphasis on individual interpretation, composition, inventive media.

140 ART. **Pottery** (3). A basic course in pottery covering the different techniques of handbuilding: pinch, coil, slab, and their variations. Emphasis will be on design, form and texture. The student will also be introduced to beginning throwing on the potter's wheel.

141 ART. **Raku and Earthenware Pottery** (3). Course will cover glazing and firing procedures for raku pottery and earthenware clays. Design principles relevant to pottery will be stressed.

150 ART. **Crafts I—Fabrics** (3). To introduce the student to craft techniques and procedures involving yarns and fabrics. The procedures to be covered are hooking, stitchery and applique, weaving without a loom, batik, and tie-dye.

151 ART. **Crafts II—Materials** (3). To introduce the student to craft procedures and techniques involving copper tooling, leather tooling, sculpture, mosaic making, and simple jewelry.

152 ART. **Weaving** (3). Introduction to basic techniques of weaving. Course will stress the principles of design relevant to weaving.

155 ART. **Stained Glass Craft** (3). A course stressing personal awareness of the physical and aesthetic properties of glass. Studio work in the basic concepts of stained glass, including design, layout, cutting, and leading.

157 ART. **Introduction to Jewelry and Silver Smithing** (3). Basic forming, forging, soldering, and casting techniques, and finishing involved in creative jewelry techniques.

160 ART. **Oil Painting** (3). Introduction to the basic concepts and techniques in oil painting or plastic acrylics inherent in creative painting. Emphasis on style and color theory.

170 ART. **Sculpture I** (3). Investigation into the characteristics of traditional and contemporary sculptural materials and the basic techniques of casting, carving, and constructing. Selected historical themes are also considered.

190 IS. **Independent Study** (1-3).

210 and 211 ART. **Water Media** (3). Introduction to the basic concepts and techniques of water color, water-media paints, and related media.

215 ART. **Oil Painting** (3). Personalized creative compositions in oil or acrylic. (To be taken in sequence.)

216 ART. **Oil Painting** (3). Personalized creative compositions in water color and gouache. (To be taken in sequence.) Prerequisites: Art 260.

218 ART. **Ancient Art History** (3). A study of art from the Pre-Historic to the Medieval Periods.

219 ART. **Renaissance Art History** (3). A study of art from the Renaissance in Italy and Flanders through the Romanticism of the 18th Century.

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

240 ART. **Pottery** (3 or 4). A survey course that will include the study of different kinds of clay and construction techniques. This will be combined with glaze formulation and kiln firing and construction.

270 ART. **Sculpture-casting** (3). An introduction in casting for sculpture. Emphasis is placed on individual investigation of the techniques for casting in plaster, cement, bronze, aluminum, and plastic resins. Also included will be selected lectures and slides on the history of casting in sculpture.

290 IS. **Independent Study** (3).

AUTO BODY

131 AUTO BODY. **Auto Body Repair I** (9). Metal properties, basic damage analysis; sheet metal repair; welding fundamentals; tools and fundamentals; leading procedures.

132 AUTO BODY. **Auto Body Repair II** (9). Panel Repair; hydraulic jack equipment and maintenance; body trim and hardware repair and replacement; panel replacement; basic alignment; basic control systems; glass removal and replacement.

133 AUTO BODY. **Auto Body Service** (9). Finishing techniques; rubbing and polishing; interior metal and plastic.

134 AUTO BODY. **Auto Refinishing I** (3). Repair and finish materials; application tools and equipment; safety.

135 AUTO BODY. **Auto Refinishing II** (3). Spot repair; coloring; mixing and matching; advanced applications and techniques; synthetic materials; drying and baking processes.

136 AUTO BODY. **Basic Upholstery** (3). Tools and materials; seat construction and upholstery; interior hood lining; door and overhead panels; molding and trim.

137 AUTO BODY. **Wheel Alignment** (3). Basic equipment operation and maintenance; balancing and alignment; steering mechanism; suspension mechanics.

231 AUTO BODY. **Major Body Repair I** (9). Advanced frame and body straightening; major collision damage repair.

232 AUTO BODY. **Major Body Repair II** (9). Continuation of Major Body Repair I.

233 AUTO BODY. **Body Rebuilding** (9). Major area—replacement and repair.

234 AUTO BODY. **Frame and Unit Straightening** (3). Frame design and construction; diagnosis and repair of damaged conditions; equipment use and maintenance; hand and power tools; bumper repair.

235 AUTO BODY. **Collision Estimating** (3). Basic procedures; parts and identification; time and material costs; rate manual use.

236 AUTO BODY. **Frame and Unit Sectioning** (3). Reinforcing methods; sectioning for unitized body; replacement of members in conventional framing.

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.

131 AUTOMOTIVE TECHNOLOGY. **Brakes, Transmission and Final Drives** (12). 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.

132 AUTOMOTIVE TECHNOLOGY. **Steering and Suspension Systems** (12). 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.

133 AUTOMOTIVE TECHNOLOGY. **Fuel Systems and Tune-Up** (12). 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.

231 AUTOMOTIVE TECHNOLOGY. **Automotive Engines** (12). 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.

232 AUTOMOTIVE TECHNOLOGY. Advanced Electrical and Shop Practice (12). 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.

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

234 AUTOMOTIVE TECHNOLOGY. Automatic Transmissions and Advanced Service Practice (12). 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.

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.

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

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

103 AVIATION. Primary Flight Lab (5). 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.

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

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

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

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

207 AVIATION. **Basic Instruments and Systems (5)**. 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.

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

209 AVIATION. **Advanced Instrument Flying (5)**. 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.

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

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

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

213 AVIATION. **Certified Flight Instructor (5)**. 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.)

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

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

216 AVIATION. **Advanced Ground Instructor (2)**. Student practice 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.

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

BIOLOGICAL SCIENCES

101 BIOLOGY. **General Concepts (5)**. A general survey of the characteristics of living things: plant and animal.

115 BIOLOGY. **Pollution and the Human Environment (3)**. 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 permission of instructor.

210 BIOLOGY. **Cell Biology (5)**. A comprehensive examination of the effects of pollution on the human environment. Emphasis will be on the effects of pollution on the human organism.

213 BIOLOGY. **Elementary Radiation Biology (3)**. A study of the use of ionizing radiation in biological studies and the effects of ionizing radiation on living tissue.

214 BIOLOGY. **Elementary Chromatography (3)**. A study of the uses of paper, thin layer, and column chromatography in biological studies.

215 BIOLOGY. **Population and Community Biology (5)**. 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.

101, 102 BOTANY. **General Botany (5 and 5)**. A survey of the plant kingdom. Sequence: Botany 101, 102.

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

101 ZOOLOGY. **General Zoology—Invertebrate** (5). The principles of animal biology are considered as they apply to the invertebrate phyla.

102 ZOOLOGY. **General Zoology—Vertebrate** (5). The principles of the animal biology are considered as they are related to vertebrates.

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

BUILDING CONSTRUCTION

100 BUILDING CONSTRUCTION. **Tools and Materials** (3). A basic, comprehensive course covering the care, maintenance and use of tools, and the origin, manufacturing processes, characteristics, and uses of materials used in building.

110 BUILDING CONSTRUCTION. **Woodworking Processes and Practices** (10). A course in which basic carpentry, cabinetmaking and other basic hand and power tools are stressed.

120 BUILDING CONSTRUCTION. **Concrete and Masonry** (10). A practical course designed to promote an understanding of use of tools, materials and acceptable practices related to concrete, reinforced concrete steel and masonry structures, form work, placing, finishing and airing of concrete reinforced floors, walls, columns, roofs, beams and lintels.

130 BUILDING CONSTRUCTION. **Carpentry I** (10). A course in the fundamentals of carpentry. The course follows the progress of home building through the study of the blueprints, laying out for the excavation, and continuing step by step through foundations, framing, exterior trim, and interior trim.

200 BUILDING CONSTRUCTION. **Building Construction I** (15). A course consisting of practical application of residential construction including the following phases: masonry foundation, framing, exterior trim, roofing, interior trim, cabinets, flooring, and all other carpentry operations.

210 BUILDING CONSTRUCTION. **Building Construction II** (15). A continuation of work initiated in Building Construction I.

230 BUILDING CONSTRUCTION. **Residential Construction Drafting** (3). A basic architectural drafting course integrated with cost and estimating procedures used by the home builder. The student is introduced to customer relations and elementary design techniques.

240 BUILDING CONSTRUCTION. Residential Construction Estimating (3). Students make quantitative surveys of building products needed in residential construction and learn systematic methods of estimating and cost accounting. Standard procedures of submitting a bid are presented.

250 BUILDING CONSTRUCTION. Commercial Construction Drafting (5). The student is introduced through drafting and design to commercial construction. It is the job of the class to produce complete working drawings and models of a commercial building.

260 BUILDING CONSTRUCTION. Commercial Estimating (5). In this course the assembly of specifications, contract, and an estimate for the commercial project developed in BC 250 is completed. Cost accounting is continued into the commercial construction phase.

BUSINESS

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

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

100 BUSINESS. American Business Systems (5). 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.

101 BUSINESS. Beginning Typewriting (3). 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.

102 BUSINESS. Intermediate Typewriting (3). 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.

103 BUSINESS. **Advanced Typewriting** (3). 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.

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

105 BUSINESS. **College Bookkeeping I** (5). Fundamentals of bookkeeping including basic concepts of double-entry bookkeeping, journals, ledgers, payroll, accounting for personal enterprises on a cash basis and mercantile enterprises on an accrual basis, with special emphasis on the single proprietorship form of business ownership.

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

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

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

111 BUSINESS. **Second Quarter Gregg Shorthand** (5). 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.

112 BUSINESS. **Third Quarter Gregg Shorthand** (5). 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.

113 BUSINESS. **Advanced Gregg Shorthand** (5). 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.

115 BUSINESS. **Business Mathematics** (5). A study of mathematical procedures used in business and in the business aspects of personal activities (per cent, checkbook records, payroll, discounts, markup, interest, depreciation, overhead, taxes, insurance, etc.).

116 BUSINESS. Introduction to Duplicating Machines I (33). 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.

117 BUSINESS. General Duplication Machines II (3). 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.

118 BUSINESS. Duplication Machines III — Publication Production (3). 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.

120 BUSINESS. Alphabet Shorthand (5). 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.

121 BUSINESS. Alphabet Shorthand Speed Building (5). 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.

141 BUSINESS. Office Procedures (5). A study of basic business office duties and problems, sales, purchasing, payroll and financial procedures; filing procedures and equipment; mail handling; reception and messenger work; duplication. Prerequisite: Business 101.

143 BUSINESS. Personal Development and Human Relations in Business (3). A study of business psychology as it relates to personal development and adjustment in business. A study also of inter-group relations, collective behavior, one-to-one association, and the relationship of these interactions in the business field.

144 BUSINESS. Introduction to Automated Data Processing (3). 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.

146 BUSINESS. Risk and Insurance (3). 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.

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

161 BUSINESS. **Adding and Calculating Machines** (3). 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.

201 BUSINESS. **Business and Banking** (5). 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.

220 BUSINESS. **Office Management** (3). 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.

222 BUSINESS. **Graphic Design and Duplication I** (3). 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.

223 BUSINESS. **Graphic Design and Duplication II** (3). 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. Prerequisite: Business 222 and permission of instructor.

224 BUSINESS. **Graphic Production III** (3). 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.

226, 227 BUSINESS. **Cooperative Office Occupations** (5). Supervised employment in an office occupations position. Intended to provide practical experience for students preparing for a career in a business office. It is the responsibility of the student to secure employment in an approved work station for a minimum of 14 hours per week during the two quarters of enrollment. 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 his advisor and the supervising instructor.

251 BUSINESS. **Principles of Accounting I** (5). Fundamentals of accounting theory and practice, including a study of the entire accounting cycle, the use of accounting in management decisions. Prerequisite: Business 105 or one year of high school bookkeeping.

252 BUSINESS. Principles of Accounting II (5). A continuation of Business 251, emphasizing the study of assets and their valuation and an introduction to accounting for partnerships and corporations. Prerequisite: Business 251.

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

254 BUSINESS. Business Law I (5). An introduction to law with an analysis of its origin and development and its interaction with business.

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

CHEMISTRY

100 CHEMISTRY. Survey of Chemistry (5). 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.

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

240 CHEMISTRY. Glass Blowing (2). Instruction in the methods of repair and construction of laboratory apparatus.

253 CHEMISTRY. Quantative Analysis (5). This course includes study of galvanometric and volumetric analysis. Prerequisite: Chemistry 103 or instructor's permission.

255, 256 CHEMISTRY. Fundamentals of Organic Chemistry (5). A broad but reasonably detailed treatment of carbon compounds. Prerequisite: Chemistry 102, 103. First Quarter emphasis on aliphatic and aromatic types. Second Quarter emphasis on reactions of synthesis and purification.

CHILD CARE AND TEACHER AID

100 CHILD CARE AND TEACHER AID. **First Aid** (1). Standard American Red Cross First Aid Course.

104 CHILD CARE AND TEACHER AID. **Child Development I** (3). A study of the emotional and physical development of the normal child from infancy through childhood. Prerequisite: General Psychology or permission of instructor.

105 CHILD CARE AND TEACHER AID. **Child Development II** (3). Continuation of Child Development I. Study of physical, emotional, social, moral, and cognitive aspects of middle childhood stressing years 6-12. Prerequisite: Child Development I.

110 CHILD CARE AND TEACHER AID. **Play and Creative Activities** (3). The intent of this course is to provide learning experiences encouraging creativity and self-expression in children through the use of suitable activities and materials. Experience in basic drawing, painting, pasting, cutting, clay, and play dough are included.

130 CHILD CARE AND TEACHER AID. **Supervised Student Participation I** (5). Practicum in Community College Children's Center. Participation as well as discussion and application of methods for guiding children's learning experiences are involved.

135 CHILD CARE AND TEACHER AID. **Supervised Student Participation II** (5). Practicum in approved day care centers; continuation of Supervised Student Participation I. Prerequisite: Supervised Student Participation I.

140 CHILD CARE AND TEACHER AID. **Methods of Teaching the Young Child I** (4). Theory and methods of teaching the young child, two to six years of age, in relation to his developmental patterns. Survey of relevant learning theories and current learning models.

145 CHILD CARE AND TEACHER AID. **Nutrition for Young Children** (3). Orientation in nutritional values, their effect on the healthy human body as well as their therapeutic use in regaining health; their effect on the social, physical and psychological development of children; their application to commercial food service, and the procedures necessary to assure the preservation of these values through proper preparation and service.

210 CHILD CARE AND TEACHER AID. **Literature for Children** (3). A general survey of the illustrated books, prose and poetry suitable for the younger child. Emphasis on the evaluation and selection of quality literature for different age groups. (Intended for library and early childhood education students, and for interested parents.)

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.

101 DISTRIBUTIVE EDUCATION. Principles of Merchandising (5). 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.

102 DISTRIBUTIVE EDUCATION. Salesmanship (5). 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.

122, 123, 124, 225, 226, 227 DISTRIBUTIVE EDUCATION. Personal Adjustment to Business (5). 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.

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

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

221 DISTRIBUTIVE EDUCATION. Personnel Management (5). 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.

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

262 **DISTRIBUTIVE EDUCATION. Principles of Management** (5). 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.

DRAFTING

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

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

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

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

132 **DRAFTING. Intermediate Drafting** (5). 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.

133 **DRAFTING. Mechanical Drafting I** (5). 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.

261 **DRAFTING. Mechanical Drafting II** (5). 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.

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.

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

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

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

202 ECONOMICS. **Principles of Economics** (5). A study of the problems and principles of production, distribution and consumption of wealth. Prerequisite: Economics 201 or permission of the instructor.

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 outlined under the Electronics Technology Program description.

131 ELECTRONICS TECHNOLOGY. **AC and DC Fundamentals** (9). 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.

132 ELECTRONICS TECHNOLOGY. **AC and DC Circuit Analysis** (9). 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.

133 ELECTRONICS TECHNOLOGY. **Electronic Circuits and Applications** (9). 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.

134 ELECTRONICS TECHNOLOGY. Instruments and Measurements (5). A study of electrical measurement and instrumentation devices is undertaken. Measurement accuracies, techniques, equipments and principles underlying their design, use and relationship are covered.

261 ELECTRONICS TECHNOLOGY. Industrial Electronics (8). 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.

262 ELECTRONICS TECHNOLOGY. Communication Circuits (6). 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.

263 ELECTRONIC TECHNOLOGY. Introduction to Digital Computers (8) 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.

264 ELECTRONICS TECHNOLOGY. Communications Systems (6). 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.

265 ELECTRONICS TECHNOLOGY. Digital Computers II (6). 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 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.

266 ELECTRONICS TECHNOLOGY. Electronic Design and Fabrication (3). A course directed toward teaching proper chassis layout and equipment arrangement (packing) and toward building a functional electronic unit of some kind.

267 ELECTRONIC TECHNOLOGY. Introduction of New Electronic Developments (3). The usual course on new devices has been expanded to include developments in general since many of the developments of major interest cannot properly be called devices. The student is encouraged to assist in the literature search for information on new developments (devices, systems, applications, processes, job opportunities, etc.) and to make class presentations on the findings.

ENGINEERING TECHNOLOGY

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

262 ENGINEERING TECHNOLOGY. Statics and Mechanics (5). 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.

263 ENGINEERING TECHNOLOGY. Materials and Processes (4). 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.

264 ENGINEERING TECHNOLOGY. Strength of Materials (4). 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.

265 ENGINEERING TECHNOLOGY. Applied Design and Drafting (5). 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.

266 ENGINEERING TECHNOLOGY. Machine Design (5). 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.

271 ENGINEERING TECHNOLOGY. Basic Surveying (3). 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.

272 ENGINEERING TECHNOLOGY. Hydraulics and Pneumatics (5). 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.

273 ENGINEERING TECHNOLOGY. Engineering Problems (5). 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.

ENGLISH

60 ENGLISH. Oral and Written Communication (3). 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.

70 ENGLISH. Fundamentals of English (3). 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.

80 ENGLISH. Development English (3). 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.

101 ENGLISH. Fundamentals of Language (3). This course is designed to help the student who has few language skills to prepare for the college program. Emphasis is upon reading skills, study skills, vocabulary, spelling, and other similar areas where the student needs individual attention. Prerequisites: none.

102 ENGLISH. Freshman Composition (3). Individualized course in writing skills, logic for writers, logic and illogic in essays, and language skills. Each student may progress at his own rate. Prerequisite: English 101.

103 ENGLISH. Freshman Composition (3). Individual course in library skills, practice in research techniques and the writing of the research paper. Prerequisites: English 101 and 102.

130 ENGLISH. Introduction to Literature (3). 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.

135 ENGLISH. **Introduction to Fiction** (3). 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.

136 ENGLISH. **Introduction to Drama** (3). Background history of the theater and the drama, including the reading of masterpieces of dramatic literature from the classical period to the Twentieth Century.

137 ENGLISH. **Introduction to Poetry** (3). The forms, the types, the language and the philosophies underlying the works of major American and British poets.

225 ENGLISH. **American Literature: The Early Frontier** (3). 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.

226 ENGLISH. **American Literature: Romanticism and the Westward Movement** (3). 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.

227 ENGLISH. **American Literature: Realism and the Twentieth Century** (3). 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.

250 ENGLISH. **Contemporary Drama** (3). The development of American and British drama since 1900.

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

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

264 ENGLISH. **The Romantic Movement** (3). The social and philosophical background of this movement supported by Wordsworth, Coleridge, Byron, Shelley and Keats.

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

266 ENGLISH. **Contemporary English Literature** (3). A study of modern British poetry, fiction and drama with attention to the Twentieth Century critics.

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

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

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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

175 FIRE SCIENCE. **Portable Fire Extinguishers** (2). 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.

180 FIRE SCIENCE. **Rescue and First Aid** (5). 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.

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

190 LAW. **Administration of Justice and Court Procedures** (5). 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.

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.

130 GEOGRAPHY. **World Regional Geography** (5). 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.

201 GEOGRAPHY. Geography of Anglo-America (5). 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.

210 GEOGRAPHY. Geography of Colorado (3). 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.

GEOLOGY

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

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

HISTORY

Few students of History will become professional historians. Yet many may serve as teachers, most as parents, all as participants in our society. The fulfillment of each of these roles demands serious study of the past.

No one can understand the society of a nation without comprehending its evolution. History does not explain everything but at the least it is the opportunity for the student to gain an understanding of man's heritage and potential. Historical insight provides the perceptive individual with the ability to function more effectively within the environment.

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

93 HISTORY. Introduction to Western Civilization (3). 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.

101 HISTORY. History of Western Civilization — Ancient World (5). A study of the political, social, and cultural development of the western world and its relationship to the modern world. Periods of concentration include the Middle-Eastern, Hellenic, Roman and early Medieval civilizations. Study methods, historical research and interpretations are integrated throughout the course.

102 HISTORY. History of Western Civilization — Middle and Early Modern Period (5). A continuation of History 101 with emphasis on the Renaissance, Reformation, Absolutism, and early modern theories in politics, society, economics and revolution.

103 HISTORY. History of Western Civilization — Modern Period (5). Starting with the period after 1815 concentration will focus on modern political, economic and social events in theory and practice and their effect on today's world.

104 HISTORY. History of the United States (5). 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.

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

140 HISTORY. Mexican American Studies (5). In this course an examination will be made of the Mexican-American culture with special emphasis given to present conflicts, the historical background of the Spanish Southwest, the past and present political role of the Mexican-American, and the contributions of the Spanish surnamed in the Southwest United States.

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

209 HISTORY. The Far East in the Modern World (5). 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.

210 HISTORY. History of Russia (5). A survey of early Russian history with stress on the modern period (since 1905). The study includes intellectual and cultural development as well as the political. Prerequisite: Sophomore standing or consent of the instructor.

230 HISTORY. Twentieth Century Europe (5). 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.

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

HUMANITIES

The humanities courses embrace literature, history, music, art, architecture and philosophy. It operates on the assumption that all the works of men have a common relationship to each other and to mankind and spring from human modes of expression, communication of feeling and attitudes which develops insights into experiences. The humanities education is primarily a value education.

95 HUMANITIES. **Beginning Humanities** (5). 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.

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

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

103 HUMANITIES. **Introduction to Seventeenth through Twentieth Centuries** (5). Continues the study of the ideas of western civilization. Prerequisite: Humanities 101.

191 HUMANITIES. **Independent Study** (1-3).

204 HUMANITIES. **Introduction to Contemporary Thought** (3). This course exposes the student to the present with previews into the future by examining patterns and processes and developing these implications on a psychological, philosophical, and aesthetic basis and to instill in the student an understanding of and confidences in his ability to function in a changing community.

235 HUMANITIES. **Great Decisions** (3). Great Decisions is designed to help individuals become actively involved in the democratic processes. As government decisions are made in the contexts of the interests and expressed concern of the people, the course will provide a program which will give citizens a basis from which to learn, discuss, and to speak out on major issues facing the American public.

291 HUMANITIES. **Independent Study** (1-3).

JOURNALISM

The Journalism curriculum, a two-year open-end program, is arranged so that the graduate is prepared either to work in the field or, with additional course work, to continue at a four-year college or university.

Students intending to continue their education should plan their programs toward an associate degree in arts and sciences, using the journalism course as electives.

Journalism majors are offered courses designed to train them for positions on newspapers, trade journals, house organs, and consumer publications.

Students whose typing skill is less than 35 words per minute must include Beginning Typing in their programs.

Students must have completed Freshman Composition 101 prior to enrolling in Newswriting I.

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

106 *JOURNALISM. **College Newspaper** (2). A continuation of Journalism 105.

107 *JOURNALISM. **College Newspaper** (2). A continuation of Journalism 106.

150 *JOURNALISM. **Newswriting I** (3). Introduction to the fundamentals of news gathering, reportorial skills, interviewing, and news story forms.

Student must be enrolled in Journalism Lab 105 at the same time.

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

152 *JOURNALISM. **Introduction to Mass Communications** (3). Study of the history, ethics and current practices of mass communication media with emphasis on the newspaper.

153 *JOURNALISM. **News Editing and Headlines** (3). Realistic copy desk procedure giving an insight into the job of the copyreader. Application is provided by work on the campus newspaper and by supervised exercises in such activities as headline writing and page make up. Student must be enrolled in Journalism Lab 107 at the same time.

163 JOURNALISM. **Basic Photography** (5). A course dealing with black and white photography, cameras, films, papers and chemicals used in developing and printing black and white films and papers. Lecture and lab.

164 JOURNALISM. **Photojournalism** (5). A practical, non-technical study of photography including the mechanics of cameras (both 35 mm and twin lens reflex), dark room procedures, how to tell a picture story, composition, and use of the camera for school publications.

155 JOURNALISM. **Advertising** (5). An introduction to the function of advertising as a merchandising tool including the study of copy, media, art work and production.

200 JOURNALISM. **Publication Production** (5). A study of printing as it relates to journalism. Basic areas covered will be layout, process camera, plate making, and offset press. Students will spend their time in practical application of the principles taught as they produce the college newspaper.

201 JOURNALISM. **Radio News** (3). Principles and techniques involved in the preparation of news for broadcasting. Prerequisite: Journalism 150 and Speech 100.

202 JOURNALISM. **Internship** (5). Students may get credit for on-the-job training during the summer months.

*Students must be enrolled in a lab (Journalism 105, 106, 107) at the same time they are enrolled in a theory course (Journalism 150, 151, 152). If student has had prior training in high school or on some other paper, he may consult with the instructor to get permission to take the lab without Journalism 150.

MATHEMATICS

The courses offered in the Math Division are designed for transfer to higher institutions. The beginning courses in the 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.

21 MATHEMATICS. **Introductory Mathematics** (3). Provides the student with enough arithmetic skills to enter the business mathematics course or to enter beginning algebra.

31 MATHEMATICS. **Beginning Algebra** (5). 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.

100 MATHEMATICS. **Survey of Mathematics** (5). 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.

105 MATHEMATICS. College Plane Geometry (5). 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.

110 MATHEMATICS. Intermediate Algebra (5). 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.

114 MATHEMATICS. Principles of Mathematics (5). 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.

120 MATHEMATICS. Plane Trigonometry (3). 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.

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

131 MATHEMATICS. College Trigonometry (5). 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.

221 MATHEMATICS. Calculus with Analytic Geometry (5). 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.

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

223 MATHEMATICS. Calculus with Analytic Geometry (5). A continuation of Mathematics 222 with emphasis on limits and con-

tinuity, parametric equations, applications of the derivative and integral, polar coordinates, and an introduction to solid analytic geometry. Prerequisite: Math 222.

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

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

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 to allow a student to participate in transfer music programs and to provide the interested student with specialized areas of interest.

101 MUSIC. Fundamentals of Music (5). Introduction to basic fundamentals of reading music, scale systems, key signatures, listening and beginning of pitch and ear-training.

102 MUSIC. Fundamentals of Music (3). Continuation of Music 101 with emphasis on sight-singing, melody, harmony and diction. Basic introduction of triads and construction of primary and secondary chords.

103 MUSIC. Fundamentals of Music (3). Continuation of Music 101 and 102. (Prerequisites: Music 101 and 102.) Continuation of sight-singing, diction but inclusion of chords, cadences, and simple choral accompaniments.

191 MUSIC. Independent Study (1-3).

195 MUSIC. Mixed Chorus (1). By audition only.

196 MUSIC. Women's Glee Club (1). Open to all women.

197 MUSIC. Men's Glee Club (1). Open to all men.

210 MUSIC. Music Appreciation Through the 17th Century (3). 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.

240 MUSIC. Music Appreciation — 18 and 19th Centuries (3). 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.

270 MUSIC. Music Appreciation — Contemporary Music (3). 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.

280 MUSIC. Introduction to Elementary Music (3). Workshop approach for prospective teachers of music on the elementary level and for parents who want to increase their ability to deal with their children's music potential.

291 MUSIC. Independent Study (1-3).

295 MUSIC. Jazz Ensemble (2). Small ensemble group to perform jazz, show and dance music.

NURSE ASSISTING AND HOME HEALTH AID

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.

100 NURSES' AIDE COURSE (17). 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.

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.

101 PHILOSOPHY. Introduction to Philosophy (5). 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.

210 PHILOSOPHY. **History and Philosophy of Religion** (3). A consideration of the traditional doctrines and philosophical concepts of the major religions. The study emphasizes the impact of religious, philosophical qualities on the value systems and life styles of the various eastern and western civilizations. Comparative elements will note throughout the developmental stages of the various religions.

231 PHILOSOPHY. **Introduction to Logic** (3). An introduction to systems of logic which lie behind and support philosophical ideas.

261 PHILOSOPHY. **Contemporary Philosophy** (3). Includes three philosophical movements: existentialism, logical positivism, and cosmic consciousness, which should be used as a basis for enriching discussions and creative presentations on such subjects as law and chaos, art and society, the concept of mystery, and the nature of human reality. Primary emphasis given to creating a framework from which the student can develop his own personal philosophy.

291 PHILOSOPHY. **Independent Study** (1-3).

PHOTOGRAPHY

125 PHOTOGRAPHY (3). A course dealing with black and white photography, cameras, lenses, films, papers and chemicals used in developing and printing black and white films and papers. Lecture and lab.

126 PHOTOGRAPHY (3). Photojournalism. A practical study of photography including the mechanics of cameras, dark room procedures, composition, and use of the camera for school publications.

PHYSICAL EDUCATION

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.

100 PHYSICAL EDUCATION. **Personal Health** (3). 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.

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

111 PHYSICAL EDUCATION. **Fundamentals of Dance (1).** A variety of exercises and dances will be taught and students will be allowed to express their own ideas through dancing.

112 PHYSICAL EDUCATION. **Fundamentals of Dance (1).** To further develop the student's gracefulness and poise through exercise and dance.

113 PHYSICAL EDUCATION. **Square Dancing (1).** A course designed to teach a variety of square dancing techniques and develop grace and coordination in leader movement.

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

122 PHYSICAL EDUCATION. **Women's Physical Education (1).** 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.

123 PHYSICAL EDUCATION. **Men's Physical Education (1).** 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.

124 PHYSICAL EDUCATION. **Fundamentals of Team Sports (1).** 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.

125 PHYSICAL EDUCATION. **Physical Fitness (1).** A variety of exercises will be taught to improve the student's physical fitness. Students will also have the opportunity to jog a few miles each week.

140 PHYSICAL EDUCATION. **Officiating of Basketball (2).** 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.

141 PHYSICAL EDUCATION. **Officiating of Softball and Baseball (1).** To provide the student with a background and understanding of the rules, regulations and techniques of officiating softball and baseball and to provide experience in the field.

142 PHYSICAL EDUCATION. **Officiating of Football (2).** To provide the student with a background and understanding of the rules, regulations, and techniques of officiating football and to provide experience in the field.

156 PHYSICAL EDUCATION. **Golf** (1). 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 of the game.

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

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

161 PHYSICAL EDUCATION. **Advanced Volleyball** (1). To improve the student's skills, strategies, and knowledge of volleyball.

162 PHYSICAL EDUCATION. **Beginning Swimming** (1). 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.

163 PHYSICAL EDUCATION. **Intermediate Swimming** (1). 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.

165 PHYSICAL EDUCATION. **Beginning Tennis** (1). 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.

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

218 PHYSICAL EDUCATION. **Advanced Weight Training** (1). 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.

225 PHYSICAL EDUCATION. **Advanced Physical Fitness** (1). A systematic conditioning program to provide strength, endurance and coordination. Special emphasis will be on more vigorous exercises and jogging for a longer period of time.

230 PHYSICAL EDUCATION. **Safety and First Aid** (3). 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.

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

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

PHYSICAL SCIENCES

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

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

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

201, 202, 203 PHYSICS. **General Physics** (5). 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 221.

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.

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

110 POLICE SCIENCE. **Safety Education** (3). 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.

115 POLICE SCIENCE. **Traffic Control and Accident Investigation** (4). 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.

120 POLICE SCIENCE. **Criminal Investigation and Evidence** (4). 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.

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

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

135 POLICE SCIENCE. **Report Writing** (3). 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.

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

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

150 POLICE SCIENCE. **Colorado Law Enforcement Training Academy** (19). 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.

190 LAW. **Administration of Justice and Court Procedures** (5). 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.

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.

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

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

102 POLITICAL SCIENCE. International Politics Since 1945 (5). A study of trends in world politics and an examination of a number of major crises in the postwar era, including the Cold War and the Vietnam conflict. The course is purposely designed to avoid prerequisites of any kind.

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

203 POLITICAL SCIENCE. International Relations (5). 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.

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

102 PSYCHOLOGY. Psychology of Adjustment (5). Application of psychology principles to the problems of living. Prerequisite: Psychology 101 or permission of instructor.

104 PSYCHOLOGY. Child Development (3). A study of the emotional and physical development of the normal child from infancy through childhood. Prerequisite: Psychology 101 or permission of instructor.

205 PSYCHOLOGY. Psychology of Adolescence (3). 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.

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.

51 READING. Reading Essentials (1-3). 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.

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

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

150 READING. Study Skills (1-3). 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.

154 READING. Developmental Reading I (1-3). 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.

155 READING. Developmental Reading II (1-3). Continuation of Developmental Reading 154. Prerequisite: Reading 154.

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

157 READING. Advanced Reading (1-3). Instruction and practice in this individualized course concentrates on versatility in speed, vocabulary, and critical reading skills. Prerequisite: Reading 154 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.

101 SOCIOLOGY. Introduction to Sociology (5). 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.

150 SOCIOLOGY. Marriage and the Family (5). 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.

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

SPANISH

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

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

103 SPANISH. Elementary Spanish (5). A continuation of Spanish 101 and Spanish 102. Prerequisite: Spanish 101 and Spanish 102.

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

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

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

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.

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

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

103 SPEECH. Oral Interpretations (3). 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.

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

SPORTSCRAFT AND SPECIALTY ENGINES

Sportscraft and Specialty Engines Program is concerned with developing the skills necessary to repair and maintain engines ranging in sizes from fractional horsepower to multi-cylinder outboards and motorcycles.

100 SPORTSCRAFT TECHNOLOGY. Small Engines I (10). 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.

101 SPORTSCRAFT TECHNOLOGY. Small Engines II (10). 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 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.

102 SPORTSCRAFT TECHNOLOGY. Small Engines III (10). A course designed to cover treatment of engine tune-up and troubleshooting, the operation and servicing of the electrical system as used on many lawn and garden tractors, motorboats, motorbikes, snow-

mobiles, etc., and specialized engine repairs involving machining operations. Time is devoted to lecture-discussion periods and lab sessions.

STUDENT SERVICES

100 SEMINAR EDUCATIONAL PLANNING (2). Acquaintance with the value of academic planning, study, skills, curricula, types of college and universities, college admission, scholarship and financing an education.

120 SEMINAR VOCATIONAL PLANNING (2). Acquaintance with occupational areas, vocational goals, interest, vocational and aptitude evaluations, speakers, visitations, occupation information sources and a view of the world of work.

130 SEMINAR SELF EXPLORATION (2). Assistance in self understanding and exploration of interpersonal relationships.

TECHNICAL ILLUSTRATIONS

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.

101 TECHNICAL ILLUSTRATION. **Introductory Illustration** (73). Basic instrument and template use is practiced relative to axonometric projection drawing. Lettering and sketching techniques are developed.

102 TECHNICAL ILLUSTRATION. **Transparency Technique** (7). 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.

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

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

205 TECHNICAL ILLUSTRATION. **Technical Chart Preparation** (10). 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.

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

THEATER

The Theater Department of Aims College is primarily devoted to introducing the student and the community to various forms of dramatic expression including major productions and small studio presentations. It will provide the student with introductory courses through all facets of theater.

100 THEATER. Introduction to Theater I (3). Comprehensive views of theater as a whole, its medias, range, purposes, forms, and influences. It will provide an awareness of experiences in the profession and an understanding of the professional and his art.

101 THEATER. Introduction to Theater II (3). A continuation of Theater 100 with activities in acting, directing, technical theater and dramatic criticisms.

102 THEATER. Introduction to Theater III (3). The course will provide history of the theatre, principles of design, forms and styles of production, stage lighting, and playwrighting.

110 THEATER. Beginning Acting (3). An introduction to basic principles of acting and dramatic production with an emphasis on characterization skills.

201 THEATER. Stagecraft (3). Primary attention is given to the building and elements of theatrical design. The student will gain professionally in set building, painting, and lighting.

215 THEATER. Studio Theatre (3). The purpose of the course is to provide the student with an opportunity to become involved in small-scale theatrical productions such as guerilla theater, the one-act, play, etc.

230 THEATER. Play Production (1). A student may earn one credit by becoming involved in any aspect of a major production of the Aims College Drama Department. He may take this course three times for a total of three hours credit.

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.

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

102 VOCATIONAL-TECHNICAL RELATED. **Elements of Technical Writing** (3). 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.

103 VOCATIONAL-TECHNICAL RELATED. **Industrial Communications** (3). 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.

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

105 VOCATIONAL-TECHNICAL RELATED. **Industrial Organizations and Institutions** (3). 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 instituted areas.

111 VOCATIONAL-TECHNICAL RELATED. **Technical Math I** (5). Introduction to applied algebra, slide rule and formula application.

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

113 VOCATIONAL-TECHNICAL RELATED. **Technical Math III** (5). 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.

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

118 VOCATIONAL-TECHNICAL RELATED. **Small Engine Science** (5). 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.

119 VOCATIONAL-TECHNICAL RELATED. **Service Management** (3). 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.

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

122 VOCATIONAL-TECHNICAL RELATED. **Automotive Drawing** (3). 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.

123 VOCATIONAL-TECHNICAL RELATED. **Automotive Related Science** (5). 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.

124 VOCATIONAL-TECHNICAL RELATED. **Automotive Service Management** (3). 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.

125 VOCATIONAL-TECHNICAL RELATED. **Colorado State Safety Inspection** (2). 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.

130 VOCATIONAL-TECHNICAL RELATED. **Business Communications** (3). Oral and written expression; listening and reading improvement.

131 VOCATIONA-TECHNICAL RELATED. **Human Relations** (3) Principles and practice of management; human relation development; employer/employee relations.

132 VOCATIONAL-TECHNICAL RELATED. **Shop Management** (3). Basic organization; supplies and ordering; clerical systems; basic accounting procedures.

151 VOCATIONAL-TECHNICAL RELATED. **Materials of Industry** (3). Modern materials of construction and manufacturing industry. Ferrous, and non-ferrous, wood products, non-metallic materials, miscellaneous materials.

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

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

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

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

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

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

184 VOCATIONAL-TECHNICAL RELATED. **Industrial Physics I** (5). 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.

185 VOCATIONAL-TECHNICAL RELATED. **Industrial Physics II** (5). 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.

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

202 VOCATIONAL-TECHNICAL RELATED. **Cost and Material Estimating** (3). 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.

203 VOCATIONAL-TECHNICAL RELATED. Industrial Psychology (3). Students evaluate the industrial environment, its problems and develop proposed guidelines for working effectively with associates and supervisors.

204 VOCATIONAL-TECHNICAL RELATED. Electronics Drafting (3). This course emphasizes the means of presenting information effectively, using drawings, prints, sketches, graphs, charts and diagrams.

205 VOCATIONAL-TECHNICAL RELATED. Industrial Economics (3). 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.

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

207 VOCATIONAL-TECHNICAL RELATED. Principles of Publication Procedures (3). 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

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.

131 WELDING. Beginning Welding (12). 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.

132 WELDING. Intermediate Welding (12). 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.

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 experi- ence.
SARAH ALWINE	- - - - -	Special Needs B.A., Louisiana Polytechnic University.
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.
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 North- ern Colorado. Eight years experience in Aviation Industry.
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 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.

- JAMES L. BURDEN** - - - Dean of Occupational Education
B.S., Ball State University; M.A., Ball State University;
Indiana University; Michigan State University, Advanced
Graduate Study, University of Iowa; University of Northern
Colorado; Colorado State University.
- 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.
- BOBBY G. CLOYD** - - - - - Building Construction
B.S., Trades and Industrial Education, Oklahoma State Uni-
versity; Graduate Study, Oklahoma State University, Uni-
versity of Alaska, Colorado State University. Fifteen years
industrial experience.
- 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.
- ARLINE CROSS** - - - - - Humanities, Fine Arts, Music
B.S., University of Northern Colorado; M.A., University of
Northern Colorado; Graduate Study, New England Con-
servatory of Music, Cambridge Latin School, Tufts Univer-
sity, University of Maryland, Arizona State University.
- 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,
University of Northern Colorado and Colorado State Uni-
versity. Nine years military and industrial electronics ex-
perience.
- GENE A. FREDERICK** - - Economics, Sociology, Geography
B.S., University of Missouri; M.A., Adams State College;
Advanced Graduate Study, Purdue University, University of
Northern Colorado.
- 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.; Graduate Study,
Colorado State University and University of Northern Colo-
rado. Ten years as draftsman, designer, with consulting
engineering firm.

- LARRY A. GORGEN - - - - - English
B.A., Kearney State College; M.A.T., Washington State University; Ed. S., University of Northern Colorado.
- DONALD T. HARRIS - - - - - Science
B.S., Western Kentucky State University; M.A., Western Kentucky State University.
- SAMUEL K. HEEN - - - - - English, Reading
B.A., Colorado State University; M.Ed., Colorado 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, University of Northern Colorado.
- B. JIM HEIN - - - - - Automotive Mechanics
B.Ed., Colorado State University; Graduate Study, Colorado State University. Ten years trade experience.
- JOHN C. HICKMAN - - - - - Welding
Eighteen years in welding media—eight years in field, consisting of production welding, bridge construction, gas pipelines and maintenance welding. Ten years in teaching, testing 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.
- MELBA KRIEGEL - - - - - Business
B.B.A., Texas Technological University; M.A., University of Northern Colorado.
- MARY KRISKO - - - - - Science
B.A., Lake Forest College; M.S., University of Illinois; Graduate Study at State College at Bridgewater; Doctoral Research at University of Illinois.
- ELTON KEITH LANE - - - - - Mathematics
B.S., West Texas State University; M.S., West Texas State University.
- RICHARD A. LAUGHLIN - - - - - Dean of Student Services
B.S., University of Colorado; M.P.S., University of Colorado; Advanced Graduate Study, University of Colorado.

- MARY R. LORENSEN - - - - - Health Occupations
B.S., University of Colorado; ten years nursing experience.
- NANCY SUE MARTZ - - - - - Humanities, English
B.A., University of Northern Iowa; M.S.T., Wisconsin State
University; Advanced Study, University of Northern Colo-
rado.
- DICK MASIKER - - - - - Welding
Fifteen years industrial experience. Attending Colorado
State University.
- MARILYN MATHEWS - - - - - Business
B.A., University of Northern Colorado; M.A., University of
Northern Colorado.
- FREDERICK GARY MEARS - - - - - Division Chairman,
Behavioral and Social Sciences
B.S., East Texas State University; M.A., Texas Christian
University; Ph. D., University of Northern Colorado.
- THOMAS A. MILAN - - - - - Auto Body
B.E., Colorado State University; Graduate Study, Colorado
State University; twenty-five years industrial experience.
- GEORGE D. MOORE - - - - - Automotive Mechanics
B.Ed., Colorado State University; Graduate Study, Colorado
State University. Fourteen years trade experience.
- JOHN P. MUELLER - - - - - History
B.A., Colorado State University; M.A., Colorado University.
- MARY LEE MUNSELL - - - - - Business
B.S., Colorado State University; M.S., Colorado State Uni-
versity; Advanced Graduate Study, Colorado State Univer-
sity, University of Colorado.
- MILDRED C. OGDEN - - - - - Philosophy, Social Sciences
B.A., University of North Carolina; M.A., University of Vir-
ginia; Advanced Graduate Study, Columbia; Ed.D., Univer-
sity of Northern Colorado.
- TRULENE PAGE - - - - - Division Chairman, Business
and Office Occupations
B.S., Colorado State University; M.A., University of North-
ern Colorado; Advanced Graduate Study, University of
Northern Colorado.
- DANIEL D. PECK - - - - - Vocational-Technical Related
Twelve years industrial experience. Attended University of
Illinois, Bradley University, and Illinois State University.

- MIRIAM PETERSON - - - - - Business
B.S., University of Northern Iowa; Graduate Study, University of Northern Colorado.
- EARL H. PHILLIPS, JR. - Director, Instructional Resource Center
A.S., Southern Utah State College; B.S., Southern Utah State College; M.A., University of Northern Colorado; Advanced Graduate Study, University of Utah, Utah State University, University of Northern Colorado.
- LINDA PIPER - - - - - Library
B.A., University of Northern Colorado; M.A., University of Northern Colorado.
- DWANE RAILE - - - - - Coordinator Evening Division
Director Adult Education
B.S., New Mexico Western University; M.S., New Mexico Western University.
- ROBERT N. RANGEL, JR. - - - - - Coordinator Special Needs
B.A., University of Northern Colorado; M.A., University of Northern Colorado.
- JAMES G. RAYMOND, JR. - Director of Admissions and Records
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 Buell; B.A., University of Northern Colorado; M.A., University of Northern Colorado; Advanced Graduate Study, University of Northern Colorado, Colorado University.
- VICTOR RIBICH - - - - - Placement Specialist
Twenty-four years sales and industrial experience. Attending University of Northern Colorado.
- DONALD RITTER - - - - - Art
B.A., Michigan State University; M.A., Michigan State University; M.A., University of Northern Colorado.
- GUY F. ROBERTS - - - - - Psychology
B.S., Southern Oregon College; M.S., Fort Hays Kansas State College; Advanced Graduate Study, University of Northern Colorado.
- JAMES (LYN) ROBINSON - - - - - Science
B.S., University of New Mexico; M.S., University of New Mexico; Advanced Graduate Study, University of Kansas, University of Denver.
- JAMES R. ROORDA - - - - - Director Larimer County 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; Advanced Graduate Study, University of Northern Colorado; twenty-five years military and industrial experience.
- WILLIAM L. SHELL** - - - - - Political Science, History
B.A., Trinity University (San Antonio); M.A., John Hopkins University.
- ESTHER SIMS** - - - - - English, Journalism
B.A., University of Colorado; M.A., University of Colorado; Advanced Graduate Study, University of Colorado and University of Northern Colorado.
- RUTH SLOMER** - - - - - Counselor
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.
- THOMAS W. SULLIVAN** - - - - - Dean of General Studies
B.A., Gonzaga University; M.A., Teachers College, Columbia University; Ed.D., University of Northern Colorado.
- JERRY C. TOLER** - - - - - Business Manager
B.S., University of Colorado; Graduate Study, University of Denver.
- C. WILLIAM (BILL) TRIMBLE** - - - - - Physical Education
B.A., University of Northern Colorado; M.A., University of Northern Colorado; Ed.S., University of Northern Colorado.
- JOHN T. TURNER** - - - - - History, Economics
B.A., Adams State College; M.A., Adams State College; Advanced Graduate Study, Colorado State University.
- DAVID D. WERNER** - - - - - English, Humanities
B.A., University of Montana; M.A., University of Montana.
- WILLIAM F. WIBBING** - - - - - Vocational-Technical Related
B.S., University of Missouri; M.B.A., Arizona State University; Post-Graduate Study at Colorado State University.
- JAMES W. WILLIAMS** - - - - - Executive Vice President
J.C. Certificate, St. Joseph Junior College; B.S., Northwest Missouri State College; M.A. and Ed.D., University of Northern Colorado.
- RICHARD L. WRIGHT** - - - - - Director of Financial Aids
B.A., Kent State University; M.A., Kent State University; Ph.D., University of Northern Colorado.

INDEX

Academic Information	- - - - -	10
Accreditation	- - - - -	3
Adding and Dropping Courses	- - - - -	12
Admissions	- - - - -	3
Adult Basic Education Classes	- - - - -	18
Adult Education	- - - - -	17
Advising	- - - - -	9
Aims College Committee and Staff	- - - - -	103
Anthropology Courses	- - - - -	56
Approval	- - - - -	3
Art Courses	- - - - -	56
Attendance	- - - - -	12
Audio Visual Equipment and Duplicating Services	- - - - -	19
Auditing of Courses	- - - - -	12
Auto Body Repair	- - - - -	45-58
Automotive Technology Courses	- - - - -	59
Automotive Mechanics Technology Program	- - - - -	46
Aviation Technology Courses	- - - - -	60
Aviation Technology Program	- - - - -	33
Basic Education	- - - - -	18
Biological Sciences Courses	- - - - -	62
Building Construction	- - - - -	52-63
Business Courses	- - - - -	64
Calendar	- - - - -	11
Chemistry Courses	- - - - -	68
Child Care and Teacher Aide Program	- - - - -	35-69
College Year-Credit Units	- - - - -	10
Counseling and Guidance Services	- - - - -	8
Course Cancellations	- - - - -	11
Course Challenging	- - - - -	11

Honors	- - - - -	11
Housing	- - - - -	7
Humanities Courses	- - - - -	81
Instructional Resources Center	- - - - -	19
Journalism Courses	- - - - -	81
Library	- - - - -	19
Map	- - - - -	III
Mathematics Courses	- - - - -	83
Mid-Management Programs	- - - - -	21-28
Music Courses	- - - - -	85
Nurse Assisting and Home Health Aide Program	- - - - -	43-86
Occupational Education	- - - - -	20
Office Occupations Programs	- - - - -	23
Office Production Program (Duplication Machines)	- - - - -	32
Philosophy Courses	- - - - -	86
Philosophy of the College	- - - - -	1
Photography Courses	- - - - -	87
Physical Education and Health Courses	- - - - -	87
Physical Science Courses	- - - - -	90
Police Science Courses	- - - - -	90
Police Science Program	- - - - -	41
Political Science Courses	- - - - -	91
Programs	- - - - -	20
Psychology Courses	- - - - -	92
Purpose	- - - - -	2
Reading Courses	- - - - -	93
Scholarships	- - - - -	6
Sociology Courses	- - - - -	94
Spanish Courses	- - - - -	94
Special Needs	- - - - -	6
Speech Courses	- - - - -	94

