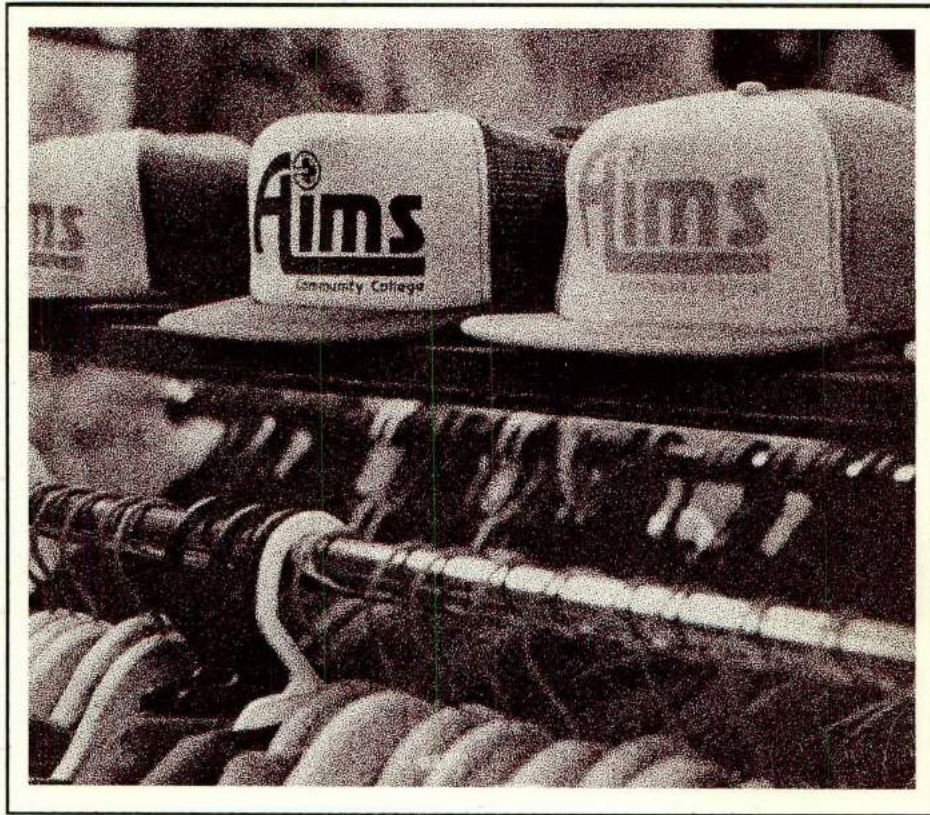


# MSI Separator Sheet



MSI2010

1983-1984



1983-84 CATALOG



# **AIMS COMMUNITY COLLEGE**

## **1983-84 CATALOG**

**Established 1967**

**A College Serving  
North-Central Colorado**

5401 W. 20th Street  
P.O. Box 69  
Greeley, Colorado 80632  
Telephone (303) 330-8008

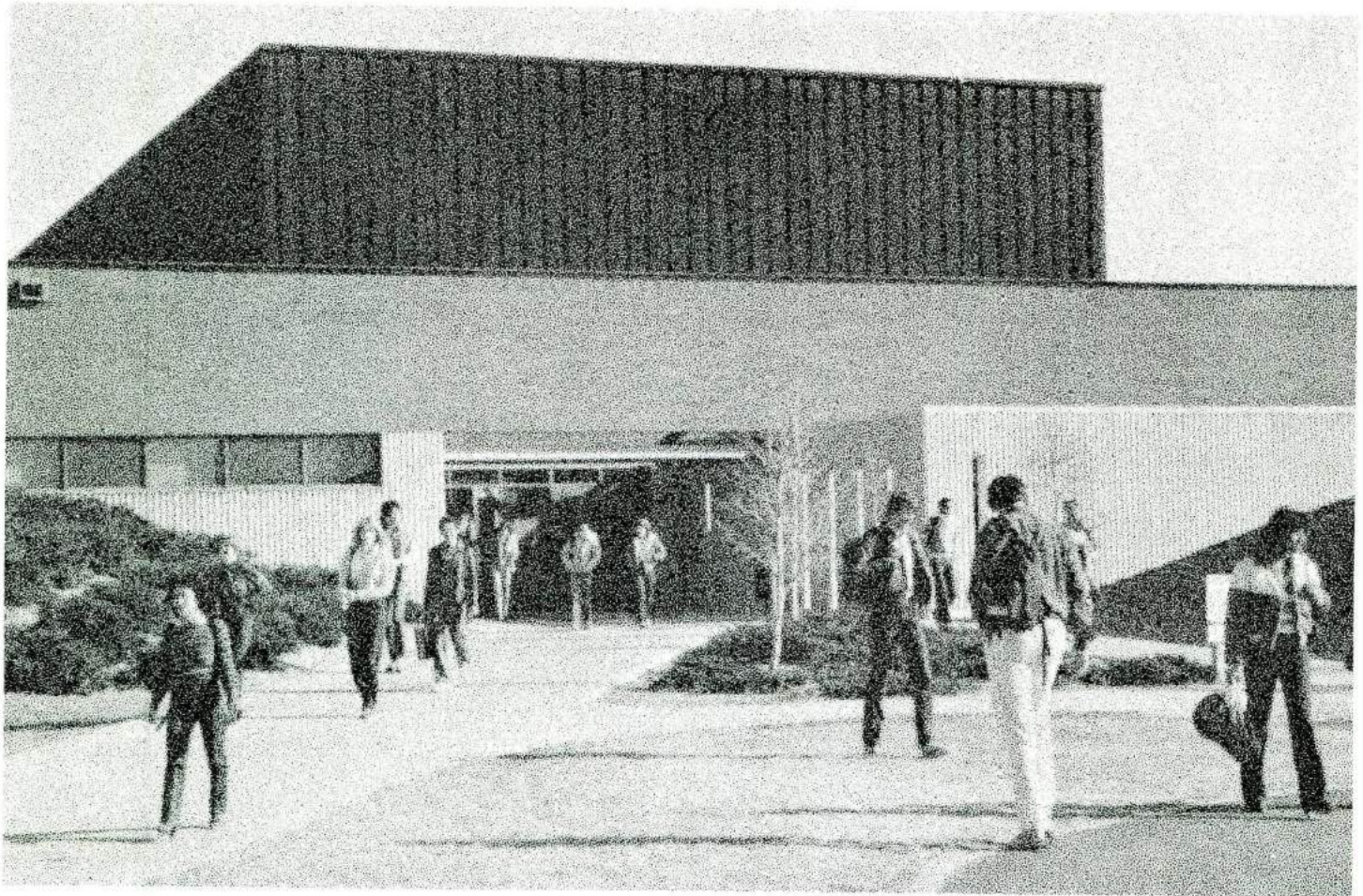
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# 1983-1984 CALENDAR

## JUNE 1983

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
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## JULY

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## AUGUST

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## SEPTEMBER

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## NOVEMBER

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## DECEMBER

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## JANUARY

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## 1984

## FEBRUARY

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## APRIL

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## MAY

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30	31					



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# ACADEMIC CALENDAR

## 1983-1984

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### SUMMER SESSION, 1983

#### (Four-Day Week)

June 20, 1983	.....* Registration
June 21, 1983	.....Classes Begin
June 27, 1983	.....Last Day to Drop Classes With 100% Refund
July 4, 1983	.....Fourth of July Holiday (College Closed)
July 5, 1983	.....Graduation Application Deadline for Summer Quarter
July 5, 1983	.....Last Day to Drop Classes With 75% Refund
July 18-21, 1983	.....Midterm Week
August 25, 1983	.....Last Day of Quarter
August 26, 1983	.....Graduation/End of Quarter
September 25, 1983	.....Labor Day (College Closed)

### FALL QUARTER, 1983

September 14-16, 1983	.....*Advising and Registration for Returning Students
September 19-20, 1983	.....*New Student Orientation, Advising and Registration
September 22, 1983	.....Classes Begin
September 28, 1983	.....Last Day to Drop Classes With 100% Refund
October 5, 1983	.....Last Day to Drop Classes With 75% Refund
October 6, 1983	.....Last Day for Graduation Application for Fall Quarter
October 24-28, 1983	.....Midterm Week
November 4, 1983	.....Staff Development Day (No Classes)
November 23-25, 1983	.....Thanksgiving Holiday (College Closed)
December 7-8, 1983	.....Evaluation Days
December 9, 1983	.....Graduation/End of Quarter
December 26-30, 1983	.....Christmas Holiday (College Closed)
January 2, 1984	.....New Year's Holiday (College Closed)

### WINTER QUARTER, 1984

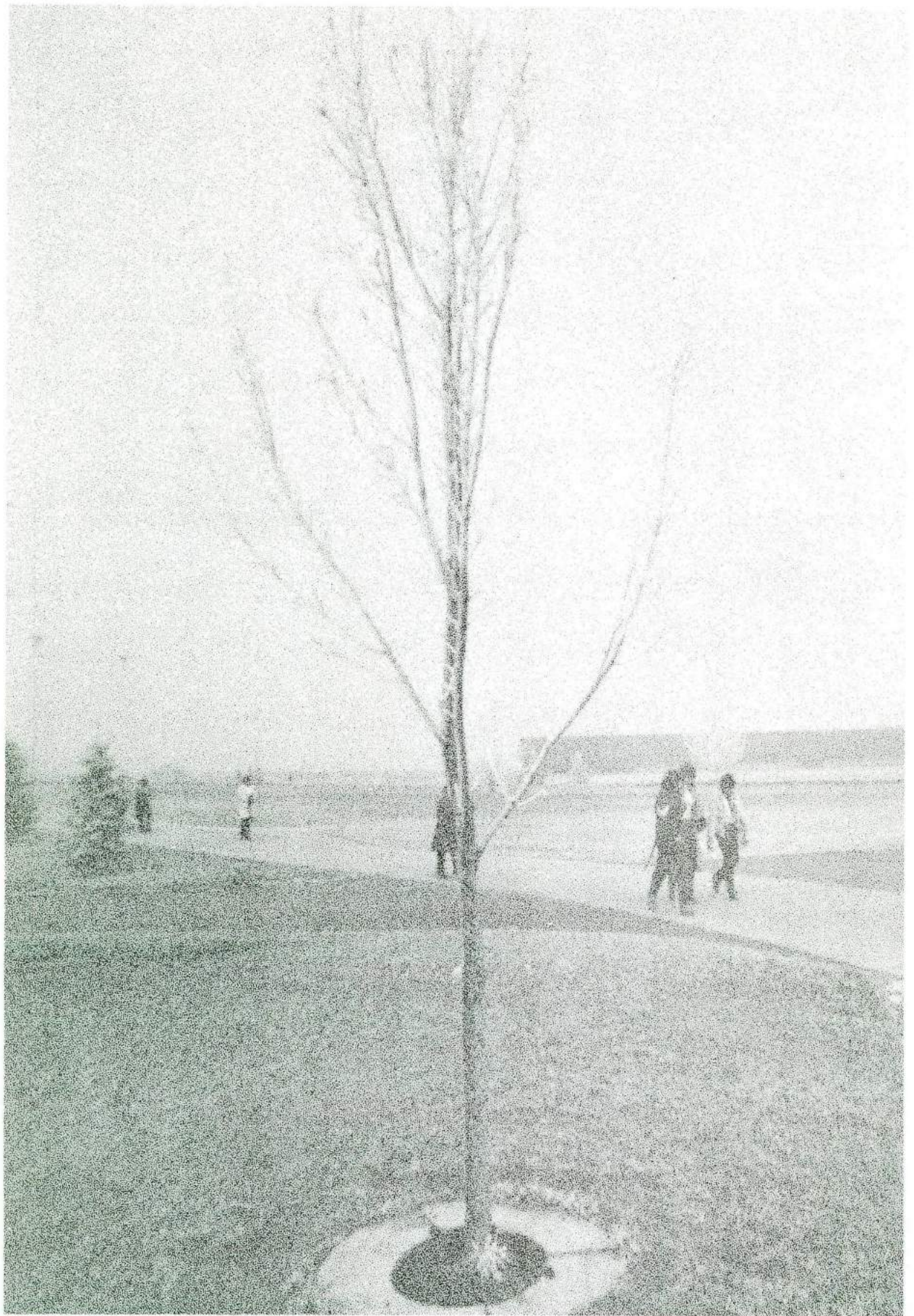
January 3-4, 1984	.....*Student Orientation, Advising and Registration
January 5, 1984	.....Classes Begin
January 11, 1984	.....Last Day to Drop Classes With 100% Refund
January 18, 1984	.....Last Day to Drop Classes With 75% Refund
January 19, 1984	.....Graduation Application Deadline for Winter Quarter
January 27, 1984	.....Staff Development Day (No Classes)
February 6-10, 1984	.....Midterm Week
March 14-15, 1983	.....Evaluation Days
March 16, 1984	.....Graduation/End of Quarter

### SPRING QUARTER, 1984

March 19-23, 1984	.....Spring Break
March 26-27, 1984	.....*Student Orientation, Advising and Registration
March 28, 1984	.....Classes Begin
April 3, 1984	.....Last Day to Drop Classes With 100% Refund
April 10, 1984	.....Last Day to Drop Classes With 75% Refund
April 11, 1984	.....Graduation Application Deadline for Spring Quarter
May 1-4, 1984	.....Midterm Week
May 28, 1984	.....Memorial Day (College Closed)
June 6-7, 1984	.....Evaluation Days
June 8, 1984	.....Graduation/End of Quarter

\*See quarterly schedule for advising and registration times.







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# GENERAL INFORMATION

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## HISTORY

In the summer of 1966, a citizen's committee representing all of Weld County's school districts recommended the formation of a junior college district. In January of 1967, voters of the district overwhelmingly approved the establishment of Aims Community College. Two months later a governing board was elected and they, in turn, selected Dr. Ed Beaty as the college's initial president.

After Dr. Beaty's death in 1975, Dr. Richard Laughlin was appointed president, in 1976. He served the college in this post until 1979 when Dr. George Conger assumed the position.

Enrollment has expanded over the past fifteen years from 900 students in 1967, to over 12,000 students annually in 1982.

As enrollment has increased, so has the diversity of classes and programs. The college currently offers three associate degrees: the Associate of Arts degree (A.A.) and the Associate of Science degree (A.S.), designed for those who plan to transfer to another college or university to pursue a baccalaureate degree, and the Associate of Applied Science degree (A.A.S.) that prepares students in eighteen program areas for direct job entry at a technical or managerial level.

The college also awards the Certificate in Occupational Education in 15 occupational areas and issues certificates to those who complete a variety of developmental, adult special interest, and occupationally related programs of less than one year in duration. The college also trains area high school students in a limited number of career fields in its role as the Area Vocational School for the district.

Aims Community College's initial 175 acre campus site was purchased in 1970. In 1971 the college secured a 50,000 square foot industrial building on ten acres adjacent to the main campus. This acquisition brought the campus to its present size of 185 acres.

The college's first totally new building, the Trades and Industry Building was constructed in 1971. Next came the Office Occupations Building which opened in 1973. In 1975 the Center for the Arts and Crafts/Skill Center was completed. The Physical Education Building was constructed in time for the opening of the winter quarter in 1976.

Ed Beaty Hall, named for Aims' first president, opened in the Fall of 1978. This distinctive facility provides over 60,000 square feet of laboratory and classroom space. The Office of the President is also located in Ed Beaty Hall.

Planning for additional construction on the Greeley campus was initiated in 1982, with completion of new classroom and shop facilities set for 1984.

The Aims Community College Southern District Center is now in its final planning phases. The center will meet the community and educational facility needs of students in the Southern Weld County region.

To meet the needs of Aims students living in the Loveland/Berthoud area, classes are being offered through the cooperation and facilities of Thompson Valley School District R2-J. The expanded course offerings are designed to meet the needs not only of the students but the businesses of the area.

The Aims Cable Campus is another innovative attempt to serve the area. Beginning in January, 1982, this 24 hour adult learning system began broadcasting from the Aims Community College campus. Offering telecourses for credit and noncredit, as well as public service programming, the station is the first of its kind in the region, perhaps in the nation.

## PHILOSOPHY

The educational offerings and services of Aims Community College are based upon the belief that the primary obligation of the public educational system is to assist in the development of individuals for meaningful, productive lives in a democratic society. This philosophy implies a deep and abiding faith in the worth and dignity of the individual as the most important component of a democracy. This conviction recognizes that ideas are as valuable as facts in our dynamic and complex society, and it suggests that the college has an obligation to:

1. Create an educational environment which encourages the development of intellectual, social, and physical skills;
2. Foster a climate for students to develop rewarding personal and social patterns of life for their roles at home and in the community;
3. Assist students to achieve optimum vocational maturity; and
4. Promote an appreciation for the creativity of others and, thereby, to discover the potential for one's own creativeness.



## PURPOSES

Aims Community College was established in accordance with the laws of Colorado as a post-secondary educational institution authorized to offer instruction and training for students over the age of 16 years who are not enrolled in a regular K through 12 program in a public, independent, or parochial school. Very broadly, therefore, the purposes of Aims Community College are to provide:

1. College parallel courses preparing students to transfer to four year colleges or universities;
2. Occupational education to help prepare students for initial employment or for advancement in specific vocational fields.
3. General educational offerings designed to prepare students to make intelligent choices in all aspects of life; integrating skills, knowledge, and values to promote personal and community growth;
4. Developmental education for those not prepared for college level study to achieve a higher level of educational attainment;
5. Counseling and guidance services to enable students to more clearly define their educational goals; and
6. Community services and continuing educational offerings for adults of all ages.



## **THE FOUNDATION**

The Aims Community College Foundation was established during the 1979-1980 academic year to provide financial and other support for the college and its activities beyond those which can be obtained through normal institutional funding sources. Because of the continuous limitations on such routine sources, the college has been obliged to rely increasingly upon private and corporate donor support.

Foundation activities are moderated by a board of directors selected from various segments of the business and professional community. Current members of the Foundation Board are: Mrs. Bonnie Dean, President, Mrs. Stephanie Arries, Mrs. Margaret Houtchens, Mr. George H. Bush, Dr. George R. Conger, Mr. Tom Cowan, Mr. John J. Dugan, Mr. Conrad J. Greicar, Mr. H. Gordon Johnson, Mr. Duane Kramer, Mr. Floyd A. Oliver, Jr., Mr. Louis C Rieker, Mr. Darwin F. Schwartz, Mr. Stow L. Witwer, and Mr. Dennis White.

## **APPROVAL**

The operation of Aims Community College is approved by the State of Colorado. It is governed by the five member Aims Junior College District 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 Community College is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

## **EDUCATIONAL RIGHTS AND PRIVACY ACT**

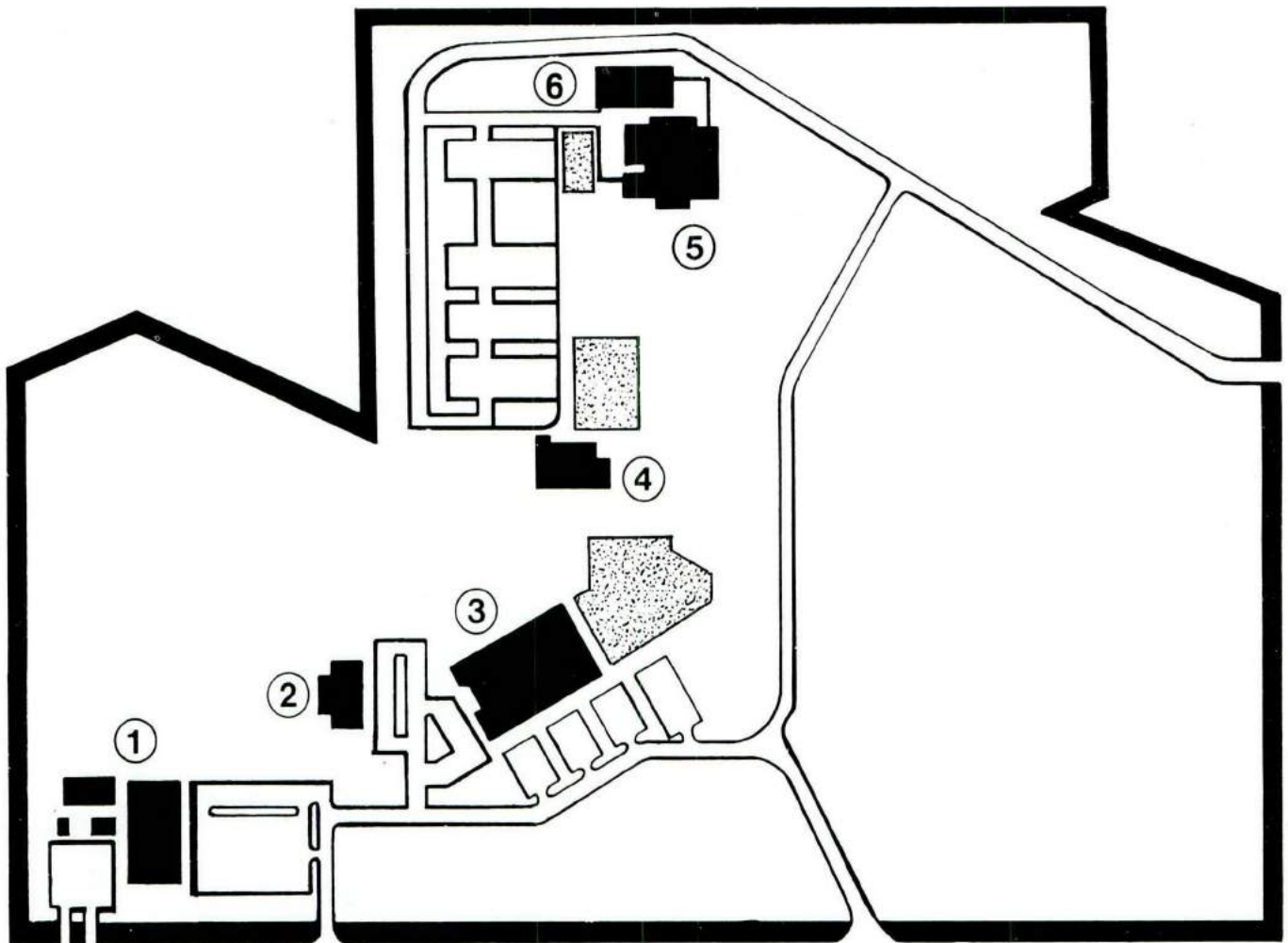
Aims Community College is complying with the Federal Family Education Rights and Privacy Act of 1974, which specifies that a student has the right to inspect and review certain specified official records, files, and data directly related to the student. Students desiring to inspect and/or review their official records should contact the Dean of Student Personnel Services, 5401 W. 20th Street, Greeley, Colorado 80631.

## **AFFIRMATIVE ACTION**

Aims Community College is committed to equal opportunity in employment and education regardless of age, race, color, religion, sex, national origin, or handicap. Publicly adopted throughout the college is an affirmative action policy which shall assure equal employment and educational opportunities to all minorities in the college, whether classified staff, faculty, students, or administrators. Any student or college employee who encounters acts of discrimination because of age, race, religion, color, sex, national origin, or handicap should contact the Personnel/Payroll officer.

## **CATALOG CHANGES**

Aims Community College reserves the right, whenever in its judgment it is necessary or advisable to do so, to meet changing academic, instructional, student, or fiscal needs, to cancel or modify, without notice, any course or program described in this catalog. The College also reserves the right to change any provision or requirement of this catalog, including tuition and fees.



- 1 GENERAL SERVICES
  - 2 PHYSICAL EDUCATION
  - 3 ED BEATY HALL
  - 4 BUSINESS
  - 5 TRADES & INDUSTRY
  - 6 EMERGENCY SERVICES ACADEMY
-  PLANNED OR UNDER CONSTRUCTION







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# STUDENT SERVICES

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## ADMISSIONS

No Aims Junior College District resident will be denied admission to the college because of financial need as determined by the student Financial Aid office. No admission fee or entrance examination is required as a condition for admission to the college. In keeping with the belief in the worth of universal education, Aims Community College has adopted an "open door" admissions policy.

The college will admit students over the age of 16 years who are not enrolled in a regular program of kindergarten through grade twelve (12) in a public, independent, or parochial school and any other person who can profit from the instruction for which he or she enrolls. Students who are currently enrolled in high school may be allowed to enroll for advanced placement if permission is obtained from their respective high schools. Concurrently enrolled high school students should contact the Admissions office well in advance of anticipated enrollment.

Admission to the college, however, does not guarantee 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 Community College any time 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 student's advantage to enroll at the beginning of the quarter.

## APPLICATION FOR ADMISSION TO AIMS COMMUNITY COLLEGE

Anyone interested in attending Aims Community College should submit an application form which is available in Colorado high schools or in the Aims Admissions office. In addition to the completed application form, students should submit one of the following to the Admissions office:

- A high school transcript showing graduation.
- GED test scores if the student earned a high school Equivalency Certificate.
- College transcripts are required for transfer students pursuing a degree program.

## TRANSCRIPT EVALUATION

Official transcripts covering a student's previous secondary and college education, submitted to the college as part of the admissions procedures, become part of the official file and cannot be returned to the student. The college does not issue or certify copies of transcripts from other institutions.

Transcripts, documented military experience, and testing scores of approved programs are evaluated in accordance with college policy, and the acceptance of this credit is documented on the student's permanent record as earned credit only, without any indication of grade or quality points.



## ADMISSION REQUIREMENTS FOR FOREIGN STUDENTS

1. Submit application for admission. A \$50.00 processing fee must accompany the application for admission before the application can be considered.
2. Submit English proficiency results from the Test of English as a Foreign Language (TOEFL), English Language School (ELS), or Michigan Test. To be considered for admission to Aims Community College, foreign students must have a minimum score of 500 on the TOEFL, level 109 at a certified ELS center, or score of 80 on the Michigan test.
3. Completed application and supporting credentials must be in the Admissions office by midterm of the quarter preceding the quarter of enrollment.
4. Foreign students must pay their tuition and fees on the day they register. Failure to comply will result in withdrawal of their U.S. Immigration Form 20 (I-20).
5. Foreign students are required to maintain satisfactory progress to be eligible for reenrollment in a subsequent quarter.

If a foreign student is admissible, he or she will be issued the U.S. Immigration Form 20 (I-20). Questions regarding the admission of foreign students should be forwarded to the Admissions office.

## REGISTRATION

After the student has completed the admissions process, he or she must complete the following registration process at the beginning of each quarter. A schedule of both day and evening classes is published each quarter, and is available in the Admissions office prior to preregistration and registration. Consult the calendar in the front of this catalog for registration dates.

1. Obtain registration pass



2. Academic advising
3. Financial aid
4. Course registration
5. Pay tuition\*

\*NOTE: A student is not registered until his or her assessed tuition is paid. Students must have all financial obligations to Aims Community College paid before they will be permitted to register for subsequent course work.

## CHANGE OF REGISTRATION

### 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.

### WITHDRAWAL

A course status designation of WITHDRAWAL can be initiated by a faculty member or an administrator if a student's best interest so warrants when he or she is unable to attend class regularly.

### ADDING CLASSES

Adding of classes may be done on a continuing basis provided there is space available and the instructor has given permission to enroll.

### DROPPING CLASSES

Dropping of classes should be done within the first eight (8) days of the class term. This is the registration readjustment period and no academic record will be generated.

Any class dropped on the ninth (9) class day or thereafter will generate a "W" on the student's transcript and can affect the student's academic standing.

Students may drop classes throughout the quarter with instructor approval.

### HOW TO ADD AND/OR DROP COURSES:

1. Obtain an Add/Drop form from the Admissions office, Room 202, General Services Building.
2. Fill out form indicating complete information on course to be added or dropped and resubmit the form with appropriate instructor signature to Admissions. It is the responsibility of the student to contact the Admissions office to be officially added or dropped from the records. Faculty members or administrators may initiate the withdrawal of students from their class rolls for failure to meet established course requirements.

In cases of emergency the student should write to the Admissions office, Aims Community College, P.O. Box 69, Greeley, Colorado 80632, indicating the reasons necessitating the withdrawal and request that the withdrawal be completed by mail. Telephone requests will not be honored.

### REFUND REGULATIONS

Under specific conditions, the College grants refunds for tuition and special course fees to students who withdraw from college or make a reduction in credit hours.

To be eligible for a refund, a **WITHDRAWAL** (dropping all classes) or **DROP** (reduction in credit hours) form must be initiated in person, or in cases of emergency, by letter through the Admissions office. The date the request is made at the Admissions office, or the postmark date for letters, will be used in determining the eligibility of the refund. If the student was provided assistance from College funds or funds managed by the College, the refund will be returned to the appropriate scholarship/grant fund or applied to the student's note in the loan fund.

Refunds will be made in accordance with the following schedule:

- A. Prior to the first official date of classes date identified in the Academic Calendar as beginning date for quarter. For late

- |   |      |
|---|------|
| starting classes, date class is scheduled to begin  | 100% |
| B. Beginning with the first official date of classes and through the fifth (5) class day      | 100% |
| C. Beginning with the sixth (6) official date of classes and through the tenth (10) class day | 75%  |
| D. After the tenth (10) class day   | 0%   |

**Add/Drop Period** — Beginning with the first official date of classes and through the tenth (10) class day.

#### A. Part-Time Students (11 credit hours or less)

During the official add/drop period, students are permitted to offset equal credits through the add/drop procedure. Tuition for credits dropped in excess of credits added will be refunded at the appropriate percentage rate. For credits added in excess of credits dropped, additional tuition must be paid.

#### B. Full-Time Students (Arts & Sciences and Developmental/Remedial, 12-18 credit hours; and Occupational, 12-22 credit hours)

During the official add/drop period, students are permitted to add/drop credit hours through the add/drop procedure within the above stated full-time credit hour ranges without refund or additional tuition assessment.

#### C. Full-Time Students (Arts & Sciences and Developmental/Remedial, 19 credit hours or more; and Occupational, 23 credit hours or more)

During the official add/drop period, students are permitted to offset equal credits through the add/drop procedure. Tuition for credits dropped in excess of credits added will be refunded at the appropriate percentage rate. For credits added in excess of credits dropped additional tuition will be assessed.

#### D. Refunds will not be available until after the official Add/Drop period.

**Following the Add/Drop Period** — Beginning with the eleventh (11) class day through the end of the quarter.

#### A. Part-Time Students (11 credit hours or less)

After the official add/drop period, students will be permitted to offset equal credits through the add/drop procedure. Tuition for credits dropped in excess of credits will not be refunded. For credits added in excess of credits dropped, additional tuition must be paid until full-time status is attained.

#### B. Full-Time Students (12 hours or more)

After the official add/drop period, students will be permitted to offset equal credits through the add/drop procedure. Tuition for credits dropped in excess of credits added will not be refunded. For credits added in excess of credits dropped, additional tuition must be paid only for credit hours added in excess of 18 credit hours for Arts & Sciences and





Developmental/Remedial or 22 credit hours for Occupational Education.

C. Any requests for refunds beyond the tenth (10) class day must be submitted, in writing, to the Controller.

**Self Supporting Classes**—Classes for which tuition and fees are the only source of support.

No refunds will be granted unless classes are dropped prior to the first official date of classes.

## TUITION AND FEES

Tuition charges at Aims Community College are dependent upon the student's residency status:

**Full-time Students:** 12-18 credit hours, nonoccupational educ. student  
12-22 credit hours, occupational educ. student

In-State, In-District residents: \$132.00 per quarter  
(greater Weld County area)

In-State, Out-of-District residents: \$222.00 per quarter

Out-of-State residents: \$780.00 per quarter

**Surcharge:** over 18 credit hours, nonoccupational educ. student  
over 22 credit hours, occupational educ. student

In-State, In-District residents: \$8.80 per credit hour  
(greater Weld County area)

In-State, Out-of-District residents: \$14.80 per credit hour

Out-of-State residents: \$52.00 per credit hour

**Part-time Students:** 1-11 credit hours

In-State, In-District residents: \$11.00 per credit hour  
(greater Weld County area)

In-State, Out-of-District residents: \$18.50 per credit hour

Out-of-State residents: \$65.00 per credit hour

Occasionally, some classes may require payment of a lab fee. Classes requiring this fee will be designated in the quarterly registration materials.

ALL TUITION AND FEE CHARGES ARE SUBJECT TO CHANGES BY THE AIMS JUNIOR COLLEGE DISTRICT COMMITTEE AS CIRCUMSTANCES MAY REQUIRE, WITHOUT NOTICE.

If a student classified as out-of-state believes he or she is eligible for in-state classification, the student may obtain a Change of Residency petition from the Registrar. The final decision regarding residence classification rests with the college. All questions concerning residency should be directed to the Registrar.

## TUITION DEFERMENTS

Under certain extenuating circumstances, Aims Community 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 and who are enrolled for 12 or more credit hours. At the time of registration, a student granted a tuition deferment must pay all fees due; a down payment of 50 percent of the total tuition cost; and a non-refundable processing charge of \$5.00. A student who requests a tuition deferment must demonstrate the ability to pay the deferred balance of his or her tuition during that same quarter. Application for deferment must be made at the Cashier's office. The consequence for untimely payment has been expanded to include denial of future deferments and registration at the end of midterm week without refund.

## STUDENT INSURANCE FEES

Each full-time student (12 credit hours or more) is assessed a mandatory fee of \$1.75 per quarter for accident insurance coverage. This insurance is nonmandatory for part-time students (11 credit hours or less) and is \$2.25 per quarter.

## 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. The student registration process is not complete until fees are paid. Students will not be allowed to register, graduate, or receive transcripts of courses completed unless all financial obligations to the college have been met.

## STUDENT FINANCIAL AIDS

Aims Community College participates in a wide variety of federal, state, and local programs designed to assist undergraduate students in meeting the costs of education. Applications and information concerning all the programs described below are available in the Financial Aid office, General Services Building, Room 201.

## ELIGIBILITY

Most financial aid is awarded to students on the basis of NEED. In determining NEED in a consistent way for all aid candidates, Aims Community College requires all financial aid applicants to submit the ACT Family Financial Statement to the ACT program in Iowa City, Iowa. The ACT Family Financial Statement and information about financial aid may be obtained from the high school guidance counselors. Students currently enrolled at Aims can obtain the ACT Family Financial Statement from the Financial Aid office.

## APPLICATION PROCEDURES

The following items are required from those students requesting financial assistance and must be submitted before consideration may be given:

1. Student Data Form
2. Family Financial Statement (FFS) of the American College Testing program (ACT)
3. Financial Aid Transcript (only for students who have attended another college)
4. Copy of previous year's Federal Income Tax 1040 Form
5. Verification of Non-taxable Income

Application forms may be obtained from the Financial Aid office and/or local high schools.

Applicants for financial assistance are considered **after** they have complied with the admissions procedures listed in this catalog and have been issued an official notice of admission to the college. The following dates will be the deadlines for submitting applications for guaranteed processing:

Summer quarter .....March 1  
Fall quarter .....June 15  
Winter quarter .....October 31  
Spring quarter .....January 31

Students are advised that the availability of aid funds is limited.



Consequently, students who are seeking financial assistance are urged to submit their completed application well in advance of the deadline date before the anticipated quarter of registration. (The Financial Aid office will accept applications after the deadline dates, but processing will depend on the availability of funds at the time.)

## ESTIMATED ACADEMIC YEAR BUDGETS (9 MONTHS)

<b>SINGLE RESIDENT</b>		<b>SINGLE NONRESIDENT</b>	
Tuition & Fees	\$ 402.00	Tuition & Fees	\$2346.00
Room & Board	2475.00	Room & Board	2475.00
Books & Supplies	225.00	Books & Supplies	225.00
Personal Expenses	852.00	Personal Expenses	852.00
Transportation	453.00	Transportation	453.00
	<hr/>		<hr/>
	\$4407.00		\$6351.00
<b>MARRIED RESIDENT</b>		<b>MARRIED NONRESIDENT</b>	
Tuition & Fees	\$ 402.00	Tuition & Fees	\$2346.00
Room & Board	3893.00	Room & Board	3893.00
Books & Supplies	225.00	Books & Supplies	225.00
Personal Expenses	1347.00	Personal Expenses	1347.00
Transportation	601.00	Transportation	601.00
	<hr/>		<hr/>
	\$6468.00		\$8412.00

These budgets are current as of the publication date. Check with the Financial Aid office for most recent estimates.

## STUDENT FINANCIAL ASSISTANCE PROGRAMS

### LOANS

#### NATIONAL DIRECT STUDENT LOANS (NDSL):

Undergraduate students may borrow up to \$5,000 during their undergraduate career. Total loans for the first two years of school may not exceed \$3,000. Repayment of the NDSL begins nine months after the student ceases to be a half-time (6 hours) student. NDSL funds are to be repaid at a minimum of \$30 per month. The period of repayment cannot exceed ten years. The NDSL has cancellation provisions. Information regarding cancellation may be obtained from the Financial Aid office. Interest rate is 5%. Principal and interest payments are deferrable during periods of at least part-time study.

#### COLORADO GUARANTEED STUDENT LOANS (CGSL)

Undergraduate dependent students may borrow up to \$2,500 per year, but not more than \$12,500 during their undergraduate career. The interest on a CGSL is 9% simple interest.

Students who are interested in applying for a CGSL should contact their local lending institutions. If local lending institutions do not participate, the student should contact the student Financial Aid office or the Colorado Guaranteed Student Loan program; ABS Building, Suite 100; 7000 Broadway; Denver, Colorado 80221; (303) 427-0259 for further information.

### GRANTS

#### PELL GRANT:

Available to **all eligible undergraduate** students. All Pell Grant awards are preliminary and may be adjusted, depending upon place of residence while attending the college, number of class hours carried, and the final payment schedule developed by the Office of

Education. The Financial Aid office **must** have two copies of the Eligibility Report Form (not just one copy or a photo copy) on hand before payment can be made. All financial aid applicants must establish their eligibility for this program before other aid can be awarded.

#### SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG):

Available to demonstrated "needy" **undergraduate** students. Allocated after all other sources of aid are awarded and the applicant still has unmet need.

#### COLORADO STATE GRANT (CSG):

State funds made available to Colorado resident undergraduate students with financial needs. Awards vary from \$100 to \$1,000, depending upon the financial need of individual students and the amount of funds allocated to the college by the State of Colorado. Recipients must be residents of Colorado.

#### COLORADO STUDENT INCENTIVE GRANT (CSIG):

Grants of up to \$2,000 are made to exceptionally, financially needy students. Recipients must be residents of Colorado. The actual amount of each award is dependent upon the individual student's need and available funds.

### STUDENT EMPLOYMENT

#### FEDERAL COLLEGE WORK-STUDY PROGRAM:

Allocations from college work-study programs are made to demonstrated needy students. Wages are paid on the basis of an hour's pay for an hour's work. Students may not earn over the maximum authorized earning figure, as allocated from the Financial Aid office.

#### COLORADO WORK-STUDY PROGRAM:

Allocations from college work-study programs are made to financially needy students. Wages are paid on the basis of an hour's pay for an hour's work. Students may not earn over the maximum authorized earning figure, as allocated by the Financial Aid office.

### AIMS TUITION GRANTS

Aims tuition grants are available to in-district students whose financial status is defined as low income by the Financial Aids office guidelines. Grants are made to cover the costs of tuition. Students approved for tuition grants are required to apply for a Pell Grant if they are enrolled as at least half-time students.

A senior citizen's tuition grant is available for residents of the Aims Community College taxing district who are 60 years of age or older. This grant is applicable only in credit courses on a space available basis.

### SCHOLARSHIPS

#### AIMS PROGRAM OF SCHOLARS:

Two year tuition scholarships are available for at least one graduating senior from each high school within the Aims Junior College District (greater Weld County). Local high school counselors or the Aims Financial Aid office will furnish further information.

#### COLORADO SCHOLARSHIP PROGRAM:

Awards are made to recognize outstanding achievements of Colorado resident undergraduate students in both academic and talent areas. Maximum award: \$550/year. Applications are made to the Financial Aid office; award recipients are selected by the Financial Aid Director only if two letters of recommendation accompany the regular Colorado Scholarship application. Colorado high school students should contact their high school counselors



regarding these scholarships. Colorado Scholarship Program is an undergraduate program.

**ROY L. SMITH MEMORIAL FUND AWARD:**

Annually, two \$300 scholarships from an \$8,000 bequest from Mrs. Roy L. Smith are awarded to one freshman and one sophomore auto mechanics major. The auto mechanics staff selects the recipients.

**DR. EDWARD BEATY MEMORIAL FUND:**

The Beaty family and friends dedicated the fund to the memory of Dr. Edward Beaty, the first president of Aims Community College. Further information may be obtained from the Financial Aid office.

**EASTMAN KODAK SCHOLARSHIP:**

Monies for this program are forthcoming if graduates from Aims Community College join Kodak within five years of completion of their degree and complete five years of employment at Kodak. Funds received for the scholarships are designated for use within the department indicated by the Kodak employee's degree. Monies from Kodak for this program have ranged from \$250 to \$1,500 per year. Recipients are selected by academic departments.

**FACULTY ASSOCIATION SCHOLARSHIP:**

Two scholarships are awarded annually from the Aims Community College Faculty Association. Preference is given to students who demonstrate high scholarship and intend to pursue the A.A., A.S., or A.A.S. degree. Applications are due by May 15 in the Financial Aid office. The Scholarships Committee of the Aims Faculty Association will determine the recipients of the scholarships by June 1 of each year.

**VETERAN'S BENEFITS**

The Veterans Affairs office helps the Veterans Administration implement the provisions of the various programs of benefit to veterans or eligible relatives of veterans, namely Public Laws 91-219 (Cold War GI Bill), 634 (War Widows and War Orphans), and 815 (Disabled Veterans).

Veterans who are eligible for Veterans Benefits should contact the Veterans Affairs office, preferably six weeks before actual enrollment to assure timely payment of benefits.

Students receiving VA benefits are required to complete a quarterly enrollment form for the Veterans Affairs office during registration for each quarter they are enrolled. Failure to do so will result in termination of enrollment certification to the VA.

**MONTHLY RATES — GI BILL**

COURSE LOAD DEP.	NO DEPS.	1 DEP.	2 DEP.	EA. ADD. DEP.
Full Time (12 credit hrs.)	\$342	\$407	\$464	\$29
Three-fourths Time (9-11 credit hrs.)	257	305	349	22
Half Time (6-8 credit hrs.)	171	204	232	15

Students who are receiving VA benefits must report immediately to the Veterans Affairs office any change in their study program or training status. Failure to do so may result in overpayments which the student must pay back to the Veterans Administration.

If a veteran student has previously attended an institution of higher learning, the VA requires that the student provide the Admissions office with a copy of the transcript or transcripts reflecting any post-secondary educational course work.

**COLORADO VETERANS TUITION ASSISTANCE PROGRAM**

The Colorado Veterans Tuition Assistance Program represents a commitment by the State of Colorado to provide assistance to qualified students who have served on active military duty during the Vietnam era, August 5, 1964, to May 12, 1975. The program's intent is to give tuition assistance to Colorado veterans enrolled for post-secondary education in specified institutions. Aims students who are eligible for tuition assistance are those who are veterans of the military services, are currently Colorado residents, and were Colorado residents prior to entry into active military service. Student veterans who apply for tuition assistance and are eligible, may receive up to one hundred thirty-six dollars (\$136) per quarter. Both full and part-time students will be eligible for assistance. Veterans will accrue eligibility for assistance at a rate of 11 quarter credit hours or its equivalent (7.33 semester) for each month of active duty between August 5, 1964, and May 12, 1975.

Applications for this program may be obtained at the Veterans Affairs office and returned along with a copy of DD-214 before awards are made.

**SATISFACTORY PROGRESS**

All Aims Community College students who receive financial aid and/or VA benefits are required to meet the College's academic standards of satisfactory progress (see Academic Standards.)

Once a student is placed on academic probation he will be suspended from financial aid and/or VA assistance if during any subsequent quarter he fails to meet academic standards. If the Academic Standards Committee permits the student to continue in a college program (without financial aid and/or VA assistance) and, during the subsequent quarter within the same academic year the student meets the standards of progress, he can be reinstated on financial aid and/or VA assistance upon request.

If a student whose financial aid has been terminated believes that there have been unusual circumstances affecting his progress, he has the right to appeal this decision to the Financial Aid Appeals Committee. The student interested in appealing such a decision must return a completed appeal form to the Financial Aid office within one week after being notified that his financial aid has been terminated.

Students reinstated through the appeal process will remain on academic probation. They must, however, complete all classes attempted during the quarter of reinstatement while meeting the Academic Standards of the College.

**STUDENT RECORDS AND STUDENT RIGHTS**

The Records office, under the direction of the Registrar, keeps the following student records:

1. Personal data — e.g., name, address, phone number, sex, Social Security number
2. Educational background information — e.g., previous high school and/or college attended, degrees earned
3. College major and degree expectations
4. Degrees and honors received
5. College transcripts containing hours attempted, grades earned, credits earned, and dates of enrollment
6. Courses, hours, and credits presently enrolled in.

A cumulative record of each student's college application, correspondence, and other miscellaneous forms is kept active while the student is enrolled in the college. If the student's enrollment ceases, the file is kept inactive for two years. If the student does not



reenroll during this two-year period, the record is microfilmed, and the file is destroyed in accordance with the regulations of the Colorado State Archives. A security copy of the inactive permanent transcript also is on file in the Colorado State Archives.

All students in attendance, and students who have previously attended Aims Community College, are provided access to their records in compliance with the requirements under the Federal Family Educational Rights and Privacy Act of 1974 (Public Law 93-380 Subsection 513, 88 Stat. 571; 20 U.S.C. 1232q).

Students may review their records upon request in the Records office. In the event students feel their records are in error, they may initiate the following appeal procedure:

1. Appeal to the Director of Records to review the records
2. If needed, appeal to the Dean of Student Personnel Services

The college will not permit access to or the release of student educational records, or personally identifiable information contained therein, **other than Public Information**, without the written consent of the student.

## REQUEST FOR TRANSCRIPTS

A student requesting that a transcript (record of grades) be sent to an educational institution or to a prospective employer must complete the appropriate form in the Admissions office. The first transcript for an Aims Community College student is supplied free of charge. A charge of \$2.00 is made for each additional transcript. All accounts with the college must be settled before a transcript may be issued.

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## PUBLIC INFORMATION

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The following items are considered public data/information and may be disclosed by the college in response to inquiries concerning individual students whether the inquiries are in person, in writing, or over the telephone.

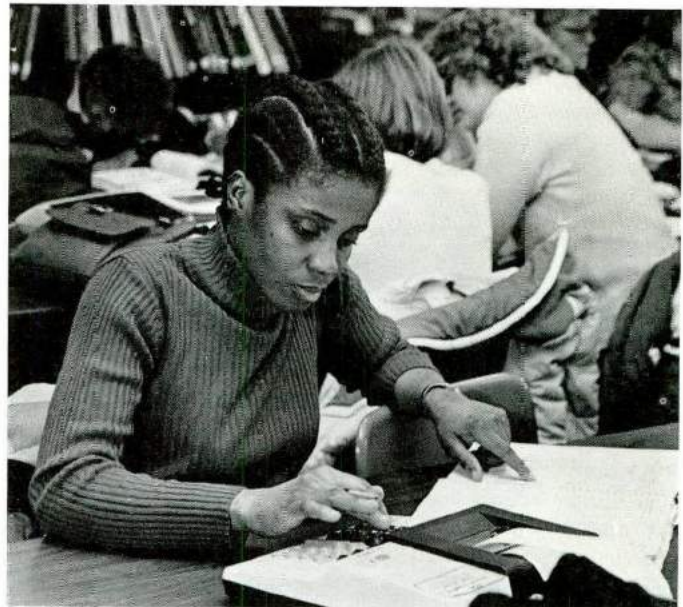
1. Name
2. Affirmation of whether currently enrolled

Addresses are considered personally identifiable information **except** for the following:

1. Graduation lists released to the news media
2. Other listings to the news media for special awards, honors, and events

Consent for release of educational records or personally identifiable information shall not be required for the following parties:

1. Aims Community College officials
2. Officials of other schools or colleges where the student intends to enroll
3. State or federal educational authorities
4. In connection with a student's application for financial aid
5. State and local officials requiring reporting data
6. Organizations conducting studies for educational institutions or agencies
7. Accrediting organizations
8. Parent of a dependent student
9. In compliance with judicial order
10. In case of emergency to protect the health, safety, or welfare of the student or other persons



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## ACADEMIC INFORMATION

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### DEGREES AND CERTIFICATES AWARDED

**ASSOCIATE OF ARTS**  
**ASSOCIATE OF SCIENCE**  
**ASSOCIATE OF APPLIED SCIENCE**  
**CERTIFICATE IN OCCUPATIONAL EDUCATION**

A student who has earned an associate or higher academic degree from an accredited institution is normally ineligible to receive an associate degree from Aims Community College in an identical or closely related discipline or program. The appropriate dean may waive this restriction when a waiver would be in the best educational interest of the student.

Each degree granted by the college contains a minimum number of general education courses. "General education" refers to a group of courses designed to assist individuals to assume the responsibilities which they share in common as citizens in a free society and for wholesome and creative participation in a wide range of life activities. Aims Community College will accept any of the following courses as meeting the general education requirement of the appropriate degree:

1. Those courses accepted toward fulfilling the core requirements toward the Associate of Arts and Associate of Science degrees.
2. Those non-occupational courses specifically designed to meet Associate of Applied Science degree requirements.
3. Other courses which the college's Academic Council identifies as falling within the overall general education definition.

### DEGREES AND CERTIFICATES AWARDED

Students may earn more than one degree or certificate at Aims Community College so long as all course requirements for each degree or certificate are satisfied. However, a student who has earned an Associate of Science degree at Aims Community College who wishes also to receive an Associate of Arts degree will be required to complete an additional twenty hours of coursework in Communications, Humanities, Behavioral Science and/or Social Science.



## **ASSOCIATE OF ARTS AND ASSOCIATE OF SCIENCE DEGREES**

The Associate of Arts (A.A.) degree or the Associate of Science (A.S.) degree is awarded to a student who successfully completes a program designed to transfer to a four-year college or university for the purpose of earning a baccalaureate degree. Although the requirements of the two degrees are similar, the Associate of Science degree program includes more science and mathematics. The student who is pursuing a particular major at a four-year institution may wish to select a particular area of emphasis within these degrees.

Since all courses included within an Associate of Arts or an Associate of Science program are intended to be transferable, the student should realize that occasional arts and sciences courses and most occupational courses may not be accepted for transfer by baccalaureate institutions. The student who desires to include these courses as electives within an A.A. or an A.S. program should check carefully the requirements of the institution and program into which he or she wishes to transfer.

The following are general requirements for the A.A. and the A.S. degrees:

1. Ninety-six quarter hours credit in approved course work. Forty-five quarter hours of this total must be in general education courses. Particular program requirements are outlined in this catalog under the section on the School of Arts and Sciences.
2. A minimum cumulative grade point average of 2.0 (a "C" average).
3. Twenty-four of the last thirty-six quarter hours of course work prior to graduation must be taken in residence at Aims Community College.
4. Only courses numbered 100 or above are applicable toward these degrees.
5. Occupational courses are accepted toward the requirements of these degrees only upon the approval of the Dean of Arts and Sciences or his designee. This approval is given only when the courses are appropriate to the educational objectives of the student. Blanket approval is granted for those courses recommended as electives within the various areas of emphasis.

## **ASSOCIATE OF APPLIED SCIENCE DEGREE**

The Associate of Applied Science (A.A.S.) degree is awarded to a student who successfully completes a program designed exclusively to prepare the student for immediate employment in a full-time skilled and/or paraprofessional occupation. Each of the college's A.A.S. degree programs is in a specified occupational field.

Although some college credits within these programs are accepted for transfer by particular four-year colleges and universities, occupational courses are not specifically designed to facilitate transfer. The student who anticipates transferring is encouraged to check carefully the requirements of the institution and program into which he or she might desire to transfer.

The following are general requirements for the A.A.S. degree:

1. A minimum of ninety quarter hours in approved course work. Since each A.A.S. program is designed for a specified occupational field, the minimum requirements will vary with the particular program. Eighteen quarter hours of the total must be in general education courses. Course requirements for the various A.A.S. degree programs are outlined in this catalog within the School of Occupational Education section.
2. A minimum cumulative grade point average of 2.0 (a "C" average).
3. Twenty-four of the last thirty-six quarter hours of course work prior to graduation must be taken in residence at Aims Community College.
4. Normally, only courses numbered 100 or above are applicable toward this degree.

5. Courses used as electives in meeting degree requirements and taken in addition to specified courses in a particular program are accepted toward the requirements of this degree only upon the approval of the appropriate program official. This approval is given only when appropriate to the educational objectives of the student.

## **CERTIFICATE IN OCCUPATIONAL EDUCATION**

A Certificate in Occupational Education is awarded to a student who successfully completes an occupational program not leading to an associate degree. Normally, these programs are of one year or less in duration. These programs are designed exclusively to prepare students for immediate employment. No general education course work is required. Course requirements for the various certificate programs are outlined in this catalog within the School of Occupational Education section.

The following are the general requirements for the Certificate in Occupational Education:

1. A minimum cumulative grade point average of 2.0 (a "C" average).
2. A minimum of one-half (50%) of a program's course work must be taken in residence at Aims Community College.
3. Normally, only courses numbered 100 or above are applicable toward a Certificate of Occupational Education.
4. Courses used as electives in meeting certificate requirements and taken in addition to specified courses in a particular program are accepted toward certificate requirements only upon the approval of the appropriate program official. This approval is given only when appropriate to the educational objectives of the student.



## **GRADUATION REQUIREMENTS**

The general requirements for receipt of an Associate of Applied Science degree, (A.A.S.), an Associate of Arts degree (A.A.), and Associate of Science degree (A.S.), or Certificates in Occupational Education programs are outlined in the curricula section of this catalog. A minimum cumulative grade point average of 2.0 is required for receipt of any type of degree or certificate, and only courses numbered 100 or above are applicable toward the degree or certificate. Specific requirements for individual programs may be secured from either the Records office or the Counseling Center.

Twenty-four of the student's last thirty-six quarter hours of course work prior to graduation must be taken in residence at Aims Community College.



Students must make application for graduation by the end of the second full week of classes in the anticipated quarter of graduation. Graduation applications are available from the Records office. Completed graduation applications must be returned to the Records office with the faculty advisor's signature. Graduate evaluations will be made and the student will be notified by mail of the conditions required for graduation prior to his or her last quarter.

## EFFECTIVE CATALOG

The catalog in use during a student's first enrollment in the college normally is used in determining completion of degree or certificate requirements. A student may elect, however, to meet the requirements of any subsequent catalog which is not more than five years old (including the current year). This election must be made when the student files a declaration of intent to graduate.

In the case of a specific program, a student who has a break in enrollment of three quarters or more, excluding summer sessions, must meet the program requirements of the catalog in use at the time of readmission. If the program in which the student was previously enrolled has been discontinued, or if a notice of program discontinuance has been given, the student cannot reenroll in that program.

The college reserves the right to substitute courses for those no longer offered, to modify course content at any time, to approve the substitution of one course for another in any program or degree or waive any course prerequisite or corequisite.

## ADVISING

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

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

**New Arts and Sciences students**, taking from 1 to 17 credit hours, may self-advise, secure advising and a signature from a faculty advisor, or from the staff of the advising center. Upon reaching 18 credits or more, it is mandatory that a student see an advisor. After initial advising, the student may continue with the same advisor, may be referred to an advisor in a more appropriate division, or may be authorized to self-advise.

**New and Continuing Occupational students**, full-time or part-time, must meet with an occupational faculty advisor and secure a signature. In addition, all students who take one occupational course or more, must have approval from occupational faculty.

**New and Continuing (DRE) Developmental/Remedial Education students**, full-time or part-time, must meet with a DRE faculty advisor and secure a signature.

## TRANSFER CREDIT

Aims Community College gives college credit, according to its policy, for College Level Examination Program (CLEP), specific educational experience in the armed forces, and courses completed at other collegiate institutions. The college will accept those courses for transfer which have been completed with a "C" grade or better at an accredited college or university, or other approved institution, and are applicable to their program of choice. Students who wish to

take advantage of this service must formally request a review of their individual files by contacting the Aims Admissions office. The Registrar will determine the number and nature of transfer credits applicable toward a degree or certificate.

## COURSE CHALLENGING

A student may challenge a course for which he or she believes his or her 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 Admissions office and pay in advance the challenge fee of \$5.00 per challenged course at the Business office. Whether or not credit is allowable for challenged courses will be determined by the instructor. A student who successfully completes the challenge will receive a letter grade "P" and credit for the course, and appropriate entries will be made on his or her permanent academic record. Course work attempted through the challenge procedure is not eligible for Financial Aid or V.A. benefits. Grade designators of "P" are not computed in student's G.P.A., but do count toward graduation requirements.

## COURSE LOAD

The normal course load for a full-time student is from 12 to 18 credit hours. An employed student should vary his or her course load according to the number of hours he or she works. It is recommended that such a student consult with a counselor or faculty advisor about his or her schedule. Written permission must be obtained from the appropriate instructional dean if a student's course load exceeds twenty-four credit hours of occupational education training courses or twenty credit hours of arts and sciences courses.

## CREDIT RATIOS

Academic credit is a measure of the total time commitment required of a typical student in a particular course of study. Total time consists of three components: (1) time spent in class; (2) time spent in laboratory, studio, fieldwork, or other scheduled activity; (3) time devoted in reading, studying, problem solving, writing, or preparation. One quarter hour is assigned in the following ratio of component hours per week devoted to the course of study: (1) lecture courses — one contact hour for each credit hour, (two hours of outside work implied); (2) laboratory or studio course — at least two contact hours for each credit hour, (one hour of outside preparation implied); (3) independent study — at least three hours of work per week for each credit hour.

## COURSE NUMBERING

0-99	Precollege level courses not designed for transfer to other institutions
100-199	Courses normally taken by freshmen
200-299	Courses normally taken by sophomores

## ATTENDANCE

Students are expected to attend all classes for which they are registered, except in case of illness or other emergencies. The instructor shall determine and inform students of the effects of absences on the grade. If any student accumulates so many absences that continued enrollment in the class seems to be of little



value, the student may be asked by the instructor to drop from the course; or by failing to drop as requested, the student may be officially withdrawn by the instructor.

Students listed on the class roster during the first eight class days of the quarter who are identified by the instructor as no-shows during that time, are subject to disenrollment from the class without prior notice.

## AUDITING OF COURSES

Any person may elect to enroll in a noncredit course on an audit basis if space is available. Such individuals will pay the regular tuition assessed for courses taken under this option. Those enrolled in noncredit courses need not take examinations.

## REPEATING COURSES

A student who earns a grade of "D" or "NC" may repeat the course once to raise the grade to a "C" or better to meet the performance required for subsequent courses. The course may be used only once to meet the graduation requirements of a particular degree or certificate program. If on the second attempt, the student fails to earn a "C" or higher grade, the student will not be allowed to attempt another repeat for one full academic year unless special approval has been granted by the Academic Standards Committee. A student may not repeat a course in which he has received a letter grade of "C" or higher unless the instructor approves another repeating of the course. All grades will be listed on the student's transcript, but only the highest grade earned will be computed in the student's grade point average (GPA).

## GRADING SYSTEM

Aims Community College, in keeping with its 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 successful completion of courses and the recording of course status designations 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. Learning accomplishment at a level judged to be inadequate receives no credit, but is made a part of the student's permanent record.

### LETTER GRADES

Grade descriptions derive from the average grade attained by students, the C-level, and are as follows:

Grade Symbol	Quality of Work Indicated by Symbol
A	The student has demonstrated superior mastery or achievement of course objectives and/or additional objectives.
B	The student has demonstrated better-than-acceptable mastery or achievement of the course objectives and/or additional objectives.
C	Acceptable standard for graduation. The student has demonstrated acceptable mastery or achievement of the course objectives.
D	The student has demonstrated less-than-acceptable mastery or achievement of course objectives. Although a grade of "D" is passing, it does not constitute satisfactory performance according to the standards of certain programs. Some program areas, therefore, may not issue the letter grade "D";

rather the "NC" designation will be granted.

- P PASSING. Used for those students who have successfully challenged a course.
- S SATISFACTORY. Used for students who achieve at a level of "C" or above in designated course.

## COURSE STATUS DESIGNATION

All courses which receive course status designation are not calculated in a student's cumulative grade point average but are made a part of the student's permanent record.

Designation	Explanation
W	The student has officially withdrawn from the course. Students may initiate a withdrawal from class by completing an Add/Drop form any time before the end of the quarter.
I	INCOMPLETE WORK. An instructor may choose not to record a grade when the student has, for good reason, been delayed in completing the required work. The student who meets the instructor's requirements for an "I" must complete an agreement with the instructor which specifically identifies the terms and conditions for completing the course. This agreement must be filed with the Office of Admissions and Records. The student has a maximum of one academic quarter to complete the course requirements. If at the end of this time the "I" has not been completed, the student will receive the "NC" designation for the course. If a student's individual circumstances justify, the instructor and/or the Division Chairman may approve an extension for an "I" completion up to a four-quarter maximum.
NC	NO CREDIT means that the student has not adequately mastered the objectives of the course. Veterans receiving benefits should be aware that reenrollment in a course for which they initially received an "NC" does not normally qualify for benefits.
AU	AUDIT. Available in non-credit courses only.

## GRADE POINT AVERAGE

A student's grade-point-average (GPA) is computed according to the following formula:

Number of credits of "A" multiplied by 4; plus  
 Number of credits of "B" multiplied by 3; plus  
 Number of credits of "C" multiplied by 2; plus  
 Number of credits of "D" multiplied by 1;  
 Divided by total number of credits accumulated.

Only the credits accumulated and grade points earned at Aims Community College are used in computation of quarterly and cumulative GPA's which appear on grade reports.

## ACADEMIC STANDARDS

Academic progress is measured by both the cumulative and the quarter grade point average. All students, both full and part-time, are expected to make satisfactory academic progress with the GPA being used as the basis for determining minimum standards of progress. The following 4.00 scale is used to determine academic progress:

1st Quarter in attendance: 1.75 GPA  
 2nd Quarter in attendance: 1.90 GPA  
 3rd and Subsequent Quarters: 2.00 cumulative GPA

Any student who does not maintain an appropriate GPA will be subject to Academic Probation. Academic Probation is a formal and official warning to the student that he should reassess his study habits, class loads, or program selection. Each quarter the Academic



Standards Committee will review the academic performance of students who fall into one of the following categories:

1. Has achieved less than a 1.75 GPA the first quarter
2. Has achieved less than a 1.90 cumulative GPA through the second quarter
3. Has achieved less than a 2.00 cumulative GPA through the third quarter and each subsequent quarter thereafter
4. Drops (after 8th day) or received an "NC" grade in 25% or more of the credit hours in which registered.

Following its review, the Academic Standards Committee may implement one or a combination of the following actions: (A written copy of the committee's action will be retained in the student's file, provided to the student, and the appropriate third parties.)

1. Academic Warning (referred to advisor and/or counselor for assistance)
2. Academic Probation (written notification)
3. Referral for Basic Skill Development and/or Remedial Course Work
4. Advise a Program Change

Students who are placed on academic probation for one quarter and continue to make less than satisfactory progress or fail to improve their GPA standing above the probationary level will be called before the Academic Standards Committee for an Academic Suspension Hearing. The findings of the Academic Standards Committee will determine whether or not the student will be allowed to continue his course work or will be placed on Academic Suspension. Academic suspension is one academic quarter. A student placed on Academic Suspension may apply for readmission to the college after the suspension period. A student may appeal, according to college procedure, any action of the Academic Standards Committee.

## HONORS

Full-time students who complete at least 12 degree hours of credit during a quarter and who earn a GPA of 4.0 (straight A) will be listed on the President's List. Full-time students who earn a GPA of 3.5, but less than 4.0, will be on the Dean's List. The achievement of honor status is noted on student transcripts.

## LEARNING DEVELOPMENT CENTER

The Aims Community College Learning Development Center (LDC) is located in the General Service Building. Instructional Centers, which are extensions of the LDC, are located within each classroom building on the campus. The LDC personnel work with instructors as well as with students to help students achieve their educational, career, and personal goals.

## INSTRUCTIONAL RESOURCE CENTER

Supplemental Services and the Arts and Sciences tutorial lab have combined facilities, resources, and services to help any student on campus who needs "extra help" with a course. The center provides help with any vocational or liberal arts course, as well as tutorial services for the basic skills of reading, studying, writing, grammar, spelling and math. Individualized courses for in-depth study are also available through the center.

The Instructional Resource Center is located in the General Services Building, Room 260, just off the Library. Telephone extensions are 284/388/496.



## MEDIA SERVICES/ TELECOMMUNICATION SERVICES

The Media Services/Telecommunication Services component of the LDC supports, through its multitude of services, the total instructional system at Aims Community College. This includes the development of training modules and the design and production of instructional materials, utilizing all graphic, photographic, audio and television media. The production unit includes an audio production lab, duplication of audio and video media, one black & white and one color television studio, 4 track audio recording/production studio and extensive photographic equipment ranging from portrait to duplication services. Media Services/Telecommunication Services is designed to support the faculty and staff of Aims in meeting the needs and goals of adult student learners.

## TELECOURSES

Telecourses combine vivid, engrossing television programs with related reading assignments, seminars, discussions and/or written assignments, depending on the class. Aims Community College offers a number of these courses through its on-campus telecommunications system, through channel 33 on Greeley Cablevision, and through cooperation with KRMA-TV, channel 6, Denver's Public Television Station. Information on which courses will be offered during a particular term is printed in the College's quarterly schedule or is available via the Telecourse Hotline, 330-8008, extension 313.

## AUDIO-VISUAL EQUIPMENT CENTER

The Audio-Visual Equipment Center provides preventative maintenance and repair service for the College's instructional equipment. The center also has designed the media delivery systems which provide students and staff better access to learning media for both group and individualized instruction. Instruction is given to any person who requires assistance in the operation of audio and visual equipment with which he or she is not familiar. The Audio-Visual Equipment Center functions in close harmony with the Media Services/Telecommunications Center to insure the availability of compatible equipment in sufficient quantity.

An Office Equipment Service Center is contained within the AV



Department for support of school equipment. All office equipment such as typewriters, print copiers, mimeograph, and calculators are processed through this facility for preventative maintenance and service.

## LIBRARY

The LDC Library houses a collection of both print and nonprint materials which complement the curricula of Aims Community College. It also houses the Career Resources Center. The collection contains about 36,000 print and nonprint items, 400 current periodicals, and a pamphlet file. Non-print materials include cassette tapes, records, 16mm films, filmstrips, and slides. Microfilm and microfiche with accompanying reader/printers, and a self-service copier are available. Materials are checked out on a computerized circulation system, using student identification numbers. Two trained counselors staff the Career Resources Center to advise students on career choices and appropriate reading materials.



## ASSESSMENT CENTER

The Assessment Center provides the following services:

1. Pre-Assessment: Upon application for admission to the college, new students are pre-assessed in reading, writing, basic mathematics, and algebra to determine their skill levels. This information is utilized by the advisor and the student in making appropriate decisions about course scheduling.
2. Diagnostic Assessment: Upon identified need, the student is provided with diagnostic assessment, and evaluation in the cognitive, affective, and perceptual-motor domains to determine his or her learning characteristics. This information is utilized by the student, the advisor, and the instructors to assist the student in the course of his or her studies at Aims Community College.

## ADVISING/COUNSELING AND WOMEN'S RESOURCE CENTERS

The **Advising/Counseling Center** provides all students with an opportunity for assistance in making more objective and adequate decisions relative to vocational and educational plans. Advising is

provided specifically to students who are undecided in their program choice or who are planning on transferring to another institution. Orientations are held regularly throughout the school year to welcome and introduce new students to the college and to help them become acquainted with programs of study, services available and the registration process. In addition, the **Career Center** located within the **Advising Center** provides ready, up-to-date information and individual help in students investigating a career. The Aims Community College **Counseling Center**, located in the General Services Building, provides a setting in which students may discuss in confidence with a qualified professional counselor any problems which may be important to them. The **Women's Resource Center**, which is a part of the **Counseling Center**, provides active, wide-ranging and unique services and programs for both women and men of the college and community.

Emphasis in both Centers is placed on helping all students with any problems that interfere with achieving success at the college. Since these services are 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 and/or the Women's Resource Center.

The staff of the Centers assist students in the following areas:

1. Educational/Vocational planning
2. Career planning
3. Advising/orientation
4. Test evaluation (interest, aptitude and personality)
5. Referral services about school and community resources
6. Workshops and seminars
7. On-going women's and men's problem-solving and support groups

## DEVELOPMENTAL/REMEDIAL EDUCATION

Developmental/Remedial Education exists to provide educational options for students. An initial assessment of academic skills is required to provide the students with courses that are best suited to his or her educational goals. Students have an opportunity to acquire or raise their level of skills in the areas of math, reading, writing, and basic oral language development to the required level necessary to pass the General Education Development (GED) examination and/or to benefit from occupational or degree programs.

## CAREER AWARENESS/EXPLORATION

This program develops and/or expands an occupational career awareness to the world of work. Additionally, the program offers basic skills related to a variety of occupational areas.

The curricular design is to provide students with fundamental skills in a variety of areas, as well as exploration for entry/re-entry into a career.

The objective of the program is to provide career direction and development in making a career change or entering the world of work. Students successfully completing these classes will further develop and refine basic work skills.

Classes are small so that students can be given individualized instruction. Additional assistance is provided through individualized materials. Tutorial services are available for individuals and small groups of students. This combination of classroom and laboratory instruction helps students achieve success in developing fundamental skills.



## STUDENT GOVERNMENT

The student body of Aims Community College is represented by student government officers drawn 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 Associated Students of Aims Community College include:

1. 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.
2. Chartering student organizations which members of the Aims Community 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 Community 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 established by the student government. Each organization must be rechartered annually as an indication of continuing interest on the part of the students and to provide for reevaluation of objectives and performance.

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## MISCELLANEOUS INFORMATION

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## STUDENT CODE OF CONDUCT

Aims Community 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 Community 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 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 or she feels warrant such action, the college president may summarily suspend all persons involved in a violation of these standards, pending final disposition of the case by the appropriate body. 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 24 hours in advance of the activity.

## 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 Aims Community College.

## PLACEMENT SERVICES

Aims Community College provides a student placement service. The placement service aids students in securing full-time employment upon graduation. The College cooperates with local businesses to also assist students in securing part-time employment while attending school. An effort is made to place students in job fields which relate to their college programs. Placement information may be obtained from the placement office in Ed Beaty Hall, Room 581.

## BUS SERVICE

The City of Greeley has a bus system which includes two routes that provide service to Aims Community College. Riders can also transfer to Aims campus routes from other routes which serve the City.

## PARKING

Vehicular parking is available on campus in designated lots. Parking regulations are enforced by the Department of Public Safety.

## FOOD SERVICES

The Campus Kitchen cafeteria is west of the General Services Building, next to the Bookstore.

Food and snack vending machines are located in buildings throughout the campus.





## BOOKSTORE

Students may purchase textbooks and supplies in Aims Community College Bookstore during posted hours.



## HEALTH SERVICES

Aims Community College provides a Student Health Service in the Trades and Industry Building, Room 106. All services are free. The facility is staffed and directed by a registered nurse. Services available include first aid and emergency care; health education and counseling; referral services. Testing program includes hearing and

vision. All students with health problems or questions are encouraged to contact the nurse.

## CHILD DEVELOPMENT CENTER

Aims Community College offers, for a nominal fee, a Child Development Center. The Center is a training station for adult students enrolled in the Child Care Services Program and is staffed by a qualified director.

Applications for enrolling children are available at the Child Development Center during registration each quarter. The Center serves children ages 3 to 5 years (but not yet in kindergarten) for half-day (3 hour) sessions Monday through Thursday.

The purpose of the Center includes:

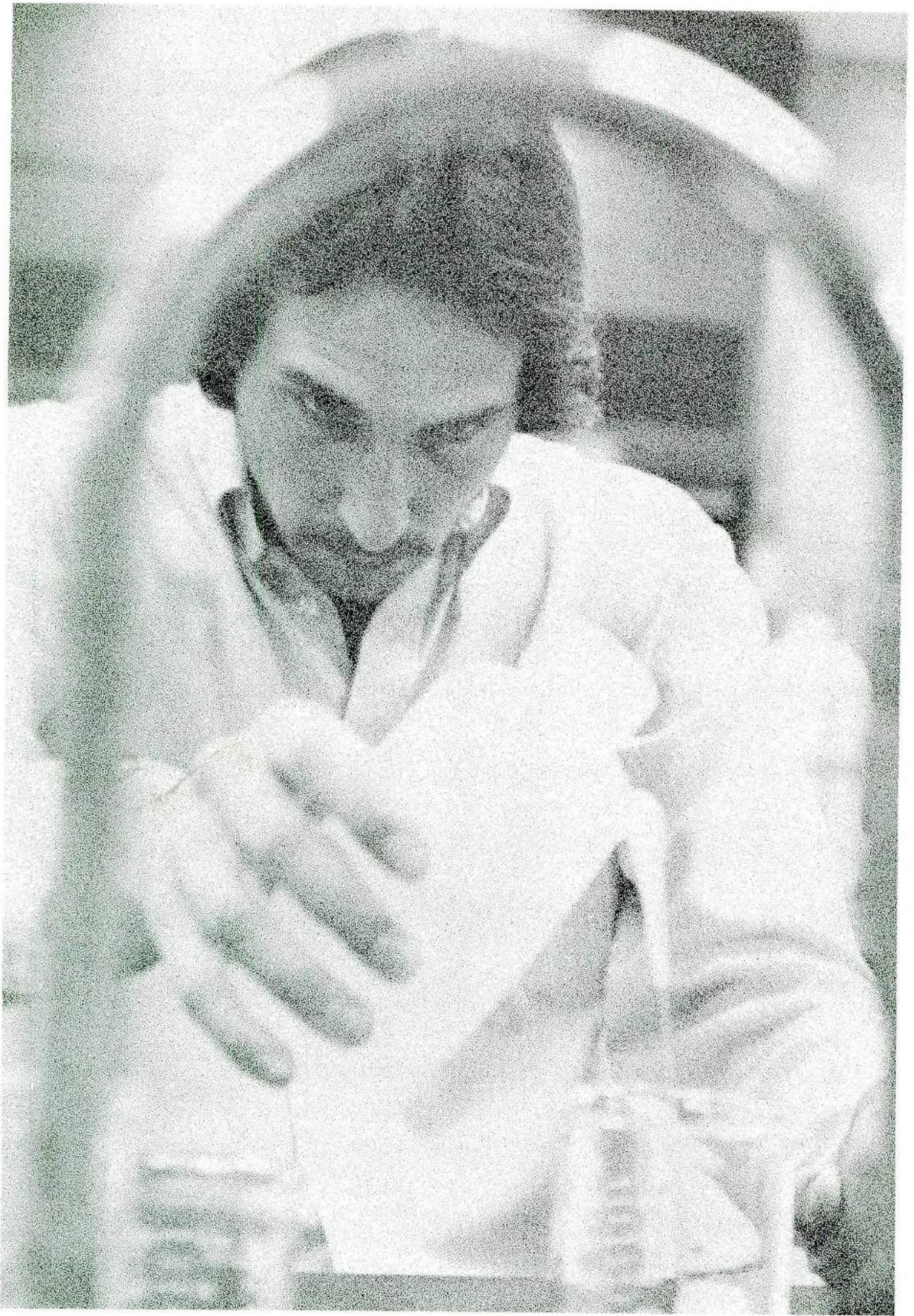
1. Providing children the opportunity to gain social relationships with other children.
2. Providing play experiences that contribute to the physical, social and emotional needs of the child.

## HOUSING

Since the college does not provide student housing, it is the student's responsibility to make arrangements for his or her 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 Community College have chosen to live in a variety of facilities. Many students commute daily from their family residences in the area. Others have rented private apartments available in the city of Greeley.







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# SCHOOL OF ARTS AND SCIENCES

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Arts and Sciences offerings are intended to serve a variety of student needs. Students may find support for their Occupational Education programs in these offerings; they may be enrolled to earn a two-year arts or science degree; or a student may be preparing for a baccalaureate program at a four-year institution to which he or she plans to transfer. In addition, these offerings may serve the special educational interests of the community.

Students in Occupational Education programs may enroll in Arts and Sciences courses to meet the specific requirements of a particular occupational curriculum and to select desired elective courses.

Students who earn the Associate of Arts degree or the Associate of Science degree will meet most general requirements for transfer to a four-year institution. These students are encouraged to fulfill elective requirements by taking courses which relate directly to a career or academic major at another school.

For the student who desires to begin work towards a particular major while at Aims Community College, the Arts and Sciences instructional divisions have developed "areas of emphasis." Some of these are described within this section of the catalog.

The Arts and Sciences program provides adult and evening courses as part of its regular instruction. The curriculum consists of arts and sciences course work, vocational-technical and related instruction, and self-interest courses. The wide variety of instruction allows people of all ages to complete college work, acquire new skills, improve existing skills, and pursue special interests.

## ASSOCIATE DEGREES

Included within the Arts and Sciences program are two degree options, the Associate of Arts degree (A.A.) and the Associate of Science degree (A.S.).

## ALTERNATIVE ASSOCIATE DEGREE PROGRAM

Students who plan to transfer to a particular four-year college or university need not follow the degree requirements listed below. They may instead substitute the first two-year's requirements of the four-year institution to which they will transfer. The Associate of Arts degree or the Associate of Science degree will be granted by Aims Community College if the student has earned 96 quarter hours of credit and has met, as nearly as possible, the requirements of the four-year institution by taking equivalent courses at Aims.

Students interested in this alternative plan should contact their faculty advisors for help in developing a "transfer degree contract."

## AEROSPACE STUDIES

In cooperation with UNC, Aims Community College offers students the opportunity to enroll in the first two years of the Air Force Reserve Officer Training Corps (AFROTC) program. Students enroll through Aims and attend classes at UNC.

Candidates are educated to assume duties as Air Force Second Lieutenants upon graduation from the university. AFROTC graduates normally go on active duty with the United States Air

Force soon after completion of AFROTC. Initial assignments may include flying training for pilots and navigators, missile training, or other technical or management training depending on the individual's assignment.

For additional information, contact the AFROTC chairperson, University of Northern Colorado.

## MEXICAN AMERICAN STUDIES

A Mexican American Studies (MAS) curriculum exists within the School of Arts and Sciences. MAS courses are listed in the course descriptions section of the catalog. Contact the program coordinator for specific information regarding MAS course offerings.

## ADULT INTEREST PROGRAMS

Classes are offered in a number of instructional areas for the person who desires to broaden his or her experiences with the study of subjects of special interest. 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 is available, and a qualified instructor can be secured. Adult education classes also are offered in communities outside Greeley, including Ault, Eaton, Windsor, Kersey, Johnstown, Gilcrest, Fort Lupton, Keenesburg, and others.

Examples of classes which may be offered are conversational Spanish, conversational German, community pottery, community guitar, social dance, and community photography.

## INDEPENDENT STUDY COURSES

Some courses are offered on an independent study basis. This format provides an opportunity for the student to study intensively a specific topic under the direction of a faculty member. Prerequisites may be required. Credits available vary with each division. These courses may be repeated at different levels of proficiency. Also, the number of independent study credits taken per quarter may be limited. Consult the contact person listed with the course description for specific information regarding divisional requirements and to register for the independent study. This information is applicable also to practicums listed in the Communications and Humanities Division.

## INDIVIDUALIZED COURSES

Some courses are offered on an individual basis. These courses generally are available throughout the academic year. The format requires no class attendance, allows entry at any time, and permits the student to proceed at his or her own pace. Help is available on request. Consult the contact person listed with the course description for specific information regarding divisional requirements and to register for the individualized courses.



## TELECOURSES

Telecourses combine vivid and engrossing television programs with related reading assignments, seminars, discussions and/or written assignments, depending on the class. Aims Community College offers a number of these courses through its on-campus telecommunications system, through Channel 33 on Greeley Cablevision, and through cooperation with KRMA-TV, Channel 6, Denver's Public Television Station. Information on which courses will be offered during a particular term is printed in the College's quarterly schedule.

## ASSOCIATE OF ARTS DEGREE

Students seeking the Associate of Arts degree must earn minimum credits in the following subject areas:

	<b>CREDITS</b>
Communications	15
Humanities	15
Behavioral and Social Science	15
Mathematics and Science	15
Physical Education	5
Electives	31
<b>TOTAL</b>	<b>96</b>



## ASSOCIATE OF ARTS DEGREE (A.A.)

**Total Minimum Requirements** **CREDITS**

### COMMUNICATIONS

CON 102	Introduction to Writing	5
	As the result of a placement test, the student may be required to take Fundamentals of Composition, CON 101, for elective credit (five credits) or a remedial course for no college credit.	
	Proficiency in essay writing is required for a passing grade.	
	Students are encouraged to take the above courses within the first two quarters of their degree program.	

Select from the following courses:		5
SPE 115	Speech Communications	5
SPE 116	Public Speaking	3-5
SPE 118	Interpersonal Communications	5
Select from the following courses:		5
CON 103	The Research Paper	3
CON 109	Creative Writing	5
CON 202	Advanced Composition	5
LIT 105	Introduction to Literature: Types and Themes	5
LIT 205	The American West	5
LIT 206	Shakespeare: Representative Plays	5
LIT 217	Women in Literature and Media	5
SPA 111	Beginning Spanish I	5
COM 112	Introduction to Mass Media	5
COM 113	Introduction to Radio Broadcasting	5
COM 114	Introduction to Television Broadcasting	5
SPE 117	Oral Interpretation	5
SPE 119	Introduction to Semantics	3
SPE 125	Word Power: Advanced Vocabulary	2
<b>Total Credits for A.A. Degree</b>		<b>15</b>

### HUMANITIES

HUM 100	Introduction to the Humanities	5
Select from the following courses:		10
HUM 101	Introduction to the Greek and Roman period	5
HUM 102	Introduction to the Middle Ages and Renaissance Period	5
HUM 104	Contemporary Careers and Values	5
HUM 105	Myth, Legend, and Folk Tales	3-5
HUM 106	Introduction to World Religions	3-5
HUM 108	Oriental Culture	5
HUM 109	Modern American Culture	5
ART 100	Art Appreciation	5
LIT 206	Shakespeare: Representative Plays	5
MAS 120	Culture of Mexico and South America	5
MUS 100	Music Appreciation	5
PHI 105	Introduction to Philosophy	5
PHI 106	Introduction to Modern Philosophy	5
PHI 107	Introduction to Logic	5
PHI 205	Topics in Philosophy	5
THE 100	Introduction to Theatre Arts	5
<b>Total Credits for A.A. Degree</b>		<b>15</b>

### BEHAVIORAL AND SOCIAL SCIENCE

Select from the following courses:		5
PSY 101	General Psychology I	5
SOC 101	Introduction to Sociology	5
Select from the following courses:		10

### ANTHROPOLOGY

ANT 101	Introduction to Anthropology	5
ANT 205	Environment and Culture Behavior	5

### ECONOMICS

ECO 100	Introduction to Economics	5
ECO 201	Principles of Economics—Macroeconomics	5
ECO 202	Principles of Economics—Microeconomics	5

### HISTORY

HIS 101	Introduction to History: Ancient Civilization	5
HIS 102	Introduction to History: Traditional Civilization	5
HIS 103	Introduction to History: Modernization of Man	5



HIS 105	History of the United States to 1877 (Myth and Reality in America's Past)	5
HIS 106	History of the United States from 1865-1945 (Myth and Reality in America's Past)	5
HIS 107	History of the United States Since 1945 (Hiroshima to Watergate)	5
HIS 108	Modern Russian Civilization	5
HIS 205	History of England	5
HIS 209	History of Colorado and the Rocky Mountain West	5
HIS 215	History of Christianity	5
MAS 161	Aztec Civilization	5
MAS 162	Introduction to Modern Mexico	5
<b>POLITICAL SCIENCE</b>		
POS 100	Introduction to Political Science	5
POS 101	American Government	5
POS 102	Comparative Foreign Government	5
POS 108	The American Presidency	5
POS 118	State and Local Governments	5
POS 205	International Relations	5
<b>GEOGRAPHY</b>		
GEO 105	World Geography	5
<b>Total Credits for A.A. Degree</b>		<b>15</b>

**NOTE:** A single course may be used to meet only one requirement.

Select from the following courses: minimum of 4

Any course having the prefix CSC, MAT, or STA. (Exclude the following: MAT 100, MAT 101, MAT 102, MAT 110, MAT 111, MAT 112, MAT 120, CSC 100 and any course numbered below 100.)

Select from the following courses: minimum of 3

Any course having the prefix AST, BIO, CHE, GEY, PHY, OR SCI. (Exclude the following: PHY 101 and any course numbered below 100.)

Select from the following courses: 8 or less as appropriate

Any course having the prefix: AST, BIO, CHE, CSC, EAS, GEY, MAT, PHY, SCI, or STA. (Exclude the following: MAT 100, MAT 101, MAT 102, PHY 101, and any course numbered below 100.)

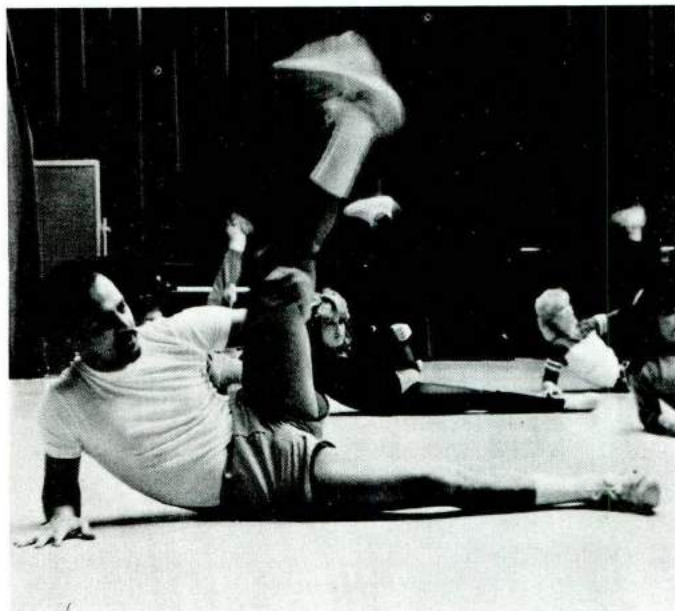
The student planning to transfer to a specific four-year school should work carefully with an advisor and the catalog of the school of transfer.

The University of Northern Colorado (UNC) Computational Skills requirements can be met by completing: STA 200 or STA 201 or STA 202 or MAT 121, or a higher numbered course with the MAT prefix.

Students transferring to Colorado State University (CSU) should be aware of the requirements of the institution.

**Total Credits for A.A. Degree**

**Minimum of 15**



**CREDITS**

**PHYSICAL EDUCATION**

A minimum of five, separate credits of prefixes PEA, PEB, PED, PEF will be selected from any physical education activities 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 or her general education.

Veterans who have fulfilled their physical education requirements or students with a doctor's excuse may have their physical education requirements waived. They must still meet the 96 credit requirements for the A.A. degree. Students who desire a physical education waiver must contact the Director of Admissions.

**Total Credits for A.A. Degree** 5

**CREDITS**

**MATHEMATICS AND SCIENCE**

While planning their academic programs, advisors and students should give maximum attention to prerequisites and corequisites as stated in this catalog.

## AREAS OF EMPHASIS

The curricula described below are designed to assist those students who are pursuing particular majors at a four-year institution or particular careers. The A.A. degree requirements must be met for each area of emphasis. It may be necessary, however, to enroll in specific courses to fulfill those degree requirements for a particular area of emphasis.

### BEHAVIORAL AND SOCIAL SCIENCE DIVISION

#### BILINGUAL TEACHER AIDE EMPHASIS

This program is designed to provide students with the basic tools necessary to function as a bilingual teacher aide in preschool, elementary, secondary, and adult programs. Students completing the program must be fluent in the Spanish language.

**Recommended degree requirements for area of emphasis:**

<b>COMMUNICATIONS</b>	<b>CREDITS</b>
See A.A. degree requirements	15
<b>HUMANITIES</b>	15
HUM 100 Introduction to the Humanities	5
MAS 120 Culture of Mexico and South America	5
See A.A. degree requirements	5
<b>BEHAVIORAL AND SOCIAL SCIENCE</b>	15
See A.A. degree requirements	
<b>PHYSICAL EDUCATION</b>	5
See A.A. degree requirements	
<b>MATHEMATICS AND SCIENCE</b>	15
CHE 105 Introductory Nutrition	5
MAT 121 Survey of Mathematics	5
See A.A. degree requirements	5



<b>Electives</b>		24
CHE 105	Introductory Nutrition	5
EDU 106	Introduction to Teacher Aide Training Program	3
EDU 107	Introduction to Bilingual Education	3
EDU 108	Field Experience in Teacher Aide Education	5
EDU 109	Methods for Teaching the Bilingual	5
SPA 111	Beginning Spanish (if not proficient in Spanish)	5
<b>Recommended Electives</b>		7
Select from the following courses:		
HIS 215	History of Christianity	5
MAS 165	Chicano History	3
PSY 118	Psychology of Adulthood (for students wanting to aid in adult programs)	3
SPA 112	Beginning Spanish II	5
<b>Total Credits for Area of Emphasis</b>		<b>96</b>

## ELEMENTARY EDUCATION EMPHASIS

This emphasis is designed to provide orientation and background for the student anticipating a teaching career in elementary education. However, students are strongly urged to obtain specific information regarding the requirements and recommendations of the institutions to which they plan transferring as well as the assistance of an Aims faculty advisor.

### Recommended degree requirements for area of emphasis:

		<b>CREDITS</b>
<b>COMMUNICATIONS</b>		15
SPE 118	Interpersonal Communications	5
	See A.A. degree requirements	10
<b>HUMANITIES</b>		15
PHI 105	Introduction to Philosophy	5
	See A.A. degree requirements	10
<b>BEHAVIORAL AND SOCIAL SCIENCE</b>		15
PSY 101	General Psychology I	5
POS 101	American Government	5
GEO 105	World Geography	5
<b>PHYSICAL EDUCATION</b>		5
	See A.A. degree requirements	
<b>MATHEMATICS AND SCIENCE</b>		15
	See A.A. degree requirements	
<b>Electives</b>		31
EDU 104	Introduction to Education	3
EDU 105	Early Field Experience in Education	3
PSY 248	Child Psychology	5
SOC 101	Introduction to Sociology	5
Select 15 credits from the following courses:		
SOC 105	Sociology of Marriage and Family	4
SOC 106	Contemporary Social Problems	3
SOC 115	Sociology of Education	3
PSY 115	Humanistic Psychology	5
HEN 105	Personal Health	3
AAD 101	Fundamentals of Art & Design I	5
MUS 105	Fundamentals of Music	5
MUS 220	Children's Music	3
MAS 100	Introduction to Mexican American Studies	3
<b>Total Credits for Area of Emphasis</b>		<b>96</b>

## HUMANISTIC PSYCHOLOGY EMPHASIS

### Recommended degree requirements for area of emphasis:

		<b>CREDITS</b>
<b>COMMUNICATIONS</b>		15
	See A.A. degree requirements	
<b>HUMANITIES</b>		15
	See A.A. degree requirements	
<b>BEHAVIORAL AND SOCIAL SCIENCE</b>		15
PSY 101	General Psychology I	5
	See A.A. degree requirements	10
<b>PHYSICAL EDUCATION</b>		5
	See A.A. degree requirements	
<b>MATHEMATICS AND SCIENCE</b>		15
	See A.A. degree requirements	
<b>Electives</b>		24
PSY 115	Humanistic Psychology	5
PSY 207	Principles of Meditation & Consciousness Alteration	3
PSY 211	Parapsychology I	3
PSY 241	Biofeedback I: Biofeedback & the Psychology of Health (Principles)	3
PSY 248	Child Psychology	5
SOC 105	Sociology of Marriage and the Family	4
Select from the following courses:		
PSY 107	I'm OK, You're OK — Psychology of Personal Relations	3
PSY 111	Basic Human Potential Seminar	3
Select from the following courses:		
PSY 242	Biofeedback II: EEG & EMG (Practicum)	4
SOC 106	Contemporary Social Problems	3
SOC 115	Sociology of Education	3
SOC 117	Sociology of Leisure	3
	Remaining hours selected as desired	0-1
<b>Total Credits for Area of Emphasis</b>		<b>96</b>

## PARAPROFESSIONAL COUNSELING EMPHASIS

### Recommended degree requirements for area of emphasis:

		<b>CREDITS</b>
<b>COMMUNICATIONS</b>		15
	See A.A. degree requirements	
<b>HUMANITIES</b>		15
	See A.A. degree requirements	
<b>BEHAVIORAL AND SOCIAL SCIENCE</b>		15
PSY 101	General Psychology I	5
	See A.A. degree requirements	10
<b>PHYSICAL EDUCATION</b>		5
	See A.A. degree requirements	
<b>MATHEMATICS AND SCIENCE</b>		15
	See A.A. degree requirements	
<b>Electives</b>		28
PSY 107	I'm OK, You're OK—Psychology of Personal Relations	3
PSY 131	Beginning Counseling	5
PSY 138	Biofeedback and Stress Management	4
PSY 221	Abnormal Psychology	5
PSY 241	Biofeedback I: Biofeedback & the Psychology of Health (Principles)	3
PSY 248	Child Psychology	5



PSY 249	Crisis Counseling	3
Select one of the following courses:		3-4
PSY 111	Basic Human Potential Seminar	3
PSY 231	Psychology of Dreams	5
PSY 237	Assertiveness Training	3
PSY 242	Biofeedback II: EEG & EMG (Practicum)	4
<b>Total Credits for Area of Emphasis</b>		<b>96-97</b>

## SECONDARY EDUCATION EMPHASIS

This emphasis is designed to provide orientation and background for the student anticipating a teaching career in secondary education. However, students are strongly urged to obtain specific information regarding the requirements and recommendations of the institutions to which they plan transferring as well as the assistance of an Aims faculty advisor.

### Recommended degree requirements for area of emphasis:

	CREDITS
<b>COMMUNICATIONS</b>	15
SPE 118 Interpersonal Communications	5
See A.A. degree requirements	10
<b>HUMANITIES</b>	15
PHI 105 Introduction to Philosophy	5
See A.A. degree requirements	10
<b>BEHAVIORAL AND SOCIAL SCIENCES</b>	15
PSY 101 General Psychology I	5
See A.A. degree requirements	10
<b>PHYSICAL EDUCATION</b>	5
See A.A. degree requirements	
<b>MATHEMATICS AND SCIENCE</b>	15
See A.A. degree requirements	
<b>Electives</b>	31
EDU 104 Introduction to Education	3
EDU 105 Early Field Experience in Education*	3
PSY 248 Child Psychology	5
SOC 101 Introduction to Sociology	5
*Must be done at secondary level (junior high or high school). Select 15 additional credits in major or minor teaching areas.	
<b>Total Credits for Area of Emphasis</b>	<b>96</b>

## BIOFEEDBACK EMPHASIS

### Recommended degree requirements for area of emphasis:

	CREDITS
<b>COMMUNICATIONS</b>	15
See A.A. degree requirements	
<b>HUMANITIES</b>	15
See A.A. degree requirements	
<b>BEHAVIORAL AND SOCIAL SCIENCE</b>	15
PSY 101 General Psychology I	5
See A.A. degree requirements	10
<b>PHYSICAL EDUCATION</b>	5
PEF 141 Yoga I	1
PEF 142 Yoga II	1
See A.A. degree requirements	3
<b>MATHEMATICS AND SCIENCE</b>	12
BIO 211 Human Anatomy: Physiology I	4
BIO 212 Human Anatomy: Physiology II	4
BIO 213 Human Anatomy: Physiology III	4

	CREDITS
<b>Electives</b>	34-(38)*
PSY 131 Beginning Counseling	5
PSY 138 Biofeedback and Stress Management	4
PSY 221 Abnormal Psychology	5
PSY 241 Biofeedback I: Biofeedback & the Psychology of Health (Principles)	3
PSY 242 Biofeedback II: EEG & EMG (Practicum)	4
PSY 243 Biofeedback III: Internship	4
PSY 244 Biofeedback and Hypertension	5
PSY 267 Biofeedback IV: Practicum (Need two quarters-4 credits each)	8
<b>Total Credits for Area of Emphasis</b>	<b>96-(98)*</b>



## GOVERNMENTAL CAREER EMPHASIS

Designed for those students interested in city, county, state, or federal civil service or political careers immediately upon graduation from Aims or following further study at a four-year institution in such major areas as political science, public administration, and related fields. For further information on career or transfer possibilities, contact the Behavioral and Social Science Division.

### Recommended degree requirements for area of emphasis:

	CREDITS
<b>COMMUNICATIONS</b>	15
See A.A. degree requirements	
<b>HUMANITIES</b>	15
See A.A. degree requirements	
<b>BEHAVIORAL AND SOCIAL SCIENCE</b>	15
POS 101 American Government	5
POS 118 State and Local Governments	5
Select one of the following courses:	
PSY 101 General Psychology I	5
SOC 101 Introduction to Sociology	5
<b>PHYSICAL EDUCATION</b>	5
See A.A. degree requirements	
<b>MATHEMATICS AND SCIENCE</b>	15
See A.A. degree requirements	
The following courses are suggested after consultation with an advisor:	25
ACC 101 Principles of Accounting I	5
ACC 102 Principles of Accounting II	5
ECO 201 Principles of Economics—Macroeconomics	5
EDP 101 Introduction to Data Processing	5
MGT 215 Personnel Management	5
<b>Electives</b> (as appropriate)	6
<b>Total Credits for Area of Emphasis</b>	<b>96</b>



## JUDICIAL-LEGAL ADMINISTRATION EMPHASIS

This flexible dual emphasis is designed for students interested in careers as court managers or as legal administrators in law firms or governmental agencies. The judicial administrator is responsible for scheduling cases, managing some court personnel and court reporting systems, and supervision of routine legal procedures related to cases.

The legal administrator prepares legal papers, performs legal research, and counsels clients under the direction of a law firm's legal staff. The legal administrator may perform similar services for governmental agencies heavily involved in legal matters.

Students completing a Judicial-Legal Administration (J-LA) emphasis may choose to move directly into jobs in these fields upon receipt of the A.A. degree, or may wish to transfer into similar programs in four-year institutions, such as the Judicial-Legal Administration Concentration at CSU. Further information on careers and study in this area may be obtained from the Behavioral and Social Science Division.

### Recommended degree requirements for area of emphasis:

	<b>CREDITS</b>
<b>COMMUNICATIONS</b>	15
SPE 116 Public Speaking	3-5
See A.A. degree requirements	10-12
<b>HUMANITIES</b>	15
See A.A. degree requirements	
<b>BEHAVIORAL AND SOCIAL SCIENCE</b>	15
ECO 201 Principles of Economics—Macroeconomics	5
POS 101 American Government	5
Select one of the following courses:	
PSY 101 General Psychology I	5
SOC 101 Introduction to Sociology	5
<b>PHYSICAL EDUCATION</b>	5
See A.A. degree requirements	
<b>MATHEMATICS AND SCIENCE</b>	15
MAT 131 College Algebra (Preceded by MAT 122, Intermediate Algebra, if necessary)	5
STA 201 Statistics for Business, Science, and Social Science I	5
STA 202 Statistics for Business, Science, and Social Science II	5
<b>Electives</b>	30
ACC 101 Principles of Accounting I	5
ACC 102 Principles of Accounting II	5
BUS 255 Business Law	5
ECO 202 Principles of Economics—Microeconomics	5
EDP 101 Introduction to Data Processing	5
POS 118 State and Local Governments	5
Remaining hours selected as desired	1
<b>Total Credits for Area of Emphasis</b>	<b>96</b>

## PRELAW EMPHASIS

Since most law schools do not prescribe a rigid prelaw curriculum, students intending to enter law school should tailor subject selection to provide strong foundations in writing, speaking, studying, and logical thinking. Social science is frequently the undergraduate field for the prelaw student, but all law schools require sufficient English to insure competence in grammar, composition, spelling, and speech. Both mathematics and philosophy promote the capacity to think analytically. In some instances, students who wish to provide a base for future

specialization may select some beginning courses related to that specialty. Tax law, for example, could be facilitated by a strong accounting background; patent law by engineering or natural sciences; comparative or international law by foreign language competency and acquaintance with other cultures. The Political Science department will be pleased to assist prelaw students.

Additional information may be obtained through the current **Prelaw Handbook**. Write Educational Testing Service, Princeton, New Jersey 08540, for this guide to preparation application, and study of law, along with information on most U.S. law schools.

## POLITICAL SCIENCE EMPHASIS

This emphasis leads graduates directly or through university transfer to a wide variety of careers in governmental service, teaching, law practice, or journalism. For further information on career or transfer possibilities, call the Behavioral and Social Science Division.

### Recommended degree requirements for area of emphasis:

	<b>CREDITS</b>
<b>COMMUNICATIONS</b>	15
See A.A. degree requirements	
<b>HUMANITIES</b>	15
See A.A. degree requirements	
<b>BEHAVIORAL AND SOCIAL SCIENCE</b>	15
HIS 103 Introduction to History: Modernization of Man	5
Select one of the following courses:	
PSY 101 General Psychology I	5
SOC 101 Introduction to Sociology	5
Select one of the following courses:	
ECO 100 Introduction to Economics	5
ECO 201 Principles of Economics—Macroeconomics	5
<b>PHYSICAL EDUCATION</b>	5
See A.A. degree requirements	
<b>MATHEMATICS AND SCIENCE</b>	15
See A.A. degree requirements	
<b>Electives</b>	25
HIS 105 History of the United States from 1877 (Myth and Reality in America's Past)	5
HIS 106 History of the United States from 1865-1945 (Myth and Reality in America's Past)	5
POS 100 Introduction to Political Science	5
POS 101 American Government	5
POS 118 State and Local Governments	5
Select one of the following courses:	5
HIS 107 History of the United States Since 1945 (Hiroshima to Watergate)	5
POS 102 Comparative Foreign Government	5
POS 205 International Relations	5
Remaining hours selected as desired	1-4
<b>Total Credits for Area of Emphasis</b>	<b>96</b>

## SOCIAL SCIENCE EMPHASIS

An understanding of human society is necessary for the informed citizen in today's world. The Social Science curriculum is designed to fulfill this purpose as well as to provide specialized training for those desiring it. Employment opportunities include teaching, research, social work, prelaw, law enforcement, government, and



other fields where an understanding of human beings and human institutions is highly desirable, if not required.

**Recommended degree requirements for area of emphasis:**

	<b>CREDITS</b>
<b>COMMUNICATIONS</b>	15
See A.A. degree requirements	
<b>HUMANITIES</b>	15
See A.A. degree requirements	
<b>BEHAVIORAL AND SOCIAL SCIENCE</b>	41
ECO 201 Principles of Economics—Macroeconomics	5
GEO 105 World Geography	5
HIS 107 History of the United States Since 1945 (Hiroshima to Watergate)	5
PSY 101 General Psychology I	5
POS 101 American Government	5
POS 118 State and Local Governments	5
SOC 101 Introduction to Sociology	5
SOC 111 Social Services I	3
Consult with an advisor to determine which of these courses will apply to the A.A. degree "area" requirements and which will apply to "elective" requirements. All of the above courses are required to complete this emphasis.	
<b>PHYSICAL EDUCATION</b>	5
See A.A. degree requirements	
<b>MATHEMATICS AND SCIENCE</b>	15
See A.A. degree requirements	
<b>Electives</b>	5
<b>Total Credits for Area of Emphasis</b>	<b>96</b>

## SOCIAL WORK EMPHASIS

The term "social services" is used to denote a goal of orienting students to possibilities for employment in social organizations concerned with meeting direct human needs. In its broadest sense, social services include concern for health, among other areas. A fundamental principle in the provision of social services is to stimulate people to utilize their capabilities and resources so that they are able to deal with their life situations.

The primary objectives of this program are (1) to complete the requirements for the Associate of Arts degree (A.A. degree) and (2) to prepare students for entry into a junior year, baccalaureate degree program in social work, occupational therapy, probation/parole work, or other social service areas.

**Recommended degree requirements for area of emphasis:**

	<b>CREDITS</b>
<b>COMMUNICATIONS</b>	15
CON 102 Introduction to Writing	5
CON 202 Advanced Composition	5
SPE 115 Speech Communications	5
<b>HUMANITIES</b>	15
HUM 100 Introduction to the Humanities	5
Select two of the following courses:	
ART 100 Art Appreciation	5
HUM 101 Introduction to the Greek and Roman Period	5
HUM 102 Introduction to the Middle Ages and Renaissance Period	5
MUS 100 Music Appreciation	5
PHI 105 Introduction to Philosophy	5
<b>BEHAVIORAL AND SOCIAL SCIENCE</b>	15
ANT 101 Introduction to Anthropology	5
POS 101 American Government	5
SOC 101 Introduction to Sociology	5

<b>PHYSICAL EDUCATION</b>	5
See A.A. degree requirements	
<b>MATHEMATICS AND SCIENCE</b>	15
BIO 101 Biology Concepts	5
MAT 131 College Algebra	5
Select one of the following courses:	
CHE 105 Introduction to Nutrition	5
STA 201 Statistics for Business, Science, and Social Science I	5
<b>Electives</b>	27
ECO 100 Introduction to Economics	5
MAS 106 Psychology of the Mexican American	3
PSY 101 General Psychology I	5
SOC 106 Contemporary Social Problems	3
SOC 111 Social Services I	3
SOC 112 Social Services II	3
SOC 113 Social Services III	5
Select one of the following courses:	
PSY 118 Psychology of Adulthood	3-5
PSY 248 Child Psychology	5
Remaining hours selected as desired:	
	0-1
<b>Total Credits for Area of Emphasis</b>	<b>96-97</b>



## FAMILY AND LIFE EDUCATION EXPECTANT FAMILIES AND ACTIVE FAMILIES ADVISORY COMMITTEE

Gayle Bohrer, R.N.  
Parenting Coordinator  
Aims Community College

T. Baldwin, M.D.  
North Colorado Medical Center

John Watt, M.D.  
North Colorado Medical Center

Diane Smith  
Certified Psychologist  
Weld Mental Health Center, Inc.

Phyllis Gleason, R.N.  
Weld County Department of Public Health



James Kagan, M.D.  
North Colorado Medical Center

Enita Kearns  
Weld County Department of Social Services

Charles Burket, M.D.  
North Colorado Medical Center

Jean Mallett, R.N.  
Weld County School District 6

Nina Wentz  
Child Abuse Intervention, Inc.

Catherine Orosz, R.N.  
Obstetrics  
North Colorado Medical Center

Mellie Brand  
Program Coordinator  
Aims Community College  
North Colorado Medical Center

Barbara Kiser  
Instructor Representative  
Aims Community College  
North Colorado Medical Center

Kathleen Stevens, R.N.  
Expectant Families Coordinator  
Aims Community College  
North Colorado Medical Center

John Turner  
Behavioral & Social Science  
Division Chairperson  
Aims Community College

Carol Shropshire, R.N.  
Manager of Education Department  
North Colorado Medical Center

Susan Wanner  
Senior Education Coordinator  
Aims Community College  
North Colorado Medical Center

## COMMUNICATIONS AND HUMANITIES DIVISION

### COMMUNICATIONS MEDIA EMPHASIS

This emphasis in Communications is for students who wish to transfer to a four-year college for a major in this area, or for students who wish to complete two years of college and go immediately into a career. For information on careers in the field, students may consult brochures available in the Communications and Humanities Division office or the Career Center.

Students preparing for this area of study should insure proper preparation in writing and speaking skills. Preassessment in reading and writing is a requirement before registering in this major emphasis.



#### Recommended degree requirements for area of emphasis:

	<b>CREDITS</b>
<b>COMMUNICATIONS</b>	<b>15</b>
CON 102 Introduction to Writing	5
COM 112 Introduction to Mass Media	5
SPE 116 Public Speaking	5
<b>HUMANITIES</b>	<b>15</b>
HUM 100 Introduction to Humanities	5
HUM 109 Modern American Culture	5
Select one other Humanities course from:	
HUM 106 Introduction to World Religions	5
THE 100 Introduction to Theatre Arts	5
MUS 100 Music Appreciation	5
ART 100 Art Appreciation	5
<b>BEHAVIORAL AND SOCIAL SCIENCE</b>	<b>15</b>
See A.A. degree requirements	
<b>MATHEMATICS AND SCIENCE</b>	<b>15</b>
See A.A. degree requirements	
<b>PHYSICAL EDUCATION</b>	<b>5</b>
See A.A. degree requirements	
<b>Electives</b>	<b>23</b>
COM 113 Introduction to Radio Broadcasting	5
COM 114 Introduction to Television Broadcasting	5
SPE 117 Oral Interpretation	5
COM 291 Television Production Lab I (6 hours)	3
COM 298 Broadcast Internship (10 hours)	5
<b>Recommended Electives</b>	<b>8</b>
COM 113 Introduction to Radio Broadcasting	5
COM 114 Introduction to Television Broadcasting	5
COM 291 Television Production Lab I (6 hours)	3
COM 298 Broadcast Internship (10 hours)	5
SPE 117 Oral Interpretation	5
<b>Total Credits for Area Emphasis</b>	<b>96</b>



# DESIGN AND CREATIVE STUDIES

## (DESIGN, VISUAL ARTS, MUSIC, THEATRE AND MOVEMENT, TEXTILES AND CLOTHING)

The study of design and the arts is an exciting venture with several facets. Students may work in these courses to deepen their understanding of human expression and invention, to strengthen their sensory skills, to develop creative thinking abilities, or to create their own unique expressions, images, or objects.

The transfer level courses may be taken as rewarding electives within a program of general education, or as work toward a four-year program in design, visual arts, music, theatre and dance, or textiles and clothing. Each course is not offered every quarter. Some are offered every other year, or on demand. (See annual schedule.)

The curriculum for each area of emphasis is developed on the basis of requirements of the university level programs to which students may transfer, and the needs of firms in Northern Colorado involved in work related to the offerings. Those students who have specific plans for transfer should consult the faculty in Design and Creative Studies to choose the combination of courses most appropriate for them. These emphases are intended as guides and should not be viewed as designating major requirements in a specific four-year program.

Students wishing to enroll in art, music, or theatre courses solely for recreational purposes are advised to register for one of the nontransferable "community" classes. These courses are not applicable to the degree programs of the college.



## DESIGN AND VISUAL COMMUNICATION EMPHASIS

Recommended degree requirements for area of emphasis:

COMMUNICATIONS	CREDITS
See A.A. degree requirements	15
<b>HUMANITIES</b>	15
ART 100 Art Appreciation	5
See A.A. degree requirements	10
<b>BEHAVIORAL AND SOCIAL SCIENCE</b>	15
See A.A. degree requirements	
<b>PHYSICAL EDUCATION</b>	5
See A.A. degree requirements	

**MATHEMATICS AND SCIENCE** 15  
See A.A. degree requirements

**Electives** 31

Select from the following courses, with advisor approval:

(These are required prerequisites in most college art and design programs.)

AAD 101	Fundamentals of Art & Design I	5
AAD 102	Fundamentals of Art & Design II	5
AAD 131	Drawing I	3
AAD 132	Drawing II	3

Select from the following studio design courses, with advisory approval:

AAD 201	Survey of Fashion Design	3
AAD 221	Graphic Design I	3
AAD 222	Graphic Design II	3
AAD 223	Graphic Design III	3
AAD 231	Figure Drawing	3
AAD 235	Graphic Illustration	3
AAD 241	Photography I	3
AAD 242	Photography II	3
AAD 243	Photography III	3
AAD 245	Photojournalism	3
AAD 250	Introduction to Architecture and Interior Design	3
AAD 251	Interior Design I	3
AAD 252	Interior Design II	3
AAD 253	Interior Design III	3
ARS 243	Water Media I	3

**Total Credits for Area of Emphasis**

**96**

## DESIGN AND CREATIVE STUDIES ADVISORY COMMITTEE

Architecture	Robert Shreve Architect and Vice President ARIX—Architects, Engineers, Planners
Fashion Design	Sami Demitt Sami's Unique Apparel
Graphic Design	Deborah Dalton Advertising Manager Joslins Department Stores  Bill Van Eron Graphic Designer Hewlett Packard
Interior Design	Kay Carithers Owner Decor Ltd.
Photography	John Buffington Photo Technician Colorado State University

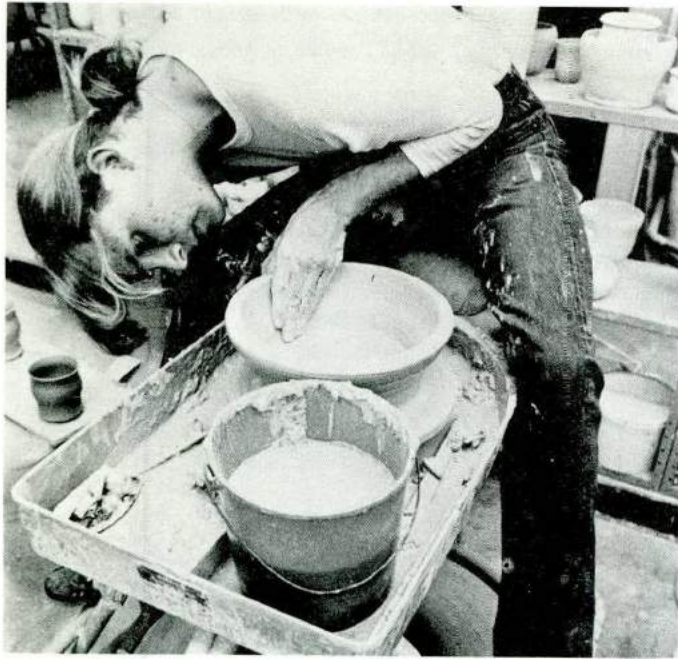
\*The courses in the Design segment of the program are also used by many adults to develop or expand a variety of working skills. The advisory committee assures that these courses contain information and techniques that are practical and applicable to the working needs of the region.

## FINE ARTS EMPHASIS

The Fine Arts Emphasis may be directed toward teacher preparation. Two options are available to the student: Art, or Music and Theatre. All students complete the same total minimum requirements (65 credits) for the A.A. degree. In choosing the



remaining elective courses (31 credits) to complete the A.A. degree (96 credits), the student selects from either the Art electives listed, or from the Music and Theatre electives listed.



**Recommended degree requirements for area of emphasis:**

	<b>CREDITS</b>
<b>COMMUNICATIONS</b>	15
See A.A. degree requirements	
<b>HUMANITIES</b>	15
HUM 100 Introduction to the Humanities	5
Select two of the following courses:	
ART 100 Art Appreciation	5
MUS 100 Music Appreciation	5
THE 100 Introduction to Theatre Arts	5
<b>BEHAVIORAL AND SOCIAL SCIENCE</b>	15
See A.A. degree requirements	
<b>PHYSICAL EDUCATION</b>	5
See A.A. degree requirements	
<b>MATHEMATICS AND SCIENCE</b>	15
See A.A. degree requirements	
<b>Electives - Art</b>	31
Select from the following fundamental courses with advisor approval: (These are required prerequisites in most college art and design programs.)	
AAD 101 Fundamentals of Art & Design I	5
AAD 102 Fundamentals of Art & Design II	5
AAD 131 Drawing I	3
AAD 132 Drawing II	3
ART 111 Art History I	5
ART 112 Art History II	5
Select from the following studio art courses, with advisor approval:	
AAD 231 Figure Drawing	3
ARS 241 Painting I	3
ARS 243 Water Media I	3
ARS 251 Sculpture I	3
ARS 261 Jewelry and Metalwork I	3
ARS 271 Pottery and Ceramic Design I	3
ARS 281 Weaving and Textile Design I	3
<b>Total Credits for Area of Emphasis</b>	<b>96</b>

**Electives - Music and Theatre**

31

Select from the following courses, with advisor approval:

MUP 121 Ensemble	1
MUP 131 Piano I	3
MUP 132 Piano II	3
MUP 133 Piano III	3
MUP 151 Voice I	3
MUP 152 Voice II	3
MUS 105 Fundamentals of Music	5
MUS 106 Music Theory	5
MUS 220 Children's Music	3
THE 100 Introduction to Theatre Arts	5
THE 105 Acting I	3
THE 106 Acting II	3
THE 255 Directing	3
THE 275 Art of Dance & Movement	3
THE 299 Theatre Practicum	1-3

(Prospective theatre majors should take part in a minimum of 4 productions in which credit is given through the theatre "practicum.")

**Total Credits for Area of Emphasis**

**96**

**ASSOCIATE OF SCIENCE DEGREE**

Students seeking the Associate of Science degree must earn minimum credits in the following subject areas. These credits may vary under the Alternative Associate degree program.

	<b>CREDITS</b>
Communications	15
Humanities	15
Behavioral and Social Science	15
Physical Education	5
Mathematics and Science	35
Electives	11
<b>Total</b>	<b>96</b>

**ASSOCIATE OF SCIENCE DEGREE (A.S.)**

**Total Minimum Requirements**

**CREDITS**

**COMMUNICATIONS**

CON 102 Introduction to Writing	5
As a result of a placement test, the student may be required to take Fundamentals of Composition, CON 101, for elective credit (five credits) or a remedial course for no college credit.	
Proficiency in essay writing is required for a passing grade.	
Students are encouraged to take the above courses within the first two quarters of their degree program.	

Select from the following courses:

SPE 115 Speech Communications	5
SPE 116 Public Speaking	3-5
SPE 118 Interpersonal Communications	5
Select from the following courses:	5
CON 103 Research Paper	3
CON 109 Creative Writing	5
CON 202 Advanced Composition	5
LIT 105 Introduction to Literature: Types and Themes	5
LIT 205 The American West	5
LIT 206 Shakespeare: Representative Plays	5



LIT 217	Women in Literature and Media	5
COM 112	Introduction to Mass Media	5
COM 113	Introduction to Radio Broadcasting	5
COM 114	Introduction to Television Broadcasting	5
SPE 117	Oral Interpretation	5
SPE 119	Introduction to Semantics	3
SPE 125	Word Power: Advanced Vocabulary	2
<b>Total Credits for A.S. Degree</b>		<b>15</b>

**CREDITS**

**HUMANITIES**

HUM 100	Introduction to the Humanities	5
Select from the following courses:		10
HUM 101	Introduction to the Greek and Roman Period	5
HUM 102	Introduction to the Middle Ages and Renaissance Period	5
HUM 104	Contemporary Careers and Values	5
HUM 105	Myth, Legend and Folk Tales	3-5
HUM 106	Introduction to World Religions	3-5
HUM 108	Oriental Culture	5
HUM 109	Modern American Culture	5
ART 100	Art Appreciation	5
LIT 206	Shakespeare: Representative Plays	5
MAS 120	Culture of Mexico and South America	5
MUS 100	Music Appreciation	5
PHI 105	Introduction of Philosophy	5
PHI 106	Introduction to Modern Philosophy	5
PHI 107	Introduction to Logic	5
PHI 205	Topics in Philosophy	5
THE 100	Introduction to Theatre Arts	5
<b>Total Credits for A.S. Degree</b>		<b>15</b>

**CREDITS**

**BEHAVIORAL AND SOCIAL SCIENCE**

Select from the following courses:		5
PSY 101	General Psychology I	5
SOC 101	Introduction to Sociology	5
Select from two of the following five areas:		10

**ANTHROPOLOGY**

ANT 101	Introduction to Anthropology	5
ANT 205	Environment and Culture Behavior	5

**ECONOMICS**

ECO 100	Introduction to Economics	5
ECO 201	Principles of Economics—Macroeconomics	5
ECO 202	Principles of Economics—Microeconomics	5

**HISTORY**

HIS 101	Introduction to History: Ancient Civilization	5
HIS 102	Introduction to History: Traditional Civilization	5
HIS 103	Introduction to History: Modernization of Man	5
HIS 105	History of the United States to 1877 (Myth and Reality in America's Past)	5
HIS 106	History of the United States from 1865-1945 (Myth and Reality in America's Past)	5
HIS 107	History of the United States Since 1945 (Hiroshima to Watergate)	5
HIS 108	Modern Russian Civilization	5
HIS 205	History of England	5
HIS 209	History of Colorado and the Rocky Mountain West	5

HIS 215	History of Christianity	5
MAS 161	Aztec Civilization	5
MAS 162	Introduction to Modern Mexico	5

**POLITICAL SCIENCE**

POS 100	Introduction to Political Science	5
POS 101	American Government	5
POS 102	Comparative Foreign Government	5
POS 118	State and Local Governments	5
POS 205	International Relations	5

**GEOGRAPHY**

GEO 105	World Geography	5
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**Total Credits for A.S. Degree 15**

**CREDITS**

**PHYSICAL EDUCATION**

A minimum of five, separate credits will 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 or her general education.

Veterans who have fulfilled their physical education requirements or students with a doctor's excuse may have their physical education requirements waived. They must still meet the 96 credit requirement for the A.S. degree. Students who desire a physical education waiver must contact the Director of Admissions.

**Total Credits for A.S. Degree 5**

**CREDITS**

**MATHEMATICS AND SCIENCE**

(Note: All Associate of Science degree plans must be approved by the Division Chairman of Mathematics and Science.)

A minimum of 35 credits is required for the Associate of Science degree. Students should give maximum attention to prerequisites and corequisites as stated in the catalog. The degree requirements may be met by completing:

1. Any area of emphasis in the Mathematics and Science Division as listed in this catalog.
2. An alternative plan for the Associate of Science degree. This series of courses must be **approved** by an appropriate advisor.
3. A minimum of 45 credits selected from **approved** courses with the following prefixes: AST, BIO, CHE, CSC, EAS, GEY, MAT, PHY, SCI, STA.
4. A minimum of 35 credits selected from **approved** courses with the following prefixes: AST, BIO, CHE, EAS, GEY, PHY, SCI. Competency in mathematics must be demonstrated.
5. A block of course work which includes a minimum of 32 credits from **approved** courses with the following prefixes: CSC, MAT, STA, and at least 3 credits selected from **approved** courses with the following prefixes: AST, BIO, CHE, EAS, GEY, PHY, SCI.

**Total Credits for A.S. Degree 35**



# AREAS OF EMPHASIS

## MATHEMATICS AND SCIENCE DIVISION

The Mathematics and Science Division is committed to making available quality offerings for the nonscience oriented enrollee and the student in need of background improvement, as well as community service programs. The division also offers more formal freshman and sophomore course work for those students who wish to begin work toward a typical major in biological sciences, chemistry, engineering, computer science, or mathematics. Preparatory course work also is offered in many preprofessional programs that are based upon the life-science and health-science disciplines. Students may enjoy opportunities to conduct experiments in an open laboratory environment with para-professional faculty and tutors available for supplemental and reinforcement modes of instruction.

**Areas of Emphasis:** The Mathematics and Science Division offers students the option of an area of emphasis in life science, chemistry, chemical testing technology, computer science, mathematics, pre-health profession, or science and mathematics. An area of emphasis requires divisional approval and a minimum of 35 quarter hours (45 quarter hours in the case of science and mathematics area of emphasis) of courses selected from the appropriate discipline(s).

A student planning to major in the sciences and/or mathematics or pursue a majority of course work in these disciplines should consult with a faculty advisor in the division at the earliest opportunity in order to plan a program that is appropriate to his or her needs.

The curriculum should be planned to complete one or more of the following:

1. Strengthen and/or broaden the student's background in one or more disciplines relative to individual needs.
2. Satisfy the general requirements for the A.A. or Alternative A.A. degree.
3. Satisfy the specific requirements for the A.S. or Alternative A.S. degree.
4. Satisfy the specific requirements for an area of emphasis in the Mathematics and Science Division. This is in conjunction with the A.S. degree.

If option 4 is selected, it should be noted that the general 96 hour requirement for the A.S. degree is not altered; therefore, several additional credit hours of course work may be necessary.

Enrollees who choose to complete the general requirements for the A.A. degree or want to investigate certain disciplines may select studies of a more general nature. Appropriate courses are offered in biology, physics, chemistry, earth sciences, computer programming, and mathematics.

Typical areas of study: These are typical course offerings which may be followed by students wishing to transfer to a four-year college, complete an area of emphasis in the division, or strengthen and broaden their academic background. Many variations are possible within each pattern.

## AGRICULTURE EMPHASIS

The Agriculture Emphasis has been designed to transfer to Colorado State University. Interested students are advised to discuss this emphasis with the Aims agriculture faculty (Technical Division).

### Degree Requirements:

			CREDITS
BIO	102	Animal Biology	5
		or	
BIO	103	Plant Biology	5
CHE	101	General Chemistry I	5
CHE	102	General Chemistry II	5
CHE	103	General Chemistry III	5
SPE	116	Public Speaking	5
PSY	101	General Psychology I	5
ECO	201	Principles of Economics: Macroeconomics	5
MAT	131	College Algebra	5
CON	102	Introduction to Writing	5
ECO	115	Agriculture Economics	5
AGR	178	General Crops Science	5
AGR	179	Introduction to Animal Science	5
PED		Physical Education	3
CSC	201	Introduction to Computer Programming	4
Select three courses from the following:			
AGR	215	Introduction to Soil Science	5
AGR	216	Feeds and Feeding	5
AGR	217	Live Animal and Carcass Evaluation	3
AGR	218	Farm and Ranch Management	5
BIO	208	Introduction to Entomology	5
Select four courses from the following:			
ACC	101	Principles of Accounting I	5
ACC	102	Principles of Accounting II	5
MGT	101	Sales	5
MGT	215	Personnel Management	5
BUS	255	Business Law	5
BUS	100	Introduction to Business	5
ECO	202	Principles of Economics: Microeconomics	5

### Total credits must equal 96 minimum.

ACC-101 and ACC-102 must both be taken if credit for Principles of Accounting I on CSU's semester schedule is to be met.

## CHEMISTRY EMPHASIS

Chemistry is one of the most basic yet diverse of the sciences. Options include a professional career in chemistry or preparation to enter professional schools in, for example, pharmacy or veterinary medicine. Mathematics and physics are important corequisites for the chemistry student.

### INITIAL COURSE BLOCK:

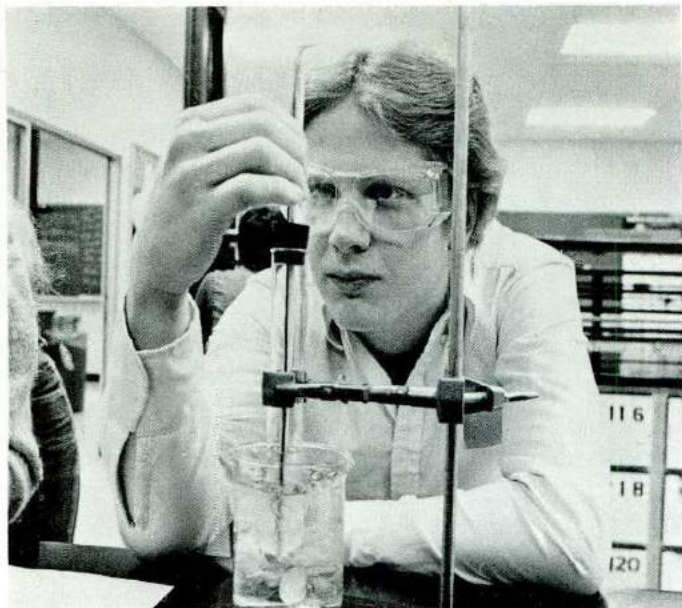
		CREDITS
CHE	101, 102, 103	General Chemistry I, II, III (each) 5
MAT	131, 132	College Algebra, Trigonometry (each) 5
MAT	161	Calculus with Analytic Geometry I 5
Electives (as appropriate)		

### TERMINAL COURSE BLOCK:

CHE	201, 202, 203	Organic Chemistry I, II, III (each) 5
MAT	162, 163, 262	Calculus with Analytic Geometry II, III, IV (each) 5
PHY	201, 202, 203	General Physics I, II, III (each) 5
CSC	201	Introduction to Computer Programming and the FORTRAN 77 Language 4
SCI	230	Scientific Writing 3
Electives (as appropriate)		

**Note:** This emphasis includes College Algebra and Trigonometry which may transfer as electives only. Consequently, students entering at this level may require a longer period for completion of the baccalaureate degree.





## CHEMICAL TESTING TECHNOLOGY EMPHASIS

This emphasis is designed to train chemical laboratory testing technicians who will be qualified for immediate employment as chemical technicians or research assistants in area industries. They may enter such diverse fields as film processing, soil testing, sugar and associated product manufacture, animal assay, cement manufacture and research, and general analytical laboratory testing involving physical and chemical analysis. This course of study is also designed for transfer to four-year colleges and universities. Therefore appropriate social science, humanities and physical education requirements must be fulfilled. Consult faculty advisor for details.

<b>INITIAL COURSE BLOCK:</b>		<b>CREDITS</b>
<b>Required:</b>		
CHE 101, 102, 103	General Chemistry I, II, III	(each) 5
CHE 115, 116	Chemical Technology I	(each) 1
MAT 131	College Algebra	5
CSC 101	Introduction to Computing and the Basic Language	4
HEN 106	Safety and First Aid	3
CON 102	Introduction to Writing	5

<b>Recommended</b>		
CHE 120	Fundamentals of Organic Chemistry	5
GEY 111	Physical Geology	5
PHY 151, 152, 153	Introduction to College Physics I, II, III (each)	5
MAT 161	Calculus with Analytic Geometry	5

<b>TERMINAL COURSE BLOCK:</b>		
<b>Required</b>		
CHE 201, 202, 203	Organic Chemistry I, II, III	(each) 5
CHE 215, 216	Chemical Technology II	(each) 1
CHE 225, 226	Chemical Technology III	(each) 1
CHE 235, 236	Chemical Technology IV	(each) 1

<b>Recommended</b>		
CHE 230	Scientific Writing	3
CHE 205	Glassware Construction and Repair	2
CHE 295	Independent Study - Chemical Literature & Study Methods	1
CHE 245	Viscometry	1
STA 200 or 201	Statistics	5
CSC 201	Introduction to Computer Programming and the FORTRAN 77 Language	4
BIO 216	Introduction to Microbiology	5

## CHEMICAL TESTING TECHNOLOGY ADVISORY COMMITTEE

Bill Beard  
USDA

Bob Steiner  
Eastman Kodak Company  
Colorado Division

Larry Scott  
Triple S. Labs, Inc.

## COMPUTER SCIENCE EMPHASIS

Students who desire a career in computer science or a broad background in this area may receive training in various essential courses. This area of emphasis allows for substantial flexibility.

<b>INITIAL COURSE BLOCK:</b>		<b>CREDITS</b>
MAT 131, 132	College Algebra, Trigonometry	(each) 5
CSC 101	Introduction to Computing and the BASIC language	4
CSC 102	Advanced BASIC	4
CSC 111	Introduction to Computer Programming and the Pascal Language	4
CSC 201	Introduction to Computer Programming and the FORTRAN 77 Language	4
CSC 231	Advanced Topics in Computer Programming	4
Electives (as appropriate)		

<b>TERMINAL COURSE BLOCK:</b>		
MAT 161, 162, 163	Calculus with Analytic Geometry I, II, III	(each) 5
MAT 261	Linear Algebra	5
STA 201, 202	Statistics for Business, Science, and Social Science I, II	(each) 5
EDP 201	Assembler Language Programming I	5
CSC 221	Computer Science I	5
CSC 222	Computer Science II	5
SCI 230	Scientific Writing	3
Electives (as appropriate)		

## ENGINEERING

Engineering is involved with all facets of modern technology. As such, it is a highly specialized area of study. This curriculum is designed to give the student basic courses, but not an area of emphasis in engineering.

<b>INITIAL COURSE BLOCK:</b>		<b>CREDITS</b>
MAT 131, 132	College Algebra, Trigonometry	(each) 5
MAT 161, 162, 163	Calculus with Analytic Geometry I, II, III	(each) 5
CSC 111	Introduction to Computer Programming and the Pascal Language	4
CSC 201	Introduction to Computer Programming and the FORTRAN 77 Language	4
CSC 231	Advanced Topics in Computer Programming	4
CHE 101, 102, 103	General Chemistry I, II, III	(each) 5
Electives (as appropriate)		



**TERMINAL COURSE BLOCK:**

STA 201, 202	Statistics for Business, Science, and Social Science I, II	(each) 5
PHY 201, 202, 203	General Physics I, II, III	(each) 5
MAT 261	Linear Algebra	5
MAT 262	Calculus with Analytic Geometry IV	5
MAT 263	Elementary Differential Equations	5
SCI 230	Scientific Writing	3

Electives (as appropriate)

**Note:** This emphasis contains College Algebra and Trigonometry which may transfer as electives only. Consequently, students may require a longer period of time to complete the baccalaureate degree.

**LIFE SCIENCES EMPHASIS**

Students entering into biological sciences may prepare for a variety of fields such as nursing, cellular biology, wildlife management, forestry, and biology teaching. Some fields require modified programs and students should plan this area of emphasis carefully with their advisors.

**INITIAL COURSE BLOCK:**

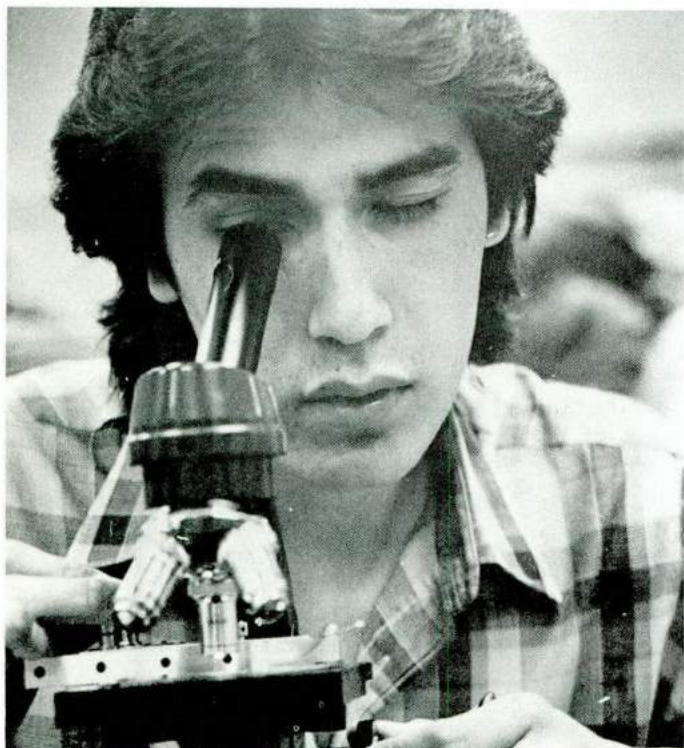
		CREDITS
BIO 101	Biology Concepts	5
BIO 102	Animal Biology	5
BIO 103	Plant Biology	5
BIO 207	Vertebrate Biology	5
CHE 101, 102, 103	General Chemistry I, II, III	(each) 5
CHE 201	Organic Chemistry I	5
MAT 131	College Algebra	5

Electives (as appropriate)

**TERMINAL COURSE BLOCK:**

		CREDITS
BIO 211, 212, 213	Human Anatomy: Physiology I, II, III	(each) 4
BIO 202	Cell Biology	5
BIO 203	Developmental Biology	5
SCI 230	Scientific Writing	3
STA 201, 202	Statistics for Business, Science, and Social Science I, II	(each) 5

Electives (as appropriate)

**MATHEMATICS EMPHASIS**

Students may complete the first two years of a typical requirement through Differential Equations. This area of emphasis also is the basis of study for chemistry, computer science, engineering, physics, business, and statistics.

**INITIAL COURSE BLOCK:**

		CREDITS
CSC 101	Introduction to Computing and BASIC Language	4
CSC 201	Introduction to Computer Programming and the FORTRAN 77 Language	4
MAT 131, 132	College Algebra, Trigonometry	(each) 5
MAT 161, 162, 163	Calculus with Analytic Geometry I, II, III	(each) 5
STA 201, 202	Statistics for Business, Science, and Social Science I, II	(each) 5

Electives (as appropriate)

**TERMINAL COURSE BLOCK:**

MAT 261	Linear Algebra	5
MAT 262	Calculus with Analytic Geometry IV	5
MAT 263	Elementary Differential Equations	5
PHY 201, 202, 203	General Physics I, II, III	(each) 5

Electives (as appropriate)

**Note:** This emphasis contains College Algebra and Trigonometry which may transfer as electives only. Consequently, students may require a longer period of time to complete the baccalaureate degree.

**PRE-HEALTH PROFESSION EMPHASIS**

This emphasis is designed for persons who want to enter various health-care positions. The typical program would prepare students for further study in such areas as physical therapy, nursing, veterinary medicine, and dentistry. Some fields require modified programs and such should be planned with the assistance of an advisor.

**INITIAL COURSE BLOCK:**

		CREDITS
BIO 101	Biology Concepts	5
BIO 102	Animal Biology	5
BIO 103	Plant Biology	5
BIO 207	Vertebrate Biology	5
CHE 101, 102, 103	General Chemistry I, II, III	(each) 5
PHY 151, 152, 153	Introductory College Physics I, II, III	(each) 5
STA 201	Statistics for Business, Science, and Social Science I	5

Electives (as appropriate)

**TERMINAL COURSE BLOCK:**

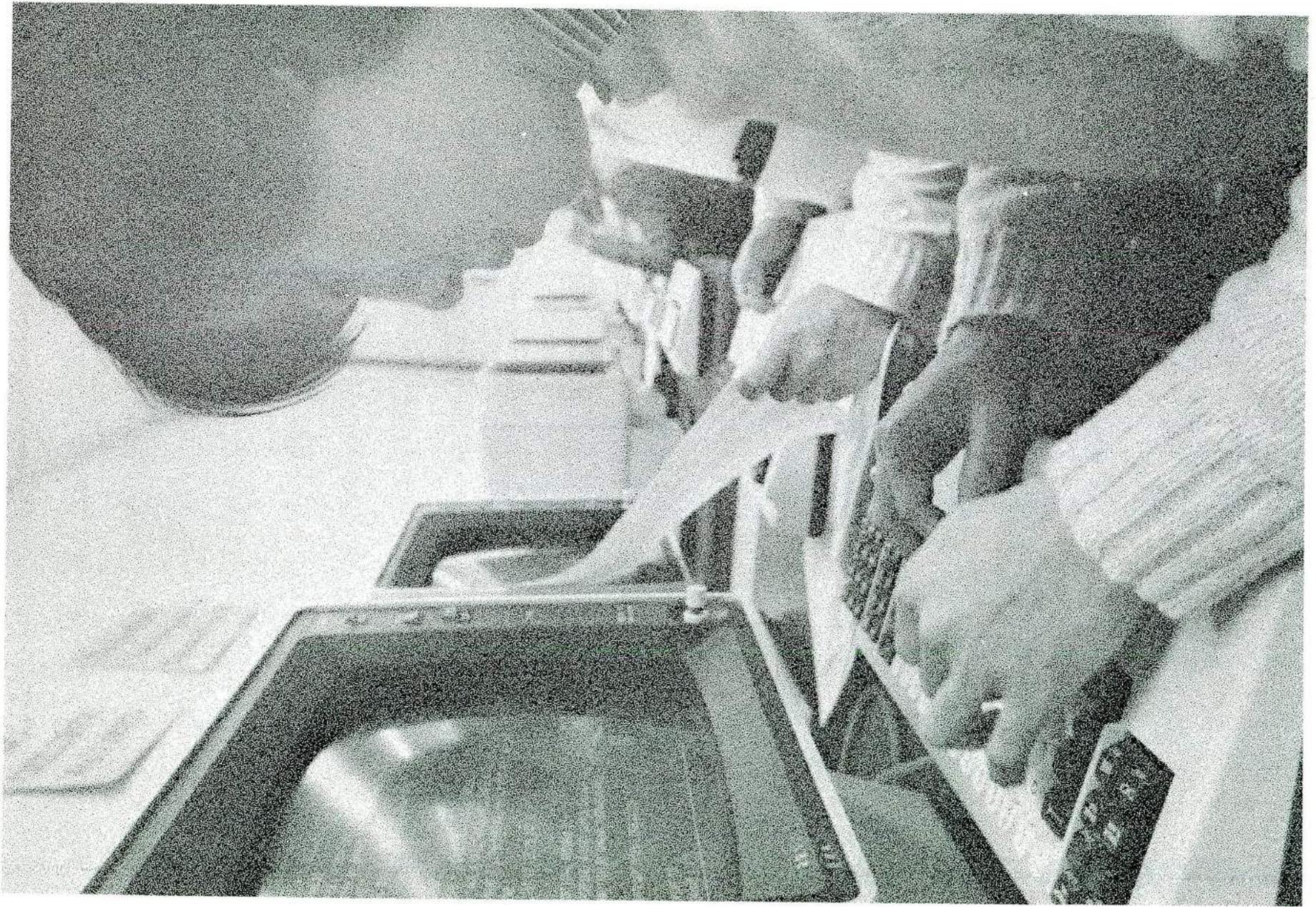
BIO 202	Cell Biology	5
BIO 203	Developmental Biology	5
BIO 211, 212, 213	Human Anatomy: Physiology I, II, III	(each) 4
BIO 216	Introduction to Microbiology	5
CHE 201, 202, 203	Organic Chemistry I, II, III	(each) 5
SCI 230	Scientific Writing	3

Electives (as appropriate)











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# SCHOOL OF OCCUPATIONAL EDUCATION

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Aims Community College offers a variety of vocational-technical courses designed to prepare adults, post high school, and high school students for useful and gainful employment. Persons who wish to prepare for initial employment, who are employed but desire to improve their skills, or seek a new vocation will find a variety of programs from which to choose.

Supplemental services, which include individual tutoring, are available to assist students in successfully completing their courses. Handicapped students also can receive special assistance if needed.

Since the purpose of occupational education is to prepare students for employment, programs are developed according to the identified needs of business and industry. Advisory committees are formed to provide communication links between business, industry, public service, and education.

Students may enroll in programs leading to a Certificate in Occupational Education or to an Associate of Applied Science degree. Persons enrolling in and successfully completing an occupational course may request a certificate of completion or competency.

The Occupational Education programs are not intended for transfer to baccalaureate degree programs; however, a number of the courses may be accepted toward a bachelor's degree at some institutions. Please consult an academic advisor for further information.

## OCCUPATIONAL EDUCATION ADVISORY COUNCIL

Kathi Kline, Council Chairperson  
Resource & Development Manager  
Hewlett-Packard

Dale Majors  
President  
Majors' Welding Supply

Russ Dieterie  
Supervisor  
Vocational Training  
Eastman Kodak Company  
Colorado Division

Rod Robertson  
Certified Industrial Developer  
Manager Economic Development  
Greeley Chamber of Commerce

Judy Griego  
Administrator  
Weld County Human Resources

Lynn Brown, R.N.  
Director of Nursing Service  
North Colorado Medical Center

Paul Gaiser  
Dean  
Occupational Education  
Aims Community College

## JOB PLACEMENT

Each year a large number of students qualify for employment upon graduation or upon completion of a specific course of study in the vocational-technical programs.

A record of available positions, both full and part-time, is kept in the Job Placement office. This office coordinates all of the college's efforts in assisting students to obtain full-time employment in occupations for which they have been prepared.

The Job Placement office is located in Ed Beaty Hall. Students interested in full and part-time jobs should contact the Placement office and complete an application for employment. This free service is available to all past and present students of Aims Community College.

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## BUSINESS DIVISION PROGRAMS

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Students enrolling in Business Division programs will gain the knowledge and skills required for entry into a variety of related occupations. Courses are also offered to enable persons currently employed to improve their skills.

Students entering Aims Community College with high school credit in typewriting, bookkeeping, and/or shorthand may substitute other courses with the consent of their advisor.

A student who intends to enroll in Business Division courses should consult a faculty advisor in the division at the earliest opportunity to plan a program that is appropriate to his or her needs.

## ACCOUNTING

ACCOUNTING (two year A.A.S. degree)

## ELECTRONIC DATA PROCESSING

ELECTRONIC DATA PROCESSING (two year A.A.S. degree)

## GENERAL BUSINESS

OFFICE CLERICAL (one year certificate)

## MID-MANAGEMENT

MID-MANAGEMENT (two year A.A.S. degree)

FASHION MERCHANDISING OPTION

INDUSTRIAL/INSTITUTIONAL MANAGEMENT  
OPTION

SALES OPTION

SMALL BUSINESS MANAGEMENT OPTION

REAL ESTATE FOR COLORADO

LICENSING

(no degree awarded)

## SECRETARIAL

BUSINESS SECRETARY

(two year A.A.S. degree)

LEGAL SECRETARY

(two year A.A.S. degree)



# ACCOUNTING

(Betty Buxman, Kerry Colton, Marilyn Mathews, Ken Neet)

**Potential Opportunities:** This program is designed to prepare the student for employment in accounting positions which would include: accounts receivable or accounts payable clerk, cash receipts and disbursements clerk, payroll accounting technician, and junior accountant.

## DEGREE PROGRAM

	CREDITS
<b>Degree Requirements:</b>	53
ACC 101 Principles of Accounting I	5
ACC 102 Principles of Accounting II	5
ACC 103 Principles of Accounting III	5
ACC 105 Payroll Accounting	3
ACC 201 Intermediate Accounting I	5
ACC 202 Intermediate Accounting II	5
ACC 205 Accounting Systems	4
ACC 211 Cost Accounting	5
ACC 246 Financial Management	5
ACC 298 Accounting Practicum	1
BUS 116 Adding and Calculating Machines	2
BUS 156 Advanced Communications	3
BUS 255 Business Law	5
<b>Required General Education Courses</b>	15
BUS 155 Intermediate Communications	5
EDP 101 Introduction to Data Processing	5
MAT 110 Applied Business Mathematics	5
Select from the following courses:	5
BUS 100 Introduction to Business	5
PSY 145 Human Relations at Work	5
<b>Electives</b> (selected with advisor approval)	23
<b>Total Credits for A.A.S. Degree</b>	<b>96</b>

## ACCOUNTING ADVISORY COMMITTEE

Arlin Disselkoen  
Greeley National Bank

John Ewert, C.P.A.  
United Bank of Greeley

Linda Kadlecek  
Kosmicki, Premer & Kurtz

Allen McConnell  
University of Northern Colorado

Dennis DeCamp  
Hewlett Packard

Paul Thompson  
Paul Thompson, CPA

Ken Whitney  
Anderson & Whitney

Chuck Martin  
Monfort Packing Company

## ELECTRONIC DATA PROCESSING

(Cathy Hall, Ruby Loveless, Thelma Stephenson)

**Potential Opportunities:** The program is designed to prepare

students for employment in three major areas: computer operations, computer programming, and systems analysis and design.

Logical reasoning, problem-solving ability, perseverance, and inquisitiveness are definite assets for students to possess. Jobs which relate to these areas would include: computer programmer, program coder, computer operator, machines operator, console operator, systems analyst, operations manager, programming manager, and data processing manager.

## DEGREE PROGRAM

	CREDITS
<b>Degree Requirements:</b>	69
ACC 101 Principles of Accounting I	5
ACC 102 Principles of Accounting II	5
ACC 103 Principles of Accounting III	5
ACC 298 Accounting Practicum I	1
BUS 156 Advanced Communications	3
EDP 101 Introduction to Data Processing	5
EDP 102 Computer Concepts I	5
EDP 103 Computer Concepts II	5
EDP 104 Business Basic	5
EDP 105 Computer Operations	5
EDP 121 Structured COBOL Programming	5
EDP 122 Advanced COBOL Programming	5
EDP 201 Assembler Language Programming	5
EDP 211 New Issues and Developments in Data Processing	5
EDP 237 Structured Systems Analysis	5
Select one with advisor approval:	5
EDP 126 Report Program Generator II (RPG II)	5
EDP 127 PL/1 Programming Language I	5
EDP 238 Systems Analysis II	5
<b>Required General Education Courses</b>	10
BUS 155 Intermediate Communications	5
MAT 110 Applied Business Mathematics	5
Select from the following courses:	5
BUS 100 Introduction to Business	5
PSY 145 Human Relations at Work	5
<b>Electives</b> (selected with advisor approval)	10
<b>Total credits for A.A.S. Degree</b>	<b>99</b>

## ELECTRONIC DATA PROCESSING ADVISORY COMMITTEE

Leon Overbeck  
State Farm Insurance Company

Gordon Sheets  
Univac

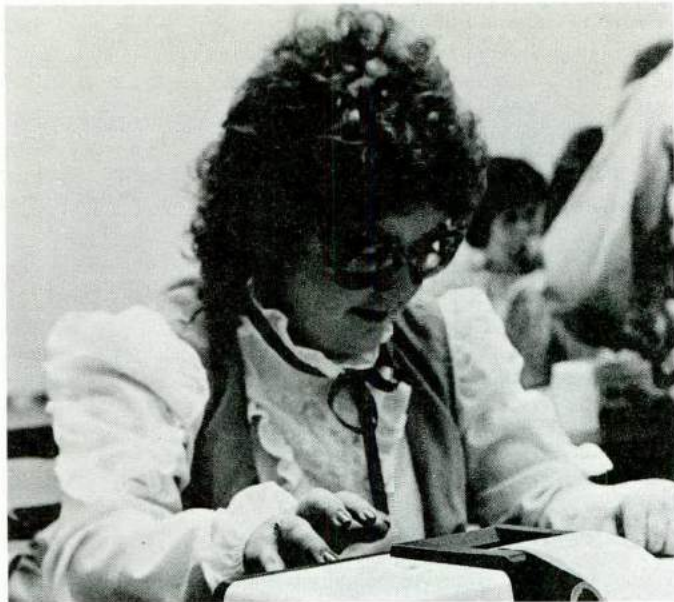
Marcu N. Valerio  
Diversified Computer Systems  
of Colorado

Rick Ayers  
District Six

Bob Rhinesmith  
Weld County

Richard Boggs  
Aims Community College





## GENERAL BUSINESS

(Ann Aron, Kerry Colton, Lucille Eckhardt, Jerry Goddard, Judy Leusink, Paul Martin, Miriam Peterson, Linda Scott)

### OFFICE CLERICAL CERTIFICATE PROGRAM

	<b>CREDITS</b>
<b>Certificate Requirements:</b>	<b>34</b>
BUS 101 Beginning Typwriting	4
BUS 102 Intermediate Typwriting	4
BUS 116 Adding/Calculating Machines	2
BUS 141 College Bookkeeping I	5
BUS 155 Intermediate Communications	5
BUS 156 Advanced Communications	3
BUS 175 Office Procedures	5
MAT 110 Applied Business Mathematics	5
ACC 298 Accounting Practicum	1
Select from the following courses with business advisor approval:	<b>9</b>
ACC 105 Payroll Accounting	3
BUS 103 Advanced Typewriting and Transcribing Machines	4
BUS 108 Word Processing: Electronic Typewriter	3
BUS 109 Word Processing: CPT/HP 125	3
BUS 121 Introduction to Word/Information Processing	4
BUS 142 College Bookkeeping II	5
EDP 107 Computers for Small Business	5
<b>Electives</b> (selected from Occupational Courses with advisor approval)	<b>7</b>
<b>Total Credits for Certificate</b>	<b>50</b>

### GENERAL BUSINESS ADVISORY COMMITTEE

Reva Bond  
Aims Community College

Iris Bergum  
State Farm Insurance Companies

Larry Neuschwanger  
Kersey State Bank

Randy Wallace  
Micro Computer World

## MID-MANAGEMENT

(Jim Adams, Elmer Kiekhaefer, Cal McKibbin, Mary Webster)

**Program Length:** Usually six quarters for Associate of Applied Science degree program. The degree will be awarded in Mid-Management, with curriculum options available, such as: Fashion Merchandising, Industrial/Institutional Management, Sales, and Small Business Management. Usually two quarters are needed for courses offered in real estate toward completion of the Colorado Real Estate Agent license or the Colorado Real Estate Broker license. No degree is offered in real estate.

A student seeking an Associate of Applied Science degree in mid-management must consult with a mid-management faculty advisor in the Business Division at the earliest opportunity to plan a program that is appropriate to his or her needs. The individual program should be planned to strengthen and/or broaden the student's background in one or more areas relating to individual needs and to satisfy the degree requirements.

While the programs described below are designed to assist those management students who are interested in pursuing a particular major or in career preparation, these suggested programs should be used only as a guide. Course substitutions may be made when new courses are offered and when the mid-management advisor agrees that alternate courses better fit the career goals and objectives of the student.

Real estate courses are offered for those students interested in taking courses toward preparation for the real estate agent's or broker's license and those interested in real estate for their personal information or investment purposes. Students who want to complete the real estate agent's or broker's license should consult with the real estate faculty advisor in the Business Division.

### FASHION MERCHANDISING OPTION

	<b>CREDITS</b>
<b>Degree Requirements:</b>	<b>75</b>
MGT 101 Sales	5
MGT 107 Principles of Advertising	5
MGT 195 Introduction to Fashion Merchandising	5
MGT 196 Fashion Evolution	3
MGT 197 Fashion Trends	3
MGT 208 Small Business Management	5
MGT 215 Personnel Management	5
MGT 221 Principles of Marketing	5
MGT 235 Principles of Management	5
MGT 281 Personal Adjustment to Business	6
MGT 282 Personal Adjustment to Business	6
MGT 295 Fashion Retail Merchandising	5
MGT 296 Fashion Textiles	5
MGT 297 Merchandising Fashion Accessories	3
MGT 298 Careers in Fashion Merchandising	1
AAD 201 Survey of Fashion Design	3
BUS 141 College Bookkeeping I	5
<b>Required General Education Courses</b>	<b>18</b>
PSY 145 Human Relations at Work	5
MAT 110 Applied Business Mathematics	5
BUS 155 Intermediate Communications	5
BUS 156 Advanced Communications	3
<b>Electives</b> (selected with advisor approval)	<b>6</b>
<b>Total Credits for A.A.S. Degree</b>	<b>99</b>

### INDUSTRIAL/INSTITUTIONAL MANAGEMENT OPTION

	<b>CREDITS</b>
<b>Degree Requirements:</b>	<b>71</b>
BUS 141 College Bookkeeping I	5
BUS 156 Advanced Communications	3
BUS 255 Business Law	5



MGT 101	Sales	5
MGT 215	Personnel Management	5
MGT 235	Principles of Management	5
MGT 245	Organizational Environment	5
MGT 255	Labor Law Relations	5
MGT 256	Supervisory Management	5
MGT 258	Production Management	5
MGT 259	Purchasing	5
MGT 281	Personal Adjustment to Business	6
MGT 282	Personal Adjustment to Business	6
MGT 283	Personal Adjustment to Business	6

<b>Required General Education Courses</b>			20
BUS 155	Intermediate Communications	5	
EDP 107	Computers for Small Business	5	
MAT 110	Applied Business Mathematics	5	
PSY 145	Human Relations at Work	5	
<b>Electives</b> (selected with advisor approval)			8
<b>Total credits for A.A.S. Degree</b>			<b>99</b>

### SALES OPTION

#### Degree Requirements:

			<b>CREDITS</b>
			72
BUS 156	Advanced Communications	3	
BUS 255	Business Law	5	
MGT 101	Sales	5	
MGT 102	Advanced Sales	5	
MGT 107	Principles of Advertising	5	
MGT 116	Management Activity I	2	
MGT 117	Management Activity II	2	
MGT 118	Management Activity III	2	
MGT 201	Sales Management	5	
MGT 215	Personnel Management	5	
MGT 221	Principles of Marketing	5	
MGT 235	Principles of Management	5	
MGT 245	Organizational Environment	5	
MGT 281	Personal Adjustment to Business	6	
MGT 282	Personal Adjustment to Business	6	
MGT 283	Personal Adjustment to Business	6	

<b>Required General Education Courses</b>			20
BUS 155	Intermediate Communications	5	
EDP 107	Computers for Small Business	5	
MAT 110	Applied Business Mathematics	5	
PSY 145	Human Relations at Work	5	
<b>Electives</b> (selected with advisor approval)			7
<b>Total Credits for A.A.S. Degree</b>			<b>99</b>

### SMALL BUSINESS MANAGEMENT OPTION

#### Degree Requirements:

			<b>CREDITS</b>
			72
BUS 141	College Bookkeeping I	5	
BUS 156	Advanced Communications	3	
BUS 255	Business Law	5	
MGT 101	Sales	5	
MGT 107	Principles of Advertising	5	
MGT 116	Management Activity I	2	
MGT 117	Management Activity II	2	
MGT 118	Management Activity III	2	
MGT 205	Credit Management	5	
MGT 208	Small Business Management	5	
MGT 215	Personnel Management	5	
MGT 221	Principles of Marketing	5	
MGT 235	Principles of Management	5	
MGT 281	Personal Adjustment to Business	6	
MGT 282	Personal Adjustment to Business	6	
MGT 283	Personal Adjustment to Business	6	

<b>Required General Education Courses</b>			20
BUS 155	Intermediate Communications	5	
EDP 107	Computers for Small Business	5	
MAT 110	Applied Business Mathematics	5	
PSY 145	Human Relations at Work	5	
<b>Electives</b> (selected with advisor approval)			7
<b>Total Credits for A.A.S. Degree</b>			<b>99</b>

### REAL ESTATE

Courses offered toward completion of the Colorado Real Estate Agent license:		
RES 105	Real Estate Practice	3
RES 106	Real Estate Law	3

#### Support/Elective Courses

RES 108	Real Estate License Preparation	3
RES 109	Real Estate Closings	3
RES 205	Real Estate Finance	3
RES 206	Real Estate Appraisal	3

Courses offered toward completion of the Colorado Real Estate Broker license:

RES 105	Real Estate Practice	3
RES 106	Real Estate Law	3
RES 205	Real Estate Finance	3
RES 206	Real Estate Appraisal	3

#### Support/Elective Courses

RES 108	Real Estate License Preparation	3
RES 109	Real Estate Closings	3

### TRANSPORTATION

TRA 101	Transportation Terms and Documentation	4
TRA 102	Transportation Functions and Regulations	4
TRA 103	Transportation Freight Rates and Tariffs	4

### MID-MANAGEMENT ADVISORY COMMITTEE

Richard Erwin  
Denver Dry Goods Company

George Evans  
Northwestern Mutual Life

Rolland Higgins  
Higgins Sentry Hardware

Jack Weber  
Weber Realty

Robert Muller  
Eastman Kodak Company  
Colorado Division

### REAL ESTATE ADVISORY COMMITTEE

Carol Campbell  
Time Realty

Paul Haugen  
Scott Realty Company

Edwin Dyer  
Wheeler Realty

Bill Wigham  
Weber Realty

Richard Gazlay  
Sears and Co.



## SECRETARIAL

(Judy Leusink, Maxine Marquez, Trulene Page)

### BUSINESS SECRETARY DEGREE PROGRAM

	CREDITS
<b>Degree Requirements:</b>	49
ACC 298 Accounting Practicum	1
BUS 101 Beginning Typewriting	4
BUS 102 Intermediate Typewriting	4
BUS 103 Advanced Typewriting and Transcribing Machines	4
BUS 108 Word Processing: Electronic Typewriter	3
BUS 109 Word Processing: CPT/HP-125	3
BUS 116 Adding/Calculating Machines	2
BUS 141 College Bookkeeping I	5
BUS 156 Advanced Communications	3
BUS 175 Office Procedures	5
SEC 151 Gregg Shorthand I	5
SEC 152 Gregg Shorthand II	5
SEC 153 Gregg Shorthand III	5
<b>Required General Education Courses</b>	24
BUS 100 Introduction to Business	5
BUS 121 Introduction to Word/ Information Processing	4
BUS 155 Intermediate Communications	5
MAT 110 Applied Business Mathematics	5
PSY 145 Human Relations at Work	5
<b>Electives</b> (selected with advisors approval)	23
<b>Total Credits for A.A.S. Degree</b>	<b>96</b>

### LEGAL SECRETARY DEGREE PROGRAM

	CREDITS
<b>Degree Requirements:</b>	61
ACC 298 Accounting Practicum	1
BUS 102 Intermediate Typewriting	4
BUS 108 Word Processing: Electronic Typewriter	3
BUS 109 Word Processing: CPT/HP 125	3
BUS 113 Legal Typewriting	4
BUS 116 Adding/Calculating Machines	2
BUS 121 Introduction to Word/ Information Processing	4
BUS 141 College Bookkeeping I	5
BUS 156 Advanced Communications	3
SEC 106 Legal Terminology	5
SEC 141 Legal Machine Transcription	4
SEC 151 Gregg Shorthand I	5
SEC 152 Gregg Shorthand II	5
SEC 153 Gregg Shorthand III	5
SEC 215 Legal Shorthand	3
SEC 277 Legal Office Procedures	5
<b>Required General Education Courses</b>	20
BUS 100 Introduction to Business	5
BUS 155 Intermediate Communications	5
MAT 110 Applied Business Mathematics	5
PSY 145 Human Relations at Work	5
<b>Electives</b> (selected with advisors approval)	15
<b>Total Credits for A.A.S. Degree</b>	<b>96</b>

## SECRETARIAL AIDVISORY COMMITTEE

Carol Bailey  
National Board of Chiropractic  
Examiners

Pat Kinson  
Colorado Rural Legal  
Services

Pat Morimoto  
University of Northern Colorado

Kay Norton  
Monfort of Colorado

## PUBLIC SERVICE DIVISION PROGRAMS

The Public Service Division, in addition to the programs listed below, has the capability to work individually or collectively with employers to offer in-service or upgrading training.

Training or classes may be conducted on the job or on campus. Training time may vary from a number of hours or quarters to a one or two year Certificate in Occupational Education program or to the Associate of Applied Science (A.A.S.) degree program.

The Public Service Division offers the following programs:

<b>CRIMINAL JUSTICE</b>	(two year A.A.S. degree)
<b>FIRE PROTECTION TECHNOLOGY</b>	(two year A.A.S. degree)
<b>FIRE SCIENCE TECHNOLOGY</b>	(two year A.A.S. degree)
<b>HEALTH OCCUPATIONS: EMERGENCY MEDICAL TECHNICIAN</b>	(16 week certificate)
<b>RADIOLOGIC TECHNOLOGY</b>	(two year A.A.S. degree)
<b>RESPIRATORY CARE</b>	(one year certificate)
<b>OTHER HEALTH SERVICES</b>	

## CRIMINAL JUSTICE

**Program Length:** Usually two years for Associate of Applied Science degree program.

**Potential Opportunities:** The program is designed to prepare qualified persons to work in the law enforcement field and to perform duties and tasks in the areas of public safety, human relations, crime prevention, and criminal investigation. Officers may find employment in city police departments, sheriff's offices, as highway patrolmen, U.S. Marshalls, or border patrolmen. A high school diploma or equivalent is a prerequisite. Civil Service requirements for height, weight and vision may be obtained from the appropriate law enforcement agency.



The Criminal Justice program consists of courses totaling 102 hours. Fifty-seven credit hours will be taught by vocationally certified instructors from the sheriff's office and police departments, district attorney's office, Nineteenth Judicial District Court, and other agencies. The remaining 45 credits are general courses.

## DEGREE PROGRAM

	<b>CREDITS</b>
<b>Degree Requirements:</b>	
<b>LAW ENFORCEMENT BASIC TRAINING</b>	<b>20</b>
This requirement can be met in three ways.	
1. Certification by the Colorado Law Enforcement Training Academy as a Police Officer (CLETA).	
2. Completion of CRJ 150 Law Enforcement Basic Training — 30 credit hours.	
3. Completion of the following:	
CRJ 141 Law Enforcement Basic Training I	10
CRJ 142 Law Enforcement Basic Training II	10
CRJ 143 Law Enforcement Basic Training III	10
<b>Note:</b> If Options 2 or 3 are selected, only 20 credit hours of the 30 apply to the degree program.	
<b>CRIMINAL JUSTICE</b>	<b>37</b>
CRJ 101 Introduction to Criminal Justice	2
CRJ 115 Traffic Control and Accident Investigation	4
CRJ 130 Community Relations	3
CRJ 135 Report Writing	3
CRJ 140 Juvenile Procedures	3
CRJ 200 Criminal Law and Procedures	5
CRJ 210 Criminal Investigation	3
CRJ 215 Evidence I	3
CRJ 225 Evidence II	3
CRJ 231 Court Procedures	5
CRJ 240 Constitutional Law Seminar	3
<b>COMMUNICATIONS</b>	<b>10</b>
CON 102 Introduction to Writing	5
As a result of a placement test, the student may be required to take Fundamentals of Composition, CON 101, for elective credit (five credits).	
SPE 115 Speech Communications	5
<b>BEHAVIORAL AND SOCIAL SCIENCE</b>	<b>15</b>
POS 118 State and Local Government	5
PSY 101 General Psychology I	5
Select one of the following courses:	
ECO 100 Introduction to Economics	5
HIS 105 History of the United States to 1877 (Myth and Reality in America's Past)	5
HIS 209 History of Colorado and the Rocky Mountain West	5
SOC 101 Introduction to Sociology	5
<b>MATHEMATICS AND SCIENCE</b>	<b>10</b>
BIO 101 Biology Concepts	5
Select one of the following courses:	
CHE 100 Fundamentals of Chemistry	5
PHY 120 Fundamentals of Physics	5
<b>Recommended Electives</b>	<b>10</b>
CRJ 158 Forensic Photography	3
CRJ 251 Police Cadet Cooperative	1
CRJ 252 Police Cadet Cooperative	2
CRJ 253 Police Cadet Cooperative	3
CRJ 254 Police Cadet Cooperative	4

CRJ 255	Police Cadet Cooperative	5
	Courses having the prefix BIO, MAT, and PHY in the Mathematics and Science Division.	5
	Other advisor-approved courses may be used to meet this requirement.	

**Total Credits for A.A.S. Degree** **102**

## CRIMINAL JUSTICE ADVISORY COMMITTEE

Sheriff Harold Andrews  
Weld County Sheriff's Department

Walt Bartholomew  
Colorado State University

Captain Rod Bottoms  
Larimer County Sheriff's Department

M. Donald Darrohn  
Chief of Security  
Kodak of Colorado

Captain Dave Davison  
Loveland Police Department

Chief B.J. Edington  
Greeley Police Department

Dave Feldman  
Division Commander  
Fort Collins Police Department

Chief Jack Hurst  
Ft. Lupton Police Department

Jim McEachron  
Police Officer  
Greeley Police Department

David Musick, Ph.D.  
University of Northern Colorado

Stan Peek  
District Attorney  
Weld County

Marilyn Pultz  
Training Coordinator  
Fort Collins Police Department

Chief Tom Yates  
Department of Public Safety  
University of Northern Colorado

## FIRE PROTECTION TECHNOLOGY FIRE SCIENCE TECHNOLOGY

**Program Length:** Usually two years for Associate of Applied Science degree per program.

**Potential Opportunities:** The protection of life and property from fire is the primary function of a firefighter. With today's sophisticated techniques, training, and equipment, however, modern firefighters must be well educated in physics, chemistry, other sciences, and



state and city laws and codes applicable to fire science. A high school diploma or the equivalent is a prerequisite. Sound health, good physical condition, the ability to give and take orders, and common sense are helpful. Civil service requirements for height, weight, and vision may be obtained from the appropriate fire protection agency.

The Public Service Division provides students with the option to specialize in Fire Science Technology (firefighting) or in Fire Protection Technology (fire prevention). Job opportunities may be found in small or large municipal fire departments, special fire protection districts, or in industrial fire departments.



## FIRE PROTECTION TECHNOLOGY DEGREE PROGRAM

	<b>CREDITS</b>
<b>Degree Requirements:</b>	<b>83</b>
CON 101 Fundamentals of Composition	5
CON 105 Elements of Technical Writing	3
FIS 100 Introduction to Fire Science and Suppression	3
FIS 104 Fire Company Organization and Procedure	3
FIS 108 Fire Hydraulics	3
FIS 190 Administration of Justice and Court Procedures	3
FIS 202 Fundamentals of Fire Prevention	3
FIS 203 Uniform Building and Fire Codes	5
FIS 205 Life Safety Codes	3
FIS 207 Applied Chemistry for Firefighters	5
FIS 208 Hazardous Materials I	3
FIS 209 Hazardous Materials II	3
FIS 212 Fire Protection Equipment and Systems	3
FIS 216 Private Fire Protection Alarm Systems	3
FIS 218 Fire Investigation	3
FIS 220 Fire Insurance	3
FIS 230 Building Construction/Blueprint Reading for Firefighters	3
MAT 101 Applied Math I	5
PHY 120 Fundamentals of Physics	5
PSY 111 Basic Human Potential Seminar	3
SOC 101 Introduction to Sociology	5
SPE 115 Speech Communications	5
WLT 100 Survey of Welding	3

<b>Recommended Electives</b>		<b>24</b>
BUS 101	Beginning Typewriting	4
ECO 104	Applied Economics	3
FIS 111	Fire Safety	3
FIS 112	Fire Service Planning	3
FIS 113	Building Fire Inspections	3
FIS 232	Fire Service Supervision	3
HEN 106	Safety and First Aid	3
TEM 105	Emergency Medical Technician	9
POS 101	American Government	5
POS 118	State and Local Governments	5
PSY 107	I'm OK, You're OK: Psychology of Personal Relations	3

<b>Support Course</b>		<b>CREDITS</b>
FIS 105	Fire Service Training Academy	25

**Note:** Five credit hours of elective credit hours allowed for a student who has been certified by the State of Colorado at the Fire Fighter One Level.

**Total Credits for A.A.S. Degree** **107**

## FIRE SCIENCE TECHNOLOGY DEGREE PROGRAM

	<b>CREDITS</b>
<b>Degree Requirements:</b>	<b>80</b>
CON 101 Fundamentals of Composition	5
CON 105 Elements of Technical Writing	3
FIS 100 Introduction to Fire Science and Suppression	3
FIS 104 Fire Company Organization and Procedure	3
FIS 106 Fire Fighting Tactics and Strategy	5
FIS 108 Fire Hydraulics	3
FIS 110 Fire Apparatus and Equipment	3
FIS 202 Fundamentals of Fire Prevention	3
FIS 206 Rescue Practices	3
FIS 207 Applied Chemistry for Firefighters	5
FIS 208 Hazardous Materials I	3
FIS 209 Hazardous Materials II	3
FIS 214 Fire Department Administration	3
FIS 218 Fire Investigation	3
FIS 220 Fire Insurance	3
FIS 230 Building Construction/Blueprint Reading for Firefighters	3
MAT 101 Applied Math I	5
PHY 120 Fundamentals of Physics	5
PSY 111 Basic Human Potential Seminar	3
SOC 101 Introduction to Sociology	5
SPE 115 Speech Communications	5
WLT 100 Survey of Welding	3

<b>Recommended Electives</b>		<b>24</b>
BUS 101	Beginning Typewriting	4
ECO 104	Applied Economics	3
FIS 111	Fire Safety	3
FIS 112	Fire Service Planning	3
FIS 113	Building Fire Inspections	3
FIS 232	Fire Service Supervision	3
HEN 106	Safety and First Aid	3
TEM 105	Emergency Medical Technician	9
POS 101	American Government	5
POS 118	State and Local Government	5
PSY 107	I'm OK, You're OK: Psychology of Personal Relations	3

**Total Credits for A.A.S. Degree** **104**



**FIRE PROTECTION TECHNOLOGY  
FIRE SCIENCE TECHNOLOGY  
ADVISORY COMMITTEE**

James Edwards  
Loveland

Tom Hauss  
Eastman Kodak Company  
Colorado Division

Allen Hull  
Fort Lupton Fire Department

Brian Johnson  
Western Hills Fire  
Protection District

Gary Nuckols  
Student Representative

Robert Starman  
Loveland Fire Department

Ron Uthmann  
Poudre Fire Authority

Mark Wallace  
Greeley Fire Department

Gerald Ward  
Berthoud Fire Department

Chuck Willis  
Poudre Fire Authority

**EMERGENCY MEDICAL TECHNICIAN**

**Program Length:** Usually 16 weeks for Certificate in Occupational Education program. Nine credit hours required (93 clock hours). In addition, the student must pass practical examinations and obtain 16 hours of supervised emergency experience.

Designed to qualify the successful student for the Emergency Medical Technician (EMT) certificate issued by the Emergency Medical Services Division of the Colorado Department of Health. The certificate must be renewed every three years. EMT refresher certificate length usually is eight weeks. Four credit hours required (40 clock hours).

Applications must be returned to the Emergency Services Academy office two weeks prior to registration dates for returning students. Student selection is then made, based on priorities established by the advisory board. Students should seek advisement by the E.M.T. faculty advisor prior to receiving an E.M.T. application.

**Potential Opportunities:** Entry level employment in this field is frequently difficult to obtain. The course is designed to serve those who, in an official capacity, may be first responders to an accident scene. This will commonly include but not necessarily be limited to: ambulance crew members, highway patrolmen, fire rescue teams (both paid and volunteer), police department rescue teams, ski patrol or mountain rescue groups, etc.

**CERTIFICATE PROGRAM**

<b>Certificate Requirements:</b>	<b>CREDITS</b>
TEM 105 Emergency Medical Technician	9
<b>Total Credits for Certificate</b>	<b>9</b>

**CERTIFICATE RENEWAL PROGRAM**

<b>Certificate Renewal Requirements:</b>	<b>CREDITS</b>
TEM 108 EMT Refresher	4
<b>Total Credits for Certificate Renewal</b>	<b>4</b>

**EMERGENCY MEDICAL TECHNICIAN  
ADVISORY COMMITTEE**

Cathy Caster, R.N.  
North Colorado Medical Center

John G. Hurst, M.D.  
North Colorado Medical Center

Greg Miller  
Western Hills Fire Department

Marian Montoya  
Tri-Area Ambulance Service

Larry Richardson  
Fort Lupton Fire Department

Gary Sandau  
LaSalle Fire Department

James Seery  
Eastman Kodak Company  
Colorado Division

Pat Walden  
Grover-Hereford-  
Carpenter Ambulance

Jerry Wones  
Weld County Ambulance Service



**RADIOLOGIC TECHNOLOGY**

**Program Length:** Usually eight quarters for Associate of Applied Science degree program, starting only Fall Quarter.

**Entrance Requirements:** This program starts in the fall quarter ONLY. Entry is highly competitive and early application is



recommended. A separate program application for the fall quarter classes must be submitted by the April prior to the term the student expects to begin the program. Prerequisites for program acceptance are necessary. Contact program faculty for entrance specifics as soon as possible prior to application deadline.

**Potential Opportunities:** The radiographer as part of the health care team is dedicated to the conservation of life and health and the discovery of existing disease.

This program is designed to train individuals in the art and science of Radiologic Technology.

Students successfully completing the program are eligible to take a National Registry examination that upon successful completion will allow the graduate to hold the status of Registered Technologist (R.T.).

## DEGREE PROGRAM

### Degree Requirements:

	<b>CREDITS</b>
<b>First Year</b>	
Fall Quarter	18
HLH 131 Medical Terminology	3
XRT 100 Introduction to Radiologic Technology Patient Care/Lab	1
XRT 101 Radiographic Positioning I	5
BIO 211 Human Anatomy: Physiology I	4
XRT 111 Clinical Experience I	5
Winter Quarter	18
BIO 212 Human Anatomy: Physiology II	4
XRT 102 Radiographic Positioning II	5
XRT 121 Radiographic Exposure: Lecture	4
XRT 112 Clinical Experience II	5
Spring Quarter	18
BIO 213 Human Anatomy: Physiology III	4
XRT 103 Radiographic Positioning III	5
XRT 122 Radiographic Exposure: Lab	2
XRT 113 Clinic Experience III	5
XRT 116 Radiographic Processing	2
Summer Quarter	16
XRT 115 Film Evaluation I	2
XRT 114 Clinical Experience IV	14
<b>Total Credits for First Year</b>	<b>70</b>

### Second Year

	<b>CREDITS</b>
Fall Quarter	18
XRT 211 Clinical Experience V	8
XRT 104 Radiographic Positioning IV	5
XRT 205 Special Procedure/Pathology	3
XRT 216 Film Evaluation II	2
Winter Quarter	18
XRT 212 Clinical Experience VI	10
XRT 221 X-Ray Physics I	3
XRT 206 Radiation Biology	3
XRT 217 Radiation Protection	2
Spring Quarter	17
XRT 213 Clinical Experience VII	10
XRT 222 X-Ray Physics II	3
XRT 207 Imaging	2
XRT 218 Computers in Medicine	2
Summer Quarter	14
XRT 214 Clinical Experience VII	12
XRT 231 Radiological Sciences	2
<b>Total Credits for Second Year</b>	<b>67</b>

### General Education Electives

6  
Select from the following courses, with advisor approval:

### COMMUNICATIONS

COS 115 Applied Communications 3

### COMMUNICATIONS AND HUMANITIES

SPE 105 Elements of Oral Communications 3

SPE 125 Word Power: Advanced Vocabulary 2

SPE 119 Introduction to Semantics 2

### BEHAVIORAL AND SOCIAL SCIENCES

PSY 102 I'm OK, You're OK - Psychology of Personal Relations 3

PSY 111 Basic Human Potential Seminar 3

PSY 206 Psychology of Women 3

PSY 212 Holistic Health 3

PSY 236 Human Relations Training 3

PSY 237 Assertiveness Training 3

PSY 241 Biofeedback I: Biofeedback and the Psychology of Health 3

### MATHEMATICS AND SCIENCE

BIO 101 Biology Concepts 5

MAT 100 Introduction to Beginning Algebra 3

MAT 121 Beginning Algebra 5

MAT 131 College Algebra 5

### PHYSICAL EDUCATION

Maximum 1-2

**Total Credits for A.A.S. Degree**

**143**

## RADIOLOGIC TECHNOLOGY ADVISORY COMMITTEE

Ms. Denise Dunham, R.T.  
Department of Radiology  
North Colorado Medical Center

Ms. Luci Evans, R.T.  
Memorial Hospital

Robert Hamm, M.D.  
McKee Medical Center

Glen Hewitt, M.D.  
Department of Radiology  
North Colorado Medical Center

Dennis Isaakson  
Chief Technologist  
Poudre Valley Hospital

Mr. Jon Lapp, R.T.  
Administrative Technologist  
North Colorado Medical Center

Ms. Rebecca Minton  
Student Representative

Ms. Jeane Newman, R.T.  
McKee Medical Center

Ms. Marcia Osborne  
Greeley West High School



# RESPIRATORY CARE TECHNICIAN

**Program Length:** Four quarters of full-time study.

**Program Admission:** Students are admitted in the Fall Quarter ONLY, after completing the program application packet and selection by the Admission and Advising Board of the program. Selection includes a high school diploma or an equivalent (G.E.D.), college pre-assessment tests and a completed medical profile. Also, each student must be interviewed by the faculty.

**Program Description:** Respiratory Care is a relatively new and developing health profession concerned with the treatment, management, control and care of patients with deficiencies and abnormalities associated with the respiratory system. The student practitioner will understand the needs of the patient, the disease, the limitations of the equipment and the goals of the physician. Upon successful completion of the program, the graduate will receive a certificate of completion from the college. The graduate technician within a few months after graduation is eligible to take the National Board for Respiratory Care Entry-Level examination. Upon completion of this exam, the technician is awarded the C.R.T.T. credential.

**Program Opportunities:** The placement of the graduates since it's founding in 1976 has been 95%. Salaries range from \$6.50 to \$8.00 per hour within the community. The graduate technicians are usually employed at hospitals not only within the community but also throughout the nation.



## CERTIFICATE PROGRAM

### Certificate Requirements:

	CREDITS
Fall Quarter	21
RSC 111 Respiratory Science I	3
RSC 121 Respiratory Equipment Application I	5
RSC 131 Respiratory Practicum I	3
OHC 100 Orientation to Health Care	4
HLH 101 Applied Science	3
COS 115 Applied Communication	3
Winter Quarter	16
RSC 112 Respiratory Science II	3
RSC 122 Respiratory Equipment Application II	5
RSC 132 Respiratory Practicum II	8

Spring Quarter	17
RSC 211 Respiratory Science III	3
RSC 221 Respiratory Equipment Application III	5
RSC 231 Respiratory Practicum III	8
RSC 251 Respiratory Seminars	1
Summer Quarter	17
RSC 212 Respiratory Science IV	2
RSC 222 Respiratory Equipment Application IV	3
RSC 228 Respiratory Neonatal and Pediatrics	2
RSC 232 Respiratory Practicum IV	8
RSC 241 Clinical Conference I	2
<b>Total Credits for Completion of Program</b>	<b>71</b>

## RESPIRATORY CARE TECHNICIAN ADVISORY COMMITTEE

Robert Cash, M.D., A.C.C.P.  
Pulmonary and Internal Medicine  
Greeley Clinic

Robert Roehrich, R.R.T.  
North Colorado Medical Center

Jim Fitts, R.R.T.  
Brighton Community Hospital

Kathy Walker, R.R.T.  
Longmont United Hospital

William Teaney, R.R.T.  
St. Joseph's Hospital

Rebecca Crowley, R.N.  
North Colorado Medical Center

Harold Chadwick  
Consumer Representative  
Student Representative

## TECHNICAL DIVISION PROGRAMS

The Technical Division, in addition to the programs listed below, has the capability to work individually or collectively with employers to offer in-service or upgrading training.

Training or classes may be conducted on-the-job or on campus. Training time may vary from a number of hours or quarters to a one or two year Certificate in Occupational Education program or to the Associate of Applied Science (A.A.S.) degree program.

Students enrolling in Technical Division programs should meet the following general qualifications if they wish to successfully complete the program:

1. Previous experience in math is helpful, but may be obtained through preparatory courses within the college.
2. Students should have high school reading skills; remedial reading classes, however, are available within the college.
3. Students should have good eyesight (corrected or uncorrected) and good hand dexterity.

Students enrolling in Technical Division programs **may be** required to complete placement and diagnostic evaluations.



The Technical Division offers the following programs:

<b>AGRICULTURE SALES AND SERVICE TECHNOLOGY</b>	(two year A.A.S. degree or four quarter certificate)
<b>PRODUCTION AGRICULTURE</b>	(Program under development. Contact Technical Division for additional information).
<b>AGRICULTURE TRANSFER PROGRAM</b> (See page 30)	(two year A.S. degree)
<b>YOUNG FARMER PROGRAM</b>	(no degree awarded)
<b>AVIATION TECHNOLOGY</b>	(two year A.A.S. degree or three quarter certificate)
<b>ELECTRONICS TECHNOLOGY</b>	(two year A.A.S. degree)
<b>ARCHITECTURAL DRAFTING TECHNOLOGY</b>	(six quarter or four quarter certificate)
<b>ENGINEERING TECHNOLOGY</b>	(two year A.A.S. degree)

## AGRICULTURE SALES AND SERVICE TECHNOLOGY

**Program Length:** Usually four quarters for Certificate in Occupational Education program or six quarters for Associate in Applied Science degree program.

**Potential Opportunities:** Upon completion of the program, the student will have job entry skills in the following:

- Farm Cooperative occupations
- Co-op Service Center Sales and Service
- Agriculture Chemical Service
- Management trainee
- Farm equipment sales and service

### DEGREE PROGRAM

<b>Degree Requirements:</b>	<b>CREDITS</b>
<b>General Education</b>	19
CHE 100 Fundamentals of Chemistry	5
CSC 100 The Computer and Society	4
<b>Elective--Advisor approved course from Behavioral and Social Science.</b>	5
<b>Elective--Advisor approved course from Communication and Arts.</b>	5
<b>Agriculture Core Courses</b>	43
AGR 111 Introduction to Agriculture	3
ECO 115 Agriculture Economics	5
MAT 101 Applied Math	
OR	
MAT 110 Applied Business Mathematics	5
MGT 101 Sales	5
BUS 100 Introduction to Business	5
AGR 135 Agriculture On-the-Job Training I	10
AGR 136 Agriculture On-the-Job Training II	10
<b>Agriculture Electives</b>	35
Select from the following:	
AGR 118 Fertilization and Soils	5
AGR 125 Agriculture Pesticides	5

AGR 178 General Crop Science	5
AGR 179 Introduction Animal Science	5
AGR 215 Introduction Soil Science	5
AGR 216 Feeds and Feeding	5
AGR 217 Livestock Selection	3
AGR 218 Farm and Ranch Management	5

Agriculture Mechanics courses will be offered as they are developed and equipment becomes available. Inquire about availability in Division Office.

### CREDITS

### AGRICULTURE HOME STUDY COURSE ELECTIVES

Select from the following courses with advisor approval: 12

#### MANAGEMENT DEVELOPMENT

AGS 100 Introduction to Business	3
AGS 101 Introduction to Agribusiness Management	3
AGS 102 Agricultural Economics	3
AGS 103 Personnel Management	3
AGS 104 Cooperative Management by Objectives	3
AGS 105 Positive Performance Appraisal	3
AGS 106 Employee Selection and Interviewing	3

#### ACCOUNTING/OFFICE MANAGEMENT

AGS 122 How Money Works in Agribusiness	3
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#### EMPLOYEE COMMUNICATIONS

AGS 130 Cooperative Organizations	3
AGS 131 Agribusiness Writing	3
AGS 132 Agribusiness Telephone Communications	3

#### FERTILIZER AND AG CHEMICALS

AGS 141 Fertilizer	3
AGS 142 Ag Chemicals	3
AGS 143 Lawn and Garden Center Sales	3
AGS 144 Corn Production	3

#### FEED AND ANIMAL HEALTH

AGS 151 Feed	3
AGS 152 Animal Health	3
AGS 153 Beef Production--Cow/Calf Program	3
AGS 154 Beef Production--Growing & Finishing Program	3
AGS 155 Swine Production	3
AGS 156 Sheep Production	3
AGS 157 Dairy Production	3

#### PETROLEUM, TBA AND LPG

AGS 161 Petroleum	3
AGS 162 Service Station Sales	3
AGS 163 On-the-Farm Sales and Service	3
AGS 164 Selling Tires, Batteries & Accessories	3
AGS 165 LP Gas Handling & Storage	3
AGS 166 LP Carburation	3

#### GRAIN TRAINING

AGS 173 Physical Grain Handling	3
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#### SALES TRAINING

AGS 181 Farm Store Management	3
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**Total Credits for A.A.S. Degree 109**



## CERTIFICATE PROGRAM

	CREDITS
<b>Certificate Requirements:</b>	60
AGR 111 Introduction to Agriculture	3
ECO 115 Agriculture Economics	5
AGR 178 General Crop Science	5
AGR 179 Introduction to Animal Science	5
AGR 218 Farm & Ranch Management	5
MGT 101 Sales	5
BUS 100 Introduction to Business	5
AGR 135 Agriculture On-the-Job Training	10

17 credits to be selected from AGR Mechanics and/or AGS Home Study courses as approved by instructor.

**Total Credits for Certificate** **60**

## AGRICULTURE ADVISORY COMMITTEE

C.C. (Carl) Barnett  
Ellis & Capp Equipment Company

Doug Butler  
Vocational Agriculture Instructor  
Valley High School

Raymond Carlock  
Crop Production  
Agland

Clarence Carlson  
Farmer  
Weld County

Merle "Dutch" Carwin  
Vocational Agriculture Instructor  
Greeley West High School

Frank Hummel  
Golf Course Architect

Mel Jansen  
Manager  
Longmont Co-op Association

Dr. Delbert Miles  
Veterinarian  
Miller Feedlot

Gerald Mueller  
Personnel & Business Consultant  
Farmland Industries

John Norwood  
Vice-President  
Production Credit Association

Alvie Rothe  
Extension Agent  
Colorado State University

J.V. Teague  
Manager  
Lowell Paul Dairy

## YOUNG FARMER PROGRAM

Young Farmer programs are designed to meet occupational needs of persons who are at least 16 years of age and are not regularly enrolled in secondary school or who have completed their secondary (12th grade) education.

The major instructional objective is to develop the group and individual responsibility of young farmers through programs of instruction in Vocational Agriculture designed to meet their needs to become efficiently established in farming or an agricultural occupation.

No degree will be awarded to persons enrolled in this program since it is considered to be an upgrading of the profession in which they are presently employed. These programs will be ongoing in nature and will not be considered as separate classes or programs. College credit may be awarded on a yearly basis to individuals enrolled in this program.

These programs preferably will be started in July, but in many cases will start after the beginning of the school year as they can be organized. Programs will have some flexibility because a minimum of 15 meetings is required, and the fiscal year is from July 1 to June 30 of each year.

For additional information on Young Farmer programs, please contact Technical Division.

## AVIATION TECHNOLOGY

**Program Length:** Usually three quarters for completion of Certificate in Occupational Education program or six quarters for Associate of Applied Science degree program. May be shorter if student is eligible to receive credit for previous flying experience.

**Potential Opportunities:** The program is designed to qualify the student for immediate entry into employment as a pilot. Many enter the field as flight instructors. With additional experience, there are opportunities available in corporation flying, charter work, and the airlines.

Additional charges are made for rental of aircraft for flight labs. Aims Community College does not own airplanes but makes arrangements for flight training. (See course descriptions for the various flight labs). The Aviation department will have information detailing the flying expense of the courses.

With the approval of the Aviation department, credit for previous flying experience may be awarded as listed below.





<b>FAA License</b>	<b>Aims Courses</b>
Private Pilot License:	AVT 101 Private Flight Lab I AVT 102 Private Flight Lab II AVT 105 Aviation Seminar AVT 108 Private Ground School AVT 109 Private Flight Simulator
Instrument Rating:	AVT 117 Commercial Flight Lab I AVT 118 Commercial Flight Lab II AVT 205 Instrument Ground School AVT 212 Instrument Flight Simulator AVT 216 Instrument Flight Lab
Commercial Pilot License :	AVT 206 Commercial Ground School AVT 211 Commercial Flight Simulator AVT 217 Commercial Flight Lab III
Certified Flight Instructor:	AVT 218 Certified Flight Instructor
Instrument Flight Instructor:	AVT 219 Instrument Flight Instructor
Multi-Engine Rating:	AVT 225 Multi-Engine Transition Lab
Basic Ground Instructor:	AVT 207 Basic Ground Instructor
Advanced Ground Instructor:	AVT 208 Advanced Ground Instructor
Instrument Ground Instructor:	AVT 209 Instrument Ground Instructor

### DEGREE PROGRAM

<b>Degree Requirements:</b>	<b>CREDITS</b>
<b>Classroom</b>	17
AVT 105 Aviation Seminar	2
AVT 108 Private Ground School	6
AVT 205 Instrument Ground School	6
AVT 206 Commercial Ground School	3
<b>Flight</b> (conducted at airport)	26
AVT 101 Private Flight Lab I	3
AVT 102 Private Flight Lab II	3
AVT 117 Commercial Flight Lab I	5
AVT 118 Commercial Flight Lab II	5
AVT 216 Instrument Flight Lab	5
AVT 217 Commercial Flight Lab III	5
<b>Flight Simulator</b>	12
AVT 109 Private Flight Simulator	3
AVT 211 Commercial Flight Simulator	3
AVT 212 Instrument Flight Simulator	6
<b>General Education</b>	18
CSC 101 Introduction to Computing and the BASIC Language	4
CON 102 Introduction to Writing	5
EAS 106 Introduction to Meteorology	4
PSY 101 General Psychology I	5
Select one of the following courses:	3-5
REA 106 Speed Reading	3
SPE 115 Speech Communications	5
SPE 116 Public Speaking	3-5
Select two of the following courses:	10-12
MAT 102 Applied Math II	6
MAT 103 Applied Math III	6
MAT 121 Beginning Algebra	5
MAT 122 Intermediate Algebra	5
MAT 131 College Algebra	5
MAT 132 College Trigonometry	5

Select one of the following courses:	5
PHY 102 Applied Physics II	5
PHY 120 Fundamentals of Physics	5
PHY 151 Introductory College Physics: Mechanics	5
<b>Total Required Courses</b>	<b>91-95</b>

<b>Electives</b> (select with advisor approval)	5-9
AVT 119 Conventional Gear Transition Lab	2
AVT 207 Basic Ground Instructor	2
AVT 208 Advanced Ground Instructor	2
AVT 209 Instrument Ground Instructor	2
AVT 218 Certified Flight Instructor	5
AVT 219 Instrument Flight Instructor	3
AVT 225 Multi-engine Transition Lab	4
AVT 226 Multi-Engine Simulator	3
AVT 227 Multi-Engine Instrument Simulator	2
AVT 228 Multi-Engine Simulator Refresher I	1
AVT 229 Multi-Engine Simulator Refresher II	1
Other advisor approved courses may be used to meet this requirement.	
<b>Total Credits for A.A.S. Degree</b>	<b>100</b>

### CERTIFICATE PROGRAM

<b>Certificate Requirements:</b>	<b>CREDITS</b>
<b>Classroom</b>	17
AVT 105 Aviation Seminar	2
AVT 108 Private Ground School	6
AVT 205 Instrument Ground School	6
AVT 206 Commercial Ground School	3
<b>Flight</b> (conducted at airport)	26
AVT 101 Private Flight Lab I	3
AVT 102 Private Flight Lab II	3
AVT 117 Commercial Flight Lab I	5
AVT 118 Commercial Flight Lab II	5
AVT 216 Instrument Flight Lab	5
AVT 217 Commercial Flight Lab III	5
<b>Flight Simulator</b>	12
AVT 109 Private Flight Simulator	3
AVT 211 Commercial Flight Simulator	3
AVT 212 Instrument Flight Simulator	6
<b>Total Credits For Certificate</b>	<b>55</b>

### AVIATION TECHNOLOGY ADVISORY COMMITTEE

Robert Anderson  
Greeley National Bank

Edward Beegles  
Beegles Aircraft

George Hopper  
FAA Designated Pilot Examiner

Bud Johnson  
United Airlines

Ernest Kampe  
Kampe Aviation

Roy Shore, M.D.  
FAA Medical Examiner

John Warrender  
Corporate Pilot





## ELECTRONICS TECHNOLOGY

**Program Length:** Usually six quarters for Associate in Applied Science degree program.

**Potential Opportunities:** Students can expect to secure entry level positions with progress toward jobs as research and development technicians, engineering aides, field service representatives, production test technicians, electronic tooling maintenance technicians, design and fabrication technicians, metrology laboratory technicians, or systems technicians for computers, controls, and communications. A good mathematics background through algebra is recommended. 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.

Evening students take ELT 150, 151, 152, 153, 154 and 155 which are counterparts of the day classes ELT 141, 142, and 143.

Descriptions of the ELT series may be found in the ELT program section of this catalog.

First year electronic courses are normally offered every quarter to accommodate students who are out of phase with a normal academic year.

Certain courses may be waived if applicant has 3-5 years appropriate experience in electronics or closely related industry. Assessed on an individual basis. Advisor approved courses are selected in lieu of waived courses. 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.

### DEGREE PROGRAM

Degree Requirements:		CREDITS
<b>First Year</b>		18
ELT 141	Introduction to Electronics	10
PHY 103	Applied Physics III (Generally recommended; other advisor-approved courses having the prefix CHE, EDP, ELT, MAT, MCE, and PHY may be substituted for PHY 103)	5
SPE 105	Elements of Oral Communications	3
<b>Winter Quarter</b>		18
CON 105	Elements of Technical Writing	3

ELT 142	AC/DC Circuit Analysis	10
PHY 102	Applied Physics II (Generally recommended; other advisor-approved courses having the prefix CHE, EDP, ELT, MAT, MCE, and PHY may be substituted for PHY 102.)	5

<b>Spring Quarter</b>		17
CSC 101	Introduction to Computing and the BASIC Language	4
ELT 143	Circuits and Applications	10
ELT 146	Electronics Print Reading and Sketching	3

**Total Credits for First Year** 53

### Second Year

<b>Fall Quarter</b>		18
ECO 104	Applied Economics	3
ELT 255	Linear ICs and Sensors	5
ELT 271	Communications I	5
ELT 281	Computers I	5

<b>Winter Quarter</b>		16
ELT 266	Electronics Design and Fabrication	3
ELT 272	Communications II	5
ELT 282	Computers II	5
PSY 104	Applied Industrial Relations	3

<b>Spring Quarter</b>		16
ELT 267	Introduction to New Electronic Industry Developments	3
ELT 268	Practical Solid-State Troubleshooting Electives	3

Advisor-approved courses having the prefix CHE, EDP, ELT, MAT, MCE, and PHY.

**Total Credits for Second Year** 50

**Total Credits for A.A.S. Degree** 103

## ELECTRONICS TECHNOLOGY ADVISORY COMMITTEE

Clarence Laber  
Hewlett Packard

John Martin  
Woodward Governor Inc.

Rick Petersen  
Woodward Governor Inc.

Monte Gabriel  
NCR Microelectronics

Lowell Shatraw  
Eastman Kodak Company  
Colorado Division

Ken Ketels  
Hewlett Packard

Don Way  
IBM

## DRAFTING

Drafting courses at Aims Community College are offered to meet the various needs of students within the college district.

A series of six courses are offered as part of the two year



Engineering Technology (MCE) degree program. A student who is interested in developing drafting skills may enroll in these courses for skill development. It is emphasized that the student should consider his or her basic skills and subject matter objectives before selecting a specific course.

Upon request, nondegree students will be awarded certificates of completion for the various drafting courses which have been completed.

Courses in the drafting program also are available to the secondary students enrolled in the Area Vocational School. These courses are offered during the regular college hours to all students in the Aims Junior College District. Students interested in these courses should contact their school principals or counselors for details and about the possibilities for enrollment.

All drafting students are encouraged to join the local Aims Community College Chapter of AIDD (American Institute of Design and Drafting).



## ARCHITECTURAL DRAFTING TECHNOLOGY

**\*Note:** Program currently in review status and content may change. Contact Technical Division for additional information.

**Program Length:** Usually four or six quarters for completion of Certificate in Occupational Education program.

**Potential Opportunities:** The program is designed to qualify the student for immediate entry into employment as an architectural drafting technician. The student will develop an understanding of mathematics, materials, and techniques utilized in the architectural drafting field.

A student completing this program could be an entry level employee in the following areas.

- a. Architectural Drafting
- b. Civil Drafting
- c. Urban Plan Drafting
- d. Solar Technology Planning and Drafting
- e. Engineering Related Technology

As a postsecondary program, students are encouraged to join the local Aims Community College chapter of AIDD (American Institute of Design and Drafting).

### CERTIFICATE PROGRAM (6 quarters)

Degree Requirements:	CREDITS
<b>First Year</b>	
Fall Quarter	17

AAD 131	Drawing I	3
ARC 100	Introduction to Architectural Technology	2
MAT 102	Applied Math II	6
MCE 101	Drafting I	6
<b>Winter Quarter</b>		<b>20</b>
AAD 132	Drawing II	3
MAT 103	Applied Math III	6
MCE 102	Drafting II	6
PHY 102	Applied Physics II	5
<b>Spring Quarter</b>		<b>17</b>
ARC 103	Drafting III: Architectural	6
PHY 103	Applied Physics III	5
MCE 103	Drafting III	6
<b>Total Credits for First Year</b>		<b>54</b>
<b>Second Year</b>		
<b>Fall Quarter</b>		<b>20</b>
ARC 201	Drafting IV: Architectural	6
ARC 204	Contract Drawing Interpretation	5
MCE 201	Drafting IV: Structural	6
SPE 105	Elements of Oral Communications	3
<b>Winter Quarter</b>		<b>17</b>
ARC 202	Drafting V: Architectural	6
MCE 202	Drafting V: Topographic	6
MCE 211	Basic Field Surveying I	2
MCE 215	Cost and Materials Estimating	3
<b>Spring Quarter</b>		<b>17</b>
ARC 203	Drafting VI: Architectural	6
ARC 205	Construction Supervision and Inspection	3
ARC 206	Architectural Project Drafting Electives	5
		3
<b>Total Credits for Second Year</b>		<b>54</b>
<b>Total Credits for Certificate (6 quarters)</b>		<b>108</b>

### CERTIFICATE PROGRAM (4 quarters)

#### Certificate Requirements:

	CREDITS	
<b>Fall Quarter</b>	<b>17</b>	
AAD 131	Drawing I	3
ARC 100	Introduction to Architectural Technology	2
MAT 102	Applied Math II	6
MCE 101	Drafting I	5
<b>Winter Quarter</b>		<b>20</b>
AAD 132	Drawing II	3
MAT 103	Applied Math III	6
MCE 102	Drafting II	5
PHY 102	Applied Physics II	5
<b>Spring Quarter</b>		<b>17</b>
ARC 103	Drafting III: Architectural	6
PHY 103	Applied Physics III	5
MCE 103	Drafting III	5
<b>Fall Quarter</b>		<b>17</b>
ARC 201	Drafting IV: Architectural	6
ARC 204	Contract Drawing Interpretation	5
MCE 201	Drafting: (Structural)	5
<b>Total Credits for Certificate (4 quarters)</b>		<b>71</b>
<b>Recommended Electives</b> (for additional information and knowledge)		
AAD 101	Fundamentals of Art and Design I	5
AAD 241	Photography I	3
AAD 250	Introduction to Architecture and Interior Design	3
ART 100	Art Appreciation	5
BUS 101	Beginning Typewriting	4



MAT 123	College Plane Geometry	5
MCE 201	Drafting IV:Structural	5
MCE 208	Strength of Materials	4
MCE 211	Basic Field Survey I	2
PSY 107	I'm OK, You're OK: Psychology of Personal Relations	3
SCI 105	Introduction to Principles of Solar Energy	3

**ARCHITECTURAL DRAFTING TECHNOLOGY  
ADVISORY COMMITTEE**

Registered Architects:

Loren Bley  
Bley Associates

Pat Dwyer  
ARIX

Howard Johnson  
Architect

Bruce F. Meyer  
The Vernacular

**ENGINEERING TECHNOLOGY**

**\*Note:** Program currently in review status and content may change. Contact Technical Division for additional information.

**Program Length:** Usually six quarters for Associate in Applied Science degree program.

**Potential Opportunities:** The program is designed to prepare a student for activities of a technical nature, usually associated with civil and mechanical engineering. These activities may include drafting, estimating, data gathering, technical reports, structural systems design, surveying, laboratory testing, and other engineering assistance skills. The student will develop design skills, an understanding of mathematics and materials, and techniques relative to human relations, leadership, and obtaining a position. Good eyesight, hand dexterity, and a sense of size is helpful.

**DEGREE PROGRAM**

Degree Requirements:		CREDITS
<b>First Year</b>		
Fall Quarter		18
ECO 104	Applied Economics	3
MAT 102	Applied Math II	6
MCE 101	Drafting I	6
SPE 105	Elements of Oral Communications	3
Winter Quarter		20
CON 105	Elements of Technical Writing	3
MAT 103	Applied Math III	6
MCE 102	Drafting II	6
PHY 102	Applied Physics II	5
Spring Quarter		19
MCE 103	Drafting III	6
MCE 105	Statics and Mechanics	5
MCE 115	Basic Quality Control I	3
PHY 103	Applied Physics III	5
<b>Total Credits for First Year</b>		<b>57</b>
<b>Second Year</b>		
Fall Quarter		19
MCE 201	Drafting IV	6

MCE 205	Industrial Electricity	3
MCE 206	Fluid Mechanics	5
MCE 207	Materials and Processes	5
Winter Quarter		18
MCE 202	Drafting V	6
MCE 208	Strength of Materials	4
MCE 211	Basic Field Surveying I	2
MCE 215	Cost and Material Estimating	3
PSY 104	Applied Industrial Relations	3
Spring Quarter		19
CSC 100	The Computer and Society	4
MCE 203	Drafting VI:Architectural	6
MCE 209	Engineering Problems	5
MCE 212	Basic Field Surveying II	4
<b>Total Credits for Second Year</b>		<b>56</b>
<b>Total Credits for A.A.S. Degree</b>		<b>113</b>

**ENGINEERING TECHNOLOGY  
ADVISORY COMMITTEE**

Herb Davidson  
Engineer  
City of Evans

Denny Graham  
Engineer  
Colorado Department of Highways

Herb Peralez  
Drafter  
Miner & Miner Consulting  
Engineers, Inc.

Mike Preston  
Preston Steel Building Company

Bob Thomas  
Registered Land Surveyor  
ARIX

Art Uhrich  
Subdivision Supervisor  
ARIX

Sharon Wake  
Drafter  
McRae and Short, Inc.

**TRADES AND INDUSTRY  
DIVISION PROGRAMS**

The Trades and Industry Division is committed to helping students acquire job required skills through demonstration and hands-on practice. We also are committed to providing advanced training for students who already are working in a trade.



The Trades and Industry Division offers the following programs:

<b>AUTO BODY REFINISHING</b>	(Occupational certificate)
<b>AUTO BODY REPAIR TECHNOLOGY</b>	(A.A.S. degree or Occupational certificate)
<b>AUTOMOTIVE MECHANICS TECHNOLOGY</b>	(A.A.S. degree or Occupational certificate)
<b>BUILDING CONSTRUCTION</b>	(A.A.S. degree or Occupational certificate)
<b>CHILD CARE SERVICES</b>	(two year A.A.S. degree or one year Occupational certificate)
<b>GRAPHIC TECHNOLOGY</b>	(A.A.S. degree or Occupational certificate)
<b>WELDING TECHNOLOGY</b>	(A.A.S. degree or Occupational certificate)

## AUTO BODY REFINISHING

**Program Length:** Usually three quarters for Certificate in Occupational Education program.

**Potential Opportunities:** This is a specialized, three quarter certificate program to help develop the knowledge and skill used by an automotive or truck refinisher. Students will learn about materials and equipment, including their uses, in order to qualify for entry level jobs.

Opportunities will be in the refinishing field as a painter or possibly paint shop foreman. The shop may repair cars or include large truck refinishing.

It is our purpose to meet the training needs of the community. In most cases we are able to offer special vocational classes or programs upon request from industry or a group of students.

### CERTIFICATE PROGRAM

<b>Certificate Requirements:</b>	<b>CREDITS</b>
Fall Quarter	12
ABR 151 Auto Refinish I	12
Winter Quarter	12
ABR 152 Auto Refinish II	12
Spring Quarter	12
ABR 153 Auto Refinish III	12
<b>Total Credits for Certificate</b>	<b>36</b>

## AUTO BODY REPAIR

**Program Length:** 900 clock hours (72 credits) for Certificate in Occupational Education program or 1090 clock hours (72 credits plus 18 credits for general education) for Associate in Applied Science degree program.

**Potential Opportunities:** Opportunities for the tradesman range from the actual repair of the damaged auto to owner of the shop, shop foreman, shop estimator, or insurance adjustor. A constant manpower demand has existed for several years in this field. The demand exists in small local shops as well as large agency organizations.

The program will help develop the skill and knowledge needed to repair a damaged auto including glass removal and replacement, straightening of damaged panels and frames, checking of wheel alignment, panel alignment, filling dents, welding, and brazing of torn panels, and preparing for the application of modern automotive finishes. The program is designed to give the student skill and knowledge for entry level employment.

At the beginning of winter quarter students will be required to provide some very basic hand tools for use in the body shop. These tools also will be needed to acquire a job in the trade after completion of the program.

It is our purpose to meet the training needs of the community. In most cases, we are able to offer special vocational classes or programs upon request from industry or a group of students.

**Program Requirements:** Completion of the six certificate requirements will earn a Certificate in Occupational Education. When possible, courses will be scheduled so that the student may take one course per quarter for 12 credits or two courses per quarter for 24 credits.

To earn an Associate of Applied Science degree, the student must complete the certificate requirements and at least 18 credit hours of general education courses. Students in Trades and Industry are encouraged to take the recommended general education courses when possible. With the consent of the student's advisor, other courses may be selected to fulfill the general education requirements.

### CERTIFICATE PROGRAM

<b>Certificate Requirements:</b>	<b>CREDITS</b>
Fall Quarter	24
ABR 141 Auto Body Repair I	12
ABR 241 Auto Body Repair IV	12
Winter Quarter	24
ABR 142 Auto Body Repair II	12
ABR 242 Auto Body Repair V	12
Spring Quarter	24
ABR 143 Auto Body Repair III	12
ABR 243 Auto Body Repair VI	12
<b>Total Credits for Certificate</b>	<b>72</b>

### DEGREE PROGRAM

#### Degree Requirements:

Completion of all certificate requirements plus recommended general education courses.

<b>Certificate Requirements</b>	<b>CREDITS</b>
<b>Recommended General Education Courses</b>	<b>19</b>
COS 115 Applied Communications	3
ECO 105 Organizations and Institutions	3
HEN 106 Safety and First Aid	3
MAT 101 Applied Math I	5
PHY 101 Applied Physics I	5
<b>Total Credits for A.A.S. Degree</b>	<b>91</b>

#### Support Courses

ABR 100 Survey of Auto Body Repair	3
ABR 102 Basic Straightening	4
ABR 103 Basic Refinishing	4
ABR 111 Damage Repair	4
ABR 112 Panel Replacement	4
ABR 121 Electrical and Alignment	4
ABR 122 Advanced Refinishing	4
ABR 123 Damage Appraisal: Estimating	4
ABR 199 Special Needs/Auto Body Repair	1-3
ABR 201 Quarter Panel Replacement	4
ABR 202 Basic Sheet Metal Replacement	4
ABR 203 Advanced Sheet Metal Replacement	4
ABR 211 Basic Frame Repair	4
ABR 212 Conventional Frame Repair	4
ABR 213 Unitized Frame Repair	4
ABR 221 Auto Body Rebuilding I	4
ABR 222 Auto Body Rebuilding II	4
ABR 223 Auto Body Rebuilding III	4



**AUTO BODY REFINISHING  
 AUTO BODY REPAIR  
 ADVISORY COMMITTEE**

Kermit Bailey  
 Clark Olds-Cadillac

Mike Foster  
 Stevens Automotive

Dave Markley  
 Bob Markley Motors

Earl Nicks  
 Edwards Chevrolet

Bill Peil  
 Auto Alignment & Frame Service

Rondo Sherman  
 Edwards Chevrolet



**AUTOMOTIVE MECHANICS  
 TECHNOLOGY**

**Program Length:** 900 clock hours (72 credits) for Certificate in Occupational Education program or 1090 clock hours (72 credits plus 18 credits of general education) for Associate in Applied Science degree program. Students have the option of completing the program in one year (six hours per day) or two years (three hours per day).

**Potential Opportunities:** The program will prepare the student for entry into the automotive field as the advance apprentice level. To achieve this, the student will receive instruction and practical experience in both mock-ups and live work. The student can prepare to enter the automotive service field as a general automobile mechanic or can become a specialist in one or more of the following areas: automotive diagnostician, brake specialist, wheel alignment specialist, tune-up specialist, automotive transmission specialist, or air conditioning specialist.

The modern automobile is a complex piece of machinery that requires a technician who knows how to repair it and why and how it operates so that he or she can diagnose problems quickly and accurately.

We offer a refresher course to help prepare a mechanic for the

certification tests.

It is our purpose to meet the training needs of the community. In most cases we are able to offer special vocational classes or programs upon request from industry or a group of students.

For those already employed as an automotive apprentice on a full time basis, Aims offers the Auto Mechanic Work Experience program in the evening. This program requires six quarters for completion.

**Program Requirements:** Completion of the six certificate requirements will earn a Certificate in Occupational Education. When possible, courses will be scheduled so that the student may take one course per quarter for 12 credits or two courses per quarter for 24 credits.

To earn an Associate of Applied Science degree, the student must complete the certificate requirements and at least 18 credit hours of general education courses. Students in Trades and Industry are encouraged to take the recommended general education courses when possible. With the consent of the student's advisor, other courses may be selected to fulfill the general education requirements.

**CERTIFICATE PROGRAM**

<b>Certificate Requirements:</b>		<b>CREDITS</b>
Fall Quarter		24
AMT 131	Brakes, Transmissions and Final Drives A	12
AMT 231	Automotive Engines A	12
Winter Quarter		24
AMT 133	Fuel Systems and Tune-up A	12
AMT 232	Electrical A	12
Spring Quarter		24
AMT 132	Steering and Suspension Systems A	12
AMT 234	Automotive Transmissions and Air Conditioning A	12
<b>Total Credits for Certificate</b>		<b>72</b>

**DEGREE PROGRAM**

**Degree Requirements:** Completion of all certificate requirements plus recommended general education courses.

<b>Certificate Requirements</b>		<b>CREDITS</b>
		72
<b>Recommended General Education Courses</b>		<b>19</b>
COS 115	Applied Communications	3
ECO 105	Organizations and Institutions	3
HEN 106	Safety and First Aid	3
MAT 101	Applied Math I	5
PHY 101	Applied Physics I	5
<b>Total Credits for A.A.S. Degree</b>		<b>91</b>
<b>Support Courses</b>		
AMT 100	Survey of Auto Mechanics	3
AMT 104	Brake Repair	4
AMT 105	Advanced Electrical	4
AMT 106	Tune-up	4
AMT 107	Advanced Engine Tune-up	4
AMT 108	Automatic Transmissions	4
AMT 115	Foreign Car Tune-up	4
AMT 124	Automotive Service Management	3
AMT 125	Auto Certification Refresher	2
AMT 136	Emission Control	5
AMT 199	Special Needs/Auto Mechanics	1-3
AMT 207	Introduction to Diesel Engine	6
AMT 233	Air Conditioning and Comfort Controls	5



### On-The-Job Training Courses

AMT 141	Brakes, Transmissions, and Final Drives B (Equivalent to AMT 131)	12
AMT 142	Steering and Suspension Systems B (Equivalent to AMT 132)	12
AMT 143	Fuel Systems and Tune-up B (Equivalent to AMT 133)	12
AMT 241	Automotive Engines B (Equivalent to AMT 231)	12
AMT 242	Advanced Electrical B (Equivalent to AMT 232)	12
AMT 244	Automotive Transmissions and Air Conditioning B (Equivalent to AMT 234)	12

### AUTOMOTIVE MECHANICS TECHNOLOGY ADVISORY COMMITTEE

Claude Harvey  
Ehrlich Datsun

Walt Loftus  
Coors Distributing

Jerry Park  
Silver Star Service

George Richards  
Edwards Chevrolet

Dale Rowe  
Dale's Texaco

William Waller  
16th Street Conoco

Student representative as appointed

## BUILDING CONSTRUCTION

**Program Length:** 1050 clock hours (84 credits) for Certificate in Occupational Education program or 1230 clock hours (84 credits plus 18 credits of general education) for Associate of Applied Science degree program.

**Potential Opportunities:** This program is designed for students in all areas of residential construction. These include framing, exterior and interior finish, and cabinet construction; concrete and masonry also are major areas of training. Experience in dry wall, paint, and stain is provided.

The program is designed to provide the skills and knowledge needed to enter the construction field at an advanced level.

A few basic tools will be required for the program, such as a 22 oz. hammer, combination square, 16' tape measure, tool pouch, utility knife, 1/32 and 3/32 nail sets, and a pencil.

**Program Requirements:** Completion of the six certificate requirements will earn a Certificate in Occupational Education. When possible, courses will be scheduled so that the student may take one course per quarter for 14 credits or two courses per quarter for 28 credits.

To earn an Associate of Applied Science degree, the student must complete the certificate requirements and at least 18 credit hours of general education courses. Students in Trades and Industry are encouraged to take the recommended general education courses when possible. With the consent of the student's advisor, other courses may be selected to fulfill the general education requirements.

## CERTIFICATE PROGRAM

Certificate Requirements:		CREDITS
Fall Quarter		28
BCS 105	Building Construction I	14
BCS 205	Building Construction II	14
Winter Quarter		28
BCS 106	Building Construction III	14
BCS 206	Building Construction IV	14
Spring Quarter		28
BCS 107	Building Construction V	14
BCS 207	Building Construction VI	14
<b>Total Credits for Certificate</b>		<b>84</b>

## DEGREE PROGRAM

### Degree Requirements:

Completion of all certificate requirements plus recommended general education courses.

Certificate Requirements		CREDITS
		84
<b>Recommended General Education Courses</b>		19
COS 115	Applied Communications	3
ECO 105	Organizations and Institutions	3
HEN 106	Safety and First Aid	3
MAT 101	Applied Math I	5
PHY 101	Applied Physics I	5
<b>Total Credits for A.A.S. Degree</b>		<b>103</b>
<b>Support Courses</b>		
BCS 100	Survey of Building Construction	3
BCS 102	Basic Cabinetry	4
BCS 104	Cabinetry II	4
BCS 199	Building Construction Special Needs Class	1-3

## BUILDING CONSTRUCTION ADVISORY COMMITTEE

Jack Coy  
Wheeler Realty Inc.

Dennis Gibson  
Gibson Construction

Gary Martin  
R & R Custom Woodworking

Pat Ormsby  
Ormack Construction

Clint Jurgensen  
Jurgensen Realty

Wayne Grunewald  
Greeley Board of Realtors

## CHILD CARE SERVICES

### CERTIFICATE PROGRAM (Preschool Group Leader)

**Program Length:** Usually three quarters for a Certificate in Occupational Education program.

**Potential Opportunities:** Group leader or director in private preschools, small and large day care centers, nursery schools, child development centers, Head Start and Follow Through programs, preschool centers for the handicapped, and summer fun day camps.

**Prerequisites:** A physical examination will be required of each student who initially enrolls in a student participation class. Any



student working with children in a child care facility will submit a dated report of a satisfactory tuberculin test or chest x-ray to the director of the center.



#### Certificate Requirements:

	CREDITS
Fall Quarter	16
CCS 100 Introduction to Early Childhood Education	2
CCS 131 Practice Teaching I	4
CCS 161 Child Growth and Development	3
CON 101 Fundamentals of Composition	5
Elective	2
Winter Quarter	15
CCS 132 Practice Teaching II	6
CCS 141 Activities for Early Childhood Education I	3
CCS 151 Nutrition for Young Children	3
HEN 106 Safety and First Aid	3
Spring Quarter	16
CCS 133 Child Care Field Experience	5
CCS 142 Activities for Early Childhood Education II	3
COS 115 Applied Communication	3
PSY 248 Child Psychology	5
<b>Total Credits for Certificate</b>	<b>47</b>

#### DEGREE PROGRAM

**Program Length:** 1130 clock hours (98 credits), usually 6 quarters for an Associate in Applied Science Degree.

**Potential Opportunities:** Group leader or director in private preschools, small and large day care centers, nursery schools, child development centers, Head Start and Follow Through programs, preschool centers for the handicapped, and summer fun day camps.

**Prerequisites:** A physical examination will be required for each student who initially enrolls in a student participation class. Any student working with children in a child care facility will submit a dated report of a satisfactory tuberculin test or chest x-ray to the director of the center.

#### Degree Requirements:

	CREDITS
<b>First Year</b>	
Fall Quarter	16
CCS 100 Introduction to Early Childhood Education	2
CCS 131 Practice Teaching I	4
CCS 161 Child Growth and Development	3
CON 101 Fundamentals of Composition	5
Electives	2
Winter Quarter	15
CCS 132 Practice Teaching II	6
CCS 141 Activities for Early Childhood Education I	3
CCS 151 Nutrition For Young Children	3
HEN 106 Safety and First Aid	3
Spring Quarter	16
CCS 133 Child Care Field Experience	5
CCS 142 Activities for Early Childhood Education II	3
COS 115 Applied Communication	3
PSY 248 Child Psychology	5
<b>Total Credits for First Year Program</b>	<b>47</b>
<b>Second Year</b>	
Fall Quarter	17
CCS 231 Advanced Practice Teaching	7
CCS 241 Unit Planning for Early Childhood Education	2
MAT 110 Business Math	5
Elective	3
Winter Quarter	17
CCS 206 Children's Literature	3
CCS 232 Family and Community Relations	7
MGT 208 Small Business Management	5
Elective	2
Spring Quarter	17
CCS 202 Administration of Child Care Centers	3
CCS 233 Family and Community Relations	7
CCS 245 Value of Play	2
SOC 101 Sociology	5
<b>Total Credits for A.A.S. Degree</b>	<b>98</b>
<b>Program Electives</b>	
CCS 145 Workshop in Early Childhood Education Materials	2
CCS 146 Early Childhood Education Music plus Movement Activities	2
CCS 147 Early Childhood Education Outdoor Activities	2
CCS 148 Early Childhood Education Math and Science	2
CCS 149 Carpentry Skills for Young Children	2
(Students must complete 1 of the above courses for a certificate and complete 2 of the above courses for an A.A.S. degree. Other required electives for an A.A.S. degree may be selected with advisor approval.)	
HEN 105 Personal Health	3
PSY 107 I'm OK, You're OK	3

#### STATE SOCIAL SERVICES CERTIFICATION

(Educational courses acceptable for state social services certification for a director of a child care center.)

CCS 100 Introduction to Early Childhood Education	2
CCS 141 Activities for Early Childhood Education I	3
CCS 142 Activities for Early Childhood Education II	3
CCS 145 Workshop in Early Childhood Education Materials	2
CCS 146 Early Childhood Education Music plus Movement Activities	2
CCS 147 Early Childhood Education Outdoor Activities	2
CCS 148 Early Childhood Education Math and Science	2



CCS 149	Carpentry Skills for Young Children	2
CCS 151	Nutrition for Young Children	3
CCS 161	Child Growth and Development	3
CCS 202	Administration of Child Care Centers	3
CCS 206	Children's Literature	3
CCS 241	Unit Planning For Early Childhood Education	2
CCS 245	Value of Play	2
PSY 101	General Psychology	5
SOC 101	Sociology	5
HEN 106	Safety and First Aid	3
MGT 208	Small Business Management	5

### CHILD CARE SERVICES ADVISORY COMMITTEE

Mrs. Lyn Danielson  
Parent Cooperatives

Mrs. Sandra Bright  
ABC Child Development Center

Mrs. Caroline Garrison  
16th Street Child  
Development Center

Ann Heiman  
Greeley Parent-Child Center

Mrs. Barbara McFerron  
Rainbow Path Preschool

Keith McNeil  
Director  
Head Start

Mrs. Jeannine Truswell  
Director  
Partners, Inc.



## GRAPHIC TECHNOLOGY

**Program Length:** 900 clock hours (74 credits) for the Certificate in Occupational Education program or 1210 clock hours (96 credits)

for the Artistic Option; 1150 clock hours (97 credits) for the Typesetting Option; 1170 clock hours (95 credits) for the Photographic Option; 1150 clock hours (98 credits) for the Mechanical Option within the Associate of Applied Science degree program.

**Potential Opportunities:** The program is designed to prepare the student for entry into a number of career fields; opportunities are almost unlimited in Graphic Technology. Key occupations include: layout, paste-up, composition, process camera work, image positioning, presswork, platemaking, and bindery. With additional training, the student also can be employed in graphic design, photography, management, sales, service, and repair. If you are interested in high speed, high volume communication within the printing industry (the third largest industry in the United States), a position is available to those with the proper skills.

**Program Requirements:** Completion of the six certificate requirements will earn a Certificate in Occupational Education.

The Associate of Applied Science degree program offers the student additional theory as it is related to the student's area of specialization. The degree is recommended for persons wishing to maintain long-term employment and advancement in the printing industry.

### CERTIFICATE PROGRAM

<b>Certificate Requirements:</b>		<b>CREDITS</b>
Fall Quarter		24
BUS 101	Beginning Typewriting	4
GRT 101	Graphic Technology I	20
Winter Quarter		25
BUS 155	Intermediate Communications	5
GRT 102	Graphic Technology II	20
Spring Quarter		25
GRT 103	Graphic Technology III	20
MAT 110	Applied Business Mathematics	5
<b>Total Credits for Certificate</b>		<b>74</b>

### DEGREE PROGRAM

#### Degree Requirements:

Completion of five core courses plus six to seven courses related to the student's specialization as listed below.  
(Total Degree Requirements from 95 to 99 credits.)

<b>Core Courses</b>		<b>CREDITS</b>
GRT 101	Graphic Technology I	20
GRT 102	Graphic Technology II	20
GRT 103	Graphic Technology III	20
HEN 106	Safety and First Aid	3
BUS 101	Beginning Typewriting	4
<b>Core Credit Hours Required</b>		<b>67</b>

The above courses are required and constitute the basic graphic technology core.

### ARTISTIC OPTION

AAD 101	Fundamentals of Art & Design I	5
AAD 131	Drawing I	3
AAD 132	Drawing II	3
AAD 221	Graphic Design I	3
BUS 155	Intermediate Communications	5
MAT 101	Applied Math I	5
PSY 145	Human Relations at Work	5
General Education/Support Courses Required		29
<b>Total Artistic Option</b>		<b>96</b>



## TYPESETTING OPTION

AAD 101	Fundamentals of Art & Design I	5
BUS 105	Speed & Accuracy Development in Typewriting	3
BUS 155	Intermediate Communications	5
COS 115	Applied Communications	3
CSC 101	Introduction to Computing and the BASIC Language	4
MAT 101	Applied Math I	5
PSY 145	Human Relations at Work	5
General Education/Support Courses Required		30
<b>Total Typesetting Option</b>		<b>97</b>

## PHOTOGRAPHIC OPTION

AAD 101	Fundamentals of Art & Design I	5
AAD 241	Photography I	3
BUS 155	Intermediate Communications	5
CHE 100	Fundamentals fo Chemistry	5
PHY 120	Fundamentals of Physics	5
PSY 145	Human Relations at Work	5
General Education/Support Courses Required		28
<b>Total Photographic Option</b>		<b>95</b>

## MECHANICAL OPTION

BUS 100	Introduction to Business	5
BUS 155	Intermediate Communications	5
MAT 102	Applied Math II	6
PHY 101	Applied Physics I	5
PHY 120	Fundamentals of Physics	5
PSY 145	Human Relations at Work	5
General Education/Support Courses Required		31
<b>Total Mechanical Option</b>		<b>98</b>

### Support Courses

GRT 100	Survey of Graphic Technology	3
GRT 104	Graphic Technology IV	10
GRT 107	Silk Screen Printing	2
GRT 199	Graphic Technology/Special Needs	1-3
GRT 295	Graphic Technology/Independent Study	2-5
GRT 299	Graphic Technology/Practicum	1

The above supporting courses are for the purpose of enriching the Degree or Certificate programs, but are not required.

## GRAPHIC TECHNOLOGY ADVISORY COMMITTEE

Richard K. Brown  
City of Greeley

Jerry Hoff  
Journal Publishing

Mark Kendall  
Shef Enterprises

Norman Nash  
Shef Enterprises

Jim Poppe  
Greeley Printing

## WELDING TECHNOLOGY

**Program Length:** 900 clock hours (72 credits) for Certificate in Occupational Education program or 1090 clock hours (72 credits

plus 18 credits of general education) for Associate of Applied Science degree program.

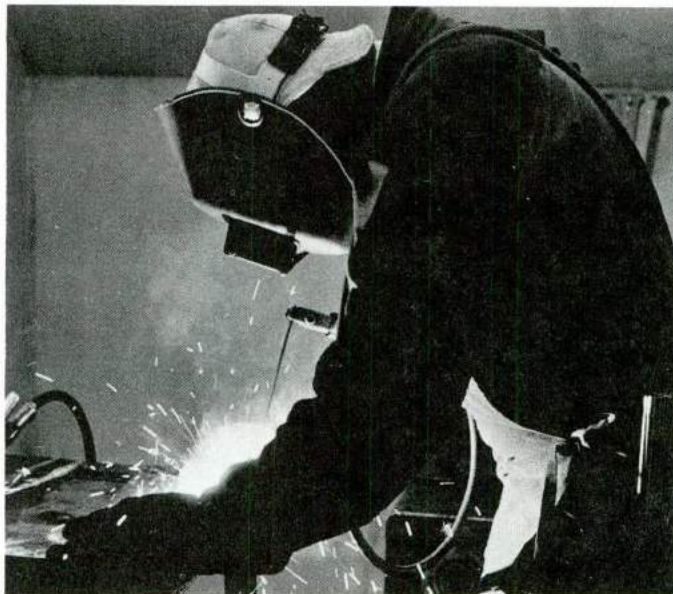
**Potential Opportunities:** The program is designed to develop the skills necessary to pass the welder qualification tests. Qualification tests may be given in one or more positions such as flat, horizontal, vertical, or overhead. After completion of this program, the student can find work on bridges, pipelines, power houses, refineries, railroads, automobiles, farm machinery, and earth-moving equipment. Wherever metal is to be joined, welding usually is 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. Other opportunities also exist for students in the welding field as a welding foreman, welding inspector, welding technician, job shop welder, welding supply salesman, welding instructor, or welding engineer. Good hand and eye coordination and the desire to work steadily and patiently to achieve high skills in the art of welding are prerequisites for this program.

It is our purpose to meet the training needs of the community. In most cases we are able to offer special vocational classes or programs upon request from industry or a group of students.

**Program Requirements:** Completion of the three certificate requirements will earn a Certificate in Occupational Education.

To earn an Associate of Applied Science degree, the student must complete the certificate requirements and at least 18 credit hours of general education courses. Students in Trades and Industry are encouraged to take the recommended general education courses when possible. With the consent of the student's advisor, other courses may be selected to fulfill the general education requirements.

Welding Technology I, II, and III (WLT 151, 152, 153) are offered every quarter. These courses are equivalent to former offerings: WLT 151 is equivalent to WLT 141 and 142; WLT 152 is equivalent to WLT 143 and 241; WLT 153 is equivalent to WLT 242 and 243.



## CERTIFICATE PROGRAM

Certificate Requirements:	CREDITS
Fall Quarter	24
WLT 151 Welding Technology I	24
Winter Quarter	24
WLT 152 Welding Technology II	24
Spring Quarter	24
WLT 153 Welding Technology III	24
<b>Total Credits for Certificate</b>	<b>72</b>



## DEGREE PROGRAM

### Degree Requirements:

Completion of all certificate requirements plus recommended general education courses.

### Certificate Requirements

#### Recommended General Education Courses

	<b>CREDITS</b>
	72
<b>Recommended General Education Courses</b>	19
COS 115 Applied Communications	3
ECO 105 Organizations and Institutions	3
HEN 106 Safety and First Aid	3
MAT 101 Applied Math I	5
PHY 101 Applied Physics I	5
<b>Total Credits for A.A.S. Degree</b>	<b>91</b>

### Support Courses

WLT 100 Survey of Welding	3
WLT 105 Basic Oxy/Acet Welding	4
WLT 106 Advanced Oxy/Acet Welding	4
WLT 107 Basic Shield Metal Arc Welding	4
WLT 108 Advanced Shielded Metal Arc Welding	4
WLT 109 Basic Gas Metal Arc Welding	4
WLT 115 Advanced Gas Metal Arc Welding	4
WLT 204 Welding Problems	4
WLT 236 Special Problems in Welding	24

## WELDING TECHNOLOGY ADVISORY COMMITTEE

Kurt Burrel  
Eastman Kodak Company  
Colorado Division

Dwight Giles  
Hydraulics Unlimited

Dr. Joe Goddard  
Self-employed

Murray Hill  
Lundvall Manufacturing

Gene Johnson  
Self-employed

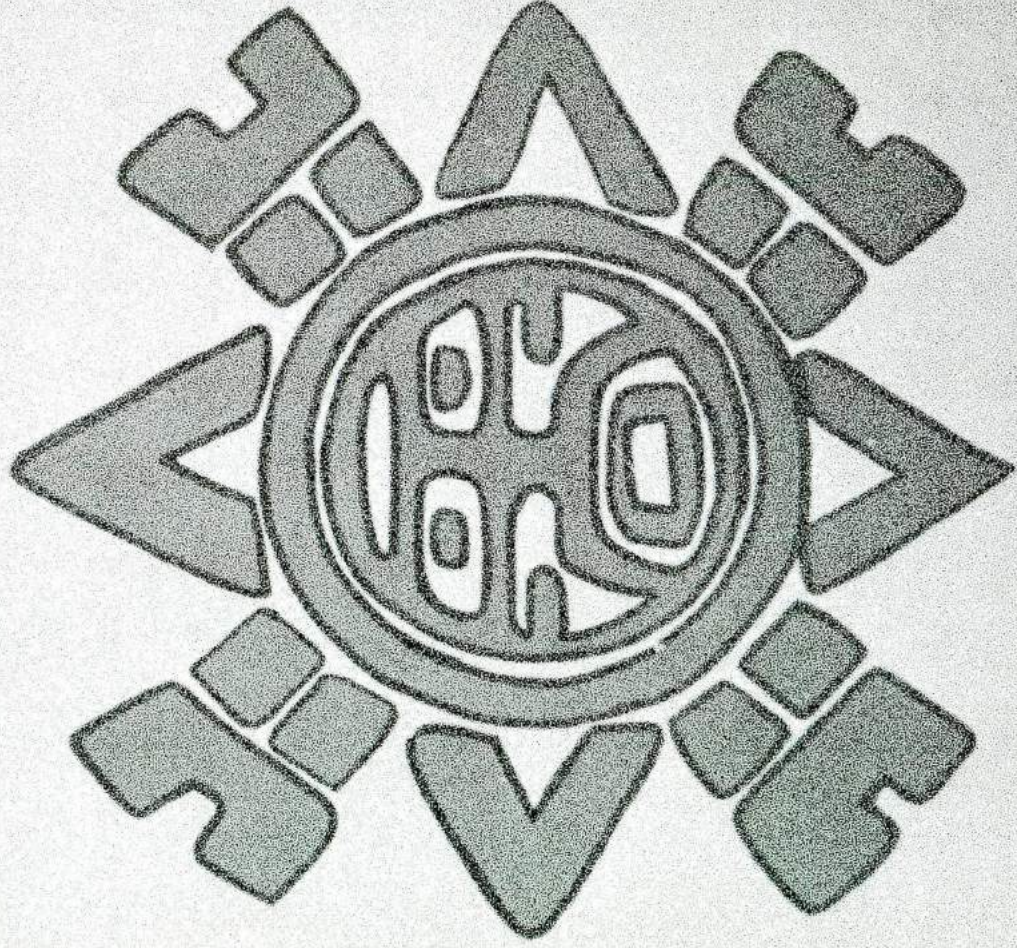
Dale Majors  
Majors Welding Supply

Larry Sarchet  
Certified Welding



DEVELOPMENTAL STUDIES  
ART TERRAZAS

DAVID GONZALES  
ESL





# DEVELOPMENTAL AND REMEDIAL EDUCATION

Developmental/Remedial Education exists to provide educational options for students. An initial assessment of academic skills is required in order to provide the student with courses that are best suited to her/his educational goals. Students have an opportunity to acquire or raise their level of skills in the areas of math, reading, writing, and basic oral language development to the required level necessary to pass the General Education Development (GED) examination and/or to benefit from occupational or degree programs.

The college offers its developmental/remedial education through five programs:

## INTENSIVE ENGLISH AS A SECOND LANGUAGE

The IESL program is designed for students who are literate in their native language and want to master the English language for college preparation. Students will be placed in a level of study commensurate with their abilities. The IESL program consists of six levels. Instruction in English, grammar, writing, reading, listening and speaking is offered at each level. Successful completion of the college preparatory level enables students to continue in their studies in any other program offered at Aims Community College. Foreign students wishing to take this curriculum must have their visa cleared by the Office of Admissions and Records.

## SURVIVAL ENGLISH AS A SECOND LANGUAGE (ESL)

This program is for students who wish to improve or gain English speaking skills. The courses will emphasize verbal skills related to subject matter which is relevant to the adult learners in the class, such as consumer education, jobs, schools, and the community. Foreign students wishing to take this curriculum must have their visa cleared by the Office of Admissions and Records.

## APRENDER INGLÉS COMO SEGUNDA LENGUA

Estas clases son principalmente para estudiantes que quieren aprender o mejorar su habilidad en inglés. Énfasis en las enseñanza de las clases será en desarrollar habilidades orales (de conversación) que son relacionadas al estudiante, tal como educación al consumidor, el empleo, la escuela, y la comunidad.

La matriculación de estudiantes del extranjero que desean tomar estas clases debe de ser aprobada por al oficina de admisión.

Aunque el énfasis de estas clases será en que el estudiante obtenga habilidad oral (de conversación) lectura y escritura principante será enseñada junto con la enseñanza oral. Como parte de las clases, los estudiantes participarán en excursiones cuando el instructor vea la necesidad.

## DEVELOPMENTAL EDUCATION

Developmental courses include a sequence of skill development classes in reading, language, and/or mathematics. They are content-oriented courses designed to prepare students for the GED or for remedial-level courses.

## GENERAL EDUCATION DEVELOPMENT

The GED program is designed to help students develop the skills

necessary to pass the GED examination in the content areas of arithmetic, language, reading comprehension, social science, and science. The program contains group activities, instructor presentations, and individualized activities. Students will be encouraged to study any of the content areas in greater depth than required for the GED in order to prepare themselves for future college or vocational goals. The GED certificate is equivalent to the high school diploma and is accepted by most employers and schools of higher education. The GED certificate often provides increased opportunities for future education.

These courses also are designed to give students who have a GED, high school diploma, or their equivalency preparation in reading, language arts, math, and social sciences sufficient for them to meet their personal, vocational, and/or academic needs on a college level.



## FUNDAMENTAL STUDIES

Remedial courses are designed for the college student who needs to improve basic skills in reading, language, and/or mathematics before attempting entry-level college courses.

## DEVELOPMENTAL REMEDIAL EDUCATION CURRICULUM

A student will be placed into the courses indicated by preassessment in language, reading, and/or mathematics. The student will continue through the sequence of courses in one or more of the skill areas until such time as the student has met his or her self-improvement goals, passed the GED examination, or acquired the skill competencies to do entry-level college work.

Language:	Possible Course Hours
English as a Second Language (ESL)	5-36
Developmental Language	9
Intensive English as a Second Language	10-60
Remedial Language	10-16
<b>Mathematics:</b>	
Developmental Mathematics	20
Remedial Mathematics	5-20
<b>Reading:</b>	
Developmental Reading	20
Remedial Reading	9-24
Intensive English as a Second Language Reading	5-30







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# COURSE DESCRIPTIONS

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## ACC: ACCOUNTING

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### ACC 031 PERSONAL INCOME TAX

A study of the tax laws as they apply to individual income taxes including itemized deductions, employee's business expense, the rules for filing joint or separate federal returns, and the preparation of state returns.

**Prerequisite:** none

**Three credits:** 30 clock hours

### ACC 032 SEMINAR FARM RECORDS

A study to give guidelines on record keeping of farm information, the reasons for doing so, and how the information applies when filing tax returns. Includes Schedule F, depreciation, self-employment taxes, Schedule D and tax credits.

**Prerequisite:** none

**Three credits:** 30 clock hours

### ACC 101 PRINCIPLES OF ACCOUNTING I

Fundamentals of accounting theory and practice. Includes a study of the entire accounting cycle, accounting for a merchandising concern, special journals, control of cash, and accounts and notes receivable.

**Five credits:** 50 clock hours

### ACC 102 PRINCIPLES OF ACCOUNTING II

A continuation of ACC 101 emphasizing the study of inventories, plant and equipment, intangible assets, short-term and long-term liabilities, investments and bonds payable, and accounting for partnerships and corporations.

**Prerequisites:** ACC 101 and ACC 298

**Five credits:** 50 clock hours

### ACC 103 PRINCIPLES OF ACCOUNTING III

A continuation of ACC 102 emphasizing departmental, manufacturing and cost accounting, flow of funds, standard cost and capital budgeting, and statement analysis.

**Prerequisite:** ACC 102

**Five credits:** 50 clock hours

### ACC 105 PAYROLL ACCOUNTING

An in-depth study of the need for payroll and personnel records, computing gross salary using different methods, determining taxes (Social Security, Federal and State withholding, and unemployment) and various accounting systems used to record payroll. A payroll project will be completed.

**Prerequisite:** ACC 101, BUS 141 or permission of instructor

**Three credits:** 10 clock hours

### ACC 106 CAREERS IN ACCOUNTING

An exploratory class for accounting students to determine specific job opportunities, entry level skills needed, and possibilities for advancement in accounting positions.

**Prerequisite:** ACC 101 or permission of instructor

**One credit:** 10 credit hours

### ACC 109 CREDIT COLLECTING

Presents guidelines for extension of credit, rules that enhance or limit collections, and methods used to collect accounts for small

businesses.

**One credit:** 10 clock hours

### ACC 115 FARM RECORDS AND TAX

Presents guidelines for keeping farm records and using them for filing tax forms. Provides information on determining the need for increasing capital assets and methods of financing them. Depreciation and investment credit will be discussed.

**Five credits:** 50 clock hours

### ACC 121 INCOME TAX ACCOUNTING I

A study of the important income tax code provisions as they affect individuals and business enterprises; topics are: who must file, inclusions/exclusions of gross income, tax liabilities, gains and losses itemized deductions, depreciation, rental income, and sale of personal residence.

**Prerequisite:** ACC 102 or permission of instructor

**Five credits:** 50 clock hours

### ACC 122 INCOME TAX ACCOUNTING II

A continuation of ACC 121 emphasizing the rules and regulations as they apply to pension funds, annuities, IRS, Keogh plans; partnerships and corporations; net operating losses; investment credit carryovers, carrybacks and recapture; installment sales on personal residence; and minimum, maximum, and alternative taxes.

**Prerequisite:** ACC 121 or permission of instructor

**Three credits:** 30 clock hours

### ACC 123 INCOME TAX ACCOUNTING I AND II

Combined ACC 121 and ACC 122 into one class. Covers same topics.

**Prerequisite:** ACC 102 or permission of instructor

**Eight credits:** 80 clock hours

### ACC 201 INTERMEDIATE ACCOUNTING I

An in-depth study of the accounting cycle, and the principles and concepts of accounting. Attention is given to cash and temporary investments, receivables, and cost/valuation procedures for inventories.

**Prerequisite:** ACC 103 or permission of instructor

**Five credits:** 50 clock hours

### ACC 202 INTERMEDIATE ACCOUNTING II

Continuation of ACC 201 with emphasis on long-term assets and liabilities (long-term and short-term), investments, and flow of funds.

**Prerequisite:** ACC 201 or permission of instructor

**Five credits:** 50 clock hours

### ACC 205 ACCOUNTING SYSTEMS

A study of flow accounting information within an organization, with emphasis on integration of accounting sub-systems, designing a system for a business and viewing systems currently being used.

**Prerequisites:** ACC 105 and ACC 201, or permission of instructor

**Four credits:** 40 clock hours

### ACC 211 COST ACCOUNTING I

Studies the fundamental elements of an organization's direct and indirect cost. Emphasizes preparation of cost data for management use.

**Prerequisite:** ACC 103 or permission of instructor

**Five credits:** 50 clock hours



**ACC 246 FINANCIAL MANAGEMENT**

Deals with conceptual alternatives of financial management. Emphasizes preparation and analysis of sources and uses of short- and long-term capital, and an in-depth analysis of financial statements.

**Prerequisite:** ACC 103 or permission of instructor

**Five credits:** 50 clock hours

**ACC 298 ACCOUNTING PRACTICUM I**

Students complete a sole-proprietor merchandising practice set.

**Prerequisite:** ACC 101 or BUS 141, with a grade of C or better

**One credit:** 15 clock hours

**ACC 299 ACCOUNTING PRACTICUM II**

Students complete a practice set commensurate with the level of accounting theory to which they have been exposed. Course may be repeated for additional credit.

Principles of Accounting II-Corporate Merchandising set

Cost Accounting-Corporate Manufacturing set using either job or process cost; Intermediate Accounting- practice set using working papers from incomplete records.

**Minimum Prerequisites:** ACC 101 and ACC 298

**One credit:** contact instructor, 15 clock hours

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## AGR: AGRICULTURE SALES AND SERVICE TECHNOLOGY

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**AGR 111 INTRODUCTION TO AGRICULTURE**

Basic elements of the agricultural sciences, educational requirements, employment possibilities and related topics.

**Three credits:** 30 clock hours

**AGR 118 FERTILIZATION AND SOIL**

General overview of soil and nutrients and their makeup. Soil testing and analyzing included.

**Five credits:** 50 clock hours

**AGR 125 AGRICULTURE PESTICIDES**

Overview of more common pesticides used in agriculture, their makeup and uses. Includes sprayer calibrations, spray compounds, and medications.

**Five credits:** 50 clock hours

**AGR 178 GENERAL CROP SCIENCE**

Cultural practices and botanical characteristics of crops including techniques of crop production and quality improvement. Emphasis on Colorado and this region's crops.

**Five credits:** 50 clock hours

**AGR 179 INTRODUCTION ANIMAL SCIENCE**

Fundamentals of livestock production pertaining to principles of breeding, genetics, feeding, nutrition, disease and marketing. Breeds of beef, sheep, swine and horses will be covered.

**Five credits:** 50 clock hours

**AGR 215 INTRODUCTION SOIL SCIENCE**

Formation, properties and management of soils. Emphasis on soil conditions that affect plant growth.

**Prerequisites:** CHE 101, 102

**Five credits:** 50 clock hours

**AGR 216 FEEDS AND FEEDING**

Common feeds and their uses in feeding livestock. Includes calculations of rations which meet requirements for maintenance,

growth and production.

**Five credits:** 50 clock hours

**AGR 217 LIVESTOCK SELECTION**

Growth, development and value determining characteristics of market animals. Emphasis on terminology used in describing and comparative selection of meat animals.

**Prerequisite:** AGR 179

**Three credits:** 30 clock hours

**AGR 218 FARM AND RANCH MANAGEMENT**

Principles of economics as related to the practical operation of farm or ranch including inventory, land capabilities, farmstead planning, crop systems, feed and machinery requirements.

**Five credits:** 50 clock hours

**AGR 135 AGRICULTURE-ON-THE-JOB TRAINING I****AGR 136 AGRICULTURE-ON-THE-JOB TRAINING II**

On-the-job work experience offers an extension and application of classroom instruction through college and employer supervised work experience that is related to the student's educational goals. Placement and educational objectives must be approved by the student's advisor. Students must work a minimum of 325 hours. Upon completion, an evaluation of the work experience will be accomplished by the student, the employer, and the program advisor.

**Prerequisite:** advisory approval

**Ten credits each**

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## AGRICULTURE HOME STUDY COURSES

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**MANAGEMENT DEVELOPMENT****AGS 100 INTRODUCTION TO AGRIBUSINESS**

An overview of agribusiness including farming, farm supplies and service businesses, and marketing farm products.

**Three credits:** 30 clock hours

**AGS 101 INTRODUCTION TO AGRIBUSINESS MANAGEMENT**

Basic managerial principles, managing through people, financial strategies and planning.

**Three credits:** 30 clock hours

**AGS 102 AGRICULTURAL ECONOMICS**

Agricultural resources and production, market-price determination and marketing, and the world agricultural situation.

**Three credits:** 30 clock hours

**AGS 103 PERSONNEL MANAGEMENT**

Employee needs, selection and motivation, performance, appraisal, wage determination, and employee health and safety.

**Three credits:** 30 clock hours

**AGS 104 COOPERATIVE MANAGEMENT BY OBJECTIVES**

Setting objectives, writing performance standards, conducting effective performance appraisals.

**Three credits:** 30 clock hours

**AGS 105 POSITIVE PERFORMANCE APPRAISAL**

Designing appraisal systems, conducting appraisal sessions, developing employees.

**Three credits:** 30 clock hours.



**AGS 106 EMPLOYEE SELECTION AND INTERVIEWING**

Selection process, interviewing checking references, equal opportunity employment.

**Three credits:** 30 clock hours

**ACCOUNTING/OFFICE MANAGEMENT****AGS 122 HOW MONEY WORKS IN AN AGRIBUSINESS**

Financial management, organizing and analyzing financial information, source and use statement, securing finances, and flow of money.

**Three credits:** 30 clock hours.

**EMPLOYEE COMMUNICATIONS****AGS 130 COOPERATIVE ORGANIZATIONS**

Co-op history, co-ops and today's economy, federal legislation and cooperatives, cooperative organization financing and credit in co-ops role of co-op directors and managers, and credit in co-ops.

**Three credits:** 30 clock hours

**AGS 131 AGRIBUSINESS WRITING**

Writing successful letters, reports and memos that get results with emphasis on the reader, the message, punctuation and style.

**Three credits:** 30 clock hours

**AGS 132 AGRIBUSINESS TELEPHONE COMMUNICATIONS**

Developing effective telephone manners, selling over the telephone, handling outside calls, and customer complaints and collecting delinquent accounts.

**Three credits:** 30 clock hours

**FERTILIZER AND AG CHEMICALS****AGS 141 FERTILIZER**

Soil types, nutrients, and testing, fertilizer materials, fertilizing common crops, using the CO-OP Farmacy File, selling CO-OP fertilizer.

**Three credits:** 30 clock hours

**AGS 142 AG CHEMICALS**

Common insects and weeds, insecticides, herbicides, handling chemicals safely, stored grain chemicals, seed treatment.

**Three credits:** 30 clock hours

**AGS 143 LAWN AND GARDEN CENTER SALES**

Establishment and maintenance of a lawn; weed, insect, and disease control in a lawn; and a proven sales approach for lawn and garden center sales.

**Three credits:** 30 clock hours

**AGS 144 CORN PRODUCTS**

Corn plant development, hybrid selection, seedbed preparation and planting, fertilizing corn, corn insects, and diseases.

**Three credits:** 30 clock hours

**AGS 151 FEED AND ANIMAL HEALTH****AGS 151 FEED**

Animal nutrition and digestion; roughages, grains, and supplements; ration formulation; feed\_warehousing; and selling CO-OP feed.

**Three credits:** 30 clock hours.

**AGS 152 ANIMAL HEALTH**

Animal health terms, diagnosing disease, wounds, poisonings, parasites, and CO-OP Animal Health products.

**Three credits:** 30 clock hours

**AGS 153 BEEF PRODUCTION--COW/CALF PROGRAM**

Beef cow feeding, creep feeding, feeding replacement heifers,

herd health program.

**Three credits:** 30 clock hours

**AGS 154 BEEF PRODUCTION--GROWING AND FINISHING PROGRAM**

The starting program, growing program, COPASS program, finishing program, grower and feedlot health programs.

**Three credits:** 30 clock hours

**AGS 155 SWINE PRODUCTION**

The CO-OP Meat Market Program, management of the herd, hog health products, and hog facilities and equipment.

**Three credits:** 30 clock hours

**AGS 156 SHEEP PRODUCTION**

Managing and feeding the breeding flock and fattening lambs, identifying diseases of sheep and managing the flock at lambing.

**Three credits:** 30 credit hours

**AGS 17 DAIRY PRIDUCTS**

The dry cow, lactating herd, replacement heifer, dairy feeds, sanitation and fly control, management suggestions.

**Three credits:** 30 clock hours

**PETROLEUM, TBA, AND LPG****AGS 161 PETROLEUM**

CO-OP gasoline, diesel fuel, and ludricants; storage of fuels; operation of a bulk plant and tank truck; using the Farm Tractor Lube Guide; and selling CO-OP petroleum products.

**Three credits:** 30 clock hours

**AGS 162 SERVICE STATION SALES AND SERVICE**

CO-OP service at the pump, effective merchandise displays, service station sales plan, under-the-hood checkpoints, and service station safety.

**Three credits:** 30 clock hours

**AGS 163 ON-THE-FARM SALES AND SERVICE**

Repairing tractor tires, recording vital information, safety on the repair call, effective selling on the farm

**Three credits:** 30 clock hours

**AGS 164 SELLING CO-OP TIRES, BATTERIES AND ACCESSORIES**

The successful sale, TBA product information, product features and benefits, CO-OP warranties and adjustments, and the importance of co-op service to TBA sales.

**Three credits:** 30 clock hours

**AGS 165 LP GAS HANDLING AND STORAGE**

Transferring LP gas, care of equipment, bulk plant records and safety, filling cylinders, LP delivery.

**Three credits:** 30 clock hours

**AGS 166 LP CARBURATION**

Provides an overview of the nature, origin, and use of LP gas. Teaches the carburation system beginning with engine operation; covers fuel and combustion. Carburation system parts covered are: air cleaner, ventilation, governors, ignition circuit, adjustments, tests, and trouble shooting.

**Three credits:** 30 clock hours

**GRAIN TRAINING****AGS 173 PHYSICAL GRAIN HANDLING**

Principles of grain management including facilities, operations, personnel, inventory, and financial management.

**Three credits:** 30 clock hours



## SALES TRAINING

### AGS 182 FARM STORE MANAGEMENT

Purchasing merchandise, display of merchandise, advertising, inventory control, store layout, budgets, financial statements, and employee training.

**Three credits:** 30 clock hours

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## ANT: ANTHROPOLOGY

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### ANT 101 INTRODUCTION TO ANTHROPOLOGY

Introduces the nature and scope of anthropology, organic man, race and the nature of culture.

**Five credits**

### ANT 106 INTRODUCTION TO ARCHAEOLOGY

Surveys the prehistory of man, his technology, and contributions to the modern world. Examines major archaeological groups and sites, methods of excavation, dating of artifacts, and analysis of data.

**Five credits**

### ANT 115 NORTH AMERICAN INDIANS I

Examines various tribes and their cultural development within the confines of their environment.

**Three credits**

### ANT 116 NORTH AMERICAN INDIANS II

Same as North American Indian I, but explores different groups.

**Prerequisite:** none

**Three credits**

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## ARC: ARCHITECTURAL DRAFTING TECHNOLOGY

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### ARC 100 INTRODUCTION TO ARCHITECTURAL TECHNOLOGY

A survey course to provide students with fundamental knowledge needed to work with architect. The student that successfully completes this course will have a good understanding of architectural practice and be able to graphically assemble the necessary construction elements to meet a client's needs.

**Prerequisite:** none

**Two credits:** 30 clock hours

### ARC 103 DRAFTING III: ARCHITECTURAL

An introduction to the field of architectural drafting through development of basic skills and knowledge in planning, layout, and drawing of residential architecture. Guides students through a series of exercises starting with a basic idea and culminating with a full set of working construction drawings.

**Prerequisite:** MCE 102, equivalent, or permission of instructor

**Six credits:** 80 clock hours

### ARC 201 DRAFTING IV: ARCHITECTURAL

Provides students with an opportunity to study wood frame and timber construction techniques, including modular and component selection and applications.

**Prerequisite:** ARC 103, concurrent with ARC 204 and MCE 201, or permission of instructor

**Six credits:** 80 clock hours

### ARC 202 DRAFTING V: ARCHITECTURAL

Provides students with an opportunity to study concrete and masonry as building materials. Applications and techniques related to structure as well as decor will be explored.

**Prerequisite:** ARC 201, equivalent, or permission of instructor

**Six credits:** 80 clock hours

### ARC 203 DRAFTING VI: ARCHITECTURAL

Provides students with an opportunity to study steel applications and techniques. Structural and decorative applications in relation to building construction will be explored.

**Prerequisite:** ARC 202, equivalent, or permission of instructor

**Six credits:** 80 clock hours

### ARC 204 CONTRACT DRAWING INTERPRETATION

Provides students with an opportunity to study and evaluate typical documents, drawings, forms, and code requirements encountered in the day-to-day operation of an architectural design office.

**Prerequisite:** concurrent with ARC 201 and MCE 201 or permission of instructor

**Five credits:** 50 clock hours

### ARC 205 CONSTRUCTION SUPERVISION AND INSPECTION

Provides students with an opportunity to study construction supervision coordination and inspection techniques and, then, to apply those skills in an on-site situation; first, through on-site visitations (field trips) and limited assignment to a building construction project; then, through limited assignment to a local building inspection department.

**Prerequisite:** ARC 204 or permission of instructor

**Three credits:** 40 clock hours

### ARC 206 ARCHITECTURAL PROJECT DRAFTING

Provides students with an opportunity to work in an actual or simulated project atmosphere. The student may spend part of the quarter assigned to an architect's office or may be assigned to a project team (simulated school project) for further work in specific area of interest. Building systems and components will be emphasized.

**Corequisite:** ARC 203 or permission of instructor

**Five credits:** 70 clock hours

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## ART

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### ART

#### ART 100 ART APPRECIATION

Introduction to art, architecture, and the several fields of design. Through visual presentations, discussions, and studio exercises, students examine various ways in which people express themselves, and solve problems, e.g. painting, sculpture, crafts, housing, and consumer goods. Course fulfills a humanities requirement.

**Five credits**

#### ART 107 ARTS FOR HUMAN DEVELOPMENT

This course offers a variety of information and activities in the areas of drawing, design and color, crafts, music, poetry and prose to heighten the student's sensitivity to and awareness of the arts.

**One credit:** 20 clock hours

#### ART 111 ART HISTORY I

#### ART 112 ART HISTORY II

These courses provide students with a basic historical understanding of western art forms, architecture, and relevant



crafts. Art History I covers prehistoric through Medieval periods and Art History II covers the Renaissance through contemporary movements.

**Five credits each**

#### **ART 299 ARTS PRACTICUM**

This learning structure facilitates the development of creative talents (an interrelation of motor, affective, and cognitive skills). The particular format and content of each practicum is determined by the art form the student is working in and his or her level of proficiency. May be repeated at different levels of proficiency. One to three credits: contact program coordinator.

#### **ARS 241 PAINTING I**

#### **ARS 242 PAINTING II**

These courses introduce students to the design principles, technical information, and skills necessary to express ideas and feelings through painting. Painting II emphasizes materials exploration in terms of painting, and further development of individual approaches to painting.

**Three credits each:** 60 studio hours each.

#### **ARS 243 WATER MEDIA I**

#### **ARS 244 WATER MEDIA II**

These courses include a survey of the various water media processes, instruction in the basic water media techniques, and work with the unique aspects of developing a painting. Water Media II includes the study of concepts, (forms for effective water media statements), and concentrates on individual patterns of expression.

**Three credits each:** 60 studio hours each

#### **ARS 251 SCULPTURE I**

#### **ARS 252 SCULPTURE II**

These courses include a survey of traditional and contemporary sculptural forms, the study of sculptural elements, organization and imagery; experience in designing for sculpture; instruction in the basic techniques of modeling, carving, and construction. Sculpture II emphasizes the figure, further work in designing for sculpture, and further instruction in the techniques of modeling, bronze casting and construction.

**Three credits each:** 60 studio hours each

#### **ARS 261 JEWELRY AND METALWORK I**

#### **ARS 262 JEWELRY AND METALWORK II**

Jewelry and Metalwork I includes a study and survey of jewelry and related metal forms; experience in designing for jewelry and metalwork; and instruction in the basic techniques of cutting, forming, soldering, finishing, and stone setting. Jewelry and Metalwork II emphasizes conceptual design development and specialized techniques (e.g. casting, raising, enameling, stone cutting).

**Three credits each:** 60 studio hours each.

#### **ARS 271 POTTERY AND CERAMIC DESIGN I**

#### **ARS 272 POTTERY AND CERAMIC DESIGN II**

Pottery and Ceramic Design I includes a survey of traditional and contemporary pottery and ceramic forms; the study of functional and decorative design elements and principles of organization; experience in designing for ceramic objects, and instruction in the several techniques of handbuilding. Pottery and Ceramic Design II includes a survey of wheel thrown pottery; continued instruction in the various aspects of throwing; the study of the essentials of glaze formulation; and work with creative design for wheel thrown forms.

**Three credits each:** 60 studio hours each

#### **ARS 281 WEAVING AND TEXTILE DESIGN I**

#### **ARS 282 WEAVING AND TEXTILE DESIGN II**

These courses include a basic study of selected textile design processes. Weaving and Textile Design I Includes instruction in

weaving and the related processes of stitchery, hooking, batik, and silk screen, experience with creative design processes for textiles. Weaving and Textile Design II continues instruction on the four harness loom emphasizing basic weaves and experimental and creative design within the weaving process.

**Three credits each:** 60 studio hours each

### **DESIGN**

#### **AAD 101 FUNDAMENTALS OF ART AND DESIGN I**

#### **AAD 102 FUNDAMENTALS OF ART AND DESIGN II**

These courses include the study of light, space, and perception. Students study the process of creative thinking, fundamental visual elements, and principles of organization. Included are: techniques for idea development, executing "rough" proposals, choosing effective materials, and making successful presentations. The application of these fundamentals to problems in the visual arts and design fields is surveyed. First course concentrates on two-dimensional situations; second course focuses on three-dimensional conditions.

**Five credits each**

#### **AAD 125 GRAPHIC DESIGN WORKSHOP**

This course includes a changing variety of subjects of practical or limited scope (e.g. executing the "comprehensive," air brush techniques, slide show production, design of graphs and charts, and publication design.) May be repeated for different subjects.

**One credit:** 20 studio hours

#### **AAD 131 DRAWING I**

#### **AAD 132 DRAWING II**

These courses introduce students to drawing as a means of visual thinking and communication. Drawing I assignments cover visual perception, basic drawing techniques (e.g. line drawing, shading, perspective), and composition. Students may choose to emphasize "commercial" or personally expressive drawing approaches. Drawing II includes a survey of expressive drawing styles, design for drawing, further experience with developing and expressing concepts in terms of drawing, and an exploration of various drawing mediums.

**Three credits each:** 60 studio hours

#### **AAD 145 PHOTOGRAPHY WORKSHOP**

This course includes a changing variety of subjects of practical or limited scope (e.g. "graphic" photography, slide show production, and other subjects with a range of media). May be repeated for different subjects.

**One credit:** 20 studio hours

#### **AAD 155 INTERIOR DESIGN WORKSHOP**

This course includes a changing variety of subjects of practical or limited scope (e.g. design for remodeling, review of new materials, simple design ideas, and design for landscape). May be repeated for different subjects.

**One credit:** 20 studio hours

#### **AAD 201 SURVEY OF FASHION DESIGN**

Within the context of fashion design and display, this course covers visual perception, the process of creative thinking and expression, the fundamentals of visual design as applied to this field, and a survey of examples.

**Three credits:** 60 clock hours

#### **AAD 221 GRAPHIC DESIGN I**

#### **AAD 222 GRAPHIC DESIGN II**

These courses introduce students to graphic applications of drawing, painting and photographic techniques; and creative design with letter forms and composition (e.g. logos, letterheads, posters, brochures, advertising, and publications). Graphic Design I



concentrates on basic concepts and working processes from idea development through the execution of the "rough" to the "complete." Graphic Design II covers additional design projects, such as calendars, other advertising, and publications such as newsletters, catalogues, or service manuals. Students will execute a project through camera ready art.

**Three credits each:** 60 studio hours each

#### **AAD 223 GRAPHIC DESIGN III**

Includes a survey of graphic preparations for packaging, product design, signage, and interior and architectural planning; and the elements and principles relevant to their design.

**Three credits:** 60 studio hours

#### **AAD 225 LETTERING**

This course introduces lettering (calligraphy) as an art form and as a major design element in graphic design. It includes instruction in techniques, information regarding tools and materials, practice in various lettering styles, and practical applications.

**Three credits:** 60 studio hours

#### **AAD 231 FIGURE DRAWING I**

#### **AAD 232 FIGURE DRAWING II**

These courses include a survey of figure drawing, study of anatomy in terms of drawing, and instruction in the basic techniques of drawing the human figure. Figure Drawing II includes more additional study of anatomy and complex drawing problems.

**Three credits each:** 60 studio hours each

#### **AAD 235 GRAPHIC ILLUSTRATION**

This course allows students with previous drawing experience to explore "commercial" applications such as illustration, or architectural rendering.

**Prerequisites:** AAD 131 and AAD 132

**Three credits:** 60 studio hours

#### **AAD 241 PHOTOGRAPHY I**

#### **AAD 242 PHOTOGRAPHY II**

#### **AAD 243 PHOTOGRAPHY III**

Photography I and II includes a survey of historical and contemporary photographic styles, the study of relevant design elements and principles of organization, camera mechanics, and darkroom techniques. The planning and execution of photographs of expressive and creative visual content is emphasized. Photography III includes a survey of functional applications of photography (e.g. photo illustration, portraiture), and work with related design principles and photographic techniques.

**Three credits each:** 60 studio hours each

#### **AAD 245 PHOTOJOURNALISM**

A study of photography used for telling a picture story. Includes composition and use of the camera for publications.

**Prerequisite:** AAD 241

**Three credits:** 60 studio hours

#### **AAD 250 INTRODUCTION TO ARCHITECTURE AND INTERIOR DESIGN**

Includes a historical survey of architectural and interior styles. Introduces architectural vocabulary forms and materials and methods of construction. Provides a fuller understanding of the architectural design and planning fields.

**Three credits**

#### **AAD 251 INTERIOR DESIGN I**

#### **AAD 252 INTERIOR DESIGN II**

#### **AAD 253 INTERIOR DESIGN III**

Interior Design I and II cover interior visual and spatial elements, organizing principles, materials, and their relationships to architecture. Each emphasizes the process of studying and

designing for interior spaces. Interior Design III gives students an opportunity to apply, within a structured course setting, interior design concepts to specific problems (e.g. residential interiors, display spaces).

**Three credits each:** 60 studio hours each

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## **AST: ASTRONOMY**

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#### **AST 101 INTRODUCTORY ASTRONOMY**

Covers methods of observation and analysis used by astronomers: astronomic tools, the solar system, stars, galaxies, and constellations of 40 degrees N. lat. Also includes observing with the telescope.

**Three credits:** three hours lecture

#### **AST 102 ASTRONOMY SEMINAR**

An approach to more advanced topics in astronomy that allows students to explore an area of this subject in depth. Students will write a paper, determine the method of exposition, and present the special information to the class.

**Three credits:** three hours of lecture

#### **AST 109 SELECTED ASTRONOMY TOPICS**

Provides the opportunity to become familiar with the constellations, brighter stars, planets, lunar features, and conspicuous deep spaced objects visible during the course of the class. Discussions and lectures will focus on the solar system, extraterrestrial life, astronomical instruments, spectroscopy, and spaced exploration.

**Three credits:** two hours lecture

#### **AST 295 INDEPENDENT STUDY IN ASTRONOMY**

Provides an opportunity for the highly motivated student to engage in intensive study and research on a specified topic under the direction of a faculty member. The student will be limited as to the number of independent study credits taken per quarter.

**Prerequisite:** previous academic study or experience in astronomy

**One to three credits:** contact division chairman

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## **ABR: AUTO BODY REFINISHING ABR: AUTO BODY REPAIR**

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#### **ABR 102 BASIC STRAIGHTENING**

Students will be able to properly set up a gas welding unit; make lap and butt T-joints in the flat position, and lap and butt in the vertical position using oxy-acetylene and MIG welding equipment. Students also will be able to identify types of damage, use the hand tools and power equipment necessary for repairing minor damage and major door damage, and use plastic filler on the large areas of repair.

**Four credits:** 60 clock hours

#### **ABR 103 BASIC REFINISHING**

Students will become familiar with refinishing material and equipment, and their uses. They will prime, sand, and apply top coats using proper methods.

**Four credits:** 60 clock hours

#### **ABR 111 DAMAGE REPAIR**

Students will be able to identify auto panels, use power tools and equipment necessary to repair the damage on an auto; and remove



and replace interior and exterior trim as needed to complete the repair.

**Prerequisite:** ABR 102, ABR 141, or permission of instructor

**Four credits:** 60 clock hours

#### **ABR 112 ELECTRICAL AND ALIGNMENT**

Students will be able to diagnose minor electrical malfunctions resulting from collision damage, using a continuity light. They also will be familiar with the use of front end alignment equipment and methods of aligning a front end.

**Four credits:** 60 clock hours

#### **ABR 121 ELECTRICAL AND ALIGNMENT**

Students will be able to diagnose minor electrical malfunctions resulting from collision damage, using a continuity light. They also will be familiar with the use of front end alignment equipment and methods of aligning a front end.

**Four credits:** 60 clock hours

#### **ABR 122 ADVANCED REFINISHING**

Students will properly sand, prime, mask, and seal a car; and refinish the car with finishes currently used in industry.

**Prerequisite:** ABR 103 or permission of instructor

**Four credits:** 60 clock hours

#### **ABR 123 DAMAGE APPRAISAL (ESTIMATING)**

Students will become familiar with the manuals, forms, and procedures for writing damage estimates.

**Prerequisite:** ABR 121

**Four credits:** 40 clock hours

#### **ABR 141 AUTO BODY REPAIR I**

Students will learn to weld lap, butt, and tee joints in the flat and vertical positions using oxy-acetylene and MIG welding equipment. They will be able to remove small dents with the pick and file method without the use of fillers, and progress to severe or major door damage using power equipment and fillers to repair damage. They also will repair the damaged area using proper priming, sanding, and color application techniques.

**Twelve credits:** 150 clock hours

#### **ABR 142 AUTO BODY REPAIR II**

Students will learn to identify the panels on an auto and to use power tools in the repair, replacement, and alignment of damaged panels. They will remove and replace interior and exterior trim as necessary for completion of the repair, and refinish partial and complete panels.

**Prerequisite:** ABR 141 or permission of instructor.

**Twelve credits:** 150 clock hours

#### **ABR 143 AUTO BODY REPAIR III**

Students will learn to diagnose minor electrical malfunctions in circuits, using continuity lights; will properly sand, prime, mask, and seal a car; will refinish the car with finishes currently used in industry, and will become familiar with the use of the front end alignment equipment and methods used in aligning the front end. Students will learn to remove, install, and make adjustment to automotive glass. They also will become familiar with the manuals and procedures of writing estimates.

**Prerequisite:** ABR 141 or permission of instructor

**Twelve credits:** 150 clock hours

#### **ABR 151 AUTO REFINISH I**

Students will become familiar with refinishing materials, solvents, primers, sandpapers, top coats, and the uses of each. They will become familiar with tools, spray gun, sanders, transformers, air compressors, and accessories used in auto refinishing.

**Twelve credits:** 150 clock hours

#### **ABR 152 AUTO REFINISH II**

Students will sand, prime, mask, seal and apply top coats to partial and complete panels. Proper color matching using acrylic enamels and acrylic lacquer paints is included.

**Prerequisite:** ABR 151 or permission of instructor

**Twelve credits:** 150 clock hours

#### **ABR 153 AUTO REFINISH III**

Students will prep and apply top coats to the entire car using lacquers and enamels.

**Prerequisite:** ABR 151 or permission of instructor

**Twelve credits:** 150 clock hours

#### **ABR 199 SPECIAL NEEDS/AUTO BODY REPAIR**

Designed to improve skills in any one of the various areas of auto body. Actual course content will be established as necessary upon agreement of the student, instructor, and advisor. The student must be enrolled in the Auto Body program.

**One to three credits:** 10 to 30 clock hours

#### **ABR 201 QUARTER PANEL REPLACEMENT**

Students will learn to remove and replace a quarter panel, repair panels and reinforcements, align the sheet metal, and complete the job, including refinishing.

**Prerequisite:** ABR 123, ABR 143, or permission of instructor

**Four credits:** 60 clock hours

#### **ABR 202 BASIC SHEET METAL REPLACEMENT**

Students will learn to remove and replace a door skin and front sheet metal. They also will do the alignment and refinishing.

**Prerequisite:** ABR 201 or permission of instructor

**Four credits:** 60 clock hours

#### **ABR 203 ADVANCED SHEET METAL REPLACEMENT**

Continuation of ABR 201 and ABR 202. Students will learn to remove and replace the door skin and the front sheet metal, will do the alignment and refinishing, will remove and replace a quarter panel, repair inner panels and reinforcements, will align the sheet metal, and complete the job, including refinishing.

**Prerequisite:** ABR 201, ABR 202, or permission of instructor.

**Four credits:** 60 clock hours

#### **ABR 211 BASIC FRAME REPAIR**

Students will learn to identify and diagnose types of frames and damage. They will be familiar with reinforcement and replacement methods.

**Prerequisite:** ABR 203, ABR 242, or permission of instructor

**Four credits:** 60 clock hours

#### **ABR 212 CONVENTIONAL FRAME REPAIR**

Students will learn to identify and diagnose types of frames and tools used to repair and align conventional frames.

**Prerequisite:** ABR 211 or permission of instructor

**Four credits:** 60 clock hours

#### **ABR 213 UNITIZED FRAME REPAIR**

Students will become familiar with the equipment and repair methods used in the alignment of the unitized body

**Prerequisite:** ABR 212 or permission of instructor

**Four credits:** 60 clock hours

#### **ABR 221 AUTO BODY REBUILDING I**

Students will learn to repair an auto with severe damage "total" and do the operations required to make the auto road-worthy.

**Prerequisites:** ABR 213 and ABR 242, or permission of instructor

**Four credits:** 60 clock hours

#### **ABR 222 AUTO BODY REBUILDING II**

Students will learn to repair an auto with severe damage "total" and do the operations required to make the auto road-worthy.

**Prerequisite:** ABR 221

**Four credits:** 60 clock hours



**ABR 223 AUTO BODY REBUILDING III**

Continuation of ABR 222. Students will learn to repair an auto with severe damage "total" and do the operations required to make the auto road-worthy.

**Prerequisites:** ABR 221 and ABR 222

**Four credits:** 60 clock hours

**ABR 241 AUTO BODY REPAIR IV**

Students will learn to remove, replace, and align weld on body panels such as quarter panels, door skins and rear body panels, door skins and rear body panels; and completely replace and align the front sheet metal. They will be able to straighten or repair damaged inner structures using power equipment and tools. The job, including refinish work, will be completed by the students.

**Prerequisite:** ABR 141 or permission of instructor

**Twelve credits:** 150 clock hours

**ABR 242 AUTO BODY REPAIR V**

Students will learn to identify and diagnose types of frames and damages, will be familiar with the repair methods and equipment used in the alignment of conventional and unitized frames and bodies, and will be able to write an accurate estimate.

**Prerequisite:** ABR 141 or permission of instructor

**Twelve credits:** 150 clock hours

**ABR 243 AUTO BODY REPAIR VI**

Students will learn to repair an auto with severe damage "total" and do the operations required to make the auto road-worthy.

**Prerequisite:** ABR 141 or permission of instructor

**Twelve credits:** 150 clock hours

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## AMT: AUTOMOTIVE MECHANICS TECHNOLOGY

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**AMT 104 BRAKE REPAIR**

Designed to prepare students for the specialty work of modern automobile brake repair and adjustment. Conventional as well as disc systems restudied and worked on.

**Four credits:** 60 clock hours

**AMT 105 ADVANCED ELECTRICAL**

Designed to give students the theoretical and practical knowledge necessary to test and repair electrical units on modern cars.

**Four credits:** 60 clock hours

**AMT 106 TUNE-UP**

Designed to give students the basic skills and knowledge in tune-up and service procedures as related to the automobile. Upon course completion students will be able to diagnose and service the components of the conventional point and electronic ignition systems.

**Four credits:** 60 clock hours

**AMT 107 ADVANCED ENGINE TUNE-UP**

Designed to give students the basic skills and knowledge in fuel systems and service procedures as related to the automobile. Upon course completion students will be able to diagnose and repair or overhaul the various types of carburetors found in American and most foreign cars.

**Four credits:** 60 clock hours

**AMT 108 AUTOMATIC TRANSMISSIONS**

Designed to give students the basic skills and knowledge in automatic transmission services as related to the automobile. Upon

course completion students will be able to diagnose and service automatic transmissions (minor repairs including seal replacement, band adjustment, linkage adjustment, and transmission removal).

**Four credits:** 60 clock hours

**AMT 115 FOREIGN CAR TUNE-UP**

Designed to develop the skills and knowledge necessary to correctly tune the engines on foreign cars.

**Four credits:** 60 clock hours

**AMT 124 AUTOMOTIVE SERVICE MANAGEMENT**

Students develop basic management concepts relating to automotive service including theory, skills, leadership, human relations, and failures. Students learn duties, problems, and methods of management.

**Three credits:** 30 clock hours

**AMT 125 AUTO CERTIFICATION REFRESHER**

Prepares professional auto mechanics for certification tests given by National Institute for Automobile Service Excellence.

**Two credits:** 24 clock hours

**AMT 131 BRAKES, TRANSMISSIONS, AND FINAL DRIVES A**

Students will learn various shop procedures that are common to all types of automotive repair shops; use and care of basic hand tools, and service reference materials will be covered. The repair and diagnosis of drum, disc, and power brakes will be covered during the first half of the course. During the second half, students will overhaul standard transmissions, clutches, driveshafts, and differentials. Good safety practices and accident prevention are included with each job in this course.

**Twelve credits:** 150 clock hours

**AMT 132 STEERING AND SUSPENSION SYSTEMS A**

Students will develop necessary skills and knowledge to repair all parts of the suspension system, align front ends, balance wheels; overhaul and adjust both conventional and power steering units. Colorado State Safety Inspection rules and procedures are covered. Includes how to perform complete chassis lubrication and make car body service adjustments (such as doors, hoods, and truck lids) normally performed by automotive mechanics. Good safety practices and accident prevention are included with each job in this course.

**Twelve credits:** 150 clock hours

**AMT 133 FUEL SYSTEMS AND TUNE-UP A**

Students develop necessary skills and knowledge to perform complete major engine tune-ups and carburetor overhaul. Theory and overhaul of single, two, and four barrel carburetors; fuel pumps, exhaust emission controls, and ignition systems are covered. Modern test equipment is used to diagnose performance problems such as infra-red exhaust analyzers, oscilloscopes, tachometer, dwell meter, ohmmeter, vacuum gauge, distributor stroboscope, and all types of engine testers. Students study the various emission control systems, how they work, and what pollutants each system controls. Procedures for emission testing are covered. Good safety practices and accident prevention are included with each job in this course.

**Twelve credits:** 150 clock hours

**AMT 136 EMISSION CONTROL**

Provides a basic knowledge and understanding of the various emission control systems and how they function on the automobile to aid in reducing emissions. Pollutants such as carbon monoxide, hydrocarbons, and nitrogen oxides will be tested in the shop on the latest test equipment available.

**Prerequisites:** AMT 106 and AMT 107, AMT 133, AMT 143, or permission of instructor

**Five credits:** five clock hours per week



### **AMT 141 BRAKES, TRANSMISSIONS AND FINAL DRIVES B**

Students develop necessary skills and knowledge to accurately diagnose and repair various brake systems (conventional power, self-adjusting, and disc type) during the first half of the course. In the second half students will overhaul standard transmissions, clutches, drive shafts, and differentials. Work experience credit will be given for approved full-time current work as an auto mechanic. (AMT 141 is equivalent to AMT 131.)

**Twelve credits:** six clock hours per week

### **AMT 142 STEERING AND SUSPENSION SYSTEMS B**

Students develop necessary skills and knowledge to repair all parts of the suspension system, align front ends, balance wheels, overhaul and adjust both conventional and power steering units; perform complete chassis lubrication and make car body service adjustments, such as doors, hood, and trunk lids, normally performed by automotive mechanics. Work experience credit will be given for approved full-time current work as an auto mechanic. (AMT 142 is equivalent to AMT 132.)

**Twelve credits:** six clock hours per week

### **AMT 143 FUEL SYSTEMS AND TUNE UP B**

Students develop necessary skills and knowledge to perform complete major engine tune-ups and carburetor overhauls. Theory and overhaul of single, two- and four-barrel carburetors, fuel pumps, exhaust emission systems, and ignition systems are covered. Stresses using modern scientific test equipment in diagnosis of performance problems. Equipment such as a vacuum gauge, tachometer, dwell meter, ohmmeter, distributor stroboscope, oscilloscope, exhaust analyzer, and all types of engine testers are used. Work experience credit will be given for approved full-time current work as an auto mechanic. (AMT 143 is equivalent to AMT 133.)

**Twelve credits:** six clock hours per week

### **AMT 199 SPECIAL NEEDS/AUTO MECHANICS**

Designed to improve skills in any one of the various areas of auto mechanics. Actual course content will be established as necessary upon agreement of the student, instructor, and advisor. The student must be enrolled in the Automotive Mechanics program.

**Six credits:** 10 to 30 clock hours

### **AMT 207 INTRODUCTION TO DIESEL ENGINE**

Students will learn the basic theory of the diesel engine. Comparison is made between the gasoline and diesel engine on the basis of block design, fuel system, and electrical units. Emphasizes components, such as the turbocharger, blower, injector, fuel pumps, and their function in the diesel engine.

**Six credits:** 60 clock hours

### **AMT 231 AUTOMOTIVE ENGINES A**

Students learn construction, operation, parts identification, and service procedures on all types of modern automotive engines. Study of cooling and lubricating systems included. Students begin on mock-up units and progress to complete engine overhaul. Shop math including fractions, decimals, cubic measurement, formulas, and metric measurements will be covered. Good safety practices and accident prevention are included with each job in this course.

**Twelve credits:** 150 clock hours

### **AMT 232 ELECTRICAL A**

Students learn theory, diagnosis, and repair of all automotive electrical units including batteries, starters, generators, alternators, regulators, and electrical testing equipment to diagnose problems in automotive electrical units. Good safety practices and accident prevention are included with each job in this course.

**Twelve credits:** 150 clock hours

### **AMT 233 AIR CONDITIONING AND COMFORT CONTROLS**

Students learn basic theory of refrigeration systems components; evacuation, charging, and testing automobile air conditioners. They solve simulated problems on late model air conditioners. Heaters and defrosters also are covered.

**Five credits:** 50 clock hours

### **AMT 234 AUTOMOTIVE TRANSMISSIONS AND AIR CONDITIONING A**

Students learn principles of hydraulics, planetary gear sets, and power flow through modern automatic transmissions. Students gain experience in disassembly, inspection, replacement or simulated replacement of defective parts; complete diagnosis of functions are covered. Basic theory of refrigeration systems, components, evacuation, charging, and testing automotive air conditioners are included. Students will learn how to install after-market units, service factory installed air conditioners, and solve problems on late model air conditioners. Good safety practices and accident prevention are included with each job in this course.

**Twelve credits:** 150 clock hours

### **AMT 241 AUTOMOTIVE ENGINES B**

Students learn construction, operation, parts identification, and service procedures on all types of modern automotive engines. Studies cooling and lubricating systems. Students begin on mock-up units and progress to actual automobiles, beginning with minor jobs like valve adjustment or gasket replacement and progressing to a complete engine overhaul. Work experience credit will be given for approved full-time current work as an auto mechanic. (AMT 241 is equivalent to AMT 231.)

**Twelve credits:** six clock hours per week

### **AMT 242 ADVANCED ELECTRICAL B**

Students learn theory, diagnosis, and repair of all automotive electrical units including batteries, starters, generators, alternators, regulators, and electrical testing equipment used to diagnose problems in automotive electrical units and circuits. Work experience credit will be given for approved full-time current work as an auto mechanic. (AMT 242 is equivalent to AMT 232.)

**Twelve credits:** six clock hours per week

### **AMT 244 AUTOMATIC TRANSMISSIONS AND AIR CONDITIONING PRACTICE B**

Students learn principles of hydraulics, planetary gear sets, and power flow through modern automatic transmissions; gain experience in disassembly, inspection, replacement of defective parts; and complete diagnosis of functions are covered. Covers basic theory of refrigeration systems, components, evacuation, charging, and testing automotive air conditioners. Students will learn how to install after-market units, service factory installed air conditioners. Good safety practices and accident prevention are included with each job in this course. Work experience credit will be given for approved full-time current work as an auto mechanic. (AMT 244 is equivalent to AMT 234.)

**Twelve credits:** six clock hours per week

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## **AVT: AVIATION TECHNOLOGY**

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### **AVT 101 PRIVATE FLIGHT LAB I**

Designed for completion of first solo flight and additional training before cross country flight.

**Prerequisite:** recommended concurrent enrollment in AVT 108 and AVT 155

**Three credits:** 30 clock hours



**AVT 102 PRIVATE FLIGHT LAB II**

Designed for completion of private pilot license. Includes cross country, emergency procedures, and basic instrument flying.

**Prerequisite:** AVT 101 or previous solo flight.

**Three credits:** 30 clock hours

**AVT 105 AVIATION SEMINAR**

A general study of the aviation field which includes theory of flight, history of aviation, radio communication, aviation in today's economy, and aviation careers. For students who wish to be commercial pilots.

**Two credits:** 20 clock hours

**AVT 108 PRIVATE GROUND SCHOOL**

By the end of the course, the student should be able to pass the FAA private pilot written test. Includes basic aerodynamics, airplane systems, air traffic control and communications, aircraft weight and balance, meteorology, Federal Aviation regulation, basic navigations and radio navigations, airman's information manual, medical factors of flight, and review for the FAA test.

**Six credits:** 60 clock hour

**AVT 109 PRIVATE FLIGHT SIMULATOR**

Upon completion of the course, the student will be able to demonstrate a high level of skill in basic attitude instrument flying in a flight simulator. Students will be expected to complete the flight syllabus for this course.

**Prerequisite:** recommended concurrent enrollment in AVT 108

**Three credits:** 30 clock hours

**AVT 117 COMMERCIAL FLIGHT LAB I**

The first of four phases in preparation for the FAA commercial license. Includes an introduction to the basic commercial flight maneuvers. Upon successful completion of the course, the student will have necessary skill and knowledge to pass a phase I flight check.

**Prerequisite:** AVT 116 or private license

**Five credits:** 50 clock hours

**AVT 118 COMMERCIAL FLIGHT LAB II**

Continuation of AVT 117 with a greater emphasis on cross country flying. The student must complete the solo, night, and cross country requirements for FAA instrument rating during this lab. Upon successful completion of the course, the student will have the necessary skill and knowledge to pass a phase II flight check.

**Prerequisite:** AVT 117 or permission of instructor

**Five credits:** 50 clock hours

**AVT 119 CONVENTIONAL GEAR TRANSITION LAB**

Includes orientation to tail wheel aircraft including principles of "P" factor and torque. Upon successful completion of the course, the student will be able to solo a tail wheel aircraft.

**Two credits:** 20 clock hours

**AVT 205 INSTRUMENT GROUND SCHOOL**

Includes advanced meteorology, IFR procedures, flight and navigation instruments, IFR regulations and procedures and other information necessary for passing FAA instrument test. Upon successful completion of the course, the student should be able to pass the FAA instrument test.

**Prerequisite:** AVT 108, private license, or permission of instructor

**Six credits:** 60 clock hours

**AVT 206 COMMERCIAL GROUND SCHOOL**

Includes a review of material for commercial flying and FAR part 135. Upon successful completion of the course, the student should be able to pass the FAA commercial written test.

**Prerequisite:** AVT 108, private license, or permission of instructor.

**Three credits:** 30 clock hours

**AVT 207 BASIC GROUND INSTRUCTOR**

Fundamentals of instruction and theory. Students practice classroom presentations which study all flight subjects.

**Prerequisite:** permission of instructor

**Two credits:** 20 clock hours

**AVT 208 ADVANCED GROUND INSTRUCTOR**

Students practice classroom presentations of advanced theory, advanced meteorology, weight balance, and transport-type aircraft.

**Prerequisite:** permission of instructor

**Two credit:** 20 clock hours

**AVT 209 INSTRUMENT GROUND INSTRUCTOR**

Instruments and systems, instrument flight charts, IFR regulations, instrument instructing techniques.

**Prerequisite:** permission of instructor

**Two credits:** 20 clock hours.

**AVT 211 COMMERCIAL FLIGHT SIMULATOR**

Designed to develop skills in VOR navigation and ADF procedures such as holding patterns and DME Arcs. Various instrument approaches will also be covered.

**Prerequisite:** AVT 109 or permission of instructor

**Three credits:** 30 clock hours

**AVT 212 INSTRUMENT FLIGHT SIMULATOR**

Designed to develop skills in all phases of instrument flying. Includes review of skills in AVT 211 and cross country procedures.

**Prerequisite:** AVT 211 or permission of instructor

**Six credits:** 60 clock hours

**AVT 216 INSTRUMENT FLIGHT LAB**

Includes necessary flight instruction to qualify the student to receive the FAA instrument rating. Upon successful completion of the course, the student will have the necessary skill and knowledge to pass FAA instrument check ride.

**Prerequisite:** AVT 118 or permission of instructor

**Five credits:** 50 clock hours

**AVT 217 COMMERCIAL FLIGHT LAB II**

The final flight lab in preparation for the commercial license. Upon successful completion of the course, the student will have the necessary knowledge to pass the FAA commercial flight check.

**Prerequisite:** concurrent enrollment in AVT 216 or permission of instructor

**Five credits:** 50 clock hours

**AVT 218 CERTIFIED FLIGHT INSTRUCTOR**

Theory and practice of instructional methods; fundamentals of instruction and preparing a lesson plan. A review of flight maneuvers. Upon successful completion of the course, the student will be able to pass the FAA CFI check ride.

**Prerequisite:** commercial pilot license or permission of instructor

**Five credits:** 50 clock hours

**AVT 219 INSTRUMENT FLIGHT INSTRUCTOR**

Theory and practice of teaching basic attitude instrument flying, instrument flight planning, and instructional techniques. Upon successful completion of the course, the student will be able to take the FAA IFI check.

**Prerequisite:** commercial pilot license or permission of instructor

**Three credits:** 30 clock hours

**AVT 225 MULTI-ENGINE TRANSITION LAB**

Principles and procedures of light twin-aircraft, complicated systems, orientation and familiarization, emergency situations. Upon successful completion of the course, the student will have the necessary skill and knowledge to pass the multi-engine check ride.

**Prerequisite:** commercial pilot license or permission of instructor

**Four credits:** 40 clock hours



### **AVT 226 MULTI-ENGINE SIMULATOR**

Designed to prepare the student for multi-engine instructor in aircraft or to provide a comprehensive review for multi-engine rated pilots.

**Prerequisite:** AVT 115, AVT 215, or instructor permission

**Three credits:** 30 clock hours

### **AVT 227 MULTI-ENGINE INSTRUMENT SIMULATOR**

Designed to give the student additional skill in instrument flight with a complex airplane and to develop instrument and emergency skills to a high level.

**Prerequisite:** AVT 226 or instructor permission.

**Two credits:** 20 clock hours

### **AVT 228 MULTI-ENGINE SIMULATOR REFRESHER I**

Designed to keep the pilot proficient in instrument procedures.

**Prerequisite:** instructor permission

**One credit:** 10 clock hours

### **AVT 229 MULTI-ENGINE SIMULATOR REFRESHER II**

Designed to keep the pilot proficient in instrument procedures.

**Prerequisite:** instructor permission

**One credit:** 10 clock hours

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## **BIO: BIOLOGICAL SCIENCES**

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### **BIO 101 BIOLOGY CONCEPTS**

General survey of the characteristics of life emphasizing basic concepts and the theories in the fields of biology and related disciplines. Attention is given to levels of organization, energy flow, and changes within living organisms. Offered each quarter.

**Five credits:** four hours lecture, two hours lab per week

### **BIO 102 ANIMAL BIOLOGY**

Phylogenetic approach to the animal kingdom emphasizing invertebrate phyla. Role of these organisms in ecological, economic, and medical relationships to humans is emphasized.

**Prerequisite:** BIO 101 or permission of instructor

**Five credits:** three hours lecture, four hours lab per week

### **BIO 103 PLANT BIOLOGY**

Studies the structure of plants as related to the function of each part to the whole organism, and the interactions of the organism to its environment.

**Prerequisite:** BIO 101 or permission of instructor

**Five credits:** three hours lecture, four hours lab per week

### **BIO 105 THE HUMAN ENVIRONMENT**

Comprehensive examination of effects of humans on the environment. Emphasizes developing ecological awareness by learning about population, land use, effects of increased productivity, and energy flow through the food chain.

**Three credits:** three hours lecture per week

### **BIO 106 FIELD BOTANY**

Studies methods of collecting, preserving, and identifying plants.

**Three credits:** two hours lecture, two hours lab per week

### **BIO 107 BIOLOGY OF THE HUMAN RACES**

Biological aspects of race formation will be considered, including genetic foundations, range of human variability and race mixtures, and usefulness of biological factors in understanding racial problems.

**Three credits:** three hours lecture per week

### **BIO 115 ECOLOGY OF THE NATIONAL PARKS**

Basic concepts of ecology are studied using examples found in the national parks. Consideration is given to mountain ecology, arid areas, deserts, and caves. Films, videotapes, and slides are used as appropriate. A short term paper on one of the national parks or monuments is required.

**Four credits:** four hours lecture per week

### **BIO 116 INTRODUCTION TO HUMAN HEREDITY**

Introduction to the nature of inheritance with emphasis on humans. Includes autosomal dominants and recessives, x-linked inheritance, and chromosomal additions and deletions. Genetic screening and counseling, and facets of bioethics introduced by current genetic research will be considered.

**Prerequisite:** none

**Four credits:** four hours lecture per week

### **BIO 202 CELL BIOLOGY**

Comprehensive examination of the cell, its components and their functions. Includes studies of physiochemical properties of living systems, organelles and their bioenergetics, macromolecular synthesis, code transcription, and structure and function of specialized cells. Offered winter quarter only.

**Prerequisites:** BIO 101 and CHE 101.

**Five credits:** three hours lecture, four hours lab per week

### **BIO 203 DEVELOPMENTAL BIOLOGY**

Introduction to changes occurring during higher plant and animal development and differentiation. Gene action, biochemical regulation, and environmental factors stressed. Offered spring quarter only.

**Prerequisites:** BIO 101 and BIO 102

**Five credits:** three hours lecture, four hours lab per week

### **BIO 207 VERTABRATE BIOLOGY**

Emphasizes the comparative morphology, ecology, and economic importance of the vertebrate classes. Morphology of lampreys through mammals is considered for laboratory study.

**Prerequisite:** BIO 101 or permission of instructor

**Five credits:** three hours lecture, four hours lab per week

### **BIO 208 INTRODUCTION TO ENTOMOLOGY**

Introduction to the study of insects. Insect morphology, classification, life cycles, economic importance, and controls are discussed. Laboratory emphasis is on the use of taxonomic keys in the identification of insects. An insect collection, field trips, and a term paper are required.

**Prerequisites:** BIO 101 and BIO 102

**Five credits:** three hours lecture, four hours lab per week

### **BIO 211 HUMAN ANATOMY - PHYSIOLOGY I**

Beginning classes in human physiology emphasizing broad, general biological principles, anatomical structures of the human body, and the relationship of structure to body functions. Includes chemical composition, cellular and tissue organization, the skeletal system, and blood.

**Prerequisite:** BIO 101 or equivalent

**Four credits:** three hours lecture, three hours lab per week

### **BIO 212 HUMAN ANATOMY - PHYSIOLOGY II**

Second in sequence of classes in human physiology emphasizing broad, general biological principles, anatomical structures of the human body, and the relationship of structure to body functions. Includes the cardiovascular, respiratory, nervous, muscular, and digestive systems.

**Prerequisite:** BIO 211 or permission of instructor

**Four credits:** three hours lecture, three hours lab per week



**BIO 213 HUMAN ANATOMY: PHYSIOLOGY III**

Third in a sequence of classes in human physiology emphasizing broad, general biological principles, anatomical structures of the human body, and the relationship of structure to body functions. Includes nutrition and the urinary, endocrine, reproductive, and integumentary systems.

**Prerequisite:** BIO 212 or permission of instructor

**Four credits:** three hours lecture, three hours lab per week

**BIO 216 INTRODUCTION TO MICROBIOLOGY**

Foundation course in microbiology emphasizing structure, function, development and classification of protists. Includes both procaryotic and eucaryotic micro-organisms. Emphasizes organisms with medical and economic impact on human populations. Major laboratory emphasis is on staining techniques and laboratory safety.

**Prerequisites:** BIO 101 and BIO 102

**Five credits:** three hours lecture, four hours lab per week

**BIO 217 INTRODUCTION TO ORNITHOLOGY**

Introduction to the study of birds. Lecture includes classification and natural history, with field trips to different habitats for identification and observation of adaptations and behavior. Offered spring or summer quarters. Field trips required.

**Prerequisite:** BIO 101 or permission of instructor

**Four credits:** six clock hours per week

**BIO 295 INDEPENDENT STUDY IN BIOLOGY**

Provides an opportunity for the highly-motivated student with previous academic experience or work in biology to engage in intensive study and research of a specified topic under the direction of a faculty member. The student will be limited as to the number of independent study credits taken per quarter.

**Prerequisite:** previous academic study or experience in biology

**One to three credits:** contact division chairman

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## BCS: BUILDING CONSTRUCTION

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**BCS 102 BASIC CABINERY**

Provides students with necessary instruction for skill development and understanding in the area of basic cabinet construction.

**Four credits:** 60 clock hours

**BCS 104 CABINERY II**

Students will learn to construct detailed cabinets using intermediate techniques in machine and hand tool joining, and will be able to analyze and design cabinets for home, office, and shop use.

**Four credits:** 60 clock hours

**BCS 105 BUILDING CONSTRUCTION I**

Upon completion of this course, students will be able to read and understand a set of blueprints, and identify the various framing and cornice members. The student should be able to cut and assemble a floor, wall, and roof system; install the cornice, closures, and siding for a given set of prints.

**Fourteen credits:** 175 clock hours

**BCS 106 BUILDING CONSTRUCTION III**

Upon completion of this course, students should be able to install the required insulation; hand, tape, and texture the dry wall; assist in setting cabinets, hanging doors and installing base and case; and do the required paint and stain.

**Fourteen credits:** 175 clock hours

**BCS 107 BUILDING CONSTRUCTION V**

Upon completion of this course, students will be able to assist in setting forms, assist in placing and finishing concrete, and lay masonry units to the line.

**Fourteen credits:** 175 clock hours

**BCS 199 BUILDING CONSTRUCTION SPECIAL NEEDS CLASS**

If the student is in need of special assistance, he or she will develop a step-by-step procedure which can be used in a specific area of housing construction. These procedures will be directly related to the methods and techniques set forth by the instructor of the building trades program.

**One to three credits:** 10 to 30 clock hours

**BCS 205 BUILDING CONSTRUCTION II**

Upon completion of this course, students will be able to do a materials take off for a given set of prints in the areas of framing and exterior finish, do the basic layout and cut and assemble a structure in accordance with all state and local codes.

**Fourteen credits:** 175 clock hours

**BCS 206 BUILDING CONSTRUCTION IV**

Upon completion of this course, students should be able to do a materials take off in the areas of insulation, dry wall, cabinets, interior trim, and paint and stain; lay out and build a set of cabinets, hang doors, and install the required interior trim in a house.

**Fourteen credits:** 175 clock hours

**BCS 207 BUILDING CONSTRUCTION VI**

Upon completion of this course, students should be able to locate a structure on a building site, estimate the excavation and concrete costs for a given structure, do a material breakdown on the masonry needed (including fireplaces), lay out and set forms as required, and lay out the bond and bed joints for the masonry construction.

**Fourteen credits:** 175 clock hours

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## BUS: BUSINESS

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**BUS 100 INTRODUCTION TO BUSINESS**

A survey of principles, problems, institutions, practices, private and governmental systems affecting the world of business.

**Five credits:** 50 clock hours

**BUS 101 BEGINNING TYPEWRITING**

An introduction to typewriting. Emphasizes learning the keyboard and parts of the typewriter, proper technique, speed and control, and basic typewritten applications such as copy placement, business letters, tabulations, and simple reports. For students with no typing background.

**Four credits:** 50 clock hours

**BUS 102 INTERMEDIATE TYPEWRITING**

Further development of typing techniques. Emphasis on production of mailable copy of business letters, tabulation, business communication forms, and special reports.

**Prerequisite:** BUS 101, or speed of at least 45 wpm. Additional lab hours may be needed.

**Four credits:** 50 clock hours

**BUS 103 ADVANCED TYPEWRITING AND TRANSCRIBING MACHINES**

Further development of typing techniques in office-type situations. Emphasis will be placed on production of mailable copy from office-style typing and the transcribing machine. Office



simulations will be done the last five weeks of the quarter.

**Prerequisite:** BUS 102, BUS 155, and speed of 50 wpm.

**Four credits:** 50 clock hours

#### **BUS 104 KEYBOARDING FOR COMPUTERS**

The course offers the opportunity for all individuals to learn electronic keyboarding for use on personal and/or business computers. Intended for non-secretarial majors.

**Two credits:** 25 clock hours

#### **BUS 105 SPEED AND ACCURACY DEVELOPMENT IN TYPEWRITING**

A skill-building class designed to help the student build speed and accuracy through the use of proper technique, proper position, and concentrated effort.

**Prerequisite:** BUS 101, one year of high school typing, or 25 wpm typing speed

**Three credits:** 50 clock hours.

#### **BUS 108 WORD PROCESSING: ELECTRONIC**

An independent study in the basic operations of the electronic typewriter. Upon completion, the student will be able to produce letters, memos, and reports.

**Prerequisite:** BUS 102

**Three credits:** 45 clock hours

#### **BUS 109 WORD PROCESSING CPT/HP-125**

An individual study in basic operations of visual display word processors. Upon completion the student will be able to produce and edit business documents.

**Prerequisite:** BUS 108

**Three credits:** 45 clock hours

#### **BUS 113 LEGAL TYPEWRITING**

Production practice in preparing legal documents and legal forms. Emphasizes typewriting and spelling accuracy of legal terminology.

**Prerequisites:** BUS 102, SEC 106, and 60 wpm

**Four credits:** 50 clock hours

#### **BUS 116 ADDING AND CALCULATING MACHINES**

Instruction in operating procedures for printing and electronic calculators. Emphasizes machine application of mathematical problem solving in business. Lab hours are required.

**Prerequisite:** MAT 110

**Two credits:** 30 clock hours

#### **BAS 117 BUSINESS LEADERSHIP ACTIVITY**

#### **BUS 118 BUSINESS LEADERSHIP ACTIVITY**

#### **BUS 119 BUSINESS LEADERSHIP ACTIVITY**

These courses are designed to encourage growth and development through activities in a student organization with professional goals.

**Two credits each**

#### **BUS 120 PROOFREADING TECHNIQUES**

This course will assist individuals in developing proofreading skills necessary to create error-free communications. Recommended for secretarial majors.

**One credit:** 10 clock hours

#### **BUS 121 INTRODUCTION TO WORD/INFORMATION PROCESSING**

Introduction to the usage and concepts of Word Processing. An orientation course for Secretarial, Management, Accounting, and Data Processing students who wish to remain abreast of the latest state of the art in office efficiency and productivity.

**Four credits:** 40 clock hours

#### **BUS 127 PERSONAL DEVELOPMENT FOR CAREER WOMEN**

Assists women in realizing their potential in both career and personal life by developing poise, confidence and an attractive appearance.

**Two credits:** 20 clock hours

#### **BUS 141 COLLEGE BOOKKEEPING I**

Fundamentals of bookkeeping. Includes basic concepts of double entry bookkeeping, journals, ledgers, payroll, accounting for personal enterprises on a cash basis, and mercantile enterprises on an accrual basis. Emphasizes single proprietorship form of business ownership.

**Five credits:** 50 clock hours

#### **BUS 142 COLLEGE BOOKKEEPING II**

Continuation of BUS 141 with further development of special journals; emphasizes partnership form of ownership. Studies inventory valuation, prepaid expenses, long-lived assets; owner's equity for single proprietorships, partnerships and corporations, annual reports, and interim financial statements.

**Prerequisite:** BUS 141 or permission of instructor

**Five credits:** 50 clock hours

#### **BUS 154 INTRODUCTION TO COMMUNICATIONS**

Fundamentals of communication theory and practice. Includes a study of vocabulary, spelling, mechanics, parts of speech, sentence analysis and dictionary usage as it applies to the business world. Written communication will be introduced.

**Five credits:** 50 clock hours

#### **BUS 155 INTERMEDIATE COMMUNICATIONS**

Students develop more extensive vocabularies and learn parts of speech, sentence structure, punctuation, spelling and word division as used in business communication. Practical application of principles learned will be demonstrated through the writing of business communications.

**Prerequisite:** BUS 154 or permission of instructor

**Five credits:** 50 clock hours

#### **BUS 156 ADVANCED COMMUNICATIONS**

Students develop communication skills to write with clarity and confidence. Students work toward precise, powerful business writing. The basic principles and practices of business letters, reports, memos, and oral communications are studied and applied.

**Prerequisite:** BUS 155 or permission of instructor

**Three credits:** 30 clock hours

#### **BUS 175 OFFICE PROCEDURES**

A study of general business office duties and problems, job interviewing and application, purchasing office supplies, payroll and financial procedures, reception and messenger work, mail handling, telephone technique, and filing.

**Five credits:** 50 clock hours

#### **BUS 247 BUSINESS AND BANKING**

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

**Five credits:** 50 clock hours

#### **BUS 255 BUSINESS LAW**

An introduction to law. Analyzes its origin, development and interaction with business.

**Five credits:** 50 clock hours

#### **BUS 295 OFFICE INDEPENDENT STUDY**

#### **BUS 296 OFFICE INDEPENDENT STUDY**

#### **BUS 297 OFFICE INDEPENDENT STUDY**

A course providing the opportunity for the student to study a specific area or skill under the direction of a qualified faculty member.

**One to three credits.**



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## CHE: CHEMISTRY

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### CHE 100 FUNDAMENTALS OF CHEMISTRY

Preliminary college chemistry course designed to be the basis of a thorough preparation for the higher level college chemistry courses required of science and engineering majors (CHE 101, 102, 103). Basic principles of chemistry are studied, including measurements, matter, compounds, energy, elements, conversion, mole concept, behavior of gases, atomic structure, periodic table, chemical bonds, formulas, nomenclature, chemical equations, chemical arithmetic, and nuclear chemistry.

**Prerequisite:** one year of high school algebra

**Corequisite:** MAT 121

**Five credits:** three hours lecture, four hours lab per week

### CHE 101 GENERAL CHEMISTRY I

Students planning to major in chemistry, engineering, veterinary medicine, pre-med, and related disciplines should complete CHE 101, 102, and 103 as a minimum requirement in these areas. Course includes a study of the chemical principles and mathematical operations involving chemical stoichiometry, the atom, the molecule, chemical formulas, chemical equations, thermochemistry, gases, gas laws, kinetic theory, electronic structure of atoms, solutions, water, and chemical bonding.

**Prerequisite:** one year of high school chemistry, CHE 100, MAT 121, or written permission of instructor

**Five credits:** three hours lecture, four hours lab per week

### CHE 102 GENERAL CHEMISTRY II

Continuation of CHE 101 which includes a study of the chemical principles and mathematical operations involving chemical equilibrium, properties of covalent species (organic chemistry), ionic solutions, oxidation and reduction, water pollution problems, thermodynamics, ionic equilibrium, rates of reaction, the atmosphere, air pollution problems, and acids and bases.

**Prerequisite:** CHE 101 or written permission of instructor

**Five credits:** three hours lecture, four hours lab per week

### CHE 103 GENERAL CHEMISTRY III

Continuation of CHE 102 which includes a study of the chemical principles and mathematical operations involving precipitation reactions, complex ions (coordination compounds), electrochemistry, transition metals, nonmetallic elements, nuclear reactions, polymers and proteins, and instrumental analysis. Laboratory is predominantly semi-micro qualitative analysis and instrumental analysis

**Prerequisite:** CHE 102, or written permission of instructor

**Five credits:** three hours lecture, four hours lab per week

### CHE 105 INTRODUCTORY NUTRITION

Basic principles and necessary food requirements involved in human nutrition and the treatment of disease through diet. Enables students to discriminate the scientific from pseudo scientific and fact from fallacy in vast literature of both lay and scientific press.

**Five credits:** five hours lecture per week

### CHE 115, 116 CHEMICAL TECHNOLOGY I

Consists of two modules-Gravimetric Analysis and Volumetric Analysis.

### CHE 115 GRAVIMETRIC ANALYSIS

Intensive laboratory oriented study of the methods and procedures of chemical analysis involving the use of a semi-micro analytical balance.

**Prerequisite:** CHE 101

**One credit:** five hours lecture, ten hours lab per week

### CHE 116 VOLUMETRIC ANALYSIS

Laboratory oriented study of the methods of chemical analysis through the use of pipets, burets and other volume measuring devices.

**Prerequisite:** CHE 101

**One credit:** five hours lecture, ten hours lab per week

### CHE 120 INTRODUCTORY ORGANIC CHEMISTRY

An introductory course for students in nursing, home economics, and other prehealth sciences. Content includes structures, nomenclature, and chemical properties of alkanes, alkenes, alkynes, aromatic molecules, alcohols, organic halides, ethers, epoxides, acids, aldehydes, ketones, heterocyclic and nitrogen compounds. Selected topics in the chemistry of molecules of biological interest also will be present

**Prerequisite:** CHE 102 or written permission of instructor

**Five credits:** four hours lecture, three hours lab per week

### CHE 201 ORGANIC CHEMISTRY I

Studies atomic and molecular structures, nomenclature, chemical bonding reactions, reaction mechanisms of hydrocarbons, aromatics, alcohols, and organic halides; structural and geometric isomers, electrophilic and nucleophilic reactions. Stereochemistry also is included with industrial and biological applications. Laboratory will cover fundamental operations of simple and fractional distillation, melting points, recrystallization, nitration of aromatic compounds, hydrocarbon reactions, Grignard and alkyl halide reactions.

**Prerequisite:** CHE 102 or CHE 100 with written permission of instructor after successful completion of a pretest

**Five credits:** three hours lecture, four hours lab per week

### CHE 202 ORGANIC CHEMISTRY II

Examines the structure, nomenclature, reaction mechanisms and applications of ethers, epoxides, carboxylic acids, aldehydes, and ketones, and organic nitrogen compounds. Identification of structure of organic compounds by classical and modern techniques will be covered. Laboratory will examine the Williamson ether synthesis, esterification and other carbonyl reactions; reactions of amines; infrared and nuclear magnetic resonance spectroscopy.

**Prerequisite:** CHE 201 or written permission of instructor after successful completion of a lecture and a laboratory pretest

**Five credits:** three hours lecture, four hours lab per week

### CHE 203 ORGANIC CHEMISTRY III

The third quarter of the organic chemistry sequence which deals with the structure, nomenclature, and reaction mechanisms, and biological applications of the following: fats and other lipids, terpenes, carbohydrates, proteins, amino acids, and enzymes. The laboratory consists of the synthesis, qualitative analysis, and structural determination of the above compounds.

**Prerequisite:** CHE 202 or written permission of instructor after successful completion of a pretest

**Five credits:** three hours lecture, four hours lab per week

### CHE 205 GLASSWARE CONSTRUCTION AND REPAIR

Instruction and practice in methods of repair and construction of laboratory apparatus.

**Prerequisite:** permission of instructor

**Two credits:** four hours lab per week

### CHE 215, 216 CHEMICAL TECHNOLOGY II

Consists of two modules- UV-Visible Spectroscopy and Atomic Absorption Spectroscopy.

### CHE 215 UV - VISIBLE SPECTROSCOPY

Concentrated study of instrumentation, applications, and



analysis in ultra-violet and visible absorption spectra.

**Prerequisite:** CHE 102

**One credit:** five hours lecture, ten hours lab per week

#### **CHE 216 ATOMIC ABSORPTION SPECTROSCOPY**

Concentrated study of applications, theory, operation, and adjustment of instrumentation. Preparation of solutions and interpretations of analytical data.

**Prerequisite:** CHE 102

**One credit:** five hours lecture, ten hours lab per week

#### **CHE 225, 226 CHEMICAL TECHNOLOGY III**

Consists of two modules-Ph. Millivolt Titrations and Specific Ion Electrodes and Gas Chromatography.

#### **CHE 225 PH, MILLIVOLT TITRATIONS AND SPECIFIC ION ELECTRODES**

Intensive investigation of the electrode construction of pH meters and their use of acid/base and redox titrimetry. Theory and application of specific ion electrodes will be investigated.

**Prerequisite:** CHE 102

**One credit:** five hours lecture, ten hours lab per week

#### **CHE 226 PH, GAS CHROMATOGRAPHY**

Column preparation, instrumentation, and applications will be investigated using thermoconductivity detection on single and multicolumn instruments.

**Prerequisite:** CHE 201

**One credit:** five hours lecture, ten hours lab per week

#### **CHE 235, 236 CHEMICAL TECHNOLOGY IV**

Consist of two modules-Infrared Spectroscopy and Refractometry and Optical Activity.

#### **CHE 235 INFRARED SPECTROSCOPY**

Concentrated study of instrumentation, sample preparation, applications, and interpretation of infrared absorption spectra.

**Prerequisite:** CHE 202

**One credit:** five hours lecture, ten hours lab per week

#### **CHE 236 REFRACTOMETRY AND OPTICAL ACTIVITY**

Laboratory oriented course concentrating on refractive indices of liquids and solutions and the use of a polarimeter for quantitative chemical analysis of optically active compounds.

**Prerequisite:** CHE 201

**One credit:** five hours lecture, ten hours lab per week

#### **CHE 245 VISCOMETRY**

Laboratory course in the use of Cannon-Fenske pipets and the Brookfield Viscometer for measurement of viscosity.

**Prerequisite:** CHE 201

**One credit:** five hours lecture, ten hours lab per week

#### **CHE 295 INDEPENDENT STUDY IN CHEMISTRY**

Provides the opportunity for the highly motivated student to engage in intensive study and research on a specified topic under the direction of a faculty member. The student will be limited to the number of independent study courses taken per quarter.

**Prerequisite:** previous academic study or experience in chemistry

**One to three credits:** contact division chairman

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## **CCS: CHILD CARE SERVICES**

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#### **CCS 100 INTRODUCTION TO EARLY CHILDHOOD EDUCATION**

An orientation to the field of early childhood education. Students will investigate different types of centers available for young children in relation to their own career goals.

**Two credits:** 20 clock hours

#### **CCS 131 PRACTICE TEACHING I**

An observation experience in a child care center. Techniques of child study are applied to a real life setting through observations and written assignments. Course includes weekly class and laboratory observation time. To be taken concurrently with CCS 161.

**Four credits:** 50 clock hours

#### **CCS 132 PRACTICE TEACHING II**

A practical experience in a child care center. Students will be responsible for making plans and working with small groups of young children. To be taken concurrently with CCS 141 or CCS 142

**Prerequisite:** CCS 131 or permission of instructor

**Six credits:** 80 clock hours

#### **CCS 133 CHILD CARE FIELD EXPERIENCE (PRACTICUM)**

The student will work as a teacher's aide under the direction of a qualified teacher usually in an off-campus setting for young children. To be taken concurrently with CCS 141 or CCS 142.

**Prerequisite:** CCS 131 or permission of instructor

**Five credits:** 70 clock hours

#### **CCS 141 ACTIVITIES FOR EARLY CHILDHOOD EDUCATION I**

Introduction of practical experiences in curriculum areas including art, music, movement, science, etc., appropriate for young children. Students study materials which will enhance a child's potential through satisfying sensory-type activities.

**Three credits:** 30 clock hours

#### **CCS 142 ACTIVITIES FOR EARLY CHILDHOOD EDUCATION II**

Students will examine and develop curriculum to meet the needs of the young child. Play learning theories will be assessed for their practical application.

**Prerequisite:** CCS 141 or permission of instructor

**Three credits:** 30 clock hours

#### **CCS 145 WORKSHOP IN EARLY CHILDHOOD EDUCATION MATERIALS**

Presentation of a variety of materials suitable for use with young children. Special emphasis on self-directing open-ended materials students can create.

**Two credits:** 20 clock hours

#### **CCS 146 EARLY CHILDHOOD EDUCATION MUSIC + MOVEMENT ACTIVITIES**

Students will learn to develop innovative plans for introducing and using music and movement activities with young children. The emphasis will be on developing the students self-confidence and ease with creative movement activities in the preschool classroom.

**Two credits:** 20 clock hours

#### **CCS 147 EARLY CHILDHOOD EDUCATION OUTDOOR ACTIVITIES**

After visiting and evaluating various playgrounds, the student will plan and design learning activities appropriate for young children's developing abilities.

**Two credits:** 20 clock hours

#### **CCS 148 EARLY CHILDHOOD EDUCATION MATH AND SCIENCE**

A practical course to assist students in extending young children's experiences in math readiness skills, natural and applied science activities.

**Two credits:** 20 clock hours

#### **CCS 149 CARPENTRY SKILLS FOR YOUNG CHILDREN**

Students will discover appropriate skills, materials and tools needed for carpentry activities in the preschool classroom.

**Two credits:** 20 clock hours



### **CCS 151 NUTRITION FOR YOUNG CHILDREN**

Studies essential nutrients and their function for a growing child. The student will be able to evaluate menus and snacks for the home and institutional food services, and apply nutrition education in the preschool classroom.

**Three credits:** 30 clock hours

### **CCS 161 CHILD GROWTH AND DEVELOPMENT**

Human growth patterns are studied from prenatal influence and conception to 8 years of age. Emphasizes physical, social, emotional and psychological growth. Child growth patterns are studied in relation to the child's learning environment and language skills.

**Three credits:** 30 clock hours

### **CCS 202 ADMINISTRATION OF CHILD CARE CENTERS**

Studies the organization and management of various child care programs. Goals, staffing, planning, evaluation of child assessment forms, and administrative procedures necessary for directing an early childhood program will be examined.

**Prerequisite:** MGT 208 or permission of instructor

**Three credits:** 30 clock hours

### **CCS 206 CHILDREN'S LITERATURE**

Studies various forms of literature available for young children. Students design and implement curriculum to develop receptive and expressive communication skills in young children.

**Three credits:** 30 clock hours

### **CCS 231 ADVANCED PRACTICE TEACHING**

Students will develop individual teaching skills and begin to formulate goals for individual children in a guided classroom teaching experience. Unit planning including meaningful and appropriate experiences for the young child's classroom will be practiced. This course will involve both lecture and laboratory instruction, and will be taken concurrently with CCS 241.

**Prerequisite:** CCS 132 or permission of instructor

**Seven credits:** 100 clock hours

### **CCS 232 HUMAN RELATIONS IN THE PRESCHOOL CLASSROOM**

An assessment of the teacher's role in the classroom and a continuation of CCS 231. This team teaching experience emphasized effective relations with others and the development of a positive and constructive attitude towards self-appraisal and appraisals by others. This course will involve both lecture and laboratory instruction, and will be taken concurrently with CCS 206.

**Prerequisite:** CCS 231 or permission of instructor

**Seven credits:** 100 clock hours

### **CCS 233 FAMILY AND COMMUNITY RELATIONS**

A continuation of CCS 232 and a team teaching experience emphasizing the effects of family, class, and ethnic value systems on the young child's personality. Students focus on assessment, parent communication, and the concept of child as a member of the family. This course will involve both lecture and laboratory instruction, and will be taken concurrently with CCS 245.

**Prerequisite:** CCS 232 or permission of instructor

**Seven credits:** 100 clock hours

### **CCS 241 UNIT PLANNING FOR EARLY CHILDHOOD EDUCATION**

Students will prepare daily schedules and unit plans for a preschool classroom. Plans will be implemented and evaluated.

**Two credits:** 20 clock hours

### **CCS 245 VALUE OF PLAY**

This course explores behavior management theories and guidance alternatives for the preschool classroom. Emphasis is on the development of techniques to suit the individual preschool child

and their role of play in fostering their development.

**Two credits:** 20 clock hours

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## **COS: COMMUNICATIONS**

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**Note:** Asterisks indicates instruction is provided by:

\* Developmental/Remedial Education Division  
\*\*\*\* Public Service Division

### **\*COS 011 LANGUAGE DEVELOPMENT I**

Students will be introduced to oral patterns in English and provided with verbal experiences sufficient to allow the students to express themselves verbally in a series of assigned tasks.

**Prerequisite:** placement

### **\*COS 012 LANGUAGE DEVELOPMENT II**

Provides students who have readiness for beginning language skills a basic orientation to capitalization, punctuation, basic spelling, and basic sentence types. Students will learn how to apply these skills in short writing tasks.

**Prerequisite:** COS 011 or placement

### **\*COS 013 LANGUAGE DEVELOPMENT III**

Students will learn to apply grammar, usage, and punctuation rules in short writing assignments leading to the writing of an original paragraph.

**Prerequisite:** COS 012 or placement

### **\*COS 014 LANGUAGE DEVELOPMENT IV**

Students will learn to apply basic grammar, usage, and punctuation rules in short writing assignments leading to the writing of an original paragraph.

**Prerequisite:** COS 012 or placement

### **\*\*\*\*COS 115 APPLIED COMMUNICATIONS**

Stresses the value and importance of communications throughout man's social and working life. Provides instruction and skill development practice in both oral and written communications. Includes developing listening skills, giving and receiving oral instructions, taking job interviews, making group presentations, correct telephone procedures, giving and following written instructions, and writing common business letters, such as: letters of request, reference, complaint and information, filling out job applications and other business forms, and developing resumes.

**Three credits**

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## **COM: COMMUNICATIONS MEDIA**

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### **COM 112 INTRODUCTION TO MASS MEDIA**

Student studies the history, ethics, current problems, and practices of the mass media within the social system. Emphasizes newspapers, radio and television broadcasting, and advertising.

**Five credits**

### **COM 113 INTRODUCTION TO RADIO BROADCASTING**

Introduces basic radio principles and production techniques. Includes some laboratory experience in the studio.

**Five credits**



**COM 114 INTRODUCTION TO TELEVISION BROADCASTING**

Introduces the use of video production equipment and processes. Gives students some experience with microphones, TV cameras, audio and video switchers.

**Prerequisite:** permission of instructor

**Five credits**

**COM 205 STUDIO THEATRE**

Introduces the student to a variety of dramatic experiences in the television studio setting.

**Five credits**

**COM 291 TELEVISION PRODUCTION LAB I**

Practice in the use of video production equipment in the television studio. Emphasizes program production techniques.

**Prerequisite:** COM 114 or permission of instructor

**Three credits:** six hours

**COM 298 BROADCAST INTERNSHIP**

Student works under the direction of a professional in the field of broadcasting.

**Prerequisite:** COM 291

**Five credits:** ten hours

**COM 299 COMMUNICATIONS PRACTICUM**

Provides an opportunity for the serious minded student to develop his or her skills in writing and producing a broadcast program under the direction of a faculty member. May be repeated at different levels of proficiency.

**Prerequisite:** Permission of instructor.

**One to three credits:** two to six hours

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**CNC: COMMUNITY NONCREDIT**

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The following classes in art, music, and theatre provide a nonacademic experience for citizens of the community. They are noncredit and are not applicable to the degree programs of the college.

**CNC 011 COMMUNITY POTTERY**

Includes instruction in various hand building techniques and throwing on the potter's wheel.

**CNC 016 COMMUNITY JEWELRY & SCULPTURE**

Covers selected techniques of jewelry and stained glass design, and small sculpture.

**CNC 017 COMMUNITY FABRIC CRAFTS**

Covers selected techniques of fabric design (e.g. batik, macrame, hooking, silk screen, hand weaving, stitchery, and applique).

**CNC 019 COMMUNITY HOME DECORATING**

Covers the visual design and aesthetic aspects of remodeling and interior decorating.

**CNC 022 COMMUNITY UPHOLSTERY**

Includes instruction in the fundamentals of choosing fabrics, measuring, cutting, fitting, and sewing fabric involved in the process of upholstery.

**CNC 024 COMMUNITY CLOTHING AND TEXTILES**

Includes instruction in the fundamentals of choosing fabrics, measuring, cutting, fitting, and sewing fabric involved in the process of upholstery.

**CNC 025 COMMUNITY SEWING**

For those persons learning to sew and also for those needing more advanced instruction.

**CNC 051 COMMUNITY GUITAR**

A nonacademic experience with guitar.

**CNC 083 COMMUNITY PHOTOGRAPHY (CAMERA TECHNIQUES)**

Includes black and white photography, cameras, lenses, films, and papers.

**CNC 084 COMMUNITY PHOTOGRAPHY (DARKROOM TECHNIQUES)**

Includes black and white photographic developing techniques, enlarging, and mounting of prints.

**CNC 085 COMM ARTS - ON LOCATION**

This course includes a changing variety of subjects of a unique nature or limited scope (e.g. mountain photography, primitive pottery, landscape painting). They are frequently offered "on location."

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**CON: COMPOSITION**

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**Note:** Asterisks indicate instruction is provided by:

\* Developmental/Remedial Education Division

\*\* Technical Division

**\*CON 093 LANGUAGE**

Provides students who have fairly high reading abilities with a content-oriented course in which they can study to pass the GED as a goal and, at the same time, acquire basic grammar and writing skills.

**Prerequisite:** placement

**\*CON 094 BASIC WRITING SKILLS**

Study and focused application of the way in which words are put together to form phrases and sentences and of how sentences are combined to form cohesive paragraphs. It involved an exploration of structure, diction, style, and syntax. Emphasis is placed on the transfer of English language skills and knowledge to the student's own writing.

**Prerequisite:** placement

**\*CON 095 BASIC COMMUNICATIONS SKILLS**

Offers a survey of basic communication skills, which involves a study of grammar, the writing of different types of sentences, beginning paragraph development, a reading for main ideas, and how to listen effectively.

**Prerequisite:** placement

**CON 101 FUNDAMENTALS OF COMPOSITION**

Prepares the student for CON 102. Emphasizes sentence building and paragraph development. Individual needs will be met within the classroom and in the writing lab. Proficiency in paragraph writing and competency in language skills are required for a passing grade.

**Prerequisite:** placement test.

**Five credits**

**CON 102 INTRODUCTION TO WRITING**

Emphasizes writing skills for various types of college essays. Individual needs will be met within the classroom and in the writing lab. Proficiency in essay writing is required for a passing grade.

**Prerequisite:** CON 101 or placement test

**Five credits**



### CON 103 THE RESEARCH PAPER

Practice in using research techniques in writing a research paper. Emphasis on bibliography and library use.

**Prerequisite:** CON 101 or placement test

**Three credits**

### \*\*CON 105 ELEMENTS OF TECHNICAL WRITING

(This course will not satisfy minimum or elective credit for requirements for the A.A. degree)

The student will be made aware of the difference between literary and technical writing styles. Emphasizes written business and industrial communication in topical areas of engineering reports, notebooks, experimental reports, specifications, and formal technical reports. Writing effective resumes and employment applications are studied and practiced.

**Prerequisite:** none

**Three credits:** 30 clock hours

### CON 109 CREATIVE WRITING

Structured instruction in the techniques of short story and poetry writing reinforced by an informal study of professional writing in these areas. Students will receive practice in the type of writing best suited to his or her individual interest and talent. Student will receive positive criticism for improvement and practical information on publication.

**Five credits**

### CON 202 ADVANCED COMPOSITION

Student will have the opportunity to study styles of professional writers in order to help refine his or her writing skills. Student will be given practice in persuasive writing, analytical or critical reviews, and advanced expository writing. In addition, the student will learn research skills and techniques of writing a research paper.

**Prerequisite:** CON 102

**Five credits**

### CON 295 INDEPENDENT STUDY IN COMMUNICATION

Provides an opportunity for the serious minded student to engage in intensive study and research on a specified topic under the direction of a faculty member.

**Prerequisite:** CON 102

**One to three credits:** contact instructor

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## CSC: COMPUTER SCIENCE

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### CSC 100 THE COMPUTER AND SOCIETY

An introduction to computers, their application and impact on man and social institutions. Presents factual and technical information to give the ability to make objective judgements about computer use and to think constructively and creatively about technology and its social impact. Topics to be presented include the vocabulary of computing, literacy, resource management and other aspects of the information age.

**Three or four credits**

### CSC 101 INTRODUCTION TO COMPUTING AND THE BASIC LANGUAGE

Introduction to computer programming by using the BASIC language. Various concepts relating to computer hardware and software are presented. Students will attain necessary computing techniques which can be applied to their work in physical science, mathematics, business, biological sciences, social sciences, and engineering. Topics include subscript operations, arrays, and string manipulation.

**Four credits:** four clock hours per week

### CSC 102 ADVANCED BASIC

A continuation of CSC 101 that will allow the student to learn

advanced programming techniques to include: multiple level control breaks, simulation, and the use of sequential and random files.

**Prerequisite:** CSC 101 or equivalent

**Four credits:** four clock hours per week

### CSC 111 INTRODUCTION TO COMPUTER PROGRAMMING AND THE PASCAL LANGUAGE

Introduction to computer programming through the use of Pascal. Various concepts of relating to computer hardware and software will be presented. Students will attain necessary computing techniques which can be applied to their work in physical science, mathematics, business, biological science, social science, and engineering. Topics include subscript operations, arrays and string manipulation.

**Four credits:** four clock hours per week

### CSC 121 INTRODUCTION TO COMPUTER PROGRAMMING AND THE HPL LANGUAGE

Introduction to computer programming through the use of HPL. Various concepts relating to computer hardware and software will be presented. Students will attain necessary computing techniques which can be applied to their work in physical science, mathematics, business, biological science, social science, and engineering. Topics include subscript operations, arrays, and string manipulation.

**Four credits:** four clock hours per week

### CSC 201 INTRODUCTION TO COMPUTER PROGRAMMING AND THE FORTRAN 77 LANGUAGE

Introduction to computer programming through the use of FORTRAN 77. Various concepts relating to computer hardware and software will be presented. Students will attain necessary computing techniques which can be applied to their work in physical science, mathematics, business, biological science, social science, and engineering. Topics include subscript operations, arrays, subroutines, and function subprograms.

**Four credits:** four clock hours per week

### CSC 221 COMPUTER SCIENCE I

ACM recommended topics will include a brief overview of digital systems, combinational circuits, simulation of hardware, sequential circuits, coding, number representation, and arithmetic.

**Prerequisite:** CSC 111 or CSC 201

**Four credits:** three hours lecture, two hours lab per week

### CSC 222 COMPUTER SCIENCE II

ACM recommended topics will include an introduction to computer organization and architecture; the study of several real computers, including microcomputers, minicomputers, and larger systems. A detailed survey of trends and alternatives along with selected topics will be presented.

**Prerequisite:** CSC 221

**Four credits:** three hours lecture, two hours lab per week

### CSC 231 ADVANCED TOPICS IN COMPUTER PROGRAMMING

A continuation of Pascal or FORTRAN 77 as the language applies to more extensive and sophisticated problems. Multiple-level controls, simulation techniques, and file management will be emphasized.

**Prerequisite:** CSC 111 or CSC 201, or permission of instructor

**Three or four credits**

### CSC 295 INDEPENDENT STUDY IN COMPUTER PROGRAMMING

Provides an opportunity for the experienced programming student to complete appropriate projects if interest. The student will be limited as to the number of independent study credits to be taken.

**Prerequisite:** previous computer programming courses or programming experience

**One to three credits:** contact division chairman



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## CRJ: CRIMINAL JUSTICE

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### CRJ 101 INTRODUCTION TO CRIMINAL JUSTICE

An overview of functions and jurisdictions of law enforcement agencies, career opportunities and requirements, curriculum and requirements of program; study and practice in application for employment process.

**Two credits:** 20 clock hours

### CRJ 115 TRAFFIC CONTROL AND ACCIDENT INVESTIGATION

Model traffic ordinances, enforcement of state laws, selective enforcement, parking problems, types of traffic accidents, injuries, first aid, facts, measurements, citations, court procedures, control, pedestrians, etc.

**Prerequisites:** CRJ 135 and CRJ 150, or permission of instructor

**Four credits:** 50 clock hours

### CRJ 130 COMMUNITY RELATIONS

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

**Three credits:** 30 clock hours

### CRJ 135 REPORT WRITING

Importance of note taking, accurate typewritten reports, forms; use of sketches, diagrams, charts, photos; modus operandi, basic essentials of notes, labeling.

**Three credits:** 30 clock hours

### CRJ 140 JUVENILE PROCEDURES

A study of organization, functions, and jurisdiction of juvenile agencies; juvenile statutes, detention court procedure, case dispositions, and Colorado Children's Code; methods to combat juvenile crime.

**Three credits:** 30 clock hours

### CRJ 141 LAW ENFORCEMENT BASIC TRAINING I

Part I of an intensive introduction to law enforcement: history and orientation, basic law, police procedure, skill training, community relations. The requirement for this course also can be met by certification of successful completion of the basic recruit seminar taught at the Colorado Law Enforcement Training Academy (CLETA).

**Ten credits:** 116 clock hours

### CRJ 142 LAW ENFORCEMENT BASIC TRAINING II

Part II of an intensive introduction to law enforcement: history and orientation, basic law, police procedure, skill training, community relations. The requirement for this course also can be met by certification of successful completion of the basic recruit seminar taught at the Colorado Law Enforcement Training Academy (CLETA).

**Ten credits:** 116 clock hours

### CRJ 143 LAW ENFORCEMENT BASIC TRAINING III

Part III of an intensive introduction to law enforcement: history and orientation, basic law, police procedure, skill training, community relations. The requirement for this course also can be met by certification of successful completion of the basic recruit seminar taught by the Colorado Law Enforcement Training Academy (CLETA).

**Ten credits:** 116 clock hours

### CRJ 150 LAW ENFORCEMENT BASIC TRAINING

An intensive introduction to law enforcement: history and orientation, basic law, police procedure, skill training, community relations. A certificate of completion is awarded to successful candidates.

**Thirty credits:** 350 clock hours

### CRJ 158 FORENSIC PHOTOGRAPHY

Studies basic principles of photography and their application to traffic accidents, fire, crimes against persons, crimes against property. Infrared and videotape techniques and preparation of photographic evidence for court testimony are included.

**Three credits:** 40 clock hours

### CRJ 200 CRIMINAL LAW AND PROCEDURES

An analysis of origin and structure of common law crimes: federal, state, and local laws and ordinances; recognition and elements of criminal acts, Colorado criminal statutes, interrogation, arrest, search, and seizure.

**Five credits:** 60 clock hours

### CRJ 210 CRIMINAL INVESTIGATION

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

**Prerequisite:** CRJ 225

**Three credits:** 40 clock hours

### CRJ 215 EVIDENCE I

A study of law evidence; matters of opinion, fact, expert opinion, physical and oral evidence; rules of evidence including relevancy, competency, direct and circumstantial evidence; hearsay.

**Prerequisites:** CRJ 150 and CRJ 200, or permission of instructor

**Three credits:** 40 clock hours

### CRJ 225 EVIDENCE II

Continuation of CRJ 215. Collection, identification, and preservation of evidence; submissions of evidence for lab examination and presentation in court.

**Prerequisite:** CRJ 215 or permission of instructor

**Three credits:** 40 clock hours

### CRJ 231 COURT PROCEDURES

Procedural aspects of courts, particularly as law enforcement office is involved. A courtroom setting is employed for 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.

**Prerequisite:** CRJ 225 or permission of instructor

**Five credits:** 50 clock hours

### CRJ 240 CONSTITUTIONAL LAW SEMINAR

A review of recent Supreme Court rulings relating to performance and responsibilities of law enforcement functions.

**Three credits:** 30 clock hours

### CRJ 251 POLICE CADET COOPERATIVE

### CRJ 252 POLICE CADET COOPERATIVE

### CRJ 253 POLICE CADET COOPERATIVE

### CRJ 254 POLICE CADET COOPERATIVE

### CRJ 255 POLICE CADET COOPERATIVE

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.

**One to five credits**



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## EAS: EARTH SCIENCE

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### EAS 105 EARTH SCIENCE

Provides an understanding of the planet earth and its place in the universe. Includes general geology of the earth, weather and climate on the earth, and descriptive astronomy of the solar system.

**Five credits:** four hours lecture, two hours lab per week

### EAS 106 INTRODUCTION TO METEOROLOGY

Basic course in meteorology. Studies the atmosphere, its composition, thermal structure, pressure, humidity, wind, precipitation, clouds, and storm fronts. Practical aspects such as weather for flying, measurements of atmospheric conditions for weather prediction, and weather map analysis will be emphasized.

**Four credits:** three hours lecture, two hours lab per week

### EAS 295 INDEPENDENT STUDY IN EARTH SCIENCE

Provides an opportunity for the highly-motivated student to engage in intensive study and research on a specified topic under the direction of a faculty member. The student will be limited as to the number of independent study credits taken per quarter.

**Prerequisite:** previous academic study or experience in earth science

**One to three credits:** contact division chairman

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## ECO: ECONOMICS

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**Note:** Asterisks indicate instruction provided by:

\*\* Technical Division

\*\*\*\* Trades and Industry Division

### ECO 100 INTRODUCTION TO ECONOMICS

Survey course offering an introduction to basic economics. Current economic issues receive considerable attention.

**Five credits**

### \*\*ECO 104 APPLIED ECONOMICS

Emphasizes fundamental principles of American capitalism. Topics related to practical application include economic forces and indicators, natural resources, factors of cost, price, and competition; money and banking, and government involvement in business and industrial enterprise.

**Three credits**

### \*\*\*\*ECO 105 ORGANIZATIONS AND INSTITUTIONS

The student will participate in activities which will enhance his or her ability to be apart of or deal with organizations such as companies, governmental agencies, banks, loan companies, service organization/unions. The history of these organizations and the relationship between them will be discussed.

**Three credits:** 30 clock hours

### ECO 115 AGRICULTURE ECONOMICS

Introductory course in the study of resources, basic economics principles, supply and demand concepts, market structures and competition, agriculture policy, and international trade as they apply to agriculture.

**Five credits:** 50 clock hours

### ECO 201 PRINCIPLES OF ECONOMICS - MACROECONOMICS

Introduction to American capitalism, national policy, economic stability, economic growth, and economic problems.

**Five credits**

### ECO 202 PRINCIPLES OF ECONOMICS - MICROECONOMICS

Emphasizes the firm: production, management decisions, and

marginal decisions. Knowledge of algebra not required.

**Five credits**

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## EDU: EDUCATION

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### EDU 104 INTRODUCTION TO EDUCATION

Provides prospective teachers with a general introduction to the field of education and more specifically, the career of teaching. Includes discussion of contemporary educational issues and the organization of public education.

**Three credits**

### EDU 105 EARLY FIELD EXPERIENCE IN EDUCATION

Provides classroom experience as teacher aides, coaching assistants, etc., to students anticipating careers in the teaching profession. (Fulfills UNC's teacher aide requirements.)

**One to three credits**

### EDU 106 INTRODUCTION TO TEACHER AID TRAINING PROGRAM

Designed to help teacher aides understand the role of paraprofessionals in the classroom. Class discussion topics will include: educational procedures, responsibility, classroom operations, the development of the paraprofessional's self concept, learning concepts, and the paraprofessional's learning style.

**Three credits:** 30 clock hours

### EDU 107 INTRODUCTION TO BILINGUAL EDUCATION

Students will develop an awareness of bilingual education; its history and current programs. Students will be required to review, select, and use materials applicable to the bilingual classroom. Also included will be development in adoption of materials for use in a bilingual classroom.

**Three credits:** 30 clock hours

### EDU 108 FIELD EXPERIENCE IN TEACHER AIDE EDUCATION

Provides an opportunity for teacher aide trainees to receive practical, on-site experience in the classroom under the direction of professional teachers.

**Five credits:** 50 clock hours

### EDU 109 METHODS OF TEACHING THE BILINGUAL

Bilingual teaching techniques used in reading, writing, spelling, language arts, arithmetic, social studies, and science will be emphasized as they relate to the role of the bilingual teacher aide.

**Five credits:** 50 clock hours

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## EDP: ELECTRONIC DATA PROCESSING

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### EDP 101 INTRODUCTION TO DATA PROCESSING

A survey of information processing systems and computer technology. Topics include a nontechnical description of "how a computer works," business uses of computers, business systems design process, and introduction to computer programming.

**Five credits:** 50 clock hours

### EDP 102 COMPUTER CONCEPTS I

Studies the basic computer concepts to provide the proper framework for the advanced study of computer systems and programming languages. Topics include virtual storage, "computer math," operating systems, and file structure.

**Prerequisite:** EDP 101 with a grade of C or better, or permission of instructor

**Five credits:** 50 clock hours



**EDP 103 COMPUTER CONCEPTS II**

A study of advanced computer concepts emphasizing how components relate to an integrated data processing system. Topics will include JCL machine language, internal storage, and introduction to assembler.

**Prerequisite:** EDP 102 with a grade of C or better, or permission of instructor

**Five credits:** 50 clock hours

**EDP 104 BUSINESS BASIC**

The purpose is to acquire the skills necessary to write and debug business programs utilizing the BASIC language. This class will include file processing.

**Prerequisite:** EDP 101 with a grade of C or better, or permission of instructor

**Five credits:** 50 clock hours

**EDP 105 COMPUTER OPERATIONS**

A study of the hardware and software components of a computing system relative to the actual operations of the system. Both conceptual and hands-on exposure to topics are included.

**Prerequisite:** EDP 102 with a grade of C or better, or permission of instructor.

**Five credits:** 50 clock hours

**EDP 107 COMPUTERS FOR SMALL BUSINESS**

To provide the student with the essential concepts of how and why computers are being used throughout today's business world.

**Five credits:** 50 clock hours

**EDP 121 STRUCTURED COBOL PROGRAMMING**

Fundamentals of business-oriented programming language using structured techniques. Documentation techniques and programming standards will be stressed.

**Prerequisite:** EDP 104 with a grade C or better, or permission of instructor

**Five credits:** 50 clock hours

**EDP 122 ADVANCED COBOL PROGRAMMING**

Continuation of EDP 121. Students will learn advanced COBOL techniques and efficiencies and will utilize table handling and various file structure maintenance.

**Prerequisites:** EDP 121 and EDP 102 with a grade of C or better, or permission of instructor

**Five credits:** 50 clock hours

**EDP 126 REPORT PROGRAM GENERATOR II (RPG II)**

An elective course in RPG programming language. Topics include printed report generation, file matching, control breaks, and table search. Prior knowledge of fundamental programming logic required.

**Prerequisite:** EDP 104 with a grade of C or better, or permission of instructor

**Five credits:** 50 clock hours

**EDP 127 PL/I (PROGRAMMING LANGUAGE I)**

An elective course in PL/I programming language and its application to business problems.

**Prerequisite:** EDP 104 with a grade of C or better, or permission of instructor

**Five credits:** 50 clock hours

**EDP 201 ASSEMBLER LANGUAGE PROGRAMMING**

Programming concepts learned in EDP 103 are implemented using IBM 370 Assembler Language. Documentation techniques and programming standards stressed. College computer will be used to test programs written by students.

**Prerequisites:** EDP 103 and EDP 121 with a grade of C or better, or permission of instructor

**Five credits:** 50 clock hours

**EDP 211 NEW ISSUES AND DEVELOPMENTS IN DATA PROCESSING**

Familiarizes students with new hardware and software developments in all types of systems. Gives students the opportunity to research some of these new developments.

**Prerequisite:** EDP 201 with a grade of C or better, or permission of instructor

**Five credits:** 50 clock hours

**EDP 237 STRUCTURED SYSTEMS ANALYSIS**

A pragmatic approach to systems development which identifies classic problems faced by an analyst. Topics include data flow diagrams, data dictionary, data structure diagrams, and other analyst's tools.

**Prerequisites:** EDP 122 and EDP 102 with a grade C or better, or permission of instructor

**Five credits:** 50 clock hours

**EDP 238 SYSTEMS ANALYSIS II**

The purpose is to take a logical model of a system with a stated objective for that system and produce physical system specifications to meet those objectives.

**Prerequisite:** EDP 237 with a grade of C or better

**Five credits:** 50 clock hours

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**ELT: ELECTRONICS TECHNOLOGY**

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\*Electronics electives: additional courses may be designed or permitted in elective areas.

**ELT 122 ELECTRONICS MATH (Evening)**

An applied math course designed to build proficiency in solving electronic problems. Algebraic operations, equations, quadratic equations, determinants, graphic relationships, quadratic equations, exponentials, logarithms, right angle trigonometry, vectors, phasors, J-operator. Math exercises emphasize typical electronic applications.

**Prerequisite:** ELT 150 or concurrent with ELT 150, or permission of instructor

**Five credits:** 60 clock hours

**ELT 141 INTRODUCTION TO ELECTRONICS**

The study of direct current applications in passive linear circuits with emphasis on the physics of electricity and network laws and theorems. Mathematical analysis and laboratory experiments are used to discover fundamental concepts. (ELT 150 and 151 are equivalent to ELT 141.)

**Prerequisite:** qualifying preassessment scores

**Ten credits:** 120 clock hours

**ELT 142 AC/DC CIRCUIT ANALYSIS**

A study of passive circuits emphasizing analysis of AC and time varying conditions. Students develop practical measurement and analysis skills and become more aware of systems applications. The study of reactive component analysis. (ELT 152 and 153 are equivalent to ELT 142.)

**Prerequisite:** ELT 141 or ELT 151, or permission of instructor

**Ten credits:** 120 clock hours

**ELT 143 CIRCUITS AND APPLICATIONS**

Introduction to active circuits. Development of analytical and graphic tools for practical applications to commonly encountered solid state circuits. Attention to measurements and troubleshooting including a variety of integrated circuits and solid state devices. (ELT 154 and 155 are equivalent to ELT 143.)

**Prerequisite:** ELT 142 or ELT 153, or permission of instructor

**Ten credits:** 120 clock hours



**ELT 146 ELECTRONICS PRINT READING AND SKETCHING**

Familiarizes the student with drafting documentation encountered in the electronics industry. Presents terms and techniques employed in industry. Practice in sketching, reading/interpreting industry prints. Includes circuit board layout.

**Prerequisite:** ELT 150 or ELT 141, or permission of instructor

**Three credits:** 40 clock hours

**ELT 150 DC FUNDAMENTALS I (Evenings)**

The study of direct current applications in passive linear circuits with emphasis on the physics of electricity and network laws and theorems. Mathematical analysis and laboratory experiments are used to discover fundamental concepts.

**Prerequisite:** qualifying preassessment scores.

**Five credits:** 60 clock hours

**ELT 151 DC FUNDAMENTALS II (Evenings)**

Continuation of ELT 150. The application of basic fundamentals and the study of their functional characteristics. (ELT 150 and 151 are equivalent to ELT 141.)

**Prerequisite:** ELT 150 or permission of instructor

**Five credits:** 60 clock hours

**ELT 152 AC FUNDAMENTALS I (Evenings)**

A study of passive circuits emphasizing analysis of AC and time varying conditions. Students develop practical measurement and analysis skills and become more aware of systems applications.

**Prerequisite:** ELT 151 or ELT 141, or permission of instructor

**Five credits:** 60 clock hours

**ELT 153 AC FUNDAMENTALS II (Evening)**

Continuation of ELT 152. The study of reactive component analysis. (ELT 152 and 153 are equivalent to ELT 142.)

**Prerequisite:** ELT 152 or permission of instructor

**Five credits:** 60 clock hours

**ELT 154 SOLID STATE CIRCUITS I (Evening)**

Introduction to active circuits. Development of analytical and graphic tools for practical applications to commonly encountered solid state circuits. Attention to measurements and troubleshooting.

**Prerequisite:** ELT 153 or ELT 142, or permission of instructor

**Five credits:** 60 clock hours

**ELT 155 SOLID STATE CIRCUITS II (Evening)**

Continuation of ELT 154. Extends development of analytical tools to increasingly complex solid state circuits including a variety of integrated circuits and solid state devices. (ELT 154 and 155 are equivalent to ELT 143.)

**Prerequisite:** ELT 154 or permission of instructor

**Five credits:** 60 clock hours

**ELT 225 LINEAR ICs AND SENSORS**

Studies linear integrated circuits (especially operational amplifiers). Stresses analysis of commonly encountered applications. Some attention given to sensors and actuators.

**Prerequisite:** ELT 143 or permission of instructor

**Five credits:** 60 clock hours

**ELT 266 ELECTRONIC DESIGN AND FABRICATION**

Emphasizes proper chassis layout and equipment arrangements (packaging), soldering and other assembly or re-work techniques. Building a functional unit of an approved type in undertaken.

**Prerequisites:** ELT 143 and ELT 225, or permission of instructor

**Three credits:** 40 clock hours

**ELT 267 INTRODUCTION TO NEW ELECTRONIC INDUSTRY DEVELOPMENT**

Introduces new devices, including new developments in general. Students assist in current literature search and presentation of

findings. Current hiring practices and conditions, desirable employee attitudes, proper conduct during an interview, and typical entrance exam questions are discussed.

**Prerequisites:** ELT 272 and ELT 282, or permission of instructor

**Three credits:** 30 clock hours

**ELT 268 PRACTICAL SOLID STATE TROUBLESHOOTING**

A logical approach to troubleshooting modern, solid-state equipment. Lab and industrial systems stressed. Also covers some electronics used in homes.

**Prerequisites:** ELT 272 and ELT 282, or permission of instructor

**Three credits:** 40 clock hours

**ELT 271 COMMUNICATIONS I**

Detailed analysis of fundamental circuits of communication systems. Emphasizes mathematical understanding of circuit action and theoretical concepts. Laboratory experiments complement lecture/demonstration.

**Prerequisite:** ELT 143 or permission of instructor

**Five credits:** 60 clock hours

**ELT 272 COMMUNICATIONS II**

Systems approach will be major emphasis as individual circuits studied in the previous course will be combined into complete systems. Transmission methods, transmission lines, antennas and introduction to microwave techniques are studied. Some special methods will be included that enhance information transmission from point to point. Laboratory experiments are included.

**Prerequisite:** ELT 271 or permission of instructor

**Five credits:** 60 clock hours

**ELT 273 COMMUNICATIONS III**

Assists students in obtaining the FCC second class radio telephone license. Based on typical FCC license examination questions, study of FCC regulations and review of electronic circuit theory.

**Prerequisite:** ELT 272 or permission of instructor

**Five credits:** 60 clock hours

**ELT 281 COMPUTERS I**

Study of digital fundamentals beginning with the block diagram of a general purpose digital computer. Includes number systems, IC gates, Boolean algebra, flip-flops and applications including arithmetic circuits. Some software attention. Reference is made to systems (a microprocessor) at appropriate points.

**Prerequisite:** ELT 281 or permission of instructor

**Five credits:** 60 clock hours

**\*ELT 282 COMPUTERS II**

Continuation of hardware and software elements of digital machines. Counters, registers, ROM, RAM and reference to systems (microprocessor) continues.

**Prerequisite:** ELT 281 or permission of instructor

**Five credits:** 60 clock hours

**\*ELT 283 COMPUTERS III**

Microprocessors are employed to obtain systems experience and application of fundamentals. Involves hardware and software studies and tradeoffs between hardware/software. Organization of a microprocessor; clock, CPU, I/O, bus concepts, EPROM, RAM, programming and peripherals.

**Prerequisite:** ELT 282 or permission of instructor

**Five credits:** 60 clock hours

**\*ELT 284 COMPUTERS IV**

Special studies in computer systems. Studies can include new microprocessor types, interfacing, hardware/software development. Projects can be instructor assigned or student proposed (and



approved). May be taken concurrently with ELT 283.

**Prerequisite:** ELT 282 or permission of instructor

**Five credits:** 60 clock hours

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## TEM: EMERGENCY MEDICAL SERVICE

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### TEM 105 EMERGENCY MEDICAL TECHNICIAN

Instruction in prompt and efficient care of victim, control of accident scene, safe and efficient transport, orderly transfer of patient and information to hospital's emergency department, reporting and record keeping, vehicle and equipment care, legal aspects of emergency care, the ambulance and its equipment, and cardiopulmonary resuscitation.

**Nine credits:** 93 clock hours

### TEM 108 EMT REFRESHER

An eight-week course for refreshing and recertifying holders of Colorado Basic EMT certificates.

**Four credits:** 40 clock hours

### TEM 127 CARDIOPULMONARY RESUSCITATION (CPR)

Designed to qualify the successful student for the Basic Rescuer certificate issued by the American Heart Association. Covers basic cardiopulmonary resuscitation and emergency cardiac care from the theory and practice standpoints. Includes one-man CPR, two-man CPR, infant resuscitation, and choking.

**One credit:** 10 clock hours

### TEM 128 CPR INSTRUCTOR

Designed to qualify the successful student for the Basic Life Support Instructor certificate issued by the American Heart Association. Covers basic life support techniques and teaching aids necessary to instruct CPR. Also includes manikin care and cleaning.

**One credit:** 14 clock hours.

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## ESL: ENGLISH AS A SECOND LANGUAGE

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### ESO 090 INTENSIVE ORAL

Designed for the student who has little or no previous training in spoken English. Introduces non-English speakers to the sound system, vocabulary, and syntax of phrases, clauses, and sentences.

**Prerequisite:** placement

### ESO 091 INTENSIVE ORAL II

Continuation in the development of basic oral communication in English. Emphasis on patterns relating to syntax, intonation, rhythm, and pronunciation. Considerable attention will be given to vocabulary development.

**Prerequisite:** ESO 090 Intensive Oral I or placement

### ESO 092 INTENSIVE ORAL III

Talking and listening skills will be developed in individual and informal group situations. Designed to develop acquired oral skills in the areas of speech patterns, word usage and question and answer responses. Practice in listening effectively for information, retention, and participation. Introduction of idiomatic expressions.

**Prerequisite:** ESO 091 Intensive Oral II or placement.

### ESO 093 INTENSIVE ORAL IV

Designed to give the student oral practice in English language usage in complex forms and formal interview situations.

**Prerequisite:** ESO 092 Intensive Oral III or placement

### ESO 094 INTENSIVE ORAL V

Develop oral and listening skills in interpreting taped professor's lectures for content and style. Vocabulary development in students area of interest.

**Prerequisite:** ESO 093 Intensive Oral IV or placement

### ESO 095 INTENSIVE ORAL VI

Introduction to the fundamentals of public speaking such as informative, persuasive, argumentative, etc. Use acquired oral skills to use language and style appropriate to the situation and adjust content and style to fit the purpose and the audience. This course requires the most advanced level of vocabulary.

**Prerequisite:** ESO 094 Intensive Oral V or placement

### ESG 090 INTENSIVE GRAMMAR I

Designed to provide the student with no English background with the very elementary functions of the parts of speech. The class will be introduced to simple, English-language patterns. The grammatical generalization will be introduced as each grammatical item is introduced.

**Prerequisite:** An English proficiency evaluation

**Contact hours:** 40-50 hours per quarter

**Lab hours:** 10-15 hours per quarter

### ESG 091 INTENSIVE GRAMMAR II

A continuation of ESG Grammar-Level I. Level II emphasizes further study of the syntactic structure of the English language. This level is designed for the student with limited English skills.

**Prerequisite:** ESG Grammar Level I, or an English proficiency evaluation

**Contact hours:** 40-50 hours per quarter

**Lab hours:** 10-15 hours per quarter

### ESG 092 INTENSIVE GRAMMAR III

A continuation of ESG Grammar-Level II. Grammatical items will be taught in situations with lexical items (that generally co-occur) to help clarify their meaning. Level III will continue to expound unequivocally that language is a rule-governed behavior. This level is designed for students with partial ability in English.

**Prerequisite:** ESG Grammar Level II, or an English proficiency evaluation

**Contact hours:** 40-50 hours per quarter

**Lab hours:** 10-15 hours per quarter

### ESG 093 INTENSIVE GRAMMAR IV

A graded continuation of ESG Grammar-Level III. Level IV emphasizes a logical sequence of language within larger grammatical categories that will be integrated with those the student already knows.

**Prerequisite:** ESG Grammar Level III, or an English proficiency evaluation

**Contact hours:** 40-50 hours per quarter

**Lab hours:** 10-15 hours per quarter

### ESG 094 INTENSIVE GRAMMAR V

A graded continuation of ESG Grammar-Level IV. Level V reaffirms the importance of meaning in grammatical analysis. It continues to characterize the rules of grammar, allowing the student to see that the rules can be applied over and over again to similar base structures.

**Prerequisites:** ESG Grammar Level IV, or an English proficiency evaluation

**Contact hours:** 40-50 hours per quarter

**Lab hours:** 10-15 hours per quarter



### **ESG 095 INTENSIVE GRAMMAR VI**

A graded continuation of ESG Grammar-Level V. Level VI will explain ambiguities in sentences by distinguishing between deep and surface structures. This level will continue to emphasize English competency by having the student apply the rules which he has internalized up to this level. Emphasis will be placed on reviewing those grammatical items that will help the student pass the TOEFL exam.

**Prerequisite:** ESG Grammar Level V or an English proficiency evaluation

**Contact hours:** 40-50 hours per quarter

**Lab hours:** 10-15 hours per quarter

### **ESR 090 INTENSIVE READING I**

This course is designed to instruct foreign students in basic reading skills. Primary objectives are to provide the student with initial skills in word attack and comprehension. This course also prepares the student for Intensive ESR Reading II.

**Prerequisite:** placement

### **ESR 091 INTENSIVE READING II**

This course is designed to provide the foreign student who is beginning to read with additional skills in word attack and comprehension. Primary purposes are to provide the student with a basic introduction to general reading skills and to prepare the student for Intensive ESR Reading III.

**Prerequisite:** ESR 090 Intensive Reading I or placement

### **ESR 092 INTENSIVE READING III**

This course is designed to provide the foreign student with instruction in vocabulary development, structural analysis, comprehension, and reading for a specific purpose. Primary purposes are to improve the students reading level and to prepare the student for Intensive ESR Reading IV.

**Prerequisite:** ESR 091 Intensive Reading II or placement

### **ESR 093 INTENSIVE READING IV**

This course is designed to provide the foreign student with additional instruction in vocabulary development, structural analysis, comprehension, and reading for a specific purpose. The course will also include instruction in locational skills. The student will apply these skills in both general and content area reading materials. Primary purposes are to improve the students reading level and to prepare the student for Intensive ESR Reading V.

**Prerequisite:** ESR 092 Intensive Reading III or placement

### **ESR 095 INTENSIVE READING V**

This course is designed to provide the foreign student with instruction in extensive vocabulary development and high level comprehension skills. The primary purposes of this course are to raise the reading level of the student, to expand the variety of reading skills the student uses and prepare the student for Intensive ESR Reading VI.

**Prerequisite:** ESR 093 Intensive Reading IV or placement

### **ESR 095 INTENSIVE READING VI**

This course is designed to provide the foreign student with additional instruction in extensive vocabulary development and high level comprehension skills. In addition the course will introduce reading strategies to enable students to function in content area college courses.

**Prerequisite:** ESR 094 Intensive Reading V or placement

### **ESL 011 SURVIVAL ENGLISH AS A SECOND LANGUAGE I**

Designed to provide the non-English speaking individual with basic language survival skills which will be integrated with pattern usage of the English language. About 75 percent of class time will be devoted to oral and listening development, and about 25 percent devoted to writing simple statements and building vocabulary.

### **ESL 012 SURVIVAL ENGLISH AS A SECOND LANGUAGE II**

Designed to provide the very limited English speaking individual with basic, language survival skills which will be integrated with pattern usage of the English language. These skills will be a continuation of those acquired in ESL I. Great emphasis will be placed on oral and listening development. Writing and reading skills also will be emphasized to build vocabulary skills.

**Prerequisite:** Completion of ESL 011, or score of 80 percent or better on test used to assess English skills learned in ESL 011

### **ESL 013 SURVIVAL ENGLISH AS A SECOND LANGUAGE III**

Designed to provide the limited English speaking individual with basic, language survival skills which will be integrated with pattern usage of the English language. These skills will be a continuation of those acquired in ESL I and II. Great emphasis will be placed on oral and listening development. Writing and reading skills also will be emphasized to build vocabulary skills.

**Prerequisite:** Completion of ESL 012, or score of 80 percent or better on test used to assess English skills learned in ESL 012

### **ESL 014 SURVIVAL ENGLISH AS A SECOND LANGUAGE IV**

This course is designed to provide the limited English speaking individual with basic survival skills which will be integrated with pattern usage of the English language. These skills will be a continuation based upon those acquired in levels I, II, and III. Great emphasis will be placed in oral and listening development. Writing and reading skills will also be emphasized for vocabulary skill buildup.

**Prerequisite:** ESL 013

### **ESL 015 SURVIVAL ENGLISH AS A SECOND LANGUAGE V**

This course is designed to provide the limited English speaking individual with basic survival skills which will be integrated with pattern usage of the English language. These skills will be a continuation based upon those acquired in levels I, II, III, and IV. Great emphasis will be placed in oral and listening development. Writing and reading skills will also be emphasized for vocabulary skill buildup.

**Prerequisite:** ESL 014

### **ESL 011 CLASE DE INGLÉS — NIVEL I**

Esta clase está diseñada para darle al estudiante que no habla inglés una habilidad básica en inglés que será integrada con formas de como se usa el inglés correctamente. Como un 75 por ciento de la enseñanza de la clase pondrá énfasis en el desarrollo oral (de conversación) y de escuchar el inglés. Como un 25 por ciento de la clase será dedicado a el desarrollo de la escritura de oraciones simples.

### **ESL 012 CLASE DE INGLÉS — NIVEL II**

Esta clase está diseñada para darle al estudiante quien está muy limitado en la habilidad de comunicarse en inglés una habilidad básica en inglés que será integrada con formas de como se usa el inglés correctamente. Estas habilidades serán una continuacion de esas habilidades introducidas en el Nivel I. Se dará mucha atención al desarrollo de la escritura y lectura del inglés.

**Requisito:** Completar el Nivel I de Inglés. El estudiante debe de tener un grado de 80 por ciento o mejor en el examen del Nivel I de Inglés

### **ESL 013 CLASE DE INGLÉS — NIVEL III**

Esta clase está diseñada para darle al estudiante quien está limitado en la habilidad de comunicarse en inglés una habilidad básica en inglés que será integrada con formas de como se usa el inglés correctamente. Estas habilidades serán una continuación de esas habilidades introducidas en los Niveles I y II. Se dará mucha atención al desarrollo oral (de conversación) y de escuchar inglés.



También se dará mucha atención al desarrollo de la escritura y lectura.

**Requisito:** Completar el Nivel II de Inglés. El estudiante debe de tener un grado de 80 por ciento o mejor en el examen del Nivel II de Inglés

#### **ESL 014 CLASE DE INGLÉS — NIVEL IV**

Esta clase está diseñada para darle al estudiante quien está limitado en la habilidad de comunicarse en inglés una habilidad básica en inglés que será integrada con formas de como se usa el inglés correctamente. Estas habilidades serán una continuación de esas habilidades introducidas en los Niveles I, II, y III. Se dará mucha atención al desarrollo oral (de conversación), y de escuchar inglés. También se dará mucha atención al desarrollo de la lectura y escritura.

**Requisito:** Completar el Nivel III de Inglés. El estudiante debe de tener un grado de 80 por ciento o mejor en el examen del Nivel III de Inglés

#### **ESL 015 CLASE DE INGLÉS — NIVEL V**

Esta clase está diseñada para darle al estudiante quien está limitado en la habilidad de comunicarse en Inglés una habilidad básica en Inglés correctamente. Estas habilidades serán una continuación de esas habilidades introducidas en los Niveles I, II, III, y IV. Se dará mucha atención al desarrollo de la lectura y escritura.

**Requisito:** Completar el Nivel IV de Inglés. El estudiante debe de tener un grado de 80 por ciento o mejor en el examen del Nivel III de Inglés

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## **FLE: FAMILY AND LIFE EDUCATION**

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**Expectant Families, Active Families and Changing Individuals are cosponsored with North Colorado Medical Center.**

### **EXPECTANT FAMILIES**

#### **FLE 114 PREGNANCY — A TIME TO PREPARE**

Take class as soon as pregnancy is confirmed. Discussions concern physical changes, emotional adjustments, basic nutrition, fetal development, breast and bottle feeding, baby equipment, and parent-infant bonding. Body conditioning, proper body mechanics, and relaxation are taught.

**One credit**

#### **FLE 115 PREPARED CHILDBIRTH I**

For those having their first child. Group discussions concern the physical and emotional aspects of pregnancy and the postpartum period, including new family relationships, the unique role of the father, basic nutrition, and initial newborn care. Promotes better preparation for labor and delivery processes by teaching and practicing related exercises and breathing techniques including the Lamaze method. Labor and delivery film is shown and tour of the hospital obstetrical facilities included.

**Two credits**

#### **FLE 116 PREPARED CHILDBIRTH II**

For those who have had one or more children. Discussions concern putting past experiences into proper perspective. Provides additional information to enable couples to cope with present pregnancy positively, explores demand of new family relationships (sibling rivalry), and includes sharing ideas related to infant care. Promotes better preparation for labor and delivery processes by practicing conscious relaxation, related exercises, and types of breathing techniques including the Lamaze method. Labor and

delivery film is shown and tour of the hospital obstetrical facilities is included.

**Two credits**

#### **FLE 117 REFRESHER EXERCISES**

For parents who previously have completed a comprehensive childbirth education course. Review and practice of relaxation and breathing techniques for labor and delivery. Labor and delivery film is shown and tour of the hospital obstetrical facilities is included.

**Prerequisites:** Childbirth Education course.

**One credit**

#### **FLE 119 CESAREAN BIRTH**

For those anticipating a Cesarean birth to put past experiences into proper perspective. Family centered birthing information and other related childbirth preparation topics are included. Relaxation exercises are taught.

**One credit**

#### **FLE 121 NOW I'M A PARENT**

Acquaints parents with growth, development, and the normal characteristics of early infancy. Helps parents understand and cope with their feelings.

**One credit**

#### **FLE 125 PREPARED CHILDBIRTH FOR SINGLE MOTHERS**

Designed for mothers who are single or alone. Class will offer education for pregnancy, labor and delivery as well as group support. Discussions focus on: comfort measures for pregnancy, labor and delivery, anesthesia, Cesarean birth, basic baby care and support systems. Relaxation and Lamaze breathing is taught. Labor and delivery film is shown and tour of hospital obstetrical facilities is included.

**Two credits**

#### **FLE 129 EXERCISE FOR PREGNANCY**

For women wanting to prepare physically for the birth of their baby, and wanting to get back into shape after the baby is born. Includes stretching, body conditioning, and aerobic exercises designed specifically for pregnant women and new mothers.

**One credit**

#### **FLE 139 GRANDPARENTING**

For "soon to be" or "new" grandparents. Share with other expectant and new grandparents feelings about your new role. Discuss differences between parents and grandparents and changes in delivery practices, baby care and hospital policies. A labor and delivery film will be shown.

**One-half credit**

### **ACTIVE FAMILIES**

#### **FLF 125 YOUR CHILD IN THE WILD**

Enables the adult caregiver of an infant or toddler to provide an optimal and safe experience in outdoor activities. Topics include developmental expectations of the child; equipment; games; waste handling; fire, water and temperature safety, and first aid.

**Two credits**

#### **FLF 127 COPING WITH YOUR ACTIVE TODDLER**

For parents of 1-2½ year olds. Discussions concern parental stress and alternatives in discipline; developing a child's self-esteem, language, and motor skills; snacks and finger foods, accidents and poisonings, toilet training, and dependence versus independence. Child care provided for daytime classes.

**Two credits**



**FLF 128 SUCCEEDING FROM THE START—  
SCHOOL READINESS**

For parents of 3-5 year olds. Topics include different family styles and values, including alternatives in communication and discipline, getting ready for school, fostering responsibility, safety education, and parent-child food preparation.

**Two credits.**

**FLF 145 FAMILY COMMUNICATIONS**

For parents and teachers of preschoolers, elementary school age children, and adolescents. Group exercises and discussions center on developing a child's self-esteem, resolving conflicts, dealing with feelings, communicating effectively, and fostering responsibility.

**Three credits**

**FLF 146 FAMILY COMMUNICATIONS — ALTERNATIVES IN  
DISCIPLINE**

Learn what to expect from the school-age child, how to discipline, and encourage self-responsibility.

**One credit**

**FLF 147 STEP FAMILIES**

Discover how to blend individuals into a new family unit, resolve discipline differences, adapt to new roles and develop positive relationships.

**One credit**

**FLF 151 PARENTING ALONE**

For those who deal with the challenges of children in single parent homes. Parents explore feelings, define roles, practice resolving problems, and discuss finding personal support and community resources.

**One credit**

**FLF 153 SURVIVING WITH TEENAGERS**

Increases parents' and teachers' awareness and understanding of teen attitudes, concepts, and needs in this crucial stage of maturing.

**One credit**

**FLF 155 PARENTING THE GIFTED CHILD**

Considers the special needs and rewards of parenting gifted and talented children. Topics include definitions and testing for giftedness, parent power, and program options.

**Three credits**

**FLF 156 FOSTER AND ADOPTIVE PARENTING**

Provides foster and adoptive parents with a working knowledge of general child development by age group and the special needs of these children. Includes alternatives in communication and discipline, and skills in building a child's self-esteem.

**Three credits**

**FLF 203 DIVORCE MEDIATION**

Provides alternatives and options in the divorce process. Presents communication skills to help divorcing persons deal with issues of property division, child support, and custody arrangements. Designed to save time, money, and frustration by coming to decisions and agreements before legal counsel is obtained.

**One credit**

**FLF 204 AS PARENTS GROW OLDER**

Supplies adult children and professionals working with families insights into the medical, psychological and social aspects of aging. Discusses options and resources for the aging parent or relative and how to make decisions based on these alternatives.

**One credit**

**FLF 205 WIFE, MOTHER, OR ME?**

Identifies personal needs which are sometimes swallowed up in the role of motherhood. Priority and goal-setting; time management, communication skills, self-concept, and relationships with others are discussed.

**Two credits**

**FLF 206 PARENTS ARE FOREVER**

Explores ways to resolve the conflicts and draw upon the strengths within all generations of the family. Topics include shifts in family relationships, emancipation, role reversal dangers in aging parents, conflict resolution skills.

**One credit**

**FLF 208 CHILDREN'S LITERATURE FOR PARENTS**

Designed to show parents the wide variety of books available for children, preschool through fifth grade. How to select books and benefits of reading to children is also presented.

**One credit**

**CHANGING INDIVIDUALS**

**FLC 115 DO I WANT A CHILD?  
(OPTIONAL PARENTHOOD)**

For people trying to decide whether or not to have a child. Pros and cons of parenting and remaining child-free will be discussed.

**One credit**

**FLC 116 PREGNANCY OVER THIRTY: MAKING  
THE DECISION**

The course is designed to increase awareness of the practical, sociological, psychological and medical aspects of delayed pregnancy. Although first pregnancy will be emphasized, the course will also be relevant for those considering additional children.

**One credit**

**FLC 205 LIVING AND GROWING THROUGH CHANGE**

Change and transition are major characteristics of life today. This course is designed to help participants view transition as a positive aspect of one's life through assessment of personal resources.

**Two credits**

**CHANGING INDIVIDUALS: SENIORS**

**FLS 111 SENIOR SHAPE UP I**

Introduces total body conditioning to raise fitness levels of older adults.

**One credit**

**FLS 112 SENIOR SHAPE UP II**

A more strenuous, more active exercise class with aerobic activity.

**One credit**

**FLS 167 WEIGHT LOSS FOR THE OLDER ADULT**

Learn to achieve your ideal weight and maintain it through good nutrition.

**One credit**

**FLS 181 HEALTH AWARENESS FOR SENIORS I**

Provides information about health and aging and taking an active role in maintaining health. Topics include back care, the heart, arthritis, medications, and foot care.

**One credit**

**FLS 182 HEALTH AWARENESS FOR SENIORS II**

Additional information about health and aging includes hearing and vision, diabetes, chronic diseases, and community resources.

**One credit**



**FLS 183 HEALTH THROUGH EXERCISE**

Understand the many ways exercise benefits the health of the older adult and participate in exercises for strength and flexibility.

**One credit**

**FLS 185 MOVEMENT FOR HEALTH**

Participation in exercises for older adults.

**One credit**

**FLS 187 NUTRITION AND FITNESS**

Exercise, walking, and good nutrition are discussed as parts of a meaningful plan for weight control.

**One credit**

**FLS 189 LIFESTYLE CHANGES FOR WIDOWS AND WIDOWERS**

Focuses on reestablishing a positive self-image, setting goals, and making decisions, learning to be alone and returning to a normal life.

**One credit**

**FLS 207 RETIREMENT PLANNING**

Explore the options of what you can do now to make your retirement years more enjoyable and fulfilling.

**Two credits**

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## **FIS: FIRE SCIENCE**

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**FIS 100 INTRODUCTION TO FIRE SCIENCE AND SUPPRESSION**

Philosophy and history of fire protection; history of loss of life and property by fire; review of municipal fire defenses; study of the organization and function of federal, state, county, and private fire protection agencies; survey of professional fire protection career opportunities. Introduces fire suppression organization; fire suppression equipment, characteristics and behavior of fire, fire hazard properties of ordinary materials, building design and construction, extinguishing agents, basic fire-fighting tactics, public relations.

**Three credits: 30 clock hours**

**FIS 104 FIRE COMPANY ORGANIZATION AND PROCEDURE**

Review of fire department organization, fire company organization, the company officer, personnel administration, communications, fire equipment, maintenance, training, fire prevention, fire fighting, company fire fighting capability, records, and reports.

**Three credits: 30 clock hours**

**FIS 105 FIRE SERVICE TRAINING ACADEMY**

The student will demonstrate the knowledge and skill necessary to perform as a recruit in a paid or volunteer fire department as well as the knowledge and skill necessary for Fire Fighter I certification.

**Twenty-five credits: 320 clock hours**

**FIS 106 FIRE FIGHTING TACTICS AND STRATEGY**

Review of fire chemistry, equipment, and manpower; basic firefighting tactics and strategy; methods of attack, preplanning fire problems.

**Five credits: 50 clock hours**

**FIS 108 FIRE HYDRAULICS**

Review of basic mathematics; hydraulic laws and formulas as applied to fire service; application of formulas and mental calculation to hydraulic problems, water supply problems, and underwriters' requirements for pumps.

**Three credits: 30 clock hours**

**FIS 110 FIRE APPARATUS AND EQUIPMENT**

Driving laws, driving techniques; construction and operation of pumping engines, ladder trucks, aerial platforms, and specialized equipment; apparatus maintenance.

**Three credits: 30 clock hours**

**FIS 111 FIRE SAFETY**

Students will gain individual fire-fighting safety knowledge. Includes learning OSHA requirements, and how to plan and organize citizen fire safety programs.

**Three credits: 30 clock hours**

**FIS 112 FIRE SERVICE PLANNING**

Students will acquire ability to develop and coordinate plans between various agencies for utilization of manpower, equipment, facilities, and water for fire suppression and prevention.

**Three credits: 30 clock hours**

**FIS 113 BUILDING FIRE INSPECTIONS**

Students will acquire ability to inspect buildings for the elimination of fire related hazards.

**Three credits: 30 clock hours**

**FIS 190 ADMINISTRATION OF JUSTICE AND COURT PROCEDURES**

Study of processes of criminal justice; procedures of local, state, and federal courts; organization of jurisdiction. Criminal justice in Colorado, conduct of trials, right of accused, motions, and appeals also included.

**Three credits: 30 clock hours**

**FIS 202 FUNDAMENTALS OF FIRE PREVENTION**

Organization and function of the fire prevention organization; inspections, surveying and mapping procedures; recognition of fire hazards, engineering a solution to the hazard, enforcement of the solution, and public relations as affected by fire prevention.

**Prerequisite:** FIS 100

**Three credits: 30 clock hours**

**FIS 203 UNIFORM BUILDING AND FIRE CODES**

Familiarization with national, state, and local laws and ordinances which influence the field of fire prevention; emphasizes building codes and fire codes.

**Five credits: 50 clock hours**

**FIS 205 LIFE SAFETY CODES**

Continuation of FIS 203, emphasizing life safety and fire codes.

**Three credits: 30 clock hours**

**FIS 206 RESCUE PRACTICES**

Rescue practices, rescue skills and techniques; rescue tools and equipment, emphasizing auto accident extrication; building collapse, cave-in and landslide, and other rescue problem procedures.

**Three credits: 30 clock hours**

**FIS 207 APPLIED CHEMISTRY FOR FIREFIGHTERS**

A basic, practical course in chemistry designed specifically for firefighters. Various materials which firefighters encounter will be discussed.

**Five credits: 50 clock hours**

**FIS 208 HAZARDOUS MATERIALS I**

A review of basic chemistry, storage, and fire-fighting practices pertaining to hazardous materials. Includes basic laws and standards for handling various hazardous materials.

**Prerequisite:** FIS 207

**Three credits: 30 clock hours**



**FIS 209 HAZARDOUS MATERIALS II**

Continuation of FIS 208. Emphasizes fire-fighting and control at the company officer level.

**Prerequisite:** FIS 208

**Three credits:** 30 clock hours

**FIS 212 FIRE PROTECTION EQUIPMENT AND SYSTEMS**

Portable fire extinguishing equipment requirements. Sprinkler systems: types, installation, and maintenance. Special protection systems for various hazards.

**Three credits:** 30 clock hours

**FIS 214 FIRE DEPARTMENT ADMINISTRATION**

Consideration of basic administrative concepts and principles applicable to the organization and administration of an efficient fire department.

**Prerequisite:** FIS 104

**Three credits:** 30 clock hours

**FIS 216 PRIVATE FIRE PROTECTION ALARM SYSTEM**

An analysis of private protection and alarm systems. Covers organization and operation of private fire brigades and complete water system layouts. Fire detection, alarm, and supervisory systems are studied and evaluated.

**Prerequisite:** FIS 212

**Three credits:** 30 clock hours

**FIS 218 FIRE INVESTIGATION**

Introduction to arson, incendiarism, and types of incendiary fires. Methods of determining fire cause, recognizing and preserving evidence, interviewing and detaining witnesses. Procedures in handling juveniles, court procedures, and giving court testimony.

**Three credits:** 30 clock hours

**FIS 220 FIRE INSURANCE**

An analysis of the fire insurance rating structure. Elements involved in establishing insurance rates, including the grading system for and classification of cities and towns. Hazard factors in occupancy, construction, and exposures.

**Three credits:** 30 clock hours

**FIS 230 BUILDING CONSTRUCTION/BLEUPRINT READING FOR FIREFIGHTERS**

Gives students a working knowledge of blueprint reading and sketching as applied to the construction industry. Building terms and abbreviations are taught as well as symbols and conventions of other major trades. Includes construction features, beginning with details of component parts and advancing to a complete set of working drawings. Load principles, shear forces, stress, and weakening due to fires are discussed.

**Three credits:** 30 clock hours

**FIS 232 FIRE SERVICE SUPERVISION**

Studies fire department organization. Includes personnel relations, leadership, motivation, training, hiring, and disciplinary action.

**Three credits:** 30 clock hours

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## FOREIGN LANGUAGE

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**FRE 101 BASIC APPLIED FRENCH**

Basics of spoken French are presented. Emphasizes vocabulary and sentence patterns that a traveler might need to order meals, get a room in a hotel, shop, exchange money, or travel.

**Three credits**

**GER 101 BASIC APPLIED GERMAN**

Course in conversational German designed to help the person who may be traveling in Germany.

**Three credits**

**GER 111 ELEMENTARY GERMAN I**

Develops the ability to learn standard or High German through listening, reading, writing, and speaking the language. Primary aim is to give students an elementary, conversational, and grammatical knowledge of the language and an exposure to German culture and habits.

**Five credits**

**GER 112 ELEMENTARY GERMAN II**

Continuation of GER 111

**Prerequisite:** GER 111 or equivalent knowledge

**Five credits**

**GER 113 ELEMENTARY GERMAN III**

Continuation of GER 112.

**Prerequisite:** GER 112 or equivalent knowledge

**Five credits**

**SPA 101 BASIC APPLIED SPANISH**

Course in conversational Spanish concerned with developing the ability to understand and speak regional Spanish.

**Three credits**

**SPA 102 BASIC APPLIED SPANISH**

Continuation of SPA 101.

**Three credits**

**SPA 103 BASIC APPLIED SPANISH**

Continuation of SPA 102.

**Three credits**

**SPA 111 BEGINNING SPANISH I**

Develops ability to understand, speak, read, and write Spanish within the limits of the vocabulary learned. Especially designed for the nonnative speaker of Spanish. Emphasizes the language and culture of the Southwest.

**Five credits**

**SPA 112 BEGINNING SPANISH II**

Continuation of SPA 111.

**Five credits**

**SPA 113 BEGINNING SPANISH III**

Continuation of SPA 112.

**Five credits**

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## GEO: GEOGRAPHY

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**GEO 105 WORLD GEOGRAPHY**

A study of the world's regions, emphasizing culture. Regions and factors such as landform, climate, vegetation, and soils are examined. How these factors influence economic activities is discussed.

**Five credits**



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## GEY: GEOLOGY

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### GEY 105 GEOLOGY OF NATIONAL PARKS

Empirical study of the basic geology of the national parks. National parks are used as examples to develop an appreciation for the basic principles of physical science and basic concepts of physical and historical geology. A short term paper on a park or monument required. Offered winter quarter only.

**Four credits:** four hours lecture per week

### GEY 111 PHYSICAL GEOLOGY

Promotes the physical awareness and observations of the student by a study of our physical surroundings; including rocks, minerals, and landforms. Emphasizes the processes that shape our everchanging landscape. Field trips required. Offered fall quarter only.

**Five credits:** three hours lecture, four hours lab per week

### GEY 112 INTRODUCTION TO FIELD GEOLOGY AND MAPPING

Introduces the skills and techniques used by the field geologist to obtain information from topographic maps, aerial photographs, geological maps, and field observations to identify major physical landforms and make interpretations of geologic structures. Field trips required.

**Prerequisite:** GEY 111 or permission of instructor

**Three credits:** two hours lecture, two hours lab per week

### GEY 113 HISTORICAL GEOLOGY

Studies the prehistorical earth and prehistoric life, using influences from the physical geology of the earth to determine the paleogeography, paleoclimate, and paleontology of past ages. Field trips required. Offered spring quarter only.

**Prerequisite:** GEY 101 or permission of instructor

**Five credits:** three hours lecture, four hours lab per week

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## GRT: GRAPHIC TECHNOLOGY

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### GRT 101 GRAPHIC TECHNOLOGY I

Students will be given the opportunity to acquire basic knowledge and skills in photocomposition, layout and paste-up, process camera photography, film stripping, plate-making, and duplicator-sized presswork. The student will perform the above fundamental activities at production quality level.

**Twenty credits:** 250 clock hours

### GRT 102 GRAPHIC TECHNOLOGY II

Students will be given the opportunity to complete the learning activities for duplicator sized presswork. Students will then be given the opportunity to acquire advanced knowledge and skills in photocomposition, or layout, paste-up and film stripping or printing press operation and maintenance and bindery; and materials and personal activities. The student will perform the above advanced activities at production quality level. The student will also be given the opportunity to acquire knowledge and skills in job placement.

**Prerequisite:** GRT 101

**Twenty credits:** 250 clock hours

### GRT 103 GRAPHIC TECHNOLOGY III

Students will be given the opportunity to further develop the advanced skills acquired in GRT 101 and GRT 102 in order to perform

those skills at no more than double the average production time and at no less than production quality. The student also will be given the opportunity to participate in an internship directly related to their specialization.

**Prerequisite:** GRT 102

**Twenty credits:** 250 clock hours

### GRT 104 GRAPHIC TECHNOLOGY IV

Students will be given the opportunity to choose an additional specialization from the artistic, typesetting, photographic, or mechanical options.

**Prerequisite:** GRT 103

**Ten credits:** 125 clock hours

### GRT 107 SILK SCREEN PRINTING

Students will be given the opportunity to acquire basic knowledge in silk mounting, paper stencil, film stencil, photo stencil, two-color printing, blocking, textile printing, and clean-up. Students are encouraged to work on projects of their choice within the time constraints of the class.

**Two credits:** 30 clock hours

### GRT 199 GRAPHIC TECHNOLOGY/SPECIAL NEEDS

Allows the student to work on a few specific objectives in conjunction with the Graphic Technology certificate requirements. The student and the instructor may develop an individual program which is agreeable to both parties. The student must be enrolled in the Graphic Technology program. This course may be repeated.

**One to three credits:** 10 to 30 clock hours

### GRT 295 GRAPHIC TECHNOLOGY INDEPENDENT STUDY A

Provides an opportunity for the student to engage in intensive study and research on a specific topic under the direction of a faculty member.

**Five credits:** 50 clock hours; contact instructor

### GRT 295 GRAPHIC TECHNOLOGY INDEPENDENT STUDY B

Provides an opportunity for the student to engage in intensive study and research on a specific topic under the direction of a faculty member.

**Two credits:** 20 clock hours; contact instructor

### GRT 295 GRAPHIC TECHNOLOGY INDEPENDENT STUDY C

Provides an opportunity for the student to engage in intensive study and research on a specific topic under the direction of a faculty member.

**Three credits:** 30 clock hours; contact instructor

### GRT 299 GRAPHIC TECHNOLOGY PRACTICUM

Course content will be dependent upon the current needs of the students and determined at the time of the course offering. The practicum could involve introduction of, and experience with, the offset printing trade and the new products related to process camera work, press work, etc. This course may be repeated.

**One credit each:** 10 clock hours each

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## HEN: HEALTH EDUCATION

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### HEN 105 PERSONAL HEALTH

Studies problems involved in personal and community health. Emphasizes actions and individual can take to maintain the highest degree of mental and physical health.

**Three credits:** 30 clock hours



## **HEN 106 SAFETY AND FIRST AID**

Principles and practices of first aid to give immediate, temporary treatment in case of accident or sudden illness before the service of a physician can be secured. (The official First Aid Standard Certificate is granted to students who satisfactorily pass the American Red Cross examination.)

**Three credits:** 30 clock hours

## **HEN 107 ADVANCED SAFETY AND FIRST AID**

This Red Cross Advanced First Aid and Emergency Care course is designed for persons who are responsible for giving emergency care to the sick and injured. It provides the essential information for developing functional first aid capabilities required by policemen, firefighters, ski patrol, and other special interest groups. Includes cardiopulmonary resuscitation. Students completing course and testing will be certified by American Red Cross in advanced first aid and cardiopulmonary resuscitation.

**Five credits:** 50 clock hours

## **HEN 117 WILDERNESS FIRST AID**

Enables the student to obtain a standard first aid card (A.R.C. certification) and knowledge of first aid treatment in regions beyond the trailhead. Includes preventive and support techniques for accidents frequent to remote regions.

**Three credits:** 30 clock hours

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## **HLH: HEALTH OCCUPATIONS**

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### **HLH 131 MEDICAL TERMINOLOGY**

Builds skills in verbal and written communication of medical terms. A basic study of medical words. Includes defining, spelling, pronouncing, and analysis of component parts. Practical use of words developed through audio-visual aids and discussion.

**Three credits:** 30 clock hours

**The following classes are offered upon the request of twelve students or more. (Additional courses could be designed to meet continuing education needs of the community.)**

### **NA 100 NURSE AIDE**

Upon completion, the successful student will, in the classroom and laboratory, and/or in the clinical setting and to the instructor's satisfaction, be able to (1) perform basic personal care skills; (2) judiciously apply the safety principles taught; (3) observe and report changes in patient condition; (4) demonstrate tender, loving care; (5) perform assignments in both an ethical and legal manner. Additionally, the successful student will, upon verbal or written examination and with 70-100% accuracy, demonstrate knowledge of the course content.

The nurse aide student will have 84 clock hours' clinical experience in extended care/nursing home and hospital settings. Supportive classroom/laboratory work will be done in the pre-operative and post-operative care of adult patients.

**Prerequisite:** 9th grade reading skills, basic arithmetic skills

**Fifteen credits:** 180 clock hours. Certificate program

### **HLH 104 GRIEF AND DYING SEMINAR**

Intended for health care providers who desire historical perspectives from a survey of selected art, literature, and music; perspectives from selected transcultural views of grief and dying and helpful and non-helpful communication simulations.

**Prerequisite:** none

**One credit:** 10 clock hours

### **HLH 107 R.N. REFRESHER**

Upon completion, the R.N. student will have (1) reviewed basic

adult medical-surgical nursing care; (2) updated professional skills and knowledge of basic adult medical-surgical nursing care; (3) completed supervised laboratory practice of updated skills; (4) completed supervised clinical practice, applying the professional knowledge and skills learned.

**Prerequisite:** current Colorado R.N. license

**Sixteen credits:** 240 clock hours

### **HLH 108 HEALTH CARE SEMINAR I**

Designed to provide health care providers with current information on health consumer trends and issues and/or on current health care issues and practices and/or on advances in health care and related disciplines. A series of seminar topics will be selected; each topic will meet one or more of the objectives.

**Prerequisite:** none

**One credit:** 10 clock hours

### **HLH 119 HEALTH CARE SEMINAR II**

A continuation of Health Care Seminar I.

**Prerequisite:** none

**One credit:** 10 clock hours

### **HLH 135 GERIATRIC AIDE**

Upon completion, the successful student will, in the classroom and laboratory, and/or in the clinical setting and to the instructor's satisfaction, be able to: (1) perform basic, personal care skills; (2) judiciously apply the safety principles taught; (3) observe and report changes in patient condition; (4) demonstrate tender, loving care; (5) perform assignments in both an ethical and legal manner. Additionally, the successful student will, upon verbal or written examination and with 70-100% accuracy, demonstrate knowledge of the course content. The geriatric aide student will have 13 clock hours of clinical experience in extended care/nursing home settings.

**Prerequisite:** 9th grade reading skills, basic arithmetic skills

**Seven credits:** 80 clock hours. Certificate program

### **HLH 136 MEDICAL OFFICE LABORATORY TECHNIQUES I**

Upon completion, the successful student will be able to: (1) aseptically perform venipuncture; (2) aseptically perform capillary stick; (3) accurately perform the manual laboratory tests that are taught; (4) correctly use and clean instruments and glassware that are used to perform the tests.

**Three credits:** 30 clock hours

### **HLH 137 MEDICAL OFFICE LABORATORY TECHNIQUES II**

Upon completion, the successful student will be able to: (1) accurately perform the manual laboratory tests that are taught; (2) correctly use and clean instruments and glassware that are used to perform the tests.

**Three credits:** 30 clock hours

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## **HIS: HISTORY**

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### **HIS 101 INTRODUCTION TO HISTORY: ANCIENT CIVILIZATIONS**

A survey of the development of diverse ancient world civilizations: political, social and cultural patterns affecting our own age. 3000 BC-1000 AD.

**Five credits**

### **HIS 102 INTRODUCTION TO HISTORY: TRADITIONAL CIVILIZATIONS**

This course traces the development of traditional regional civilizations, the beginning of Western dominance and the affect on our own age. 1000-1800 AD.

**Five credits**



**HIS 103 INTRODUCTION TO HISTORY:  
MODERNIZATION OF MAN**

This course traces the integration of and the conflict between Modern and Traditional civilizations in the nineteenth and twentieth centuries.

**Five credits**

**HIS 105 HISTORY OF THE UNITED STATES TO 1877  
(MYTH & REALITY IN AMERICA'S PAST)**

American history from the colonial period through the Civil War and Reconstruction, emphasizing economic, political, and constitutional development of the United States.

**Five credits**

**HIS 106 HISTORY OF THE UNITED STATES FROM 1865-  
1945  
(MYTH & REALITY IN AMERICA'S PAST)**

Myth and reality in America's past is the theme of this social, economic, and political survey. Examines America's historical myths and their causes.

**Five credits**

**HIS 107 HISTORY OF THE UNITED STATES SINCE 1945  
(HIROSHIMA TO WATERGATE)**

A survey of the events in the United States since 1945 emphasizing the background of current social, cultural, and political changes.

**Five credits**

**HIS 109 NUGGETS FROM THE PAST  
(RE-CREATING COLORADO HISTORY)**

An elective class primarily for community interest in which each participant researches some particular incident from the region's past. Utilizes pictures, slides, and artifacts. Winter quarter evening class only.

**Four credits**

**HIS 115 OCCULT SCIENCES**

An historical examination of the beliefs and practices of voodoo, vampirism, witchcraft, hunting magic, snake handling cults, palmistry, tarot cards, I Ching, demonic possession, and ESP.

**Five credits**

**HIS 117 SEX IN HISTORY (EVOLUTION OF SEXUAL  
CUSTOMS)**

Sexual customs is an historical area that is here-to-fore been taboo in Western society. As a result, sexual, courtships and certain marriage customs at any given period have been based on ignorance-historical tradition at its worst. The course offers an opportunity to rationally explore and understand the evolution of sexual attitudes.

**Three credits**

**HIS 206, 207, 208 COLORADO HISTORY  
AND CAMPING PROGRAM**

History and camping are integrated in these tri-yearly courses held in the Colorado Rockies. Each is a three or four day weekend excursion including van touring with accompanying lecture, visits to a variety of historic sites and the fellowship of group meals and camping. Each course includes two evenings of orientation and organization prior to the trip. For college credit a short paper is required; otherwise a "S" (satisfactory) grade will be earned. The lab fee pays for transportation and mountain meals.

**HIS 206 MESA VERDE**

This late Spring Quarter trip explores the southern Colorado mountain region: Mesa Verde, the Great Sand Dunes, Durango and a gold mine.

**Three credits**

**HIS 207 LEADVILLE**

The mid-summer trip explores the central Colorado mountain region, examines the results of historic preservation in Leadville and includes a four mile hike on the Hagerman Loop.

**Three credits**

**HIS 208 ALPINE TUNNEL**

Held during the peak of the aspen season at the beginning of Fall Quarter, this excursion includes South Park, Fairplay and a four mile hike to the historic Alpine Tunnel.

**Three credits**

**HIS 209 HISTORY OF COLORADO AND THE ROCKY  
MOUNTAIN WEST**

A topical study of the Rocky Mountain West emphasizing study and development of Spanish and Indian influences and explorers, fur trading, mining, railroad, farming, and ranching frontiers. Field trips included.

**Five credits**

**HIS 210 REVOLUTIONARY RUSSIA (1900-PRESENT)**

Surveys Russian history leading to the revolutionary period and examines the changes in the Soviet state since the revolution. Special emphasis will be on modern cultural, economic, and political theories and institutions as they pertain to the Soviet Union.

**Three credits**

**HIS 215 HISTORY OF CHRISTIANITY**

A survey of the history of Christianity from its beginning to the present, including ecclesiastical and doctrinal developments. Emphasizes the interaction of Christianity with the world and the influence each has had on the other.

**Five credits**

**HIS 295 INDEPENDENT STUDY IN HISTORY**

Provides an opportunity for the serious-minded student to engage in intensive study and research on a specified topic under the direction of a faculty member.

**Two credits:** contact instructor

**MAS 161 AZTEC CIVILIZATION**

Studies the important aspects of Indian history and culture in Mexico. Emphasizes the Aztec empire and its cultural contributions. Examines the Spanish conquest and its effects on the Mexican Indian.

**Five credits**

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## **HUM: HUMANITIES**

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**HUM 100 INTRODUCTION TO THE HUMANITIES**

Introduces students to the creative and speculative nature of man. Methods of instruction include reading, viewing, hearing, and discussing works of art, drama, literature, music, and philosophy and the critical and ethnical approaches to these areas as reflected in various cultures.

**Five credits**

**HUM 101 INTRODUCTION TO THE GREEK AND ROMAN  
PERIOD**

Introduces students to the classical origins of Western culture through the study of the architecture, art, literature, music, and philosophy of the ancient Greeks and Romans.

**Five credits**



**HUM 102 INTRODUCTION TO THE MIDDLE AGES AND RENAISSANCE PERIOD**

Introduces students to the architecture, art, literature, music, and philosophy of Europe during the Middle Ages and Renaissance and shows the relevance to the development of our own culture.

**Five credits**

**HUM 104 CONTEMPORARY CAREERS AND VALUES**

A study of the quality of life in a technological society. Focuses on ethical issues on the job, aesthetic values of the arts, the philosophy of work and philosophy of self and others, and use of leisure time.

**Five credits**

**HUM 105 MYTH, LEGEND, AND FOLK TALES**

Students are acquainted with myth, legend, and folk tales from many areas of world culture.

**Three to five credits**

**HUM 106 INTRODUCTION TO WORLD RELIGIONS**

A comparative study of the ideas, doctrines, and concepts of the world's major religions (Eastern, Western or both) through their historical and geographical evolution.

**Three to five credits**

**HUM 108 ORIENTAL CULTURE**

An examination of the great cultural traditions of the Orient and of their expression in a diversity of arts. Content will focus mainly on the civilizations of India, China, and Japan but will include other parts of the Orient. Emphasis will be upon philosophy and religion and their expression through the developing arts of literature, painting, sculpture, architecture, and music.

**Five credits**

**HUM 109 MODERN AMERICAN CULTURE**

A study of American thought and the problems of modern culture since the 1920s as reflected in the arts of America.

**Five credits**

**MAS 120 CULTURE OF MEXICO AND SOUTH AMERICA**

Examines the art, music, literature, and philosophy of Mexico and South America from pre-Columbian civilizations to the present time as they relate to the Chicano culture. Course fulfills a humanities requirement.

**Five credits**

**MAS 126 INTRODUCTION TO CARLOS CASTANEDA**

An analysis of Carlos Castaneda's books on Don Juan. The various concepts of Indian magic and mysticism and their relative worth in modern society are presented.

**Five credits**

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## LIT: LITERATURE

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\*Indicates instruction is provided by Developmental/Remedial Education Division.

**\*LIT 095 LITERATURE READING**

Provides a basic introduction to reading in the content field of literature and general or practical reading. Major objectives are to familiarize students with the content vocabulary in literature and to prepare students to apply comprehension skills of reading appropriate to the area of literature adequate to allow students to pass the literature reading section of the GED test.

**Prerequisite:** placement

**LIT 105 INTRODUCTION TO LITERATURE: TYPES AND THEMES**

Increases the student's ability to understand others and himself (or herself). Also will help the student learn to evaluate literature based on its total structure rather than only on his or her threshold interest. Particular course titles will be offered based on student interest. These may be Introduction to Fiction, Introduction to Poetry, Introduction to Drama, Introduction to Writers of the British Isles, and current themes such as Religion in Literature, Death in Literature, Detective and Science Fiction, and others. Course may be taken more than once for elective credit provided titles are not repeated.

**Five credits**

**LIT 205 THE AMERICAN WEST**

Studies American short stories, plays, poems, and novels with settings west of the Mississippi River, from after the Civil War to the present. To include not only such themes as the setting of the frontier, but also more recent concerns, such as white-minority relations, ecology, the Beat Generation, and Hollywood.

**Five credits**

**LIT 206 SHAKESPEARE: REPRESENTATIVE PLAYS**

Introductory class in Shakespearean drama covering a cross section of plays drawing from comedies, histories, and/or tragedies. Background coverage of Elizabethan England will be included. Course fulfills a communications or humanities requirement.

**Five credits**

**LIT 217 WOMEN IN LITERATURE AND MEDIA**

Uses literature and media to study the variety of experiences encountered by modern women. Helps women to understand not only the difficulties, but also the possibilities of attaining fulfillment beyond coping with life.

**Five credits**

**LIT 295 INDEPENDENT STUDY IN LITERATURE**

Provides an opportunity for the serious-minded student to engage in intensive study and research on a specified topic under the direction of a faculty member.

**Prerequisite:** CON 102 and a course in literature or humanities

**One to three credits:** contact instructor

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## MAT: MATHEMATICS

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**Note:** Asterisks indicate instruction is provided by:

\* Developmental/Remedial Education Division

\*\* Technical Division

\*\*\* Business Division

\*\*\*\* Trades & Industry Division

**\*MAT 012 DEVELOPMENTAL MATHEMATICS II**

Provides students, who lack computational skills, with instruction in whole numbers in the arithmetic operations of addition, subtraction, multiplication, and division. The major objectives are to develop computational and arithmetic operational skills with whole numbers to enable the student to enter MAT 013.

**Prerequisite:** placement

**\*MAT 013 DEVELOPMENTAL MATHEMATICS III**

Provides remedial students, who lack computational skills, with instruction in fractions and decimals. Provides GED students with the necessary skills to pass the part of the GED test dealing with fractions and decimals. The major objective is to develop



computational arithmetic operational skills with fractions and decimals to enable the student to enter MAT 014.

**Prerequisite:** MAT 012 or placement

**\*MAT 014 DEVELOPMENTAL MATHEMATICS IV**

Provides remedial students with instruction in computational skills in percents, graphs, and measurements. The major objective is to develop computational and arithmetic operational skills in percents, graphs, and measurements to enable the student to enter MAT 096.

**Prerequisite:** MAT 013 or placement

**\*MAT 095 INTRODUCTORY MATHEMATICS**

The primary purpose is to provide the student with enough arithmetic skills to enter business math or beginning algebra.

**Prerequisite:** placement

**\*MAT 096 PREPARATORY MATHEMATICS**

Provides students with the skills necessary to pass the algebra section of the GED math subtests. The major objective is to provide problem solving skills in basic algebra.

**Prerequisite:** placement

**\*MAT 098 MATHEMATICS**

Provides the student with the skills necessary to pass the algebra and geometry sections of the GED math subtest. In addition, the student will be introduced to problem solving in the areas of percent and graphs.

**Prerequisite:** placement

**MAT 100 INTRODUCTION TO BEGINNING ALGEBRA**

**(This course will not satisfy minimum nor elective requirements for the A.A. or A.S. degree.)**

Topics include fractions, decimals, percents, ratios, finding lowest common multiples and highest common factors, arithmetic in the set of integers (negative and positive numbers), and factoring composite numbers into prime numbers. As time allows the following will be discussed: variables, order of operations, symbols of grouping, distributive law, multiplication of binomials, factoring, algebraic fractions, complex fractions, and linear equations.

**Prerequisite:** competency in the arithmetic of whole numbers

**Three credits**

**\*\*\* MAT 101 APPLIED MATH I**

**\*\*\*MAT 101 APPLIED MATH I**

**(This course will not satisfy minimum nor elective requirements for the A.A. or A.S. degree.)**

Reviews many of the basic fundamentals of math as used in everyday life, on the job, at home, in business, and for leisure. Includes whole numbers, fractions, decimals, percentage, measurement, ratio and proportion, simple algebraic equations, and an introduction to the metric system. The mathematical concepts and problems can be applied by the student to his or her special area of interest.

**Prerequisite:** none

**Five credits**

**\*\*MAT 102 APPLIED MATH II**

**(This course will not satisfy minimum nor elective requirements for the A.A. or A.S. degree.)**

The student will review basic mathematics operations and learn to apply them to practical problems. Emphasizes word problem solutions. Includes fractions, percentages, ratios and proportions, weights and measures, unit conversions, roots and powers, and an introduction to algebra and its practical applications. Algebraic topics include linear equations in one and multiple unknowns.

**Prerequisite:** high school mathematics, MAT 101, or permission of instructor.

**Six credits**

**\*\*MAT 103 APPLIED MATH III**

Continues the study of applied algebra emphasizes quadratic equations and graphical solutions of linear equations. Trigonometry is introduced to solve right and oblique triangle problems, such as those used in land surveying and industrial manufacturing.

**Prerequisite:** MAT 102 or permission of instructor

**Six credits**

**\*\*\*MAT 110 APPLIED BUSINESS MATHEMATICS**

Studies mathematical procedures in business and aspects of personal activities (percent, checkbook records, payroll, discounts, markup, interest, depreciation, overhead, taxes, insurance, etc.) Pretest is required. Student may be required to take MAT 101 prior to enrollment in MAT 110.

**Five credits**

**MAT 111 METRIC SYSTEM**

An individualized course for the student who desires a working knowledge of metric measurements of length, area, volume, mass, and temperature. An individualized course to be completed in an average of 10-15 hours; help is provided on request.

**One credit**

**MAT 112 CALCULATOR**

An individualized course on scientific calculator operation, with assistance available at the Aims Community College Math Laboratory. Students will be tested on multiplication and division, roots, mixed multiplication and division by decimals, powers, and roots; and trigonometric operations.

**One credit**

**MAT 120 SURVEY OF MATHEMATICS**

For students not majoring in science or mathematics. The student will study sets and applications of sets as well as logic. Further study will include an introduction to algebra with emphasis on linear equations and inequalities in one and two variables, and an introduction to linear programming. Consumer mathematics also is studied as well as an introduction to geometry covering points, lines, planes, angles, polygons, and an exposure to networks. If time permits, some basic concepts of probability and statistics will be covered.

**Prerequisite:** a good knowledge of basic arithmetic or MAT 100; an entrance exam may be requested

**Five credits**

**MAT 121 BEGINNING ALGEBRA**

The student will be introduced to integer arithmetic, linear equations with applications, and linear inequalities. Also taught will be the arithmetic of polynomials and fractions along with the techniques of factoring. Graphing of linear equations of two variables and linear inequalities of two variables will be covered as well as graphing to solve systems of linear equations and systems of inequalities. Systems of linear equations in two variables will be solved by algebraic techniques. Quadratic equations and radicals will be studied as time permits.

**Prerequisite:** A good knowledge of basic arithmetic or MAT 100; an entrance exam may be requested

**Five credits**

**MAT 122 INTERMEDIATE ALGEBRA**

The system of real numbers is developed through use of axioms and sets. The mechanics of factoring, fractions, exponents, and radicals will be emphasized. Solutions of equalities and inequalities (linear, quadratic, radical, absolute value, and fractional) will be included. If time allows, functions and systems of equations with graphing will be included.

**Prerequisite:** MAT 121, or equivalent high school course; an entrance exam may be requested

**Five credits**



### **MAT 123 COLLEGE PLANE GEOMETRY**

For students with little or no background in plane geometry. The student will study some logic and deductive reasoning. Emphasis will be placed on congruent triangles, parallel and perpendicular lines, parallelograms, properties of circles, and similarity of triangles. An introduction to inequalities will be made. If time permits, some constructions and loci will be presented.

**Prerequisite:** MAT 121 or equivalent

**Five credits**

### **MAT 131 COLLEGE ALGEBRA**

Introduces relations, functions, inequalities in one and two variables, absolute value and progressions — both arithmetic and geometric. Second degree functions, relations, graphing, inequalities, permutations, combinations, binomial theorem, mathematical induction, complex numbers, polynomial functions of degree  $n$ , exponential functions and logarithmic functions. If time permits, an introduction to matrix theory is presented.

**Prerequisites:** MAT 122 and MAT 123, or equivalent high school courses; an entrance exam may be requested

**Five credits**

### **MAT 132 COLLEGE TRIGONOMETRY**

The wrapping function is used to develop the trigonometric functions and identities with applications to both right and oblique triangles. Covers trigonometric applications, complex numbers and topics in analytic geometry.

**Prerequisite:** MAT 131 or permission of instructor; an entrance exam may be requested

**Five credits**

### **MAT 161 CALCULUS WITH ANALYTIC GEOMETRY I**

Begins with a review of functions and functional notation. Limits, continuity, and the derivative are studied, including the mean value theorem and applications of the derivative to curve sketching, maxima-minima problems, etc. The course finishes with an introduction to integration, the fundamental theorem of integral calculus, integration by change of variable, and numerical integration.

**Prerequisite:** MAT 131 or permission of instructor; an entrance exam may be requested; MAT 132 is highly recommended

**Five credits**

### **MAT 162 CALCULUS WITH ANALYTIC GEOMETRY II**

A continuation of MAT 161: logarithmic, exponential, trigonometric and hyperbolic functions; techniques of integration, conic sections and applications of the definite integral to work, volume, pressure, etc.

**Prerequisites:** MAT 132 and MAT 161

**Five credits**

### **MAT 163 CALCULUS WITH ANALYTIC GEOMETRY III**

A continuation of MAT 162: polar coordinates, sequences, improper integrals, infinite series, and vector calculus.

**Prerequisite:** MAT 162

**Five credits**

### **MAT 261 LINEAR ALGEBRA**

Includes an introduction to matrices and determinants with solutions to systems of equations by matrix methods. Emphasizes vector spaces and linear transformations. Eigenvalues, eigenvectors, quadratic forms, and some numerical methods of linear algebra are included as time permits.

**Prerequisite:** MAT 163 or permission of instructor

**Five credits**

### **MAT 262 CALCULUS WITH ANALYTIC GEOMETRY IV**

Functions of several variables, partial derivatives, double and triple integrals, and line integrals are presented.

**Prerequisites:** MAT 163 and MAT 261

**Five credits**

### **MAT 263 ELEMENTARY DIFFERENTIAL EQUATIONS**

Those ordinary differential equations which fall into the categories of variable separable, homogeneous coefficients, exact equations and those to be made exact with simple integration factors are treated along with some applications. The solutions of linear equations by the methods of undetermined coefficients, variation of parameters, differential and inverse differential operators, and Laplace transforms are studied. Systems of equations and nonlinear equations are included if time permits.

**Prerequisite:** MAT 262

**Five credits**

### **MAT 295 INDEPENDENT STUDY IN MATHEMATICS**

Provides an opportunity for the highly-motivated student to engage in intensive study and research on a specified topic under the direction of a faculty member. The student will be limited as to the number of independent study credits taken per quarter.

**Prerequisite:** previous academic study or experience in mathematics

**One to three credits:** contact division chairman

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## **MCE: ENGINEERING TECHNOLOGY**

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### **MCE 101 DRAFTING I**

Provides an initial development of basic drafting skills in the areas of lettering, drafting instruments, geometric construction, orthographics, auxiliaries, and sectioning.

**Prerequisite:** concurrent with MAT 102 or permission of instructor

**Six credits:** 80 clock hours

### **MCE 102 DRAFTING II**

Continuation of basic drafting skills emphasizing use of pencil and ink in linework. Pictorial drafting (obliques, axonometrics, and perspectives), threads and fasteners, and dimensioning are studied.

**Prerequisite:** MCE 101

**Six credits:** 80 clock hours

### **MCE 103 DRAFTING III**

Continuation of basic skill development in the areas of descriptive geometry, intersections and developments, and production drafting.

**Prerequisite:** MCE 102

**Six credits:** 80 clock hours

### **MCE 105 STATICS AND MECHANICS**

Basic principles of analytic mechanics. Simple stresses analyzed with reference to design criteria. Structures and joining members studied relative to available strength.

**Prerequisites:** MAT 103 and PHY 102, or permission of instructor

**Five credits:** 60 clock hours

### **MCE 115 BASIC QUALITY CONTROL I**

Studies the application of statistical methods in the control of processes and product. The student will examine and design methods to facilitate maintenance of production quality and improvement of product quality.

**Prerequisites:** MAT 103, PHY 102, and PHY 103, or permission of instructor

**Three credits:** 30 clock hours

### **MCE 201 DRAFTING IV: STRUCTURAL**

Designed to acquaint students with structural drafting practices. The student shall be able to complete structural details in wood,



steel, and concrete for residential, commercial, and industrial structural systems.

**Prerequisite:** MCE 103, ARC students take concurrent with ARC 201, or permission of instructor

**Six credits:** 80 clock hours

#### **MCE 202 DRAFTING V**

Topographic drawing interpretation, plotting, and detailing are studied to assist the student in understanding and developing topographical drawings.

**Prerequisite:** MCE 103, or permission of instructor

**Six credits:** 80 clock hours

#### **MCE 203 DRAFTING IV**

Mathematics and the sciences are used to solve practical problems in machine component and mechanical equipment design and drafting. Main topics are fastenings, shafts, bearings, gears, cams, clutches, and brakes. Design theory and principles are studied.

**Prerequisites:** MAT 103, PHY 102, PHY 103, and MCE 103, or permission of instructor

**Six credits:** 80 clock hours

#### **MCE 205 INDUSTRIAL ELECTRICITY**

Studies the basics of electricity as applied to industrial motors, generators, and power distribution.

**Prerequisites:** MAT 103, PHY 102, and PHY 103, or permission of instructor

**Three credits:** 40 clock hours

#### **MCE 206 FLUID MECHANICS**

A non-calculus approach to the basic study of fluid systems. Emphasis is placed on fluid statics and compressible and non-compressible flow. Subject areas are treated from an engineering standpoint with an emphasis on mathematical analysis required for practical application.

**Prerequisite:** MCE 105, PHY 102, or permission of instructor

**Five credits:** 60 clock hours

#### **MCE 207 MATERIALS AND PROCESSES**

Ferrous and nonferrous materials in industry studied from manufacturing and application standpoints. Processing and manufacturing backgrounds developed.

**Prerequisite:** PHY 102 or permission of instructor

**Five credits:** 60 clock hours

#### **MCE 208 STRENGTH OF MATERIALS**

Studies physical properties and their effects relevant to material, stress and strain, tension, compression and shear.

**Prerequisite:** MCE 105 or permission of instructor

**Four credits:** 50 clock hours

#### **MCE 209 ENGINEERING PROBLEMS**

Practical solutions to various manufacturing and construction problems developed. Investigate techniques determinant in problem solutions developed. Multi-industry concern emphasized with applicable engineering approaches developed.

**Prerequisites:** MCE 206, MCE 207, and MCE 208, or permission of instructor

**Five credits:** 50 clock hours

#### **MCE 211 BASIC FIELD SURVEYING I**

Presents basic surveying equipment and its uses. Comparable data gathering and presentation skills developed. Computations relative to surveying studied and practiced.

**Prerequisites:** MAT 103 and MCE 101, or permission of instructor

**Two credits:** 30 clock hours

#### **MCE 212 BASIC FIELD SURVEYING II**

The student will become proficient in fundamental surveying techniques and in the care and maintenance of surveying equipment.

**Prerequisite:** MCE 211

**Four credits:** 60 clock hours

#### **MCE 215 COST AND MATERIAL ESTIMATING**

Techniques and procedures are studied and applied relative to technical projects for construction and manufacturing.

**Prerequisites:** MAT 103 and MCE 103, or permission of instructor

**Three credits:** 40 clock hours

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## **MAS: MEXICAN AMERICAN STUDIES**

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#### **MAS 100 INTRODUCTION TO MEXICAN AMERICAN STUDIES**

Provides a general understanding of the Mexican American Studies department; its background, philosophy, and courses. Also analyzes the Mexican American community and the general American society; their differences, commonalities and relative position to one another. Emphasizes the relationship of the Chicano to the American educational system.

**Three credits**

#### **MAS 106 PSYCHOLOGY OF THE MEXICAN AMERICAN**

Identifies and examines the various psychological traits which make up the unique, and seldom understood, world view of the Mexican American. Includes the psychology of the Mexican American male and female, and related social problems.

**Three credits**

#### **MAS 120 CULTURE OF MEXICO AND SOUTH AMERICA**

Examines the art, music, literature, and philosophy of Mexico and South America from pre-Columbian civilizations to the present time as they relate to the Chicano culture. Course fulfills a humanities requirement.

**Five credits**

#### **MAS 125 THE AMERICAN SYSTEM**

Present vital information dealing with citizenship. Special emphasis will be placed on current legislation dealing with Chicanos.

**Three credits**

#### **MAS 126 INTRODUCTION TO CARLOS CASTANEDA**

An analysis of Carlos Castaneda's books on Don Juan. The various concepts of Indian magic and mysticism and their relative worth in modern society are presented.

**Five credits**

#### **MAS 161 AZTEC CIVILIZATION**

Studies the important aspects of Indian history and culture in Mexico. Emphasizes the Aztec empire and its cultural contributions. Examines the Spanish conquest and its effects on the Mexican Indian.

**Five credits**

#### **MAS 162 INTRODUCTION TO MODERN MEXICO**

Studies the cultural and historical events that have shaped Mexico into what it is today. Topics include Mexican-U.S. relations, the Mexican Revolution, contemporary issues such as immigration, industrialization, and population.

**Three credits**



### **MAS 165 CHICANO HISTORY**

Examines historical events in the American Southwest from the indigenous origins, through the Spanish conquest and colonization and later Anglo invasion. Emphasizes the circumstances which transformed the Mexican from a majority to a minority status.

**Three credits**

### **MAS 205 COUNSELING MINORITIES**

Builds awareness and understanding in the area of counseling minorities. Emphasizes the Mexican American and the development of conceptual models applicable to other minorities in terms of values and cultural conflict.

**Three credits**

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## **MGT: MID-MANAGEMENT**

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### **MGT 101 SALES**

An interpretation of the psychological development of people. Emphasizes the art of making friends and the development of a successful relationship between customers and salesperson.

**Five credits: 50 clock hours**

### **MGT 102 ADVANCED SALES**

Develop skills of the professional salesperson through role playing situations and studies of advanced closing techniques.

**Prerequisites:** MGT 101 and employment in a sales position

**Five credits: 50 clock hours**

### **MGT 106 FASHION BUYING**

This course will provide a detailed examination of the merchandising activities of a retail fashion buyer.

**Five credits: 50 clock hours**

### **MGT 107 PRINCIPLES OF ADVERTISING**

An introduction to functions of advertising as a merchandising tool. Includes study of copy, media, art work, and production.

**Five credits: 50 clock hours**

### **MGT 116 MANAGEMENT ACTIVITY I**

### **MGT 117 MANAGEMENT ACTIVITY II**

### **MGT 118 MANAGEMENT ACTIVITY III**

A study of successful management techniques.

**Two credits each: 20 clock hours each**

### **MGT 195 INTRODUCTION TO FASHION MERCHANDISING**

To acquaint the student with the fundamentals of fashion and the basic principles that control fashion movement and change. The history and development, organization and operation, merchandising activities, and marketing trends of industries engaged in producing and distributing fashion will be studied.

**Five credits: 50 clock hours**

### **MGT 196 FASHION EVOLUTION**

The course is a study of the development of male and female costumes from 3,000 B.C. to present day. This includes understanding the contributions of each important era and its influence upon today's fashion.

**Prerequisite:** to be taken same quarter as Fashion Trends

**Three credits: 30 clock hours**

### **MGT 197 FASHION TRENDS**

The course is an explanation of the trends in fashion as they relate to economic, social, and technological changes. A study of fashion change and cycles and how to anticipate them. Also, a study of the design industry from a designer's view point, from the basics

to the complicated, will be taken.

**Prerequisite:** to be taken same quarter as Fashion Evolution

**Three credits: 30 clock hours**

### **MGT 201 SALES MANAGEMENT**

A study of the organizational framework for sales strategy formulation, the administration of sales manpower, and evaluation and control of the sales program.

**Prerequisites:** MGT 101 and MGT 221

**Five credits: 50 clock hours**

### **MGT 205 CREDIT MANAGEMENT**

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

**Prerequisite:** MAT 110

**Five credits: 50 clock hours**

### **MGT 208 SMALL BUSINESS MANAGEMENT**

A study of the environment, management policies, marketing and control problems in small business. Emphasizes solving problems, recognizing and evaluating business opportunities. Includes practice in making decisions under conditions of uncertainty and incomplete knowledge.

**Prerequisite:** MAT 110

**Five credits: 50 clock hours**

### **MGT 215 PERSONNEL MANAGEMENT**

A survey of principles of personnel management and industrial relations policies. Emphasizes theories of work, organization, administration, manpower, management, staffing, and work incentives. Special emphasis on art of supervision.

**Five credits: 50 clock hours**

### **MGT 216 MID-MANAGEMENT SEMINAR**

### **MGT 217 MID-MANAGEMENT SEMINAR**

### **MGT 218 MID-MANAGEMENT SEMINAR**

Contemporary problems are explored as they relate to students' goals and aspirations.

**One to three credits each: 10-30 clock hours**

### **MGT 221 PRINCIPLES OF MARKETING**

A study of fundamental organization of distribution systems from manufacturer to consumer. Special emphasis at retail level.

**Prerequisite:** sophomore standing

**Five credits: 50 clock hours**

### **MGT 222 MARKETING MANAGEMENT**

The study of marketing decision making by computer simulation using various combinations of the "marketing mix."

**Prerequisite:** MGT 221

**Five credits: 50 clock hours**

### **MGT 226 INDIVIDUAL STUDIES IN MARKETING**

### **MGT 227 INDIVIDUAL STUDIES IN MARKETING**

### **MGT 228 INDIVIDUAL STUDIES IN MARKETING**

These courses provide an opportunity for students to engage in intensive study and research beyond the stated prerequisites.

**Prerequisite:** MGT 221

**One to three credits each: contact instructor**

### **MGT 235 PRINCIPLES OF MANAGEMENT**

A study of the management process, the decision-making process, and the science and art of management. The functions of management (planning, coordinating, organizing, testing, and controlling) are studied in formulating and carrying out the objectives, policies, methods, and procedures in managing a successful business enterprise.

**Five credits: 50 clock hours**



**MGT 236 INDIVIDUAL STUDIES IN MANAGEMENT****MGT 237 INDIVIDUAL STUDIES IN MANAGEMENT****MGT 238 INDIVIDUAL STUDIES IN MANAGEMENT**

These courses provide an opportunity for students to engage in extensive study and research beyond the stated prerequisites.

**Prerequisite:** MGT 235

**One to three credits each:** contact instructor

**MGT 245 ORGANIZATIONAL ENVIRONMENT**

Provides an understanding of human behavior, management theory, and leadership as they relate to the student's success in the work environment.

**Prerequisites:** MGT 215 and MGT 235

**Five credits:** 50 clock hours

**MGT 255 LABOR LAW/RELATIONS**

Gives students an understanding of the various laws that govern employer/employee relationships, unfair labor practices, strikes, boycotts, bargaining units, anti-trust, anti-injunction, etc.

**Five credits:** 50 clock hours

**MGT 256 SUPERVISORY MANAGEMENT**

Assists the potential or newly appointed supervisor in becoming acquainted with the many problems which will confront him or her and offers practical advice for their solution. The experienced supervisor should benefit by a re-examination of his or her position and how it relates to other levels in the organization.

**Five credits:** 50 clock hours

**MGT 258 PRODUCTION MANAGEMENT**

Shows the relationship of the production function to the fundamental business functions. Helps students gain experience in solving production problems. Gives students an understanding of some of the problems in industry management. Gives students exposure to the theory of industrial management as a "systems concept."

**Five credits:** 50 clock hours

**MGT 259 PURCHASING**

A study of the many parts of the purchasing job: costs, vendor selection, quality determination, bids versus negotiated contracts, ethics, and inventory control methods. Follows the recommendations of the National Association of Purchasing Management, and will stress the significance of purchasing as a management function.

**Prerequisite:** permission of instructor

**Five credits:** 50 clock hours

**MGT 281 PERSONAL ADJUSTMENT TO BUSINESS****MGT 282 PERSONAL ADJUSTMENT TO BUSINESS****MGT 283 PERSONAL ADJUSTMENT TO BUSINESS**

Bridges the gap between classroom instruction and work experience for the management-oriented student. Attention is given to specific on-the-job problems encountered by the student. Student will formulate work objectives and attend a weekly one-hour seminar. Employer involved in student evaluation. Other courses may be substituted with the consent of the advisor.

**Prerequisite:** (1) declared Mid-Management major, (2) consent of a Mid-Management advisor, (3) enrolled in one or more of the Mid-Management program courses each quarter, (4) employed part-time or seeking part-time employment in an acceptable job.

**Six credits:** 160 clock hours each

**MGT 295 FASHION RETAIL MERCHADISING**

This course examines in detail each of the merchandising activities a buyer of fashion goods might be expected to perform at the retail level.

**Prerequisite:** MAT 110, or permission of instructor

**Five credits:** 50 clock hours

**MGT 296 FASHION TEXTILES**

The course is directed toward the student who may one day make his/her career in an area where a knowledge of textiles would be important. The concepts, principles, and facts about fibers, yarns, fabrics, finishes and fabric construction are presented.

**Five credits:** 50 clock hours

**MGT 297 MERCHANDISING FASHION ACCESSORIES**

The course is designed to introduce the student to all the fashion accessories industries including descriptions for various materials used for fashion purposes that are non-textiles.

**Three credits:** 30 clock hours

**MGT 298 CAREERS IN FASHION MERCHANDISING**

To give the student guidelines in channeling career goals. Describes each of the possible fields and helps the student identify specific jobs of interest. Examines specific skill, training, and experience required for entry into each job.

**One credit:** 10 clock hours

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## MUS: MUSIC

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**MUS 100 MUSIC APPRECIATION**

This course emphasizes the understanding and enjoyment of music as a fundamental form of human expression. It includes a brief study of basic musical elements, style periods and composers. The course fulfills a humanities requirement.

**Five credits**

**MUS 105 FUNDAMENTALS OF MUSIC**

Introduction to basic terminology, scales, key signatures, intervals, and ear training. For students with little or no previous background in music theory.

**Five credits**

**MUS 106 MUSIC THEORY**

This course is designed to provide the mechanics of musical practice (e.g. keys, scales, chords, part-writing, sight singing, and ear training). It is intended for potential music majors or minors, and others with serious interest in developing their knowledge.

**Five credits**

**MUS 220 CHILDREN'S MUSIC**

Surveys musical materials appropriate for preschool and elementary school age children. Includes studying and working with listening, rhythm, and creative activities; experiences in singing and playing instruments are involved. Students will develop a repertory of songs and guided listening for children.

**Three credits**

**MUS 299 MUSIC PRACTICUM**

This learning structure facilitates the development of creative talents (an interrelation of motor, affective, and cognitive skills). The particular format and content of each practicum is determined by the musical form the student is working in and his or her level of proficiency. May be repeated at different levels of proficiency.

**One to three credits:** contact program coordinator

**MAS 105 MEXICAN MUSIC**

Examines selected works in Mexican and Mexican American music from pre-Columbian time to the present. Concentrates on regional works and on twentieth century composers and their relationships to Chicano and Anglo American society.

**Three credits**



### **MUP 121 ENSEMBLE**

This course is designed for students who have a desire to be involved in group music performances. Music repertoire for the group ranges from the Medieval period to 20th Century. Proper technique and effective rehearsal time will be emphasized.

**One credit**

### **MUP 131 PIANO I**

### **MUP 132 PIANO II**

### **MUP 133 PIANO III**

These courses are for the student beginning to study piano. Reading skills and techniques necessary to play simple songs and accompaniments are included. Selected piano works are surveyed.

**Three credits each:** eight practice hours each

### **MUP 151 VOICE I**

### **MUP 152 VOICE II**

### **MUP 153 VOICE III**

Vocal techniques for beginners or more advanced students; survey of selected vocal works included.

**Three credits each:** eight practice hours each

### **MUP 171 CLASSICAL GUITAR I**

### **MUP 172 CLASSICAL GUITAR II**

### **MUP 173 CLASSICAL GUITAR III**

These courses develop a basic technical and musical foundation for playing classical guitar. Sight reading, technical exercises, and selected guitar literature are studied.

**Three credits each:** eight practice hours each

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## **O.H.C: ORIENTATION TO HEALTH CARE**

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### **OHC 100 ORIENTATION TO HEALTH CARE**

Introduces students to the health care delivery programs available to them; provides an opportunity to develop an understanding of health careers associated with direct patient care areas. Each student will assist/observe in the basic techniques and procedures of each health career covered in a simulated laboratory situation. Provides discussion on the five natural sciences: anatomy, physiology, chemistry, physics, and biology, as applied to health fields. Students will simulate basic patient care common to all health careers, compare and examine procedures both similar and separate to each health career, and role-play as patients, physicians, and health care professionals. A minimum of 16 hours will be spent in the hospital for direct contact with health care workers and work environments.

**Prerequisites:** none

**Four credits:** 40 hours lecture, 20 hours lab

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## **PHI: PHILOSOPHY**

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### **PHI 105 INTRODUCTION TO PHILOSOPHY**

A study of the fundamental questions concerning man and the universe that recur in the history of human thought — the nature of reality, the possession of free choice, value and its determination, and related subjects. Course fulfills a humanities requirement.

**Five credits**

### **PHI 106 INTRODUCTION TO MODERN PHILOSOPHY**

Examines the development of modern philosophy from Descartes to the present. Romanticism, pragmatism, existentialism,

logical positivism, and phenomenology will be discussed and applied to the nature of human reality. Emphasis is given to creating a framework which the student can use to develop his or her own personal philosophy. Course fulfills a humanities requirement.

**Five credits**

### **PHI 107 INTRODUCTION TO LOGIC**

An introduction to the principle of logic used in the construction and appraisal of arguments. Course fulfills a humanities requirement.

**Five credits**

### **PHI 205 TOPICS IN PHILOSOPHY**

Encourages students who have special interests in philosophy to pursue them in depth. Readings will be selected by instructors as appropriate to the topic. Course may be taken more than once for elective credit provided topics are not repeated.

**Five credits**

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## **PEA: PHYSICAL EDUCATION ACTIVITIES**

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### **PEA 101 ARCHERY I**

Teaches the techniques and fundamentals of archery.

**One credit:** 20 clock hours

### **PEA 102 ARCHERY II**

Improves knowledge of the basic skills learned in PEA 101. More time will be spent on correction of errors and accuracy in shooting.

**One credit:** 20 clock hours

### **PEA 103 ARCHERY III**

For those who want to continue improving the skills and techniques of archery.

**One credit:** 20 clock hours

### **PEA 111 BADMINTON I**

Introduces the basic skills of badminton, including game rules and score keeping.

**One credit:** 20 clock hours

### **PEA 112 BADMINTON II**

Improves skills and techniques of badminton.

**One credit:** 20 clock hours

### **PEA 113 BADMINTON III**

Designed for those who desire advanced badminton knowledge.

**One credit:** 20 clock hours

### **PEA 131 BOWLING I**

Rules, skills, strategy, and courtesies of individual and team bowling are covered.

**One credit:** 20 clock hours

### **PEA 132 BOWLING II**

Improves the basic skills of bowling and introduces techniques of tournament bowling.

**One credit:** 20 clock hours

### **PEA 133 BOWLING III**

For bowlers who wish to improve skills while working on rules, strategy, and techniques of team bowling.

**One credit:** 20 clock hours



**PEA 134 CAMPING AND BACKPACKING**

Teaches the basic techniques used in camping and backpacking. Includes selection of equipment, map reading, skills of survival, and physical training.

**One credit:** 20 clock hours

**PEA 141 ROLLER SKATING I**

Introduces the basic fundamentals and skills of roller skating.

**One credit:** 20 clock hours

**PEA 142 ROLLER SKATING II**

Continuation of PEA 141. Develops poise, grace, agility, and rhythm.

**One credit:** 20 clock hours

**PEA 143 ROLLER SKATING III**

For those who want to continue improving the fundamentals and skills of roller skating. Couple skating dancing is included.

**One credit:** 20 clock hours

**PEA 151 ICE SKATING**

Introduces the basic skills and fundamentals of figure or ice skating.

**One credit:** 20 clock hours

**PEA 152 ICE SKATING II**

For those who want to improve the skills and fundamentals of figure or ice skating.

**One credit:** 20 clock hours

**PEA 161 SWIMMING I**

Instructs nonswimmers, using the American Red Cross swimming program. Teaches basic strokes of swimming.

**One credit:** 20 clock hours

**PEA 162 SWIMMING II**

Incorporates the basic sequence of skills taught in the American Red Cross intermediate and advanced swimmer classifications.

**One credit:** 20 clock hours

**PEA 171 SKIING I**

Introduces students to basic skills and techniques of skiing.

**One credit:** 20 clock hours

**PEA 172 SKIING II**

Increases students basic skills. Instruction of advanced techniques will provide the student with a confident attitude for a more pleasurable and safe sport.

**One credit:** 20 clock hours

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## PEB: PHYSICAL EDUCATION BALL SPORTS

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**PEB 101 BASKETBALL I**

An activity class which allows the student maximum participation on an intraclass team organizational basis.

**One credit:** 20 clock hours

**PEB 102 BASKETBALL II**

Gives students additional training in basketball skills, fundamentals, and team play.

**One credit:** 20 clock hours

**PEB 103 FLAG FOOTBALL I**

Allows students to participate on a team level. Participants are divided into teams and records are maintained throughout the season.

**One credit:** 20 clock hours

**PEB 104 FLAG FOOTBALL II**

Allows students to participate on a team level and provides additional opportunities in leadership experience.

**One credit:** 20 clock hours

**PEB 107 GOLF I**

Developes knowledge of the rules, courtesies, and skills of golf and instills an appreciation of the game.

**One credit:** 20 clock hours

**PEB 108 GOLF II**

Improves the techniques of grip, stance, swing, and follow-through. Individual play and putting will be stressed.

**One credit:** 20 clock hours

**PEB 109 GOLF III**

Develops advanced techniques of golf.

**One credit:** 20 clock hours

**PEB 141 RACQUETBALL I**

Teaches the basic movements, skills and rules of racquetball.

**One credit:** 20 clock hours

**PEB 142 RACQUETBALL II**

Improves player skills and strategies of PEB 141. More individual play will be stressed.

**One credit:** 20 clock hours

**PEB 143 RACQUETBALL III**

For students who want to improve skills and knowledge of racquetball.

**One credit:** 20 clock hours

**PEB 147 SOCCER I**

Introduces the student to a popular team sport which demands skill, endurance, teamwork, and fast thinking.

**One credit:** 20 clock hours

**PEB 148 SOCCER II**

Teaches additional skills, strategies, rules, regulations and game tactics. Basic coaching and referee techniques will be introduced.

**One credit:** 20 clock hours

**PEB 149 SOCCER III**

Teaches advanced methods of game planning, strategy, and tactics. Rule interpretation and application will be stressed. More advanced coaching and refereeing techniques will be studied.

**One credit:** 20 clock hours

**PEB 151 SOFTBALL I**

Teaches various skills, techniques, rules and regulations of softball.

**One credit:** 20 clock hours

**PEB 152 SOFTBALL II**

Improves knowledge of the fundamentals, skills, rules, and regulations of softball.

**One credit:** 20 clock hours

**PEB 157 TABLE TENNIS I**

Introduces the basic skills, rules, regulations, and terminology of table tennis.

**One credit:** 20 clock hours



**PEB 158 TABLE TENNIS II**

For students who want to continue learning fundamental skills and strategies of table tennis.

**One credit:** 20 clock hours

**PEB 159 TABLE TENNIS III**

Develops the agility to play a competitive game. The advanced player will have a better knowledge of the rules and regulations, and will officiate games.

**One credit:** 20 clock hours

**PEB 161 TENNIS I**

Introduces theory and practice of tennis. Skills taught include serve, forehand, and backhand drives; volleying, footwork, scoring rules.

**One credit:** 20 clock hours

**PEB 162 TENNIS II**

Improves the player's skills and strategies. More individual play will be stressed.

**One credit:** 20 clock hours

**PEB 163 TENNIS III**

For improvement and advancement of skills in tennis.

**One credit:** 20 clock hours

**PEB 171 VOLLEYBALL I**

Teaches basic skills of volleyball. Team play is stressed and some intrasquad competition is provided.

**One credit:** 20 clock hours

**PEB 172 VOLLEYBALL II**

Teaches the finer skills and strategies of PEB 171. More time will be devoted to team play and intrasquad competition.

**One credit:** 20 clock hours

**PEB 173 VOLLEYBALL III**

Improvement of skills, strategies, and knowledge of volleyball stressed.

**One credit:** 20 clock hours

**PEB 177 WHIFFLE TENNIS I**

A fast moving game which utilizes the basic skills of eye-hand coordination, quickness of feet, and perception.

**One credit:** 20 clock hours

**PEB 178 WHIFFLE TENNIS II**

Improves skills and knowledge of whiffle tennis. Increases ability to play a more challenging game.

**One credit:** 20 clock hours

**PEB 179 WHIFFLE TENNIS III**

Improves the agility to play a more competitive game. Students gain a better knowledge of rules, regulations, and officiating.

**One credit:** 20 clock hours

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## PED: PHYSICAL EDUCATION DANCE

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**PED 101 CLASSICAL BALLET I**

Develops poise, grace, agility, and rhythm by learning the classical Cecchetti form of ballet.

**One credit:** 20 clock hours

**PED 102 CLASSICAL BALLET II**

Increases the poise, grace, agility, and rhythm achieved in PED 101. Develops an appreciation of ballet as an art form.

**One credit:** 20 clock hours

**PED 103 CLASSICAL BALLET III**

Improves the student's poise, grace, agility, and rhythm, and increases the student's personal enjoyment of ballet.

**One credit:** 20 clock hours

**PED 104 DANCE AEROBICS I**

Helps students gain cardiovascular efficiency through a variety of dance routines.

**One credit:** 20 clock hours

**PED 105 DANCE AEROBICS II**

Involves the student in more strenuous and difficult dance routines. Develops better cardiovascular efficiency and proficiency.

**One credit:** 20 clock hours

**PED 106 DANCE AEROBICS III**

Continues to aid the student in maintaining greater cardiovascular efficiency. Routines will be more difficult.

**One credit:** 20 clock hours

**PED 109 FOLK DANCING I**

Develops understanding of other cultures and how their heritages have blended with our own.

**One credit:** 20 clock hours

**PED 115 COED AEROBICS I**

To provide an opportunity for men and women to participate individually or as couples in a variety of Fitness Techniques designed to improve muscle flexibility and cardiovascular conditioning.

**One credit:** 20 clock hours

**PED 116 COED AEROBICS II**

To further develop the techniques designed to improve muscle flexibility and cardiovascular conditioning.

**One credit:** 20 clock hours

**PED 117 COED AEROBICS III**

Designed for those students who want to continue the development of the techniques designed to improve flexibility and cardiovascular conditioning.

**One credit:** 20 clock hours

**PED 121 JAZZ DANCE I**

Introduces students to this indigenous dance form of the United States. Teaches basic jazz techniques, terminology, jazz movement, and routines.

**One credit:** 20 clock hours

**PED 122 JAZZ DANCE II**

Continued instruction in jazz dance. Provides a rewarding, satisfying jazz dance experience.

**One credit:** 20 clock hours

**PED 123 JAZZ DANCE III**

Advanced instruction in jazz dance: develops a greater knowledge of and proficiency in jazz as a form of dance.

**One credit:** 20 clock hours

**PED 131 MIDDLE-EASTERN DANCE I**

Teaches movement techniques for the graceful performance of body action. Includes the specific body movements of Middle-Eastern dancing.

**One credit:** 20 clock hours

**PED 132 MIDDLE-EASTERN DANCE II**

For those who want to improve the techniques necessary for the graceful performance of body action. Includes more complex movements of Middle-Eastern dancing.

**One credit:** 20 clock hours



**PED 141 SOCIAL DANCE I**

Teaches a variety of social dances such as the rumba, cha cha, and waltzes. Emphasizes enjoyment dancing with others and developing the ability to lead as well as to follow your partner.

**One credit:** 20 clock hours

**PED 142 SOCIAL DANCE II**

An advanced class in social dance for those who desire to improve their skills and abilities in social dancing.

**One credit:** 20 clock hours

**PED 145 FOLK & SOCIAL DANCE**

To gain knowledge and appreciation of dances and music from a variety of cultures.

**One credit:** 20 clock hours

**PED 151 SQUARE DANCING I**

Teaches basic steps and other dancing skills that formulate a reasonably comprehensive introduction to square dancing.

**One credit:** 20 clock hours

**PED 152 SQUARE DANCING II**

Square dancing patterns and fundamentals will be taught in addition to old and new square dances.

**One credit:** 20 clock hours

**PED 153 SQUARE DANCING III**

For those who want to improve their skills and steps in square dancing. Students may be required to do some of the calling for the square dancing steps.

**One credit:** 20 clock hours

**PED 161 TAP DANCE I**

Formal instruction in tap techniques and movements. Introduces the student to the special mix of rhythm, sound, and style that constitute the American tap dance form.

**One credit:** 20 clock hours

**PED 162 TAP DANCE II**

Students learn more difficult tap steps, movements, and routines.

**One credit:** 20 clock hours

**PED 171 COUNTRY SWING I**

Introduces the many styles and various combinations of steps suitable for Western dance music. Includes instruction in converting combinations of other traditional and fad dance steps to country swing as they become popular.

**One credit:** 20 clock hours

**PED 172 COUNTRY SWING II**

Advanced steps and dancing skills are taught, enabling students to enjoy the art of dancing for leisure time activity.

**One credit:** 20 clock hours

**PED 173 COUNTRY SWING III**

For those who want to improve their skills and abilities in country swing dancing.

**One credit:** 20 clock hours

**MAS 155 MEXICAN DANCE**

Teaches Mexican dances and provides background on their origins.

**One credit:** 20 clock hours

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**PEF: PHYSICAL EDUCATION  
FITNESS**

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**PEF 101 KARATE I**

Students learn basic blocks, kicks, and punches of karate.

**One credit:** 20 clock hours

**PEF 102 KARATE II**

Advanced form of kicking, punching, and blocking. Self-defense and fighting techniques of karate examined.

**One credit:** 20 clock hours

**PEF 104 AEROBIC CONDITIONING I**

To develop a better figure, to firm up, to increase circulation, to help students gain greater cardiovascular efficiency.

**One credit:** 20 clock hours

**PEF 105 AEROBIC CONDITIONING II**

To further develop the individual's figure and to work toward an improvement in their physical condition.

**One credit:** 20 clock hours

**PEF 106 AEROBIC CONDITIONING III**

Designed for those students who want to continue to increase their physical fitness and develop a better figure.

**One credit:** 20 clock hours

**PEF 107 DANCERCIZE (for expectant moms)**

Conditioning, keeping fit, getting and staying strong through pregnancy. Maintaining flexibility and relieving tensions.

**One credit:** 20 clock hours

**PEF 108 SELF DEFENSE**

Teaches various skills and techniques of self defense.

**One credit:** 20 clock hours

**PEF 111 PHYSICAL FITNESS I**

A variety of exercises are taught to improve students' physical fitness. Students also will have the opportunity to jog a few miles each week.

**One credit:** 20 clock hours

**PEF 112 PHYSICAL FITNESS II**

A continuation of PEF 111. Uses a variety of exercises to develop endurance and a higher level of physical fitness.

**One credit:** 20 clock hours

**PEF 113 PHYSICAL FITNESS III**

An activity course which continues to improve the endurance and overall condition of the individual.

**One credit:** 20 clock hours

**PEF 121 SLIMNASTICS I**

Designed to develop a better figure, firm up the body, increase circulation, and improve coordination.

**One credit:** 20 clock hours

**PEF 122 SLIMNASTICS II**

Designed to improve the individual's figure, posture, and coordination.

**One credit:** 20 clock hours

**PEF 123 SLIMNASTICS III**

For those students who want to continue in an advanced slimnastics course. Emphasizes the development of the total body.

**One credit:** 20 clock hours



**PEF 131 WEIGHT TRAINING I**

An opportunity to learn and practice fundamentals of physical training using various weight apparatus.

**One credit:** 20 clock hours

**PEF 132 WEIGHT TRAINING II**

For those who want to continue improving their weight training skills and techniques, and reach a higher level of physical fitness.

**One credit:** 20 clock hours

**PEF 133 WEIGHT TRAINING III**

Continuation of PEF 132, including advanced techniques demonstrated in class.

**One credit:** 20 clock hours

**PEF 135 BODYBUILDING I**

To attain maximum potential in muscular and overall body definition and size through progressive resistant training and diet.

**One credit:** 20 clock hours

**PEF 136 BODYBUILDING II**

To allow the student to continue his/her improvement in bodybuilding techniques and improve his/her physical condition.

**One credit:** 20 clock hours

**PEF 137 BODYBUILDING III**

To improve lifting and bodybuilding techniques to maintain and improve physical conditioning.

**One credit:** 20 clock hours

**PEF 138 PSYCH OF RUNNING**

Will provide information necessary to properly prepare themselves to begin a program of running. Jogging, running, and group awareness training sessions. Physical, mental and emotional conditioning as an approach to mental health.

**One credit:** 20 clock hours

**PEF 141 YOGA I**

Helps students attain physical health, clarity of mind, and spiritual awareness through various exercises. Studies one's entire being, consisting of body, mind, and spirit.

**One credit:** 20 clock hours

**PEF 142 YOGA II**

Improves the student's appreciation of physical health and clarity of mind through various exercises.

**One credit:** 20 clock hours

**PEF 151 CONTEMPORARY TUMBLING I**

Introduces basic tumbling and acrobatic skills.

**One credit:** 20 clock hours

**PEF 152 CONTEMPORARY TUMBLING II**

Provides instruction in intermediate tumbling and develops challenging tumbling routines and acrobatic skills.

**One credit:** 20 clock hours

**PEF 161 GYMNASTICS I**

Teaches basics of tumbling, balance beam, uneven bars, vault, pommel horse, parallel bars, rings, and high bar. Development of routines will be covered.

**One credit:** 20 clock hours

**PEF 162 GYMNASTICS II**

Continuation of PEF 161, involving more advanced instruction and routines.

**One credit:** 20 clock hours

**PEF 163 GYMNASTICS III**

Continuation of PEF 161 and PEF 162. Emphasizes developing

the student's poise, grace, agility, and rhythm.

**One credit:** 20 clock hours

**PEF 171 WRESTLING I**

Introduces the basic fundamentals and skills of wrestling.

**One credit:** 20 clock hours

**PEF 172 WRESTLING II**

Allows the student to continue improving basic fundamentals and skills of wrestling.

**One credit:** 20 clock hours

**PEF 173 WRESTLING III**

An advanced class in wrestling for those who want to improve their techniques.

**One credit:** 20 clock hours

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## PHY: PHYSICS

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**Note:** Asterisks indicates instruction is provided by:

\*\*Technical Division.

\*\*\*\*Trades & Industry Division

**\*\*\*\*PHY 101 APPLIED PHYSICS I**

**(This course will not satisfy minimum nor elective requirements for the A.A. or A.S. degree.)**

Introduces the student to a survey of physics as it applies to the scientific concepts of mechanics. Includes energy, work and power, torque, force, pressure, speed, velocity and acceleration, inertia momentum, properties of matter, the gas laws, mechanics of fluids and simple machines. Involves lecture and discussion on theory and practical applications of concepts. No lab time is required.

**Prerequisite:** none

**Five credits**

**\*\*PHY 102 APPLIED PHYSICS II**

The fundamental area of mechanics is the major topic of study. Proficiency in practical problems solutions involving the principles of force, motion, work, energy, power, friction, and rotation will be developed. Where possible, the various concepts are verified using laboratory experiments.

**Prerequisite:** MAT 102 or permission of instructor

**Five credits**

**\*\*PHY 103 APPLIED PHYSICS III**

Three fundamental areas of physics are covered: heat, light, and sound. Proficiency will develop in practical problem solutions in the topical areas of heat generation and transfer, sound dynamics, and light dynamics. Where possible, the various concepts are verified by laboratory experiments.

**Prerequisite:** MAT 102 or permission of instructor

**Five credits**

**PHY 120 FUNDAMENTALS OF PHYSICS**

Qualitative survey of the basic concept of physics. Designed for the student who has minimal mathematical preparation and wants to explore the field of physical science including basic mechanics, thermal dynamics, sound, light, electricity, and magnetism.

**Five credit hours:** four hours lecture, two hours lab per week

**PHY 151,152,153 INTRODUCTORY COLLEGE PHYSICS COURSES**

An introductory sequence of courses for students in preprofessional disciplines. It is recommended that this sequence be transferred to other academic institutions as a block of three quarters.



**PHY 151 INTRODUCTORY COLLEGE PHYSICS I:  
MECHANICS AND THERMODYNAMICS**

Studies the concepts of mechanics, relativity, and thermodynamics using a non-calculus approach.

**Prerequisite:** two years of high school algebra, MAT 131, or permission of instructor

**Five credits:** four hours lecture, two hours lab per week

**PHY 152 INTRODUCTORY COLLEGE PHYSICS II:  
WAVES, OPTICS, AND QUANTUM PHENOMENA**

Studies the concepts of waves, optics, and quantum phenomena using a non-calculus approach.

**Prerequisite:** PHY 151 or permission of instructor

**Five credits:** four hours lecture, two hours lab per week

**PHY 153 INTRODUCTORY COLLEGE PHYSICS III:  
ELECTRICITY AND MAGNETISM**

Studies the concepts of electricity and magnetism using a non-calculus approach.

**Prerequisite:** PHY 152 or permission of instructor

**Five credits:** four hours lecture, two hours lab

**PHY 201, 202, 203 GENERAL PHYSICS COURSES**

This sequence of courses provides a thorough understanding of basic physics for students majoring in engineering, physical science, or related disciplines. The student will acquire a working knowledge of fundamental laws and principles in preparation for advanced study. It is recommended that this sequence be transferred to other academic institutions as a block of three quarters.

**PHY 201 GENERAL PHYSICS I: MECHANICS AND  
THERMODYNAMICS**

First quarter: an analytical and comprehensive treatment of mechanics, mechanical waves and heat, including basics of relativistic mechanics.

**Prerequisite:** MAT 161 (or may be taken concurrently) or permission of instructor

**Five credits:** four hours lecture, two hours lab per week

**PHY 202 GENERAL PHYSICS II: WAVES, OPTICS, AND  
QUANTUM PHENOMENA**

Second quarter: an analytical and comprehensive treatment of waves, light, quantum effects, and basics of nuclear physics.

**Prerequisite:** MAT 163 (or may be taken concurrently), PHY 201 or permission of instructor

**Five credits:** four hours lecture, two hours lab per week

**PHY 203 GENERAL PHYSICS III: ELECTRICITY AND  
MAGNETISM**

Third quarter: an analytical and comprehensive treatment of electricity and magnetism.

**Prerequisites:** MAT 162 (or may be taken concurrently), PHY 202, or permission of instructor. A research paper or physics project may be required.

**Five credits:** four hours lecture, two hours lab per week

**PHY 295 INDEPENDENT STUDY IN PHYSICS**

Provides an opportunity for the highly-motivated student to engage in intensive study and research on a specified topic under the direction of a faculty member. The student will be limited as to the number of independent study credits taken per quarter.

**Prerequisite:** previous academic study or experience in physics

**One to three credits:** contact division chairman

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## POS: POLITICAL SCIENCE

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\* Indicates instruction is provided by Developmental/ Remedial Education Division.

**\*GOV 014 DEVELOPMENTAL GOVERNMENT IV**

The purpose of the course is to aid students to increase their knowledge of community, state, and federal government. Emphasis is given to the relationship between individual citizens and the selection and maintenance of government.

**Prerequisites:** placement

**POS 100 INTRODUCTION TO POLITICAL SCIENCE**

Introduces the student to the field of political science by examining the state, elements of government, the political process, political ideologies, and international relations.

**Five credits**

**POS 101 AMERICAN GOVERNMENT**

A study of American national government, political activities, political parties, separation of powers and purposes, philosophy and problems of the American system.

**Five credits**

**POS 102 COMPARATIVE FOREIGN GOVERNMENT**

The governmental systems and political cultures of several representative countries outside the United States are surveyed.

**Five credits**

**POS 118 STATE AND LOCAL GOVERNMENTS**

Study of structure and function of municipal, state, and county governments in the United States.

**Five credits**

**POS 205 INTERNATIONAL RELATIONS**

An examination of theories of international politics with a view toward understanding current international problems.

**Five credits**

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## PSY: PSYCHOLOGY

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**Note:** Asterisks indicate instruction is provided by:

\*\*\* Business Division

\*\*\*\* Trades & Industry Division

**PSY 101 GENERAL PSYCHOLOGY I**

Introduces principles of human behavior, including personality development, emotions, learning, and other processes.

**Five credits**

**PSY 102 GENERAL PSYCHOLOGY II**

Sequential course for the student interested in exploring the following topics: sensation and perception, genetic psychology, cognitive development, pain and hypnosis, personality testing, social psychology, and psychotherapy.

**Five credits**

**\*\*PSY 104 APPLIED INDUSTRIAL RELATIONS**

Person-to-person relationships are studied from the perspective of the first line supervisor and his or her development and responsibilities relative to management expectations. Emphasizes the employee and his or her development, employee evaluation, and leadership development. Job safety relative to current government standards is discussed.

**Three credits**



**PSY 107 I'M OK, YOU'RE OK — PSYCHOLOGY OF PERSONAL RELATIONS**

Enrichment of personal and family life through the application of transactional analysis.

**Three credits**

**PSY 111 BASIC HUMAN POTENTIAL SEMINAR**

A personal growth workshop based on the self-actualization principals of psychologists Abraham Maslow and Herbert Otto. The activities of this course are designed to help people tap their potential for becoming more self-determining, self-motivating, self-affirming, and understanding of others.

**Three credits**

**PSY 112 ADVANCED HUMAN POTENTIAL SEMINAR**

The advanced seminar is designed to further the participant's identification of his or her personal resources and potentialities and to explore their use in setting and meeting life goals. Methods for resolving personal conflict, setting long-range goals, and life-style planning are developed.

**Prerequisite:** PSY 111

**Three credits**

**PSY 115 HUMANISTIC PSYCHOLOGY**

A survey of the third force in psychology; emphasizing Gestalt therapy, psychosynthesis, reality therapy, bio-energetics, body movement, biofeedback, and transactional analysis.

**Five credits**

**PSY 117 CAREER PLANNING SEMINAR**

A course designed to help clarify abilities, interests, and values; and to help with job information, vocational planning, and decision making.

**One to three credits**

**PSY 118 PSYCHOLOGY OF ADULTHOOD**

Explores the psychological, social, and physiological issues of adulthood and aging, from a lifespan perspective and as a framework for viewing the adult years.

**Three credits**

**PSY 121 DEATH AND DYING: A HOLISTIC PERSPECTIVE**

Acquaints participants with new research, alternative approaches, and psychological literature on death and dying. Explores individual views and feelings about death and dying.

**Three credits**

**PSY 131 BEGINNING COUNSELING**

A beginning course which introduces students to basic concepts and skills involved in counseling. Emphasizes the uses of and abuses of basic counseling skills. Provides information to help students decide if they want to become counselors.

**Five credits**

**PSY 138 BIOFEEDBACK AND STRESS MANAGEMENT**

A survey of coping and preventative skills and techniques for dealing with the disabling effects of anxiety which some individuals experience when taking tests, doing or learning math, speaking before groups, etc. The successful transfer of these skills and techniques to real-life situations is enhanced by supplementing cognitive presentations with regular labwork utilizing biofeedback.

**Four credits:** three hours lecture, two hours lab

**\*\*\*PSY 145 HUMAN RELATIONS AT WORK**

Surveys the behavioral and social sciences as they affect people at work. Includes personal development, motivation, leadership, perceptions, and attitudes as they affect employment relationships.

**Five credits**

**PSY 206 PSYCHOLOGY OF WOMEN**

An examination of new roles and identities for women with emphasis on changes of traditional attitudes toward women, both personal and societal.

**Three credits**

**PSY 207 PRINCIPLES OF MEDITATION AND CONSCIOUSNESS ALTERATION**

A survey of Eastern meditational systems, meditational and biofeedback procedures, and limitations and applications of consciousness altering techniques.

**Three credits**

**PSY 211 PARAPSYCHOLOGY I**

A broad, experimental introduction to the study of psychic phenomena, including ESP, psychokinesis, psychic healing and others.

**Three credits**

**PSY 212 HOLISTIC HEALTH**

Investigates the principles of high-level wellness, including stress management, mental visualization, nutritional awareness, exercise, and one's responsibility for life and health.

**Three credit**

**PSY 221 ABNORMAL PSYCHOLOGY**

Concentrates on the organic factors in mental illness, brain tumors, mental retardation, senility, head injuries, etc.

**Five credits**

**PSY 231 PSYCHOLOGY OF DREAMS**

**PSY 232 PSYCHOLOGY OF DREAMS**

An examination of Jungian, Freudian, Gestalt, and experimental approaches to dream phenomena.

**Three and five credits**

**PSY 237 ASSERTIVENESS TRAINING**

Study and practice in asserting individual needs and feelings.

**Three credits**

**PSY 238 ASSERTIVENESS TRAINING II**

For those who have had a class in assertiveness training and have a working knowledge of the concepts and attitudes involved. Skill-building activities and group interaction will be used to move from critical, judgemental views of ourselves and others to more open, accepting, supportive responses and attitudes.

**Three credits**

**PSY 241 BIOFEEDBACK I: BIOFEEDBACK AND THE PSYCHOLOGY OF HEALTH**

An introduction to the principles and applications of biofeedback in health, education, and psychology. There will be utilization and demonstration of temperature training, EMG, EEG, and GSR.

**Three credits**

**PSY 242 BIOFEEDBACK II: EEG & EMG**

An advanced seminar in biofeedback utilizing the EMG and EEG in education and health.

**Four credits:** three hours lecture, two hours lab

**PSY 243 BIOFEEDBACK III: INTERNSHIP**

Practical training in biofeedback provided by studying educational and clinical problems.

**Prerequisites:** PSY 241 and PSY 242

**Four credits:** three hours lecture, two hours lab

**PSY 244 BIOFEEDBACK AND HYPERTENSION**

Focuses on the biofeedback procedure for blood pressure reduction developed at the Biofeedback and Psychophysiology



Center of the Menninger Foundation, Topeka, Kansas. Class topics include the principles and techniques of biofeedback training, the physiology of hypertension and its causes, the role of stress management, diet, exercise, life style and medications in blood pressure management.

**Five credits:** four hours lecture, two hours lab

#### **PSY 248 CHILD PSYCHOLOGY**

A study of the normal child's emotional and physical development from infancy through adolescence.

**Five credits**

#### **PSY 249 CRISIS COUNSELING**

Consists of para-professional skill-building exercises in communication, empathy training, core-dimensions of counseling, crisis intervention information and models, suicide information, and community emergency resources. On-site work with the In Touch Helpline provides an opportunity for the actual integration of para-professional helping skills with practical experience.

**Three credits**

#### **PSY 267 BIOFEEDBACK IV: PRACTICUM**

To provide biofeedback students with practicum experiences in educational institutions, medical centers, mental health centers, and retirement homes.

**Prerequisite:** Biofeedback III Internship (can be taken prior or concurrently).

**Four credits**

#### **PSY 295 INDEPENDENT STUDY IN PSYCHOLOGY**

Provides an opportunity for the serious-minded student to engage in intensive study and research on a specified topic under the direction of a faculty member.

**One to three credits:** contact instructor

#### **MAS 106 PSYCHOLOGY OF THE MEXICAN AMERICAN**

Identifies and examines the various psychological traits which make up the unique, and seldom understood, world view of the Mexican American. Topics will include the psychology of the Mexican American male and female and social related problems.

**Three credits**

#### **MAS 205 COUNSELING MINORITIES**

Builds awareness and understanding in the area of counseling minorities. Emphasizes the Mexican American and the development of conceptual models applicable to other minorities in terms of values and cultural conflict.

**Three credits**

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## **XRT: RADIOLOGIC TECHNOLOGY**

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#### **XRT 100 INTRODUCTION TO RADIOLOGIC TECHNOLOGY/PATIENT CARE**

Introduces students to Radiologic Technology; program guidelines, history of radiology, organizational structure of clinical facilities, professional organizations, accreditation, certification, licensure, and professional development; aspects of patient care, the technologist and the patient, specific nursing procedures, contrast media, patient preparations, patient and interdepartment communications, and professional ethics.

**One credit:** 2 clock hours

#### **XRT 101 RADIOGRAPHIC POSITIONING/LABORATORY I**

Designed to ensure that students gain the ability and confidence they need to perform the radiographic examination they will be expected to handle in the clinical setting; fundamentals of positioning, positioning nomenclature, positioning of the thoracic contents, abdomen and contents, and distal upper and lower extremities.

**Prerequisite:** majors only

**Five credits:** 60 clock hours

#### **XRT 102 RADIOGRAPHIC POSITIONING/LABORATORY II**

A continuation of XRT 101. Consideration will be given to the structure and positioning of the upper and lower extremities, shoulder and pelvic girdles, lumbar and thoracic spines.

**Prerequisite:** majors only

**Five credits:** 60 clock hours

#### **XRT 103 RADIOGRAPHIC POSITIONING/LABORATORY III**

A continuation of XRT 101 and XRT 102. Emphasis on the structure and positioning of cranium, cervical spine, distal spine, special views of the spine and pelvis, and bony thorax.

**Prerequisite:** majors only

**Five credits:** 60 clock hours

#### **XRT 104 RADIOGRAPHIC POSITIONING/LABORATORY IV**

A continuation of XRT 101, XRT 102, and XRT 103. Emphasis on sinuses, facial bones, and special positions of the cranium.

**Prerequisite:** majors only

**Five credits:** 60 clock hours

#### **XRT 111 CLINICAL EXPERIENCE I**

The student in the clinical setting will perform radiographic procedures under the direct supervision of a qualified radiologic technologist or radiologist. Unsatisfactory clinical performance will result in the student being terminated from the curriculum. Only full time radiologic technology students are permitted to participate in this course.

**Prerequisite:** majors only

**Five credits:** 160 clock hours

#### **XRT 112 CLINICAL EXPERIENCE II**

Continuation of supervised clinical education under the direct supervision of a qualified radiologic technologist. Correlates skills from previous classes.

**Prerequisite:** XRT 111, majors only

**Five credits:** 160 clock hours

#### **XRT 113 CLINICAL EXPERIENCE III**

Continuation of supervised clinical education under the direct supervision of a qualified radiologic technologist. Correlates skills from previous classes.

**Prerequisite:** XRT 112, majors only

**Five credits:** 160 clock hours

#### **XRT 114 CLINICAL EXPERIENCE IV**

Continuation of supervised clinical education under the direct supervision of a qualified radiologic technologist. Correlates skills from previous classes.

**Prerequisite:** XRT 113, majors only

**Fourteen credits:** 400 clock hours

#### **XRT 115 FILM EVALUATION I**

Develops an understanding of the radiographic image. Consideration will be given to evaluation of completed radiographs for patients' data, technique employed, collimation and shielding, positioning accuracy, anatomy demonstrated, and radiographic quality. Emphasis on areas covered in XRT 101 and XRT 102.

**Prerequisite:** permission of instructor

**Two credits:** 20 clock hours



**XRT 116 RADIOGRAPHIC PROCESSING**

Identifies the technical aspects of processing room design and function, manual and automatic processing, film characteristics, radiographic film artifacts and their causes, silver reclamation, film storage and handling.

**Prerequisite:** majors only

**Two credits:** 20 clock hours

**XRT 121 RADIOGRAPHIC EXPOSURE: LECTURE**

Introduces the student to the theory of radiographic prime factors, factors influencing exposure values, attenuating and restricting devices, technique charts and their application.

**Prerequisite:** majors only

**Four credits:** 40 clock hours

**XRT 122 RADIOGRAPHIC EXPOSURE: LAB**

Provides the student with guided experiences in the laboratory setting to reinforce the theory material presented in XRT 121.

**Prerequisite:** XRT 121, majors only

**Two credits:** 30 clock hours

**XRT 205 SPECIAL PROCEDURES AND PATHOLOGY**

Acquaints the student with the theory, equipment, and methodology of selected special procedures.

Gives the student a basic understanding of the definition and types of selected diseases common to radiography. Consideration will be given to common illnesses of the body systems and their effects on the production of a diagnostic radiograph.

**Prerequisite:** permission of instructor

**Three credits:** 30 clock hours

**XRT 206 RADIATION BIOLOGY**

Designed to ensure that the student has an understanding of the effects of ionizing radiation in biologic systems, and the public right to minimal radiation exposure.

**Prerequisite:** permission of instructor

**Three credits:** 30 clock hours

**XRT 207 IMAGING**

A study of image intensification, recording media, and special imaging techniques in radiography.

**Prerequisite:** permission of instructor

**Two credits:** 20 clock hours

**XRT 211 CLINICAL EXPERIENCE V**

The student in the clinical setting will perform radiographic procedures under the direct supervision of a technologist or radiologist. Unsatisfactory clinical performance will result in the student being terminated from the curriculum. Only full time radiologic technology students are permitted to participate in the course.

**Prerequisite:** XRT 114, majors only

**Eight credits:** 240 clock hours

**XRT 212 CLINICAL EXPERIENCE VI**

Continuation of XRT 211. Correlates skills from previous classes.

**Prerequisite:** XRT 211, majors only

**Ten credits:** 320 clock hours

**XRT 213 CLINICAL EXPERIENCE VII**

Continuation of XRT 212. Orientation to minor affiliates.

**Prerequisite:** XRT 212, majors only

**Ten credits:** 320 clock hours

**XRT 214 CLINICAL EXPERIENCE VIII**

Continuation of XRT 213. Rotation to minor affiliates.

**Prerequisite:** XRT 213, majors only

**Twelve credits:** 360 clock hours

**XRT 216 FILM EVALUATION II**

Continuation of XRT 115 with emphasis on areas covered in XRT 103 and XRT 104.

**Prerequisite:** permission of instructor

**Two credits:** 20 clock hours

**XRT 217 RADIATION PROTECTION**

The student will learn the principles of radiation protection; the need for protection, interaction of radiation with matter, patient protection, personnel protection, maximum permissible dose, and personnel exposure monitoring.

**Prerequisite:** permission of instructor

**Two credits:** 20 clock hours

**XRT 218 COMPUTERS IN MEDICINE**

Designed to make the student aware of the various uses of computers in imaging.

**Prerequisite:** permission of instructor

**Two credits:** 20 clock hours

**XRT 221 X-RAY PHYSICS I**

Imparts an understanding of basic x-ray physics, includes: unit of measurement, mechanics, structure of matter, electrostatics, magnetism, and electrodynamics.

**Prerequisite:** permission of instructor

**Three credits:** 30 clock hours

**XRT 222 X-RAY PHYSICS II**

A continuation of XRT 221. Consideration will be given to electromagnetism, rectification, and production and properties of x-rays, x-ray tubes, and x-ray circuits.

**Prerequisite:** permission of instructor

**Three credits:** 30 clock hours

**XRT 231 RADIOLOGICAL SCIENCES**

Reviews all courses and clinical work in radiologic technology in preparation for the American Registry of Radiologic Technologist examination. Diagnostic examination will be given to identify weak academic areas followed by recommendations for remedial study programs.

**Prerequisite:** majors only

**Three credits:** 30 clock hours

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**REA: READING**


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**REA 011 DEVELOPMENTAL READING I**

Provides an English-speaking non-reader with instruction and practice in basic reading skills. Primary objectives are to equip the student with initial skills in word attack and comprehension, and to prepare the student for REA 012.

**Prerequisite:** placement

**REA 012 DEVELOPMENTAL READING II**

Provides the beginning reader with additional skills in word attack and comprehension, and provides practice in developing these skills. Primary purposes are to give the student a basic introduction to general reading skills and to prepare the student for REA 013.

**Prerequisite:** REA 011 or placement

**REA 013 DEVELOPMENTAL READING III**

Provides the intermediate level reader with instruction in vocabulary development, structural analysis, comprehension, and reading for specific purpose. Provides practice in these reading skills in both general and content area reading materials. Primary purposes are to improve the student's reading level, to expand the



variety of reading skills a student uses, and to prepare the student for REA 014.

**Prerequisite:** REA 012 or placement

#### **REA 014 DEVELOPMENTAL READING IV**

Provides the advanced intermediate reader with additional instruction in vocabulary development, structural analysis, comprehension, and reading for a specific purpose. Includes general and content area reading materials. Primary purposes are to improve the student's reading level, to expand the variety of reading skills the student uses, and to prepare the student for the series of REA 090 courses.

**Prerequisite:** REA 013 or placement

#### **REA 091 BASIC READING SKILLS**

Provides remedial or GED students a basic introduction to vocabulary development, reading comprehension skills, and locational skills. Major objectives of the course are to provide for the advanced intermediate reader an opportunity to increase general vocabulary knowledge, to improve use of reading comprehension skills, and to review and apply knowledge of locational skills.

**Prerequisite:** placement

**Four credits**

#### **REA 092 READING IN CONTENT FIELDS**

Provides a basic introduction to reading in the content fields of literature, social studies, and natural science. Major objectives of the course are to familiarize students with the content vocabulary in literature, social studies and natural science and to prepare students to apply comprehension skills of reading appropriate to these areas to allow students to pass the reading, social science, and natural science sections of the GED test.

**Prerequisite:** placement

**Four credits**

#### **REA 095 BASIC VOCABULARY BUILDING**

Provides an opportunity for the serious-minded student to acquire an exact and extensive vocabulary which is important for success in college work and beyond.

**Five credits**

#### **REA 096 READING ESSENTIALS**

Provides the basic phonetic and structural analyses skills essential for comprehension; dictionary and contextual skills necessary for basic reading success in all content areas; and any skills that are not already mastered with college reading comprehension as a basis.

**Five credits**

#### **REA 101 READING AND STUDY SKILLS FOR COLLEGE**

Increases the student's ability to read college level texts and provides student with the study techniques necessary for success in content areas and study situations.

**Prerequisite:** 10th grade reading level

**Five credits**

#### **REA 107 SPEED READING IMPROVEMENT**

Increases knowledge of literal, critical, and affective comprehension skills while teaching the use of six reading speeds.

**Prerequisite:** REA 101 or 11th grade level on reading test

**Five credits**

#### **REA 108 READING FOR IDEAS**

Purpose and objectives of the course are to help students read for major ideas, regardless of content.

**Prerequisite:** Reading Level III or IV on Assessment scores

**Three credits**

#### **REA 116 BASIC SPELLING SKILLS**

Provides opportunity to learn and improve the basic spelling skills necessary for academic success under teacher supervision and instruction on an individual basis in a laboratory.

**One credit**

#### **REA 119 LIBRARY SKILLS**

Introduces students to the resources of Aims' library and provides instruction in its use on an individual basis.

**Two credits**

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## **RES: REAL ESTATE**

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#### **RES 105 REAL ESTATE PRACTICE**

Provides the student with an understanding of real estate principles and practices, and the basic skills necessary to work in the field of real estate.

**Three credits:** 30 clock hours

#### **RES 106 REAL ESTATE LAW**

Provides students with an understanding of the rights and obligations of the real estate agent regarding his or her contractual and fiduciary duties owed to the parties he or she represents.

**Prerequisite:** RES 105 or permission of instructor

**Three credits:** 30 clock hours

#### **RES 108 REAL ESTATE LICENSE PREPARATION**

Assists students in preparing for the Colorado Real Estate License Examinations required to enter the field of real estate sales.

**Prerequisites:** RES 105 and RES 106

**Three credits:** 30 clock hours

#### **RES 109 REAL ESTATE CLOSINGS**

Provides an in-depth study of real estate closings. Includes understanding the contract and precipitating the closing, various problems in completing closing statements, documents related to closings, and debit and credit items encountered in real estate closings. Recommended for those preparing for a profession in real estate and especially for those planning to sit for the broker's exam.

**Prerequisites:** RES 105 and RES 106, or permission of instructor

**Three credits:** 30 clock hours

#### **RES 205 REAL ESTATE FINANCE**

Provides students with the history and development of real estate financing; an economic overview of the federal government's monetary and fiscal policy; a working knowledge of both primary and secondary money markets and of the contracts used in financing.

**Prerequisite:** RES 105, RES 106, or permission of instructor

**Three credits:** 30 clock hours

#### **RES 206 REAL ESTATE APPRAISAL**

Assists the student in understanding and arriving at an estimate of real property value for his or her principals. Emphasizes the three traditional approaches to value and their rationale.

**Prerequisites:** RES 105 and RES 106, or permission of instructor

**Three credits:** 30 clock hours



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## RSC: RESPIRATORY CARE

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### RSC 111 RESPIRATORY SCIENCE I

Introduces the student to the anatomy and physiology of the cardiopulmonary systems, examining the function and structure of the lung and heart; includes the mechanics of ventilation, muscles of respiration, the bronchosegments of the lungs, blood flow through the heart and relationship between the pulmonary and systemic circulation systems.

**Three credits:** 30 clock hours

### RSC 112 RESPIRATORY SCIENCE II

Discusses the indications, contraindications, hazards, precautions, and the duration of the effects of respiratory therapy medications. Includes the primary pharmacological effects and toxic side effects of medication, and the legislative regulation relating to drug administration.

**Prerequisite:** RSC 111

**Three credits:** 30 clock hours

### RSC 211 RESPIRATORY SCIENCE III

This introductory course prepares the student for the application of the acid-base physiology of the human body. It will define the basic principles of pH, PaCO<sub>2</sub>, and PaO<sub>2</sub> in relation to the pulmonary and renal systems. It will prepare students to perform arterial blood gas punctures and interpretation of the results.

**Prerequisites:** RSC 111, RSC 112

**Three credits:** 30 clock hours

### RSC 212 RESPIRATORY SCIENCE IV

Develops the skills and understanding necessary for advanced pharmacological agents as they relate to obstructive and restrictive respiratory diseases. Includes the indications, complications, precautions, and dosage of medications used, and an introduction to the micro-organisms causing diseases and their treatment.

**Prerequisite:** RSC 211

**Two credits:** 20 clock hours

### RSC 121 RESPIRATORY EQUIPMENT APPLICATION I

Develops techniques and skills necessary to administer the procedures of gas, aerosol, and humidity therapy in a proper and effective manner with regard to patient care.

**Prerequisite:** program admission

**Five credits:** 70 clock hours

### RSC 122 RESPIRATORY EQUIPMENT APPLICATION II

Demonstrates techniques and skills used to administer the procedures of mechanical assisted ventilation, to include the classification of ventilators, their complications and hazards, monitoring techniques, and assembly/disassembly of both the intermittent and continuous type of ventilators.

**Prerequisite:** RSC 121

**Five credits:** 70 clock hours

### RSC 221 RESPIRATORY EQUIPMENT APPLICATION III

Develops skills and techniques necessary to administer procedures of advanced mechanical assisted ventilation, to include weaning patients from continuous ventilation, monitoring patients on continuous ventilation, and adjunct respiratory maneuvers.

**Prerequisite:** RSC 122

**Five credits:** 70 clock hours

### RSC 222 RESPIRATORY EQUIPMENT APPLICATION IV

Demonstrates skills and techniques necessary to administer pulmonary function testing procedures. Includes pulmonary mechanics, lung volumes, ventilation tests, and diffusion capacities.

**Prerequisite:** RSC 221

**Three credits:** 40 clock hours

### RSC 131 RESPIRATORY PRACTICUM I

Provides for clinical atmosphere for application and demonstration of gas, aerosol, and humidity techniques and procedures in a safe and effective manner relating to patient care.

**Prerequisite:** program admission

**Three credits:** 90 clock hours

### RSC 132 RESPIRATORY PRACTICUM II

Provides the clinical atmosphere for application and demonstration of intermittent, positive pressure-breathing treatments, assisting in continuous ventilation techniques.

**Prerequisite:** RSC 131

**Eight credits:** 240 clock hours

### RSC 231 RESPIRATORY PRACTICUM III

Develops the skills and understanding necessary to properly perform arterial blood gas punctures application of the continuous ventilator to real patient care, to include monitoring techniques of blood gas interpretation and intensive care procedures.

**Prerequisite:** RSC 112

**Eight credits:** 240 clock hours

### RSC 232 RESPIRATORY PRACTICUM IV

Provides for a clinical atmosphere for performing pulmonary function testing procedures, utilizing advanced respiratory diagnostic modalities, and demonstration of job entry practitioner requirements.

**Prerequisite:** RSC 231

**Eight credits:** 240 clock hours

### RSC 241 CLINICAL EXPERIENCE I

Acquaints students with the basic concepts of medical practices as they relate to respiratory care and teaches basic pathological processes as they apply to the respiratory diseases covered in this course.

**Prerequisite:** RSC 211

**Two credits:** 20 clock hours

### RSC 251 RESPIRATORY SEMINARS I

Provides each student, on a weekly basis, with a discussion of clinical situations; understanding of techniques and procedures of patient care; comparison of patient care situations; and discussion, with the medical director, instructors, and clinical staff, concerning areas of improvement of patient care relating to respiratory care.

**Prerequisite:** COS 115

**One credits:** 10 clock hours

### RSC 228 NEONATAL AND PEDIATRICS

Develops a working knowledge of respiratory problems associated with the premature, newborn, and/or pediatric patient. Includes the embryology and comparative anatomy and physiology of the fetus, infant and pediatric patient.

**Prerequisite:** none

**Two credits:** 20 clock hours

### OHC 100 ORIENTATION TO HEALTH CARE

Introduces general health care delivery systems, including ethics, hospital standards and policies, malpractice regulations, and comparison and examination of basic nursing care procedures in simulated situations.

**Prerequisite:** program admission

**Four credits:** 50 clock hours

### HLH 101 APPLIED SCIENCE

Provides for basic understanding of gas physics and basic applied chemical equations as they relate to respiratory care of the patient.

**Prerequisite:** program admission

**Three credits:** 30 clock hours



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## SCI: SCIENCE

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\*Indicates instruction is provided by Developmental/Remedial Education Division.

### \*SCI 014 DEVELOPMENTAL SCIENCE IV

The primary purposes of the course are: to teach basic scientific facts and ideas; to develop reading comprehension and vocabulary mastery in the content area of science; to introduce students to earth science and life science; and to provide a systematic survey of basic science.

**Prerequisite:** placement

**Five credits**

### \*SCI 015 DEVELOPMENTAL SCIENCE V

The primary purpose of the course are: to teach basic facts and ideas; to continue to develop reading comprehension and vocabulary mastery through the study of basic sciences; to introduce students to the study of physical science, and to continue to provide a systematic survey of basic science.

**Prerequisite:** placement

**Five credits**

### \*SCI 095 NATURAL SCIENCE READING

Provides a basic introduction in the content field of the natural sciences. Major objectives are to familiarize students with the content vocabulary in this area and to prepare students to apply comprehension skills of reading appropriate to the area of the natural science adequate to allow students to pass the reading comprehension section of the GED test.

**Prerequisite:** placement

### SCI 100 MAN: HIS TECHNOLOGY AND HIS WORLD

Introduces a series of significant, current problems concerned with technology which surround and influence student's lives. In each case an attempt is made to determine the magnitude and nature of the problems, ascertaining why they arose and discovering positive alternatives available to society and government. IBM 4331 computer is used as an instructional aid.

**Five credits**

### SCI 105 INTRODUCTION TO PRINCIPLES OF SOLAR ENERGY

Topics include solar geometry, heat transfer; active, passive and hybrid systems; general structural heat loss, transfer mediums, cost, and legislation. A presentation of several systems and collectors will be available through field trips.

**Three credits**

### SCI 106 SOLAR SYSTEM SIZING

Theory and calculations will be presented regarding heat loss, collector efficiency, heat gain, distribution, and sizing. Heat storage systems and solar systems also will be analyzed.

**Prerequisite:** SCI 105 or permission of instructor

**Three credits**

### SCI 109 AN EXPLORATION OF MAN, EARTH, AND UNIVERSE: COSMOS

Explores the relationships between planet earth, its inhabitants and the vast universe that surrounds them. Examines the evolution of the universe, earth, and humanity as well as the perceptions about them. This is an interdisciplinary study of science in general, placed in a humanist perspective. The COSMOS series of telelessons will be an integral part of the course.

**Three credits:** three hours lecture

### SCI 115 PASSIVE SOLAR DESIGN

The following topics will be included in this course: elementary thermodynamics, fundamentals of solar heating, factors determining effectiveness and efficiency, design characteristics, a selection of applications and aesthetic realities.

**Three credits**

### SCI 230 SCIENTIFIC WRITING

Topics include use of scientific literature and library resources, the general aspect of a scientific paper, the title, preparation of tables and illustrations and procedures regarding materials and methods. A section covering results, discussion and acknowledgements will also be included.

**Prerequisite:** CON 102 or equivalent

**Three credits**

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## SEC: SECRETARIAL

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### SEC 106 LEGAL TERMINOLOGY

A study of the language of law. Basic preparation for secretaries training to work in a legal office. Emphasizes understanding terminology as well as being able to spell and use terms correctly.

**Five credits:** 50 clock hours

### SEC 141 LEGAL MACHINE TRANSCRIPTION

Provides students with in-depth practice in transcribing legal documents.

**Prerequisites:** BUS 155, SEC 106, and BUS 113

**Four credits:** 50 clock hours

### SEC 151 GREGG SHORTHAND I

Introduces the first three-fourths of the theory of Gregg Shorthand, Diamond Jubilee Series. Develops reading speeds from book plates and handwritten notes. Develops shorthand writing of familiar and unfamiliar material to speeds of 50-60 words a minute.

**Five credits:** 50 clock hours

### SEC 152 GREGG SHORTHAND II

Review of the first three-fourths of the theory of Gregg Shorthand, Diamond Jubilee Series. Introduces the last one-fourth of the theory of Gregg Shorthand. Develops reading speed from handwritten notes. Develops shorthand writing of familiar and unfamiliar material to speeds of 60-80 words a minute. Increases the ability to transcribe at the typewriter.

**Prerequisites:** BUS 101 and SEC 151, or previous Gregg Shorthand instruction

**Five credits:** 50 clock hours

### SEC 153 GREGG SHORTHAND III

Develops shorthand writing of unfamiliar material to speeds of 80-100 words a minute. Emphasizes production of mailable letters.

**Prerequisites:** SEC 152 or two years of high school shorthand, ability to write at 60 words a minute and BUS 155

**Five credits:** 50 clock hours

### SEC 215 LEGAL SHORTHAND

Specialized course for legal dictation and transcription. Students continue to build mastery of legal terminology.

**Prerequisite:** SEC 153

**Three credits:** 30 clock hours



**SEC 231 CPS REVIEW I**

A review course highlighting six areas of business: business law, accounting, typing and shorthand, office procedures, management, and economics of business. Designed to prepare the student for Certified Professional Secretary test.

**Two credits:** 20 clock hours

**SEC 232 CPS REVIEW II**

A continuation of CPS Review I.

**Prerequisite:** SEC 231

**Two credits:** 20 clock hours

**SEC 277 LEGAL OFFICE PROCEDURES**

A study of the routines common to legal offices. Intensive practice in preparing many types of legal documents. For legal secretarial students.

**Prerequisites:** BUS 102 and SEC 106

**Five credits:** 50 clock hours

**SEC 295 SECRETARIAL INDEPENDENT STUDY****SEC 296 SECRETARIAL INDEPENDENT STUDY****SEC 297 SECRETARIAL INDEPENDENT STUDY**

A course providing the opportunity for the student to study a specific knowledge or skill under the direction of a qualified faculty member.

**One to three credits**

**SOC 111 SOCIAL SERVICES I**

Introduces and familiarizes the student with the human services field in the areas of social policy, social agencies and programs in the community, and the utilization of their services. Interrelates the social sciences with other scientific disciplines. Helps students strengthen and integrate their knowledge of human behavior and development.

**Three credits**

**SOC 112 SOCIAL SERVICES II**

Second in a sequence of three courses in which students will be given an opportunity to explore the human services fields.

**Three credits**

**SOC 113 SOCIAL SERVICES III**

Last in a sequence of three courses in which students will be given an opportunity to explore the human services fields. Provides students with on-the-job experience in one or more human services as part of becoming familiar with skills and techniques involved.

**Five credits**

**SOC 115 SOCIOLOGY OF EDUCATION**

A study of the relationship of social and educational systems in American society. We will explore the performance of the American educational system in fulfilling the promise of opportunity and in providing access for upward mobility.

**Three credits**

**SOC 117 SOCIOLOGY OF LEISURE**

Analysis of the changing relationship between work and leisure (non-work). As we enter the post-industrial/high-tech society, our quest for quality of life may be effected by new occupations, new opportunities, and nonwork patterns of behavior.

**Three credits**

**SOC 208 SEX-ROLE ISSUES IN MODERN AMERICA**

Helps students gain a better understanding of both traditional and alternative sex roles. Facilitates the recognition of cross-cultural differences and similarities of behavior for males and females within society. Increases awareness of sex roles and sexuality as they change with age.

**Three credits**

**SOC 295 INDEPENDENT STUDY IN SOCIOLOGY**

Provides an opportunity for the serious-minded student to engage in intensive study and research on a specified topic under the direction of a qualified faculty member.

**One to three credits:** contact instructor

**MAS 100 INTRODUCTION TO MEXICAN AMERICAN STUDIES**

Provides a general understanding of the Mexican American Studies department; its background, philosophy, and courses. Also analyzes the Mexican American community and the general American society; their differences, commonalities, and relative position to one another. Emphasizes the relationship of the Chicano to the American educational system.

**Three credits**

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**SOC: SOCIOLOGY**

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\*Indicates instruction is provided by Developmental/Remedial Education Division.

**\*SOC 095 SOCIAL SCIENCE READING**

Provides a basic introduction to reading in the content field of social science. Major objectives are to familiarize students with the content vocabulary in this area and to prepare students to apply comprehension skills of reading appropriate to the area of social science adequate to allow students to pass the reading comprehension sections of the GED test.

**Prerequisite:** placement

**SOC 101 INTRODUCTION TO SOCIOLOGY**

An introduction to the sociological analysis of social systems, culture, social stratification, population, and social change. Cultivates an interest in and awareness of social change.

**Five credits**

**SOC 105 SOCIOLOGY OF MARRIAGE AND FAMILY**

A study of marriage and family relationships, focusing on social institutions, value systems, communication, mate selection, and other social/cultural factors. The course will emphasize courtship, marriage, and conjugal life in contemporary America, and discuss the changes in these areas.

**Four credits**

**SOC 106 CONTEMPORARY SOCIAL PROBLEMS**

A study of both specific and general problems of our time. Some of the social problems studies include poverty, civil liberties, social change, crime and delinquency in the context of contemporary American society.

**Three credits**

**SOC 108 AGING IN AMERICA**

Acquaints students with the process of aging, how aging affects the individual and society, gerontological services, and gerontology as a career.

**Three credits**

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**SPP: SPECIAL PROGRAMS**

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**DRE 025 BILINGUAL CITIZENSHIP**

Designed to prepare students to successfully pass the test to obtain United States citizenship. Local, state, and national government functions and procedures will be emphasized. When the student is ready, an application packet issued by the Immigration and Naturalization Department will be given to the student to apply



for citizenship. Spanish instruction will be provided for those who need it.

#### **DRE 065 BILINGUAL DRIVER'S EDUCATION**

Designed to prepare students to understand and pass the driver's license oral or written examination. Emphasizes verbal understanding of signs, rules, and state laws, if the student cannot read or write. Spanish instruction will be provided for those who need it.

#### **DRE 025 CLASES DE CIUDADANIA**

Esta clase se enseña para preparar estudiantes para que puedan pasar el examen de ciudadanía de los Estados Unidos. Se dará énfasis a las funciones y procedimientos del gobierno local, estatal y nacional. Cuando el estudiante esté listo, un sobre con las aplicaciones necesarias del Departamento de Inmigración y Naturalización se dará al estudiante para que pueda aplicar por ciudadanía. Instrucción en español se dará a los que la necesiten.

#### **DRE 065 CLASES DE MANEJAR**

Esta clase es para preparar estudiantes para que entiendan y pasen el examen de licencia en la forma oral o escrita. La instrucción de signos, leyes y reglas del estado de Colorado será presentada oralmente si el estudiante no puede leer o escribir. Instrucción en español se dará a los que la necesiten.

#### **DRE 092 ORIENTATION TO GED**

To orient students to the content areas that are tested in the GED exam; to inform students of the eligibility and requirements pertaining to the GED test; and to introduce the students to test taking techniques.

#### **SPP 100 WORLD OF WORK: SKILL EXPLORATION**

The student will acquire a realistic understanding of the "world of work" through an introduction to a variety of occupational work areas.

**Three credits:** 35 clock hours

#### **SPP 105 OCCUPATIONAL CAREER PLANNING**

Enables the student to assess his or her aptitude, strengths, interests, values, needs, and abilities (skills). Increases the students skills in goal setting and goal achievement. Upon satisfactory completion, the student will be aware of the world of work and alternatives available through occupational information sources.

**Three credits:** 35 clock hours

#### **SPP 106 WORLD OF WORK: REALITY EXPERIENCE**

The student will develop fundamental skills in an occupational area which was reinforced through the World of Work: Reality Experience.

**Three credits:** 35 clock hours

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## **SPE: SPEECH**

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\*\*Indicates instruction is provided by Technical Division.

**\*\*SPE 105 ELEMENTS OF ORAL COMMUNICATIONS  
(This course will not satisfy minimum or elective credit requirements for the A.A. degree.)**

The student will be made aware of the importance of communication in business and industry. Communication skills through talking and listening in both an individual and group situation will be developed. Vocabulary development and reading skill development are emphasized.

**Prerequisite:** none

**Three credits:** 30 clock hours

#### **SPE 115 SPEECH COMMUNICATIONS**

Provides students with practical experience in everyday, oral communications, such as group discussion, interpersonal communications, listening skills, and certain fundamentals of public speaking.

**Five credits**

#### **SPE 116 PUBLIC SPEAKING**

Emphasizes organization, preparation, and presentation of various types of speeches. Includes some practice in group discussion on the five credit hour requirement.

**Three to five credits**

#### **SPE 117 ORAL INTERPRETATION**

Public reading of prose, dramatic and poetic literature along with study of principles of aesthetics and psychology.

**Five credits**

#### **SPE 118 INTERPERSONAL COMMUNICATIONS**

Focuses on learning communication skills used in listening and sending messages. Students develop problem solving skills as well as self-confidence and self-awareness while working in pairs and small groups.

**Five credits**

#### **SPE 119 INTRODUCTION TO SEMANTICS**

Introductory study of how persons respond to words and other symbols. Students not only look at words and things, but also at the human behavior that results from using various types of symbols in different ways.

**Three credits**

#### **SPE 125 WORD POWER: ADVANCED VOCABULARY**

Provides an opportunity to increase the student's knowledge of the function in the English language of words derived from Latin, Greek, and other languages.

**Two credits**

#### **SPE 299 SPEECH PRACTICUM**

Provides an opportunity for the serious-minded student to develop speaking skills under the direction of a faculty member. May be repeated at different levels of proficiency.

**Prerequisite:** permission of instructor

**One to three credits**

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## **STA: STATISTICS**

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#### **STA 200 GENERAL STATISTICS**

Includes descriptive measures of samples and populations, simple correlation and regression, probability and distribution theory, hypothesis tests, confidence intervals, one-way ANOVA, and certain non-parametric techniques.

**Prerequisite:** MAT 122

**Five credits**

#### **STA 201 STATISTICS FOR BUSINESS, SCIENCE, AND SOCIAL SCIENCE I**

Emphasizes concepts and applications of selected topics from descriptive and inferential statistics. Includes organization of data, computation and interpretation of descriptive measures, linear correlation and regression, simple aspects of probability, the normal and binomial distributions, and sampling distributions. Calculators and the IBM 4331 Computer are used as aids in computation.

**Prerequisite:** MAT 122 is highly recommended

**Five credits**



## **STA 202 STATISTICS FOR BUSINESS, SCIENCE, AND SOCIAL SCIENCE II**

Includes tests of statistical hypothesis based upon the z, t, chi-square and F distributions. Other selected topics may include analysis of variance, multiple regression, nonlinear estimation and time series analysis.

**Prerequisite:** STA 201 or permission of instructor

**Five credits**

## **STA 203 STATISTICS FOR BUSINESS AND SCIENCE III**

A treatment of statistical topics and techniques to include: single and two factor analysis of variance, multiple regression and correlation, forecasting models and time series analysis, nonlinear regression and statistical quality control.

**Prerequisite:** STA 202 or permission of instructor

**Five credits:** 50 clock hours

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## **THE: THEATRE**

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### **THE 100 INTRODUCTION TO THEATRE ARTS**

Involves the study and appreciation of a variety of dramatic presentations in the media of live theatre, television, and cinema. Includes an introduction to acting and directing. Course fulfills a humanities requirement.

**Five credits**

### **THE 105 ACTING I**

### **THE 106 ACTING II**

These courses introduce basic principles of acting and dramatic production. Development of characterization skills, increased understanding of human behavior and relationships, imaginative encounters with one's self and others to build confidence and cooperation, and familiarization with dramatic literature is involved.

**Three credits each**

### **THE 255 DIRECTING**

Includes a survey of acting styles, a study of the development of directing concepts for stage and television, and work with blocking, actor coaching, and the direction of one act plays or scenes.

**Three credits:** four studio hours

### **THE 275 THE ART OF DANCE AND MOVEMENT**

Utilizes selected dance forms to develop an appreciation of the art of dance and dramatic movement as highly developed forms of expression.

**Three credits:** four clock hours

### **THE 299 THEATRE PRACTICUM**

This learning structure facilitates the development of creative-talents (an interrelation of motor, affective, and cognitive skills). The particular format and content of each practicum is determined by the theatrical form the student is working in and his or her level of proficiency. May be repeated at different levels of proficiency.

**One to three credits:** contact program coordinator

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## **TRA: TRANSPORTATION**

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### **TRA 101 TRANSPORTATION TERMS AND DOCUMENTATION**

Assists students in understanding the meanings and terms used in transportation, such as SL & C, FOB, etc.; Bill of Lading

contractual obligations; learning to read and interpret the National Motor Freight Classification rules and regulations.

**Prerequisite:** interest in transportation

**Four credits:** 40 clock hours

### **TRA 102 TRANSPORTATION FUNCTIONS AND REGULATIONS**

Students will examine loss and damage and the responsibilities and duties of both the shipper and carrier when loss and damage occur. Study tracing and expediting shipments by the different modes of transportation; understanding the differences between private, contracts, and common carriage; and understand the federal and state regulations which control common carriers.

**Prerequisite:** TRA 101 or work experience, and permission of instructor

**Four credits:** 40 clock hours

### **TRA 103 TRANSPORTATION FREIGHT RATES AND TARIFFS**

Identifies the rate bureaus and teaches how they function in the rail and motor industry. Students check rail and motor rates by using actual published rail and motor tariffs and learn the basic considerations used to determine transportation rates.

**Four credits:** 40 clock hours

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## **WLT: WELDING TECHNOLOGY**

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### **WLT 105 BASIC OXY/ACET/WELDING**

Students will receive training in the safe and correct procedure for using oxy-acetylene equipment. Students also will receive instruction on welding mild steel material using fillet and butt welds.

**Four credits:** 60 clock hours

### **WLT 106 ADVANCED OXY/ACET WELDING**

Training will be given in out-of-position welding of mild steel and instruction on brazing and oxy-acetylene cutting.

**Four credits:** 60 clock hours

### **WLT 107 BASIC SHIELDED METAL ARC WELDING**

Students will receive training in safe and correct procedures for using arc welding equipment. Instruction will be given using common types of electrodes on various types of joints in all positions.

**Four credits:** 60 clock hours

### **WLT 108 ADVANCED SHIELDED METAL ARC WELDING**

Training will be given using E-7018 electrodes on various types of fillet welds on heavy plate. These welds will be made in the horizontal, vertical, and overhead positions.

**Four credits:** 60 clock hours

### **WLT 109 BASIC GAS METAL ARC WELDING**

Students will receive training in the correct and safe way to operate gas metal arc welding equipment. They will weld common fillet welds on various gauges of material using .035 diameter solid wire.

**Four credits:** 60 clock hours

### **WLT 115 ADVANCED GAS METAL ARC WELDING**

Students will weld beveled butt joints in all positions using .035 solid wire. They also will receive training using flux cored wire.

**Four credits:** 60 clock hours

### **WLT 151 WELDING TECHNOLOGY I**

Students will be given training and skill development in the use of oxy-acetylene welding, basic shielded metal arc welding, shop



safety, and basic metal and electrode identification. Oxy-acetylene will include fusion welding, brazing, and cutting. Arc welding will include work in all positions of welding using various electrodes and common joints.

**Twenty-four credits:** 300 clock hours

**WLT 152 WELDING TECHNOLOGY II**

Students will be working with the shielded metal arc process on fillet and beveled butt welds using E-6010 and E-7018 electrodes on heavy plate in all positions. Instruction also will be given in basic blueprint reading and welding symbols.

**Twenty-four credits:** 300 clock hours

**WLT 153 WELDING TECHNOLOGY III**

Training will be given on uphill pipe welding using the SMAW process. Pipe will be welded in 5 and 6 G positions. Instruction also will be given in the GMAW process. Students will work on light and

heavy material using both solid and cored wire in a variety of positions. Students will learn basic layout tools and techniques for their use.

**Twenty-four credits:** 300 clock hours

**WLT 204 WELDING PROBLEMS**

Designed to meet the needs of students who would benefit from a specialized program. Objectives will be agreed upon by the instructor, program supervisor, and the student.

**Four credits:** 60 clock hours

**WLT 236 SPECIAL PROBLEMS IN WELDING**

Designed to meet the needs of students who would benefit from a specialized program. Objectives will be agreed upon by the instructor, program supervisor, and student.

**Twenty-four credits:** 300 clock hours



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# AIMS JUNIOR COLLEGE DISTRICT COMMITTEE

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Burl Van Buskirk .....	President
Dale Majors .....	Secretary
H. Gordon Johnson .....	Treasurer
Wayne Foster .....	Member
Lynn Pitcher .....	Member

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## ADMINISTRATIVE STAFF

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	*
CONGER, DR. GEORGE R. (President) .....	1979
GAISER, PAUL W. (Dean/School of Occupational Education) .....	1977
KARPOWICH, TIMOTHY A. (Dean/Administrative Services) .....	1980
KIEFER, JERRY (Dean of the College) .....	1974
RAILE, DWANE D. (Dean/School of Arts and Sciences) .....	1971
SLOMER, RUTH M. (Dean/Student Personnel Services) .....	1970
CUMMINS, DON (Associate Dean of the College and Director/Southern District Center) .....	1980
RANGEL, ROBERT N. ( Associate Dean of the College/Evening Program) .....	1969
ROUSE, PHILIP (Associate Dean/School of Occupational Education) .....	1980
BOGGS, RICHARD E. (Director/Computer Services) .....	1977
BURNS, RICHARD C. (Director/Purchasing) .....	1981
CARR, TERRY (Director/Finanical Aid) .....	1971
MARTINEZ, RALPH D. (Director/Records and Registration) .....	1973
McCOLLUM, OSGOOD (Controller) .....	1982
MORELLI, DR. MARGARET E. (Registrar) .....	1981
OLSON, MARK L. (Director/Public Information) .....	1982
STRAUB, JAMES K. (Director/Telecommunications) .....	1982
TINDALL, DAN (Director/Physical Plant) .....	1980
WHITE, WILSON B. (Director/Personnel and Payroll) .....	1980

\* Indicates the year each joined the College.



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# AIMS COMMUNITY COLLEGE FACULTY

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**ADAMS, JAMES R.****(Mid-Management)**

B.A., University of Northern Colorado; Graduate study, University of Northern Colorado; Eighteen years business experience. 1968

**ADAMSON, WILLIAM H.****(Electronics Technology)**

B.S.E.E., University of Southern California; Graduate study, University of California—Los Angeles, Colorado State University; Eighteen years industrial and military experience. 1968

**ARNDT, MICHAEL W.****(Respiratory Care)**

B.S., Mount Marty College, South Dakota; Certified Respiratory Therapy Technician; Nine years respiratory therapy experience. 1976

**ARON, ANN****(Division Chairperson, Business)**

B.S., University of Nebraska; M.A., University of Northern Colorado. 1978

**BAILEY, WILLIAM****(Coordinator, Fire Science)**

Nine years industrial experience. 1982

**BANTIN, FREDERICK****(Electronics Technology)**

B.A., University of Nebraska-Omaha; Electronic Technology Institute, Inc., Denver; Four years industrial experience. 1981

**BATMAN, LARRY G.****(Mathematics)**

B.A., University of Northern Colorado; M.A., University of Northern Colorado; Advanced graduate study, Colorado State University. 1967

**BAY, MARVIN L.****(Aviation Technology)**

B.S., Colorado State University; M.A., University of Northern Colorado; Advanced graduate study, University of Northern Colorado; Eight years industrial experience. 1970

**BECK, ROBERT****(Electronics Technology)**

Two years electronics school, U.S. Navy; Fifteen years industrial experience. 1980

**BINGER, WILLIAM R.****(Building Construction)**

Twenty years industrial experience. 1972

**BITTERMAN, REUBEN****(Auto Body)**

Ten years trade experience. 1982

**BROWN, W. ARLIN****(Communications & Humanities)**

B.A., Eastern New Mexico University; M.A., Western State College of Colorado; Ed. D., University of Northern Colorado. 1968

**BROWN, JAMES E. JR.****(Graphic Technology)**

B.A., University of Northern Colorado; Graduate study, University of Northern Colorado, Colorado State University; Eleven years industrial experience. 1976

**BUXMAN, BETTY J.****(Accounting)**

A.A., Aims Community College; B.A., University of Northern Colorado; M.A., University of Northern Colorado; Eight years business experience. 1974

**CAMERON, ROY E.****(Biology)**

B.S., University of Illinois; M.S., University of Illinois; Advanced graduate study, Purdue University, Illinois Institute of Technology, Eastern Illinois University, Northern Illinois University, University of California-Berkeley, University of Northern Colorado, University of Denver. 1967

**COLTON, KERRY L.****(Accounting)**

B.A., University of Northern Colorado; M.S., University of Northern Colorado; One year business experience. 1971

**COMPESTINE, FRANCIS C.****(Division Chairperson, Mathematics & Science)**

B.A., Arizona State University; M.S., New Mexico Highlands University; Ph.D., University of Northern Colorado. 1968

**COOPER, SAM****(Mathematics)**

A.A., Aims Community College; B.A., University of Northern Colorado; M.A., University of Northern Colorado. 1981

**CRIBELLI, SUSAN****(Learning Development Center)**

B.A., University of Northern Colorado; M.A., University of Northern Colorado. 1972

**CULLINS, BILL****(Engineering Technology)**

B.S., Tarleton State University, Texas; Five years industrial experience. 1982

**DALPRA, CHARLES G.****(Learning Development Center)**

B.A., University of Northern Colorado; M.A., University of Northern Colorado; Eight years industrial experience. 1974



- DARLING, DONALD W.**  
(Engineering Technology)  
A.A., Foothill College, California; B.A., University of Northern Colorado; M.A., University of Northern Colorado; Advanced graduate study, Colorado State University; Fifteen years industrial experience. 1976
- DAVISSON, SUE E.**  
(Counselor)  
B.A., University of Northern Colorado; M.A., University of Northern Colorado; Advanced graduate study, Kephart Clinic; Ed.S., University of Northern Colorado 1976
- ECKHARDT, LUCILLE**  
(Business)  
B.A., University of Northern Colorado; Six years business experience. 1976.
- EDEL, GEORGE D.**  
(Automotive Mechanics)  
B.E., Colorado State University; Graduate study, Colorado State University; Eight years trade experience. 1972
- FAJARDO, JOSEPH S.**  
(Program Chairman, Mexican American Studies)  
B.A., University of Denver; M.A., University of Colorado. 1974
- FREDERICK, GENE A.**  
(Economics and Geography)  
B.A., University of Missouri; M.A., Adams State College; Advanced graduate study, Purdue University, University of Northern Colorado, University of New York. 1968
- FREESE, JASPER (Jay)**  
(Engineering Technology)  
B.S.C.E., Worcester Polytechnic Institute, Massachusetts; M.S.C.E., University of Southern California; Twenty-three years industrial and military experience. 1981
- GEIST, MIKE**  
(Auto Body)  
B.E., Colorado State University; Graduate study, Colorado State University, University of Northern Colorado; Nine years industrial experience. 1979
- GIESICK, R. ARTHUR**  
(Division Chairperson, Technical)  
B.A., University of Northern Colorado; Nationally certified as an Engineering Technician by N.I.C.E.T.; Graduate study, Colorado State University, University of Northern Colorado; Twenty-six years industrial and military experience. 1970
- GODDARD, JERRY F.**  
(Business)  
A.A., Graceland College, Iowa; A.B., University of Northern Colorado; M.A., Colorado State University. 1972
- GOMEZ, RUTH**  
(Division Chairperson, Developmental/Remedial Education)  
M.A., University of Northern Colorado. 1973
- GONZALEZ, DAVID**  
(Developmental/Remedial Education)  
B.A., University of Northern Colorado; M.A., University of Northern Colorado. 1973
- GORDON, FRANK J.**  
(Political Science)  
B.A., University of Colorado; M.A., University of Colorado; Ph.D., University of Colorado—Boulder; Research at Marburg University, West Germany. 1982
- GORGEN, LAWRENCE A.**  
(Developmental/Remedial Education)  
B.A., Kearney State College, Nebraska; M.A.T., Washington State University; Ed.S., University of Northern Colorado; Advanced study, University of Edinburgh. 1970
- GREEN, JUDITH**  
(Biofeedback)  
B.A., University of Chicago; M.A., University of Iowa; Ph.D., Union Graduate School, Ohio. 1982
- GREEN, RALPH H.**  
(Electronics Technology)  
B.S., Colorado State University; M.Ed., Colorado State University; Advanced graduate study, Colorado State University; Eighteen years business and industrial experience. 1974
- GULLIAMS, CARL E.**  
(Auto Body)  
Thirty years industrial experience. 1976
- HALL, CATHERINE**  
(Data Processing)  
B.S., Moorhead State College, Minnesota; M.S., University of New Mexico; A.A.S., Aims Community College; Five years business experience. 1982
- HARRIS, DONALD T.**  
(Chemistry)  
B.S., Western Kentucky State University; M.A., Western Kentucky State University; Advanced graduate study, Colorado State University; Seven years industrial experience. 1970
- HEEN, SAMUEL K.**  
(Physical Education and Communications & Humanities)  
B.A., Colorado State University; M.Ed., Colorado State University. 1971
- HEIMAN, GALE E.**  
(Business)  
A.B., University of Northern Colorado; M.A., University of Northern Colorado; Ph.D., Laurence University School of Banking, California; Fourteen years of business experience. 1969
- HEIN, B. JIM**  
(Division Chairperson, Trades & Industry)  
B.Ed., Colorado State University; M. Ed., Colorado State University; Ten years trade experience. 1969
- HICKMAN, JOHN C.**  
(Welding)  
Welding Certificate, Hobart Technical Center; Colorado State University; Eighteen years industrial experience. 1970
- JOKERST, JAMES C.**  
(Psychology)  
B.A., University of Arizona; M.A., University of Northern Colorado; Ph.D., University of Northern Colorado. 1971



- KARST, GERALD L.**  
(Sociology)  
B.A., University of Northern Colorado; M. Ed., Colorado State University. 1970
- KIEKHAEFER, ELMER A.**  
(Business)  
B.A., Valparaiso University, Indiana; M.A., University of New Mexico; Advanced graduate study, University of Northern Colorado; Eighteen years business experience. 1974
- KILLEBREW, WILLIAM A.**  
(Welding)  
A.A.S., Aims Community College; Four years industrial experience. 1974
- KLENKE, WILLIAM**  
(Learning Development Center)  
A.S., University of Cincinnati, Ohio; B.S., Ohio University-Athens; M.Ed., University of Northern Colorado; Ten years industrial experience. 1981
- KNUDSON, DEBRA**  
(Radiologic Technology)  
X-ray Certificate from Presbyterian Hospital School of Radiology; Registered with American Registry of Radiologic Technologists; Seven years clinical experience. 1982
- LANE, E. KEITH**  
(Mathematics)  
B.S., West Texas State University; M.S., West Texas State University. 1968
- LARSEN, HERBERT**  
(Building Construction)  
A.A.S., Aims Community College; Eleven years trade experience. 1982
- LEUSINK, JUDITH P.**  
(Business)  
B.S., Colorado State University; Graduate study, University of Northern Colorado; Five years business experience. 1971
- LORENSON, M. RUTH**  
(Health Occupations)  
Nursing Diploma, University of Oklahoma; B.S., University of Colorado; Graduate study, University of Northern Colorado; M.A., University of Northern Colorado. 1971
- LOVELESS, RUBY**  
(Data Processing)  
B.S., Colorado State University; Six years business experience. 1981
- MARQUEZ, MAXINE F.**  
(Business)  
B.A., University of Northern Colorado; M.A., Colorado State University. 1974
- MARTIN, PAUL**  
(Business)  
B.A., McNeese State University, Louisiana; M.A., University of Northern Colorado; Twelve years business experience. 1981
- MARTZ, NANCY SUE**  
(Communications & Humanities)  
B.A., University of Northern Iowa; M.S.T., Wisconsin State University; Advanced graduate study, University of Northern Colorado. 1969
- MATHEWS, MARILYN**  
(Accounting)  
B.A., University of Northern Colorado; M.A., University of Northern Colorado; Eight years business experience. 1968
- MAXFIELD, BARBARA**  
(Developmental/Remedial Education)  
B.S., Colorado State University; M.A., University of Northern Colorado. 1980
- McKIBBIN, CALVIN T.**  
(Mid-Management)  
B.S., University of Nebraska; M.A., University of Northern Colorado; Twenty-four years business experience. 1976
- MOONEN, JOHN**  
(Coordinator, Business Lab)  
A.A.S., Niagara County Community College, New York; B.S., State University of New York, Buffalo; Six years business and military experience. 1980
- MOORE, GEORGE D.**  
(Automotive Mechanics)  
B.Ed., Colorado State University; M.Ed., Colorado State University; Advanced graduate study, Colorado State University; Certified General Mechanic, NIASE; Fourteen years trade experience. 1968
- MUELLER, JOHN P.**  
(History)  
B.S., Colorado State University; M.A., University of Colorado. 1971
- MYERS, CHARLES E. II**  
(Coordinator, Criminal Justice)  
B.A., California State University-Fresno; Graduate study, California State University-Chico; Ten years police and field training experience. 1982
- NEET, KENNETH**  
(Accounting)  
B.A., Point Loma College, California; Seven years business experience. 1982
- PAGE, TRULENE B.**  
(Business)  
B.S., Colorado State University; M.A., University of Northern Colorado; Advanced graduate study, University of Northern Colorado. 1968
- PECK, DANIEL D.**  
(Division Chairperson, Public Service)  
Attended University of Illinois, Bradley University, Illinois State University; B.E., Colorado State University; Twelve years industrial experience. 1971
- PETERSON, MIRIAM E.**  
(Business)  
B.S., University of Northern Iowa; M.A., University of Northern Colorado; Eight years business experience. 1967



**REALE, BARBARA G.****(Developmental/Remedial Education)**

A.A., Colorado Women's College; B.A., University of Northern Colorado; M.A., University of Northern Colorado; Advanced graduate study, University of Colorado, Eastern New Mexico University, University of Northern Colorado, Adams State College. 1969

**RICHTER, WALTER****(Science)**

B.S., Wagner College, New York; Ph.D., University of Vermont. 1980

**RITTER, DONALD B.****(Assistant Division Chairperson, Design & Creative Studies)**

B.A., Michigan State University; M.A., Michigan State University; M.A., University of Northern Colorado. 1971

**ROBERTS, WILLIAM****(Building Construction)**

Twenty-six years industrial experience. 1979

**ROBINSON, JAMES (LYN)****(Physical Science)**

B.S., University of New Mexico; Advanced graduate study, University of Kansas, University of Denver, Colorado State University. 1969

**RODRIGUEZ, CHARLOTTE****(Counselor)**

M.A., University of Northern Colorado. 1971

**SCHOSSOW, DENNIS****(Automotive)**

B.S., Moorhead State University, Minnesota; Vocational Education Certificate, Colorado State University; Five years industrial experience. 1980

**SCOTT, LINDA****(Business)**

B.S., North East Missouri State University. 1982

**SHELLENBERGER, ROBERT****(Assistant Division Chairperson, Psychology)**

B.A., Bluffton College, Ohio; B.D., Vanderbilt University, Tennessee; M.A., Northwestern University; Ph.D., Northwestern University. 1975

**SCHULTZ, GILBERT D.****(Welding)**

Sixteen years industrial experience. 1971

**SHATRAW, DIANA****(Radiologic Technology)**

Radiologic Technology Certificate, Weld County General Hospital; Registered Technologist (American Registry of Radiologic Technology); Ten years clinical experience. 1979

**SIMS, ESTHER S.****(Division Chairperson, Communications & Humanities)**

B.A., University of Colorado; M.A., University of Colorado; Ed.S., University of Northern Colorado. 1968

**SLIWINSKI, BOB****(Auto Mechanics)**

Certificate in Vocational Education, University of Maryland; Fifteen years industrial experience. 1979

**SOWDER, GLEN E.****(Agriculture Technology)**

A.A., Northeastern Junior College, Colorado; B.S., Colorado State University; M.E., Colorado State University. 1981

**SPIKA, MICHAEL****(Welding)**

A.A., Long Beach City College, California; Advanced study, California State University-San Diego, University of California-Los Angeles; Nine years industrial experience. 1978

**STEPHENSON, THELMA J.****(Data Processing)**

A.A.S., Aims Community College; B.M.E., Indiana University; One year business experience. 1976

**STEWART, DOROTHY M.****(Communications & Humanities)**

B.A., University of Northern Colorado; M.A., University of Northern Colorado; Advanced graduate study, University of Northern Colorado, University of Colorado. 1967

**STEWART, WALTER****(Program Director, Respiratory Care)**

A.S., Norwalk Community College, Connecticut; Registered Therapist (American Association of Respiratory Therapists); Nine years respiratory therapy experience. 1981

**SUMMERS, MAURINE****(Child Care)**

B.A., University of Northern Colorado; M.A., Colorado State University; Certified Child Care Center Director; Seven years experience in child care services. 1972

**TERRAZAS, ARTHUR****(Developmental/Remedial Education)**

A.A., Aims Community College; B.A., University of Northern Colorado; M.A., University of Northern Colorado. 1973

**TRIMBLE, C. WILLIAM****(Assistant Division Chairperson, Physical Education)**

B.A., University of Northern Colorado; M.A., University of Northern Colorado; Ed. S., University of Northern Colorado. 1970

**TURNER, JOHN T.****(Division Chairperson, Behavioral & Social Science)**

B.A., Adams State College; M.A., Adams State College; Advanced graduate study, Colorado State University. 1968

**VAN LOO, S. ANNETTE****(Graphic Technology)**

B.A., San Diego State University; Five years industrial experience. 1981

**VANTINE, DIANE L.****(Communications & Humanities)**

B.A., University of Wyoming; M.A., University of Wyoming; Advanced graduate study, Kansas State University, University of Denver. 1969

**VASA, KATHERINE****(Director, Child Development Center)**

B.S., Colorado State University; Advanced study, University of Northern Colorado; Certified Child Care Center Director; Six years experience in child care services. 1976



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**APPLICATION FOR  
ADMISSION**

**AIMS COMMUNITY COLLEGE**  
5401 W. 20 St.  
Greeley, Colorado 80631  
(303) 330-8008

**NO APPLICATION FEE  
REQUIRED**

Parentheses ( ) are for the  
coding purposes of the  
Admissions Office

ADMISSION TYPE ( ) New Student \_\_\_\_\_  
Transfer Student \_\_\_\_\_  
Re-admit \_\_\_\_\_

RESIDENCY STATUS ( \_\_\_\_\_ )

**ADMISSIONS DATA**

SOCIAL SECURITY NUMBER \_\_\_\_\_

NAME \_\_\_\_\_  
Last First Middle

MAIDEN OR PREVIOUS NAME \_\_\_\_\_ MARITAL STATUS Single \_\_\_\_\_ ( ) Married \_\_\_\_\_ ( )

ADDRESS \_\_\_\_\_  
Street City  
County ( \_ \_ ) State Zip Code

PHONE \_\_\_\_\_ ( ) If not a U.S. citizen, what type  
Area Code Number Country of Citizenship Of visa? \_\_\_\_\_ ( \_ \_ )  
Visa No. \_\_\_\_\_  
BIRTHDATE \_\_\_\_\_ ( \_ \_ - - - - ) Expiration date \_\_\_\_\_  
Mo. Day Year

In case of emergency, contact \_\_\_\_\_  
Name Address Phone

High School Attended \_\_\_\_\_ ( \_ \_ )  
Name Address Phone

Present grade in school or highest grade completed \_\_\_\_\_ ( \_ \_ )

Date graduated or will graduate? \_\_\_\_\_ ( \_ \_ )

If you did not graduate, have you earned a GED Certificate? (Circle one) Yes No

Previous College(s) attended \_\_\_\_\_ ( \_ \_ )  
Name Address  
Name Address ( \_ \_ )

**COLLEGE PLANS**

Quarter & Year of expected enrollment: Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Year 19 \_\_\_\_\_ ( \_ \_ - - )

Do you plan to follow a specific program published in the Aims Community College Catalog?

**YES** If yes, complete Section A below. Indicate Degree or Certificate (Check only one) and area of interest.

**Section A**

- Associate of Arts/Science or General studies Degree  
area of interest \_\_\_\_\_ ( )
- Associate of Applied Science Degree  
program title \_\_\_\_\_ ( )
- Certificate  
program title \_\_\_\_\_ ( )

**NO** If no, complete Section B below. Indicate your primary reason for enrolling at Aims Community College (Check only one) and area of your interest.

**Section B**

- Skills upgrade or retraining  
area of interest \_\_\_\_\_ ( )
- Personal interest  
area of interest \_\_\_\_\_ ( )
- Other: Please indicate reason for enrolling: \_\_\_\_\_  
Area of interest \_\_\_\_\_ ( )



Class preference: \_\_\_\_\_ Day \_\_\_\_\_ Evening

Will you apply for financial aid at Aims Community College? 1.  yes 2.  no

Do you plan to transfer to another college after completing studies at Aims Community College?

1.  yes 2.  no If yes, name of college \_\_\_\_\_

**STATISTICAL DATA:** The information below is requested for Federal and State reporting; it is not required for admission.

**Ethnic origin**

- 1.  American Indian or Alaskan Native
- 2.  Black
- 3.  Asian or Pacific Islander
- 4.  Hispanic
- 5.  Caucasian
- 6.  Non-resident alien

**Sex**

- 1.  Male
- 2.  Female

**Veterans status**

- 1.  Receive benefits, not active duty
- 2.  Non-veteran, not active duty
- 3.  Veteran, not receiving benefits
- 5.  On active duty

**Are you handicapped or disabled?**

yes  no

If yes, please indicate handicap \_\_\_\_\_

**Current employment status**

- 1.  Full-time, 30+ hours/week
- 2.  Part-time, 1-29 hours/week
- 3.  Unemployed

**TUITION CLASSIFICATION:** All information must be completed. Application must be signed and dated.

TUITION CLASSIFICATION (failure to answer all questions may result in being classified as a non-resident)

When did you begin living in Colorado? \_\_\_\_\_  
Mo. Day Year

If married, date of marriage \_\_\_\_\_

Have you filed a Colorado State Income Tax Return (Circle one) Yes No Last year filed \_\_\_\_\_

Do you have a current motor vehicle operator's license? (Circle one) Yes No State of Issue \_\_\_\_\_

Date of Issue \_\_\_\_\_

Have you owned a motor vehicle during the past year? (Circle one) Yes No

Where is vehicle registered? \_\_\_\_\_ Date of Issue \_\_\_\_\_

Place of employment of past 12 months:

Employer's Name	Address	Dates
<u>If you are under 21 years of age and unmarried:</u>		
a. When did your parent or court appointed legal gaurdian begin living Colorado _____ Month Day Year		
b. Has your parent or court appointed legal guardian filed a Colorado State Income Tax Return? (Circle one) Yes No		
From 19 ____ to 19 ____		
c. Does your parent or court appointed legal guardian have a current motor vehicle operator's license? (Circle one) Yes No		
Date of Issue _____ State of Issue _____		
d. Current address of parent of court appointed legal guardian:		
_____		
Name (Last)	(First)	Address
e. If you have a court appointed legal guardian, attach court decree to this application		
I certify that to the best of my knowledge the information furnished on this form is true and complete. I understand that if found otherwise, this misrepresentation becomes sufficient cause for rejection or dismissal.		
_____		
Date	Applicant's Signature	



