

MSI Separator Sheet



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1973 - 1974

Raymond

AIMS COLLEGE



CATALOG

1973-1974



AIMS COLLEGE

ESTABLISHED 1967



1973 - 1974 CATALOG

A COMMUNITY COLLEGE

SERVING NORTH-CENTRAL COLORADO

P.O. BOX 69

GREELEY, COLORADO 80631

PHONE (303) 353-8008

CALENDAR

1973

1974

	SUN	MON	TUE	WED	THU	FRI	SAT
JUN	3	4	5	6	7	1 8	2 9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
JUL	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
AUG	5	6	7	1	2	3	4
	12	13	14	8	9	10	11
	19	20	21	15	16	17	18
	26	27	28	22	23	24	25
SEP	2	3	4	5	6	7	1
	9	10	11	12	13	14	8
	16	17	18	19	20	21	15
	23	24	25	26	27	28	29
OCT	7	1	2	3	4	5	6
	14	8	9	10	11	12	13
	21	15	16	17	18	19	20
	28	22	23	24	25	26	27
NOV	4	5	6	7	1	2	3
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DEC	2	3	4	5	6	7	1
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	SUN	MON	TUE	WED	THU	FRI	SAT
JAN	6	7	1	2	3	4	5
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	27	28	22	23	24	25	26
FEB	3	4	5	6	7	1	2
	10	11	12	13	14	8	9
	17	18	19	20	21	15	16
	24	25	26	27	28	22	23
MAR	3	4	5	6	7	1	2
	10	11	12	13	14	8	9
	17	18	19	20	21	15	16
	24	25	26	27	28	22	23
APR	7	1	2	3	4	5	6
	14	8	9	10	11	12	13
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MAY	5	6	7	1	2	3	4
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	26	27	28	22	23	24	25
JUN	2	3	4	5	6	7	1
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GENERAL INFORMATION

HISTORY

In the summer of 1966, after several months of study, a citizens committee representing Weld County school districts, recommended formation of a junior college district. In January 1967 voters gave overwhelming approval. Two months later a governing committee was elected which chose Dr. Ed Beaty as president. In September 1967, Aims Community College opened with 900 students enrolled in day and evening programs.

Enrollment during fall 1972 reached 3,500. The diverse needs of the students have resulted in an increased number of classes and programs offered. During the 1972 school year, Aims offered 22 occupational programs and many adult interest classes as well as the Associate in Arts and Sciences Degree program.

As enrollment, course offerings and programs increased, it became evident that a larger campus would be needed. In 1969, a 175 acre tract of land west of Greeley was purchased. During 1971, ten additional acres were purchased along with a 50,000 square foot building which is now the General Studies Building.

1971 also saw the construction of the first new building of the Aims College Master Plan, the Trades and Industrial Center.

Construction is planned to start early in 1973 on Aims' Business and Technical Building which will house business, office occupations, mid-management, marketing and technical programs.

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 body of knowledge and technical skills attained in realizing significant, specific values and goals.

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. As an integral part of the community, Aims College is dedicated to meeting the educational needs of the residents of the district.

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:

1. College parallel courses to enable students to transfer credits earned to a four year college.
2. Occupational education to help prepare students for initial employment, or advancement in their area of development.
3. General and developmental education for those who wish to achieve a higher educational level.
4. Counseling and guidance, both personal and career, to enable the student to more clearly define his goals.
5. 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 submitted a Status Study to the Association to support the College's application for Recognized Candidate status, the next step toward full accreditation. A North Central Examination team made its visitation in October, 1972, and will report its findings and recommendations regarding recognized candidate status to the North Central Accrediting Association in Chicago in March, 1973.

STUDENT SERVICES

ADMISSIONS

NO AIMS JR. COLLEGE DISTRICT RESIDENT WILL BE DENIED ADMISSION TO THE COLLEGE BECAUSE OF FINANCIAL INABILITY TO PAY COLLEGE FEES.

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 persons 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 student statistical information materials each quarter of attendance.
- (b) Pay fees.

Application for admission to Aims College. 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 Colorado general application form to the college.
- (b) Complete student information materials. The student must record his social security number on the information materials.
- (c) Provide a complete transcript of all high school and college credits and a certified record of G.E.D. scores if applicable.

Admissions requirements for Foreign Students.

- (a) Complete all steps in "Application for Admission to a Degree Program."
- (b) Submit TOEFL scores. Foreign students must have a minimum of 450 on the TOEFL to be considered for admissions to Aims College.
- (c) Complete application and supporting credentials must be in the Office of Admissions and Records one full quarter before the date of anticipated enrollment.

CLASSIFICATION OF STUDENTS FOR TUITION PURPOSES
AT AIMS COLLEGE

OUT-OF-STATE — Designates an adult student (over 21) who has not been domiciled within Colorado for a period of at least one year, or a minor student whose parents have not been domiciled in Colorado.

IN-STATE — Designates an adult student (over 21) or an emancipated minor who has established domicile within the State of Colorado for a period of one year.

IN-DISTRICT — Designates an adult student (over 21) or an emancipated minor who meets the qualifications of an IN-STATE STUDENT and who has established domicile within the Aims College District for at least 30 days..

Students are classified, for tuition purposes, at the time of admission to Aims College. Changes in classification may be applied for by contacting the Office of Admisson and Records. Any changes in residency classificaion shall become effective at the student's next registration following the decision. In all cases, the buden of proof is on the individual requesting the change. This proof must show evidence of the following:

1. Emancipation: that the individual is legally qualified to determine his/her domicile.
2. Established Domicile: that the individual has taken the necessary steps to make Weld County and/or Colorado his/her permanent place of domicile.
3. Waiting Period: that the individual meets the necessary waiting period after obtaining domicile to qualify him/her for the classification desired. These periods are: 12 continuous months of Colorado domicile for IN-STATE classification, and 30 continuous days domicile within the Aims College District for IN-DISTRICT classifica-tion.

An important consideration in all decisions of tuition classification is the intent of the individual to make Weld County and/or Colorado his/her permanent place of domicile. Evidence of this intent will be acceptable in the decision concerning tuition classification.

FEEES

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

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

ALL FEE CHARGES ARE SUBJECTS 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 books and fees are due and payable on specific dates or at the time the obligations are incurred. Students will not be graduated or receive transcripts of courses completed unless all financial obligations have been met.

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 students commute daily from their family residence in the area. Others have rented private apartments available in the city of Greeley.

FINANCIAL AIDS

The Office of Financial Aid endeavors to help needy and deserving students obtain financial assistance in meeting their college related expenses. Aims College participates in several federal, state and institutional financial aid programs, including loans, grants and part-time employment.

Most awards are made on the basis of financial need. Every effort is made to provide a financial aid program designed to best meet the particular needs of each eligible student. Each applicant will receive consideration for all types of available funds based on the information supplied by the student in his application for financial aid.

Application Procedure

There is no deadline for submitting applicants for student financial aid; however, those applicants who demonstrate financial need and have all application requirements complete and on file with the Admissions and Financial Aid office by March 15 will receive priority. No student will be considered for financial aid of any kind until after he has been accepted for enrollment by the Office of Admissions and Records.

After applying for admission, the student should then complete and mail the American College Testing Program (ACT) Family Financial Statement. Directions for completing and mailing this form are included with it. Mail the instruction/worksheet for the Family Financial Statement to the Financial Aid Office at Aims College. Be certain you have answered all questions on page 4 of the instruction/worksheet. Processing of the ACT Family Financial Statement takes approximately three to four weeks. It

must be mailed to the ACT at least six weeks in advance of the beginning of the quarter for which aid is requested to insure consideration for an award for that quarter. These forms may be obtained from your high school counselor, principal or from the Financial Aid office at Aims College.

Grants

Grants are available through the Educational Opportunity Grant (EOG) Program and the Colorado Student Grant (CSG) Program. EOG's will be awarded to students from low income families demonstrating extreme financial need. CSG's are awarded to students from low to medium income families who demonstrate financial need.

Each year Aims College awards to qualified students a limited number of scholarship grants contributed by civic organizations, school organizations and private citizens. Recipients of these grants must demonstrate high scholastic ability as well as financial need. Students who apply for financial aid will be given consideration for these grants.

Fee Waivers

Fee waivers are available to students whose financial status is such that they qualify as low-income under the Offices of Economic Opportunity. Waivers are made to cover costs of tuition and textbooks. Application forms and financial statements are available from the Special Needs office or the Office of Student Financial Aid. By submitting the ACT form, applicants for fee waivers will also be considered for other financial aid programs.

Loans

Student loans are available through the National Direct Student Loan (NDSL) Program and the Federal Insured Loan (FISL) Program. Each represents a long-term, low-interest loan repayable after the student completes his education or terminates his student status.

Part Time Work

Part time work is available for a limited number of applicants through the Federal College Work-Study and the Colorado College Work-Study Programs. A few part time jobs are also available for qualified students through institutional student employment programs. The work-study programs are primarily for students from low-income families.

Consideration for awards of jobs under these two programs is based on financial need. The hiring of students under the institutional programs is based on the individual's qualifications in meeting the requirements of the department concerned.

Tuition Deferrals

Under certain extenuating circumstances Aim College will defer a student's tuition payment. This deferment privilege will be extended only to students who are residents of the state of Colorado. A down payment of one-third of the total tuition cost must be made at the time an eligible student assumes this obli-

gation. A student who requests tuition deferment must demonstrate the ability to pay the deferred balance of his tuition during that same quarter. Application for deferment must be made at the Office of Student Financial Aid.

Veteran's Benefits

The Veterans Administration has approved the program offerings at Aims College for these students who are eligible for VA benefits. All payments are made directly to the eligible student by the VA. It is the individual student's responsibility to make initial application for benefits to the Veterans Administration Regional Office. A student approved for educational benefits by the Veterans Administration will be issued a Certificate of Eligibility which he should bring to the Financial Aids office at the time of his initial registration.

Students who are receiving GI benefits must report immediately to the Financial Aids office any change in their study program or training status.

Tuition waivers for Vietnam Era Veterans. Aims College will waive tuition payment for qualified Vietnam Era Veterans who meet the following criteria: (1) a veteran of the Vietnam Era (beginning August 5, 1964); (2) discharged and certified eligible for veterans educational benefits; (3) a legal resident of Aims College district at the time of entering the armed services; (4) enroll within five years of separation from service and (5) maintain satisfactory grades (2.0 GPA). These tuition waivers will be processed at the time of the veteran's registration for classes. For further information and applications concerning the above programs, contact the Aims College Financial Aid office.

ESTIMATED COLLEGE EXPENSE

The student should keep in mind that expenses can only be estimated; therefore, the estimated costs are presented in ranges from possible minimums to possible maximums:

Room Costs Per Quarter	\$220.00 to \$450.00
Food Costs Per Quarter	200.00 to 300.00
Book and Supplies Per Quarter	<u>40.00</u> to <u>60.00</u>
TOTAL	460.00 to 810.00

Costs such as clothing, social activities, recreation, transportation to and from the college and personal expenses will vary with the individual and will be in addition to the above costs.

COUNSELING AND GUIDANCE SERVICES

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

The Counseling 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 without consent from the student.

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 Counseling Center.

The Counseling Center staff assists students in the following areas:

- (a) Orientation to college experience
- (b) Educational planning
- (c) Career planning
- (d) Interest, ability and aptitude evaluation
- (e) Personal, family, or marriage counseling
- (f) Self-exploration and interpersonal relations

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 institutions and have a copy of the results sent to Aims college. The college provides a testing program and general educational achievement. 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 objectives.
2. Discuss program and class schedule prior to each Student Services registration.
3. Make an appointment with his advisor when problems arise in his program or if class changes are necessary.

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) Participating in the decision making of the college community by providing student input into the areas of classroom education, student needs, school policies and community services.
- (b) Chartering student organizations which members of the Aims College student body organize to further develop a particular interest.

STUDENT ACTIVITIES

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

STUDENT ORGANIZATIONS

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

The following are types of organizations that have been chartered at Aims . . .

- Bowling Club
- Veterans Club
- Big Brother - Big Sister Club
- Camera Club
- Chess Club
- Rodeo Club
- DECA Club
- Science Club
- Family Club
- Young Democrats
- Young Republicans
- Associated Women
- UMAS

STUDENT I.D.

Student I.D. cards may be obtained during registration at no cost. All students are encouraged to secure an I.D. card.

STUDENT CODE OF CONDUCT

Aims College does not deem it necessary to set forth a negative code of conduct as is typical of criminal law. It is expected, however, that the students of Aims College will obey federal,

state and local laws and respect the rights, privileges and property of others. They are expected to conduct themselves in a manner which is not disruptive of college functions, does not interfere with the free movement of students, school personnel or invited guests, and does not cause injury to persons or damage to property.

Any such interference, damage or threat to persons or property will not be tolerated. In situations which he feels warrants such action, the College President may summarily suspend all persons involved in a violation of these standards, pending final dispensation of the case by the appropriate body.

Aims College recognizes the importance of the opportunity for students to gather for discussion and inquiry. Those engaged in such assemblies are expected to respect the rights, privileges and property of other persons.

Peaceful assembly is defined as the purposeful gathering on campus, either within or outside campus buildings, of two or more persons whose conduct is peaceful.

Students are encouraged to hold informal discussion groups anywhere on campus and are obligated to live up to the standard of conduct adopted by the college.

Student groups planning organized meetings or demonstrations are to give notice to the college administration at least twenty-four hours in advance of the activity.

STUDENT HEALTH SERVICES

Aims College provides a student health facility in the General Studies Building at 5401 West 20th Street. The facility is staffed and directed by a registered nurse. All students with health questions or difficulties are encouraged to contact the Student Health Services.

STUDENT INSURANCE

The College provides Health and Accident insurance coverage for all students enrolled for 10 or more credit hours. Students are responsible for providing insurance coverage for their dependents. For additional information, contact the Director of Student Activities.

INSTRUCTIONAL RESOURCES CENTER AND LIBRARY

The college library maintains a collection of materials, print and non-print, which help implement the curricula. Over 10,000 volumes are now in the collection. Titles reflect both the occupational education and the academic transfer programs offered at Aims College.

The library currently holds subscriptions to more than 150 periodicals and magazines and maintains a back issue file of magazines to 1965. Microfilms of several back issues of periodicals are also available. More than 30 newspapers are received regularly from local, state, national and international services.

The library promotes the use of media by shelving audio tapes, slides and filmstrips in the general stacks with the books.

Equipment is available through the I.R.C. for utilizing the non-print media.

Library cards are free to all students, faculty and staff of Aims College. No fines are charged for overdue materials. Each patron is held responsible for returning materials when due so that they are available for another patron's use.

A branch library has been established at the Trades and Industrial Center. The collection consists mainly of occupational materials, print and non-print.

AUDIOVISUAL EQUIPMENT AND COPY CENTER SERVICES

The audiovisual equipment and copy center divisions of the I.R.C. provide equipment and materials in support of the total instructional program, servicing all of the day, evening, and extension classes. Graphic materials such as charts, graphs, posters and overhead transparencies as well as other photographic materials are produced by the I.R.C. for instructional purposes.

Television production and distribution services are provided for the students and faculty. A centralized program distribution network, provides for easy access to a vast quantity of media materials both in the classroom and in individual study carrels.

Spirit duplication, photocopy and offset duplication are available for the duplication needs of the instructors and service areas of the college.

ACADEMIC INFORMATION

COLLEGE YEAR CREDIT UNITS

The college year is divided into three quarters (fall, winter and spring) 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 anytime 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 for each course is listed in the descriptions 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 points are awarded on the following basis:

- "A" Superior work — 4 grade points per credit hour
- "B" Above average work — 3 grade points per credit hour
- "C" Average work — 2 grade points per credit hour
- "D" Minimum passing work — 1 grade point per credit hour
- "P" Passing — used for those students who have successfully challenged a course
- "W" Withdrawal — no grade points
- "I" Incomplete work — no grade points
- "IP" In-Progress
- "AU" Audit — no credit

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

Learning accomplishment at a level judged to be 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 12 degree hours of credit during a quarter 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 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. 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. Whether or not credit is allowable for challenged courses will be determined by the instructor.

COURSE LOAD

The normal course load for a full-time student is from 12 to 18 credit hours. Special permission to register for more than 18 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

0-99 Pre-college level courses not designed for transfer to other institutions.

100-199 Courses normally taken by freshmen.

200-299 Courses normally taken by sophomores.

NEW TYPES OF COURSE FORMATS

Many Aims courses are being developed in new formats which will, in many cases, also explore new subject areas. Some may be offered during the "73-74" academic year. A description of the above formats: 1) Contact Courses: provide "direct" vs. "classroom only" exposure to objects or processes to be studied, usually on the basis of full-time study (3-5 hours per day) of one subject for a three week period. 2) Learning Lab Courses: for the student who seeks maximum flexibility in scheduling and likes to proceed at his own pace. Each week the instructor prepares a new set of materials for students to master, all of which are available in a "learning lab" for student use at any time during the day. Materials in the lab will usually include recordings, TV tapes,

films or filmstrips experiments or problems, and self-testing sessions. 3) Mini-Courses: Brief courses in either classroom, learning lab, or contact-course format which provide 1 to 3 hours credit in, for example, one week of intensive instruction or one quarter of Saturday morning classes.

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 performances 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.

REFUND POLICY

During the first 10 days of classes the student will receive a 100% refund for a complete withdrawal from school or for classes dropped. After the first 10 days of classes, the student will not receive a refund for complete withdrawal or dropping of classes.

The student may drop and add an equal number of credit hours at anytime during the quarter without charge provided the drop/add cards are processed simultaneously.

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 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.

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 a 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 an Associate Degree in Applied Science, an Associate Degree in Arts and Sciences, or certificates in occupational education programs are outlined in the curricula section of this catalog. A minimum cumulative grade point average of 2.00 is required for receipt of either type of degree or certificate. Specific requirements for individual programs may be secured from either the Office of Admissions and Records or the Counseling Center.

Students must make application for graduation in the quarter preceding the anticipated quarter of graduation. Graduation applications are available from the Office of Admissions and Records. Completed graduation applications must be returned to the Office of Admissions and Records by mid-term with the faculty advisor's signature. Graduation evaluations will be made and the student will be notified by mail of the conditions required for graduation prior to his last quarter.

GENERAL STUDIES

General Studies offerings are intended to provide educational opportunities in support of Occupational Education Programs, as a prebaccalaureate program, and in general and developmental education interests.

Students in Occupational Education Programs may enroll in General Studies courses to meet the specific requirements of a particular occupational curriculum and to select desired elective courses.

General requirements for the Associate Degree in Arts and Sciences represent a pattern of education aimed at developing attitudes, abilities, and behavior considered desirable and necessary for students seeking a broad background in general education.

Students seeking the Associate Degree in Arts and Sciences must earn minimum credits in the following subject matter areas:

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

Students working for an Associate in Arts and Sciences Degree are 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 his degree are encouraged to complete elective classes compatible with the advanced program of their choice. Students are encouraged to check with the Career Center for assistance and information regarding the requirements of other colleges.

Following is a detailed description of the courses and hours required for completion of the Associate Degree in Arts and Sciences.

ASSOCIATE DEGREE IN ARTS AND SCIENCES

TOTAL MINIMUM CREDIT REQUIREMENT 96

NOTE: Students who can submit evidence that their successful completion of ninety-six quarter hours of course work constitutes a complete transferable curriculum for transfer into a specific program at a four-year college or university need not complete the specific requirements listed below in order to be considered for the Associate Degree in Arts and Sciences.

COMMUNICATION SKILLS REQUIRED 9

Six hours selected from 2 of the following three-hour courses:

CON 101, 102, and 103 6

Three hours selected from the following three hour courses in composition, literature or speech.

COMPOSITION (CON)

	Credits
CON 103 Intermediate Writing	3

LITERATURE (LIT)

LIT 105 Introduction to Literature	3
LIT 106 Introduction to Fiction	3
LIT 107 Introduction to Drama	3
LIT 108 Introduction to Poetry	3
LIT 205 American West	3
LIT 206 Modern American Lit and Thought	3
LIT 207 The Romantic Movement	3
LIT 208 The Victorian Period	3
LIT 209 Shakespeare	3

SPEECH (SPE)

SPE 101 Speech Essentials	3
SPE 102 Public Speaking	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 communication skills by the end of the sophomore year. The above requirements include these minimum plus an additional quarter's requirement which gives the student a choice of areas of study for his third quarter. (Some four-year institutions require an equivalent course to CON 103, involving writing a research paper.)

HUMANITIES (HUM)

Required hours for graduation 15

The Humanities courses embrace history, drama, music, art, architecture and philosophy and can be defined as the exploration of the meaning and purpose of human life with the intent of discovering an art of living.

The philosophy of the humanities studies is to find the humanist-related values in philosophy and art; then to compare, contrast and synthesize so that a coherent and broad perspective of the art of living is offered for the students' evaluation.

The responsibility of the Humanities Division is to present the humanist issues and the background necessary for their understanding, and to explore the alternatives. It is the student's responsibility to inquire, search, discover and finally evaluate his discoveries for personal relevance. The Humanities education is primarily a value education.

METHODS OF COMPLETING THE 15 HOUR REQUIREMENT

Humanities 101, 102, 103	15
OR	
Humanities 101, 102	10

(Continued)

		Credits
POS 105	Contemporary Issues in State and Local Politics	5
POS 106	Metropolitan Government	3-5
POS 107	State Government	3-5
POS 108	County Government	2
POS 109	City Government	2
POS 115	Effective Campaigning	2
POS 116	International Politics Since 1945	5
POS 117	Contemporary Issues in American Politics	5
POS 118	State and Local Governments	5
POS 205	International Relations	5

GEOGRAPHY (GEO)

GEO 105	World Regional Geography	5
GEO 205	Geography of Anglo-America	3
GEO 205	Geography of Colorado	3
GEO 207	Urban Geography	3

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	<u>37 quarter credits</u>
TOTAL	96 quarter credits

ADULT INTEREST PROGRAMS

Classes are offered in a number of instructional areas for the person who desires to broaden his 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, an appropriate number of students 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 and others.

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

Persons interested in further information should contact the Associate Dean of General Studies.

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 interest offerings. This wide variety of instruction enables adults of all ages to complete college work, acquire new skills, improve existing skills and pursue special interests.

Evening classes are generally 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 at the same rate as for day classes.

ETHNIC STUDIES

An Ethnic Studies Consortium of courses exists within the existing framework of academic divisions and departments. The following is a partial list of courses now being offered. Consult individual departmental listings for specific course offerings.

SPA	011	Conversational Spanish I
SPA	012	Conversational Spanish II
LIT	210	The Rhetoric of Social Protest
LIT	216	Ethnic Literature in America
MU	105	Music of Mexico and the Southwest
MU	106	Music of Africa and the Deep South
FOO	015	Mexican Foods
SPP	007	Bilingual Driver's Education
CAC	153	Mexican Dance
BIO	107	Biology of the Human Races
HIS	061	Chicano History and Cultural Awareness
HIS	108	Mexican American Studies
POS	061	Preparation for Bilingual Citizenship
PSY	208	Social Psychology of Minority Groups
PSY	209	Psychology of Prejudice
SOC	107	Minority Groups in American Society
SOC	108	Racism and American Institutions
CUS	105	Cultural Heritage of South America and Mexico
CUS	106	Cultural Heritage of Africa and American Blacks
POS	117	Contemporary Issues in American Politics
POS	105	Contemporary Issues in State and Local Politics

Because of the great variety of ethnic studies programs being developed at four-year colleges and universities, students who are planning to transfer are urged to study the catalog of the college to which they will be transferring concerning course acceptance toward a proposed major as well as for meeting general education requirements.

OCCUPATIONAL EDUCATION

Aims College offers selected vocational-technical education curricula designed to prepare high school and post-high school youth and adults for useful and gainful employment. 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 find a variety of programs to choose.

Many opportunities exist for the person who can perform essential semi-professional, technical and other tasks competently. As a community college, Aims College has adopted 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.

PROGRAMS

BUSINESS AND OFFICE DIVISION PROGRAMS

BUSINESS DEPARTMENT PROGRAMS

- Electronic Data Processing
- Graphics Technology
- Clerk-Bookkeeper
- Clerk-Steno
- Clerk-Typist
- Office Clerical
- Office Supervision
- Stenographic & Secretarial

DISTRIBUTIVE EDUCATION PROGRAMS

- Mid-Management — Distributive Management
- Mid-Management

TECHNICAL DIVISION PROGRAMS

- Aviation Technology
- Drafting
- Electronics Technology
- Fire Science Technology
- Mechanical and Civil Engineering Technology
- Nurse Assisting and Home Health Aide
- Police Science
- Technical Illustration

TRADE AND INDUSTRIAL DIVISION PROGRAMS

Automotive Body Repair
Automotive Mechanics Technology
Building Construction
Child Care/Teacher Aide (Early Childhood)
Sportscraft and Specialty Engines Mechanics
Welding

ELECTRONIC DATA PROCESSING

ASSOCIATE IN APPLIED SCIENCE DEGREE

COURSE LENGTH: 6 Quarters.

DESIRABLE CHARACTERISTICS: Aptitude for logical reasoning; ability to communicate; ability to follow instructions; attention to details; creative; dexterity in operating machines; ability to tolerate sustained levels of machine produced noise; integrity and trust.

THE WORK OF DATA PROCESSING PERSONNEL: May involve the recording and verifying of data for input; programming and operating unit record equipment; programming and operating electronic computers; error detection and correction of computer programs; maintenance of computer files; systems analysis and modification; problem definition, solution, and documentation; receiving, logging, controlling and coordinating of documents and input/output devices; maintenance and control of record libraries; program maintenance and modification; scheduling and dispatching; coding; designing forms.

OPPORTUNITIES IN THE DATA PROCESSING FIELD:

Key punch Operator
Key punch Supervisor
Unit Record Machine Operator
Unit Record Supervisor
Computer Operator
Tape Handler
Console Operator
Wiring Technician
Coder
Programmer
Forms Designer
Systems Analyst
Librarian
Scheduler and Dispatcher
Control Clerk
Data Processing Manager
Operations Manager
Programming Manager

PROGRAM GOAL: The objective of the program is to provide:
1. Vocational competence in the skills required for entry

(Continued)

level employment in electronic data processing installations.

- Adequate preparation for personal and professional growth and development in the computer industry.

		Credits
BUS 100	American Business Systems	3
BUS 107	Business Communications	3
BUS 115	Business Mathematics	5
EDP 130	Introduction to Data Processing	3
EDP 140	Computer Operations	3
BUS 143	Personal Development and Human Relations	3
EDP 150	Computer Programming Logic & Techniques I	4
EDP 151	Computer Programming Logic & Techniques II	4
BUS 157	Business English	3
BUS 158	Business Communications	3
EDP 160	Assembler Language	4
EDP 161	COBOL	4
BUS 251	Principles of Accounting I	5
BUS 252	Principles of Accounting II	5
BUS 253	Principles of Accounting III	5
EDP 260	Advanced Assembler Language	4
EDP 261	Advanced COBOL	4
EDP 270, 271	Cooperative Work Experience	10
General Requirements		72
Electives*		24
TOTAL		96

*Elective 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.

GRAPHIC TECHNOLOGY

CERTIFICATE IN OCCUPATIONAL EDUCATION

COURSE LENGTH: 3 Quarters.

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

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

OPPORTUNITIES IN THE DUPLICATING MACHINES FIELD:

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

(Continued)

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
BUS 100	American Business Systems	5
BUS 101	Beginning Typewriting	3
BUS 102	Intermediate Typewriting	3
BUS 103	Advanced Typewriting	3
BUS 116	Introduction to Duplication Machines I	3
BUS 117	General Duplication Machines II	3
BUS 118	Duplication Machines II Publication Production	3
BUS 143	Personal Development and Human Re- lations in Business	3
BUS 157	Business English	3
BUS 158	Business Communications	3
BUS 222	Graphic Design and Duplication I	3
BUS 223	Graphic Design and Duplication II	3
BUS 224	Graphic Production III	3
General Requirements:		<u>41</u>
Electives:		<u>6-9</u>
TOTAL		<u>47</u>

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 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
Stock Clerk
Posting Clerk
Payroll Clerk
Billing Clerk
Invoice Control Clerk

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

		Credits
*BUS 101	Beginning Typewriting	3
*BUS 102	Intermediate Typewriting	3

(Continued)

	Credits
*BUS 105 College Bookkeeping I	5
BUS 106 College Bookkeeping II	5
BUS 115 Business Mathematics	5
EDP 130 Introduction to Data Processing	3
BUS 141 Office Procedures	5
BUS 143 Personal Development & Human Relations in Business	3
BUS 157 Business English	3
BUS 161 Adding & Calculating Machines	3
General Requirements:	38
Electives: **	12
TOTAL:	50

*Students entering Aims with high school credit in typing, and/or bookkeeping may substitute other courses for BUS 101, 102, 105.

**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.

CLERK-STENO

CERTIFICATE IN OCCUPATIONAL EDUCATION

COURSE LENGTH: 3 Quarters.

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

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

OPPORTUNITIES IN THE CLERK-STENO FIELD:

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

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.

	Credits
*BUS 101 Beginning Typewriting	3
*BUS 102 Intermediate Typewriting	3
BUS 103 Advanced Typewriting	3
BUS 111 Second Quarter Gregg Shorthand**	5
BUS 112 Third Quarter Gregg Shorthand**	5
BUS 113 Advanced Gregg Shorthand**	5
BUS 120 Alphabet Shorthand**	5
BUS 121 Alphabet Speed Building**	5
OR	5

(Continued)

	Credits
BUS 104 Production Typewriting	3
BUS 115 Business Mathematics	5
BUS 141 Office Procedures	5
BUS 142 Secretarial Procedures	3
BUS 143 Personal Development & Human Relations in Business	3
BUS 157 Business English	3
BUS 158 Business Communications	3
BUS 159 Business Communications (Oral)	3
BUS 161 Adding & Calculating Machines	3
General Requirements	37
Electives**	13
TOTAL	50

* Students entering Aims with high school credit in typing may substitute another course for BUS 102.

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

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

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.

	Credits
BUS 100 American Business Systems	5
*BUS 101 Beginning Typewriting	3
*BUS 102 Intermediate Typewriting	3
BUS 103 Advanced Typewriting	3
BUS 104 Production Typewriting	3

(Continued)

	Credits
BUS 105 College Bookkeeping I	5
BUS 106 College Bookkeeping II	
BUS 115 Business Mathematics	5
EDP 130 Introduction to Data Processing	3
BUS 141 Office Procedures	5
BUS 142 Secretarial Procedures	3
BUS 143 Personal Development & Human Relations in Business	3
BUS 157 Business English	3
BUS 158 Business Communications	3
BUS 159 Business Communications (Oral)	3
BUS 161 Adding & Calculating Machines	3
BUS 226 Cooperative Office Occupations I	5
BUS 227 Cooperative Office Occupations II	5
General Requirements	<u>68</u>
Electives**	<u>28</u>
TOTAL	<u>96</u>

*Students entering Aims with high school credit in typing, shorthand, and/or bookkeeping may substitute other courses for BUS 101, 102, 105.

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

OFFICE SUPERVISION

ASSOCIATE IN APPLIED SCIENCE DEGREE

COURSE LENGTH: 6 Quarters.

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

(Continued)

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.

REQUIRED COURSES

	Credits
BUS 100 American Business Systems	5
*BUS 101 Beginning Typewriting	3
*BUS 102 Intermediate Typewriting	3
BUS 115 Business Mathematics	5
EDP 130 Introduction to Data Processing	3
BUS 141 Office Procedures	5
BUS 143 Personal Development & Human Relations in Business	3
BUS 157 Business English	3
BUS 158 Business Communications	3
BUS 159 Business Communications (Oral)	3
BUS 161 Adding & Calculating Machines	3
BUS 201 Business and Banking	5
BUS 220 Office Management	3
BUS 226 Cooperative Office Occupations I	5
BUS 227 Cooperative Office Occupations II	5
BUS 251 Principles of Accounting I	5
BUS 252 Principles of Accounting II	5
BUS 254 Business Law	5
DE 206 Credit Management	5
DE 221 Personnel Management	5
General Requirements	<u>82</u>
Electives	14
TOTAL	<u>96</u>

* Students entering Aims with high school credit in typing may substitute other courses for BUS 101, 102.

**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.

STENOGRAPHIC AND SECRETARIAL ASSOCIATE IN APPLIED SCIENCE DEGREE

COURSE LENGTH: 6 Quarters.

DESIRABLE CHARACTERISTICS: Success and advancement on the job demand orderliness, versatility, accuracy, neatness of work and dress, stable personality, punctuality, dependability, above average English skills, and spelling ability.

THE WORK OF A SECRETARY: Relieves employer of clerical work and minor administrative and business details: Greets callers, ascertains nature of business, and conducts callers to employer or appropriate person. Answers telephone and gives information or routes call to appropriate official, and places outgoing calls

(Continued)

schedules appointments, reads and routes incoming mail, composes and types routine correspondence. Files, and locates filed material. Takes dictation and transcribes, or transcribes from voice recordings.

BEGINNING OPPORTUNITIES IN THE STENOGRAPHIC AND SECRETARIAL FIELD:

- Real Estate Secretary
- Insurance Secretary
- Medical Secretary
- Educational Secretary
- Government Service

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 stenographers or secretaries.

REQUIRED COURSES

	Credits
BUS 100 American Business Systems	5
*BUS 101 Beginning Typewriting	3
*BUS 102 Intermediate Typewriting	3
BUS 103 Advanced Typewriting	3
BUS 104 Production Typewriting	3
*BUS 105 College Bookkeeping I	5
BUS 106 College Bookkeeping II	5
*BUS 110 Beginning Gregg Shorthand**	5
*BUS 111 Second Quarter Gregg Shorthand**	5
BUS 112 Third Quarter Shorthand**	5
BUS 113 Advanced Gregg Shorthand	20 5
BUS 120 Alphabet Shorthand**	OR 5
BUS 121 Alphabet Shorthand Speed Building**	5
BUS 122 Alphabet Shorthand Transcription**	15 5
BUS 115 Business Math	5
EDP 130 Introduction to Data Processing	3
BUS 141 Office Procedures	5
BUS 142 Secretarial Procedures	3
BUS 143 Personal Development & Human Relations in Business	3
BUS 157 Business English	3
BUS 158 Business Communications	3
BUS 159 Business Communications (Oral)	3
BUS 161 Adding & Calculating Machines	3
BUS 226 Cooperative Office Occupations I	5
BUS 227 Cooperative Office Occupations II	5
General Requirements	83-88
Electives	3-13
TOTAL	96

*Students entering Aims with high school credit in typing, shorthand and/or bookkeeping may substitute other courses for BUS 101, 102, 105, 110, 111, 120.

**Students may elect the Gregg Shorthand series (BUS 110, 111, 112, 113) or the Alphabet Shorthand series (BUS 120, 121, 122).

***Electives will be chosen by the student after receiving coun-

MID-MANAGEMENT

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 continuously searching for qualified men and women who are capable of assuming managerial responsibility.

OPPORTUNITIES IN THE MID-MANAGEMENT FIELD:

ENTRY LEVEL:

Sales Trainee
Wholesale Salesman
Department Store Assistant Buyer
Credit Department Assistant
Retail Department Manager
Manufacturers Representative
Display Manager
Advertising Salesman
Personnel Department Assistant
Direct Sales Representative

PROGRAM GOALS: The goals of the Mid-Management Program will be:

1. To supply students with basic skills and understanding necessary for employment in marketing occupations.
2. To prepare students with the skills and knowledge that are required in modern businesses.
3. To provide students an awareness of modern management principles.
4. To provide advanced management training for students interested in and capable of mid-management positions.

			Credits
DE 101		Principles of Merchandising	OR 5
DE 261		Marketing	5
DE 102		Salesmanship	5
DE 122, 123, 124		Personal Adjustment to Business	15
DE 150		Principles of Advertising	5
DE 206		Credit Management	5
DE 221		Personnel Management	5
DE 225, 226, 227		Personal Adjustment to Business	15

(Continued)

		Credits
DE 262	Principles of Management	5
BUS 100	American Business Systems	5
BUS 115	Business Mathematics	5
BUS 157	Business English	3
BUS 158	Business Communications	3
BUS 159	Business Communications (Oral)	3
BUS 251	Principles of Accounting	5
BUS 254	Business Law	5
General Requirements		89
Electives		10
TOTAL		99

MID-MANAGEMENT

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 enables both men and women to function in positions of responsibility as supervisors or junior executives.

PROGRAM GOAL: The goal of the program is to provide the student with job entry knowledge in modern businesses.

		Credits
DE 102	Salesmanship	5
DE 122, 123, 124	Personal Adjustment to Business	15
DE 150	Principles of Advertising	5
DE 262	Principles of Management	5
BUS 100	American Business Systems	5
BUS 115	Business Mathematics	5
BUS 157	Business English	3
BUS 158	Business Communications	3
General Requirements		46
Electives		5
TOTAL		51

AVIATION TECHNOLOGY

ASSOCIATE IN APPLIED SCIENCE DEGREE

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

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

REQUIRED PHYSICAL EXAMINATION: Persons desirous of working toward the Private Pilot's License and/or the Commercial Pilot's License must submit a physical examination form prior to enrollment. Physical examinations must conform with FAA certification requirements. The Private License requires a third class physical and the Commercial License requires a second

(Continued)

class physical. Applicants should check with the instructor to obtain a list of FAA certified physicians to perform the physical examinations.

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

OPPORTUNITIES IN THE AVIATION TECHNOLOGY FIELD:

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

PROGRAM GOAL: To qualify the student for immediate entry into employment as a pilot.

	Credits
First Year:	
Two of the following three courses:	10
MATH 106 Intermediate Algebra	(5)
MATH 101 College Algebra	(5)
MATH 102 College Trigonometry	(5)
CON 101 Fundamentals of Language	3
PHY 100 Survey of Physics	5
Physical Education	3
AT 101 Private Requirements	3
CON 102 Fundamentals of Language	3
AT 102 Private Requirements	3
*AT 103 Primary Flight Lab	5
PSY 101 General Psychology	5
AT 104 Commercial Requirements	5
*AT 105 Basic Flight Lab	3
*AT 112 Conventional Gear Transition (Lab and Classroom)	2
Total First Year	50
Second Year:	
Earth Science 104	5
Physical Education	2
AT 212 Commercial Requirements	5
*AT 211 Multi-Engine Transition Lab	3
*AT 206 Advanced Flight Lab	5
CHE 100 Survey of Chemistry	5
AT 207 Basic Instruments and Systems	5
*AT 208 Commercial Flight Lab	4
AT 215 Basic Ground Instructor	
OR	
AT 216 Advanced Ground Instructor	2
AT 209 Advanced Instrument Flying	5
*AT 210 Advanced Commercial Flying Lab	5
*AT 213 Certified Flight Instructor (Lab, Classroom)	5
*AT 214 Instrument Flight Instructor (Lab, Classroom)	3
OR	
AT 217 Instrument Ground Instructor	2
Total Second Year	<u>53 or 54</u>
TOTAL	<u>103 or 104</u>
*Conducted at Airport	

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

ELECTRONICS TECHNOLOGY PROGRAM

ASSOCIATE IN APPLIED SCIENCE DEGREE

COURSE LENGTH: 6 Quarters.

PREPARATION: Good math background through algebra recommended. Prior courses in geometry, trigonometry, physics, and shop are very desirable. English courses are beneficial. Advanced standing is possible if the applicant has had high school electronics, adult school electronics, or military electronics schooling. Advanced standing is determined on an individual basis.

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. Women are increasingly successful in this field.

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 electronic instruments, computers, industrial controls, radar systems, telemetering and missile control systems, transmitters, receivers, and servomechanisms, following blueprints and manufacturer specifications and 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.

OPPORTUNITIES IN THE ELECTRONICS TECHNOLOGY FIELD:

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

Research and Development Technician

Engineering Aide

Field Service Representative

Production Test Technician

Electronic Tooling Maintenance Technician

Design and Fabrication Technician

Metrology Laboratory Technician

Systems Technician for Computers, Controls, Communications

(Continued)

PROGRAM GOALS: The overall goal is to provide job entry skills to permit the graduate to enter the electronics work field. Specific program goals are to develop:

- (1) A strong basic background in electronics.
- (2) Knowledge of instruments and measurements.
- (3) Logical troubleshooting ability.
- (4) A working knowledge of systems (computers, controls, communications.)
- (5) A systems approach to analyzing technical data and problems.
- (6) The necessary ability to communicate.
- (7) The desire to work.

First Year:

			Credits
*ELT	131	AC and DC Fundamentals	9
VTR	184	Industrial Physics I	5
VTR	103	Industrial Communications	3
*ELT	132	AC and DC Circuit Analysis	9
VTR	185	Industrial Physics II	5
VTR	102	Elements of Technical Writing	3
*ELT	133	Electronic Circuits and Applications	9
*ELT	134	Instruments and Measurements	5
VTR	105	Industrial Organizations and Institutions	3
Total First Year			51

Second Year:

ELT	261	Industrial Electronics	8
ELT	262	Communication Circuits	6
VTR	205	Industrial Economics	3
*ELT	263	Introduction To Digital Computers	8
ELT	264	Communication Systems	3
ELT	269	Industrial Electronics II	3
VTR	203	Industrial Psychology	3
*ELT	265	Digital Computers II	6
ELT	266	Electronic Design and Fabrication	3
ELT	267	Introduction to New Electronic Developments	3
VTR	204	Electronics Drafting	3
*ELT	268	Practical Solid-State Troubleshooting	3
Total Second Year			52
TOTAL			103

*Credit for substantial elements or all of the asterisked courses may be obtained via adult (evening offerings). See the course descriptions for details. High School Electronics programs (depending upon content) may also obtain substantial credit.

ELECTRONICS TECHNOLOGY

The Electronics Technology courses are designed to produce an employable electronics technician (man or woman) who can work effectively with engineers, scientists, and production and customer personnel. Job opportunities are as outlined under the Electronics Technology Program description.

FIRE SCIENCE PROGRAM

ASSOCIATE IN APPLIED SCIENCE DEGREE

COURSE LENGTH: Variable (normally two years).

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 alcohol 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 Center.

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. Sale 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:

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.

(Continued)

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 sense of size, shape and proportion.

THE WORK OF A MECHANICAL AND 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:

1. Drawing and design skills of an accepted industrial level.
2. An understanding of and ability to use applied mathematics including basic trigonometry and the sliderule.
3. An understanding of materials used and specified in construction and manufacturing industries.
4. 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:

Fall Quarter:

	Credits
DRA 131 Introductory Drafting	5
VTR 184 Industrial Physics I	5
VTR 111 Technical Math I	5
VTR 103 Industrial Communications	3

Total Fall Quarter 18

Winter Quarter:

DRA 132 Intermediate Drafting	5
VTR 185 Industrial Physics II	5
VTR 112 Technical Math II	5
VTR 102 Elements of Technical Writing	3

Total Winter Quarter 18

Spring Quarter:

DRA 133 Mechanical Drafting I	5
VTR 186 Industrial Physics III	5
VTR 113 Technical Math III	5
VTR 105 Industrial Organizations and Institutions	3

Total Spring Quarter 18

Total First Year 54

(Continued)

Second Year:

Fall Quarter:

	Credits
DRA 261 Mechanical Drafting II	5
MCE 263 Materials and Processes	4
MCE 262 Statics and Mechanics	5
VTR 205 Industrial Economics	3

Total Fall Quarter

17

Winter Quarter:

MCE 265 Applied Design and Drafting	5
MCE 264 Strength of Materials	4
VTR 206 Industrial Management and Human Relations	3
VTR 202 Cost and Material Estimating	3

Total Winter Quarter

15

Spring Quarter:

MCE 266 Machine Design	5
MCE 271 Basic Surveying	3
MCE 273 Engineering Problems	5
MCE 272 Hydraulics and Pneumatics	5

Total Spring Quarter

18

Total Second Year

50

TOTAL

104

NURSE ASSISTING AND HOME HEALTH AIDE PROGRAM

CERTIFICATE IN OCCUPATIONAL EDUCATION

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

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

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

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

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

THE WORK OF A NURSE ASSISTANT AND/OR HOME HEALTH AIDE: Assists in care of patients in the hospital, nursing home, and private home. Under direction of nursing and medical staff: answers signal lights and bells to determine patients' needs, bathes, dresses, and undresses patients, serves and collects food trays and feeds patients requiring help, assists patients with elimination procedures, transports patients to treatment units using wheel chair, wheeled carriage, or assists them to walk, changes

(Continued)

bed linens, run errands, and directs visitors, takes and records pulse and respiration rates, temperatures and weights, measures and records food and liquid intake and output, cleans and sterilizes equipment and supplies as directed, utilizes preventive, supportive and rehabilitative nursing care through cooperation with nursing personnel and with physical, occupational, and speech therapists.

OPPORTUNITIES IN THE NURSE ASSISTING AND HOME HEALTH AIDE FIELD:

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

PROGRAM GOALS:

- (1) Prepare the student to perform simple and routine nursing care procedures directed toward assisting the patient to meet his basic physical, emotional, social, and religious needs.
- (2) Provide formal classroom teaching correlated with clinical experience in nursing homes, hospitals, and private homes.

	Credits
NAC 100 Nurses' Aide Course	17
TOTAL	17

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 Center.

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. Perform 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

(Continued)

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 supervisor.

OPPORTUNITIES IN THE LAW ENFORCEMENT FIELD:

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

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

The Police Science Program consists of courses totaling 102 hours. These will be obtained through the following:

1. Fifty-eight credit hours will be taught at Aims College by vocationally certified instructors of the Greeley Police Department, the office of the District Attorney, from the Nineteenth Judicial District Court or other appropriate agencies.
2. Aims College will provide instructors for the remaining forty-four credit hours which are general courses.

Core Courses

	Credits
*PS 150 Law Enforcement Basic Training	20
PS 105 Police Procedures	2
PS 115 Traffic Control Accident Investigation	4
PS 130 Community Relations	3
PS 135 Report Writing	3
PS 140 Juvenile Procedures	3
PS 200 Criminal Law and Procedures	5
**PS 210 Criminal Investigation	3
PS 215 Evidence I	3
PS 220 Court Procedures I	3
PS 225 Evidence II	3
PS 230 Court Procedures II	3
PS 240 Constitutional Law Seminar	3
Total Core Courses	58

Recommended Elective for Candidates:
 PS 251 - 255 Police Cadet Co-op

1-5

(Continued)

General Courses:			Credits
English/Speech			9
CON 101	Fundamentals of Language	(3)	
CON 102	Fundamentals of Language	(3)	
SPE 101	Speech Essentials	(3)	
Social Sciences			15
PSY 101	General Psychology	(5)	
POS 118	State and Local Government	(5)	
ECO 100	Introduction to Economics	(5)	
	OR		
HIS 251	History of Colorado and the Rocky Mountain West	(5)	
	OR		
HIS 104	History of the United States	(5)	
	OR		
SOC 100	Introduction to Sociology	(5)	
Science/Math			15
BIO 101	Biological Concepts	(5)	
CHE 100	Survey of Chemistry	(5)	
	OR		
PHY 100	Survey of Physics	(5)	
Science/Math Elective (May be Mathematics, Biological or Physical Sciences)			5
Electives***			<u>5</u>
Total General Courses			<u>44</u>
TOTAL			<u>102</u>

*This requirement may also be met by certification indicating completion of the Basic Recruit Seminar, Colorado Law Enforcement Training Academy (CLETA).

**Courses from Criminal Investigation through Court Procedures II are sequential courses; concurrent enrollment is required of police science majors in Evidence and Court Procedures (both I and II).

***Cadet Co-op or other advisor approved courses may be used to meet this requirement.

TECHNICAL ILLUSTRATION PROGRAM

ASSOCIATE IN APPLIED SCIENCE DEGREE

COURSE LENGTH: 6 Quarters.

PREPARATION: It is desirable that the student have 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

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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. The 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
AB 131 Auto Body Repair I	9
AB 134 Auto Refinishing I	3
VTR 101 First Aid and Safety	<u>2</u>
Total First Quarter	14

Winter Quarter:

AB 132 Auto Body Repair II	9
AB 135 Auto Refinishing II	3
VTR 121 Auto Math	<u>3</u>
Total Winter Quarter	15

Spring Quarter:

AB 133 Auto Body Service	9
AB 137 Wheel Alignment	3
AMT 233 Air Conditioning and Comfort Control	<u>5</u>
Total Spring Quarter	17

Total First Year	46
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Second Year:

Fall Quarter:

AB 234 Frame and Unit Straightening	3
AB 231 Major Body Repair I	9
VTR 105 Industrial Organizations and Institutions	<u>3</u>
Total Fall Quarter	15

Winter Quarter:

AB 232 Major Body Repair II	9
AB 235 Collision Estimating	3
VTR 132 Shop Management	<u>3</u>
Total Winter Quarter	15

(Continued)

	Credits
Winter Quarter:	
AMT 133 Fuel Systems & Tune-Up	12
VTR 121 Automotive Related Mathematics	3
VTR 103 Industrial Communications	3
Total Winter Quarter	<u>18</u>
Spring Quarter:	
AMT 132 Steering and Suspension Systems	12
VTR 123 Automotive Related Science	5
Total Spring Quarter	<u>17</u>
Total First Year	<u>52</u>

Second Year:

Fall Quarter:	
AMT 231 Automotive Engines	12
VTR 125 Colorado Safety Inspections	2
Total Fall Quarter	<u>14</u>
Winter Quarter:	
AMT 232 Advanced Electrical & Shop Practice	12
VTR 104 Oral Communications in Industry	3
VTR 124 Automotive Service Management	3
Total Winter Quarter	<u>18</u>
Spring Quarter:	
AMT 234 Automotive Transmission & Advanced Service Practice	12
AMT 233 Air Conditioning and Comfort Safety	5
Total Spring Quarter	<u>17</u>
Total Second Year	<u>49</u>
TOTAL	<u>101</u>

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

BUILDING CONSTRUCTION

CERTIFICATE IN OCCUPATIONAL EDUCATION

COURSE LENGTH: 6 Quarters.

PREPARATION: Any construction experience the prospective student may have 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 THE BUILDING CONSTRUCTION CRAFTSMAN. "Variety" is the word that most nearly defines the work of the building construction craftsman.

This program is geared to extensive training in all areas of carpentry, pertaining to buildings. These include such things as layout, framing, exterior and interior finish, and cabinet con-

(Continued)

struction. Concrete construction is another major area of training, which includes essential layout, forming, handling, placing, and finishing of concrete. Masonry as it applies to residential foundations and veneer is presented. Plumbing and electrical are approached through practical application as required by the training project. Experience in drywall construction, painting and finish are provided. Basic training in architectural plans and estimating is included in this six quarter program. This program will provide an opportunity for the student to prepare 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
BC 110 Carpentry	7
BC 120 Concrete & Masonry I	4
VTR 101 Industrial First Aid & Safety	2
BC 100 Tools & Materials	3
	16

Total Fall Quarter

Winter Quarter:

VTR 195 Trade Math, Carpentry	3
BC 230 Residential Construction Drafting	3
BC 130 Carpentry II	6
BC 140 Concrete & Masonry II	4
	16

Total Winter Quarter

Spring Quarter:

VTR 103 Industrial Communications	3
BC 240 Residential Construction Estimating	3
BC 150 Carpentry III	10
	16

Total Spring Quarter

Total First Year

48

Second Year:

Fall Quarter:

BC 200 Building Construction I	10
VTR 105 Industrial Organizations & Institutions	3
BC 250 Commercial Construction Drafting	5
	18

Total Fall Quarter

18

(Continued)

Winter Quarter:

	Credits
BC 210 Building Construction II	10
VTR 104 Oral Communications in Industry	3
BC 260 Commercial Estimating	5
Total Winter Quarter	18

Spring Quarter:

BC 220 Building Construction III	10
BUS 254 Business Law I	5
Total Spring Quarter	15
Total Second Year	51
TOTAL	99

CHILD CARE AND TEACHER AIDE (EARLY CHILDHOOD) 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.

First Year:

	Credits
SPE 101 Speech Essentials	3
CCT 100 First Aid	1
CON 100 Fundamentals of Language	3
PSY 101 General Psychology	5
CCT 104 Child Growth and Development I	3
CCT 105 Child Growth and Development II	3
CCT 110 Play and the Creative Environment	3
CCT 130 Supervised Student Participation I	5
CCT 135 Supervised Student Participation II	5
CCT 140 Methods of Teaching the Young Child I	4
CCT 141 Methods of Teaching the Young Child II	4
CCT 145 Nutrition for Young Children	3
CCT 150 Seminar in Business and AV Machines	3
Total First Year	45

Second Year:

CCT 200 Human Relations in the Classroom	5
CCT 205 Business Management for Child Care Centers	3

(Continued)

	Credits
CCT 210 Literature for Young Children	3
CCT 215 Music for Young Children	3
CCT 220 Supervised Student Participation III	5
CCT 230 Family and Community Relations	4
CCT 231 The Child's Social and Cultural World	5
CCT 240 Supervised Student Participation IV	5
CCT 245 Supervised Student Participation V	5
CCT 250 Administration of Child Care Centers	4
CCT 260 The Exceptional Child	3
Social Science Elective	3
Elective	3

Total Second Year	<u>51</u>
TOTAL	<u>96</u>

SPORTSCRAFT AND SPECIALTY ENGINES MECHANICS PROGRAM

CERTIFICATE IN OCCUPATIONAL EDUCATION

COURSE LENGTH: 3 Quarters.

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

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

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

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

	Credits
Fall Quarter:	
SET 100 Sportscraft Engines	12
VTR 101 Industrial First Aid & Safety	2
VTR 117 Small Engine Related Math	3
Total Fall Quarter:	<u>17</u>

(Continued)

Winter Quarter:

	Credits
SET 101 Sportscraft Engines II	12
VTR 104 Oral Communications in Industry	3
VTR 119 Service Management	3
Total Winter Quarter:	<u>18</u>

Spring Quarter:

SET 102 Sportscraft Engines III	12
VTR 118 Small Engine Science	5
Total Spring Quarter:	<u>17</u>
TOTAL	<u>52</u>

WELDING PROGRAM**ASSOCIATE IN APPLIED SCIENCE DEGREE**

COURSE LENGTH: 6 Quarters.

PREPARATION: Shop mathematics and mechanical drawing helpful.

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

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

OPPORTUNITIES IN THE WELDING TECHNOLOGY FIELD:


- Welding Foreman
- Welding Inspector
- Welding Technician
- Job Shop
- Welding Supply Salesman
- Welding Instructor
- Welding Engineer

PROGRAM GOAL: The Welding Program is designed to develop the necessary skills so the graduate can pass the welder qualification tests. Qualification tests may be given in one or more positions such as flat, horizontal, vertical, or overhead.

First Year**Fall Quarter:**

	Credits
WT 131 Beginning Welding	12
VTR 101 Industrial First Aid & Safety	2
VTR 105 Industrial Organizations & Institutions	3
Total Fall Quarter:	<u>17</u>

(Continued)



**COURSE
DESCRIPTIONS**

GENERAL STUDIES

COMMUNICATION AND ARTS

CLL 015 COMMUNICATION LEARNING LABORATORY

0-3

Designed for the student desiring assistance with any difficulty or activity related to communication, or for students who have a communication goal for which credit hours are appropriate. The laboratory is supervised by members of the communication staff; students may avail themselves of this facility, voluntarily or may be referred by an instructor. A schedule of the times the laboratory is staffed will be posted each quarter.

ARTS AND CRAFTS (ART)

The arts and crafts faculty at Aims College works toward helping students develop their ability to express ideas and feelings through meaningful aesthetic forms. The equally important consideration of historic development and influences is 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.

ART 015 GENERAL ART

2

For the non-artist to explore design in various art media. Instruction will be tailored to the interests of the students in the class.

ART 051 CREATIVE CRAFTS — DESIGN AND TECHNIQUES I

3

To acquaint students with various techniques and procedures and to enhance selfworth through creating and donating projects to worthwhile charity organizations or to enhance their own home. Primarily aimed at low-income, retired and elderly persons.

ART 101 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.

ART 102 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.

ART 103 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.

ART 105 ART AND THE MATERIAL WORLD

5

An introduction to art, architecture, and the several fields of design. Through art history presentations, discussion and studio work, students will examine the various ways in which men and women express themselves

through manipulations of materials; from painting, sculpture, crafts to housing and consumer goods. Attention will also be directed to contemporary problems with natural resources and technological processes.

ART 106 BASIC PHOTOGRAPHY 5

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.

ART 107 ADVENT OF THE MOTION PICTURE 3

Fundamental aspects of the medium of the motion picture, in order to allow a perspective that includes a critic's viewpoint.

ART 108 INTRODUCTION TO BROADCAST MEDIA 3

Fundamental aspects of broadcasting media, allows an understanding of the history of broadcasting, the technical aspects of producing materials, the equipment utilized in, and the capabilities and limitations of, broadcasting media.

ART 109 ETHNIC STUDIES IN ART; THE AMERICAN SOUTHWEST 3

Special studies of the art of the American Southwest from pre-Colombian civilizations to present times as it relates to the Chicano Culture.

ART 205 ANCIENT ART HISTORY 3

A study of art from the Pre-Historic to the Medieval Periods.

ART 206 RENAISSANCE ART HISTORY 3

A study of art from the Renaissance in Italy and Flanders through the Romanticism of the 18th Century.

ART 207 CONTEMPORARY ART HISTORY 3

A study of the various movements in art in a chronological manner during the 19th and 20th centuries.

ART 295 INDEPENDENT STUDY 1-3

A course providing the opportunity for the serious-minded student to engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Prerequisite for enrollment is permission of the Division Chairman and the assigned instructor. The number of quarter hours of credit (1-3) will be determined by the Division Chairman.

PAINTING (PAI)

PAI 015 PAINTING 2

To enable the student to develop his skills in the painting media of his choice. Also to enable the beginner to explore the mechanics of composition, balance and to explore the possibilities of color.

PAI 105 WATER MEDIA I 3

Introduction to the basic concepts and techniques of water color, water-media paints and related media.

PAI 106 PAINTING I	3
Introduction to the basic concepts and techniques in oil painting or plastic acrylics inherent in creative painting. Emphasis on style and color theory.	
PAI 205 PAINTING II	3
Intermediate study of oil and acrylic painting techniques. Emphasis on individual problems and development.	
PAI 206 WATER MEDIA II	3
Intermediate study of water media techniques. Emphasis on individual problems and development.	
POTTERY (POT)	
POT 105 POTTERY I	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.	
POT 205 POTTERY II	3
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.	
POT 206 SPECIAL PROBLEMS IN CERAMICS	3
Course will cover glazing and firing procedures for raku pottery and earthenware clays. Design principles relevant to pottery will be stressed.	
CRAFTS (CRA)	
CRA 025 CANDLEMAKING	3
To introduce both the beginning and advanced students to explore in depth the techniques and procedures involved in designing and creating candles.	
CRA 026 DECORATIVE WELDING	3
This course gives interested students an opportunity to create and develop artistic talent in the area of welding creations.	
CRA 027 FLOWER ARRANGEMENT	2
This course is designed to teach the basic elements of creative flower arrangement.	
CRA 028 LEATHERCRAFT	3
To allow both the beginning and advanced students to explore in depth the techniques and procedures involving the potentials of leather.	
CRA 045 CROCHETING	2
This course offers instruction in the basic stitches, the reading of instructions and the opportunity to make fashions for all the family as well as articles for the home. Crocheting of the 70's is updated and is being done by men as well as women.	

CRA 046 HOOKING 3
 An introduction to the techniques involved in hooking with fibers. Emphasis is placed on the design elements as they relate to creative pieces or function works.

CRA 047 KNITTING 2
 The opportunities of this class are unlimited — you learn the basic stitches, the language of the art and will make fashionable garments for yourself, your family and articles for your home. The knit-whirl of the 70's is being done by men as well as women.

CRA 048 MACRAME 3
 To instruct the students in the basic elements of the Art of Macrame.

CRA 049 BEGINNING NEEDLEWORK TECHNIQUES 1
 To provide the student with constructive and useful information and instruction on basic needlework techniques and to apply them in the making of personal garments and household articles.

CRA 055 WOOLSPINNING 1
 Learn a nearly lost art with boundless possibilities for creativity in stitchery, weaving, knitting, crocheting and hooking as well as a pleasant occupation for housewife, therapist and artist alike.

CRA 075 HOME CRAFTS 4
 Introduction to new synthetic products useful in arts, crafts, decorating, redecorating, furniture refinishing — aimed specifically at teachers working with children; therapists working with retarded, emotionally disturbed and physically handicapped; housewives, retired people as possible new vocation.

CRA 076 DO-IT-YOURSELF HOME REPAIR 2
 Perfect for the do-it-yourself individual. This course will include instructions on tasks such as electrical repairs, small appliance repairs, plumbing and minor furniture repairs.

CRA 077 WOODWORKING SHOP CLASS 5
 Designed to teach the use of power tools, hand tools production and assembly line work for a wood shop. Teach basic fundamentals of business opportunities.

CRA 078 FURNITURE REFINISHING AND WOODWORKING 2
 This course involves the use of hand tools, and machines in learning the fundamental skills and processes that are necessary to complete a well designed project that is meaningful to the individual student. Furniture refinishing can also be a constructive and meaningful hobby — learn all the steps of finishing old furniture.

CRA 105 CRAFTS — FABRICS 3
 An introduction 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. Emphasis is on design problems with functional objects.

CRA 106 CRAFTS — METALS

An introduction to techniques with metals including repousse and enameling. Mosaic and wood carving will also be covered. The course will emphasize functional design problems.

CRA 107 JEWELRY I

Basic forming, forging, soldering, casting and finishing techniques involved in creative jewelry techniques.

CRA 108 STAINED GLASS

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.

CRA 205 WEAVING

Introduction to basic techniques of weaving. Course will stress the principles of design relevant to weaving.

DRAWING (DRG)

DRG 111 DRAWING I

A study of the application of the expressive medium of drawing. To develop the ability of the student to visually record in a flexible and inventive manner.

DRG 112 FIGURE DRAWING

The principles of drawing applied to the human figure. 111 recommended.

DRG 205 DRAWING II

Advanced study of the expressive mediums of drawing. Course is designed to further develop the student's craft of drawing as well as his ability to transform his ideas and experiences into drawing statements.

SCULPTURE (SCU)

SCU 015 WOOD AND STONE CARVING

An introduction to the basic techniques involved in carving and finishing wood and stone. Course will stress the design of sculpture as well as functional objects.

SCU 105 SCULPTURE I

Investigation into the characteristics of traditional and contemporary sculptural forms and the basic techniques of casting, carving and constructing. Selected historical themes are considered.

SCU 205 SCULPTURE II

Course will cover techniques such as plastic and metal casting, welding and wood carving and construction as means of producing meaningful sculptural forms. Presentations on the history of selected sculptural techniques will also be included.

DECORATING (DEA)

DEA 015 INTERIOR DECORATING 3
 Introduction to principles of interior design with emphasis on the student's exploring their own individual interior design problems.

DEA 016 UPHOLSTERY 3
 Learn the fundamentals from choosing fabrics to measuring, cutting, fitting and sewing. Students must supply their own tools, materials, fabrics and furniture.

COMPOSITION (CON)

Composition courses are designed not only to prepare students to transfer to four-year institutions, but also to prepare them for work in occupational curricula. Courses are designed to give students experience in communications through writing. All students who plan to attain the Associate of Arts degree must complete Composition 102. However, when the student enters school, he will enroll in Composition 101 where a diagnostic test will be given. If he shows sufficient skill in writing and reading, Composition 101 will be waived and he will be placed in Composition 102.

CON 101 FUNDAMENTALS OF LANGUAGE 3
 This course is designed to help the student who has few language skills to succeed in the college program. Emphasis is upon communication skills, study skills, vocabulary, spelling and other similar areas where the student needs individual attention.

CON 102 FUNDAMENTALS OF WRITING 3
 Individualized course in the writing of essays, logic for writers, and language skills. Each student may progress at his own rate. Prerequisite: CON 101 or diagnostic test.

CON 103 INTERMEDIATE WRITING 3
 Individualized course in library skills, practice in research techniques and the writing of the research paper. Prerequisites: CON 102.

FOREIGN LANGUAGES (FOL)

GER 015 CONVERSATIONAL GERMAN 3
 A beginning course in conversational German intended to help the person who may be traveling in Germany.

SPA 011 CONVERSATIONAL SPANISH I 3
 A beginning course in conversational Spanish concerned with developing the ability to understand and speak regional Spanish.

SPA 012 CONVERSATIONAL SPANISH II 3
 This course is a more advanced treatment of conversational Spanish I.

SPA 101 ELEMENTARY SPANISH 5
 Develops the ability of the student to understand, speak,

read and write the foreign language within the limits of his vocabulary.

SPA 102 ELEMENTARY SPANISH 5
A continuation of Spanish 101.

SPA 103 ELEMENTARY SPANISH 5
A continuation of Spanish 101 and Spanish 102. Prerequisite: SPA 101 and 102.

FRE 011 CONVERSATIONAL FRENCH I 3
Conversational French 011 is a course in the very basics of speaking French, with emphasis on the vocabulary and sentence patterns which a traveler might need to order meals, get a room in a hotel, shop with assurance, exchange money, or travel by bus, taxi or plane.

FRE 012 CONVERSATIONAL FRENCH II 3
French 012 is a continuation of French 011 with an emphasis on expanding the traveler's and businessman's vocabulary and fluency and learning more about French culture, cuisine and the history of major points of interest.

HUMANITIES (HUM)

The Humanities courses deal with the arts and philosophies of man as manifest forms revealing his moral, psychological, intellectual and spiritual evolution and his struggle for existence. These courses propose to be a "value education" dealing with man as he is, as he was, and what he will become.

HUM 101 INTRODUCTION TO THE GREEK AND ROMAN PERIOD 5

Begins the historical study of the ideas of western civilization through philosophy and the arts, including music, literature, sculpture and architecture.

HUM 102 INTRODUCTION TO MIDDLE AGES AND RENAISSANCE 5

Continues the study of the development of the ideas of western civilization. Prerequisite: Humanities 101.

HUM 103 INTRODUCTION TO THE SEVENTEENTH THROUGH TWENTIETH CENTURIES 5

Continues the study of the ideas of western civilization.

HUM 105 MYTH, LEGEND AND FOLK TALES 5

To acquaint student with myth, legend and folk tales from many areas of world culture. The student may take the course to prepare himself for the Humanities sequence or take the course after the sequence to study this area in depth. Can be alternative to HUM 103.

HUM 205 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.

HUM 206 DESIGNS FOR THE FUTURE

3

This course exposes the student to the present with previews into the future by expanding patterns and processes and developing these implications on a psychological, philosophical and aesthetic basis and to instill in the student an understanding of, and confidence in, his ability to function in a changing community.

CULTURAL STUDIES (CUS)

CUS 105 CULTURAL HERITAGE OF SOUTH AMERICA AND MEXICO

3

An examination of the art, music, literature and philosophy of the American Southwest from Pre-colombian civilizations to the present time as it relates to the Chicano culture.

CUS 106 CULTURAL HERITAGE OF AFRICA AND AMERICAN BLACKS

3

An examination of the art, music and literature as expressions of the philosophy of Africa and the American Black. Influences of African culture from its existence in the Tribal structure to emergence in pre-Civil War culture and flowering in contemporary culture.

JOURNALISM (JOU)

The function of the news media is so important in a democracy that a reporter has the duty to seek information from all sources and to report it so that the public may be informed. To do this, a journalist must have a broad educational background, basic writing skills and the desire to serve the public. Journalism courses are recommended as electives to serve as outlets for creative talent and college service through the production of the school newspaper. Students enrolled in Newswriting I or II must be enrolled also in Journalism 101, 102, or 103, whichever is offered. Students enrolled in "College Newspaper" must also be enrolled in Newswriting I or II unless they have previously had the course or have the permission of the instructor.

JOU 101 COLLEGE NEWSPAPER

2

Gives each student on-the-job training through staff work on the college newspaper. Laboratory, three hours per week.

JOU 102 COLLEGE NEWSPAPER

2

A continuation of Journalism 101.

JOU 103 COLLEGE NEWSPAPER

2

A continuation of Journalism 102.

JOU 105 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.

JOU 111 NEWSWRITING I 3

Introduction to the fundamentals of newsgathering, reportorial skills, interviewing and news story forms. Student must be enrolled in Journalism Lab 101 at the same time.

JOU 112 NEWSWRITING II 3

Principles and practice in writing news stories, features and editorials. Student must be enrolled in Journalism Lab 102 at the same time.

JOU 113 INTRODUCTION TO MASS COMMUNICATION 3

Study of the history, ethics and current practices of mass communication media with emphasis on the newspaper.

LITERATURE (LIT)

Literature is a stimulation and communication of imaginative thought. The course provides students with experiences in drama, fiction, poetry and philosophy. They are designed to provoke an appreciation of the art in literature.

LIT 105 INTRODUCTION TO LITERATURE 3

A beginner's exploratory study of poetry, drama and the short story; emphasis on helping the student discover the basic concepts of these genres and the relevance of literature in any society.

LIT 106 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.

LIT 107 INTRODUCTION TO DRAMA 3

Background history of the theatre and the drama, including the reading of masterpieces of dramatic literature from the classical period to the Twentieth Century.

LIT 108 INTRODUCTION TO POETRY 3

The forms, the types, the language and the philosophies underlying the works of major American and British poets.

LIT 109 CREATIVE WRITING 5

Instruction and practice in creative writing of types best suited to individual interest and talent.

LIT 115 SCIENCE FICTION 3

An examination of the genre of science fiction as it reflects the social, political, psychological and moral views of writers beginning with Jules Verne to the present.

LIT 205 THE AMERICAN WEST 3

A study of the effect of the westward movement on

American culture, beginning with James Fenimore Cooper and extending to modern writers such as John Steinbeck.

LIT 206 MODERN AMERICAN LITERATURE
AND THOUGHT

3

A study of modern American philosophy and the problems of modern culture since the 1920's as reflected in American literature.

LIT 207 THE ROMANTIC MOVEMENT

3

A study of the social and philosophical background of this movement and its relationship to modern thought.

LIT 208 THE VICTORIAN PERIOD

3

A study of such major British writers as Charles Dickens, Thomas Hardy, and D. H. Lawrence with an emphasis on their correlation to history and the arts.

LIT 209 SHAKESPEARE

3

A basic course with background material on the Elizabethan theatre and a study of the comedies, tragedies and the histories of Shakespeare.

LIT 215 THE RHETORIC OF SOCIAL PROTEST

3

An exploration of protest literature. The course includes areas of studies in drama, fiction and speech which are directly concerned with the promotion of social change and reform. Special emphasis is given to racial, religious and socio-economic agitation.

LIT 216 ETHNIC LITERATURE IN AMERICA

3

A study of the literature from minority groups in America.

MUSIC (MUS)

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.

MUSIC APPRECIATION (MUA)

MUA 101 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.

MUA 102 MUSIC APPRECIATION — 18TH
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.

MUA 103 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.

MUA 105 MUSIC OF MEXICO AND THE
SOUTHWEST 3

An examination of selected works in Mexican music from pre-Colombian time to the present, concentrating on regional works and on Twentieth Century Composers and their relationship to Chicano and Anglo-American society.

MUA 106 MUSIC OF AFRICA AND THE DEEP
SOUTH 3

An examination of selected works in African music from tribal music to formal compositions, concentrating on regional works and Jazz and on Twentieth Century composers and their relationship to contemporary culture.

MUSIC EDUCATION (MUE)

MUE 101 FUNDAMENTALS OF MUSIC 5

Introduction to basic fundamentals of reading music, scale systems, key signatures, listening and beginning of pitch and ear-training.

MUE 102 FUNDAMENTALS OF MUSIC 3

Continuation of MUE 101 with emphasis on sight-singing, melody, harmony and diction. Basic introduction of triads and construction of primary and secondary chords, cadences and simple choral accompaniments.

MUE 103 FUNDAMENTALS OF MUSIC 3

Continuation of MUE 101 and 102. (Prerequisites: MUE 101, and 102). Continuation of sight-singing, diction but inclusion of chords, cadences and simple choral accompaniments.

MUE 205 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.

MUSIC PERFORMANCE — VOCAL (MPV)

MPV 105 MIXED CHORUS 1
By audition only.

MPV 106 WOMEN'S GLEE CLUB 1
Open to all women.

MPV 107 MEN'S GLEE CLUB 1
Open to all men.

MUSIC PERFORMANCE — INSTRUMENTAL (MPI)

MPI 040 GUITAR AND VOICE 5
 Designed to develop a general knowledge of music through voice and some techniques of guitar.

MPI 101 BEGINNING GUITAR I 3
 To foster an intelligent understanding of the guitar as a legitimate musical medium, and to create a firm foundation for its further study and appreciation in the beginning student. Will require at least 6 hours outside practice per week.

MPI 102 BEGINNING GUITAR II 3
 To begin development of the student into a musician with a working knowledge of music history. Classroom contribution, participation, and initiative are emphasized. Will require at least 6 hours outside practice per week.

MPI 105 JAZZ ENSEMBLE 2
 Small ensemble group to perform jazz, show and dance music. Four contact hours per week.

MPI 106 BEGINNING PIANO — APPLIED MUSIC 3
 To provide a basic course in piano instruction for those who have not had a background in piano. This includes reading skills, style necessary to playing simple accompaniments, community songs and music appropriate to public schools. Will require at least 6 hours outside practice per week.

MUSIC (MUS)

MUS 295 INDEPENDENT STUDY 1-3
 A course providing the opportunity for the serious minded student to engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Prerequisite for enrollment is permission of the Division Chairman and the assigned instructor. The number of quarter hours of credit (1-3) will be determined by the Division Chairman.

PHILOSOPHY (PHI)

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.

PHI 105 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.

PHI 106	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.	
PHI 107	INTRODUCTION TO LOGIC	3
	An introduction to systems of logic which lie behind and support philosophical ideas.	
PHI 121	INTRODUCTION TO WALDORF EDUCATION	3
	An introduction to Anthroposophy and Rudolf Steiner Development of the child 1-14 years. History of educational theory.	
PHI 122	ELEMENTS OF WALDORF EDUCATION I	3
	An examination of fairy-tales and use in preparation for reading and writing. The effects of art and music in child development.	
PHI 123	ELEMENTS OF WALDORF EDUCATION II	3
	Continuing the study of principles of Waldorf Education with emphasis on implementation in home and school life.	
PHI 205	ETHICS	3
	Examines theories of ethics from Aristotle to Moore which explore the problems involved in freedom and responsibility, determinism and making value judgements. To facilitate the utilization of statements of ethics which each individual makes but may not understand.	
PHI 206	UTOPIAS (PLATO TO SKINNER)	3
	To acquaint students with Utopian concepts and to evaluate how human behavior shapes and is shaped by these concepts. To help students evaluate the social environment in which he lives.	
PHI 207	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.	
PHI 295	INDEPENDENT STUDY	1-3
	A course providing the opportunity for the serious-minded student to engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Prerequisite for enrollment is permission of the Division Chairman and the assigned instructor. The number of quarter hours of credit (1-3) will be determined by the Division Chairman.	

READING (REA)

REA 101 DEVELOPMENTAL READING I 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.

REA 102 DEVELOPMENTAL READING II 3

Continuation of Developmental Reading I

REA 105 STUDY SKILLS 2

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.

REA 106 ADVANCED READING 3

Instruction and practice in this individualized course concentrates on versatility in speed, vocabulary and critical reading skills.

REA 295 INDEPENDENT STUDY 1-3

A course providing the opportunity for the serious-minded student to engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Prerequisite for enrollment is permission of the Division Chairman and the assigned instructor. The number of quarter hours of credit (1-3) will be determined by the Division Chairman.

SPEECH (SPE)

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. Students may select from Speech 101 or Speech 102 to complete the three hour requirement.

SPE 101 SPEECH ESSENTIALS 3

A lecture and performance course emphasizing oral communication skills, fundamentals of voice production, oral reading and public speaking.

SPE 102 PUBLIC SPEAKING 3

A second course in speech, emphasizing organization, preparation and presentation of basic types of speeches. Prerequisite: Speech 101.

SPE 105 ORAL INTERPRETATION 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.

SPE 106 FORENSICS 3

This course will acquaint students with techniques of debate, interpretive, and extemporaneous speaking. Students are expected to enter at least one and prepare for three extra-curricular tournaments in either debate or individual events.

SPE 107 PARLIAMENTARY PROCEDURE 2

Teaches basic parliamentary motions and their place in a representative government or group. Prerequisite: Sophomore standing.

THEATRE (THE)

The Aims Theatre Department is involved in a community theatre which is designed for community involvement in at least one major production each quarter as well as small studio productions and Childrens' Theatre productions which tour the Greeley area. The Department provides the student with introductory courses through all facets of theatre. Auditions are open to everyone in the college and surrounding community.

THE 105 INTRODUCTION TO THEATRE 3

Beginning study in drama and theatre through theatre activity and play making. Emphasis placed in experimental study and an analysis leading to individualized interest in acting, directing and playwriting.

THE 106 HISTORY OF THEATRE 3

Concentration on history of theatre from Egypt to the present day form of theatre. Survey of dramatic literature and of theatre activity including physical staging, acting styles and movements reflecting the society of that time.

THE 107 BEGINNING ACTING 3

An introduction to basic principles of acting and dramatic production with an emphasis on characterization skills.

THE 108 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. Emphasis given to job opportunities in this field as a technical specialization.

THE 115, 116, 117 PLAY PRODUCTION 1

An opportunity for students learning play production through working on an Aims College Theatre Department production. A laboratory course designed to produce a major play. Can be repeated up to 3 hours.

THE 205 STUDIO TREATRE 3
 Performance opportunity through study of the theatrical media from small audiences, tour productions, and VTR production. Include all modern staging techniques and styles of production. Emphasis placed on development of a recorded performance for use in the classroom.

THE 206 CHILDREN'S THEATRE 3
 An introduction to performance for children using techniques in creative dramatics and puppetry, the course will develop a children's theatre performance. Improvisation and awareness activities are emphasized.

THE 207 PUPPET THEATRE 3
 To allow the student to design and build puppets and to create a performance situation using puppets. To study history of puppetry and its unique theatrical environment. Prerequisites: Introduction to Theatre 105.

THE 208 CONTEMPORARY THEATRE 3
 A view of modern theatre trends in all media and where it is going. A study of community theatre, production management and planning, and directing for the modern audience. Awareness of experiences in the profession and an understanding of the professional and his art.

DEVELOPMENTAL STUDIES DIVISION

Developmental Studies at Aims College exists essentially for two purposes: Compensatory and Developmental.

Compensatory: The Developmental Studies Division operates on the assumption that one major underlying cause of poor academic performance of students is related to a poverty of meaningful life experiences in the years prior to attending college. With this in mind, the Developmental Studies Division provides as many learning experiences as possible during the student's stay in the program. In this way it is hoped that the student can compensate for the relatively poor academic background and limited cultural experiences he may have encountered prior to entering this program.

Developmental: Students who come or are referred to the Developmental Studies Division usually possess areas of deficiency in academic skills, knowledge and comprehension. Although it is acknowledged that it would be impossible in one term to fill the educational gaps which have developed over a period of twelve or more years, it is believed that a carefully designed program can do much to span broader educational gaps.

Developmental Studies provides for individual or small group instruction and tutoring for students who have specific academic problems in classes in which they are now enrolled, or to provide aid in overcoming deficiencies to prepare students for a class in which the student desires to enroll or challenge.

ADULT BASIC EDUCATION (A.B.E.)

This class which includes students with reading levels from fourth to eighth grade, is designed to give the adult student who, sometime in the past, dropped out of school a basic education in reading and math, with emphasis also on English, science and social studies. In addition to this 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 will take field trips both in and outside of the community; speakers will be brought in to better acquaint the student with local and state services.

The class will function to prepare students for the General Education Development class (G.E.D.) and to improve their communication and computation skills which are often important to prospective employers. When students reach an eighth grade competency in reading, language and math skills they will be encouraged to enter a G.E.D. class.

FUNDAMENTAL EDUCATION (ENGLISH AS A SECOND LANGUAGE)

This class is for students who either wish to improve on or gain English-speaking skills. English as a Second Language is taught in order to transfer student's communications skills in their native language to communications skills in English. Emphasis in teaching the class will be on verbal skills related to subject matter relevant to the adult learners in the class such as: consumer education, jobs, schools and the community.

Although the emphasis in the class will be on the students acquiring verbal skills, beginning reading and writing will be taught relative to verbal instruction. As a part of the class, the student will be exposed to existing facilities in the community via field trips and outside speakers.

Successful completion of E.S.I. classes (i.e. a reading level of fourth grade in English) will prepare students to enter the Adult Basic Education class (A.B.E.).

EDUCCION FUNDAMENTARIA (CLASES PARA APREDER 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 de conocimiento de oficios propios y publicos. Se aprendera de las escuelas que estan atendiendo sus hijos y hobre deferentes trabajos que hay, que pueden ser obtenidos. Tambien aprendera ha leer y escribir en ingles.

GENERAL EDUCATIONAL DEVELOPMENT CLASSES (G.E.D.)

The attainment of the General Educational Development certificate (G.E.D.) is equivalent to the high school diploma and is accepted by both employers and schools of higher education. The G.E.D. certificate often provides increased employment options and increased opportunities for further education. The G.E.D. certificate satisfies, in most cases, college entrance requirements and gives a student the chance to enroll in regular college work.

The G.E.D. course prepares the student to take the G.E.D. test. Entrance into the course is dependent on the student's having a ninth grade reading competency. Curriculum is centered around individualized learning to allow each student to work at his own rate. English, social studies, science, literature and math are emphasized since those are the areas presented on the G.E.D. test.

HOME ECONOMICS

FOODS (FOO)

FOO 015 MEXICAN FOODS 2
This course will include demonstrations of the preparation of authentic sauces, enchiladas, tacos, tostados, pork dishes, shellfish dishes and vegetables.

FOO 016 CAKE DECORATING 2
Special occasions coming up? Learn how to make flowers, borders and lettering. Materials must be furnished (and eaten) by the student.

SEWING (SEW)

SEW 011 DRESSMAKING I 2
This course is designed for the individual with little or no sewing experience. Acquaints the student with the machine, how to select fabrics and basic clothing construction. You will learn the techniques of zipper application, set-in sleeves, various neckline finishes and much more while completing a garment.

SEW 012 DRESSMAKING II 3
This course is designed for the individual with basic sewing skills. The technique of beginning clothing construction will be reviewed, and a garment of the students' choice will be made. Techniques such as bound button-holes and linings will be covered. Prerequisite: SEW 011.

SEW 015 CURTAINS AND DRAPES 2
For the woman who thinks prices are too high and wages too low. Learn how to make beautiful curtains and drapes which will brighten up your home. They will look as if you chose them out of your favorite magazine. Machines are available and drapes will be constructed in class.

SEW 016 SEWING WITH KNITS

2

This course will cover the step by step procedures for working with all types of knit fabrics with emphasis on pattern adjustment and fitting. It will be possible to complete from one to three garments during the quarter.

INTERDISCIPLINARY STUDIES

Interdisciplinary Studies includes courses offered for personal and skill development. Courses in Human Development provide the student with the opportunity to explore career and educational alternatives.

INTERDISCIPLINARY ARTS AND SCIENCES (IAS)

IAS 105 HISTORICAL SURVEY OF MAGIC, THE PARANORMAL AND THE OCCULT SCIENCES 3

An examination of techniques and practices of demonolatry, witchcraft, white and black magic, and a comprehensive analysis of the paranormal (ESP, psychokinesis, telepathy and precognition) from the ancient past to the present.

SPECIAL PROGRAMS (SPP)

SPP 007 BILINGUAL DRIVER'S EDUCATION 3

To prepare Non-English speaking persons to understand and pass the driver's license examination. This course is designed primarily for Spanish-speaking migrant workers.

SPP 060 DRIVERS EDUCATION 3

Help students learn the driver's operation manual to prepare them for the actual written examination given by the Motor Vehicle Department.

SPP 072 YOUTH TUTORING YOUTH 5

Designed to give the student an opportunity to play the teaching role for it is through playing this role that he may learn the process of learning; to develop positive work attitudes, improve attitudes toward learning and school, obtain a positive self image, increasing skills, gains in vocational interests and plans, and improve motivation.

HUMAN DEVELOPMENT (HUD)

- HUD 105 SELF EXPLORATION SEMINAR 2
 To assist the student in acquiring a fuller knowledge of self through task oriented and self-awareness groups, so that the student may increase inter-personal communication, become more self-directed, self-disciplined, self-determined, self-oriented and more accepting of his uniqueness.
- HUD 106 VOCATIONAL PLANNING SEMINAR 2
 To enable the student to explore occupational areas and tentative occupational goals, through the use of vocational, interest and aptitude evaluation instruments, speakers, visitations and occupational information sources, so that the student can more realistically view the world of work and the alternatives available to the student.
- HUD 107 EDUCATIONAL PLANNING SEMINAR 2
 To acquaint the student with the value of academic and educational planning, through an introduction of study skills, curricula, types of colleges and universities, college admissions, scholarships and financing of an education so that the student may make wise and sound choices relative to his future educational plans.

PHYSICAL EDUCATION

HEALTH EDUCATION (HEN)

- HEN 105 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.
- HEN 106 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.)

CO-ED ACTIVITIES (CAC)

- CAC 101 YOGA I 1
 A course designed to teach students an old, practical and wise system to obtain health, alertness and spiritual strength.
- CAC 102 YOGA II 1
 To give students an opportunity to further their health and knowledge of Yoga.
- CAC 103 BEGINNING KARATE 1
 Purpose and objectives of the course: To teach the basic blocks, kicks, and punches of Karate.

CAC 104	ADVANCED KARATE	1
	Purpose and objectives of the course: To teach the advanced form of kicking, punching and blocking, self defense and fighting techniques of Karate.	
CAC 105	FLAG FOOTBALL	1
	An activity class designed to teach the various skills, techniques, rules and regulations of Flag Football.	
CAC 106	SOFTBALL	1
	An activity class designed to teach the various skills, techniques, rules and regulations of Softball.	
CAC 107	SKIING	1
	An activity class designed to expose the student to basic skills and techniques for aiding him in the art of Skiing.	
CAC 111	BEGINNING VOLLEYBALL	1
	A course designed to teach the basic skills of volleyball. Team play is stressed and some intrasquad competition will be provided.	
CAC 112	ADVANCED VOLLEYBALL	1
	To improve the student's skills, strategies and knowledge of volleyball.	
CAC 121	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.	
CAC 122	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.	
CAC 131	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.	
CAC 132	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.	
CAC 141	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.	
CAC 142	ADVANCED GOLF	1
	This course is designed to develop advanced techniques of golf.	
CAC 151	SQUARE DANCING	1
	A course designed to teach a variety of square dancing techniques and develop grace and coordination in leader movement.	

CAC 152 ADVANCED SQUARE DANCING 1
 A course designed to teach students advanced steps and dancing skills which will enable the student to enjoy the art of square dancing for leisure time activity.

CAC 153 MEXICAN DANCE 1
 Mexican dances and a background on the origin of the dances.

CAC 161 BEGINNING BOWLING 1
 This course will cover the rules, skills, strategy and courtesies of individual and team bowling.

CAC 162 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.

CAC 171 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.

CAC 172 ADVANCED FUNDAMENTALS OF DANCE 1
 To further develop the student's gracefulness and poise through exercise and dance.

CAC 181 BEGINNING TENNIS 1
 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.

CAC 182 ADVANCED TENNIS 1
 Designed for the improvement and advancement of the skills of Tennis.

MEN'S ACTIVITIES (MAC)

MAC 101 WEIGHT TRAINING 1
 Instruction and practice in fundamentals of physical training through the use of various weight apparatus.

MAC 102 ADVANCED WEIGHT TRAINING 1
 Continuation of the first course in weight training and through advanced techniques as demonstrated in class.

MAC 105 MEN'S PHYSICAL EDUCATION 1
 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.

MAC 106 BEGINNING KARATE 1
 A basic course in self-defense with the emphasis on basic blocks, kicks and punches of Karate.

MAC 107 ADVANCED KARATE 1
 Designed to teach the advanced forms of kicking, punching and blocking and self-defense techniques of Karate.

WOMEN'S ACTIVITIES (WAC)

WAC 105 WOMEN'S PHYSICAL EDUCATION 1
Designed to teach basic skills of team and individual games to women students to aid in development of poise and attitudes toward physical activity and to improve physical fitness.

SCIENCE AND MATHEMATICS

SLL 015 SCIENCE LEARNING LABORATORY 0-3
Designed for the student desiring assistance with any difficulty or activity related to Science or for students who have a science goal for which credit hours are appropriate. The laboratory is supervised by members of the Science staff; students may avail themselves of this facility voluntarily or may be referred by an instructor. A schedule of the times the laboratory is staffed will be posted each quarter.

ASTRONOMY (ASI)

ASI 100 INTRODUCTORY ASTRONOMY
For the non-science student. Covers the methods of observation and analysis used by the astronomer, the astronomers tools, the solar system, stars, galaxies and constellations of 40 N. lat. Also includes observing with the telescope. 3 lectures.

BIOLOGICAL SCIENCES (BIO)

The Biological Sciences offer a series of courses that encompass the traditional areas of biology, botany and zoology. Sophomore courses will increase the depth of knowledge in specific areas.

BIO 101 BIOLOGICAL CONCEPTS 5
A general survey of the major concepts related to living organisms. 3 hours lecture, 4 hours lab.

BIO 102 ANIMAL BIOLOGY 5
The principles of animal biology are considered as they apply to the animal phyla. 3 hours lecture, 4 hours lab.

BIO 103 PLANT BIOLOGY 5
General physiology and anatomy of higher plants. 3 hours lecture, 4 hours lab.

BIO 105 POLLUTION AND THE HUMAN ENVIRONMENT 3
A comprehensive examination of the effects of pollution on the human environment. Emphasis will be on the effects of pollution on the human organism. 3 hours lecture.

BIO 106 FIELD BOTANY 3
A study of methods of collecting, preserving and identifying plants. 2 hours lecture, 2 hours lab.

BIO 107 BIOLOGY OF THE HUMAN RACES 3
The biological aspects of race formation will be con-

sidered, including the genetic foundations, the range of human variability and race mixtures, and the usefulness of biological factors in understanding racial problems. 3 hours lecture.

BIO 201 POPULATION AND COMMUNITY BIOLOGY 5
 A study of the interactions of the various factors affecting the composition of populations and communities or organisms. Included are the principles of energy dynamics, population of dynamics and community ecology. 3 hours lecture, 4 hour lab. Field trips required.

BIO 202 CELL BIOLOGY 5
 A comprehensive examination of the cell, its components and their functions. The course includes studies of the physiochemical properties of living systems organelles and their bioenergetics, macromolecular synthesis and code transcription. 3 hours lecture, 4 hours lab.

BIO 203 DEVELOPMENTAL BIOLOGY 5
 An introduction to the changes occurring during organism development and differentiation; gene action, biochemical regulation and environmental factors will be stressed. 3 hours lecture, 4 hours lab.

BIO 205 ELEMENTARY RADIATION BIOLOGY 3
 A study of the use of ionizing radiation in biological studies and the effects of ionizing radiation on living tissue. 3 hours lecture.

BIO 206 ELEMENTARY CHROMATOGRAPHY 3
 A study of the uses of paper, thin layer and column chromatography in biological studies. 3 hours lecture.

BIO 207 VERTEBRATE BIOLOGY 5
 Biology of the vertebrates with emphasis on adaptations of structure, function and behavior for different habitats. Laboratory: Emphasis on major vertebrate systems. 3 hours lecture, 4 hours lab.

BIO 208 AN INTRODUCTION TO ENTOMOLOGY 5
 Classification and representative life cycles will be considered with economic importance of insects and types of control discussed. 3 hours lecture, 4 hours lab.

BIO 209 ADVANCED PLANT BIOLOGY 5
 Phylogenetic relationships, evolution and genetics of the plant kingdom. 3 hours lecture, 4 hours lab.

BIO 295 INDEPENDENT STUDY 1-3
 A course providing the opportunity for the serious-minded student to engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Prerequisite for enrollment is permission of the Division Chairman and the assigned instructor, the number of quarter hours of credit (1-3) will be determined by the Division Chairman.

CHEMISTRY (CHE)

The Chemistry classes range from a course designed for non-majors meeting a liberal arts requirement in physical science to a series in general chemistry which fulfills the chemistry requirements of a collegiate science or engineering program. The sophomore level courses are designed to give a deeper knowledge in specific areas.

- CHE 100 SURVEY OF CHEMISTRY 5
General introduction to basic principles of chemistry and a survey of the application of chemistry to the various professions. Designed for non-science majors and for students preparing for the general chemistry sequence. 3 hours lecture, 4 hours lab.
- CHE 101 CHEMISTRY 5
A series of courses designed for students who have requirements in nursing, veterinary medicine, engineering and related disciplines. A balanced introduction to inorganic, physical, analytical, and organic chemistry is presented which covers electronic structure, chemical bonding, thermodynamic equilibrium, acid-base theory, reactivity, stoichiometry and states of aggregation. Introduction to instrumental methods of analysis, nuclear chemistry and polymer chemistry are also included. The third quarter of the laboratory is devoted to semi-micro qualitative analysis. Prerequisite: one year high school algebra, one year high school chemistry or permission of instructor. 3 hours lecture, 4 hours lab.
- CHE 102 CHEMISTRY 5
Continuation of Chemistry 101. Prerequisite: Chemistry 101 or permission of instructor. 3 hours lecture, 4 hours lab.
- CHE 103 CHEMISTRY 5
Continuation of Chemistry 102. Prerequisite: Chemistry 102 or permission of instructor. 3 hours lecture, 4 hours lab.
- CHE 201 FUNDAMENTALS OF ORGANIC CHEMISTRY 5
Introductory basic principles of organic chemistry. Prerequisite: Chemistry 102 or permission of instructor. 3 hours lecture, 4 hours lab.
- CHE 202 FUNDAMENTALS OF ORGANIC CHEMISTRY 5
Continuation of Chemistry 201 but with broader treatment to include more reaction mechanisms and techniques useful in organic analysis. Prerequisite: Chemistry 201. 3 hours lecture, 4 hours lab.
- CHE 205 GLASSBLOWING 2
Instruction and practice in methods of repair and construction of laboratory apparatus. Prerequisite: permission of instructor. 2 hour lab.

CHE 295 INDEPENDENT STUDY 1-3
 A course providing the opportunity for the serious minded student to engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Prerequisite for enrollment is permission of the Division Chairman and the assigned instructor. The number of quarter hours credit (1-3) will be determined by the Division Chairman.

EARTH SCIENCE (EAS)

EAS 105 EARTH SCIENCE 5
 Designed for non-science majors and prospective teachers. Depicts the earth orientation in space and how weather results from this orientation. The various facets of weather are related to their effects on the solid earth. The introductory features of physical geology are then presented with some reference to historical geology. 3 hours lecture, 3 hours lab.

EAS 295 INDEPENDENT STUDY 1-3
 A course providing the opportunity for the serious-minded student to engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Prerequisite for enrollment is permission of the Division Chairman and the assigned instructor, the number of quarter hours of credit (1-3) will be determined by the Division Chairman.

GEOLOGY (GEY)

GEY 101 PHYSICAL GEOLOGY 5
 A study of the rocks and minerals which make up the earth. 3 hours lecture, 4 hours lab. Field trips required.

GEY 102 HISTORICAL GEOLOGY 5
 A study of the fundamental history of the earth. 3 hours lecture, 4 hours lab. Field trips required.

MATH (MAT)

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.

MLL 015 MATHEMATICS LEARNING LABORATORY 0-3
 Designed for the student desiring assistance with any difficulty or activity related to mathematics, or for students who have mathematical goals for which credit hours are appropriate. The laboratory is supervised by members of the mathematical staff; students may avail themselves of this facility voluntarily or may be referred by an instructor. A schedule of the times the laboratory is staffed will be posted each quarter.

MAT 015	INTRODUCTORY MATHEMATICS	3
	Provides the student with enough arithmetic skills to enter the business mathematics course or to enter beginning algebra.	
MAT 016	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.	
MAT 100	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.	
MAT 105	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: MAT 016 or one year of high school mathematics.	
MAT 106	INTERMEDIATE ALGEBRA	5
	Studies the development of real numbers using axioms and sets; equations (linear and quadratic); factoring; relations and functions; graphs and complex numbers. Prerequisite: MAT 016 or one year of high school algebra.	
MAT 107	INTRODUCTION TO COMPUTER PROGRAMMING	4
	This course is designed as an introduction to computer programming through the use of the Fortran IV language. Students should receive necessary computing techniques which can be applied to their work in business, physical science, engineering, mathematics, biological science and social science.	
MAT 111	COLLEGE ALGEBRA	5
	Emphasizes functions, graphs, quadratic equations, systems of equations, progressions, binomial theorem and conic curves. Prerequisite MAT 106 or one and a half years high school algebra.	
MAT 112	COLLEGE TRIGONOMETRY	5
	Presents trigonometric functions, logarithms, applications of right triangles, trigonometric identities and equations, solution of oblique triangles and complex numbers. Prerequisite: MAT 111.	
MAT 113	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: MAT 112.

MAT 121 STATISTICS FOR SCIENCE AND SOCIAL SCIENCE STUDENTS

5

A course emphasizing concepts and applications of selected topics from descriptive and inferential statistics. Topics include: organization of data, computation of descriptive measures, sampling, the normal, binomial and distributions, interval estimation correlation, regression and simple tests of statistical hypotheses. Calculating machines and the IBM 360 computer are used as aids in computation and analysis.

MAT 122 STATISTICS II

5

Topics include probability, tests of significance, analysis of variance and covariance, multiple correlation and curvilinear regressions. Calculating machines and the IBM 360 computer are used as an aid in computation and analysis.

MAT 201 CALCULUS WITH ANALYTIC GEOMETRY

5

A continuation of Mathematics 113 with an emphasis on transcendental functions, methods of integration, hyperbolic functions.

MAT 202 CALCULUS WITH ANALYTIC GEOMETRY

5

A continuation of Mathematics 201 with emphasis on limits and continuity, parametric equations, applications of the derivative and integral, polar coordinates and an introduction to solid analytic geometry.

MAT 203 MATHEMATICAL ANALYSIS

5

Partial differentiation, multiple integrals and infinite series.

MAT 204 DIFFERENTIAL EQUATIONS

5

Studies solutions to ordinary differential equations by elementary methods.

MAT 205 LINEAR ALGEBRA

5

The course content and activities: Vector spaces, linear transformations matrices, determinants, solutions of linear equations and characteristics roots.

MAT 295 INDEPENDENT STUDY

1-3

A course providing the opportunity for the serious-minded student to engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Prerequisite for enrollment is permission of the Division Chairman and the assigned instructor, the number of quarter hours of credit (1-3) will be determined by the Division Chairman.

PHYSICS (PHY)

PHY 100 SURVEY OF PHYSICS

5

A comprehensive but not highly technical presentation of the fundamental principles of physics with practical ap-

plications. A minimum of mathematical skill is assumed
3 hours lecture, 3 hours lab.

PHY 101, 102, 103 INTRODUCTORY COLLEGE PHYSICS 5

An introductory sequence of courses for students not majoring in physics or engineering. 3 hours lecture, 4 hours lab.

PHY 201, 202, 203 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. 3 hours lecture, 4 hours lab.

PHY 295 INDEPENDENT STUDY 1-3

A course providing the opportunity for the serious-minded student to engage in intensive study and research on a specific topic under the direction of a qualified faculty member. Prerequisite for enrollment is permission of the Division Chairman and the assigned instructor. The number of quarter hours of credit (1-3) will be determined by the Division Chairman.

BEHAVIORAL AND SOCIAL SCIENCES

SCIENCE (SCI)

SCI 101 AEROSPACE EDUCATION 3

General Education course designed for those who desire a knowledge of aerospace topics. Includes, Navigation, Weather, Power of Aircraft, Aircraft in Flight, Airports and Air Ways, Airline Transportation, Aerospace Industry and the Space Age. 3 hours lecture.

SCI 102 AEROSPACE EDUCATION 3

A continuation of Science 101. 3 hours lecture.

SOCIAL SCIENCES

SSL 015 SOCIAL SCIENCE LEARNING LABORATORY 0-3

Assigned for the student desiring assistance with any difficulty or activity related to Social Science, or for students who have a Social Science goal for which credit hours are appropriate. The laboratory is supervised by members of the Social Science staff; students may avail themselves of this facility voluntarily or may be referred by an instructor. A schedule of the times the laboratory is staffed will be posted each quarter.

ANTHROPOLOGY (ANT)

ANT 101 INTRODUCTION OF ANTHROPOLOGY 5

An introduction to the nature and scope of anthropology; organic man, race and the nature of culture.

ECONOMICS (ECO)

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.

ECO 100 INTRODUCTION TO ECONOMICS 5
A survey course designed to give a non-business major a one-quarter introduction to basic economics.

ECO 106 CONTEMPORARY ECONOMIC PROBLEMS 5
A discussion and analysis of issues in the American economy. Public topics will include abortion repeal, usury laws, crime prevention and the population crisis. National topics will include inflation, the dollar standard, and usury laws.

ECO 201 PRINCIPLES OF ECONOMICS 5
An introduction to the American capitalism, national policy, economic stability and economic growth.

ECO 202 PRINCIPLES OF ECONOMICS 5
A study of the problems and principles of production, distribution and consumption of wealth.

GEOGRAPHY (GEO)

GEO 105 WORLD REGIONAL GEORAPHY 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.

EO 205 GEOGRAPHY OF ANGLO-AMERICA 3
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.

GEO 206 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.

GEO 207 URBAN GEOGRAPHY 3
Introductory study of geographic factors related to the development of modern urban areas; population growth, land use, environmental deterioration and future planning.

HISTORY (HIS)

HIS 015 HISTORY AND GOVERNMENT OF THE UNITED STATES 3
An exploration of facets of the history, structure and operation of the United States.

HIS 016	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.	
HIS 061	CHICANO HISTORY AND CULTURAL AWARENESS	3
	To present a true picture of the history and cultural heritage of the Mexican-American in order to instill self-pride and sense of belonging. To correct, where necessary, the stereotypes and neglected and sometimes distorted role of the Mexican in America.	
HIS 101	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.	
HIS 102	HISTORY OF WESTERN CIVILIZATION — 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.	
HIS 103	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.	
HIS 105	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.	
HIS 106	HISTORY OF THE UNITED STATES	5
	A continuation of History 105 with primary emphasis upon political and economic developments, but including also the social, intellectual and cultural phases.	
HIS 108	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 in the Mexican-American, and the contributions of the Spanish surnamed in the Southwest United States.	

HIS 205 HISTORY OF ENGLAND 5
 A general survey of English history and England's role in European and World History.

HIS 206 THE FAR EAST IN THE MODERN WORLD 5
 A survey of the historical development of China and Japan. Oriental cultural, economy, society and government are emphasized, with some attention given to such areas as the Philippine Islands, Indo-China and Korea.

HIS 208 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.

POLITICAL SCIENCE (POS)

POS 061 PREPARATION FOR BILINGUAL CITIZENSHIP 2
 Course designed primarily for Mexican-Americans wanting to learn to speak, read and write English to enable them to take and pass the naturalization examination.

POS 067 COMMUNITY EXPLORATION OF NEEDS AND RESOURCES 2
 To provide skills in identifying and dealing with the needs, resources and problems of the low income and/or minority community.

POS 068 COMMUNITY DEVELOPMENT OF NEEDS AND RESOURCES 2
 To offer solutions and alternatives for members of the low income and/or minority community identified in POS 067.

POS 070 STATE GOVERNMENT 5
 A course designed to educate poor people to the operation of local and state government; why and how it directly affects them and how they can get involved in the decision-making process.

POS 071 COMMUNITY AFFAIRS 4
 The class will concern itself with the basic problems, issues and actions involving the people of Weld County.

POS 101 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.

POS 102 COMPARATIVE FOREIGN GOVERNMENT 5
 The governmental systems and political heritage of Great Britain, France, Germany and the Soviet Union are explained.

POS 105	CONTEMPORARY ISSUES IN STATE AND LOCAL POLITICS	5
	Encourages student examination of a variety of political topics of current public interest in Northeastern Colorado, including subjects such as tax reform, minority needs, campaign expenditures, county government structure, regulations of population growth, regional planning, pollution control and others. Topics will vary each quarter, and the course will encourage contact with area leaders and groups familiar with problems being studied. Some familiarity with state, county and city government desirable.	
POS 106	METROPOLITAN GOVERNMENT	3-5
	A study of the origin, structure, and current trends in metropolitan government, with particular emphasis given to the Denver-Metro area. This course may be offered in either the mini-course or contact-course format. In contact-course format, brief "internships" in various city government positions will be available, and students will compare experiences in class discussions.	
POS 107	STATE GOVERNMENT	3-5
	A study of the origin, structure, and current trends in state government in the U.S. Mini-Course, contact course, or learning lab format, "internships" available as in POS 106.	
POS 108	COUNTY GOVERNMENT	2
	A study of the origin, structure, and current trends in state government in the U.S. Mini-course, contact course, or learning lab format, "internships" available as in POS 106.	
POS 109	CITY GOVERNMENT	2
	A study of the origins, structure, and current trends in various forms of municipal government in the U.S. Mini-course or contact-course format, internships available as in POS 106.	
POS 115	EFFECTIVE CAMPAIGNING	2
	Explores the most effective means of mobilizing support for a particular local candidate or issue. Designed to assist community leaders as well as students of political science interested in the more practical aspects of politics. Will be scheduled to precede or coincide with state and local elections, so as to offer the opportunity for some campaign experience with candidates or issues chosen by the student.	
POS 116	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.	

POS 117 CONTEMPORARY ISSUES IN AMERICAN POLITICS 5

Encourages student examination of a variety of controversial political topics of current public interest, including subjects such as welfare and poverty, the environment, minority politics, wealth and political influence, consumerism, the "military-industrial" complex and others. Topics will vary each quarter with emphasis upon reading and discussion. Some familiarity with American governmental structure desirable.

POS 118 STATE AND LOCAL GOVERNMENTS 5
Study of the structure and function of municipal, state and county governments in the United States.

POS 205 INTERNATIONAL RELATIONS 5
An examination of the theory of international politics with a view toward understanding current international problems.

PSYCHOLOGY (PSY)

PSY 021 PSYCHOLOGY OF CHILD MANAGEMENT 2
To teach parents basic skills in family discipline, particularly in problem areas involving parent-child relationships.

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

PSY 102 PSYCHOLOGY OF ADJUSTMENT 3
Application of psychology principles to the problems of living.

PSY 103 CHILD DEVELOPMENT 3
A study of the emotional and physical development of the normal child from infancy through childhood.

PSY 205 PSYCHOLOGY OF ADOLESCENCE 3
A comprehensive study of the development of the adolescent in terms of physical, intellectual, emotional and social growth.

PSY 207 PRINCIPLES OF MEDITATION AND CONSCIOUSNESS ALTERATION 3

The purpose of this course are as follows: 1) to survey Eastern Meditational systems; 2) to review the physiological basis of meditation; 3) to contrast meditational and bio feed-back procedures; and 4) to demonstrate the limitations and applications of consciousness altering techniques.

PSY 208 SOCIAL PSYCHOLOGY OF MINORITY GROUPS 3

An examination of social and psychological aspects of minority-majority group relations in the U.S.

PSY 209 PSYCHOLOGY OF PREJUDICE 3
A course designed to assist students so that they understand in depth the basic causes of prejudice and the etiology of prejudicial behavior. Experiences are provided for greater understanding of people and processes for abating or ameliorating the degree of prejudice by the individual.

SOCIOLOGY (SOC)

SOC 100 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.

SOC 105 MARRIAGE AND THE FAMILY 3
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 family and society.

SOC 106 CONTEMPORARY SOCIAL PROBLEMS 5
Analysis of the processes of personal and social disorganization and reorganization in contemporary society.

SOC 107 MINORITY GROUP IN AMERICAN SOCIETY 3
The processes and consequences of labeling whereby certain groups come to be defined as "minorities" and treated in particular ways are studied. Various groups including homosexuals, prostitutes, dance musicians, race and ethnic minorities are treated.

SOC 108 RACISM AND AMERICAN INSTITUTIONS 3
Designed to analyze American institutions in relationships to racism. The historical development of racism and what it has done to influence the American way of life will be the foundation of this class.

OCCUPATIONAL EDUCATION

BUSINESS AND DISTRIBUTIVE EDUCATION

BUSINESS (BUS)

BUS 100 AMERICAN BUSINESS SYSTEMS 5

A survey of the principles, problems, institutions, practices, private and governmental, affecting the world of business. This acquaintanceship helps a student make a vocational choice within the business area.

BUS 101 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.

BUS 102 INTERMEDIATE TYPEWRITING 3

Further development of typing techniques for building speed and control. Production emphasis on basic business letters, business letters with special features, communications forms, tabulated reports, business forms and special reports. Prerequisite: BUS 101 or one year of high school typewriting or a speed of at least 30 wpm.

BUS 103 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:

BUS 102 or two years of high school typewriting or speed of at least 40 wpm.

BUS 104 PRODUCTION TYPEWRITING 3

Application of previously learned techniques and speed to integrated office situations (including a unit in transcribing machines). Prerequisite: BUS 103 or permission of instructor.

BUS 105 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.

BUS 106 COLLEGE BOOKKEEPING II 5

A continuation of BUS 105 with further development of special journals, emphasizing partnership form of ownership. Study of consignment and installment sales, inventory valuation; prepaid expenses; long-lived assets; owner's equity for single proprietorships, partnerships and corporations; annual reports; and interim financial statements. Prerequisite: BUS 105 or approval of instructor.

BUS 110	BEGINNING GREGG SHORTHAND	5
A beginning course in the theory of Gregg Shorthand, Diamond Jubilee Series.		
BUS 111	SECOND QUARTER GREGG SHORTHAND	5
Review of theory to reinforce knowledge and skills; development of speed, vocabulary and transcription skill. Prerequisite: BUS 110 or one year high school shorthand or permission of instructor.		
BUS 112	THIRD QUARTER GREGG SHORTHAND	5
Further development of dictation speed with dictation and transcription on new material emphasized. Prerequisite: BUS 111 or two years high school shorthand or ability to take dictation at 80 wpm.		
BUS 113	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: BUS 112 or ability to take dictation at least 100 wpm.		
BUS 114	PERSONAL DEVELOPMENT FOR CAREER WOMEN	2
This course is designed to assist women to realize their potential in both career and personal life by developing poise, confidence and an attractive appearance.		
BUS 115	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.)		
BUS 116	INTRODUCTION TO DUPLICATING MACHINES I	3
An introductory course in duplicating equipment found in modern business. The course will emphasize planning and preparation of materials for duplication. The machines include: fluid and ink duplicators and typewriters. Prerequisite: Typewriting and mechanical dexterity helpful.		
BUS 117	GENERAL DUPLICATING 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: BUS 116.		
BUS 118	DUPLICATING 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 half-tone methods, the use of contact screens, the process camera and the plate making. Prerequisite: BUS 116 and 117.		
BUS 120	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. The course is also designed for students interested in learning rapid writing for personal use in taking notes in other classes.

BUS 121 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: BUS 120 or permission of instructor.

BUS 122 ALPHABET TRANSCRIPTION

To develop shorthand dictation and reading speed to the highest individual level possible. To transcribe rapidly and accurately. To extend knowledge of English usage, punctuation, word division, spelling, typewriting, and business vocabulary. To prepare a student for entering an office position with adequate skill.

BUS 141 OFFICE PROCEDURES

5

A study of general business office duties and problems, sales, purchasing, payroll and financial procedures; filing procedures and equipment; mail handling; reception and messenger work; and duplication. The course will pull together previously acquired office knowledges and skills.

BUS 142 SECRETARIAL PROCEDURES

3

To give the student simulated job experience similar to that which he will encounter on an actual job while giving advanced training in techniques and procedures used in a secretarial capacity.

BUS 143 PERSONAL DEVELOPMENT AND HUMAN RELATIONS IN BUSINESS

3

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

BUS 130 MEDICAL TERMINOLOGY

2

Supervised learning through which the student develops insight, understanding and skill in the practical use of medical terminology through actual medical transcription. Assignment will be so rated that experience is obtained in all types of medical terminology previously studied. Prerequisite: Ability to type.

BUS 131 ADVANCED MEDICAL TERMINOLOGY

2

A study of the language of medicine as it applies to each biological system of the body. Practical application including chart review, oral reading practices and listening to medical dictation. Some introduction to anatomy and physiology. A study of clinical laboratory terms for

each system, oral reading practices and directed practice and system analysis. Prerequisite: Good typing ability.

BUS 146 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.

BUS 148 CONSUMER ECONOMICS 3

A basic economics course covering personal finance, problems of consumer credit taxes, insurance, mortgages, social security, Medicare and other related topics.

BUS 150 PERSONAL DEVELOPMENT FOR THE BUSINESSMAN 3

To assist the young person who wishes to launch a successful business career in an age that demands a new depth of personal commitment, penetrating self-knowledge and perceptive goal setting.

BUS 157 BUSINESS ENGLISH 3

To help students develop ability to communicate efficiently, spell, learn the names of the parts of speech, correct sentence structure, basic punctuation rules, and business rules for dividing words. They will be given some steps to follow to develop a more extensive vocabulary. The class will discuss specific ways an extensive vocabulary would help achieve a successful business career.

BUS 158 WRITTEN BUSINESS COMMUNICATIONS 3

Written communications is planned to help students develop communication skills so they will function efficiently in whatever business position they eventually find themselves. This course will help students write with clarity and confidence. Each student's ability to communicate facts, ideas, and opinions will be improved. Students will work toward precise, powerful business writing. Prerequisite: BUS 157 and ability to type.

BUS 159 ORAL BUSINESS COMMUNICATIONS 3

Oral Business Communications will help students prepare for the time when they, as business people, will orally transmit information to and from fellow employees and people outside the business. This course will help students develop skill in listening as well as in speaking forcefully, persuasively, and convincingly. Prerequisites: BUS 157.

BUS 161 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 machines, printing calculator, rotary calculator and electronic calculator. Emphasis is

on machine application of mathematical problem solving in business. Lab hours may be required. Prerequisite: BUS 115.

BUS 201 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.

BUS 220 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.

BUS 222 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 materials to be duplicated by various methods. Prerequisite: BUS 102 and 116.

BUS 223 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: BUS 222 and permission of instructor.

BUS 224 GRAPHIC PRODUCTION III 3

This course will apply graphic skills and techniques to production tasks and will stress skills and knowledge for employability. Prerequisite: BUS 222 and 223 and permission of instructor.

BUS 226, 227 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 must be approved for admission by his advisor and the supervising instructor in the quarter prior to enrollment.

BUS 251 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: BUS 105 or one year of high school bookkeeping.

BUS 252 PRINCIPLES OF ACCOUNTING II 5

A continuation of BUS 251, emphasizing the study of

assets and their valuation and an introduction to accounting for partnerships and corporations. Prerequisite: BUS 251.

BUS 253 PRINCIPLE OF ACCOUNTING III 5
A continuation of BUS 252. Elements of corporation accounting; analysis of financial statements; introduction to manufacturing and cost accounting. Prerequisite: BUS 252.

BUS 254 BUSINESS LAW I 5
An introduction to law with an analysis of its origin and development and its interaction with business.

ELECTRONIC DATA PROCESSING (EDP)

EDP 130 INTRODUCTION TO DATA PROCESSING 3
A survey of information processing systems and computer technology. Topics include: a non-technical description of "how computers work;" business uses of the computer; the business system design process; and introduction to computer programming.

EDP 140 COMPUTER OPERATIONS 3
Emphasis is on the operation of an IBM/360 Computer using the Disk Operating System. The basic functions and operation of the keypunch machine is included. Prerequisite: EDP 130, or permission of instructor.

EDP 150 COMPUTER PROGRAMMING LOGIC AND TECHNIQUES I 4
An introduction to computer programming through use of the ADPAC programming language. Emphasis is on programming logic applications. Students will write and test their own programs using the school computer. Prerequisite: EDP 140, or permission of instructor.

EDP 151 COMPUTER PROGRAMMING LOGIC AND TECHNIQUES II 4
A continuation of EDP 150 emphasizing more advanced programming concepts and efficient programming techniques. Students will write and test their own programs using the school computer. Prerequisite: EDP 150.

EDP 160 ASSEMBLER LANGUAGE 4
Programming concepts learned in EDP 150 are implanted using IBM/360 Assembler Language. Documentation techniques and programming standards will be stressed. School computer will be used to test programs written by students. Prerequisite: EDP 151.

EDP 161 COBOL 4
Fundamentals of business-oriented programming language. Topics will parallel those covered in EDP 160 with the addition of debugging routines. Prerequisite: EDP 160.

<p>EDP 240 COMPUTER PROGRAMMING WORKSHOP I</p> <p>A laboratory/tutorial course to provide practical experience in the programming methods and techniques learned in EDP 150, 151, and 160. Students will write a variety of programs and receive instruction and experience in computer operation. Credit varies according to lab/instruction schedule which will be by arrangement between student and instructor. Prerequisite: EDP 151, 160.</p>	<p>3-5</p>
<p>EDP 251 COMPUTER PROGRAMMING WORKSHOP II</p> <p>A laboratory/tutorial course to provide practical experience in the programming methods and techniques learned in EDP 161 and 260. Students will write a variety of advanced programs, including all programs necessary for implementation of an information system. Credit varies according to lab/instruction schedule which will be by arrangement between students and instructor. Prerequisite: EDP 161, 260.</p>	<p>3-5</p>
<p>EDP 260 ADVANCED ASSEMBLER LANGUAGE</p> <p>A continuation of EDP 160. Topics covered will parallel EDP 151 with the addition of program overlays and basic physical I/O coding. Prerequisite: EDP 151, 160.</p>	<p>4</p>
<p>EDP 261 ADVANCED COBOL</p> <p>A continuation of EDP 161. Topics covered will parallel EDP 151 with the addition of efficient COBOL programming techniques. Prerequisites: EDP 161, 260.</p>	<p>4</p>
<p>EDP 262 PL/1</p> <p>An elective course in PL/1 programming language and its application to both business and scientific problems. Topics will parallel EDP 150, 151. Prerequisites: EDP 151, 161, of equivalent experience.</p>	<p>4</p>
<p>EDP 263 REPORT PROGRAM GENERATOR (RPG)</p> <p>An elective course in RPG programming language. Topics will include: printed report generation, file matching, control breaks, and table search. Prior knowledge of fundamental programming logic is required. Prerequisite: EDP 151 or equivalent experience.</p>	<p>4</p>
<p>EDP 250 ADVANCED COMPUTER PROGRAMMING. LOGIC AND TECHNIQUES</p> <p>An elective course for advanced EDP students stressing applications software programs and techniques. Prerequisites: EDP 150, 260, 261 and permission of instructor.</p>	<p>5</p>
<p>EDP 270, 271 COOPERATIVE WORK EXPERIENCE</p> <p>Supervised employment in a data processing position. Intended to provide practical experience for students preparing for a career in electronic data processing. It is the responsibility of the student to secure employment in an approved work station for a minimum of 14 hours</p>	<p>5</p>

per week during the two quarters of enrollment. Prerequisite: The student must be in the fifth and sixth quarters of a Data Processing Program, must have developed salable data processing skills, and in the quarter prior to enrollment must be approved for admission by his advisor and the supervising instructor.

DISTRIBUTIVE EDUCATION (DE)

DE 101 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.

DE 102 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.

DE 122, 123, 124, 225, 226, 227 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.

DE 150 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.

DE 206 CREDIT MANAGEMENT 5

A study of the principles involved in credit extension, investigation, charge accounts and collections in selling organizations.

DE 221 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.

DE 261 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.

DE 262 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.

TECHNICAL DIVISION

AVIATION TECHNOLOGY (AT)

AT 101 PRIVATE REQUIREMENTS 3
 Basic introduction to preflight facts, meteorology and federal air regulations.

AT 102 PRIVATE REQUIREMENTS II 3
 Aircraft weight and balance, flight computer, navigation and radio navigation. Prerequisite: AT 101 or FFA Private Pilot Examination.

AT 103 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: AT 101 or FFA. AT 102 may be taken concurrently.

AT 104 COMMERCIAL REQUIREMENTS I 5
 Advanced meteorology, commercial aircraft weight and balance. Prerequisite: Private pilot's license or permission of instructor.

AT 105 BASIC FLIGHT LAB 3
 Review of primary flight, elementary instrument flying, full and partial panel, cross-country flying. Prerequisite: Private pilot's license, AT 104.

AT 112 CONVENTIONAL GEAR TRANSITION 2
 Principles of "P" factor and torque, aircraft orientation and characteristics of high performance aircraft. (Lab and Classroom)

AT 206 ADVANCED FLIGHT LAB 5
 Review instrument flying, night flying, cross-country flying. Prerequisites: Private pilot's license, AT 105. AT 212 may be taken concurrently.

AT 207 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.

AT 208 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: AT 212.

AT 209 ADVANCED INSTRUMENT FLYING 5
 Instrument flight charts, instrument landing systems (ILS), distance measuring equipment (DME), automatic directional finding (ADF), approaches, written and oral preparation for course completion.

AT 210 ADVANCED COMMERCIAL FLYING LAB 5

Advanced commercial maneuvers, 10 hours advanced

simulator training, advanced instruments in aircraft. IFR enroute procedures. Prerequisite: AT 208 or permission of instructor.	
AT 211 MULTI-ENGINE TRANSITION LAB Principles and procedures of light twin-aircraft, complicated systems orientation and familiarization, emergency situations. Prerequisites: Private pilot's license, 100 hours flying time.	3
AT 212 COMMERCIAL REQUIREMENTS II Commercial federal air regulations, advanced flight computer, advanced navigation and radio. Prerequisites: Private pilot's license, AT 104.	5
AT 213 CERTIFIED FLIGHT INSTRUCTOR 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)	5
AT 214 INSTRUMENT FLIGHT INSTRUCTOR Theory and practice of teaching basic pitch and bank instructions, instrument flight planning, and instructional techniques. Prerequisite: AT 207. AT 209 can be taken concurrently.	3
AT 215 BASIC GROUND INSTRUCTOR Fundamentals of instruction, theory and practice of classroom presentation and study of all flight subjects. Prerequisites: AT 101, 102, 104, 212.	2
AT 216 ADVANCED GROUND INSTRUCTOR Student practice experience in classroom, presentation, advanced theory and practice of classroom presentation, advanced meteorology, weight balance and transport-type aircraft. Prerequisite: AT 215 or permission of instructor.	2
AT 217 INSTRUMENT GROUND INSTRUCTOR Instruments and systems, instrument flight charts, IFR, regulations, instrument instructing techniques. Prerequisite: AT 209.	2
DRAFTING (DRA)	
DRA 121 DRAFTING This course is designed to develop basic drafting skills. Drawing fundamentals (linework, lettering), geometric construction, dimensioning, orthographic projection, sketching, working drawings and oblique pictorials are studied and rendered.	7
DRA 122 DRAFTING II This is a continuation of the development of the basic skills with emphasis on pictorial drafting, auxiliary views, shadow and shading, sectioning, mechanical fasteners and production drawings.	7
DRA 123 DRAFTING III Applied vocational drafting in the areas of architectural	7

drafting, structural drafting, mapping and topography, electrical and electronics drafting, piping and vessel construction, intersection and development, charts and graphs.

DRA 131 INTRODUCTORY DRAFTING

5

This course is designed to develop basic drafting skills. The elementary care and use of instruments and equipment is emphasized. The principles of descriptive geometry are applied with emphasis on accepted industrial practices. Applications in orthographic multi-view engineering drawings are studied and rendered.

DRA 132 INTERMEDIATE DRAFTING

5

This course is a continuation of DT 131 with emphasis on pictorial and multi-view drawing. Technical sketching, auxiliary views, shadow and shading, revolution and detail working drawings are also studied.

DRA 133 MECHANICAL DRAFTING I

5

This course is a continuation of the development of basic skills with emphasis on sectioning, mechanical fasteners, intersections and developments, charts and graphs and application of these specialties in working and production drawings.

DRA 261 MECHANICAL DRAFTING II

5

This course is a continuation of DT 133 with emphasis on working drawings in the following areas: architecture, structural, electronic and electrical, welding and topographic.

ELECTRONICS (ELT)

ELT 100 INTRODUCTION TO ELECTRONICS

4

Covers the electrical principles necessary for students who have no previous courses in electricity and little mathematics background and who wish to pursue an interest in electronics. Includes electricity; Ohm's law; series, parallel, and series-parallel circuits; network theorems; direct-current meters, conductors and insulators, resistors, batteries; magnetism, electromagnetic induction. Laboratory experiments are performed. Obtains partial credit toward ELT 131.

ELT 101 INTRODUCTION TO ELECTRONICS

4

Provides the second quarter of an introductory series in the investigation of basic electronic principles. Includes alternating voltage and current; inductance; inductive reactance; inductive circuits; capacitance; capacitive reactance capacitive circuits; alternating current circuits; complex numbers; resonance; filters; electron tubes; transistors. Laboratory experiments are performed. Obtains partial-credit toward ELT 132.

ELT 103 FCC COMMERCIAL LICENSE REQUIREMENTS

2

Designed to prepare the student to take the FCC examinations for Second Class and Third Class radiotelephone

licenses. Also beneficial to students interested in First Class and Amateur ratings. The course consists of study of those areas of communications normally covered in FCC licensing examinations. Obtain partial credit toward ELT 262.

ELT 105 ELECTRONIC DEVICES 4

To cover the operating characteristics of active electronic devices and to examine some circuit applications. Emphasizes solid-state including JFET, IGFET, UJT, SCR, DIAC, TRIAC, integrated circuits, LED's, etc., and some coverage of electron tubes. Obtains partial credit toward ELT 132.

ELT 106 ELECTRONICS MATH I 3

Designed to build proficiency in solving basic mathematics problems associated with the electronics field. Obtains partial credit toward ELT 131.

ELT 107 ELECTRONICS MATH II 3

A continuation of Electronic Math I. Includes a review of basic algebraic operations, equations, applications, determinants, quadratic equations, graphic relationships, the j-operator, exponentials, logarithms, sets, logic trigonometry, vectors and phasors, etc. Obtains partial credit toward ELT 132.

ELT 109 INTRO TO TRANSISTORS 1

A first course in transistor characteristics, bias, and circuit considerations. The Common-Emitter and Common-Collector Modes are stressed. Some discussion of related Solid-State Devices is provided. Obtains partial credit toward ELT 133.

ELT 110 SOLID STATE CIRCUITS I (ELEC. AMPLIFIERS) 4

To introduce the student to solid state circuit concepts, and to develop analytical and graphical tools for practical application to commonly encountered transistorized circuits. Obtains partial credit toward ELT 133.

ELT 111 SOLID STATE CIRCUITS II 5

A continuation and further development of analytical techniques explored in ELT 110. A simplified approach to analyzing solid state circuits. When preceded by ELT 110, meets the requirements for ELT 133.

ELT 112 SOLID STATE PULSE AND LOGIC CIRCUITS 5

To provide a treatment of pulse and logic fundamentals; passive logic circuitry; switching circuitry; and matrix, counting, and registry circuitry. Designed for the electronics technician who may encounter these circuits in television, radar, test equipment, computers, and instrumentation. Obtains partial credit toward ELT 263, 265.

ELT 113 TRANSISTOR CIRCUIT APPROXIMATIONS 4

Designed to enable the practical technician to deal with

semiconductor circuits using diode and transistor approximation techniques. Covers the study of diodes under varying conditions, transistor operation, bias, common emitter, common base, common collector circuit approximations, graphical analysis, low and high frequency effects, feedback, and multi-stage amplifiers. Obtains partial credit toward ELT 133.

ELT 114 TRANSISTOR CIRCUIT
APPROXIMATIONS II

4

A continuation of the practical approach of ELT 113 in dealing with semi-conductor circuits using diode and transistor approximation techniques. A review of diodes and transistors is followed by low and high-frequency effects, feedback and analysis of various multi-stage configurations. Obtains partial credit toward ELT 133.

ELT 131 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 principals of basic circuits. Electron devices are introduced and laboratory experiments progress of study of moderately complex circuits. Prerequisite: Algebra and Trigonometry or permission of instructor. Note ELT 100, 101, 105, 106, 107 are an alternate way of meeting the degree requirement for ELT 131, 132.

ELT 132 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. Note: ELT 100, 101, 105, 106, 107 are an alternate way of meeting the degree requirement of ELT 131, 132

ELT 133 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. Note: Alternate methods of meet-

ing the degree requirements of ELT 133 are either the ELT 112, 111 series or the ELT 109, 113, 114 series.	
ELT 134 INSTRUMENTS AND MEASUREMENTS	5
A study of electrical measurement an instrumentation devices is undertaken. Measurement accuracies, techniques, equipments and principles underlying their design, use and relationship are covered.	
ELT 162 DIGITAL PRINCIPLES	4
To acquaint the electronics student with digital principles including number systems, Boolean algebra, and logic circuits including integrated circuits. Obtains partial credit toward ELT 263, 265.	
ELT 163 DIGITAL COMPUTER PRINCIPLES	5
Provides the student with both an overview of the characteristics and uses of digital computers and also begins to develop an understanding of the way a computer works internally. Includes: computer history; uses of computers; types of digital computers; computer programs; number systems; basic logical circuits; logical design. Obtains partial credit toward ELT 263, 265.	
ELT 165 LOGIC DESIGN OF DIGITAL EQUIPMENT	5
Oriented for the user of Digital Integrated Circuits, the course presents a review of the basic tools of the logic designer, and works at building high proficiency in their use. A review of number systems and Boolean algebra; minimization aids; digital integrated circuits; combinational logic; sequential networks; pulsed sequential networks; flip-flop programming; flip-flop counters; special purpose functions. Obtains partial credit toward ELT 263, 265.	
ELT 261 INDUSTRIAL ELECTRONIC I	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.	
ELT 262 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 studies. Prerequisite: Electronics Technology 133 or permission of instructor. Partial credit may be obtained via ELT 103.	
ELT 263 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 Tech-	

nology 133 or permission of instructor. Note: Degree requirements for ELT 263, 265 may alternatively be met by the series ELT 112, 162, 165 or ELT 112, 163, 165.

ELT 264 COMMUNICATIONS SYSTEMS

3

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. Prerequisite: Electronics Technology 262 or permission of instructor.

ELT 265 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. Note: Degree requirements for 263, 265 may alternatively be met by the series ELT 112, 162, 165 or ELT 112, 163.

ELT 266 ELECTRONIC DESIGN AND FRABRICATION

3

A course directed toward teaching proper chasis layout and equipment arrangement (packaging) and toward building a functional electronic unit of an approved type.

ELT 267 INTRODUCTION TO NEW ELECTRONIC INDUSTRY 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. Attention is also given to current hiring conditions and practices desirable employee attitudes, proper conduct during an interview, typical entrance examination questions, etc.

ELT 268 PRACTICAL SOLID-STATE TROUBLESHOOTING

3

To provide a logical approach to troubleshooting modern solid state electronic equipment. Stresses laboratory and industrial systems. Also covers some electronics used in the home.

ELT 269 INDUSTRIAL ELECTRONIC II

3

The study of industrial electronics application continues; additional considerations of motor controllers, process control, closed-loop systems and analytical methods are presented.

FIRE SCIENCE (FS)

The Fire Science Program consists of courses totaling 104 credit hours. Forty-five credit hours relate to in-service training which will be taught by a vocationally certified fire science instructor. The remaining fifty-nine credit hours are core courses.

FS 100	INTRODUCTION TO COMPANY DISCIPLINE AND ADMINISTRATION	2
	Instruction, methods and procedures for department discipline, company administration and details to public assembly.	
FS 105	ROPES AND KNOTS	2
	Detailed study of ropes and knots used in fire department operation, such as raising and lowering equipment and rescue procedures.	
FS 110	FORCIBLE ENTRY	2
	A basic course of methods used in forcible entry in all types of building construction.	
FS 115	LADDER INSTRUCTION	2
	Instruction, practice and study of types of ladders. Construction of ladders and methods of use in fire department procedures.	
FS 120	BASIC OPERATIONS	2
	A study of all basic operations for the beginning fireman.	
FS 125	HOSE LAYOUTS	2
	The study of the elementary and advanced hose evolutions from hydrants, standpipes, fire department connections, and master streams on fire equipment.	
FS 130	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.	
FS 135	VENTILATION	2
	A study of the proper methods of ventilating smoke and toxic gases from all types of buildings.	
FS 140	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.	
FS 145	GAS AND SMOKE MASKS	2
	A detailed study of gas and smoke masks, methods of use, safety features and types of manufacturers.	
FS 150	BUILDING CONSTRUCTION	2
	Instruction on all types of buildings as connected with fire prevention, instruction on inspection and fire fighting.	

FS 155 MOTOR VEHICLES 2
 A study of all types of fire department vehicles including manufacturers, maintenance and proper operation procedures and driver training.

FS 160 ELECTRICITY AND THE FIREMAN 2
 A basic knowledge of electricity as used in conjunction with fire fighting and conformity of codes during fire inspection.

FS 165 SALVAGE AND OVERHAUL 2
 Complete instruction and study of the use of salvage covers and methods of overhaul at the scene of the fire.

FS 190 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, and people will also be studied.

FS 170 ARSON OR INCENDIARY FIRES 2
 A detailed study of the degrees of arson, methods of detection, surveillance and the collection of evidence.

FS 175 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.

FS 180 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.

FS 185 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.

MECHANICAL AND CIVIL ENGINEERING TECHNOLOGY (MCE)

MCE 262 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.

MCE 263 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.

MCE 264 STRENGTH OF MATERIALS 4
 This course is a study of the physical properties of ma-

terials, stress and strain, compression and shear, and their effects.

MCE 265 APPLIED DESIGN AND DRAFTING 5
Basic engineering design problems primarily of a civil and mechanical nature are developed and solved. Emphasis is on design and procedures and graphic solutions to production drawings.

MCE 266 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.

MCE 271 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.

MCE 272 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.

MCE 273 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.

NURSE ASSISTING AND HOME HEALTH AIDE (NA)

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.

NA 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.

POLICE SCIENCE (PS)

Aims College will provide instructors for forty-four credit hours which are the general Police Science Courses. Fifty-eight credit hours will be taught by vocationally certified instructors of the Greeley Police Department, the office of the District Attorney, from the Nineteenth Judicial District Court or other appropriate agencies.

PS 105 POLICE PROCEDURES 2

Study of report forms, department records, use of teletype, use of crime laboratory and orientation to city ordinances.

PS 115 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, school pedestrians, etc.

PS 130 COMMUNITY RELATIONS 3

Public relations, minority groups, rumors, prejudice, public support, problem areas, understandings, meetings, parades, marches, public gatherings, etc.

PS 135 REPORT WRITING 3

Importance of note taking, accurate typewritten reports, forms to use, basic essentials contained in notes, who, what, where, when, how, why, avoiding slang, use of sketches diagrams, charts, photos, modus operandi, labeling, etc.

PS 140 JUVENILE PROCEDURES 3

A study of the organizations, functions and jurisdiction of juvenile agencies, juvenile statutes, detention court procedure and case dispositions and Colorado Childrens Code statutes relating to juveniles. Methods to combat juvenile crimes.

PS 150 LAW ENFORCEMENT BASIC TRAINING 20

An intensive introduction to law enforcement: Criminal law, criminal evidence, administration of justice, criminal investigation, community-policy relations, patrol procedures, traffic control, juvenile procedures, defensive tactics, firearms, Spanish for police officers and first aid. A Certificate of Completion is awarded to successful candidates requesting one.

PS 200 CRIMINAL LAW AND PROCEDURES 5

An analysis of the origin and structure of common law crimes; distinction between civil and criminal law;; distinction between federal and state laws and municipal ordinances. The recognition of criminal acts and their respective elements; an examination of the State of

Colorado Criminal Statutes. Laws and techniques of interrogation, arrest and laws and methods of search and seizure.

PS 210 CRIMINAL INVESTIGATION** 3

A study of investigation from receipt of complaint through approach to crime scene, search collection and preservation of evidence, recording of data, preparation of investigative reports and case follow-up. Includes surveillance, sources of information, informants, methods of tracing and locating fugitives and major case investigations.

PS 215 EVIDENCE I** 3

A study of the law of evidence; matters of opinion; matters of fact; expert opinion; physical and oral evidence; rules of evidence including relevancy, competency, direct and circumstantial evidence, the hearsay rule and exception of the recognition, collection, identification and preservation of evidence; and submission of evidence for laboratory examinations and presentation in court. This course is to be taken concurrently with PS 220.

PS 220 COURT PROCEDURES I** 3

Stresses procedural aspects of the court particularly as the law enforcement officer is involved. A courtroom setting is employed for the presentation of evidence. Includes testifying in court, court practices, cross-examination by defense attorneys, court rulings on admission of evidence, testimony, execution of search warrants, affidavits, etc. This course is to be taken concurrently with PS 215.

PS 225 EVIDENCE II** 3

A continuation and expansion of PS 215. This course is to be taken concurrently with PS 230.

PS 230 COURT PROCEDURES II** 3

A continuation and expansion of PS 220. This course is to be taken concurrently with PS 225.

PS 240 CONSTITUTIONAL LAW SEMINAR 3

A review of recent Supreme Court decision as they relate to the performance and responsibilities of the law enforcement function.

PS 251 POLICE CADET CO-OP 1-5

(Recommended elective for candidates.) Credit is obtained on the basis of one credit for each 30 hours work experience at a recognized law enforcement agency.

*The requirement for this course can alternately be met by certification of successful completion of the basic recruit seminar at the Colorado Law Enforcement Training Academy (CLETA).

**Courses from Criminal Investigation through Court Procedures II are sequence courses. Concurrent enrollment is required of police science majors in Evidence and Court Procedures (both I and II).

TECHNICAL ILLUSTRATION (TI)

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.

TI 101 INTRODUCTORY ILLUSTRATION

7

Basic instrument and template use is practiced relative to axonometric projection drawing. Lettering and sketching techniques are developed.

TI 102 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.

TI 103 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.

**TI 204 DRAWING FOR HALF-TONE
REPRODUCTION**

10

Perspective drawings and developments are studied with emphasis on monotone techniques. Large scale object displays are prepared.

TI 205 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.

**TI 206 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.

TRADE AND INDUSTRIAL DIVISION**AUTOMOTIVE BODY (AB)****AB 131 AUTO BODY REPAIR**

9

Metal properties, basic damage analysis; sheet metal repair; welding fundamentals; tools and fundamentals; leading procedures.

AB 132 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.

AB 133	AUTO BODY SERVICE	9
	The complete refinishing in both lacquer and enamel paints. Includes surface preparations, materials and equipment necessary for complete refinishing.	
AB 134	AUTO REFINISHING I	3
	Repair and finish materials; application tools and equipment; safety.	
AB 135	AUTO REFINISHING II	3
	Spot repair; coloring; mixing and matching; advanced applications and techniques; synthetic materials; drying and baking processes.	
AB 137	WHEEL ALIGNMENT	3
	Basic equipment operation and maintenance; balancing and alignment; steering mechanism; suspension mechanics.	
AB 231	MAJOR BODY REPAIR I	9
	Advance frame and body straightening; major collision damage repair.	
AB 232	MAJOR BODY REPAIR II	9
	Continuation of Major Body Repair I.	
AB 233	BODY REBUILDING	9
	Major area — replacement and repair.	
AB 234	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.	
AB 235	COLLISION ESTIMATING	3
	Basic procedures; parts and identification; time and material costs; rate manual use.	
AB 236	FRAME AND UNIT SECTIONING	3
	Reinforcing methods; sectioning for unitized body; replacement of members in conventional framing.	
AUTOMOTIVE MECHANICS TECHNOLOGY (AM)		
AM 131	BRAKES, TRANSMISSIONS 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.	
AM 132	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 mechanics.	
AM 133	FUEL SYSTEMS & TUNE-UP	12
	This course includes theory and overhaul of single, two- and four-barrel carburetors, fuel pumps, exhaust emis-	

sion 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.

AM 231 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.

AM 232 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.

AM 233 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 trouble-shooting. As today's air conditioners and heaters are integral units, the heater and defroster will be covered in this unit.

AM 234 AUTOMATIC TRANSMISSIONS & 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.

BUILDING CONSTRUCTION (BC)

BC 100 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.

BC 110 CARPENTRY I 7

The course provides an orientation to the program covering objectives, organization, safety and operating instructions for the tools and equipment to be used. The

fundamentals of carpentry will be taught along with on-the-job training in site and building layout, foundations, forms and basic framing of residential buildings. Must be taken concurrently with BC 120.

BC 120 CONCRETE & MASONRY I

4

This is a practical course designed to promote an understanding in the use of materials, tools and accepted practices related to reinforced concrete and masonry, used in residential construction. This course will cover form work and the placing and finishing of concrete. Masonry will be introduced as it applies to residential house foundations. Must be taken concurrently with BC 110.

BC 130 CARPENTRY II

6

This course is designed to continue to provide basic knowledge and fundamental carpentry skills as used in building construction. The areas of framing and exterior trim and finish are emphasized. Must be taken concurrently with BC 140.

BC 140 CONCRETE AND MASONRY II

4

Emphasis in this course includes the forming of steps, concrete porches and slab work, along with the placing, curing and finishing of concrete. Above the ground masonry work such as exterior and interior masonry walls will be covered through related study and on-the-job skill training. Must be taken concurrently with BC 130.

BC 150 CARPENTRY III

10

This course will provide basic knowledge and training in the building construction areas of insulation, interior walls and ceilings. Interior finish carpentry including floors, built-ins, cabinets and trim will be stressed. An elementary introduction to residential painting will be introduced.

BC 200 BUILDING CONSTRUCTION I

10

This course consists of advanced training in layout, foundations and framing. Additional training in concrete and masonry will be provided. Other areas of study will include building codes, zoning laws, inspection compliances and advanced layout. A basic understanding in the use of the tools, materials and accepted practices in the areas of plumbing, electrical and heating will commence in this course.

BC 210 BUILDING CONSTRUCTION II

10

This is a sequential course to BC 200 on the construction procedure used in building construction. Advanced knowledge and skill training are stressed in the following areas: exterior trim and finish, insulation, rough plumbing, heating, electrical, interior walls and ceilings, paneling, special built-ins, cabinets, and advanced work cabinets. Again building codes and inspection compliances will be presented for the above areas of work. Prerequisite: BC 100, VTR 101, BC 130 and BC 140.

BC 220	BUILDING CONSTRUCTION III	10
<p>A sequential course to BC 210. Emphasis will be in the areas of interior finish carpentry, cabinets, trim, floor and wall covering, painting, and final work in the areas of plumbing, heating and electrical. Prerequisite: BC 100, VTR 101, BC 150.</p>		
BC 230	RESIDENTIAL CONSTRUCTION DRAFTING	3
<p>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.</p>		
BC 240	RESIDENTIAL CONSTRUCTION ESTIMATING	3
<p>Students make quantitative surveys of building products needed in residential construction and learn systematic methods of estimating and cost accounting. Standard procedures for submitting a bid are presented.</p>		
BC 250	COMMERCIAL CONSTRUCTION DRAFTING	5
<p>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.</p>		
BC 260	COMMERCIAL ESTIMATING	5
<p>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.</p>		
<p>CHILD CARE AND TEACHER AIDE (Early Childhood) (CCT)</p>		
CCT 100	FIRST AID	1
<p>Follows the Standard American Red Cross First Aid Course and provides information for making health observations in the classroom.</p>		
CCT 104	CHILD GROWTH AND DEVELOPMENT	3
<p>A study of human growth patterns from prenatal influences and conception to six years of age. The emphasis is on physical, social, emotional, and psychological growth. Prerequisite: Psy 101 or permission of instructor.</p>		
CCT 105	CHILD GROWTH AND DEVELOPMENT II	3
<p>Continuation of Child Development I. Study of human growth patterns from ages 6-12 with an emphasis on parent-child, teacher-child, child-child and child-group interactions. Prerequisite: CCT 104 or permission of instructor.</p>		
CCT 110	PLAY AND THE CREATIVE ENVIRONMENT	3
<p>Practical laboratory experiences in creative expression with art materials. Learning ways of creating an atmos-</p>		

phere which will enhance a child's potential through satisfying, sensory-type activities.

CCT 130 SUPERVISED STUDENT PARTICIPATION I 5
Practicum in approved childrens' centers. The techniques of child study are applied to real life settings through observations and recordings.

CCT 135 SUPERVISED STUDENT PARTICIPATION II 5
Continuation of Supervised Student Participation I with an emphasis on the different types of center for young children.

CCT 140 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 development patterns. Survey of relevant learning theories and current learning models.

CCT 141 METHODS OF TEACHING THE YOUNG CHILD 4
Continuation of Methods of Teaching the Young Child I. Students learn to prepare daily schedules and materials, specific techniques of teaching in a living-learning environment. Prerequisite: CCT 140 or permission of instructor.

CCT 145 NUTRITION FOR YOUNG CHILDREN 3
The study of the essential nutrients and their function for a growing child. Learning to evaluate menus and snacks in home and institutional food services. Application of nutrition education in the classroom.

CCT 150 SEMINAR IN BUSINESS AND AUDIO-VISUAL MACHINES 3
A laboratory experience designed to acquaint the student with the most commonly used types of duplicating, mimeograph and audiovisual equipment used in most school settings.

CCT 200 HUMAN RELATIONS IN THE CLASSROOM 5
An assessment of the teacher's role in the classroom. The emphasis is on developing a positive and constructive attitude toward self-appraisal and the appraisal of others.

CCT 205 BUSINESS MANAGEMENT FOR CHILD CARE CENTERS 3
Review of federal, state and local regulations, commodity food programs, funding legislation and other factors concerned with the business operation of a Child Care Center.

CCT 210 LITERATURE FOR YOUNG CHILDREN 3
A general survey of the illustrated books, prose and poetry suitable for young children. Emphasis on the evaluation and selection of quality literature for different

age groups. (Intended for birary and early childhood education students, and for interested parents.)

CCT 215 MUSIC FOR YOUNG CHILDREN 3

A non-technical course designed to assist the student in interpreting the natural appreciation for sound and rhythm within each child; practical experiences to develop confidence in directing music activities for young children.

CCT 220 SUPERVISED STUDENT PARTICIPATION III 5

Course designed for the student to work as a teacher aide under the direction of a qualified teacher in a setting for young children, closely supervised by an instructor. Prerequisite: CCT 135.

CCT 230 FAMILY AND COMMUNITY RELATIONS 4

A basic understanding of the dynamics of family interactions and their effect upon the child. The effective use of child care agencies and community resources that work to assist the family.

CCT 231 THE CHILD'S SOCIAL AND CULTURAL WORLD 5

The cultural context of socialization, class and ethnic differences and their impact on the young child's personality. Among subcultures considered are the Spanish-speaking, Blacks and Indians. Observation is required.

CCT 240 SUPERVISED STUDENT PARTICIPATION IV 5

Continuation of Supervised Student Participation III. Student will be responsible for making plans and working with small groups of children.

CCT 245 SUPERVISED STUDENT PARTICIPATION V 5

Continuation of Supervised Student Participation IV. Students will participate in a guided classroom teaching experience in a setting for young children.

CCT 250 ADMINISTRATION OF CHILD CARE CENTERS 4

A study of the organization and management of the various child care programs: goals, staffing, planning, equipment, parent participation, community resources and administrative procedures.

CCT 260 THE EXCEPTIONAL CHILD 3

Course designed to help student identify deviant behavior, developmental lags and maintain the handicapped child in a group setting. Learning to find means for challenging the particular potential of the bright child to provide good learning experiences for all children.

SPORTSCRAFT AND SPECIALTY ENGINE MECHANICS (SET)

SET 100 SPORTSCRAFT AND SPECIALTY ENGINES I 12

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 two- and four-cycle engine, and a treatment of the complete engine overhaul. Time is devoted to lecture-discussion periods and lab sessions.

**SET 101 SPORTSCRAFT AND SPECIALTY
ENGINES**

12

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 covered will be 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.

**SET 102 SPORTSCRAFT AND SPECIALTY
ENGINES III**

12

A course designed to cover the operation and servicing of the electrical systems, other than ignition systems, as used on sportscraft and specialty engines. This includes DC and AC charging systems, electric starters, relay, switches and wiring. Special attention is given to outboard motors and boat performance. The student will perform tests and service procedures on such items as starters, generators, alternators and lighting equipment. He will also train with outboard engines ranging in size from a few horsepower up to 100 H.P. or more.

WELDING (WT)

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.

WT 131 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.

WT 132 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.

WT 133 ADVANCED WELDING

12

This course is a continuation of position welding; also

includes hardsurfacing and brazing non-ferrous metals and an introduction to TIG and MIG welding.

WT 135 METALLURGY 5
 Basic metallurgy relating to the welding process is covered.

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

WT 235 PIPE AND HEAVY PLATE WELDING 12
 Pipe welding with acetylene and arc are taught in this class. Includes instruction on layout, cutting, leveling, tacking and welding basic pipe joints and heavy plate.

WT 236 SPECIAL PROBLEMS IN WELDING 12
 This class is planned to meet individual needs. It is for students who want to concentrate on a particular welding technique or upgrade themselves in a special welding field.

VOCATIONAL-TECHNICAL RELATED (VTR)

VTR 101 INDUSTRIAL FIRST AID AND SAFETY 2
 Special emphasis is placed on shop and job safety. Occupational hazards and methods of accident prevention are considered.

VTR 102 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.

VTR 103 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.

VTR 104 ORAL COMMUNICATIONS IN INDUSTRY 3
 Techniques of public speaking, conference planning, leadership and participation and giving instructions are studied and practiced.

VTR 105 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.

VTR 111 TECHNICAL MATH I 5
 A basic arithmetic review with an introduction to applied algebra, slide rule and formula application.

VTR 112	TECHNICAL MATH II	5
A continuation of Technical Math I with in-depth treatment of applied algebra, geometry and an introduction to applied trigonometry.		
VTR 113	TECHNICAL MATH III	5
A continuation of Technical Math II. Applications of trigonometric formulas and equations including vectors and graphing of technical solutions.		
VTR 117	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.		
VTR 118	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.		
VTR 119	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.		
VTR 121	AUTOMOTIVE RELATED MATH	3
Students will solve practical problems involving measurements used in the automotive field, including fractions, decimals, percentages, ratios and formulas.		
VTR 122	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 to be purchased by the student.		
VTR 123	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.		
VTR 124	AUTOMOTIVE SERVICE MANAGEMENT	3
This course is intended to acquaint the student with management theory and its application to the operation of dealer or independent service departments. Items of study include management qualities, management skills, leadership, human relations in management, and causes of failure in management. Special attention is given to the duties of a service manager and methods of shop		

operation. This includes service personnel, shop records, customer relations, cost estimating, housekeeping, writing job descriptions and management control.

VTR 125 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.

VTR 130 BUSINESS COMMUNICATIONS 3
 Oral and written expression; listening and reading improvement.

VTR 131 HUMAN RELATIONS 3
 Principles and practice of management; human relation development; employer/employee relations.

VTR 132 SHOP MANAGEMENT 3
 Basic organization; supplies and ordering; clerical systems; basic accounting procedures.

VTR 151 MATERIALS OF INDUSTRY 3
 A study is made of modern materials of construction and manufacturing industries, including ferrous and non-ferrous metals and wood products. Non-metallic materials are the general areas of concern.

VTR 152 INTRODUCTORY TO INDUSTRY 3
 A brief study of basic industrial and business practices is made relative to the role of the draftsman and technician.

VTR 153 ENGINEERING PROBLEM ANALYSIS 3
 An investigation of the engineering approach to problem solutions. Various manufacturing and construction problems are analyzed and solutions developed.

VTR 175 WELDING CERTIFICATION AND EMPLOYMENT 5
 This is a study of the different welding certifications available, qualification requirements and a general survey of welding employment. Prerequisite: Welding Student.

VTR 181 BASIC BLUEPRINT READING 3
 Elementary blueprint reading and a basic understanding of the welding symbols are stressed. Designed primarily for welding students. Prerequisite: Welding student or permission of instructor.

VTR 182 WELDING LAYOUT 3
 Various heavy plate and pipe joints are studied. This class is a continuation of the blueprint reading class. Prerequisite: VTR 181.

VTR 183 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.

VTR 184	INDUSTRIAL PHYSICS I	5
	Principles of precision 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 solving problems involving all principles examined is developed. Two hour laboratory required.	
VTR 185	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.	
VTR 186	INDUSTRIAL PHYSICS III	5
	Applied physics concerning electricity, electronics and magnetism are studied. Emphasis is on industrial practices and applications.	
VTR 195	TRADE MATH CARPENTRY	3
	A course designed to cover fundamental arithmetic functions and an introduction to geometry as applied to the carpentry field.	
VTR 202	COST AND MATERIAL ESTIMATING	3
	Accepted techniques and procedures are studied and applied relative to technical projects in the areas of construction and manufacturing.	
VTR 203	INDUSTRIAL PSYCHOLOGY	3
	Students evaluate the industrial environment, its problems and develop proposed guidelines for working effectively with associates and supervisors.	
VTR 204	ELECTRONICS DRAFTING	3
	Initial development of basic electronic drafting skills, i.e., lettering, understanding and display of line symbols, component outlines, electronic diagrams, pictorials and electromechanical design, and use of scales and conventional drawing instruments.	
VTR 205	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.	
VTR 206	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.	
VTR 207	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.	

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