

# MSI Separator Sheet



MSI2010

1992 - 1993

Archive Copy

**A I M S**  
**COMMUNITY**  
**COLLEGE**

1967  
CELEBRATING A  
QUARTER CENTURY  
OF  
*Higher*  
EDUCATION  
1992

**C A T A L O G**  
**1992 - 93**

GREELEY • FORT LUPTON • LOVELAND  
C O L O R A D O

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# AIMS COMMUNITY COLLEGE 1992-93 CATALOG

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(Effective Summer Quarter, 1992)

Established 1967

## A College Serving North-Central Colorado

### MAIN CAMPUS

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

### SOUTH CAMPUS

260 College Avenue  
P.O. Box 949  
Fort Lupton, Colorado 80621  
(303) 857-4022  
Greeley 352-4664  
Metro 659-2243

### WEST CAMPUS

104 E. Fourth Street  
Loveland, Colorado 80537  
(303) 667-4611



VOLUME XXVI

MAY 1992

# A LETTER FROM THE PRESIDENT...

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Your community college is not immune to rejoicing in having been around for a quarter of a century. It's hard to believe that Aims College has been in operation for over twenty-five years. Many of you may recall when our doors opened in the old Lincoln school in downtown Greeley in 1967. Can it really be 25 years?

Our special time of celebration officially commenced this past March with a ground-breaking ceremony for our new \$5 million College Center on the Greeley campus - - a moderately dramatic statement about our pride in our past and our confidence in our future.

What a past it has been. Our student body numbered 900 when we began in 1967. This year we will serve approximately 19,000 individuals on our three campuses who will enroll in our sundry credit courses (and several hundred more who will sign up for our rich array of non-credit offerings). That's right. **19,000!** There are only three other colleges or universities in Colorado that are larger.

People make the difference in every worthwhile operation. At this College, the faculty are the most talented and dedicated that you can find anywhere. Those Aims teachers truly perform magic, but their efforts would be muted if they were not assisted by an equally talented cadre of support personnel and administrators. These are the people who set the stage for our star performers, manage the business side of the operation, and maintain our facilities in safe and attractive condition. Aims College would not enjoy its well-deserved reputation for friendliness and efficiency if it were not for our Faculty, Support Staff and Administrators. No celebration would be on balance if credit were not given to this entire group of hard working and resilient individuals.

The College is governed by five elected Trustees who have exercised prudent fiscal controls over the affairs of this enterprise throughout its history. They have kept the College out of debt. They have employed solid people. They have provided quality vocational and collegiate instruction at, on average, the lowest cost-per-student figures offered in the state. They have guarded jealously the College's millage tax rate and tuition charges, and kept both at the lowest levels practical. I am as honored to have been associated with these stouthearted Trustees as I am with my team of colleagues and the legion of diverse students we serve.

This community has witnessed a genuine phenomenon in what has taken place with Aims College since 1967. Aims College is not yet perfect, but we're working on it. I've had the joy of serving as this College's president for half of its history. It has been a true privilege and a pleasure. No medal or award I have received compares to the honor I ascribe to my affiliation with Aims Community College.

You who are reading this Catalog and contemplating affiliating with this fine College are encouraged to consider the institution's marvelous past. The first 25 years have been truly impressive. However, with what I see for our future, you haven't seen anything yet. I encourage you to join us for the excitement that lies ahead.



Yours very truly,

Dr. George R. Conger  
President



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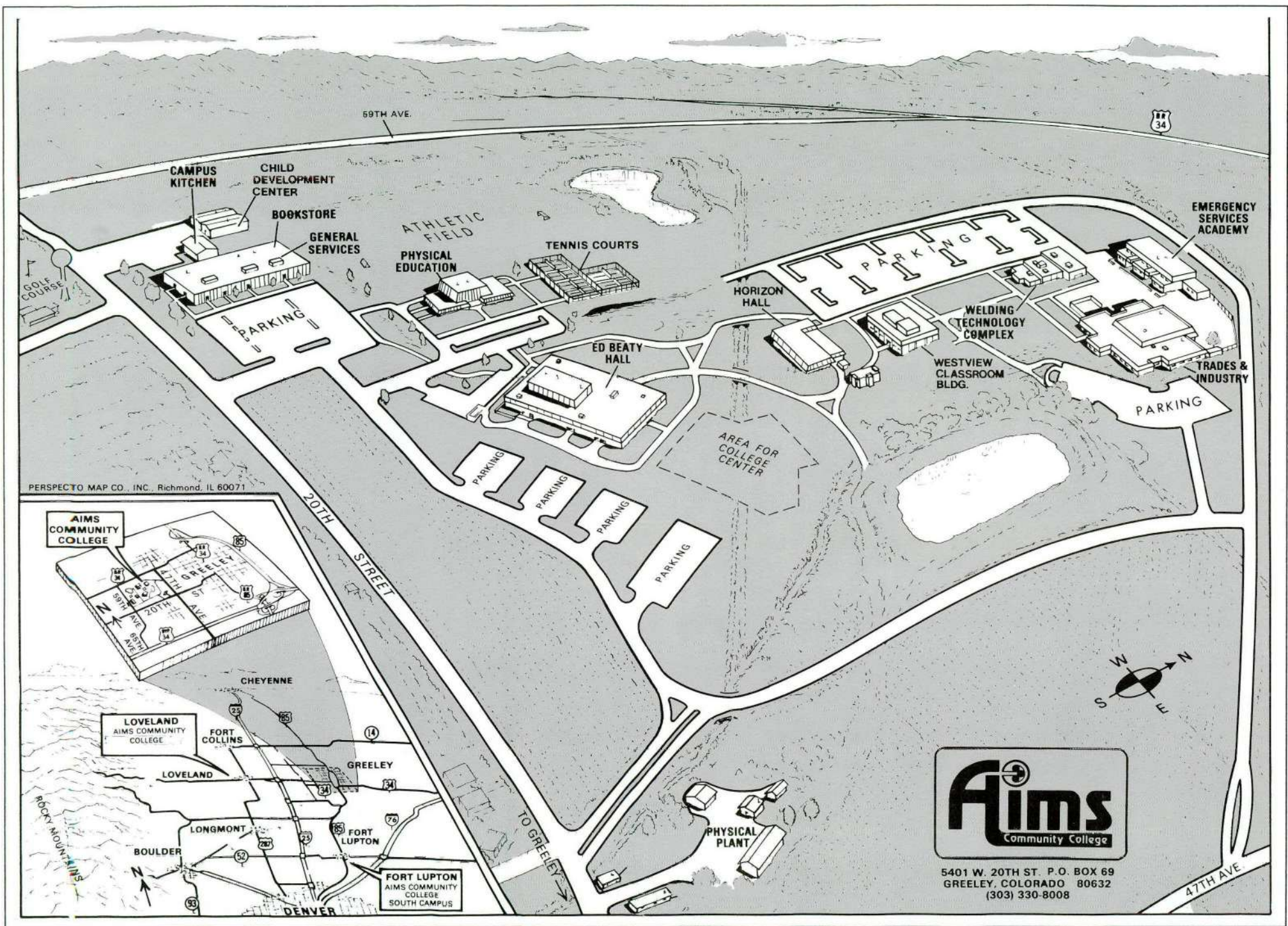
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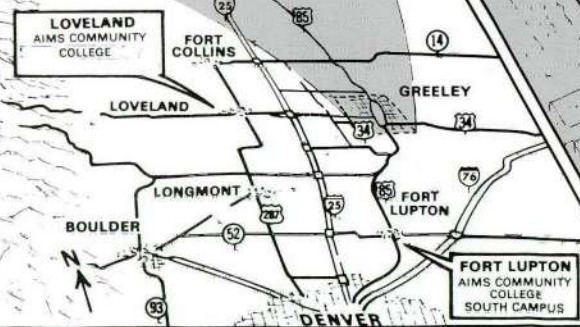
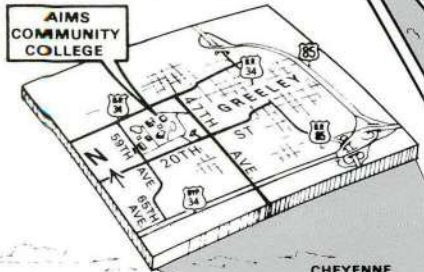
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PERSPECTO MAP CO., INC., Richmond, IL 60071



5401 W. 20TH ST. P.O. BOX 69  
 GREELEY, COLORADO 80632  
 (303) 330-8008

47TH AVE

# ACADEMIC CALENDAR

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## SUMMER QUARTER, 1992

(Four-Day Week)

|                              |  |
|------------------------------|--|
| May 1, 1992 .....            | Graduation Application Deadline for Summer Quarter |
| June 15, 1992 .....          | Registration                                       |
| <b>June 17, 1992 .....</b>   | <b>Classes Begin</b>                               |
| June 25, 1992 .....          | Last Day to Drop Classes with 100% Refund          |
| July 4, 1992 .....           | Fourth of July Holiday (College Closed)            |
| July 20-23, 1992 .....       | Midterm Week                                       |
| August 19, 1992 .....        | Last Day of Classes                                |
| <b>August 20, 1992 .....</b> | <b>Graduation/End of Quarter</b>                   |
| September 7, 1992 .....      | Labor Day (College Closed)                         |

## FALL QUARTER, 1992

|                                 |  |
|---------------------------------|--|
| July 23, 1992 .....             | Graduation Application Deadline for Fall Quarter       |
| September 16-18, 1992 .....     | Fall Early Registration for Spring and Summer Students |
| September 22, 1992 .....        | Registration   |
| <b>September 24, 1992 .....</b> | <b>Classes Begin</b>                                   |
| October 5, 1992 .....           | Last Day to Drop Classes with 100% Refund              |
| October 16, 1992 .....          | Faculty to Faculty Conferences (no classes)            |
| October 26-30, 1992 .....       | Midterm Week   |
| November 6, 1992 .....          | Staff Development Day (No Classes)                     |
| November 16-20, 1992 .....      | Winter Early Registration for Fall Students            |
| November 25-27, 1992 .....      | Thanksgiving Holiday (College Closed)                  |
| December 9-10, 1992 .....       | Evaluation Days  |
| <b>December 11, 1992 .....</b>  | <b>Graduation/End of Quarter</b>                       |
| December 21-25, 1992 .....      | Christmas Holiday (College Closed)                     |
| January 1, 1993 .....           | New Year's Holiday (College Closed)                    |

## WINTER QUARTER, 1993

|                              |  |
|------------------------------|--|
| October 30, 1992 .....       | Graduation Application Deadline for Winter Quarter |
| January 4, 1993 .....        | Registration                                       |
| <b>January 6, 1993 .....</b> | <b>Classes Begin</b>                               |
| January 15, 1993 .....       | Last Day to Drop Classes with 100% Refund          |
| February 8-12, 1993 .....    | Midterm Week                                       |
| March 1-5, 1993 .....        | Spring Early Registration for Winter Students      |
| March 17-18, 1993 .....      | Evaluation Days                                    |
| <b>March 19, 1993 .....</b>  | <b>Graduation/End of Quarter</b>                   |

## SPRING QUARTER, 1993

|                             |  |
|-----------------------------|--|
| February 12, 1993 .....     | Graduation Application Deadline for Spring Quarter |
| March 29, 1993 .....        | Registration                                       |
| <b>March 31, 1993 .....</b> | <b>Classes Begin</b>                               |
| April 9, 1993 .....         | Last Day to Drop Classes with 100% Refund          |
| May 3-7, 1993 .....         | Midterm Week                                       |
| May 31, 1993 .....          | Memorial Day (College Closed)                      |
| June 9-10, 1993 .....       | Evaluation Days                                    |
| <b>June 11, 1993 .....</b>  | <b>Graduation/End of Quarter</b>                   |





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### Liberal Arts Major 2 YR

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# AIMS OVERVIEW

## 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 it, in turn, selected Dr. Ed Beaty as the college's first president.

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

Enrollment has expanded over the past twenty-one years from 900 students in 1967 to over 19,000 credit students annually in 1987.

Aims Community College's permanent 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 Greeley 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 Horizon Hall which opened in 1973. In 1975 the Emergency Services Academy was completed. The Physical Education Building was constructed in time for the opening of the winter quarter in 1976.

Ed Beaty Hall opened in the Fall of 1978. This distinctive facility provides over 60,000 square feet of laboratory and classroom space.

Planning for additional construction on the Greeley campus was initiated in 1982, culminating in the opening of the Welding Technology Building in the Fall of 1983 and Westview Classroom Building in the Fall of 1984.

The Aims Community College South Campus in Fort Lupton was also completed in late 1984. This facility serves the community and educational needs of our students in the Southern Weld County region.

Aims Community College has served Larimer County since 1969. The Aims Community College West Campus, located in downtown Loveland, opened in 1990 with a gift from McKee Charitable Trust, and offers degree, certificate and many other programs for students living in our service area of Larimer County. Classes are also held in the Loveland Center, opened in 1986, and Thompson Valley School District R2-J facilities.

## 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.

## 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 Board of Trustees elected by the voters of the Aims Junior College District. All degree programs are approved by the Colorado State Board for Community Colleges and Occupational Education and the Colorado Commission on Higher Education.

## ACCREDITATION

Aims Community College is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Aims Community College complies with the Federal Family Education Rights and Privacy Act of 1974, which specifies that (a.) a student's record is closed to non-college officials unless specific

## AIMS OVERVIEW, cont.

authorization to review those records is granted in writing by the student or is granted by provisions of the law and (b.) a student has the right to inspect and review certain specified official records, files, and data directly related to that student. Students desiring to inspect and/or review their official records should contact the Registrar, Office of Admissions and Records.

### 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 Affirmative Action Officer, Associate Dean of the College, Robert Rangel, room 204, General Services Building, Ext. 0.

### 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 are available 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: George R. Conger, Tom Cowan, Mike Geile, Wes Goehring, Marion Jobe, Bob Mitchell, Linda Morgensen, Norman Noe, Louis C. Rieker, Kenneth Whitney, Sherry White, Jerry Winters, and Mark Olson.

### SMOKING POLICY

Smoking is prohibited in all buildings owned and operated by the college except in designated areas.

### DRUG FREE WORKPLACE

Aims Community College is a drug-free workplace.

### AN ALCOHOL AND DRUG FREE EDUCATIONAL INSTITUTION ALCOHOL AND DRUG ABUSE PREVENTION PROGRAM

#### I. Background

The National Drug Control Strategy issued in September 1989, proposed that the Congress pass legislation requiring schools, colleges and universities to implement and enforce firm drug prevention and education programs as a condition of eligibility to receive Federal financial assistance. On December 12, 1989, President Bush signed the Drug-Free Schools and Communities Act Amendment of 1989 (PL 101-226) which requires institutions of higher education to

implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by their students and employees on school premises or as part of any school activity.

This law, in addition to the Drug Free Workplace Act (PL 100-690, 5151-5160), which requires applicants for federally funded grants and contracts to certify that they will institute affirmative steps to prohibit the unlawful manufacture, distribution, possession, and use of controlled substances in the workplace, establishes the foundation on which Aims Community College has established its drug and alcohol policy.

#### II. Standard of Conduct

Aims Community College complies with both the Drug-Free Schools and Communities Act and the Drug Free Workplace Act. In compliance with these Acts all students and employees are prohibited from the unlawful manufacturing, possession, use or distribution of illicit drugs and alcohol on any of the Aims' campuses or at any Aims sponsored activity. In addition Aims has adopted a policy of "NO ALCOHOL" for all students and employees on all campuses, and at all school sponsored activities both on and off campus.

#### III. Legal Sanctions

Students and employees are reminded that local, state, and federal laws provide for a variety of legal sanctions and penalties for the unlawful manufacturing, possession, or distribution of illicit drugs and alcohol. These sanctions include but are not limited to incarceration and monetary fines.

The Federal Controlled Substances Act specifies penalties, for a first offense individual involved in the unlawful manufacturing, distribution, or possession with intent to distribute narcotics, of not less than 10 years or more than life imprisonment and a fine up to 4 million dollars, or both. The penalty for simple possession, knowingly or intentionally possessing a controlled substance, is imprisonment up to one year and a minimum fine of \$1,000, or both. Penalties for unlawful distribution of a controlled substance to a person under twenty-one (21) years of age is imprisonment or a fine, or both, up to twice that established for distribution offenses.

The Colorado Criminal Code relating to controlled substances (Title 18, Article 18) establishes penalties for the unlawful distribution, manufacturing, dispensing, sale, or possession of a controlled substance ranging from six months imprisonment or \$500 fine, or both, to 16 years imprisonment and/or \$750,000 in fines, depending on the classification of substance. Penalties under the Colorado Beer Code (Title 12, Article 47) relating to unlawful manufacturing, distribution, and possession of alcoholic beverages range up to one year imprisonment and/or up to \$5,000 in fines, or both.

Local ordinances for the City of Greeley, relating to illicit drugs and alcohol, coincide with the State of Colorado statutes.

#### IV. College Sanctions

Students and/or employees (full or part-time) who violate the standards set forth under the Aims Substance Abuse Policy will be subject to disciplinary actions. Sanctions include, but are not limited to, reprimand, probation, suspension, expulsion or termination and/or referral to the appropriate authorities for prosecution.

## AIMS OVERVIEW, cont.

### V. Health Risks

Health risks associated with drug and alcohol abuse encompass physical and psychological effects, including but not limited to: malnutrition, brain damage, paranoia, psychosis, hepatitis, convulsions, coma, depression, heart disease, death, pancreatitis, cirrhosis of the liver, damage to the central nervous system elevated blood pressure, respiratory failure, low birth weight babies, babies with drug/alcohol addictions, and an increased probability of intravenous drug users contracting AIDS. It is recommended that anyone having specific questions relating to their health and drugs/alcohol should consult their physician.

### VI. Counseling and Referral Sources

#### ON CAMPUS

- A. Counseling/Assessment Center - 330-8008 ext. 200
- B. Personnel Office - 330-8008 ext. 434

#### OFF CAMPUS

- A. Weld Information and Referral Service (WIRS) 352-9477
- B. Weld Mental Health Center - 353-3686
- C. Island Grove Regional Treatment Center
  - 1. Detox - 356-6664
  - 2. Outpatient - 351-6678
- D. Alcoholics Anonymous - 353-9851 (Greeley) - 669-9989 (Loveland)
- E. Narcotics Anonymous - 353-6324
- F. Students Against Drunk Driving (SADD) - 352-8947
- G. New Beginning Treatment Center - 1-800-950-5150

- H. Larimer County Alcohol and Drug Center - 679-4465
- I. Brighton Counseling Center - 659-62080
- J. Salud Clinic - 857-2771 (Ft. Lupton)

#### COLORADO

1-320-8333

Alcohol and Drug Abuse, Department of Health

#### NATIONAL HOTLINES

1-800-COCAINE

1-800-662-HELP

Directs callers to cocaine abuse treatment center

1-800-241-9746

National Drug Abuse Hotline

1-800-SAY-NO-TO

National Clearinghouse for Alcohol and Drug Abuse

Information on ordinances/statutes, health risks, and referral sources will be maintained in the Office of the Dean of Student Services, the Personnel Office, and the Counseling/Assessment Center, all located in the General Services Building.

### CATALOG CHANGES

Aims Community College reserves the right, whenever it judges it necessary or advisable 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.

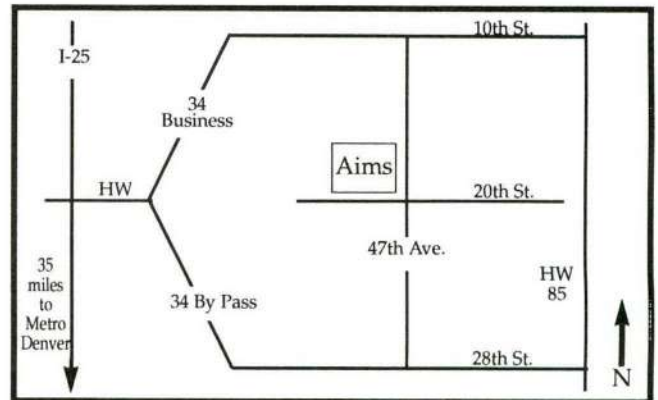


# MAIN CAMPUS GREELEY

The main campus in west Greeley overlooks 100 miles of Rocky Mountain Grandeur. Nine buildings comprise the 185 acre campus, including several general classroom buildings, a physical education center, administrative services complex and a library.

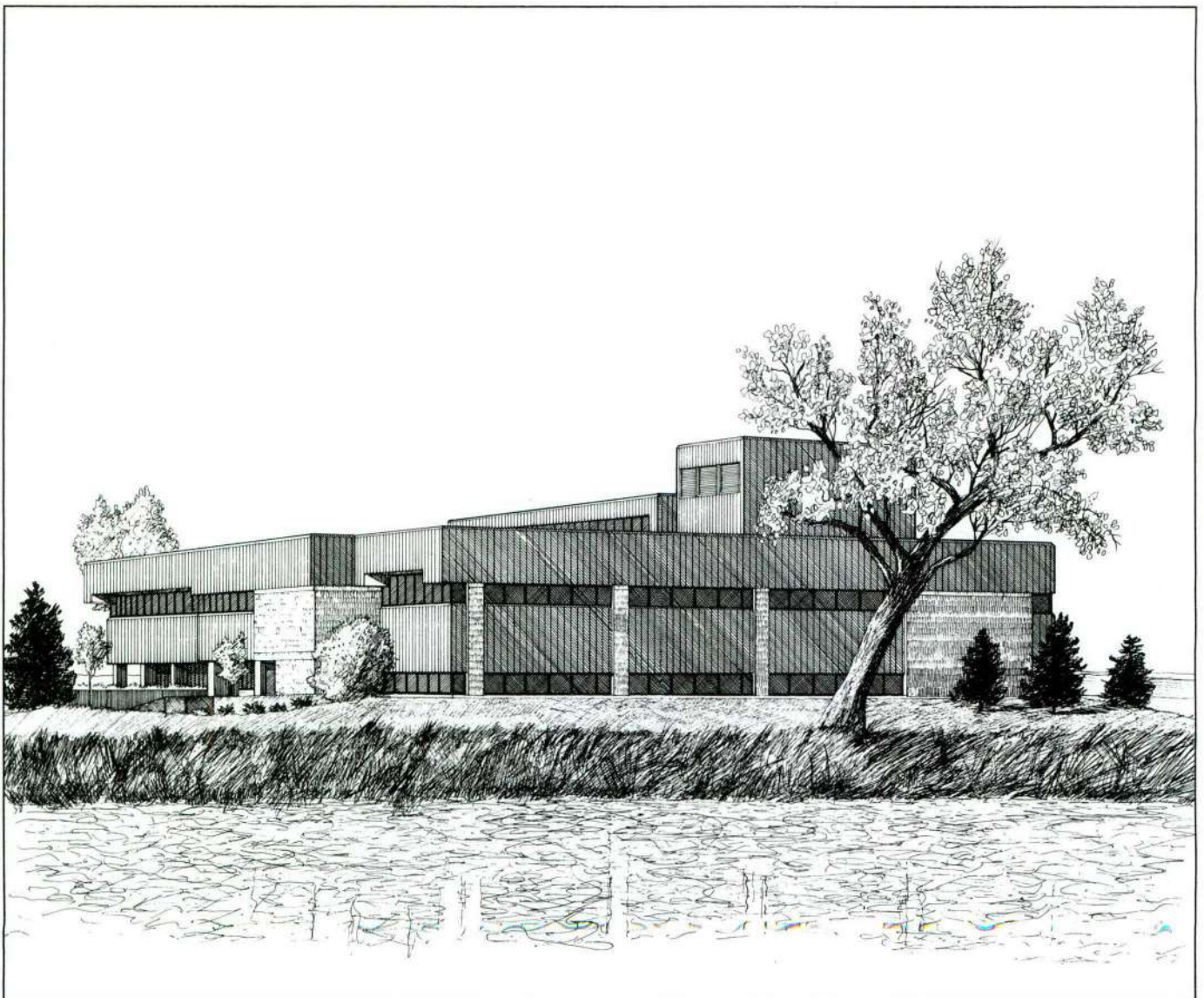
Of the 19,000 students that attend Aims annually, 80% of them take classes on the Greeley campus.

For a comprehensive look of the campus, refer to the map at the beginning of the catalog.



Map not to scale

5401 W. 20th Street  
Greeley, Colorado 80634  
(303)330-8008



# SOUTH CAMPUS FORT LUPTON

**Director-South Campus:** Don Cummins  
**Director Student Services:** Ralph Martinez  
**Secretary:** Cristie Nelson  
**Telephone:** (303)857-4022, Greeley - 352-4664,  
 Denver - 659-2243

The Aims Community College-South Campus, located in Fort Lupton, was opened in September of 1984. This Facility services the community and educational needs in the southern Weld County region. South Weld County students can designate the South Campus as their "home campus" and thereby receive time passes and registration information at the South Campus. Situated one mile east of downtown Fort Lupton, the space age, solar design building has an array of ultra-sophisticated teaching facilities spread over 27,000 square feet.

Advising and assessment are regularly scheduled by the faculty and student services staff to facilitate on-line computerized registration for both day and evening students. Other student services available include career and job counseling and assistance and information regarding financial aid programs of assistance and GED testing.

A learning lab equipped with personal computers is available to assist students with homework assignments. During the school quarter, the lab has both day and evening hours including some Saturday hours.

South Campus hours of operation are designed to meet the needs of day and evening students and are as follows: Monday - Thursday 8:00 a.m. - 10:00 p.m. and Friday 8:00 a.m. - 5:00 p.m. Hours on Saturday are established after the beginning of each quarter and normally run from 9:00 a.m. - 12:00 noon.

Because the South Campus is a satellite campus, course and degree offerings are limited to the following:

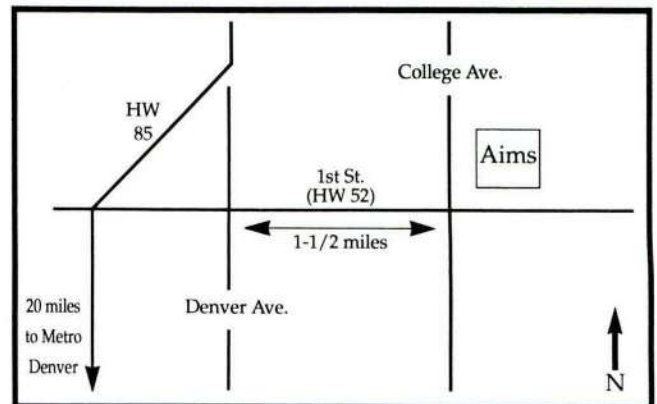
I. Liberal Arts - Associate of Arts (A.A.) Degree - 2 year.

Areas of Emphasis:

- \*Elementary Education (2 year)
- \*Business Transfer (2 year)
- \*Literature (2 year)
- \*General Psychology (2 year)
- \*Paraprofessional Counseling (2 year)
- \*Criminal Justice (2 year)
- \*Prelaw (2 year)
- \*Political Science (2 year)
- \*Social Science (2 year)
- \*Computer Information Systems (2 year)

II. Vocational Training - Associate of Applied Science or Certificate Programs:

- \*Accounting Degree (2 year)



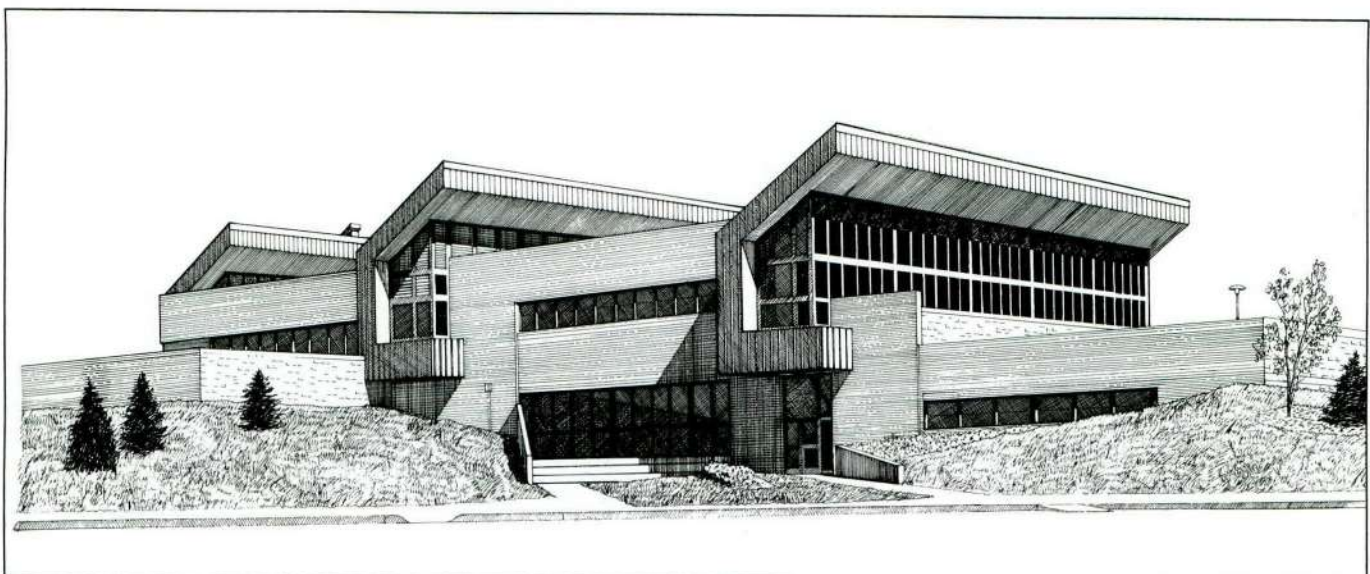
Map not to scale

260 College Avenue  
 Fort Lupton, Colorado 80621

- \*Criminal Justice (2 year)
- \*Marketing/Management, Marketing Option (2 year)
- \*Marketing/Management, Option (2 year)
- \*Marketing/Management, Small Business Management Option (2 year)
- \*Supervisory Management
- \*Office Clerical Certificate (1 year)
- \*Office Occupations, Administrative Support Option (2 year)
- \*Business Information Systems (2 year)
- \*Emergency Medical Technician Certificate (1 quarter)
- \*Volunteer Fire Fighter Training Certificate (4 quarters)
- \*Farm and Ranch Business Management Certificate (3 year)
- \*Young Farmer Certificate (1 year)

III. Developmental Studies:

- \*English as a Second Language (ESL)
- \*Developmental Education (Dev Ed)
- \*General Education Development (GED)
- \*College Skills Program



# WEST CAMPUS LOVELAND

**Director-West Campus**  
**Director Student Services:**  
**Secretary:**  
**Location:**  
**Telephone:**

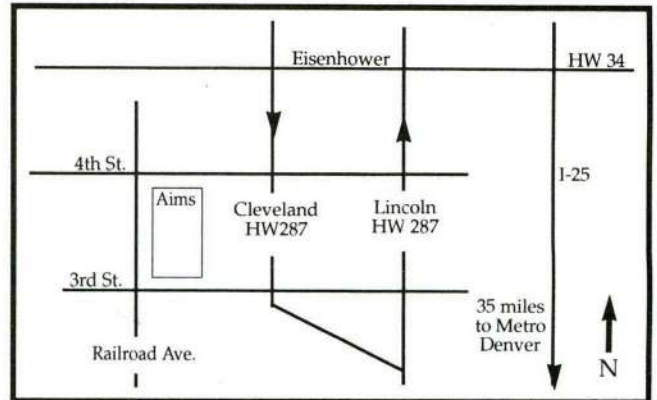
Arietta M.C. Wiedmann  
Jeff Gregory  
Mary Lou Scherbyn  
104 E. Fourth Street, Loveland, CO 80537  
(303)667-4611

Larimer County students can specify the West Campus - Loveland as their "home campus" and thereby receive time passes and registration information in Loveland. Located in the heart of Loveland, the West Campus facility, donated by the McKee Charitable Trust, opened in the Fall of 1990. In addition, Aims shares an educational complex, the Loveland Center, with Regis University of Denver. Close-in, free parking makes the West Campus ideal for the busy student. Advising, financial aid information, GED testing, and assessment testing are provided. On-line, computerized registration is available.

A computer lab with an HP-9000 donated by Hewlett Packard Company, IBM compatible and Apple personal computers with a variety of software is housed at the Loveland Center with open lab as well as classroom hours during both the day and the evening; weekend hours are announced each quarter.

The new West Campus facility has allowed Aims Community College to broaden its services to the communities in Larimer County. In particular, the addition of a science laboratory significantly expands the scope of courses offered for the Associate of Arts Degree as well as other degrees and certificate programs.

Classes for most degree plans are regularly available as well as special non-credit workshops and seminars. Loveland Center hours are designed for the working student's convenience: M-Th, 8:00 a.m. - 10:00 p.m.; F, 8:00 a.m. - 5:00 p.m.; S, 9:00 a.m. - 3:00 p.m. Regis University is our partner at the Center and RECEP Program information is available. CSU/Aims Community College and UNC/Aims Community College tuition grant forms are also available.



Map not to scale

104 E. Fourth Street  
Loveland, Colorado 80537  
(303)667-4611

Loveland Center  
310 N. Railroad Avenue  
Loveland, Colorado 80537  
(303)667-4611





# ADMISSIONS

**Registrar:**  
**Secretary:**  
**Location**  
**Telephone**

William Green  
Barbara Porter  
General Services Building  
330-8008, Ext. 446

## ADMISSION

Aims Community College has an "open door" policy and will not deny admission to any district resident 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. Admission does not assure acceptance of an individual student in a particular course or program. Admission to the College does not, therefore, imply entry into any program which has selective admission standards nor does it assure admission to courses and programs in which an applicant's mental or physical handicap may, in the opinion of the College, appear to be impractical or dangerous. Some students may be requested to enroll in special courses for correction of scholastic or other deficiencies as identified by the college's Assessment Center. Minimum skill levels are required for admission to even basic education courses.

Students may apply for admission at any time during the quarter; however, in most cases course registration must be made at the beginning of that course's term.

Aims Community College does not require (but strongly encourages) immunization for measles or other diseases prior to admission. Students are urged to consult their personal health authorities regarding potential health risks

## ENROLLMENT PROCESS

Students are responsible for their own enrollment. Details appear in the Schedule of Classes.

To become enrolled at Aims Community College, you must:

- Attend an Information Session.
- Complete the admissions procedure
- Complete the assessment procedure
- Apply for financial aid (if desired).
- Attend Orientation (new students)
- Complete the advising process.
- Complete the registration process.
- Complete payment/down payment process.

## ADMISSION PROCEDURE

New students are urged to attend an Information Session where they will receive information about:

- program options
- deciding on a degree/major
- required assessment testing
- steps for enrollment
- career planning options
- orientation sessions

New students should go to the Counseling/Assessment Center in the General Services Building. Sessions are held on a regular basis.

A completed admission application is required for all new students and students returning after a one year absence including students taking courses for self-improvement or personal interest only. Some programs such as Radiologic Technology require separate applications for admission to be submitted to the specific division.

Students are urged to submit applications and acquire registration materials well in advance of registration day to avoid delays and long lines.

### For Domestic Students:

- Submit Application for Admission

- If pursuing a degree or certificate program and a high school or other college was attended, provide an official transcript of high school or college credits or a certified record of GED completion or ACT/SAT scores.

## ADMISSION REQUIREMENTS FOR INTERNATIONAL (FOREIGN) STUDENTS

1. Submit application for admission.
2. Submit English proficiency results from the Test of English as a Foreign Language (TOEFL). To be considered for admission to Aims Community College, international students must have a minimum score of 520 on the TOEFL. All international students admitted are required to take the college assessment test.
3. Completed application and supporting credentials must be in the Admissions Office by midterm of the quarter preceding the quarter of enrollment.
4. International 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. International students are required to maintain satisfactory progress to be eligible for reenrollment in a subsequent quarter.

If an international student is admissible, the student will be issued the U.S. Immigration Form 20 (I-20). Questions regarding the admission of international students should be forwarded to the Admissions Office.

## ASSESSMENT

Assessment is designed to assist students in understanding their current academic levels and to aid them and their advisors in the selection of college courses. New and returning students are responsible for making arrangements at the Counseling/Assessment Center to meet the assessment requirement **prior** to conferring with an advisor and registration.

The assessment requirement may be met in **one** of the following ways:

1. Take the Aims Community College assessment tests in reading, English, arithmetic, and algebra (if applicable), or
2. Show proof of successful previous college experience at an accredited college (2.0 grade point average with transfer college level English and math classes), or
3. Show proof of minimum ACT scores of 25 in English, 23 in Math, and 25 in Reading on the **New Enhanced ACT**, or
4. Show proof of minimum SAT scores of 550 in the verbal area and 560 in the math area.

Assessment scores, including ACT and SAT scores, are considered valid for initial placement for a period of two years.

**NOTE:** Some departments may require that a student take one or more of the assessment tests even if he/she has previous college, ACT or SAT scores. This is done in the best interest of the student to ensure that he/she possesses the necessary basic skills to be successful in the specific area of study.

Some students will be taking courses for self-interest or for job enhancement. If the student chooses not to test for a course which requires an entry-level assessment score, he/she waives any right to tutoring offered by Supplemental Services.

Students should contact the Counseling/Assessment Center for information and for testing times.

## ORIENTATION

All new degree seeking students are encouraged to attend an Orientation session prior to enrollment. Orientation provides the student with general information concerning admission procedures, registration, academic programs and services. Information on scheduled orientations can be obtained from the Counseling/Assessment Center or Admissions and Records.

## REGISTRATION

After completing the admissions, orientation, and assessment processes, the student must complete the following registration process at the beginning of each quarter. A schedule of classes listing day and evening courses is published each quarter and is available in the Admissions and Records Office prior to early registration for returning students and registration for new students. Consult the calendar in the front of the schedule of classes for registration dates and other important deadlines.

The steps in the registration process are:

1. Obtain advising/registration form from Office of Admissions and Records.
2. Contact advisor.
3. Apply for financial aid (if desired).
4. Complete the course registration process as described in the schedule of classes.
5. Obtain billing of tuition and fees.
6. Pay tuition and fees. See tuition payment policy. A fee will be charged for late payments.

**NOTE:** Students must have all financial obligations to Aims Community College paid before they will be permitted to register for subsequent course work.

## ADD, DROP, WITHDRAWAL, CANCELLATION OF CLASSES AND REFUNDS

### COURSE CANCELLATIONS

Aims Community College must retain the customary right to cancel course offerings where enrollment is too low to make a course educationally sound and economically efficient. Course cancellations will result in refund of tuition.

### ADDING, DROPPING, WITHDRAWING FROM CLASSES

Adding and dropping of classes must be done within the first 8 days of the quarter (6 days of summer quarter). For other short term courses the adding and dropping of courses must be done within the first 15% of the course meetings. This is the registration adjustment period and no academic record will be generated for classes dropped within this time line.

After the 15% date has passed, adding or registration may be done on an exception basis only if space is available and the instructor has given signed permission to enroll. Students may also enroll in certain courses which are designated as continuous enrollment courses.

Any class drop after the 8th class day for a full term class or after the 15% deadline for other short term courses will become a withdrawal and will generate a W grade on the student's record. W grades can affect the student's academic standing. Students may

withdraw from classes through 60% of class meetings. After 60% of the class meetings, neither the student nor the faculty can process a standard withdrawal for a W grade (see grade policy section regarding WF and WP).

### HOW TO ADD, DROP, WITHDRAW

1. Fill out add/drop/withdraw form from Admissions and Records, General Services Building Room 202.
2. Obtain instructor's approval and signature to add courses designated in the Schedule of Classes as "Division Approval Required."
3. Submit form to Admissions and Records by deadlines in the Schedule of Classes.

### ADD, DROP, WITHDRAWAL REGULATIONS

1. Students are responsible for properly processing adds, drops, and withdrawals.
2. A faculty member or administrator may withdraw a student from class for non-attendance, failure to achieve course objectives, or if it is considered to be in the student's best interest. This is an optional process; therefore, students cannot expect to be withdrawn due to non-attendance.
3. In case of emergencies, students are to submit written withdrawal requests to Admissions and Records, P.O. Box 69, Greeley, CO 80632. Students should provide an explanation about the situation regarding withdrawal requests.
4. Telephone requests for adds, drops, or withdrawals are not 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 **EVEN IF CLASSES ARE NOT ATTENDED, THEY MUST BE DROPPED IN ADMISSIONS BY THE SPECIFIED DEADLINE IN THE CURRENT QUARTER SCHEDULE OF CLASSES IN ORDER TO ELIMINATE CHARGES ON ACCOUNT.**

To be eligible for a refund, a **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. (Please consult calendar in Quarterly Class Schedule for Refund dates.)\***

- A. Registration day through eighth (8) day of the Quarter, sixth (6) day of Summer Quarter ..... 100%
- B. After eighth (8) day of the Quarter, sixth (6) day of Summer Quarter..... NO REFUND
- C. Cancelled Classes: 100% refund will be available after the refund period.
- D. Self-Supporting Classes: Refunds will be granted only for classes which are dropped prior to the first class meeting.

\*For classes which begin after the first full week of the quarter, the first day a class is to meet will be considered the "first official class date."

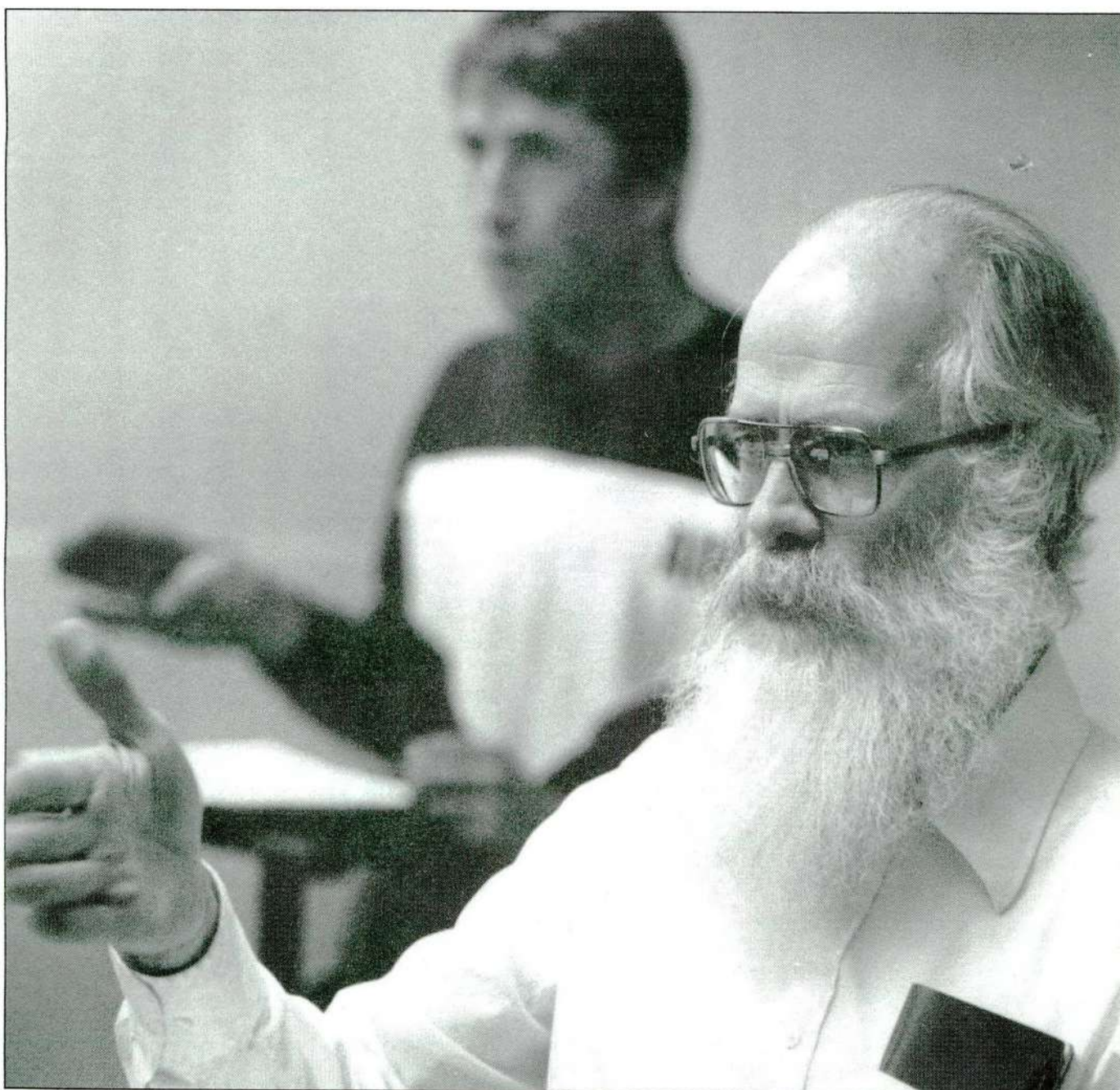
## COOPERATIVE REGISTRATION AGREEMENTS

### UNC - Aims

Students enrolled for twelve credits and paying full-time tuition at the University of Northern Colorado (UNC) or Aims Community College are eligible to take one class (maximum 5 credits) at the other school without additional tuition charges. **The free course must be one not offered at the student's home school during that term.** Continuing Education courses (non-credit) do not count in the twelve credit full-time requirement and cannot be taken as the free class. Details are available at the UNC Registration Center in the University Center and at the Aims Admissions and Records Office.

### CSU - Aims

Students enrolled for twelve credits and paying full time tuition at Colorado State University (CSU) or Aims Community College are eligible to take one class (maximum 5 credits) at the other school without additional tuition charges. Continuing Education courses (non-credit) do not count in the twelve credit full-time requirement and cannot be taken as the free class. Details are available at the CSU Admissions Office and at the Aims Admissions and Records office.



# TUITION AND FEES

(Tuition and fees subject to change after May 1, 1992. Consult quarterly schedule.)

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

**Full-time Students:** (12-20 credit hours)

- In-State, \*In-District residents: .....\$228.00 per qtr.
- In-State, Out-of-District residents: .....\$420.00 per qtr.
- Out-of-State residents:.....\$1,320.00 per qtr.

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

- In-State, \*In-District residents: .....\$19.00 per cr. hr.
- In-State, Out-of-District residents:.....\$35.00 per cr. hr.
- Out-of-State residents:.....\$110.00 per cr. hr.

**Surcharge:** (Over 20 credit hours)

- In-State, \*In-District residents: .....\$15.00 per cr. hr.
- In-State, Out-of-District residents:.....\$28.00 per cr. hr.
- Out-of-State residents:.....\$88.00 per cr. hr.

\*In-district classification for tuition purposes is for students who have been Colorado residents for a minimum of one year (according to tuition classification law) and who have lived a minimum of thirty days in the Aims tax district. The Aims tax district is most of Weld County excluding the Mead, Dacono, Erie, Frederick, and Firestone area.

Classes requiring payment of a lab fee will be designated in the quarterly registration materials.

Active duty members of the U. S. Armed Forces (and their dependents) residing in Colorado on a permanent change-of-station status may be eligible for in-state tuition rates. Contact the Registrar for details.

Complete information regarding residency is available in the Admissions/Records office. Also, students may obtain a Change of Residency Petition from the Admissions Office. The final petition must be submitted to the Admissions Office by the deadline published in current quarter Schedule of Classes and approved prior to registration.

ALL TUITION AND FEE CHARGES ARE SUBJECT TO CHANGE BY THE AIMS JUNIOR COLLEGE DISTRICT BOARD OF TRUSTEES AS CIRCUMSTANCES MAY REQUIRE, WITHOUT NOTICE. SEE CURRENT QUARTER SCHEDULE OF CLASSES FOR UPDATED INFORMATION.

## STUDENT INSURANCE FEES

Each full-time student (12 credit hours or more) is assessed a mandatory fee of \$5.50 per quarter for accident insurance coverage. This insurance is non-mandatory for part-time students (11 credit hours or less) but is available at \$6.50 per quarter. Additional information may be obtained through the Dean of Students Office.

## TUITION PAYMENT POLICY

1. A combined bill/schedule must be picked up by each student at the time of registration, add, or drop.

Each student must make a down-payment at the time of registration according to the following range based on bill total:

| Bill Range           | Minimum Down-payment |
|----------------------|----------------------|
| Up to \$100.00       | \$ 25.00             |
| \$101.00 to \$250.00 | \$ 50.00             |
| \$251.00 to \$450.00 | \$100.00             |
| \$451 +              | 50%                  |

If no down-payment is made, classes will be dropped. Financial Aid Awards and Third Party Authorizations will be considered as down payments for those who qualify (only if awarded by the time of registration).

When a down-payment is made, the registered student is required to sign a promissory note, if 18 years of age or older. Otherwise, a parent or legal guardian must sign on the students behalf. Final payment will be due thirty (30) days from the start of the quarter. A \$20.00 late fee will be assessed on all unpaid accounts at that time. Students will not be allowed to register for subsequent quarters and their records will be held until all financial obligations have been satisfied.

### REFER TO CURRENT QUARTER SCHEDULE OF CLASSES FOR SPECIFIC DUE DATES AND UPDATED INFORMATION.

2. Payments may be made in cash, Money Order, VISA, MasterCard, or Choice Card. Cashier will accept personal, one-party checks in the amount of charges only. A valid driver's license is required. Every check returned to the College will be collected by CheckRites. Checks will not be accepted from students who have written or submitted two or more returned checks to the College. If a check written as a down-payment or full-payment is returned to the college for any reason, classes will be dropped.

3. Self-Supporting/Continuing Education Classes: Tuition and fees for these classes are due upon registration.

4. Students Sponsored by a Third Party Agency:

- A. A valid letter of sponsorship must be on file in Fiscal Services.
- B. Students must make arrangements for agency billing with Fiscal Services in accordance with payment deadlines.
- C. Students are responsible for any charges not covered by their Agency and are subject to late fees and refund guidelines.
- D. Questions? Call Fiscal Services, 330-8008, extension 486.

5. It must be understood that each student is responsible for payment of his/her own expenses. The College is not responsible for making payment arrangements with parents, guardians, international agencies, or other third parties.

6. Seriously past due accounts will be assigned for collection to a local attorney or collection agency by the college. This attorney or collection agency will pursue court proceedings when necessary.

## FINANCIAL OBLIGATIONS OF STUDENTS

The financial obligations of students to the college, such as payments for tuitions, fees, and books, are due and payable on specific dates or at the time the obligations are incurred. Students will not be allowed to register, graduate, or receive transcripts of courses completed unless all financial obligations to the college have been met. See current quarter Schedule of Classes for updated information and specific due dates.

# RECORDS, TRANSCRIPTS, REQUESTS FOR INFORMATION

## STUDENT RECORDS

The Admissions and Records Office under the direction of the Registrar keeps the following student information:

1. Personal Data: name, address, phone number, sex, birthdate, ethnic background, employment status, student/social security number.
2. Educational background information: previous high school, and/or college attended, degrees earned.
3. College major and degree expectations.
4. Degrees and honors received.
5. College records containing courses attempted, grades earned, credits earned, and dates of enrollment.
6. Courses, hours, and credits of current enrollment.

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 active for two years. If the student does not enroll again during this two-year period, the record is retired, 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 Education 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 Admissions and Records Office. Students may contact the Registrar to appeal any errors which they feel have been made on their records.

The college will not permit the access to or the release of student educational records or personally identifiable information contained therein, other than items designated as public information, without the written consent of the student except as noted below under "Requests for Information."

## TRANSCRIPTS

A student may request a transcript (copy of academic record) in writing from the Admissions and Records Office. Transcripts are issued by Aims Community College free of charge. Transcripts are mailed or picked up but will not be FAXed. All student accounts with Aims College must be settled and students must be in compliance with the terms of any student loans before a transcript may be released. Transcripts or copies of transcripts from other colleges or institutions which were used for evaluation of transfer credit are not released by Aims and must be obtained from the institution holding the original record.

## REQUESTS FOR INFORMATION

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.

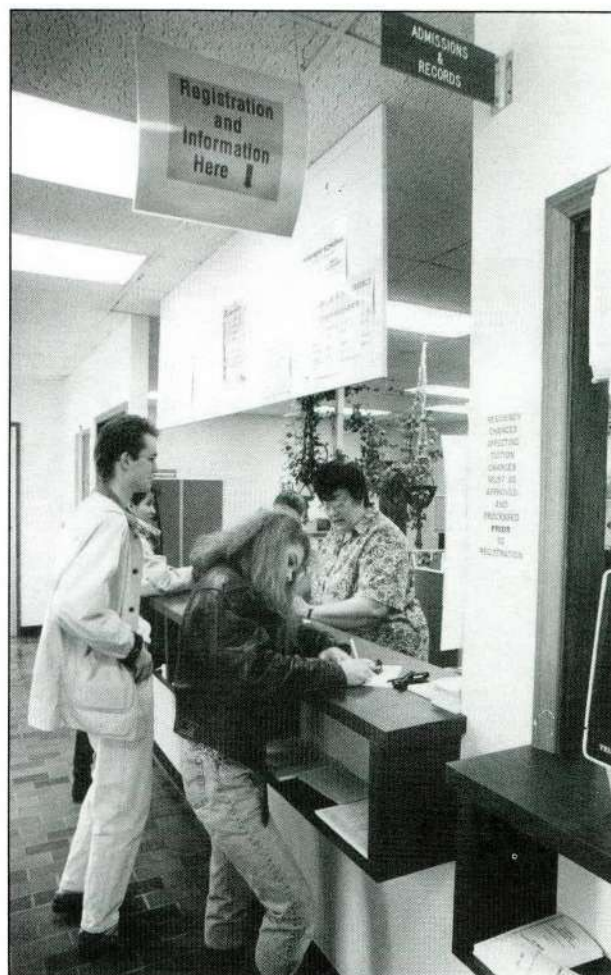
1. Name
2. Affirmation of whether currently enrolled full time or part time.
3. Dates and terms of attendance.
4. Major fields of study.

5. Degrees and/or certificates earned.  
Addresses are considered personally identifiable information except for the following:

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

Consent for release of education 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 in connection with a student's application for financial aid.
4. State and local officials requiring reporting data.
5. Organizations conducting studies for educational institutions or agencies.
6. Accrediting organizations.
7. Parents of a dependent child as certifiable with notarized documents.
8. In compliance with judicial order or subpoena..
9. Law enforcement agencies of Colorado demonstrating that requested information is necessary for an investigation.
10. In case of emergency to protect the health, safety, or welfare of the student or other persons.
11. Officials of reciprocal lending libraries when materials borrowed are overdue.



# FINANCIAL AID

**Director:**  
**Location:**  
**Telephone:**

Terry Carr  
 General Services Building  
 330-8008, Ext. 304

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 Financial Aid programs 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 and pay the required fee. The ACT Family Financial Statement and information about financial aid may be obtained from the high school guidance counselors and/or the Financial Aid Office at Aims Community College.

Complete program eligibility guidelines are listed in the Financial Aid Handbook and in the ACT Application Packet. Contact Financial Aid Office for additional information.

## APPLICATION PROCEDURES

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

1. Family Financial Statement (FFS) of the American College Testing program (ACT) and Pell Student Aid Report.
2. Financial Aid Transcript (only for students who have attended another college)
3. Copy of previous year's Federal Income Tax 1040 Form
4. Verification of Non-taxable Income
5. Any other required documents as determined by your financial aid application.

Applicants for financial assistance are considered **after** the applicants have complied with the admissions and pre-assessment procedures listed in this catalog. The following dates will be the deadlines for submitting applications for guaranteed processing:

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

Students are advised that the availability of aid funds is limited, so apply early.

Consequently, students who are seeking financial assistance are urged to submit their completed application and all required documentation well in advance of the deadline date before the anticipated quarter of registration. The Financial Aid Office will accept applications after the deadline dates, except for summer which is a strict deadline date. Awards will depend on the availability of funds at the time of processing.

## ESTIMATED ACADEMIC YEAR BUDGETS (9 MONTHS)

|                                  |                             |
|----------------------------------|-----------------------------|
| Single Resident<br>(Weld County) | Single Nonresident          |
| Tuition/Fees .....\$ 663.00      | Tuition/Fees .....\$3759.00 |
| Room/Board .....4262.00          | Room/Board .....4262.00     |
| Books/Supplies .....290.00       | Books/Supplies .....290.00  |
| Personal Exp. ....964.00         | Personal Exp. ....964.00    |
| Transportation .....605.00       | Transportation .....605.00  |
| <u>        </u>                  | <u>        </u>             |
| \$6784.00                        | \$9880.00                   |

Single Resident Out of Weld County District  
 Add \$956 to above Resident Budget.

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



# FINANCIAL ASSISTANCE PROGRAMS

## LOANS

### CARL D. PERKINS

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

Undergraduate students may borrow up to \$4,500 during the first two years of college. Funding priority will be given to students with exceptional financial need after determination has been made on Pell Grant eligibility. Repayment of the Perkins loan begins nine months after the student ceases to be a half-time (6 to 8 credit hours) student. Perkins loan funds are to be repaid at a minimum of \$30 per month. The current interest rate is 5%. Principal and interest payments are deferrable during periods of at least part time study. The period of repayment may not exceed ten years. Additional information may be obtained in the Financial Aid Office. ACT application is required to determine eligibility.

#### STAFFORD STUDENT LOANS (SSL)

Undergraduate students may borrow up to \$2,625 per academic year depending upon the student's financial need. The current interest rate on SSL loans is 8%. Undergraduate students must have Pell Grant eligibility determination made before a loan application can be certified. Stafford loans are disbursed in equal payments during the academic year. There is a 30 day delayed disbursement for all new first time borrowers at Aims College. ACT application is required to determine eligibility.

#### SUPPLEMENTAL LOANS FOR STUDENTS (SLS):

Undergraduate independent students who do not qualify for a Stafford loan may apply for this loan program. Students must have Pell Grant and Stafford loan eligibility determination made before a loan application can be certified. The maximum loan amount is \$4,000 per academic year. Current interest rate is 12% with repayment beginning within 60 days of the final disbursement. There is a 30 day delayed disbursement for all new first time borrowers at Aims College. ACT application is required to determine eligibility.

#### PARENT LOANS FOR UNDERGRADUATE STUDENTS (PLUS):

Parents of a dependent student may borrow up to \$4,000 each academic year dependent upon the student's cost of attendance. Awarded only if the student is ineligible for any other types of aid. Current interest rate is 12% with repayment beginning within 60 days of the final disbursement.

#### WILLIAM M. THORKLIDSEN TRUST

Eligible students shall be Colorado high school graduates, of good character, considered by their college or university administration as responsible citizens. The specific purposes for the loans are limited to tuition, student fees, laboratory fees, book and supply costs.

Loans shall be funded by the United Bank of Greeley as Trustee at 5% per annum. The loans shall have maturities not to exceed five years following scheduled graduation. Payments will be due in equal monthly installment commencing six months after scheduled graduation or withdrawal from school whichever occurs first.

For further details, contact the Aims Financial Aid Office.

## GRANTS

### PELL GRANT:

Pell Grant eligibility is determined by the Federal Government. Pell Grant awards are preliminary and may be adjusted, depending upon residency status while attending classes, number of credit hours carried, and the final payment schedule developed by the Office of Education. Awards will be made after all required documentation is received by the Office of Financial Aid. Financial Aid applicants must establish their eligibility for this program before other aid can be awarded. Awards ranged from \$200 to \$2400 for the 1991-92 academic year. ACT or Federal Aid application is required to determine eligibility.

### SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG):

Awards will be made to undergraduate students with the lowest family contribution who are also receiving a Pell Grant. Allocated after all other sources of aid are awarded and the applicant still has unmet need. Awards currently range from \$100 to \$4,000 for full academic year of attendance. ACT application is required to determine eligibility.

### COLORADO STATE GRANT (CSG):

State funds made available to Colorado resident undergraduate students. Awards are made after Pell Grant determination is made. Awards vary from \$200 to \$2,500 per academic year depending upon the financial need of the individual student and the amount of funds allocated to the College by the State of Colorado. ACT application is required to determine eligibility.

### COLORADO STUDENT INCENTIVE GRANT (CSIG):

Awarded to students with exceptional need as defined by the State of Colorado as students with family contribution of less than \$900 per year. Awards range from \$200 to \$2,500 per academic year dependent upon the student's need and available funds. Funds are allocated to the college in 50% Federal and 50% State monies. ACT application is required to determine eligibility.

### COLORADO DIVERSITY GRANT (CDG):

Funds are to be used for undergraduate students from diverse backgrounds as defined by the college. Awards range from \$200 to \$1,000 per academic year. Awarding of funds is dependent upon funding from the Colorado General Assembly. The ACT is required to determine eligibility.

## STUDENT EMPLOYMENT

### FEDERAL COLLEGE WORK-STUDY PROGRAM:

Awards from the college work-study program are made to students who have financial need or their cost of education exceeds their family contribution. Wages are paid on the basis of an hour's pay for an hour's work. Students may not earn over the maximum award figure as allocated by the Financial Aid Office. Awards will range from \$900 to \$2,400 per academic year. ACT application is required to determine eligibility.

## FINANCIAL ASSISTANCE, cont.

### COLORADO NEED WORK-STUDY PROGRAM:

Awards from the Colorado work-study program are made to students who have financial need or their cost of education exceeds their family contribution. Wages are paid on the basis of an hour's pay for an hour's work. Students may not earn over the maximum award figure as allocated by the Financial Aid Office. Awards will range from \$900 to \$2,400 per academic year. ACT application is required to determine eligibility.

### COLORADO NO-NEED WORK-STUDY PROGRAM:

Awards from the Colorado No-Need Work-Study Program must be made to students who do not demonstrate financial need. Students who demonstrate financial need are not eligible for funds under this program. Wages are paid on the basis of an hour's pay for an hour's work. Students may not earn over the maximum award figure as allocated by the Financial Aid Office. Awards will range from \$900 to \$2,400 per academic year.

## AIMS TUITION GRANTS

Aims tuition grants are available to **in-district students** whose financial status is defined as low income by the Financial Aid Office guidelines. Grants are made to cover the costs of tuition. Students approved for tuition grants are required to apply for a Pell Grant.

A **senior citizen's tuition grant** is available for Colorado 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. Tuition grants do not apply to self-supporting courses, including Continuing Education Workshops and Community Non-credit Courses.

Tuition grants do not cover lab fees, books and student insurance.

## SCHOLARSHIPS

(See following section)

## VETERANS BENEFITS

The Financial Aid/Veterans Office helps the Veterans Administration implement the provisions of the various programs of benefit to veterans or eligible relatives of veterans under benefits of Chapter 31, 32, 35, 106, Chapter 30 - Montgomery GI Bill, and Title 38, United States Code.

Students who are eligible for Veterans Benefits should contact the Veterans Office, preferably at least eight 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 Office during registration for each quarter they are enrolled. Failure to do so will result in termination of enrollment certification to the VA.

### CHAPTER 32 VEAP/MAXIMUM MONTHLY RATES

|  |       |
|--|-------|
| Full-Time (12 credit hrs.) .....           | \$300 |
| Three-Fourths Time (9-11 credit hrs.)..... | 225   |
| Half Time (6-8 credit hrs.).....           | 150   |

Individual rates may vary according to amount of contribution.

### CHAPTER 30 - MONTGOMERY GI BILL

Students eligible for this program should contact the Veterans Office for information on application procedure and pay rates.

### CHAPTER 106 - SELECTED RESERVE - MONTHLY RATES

|  |       |
|--|-------|
| Full-Time (12 credit hrs.) .....           | \$170 |
| Three-Fourths Time (9-11 credit hrs.)..... | 135   |
| Half Time (6-8 credit hrs.).....           | 100   |

Students who are receiving VA benefits must report any change in their program of study or training status immediately. Failure to do so may result in overpayments which the student must pay back to the Veterans Administration. Collection of overpayments will be aggressively pursued by the Veterans Administration.

If a veteran or eligible student has previously attended other colleges, universities, trade or vocational schools, VA requires that the student provide the Admissions Office with an official academic transcript from each school attended. The transcripts are evaluated to determine whether or not any transfer credits can be accepted toward the student's program at Aims.

## COLORADO NATIONAL GUARD TUITION ASSISTANCE PROGRAM

The State of Colorado has extended the National Guard Tuition Assistance Program to include students attending Aims. The purpose of the program is to encourage enlistment and promote retention in the Colorado National Guard. Students must meet the following eligibility requirements:

1. be a current member of the Colorado National Guard
2. be pursuing studies leading to an associate degree or a certificate of completion
3. be approved for participation by the Department of Military Affairs
4. have agreed to serve two years in the Colorado National Guard for each year of tuition assistance granted
5. be in good standing and demonstrate academic progress according to standards established by the Tuition Advisory Board.

The maximum amount of the award is 75 percent of the student's in-state tuition charges each quarter. Assistance may not be granted for more than 198 quarter hours of course work.

Applications for this program should be obtained from the National Guard Unit Commanders. Completed, approved applications should be presented to the Business Office at the time of registration.

## FINANCIAL AID SATISFACTORY PROGRESS

All Aims Community College students who receive Federal or State Aid, Stafford Student Loan, PLUS/SLS loans and/or Veterans assistance are required to:

- A. Enroll each quarter for the minimum number of credit hours determined by enrollment status in classes that are within the student's degree or certificate program.
  1. Full-time enrollment 12 credit hours per quarter
  2. Three-quarter time enrollment 9 to 11 credit hours per quarter
  3. Half-time enrollment 6 to 8 credit hours per quarter



## FINANCIAL ASSISTANCE, cont.

- B. Maintain satisfactory academic progress each quarter while receiving aid.
- C. Seek and receive academic advising from his/her area of emphasis.

### MEASURABLE SATISFACTORY ACADEMIC PROGRESS

- A. All students, both full and part-time, are expected to make satisfactory academic progress with the Grade Point Average (GPA) and number of credit hours completed each quarter being used as the basis for determining **standards of progress**. A standard 0-4.00 scale is used to determine academic progress:
    - 1st Quarter in attendance: 1.75 quarter GPA
    - 2nd Quarter in attendance: 1.90 quarter GPA and cumulative GPA of 1.90
    - 3rd Quarter in attendance: 2.00 quarter GPA and cumulative GPA of 2.00
  - B. Full-time students must complete a minimum of 12 credit hours after each quarter of enrollment.
  - C. Three-quarter time students must complete a minimum of 9 credit hours after each quarter of enrollment.
  - D. Half-time students must complete a minimum of 6 credit hours after each quarter of enrollment.
  - E. Courses which receive the following passing grades shall be considered as credits completed:
    - 1. "A" through "D" grades (D grade will not meet passing requirements or graduation requirements in some programs).
    - 2. "S" (passing with credit)
  - F. The following shall not be considered as credits completed:
    - 1. "F" grades
    - 2. "W", "W-P", "W-F" withdrawals
    - 3. "U" unsatisfactory grades
    - 4. "I" incomplete
    - 5. "NC" no credits
  - G. Students receiving scholarship funding must maintain a 3.00 GPA each quarter and maintain a cumulative 3.00 GPA.
- \*Students are responsible for submitting grade changes to Financial Aid Office.

### REVIEW PROCEDURE

Following each quarter the GPA and number of credit hours completed by each aid student will be reviewed in the Financial Aid Office.

### FINANCIAL AID PROBATION

- A. In the event that a student fails to meet the measurable satisfactory academic progress criteria in a particular quarter, the student will be placed on **financial aid probation**.
  - 1. A student on probation may receive assistance for the following quarter in which he/she enrolls, but must maintain satisfactory progress during future quarters in order to continue schooling with financial assistance.

### FINANCIAL AID SUSPENSION

- A. If a student fails to meet satisfactory academic progress after being placed on **financial aid probation**, the student is considered to be making "unsatisfactory progress" and is placed on **financial aid suspension**. Suspension will remain until student has met the conditions of reinstatement, as listed below.

- 1. **Financial aid suspension** means the **termination** of all financial assistance.

### APPEAL OF FINANCIAL AID SUSPENSION

Once "unsatisfactory progress" has been determined, the student's recourse is:

- A. A student will indicate in writing (use financial aid appeal form) to the Financial Aid Committee (a) the reasons why he/she did not achieve satisfactory academic progress, and (b) reasons why his/her aid should not be terminated.
- B. The Financial Aid Committee will review the appeal and determine whether the financial aid suspension is justified. The student will be advised, in writing, of the Committee's decision.
- C. A student wishing to appeal the decision of the Financial Aid Committee, may do so in writing, to the Dean of Student Services.
- D. A student will be granted an appeal only once after being placed on Financial Aid Suspension. If suspension occurs again, the student may not appeal again.

### CONDITIONS OF REINSTATEMENT

- A. To be reinstated a student must:
  - Option I** - Have an appeal approved by Financial Aid Committee.
  - Option II** - With his/her own funds complete 12 credit hours with a 2.00 GPA. At that time a student may re-apply, in writing, for financial aid to be reinstated for the following quarters in which he/she will enroll.
- B. Students reinstated will receive financial aid, but the student may not appeal again.
- C. A student placed on suspension may be reinstated only once.
- D. Incompletes that result in a student being placed on Probation/Suspension will be reviewed by the Director of Financial Aid.

### LIMIT ON STUDENT AID ASSISTANCE

- A. No full-time student will receive aid for more than 8 quarters. However, the 8 quarter limit may be appealed if remedial course work is required, or if other unusual circumstances require aid beyond 8 quarters.

TABLE #1

FULL-TIME ENROLLMENT STATUS = 12 + credit hours each quarter

| NUMBER OF QUARTERS | HOURS COMPLETED EACH QUARTER |
|--------------------|------------------------------|
| 1.....             | 12                           |
| 2.....             | 24                           |
| 3.....             | 36                           |
| 4.....             | 48                           |
| 5.....             | 60                           |
| 6.....             | 72                           |
| 7.....             | 84                           |
| 8.....             | 96                           |

**THREE-QUARTER TIME ENROLLMENT STATUS = 9 to 11 credit hours each quarter**

| NUMBER OF QUARTERS | HOURS COMPLETED EACH QUARTER |
|--------------------|------------------------------|
| 1.....             | 9                            |
| 2.....             | 18                           |
| 3.....             | 27                           |
| 4.....             | 36                           |
| 5.....             | 45                           |
| 6.....             | 54                           |
| 7.....             | 63                           |
| 8.....             | 72                           |
| 9.....             | 81                           |
| 10.....            | 90                           |
| 11.....            | 99                           |

**HALF-TIME ENROLLMENT STATUS = 6-8 credit hours each quarter**

| NUMBER OF QUARTERS | HOURS COMPLETED EACH QUARTER |
|--------------------|------------------------------|
| 1.....             | 6                            |
| 2.....             | 12                           |
| 3.....             | 18                           |
| 4.....             | 24                           |
| 5.....             | 30                           |
| 6.....             | 36                           |
| 7.....             | 42                           |
| 8.....             | 48                           |
| 9.....             | 54                           |
| 10.....            | 60                           |
| 11.....            | 66                           |
| 12.....            | 72                           |
| 13.....            | 78                           |
| 14.....            | 84                           |
| 15.....            | 90                           |
| 16.....            | 96                           |

## AIMS COMMUNITY COLLEGE

Aims Community College is authorized to receive, disburse, and hold in trust, funds for educational purposes.

Gifts and bequests from private benefactors have been an important aid in advancing human knowledge and in providing additional education opportunities to the youth of the state.

The donor may designate a gift or bequest for specific purpose or make available an unrestricted gift to be used at the discretion of the Board of Trustees. In either case, it is possible for the donor to establish a permanent memorial if he/she so desires.

### FORMS OF BEQUEST

I give to Aims Community College \_\_\_\_\_

*(Insert sum of money or description of property.)*

which sum (or property or proceeds thereof) shall be known as the \_\_\_\_\_ Fund, the principal and income to be used for such College purposes as the Board of Trustees may determine.

#### Restricted

I give to Aims Community College, \_\_\_\_\_

*(Insert sum of money or description of property.)*

to be used by the Board of Trustees as follows: \_\_\_\_\_

\_\_\_\_\_  
Signature



# SCHOLARSHIPS

## COMMUNICATIONS AND HUMANITIES

**AWARD:** WRITING AWARD  
Awarding Division: Communications/Humanities  
Award Amount: \$100 cash prize and framed certificate  
Application Deadline: No deadline. Recipient chosen by instructors  
Qualifications: Contact awarding Division for criteria.

## MATH AND SCIENCE

**AWARD:** CHEMICAL RUBBER COMPANY (CRC) CHEMISTRY AWARD  
Awarding Division: Math/Science (Chemistry)  
Award Amount: Handbook of Chemistry and Physics, Current Edition.  
Application Deadline: No deadline. Recipient chosen by instructors.  
Qualifications: Contact awarding Division for criteria.

## DEVELOPMENTAL STUDIES

**AWARD:** ED BEATY MEMORIAL SCHOLARSHIP  
Awarding Division: Developmental Studies  
Award Amount: Tuition grant for one academic year, (in-district).  
Application Deadline: May 1  
Qualifications: Contact awarding Division for criteria.

## SCHOOL OF OCCUPATIONAL EDUCATION

**AWARD:** BERGER SCHOLARSHIP  
Awarding Division: School of Occupational Education  
Award Amount: \$1,500. Up to four awards given.  
Application Deadline: End of Spring Quarter  
Qualifications: Contact the Associate Dean of Occupational Education for criteria

## BUSINESS

**AWARD:** RUTH J. YOUNDER SCHOLARSHIP  
Awarding Division: Business  
Award Amount: Tuition grant. Amount based on available funds.  
Application Deadline: Spring Quarter  
Qualifications: Contact awarding Division for criteria

## PUBLIC SERVICE

**AWARD:** GREELEY MEDICAL FOUNDATION SCHOLARSHIP  
Awarding Division: Public Service (Geriatric Aide)  
Award Amount: Reimbursement for books and supplies. Award given quarterly.  
Application Deadline: Prior to first day of class each quarter  
Qualifications: Contact awarding Division for criteria

**AWARD:** ARA LIVING CENTERS SCHOLARSHIPS  
Awarding Division: Business  
Award Amount: Tuition grant. Amount based on available funds.  
Application Deadline: Spring Quarter  
Qualifications: Contact awarding Division for criteria

**AWARD:** WESTERN MEDICAL SERVICES SCHOLARSHIP  
Awarding Division: Public Service (Geriatric Aide)  
Award Amount: Tuition reimbursement after satisfactory employment. Award given quarterly.  
Application Deadline: Prior to first day of class each quarter.  
Qualifications: Contact awarding Division for criteria

## TRADES AND INDUSTRY

**AWARD:** ROY L. SMITH MEMORIAL SCHOLARSHIP  
Awarding Division: Trades and Industry (Auto Mechanics)  
Award Amount: \$100 per quarter throughout the recipient's program  
Application Deadline: Eighth week of Fall quarter  
Qualifications: Contact awarding Division for criteria

**AWARD:** WINOGRAD'S STEEL AND SUPPLY SCHOLARSHIPS  
Awarding Division: Trades and Industry (Welding)  
Award Amount: Two \$300 awards  
Application Deadline: End of Fall and Winter quarters  
Qualifications: Contact awarding Division for criteria

**AWARD:** BILL YOUNDER SCHOLARSHIP  
Awarding Division: Trades and Industry (Auto Body Repair)  
Award Amount: \$200 to \$500  
Application Deadline: Mid-term of Winter quarter  
Qualifications: Contact awarding Division for criteria

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## HIGH SCHOOL

**AWARD:** **AIMS PROGRAM OF SCHOLARS**  
(Available for at least one graduating senior from each high school within the Aims Junior College District (greater Weld County).)

**Awarding Division:** Financial Aid Office  
**Award Amount:** Tuition grant for two years.  
**Application Deadline and Qualifications:** Contact Financial Aid, or local high school counselor.

**AWARD:** **ANTHONY/SOSS SCHOLARS**  
(Available to high school students who participate in the Leaders of Tomorrow journalism workshop held each summer at Aims.)

**Awarding Division:** Aims Community College Foundation  
**Award Amount:** \$100  
**Application Deadline and Qualifications:** Contact the President's Office.

**COLORADO UNDERGRADUATE SCHOLARSHIP PROGRAM:**  
Awards are made to recognize outstanding academic achievement of Colorado undergraduate residents. Applications are available in the Financial Aid Office. Award recipients are selected by the Financial Aid Director after all application requirements are met. This program is funded by the Colorado General Assembly. Awards will range from \$100 to \$1,600 per academic year.



# ADVISING

# COURSE INFORMATION

All students with a declared major and/or any student taking seven or more credits during any quarter must have an advisor. All students who have accumulated eighteen credits which will be applied to a degree must have an advisor's signature. New students need to attend a New Student Information Session through the Counseling/Assessment Center. Students will be directed by the staff to the appropriate advisor. The advisor becomes conversant with the student's background, aptitudes, educational objectives, and takes a personal interest in the student's education. 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 early registration;
3. Make an appointment with an advisor when problems arise in the student's program, or if class changes are necessary; and
4. File appropriate advisor and program change forms with Admissions and Records.

**Arts and Sciences Students** taking 7 or more credits during a quarter, having declared a degree program, or who have accumulated 18 credits towards a degree, must have an advisor and must secure the advisor's signature on registration forms.

**Occupational Student** enrollees who have a declared major, or who are enrolling in seven or more credit hours, or who have 18 credits accumulated toward a degree must meet with an occupational faculty advisor and secure their signature on registration forms.

**Developmental Studies Students**, full-time or part-time, must have a faculty advisor.

**Undecided Students** may secure an advisor through the Advising Core in the Counseling/Assessment Center, however, no advisor's signature is required for enrollment unless the student has accumulated 18 credits toward a degree or when enrolling in 7 credits or more in one term. Courses carrying "instructor/department signature required" designations in the Schedule of Classes always require division/department approval for enrollment.



## TRANSFER CREDIT

Aims Community College gives college credit, according to its policy and at division/department discretion for College Level Examination Program (CLEP), specific education experience in the armed forces, and courses completed at other collegiate institutions. The College reserves the right to examine all credits to determine obsolescence of content. In the event that course work is found to be obsolete, the student may be required to update the credit. 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 institutions, and are applicable to their program of choice. 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.

Students must submit to Admissions and Records a request for transfer credit evaluation toward a specified certificate or degree program. Request for review and the official transcript to be reviewed must be received in the Admissions Office no later than the quarter prior to graduation. Official transcripts are to be mailed from the previous college; FAX transcripts are not accepted as official. The Registrar will determine the number and nature of transfer credits applicable toward a degree or certificate. Students may indicate on the transfer credit evaluation request their desire to have transcripts forwarded to the Assessment Center to meet the assessment requirement.

Official transcripts and other documentation of previous course work are to be forwarded to Admissions and Records directly from the institution maintaining the original record. Occasionally, it may be necessary for the student to obtain and submit course descriptions to assist in the evaluation process. Official transcripts covering a student's previous secondary and college education, submitted to the college as part of the admissions or transfer evaluation 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.

## COURSE CHALLENGING PROCEDURE

A student may challenge a course for which the student believes his or her prior training and/or study are adequate to meet the instructor's course requirements. Credits for course work attempted through the challenge procedure do not contribute toward a student's eligibility for Financial Aid or Veteran's benefits. Only certain courses, identified by individual divisions, are available for this option. This credit will be allowed based on the following conditions and procedures:

1. The student must be currently enrolled in Aims Community College.
2. A course challenge may not be made for a course in which the student is currently enrolled, nor for one in which the student had been previously enrolled or had attended as a listener or visitor.
3. The student must secure a Course Challenge Application Form from the Office of Admissions and Records, and then submit the application to the division offering the course. The division will inform the student of divisional procedures.
4. Upon the approval of the course instructor and the division chair, the student will be offered the opportunity to complete the requirements for the course challenge.

## COURSE INFORMATION, cont.

5. A fee of \$20.00 per quarter hour credit will be charged to the student, and is payable upon divisional approval. Final arrangements for the course challenge will be made when the student presents the instructor with a receipt from the Business Office.
6. Upon successful completion of a challenge for credit, the student shall be awarded full credit for the course. A grade of "P" (passing) will be recorded when it is submitted to Admissions and Records by the faculty on a copy of the application form.
7. Challenge credit is not applicable toward college graduation residency requirements (does not count toward the requirement of 24 of the last 36 hours to be taken at Aims).

### COURSE LOAD

The normal course load for a full-time student is from 12 to 18 credit hours. An employed student should vary a course load for the quarter according to the number of hours the student works. It is recommended that such a student consult with a counselor or faculty advisor about his or her schedule.

### COURSE NUMBERING

|         |  |
|---------|--|
| 0-99    | Precollege level courses not designed for transfer to other institutions. These courses do not count for college credit and are not used in grade point average calculation. |
| 100-199 | Courses normally taken by freshmen   |
| 200-299 | Courses normally taken by sophomores   |

### ATTENDANCE

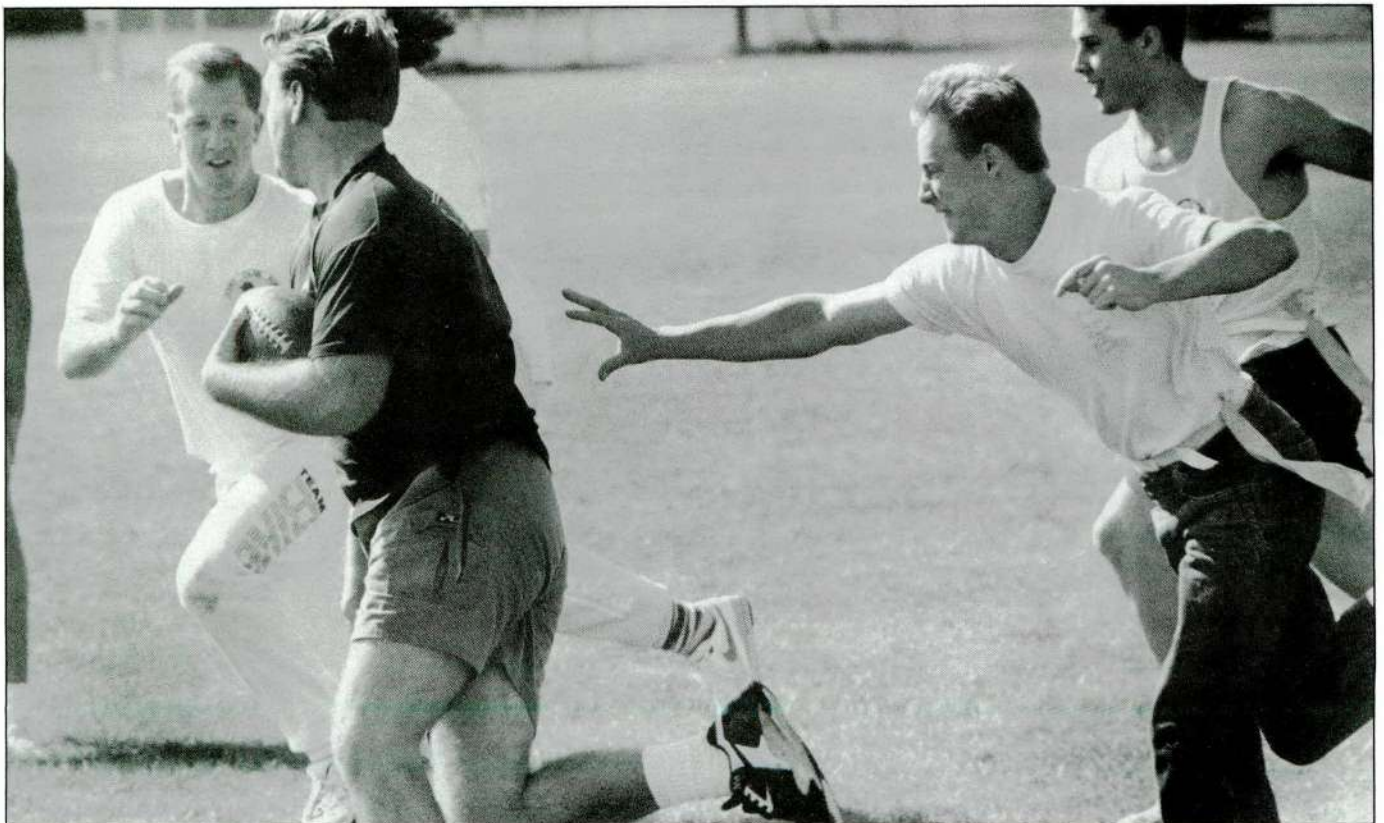
Students are expected to attend all classes for which they are registered, except in case of illness or other emergencies. The instructor shall determine and inform students of the effects of absences on the grade. If any student accumulates so many absences that continued enrollment in the class seems to be of little value, the student may be asked by the instructor to withdraw from the course; or by failing to withdraw as requested, the student may be officially withdrawn by the instructor. Withdrawals must be processed by the deadline shown in the schedule of classes.

### 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 fees 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 "F" may repeat the course once to raise the grade to a "C" or better to meet the performance level 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 without instructor approval. All grades will be listed on the student's transcript and will be computed in the student's grade point average (GPA).



# GRADING SYSTEM

Aims Community College assigns the following alphabetical grades:

| Grade Symbol | Quality of Work Indicated by Symbol   | Grade Points |
|--------------|---|--------------|
| A            | Indicates that the student has demonstrated superior achievement of the course objectives.  | 4            |
| B            | Indicates that the student has demonstrated above-average achievement of the course objectives.   | 3            |
| C            | Indicates that the student has demonstrated acceptable achievement of the course objectives.  | 2            |
| D            | Indicates that the student has demonstrated less-than-acceptable achievement of the course objective. Although a grade of "D" indicates passing, it does not constitute satisfactory performance according to the standards of some programs. These may, therefore, issue an "F" grade rather than the "D". | 1            |
| F            | Indicates that the student has failed to achieve the objectives of the course.  | 0            |
| P            | PASSING: Indicates a successful challenge to a course.  | none         |
| S            | SATISFACTORY: For designated courses, indicates achievement of the course objectives at a 'C' level or above.   | none         |
| U            | UNSATISFACTORY: For designated courses, indicates failure to achieve course objectives.   | none         |
| W            | WITHDRAWAL: Indicates withdrawal from the course. May be student or faculty initiated through 60% of the course.  | none         |
| WP           | WITHDRAWAL - PASSING: Indicates that at the time of withdrawal the student was passing the course. The instructor may initiate by assigning as final grade after 60% of quarter and up to final examination.  | none         |
| WF           | WITHDRAWAL - FAILING: Indicates that at the time of withdrawal the student was failing the course. The instructor may initiate by assigning as final grade after 60% of quarter and up to final examination.  | none         |
| I            | INCOMPLETE: 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 "F" 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.

none

NC NO CREDIT: Available only in below-100 and non-credit courses

none

AU AUDIT: Available only in non-credit courses.

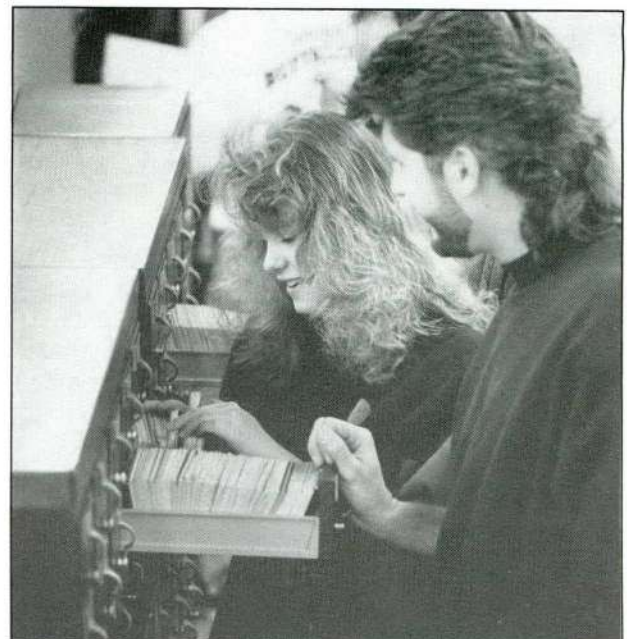
none

## 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;  
 Number of credits of "F" multiplied by 0.  
 Divided by total number of credits accumulated.

Only the credits accumulated and grade points earned in college level courses at Aims Community College are used in computation of quarterly and cumulative GPAs which appear on grade reports. Courses numbered below 100 do not count for college credit or in the grade point average. Courses graded "S" count for college credit, but are not used in the grade point average.



# ACADEMIC STANDARDS

The primary objective of the College's Academic Standards policy is to ensure that students are provided timely assistance by their advisors when they experience academic difficulties.

Academic progress is measured by both the cumulative and the quarter grade point average (GPA). All students, both full and part-time, are expected to meet minimum standards of progress determined on the basis of the GPA.

Any student who does not maintain an appropriate GPA will be placed on **Academic Probation**. With this status comes the requirement that the student work with his/her advisor during the probationary period. The academic probation period is for one quarter and is a period during which the student's academic progress is monitored by the faculty advisor. During this time the student should assess, with the assistance of an advisor, his/her academic skills, study habits, class load, and/or program selection.

Any of the following criteria constitutes unsatisfactory progress:

1. Less than a 1.75 Quarterly GPA the first quarter
2. Less than a 1.90 cumulative GPA through the second quarter.
3. Less than a 2.00 cumulative GPA through the third quarter.
4. Less than a 2.00 Quarterly GPA for any quarter following the second.
5. Any international student who fails to complete twelve credits any quarter with a 2.00 Quarterly GPA; or fails to maintain a 2.00 Cumulative GPA.
6. Certain academic programs may require more rigid standards; these will be identified within a program's description in the catalog.

Students who are placed on academic probation for one quarter and continue to make unsatisfactory progress or fail to improve their GPA standing above the probationary level will be referred to the Academic Standards Committee for an **Academic Standards Hearing**. The Academic Standards Committee will determine which option is best for the student. Among the options are the following:

1. Remedial course work
2. Course load reduction
3. Continued probation
4. A program change
5. Suspension from program
6. Suspension from the college

If the findings of the hearing result in academic suspension from the college, the student may be readmitted after one academic quarter.

If a student finds the action of the Academic Standards Committee unsatisfactory, he/she may appeal in writing to the President of the College. This must be done within ten (10) calendar days after receiving the official ruling of the Academic Standards Committee.

If the student still feels unsatisfactory resolution has been achieved, the case may be presented to the Aims BOARD OF TRUSTEES based only on the written information submitted in previous steps. Such a meeting between the Board and the student shall be in an Executive Session of the Board. The Board may have the College Attorney in attendance and the student may bring one person of his or her choice. The request to address the Board must be made within seven (7) calendar days following the decision of the President and may be arranged through the secretary to the President.

## HONORS

Full-time students who complete at least 12 credit hours of college level courses which are used to compute the GPA 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.

## STANDARDS 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 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 guests and does not cause injury to persons or damage to property. Aims will not tolerate menacing behavior or threats by any student toward another student or toward any college employee. Exhibiting such behavior is grounds for suspension or dismissal from Aims Community College.

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

## CHEATING

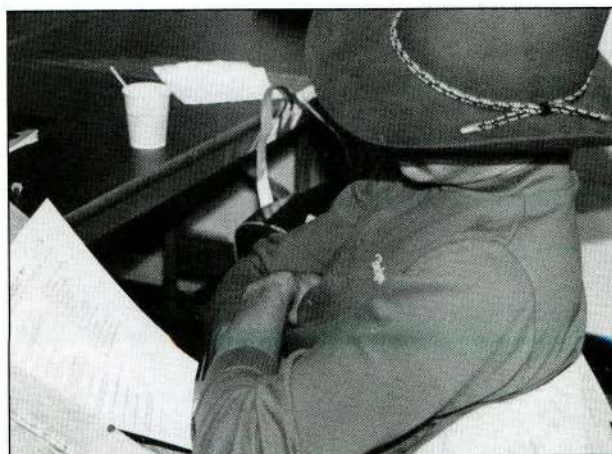
Cheating takes place in different ways, but basically, it involves dishonest behavior, such as copying from another person or obtaining any form of unauthorized help or assistance from any person or source.

Breaches of academic honesty will result in disciplinary measures. These can include:

1. A failing grade for a particular assignment.
2. A failing grade for a particular course.
3. Suspension for various lengths of time from the college.
4. Permanent expulsion from the college.

## 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.





# SPECIAL INSTRUCTIONAL PROGRAMS

## FAMILY & LIFE EDUCATION

Provides learning opportunities to meet the needs of expectant families, parents, teachers, and older adults in various locations throughout Weld and Larimer County. Expectant Families, Parent Education and Senior Health classes are co-sponsored by North Colorado Medical Center.

## SENIOR EDUCATION PROGRAM

The Senior Education Program offers classes on-campus and at convenient off-campus locations to provide learning opportunities and enhance quality of life for the community's senior population. Subject areas range from local history, drawing and music to writing, personal growth and fitness. Classes are scheduled in Greeley and throughout Weld County at senior centers, housing units, churches and anywhere there is a need and desire for learning.

## DEVELOPMENTAL STUDIES

Many students achieve success at Aims by first taking one or more courses in the Developmental Studies Division. By taking assessment tests, they learn what initial courses they need to help them succeed in their particular program of study. The students improve their skills in math, reading, writing, listening, and speaking. Then they proceed toward their goal, such as attaining a particular certificate or degree.

## CONTINUING EDUCATION

### WORKSHOPS, SEMINARS, & TELE-CONFERENCES

Life-long learning can be fun and stimulating when shared with a group of people who have similar interests. Short-term, non-credit sessions (CEUs are available) are offered in a no-stress, relaxed atmosphere for nominal cost.

The Office of Continuing Education provides a variety of workshops for adults, teens and families. Examples of workshops offered periodically: crafts, nutrition, photography, study/research skills and career selection.

Seminars for professional growth on topics including career advancement, interpersonal relationships and skill enhancement are offered. Unique travel/study programs in cooperation with TravelLearn, offer participants the opportunity to travel overseas with experiences outside the realm of most conventional tours. Quality tourism through cultural learning at its finest for adult vacationers.

Tele-conferences are offered on contemporary topics based on serving community needs, such as environmental laws, health trends and educational issues. Participate in national broadcasts and have the opportunity to question the presenters via telephone.

### CONTINUING EDUCATION UNITS (CEUs)

Adult learners can receive recognition for their efforts to broaden their knowledge and skills by keeping a record of non-credit learning experiences with Continuing Education Units known as "CEUs". Based on 10 hours = 1 CEU, individuals may use transcripts of CEUs earned for:

1. Maintenance or improvement of professional competence.
2. Documenting qualifications for renewing licensure, recertification or registration.
3. Presenting evidence of personal and vocational growth.
4. Preparation for a new career, whether because of personal preference or the pressure of individual or technological obsolescence.

Aims Community College participates in the National Registry for Continuing Education Service. For a small fee included with a "participant form," the Continuing Education staff will forward record of completion to the central registry. Additional information can be obtained through the Continuing Education Office.

### QUALITY MANAGEMENT CONTINUING EDUCATION CERTIFICATE PROGRAM

A Continuing Education Certification Program based on *clock hours - not credit hours*, designed for individuals with an interest in the full scope of quality management knowledge and skills in product and service organizations. Goal setting, improvement tools, power teams, customer strategies, action planning, and organizing for success are seminar topics offered in the program.

## "COLLEGE FOR KIDS"

"College for Kids," is an enrichment program for students in grades 1-12. Emphasis is placed on the summer program, with additional courses offered throughout the year. Classes are held at the Aims Campus sites and with special arrangements, at local schools. In January 1992, a special "College for Kids" program was developed and offered in cooperation with Loveland Schools.

Schedules vary from one-day sessions to eight-week sessions for nominal cost. A variety of classes in six categories are offered: Computer Activities, Fine & Performing Arts, Languages, Physical Education, Smart Kids--Safe Kids, and Explorations in Science and various other topics. Instructors include Aims faculty, public/private school teachers and other approved professionals.

"College for Kids" began in 1982 with an enrollment of 90 students in 7 classes. During the tenth anniversary year--1991, the enrollment increased to approximately 2,000 students in 175 classes.

## COMMUNITY 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. Major emphasis is on personal and professional improvement and growth. 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, Loveland, Estes Park, Berthoud, Ft. Collins, and others.

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

# STUDENT ACTIVITIES AND ORGANIZATIONS

**Coordinator:**  
**Location:**  
**Telephone:**

Ron Fay  
General Services Building  
330-8008, Ext. 359

The Associated Students of Aims Community College, **ASACC**, serves as the student government and assists in developing a diversified activities program which includes a variety of social, cultural, recreational and career development programs. The ASACC Program Board is responsible for student initiated activities to complement the educational aspects of college life. The college believes that such activities are an important element of the college experience and aids in the development of students so that they may lead more meaningful, productive and balanced lives.

The ASACC Advisory Board represents the diverse needs and interests of Aims' students and assists in chartering and working with student organizations. The Board recognizes that student organizations provide valuable services to students, especially if they emphasize programs for professional, philosophical or occupational development. Seats on the Board are often assigned to students who are active in chartered campus organizations. In addition, a method of financial assistance for funding club projects employed by the Board encourages greater involvement and participation in student organizations.

Advisory and Program Board members participate in the decision-making processes of the college. Members represent student opinions and concerns giving input on matters relating to student life,

to the college administration, and the Governing Board of the institution. Through their involvement Board Members develop leadership skills; manage student programs and student affairs; and serve as spokespersons for the student body.

The Student Boards also assist in providing information on student life through student publications, promotions, and a television program that features news, sports, entertainment and activities at Aims Community College.

**Student organizations** with specific purposes addressing the interests of particular segments of the student population may be chartered and receive financial assistance. Currently the chartered clubs and organizations at Aims include:

VICA - Vocational and Industrial Clubs of America  
DPMA - Data Processing Management Association  
PBL - Phi Beta Lambda  
DEC - Delta Epsilon Chi  
ADDA - American Design and Drafting Association  
APRS - Aims Program Radiography Students  
AEYC - Association for Education of Young Children  
AAC - Aims Aero Club



# DEGREES AND CERTIFICATES

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 to promote 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, Associate of Science and Associate of General Studies 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.

Students may earn more than one degree or certificate concurrently at Aims Community College as 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 or an Associate of General Studies degree will be required to complete an additional twenty hours of course work in Communications, Humanities, Behavioral Science and/or Social Science.

## **ASSOCIATE OF ARTS (A.A.), ASSOCIATE OF SCIENCE (A.S.) AND ASSOCIATE OF GENERAL STUDIES (A.G.S.) DEGREES**

The Associate of Arts (A.A.), the Associate of Science (A.S.), or the Associate of General Studies (A.G.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 three degrees are similar, the Associate of Science degree program includes more science and mathematics and the Associate of General Studies includes selected professional courses. 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.

The student may select only one emphasis to be recorded with the Liberal Arts major for the A.A. or A.S. degree. For the A.G.S. degree, the major of Liberal Arts will be recorded without an emphasis.

Although all courses included within an Associate of Arts, an Associate of Science or an Associate of General Studies 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., an A.S., or an A.G.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., A.S. and A.G.S. degrees:

1. Ninety-six quarter hours credit in approved course work. 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) in the A.A., A.S., or A.G.S. degree program curriculum.
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. Most general education courses numbered 100 and 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.
6. A faculty advisor in the field of study must sign the application for graduation. For A.S. degrees, the Mathematics, Science and Computer Division Director must also sign the application. The Associate of General Studies degree requires the signature of the faculty advisor, the Dean of Arts and Sciences and the Dean of Occupational Education. Required signatures certify the advisor has reviewed the students completion of requirements.

## **ASSOCIATE OF APPLIED SCIENCE (A.A.S.) 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) in the particular A.A.S. degree program curriculum.
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

## DEGREES AND CERTIFICATES, cont.

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.

6. A faculty advisor in the field of study must sign the application for graduation to certify the student has met requirements according to the advisor's review.

### 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 general requirements for the Certificate in Occupational Education:

1. A minimum cumulative grade point average of 2.0 (a "C" average) in the particular certificate program curriculum.
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.
5. A faculty advisor in the field of study must sign the application for graduation to certify the student has met requirements according to the advisor's review.

### GRADUATION REQUIREMENTS

The general requirements for receipt of an Associate of Applied Science (A.A.S.) degree, an Associate of Arts (A.A.) degree, an Associate of Science (A.S.) degree, an Associate of General Studies (A.G.S.) degree, 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 in the particular program's curriculum for receipt of any type of degree or certificate, and normally only courses numbered 100 or above are applicable toward the degree or certificate. Specific requirements for individual programs may be secured from either the Admissions and 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 midterm week, the quarter prior to the anticipated quarter of graduation. Graduation applications are available from the Admissions and Records Office. Completed graduation applications with the faculty advisor's signature must be returned to the Admissions and Records Office where final evaluations will be made. Additional signatures are needed for the following degrees: the A.S. degree requires the Mathematics and Science Division Director's signature and the A.G.S.

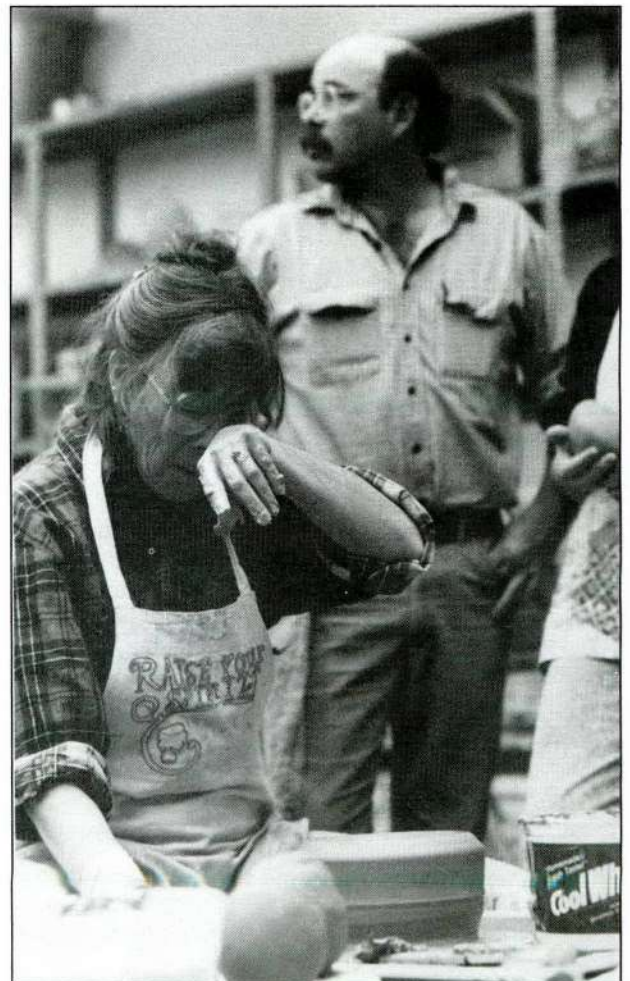
degree requires the signatures of the Dean of Arts & Sciences and the Dean of Occupational Education. A.A. or A.S. degrees with an emphasis require signatures of the Division Director. The student will be notified by mail of the conditions required for graduation.

### 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. The effective catalog may, however, be no more than seven years old at the time of graduation. A student may elect to meet the requirements of any subsequent catalog published during the seven year period, including the current year. This election must be made when the student files a graduation application.

A student who has a break in enrollment in the College and/or program of four consecutive quarters or more, excluding summer sessions, must meet the program requirements of the catalog in use at the time of readmission. Any previously completed Aims occupational course work may be subject to an evaluation of its relevancy to any revised program. If the occupational program in which the student was previously enrolled has been discontinued, or if a public notice of program discontinuance has been given, the student cannot re-enroll 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.



# STUDENT SERVICES

**Dean:** Bill Hillard  
**Secretary:** Pat LeVan  
**Location:** General Services, Room, 209  
**Telephone:** 330-8008, Ext. 225

## SUPPLEMENTAL SERVICES

**SUPPLEMENTAL SERVICES PROGRAM:** Provides extra help with courses at Aims. The tutorial staff is prepared to help students with specific problems in individual classes and to help students strengthen their academic skills. Instructor referrals and completion of assessment and/or course prerequisites are required. In addition, students must have advisors.

Students with a disability needing specific materials or accommodations should contact Supplemental Services **at least one month prior to registration.**

Additional help is available through computer programs that enhance course content or reinforce basic skills. Neither referrals nor appointments are needed for viewing this software.

Please call 330-8008 ext. 388, 248, or 267, or the South and West Campuses.

## PLACEMENT SERVICES

Aims Community College provides a student placement service. The placement service aids students in securing full-time employment upon graduation. The College also cooperates with local businesses to 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. The Placement Office provides resource materials and instruction on careers and employers. Resume assistance is also available. Placement information may be obtained from the Placement Office in Trades & Industry Building, Room 106.

## 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 SERVICE

The Campus Kitchen I cafeteria is located west of the General Services Building. Regular hours are 8:00 a.m. - 4:30 p.m., Monday through Friday. Summer hours are 7:00 a.m. - 4:00 p.m. Monday through Thursday.

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

## BOOKSTORE

The Aims College Bookstore, located in the General Services Building, is an institutionally owned facility operated for the convenience of the students of the College. Students may purchase textbooks, supplies, and soft goods during posted hours.

Textbooks and supplies are also available for purchase at the South Campus, Fort Lupton, and for Loveland classes at the West Campus - Loveland.

## HEALTH SERVICES

Aims Community College provides emergency health services by a trained Emergency Medical Technician. The EMT provides first aid and emergency care on campus and referrals to appropriate health agencies when deemed necessary.

Disabled Parking Permits are issued by the Dean of Student Services Office.

The mandatory Student Accident Insurance Program is administered in the Dean of Student Services Office. A student must file an Accident/Incident Report within 24 hours following an accident/incident. All medical bills resulting from an accident/incident must be presented by the student to the Dean of Student Services Office for processing of insurance claims.

## EARLY CHILDHOOD EDUCATION CENTER

Aims Community College offers, for a nominal fee, an Early Childhood Education Center. The preschool program is directed by Students teachers who are supervised by a State certified director.

Applications for enrolling children are available at the Early Childhood Education Center during registration each quarter. The Center serves children ages 3 to 5 years (but not yet in kindergarten) for part-day (3 hour) sessions Tuesday through Friday.

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 noted 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.

## LIBRARY

The Library stores and circulates about 40,000 print materials (books, journals, magazines) and nonprint materials (records, audio cassettes, filmstrips). The library subscribes to nearly 400 magazines, journals, and newspapers. Access to the holdings of UNC and other Front Range libraries is available on the CARL System on-line terminals.

Aims employees and students check out materials by providing their Social Security Numbers. Community users check out materials by providing their addresses in addition to their Social Security Number.

Reserve materials assigned by instructors are checked out at the main desk. Knowing the instructor's name and the exact title of the material ensures speedy service. Call 330-8008, ext. 227 for further information.

## STUDENT SERVICES, cont.

AV equipment (projectors, recorders) is available at the main desk for student check-out with the instructor's approval.

Library hours appear every quarter in the front part of the Class Schedule. Handy phone numbers: Ext. 227 for renewals and questions about overdue materials; Ext. 326 for AV equipment; Ext. 237 for the Director of Library Services.

### LIBRARY - SOUTH CAMPUS

Located at Fort Lupton High School, Fort Lupton Public and School Library provides a full range of library services to Aims students. In the South Campus Center itself, the Resource Center contains a few standard reference materials, such as an encyclopedia, dictionaries, thesauruses, and the like, for immediate on-site needs. Recently acquired is a microcomputer with CD-ROM access. On six separate compact discs (CD's) are located additional reference materials, such as world and U.S. atlases, almanac, encyclopedia, and a "book" of quotations.

### LIBRARY - WEST CAMPUS

Loveland Public Library provides a full range of library services to Aims students. Presently, there are no library services at the West Campus Center. Loveland Public Library is located at 415 East 5th Street, downtown Loveland. Call 667-4040 for hours and other information.

## COUNSELING/ASSESSMENT CENTER

Director, Sue Davisson

### ASSESSMENT: Coordinator, Darlene Nold

The Assessment Center provides the following services:

1. Upon application for admission to the college, new students are assessed in reading, English, 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. General Educational Development (GED) Test: Upon passing this test, the student will receive a High School Equivalency Certificate. This test is available to those individuals who did not graduate from high school yet want a certificate in order to qualify for employment or to enter a post-secondary school.
3. Other testing offered by Assessment includes the California Achievement Test for teacher certification, the Vocational Basic Skills Test for a full-time vocational credential, and proctoring of instructional tests as needed.

## COUNSELING

1. Consists of the Advising Core and Career Resource Center. The Advising Core provides advising services to all AA/AS/AGS degree seeking students for their first 2-3 quarters on campus. Additionally the Core advises undeclared students. 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.
2. Counseling provides a setting in which students may discuss in confidence with a qualified professional counselor any

problems which may be important to them. The Counseling staff subscribe to the laws of Colorado governing the practice of mental health occupations. Specifics concerning these rights can be found in the student handbook or at the Counseling/Assessment Center.

3. The Career Resource Center provides resource materials, instruction and individual help with career planning. The lab is open to all students. Our emphasis is placed in 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.

The staff assists 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

## SCHOOL AND COLLEGE RELATIONS:

Coordinator, Jill Christensen

Provides College information services to high schools, businesses within the service area. Secondary students can meet with the College representative at their high school. Students may also tour the campus through this office.

## MEDIA SERVICES/ TELECOMMUNICATION TV DISTRIBUTION

The Media Services department supports Aims Community College programs, students, faculty, administrative and support staff personnel in the development, production and distribution of instructional materials.

This award-winning department is dedicated to the highest standards of service to the academic community and has gained recognition at local, state, regional and national levels.

Media production areas of this department include: Graphics, Photography, Audio, Video, and distance or computer-based instruction.

Graphic services include overhead transparencies, poster mounting, lettering, lamination, dry mounting and framing.

Photographic services include black and white and/or color original photography, either in-studio or on location, darkroom services for black and white film, duplication of slides and filmstrips, and copy stand work. Archives of historic photographs and slides are available for slide tape programs. Original graphic slides can also be produced.

Audio production is done in a four-track audio recording/production studio which includes both sound effects and production music libraries. Original narration, sound tracks, and pulsing for slide-tape programs are produced in this facility. On location audio taping, such as guest lectures, and audio duplication services are also available.

Color television production is provided either on location or in the three-camera studio and editing suite. Television is used for a variety

## STUDENT SERVICES, cont.

of instructional purposes including mirror teaching, student observation, evaluation and testing, training videotapes, telecourses, promotion and public relations and duplication services.

The Telecommunications area is used by students and faculty to develop original programming for instruction and includes scriptwriting, pre-production services, production, and post-production editing. Internships are available for qualified students seeking further television production experience. Telecommunications also coordinates PBS telecourse offerings with KRMA-TV for students wishing to utilize this academic resource.

The Television Distribution area includes a twelve channel closed-circuit television distribution system which feeds nearly 100% of the main campus classrooms from a 1700 volume tape library. TV distribution also provides access to cable and satellite transmissions for off-air recording and prepares programming supplied by Aims for cable-cast on Greeley Cablevision channel 8. This area also coordinates teleconferences and videotape purchases for the college.

## 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 ensure 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 preventive maintenance and service.







# SCHOOL OF ARTS AND SCIENCES

**Dean:** Dr. Dwane Raile  
**Secretary:** Judy Elliott

**Location:** Westview, Room, 694B  
**Telephone:** 330-8008, Ext. 220

The School of Arts and Sciences offers a large number of courses intended to serve a variety of student needs. In general, Arts and Sciences courses are designed for students enrolled in a two-year Associate of Arts, Associate of Science, or Associate of General Studies degree and for students preparing to complete a baccalaureate program at a four-year institution.

In addition, Arts and Sciences offerings may benefit Occupational Education students, serving as requirements or electives within particular occupational programs. The Arts and Sciences curriculum provides day and evening courses and, through continuing education offerings, serves the special educational interests of the community.

Students who earn the Associate of Arts and Associate of Science degrees will meet most requirements for transfer to a four-year institution. Students enrolled in these degree programs should fulfill elective requirements by taking courses that relate directly to a career or academic major at another college or university. For the Arts student who desires to begin work toward a particular major, the Arts and Sciences instructional divisions have developed areas of emphasis, some of which are described within this section of the catalog.

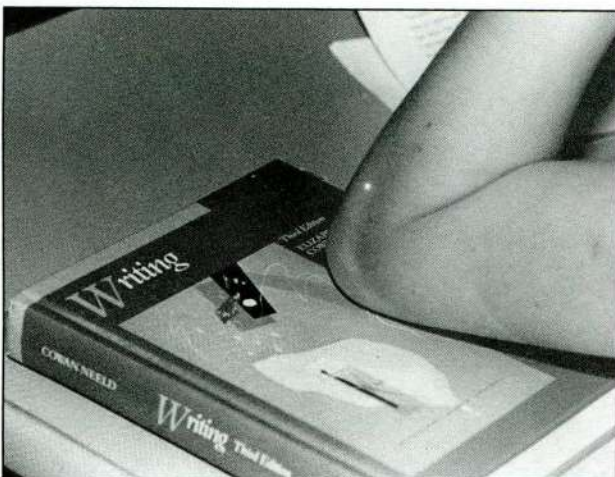
The School of Arts and Sciences provides a wide variety of instructional offerings. In addition to arts and sciences course work, the curriculum includes related vocational-technical instruction and continuing education courses, allowing people of all interests, ages, and skills to complete college work, acquire new skills, improve existing skills, and pursue special interest.

## GENERAL EDUCATION CORE TRANSFER PROGRAM

A student attending one of Colorado's 15 community/junior colleges can complete a common core of classes that will meet the freshman-sophomore general education requirements at most baccalaureate, degree-granting programs in Colorado's publicly supported four-year institutions.

The Core Transfer Curriculum provides a comprehensive block of transferable classes that Aims Community College students may complete alone or as the general education component of the two-year Associate of Arts or Associate of Science degrees.

For more information, students should consult their advisor.



## CORE TRANSFER CLASSES

In order to be accepted for transfer under the core transfer agreement, a grade of "C" or better is required in each core class.

### Communications

|         |                                    |
|---------|------------------------------------|
| ENG 121 | English Composition I              |
| ENG 122 | English Composition II             |
| SPE 115 | Principles of Speech Communication |

### Mathematics

|         |                            |
|---------|----------------------------|
| MAT 121 | College Algebra            |
| MAT 125 | Survey of Calculus         |
| MAT 135 | Introduction to Statistics |
| MAT 201 | Calculus I                 |
| MAT 202 | Calculus II                |
| MAT 203 | Calculus III               |

### Science

|         |                               |
|---------|-------------------------------|
| AST 101 | Astronomy I                   |
| AST 102 | Astronomy II                  |
| BIO 105 | Science of Biology            |
| BIO 111 | General College Biology I     |
| BIO 112 | General College Biology II    |
| BIO 113 | General College Biology III   |
| CHE 101 | Introduction to Chemistry I   |
| CHE 102 | Introduction to Chemistry II  |
| CHE 111 | General College Chemistry I   |
| CHE 112 | General College Chemistry II  |
| CHE 113 | General College Chemistry III |
| GEY 111 | Physical Geology              |
| GEY 121 | Historical Geology            |
| PHY 105 | Conceptual Physics            |
| PHY 111 | Physics: Algebra-based I      |
| PHY 112 | Physics: Algebra-based II     |
| PHY 113 | Physics: Algebra-based III    |
| PHY 211 | Physics: Calculus-based I     |
| PHY 212 | Physics: Calculus-based II    |
| PHY 213 | Physics: Calculus-based III   |

### Social and Behavioral Sciences

|         |                                   |
|---------|-----------------------------------|
| ANT 101 | Cultural Anthropology             |
| ANT 111 | Physical Anthropology             |
| ECO 201 | Principles of Macroeconomics      |
| ECO 202 | Principles of Microeconomics      |
| GEO 105 | Geography                         |
| HIS 101 | Western Civilization I            |
| HIS 102 | Western Civilization II           |
| HIS 103 | Western Civilization III          |
| HIS 201 | U.S. History I                    |
| HIS 202 | U.S. History II                   |
| HIS 203 | U.S. History III                  |
| POS 105 | Introduction to Political Science |
| POS 111 | American Government               |
| PSY 101 | General Psychology I              |
| PSY 102 | General Psychology II             |
| SOC 101 | Introduction to Sociology I       |
| SOC 102 | Introduction to Sociology II      |

## SCHOOL OF ART AND SCIENCES, cont.

### Humanities

|         |                                  |
|---------|----------------------------------|
| ART 111 | Art History I                    |
| ART 112 | Art History II                   |
| 111     | Foreign Language I               |
| 112     | Foreign Language II, Part 1      |
| 113     | Foreign Language II, Part 2      |
| 211     | Foreign Language III             |
| 212     | Foreign Language IV, Part 1      |
| 213     | Foreign Language IV, Part 2      |
| HUM 121 | Survey of Humanities I           |
| HUM 122 | Survey of Humanities II          |
| HUM 123 | Survey of Humanities III         |
| LIT 115 | Introduction to Literature I     |
| LIT 201 | Masterpieces of Literature I     |
| LIT 202 | Masterpieces of Literature II    |
| MUS 120 | Music Appreciation               |
| MUS 121 | Introduction to Music History I  |
| MUS 122 | Introduction to Music History II |
| PHI 111 | Introduction to Philosophy       |
| PHI 112 | Ethics                           |
| PHI 113 | Logic                            |
| THE 211 | Development of Theatre I         |
| THE 212 | Development of Theatre II        |

Not all courses are offered at Aims Community College and courses listed may not be offered each quarter.

### ASSOCIATE DEGREES

Included within the Arts and Sciences program are three degree options: the Associate of Arts (A.A.) degree, the Associate of Science (A.S.) degree and the Associate of General Studies (A.G.S.) degree.

### ASSOCIATE OF GENERAL STUDIES DEGREE (A.G.S.)

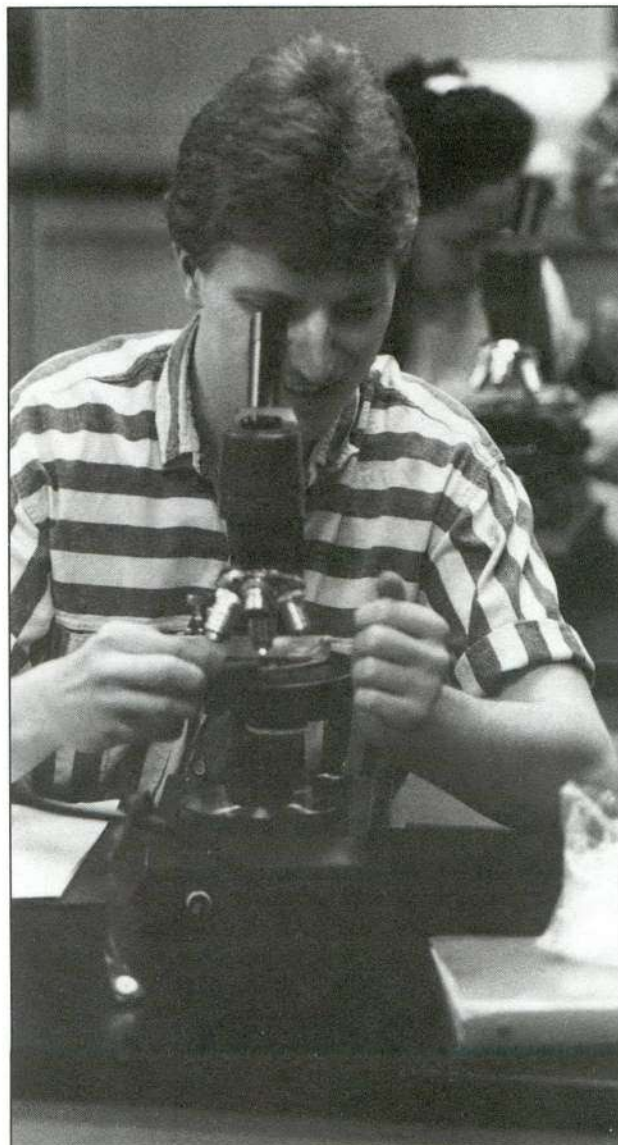
The purpose of the A.G.S. degree is to serve students who need an individualized degree program for job requirements, career advancement and/or personal development. The A.G.S. degree, however, does not guarantee transferability nor employability. A unique characteristic of the degree is that the field of study is determined by the student in consultation with a faculty advisor. Each student must develop a written statement of Goals and Objectives and specific courses needed to satisfy those objectives. In addition, a core curriculum of general education courses must be completed. The student who is pursuing a particular major at a four-year institution may wish to select a particular area of emphasis within the degree. A degree contract must be signed by the student, faculty advisor and the Deans of Arts & Sciences and Occupational Education prior to acceptance into the degree program.

### 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 classes 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 how to register for the individualized class.



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

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

|                                   | <b>Credits</b> |
|-----------------------------------|----------------|
| <b>General Education</b>          |                |
| Communications                    | 15             |
| Humanities                        | 15             |
| Behavioral and Social Sciences    | 15             |
| Mathematics, Science and Computer | 15             |
| Physical Education                | 5              |
| Electives                         | 31             |
| <b>Total</b>                      | <b>96</b>      |

## CORE CURRICULUM

**Total Minimum Requirements: CREDITS**

### COMMUNICATIONS

|         |  |   |
|---------|--|---|
| ENG 121 | English Composition  | 5 |
|         | As a result of placement testing, students may be required to take Fundamentals of Composition (ENG 105) as a prerequisite for ENG 121. Students who take ENG 105, which is a non-transferable course, must have a 'C' or better in that course before they will be admitted to ENG 121. |   |
|         | Proficiency in essay writing is required for a passing grade, and students must have a 'C' or better in ENG 121 before they will be admitted to ENG 122.   |   |
|         | Students should take ENG 121 within the first two quarters of their degree program.  |   |
| ENG 122 | English Composition II   | 5 |
|         | Prerequisite: ENG 121  |   |
| SPE 115 | Principles of Speech Communication   | 5 |

**Total Credits for A.A. Degree 15**

### HUMANITIES

**CREDITS**

Students will take three courses from at least two different disciplines. The following course is required of all students:

|         |                        |   |
|---------|------------------------|---|
| HUM 121 | Survey of Humanities I | 5 |
|---------|------------------------|---|

Students will select the other two courses from those listed below.

|         |                              |   |
|---------|------------------------------|---|
| ART 111 | Art History I                | 5 |
| ART 112 | Art History II               | 5 |
| SPA 111 | Spanish Language I           | 5 |
| SPA 112 | Spanish Language II, Part 1  | 5 |
| SPA 113 | Spanish Language II, Part 2  | 5 |
| SPA 211 | Spanish Language III         | 5 |
| FRE 111 | French Language I            | 5 |
| FRE 112 | French Language II, Part 1   | 5 |
| FRE 113 | French Language II, Part 2   | 5 |
| JPN 111 | Japanese Language I          | 5 |
| JPN 112 | Japanese Language II, Part 1 | 5 |
| JPN 113 | Japanese Language II, Part 2 | 5 |
| HUM 122 | Survey of Humanities II      | 5 |
| HUM 123 | Survey of Humanities III     | 5 |
| LIT 115 | Introduction to Literature   | 5 |

|         |                                  |   |
|---------|----------------------------------|---|
| LIT 201 | Masterpieces of Literature I     | 5 |
| LIT 202 | Masterpieces of Literature II    | 5 |
| MUS 120 | Music Appreciation               | 5 |
| MUS 121 | Introduction to Music History I  | 5 |
| MUS 122 | Introduction to Music History II | 5 |
| THE 211 | Development of Theatre I         | 5 |
| THE 212 | Development of Theatre II        | 5 |
| PHI 111 | Introduction to Philosophy       | 5 |
| PHI 112 | Ethics                           | 5 |
| PHI 113 | Logic                            | 5 |

**Total Credits for A.A. Degree 15**

### BEHAVIORAL AND SOCIAL SCIENCES CREDITS

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

**Select from two of the following areas: 10**

#### ANTHROPOLOGY

|         |                       |   |
|---------|-----------------------|---|
| ANT 101 | Cultural Anthropology | 5 |
|---------|-----------------------|---|

#### ECONOMICS

|         |                              |   |
|---------|------------------------------|---|
| ECO 201 | Principles of Macroeconomics | 5 |
| ECO 202 | Principles of Microeconomics | 5 |

#### HISTORY

|         |                           |   |
|---------|---------------------------|---|
| HIS 101 | Western Civilization I    | 5 |
| HIS 102 | Western Civilization II   | 5 |
| HIS 103 | Western Civilization III  | 5 |
| HIS 201 | United States History I   | 5 |
| HIS 202 | United States History II  | 5 |
| HIS 203 | United States History III | 5 |

#### POLITICAL SCIENCE

|         |                                   |   |
|---------|-----------------------------------|---|
| POS 105 | Introduction to Political Science | 5 |
| POS 111 | American Government               | 5 |

#### GEOGRAPHY

|         |           |   |
|---------|-----------|---|
| GEO 105 | Geography | 5 |
|---------|-----------|---|

**Total Credits for A.A. Degree 15**

**NOTE:** Behavioral-Social Science Courses not listed as core requirements will fulfill elective credits for the A.A. degree.

### MATHEMATICS, SCIENCE, COMPUTER

**Note:** All course prerequisites must be met for the following courses. Students who earn a D grade in a course which is part of a sequence (e.g. MAT 111, MAT 112, MAT 135) should not continue on with the next course in the series. They are strongly advised to repeat the course and demonstrate mastery of the material by earning a grade of C or better.

## ASSOCIATE OF ARTS (A.A.), cont.

### MATHEMATICS

### CREDITS

Students will select a minimum of one of the following choices:

|                         |  |    |
|-------------------------|--|----|
| MAT 121                 | College Algebra                            | 6  |
| MAT 125                 | Survey of Calculus                         | 5  |
| MAT 135                 | Introduction to Statistics                 | 5  |
| MAT 201,<br>202,<br>203 | Calculus I, II and III<br>(5 credits each) | 15 |

### SCIENCE

Students will select a minimum of one of the following choices:

|         |                               |   |
|---------|-------------------------------|---|
| BIO 105 | Science of Biology            | 5 |
| BIO 111 | General College Biology I     | 5 |
| BIO 112 | General College Biology II    | 5 |
| BIO 113 | General College Biology III   | 5 |
| CHE 111 | General College Chemistry I   | 5 |
| CHE 112 | General College Chemistry II  | 5 |
| CHE 113 | General College Chemistry III | 5 |
| GEY 111 | Physical Geology              | 5 |
| GEY 121 | Historical Geology            | 5 |
| PHY 105 | Conceptual Physics            | 5 |
| PHY 111 | Physics: Algebra-based I      | 5 |
| PHY 112 | Physics: Algebra-based II     | 5 |
| PHY 113 | Physics: Algebra-based III    | 5 |
| PHY 211 | Physics: Calculus-based I     | 5 |
| PHY 212 | Physics: Calculus-based II    | 5 |
| PHY 213 | Physics: Calculus-based III   | 5 |

### MATHEMATICS, SCIENCE, COMPUTER

Students will select from courses having the following prefixes:  
AST, BIO, CHE, CIS, CSC, EAS, GEY, MAT, PHY, SCI or STA.  
minimum of 5 credits

**Note:** The following courses may not be used towards the Mathematics and Science requirements for the A.A. degree: MAT 101, MAT 110, MAT 111, MAT 112, MAT 113, PHY 101, SCI 230 and any courses numbered below 100.

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

**15**

### PHYSICAL EDUCATION

### CREDITS

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

**Total credits for A.A. Degree**

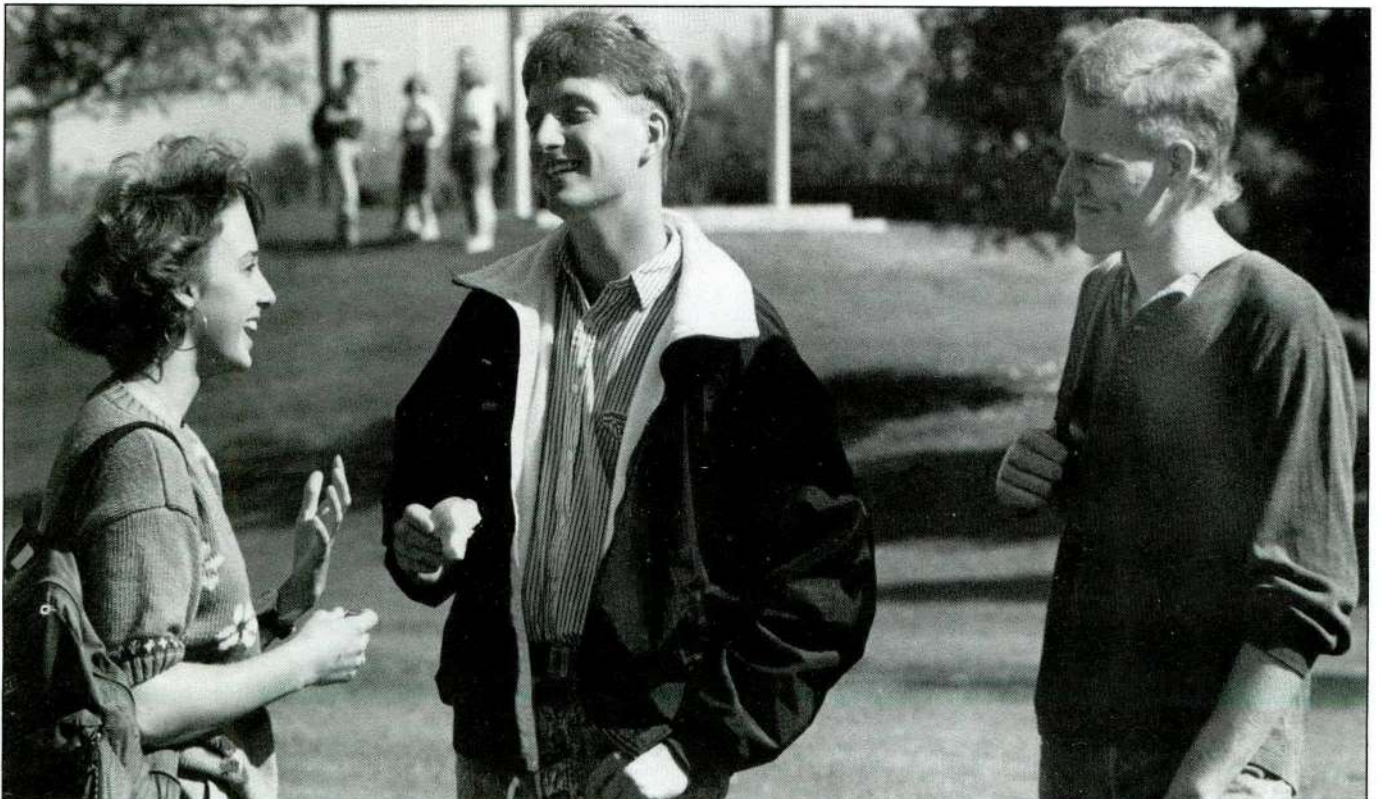
**5**

### ELECTIVES

Electives may be chosen from the core curriculum, other Arts and Sciences courses and specific Occupational Education courses. Occupational Education courses may be used if they will support a student's particular educational goals. However, some colleges and universities may not accept the transfer of courses that are in the School of Occupational Education. Students should consult their advisors for help in choosing appropriate courses for their specific educational needs.

**Total credits for A.A. Degree**

**Minimum of 31**



# ASSOCIATE OF SCIENCE (A.S.) DEGREE (LIBERAL ARTS MAJOR)

Students seeking the Associate of Science degree must earn minimum credits in the following subject areas.

| General Education                 | CREDITS   |
|-----------------------------------|-----------|
| Communications                    | 15        |
| Humanities                        | 15        |
| Behavioral and Social Science     | 15        |
| Physical Education                | 5         |
| Mathematics, Science and Computer | 46        |
| <b>Total</b>                      | <b>96</b> |

## CORE CURRICULUM

Total Minimum Requirements: CREDITS

### COMMUNICATIONS

|         |                     |   |
|---------|---------------------|---|
| ENG 121 | English Composition | 5 |
|---------|---------------------|---|

As a result of placement testing, students may be required to take Fundamentals of Composition (ENG 105) as a prerequisite for ENG 121. Students who take ENG 105, which is a non-transferable course, must have a 'C' or better in that course before they will be admitted to ENG 121. Proficiency in essay writing is required for a passing grade, and students must have a 'C' or better in ENG 121 before they will be admitted to ENG 122.

Students should take ENG 121 within the first two quarters of their degree program.

|         |                                    |   |
|---------|------------------------------------|---|
| ENG 122 | English Composition II             | 5 |
|         | Prerequisite: ENG 121              |   |
| SPE 115 | Principles of Speech Communication | 5 |

Total Credits for A.S. Degree 15

### HUMANITIES

CREDITS

Students will take three courses from at least two different disciplines. The following course is required of all students:

|         |                        |   |
|---------|------------------------|---|
| HUM 121 | Survey of Humanities I | 5 |
|---------|------------------------|---|

Students will select the other two courses from those listed below.

|         |                              |   |
|---------|------------------------------|---|
| ART 111 | Art History I                | 5 |
| ART 112 | Art History II               | 5 |
| SPA 111 | Spanish Language I           | 5 |
| SPA 112 | Spanish Language II, Part 1  | 5 |
| SPA 113 | Spanish Language II, Part 2  | 5 |
| SPA 211 | Spanish Language III         | 5 |
| FRE 111 | French Language I            | 5 |
| FRE 112 | French Language II, Part 1   | 5 |
| FRE 113 | French Language II, Part 2   | 5 |
| JPN 111 | Japanese Language I          | 5 |
| JPN 112 | Japanese Language II, Part 1 | 5 |
| JPN 113 | Japanese Language II, Part 2 | 5 |
| HUM 122 | Survey of Humanities II      | 5 |
| HUM 123 | Survey of Humanities III     | 5 |
| LIT 115 | Introduction to Literature   | 5 |

|         |                                  |   |
|---------|----------------------------------|---|
| LIT 201 | Masterpieces of Literature I     | 5 |
| LIT 202 | Masterpieces of Literature II    | 5 |
| MUS 120 | Music Appreciation               | 5 |
| MUS 121 | Introduction to Music History I  | 5 |
| MUS 122 | Introduction to Music History II | 5 |
| THE 211 | Development of Theatre I         | 5 |
| THE 212 | Development of Theatre II        | 5 |
| PHI 111 | Introduction to Philosophy       | 5 |
| PHI 112 | Ethics                           | 5 |
| PHI 113 | Logic                            | 5 |

Total Credits for A.S. Degree 15

### BEHAVIORAL AND SOCIAL SCIENCE CREDITS

Select one of the following courses: 5

|         |                             |   |
|---------|-----------------------------|---|
| PSY 101 | General Psychology I        | 5 |
| SOC 101 | Introduction to Sociology I | 5 |

Select from two of the following five areas: 10

#### ANTHROPOLOGY

|         |                       |   |
|---------|-----------------------|---|
| ANT 101 | Cultural Anthropology | 5 |
|---------|-----------------------|---|

#### ECONOMICS

|         |                              |   |
|---------|------------------------------|---|
| ECO 201 | Principles of Macroeconomics | 5 |
| ECO 202 | Principles of Microeconomics | 5 |

#### HISTORY

|         |                           |   |
|---------|---------------------------|---|
| HIS 101 | Western Civilization I    | 5 |
| HIS 102 | Western Civilization II   | 5 |
| HIS 103 | Western Civilization III  | 5 |
| HIS 201 | United States History I   | 5 |
| HIS 202 | United States History II  | 5 |
| HIS 203 | United States History III | 5 |

#### POLITICAL SCIENCE

|         |                                   |   |
|---------|-----------------------------------|---|
| POS 105 | Introduction to Political Science | 5 |
| POS 111 | American Government               | 5 |

#### GEOGRAPHY

|         |           |   |
|---------|-----------|---|
| GEO 105 | Geography | 5 |
|---------|-----------|---|

Total Credits for A.S. Degree 15

### PHYSICAL EDUCATION CREDITS

A minimum of five, separate credits of prefixes PEA, PEB, PED, PEF 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 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 Registrar.

Total Credits for A.S. Degree 5

## ASSOCIATE OF SCIENCE (A.S.), cont.

### MATHEMATICS, SCIENCE, COMPUTER

**Note:** Students pursuing an Associate of Science degree must see an advisor in the Mathematics, Science and Computer Division to help them plan their academic program. Furthermore, all degree plans must be **approved** by the Division Director of Mathematics, Science and Computer.

The Associate of Science Degree is awarded only to those students who have met the minimum degree requirements and who have demonstrated competency in both mathematics and science disciplines. This degree will not be granted to students who have completed only survey type courses in several mathematics and science areas.

A **minimum** of 46 credits is required for the Associate of Science Degree. Students should give maximum attention to prerequisites and corequisites as stated in the catalog. All mathematics and science courses applied to this degree must be completed with a grade of 'C' or better. All course prerequisites must be met for the following courses.

#### MATHEMATICS CREDITS

Students will select a minimum of one of the following choices:

|                          |  |    |
|--------------------------|--|----|
| MAT 121                  | College Algebra                            | 6  |
| MAT 125                  | Survey of Calculus                         | 5  |
| MAT 201,<br>202 &<br>203 | Calculus I, II and III<br>(5 credits each) | 15 |

#### SCIENCE

Students will select a minimum of one of the following sequence choices:

|                          |                                       |    |
|--------------------------|---------------------------------------|----|
| BIO 111,<br>112 &<br>113 | General College Biology I, II and III | 15 |
|--------------------------|---------------------------------------|----|

|                          |  |    |
|--------------------------|--|----|
| CHE 111,<br>112 &<br>113 | General College Chemistry I, II and III  | 15 |
| PHY 111,<br>112 &<br>113 | Physics: Algebra-based I, II and III   | 15 |
| PHY 211,<br>212 &<br>213 | Physics: Calculus-based I, II and III  | 15 |
| GEY 111,<br>112 &<br>121 | Physical Geology, Introduction to Field<br>Geology and Mapping and Historical<br>Geology | 13 |

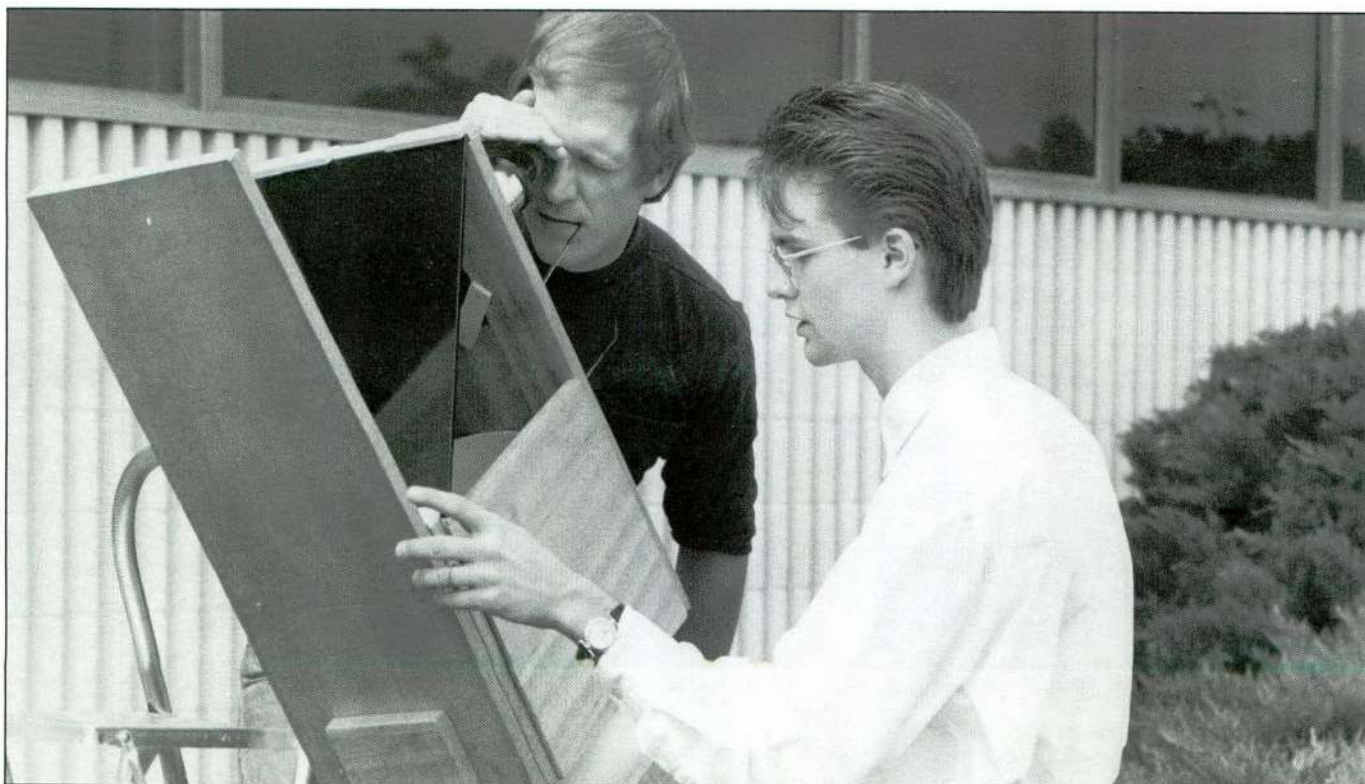
#### MATHEMATICS, SCIENCE, COMPUTER

Students will select from **approved courses** having the following prefixes: AST, BIO, CHE, CIS, CSC, EAS, GEY, MAT, PHY or STA.

28 or less as appropriate

**Note:** The following courses may not be used towards the mathematics and science requirements for the A. S. Degree: MAT 101, MAT 110, MAT 111, MAT 112, MAT 113, PHY 101 and any courses numbered below 100.

**Total Credits for the A. S. Degree** **minimum of 46**



# ASSOCIATE OF GENERAL STUDIES (A.G.S.) DEGREE

Students seeking the Associate of General Studies degree must complete the Associate of General Studies Degree Contract to be signed by the faculty advisor, the Dean of Arts & Sciences and the Dean of Occupational Education prior to acceptance into the degree program.

Students must then earn minimum credits in the following subject areas:

|                               | <b>CREDITS</b> |
|-------------------------------|----------------|
| Communications and Humanities | 15             |
| Mathematics and Science       | 9              |
| Behavioral and Social Science | 10             |
| Physical Education            | 2              |
| Professional Courses          | 14             |
| Electives                     | <u>46</u>      |
| <b>Total</b>                  | <b>96</b>      |

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

**COMMUNICATIONS AND HUMANITIES** **15**

**Required Courses:**

|         |                                     |   |
|---------|-------------------------------------|---|
| ENG 121 | English Composition I               | 5 |
| SPE 115 | Principles of Speech Communications | 5 |
|         | or                                  |   |
| SPE 110 | Communications Concepts             | 5 |
|         | or                                  |   |
| SPE 118 | Interpersonal Communications        | 5 |

Select one of the Humanities five-hour courses listed in the current catalog for the A.A. degree. 5

**MATHEMATICS, SCIENCE, COMPUTER** **9**

Any combination of courses with the following prefixes which are 100 level and above: AST, BIO, CHE, CSC, EAS, GEY, PHY, SCI, STA OR MAT. (The following courses will not apply to this category: MAT 101, MAT 110, MAT 111, MAT 112, MAT 113, PHY 101.)

**BEHAVIORAL AND SOCIAL SCIENCE** **10**

Any combination of courses listed in the current catalog for the A.A. degree.

**PHYSICAL EDUCATION** **2**

Veterans or students with a doctor's excuse may have their physical education requirements waived by the Registrar (See catalog). However, students must still meet the 96 credit requirement for the A.G.S. degree. Select from courses with the following prefixes: PEA, PEB, PED, PEF.

**PROFESSIONAL COURSES** **14**

Any combination of professional courses with the following prefixes as listed in the current catalog: BUS, CSC, MGT, CIS, HLH.

**ELECTIVE CREDIT** **46**

Requirement may be satisfied with courses in the Arts and Sciences and/or Occupational Education areas as listed in the current catalog. Total credits earned with a specific occupational program or academic discipline may not exceed 30 credits.

**Total Credits for A.G.S. Degree** **96**



# BEHAVIORAL & SOCIAL SCIENCE DIVISION

Division Director:  
 Division Secretary:  
 Location:  
 Telephone:

Dr. John Turner  
 Kathy Mickelson  
 Westview, 2nd floor, 660  
 330-8008, ext. 208

The curricula described in the following sections are designed to assist those students who are pursuing particular majors at a four-year institution or particular careers. The A.A. degree Liberal Arts Major 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.



## 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 institution to which they plan to transfer as well as the assistance of an Aims faculty advisor. The following plan has been designed to assist in transfer to the University of Northern Colorado.

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

|   | <b>CREDITS</b> |
|---|----------------|
| <b>COMMUNICATIONS</b>   | <b>15</b>      |
| ENG 121 English Composition I   | 5              |
| ENG 122 English Composition II  | 5              |
| SPE 115 Principles of Speech Communication  | 5              |
| <b>HUMANITIES</b>   | <b>15</b>      |
| HUM 121 Survey of Humanities I  | 5              |
| LIT 115 Introduction to Literature  | 5              |
| See A.A. degree requirements  | 5              |
| <b>BEHAVIORAL AND SOCIAL SCIENCES</b>   | <b>15</b>      |
| HIS 201 U.S. History I  | 5              |
| GEO 105 Geography   | 5              |
| See A.A. degree requirements  | 5              |
| <b>PHYSICAL EDUCATION</b>   | <b>5</b>       |
| See A.A. degree requirements  | 5              |
| <b>MATHEMATICS, SCIENCE AND COMPUTER</b>  | <b>15</b>      |
| BIO 105 Science of Biology<br>(or EAS 105 Earth Science)  | 5              |
| PHY 105 Conceptual Physics  | 5              |
| See A.A. degree requirements  | 5              |
| <b>ELECTIVES AND MAJOR</b>  | <b>31</b>      |
| A. UNC requires a Liberal Arts and Sciences major, selected from a specific list, for those in the Elementary Education program. Transferable lower-division courses may be taken at Aims.              |                |
| B. UNC requires the following additional courses for those in the Elementary Education program. They may be taken at Aims.  |                |
| ART 100 Art Appreciation  | 5              |
| MUS 105 Fundamentals of Music   | 5              |
| SOC 218 Sociology of Minorities   | 5              |
| POS 111 American Government   | 5              |
| PSY 166 Developmental Psychology<br>(or LIT 115 - listed as option under Humanities)  | 5              |
| C. It is recommended that the following two courses be taken during the first half of a bachelor's program. They are not available at Aims, but can be acquired through concurrent registration at UNC. |                |
| EDFE 170 Introduction to Field Based Experience   |                |
| MATH 181 Fundamentals of Mathematics I  |                |
| <b>Total Credits for Area of Emphasis</b>   | <b>96</b>      |



## GENERAL PSYCHOLOGY EMPHASIS

This emphasis prepares students for transferring to UNC's undergraduate program in psychology.

### 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>MATHEMATICS, SCIENCE AND COMPUTER</b>  | 15             |
| MAT 135 Introduction to Statistics  | 5              |
| BIO 111 General College Biology I   | 5              |
| See A.A. degree requirements  | 5              |
| <b>PHYSICAL EDUCATION</b>   | 5              |
| <b>BEHAVIORAL AND SOCIAL SCIENCE</b>  | 15             |
| PSY 101 General psychology I  | 5              |
| See A.A. degree requirements  | 10             |
| <b>Electives</b>  | <b>25</b>      |
| PSY 102 General Psychology II   | 5              |
| PSY 166 Developmental Psychology  | 5              |
| PSY 221 Abnormal Psychology   | 5              |
| PSY 241 Biofeedback I   | 5              |
| PSY 261 Theory and Practice of Counseling   | 5              |
| Take six additional credits of your choice<br>(Check with advisor to ensure the credits are transferable to UNC). | 6              |
| <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>MATHEMATICS, SCIENCE AND COMPUTER</b>  | 15             |
| MAT 135 Introduction to Statistics        | 5              |
| See A.A. degree requirements              | 10             |
| <b>PHYSICAL EDUCATION</b>                 | 5              |
| <b>BEHAVIORAL AND SOCIAL SCIENCE</b>      | 15             |
| PSY 101 General Psychology I              | 5              |
| See A.A. degree requirements              | 10             |
| <b>Electives</b>                          | <b>31</b>      |
| PSY 261 Theory and Practice of Counseling | 5              |
| PSY 225 Advanced Counseling               | 5              |
| PSY 288 Basic Therapeutic Skills          | 4              |
| PSY 221 Abnormal Psychology               | 5              |
| PSY 241 Biofeedback I                     | 5              |
| PSY 138 Biofeedback and Stress Management | 4              |
| PSY 111 Basic Human Potential             | 3              |
| <b>Total Credits for Area of Emphasis</b> | <b>96</b>      |



## BIOFEEDBACK 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, SCIENCE AND COMPUTER</b>                                   | 15             |
| MAT 135 Introduction to Statistics   | 5              |
| BIO 105 Science of Biology   |                |
| or   |                |
| BIO 111 General College Biology I  | 5              |
| BIO 211 Human Anatomy and Physiology I                                     |                |
| or   |                |
| BIO 213 Human Anatomy and Physiology III                                   | 5              |
| <b>Electives</b>   | 24             |
| PSY 138 Biofeedback and Stress Management                                  | 4              |
| PSY 225 Advanced Counseling  | 5              |
| PSY 241 Biofeedback I: Biofeedback & the Psychology of Health (Principles) | 5              |
| PSY 244 Biofeedback and Health   | 5              |
| PSY 261 Theory and Practice of Counseling                                  | 5              |
| <b>Electives</b>   | 7              |
| <b>Total Credits for Area of Emphasis</b>                                  | <b>96</b>      |

## CRIMINAL JUSTICE EMPHASIS

This emphasis will prepare individuals for transfer to four-year college or university criminal justice, pre-law, political science, social work, or sociology programs. For further information and/or advising on career or transfer possibilities, contact the Criminal Justice Department. (Ext. 453, 560, or 269)

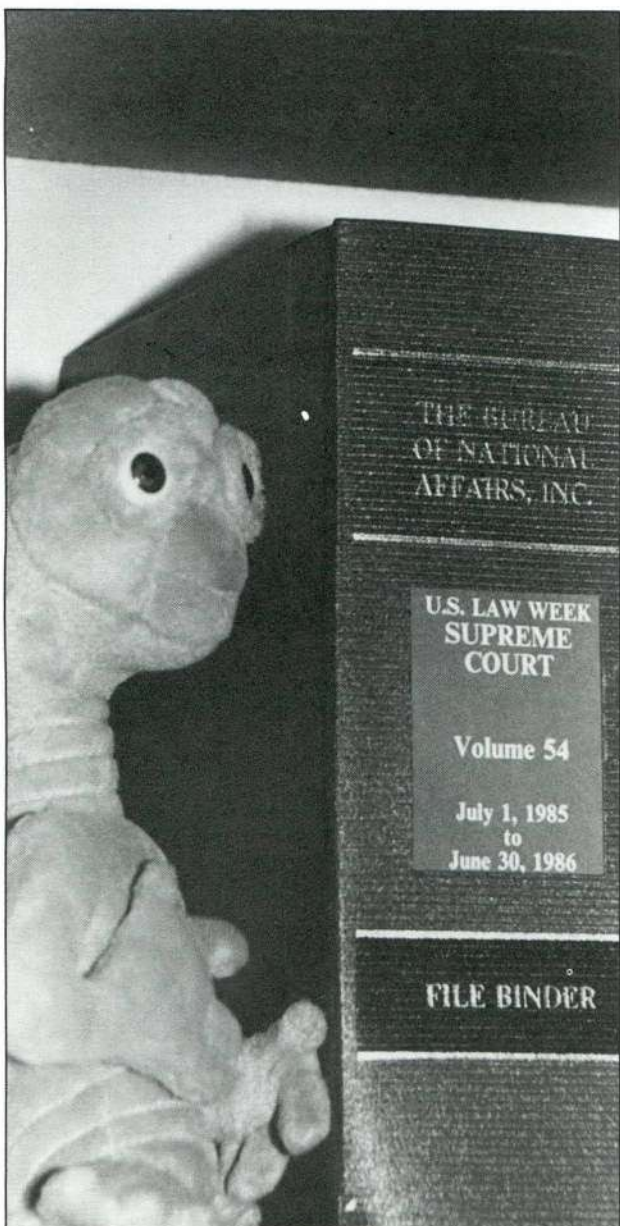
**Recommended degree requirements for area of emphasis:**

|   | <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             |
| See A.A. degree requirements              |                |
| <b>MATHEMATICS, SCIENCE AND COMPUTER</b>  | 15             |
| See A.A. degree requirements              |                |
| <b>PHYSICAL EDUCATION</b>                 | 5              |
| See A.A. degree requirements              |                |
| <b>Electives</b>                          | 40             |
| CRJ 110 Introduction to Criminal Justice  | 5              |
| CRJ 111 The Police Function               | 5              |
| CRJ 112 The Judicial Function             | 5              |
| CRJ 113 The Correctional Function         | 5              |
| CRJ 114 Community and the Justice System  | 5              |
| CRJ 201 Criminal Law                      | 5              |
| CRJ 202 Constitutional Law                | 5              |
| CRJ 203 Criminal Procedure                | 5              |
| <b>Total Credits for Area of Emphasis</b> | <b>105</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 ensure 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; criminal and civil law by criminal justice courses. The Political Science Department will be pleased to assist prelaw students.

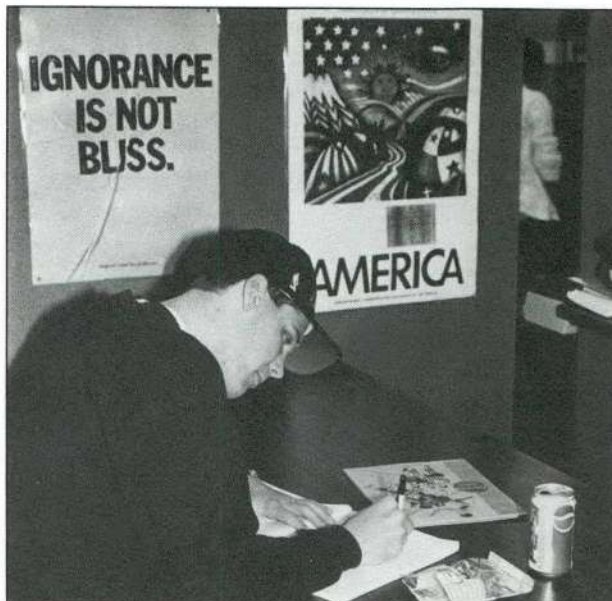


## POLITICAL SCIENCE EMPHASIS

This emphasis leads graduates 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 and consult with advisor.                                     |                |
| <b>BEHAVIORAL AND SOCIAL SCIENCE</b>   | 15             |
| Select one of the following:   |                |
| PSY 101    General Psychology I  | 5              |
| SOC 101    Introduction to Sociology I   | 5              |
| Also:  |                |
| POS 105    Introduction to Political Science   | 5              |
| POS 111    American Government   | 5              |
| POS 118    State and Local Governments   | 5              |
| <b>PHYSICAL EDUCATION</b>  | 5              |
| See A.A. degree requirements   |                |
| <b>MATHEMATICS, SCIENCE AND COMPUTER</b>   | 15             |
| See A.A. degree requirements   |                |
| <b>Electives</b>   | 31             |
| Select courses in political science, history, and humanities in consultation with advisor. |                |
| <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:

|   | 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        |
| GEO 105 World Geography   | 5         |
| PSY 101 General Psychology I  | 5         |
| POS 111 American Government   | 5         |
| 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, SCIENCE AND COMPUTER</b>  | 15        |
| See A.A. degree requirements  |           |
| <b>Electives *</b>  | 31        |
| *ECO 201 Principles of Macroeconomics   | 5         |
| *HIS 103 Western Civilization III   | 5         |
| *SOC 101 Introduction to Sociology I  | 5         |
| *POS 118 State and Local Governments  | 5         |
| Select an additional two credit hours in consultation with advisor.   |           |
| <b>Total Credits for Area of Emphasis</b>   | <b>96</b> |



## COLORADO ALCOHOL AND DRUG ABUSE CERTIFICATION PROGRAM AND EMPHASIS: DRUG/ALCOHOL COUNSELOR I

### PROGRAM DESCRIPTION:

Completion of certificate requirements will fulfill academic and field experience requirements established by the Colorado Department of Health's **Alcohol and Drug Abuse Division (ADAD)**, allowing the student to apply to work in certified drug/alcohol treatment centers and to apply for ADAD certification as a COUNSELOR I. Students may simultaneously work toward the completion of an A.A. degree and the Counselor I certificate by using certificate requirements as an area of emphasis within their degree program.

### POTENTIAL OPPORTUNITIES:

Certified Drug/Alcohol Treatment Counselors are employed by treatment centers, hospitals, and private clinics. ADAD certification is required of all employees working in certified treatment centers in Colorado.

### COUNSELOR I CERTIFICATE REQUIREMENTS

|  | CREDITS   |
|--|-----------|
| PSY 287 Client Records Management  | 3         |
| PSY 288 Basic Therapeutic Skills   | 4         |
| <b>PLUS</b>  |           |
| 1,000 hours of field experience in state approved treatment center. Students may receive academic credit for field experience hours by enrolling in: |           |
| PSY 267 Field Experience A   | 10        |
| PSY 268 Field Experience B   | 10        |
| PSY 269 Field Experience C   | 10        |
| Electives from list, below   | 15        |
| <b>Total Credits for Certificate</b>   | <b>52</b> |
| <b>Electives</b>   |           |
| PSY 261 Theory and Practice of Counseling  | 5         |
| PSY 221 Abnormal Psychology  | 5         |
| PSY 241 Biofeedback I  | 5         |
| PSY 225 Advanced Counseling  | 5         |
| PSY 289 Intro to Addictive Behaviors   | 5         |
| PSY 217 Group Counseling   | 5         |
| PSY 297 Psychology of Substance Abuse in Young Adults and Adult Criminals  | 3         |
| PSY 229 Alcohol and Substance Abuse  | 3         |
| HEN 107 Advanced Red Cross First Aid   | 5         |

### UPGRADING CERTIFICATION

In addition to clinical work experience and the completion of an A.A., B.A., or other degree, the State of Colorado will upgrade Counselor I certificate holders to Counselor II or Counselor III after completion of certain course work.

**BEHAVIORAL & SOCIAL SCIENCE DIVISION, cont.**

**COLORADO ALCOHOL AND DRUG ABUSE CERTIFICATION PROGRAM DRUG/ALCOHOL COUNSELOR II AND COUNSELOR III EMPHASIS**

The following courses may be used to upgrade Counselor I certificate holders to Counselor II or Counselor II certificate holders to Counselor III.

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

|  | <b>CREDITS</b> |
|--|----------------|
| <b>COMMUNICATIONS</b>                    | <b>15</b>      |
| See A.A. degree requirements             |                |
| <b>HUMANITIES</b>                        | <b>15</b>      |
| See A.A. degree requirements             |                |
| <b>BEHAVIORAL AND SOCIAL SCIENCE</b>     | <b>15</b>      |
| PSY 101 General Psychology I             | 5              |
| See A.A. degree requirements             |                |
| <b>PHYSICAL EDUCATION</b>                | <b>5</b>       |
| See A.A. degree requirements             |                |
| <b>MATHEMATICS, SCIENCE AND COMPUTER</b> | <b>15</b>      |
| See A.A. degree requirements             |                |

**ELECTIVES: STUDENTS MUST SELECT A MINIMUM OF 31**

| <b>ELECTIVE</b>   | <b>CREDITS</b> |
|---|----------------|
| PSY 261 Theory & Practice of Counseling                             | 5              |
| PSY 225 Advanced Counseling   | 4              |
| PSY 221 Abnormal Psychology   | 5              |
| PSY 289 Introduction to Addictive Behaviors                         | 5              |
| PSY 217 Group Counseling  | 5              |
| PSY 219 Resistant Client  | 2              |
| PSY 297 Psychology of Substance Abuse in Adults and Adult Offenders | 3              |
| PSY 138 Biofeedback and Stress Management                           | 4              |
| PSY 244 Biofeedback and Health                                      | 5              |
| PSY 241 Biofeedback I   | 5              |

**PROGRAM ADVISING**

The Program Advisor will assist students who are ADAD certified Counselor I or Counselor II to select courses from the above Electives which will lead to certificate upgrading.

**ALCOHOL AND DRUG ABUSE COUNSELOR ADVISORY COMMITTEE**

- |   |  |
|---|--|
| B. J. Dean,<br>Island Grove Treatment<br>Centers, Greeley, Ft. Lupton | Judith Hayes<br>Adams County School<br>District #50        |
| David Mundy<br>Counselor III  | Jacqueline Crick<br>Governor's Task Force<br>on Drug Abuse |

**FAMILY AND LIFE EDUCATION**

- |   |   |
|---|---|
| John Turner, Ph.D.<br>Division Director<br>Behavioral & Social Sciences<br>Aims Community College | Mellie Brand, M.A.<br>Department Chair<br>Aims Community College<br>North Colorado Medical Center |
|---|---|

**STAFF COORDINATORS**

- Joan Danford, B.A. - Parent and Professional Education  
Kathleen Stevens, R.N., M.S.N., I.C.C.E. - Expectant Families  
Katharine Frey, R.N.

**SENIOR EDUCATION PROGRAM**

- |  |  |
|--|--|
| John Turner, Ph.D.<br>Division Director<br>Behavioral and<br>Social Sciences<br>Aims Community College | Marilyn Gerbrandt, M.A.<br>Director, Senior Education Program<br>Behavioral and Social Science<br>Aims Community College |
|--|--|



# COMMUNICATIONS & HUMANITIES DIVISION

**Division Director:** Christa Adams  
**Division Secretary:** Elizabeth Korbitz  
**Secretaries:** Susan Young, Ronda Lopez  
**Location:** Westview, Room 652  
**Telephone:** 330-8008, Ext. 244 or 464  
**Writing Center Coordinator:** Michael Ort  
**Location:** Horizon Hall 305  
**Telephone:** 330-8008, Ext. 328

## FULL-TIME FACULTY AND AFFILIATED PERSONNEL:

Jane Abbott, Division Chair, West Campus  
 Christa Adams, Division Director  
 Dirksen Bauman, Composition, Humanities  
 Alysyan Broda, Department Chair, Speech  
 Jose Fajardo, Spanish  
 Chuck Fisher, Assistant Chair, Writing Center  
 Nancy Martz, Humanities, Composition  
 Michael Ort, Writing Center Coordinator, Composition  
 Tony Park, Composition, Humanities  
 Ken Peterson, Music, Theatre  
 Keith Reierstad, Division Chair, South Campus  
 Tedd Runge, Chairman, Design & Creative Studies  
 Ken Sauer, Chairman, Communications Media  
 Ruth Slomer, Speech  
 Dorothy Stewart, Literature, Composition  
 Ralph Tamasky, Department Chair, Foreign Language  
 Barbara Van-Nix, Composition, Humanities  
 Diane Vantine, Humanities, Literature, Composition  
 Russ Ward, Department Chair, English

## COMMUNICATIONS AND HUMANITIES SCHOLARSHIP

**AWARD:** **WRITING AWARD**  
 Awarding Division: Communications/Humanities  
 Award Amount: \$100 cash prize and framed certificate  
 Application Deadline: No deadline. Recipient chosen by instructors  
 Qualifications: Contact awarding Division for criteria



## BUSINESS TRANSFER EMPHASIS

**ADVISORS:** Dirksen Bauman, Alysyan Broda, Anthony Park, Ruth Slomer, and Barbara Van-Nix - Greeley Campus  
 Jane Abbott - West Campus  
 Keith Reierstad - South Campus

Communications/Humanities faculty advise those students who plan to complete an A.A. degree at Aims and then obtain a business degree at a four-year institution. Business transfer degrees are complex for two reasons: (1) university Business Departments are often reticent to accept business transfer courses; and (2) university business requirements are diverse. Therefore, the Business Transfer Emphasis is designed not only to inform students interested in a four-year business degree, but also to alert them of the need to consult a competent advisor.

Because different universities have different requirements, it is necessary that all (Full & P/T) students in this emphasis have one of the above listed advisors.

The Business Transfer Program is designed for students who are interested in pursuing a four-year degree in business. The Business Transfer Emphasis combines general education classes with specific Business courses.

### Recommended degree requirements for area of emphasis:

|  | <b>CREDITS</b> |
|--|----------------|
| <b>COMMUNICATIONS</b>  | <b>15</b>      |
| See A.A. degree requirements                                       |                |
| <b>HUMANITIES</b>  | <b>15</b>      |
| See A.A. degree requirements                                       |                |
| <b>BEHAVIORAL AND SOCIAL SCIENCE</b>                               | <b>15</b>      |
| See advisor for requirements                                       |                |
| <b>PHYSICAL EDUCATION</b>  | <b>5</b>       |
| See A.A. degree requirements                                       |                |
| <b>MATHEMATICS, SCIENCE AND COMPUTER</b>                           | <b>15</b>      |
| See A.A. degree requirements                                       |                |
| <b>Electives</b>   | <b>31</b>      |
| <b>Select electives based on transfer institution requirements</b> |                |
| <b>SEE ADVISOR</b>   |                |
| ACC 121 Principles of Accounting I                                 | 5              |
| ACC 122 Principles of Accounting II                                | 5              |
| ACC 123 Principles of Accounting III                               | 5              |
| BUS 217 Business Communications & Report Writing                   | 5              |
| BUS 216 Legal Environment of Business                              | 5              |
| CIS 118 Introduction to Microcomputer Applications                 | 5              |
| ECO 201 Principles of Macroeconomics                               | 5              |
| ECO 202 Principles of Microeconomics                               | 5              |
| POS 105 Introduction to Political Science                          | 5              |
| POS 111 American Government  | 5              |
| STA 201 Statistics for Business, Science, and Social Science       | 5              |
| STA 202 Statistics for Business, Science and Social Science II     | 5              |
| <b>Total Credits for Area of Emphasis</b>                          | <b>96</b>      |

## COMMUNICATIONS MEDIA EMPHASIS

**ADVISORS:** Ken Sauer and Scott Lowe

The Communications Media emphasis is designed for students who wish to transfer to a four-year college, or for students who wish to complete the two-year degree and move 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 Resource Center.

Students preparing for this area of study should ensure proper preparation in writing and speaking skills. Assessment 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>      |
| The following courses are required:                                       |                |
| ENG 121 English Composition I   | 5              |
| ENG 122 English Composition II  | 5              |
| SPE 115 Principles of Speech Communication                                | 5              |
| <b>HUMANITIES</b>   | <b>15</b>      |
| Students will take three courses from at least two different disciplines. |                |
| The following course is required of all students:                         |                |
| HUM 121 Survey of Humanities I  | 5              |
| Students will select the other two courses from those listed below:       |                |
| ART 111 Art History I   | 5              |
| SPA 111 Spanish Language I  | 5              |
| or  |                |
| SPA 112 Spanish Language II, Part 1                                       | 5              |
| or  |                |
| SPA 113 Spanish Language II, Part 2                                       | 5              |
| LIT 115 Introduction to Literature  | 5              |
| MUS 120 Music Appreciation  | 5              |
| PHI 111 Introduction to Philosophy  | 5              |
| THE 211 Development of Theatre I  | 5              |
| THE 212 Development of Theatre II   | 5              |
| <b>BEHAVIORAL AND SOCIAL SCIENCE</b>                                      | <b>15</b>      |
| See A.A. degree requirements  |                |
| <b>MATHEMATICS, SCIENCE AND COMPUTER</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>31</b>      |
| COM 112 Introduction to Mass Media  | 5              |
| COM 113 Introduction to Radio Broadcasting I                              | 5              |
| COM 114 Introduction to Television Broadcasting I                         | 5              |
| COM 118 Introduction to Audio Production                                  | 5              |
| COM 136 Broadcast Announcing  | 3              |
| COM 210 Newswriting I   | 5              |
| COM 211 Newswriting II  | 5              |
| COM 213 Introduction to Radio Broadcasting II                             | 5              |
| COM 214 Introduction to Television Broadcasting II                        | 5              |
| COM 241 Cable Television Production I                                     | 5              |
| COM 242 Cable Television Production II                                    | 5              |
| COM 245 Broadcast Copywriting and Production                              | 5              |
| COM 260 Broadcast Sales/Management  | 5              |
| COM 280 Desktop Video Production  | 3              |
| COM 291 TV Field Production   | 5              |

|  |                             |           |
|--|-----------------------------|-----------|
| COM 295                                | Advanced Video Tape Editing | 3         |
| COM 298                                | Mass Media Internship       | 5         |
| COM 299                                | Communications Practicum    | 1-3       |
| <b>Total Credits for Area Emphasis</b> |                             | <b>96</b> |

## LITERATURE EMPHASIS

**ADVISORS:** Dirksen Bauman, Nancy Martz, Tony Park, Dorothy Stewart, Barbara Van-Nix, and Diane Vantine - Greeley Campus

Jane Abbott - West Campus

Keith Reierstad - South Campus

The Literature Emphasis is intended to be transferable to a four-year college or university for a variety of literature and other humanities related majors. Humanities and Elective courses should be selected with the help of an advisor to fit the student's interests and intended concentration within the field. Information on careers in the field can also be obtained from the student's advisor.

Students preparing for this area of study should acquire adequate preparation in writing, reading, and speaking. Assessment in reading and writing skills is required before the student registers for the Literature Emphasis. Skills-building courses may be necessary before the student can undertake literature and/or humanities courses.

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

|   | <b>CREDITS</b> |
|---|----------------|
| <b>COMMUNICATIONS</b>   | <b>15</b>      |
| The following courses are required:                                       |                |
| ENG 121 English Composition I   | 5              |
| ENG 122 English Composition II  | 5              |
| SPE 115 Principles of Speech Communication                                | 5              |
| <b>HUMANITIES</b>   | <b>15</b>      |
| Students will take three courses from at least two different disciplines. |                |
| The following course is required of all students:                         |                |
| HUM 121 Survey of Humanities I  | 5              |
| Students will select the other two courses from those listed below:       |                |
| LIT 115 Introduction to Literature  | 5              |
| LIT 201 Masterpieces of Literature I                                      | 5              |
| LIT 202 Masterpieces of Literature II                                     | 5              |
| HUM 122 Survey of Humanities II   | 5              |
| HUM 123 Survey of Humanities III  | 5              |
| <b>BEHAVIORAL AND SOCIAL SCIENCE</b>                                      | <b>15</b>      |
| See A.A. degree requirements  |                |
| <b>MATHEMATICS, SCIENCE AND COMPUTER</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>31</b>      |
| LIT 116 The American West   | 5              |
| LIT 206 Shakespeare: Representative Plays                                 | 5              |
| LIT 215 Science Fiction   | 5              |
| LIT 217 Women in Literature and Media                                     | 5              |
| LIT 286 Studies in Literature   | 5              |
| ENG 226 Creative Writing  | 3-5            |
| THE 211 Development of Theatre I  | 5              |
| THE 212 Development of Theatre II   | 5              |
| HUM 105 World Mythology   | 3-5            |
| HUM 109 Modern American Culture   | 5              |
| ART 111 Art History I   | 5              |
| ART 112 Art History II  | 5              |

# DESIGN & CREATIVE STUDIES DEPARTMENT

**Chairman:**  
**Secretary:**  
**Location:**  
**Telephone:**

Tedd Runge  
Billie Cobb  
Ed. Beaty Hall, Room 521  
330-8008, Ext. 259

In the study of design and the arts, students may work to deepen their understanding of human expression and invention, to strengthen their sensory skills, to develop creative thinking abilities, and to create their own unique expressions, images, or objects.

Some transfer-level courses may be taken as general education requirements; others serve as electives within the program, or as course work toward a four-year program in design, visual arts, music, or theatre. Each course is not offered quarterly; some are offered annually, biannually, or on demand. (See Aims Quarterly Class Schedule.)

The curriculum for each area of emphasis is developed to fulfill both transfer university program requirements and needs of Northern Colorado firms offering work opportunities. Students who have specific plans for transfer should consult the faculty in Design and Creative Studies to choose appropriate course combinations. Areas of emphases are intended as guides and do not designate major requirements in a specific four-year designate program.



## DESIGN EMPHASIS

Recommended degree requirements for area of emphasis:

|   | <b>CREDITS</b> |
|---|----------------|
| <b>COMMUNICATIONS</b>   | 15             |
| See A.A. degree requirements  |                |
| <b>HUMANITIES</b>   | 15             |
| Students will take three courses from at least two different disciplines. The following course is required of all students: |                |
| HUM 121 Survey of Humanities I  | 5              |
| Students will select the other two courses from those listed below.   |                |
| ART 111 Art History I   | 5              |
| ART 112 Art History II  | 5              |
| MUS 120 Music Appreciation  | 5              |
| MUS 121 Introduction to Music History I   | 5              |
| MUS 122 Introduction to Music History II  | 5              |
| THE 211 Development of Theatre I  | 5              |
| THE 212 Development of Theatre II   | 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, SCIENCE AND COMPUTER</b>  | 15             |
| See A.A. degree requirements  |                |
| <b>Electives</b>  | 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              |
| ART 111 Art History I   | 5              |
| ART 112 Art History II  | 5              |
| Select from the following studio design courses, with advisory approval:  |                |
| ART 100 Art Appreciation  | 5              |
| ART 113 Art History III   | 5              |
| AAD 128 Computer Graphics I   | 3              |
| AAD 129 Computer Graphics II  | 3              |
| AAD 221 Graphic Design I  | 3              |
| AAD 222 Graphic Design II   | 3              |
| AAD 223 Graphic Design III  | 3              |
| AAD 225 Calligraphy I   | 3              |
| AAD 226 Calligraphy II  | 3              |
| AAD 227 Calligraphy III   | 3              |
| AAD 231 Figure Drawing I  | 3              |
| AAD 232 Figure Drawing II   | 3              |
| AAD 241 Photography I   | 3              |
| AAD 242 Photography II  | 3              |
| AAD 243 Photography III   | 3              |
| AAD 244 Photography IV  | 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              |
| ARS 244 Water Media II  | 3              |

**Total Credits for Area of Emphasis**

**96**



## FINE ARTS EMPHASIS

The Fine Arts Emphasis may be directed toward teacher preparation. Two options are available to the student: Art, or 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 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             |
| ART 111 Art History I   | 5              |
| ART 112 Art History II  | 5              |
| MUS 120 Music Appreciation  | 5              |
| MUS 121 Introduction to Music History I   | 5              |
| MUS 122 Introduction to Music History II  | 5              |
| THE 211 Development of Theatre I  | 5              |
| THE 212 Development of Theatre II   | 5              |
| See A.A. degree requirements  |                |
| <b>BEHAVIORAL AND SOCIAL SCIENCE</b>  | 15             |
| See A.A. degree requirements  |                |
| <b>PHYSICAL EDUCATION</b>   | 5              |
| See A.A. degree requirements  |                |
| <b>MATHEMATICS, SCIENCE AND COMPUTER</b>  | 15             |
| See A.A. degree requirements  |                |
| <b>Electives - Art</b>  | 31             |
| Select from the following courses with advisor approval:<br>(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:

|                                    |   |
|------------------------------------|---|
| ART 100 Art Appreciation           | 5 |
| ART 113 Art History III            | 5 |
| AAD 225 Calligraphy I              | 3 |
| AAD 226 Calligraphy II             | 3 |
| AAD 227 Calligraphy III            | 3 |
| AAD 231 Figure Drawing I           | 3 |
| AAD 232 Figure Drawing II          | 3 |
| ARS 125 Ceramic Design I           | 3 |
| ARS 126 Ceramic Design II          | 3 |
| ARS 127 Ceramic Design III         | 3 |
| ARS 135 Figure Painting I          | 3 |
| ARS 235 Figure Painting II         | 3 |
| ARS 241 Painting I                 | 3 |
| ARS 242 Painting II                | 3 |
| ARS 243 Water Media I              | 3 |
| ARS 244 Water Media II             | 3 |
| ARS 251 Sculpture I                | 3 |
| ARS 252 Sculpture II               | 3 |
| ARS 261 Jewelry and Metalwork I    | 3 |
| ARS 262 Jewelry and Metalwork II   | 3 |
| ARS 263 Jewelry and Metalwork III  | 3 |
| ARS 264 Jewelry and Metalwork IV   | 3 |
| ARS 271 Pottery/Wheel Throwing I   | 3 |
| ARS 272 Pottery/Wheel Throwing II  | 3 |
| ARS 273 Pottery/Wheel Throwing III | 3 |
| ARS 274 Pottery/Wheel Throwing IV  | 3 |
| ARS 281 Weaving I                  | 3 |
| ARS 282 Weaving II                 | 3 |

**Total Credits for Area of Emphasis** **96**

**Electives - Theatre** **31**

|   |     |
|---|-----|
| Select from the following courses, with advisor approval: |     |
| THE 116 Screen Acting I                                   | 3   |
| THE 117 Screen Acting II                                  | 3   |
| THE 118 Screen Acting III                                 | 3   |
| THE 211 Development of Theatre I                          | 5   |
| THE 212 Development of Theatre II                         | 5   |
| THE 299 Theatre Practicum                                 | 1-3 |

**Total Credits for Area of Emphasis** **96**



## MUSIC EMPHASIS

The Music Emphasis is designed for those starting a career in music. This program combines units of study in three areas: Applied Lessons, Music Theory and Music History.

Two courses in Music Theory and two in Music History are recommended. The normal sequence of theory courses starts with Music Fundamentals. Music History courses can be used for Humanities credits. The balance of the 31 credits is to be filled with Applied Lessons.

Guitar and Vocal students in the Music Emphasis program should take three quarters of piano. Piano students in the Musical Emphasis program should take three quarters of any combination of voice and guitar classes.

### Recommended degree requirements for area of emphasis:

|   | <b>CREDITS</b> |
|---|----------------|
| <b>COMMUNICATIONS</b>   | <b>15</b>      |
| See A.A. degree requirements  |                |
| <b>HUMANITIES</b>   |                |
| Students will take three courses from at least two different disciplines. The following course is required of all students: |                |
| HUM 121   Survey of Humanities I  | 5              |
| Students will select the other two courses from those listed below.   |                |
| ART 111   Art History I   | 5              |
| ART 112   Art History II  | 5              |
| MUS 120   Music Appreciation  | 5              |
| MUS 121   Introduction to Music History I   | 5              |
| MUS 122   Introduction to Music History II  | 5              |
| THE 211   Development of Theatre I  | 5              |
| THE 212   Development of Theatre II   | 5              |
| See A.A. degree requirements  |                |
| <b>BEHAVIORAL AND SOCIAL SCIENCE</b>  | <b>15</b>      |
| See A.A. degree requirements  |                |
| <b>PHYSICAL EDUCATION</b>   | <b>5</b>       |
| See A.A. degree requirements  |                |
| <b>MATHEMATICS, SCIENCE AND COMPUTER</b>  | <b>15</b>      |
| See A.A. degree requirements  |                |
| <b>ELECTIVES - MUSIC</b>  |                |
| Select from the following courses, with advisor approval:   |                |
| MUS 100   Fundamentals of Music   | 5              |
| MUS 101   Music Theory I  | 4              |
| MUS 102   Music Theory II   | 4              |

|         |                           |     |
|---------|---------------------------|-----|
| MUS 111 | Music Expressions I       | 1   |
| MUS 112 | Music Expressions II      | 1   |
| MUS 113 | Music Expressions III     | 1   |
| MUS 299 | Music Practicum           | 1-3 |
| MUS 161 | Keyboard Expressions I*   | 2   |
| MUS 162 | Keyboard Expressions II*  | 2   |
| MUS 163 | Keyboard Expressions III* | 2   |
| MUS 161 | Voice Expressions I*      | 2   |
| MUS 162 | Voice Expressions II*     | 2   |
| MUS 163 | Voice Expressions III*    | 2   |
| MUS 161 | Guitar Expressions I*     | 2   |
| MUS 162 | Guitar Expressions II*    | 2   |
| MUS 163 | Guitar Expressions III*   | 2   |
| MUS 131 | Class Piano I             | 2   |
| MUS 132 | Class Piano II            | 2   |
| MUS 133 | Class Piano III           | 2   |
| MUS 134 | Class Piano IV            | 2   |
| MUS 135 | Class Piano V             | 2   |
| MUS 136 | Class Piano VI            | 2   |
| MUS 141 | Applied Piano I*          | 2   |
| MUS 142 | Applied Piano II*         | 2   |
| MUS 143 | Applied Piano III*        | 2   |
| MUS 144 | Applied Piano IV*         | 2   |
| MUS 145 | Applied Piano V*          | 2   |
| MUS 146 | Applied Piano VI*         | 2   |
| MUS 131 | Class Voice I             | 2   |
| MUS 132 | Class Voice II            | 2   |
| MUS 133 | Class Voice III           | 2   |
| MUS 134 | Class Voice IV            | 2   |
| MUS 135 | Class Voice V             | 2   |
| MUS 136 | Class Voice VI            | 2   |
| MUS 141 | Applied Voice I*          | 2   |
| MUS 142 | Applied Voice II*         | 2   |
| MUS 143 | Applied Voice III*        | 2   |
| MUS 144 | Applied Voice IV*         | 2   |
| MUS 145 | Applied Voice V*          | 2   |
| MUS 146 | Applied Voice VI*         | 2   |
| MUS 131 | Class Guitar I            | 2   |
| MUS 132 | Class Guitar II           | 2   |
| MUS 133 | Class Guitar III          | 2   |
| MUS 134 | Class Guitar IV           | 2   |
| MUS 135 | Class Guitar V            | 2   |
| MUS 136 | Class Guitar VI           | 2   |
| MUS 141 | Applied Guitar I*         | 2   |
| MUS 142 | Applied Guitar II*        | 2   |
| MUS 143 | Applied Guitar III*       | 2   |
| MUS 144 | Applied Guitar IV*        | 2   |
| MUS 145 | Applied Guitar V*         | 2   |
| MUS 146 | Applied Guitar VI*        | 2   |

**Total Credits for Area of Emphasis** **96**

**NOTE:** \* Course requires one-half hour lesson and one hour lecture per week.

# MATHEMATICS, SCIENCE & COMPUTER DIVISION

**Division Director:** Walt Richter  
**Office Supervisor:** Cathie Johnson  
**Senior Secretary:** Bonnie Nichols  
**Science Laboratory Coordinator:** Kay DeBey  
**Location:** Ed Beaty Hall, Room 592  
**Telephone:** 330-8008, Ext. 252

## FULL-TIME FACULTY AND AREAS OF ACADEMIC SPECIALTY

Alan Ackerman, Chemistry and Health Sciences  
Larry Batman, Mathematics  
Douglas Clay, Computer Disciplines  
Sam Cooper, Computer Disciplines and Physics  
Susan Cribelli, Computer Disciplines and Statistics  
Marsha Driskill, Mathematics, Coordinator, Aims/UNC Math Program  
Phil Edwards, Division Chairman, Computer Disciplines, Mathematics & Physics, Loveland  
Catherine Hall, Computer Disciplines  
Donald Harris, Chemistry and Chemical Technology  
Liz Hull, Division Chairman, Computer Disciplines, Mathematics & Physics, Ft. Lupton  
Keith Lane, Mathematics  
Ruby Loveless, Computer Disciplines  
Steve Pellican, Computer Disciplines  
Walt Richter, Division Director, Chemistry and Health Sciences  
Karen Robinson, Mathematics and Computer Disciplines  
Lyndon Robinson, Geology, Earth Science and Physics  
Leba Sarkis, Biology  
Thelma Stephenson, Computer Disciplines

The Mathematics, Science and Computer Division is committed to making available quality offerings for the non-science 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 disciplines, or mathematics. Preparatory course work also is offered in many preprofessional programs that are based upon the life-science and health-science disciplines. We also offer an A.A.S. degree in Computer Information Systems.

**Areas of Emphasis:** The Mathematics, Science and Computer Division offers students the option of an area of emphasis in the following disciplines: Chemistry, Chemical Testing Technology, Computer Programming, Computer Sciences, Computer Information Systems, Pre-Engineering, Mathematics, Pre-Health Professions, Life Sciences and Pre-Nursing. The courses listed under each emphasis are guidelines to help students identify which courses are the most applicable to their chosen area of interest. This would apply both to students who will complete their education after earning an A.S. Degree (or A. A. Degree) and to students who are planning to transfer these courses into a Bachelor's program at the college or university of their choice. It is ultimately the student's responsibility to be informed about the course requirements particular to the Bachelor's program that the student intends to pursue.

A student planning to major in the sciences, mathematics or computer disciplines 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. degree.

3. Satisfy the specific requirements for the A.S. degree.
4. Satisfy the specific requirements for the A.G.S. degree.
5. Satisfy the specific requirements for an area of emphasis in the Mathematics and Science Division. This is usually in conjunction with the A.S. degree.
6. Satisfy the specific requirements of the A.A.S. degree in Computer Information Systems.

If Option 5 is selected, it should be noted that the general 96 credit hour requirement for the A.S. degree is not altered; therefore, several additional credit hours of course work may be necessary.

Some students may decide to concentrate their studies in one or more of these following areas and yet not choose to pursue an A.S. Degree. They may prefer to follow the requirements for the A.A. Degree and apply mathematics and science credits to the 31 credit hours required under the A.A. electives category. Using this approach, the student can earn the A.A. Degree and gain substantial knowledge in one or more mathematics and/or science areas.

A student may earn either an A.A. or A.S. Degree using the following emphases as guidelines for course selection. The student should be aware that there are General Education requirements for both the A.A. and A.S. Degrees which involve course selections from the Communications, Humanities, Behavioral and Social Sciences, Mathematics and Science, and Physical Education Divisions. The student is referred to the Degree Requirements section of this catalog for specific course selections from these different areas.

Many of the course suggestions under these areas of emphasis will fulfill the Mathematics and Science general education requirements, for either the A.A. or A.S. Degrees. A number of these courses can be used to fulfill the electives category for the A.A. Degree or the additional mathematics and science requirements for the A.S. Degree. However, a student may not earn either an A.A. or an A.S. Degree by simply taking the courses listed under an area of emphasis.

The Division offers an A.A.S. degree in Computer Information Systems. Students who earn this two year occupational degree will be well prepared for entry level positions as a programmer trainee, computer operator or micro computer specialist.

## MATH, SCIENCE & COMPUTER SCHOLARSHIP

**AWARD:** CHEMICAL RUBBER COMPANY (CRC) CHEMISTRY AWARD

**Awarding Division:** Math/Science/Computer (Chemistry)

**Award Amount:** Handbook of Chemistry and Physics, Current Edition.

**Application Deadline:** No deadline. Recipient chosen by instructors.

**Qualifications:** Contact awarding Division for criteria

# MATHEMATICS, SCIENCE & COMPUTER DIVISION

## A.A.S., A.A., A.S. DEGREES - AREAS OF EMPHASIS

### COMPUTER INFORMATION SYSTEMS - A.A.S.

(Cathy Hall, Ruby Loveless, Steve Pellican, Thelma Stephenson)

**Potential Opportunities:** Students who desire a career as a programmer trainee, computer operator, or microcomputer specialist may elect this curriculum. This program is designed so a student may choose to have an emphasis in the microcomputer environment or in the more traditional mainframe programmer/operator environment.

Logical reasoning, problem-solving ability, perseverance, and inquisitiveness are definite assets to students.

Courses to develop an understanding of business organizations, accounting, and communication skills are included.

**Registration Requirement:** All students taking a course or courses in a CIS program must have an appropriate CIS program advisor's signature on the course registration form **before** registering.

**General Education Requirements:** A minimum of 23 quarter credit hours of General Education Courses are required with advisor's approval. The General Education courses are identified by an asterisk (\*).

#### DEGREE PROGRAM

##### Required:

|          | CREDITS  |           |
|----------|--|-----------|
| ACC 122  | Accounting II                                  | 5         |
| *BUS 142 | Intermediate Communications                    | 5         |
| *BUS 217 | Business Communications and Report Writing     | 5         |
| CIS 110  | Intro to Microcomputer Operating Systems - DOS | 3         |
| CIS 116  | Logic and Programming Design                   | 5         |
| CIS 117  | Computer Operations                            | 5         |
| *CIS 118 | Intro to Microcomputer Applications            | 5         |
| CIS 160  | BASIC Language Programming                     | 5         |
| CIS 175  | UNIX   | 5         |
| CIS 245  | Database Management Systems                    | 5         |
| CIS 260  | COBOL Programming                              | 5         |
| CIS 261  | Advanced COBOL Programming                     | 5         |
| CIS 276  | Systems Analysis and Design                    | 5         |
| CIS 290  | User Training I                                | 1         |
| CIS 291  | User Training II                               | 1         |
| CIS 292  | JCL and Writing Computer Documentation         | 5         |
| CIS 296  | New Issues and Development                     | 3         |
| CSC 230  | C Language Programming                         | 5         |
| *MAT 112 | Intermediate Algebra                           | 5         |
|          |  | <b>83</b> |

##### Select one from Category I:

|         |   |            |
|---------|---|------------|
| CIS 115 | Microsoft Windows                       | 3          |
| CIS 125 | Ventura                                 | 5          |
| CIS 140 | Intro to Microcomputer Databases: dBase | 5          |
| CIS 165 | RPG Programming                         | 5          |
|         |   | <b>3-5</b> |

##### Select one from Category II:

|          |                                |          |
|----------|--------------------------------|----------|
| *BUS 115 | Introduction to Business       | 5        |
| *BUS 165 | Human Relations at Work        | 5        |
| *BUS 216 | Legal Environments in Business | 5        |
|          |                                | <b>5</b> |

##### Select one from Category III:

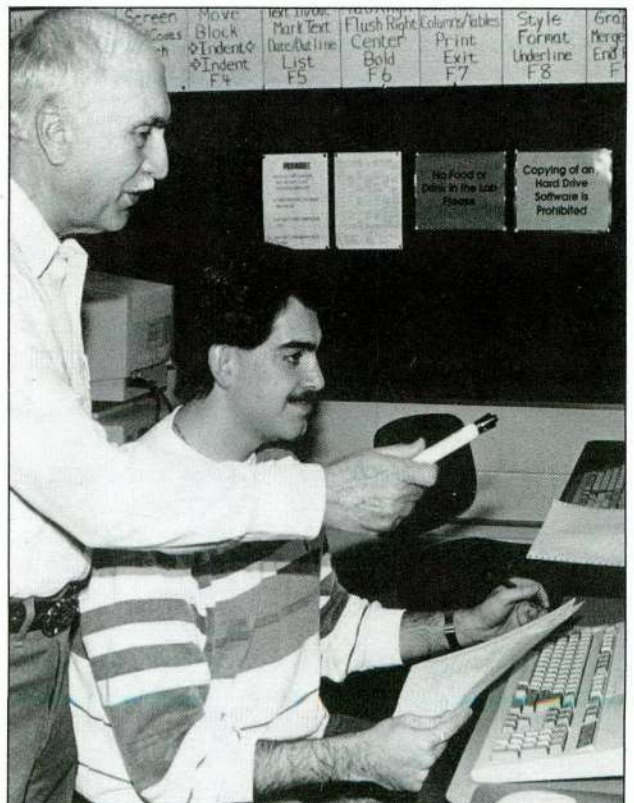
|         |  |          |
|---------|--|----------|
| CIS 142 | Advanced Microcomputer Database: dBase | 5        |
| CIS 265 | Assembly Language Programming (BAL)    | 5        |
| CSC 231 | Advanced C Language Programming        | 5        |
|         |  | <b>5</b> |

**Electives** (selected with advisor approval) 1-3

**Total Credits for A.A.S. Degree** **99**

#### COMPUTER INFORMATION SYSTEMS ADVISORY COMMITTEE

|   |  |
|---|--|
| Richard Boggs<br>Aims Community College | Gary Parker<br>State Farm Insurance<br>Company |
| Marilyn Jenkins<br>Hewlett Packard      | Donn Ruby<br>Weld County                       |
| Duane Nelson<br>School District Six     | Vicki Sauer<br>Monfort of Colorado             |



## COMPUTER INFORMATION SYSTEMS EMPHASIS - A.A.

(Douglas Clay, Susan Cribelli)

The Computer Information Systems emphasis is for the student who is leaning towards a career in business programming and is interested in transferring to a four year college. This emphasis combines specific courses from both the Mathematics/Science and Business Divisions. These courses will provide exposure to both Computer Science and Business topics such as: computer software, computer programming, accounting, economics and statistics.

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

**CREDITS**

### COMMUNICATIONS

See A.A. degree requirements

### HUMANITIES

15

See A.A. degree requirements

### BEHAVIORAL AND SOCIAL SCIENCE

Select three courses from the following:

|         |                                   |   |
|---------|-----------------------------------|---|
| ECO 201 | Principles of Macroeconomics      | 5 |
| ECO 202 | Principles of Microeconomics      | 5 |
| SOC 101 | Introduction to Sociology I       | 5 |
| ANT 101 | Cultural Anthropology             | 5 |
| POS 105 | Introduction to Political Science | 5 |
| POS 111 | American Government               | 5 |
| GEO 105 | Geography                         | 5 |

### PHYSICAL EDUCATION

5

See A.A. degree requirements

### MATHEMATICS AND SCIENCE

15

Select one of the following required Mathematics courses:

|         |  |        |
|---------|--|--------|
| MAT 125 | Survey of Calculus                                 | 5      |
| MAT 135 | Introduction to Statistics                         | 5      |
| MAT 121 | College Algebra                                    | 6      |
|         | See A.A. degree requirements for Science selection | 5      |
|         | Select from CSC prefixed courses                   | min. 5 |

### ELECTIVES:

**Note:** Some colleges and universities may not accept the transfer of courses which are under the School of Occupational Education, while other schools will accept selected courses from these areas. The courses suggested here are intended for transfer to four-year schools. Consult with your advisor regarding the transferability of these courses to the school of your choice.

Select one from the following courses:

|         |  |   |
|---------|--|---|
| CSC 100 | The Computer and Society                   | 5 |
| CIS 118 | Introduction to Microcomputer Applications | 5 |

Select any of the following courses:

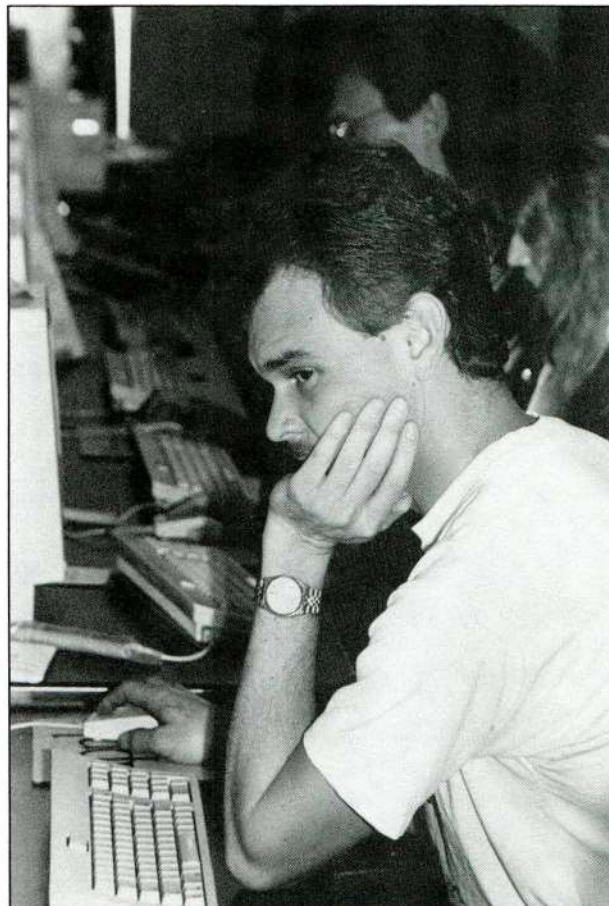
|         |   |   |
|---------|---|---|
| MAT 115 | Mathematics for Decision Making         | 5 |
| STA 201 | Statistics for Bus., Sci., Soc. Sci. I  | 5 |
| STA 202 | Statistics for Bus., Sci., Soc. Sci. II | 5 |
| CIS 116 | Logic and Program Design                | 5 |
| CIS 160 | BASIC Language Programming              | 5 |
| CIS 165 | RPG Programming                         | 5 |
| CIS 175 | UNIX                                    | 5 |
| CIS 260 | COBOL Programming                       | 5 |
| CIS 261 | Advanced COBOL Programming              | 5 |
| CIS 265 | Assembly Language Programming (BAL)     | 5 |
| CSC 148 | FORTRAN Programming                     | 5 |
| CSC 160 | Computer Science I (PASCAL Programming) | 5 |
| CSC 230 | C Language Programming                  | 5 |
| BUS 216 | Legal Environment of Business           | 5 |
| ACC 121 | Principles of Accounting I              | 5 |
| ACC 122 | Principles of Accounting II             | 5 |
| ACC 123 | Principles of Accounting III            | 5 |

**Total Credits for A. A. degree**

**96**

**For information about computer courses for teacher recertification, contact:**

**Douglas Clay, EDBH 588, 330-8008 ext. 489.**



## COMPUTER PROGRAMMING EMPHASIS - A.S.

(Douglas Clay, Sam Cooper, Susan Cribelli)

Programming in several high level languages and a general background in information systems are the core of this curriculum. Fifteen credits of mathematics and statistics are included:

| Recommended Courses:                  |  | CREDITS  |
|---------------------------------------|--|----------|
| MAT 115                               | Mathematics for Decision Making            | 5        |
| STA 201,                              | Statistics for Business, Science and       |          |
| 202                                   | Social Science I, II                       | (each) 5 |
| CSC 100                               | Computer and Society                       | 5        |
|                                       | OR   |          |
| CIS 118                               | Introduction to Microcomputer Applications | 5        |
| Computer Information Systems courses: |  |          |
| CIS 116                               | Logic and Program Design                   | 5        |
| CIS 160                               | BASIC Language Programming                 | 5        |
| CIS 161                               | Advanced BASIC Language Programming        | 5        |
| CIS 175                               | UNIX                                       | 5        |
| CIS 260                               | COBOL Programming                          | 5        |
| CIS 261                               | Advanced COBOL Programming                 | 5        |

Computer Science courses:

|         |  |   |
|---------|--|---|
| CSC 148 | Fortran Programming                        | 5 |
| CSC 160 | Computer Science I (Pascal Programming)    | 5 |
| CSC 161 | Computer Science II, Part 1 (Using Pascal) | 5 |
| CSC 162 | Computer Science II, Part 2 (Using Pascal) | 4 |
| CSC 216 | Programming the Microprocessor             | 5 |
| CSC 225 | Computer Organization I                    | 4 |
| CSC 226 | Computer Organization II                   | 4 |
| CSC 230 | C Language Programming                     | 5 |
| CSC 231 | Advanced C Language Programming            | 5 |
| CSC 235 | Computer Graphics Programming              | 5 |
| CSC 240 | ADA Programming                            | 5 |

General Education Courses

**Note:** Some colleges and universities may not accept the transfer of courses which are under the School of Occupational Education, while other schools will accept selected courses from these areas. The Courses suggested here are intended for transfer to four-year schools. Consult with your advisor regarding the transferability of these courses to the school of your choice.

## COMPUTER SCIENCE EMPHASIS - A.S.

(Douglas Clay, Sam Cooper)

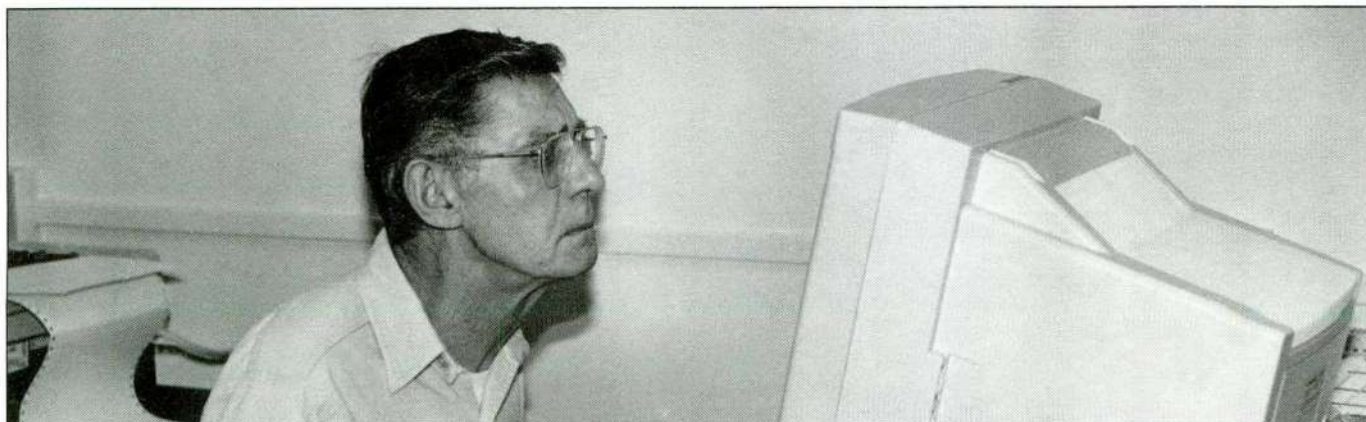
This option provides specialized courses in the theory, functions, architecture and applications of computer hardware and software. Mathematics and statistics are an integral part of this curriculum.

| Recommended Courses:                  |  | CREDITS  |
|---------------------------------------|--|----------|
| MAT 121                               | College Algebra                              | 6        |
| MAT 122                               | College Trigonometry                         | 5        |
| MAT 201,                              | Calculus I, II, III                          | (each) 5 |
| 202, 203                              |  |          |
| MAT 261                               | Linear Algebra                               | 5        |
| STA 201,                              | Statistics for Business, Science, and Social |          |
| 202                                   | Science I, II                                | (each) 5 |
| CSC 100                               | The Computer and Society                     | 5        |
|                                       | OR   |          |
| CIS 118                               | Introduction to Microcomputer Applications   | 5        |
| Computer Information Systems courses: |  |          |
| CIS 116                               | Logic and Program Design                     | 5        |
| CIS 160                               | BASIC Language Programming                   | 5        |
| CIS 175                               | UNIX   | 5        |

Computer Science courses:

|         |  |   |
|---------|--|---|
| CSC 148 | Fortran Programming                        | 5 |
| CSC 160 | Computer Science I (Pascal Programming)    | 5 |
| CSC 161 | Computer Science II, Part 1 (Using Pascal) | 5 |
| CSC 162 | Computer Science II, Part 2 (Using Pascal) | 4 |
| CSC 216 | Programming the Microprocessor             | 5 |
| CSC 225 | Computer Organization I                    | 4 |
| CSC 226 | Computer Organization II                   | 4 |
| CSC 230 | C Language Programming                     | 5 |
| CSC 231 | Advanced C Language Programming            | 5 |
| CSC 235 | Computer Graphics Programming              | 5 |
| CSC 240 | ADA Programming                            | 5 |

General Education Courses



## CHEMISTRY EMPHASIS

(Alan Ackerman, Don Harris)

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.

|   | <b>CREDITS</b> |
|---|----------------|
| <b>INITIAL COURSE BLOCK:</b>                              |                |
| CHE 111, General College Chemistry I, II, III<br>112, 113 | (each) 5       |
| MAT 121, College Algebra                                  | 6              |
| MAT 122, College Trigonometry                             | 5              |
| MAT 201, Calculus I                                       | 5              |
| General Education Courses                                 |                |

|  |          |
|--|----------|
| <b>TERMINAL COURSE BLOCK:</b>                            |          |
| CHE 201, Organic Chemistry I, II, III<br>202, 203        | (each) 5 |
| MAT 202, Calculus II, III<br>203                         | (each) 5 |
| PHY 211, Physics: Calculus -based I, II, III<br>212, 213 | (each) 5 |
| CSC 148, FORTRAN Programming                             | 5        |
| General Education Courses                                |          |

**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

(Don Harris)

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. Consult faculty advisor for details.

|   | <b>CREDITS</b> |
|---|----------------|
| <b>INITIAL COURSE BLOCK:</b>                              |                |
| <b>Required:</b>  |                |
| CHE 111, General College Chemistry I, II, III<br>112, 113 | (each) 5       |
| CHE 115, Chemical Technology I<br>116                     | (each) 1       |
| MAT 121, College Algebra                                  | 6              |
| CIS 160, BASIC Programming Language                       | 5              |
| HEN 106, Safety and First Aid                             | 3              |
| General Education Courses                                 |                |
| <b>Recommended:</b>                                       |                |
| GEY 111, Physical Geology                                 | 5              |
| PHY 111, Physics: Algebra-based I, II, III<br>112, 113    | (each) 5       |
| MAT 201, Calculus I                                       | 5              |
| BIO 105, Science of Biology                               | 5              |

|   |          |
|---|----------|
| <b>TERMINAL COURSE BLOCK:</b>   |          |
| <b>Required:</b>  |          |
| CHE 201, Organic Chemistry I, II, III<br>202, 203                     | (each) 5 |
| CHE 215, Chemical Technology II<br>216                                | (each) 1 |
| CHE 225, Chemical Technology III<br>226                               | (each) 1 |
| CHE 235, Chemical Technology IV<br>236                                | (each) 1 |
| General Education Courses   |          |
| <b>Recommended:</b>   |          |
| CHE 295, Independent Study - Chemical Literature and Study<br>Methods | 1        |
| MAT 135, Introduction to Statistics                                   | 5        |
| CSC 148, FORTRAN Programming  | 5        |
| BIO 216, Introduction to Microbiology                                 | 5        |

### CHEMICAL TESTING TECHNOLOGY ADVISORY COMMITTEE

|                                   |                     |
|-----------------------------------|---------------------|
| Bill Beard                        | Ed Lee              |
| U.S. Department of<br>Agriculture | Monfort of Colorado |

|                      |                |
|----------------------|----------------|
| Anthony Herold       | Larry Scott    |
| United Agri Products | Triple s. Labs |

## PRE-ENGINEERING EMPHASIS

(Larry Batman, Keith Lane, Karen Robinson)

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, which may be applied to different engineering specialties at the baccalaureate level.

| INITIAL COURSE BLOCK:                            | CREDITS  |
|--|----------|
| MAT 121, College Algebra                         | 6        |
| MAT 122 College Trigonometry                     | 5        |
| MAT 201, Calculus I, II, III                     | (each) 5 |
| 202, 203   |          |
| CSC 160 Computer Science I: (PASCAL Programming) | 5        |
| CSC 148 FORTRAN Programming                      | 5        |
| CHE 111, General College                         |          |
| 112, 113 Chemistry I, II, III                    | (each) 5 |
| General Education Courses                        |          |

| TERMINAL COURSE BLOCK:   | CREDITS  |
|--|----------|
| STA 201, Statistics for Business, Science and<br>202 Social Science, I, II | (each) 5 |
| PHY 211, Physics: Calculus-based I, II, III                                | (each) 5 |
| 212, 213   |          |
| MAT 261 Linear Algebra   | 5        |
| MAT 262 Calculus IV  | 5        |
| MAT 263 Elementary Differential Equations                                  | 5        |
| General Education Courses  |          |

**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.

## MATHEMATICS EMPHASIS

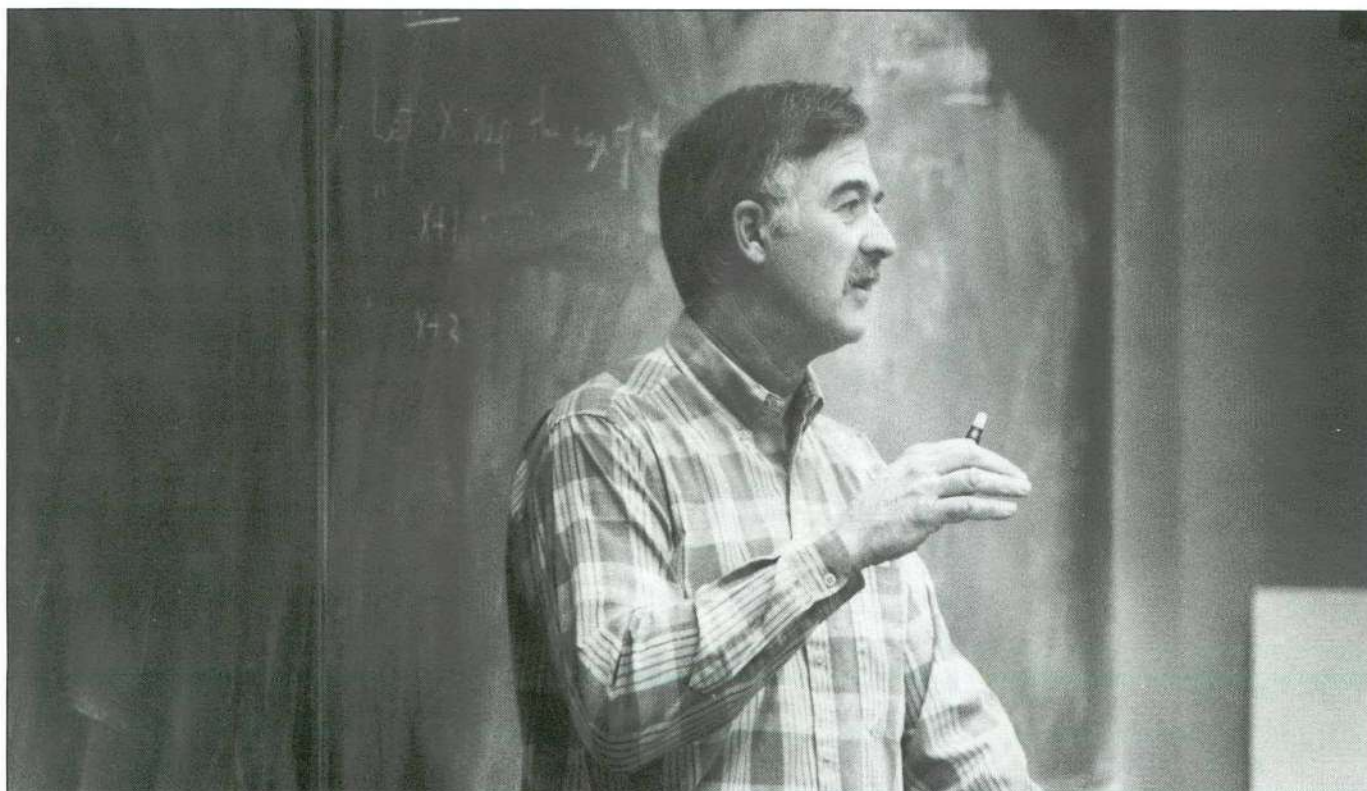
(Larry Batman, Keith Lane, Karen Robinson)

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

| INITIAL COURSE BLOCK:   | CREDITS  |
|---|----------|
| CIS 116 Logic and Program Design  | 5        |
| CIS 160 BASIC Language Programming  | 5        |
| CSC 148 FORTRAN Programming   | 5        |
| MAT 121, College Algebra  | 6        |
| MAT 122 College Trigonometry  | 5        |
| MAT 201, Calculus I, II, III  | (each) 5 |
| 202, 203  |          |
| STA 201, Statistics for Business, Science and<br>202 Social Science I, II | (each) 5 |
| General Education Courses   |          |

| TERMINAL COURSE BLOCK:                      | CREDITS  |
|---|----------|
| MAT 261 Linear Algebra                      | 5        |
| MAT 262 Calculus IV                         | 5        |
| MAT 263 Elementary Differential Equations   | 5        |
| PHY 211, Physics: Calculus-based I, II, III | (each) 5 |
| 212, 213                                    |          |
| General Education Courses                   |          |

**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

(Lyn Robinson)

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

| <b>INITIAL COURSE BLOCK:</b>  |  | <b>CREDITS</b> |
|-------------------------------|--|----------------|
| BIO 111, 112, 113             | General College Biology I, II, III                         | (each) 5       |
| CHE 111, 112, 113             | General College Chemistry I, II, III                       | (each) 5       |
| MAT 121                       | College Algebra  | 6              |
| General Education Courses     |  |                |
| <b>TERMINAL COURSE BLOCK:</b> |  |                |
| BIO 211, 212, 213             | Human Anatomy and Physiology I, II, III                    | (each) 5       |
| BIO 216                       | Introduction to Microbiology                               | 5              |
| STA 201, 202                  | Statistics for Business, Science, and Social Science I, II | (each) 5       |
| General Education Courses     |  |                |

## PRE-HEALTH PROFESSION EMPHASIS

(Leba Sarkis)

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

| <b>INITIAL COURSE BLOCK:</b>  |  | <b>CREDITS</b> |
|-------------------------------|--|----------------|
| BIO 111, 112, 113             | General College Biology I, II, III                     | (each) 5       |
| CHE 111, 112, 113             | General College Chemistry I, II, III                   | (each) 5       |
| PHY 111, 112, 113             | Physics: Algebra-based I, II, III                      | (each) 5       |
| STA 201                       | Statistics for Business, Science, and Social Science I | 5              |
| General Education Courses     |  |                |
| <b>TERMINAL COURSE BLOCK:</b> |  |                |
| BIO 211, 212, 213             | Human Anatomy and Physiology I, II, III                | (each) 5       |
| BIO 216                       | Introduction to Microbiology                           | 5              |
| General Education Courses     |  |                |



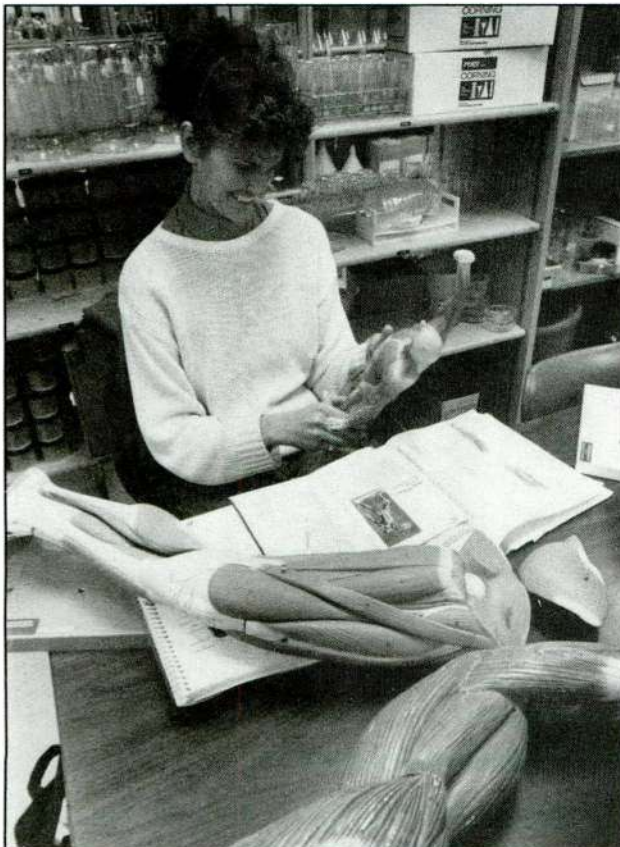
## PRE-NURSING EMPHASIS

(Alan Ackerman, Walt Richter)

This curriculum is designed to provide the student with the general education, statistics and basic science requirements that will transfer into a university program leading to the Bachelor of Science in Nursing Degree (BSN). The course work can be chosen to lead to either an A.A. or A.S. Degree, or the student may opt to take a number of required courses and transfer into the program without earning an Associate Degree. The student should contact the Pre-Nursing advisor for help in choosing the proper courses.

| Recommended Courses:      |  | CREDITS  |
|---------------------------|--|----------|
| MAT 135                   | Introduction to Statistics               | 5        |
| CHE 110                   | Introduction to Inorganic Chemistry      | 5        |
| CHE 120                   | Introduction to Organic Chemistry        | 5        |
| CHE 210                   | Introduction to Human Biochemistry       | 5        |
| BIO 211, 212, 213         | Human Anatomy and Physiology, I, II, III | (each) 5 |
| PSY 166                   | Developmental Psychology                 | 5        |
| SOC 101                   | Introduction to Sociology I              | 5        |
| ANT 101                   | Cultural Anthropology                    | 5        |
| General Education Courses |  |          |

**Note:** Aims can also provide the essential science and general education courses which are required for two year Nursing programs leading to the Associate Degree Nursing, (ADN). The college has established transfer agreements with area community colleges who do offer this program. Contact the Pre-Nursing advisor in the Mathematics and Science Division for details.



## EMERGENCY MEDICAL SERVICES MANAGER EMPHASIS:

For those EMS field providers who desire to move into management positions such as field supervisor, manager, director etc.

**Pre-Requisites:**

TEM 105 EMT-B, TEM 107 EMT-I or EMT-P and computer skills

**Degree Requirements for Area of Emphasis**

| Recommended Courses:                            | CREDITS    |
|---|------------|
| <b>COMMUNICATIONS</b>                           | 15         |
| See A.A. degree requirements                    |            |
| <b>HUMANITIES</b>                               | 15         |
| HUM 121 Survey of Humanities                    |            |
| PHI 112 Ethics                                  |            |
| PHI 113 Logic                                   |            |
| <b>BEHAVIORAL AND SOCIAL SCIENCES</b>           | 15         |
| PSY 101 General Psychology                      |            |
| POS 111 American Government                     |            |
| ECO 201 Principles of Macroeconomics            |            |
| or  |            |
| ECO 202 Principles of Microeconomics            |            |
| <b>MATHEMATICS AND SCIENCES</b>                 | 15         |
| See A.A. Degree requirements                    |            |
| BIO 120 Basic Human Anatomy and Physiology      |            |
| <b>PHYSICAL EDUCATION</b>                       | 5          |
| See A.A. degree requirements                    |            |
| <b>ELECTIVES:</b>                               | <b>36</b>  |
| TEM 186 EMS Internship                          | 2          |
| TEM 205 Law in Emergency Services               | 2          |
| TEM 209 Ethics in Emergency Services            | 1          |
| TEM 215 Communication-Documentation-Terminology | 2          |
| BUS 165 Human Relations at Work OR              | 5          |
| ACC 207 Financial Management                    | 5          |
| PSY 138 Biofeedback/Stress Management           | 4          |
| PSY 120 Psychology of Leadership and Management | 5          |
| or  |            |
| MGT 207 Human Relations Management              | 5          |
| MGT 236 Law Labor Relations                     | 5          |
| MGT 237 Supervisory Management                  | 5          |
| <b>Total Credits for Area of Emphasis:</b>      | <b>101</b> |

## EMERGENCY MEDICAL SERVICES FIELD SPECIALIST EMPHASIS:

Students entering EMS may want to prepare for this increasingly competitive field by enrolling in the field specialist degree program. This is for the person who will be providing care in the EMS setting.

### Degree Requirements for Area of Emphasis

| Recommended Courses:                  | CREDITS |
|---------------------------------------|---------|
| <b>COMMUNICATIONS</b>                 | 15      |
| See A.A. degree requirements          |         |
| <b>HUMANITIES</b>                     | 15      |
| HUM 121 Survey of Humanities          |         |
| PHI 112 Ethics                        |         |
| PHI 113 Logic                         |         |
| <b>BEHAVIORAL AND SOCIAL SCIENCES</b> | 15      |
| PSY 101 General Psychology            |         |
| POS 111 American Government           |         |
| ECO 201 Principles of Macroeconomics  |         |
| or                                    |         |
| ECO 202 Principles of Microeconomics  |         |

### MATHEMATICS AND SCIENCES 15

See A.A. Degree requirements  
BIO 120 Basic Human Anatomy and Physiology

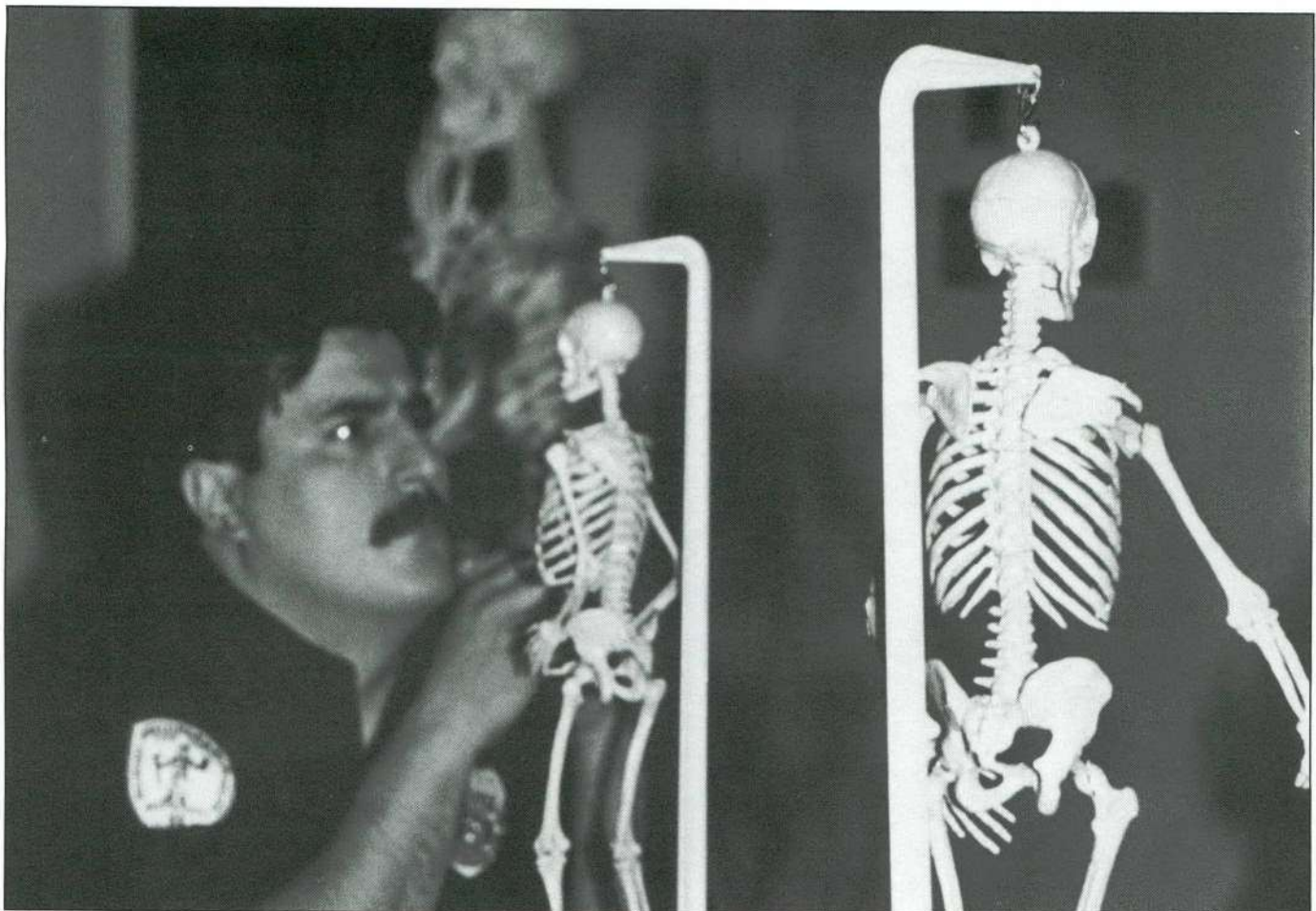
### PHYSICAL EDUCATION 5

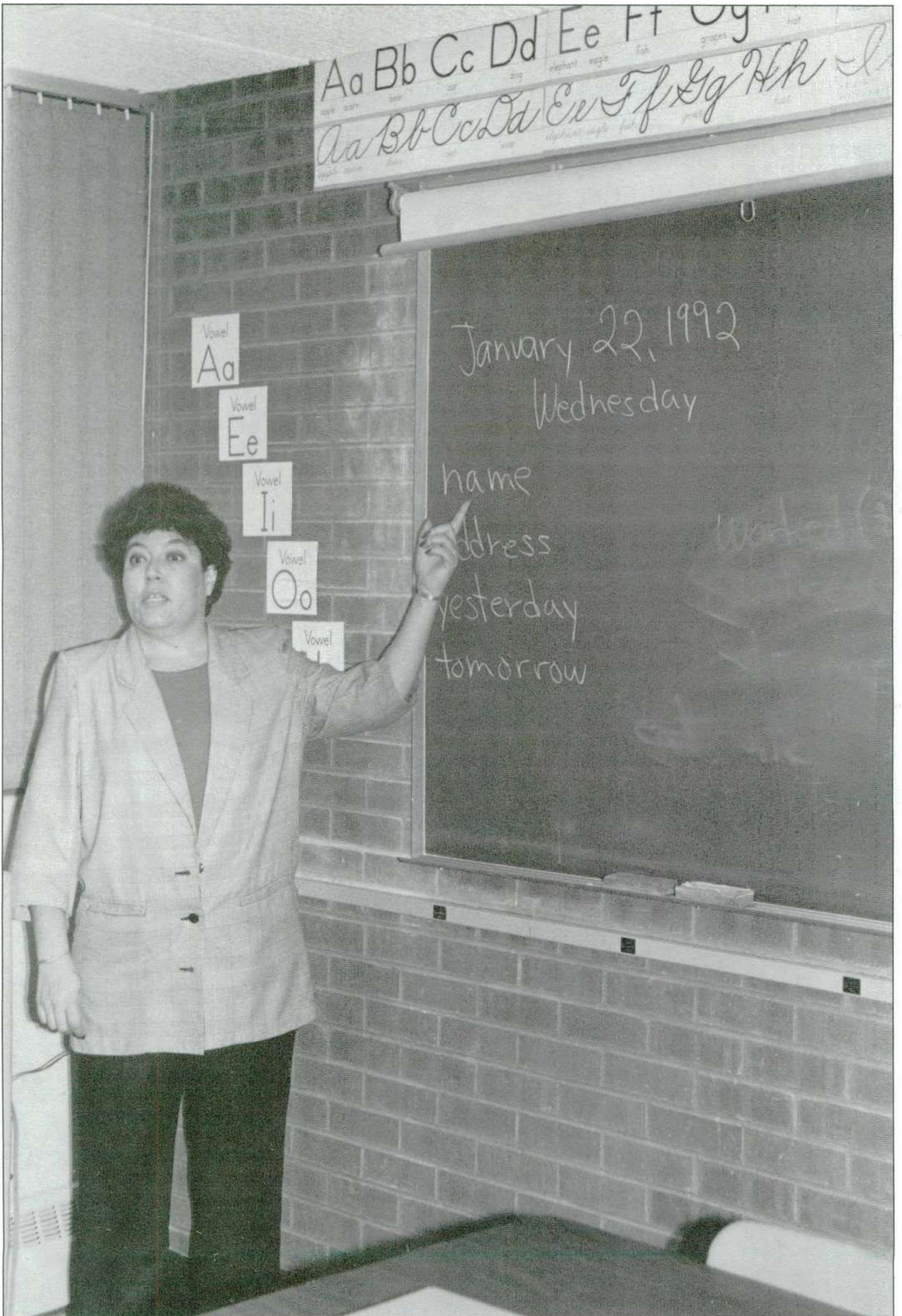
See A.A. degree requirements

### ELECTIVES: 36

|  |    |
|--|----|
| TEM 105 EMT-B, TEM 116 IV MAST, TEM 131 EKG        | 18 |
| or   |    |
| TEM 107 EMT-I, TEM 205 PALS, EMT-P, EMS Internship | 18 |
| TEM 147 Career Development                         | 3  |
| TEM 187 Emergency Driving                          | 2  |
| TEM 207 Street Survival                            | 1  |
| TEM 208 Law in Emergency Services                  | 2  |
| TEM 209 Ethics in Emergency Services               | 1  |
| TEM 215 Communication-Documentation-Terminology    | 2  |
| PSY 121 Death and Dying                            | 3  |
| PSY 138 Biofeedback/Stress Management              | 4  |

**Total Credits for Area of Emphasis: 101**





# DEVELOPMENTAL STUDIES

**Division Director:** Donald Butler  
**Location:** Horizon Hall, Room 333

**Division Secretary:** Anna Maria Rios  
**Secretary:** Juanita McCloy  
**Telephone:** 330-8008, Ext. 406

## FULL-TIME FACULTY AND AFFILIATED PERSONNEL

E.C. "Vera" Benevidez, English as a Second Language,  
South Campus  
Robert Bess, Reading  
Donald Butler, Division Director  
Ruth Gomez, Reading & Adult Basic Education  
Phyllis Gosch, Chair, Reading  
Barbara Maxfield, GED  
Les Race, Division Chair, West Campus  
Karen Soutar, Division Chair, South Campus  
Arthur Terrazas, Mathematics  
Maria Velasquez, English as a Second Language  
Mary Vigil, Chair, English as a Second Language  
Joann Wilcox, Chair, English  
Julia Wilson, Chair, Mathematics

The Developmental Studies Division plays an important part in the success of many students. New students take assessment tests and talk to advisors to find out whether they are ready to enter a particular course of study or program. Some students need to improve their academic skills in order to get a successful start in college; others need to get a high school equivalency certificate. All of these students receive the instruction they need in the Developmental Studies Division. The courses offered there are in the areas of math, reading, writing, and English as a second language.

The college offers its developmental studies through four programs:

## SURVIVAL ENGLISH AS A SECOND LANGUAGE (ESL)

This program is for students who wish to improve or gain English speaking skills. The courses 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. This program is not intended to be an English preparatory program for students who are seeking entrance to colleges and universities. Foreign students wishing to take this curriculum must have their visa cleared by the Office of Admissions and Records.

## DEVELOPMENTAL EDUCATION

Developmental courses include a sequence of skill development classes in reading, writing, and mathematics. They are content-oriented and designed to prepare students for GED or college skills 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 mathematics, writing, literature, 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

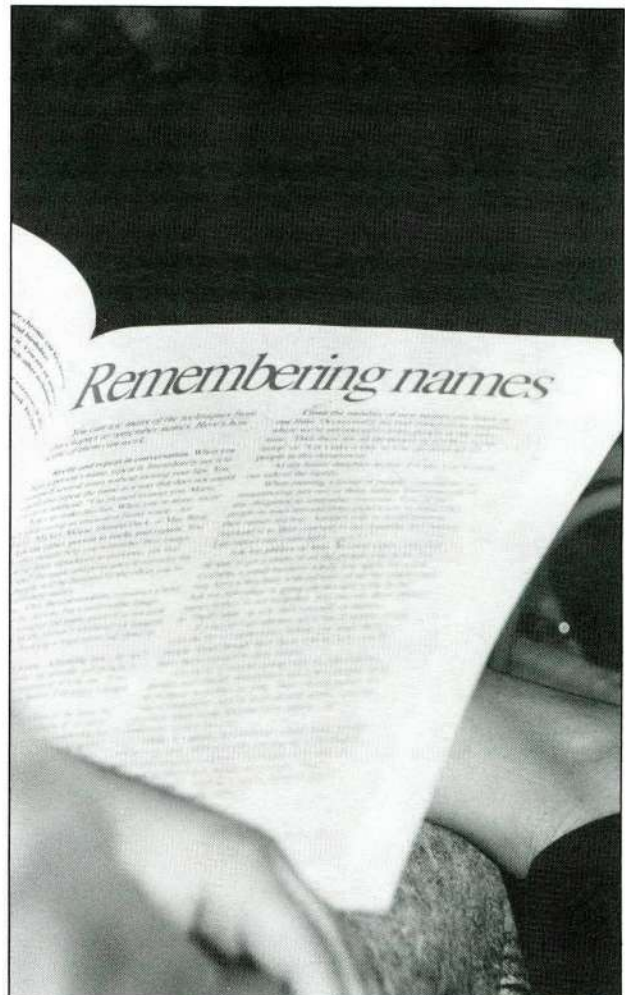
GED certificate is equivalent to the high school diploma and is accepted by most employers and schools of higher education. The GED certificate often provides increased opportunities for future education.

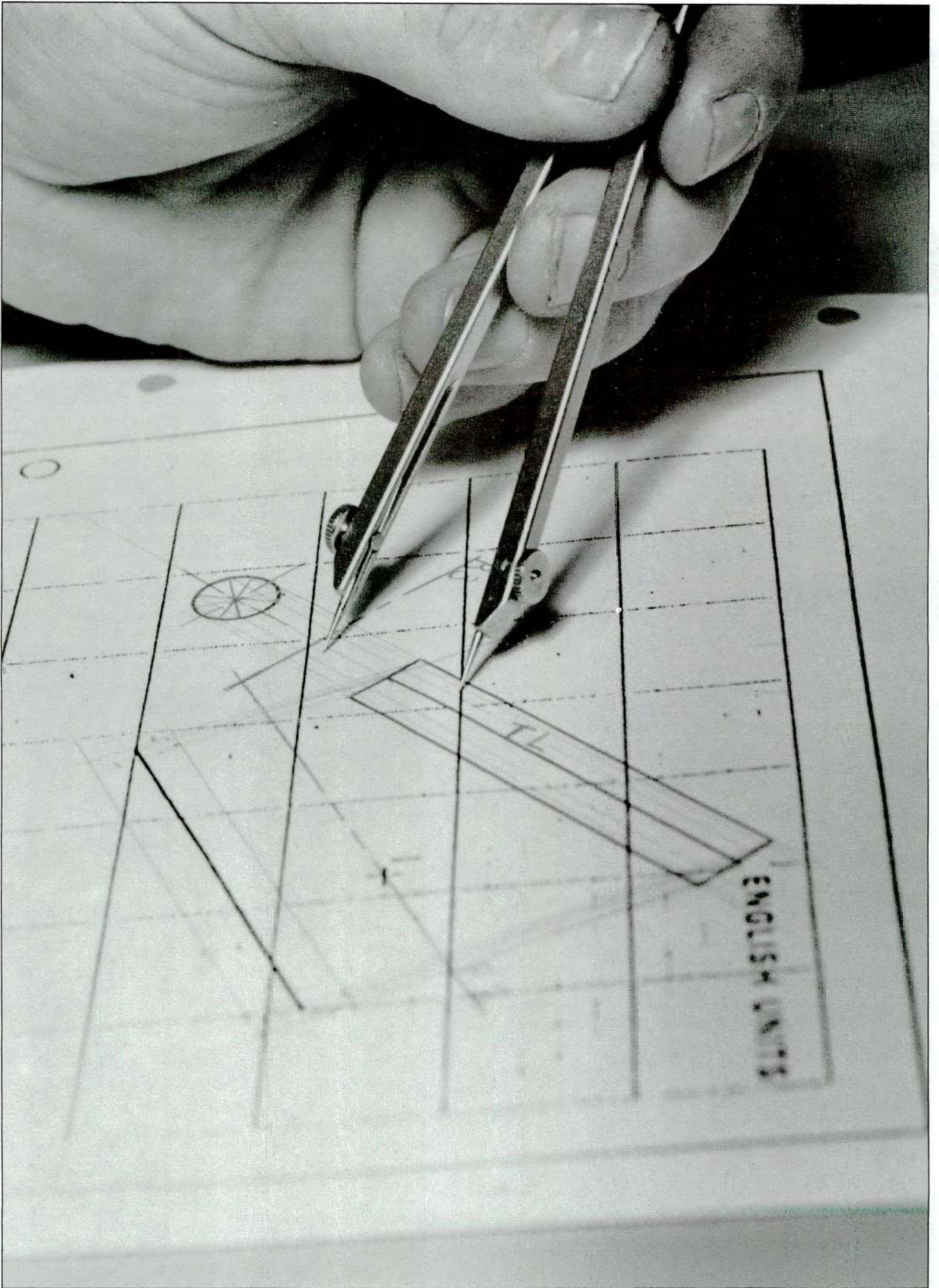
## COLLEGE SKILLS PROGRAM

The College Skills Program of Aims Community College is designed for students who want to improve their math, reading, writing, or basic communication skills. The purpose in taking courses in the program may be to improve such skills for greater achievement in college transfer or vocational courses. Students who intend to pursue a program of study may be advised into certain math, writing and reading courses as a result of their pre-assessment test scores.

## DEVELOPMENTAL STUDIES SCHOLARSHIP

|                       |  |
|-----------------------|--|
| <b>AWARD:</b>         | <b>ED BEATY MEMORIAL SCHOLARSHIP</b>                   |
| Awarding Division:    | Developmental Studies                                  |
| Award Amount:         | Tuition waiver for one academic year.<br>(in-district) |
| Application Deadline: | May 1  |
| Qualifications:       | Contact awarding Division for criteria                 |





# SCHOOL OF OCCUPATIONAL EDUCATION

Dean:

Paul Gaiser

Location:

Westview, Room 694

Division Secretary:

Linda Krause

Telephone:

330-8008, Ext. 266

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 who 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 towards a bachelor's degree at some institutions. Please consult an academic advisor for further information.

**NOTE:** Each Associate of Applied Science degree contains a minimum 23 credit hours of "General Education." The prefixes and/or course titles for general education courses are subject to change on short notice in an effort to comply with State Guidelines.

**Registration Requirement:** All students taking a course or courses in the School of Occupational Education must have an appropriate Occupational Education program advisor's signature on the course registration form **before** registering.

## 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 Trades & Industry Building. Students interested in full and part-time jobs should contact the Job Placement Office and complete an application for employment. This free service is available to all past and present students of Aims Community College.

## SCHOOL OF OCCUPATIONAL EDUCATION SCHOLARSHIP

### AWARD:

Awarding Division:

Award Amount:

Application Deadline:

Qualification:

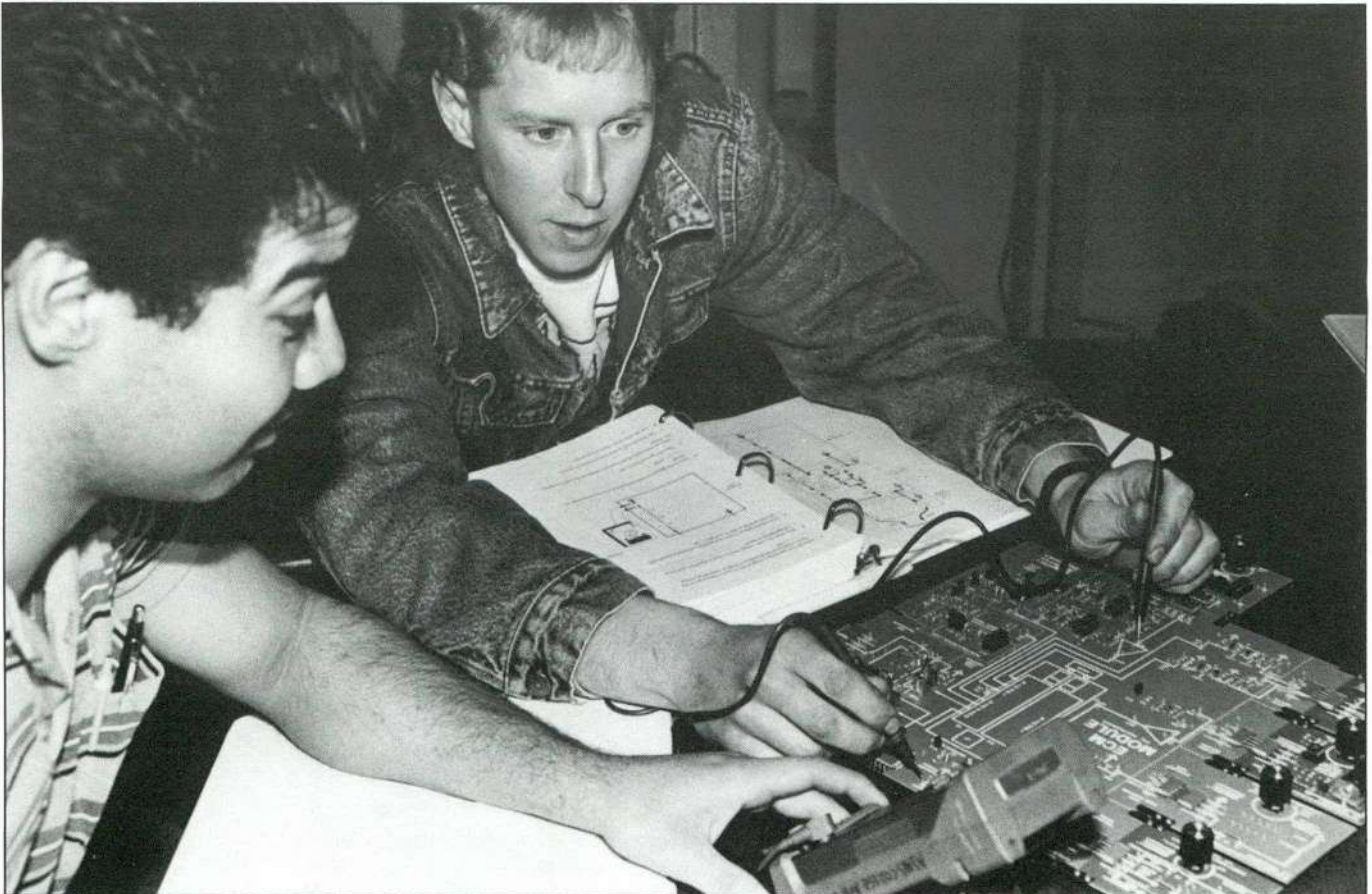
### BERGER SCHOLARSHIP

School of Occupation Education

\$1,500 up to four awards given.

End of Spring Quarter

Contact the Associated Dean of Occupational Educational for criteria



# BUSINESS DIVISION

**Division Director:** Ann Aron  
**Division Secretary:** Cindy Martin  
**Location:** Westview, Room 690  
**Telephone:** 330-8008, Ext. 233

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.

The **Business Lab**, Westview 606 and 618, is designed to assist students in their various business courses through the use of personal and individualized instruction, instructional media, reference materials, computers, typewriters, and adding & calculating machines.

## ACCOUNTING

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

## GENERAL BUSINESS

OFFICE OCCUPATIONS (two-year A.A.S. degree)

ADMINISTRATIVE SUPPORT OPTION

LEGAL OFFICE OPTION

OFFICE OCCUPATIONS (one-year certificate)

## MARKETING/MANAGEMENT

MARKETING/MANAGEMENT (two-year A.A.S. degree)

FASHION MERCHANDISING OPTION

SUPERVISORY MANAGEMENT OPTION

MARKETING OPTION

SMALL BUSINESS MANAGEMENT OPTION

REAL ESTATE

COURSES FOR COLORADO LICENSING

## BUSINESS SCHOLARSHIPS

**AWARD:** RUTH J. YOUNGER SCHOLARSHIP

Awarding Division: Business

Award Amount: Tuition grant. Amount based on available funds.

Application Deadline: Spring Quarter

Qualifications: Contact awarding Division for criteria

**AWARD:** ARA LIVING CENTERS SCHOLARSHIPS

Awarding Division: Business

Award Amount: Tuition grant. Amount based on available funds.

Application Deadline: Spring Quarter

Qualifications: Contact awarding Division for criteria

## ACCOUNTING

(Betty Buxman, Kerry Colton, Marthanne Edwards, 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.

**Registration Requirement:** All students taking a course or courses in a Business Division program must have an appropriate Business Division program advisor's signature on the course registration form **before** registering.

**General Education Requirements:** A minimum of 23 quarter credit hours of General Education Courses are required with advisor's approval. The General Education Courses are identified by an asterisk (\*).

### DEGREE PROGRAM

CREDITS

#### Degree Requirements:

|   |  |           |
|---|--|-----------|
| ACC 105                                 | Payroll Accounting                         | 3         |
| ACC 121                                 | Principles of Accounting I                 | 5         |
| ACC 122                                 | Principles of Accounting II                | 5         |
| ACC 123                                 | Principles of Accounting III               | 5         |
| ACC 196                                 | Accounting Practicum                       | 1         |
| ACC 197                                 | Computerized Practicum I                   | 1         |
| ACC 198                                 | Computerized Practicum II                  | 1         |
| ACC 207                                 | Financial Management                       | 5         |
| ACC 208                                 | Lotus 1-2-3 Applications for Business      | 3         |
| ACC 209                                 | Lotus 1-2-3 Applications for Business      | 2         |
| ACC 211                                 | Intermediate Accounting I                  | 5         |
| ACC 212                                 | Intermediate Accounting II                 | 5         |
| ACC 215                                 | Lotus 1-2-3 Applications for Finance       | 2         |
| ACC 226                                 | Cost Accounting                            | 5         |
| ACC 228                                 | Accounting Systems                         | 5         |
| BUS 125                                 | Adding and Calculating Machines            | 2         |
| *BUS 142                                | Intermediate Communications                | 5         |
| *BUS 217                                | Business Communications and Report Writing | 5         |
| *MAT 110                                | Applied Business Mathematics               | 5         |
| <b>Total credits from above courses</b> |  | <b>70</b> |

Select one from the following courses:

|   |  |          |
|---|--|----------|
| *CIS 116                                | Logic and Program Design                   | 5        |
| *CIS 118                                | Introduction to Microcomputer Applications | 5        |
| <b>Total credits from above courses</b> |  | <b>5</b> |

Select one from the following courses:

|   |                               |          |
|---|-------------------------------|----------|
| *BUS 216                                | Legal Environment of Business | 5        |
| *BUS 221                                | Business Law                  | 5        |
| <b>Total credits from above courses</b> |                               | <b>5</b> |

Select one from the following courses:

|   |                          |          |
|---|--------------------------|----------|
| *BUS 115                                | Introduction to Business | 5        |
| *BUS 165                                | Human Relations at Work  | 5        |
| <b>Total credits from above courses</b> |                          | <b>5</b> |

Select two from the following courses:

|         |                      |   |
|---------|----------------------|---|
| ACC 111 | Accounting Review I  | 1 |
| ACC 112 | Accounting Review II | 1 |



**BUSINESS DIVISION, cont.**

|   |  |            |
|---|--|------------|
| ACC 113                                 | Accounting Review III                          | 1          |
| ACC 131                                 | Income Tax Accounting I                        | 5          |
| ACC 132                                 | Income Tax Accounting II                       | 3          |
| ACC 216                                 | Lotus 1-2-3 Advanced Applications for Business | 3          |
| ACC 235                                 | Volunteer Income Tax Assistance (VITA)         | 2          |
| ACC 280                                 | Accounting Seminar                             | .5         |
| ACC 281                                 | Accounting Seminar                             | 1          |
| ACC 282                                 | Accounting Seminar                             | 2          |
| ACC 283                                 | Accounting Seminar                             | 3          |
| ACC 284                                 | Accounting Seminar                             | 4          |
| ACC 285                                 | Accounting Seminar                             | 5          |
| ACC 297                                 | Advanced Computerized Practicum                | 2          |
| ACC 298                                 | Accounting Practicum II                        | 1          |
| <b>Total credits from above courses</b> |  | <b>2-8</b> |

**Electives** (selected with advisor approval) **3-9**

**Total Credits for A.A.S. Degree** **96**

**ACCOUNTING ADVISORY COMMITTEE**

|                                       |  |
|---------------------------------------|--|
| Vicki Sears<br>Anderson & Whitney     | Marcia Siebring<br>Kosmicki Frick Kadleck<br>& Company |
| Judi Pippin<br>Aims Community College | Allen McConnell<br>University of Northern<br>Colorado  |
| Pam Vincent<br>Hewlett-Packard        | David Ransome<br>Greeley National Bank                 |
| Thomas Dye<br>Monfort of Colorado     |  |

**COMPUTER INFORMATION SYSTEMS**

(A.A.S. Degree requirements listed under Mathematics, Science and Computer Division)



## GENERAL BUSINESS

(Ann Aron, Bobbi Benesch, Lucille Eckhardt, Jerry Goddard, Gale Heiman, Judy Leusink, Maxine Marquez, Paul Martin, Carol Monthei, Trudi Montoya, Sue Musil, Linda Scott)

**Potential Opportunities:** The programs are designed for persons interested in gaining basic skills and knowledge for positions as a clerk bookkeeper; a secretary in a business, education, medical, or government office; or a legal secretary in a law office, or in the courts or judicial, legal system (law enforcement agencies), savings and loan, real estate, or insurance office with maintenance and custody of legal records.

**Registration Requirement:** All students taking a course or courses in a Business Division program must have an appropriate Business Division program advisor's signature on the course registration form **before** registering.

**General Education Requirements:** A minimum of 23 quarter credit hours of General Education Courses are required with advisor's approval. The General Education courses are identified by an asterisk (\*).

### OFFICE OCCUPATIONS DEGREE PROGRAM

| <b>Degree Core Requirements:</b>        |  | <b>CREDITS</b> |
|---|--|----------------|
| ACC 101                                 | Fundamentals of Accounting I               | 5              |
| *CIS 118                                | Introduction to Microcomputer Applications | 5              |
| BUS 102                                 | Keyboarding II                             | 4              |
| BUS 103                                 | Keyboarding III                            | 4              |
| BUS 121                                 | Alpha Shorthand I                          | 5              |
| BUS 125                                 | Adding/Calculating Machines                | 2              |
| BUS 129                                 | Telephone Communications                   | 1              |
| *BUS 142                                | Intermediate Communications                | 5              |
| BUS 151                                 | Word Processing I/WordPerfect              | 4              |
| BUS 162                                 | Shorthand II                               | 5              |
| *BUS 165                                | Human Relations at Work                    | 5              |
| *BUS 217                                | Business Communications and Report Writing | 5              |
| *MAT 110                                | Applied Business Mathematics               | 5              |
| <b>Total credits from above courses</b> |  | <b>55</b>      |

### ADMINISTRATIVE SUPPORT OPTION

| <b>Additional Degree Requirements:</b>  |                                | <b>CREDITS</b> |
|---|--------------------------------|----------------|
| BUS 104                                 | Keyboarding IV                 | 4              |
| BUS 107                                 | Basic Office Procedures        | 5              |
| *BUS 115                                | Introduction to Business       | 5              |
| BUS 152                                 | Word Processing II/WordPerfect | 4              |
| BUS 197                                 | Combined Bookkeeping Practicum | 3              |
| BUS 241                                 | Integrated Office Procedures   | 4              |
| BUS 257                                 | Office Systems Management      | 4              |
| <b>Total credits from above courses</b> |                                | <b>29</b>      |

**Electives** (selected with advisor approval) 12

**Total Credits for A.A.S. Degree** 96

### LEGAL OFFICE OPTION

| <b>Additional Degree Requirements:</b> |                   | <b>CREDITS</b> |
|--|-------------------|----------------|
| BUS 114                                | Legal Keyboarding | 4              |
| BUS 117                                | Legal Terminology | 5              |

|   |                                   |           |
|---|-----------------------------------|-----------|
| BUS 118                                 | Legal Machine Transcription       | 4         |
| BUS 195                                 | Bookkeeping Practicum             | 1         |
| BUS 211                                 | Legal Office Procedures           | 5         |
| BUS 212                                 | Career Legal Secretary            | 4         |
| BUS 216                                 | Legal Environment of Business     | 5         |
| BUS 231                                 | Legal Word/Information Processing | 4         |
| BUS 291                                 | Legal Internship                  | 3         |
| <b>Total credits from above courses</b> |                                   | <b>35</b> |

**Electives** (selected with advisor approval) 6

**Total Credits for A.A.S. Degree** 96

### OFFICE OCCUPATIONS CERTIFICATE PROGRAM

| <b>Certificate Requirements:</b>        |  | <b>CREDITS</b> |
|---|--|----------------|
| ACC 101                                 | Fundamentals of Accounting I               | 5              |
| *CIS 118                                | Introduction to Microcomputer Applications | 5              |
| BUS 102                                 | Keyboarding II                             | 4              |
| BUS 103                                 | Keyboarding III                            | 4              |
| BUS 107                                 | Basic Office Procedures                    | 5              |
| BUS 125                                 | Adding/Calculating Machines                | 2              |
| BUS 129                                 | Telephone Communications                   | 1              |
| *BUS 142                                | Intermediate Communications                | 5              |
| BUS 181                                 | Introduction to Word Processing            | 2              |
| BUS 195                                 | Bookkeeping Practicum                      | 1              |
| *BUS 217                                | Business Communications and Report Writing | 5              |
| *MAT 110                                | Applied Business Mathematics               | 5              |
| <b>Total credits from above courses</b> |  | <b>44</b>      |

Select from the following courses (with business advisor approval):

|   |  |          |
|---|--|----------|
| ACC 105                                 | Payroll Accounting                     | 3        |
| ACC 121                                 | Principles of Accounting I             | 5        |
| ACC 122                                 | Principles of Accounting II            | 5        |
| ACC 208                                 | Lotus 1-2-3 Applications for Business  | 2        |
| BUS 101                                 | Keyboarding I                          | 4        |
| BUS 104                                 | Keyboarding IV                         | 4        |
| BUS 126                                 | Proofreading Techniques                | 1        |
| BUS 127                                 | Business Word Usage                    | 3        |
| BUS 128                                 | Keyboarding for Computers              | 2        |
| BUS 131                                 | Keyboarding Refresher I                | 4        |
| BUS 136                                 | Computerized Proofreading Applications | 1        |
| BUS 138                                 | Word Processing for the Macintosh      | 1        |
| BUS 141                                 | Introduction to Communications         | 5        |
| BUS 146                                 | Office Internship                      | 3        |
| BUS 182                                 | Intermediate Word Processing           | 2        |
| BUS 151                                 | Word Processing I/WordPerfect          | 4        |
| BUS 152                                 | Word Processing II/WordPerfect         | 4        |
| BUS 196                                 | Computerized Bookkeeping Practicum     | 1        |
| BUS 255                                 | Advanced WordPerfect                   | 2        |
| BUS 256                                 | Desktop Publishing                     | 2        |
| <b>Total credits from above courses</b> |  | <b>7</b> |

**Total Credits for Certificate** 51

**GENERAL BUSINESS ADVISORY COMMITTEE**

- |  |   |
|--|---|
| Ed Bigby<br>Norbel Credit Union                    | Claudia Reich<br>Kosmicki Frick Kadlecek<br>and Company |
| Ann Marie Giese<br>University of Northern Colorado | Judy Robertson<br>Eaton High School                     |
| Pam Ingmire<br>Hewlett Packard                     | Mary Rossi<br>First Security Bank                       |
| Barbara McIntyre<br>Keith McIntyre Law Firm        | Beth Thompson<br>Kelly Services                         |
| Laura Pickett<br>School District RE 9              | David Worden<br>Weld County                             |

**MARKETING/MANAGEMENT**

(Claudia Stevens, Maxine Christenson, Elmer Kiekhaefer, Mary Webster)

**Program Length:** Usually six quarters for Associate of Applied Science degree program. The degree will be awarded in Marketing/Management, with curriculum options available, such as: Fashion Merchandising, Supervisory Management, Marketing, 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 Marketing/Management must consult with a Marketing/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 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 Marketing/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.

Aims Community College Marketing/Management Department supports Delta Epsilon Chi (DEC) as a student organization which provides the opportunity for leadership.

**Registration Requirement:** All students taking a course or courses in a Business Division program must have an appropriate Business Division program advisor's signature on the course registration form **before** registering.

**Marketing/Management General Education Requirements:** A minimum of 23 quarter credit hours of General Education Courses are required with advisor's approval. The General Education courses are identified by an asterisk (\*).



**BUSINESS DIVISION, cont.**

**MARKETING/MANAGEMENT DEGREE PROGRAM**

|   | <b>CREDITS</b> |
|---|----------------|
| <b>Degree Core Requirements:</b>                    |                |
| *CIS 118 Introduction to Microcomputer Applications | 5              |
| *BUS 142 Intermediate Communications                | 5              |
| *BUS 165 Human Relations at Work                    | 5              |
| *BUS 217 Business Communication and Report Writing  | 5              |
| *MAT 110 Applied Business Mathematics               | 5              |
| MAN 226 Principles of Management                    | 5              |
| MAR 216 Principles of Marketing                     | 5              |
| MGT 101 Sales                                       | 5              |
| MGT 207 Human Resource Management                   | 5              |
| MGT 291 Personal Adjustment to Business             | 6              |
| MGT 292 Personal Adjustment to Business             | 6              |
| <b>Total credits from above courses:</b>            | <b>57</b>      |

**FASHION MERCHANDISING OPTION**

|   | <b>CREDITS</b> |
|---|----------------|
| <b>Degree Option Requirements:</b>            |                |
| MGT 105 Principles of Advertising             | 5              |
| MGT 120 Introduction to Fashion Merchandising | 5              |
| MGT 126 Fashion Buying                        | 4              |
| MGT 127 Fashion Evolution                     | 3              |
| MGT 225 Retail Merchandising                  | 5              |
| MGT 226 Textiles                              | 5              |
| MGT 237 Supervisory Management I              | 5              |
| MGT 245 Analysis of Fashion Concepts          | 3              |
| <b>Total credits from above courses:</b>      | <b>35</b>      |

|  |          |
|--|----------|
| Select one from the following courses:   |          |
| MGT 106 Contemporary Retailing           | 5        |
| MGT 208 Small Business Management        | 5        |
| <b>Total credits from above courses:</b> | <b>5</b> |

Electives (selected with advisor approval) 4

**Total Credits for A.A.S. Degree 101**

**MARKETING OPTION**

|  | <b>CREDITS</b> |
|--|----------------|
| <b>Degree Option Requirements:</b>       |                |
| MGT 102 Advanced Sales                   | 5              |
| MGT 105 Principles of Advertising        | 5              |
| MGT 206 Sales Management                 | 5              |
| MGT 235 Organizational Behavior          | 5              |
| <b>Total credits from above courses:</b> | <b>20</b>      |

|  |          |
|--|----------|
| Select one from the following courses:   |          |
| *BUS 216 Legal Environment of Business   | 5        |
| *BUS 221 Business Law                    | 5        |
| <b>Total credits from above courses:</b> | <b>5</b> |

|  |             |
|--|-------------|
| Select two from the following courses:   |             |
| MGT 106 Contemporary Retailing           | 5           |
| MGT 238 Marketing Research               | 4           |
| MGT 293 Personal Adjustment to Business  | 6           |
| <b>Total credits from above courses:</b> | <b>9-11</b> |

Electives (selected with advisor approval) 8-10

**Total Credits for A.A.S. Degree 101**

**SMALL BUSINESS MANAGEMENT OPTION**

|  | <b>CREDITS</b> |
|--|----------------|
| <b>Degree Option Requirements:</b>       |                |
| ACC 101 Fundamentals of Accounting I     | 5              |
| MGT 105 Principles of Advertising        | 5              |
| MGT 208 Small Business Management        | 5              |
| MGT 212 Management Decision Making       | 5              |
| <b>Total credits from above courses:</b> | <b>20</b>      |

|  |          |
|--|----------|
| Select one from the following courses:   |          |
| *BUS 216 Legal Environment of Business   | 5        |
| *BUS 221 Business Law                    | 5        |
| <b>Total credits from above courses:</b> | <b>5</b> |

|  |              |
|--|--------------|
| Select three from the following courses: |              |
| MGT 106 Contemporary Retailing           | 5            |
| MGT 209 Entrepreneurship                 | 3            |
| MGT 238 Marketing Research               | 4            |
| MGT 293 Personal Adjustment to Business  | 6            |
| <b>Total credits from above courses:</b> | <b>12-15</b> |

Electives (selected with advisor approval) 4-7

**Total Credits for A.A.S. Degree 101**

**SUPERVISORY MANAGEMENT OPTION**

|  | <b>CREDITS</b> |
|--|----------------|
| <b>Degree Option Requirements:</b>       |                |
| ACC 101 Fundamentals of Accounting I     | 5              |
| MGT 235 Organizational Behavior          | 5              |
| MGT 236 Labor Law Relations              | 5              |
| MGT 237 Supervisory Management I         | 5              |
| MGT 247 Supervisory Management II        | 5              |
| MGT 293 Personal Adjustment to Business  | 6              |
| <b>Total credits from above courses:</b> | <b>31</b>      |

|  |          |
|--|----------|
| Select one from the following courses:   |          |
| *BUS 216 Legal Environment of Business   | 5        |
| *BUS 221 Business Law                    | 5        |
| <b>Total credits from above courses:</b> | <b>5</b> |

Electives (selected with advisor approval) 8

**Total Credits for A.A.S. Degree 101**

**REAL ESTATE**

Courses offered toward completion of the Colorado Real Estate Agent License:

|   |   |
|---|---|
| MGT 257 Real Estate Practice and Law                                | 6 |
| MGT 258 Colorado Real Estate Law and Colorado Real Estate Contracts | 3 |

|  |   |
|--|---|
| <b>Elective/Support Courses</b>                |   |
| MGT 255 Real Estate License Preparation        | 3 |
| MGT 256 Real Estate Closing and Trust Accounts | 3 |
| MGT 265 Real Estate Finance                    | 2 |
| MGT 266 Real Estate Appraisal                  | 5 |
| MGT 267 Advanced Real Estate Law               | 1 |

## BUSINESS DIVISION, cont.

Courses offered toward completion of the Colorado Real Estate

Broker License:

|         |  |   |
|---------|--|---|
| MGT 256 | Real Estate Closing and Trust Accounts                         | 3 |
| MGT 257 | Real Estate Practice and Law                                   | 6 |
| MGT 258 | Colorado Real Estate Law and<br>Colorado Real Estate Contracts | 3 |
| MGT 265 | Real Estate Finance  | 2 |
| MGT 267 | Advanced Real Estate Law                                       | 1 |

### Elective/Support Courses

|         |                                 |   |
|---------|---------------------------------|---|
| MGT 255 | Real Estate License Preparation | 3 |
| MGT 259 | Real Estate Sales Training      | 3 |

### Continuing Educations Courses

|         |                                  |   |
|---------|----------------------------------|---|
| MGT 268 | Real Estate Continuing Education | 1 |
|---------|----------------------------------|---|

## MARKETING/MANAGEMENT/REAL ESTATE ADVISORY COMMITTEE

|                              |                               |
|------------------------------|-------------------------------|
| Sandra Bodie<br>New Horizons | Suzanne Sereff<br>Ramkota Inn |
|------------------------------|-------------------------------|

|  |                             |
|--|-----------------------------|
| Jeff Hale<br>Thompson Valley High School | Kent Turnbaugh<br>JC Penney |
|--|-----------------------------|

|  |                             |
|--|-----------------------------|
| Rolland Higgins<br>Higgins Sentry Hardware | Ray Ulibarri<br>United Bank |
|--|-----------------------------|

|   |                           |
|---|---------------------------|
| Steve Young<br>State Farm Insurance Company | Jack Weber<br>Case Realty |
|---|---------------------------|



# PUBLIC SERVICE DIVISION

**Division Director**  
**Location:**  
**Secretaries:**  
**Telephone:** 330-8008

Dan Peck  
ESA, Room 909  
Rose Herberlein, Ext. 269  
ESA, Room 903  
Betty Barnes, Ext. 239  
Ed Beaty Hall, Room 567

The Public Service Division, in addition to the programs listed, has the capability to work individually or collectively with employers to offer Continuing Education, 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. Some classes are subject to state approval.

**Registration Requirement:** All students taking a course or courses in a Public Service Division program must have an appropriate Public Service Division program advisor's signature on the course registration before registering.

The Public Service Division offers the following programs:

**CRIMINAL JUSTICE** (minimum two-year A.A.S. degree)

**CRIMINAL JUSTICE EMPHASIS** (minimum two-year A.A. degree)

**BASIC PEACE OFFICER ACADEMY** (certificate)

**FIRE SERVICE TECHNOLOGY** (two-year A.A.S. degree)  
OPTION: FIRE PROTECTION TECHNOLOGY  
FIRE SCIENCE TECHNOLOGY

**FIRE SERVICE TRAINING ACADEMY** (one-quarter certificate)

**VOLUNTEER FIRE SERVICE TRAINING** (certificate)

**EMERGENCY MEDICAL SERVICES** (two-year A.A. degree)

**EMERGENCY MEDICAL TECHNICIAN** (certificate)

**RADIOLOGIC TECHNOLOGY** (two-year A.A.S. degree)

**OTHER HEALTH SERVICES**

**GERIATRIC AIDE** (certificate)

## PUBLIC SERVICE SCHOLARSHIPS

**AWARD:** **ARA LIVING CENTERS**  
Awarding Division: Public Service (Geriatric Aide)  
Award Amount: Reimbursement for books and in-district tuition Award given quarterly.  
Application Deadline: First day of class each quarter.  
Qualifications: Contact awarding division for criteria.

**AWARD:** **GREELEY MEDICAL FOUNDATION SCHOLARSHIP**  
Awarding Division: Public Service (Geriatric Aide)  
Award Amount: Reimbursement for books and supplies. Award given quarterly.  
Application Deadline: Prior to first day of class each quarter  
Qualifications: Contact awarding Division for criteria

### AWARD:

Awarding Division:  
Award Amount:

Application Deadline:  
Qualifications:

### WESTERN MEDICAL SERVICES SCHOLARSHIP

Public Service (Geriatric Aide)  
Tuition reimbursement after satisfactory employment. Award given quarterly.  
Prior to first day of class each quarter.  
Contact awarding Division for criteria

### FACULTY AND STAFF

#### Criminal Justice (Emergency Services Academy)

Chad Myers, Dept. Chair Ext. 451  
Donna Meier Ext. 453  
Sue Beecher Ext. 313/531  
Susan Gearheart Ext. 560

#### Fire Service (Trades & Industry Building)

Doug Dale Ext. 309  
Jay Franey Ext. 263  
Don Owens Ext. 452  
Darrel Schneider Ext. 276  
Verne Einspahr Ext. 461

#### Emergency Medical Service (Emergency Service Academy)

Nancy Hills (CPR) Ext. 407  
Rachel Kolokoff  
Charline Lewis Ext. 536  
Mary Mast Ext. 421  
Dave Miller Ext. 460  
Diana Van Der Ploeg Ext. 449  
Kevin Waters (CPR) Ext. 559

#### Nurse Aide/Health Occupations (Emergency Services Academy)

Ruth Lorenson Ext. 312

#### Radiologic Technology (Ed Beaty Hall)

Diana Shatraw Ext. 341  
Debi Knudson Ext. 419  
Luci Evans Ext. 420  
Jan Specketer Ext. 436



## CRIMINAL JUSTICE

(Chad Myers, Dept. Chair, Ext. 451; Donna Meier, Ext. 453; Sue Beecher, Ext. 313/531, Susan Gearheart, Ext. 560)

**Program Length:** At least two years for Associate of Applied Science degree.

**Program Description:** This program is structured for the individual seeking either pre-service or in-service education and training.

This program is vitally concerned with both practice and theory in the conviction that neither can stand alone. Sound practice demands sound theory, while advances in knowledge grow out of the realities of practice.

The criminal justice field cries out for compassionate, humane, enlightened, prejudice-free practitioners who fully understand and who believe in the service role that government plays in a free society that guarantees, through them, equity for all its citizens within a very precisely-defined constitutional framework. It is our job to provide the criminal justice field with such people.

This program is concerned with the concept of justice—its implications, its practice, and its demands in relation to the social, political, legal, and economic institutions that define our society. The emphasis is on the total environment in which the justice system operates.

**Potential Opportunities:** Although an in-depth study of career placement has not been completed, graduates may find positions with various state and local criminal justice agencies.

**Registration Requirement:** All students taking a course or courses in a Public Service Division program must have an appropriate Public Service Division program advisor's signature on the course registration **before** registering.

Students **do not** have to be Criminal Justice majors to enroll in Criminal Justice classes.

**Assessment:** Anyone taking a Criminal Justice course is expected to score at college freshman level in reading, writing and math.

### DEGREE PROGRAM

**Criminal Justice General Education Courses:** A minimum of 23 quarter credit hours of General Education Courses are required with an Advisor's approval.

The General Education Courses are identified by an asterisk (\*) to demonstrate that human knowledge is not a disconnected series of specialized subjects but interrelated domains of thought.

**NOTE:** This program includes changes which are subject to approval by the Colorado Community College and Occupational Education System. Courses listed are subject to change. Students can verify the course offerings with the program director.

|  | <b>CREDITS</b> |
|--|----------------|
| <b>Degree Requirements:</b>              | 73             |
| <b>FRESHMAN LEVEL COURSES</b>            |                |
| CRJ 110 Introduction to Criminal Justice | 5              |
| CRJ 111 The Police Function              | 5              |
| CRJ 112 The Judicial Function            | 5              |
| CRJ 113 The Correctional Function        | 5              |
| CRJ 114 Community and the Justice System | 5              |
| CRJ 141 Legal Research/Writing I         | 2              |

|         |                            |   |
|---------|----------------------------|---|
| CRJ 142 | Legal Research/Writing II  | 2 |
| CRJ 143 | Legal Research/Writing III | 2 |

### SOPHOMORE LEVEL COURSES

|         |  |   |
|---------|--|---|
| CRJ 201 | Criminal Law                                 | 5 |
| CRJ 202 | Constitutional Law                           | 5 |
| CRJ 203 | Criminal Procedure                           | 5 |
| CRJ 204 | Juvenile Law/Procedure                       | 5 |
| CRJ 205 | Civil Law/Procedure                          | 5 |
| CRJ 211 | Seminar: Issues in Policing                  | 3 |
| CRJ 212 | Seminar: Issues in Criminal Courts           | 3 |
| CRJ 213 | Seminar: Controversial Issues in Corrections | 3 |
| CRJ 248 | Seminar: The Etiology of Crime               | 3 |
| CRJ 249 | Seminar: Discretionary Justice/Ethics        | 5 |

### WRITTEN COMMUNICATIONS

|          |                             |   |
|----------|-----------------------------|---|
| *ENG 121 | English Composition I OR    | 5 |
| *BUS 142 | Intermediate Communications |   |

### ORAL COMMUNICATIONS

|          |                                    |   |
|----------|------------------------------------|---|
| *SPE 115 | Principles of Speech Communication | 5 |
|----------|------------------------------------|---|

### MATH

|          |                            |   |
|----------|----------------------------|---|
| *MAT 111 | Beginning Algebra OR       | 5 |
| *MAT 135 | Introduction to Statistics |   |

### COMPUTERS

|          |   |   |
|----------|---|---|
| *CIS 116 | Logic and Program Design OR                   | 5 |
| *CIS 118 | Introduction to Microcomputer Applications OR |   |
| *CSC 100 | The Computer and Society                      |   |

### SOCIAL SCIENCES

|  |   |  |
|--|---|--|
| (select two (2) from the following courses.) | 10                                      |  |
| *ANT 101                                     | Cultural Anthropology                   |  |
| *MAS 106                                     | Psychology of the Mexican American      |  |
| *POS 118                                     | State and Local Government              |  |
| *PSY 101                                     | General Psychology I                    |  |
| *PSY 120                                     | Psychology of Leadership and Management |  |
| *PSY 221                                     | Abnormal Psychology                     |  |
| *PSY 288                                     | Basic Therapeutic Skills                |  |
| *SOC 101                                     | Introduction to Sociology I             |  |
| *SOC 218                                     | Sociology of Minorities                 |  |

### ELECTIVES

Classes chosen **must be** made with a CRJ Advisor's **prior** approval.

A student may select one of the following areas of study which will fulfill the Criminal Justice Elective requirement:

- (1) Criminal Justice Generalist
- (2) Law Enforcement/Peace Officer
- (3) Corrections/Detention
- (4) Legal Assistant/Paralegal
- (5) Legal Administration

**Total Credits for A.A.S. Degree** **113**

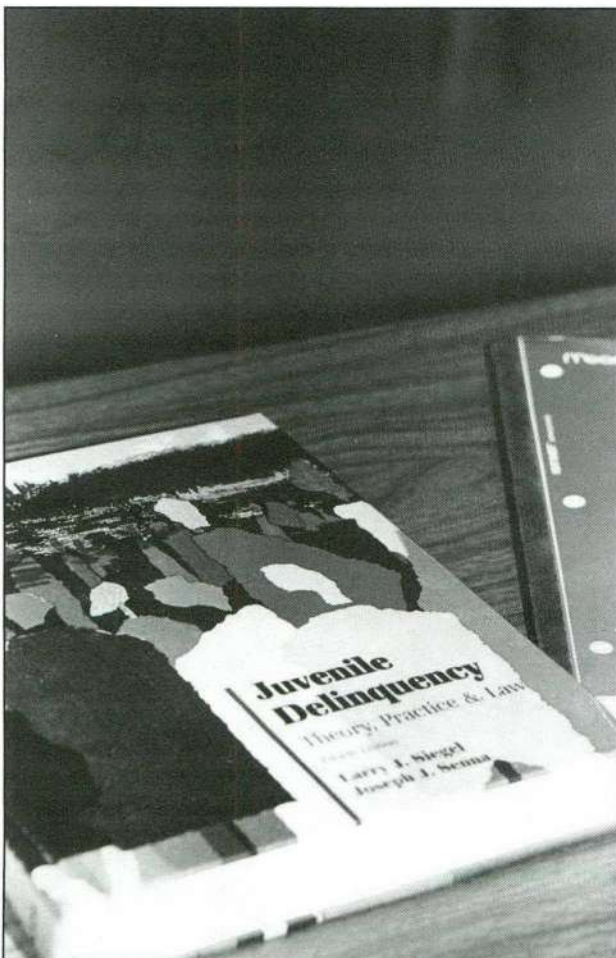
**Support Courses**

(Fees may be required)

|         |                             |   |
|---------|-----------------------------|---|
| CRJ 196 | Seminar in Police Prac/Prob | 1 |
| CRJ 197 | Seminar in Police Prac/Prob | 2 |
| CRJ 198 | Seminar in Police Prac/Prob | 3 |
| CRJ 199 | Seminar in Police Prac/Prob | 4 |
| CRJ 250 | Advanced Officer Academy    | 4 |
| CRJ 296 | Special Issues/CRJ          | 1 |
| CRJ 297 | Special Issues/CRJ          | 2 |
| CRJ 298 | Special Issues/CRJ          | 3 |
| CRJ 299 | Special Issues/CRJ          | 4 |

**CRIMINAL JUSTICE ADVISORY COMMITTEE**

|   |  |
|---|--|
| Tom Wagoner, Chief<br>Loveland Police Department                            | Philip L. Reichel, Ph.D.<br>Professor, Department<br>of Sociology U.N.C. |
| John L. Davis, Investigator<br>District Attorney's Office<br>Larimer County | Rick Dill, UnderSheriff<br>Weld County Sheriff's Office                  |
| Al Dominguez, Jr.<br>District Attorney<br>Weld County                       | Susan "MK" Beecher<br>Certified Legal Assistant                          |
| William E. West<br>District Court Judge<br>19th Judicial District           | Donna Meier<br>Attorney at Law   |



**BASIC PEACE OFFICER ACADEMY**

**(Police Academy)**

**Program Length:** Forty weeks (Fall, Winter, Spring Quarters) CEM II, Tuesday, Wednesday, Thursday nights and Saturdays. Or thirteen weeks (Summer Quarter), Monday through Saturday.

**Program Description:** A unique aspect of Criminal Justice at Aims College is the Basic Peace Officer Academy certificate program. Success in the Academy leads to a "certificate of completion" and college credits. (NOTE: These credits DO NOT APPLY to the Criminal Justice A.A. Degree program CEM II)

The Basic Peace Officer Academy offers an excellent opportunity for individuals desiring "certifiability" as peace officers. **REMEMBER**, only the State of Colorado Peace Officers Standards and Training (POST) Board may grant certification as a Peace Officer.

The Aims' Basic Peace Officer Academy follows the instructional goals or KSAs (knowledge, skills and abilities) established by the Colorado Peace Officers Standards and Training Board.

**NOTE: A state P.O.S.T. Exit exam may be required.**

**Program Objective:** To produce a professional peace officer who will think clearly and act wisely. To this end, our Academy is oriented toward academic-stress and technical proficiency.

In other words, the goal of our training is to ensure that prospective peace officers have acquired the necessary academic knowledge and technical skills to perform effectively in their professional work assignments.

We divide the Academy into two basic areas: academic knowledge and technical skills. Without first-rate academic knowledge, law enforcement is apt to become prey to the technicians, who vie with each other in attempts to do the same thing, only better.

Therefore, this Academy is based on the assumption that students can only be self-motivated; that students cannot be motivated for reasons external to their own needs. Students will be expected to study a minimum of 20 hours per week outside of the classroom and to ferret out that knowledge necessary to successfully complete the academic portion of the Academy.

**Potential Opportunities:** Although an in-depth study of career placement has not been completed, career opportunities appear good since our Academy graduates have been found to be excellent peace officers who are worth employing.

**Assessment:** Academy students are expected to score at college freshman level in reading, writing and math.

**Registration Requirement:** Must consult with the Associate Academy Director, (Sue Beecher, Ext. 313/531).

**CERTIFICATE PROGRAM**

|   | CREDITS   |
|---|-----------|
| <b>Certificate Requirements:</b>                    | 40        |
| CRJ 261 Criminal Justice Practicum "Police Academy" | 40        |
| <b>Total Credits for Certificate</b>                | <b>40</b> |



## FIRE SERVICE TECHNOLOGY DEGREE PROGRAM

(Jay Franey, Dept Chair, Ext. 263; Don Owens, Ext. 452; Darrel Schneider, Ext. 276; Verne Einspahr, Ext. 461; Doug Dale, Ext. 309)

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

**Potential Opportunities:** The protection of life and property from fire is the primary function of a fire fighter. With today's sophisticated techniques, training, and equipment, however, modern fire fighters 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 (fire fighting) 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.

**Registration Requirement:** All students taking a course or courses in the Fire Science Technology Degree Program must have the appropriate advisor's signature on the course registration **before** registering, if so indicated in the particular quarter schedule of classes. However, students do not have to be Fire Service majors to enroll in Fire Service classes.

**Fire Service Technology General Education Courses:** A minimum of 23 quarter credit hours of General Education Courses are required with Advisor's approval. The General Education courses are identified by an asterisk (\*).

| Common Requirements for Degree                          | CREDITS      |
|---|--------------|
| <b>Core Degree Requirements:</b>                        | <b>34</b>    |
| FIS 100 Introduction to Fire Science & Suppression      | 5            |
| FIS 111 Fire Fighter Occupational Safety                | 5            |
| FIS 115 Industrial Fire Safety Concepts                 | 3            |
| FIS 117 Effective Fire Service Presentations            | 5            |
| FIS 207 Chemistry for Fire Protection                   | 5            |
| FIS 208 Hazardous Materials I                           | 3            |
| FIS 209 Hazardous Materials II                          | 3            |
| FIS 230 Building Plans and Construction                 | 5            |
| <b>General Education Requirements</b>                   | <b>39</b>    |
| *ENG 121 English Composition I                          | 5            |
| *MAT 111 Beginning Algebra                              | 5            |
| *PHI 113 Logic  | 5            |
| *PHY 105 Conceptual Physics                             | 5            |
| *POS 118 State and Local Government                     | 5            |
| *PSY 138 Biofeedback and Stress Management              | 4            |
| *SOC 101 Introduction to Sociology                      | 5            |
| *CIS 118 Introduction to Microcomputer Applications     | 5            |
| <b>Recommended Electives: (with advisor's approval)</b> | <b>13/17</b> |
| BUS 101 Keyboarding I                                   | 4            |
| *COM 112 Introduction to Mass Media                     | 5            |

|  |                                |            |
|--|--------------------------------|------------|
| *ENG 105                               | Fundamentals of Composition    | 5          |
| *ENG 225                               | Advanced Composition           | 5          |
| FIS 112                                | Fire Service Planning          | 3          |
| FIS 119                                | Fire Instructor I              | 3          |
| FIS 214                                | Fire Department Administration | 3          |
| PED 112                                | Aerobics II                    | 1          |
| *POS 111                               | American Government            | 5          |
| PSY 177                                | Career and Life Planning       | 5          |
| <b>Total Credits for A.A.S. Degree</b> |                                | <b>108</b> |

\*\* Students that are Colorado State Certified as Fire fighter I or above will be granted four credit hours of elective credits toward the AAS Degree.

\*\*\*Students that are Colorado State Certified as an Emergency Medical Technician will be granted five credit hours of elective credits toward the AAS Degree.

### FIRE PROTECTION TECHNOLOGY OPTION

| Option Requirements:                              | 18 |
|---|----|
| FIS 190 Fire Service and the Law                  | 3  |
| FIS 202 Fire Inspection Practices                 | 3  |
| FIS 204 Related Codes & Ordinances I              | 3  |
| FIS 205 Related Codes & Ordinances II             | 3  |
| FIS 212 Fixed Fire Protection Equipment & Systems | 3  |
| FIS 218 Arson Investigation                       | 3  |

### FIRE SCIENCE TECHNOLOGY OPTION

| Option Requirements:                          | CREDITS   |
|---|-----------|
|   | <b>22</b> |
| FIS 102 Fire Prevention Awareness             | 3         |
| FIS 104 Fire Company Organization & Procedure | 3         |
| FIS 106 Fire Fighting and Strategy Tactics    | 5         |
| FIS 110 Fire Apparatus and Procedures         | 5         |
| FIS 118 Fire Cause Determination              | 3         |
| FIS 213 Fire Service Supervision              | 3         |

### VOLUNTEER FIRE FIGHTER TRAINING

**Program Length:** Will vary from four quarters to eight quarters or more.

The Volunteer Fire Fighter Training Program is designed to provide theory and practical training for volunteer fire fighters and those who wish to become volunteer fire fighters.

**Potential Opportunities:** Opportunities to become volunteer fire fighters exist locally as well as nationwide. This training will also benefit those who wish to become career fire fighters.

**Registration Requirement:** Fire Service Department signature required as necessary - refer to current quarter schedule of classes

**PUBLIC SERVICE DIVISION, cont.**

|  |                |
|--|----------------|
| <b>Certificate Program</b>   | <b>Credits</b> |
| <b>Certificate requirements:</b>   | 24             |
| A total of 24 credit hours from the following list of classes must be completed: |                |
| FIS 185 Volunteer Fire Seminar   | 6              |
| FIS 186 Volunteer Fire Seminar   | 8              |
| FIS 187 Volunteer Fire Seminar   | 12             |
| FIS 188 Volunteer Fire Seminar   | 16             |
| FIS 195 Volunteer Fire Seminar   | .5             |
| FIS 196 Volunteer Fire Seminar   | 1              |
| FIS 197 Volunteer Fire Seminar   | 2              |
| FIS 198 Volunteer Fire Seminar   | 3              |
| FIS 199 Volunteer Fire Seminar   | 4              |
| TEM 106 First Responder  | 4              |
| TEM 127 Cardiopulmonary Resuscitation  | 1              |
| TEM 128 C.P.R. Instructor  | 1              |
| TEM 196 Fire Fighter First Aid   | 1              |

The above classes must include the following requirements:

|  |   |
|--|---|
| <b>BASIC FIRE FIGHTING TRAINING</b>                  | 5 |
| Regular Department Training (Maximum 1 credit)       |   |
| Fire Fighter I Certification or                      |   |
| Fire Fighter I Theory (Maximum 1 credit)             |   |
| Fire Fighter II Certification (Maximum 1 credit)     |   |
| Fire Safety  |   |
| Initial Fire Attack                                  |   |
| Driver Training                                      |   |
| Fire and Rescue Field Days                           |   |
| Other Basic Fire Fighting topics approved by advisor |   |

Student must also pass a Basic Fire Fighting knowledge and skills competency exam.

|   |    |
|---|----|
| <b>EMERGENCY MEDICAL TRAINING</b>       | 4  |
| First Responder                         |    |
| Emergency Medical Technician            | 12 |
| C.P.R.                                  | 1  |
| C.P.R. Instructor                       | 1  |
| Other E.M.S. topics approved by advisor |    |

|   |   |
|---|---|
| <b>FIRE COMMAND AND ADMINISTRATION TRAINING</b>   | 2 |
| Rural Fire Fighting Tactics                       |   |
| On Scene Coordination                             |   |
| Fire Officer Training                             |   |
| Fire Fighter III Certification (Maximum 1 credit) |   |
| Other Fire Command topics approved by advisor     |   |

|  |   |
|--|---|
| <b>HAZARDOUS MATERIALS TRAINING</b>                  | 1 |
| Hazmat First Responder-Awareness level               |   |
| Hazmat First Responder-Operations level              |   |
| Other Hazardous Materials Topics approved by advisor |   |

|  |   |
|--|---|
| <b>SPECIALIZED FIRE FIGHTER TRAINING</b> | 2 |
| Dive Rescue                              |   |
| Ice Rescue                               |   |
| Trench Rescue                            |   |
| Farm Accident Rescue                     |   |
| Extrication                              |   |
| Fire Prevention                          |   |

Other Specialized Fire Fighter Topics approved by advisor

|                                      |    |
|--------------------------------------|----|
| <b>FIRE FIGHTER ELECTIVES</b>        | 10 |
| To be selected from any above topics |    |

**FIRE SERVICE TRAINING ACADEMY**

**Program Length:** Usually 10 weeks for Certificate in Occupational Education program. Thirty credit hours required (420 clock hours).

The Fire Service Training Academy is a training program which meets eight (8) hours per day, five (5) days per week.

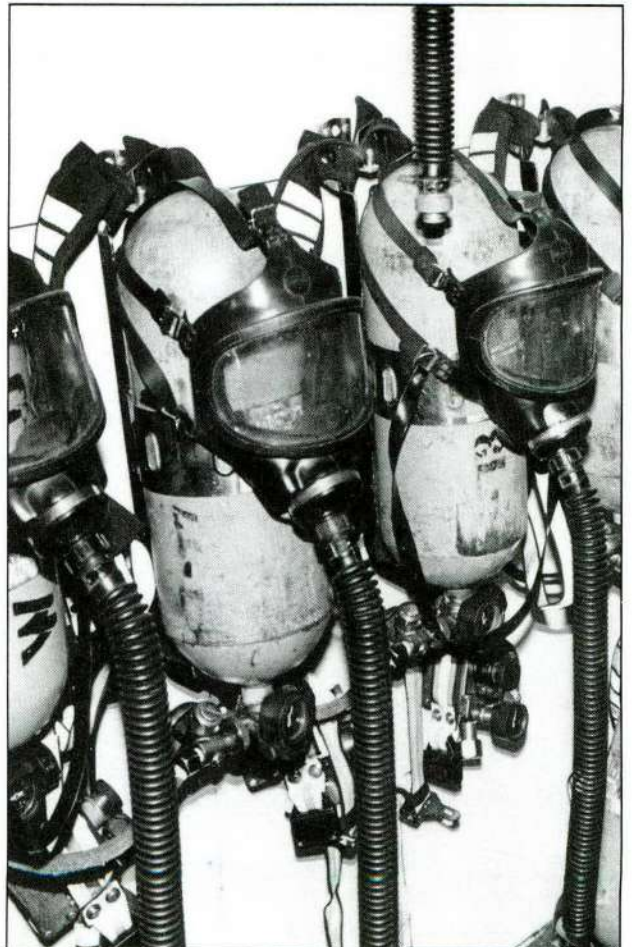
It is designed for the recruits/cadets who are in need of basic job entry skills and knowledge, or the student who may be seeking a career in the fire service. The State of Colorado Fire Fighter I examinations are given prior to academy graduation. Students who are not E.M.T.s are encouraged to take the E.M.T. Course.

**Potential Opportunities:** Entry level employment in this field is frequently difficult to obtain.

**Registration Requirement:** Students must consult with the Academy Director prior to receiving the necessary application packet.

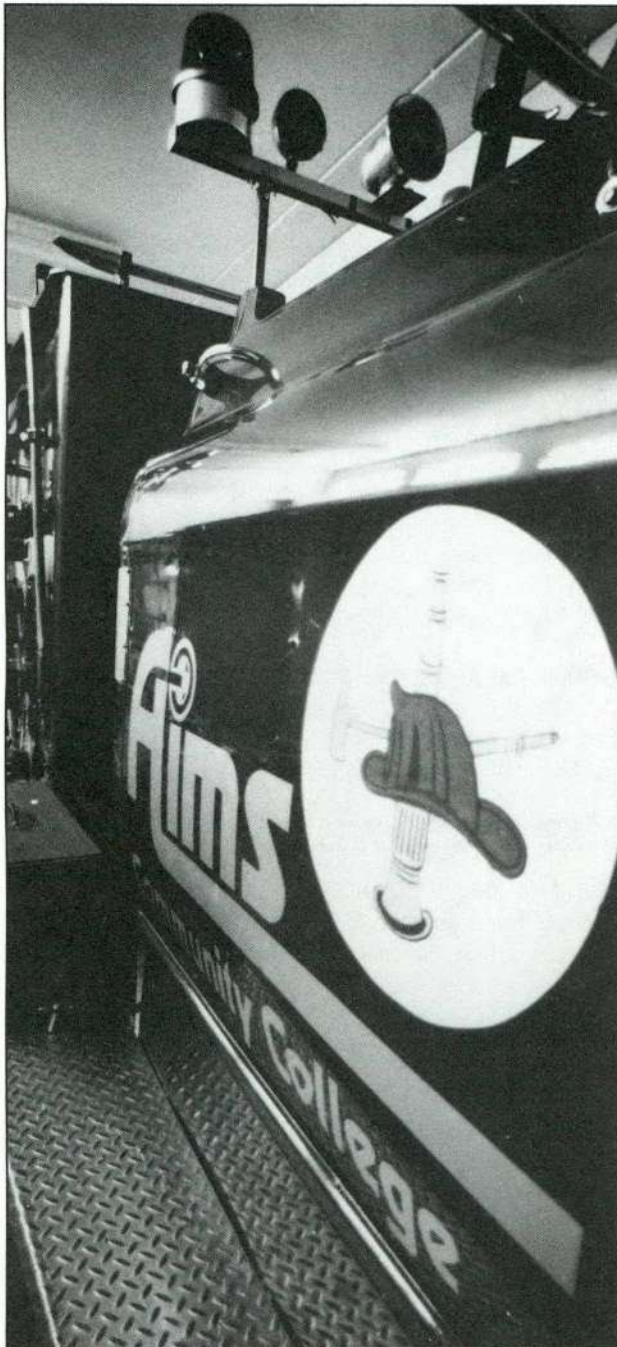
**CERTIFICATE PROGRAM**

|                                       |                |
|---------------------------------------|----------------|
|                                       | <b>CREDITS</b> |
| <b>Certificate Requirements:</b>      | 30             |
| FIS 105 Fire Service Training Academy | 30             |
| <b>Total Credits for Certificate</b>  | <b>30</b>      |



**FIRE SERVICE ADVISORY COMMITTEE**

- |   |  |
|---|--|
| Jill Carlson<br>Industrial Representative<br>National Cash Register | Greg Thompson<br>Greeley Fire Department<br>Student Representative |
| Gene Chantler<br>Poudre Fire Authority                              | Gerald Ward<br>Mountain View Fire<br>Protection District           |
| Willard (Bill) Martin<br>Greeley Fire Department                    | Robert Starman<br>Loveland Volunteer Fire<br>Department            |
| Ed Fagler<br>Windsor Volunteer Fire Dept.                           |  |



**EMERGENCY MEDICAL SERVICES**

**Emergency Medical Services (Emergency Service Academy)**  
(Diana Van Der Ploeg, Dept. Chair, Ext. 449; Mary Mast, Ext. 421; Nancy Hills (CPR) Ext. 407; Dave Miller, Ext. 460; Charline Lewis, Ext. 536; Kevin Waters (CPR) South Campus)

**Program Length:** EMT is currently a 12 week program within the occupational education program with a certificate awarded upon completion. Twelve credit hours required (160 clock hours). The students are required to be proficient in both the cognitive and practical skills to pass the program and become state certified by the Emergency Medical Services Division of the Colorado Department of Health. This certificate must be renewed every 3 years by taking an EMT-refresher class (40 hours, 4 credits) or Continuing Medical Education.

**Potential Opportunities:** This course is offered to the general public and to individuals from a variety of occupations such as: ambulance employees, fire department employees (paid or volunteer), police officers, military medical personnel, ski patrol, and search and rescue personnel. Entry level employment as an EMT-B is becoming easier with a wide variety of opportunities now available. With advanced training, there are also opportunities as EKG and IV technicians in the hospital setting, or as EMT-Intermediates in the rural areas.

**Registration Requirement:** All students taking a course or courses in a Public Service Division program must have an appropriate Public Service Division program advisor's signature on the course registration before registering. All EMT students are required to take the pre-assessment test.

**CERTIFICATE PROGRAM**

|   | <b>CREDITS</b> |
|---|----------------|
| <b>Certificate Requirements:</b>              | 12             |
| TEM 105    Emergency Medical Technician Basic | 12             |
| <b>Total Credits for Certificate</b>          | <b>12</b>      |

**EMERGENCY MEDICAL TECHNICIAN - INTERMEDIATE**

**Program Length:** EMT-I is currently a two quarter program within the occupational education program with a certificate awarded upon completion. The student must have specific EMS field experience and a current physician advisor for entry into the program. Fourteen credit hours required. The students are required to be proficient in both the cognitive and practical skills to pass the program and become state certified by the Emergency Medical Services Division of the Colorado Department of Health. This certificate must be renewed every 3 years in order to work as an EMT-I.

**Potential Opportunities:** Entry level employment as an EMT-I is often easier in the rural areas, but opportunities do exist in the hospital setting or with several advanced life support ambulance services.

**Registration Requirements:** The student must meet with an EMS Dept. advisor prior to enrolling in the course. There are various pre-requisites and certifications required prior to enrollment along with physician advisor approval. The program advisor's signature is required prior to registration.

**PUBLIC SERVICE DIVISION, cont.**

**CERTIFICATE PROGRAM**

|   | <b>CREDITS</b> |
|---|----------------|
| <b>Certificate Requirements</b>                   | 14             |
| TEM 107 Emergency Medical Technician-Intermediate | 14             |

**Total credits for Certificate** **14**

**CERTIFICATE RENEWAL PROGRAM**

|  | <b>CREDITS</b> |
|--|----------------|
| <b>Certificate Renewal Requirements:</b> | 4              |
| TEM 108 EMT Refresher                    | 4              |

**Total Credits for Certificate Renewal** **4**

**Supporting Classes**

|   |    |
|---|----|
| TEM 100 Intro to Emergency Care<br>(14 lecture, 9 lab)            | 2  |
| TEM 106 First Responder<br>(27 lecture, 20 lab)                   | 4  |
| TEM 107 EMT Intermediate<br>(90 lecture, 45 lab, 60 clinical)     | 14 |
| TEM 108 EMT Refresher<br>(27 lecture, 20 lab)                     | 4  |
| TEM 109 EMT Refresher Seminar<br>(10 lecture, 0 lab)              | 1  |
| TEM 115 Emergency Med. Dispatcher<br>(30 lecture, 0 lab)          | 3  |
| TEM 116 EMT IV-MAST<br>(15 lecture, 8 lab, 16 clinical)           | 2  |
| TEM 126 Intro to Advanced Life Support<br>(20 lecture, 15 lab)    | 3  |
| TEM 127 Cardiopulmonary Resuscitation<br>(10 lecture, 0 lab)      | 1  |
| TEM 128 CPR Instructor<br>(14 lecture, 0 lab)                     | 1  |
| TEM 129 CPR Instructor Trainer<br>(10 Lecture)                    | 1  |
| TEM 131 EKG-Basic<br>(40 lecture, 0 lab)                          | 4  |
| TEM 132 EMT/EKG-Defib<br>(10 lecture, 0 lab)                      | 1  |
| TEM 135 Advanced Cardiac Life Support<br>(10 lecture, 15 lab)     | 2  |
| TEM 136 Pre-Hospital Trauma Life Support<br>(10 lecture, 5 lab)   | 1  |
| TEM 137 Emergency Response to Sports Injury<br>(8 lecture, 4 lab) | 1  |
| TEM 138 Heart saver CPR<br>(4 lecture, 2 lab)                     | .5 |
| TEM 139 Totsaver CPR<br>(4 lecture, 2 lab)                        | 5  |
| TEM 145 CPR Refresher<br>(5 lecture)                              | 5  |
| TEM 146 First Responder Refresher<br>(15 lecture, 8 lab)          | 2  |
| TEM 147 EMS Career Preparation<br>(30 lecture)                    |    |

|  |     |
|--|-----|
| TEM 151 Basic Trauma Life Support          | 1.5 |
| 152 BTLs - Advanced                        | 1.5 |
| 205 PALS                                   | 2   |
| 206 Medical Terminology                    | 1   |
| 207 Street Survival                        | 1   |
| 208 Law in EMS                             | 2   |
| 209 Ethics in EMS                          | 1   |
| 215 Communications in EMS                  | 2   |
| TEM 185 EMS Seminars                       | .5  |
| 186 EMS Seminars                           | 1   |
| 187 EMS Seminars                           | 2   |
| 188 EMS Seminars                           | 3   |
| 189 EMS Seminars                           | 4   |
| TEM 195 Continuing Medical Education (CME) | .5  |
| 196 CME                                    | 1   |
| 197 CME                                    | 2   |
| 198 CME                                    | 3   |
| 199 CME                                    | 4   |

**A.A. DEGREES**

**EMERGENCY MEDICAL SERVICES FIELD  
SPECIALIST EMPHASIS:**

Students entering EMS may want to prepare for this increasingly competitive field by enrolling in the degree program. This is for the person who will be providing care in the EMS setting.

**Degree Requirements for Area of Emphasis**

| <b>Recommended Courses:</b>  | <b>CREDITS</b> |
|------------------------------|----------------|
| <b>COMMUNICATIONS</b>        | 15             |
| See A.A. degree requirements |                |

**HUMANITIES** 15

|                              |  |
|------------------------------|--|
| HUM 121 Survey of Humanities |  |
| PHI 112 Ethics               |  |
| PHI 113 Logic                |  |

**BEHAVIORAL AND SOCIAL SCIENCES** 15

|                                      |  |
|--------------------------------------|--|
| PSY 101 General Psychology           |  |
| POS 111 American Government          |  |
| ECO 201 Principles of Macroeconomics |  |
| or                                   |  |
| ECO 202 Principles of Microeconomics |  |

**MATHEMATICS AND SCIENCES** 15

|                              |  |
|------------------------------|--|
| See A.A. Degree requirements |  |
| BIO 120 Basic Human Anatomy  |  |

**PHYSICAL EDUCATION** 5

See A.A. degree requirements

**ELECTIVES:** **36**

|  |    |
|--|----|
| TEM 105 EMT-B, TEM 116 IV MAST, TEM 131 EKG<br>or  | 18 |
| TEM 107 EMT-I, TEM 205 PALS, EMT-P, EMS Internship | 18 |
| TEM 147 Career Development                         | 3  |
| TEM 187 Emergency Driving                          | 2  |
| TEM 207 Street Survival                            | 1  |
| TEM 208 Law in Emergency Services                  | 2  |

**PUBLIC SERVICE DIVISION, cont.**

|         |   |   |
|---------|---|---|
| TEM 209 | Ethics in Emergency Services            | 1 |
| TEM 215 | Communication-Documentation-Terminology | 2 |
| PSY 121 | Death and Dying                         | 3 |
| PSY 138 | Biofeedback/Stress Management           | 4 |

**Total Credits for Area of Emphasis: 101**

**EMERGENCY MEDICAL SERVICES MANAGER EMPHASIS:**

For those EMS field providers who desire to move into management positions such as field supervisor, manager, director etc.

**Pre-Requisites:**

TEM 105 EMT-B, TEM 107 EMT-I or EMT-P and computer skills

**Degree Requirements for Area of Emphasis**

**Recommended Courses: CREDITS**

**COMMUNICATIONS 15**

See A.A. degree requirements

**HUMANITIES 15**

|         |                      |
|---------|----------------------|
| HUM 121 | Survey of Humanities |
| PHI 112 | Ethics               |
| PHI 113 | Logic                |

**BEHAVIORAL AND SOCIAL SCIENCES 15**

|         |                              |
|---------|------------------------------|
| PSY 101 | General Psychology           |
| POS 111 | American Government          |
| ECO 201 | Principles of Macroeconomics |
| or      |                              |
| ECO 202 | Principles of Microeconomics |

**MATHEMATICS AND SCIENCES 15**

|                              |                     |
|------------------------------|---------------------|
| See A.A. Degree requirements |                     |
| BIO 120                      | Basic Human Anatomy |

**PHYSICAL EDUCATION 5**

See A.A. degree requirements

**ELECTIVES: 36**

|         |   |   |
|---------|---|---|
| TEM 186 | EMS Internship                          | 2 |
| TEM 205 | Law in Emergency Services               | 2 |
| TEM 209 | Ethics in Emergency Services            | 1 |
| TEM 215 | Communication-Documentation-Terminology | 2 |
| BUS 165 | Human Relations at Work OR              | 5 |
| ACC 207 | Financial Management                    | 5 |
| PSY 138 | Biofeedback/Stress Management           | 4 |
| PSY 120 | Psychology of Leadership and Management | 5 |
| or      |   |   |
| MGT 207 | Human Relations Management              | 5 |
| MGT 236 | Law Labor Relations                     | 5 |
| MGT 237 | Supervisory Management                  | 5 |

**Total Credits for Area of Emphasis: 101**

**EMERGENCY MEDICAL SERVICES**

**ADVISORY COMMITTEE**

|  |   |
|--|---|
| Brad Baker, Paramedic<br>Director A-1 Prof Amb. Longmont | Gary Sandau,<br>LaSalle Fire Department |
|--|---|

|   |   |
|---|---|
| Jeff Schanhals, Paramedic<br>EMS Education Coordinator EPAS | Don Forster, EMT<br>Greeley Fire Department |
|---|---|

|                                 |   |
|---------------------------------|---|
| Lyn Maier, RN<br>Air Life, NCMC | Carol Vanetti, MD<br>North Colorado Medical<br>Center |
|---------------------------------|---|

|  |  |
|--|--|
| Gary McCabe, Paramedic<br>Director, Weld County<br>Ambulance Service | Julia Brink, Paramedic<br>Thompson Valley Ambulance<br>Service |
|--|--|



## RADIOLOGIC TECHNOLOGY

(Diana Shatraw, Dept. Chair, Ext. 341; Debi Knudson, Ext. 419; Luci Evans, Ext. 420; Jan Specketer, Ext.436)

**Program Length:** Requires minimum of eight quarters for Associate of Applied Science degree starting fall quarter only.

**Entrance Requirements:** Prerequisites for program application are: XRT 100 Introduction to Radiologic Technology, TEM 127 CPR, high school biology and chemistry, and a math assessment score equivalent to basic understanding of intermediate algebra. This program starts ONLY in the fall quarter. Entry is highly competitive and early application is recommended. A **special Radiologic Technology Program Application** must be submitted to the department by the end of May. Contact program faculty for entrance specifics as soon as possible before the application deadline.

**Registration Requirement:** XRT majors in the program or working toward the program must have **radiography advisor's** signature on all registration forms each quarter.

**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.).

**NOTE:** This program includes changes which are subject to approval by the Colorado Community College and Occupational Education System. Courses listed are subject to change. Students can verify the course offerings from the program director.

### DEGREE PROGRAM

**Radiologic Technology General Education Courses:** A minimum of 23 quarter credit hours of General Education Courses are required with advisor's approval. The General Education courses are identified by an asterisk (\*).

| Degree Requirements: |                                | CREDITS |
|----------------------|--------------------------------|---------|
| XRT 101              | Radiographic Positioning I     | 4       |
| XRT 102              | Radiographic Positioning II    | 4       |
| XRT 103              | Radiographic Positioning III   | 4       |
| XRT 104              | Radiographic Positioning IV    | 4       |
| XRT 105              | Procedures in Patient Care     | 5       |
| XRT 111              | Clinical Experience I          | 3       |
| XRT 112              | Clinical Experience II         | 8       |
| XRT 113              | Clinical Experience III        | 8       |
| XRT 114              | Clinical Experience IV         | 14      |
| XRT 118              | Radiation Protection & Biology | 3       |
| XRT 121              | Radiographic Exposure I        | 4       |
| XRT 122              | Radiographic Exposure II       | 3       |
| XRT 205              | Special Procedures             | 3       |
| XRT 206              | Radiographic Pathology         | 3       |
| XRT 211              | Clinical Experience V          | 8       |
| XRT 212              | Clinical Experience VI         | 8       |
| XRT 213              | Clinical Experience VII        | 10      |

|   |                                  |            |
|---|----------------------------------|------------|
| XRT 214   | Clinical Experience VIII         | 10         |
| XRT 221   | X-ray Physics                    | 5          |
| XRT 225   | Radiographic Quality Assurance   | 3          |
| XRT 226   | Radiographic Equipment & Imaging | 4          |
| XRT 227   | Computers in Medicine            | 2          |
|   |                                  | <b>120</b> |
| *HLH 131  | Medical Terminology              | 3          |
| *BIO 120  | Basic Human Anatomy & Physiology | 5          |
| *SPE 118  | Interpersonal Communications     | 5          |
| *PSY 101  | General Psychology               | 5          |
| *ENG 105  | Fundamentals of Composition      | 5          |
|   |                                  | <b>23</b>  |
| <b>Total Credit hours for Radiologic Technology</b> |                                  | <b>143</b> |

### Related Courses

|         |                                       |      |
|---------|---------------------------------------|------|
| XRT 100 | Introduction to Radiologic Technology | 5    |
| XRT 215 | Registry Review                       | 1    |
| XRT 231 | Radiologic Sciences                   | 3    |
| XRT 235 | Radiologic Computers                  | 1    |
| XRT 236 | Cross-sectional Anatomy of CT Images  | 1    |
| XRT 237 | Why Ultrasound?                       | 1    |
| XRT 238 | Mammography                           | 1    |
| XRT 289 | Clinical Activity                     | 1-10 |
|         | to 298                                |      |

### RADIOLOGIC TECHNOLOGY ADVISORY COMMITTEE

|   |   |
|---|---|
| Samuel Potts, R.T. (R)<br>Administrative Technologist<br>Longmont United Hospital | Greg Messmer, R.T.(R)<br>Administrative Technologist<br>McKee Medical Center        |
| Robert Hamm, M.D.<br>McKee Medical Center   | Sandra Pool, R.T.(R)<br>Department of Radiology<br>Poudre Valley Hospital           |
| Glenn Hewitt, M.D.<br>Department of Radiology<br>North Colorado Medical Center    | Beth Post, R.T.(R)<br>Department of Radiology<br>North Colorado Medical<br>Center   |
| Dennis Isaacson, R.T.<br>Administrative Technologist<br>Poudre Valley Hospital    | Elizabeth Fegley, R.T.<br>Department of Radiology<br>Poudre Valley Hospital         |
| Jon Lapp, R.T.<br>Administrative Technologist<br>North Colorado Medical<br>Center | Tammy Tripp, R.T.(R)<br>Department of Radiology<br>North Colorado Medical<br>Center |
| James Compton, M.D.<br>Poudre Valley Hospital                                     | John Budge, M.D.<br>Longmont, United Hospital                                       |

## GERIATRIC AIDE

(Ruth Lorenson, Ext. 312)

**Program Length:** 130 clock hours usually scheduled over 7-10 weeks.

**Program Description:** Intended for the individual desiring to be a nursing assistant focusing on caring for the elderly patient/client/resident living at home or in a long term care facility. Methods of learning include classroom activities, skills practice and simulations, and clinical practice giving actual patient care. The program meets all relevant federal and state requirements. Upon successful completion, the program graduate is qualified to apply for the State of Colorado Nurse Aide Certificate examination.

**Potential Opportunities:** Plentiful employment opportunities exist for the state-certified nursing assistant in long term care, home health care, residential care. Locally, hospital employment and medical office opportunities for nursing assistants is limited. Also useful for persons wanting wage-earning ability while preparing for nursing or medical careers. Most employment opportunities require a current State of Colorado Nurse Aide Certificate.

**Registration Requirements:** All students taking a course or courses in a Public Service Division program must have an appropriate Public Service Division program advisor's signature on the course registration **before** registering.

### CERTIFICATE PROGRAM

|                                  |                |
|----------------------------------|----------------|
| <b>Certificate Requirements:</b> | <b>CREDITS</b> |
| HLH 135 Geriatric Aide           | 10             |

**Total Credits for Certificate:** 10

#### Support Courses

|   |      |
|---|------|
| HLH 127 Residential Care Facility Medication Aide | 3    |
| HLH 128 Health Care Seminar                       | 1-12 |
| HLH 129 School Health Clerk                       | 4    |
| HLH 136 Medical Office Laboratory Techniques      | 4    |
| HLH 206 IV Medications for LPNs                   | 1.5  |
| HLH 207 Basic IV Therapy and Medications for LPNs | 5    |

### GERIATRIC AIDE ADVISORY COMMITTEE

Scott Bell, RN  
Administrator,  
Kenton Manor Health Care  
Center

Eva Jewell, MA  
Ombudsman,  
Area Agency on Aging,  
Carelink Coordinator

Jan Gerih, NHA  
Medical Supervisor,  
Western Medical  
Services Inc.

Sue Morse, RN  
Manager, Normedco Home  
Care

Jim Griffith, RN  
Staff Development, Coordinator  
Centennial Health Care Center



# TECHNICAL DIVISION

Division Director:  
Secretary:  
Location:  
Telephone:

Art Giesick  
Sharon Lynch  
Ed Beaty Hall, Room 540  
330-8008, Ext. 286

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

Training or classes may be conducted on-the-job or on campus and may vary from a few hours to several quarters in duration.

## General Program Requirements:

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

1. A good general mathematics background. (Some programs require a math background through algebra see program requirements.)
2. Students should have high school level reading and communication skills.
3. Good eyesight (corrected or uncorrected) and good hand dexterity are helpful.
4. All students enrolling in Technical Division courses **MUST be advised** and have **registration forms signed** by a Technical Division program advisor.
5. Students enrolling in **designated** Technical Division programs **SHOULD** complete assessment examination (in College Assessment Center) prior to enrollment. Additional placement or diagnostic evaluations may be required before acceptance into a specific program.
6. Students lacking essential skills or background may obtain required knowledge through preparatory classes within the College. (See a program advisor.)

## General Education Requirements:

Each A.A.S. degree requires a minimum of 23 quarter credit hours of general education courses recommended by a program advisor.

The Technical Division offers the following programs:

## AGRICULTURE TECHNOLOGY

|   |               |
|---|---------------|
| Farm and Ranch Business Management Option | A.A.S. Degree |
| Farm and Ranch Business Management        | Certificate   |
| Accounting For Computer Users             | Certificate   |
| Young Farmer Program Training Option      | Certificate   |
| Computer Users Option                     | Certificate   |
| Marketing Option                          | Certificate   |

## AVIATION TECHNOLOGY

|   |               |
|---|---------------|
| Aviation Technology                     | A.A.S. Degree |
| General Aviation Pilot Option           |               |
| Professional Pilot Program (PPP) Option |               |
| General Aviation Pilot                  | Certificate   |

## ELECTRONIC TECHNOLOGY

|                                       |               |
|---------------------------------------|---------------|
| General Electronics Technician Option | A.A.S. Degree |
| Automated Process Technician Option   |               |

## DRAFTING TECHNOLOGY

Certificate

## ENGINEERING TECHNOLOGY

|                                     |               |
|-------------------------------------|---------------|
| Architectural Option                | A.A.S. Degree |
| Civil Option                        |               |
| Mechanical Option                   |               |
| Computer Aided Manufacturing Option |               |

**Registration Requirement:** All students taking a course in a Technical Division program must have an appropriate Technical Division program advisor's signature on the course registration form **before** registering.





## AGRICULTURE TECHNOLOGY

**Program Advisors:** Merle Brockshus, Glen Sowder, Richard Dunn

Farm and Ranch Business Management is a systematic program designed for farmers and ranchers who are actively engaged in farming/ranching and involves 30 hours of classroom instruction per year along with 10/12 farm/ranch visits per year. Individual instruction on the use of the personal computer using agriculture software is studied and used to maintain farm/ranch records during farm/ranch visits.

Students are enrolled as a farm/ranch unit (a unit consists of two (2) people). Students enrolled in this program may use the credits in either the degree or certificate program.

For additional information on program costs and enrollment periods please contact the Technical Division Office, extension 286.

### DEGREE PROGRAM FARM AND RANCH BUSINESS MANAGEMENT OPTION

**Potential Opportunities:** This program is designed to prepare the student as: (1) an Agriculture Accounting Technician, (2) Data Entry Technician for Farm or Ranch Accounting and/or Management firms, (3) Farm and Ranch Business Manager, (4) Miscellaneous Agri-Business Occupations.

**Registration Requirement:** All students enrolling in classes in a Technical Division course or program **MUST** have an appropriate Technical Program advisor's signature on the course registration (enrollment) form before registering.

**Agriculture Technology General Education Courses:** A minimum of 23 quarter credit hours of General Education Courses are required with advisor's approval. The General Education courses are identified by an asterisk (\*).

| Degree Requirements: |                                       | CREDITS |
|----------------------|---------------------------------------|---------|
| FMT 101              | Farm & Ranch Business Management I    | 27      |
| FMT 102              | Farm and Ranch Business Management II | 27      |
|                      |                                       | 53      |

Upon completion of the 54 credit hours of core courses the student must complete a comprehensive examination of the material covered. If successful, the 54 credits will fulfill the core requirement for the AAS degree program.

**Electives** (Select 30 credit hours with Advisor approval) 30

#### Suggested Electives

|         |   |    |
|---------|---|----|
| AGS 100 | Introduction to Agribusiness                          | 3  |
| AGS 101 | Introduction to Agribusiness Management               | 3  |
| AGS 102 | Agricultural Economics                                | 3  |
| AGS 103 | Personnel Management                                  | 3  |
| FMT 103 | Farm & Ranch Business Management III                  | 27 |
| FMT 106 | Dairy Management Records                              | 20 |
| FMT 107 | Agriculture Commodity Marketing                       | 6  |
| FMT 111 | Agriculture Accounting for Computer Users I           | 19 |
| FMT 112 | Agriculture Accounting for Computer Users II          | 19 |
| FMT 113 | Agriculture Accounting for Computer Users III         | 19 |
| FMT 121 | Intro. to Spread Sheets for Agriculture, "As Easy As" | 3  |
| FMT 122 | Advanced Spread Sheets for Agriculture, "As Easy As"  | 3  |

| General Education Courses: |                             | 23 |
|----------------------------|-----------------------------|----|
| *ENG 105                   | Fundamentals of Composition | 5  |
|                            |                             | 5  |

Select 8 credit hours from the following:

|          |                                    |   |
|----------|------------------------------------|---|
| *CSC 100 | The Computer and Society           | 5 |
| *CSC 105 | Introduction to Personal Computing | 3 |
| *CIS 160 | BASIC Language Programming         | 5 |
|          |                                    | 8 |

Select 10 credit hours from the following:

|          |                              |    |
|----------|------------------------------|----|
| *PSY 101 | General Psychology I         | 5  |
| *SOC 101 | Introduction to Sociology I  | 5  |
| *ECO 201 | Principles of Macroeconomics | 5  |
| *ECO 202 | Principles of Microeconomics | 5  |
| *PHI 113 | Introduction to Logic        | 5  |
|          |                              | 10 |

**Total Credits Required for Farm & Ranch Business Management Option A.A.S. Degree** 107

### CERTIFICATE PROGRAM

#### FARM AND RANCH BUSINESS MANAGEMENT

**Certificate Requirements:**

|         |  |    |
|---------|--|----|
| FMT 101 | Farm and Ranch Business Management I   | 27 |
| FMT 102 | Farm and Ranch Business Management II  | 27 |
| FMT 103 | Farm and Ranch Business Management III | 27 |

**Farm and Ranch Business Management Certificate** 81

### CERTIFICATE PROGRAM

#### FARM AND RANCH BUSINESS MANAGEMENT

**Certificate Requirements:**

|         |  |    |
|---------|--|----|
| FMT 101 | Farm and Ranch Business Management I   | 27 |
| FMT 102 | Farm and Ranch Business Management II  | 27 |
| FMT 103 | Farm and Ranch Business Management III | 27 |

**Farm and Ranch Business Management Certificate** 81

### CERTIFICATE PROGRAM

#### AGRICULTURE ACCOUNTING FOR COMPUTER USERS

**Certificate Requirements:**

|         |  |   |
|---------|--|---|
| FMT 111 | Agriculture Accounting for Computer Users I  | 6 |
| FMT 112 | Agriculture Accounting for Computer Users II | 6 |
| FMT 113 | Agriculture Accounting for Computer Users I  | 6 |

**Agriculture Accounting for Computer Users Certificate** 18

## AGRICULTURE HOME STUDY COURSES

The following courses are available as individual home study courses. The student **MUST** contact an agriculture advisor to enroll and obtain course materials.

|         |   |   |
|---------|---|---|
| AGS 100 | Introduction to Agribusiness            | 3 |
| AGS 101 | Introduction to Agribusiness Management | 3 |
| AGS 102 | Agricultural Economics                  | 3 |
| AGS 103 | Personnel Management                    | 3 |

### AGRICULTURE ADVISORY COMMITTEE

|  |   |
|--|---|
| Richard Hergert<br>Farmer<br>Platteville, CO | Rick Noel<br>Farmer<br>LaSalle, CO                        |
| Ed Printz<br>Farmer<br>Platteville, CO       | Gary Herman<br>Farmer<br>Ft. Lupton, CO                   |
| Marty Weber<br>Farmer<br>LaSalle, CO         | Andrew T. Morehead<br>Agriculture Accountant<br>Eaton, CO |



## 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. These programs are designed to help the young farmers 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 soon as they can be organized. Programs have some flexibility as the fiscal year runs from July 1 to June 30 of each year.

For additional information on Young Farmer programs, please contact Technical Division, extension 286.

### CERTIFICATE PROGRAMS

Three Young Farmer Programs are available through Aims Community College. Each program consists of two courses that are administered from 1 July through 30 June each academic year.

| Certificate  | CREDITS  |
|--|----------|
| <b>YOUNG FARMER TRAINING PROGRAM</b>                   |          |
| AGR 170 Young Farmer Training                          | 4        |
| AGF 171 Young Farmer Training - Part II                | 2        |
| <b>Total Credit For Certificate</b>                    | <b>6</b> |
| <b>YOUNG FARMER TRAINING PROGRAM</b>                   |          |
| AGF 180 Young Farmer Training/Computer Group           | 4        |
| AGF 181 Young Farmer Training - Part II/Computer Group | 2        |
| <b>Total Credit For Certificate</b>                    | <b>6</b> |
| <b>YOUNG FARMER TRAINING PROGRAM</b>                   |          |
| AGF 190 Young Farmer Training/Marketing                | 4        |
| AGF 191 Young Farmer Training - Part II/Marketing      | 2        |
| <b>Total Credit For Certificate</b>                    | <b>6</b> |

## AVIATION TECHNOLOGY

**Program Advisors:** Marvin Bay, Walter Bjorneby, Gina Kline, Loyal Kelsey, Val Taylor

**Program Length:** Usually three quarters for the General Aviation Pilot Certificate program, six quarters for the General Aviation Pilot Option A.A.S. degree program, and seven quarters for the Professional Pilot Program (PPP) program. Times may be shorter if the student is eligible to receive credit for previous flying experience. Additional time may be required, depending on assessment scores.

**Potential Opportunities:**

**General Aviation Programs:** 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 may be opportunities available in corporate flying, charter work, and some airlines.

**Professional Pilot Program (PPP):** The Pilot Professional Program is designed to train pilots to be eligible for employment into CFI, commuter, regional, and major airline flying positions. It is anticipated that, after two years of successful commuter airline flying along with the experience and flying hours acquired, the student would be prepared to move to a major airline as flight positions become available. Completion of PPP DOES NOT GUARANTEE that the graduate will be employed by any airline. However, Aims Community College, including the Aviation Department and the Placement Office will assist the student in possible employment opportunities throughout the industry.

**Program Requirements:** Students pursuing a certificate or degree in Aviation Technology **MUST** complete the AIMS Assessment examinations prior to program enrollment. If qualifying scores are not attained, program advisors will determine preparatory courses that will be required to gain program or class admittance.

Students will be required to take the following tests:

1. Reading skills
2. Writing
3. Math
4. Algebra
5. Aviation Math Proficiency Test
6. FITPAC test (Physical fitness test)

Tests 1, 2, & 3 are Aims college requirements; tests 4, 5, & 6 are requirements of the Aviation Department. If you successfully pass the Aviation Math Proficiency test, you will not be required to take additional math classes. Otherwise, you will be required to take classes as needed in order to pass the math proficiency test. A FITPAC test is also required prior to graduation.

The student **MUST** also pass the required flight physical exam prior to the end of the first quarter of enrollment. The student **MAY** also be required to undergo drug testing at any time.

Many of the classes in the aviation program have prerequisites that **MUST** be met **PRIOR** to class admittance. (See course descriptions for specific requirements.)

**General Information:** Additional charges are made for rental of aircraft for flight labs. Aims Community College does not own aircraft but contracts for flight training. (See course descriptions for flight labs.)

The Aviation Department will have information detailing the fees and flight expenses—call extension 286.

Credit for previous flying experience may be awarded with the approval of the division/department. This will be determined on an individual basis.

**Registration Requirement:** All students enrolling in Technical Division courses **MUST** have an appropriate Technical Division program advisor's signature on the registration form **BEFORE** registering.

### GENERAL AVIATION PILOT OPTION

**Aviation Technology General Education Courses:** A minimum of 23 quarter credit hours of General Education Courses are required with Advisors approval. The General Education Courses are identified by an (\*).

|          |  |           |
|----------|--|-----------|
| AVT 100  | Aviation Seminar                       | 2         |
| AVT 101  | Private Flight Lab I                   | 3         |
| AVT 102  | Private Flight Lab II                  | 3         |
| AVT 103  | Commercial Flight Lab I                | 5         |
| AVT 104  | Commercial Flight Lab II               | 5         |
| AVT 105  | Private Flight Simulator               | 3         |
| AVT 108  | Private Ground School                  | 6         |
| AVT 109  | Instrument Ground School               | 6         |
| AVT 111  | Instrument Flight Simulator I          | 3         |
| AVT 115  | Aviation Management & Economics        | 5         |
| AVT 205  | Flight Instructor Ground School        | 5         |
| AVT 206  | Commercial Ground School               | 5         |
| AVT 211  | Instrument Flight Simulator II-Part A  | 3         |
| AVT 212  | Instrument Flight Simulator II-Part B  | 3         |
| AVT 216  | Instrument Flight Lab                  | 5         |
| AVT 217  | Commercial Flight Lab III              | 5         |
| AVT 226  | Multi-Engine Simulator I, Single Pilot | 3         |
| *EAS 106 | Meteorology                            | 4         |
| *ENG 121 | English Composition I                  | 5         |
| PEF 126  | Aerospace Fitness Performance I        | 2         |
|          |  | <b>90</b> |

**With advisors approval select a computer science course: 5**

- \*CIS
- \*CSC

**With advisors approval select one of the following:**

|          |                             |   |
|----------|-----------------------------|---|
| *PHY 105 | Conceptual Physics          | 5 |
| *PHY 111 | Physics - Algebra Based I   | 5 |
| *PHY 112 | Physics - Algebra Based II  | 5 |
| *PHY 113 | Physics - Algebra Based III | 5 |

**Take one of the following: 5**

|          |                                    |   |
|----------|------------------------------------|---|
| *SPE 110 | Communication Concepts             | 5 |
| *SPE 115 | Principles of Speech Communication | 5 |
| *SPE 211 | Professional Oral Communications   | 5 |

**Electives (Select 5 credits with Advisor Approval)**

|         |   |   |
|---------|---|---|
| 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 Flight Lab  | 5 |
| AVT 219 | Instrument Flight Instructor Flight Lab | 3 |
| AVT 225 | Multi-Engine Transition Lab             | 4 |

## TECHNICAL DIVISION, cont.

|   |  |            |
|---|--|------------|
| AVT 227   | Multi-Engine Simulator II, Single Pilot  | 3          |
| AVT 228   | Multi-Engine Simulator III, Single Pilot | 2          |
| <b>Total credit hours for General Aviation Option</b> |  | <b>100</b> |

### PROFESSIONAL PILOT PROGRAM OPTION

#### GENERAL INFORMATION

The Professional Pilot Program requires additional testing prior to program completion. Additional training and fees will be required to complete PPP requirements. Any course for which a grade of "D" is recorded must be repeated.

The Aviation Department will have additional information on applicable fees—Call Extension 286. **REQUIREMENT AND FEES IN THIS PROGRAM MAY CHANGE WITHOUT NOTICE.**

New students with Private or advanced certificates may be given credit only for AVT 101, AVT 102, AVT 105, and AVT 108. A minimum of 140 flight hours **MUST** be completed while enrolled in the program.

Any student not meeting program requirements may be placed on program probation. If the student makes satisfactory progress at the end of the probationary period the student will be allowed to continue in the program. This evaluation will be accomplished by an Aviation Evaluation Board.

**NOTE:** Peer evaluations **MAY** be used by the Evaluation Board and for Student Counseling. An Evaluation Board may also be convened to consider individual cases where a student displays performance and/or behavioral characteristics **NOT** consistent with those expected of a future Airline Transport Pilot.

A student entering this program **MUST** meet the qualification as noted for the Aviation program. Graduates who wish to earn the "Professional Pilot Associate Degree", which is a recommendation that the graduate has skill for immediate airline placement, must also meet the following requirements.

1. Average academic GPA of at least 3.0
2. Score of 85 or better on both parts (FEB and FEJ) of Flight Engineer written exam.
3. Satisfactory completion of industry observation ride.
4. Completion of all required training and testing which may include Cockpit Resource Management, Weather Avoidance Radar, FITPAC and required written testing.
5. Award of Aviation Technology degree PPP option.

### PROFESSIONAL PILOT OPTION

#### Professional Pilot Program Option General Education

**Courses:** A minimum of 23 quarter credit hours of General Education Courses are required with Advisors approval. The General Education Courses are identified by an (\*).

| <b>Degree Requirements:</b> |   | <b>CREDITS</b> |
|-----------------------------|---|----------------|
| AVT 100                     | Aviation Seminar                        | 2              |
| AVT 101                     | Private Flight Lab I                    | 3              |
| AVT 102                     | Private Flight Lab II                   | 3              |
| AVT 103                     | Commercial Flight Lab I                 | 5              |
| AVT 104                     | Commercial Flight Lab II                | 5              |
| AVT 105                     | Private Flight Simulator                | 3              |
| AVT 108                     | Private Ground School                   | 6              |
| AVT 109                     | Instrument Ground School                | 6              |
| AVT 111                     | Instrument Flight Simulator I           | 3              |
| AVT 115                     | Aviation Management & Economics         | 5              |
| AVT 206                     | Commercial Ground School                | 5              |
| AVT 211                     | Instrument Flight Simulator II - Part A | 3              |
| AVT 212                     | Instrument Flight Simulator II - Part B | 3              |

|   |  |           |
|---|--|-----------|
| AVT 213                                       | Advanced Instrument Simulator              | (6)       |
| AVT 213 may be taken in place of AVT 211, 212 |  |           |
| AVT 214                                       | Multi-Engine Simulator, Airline Transition | 5         |
| AVT 216                                       | Instrument Flight Lab                      | 5         |
| AVT 217                                       | Commercial Flight Lab III                  | 5         |
| AVT 225                                       | Multi-Engine Transition Lab                | 4         |
| AVT 226                                       | Multi-Engine Simulator I, Single Pilot     | 3         |
| AVT 235                                       | Flight Engineer: Systems                   | 6         |
| AVT 236                                       | Flight Engineer: Power Plant               | 6         |
| AVT 237                                       | Professional Pilot Preparation             | 2         |
| *EAS 106                                      | Meteorology                                | 4         |
| *ENG 121                                      | English Composition I                      | 5         |
| PEF 126                                       | Aerospace Fitness Performance I            | 2         |
|   |  | <b>90</b> |

**With advisors approval select a computer science course:** 5

\*CIS

\*CSC

**With advisors approval select one of the following:**

|          |                             |   |
|----------|-----------------------------|---|
| *PHY 105 | Conceptual Physics          | 5 |
| *PHY 111 | Physics - Algebra Based I   | 5 |
| *PHY 112 | Physics - Algebra Based II  | 5 |
| *PHY 113 | Physics - Algebra Based III | 5 |

**Take one of the following:** 5

|          |                                    |   |
|----------|------------------------------------|---|
| *SPE 110 | Communication Concepts             | 5 |
| *SPE 115 | Principles of Speech Communication | 5 |
| *SPE 211 | Professional Oral Communications   | 5 |

**Total credit hours for Pilot Entry Program Option A.A.S. Degree 113**

### CERTIFICATE PROGRAM

| <b>Certificate Requirements:</b>     |                                | <b>CREDITS</b> |
|--------------------------------------|--------------------------------|----------------|
| AVT 100                              | Aviation Seminar               | 2              |
| AVT 101                              | Private Flight Lab I           | 3              |
| AVT 102                              | Private Flight Lab II          | 3              |
| AVT 103                              | Commercial Flight Lab I        | 5              |
| AVT 104                              | Commercial Flight Lab II       | 5              |
| AVT 105                              | Private Flight Simulator       | 3              |
| AVT 108                              | Private Ground School          | 6              |
| AVT 109                              | Instrument Ground School       | 6              |
| AVT 111                              | Instrument Flight Simulator I  | 3              |
| AVT 206                              | Commercial Ground School       | 5              |
| AVT 213                              | Instrument Flight Simulator II | 6              |
| AVT 216                              | Instrument Flight Lab          | 5              |
| AVT 217                              | Commercial Flight Lab III      | 5              |
| <b>Total Credits For Certificate</b> |                                | <b>57</b>      |

### AVIATION TECHNOLOGY ADVISORY COMMITTEE

|                              |                               |
|------------------------------|-------------------------------|
| Robert Anderson              | Ernest Kampe                  |
| Commercial Pilot             | Commercial Pilot              |
|                              | Flight Instructor             |
| Jack Taylor                  | Russ McKnair                  |
| FAA Flight Examiner          | Director of Flight Operations |
| David Droegemuller           | Continental Express           |
| Captain, Continental Express |                               |
| George Hopper                | Roy Shore, M.D.               |
| Commercial Pilot             | FAA Medical Examiner          |
| Flight Instructor            | Pilot                         |
|                              | John D. Warrender             |
|                              | Corporate Chief Pilot         |

## ELECTRONICS TECHNOLOGY

**Program Advisors:** Fred Bantin, Bob Beck, Gene Cross

**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, or system technicians for computers, controls, and communications.

**Program Requirements:** Students entering this program are required to complete AIMS assessment examinations in the areas of reading, writing, math and algebra. If qualifying scores are not attained, program advisors will determine the preparatory courses that will be required to gain admittance to the program. APPLIED TECH MATH (BET-116) MUST BE COMPLETED PRIOR TO ENTRY INTO PROGRAM

The A.A.S. degree in Electronics Technology requires a demonstrated proficiency in composition. This may be accomplished by SUCCESSFULLY completing (ENG 105) Fundamentals of Composition or QUALIFYING performance on the assessment examination. Completion of ENG 105 must be accomplished during first year in the Electronics Program.

Many of the Electronic Technology courses have prerequisites that MUST BE MET PRIOR TO CLASS ADMITTANCE. See ELT course descriptions for specific requirements.

**General Information:** Certain courses may be waived if applicant has 3-5 years of appropriate experience in electronics or a closely related industry. This assessment will be made on an individual basis. Advisor approved courses will be selected in lieu of waived courses. Advanced standing is possible if the applicant has had military or other adult electronic schooling.

Advanced standing will be determined on an individual basis.

A Comprehensive Final Exit Examination must be passed as a final graduation requirement. If this is not passed an advisor can require additional course work to be successfully completed prior to retaking the Comprehensive Final Exit Examination.

### TESTING CENTER:

Aims Community College is an authorized testing center for NARTE and ETA.

**NARTE** (The National Association of Radio and Telecommunications Engineers, Inc.)

Students completing the degree program are eligible for a NARTE Third Class Technician Certificate without further examination upon payment of appropriate membership and certification fees. Additional work experience may establish eligibility for a second or first class certification as determined by the NARTE classification board.

**ETA** (The Electronics Technician Association, International)

This organization is sanctioned by Iowa State University. Students may obtain an associate membership certificate without work experience by examination and payment of appropriate membership fees.

**Registration Requirement:** All students taking a course or courses in a Technical Division program must have an appropriate Technical Division program advisor's signature on the course registration form **before** registering.

**Electronics Technology General Education Courses:** A minimum of 23 quarter credit hours of General Education Courses are required with Advisors approval. The General Education Courses are identified by an (\*).

### GENERAL ELECTRONIC TECHNICIAN OPTION

| <b>Degree Requirements:</b> |                                       | <b>CREDITS</b> |
|-----------------------------|---------------------------------------|----------------|
|                             |                                       | <b>86</b>      |
| BET 118                     | Intro to CAD                          | 4              |
| BET 207                     | Technical Job Seeking                 | 1              |
| BET 100                     | Intro to Engineering Technology       | 1              |
| *ELT 106                    | Applied Physics: Mechanical           | 5              |
| *ELT 107                    | Applied Physics: Heat/Light/Sound     | 5              |
| ELT 144                     | Digital Fundamentals I                | 5              |
| ELT 150                     | DC Fundamentals I                     | 5              |
| ELT 151                     | DC Fundamentals II                    | 5              |
| ELT 152                     | AC Fundamentals I                     | 5              |
| ELT 153                     | AC Fundamentals II                    | 5              |
| ELT 154                     | Solid State Circuits I                | 5              |
| ELT 155                     | Solid State Circuits II               | 5              |
| ELT 201                     | Digital Fundamentals II               | 5              |
| ELT 202                     | Microprocessors I                     | 5              |
| ELT 255                     | Linear ICs and Sensors                | 5              |
| ELT 266                     | Electronic Design and Fabrication     | 5              |
| ELT 268                     | Practical Solid State Troubleshooting | 5              |
| ELT 271                     | Electronic Communications I           | 5              |
| ELT 272                     | Electronic Communications II          | 5              |

**Recommended Elective Credit Hours** (select two courses with Advisor's approval) **10**

|         |   |   |
|---------|---|---|
| ELT 203 | Microprocessors II                        | 5 |
| ELT 273 | Electronic Communications III             | 5 |
| ELT 275 | Integrated Circuit Fabrication Techniques | 5 |
| ELT 277 | Video Systems                             | 5 |
| ELT 224 | Industrial Electricity III                | 5 |
| ELT 276 | Electronic Robotics                       | 5 |

Select a minimum of 13 credit hours with advisor approval

|                                   |                                    |   |
|-----------------------------------|------------------------------------|---|
| <b>Take one of the following:</b> | <b>5</b>                           |   |
| *SPE 110                          | Communication Concepts             | 5 |
| *SPE 115                          | Principles of Speech Communication | 5 |
| *SPE 118                          | Interpersonal Communication        | 5 |
| *SPE 211                          | Professional Oral Communications   | 5 |

|                                   |  |   |
|-----------------------------------|--|---|
| <b>Take one of the following:</b> | <b>5</b>                                 |   |
| *CIS 116                          | Logic and Program Design                 | 5 |
| *CIS 160                          | BASIC Language Programming               | 5 |
| *CIS 161                          | Advanced BASIC Language Programming      | 5 |
| *CSC 160                          | Computer Science I: (PASCAL Programming) | 5 |

|                                   |                               |   |
|-----------------------------------|-------------------------------|---|
| <b>Take one of the following:</b> | <b>3-5</b>                    |   |
| *ECO 201                          | Principles of Macroeconomics  | 5 |
| *ECO 202                          | Principles of Microeconomics  | 5 |
| *PSY 101                          | General Psychology I          | 5 |
| *PSY 111                          | Basic Human Potential Seminar | 3 |

**Total Credit Hours for Electronic Technology A.A.S. Degree** **minimum 109**

TECHNICAL DIVISION, cont.

**AUTOMATED PROCESS TECHNICIAN OPTION**

| <b>Degree Requirements:</b> |                                       | <b>CREDITS</b> |
|-----------------------------|---------------------------------------|----------------|
|                             |                                       | <b>97</b>      |
| BET 100                     | Intro to Technology                   | 1              |
| BET 118                     | Intro to CAD                          | 4              |
| BET 207                     | Technical Job Seeking                 | 1              |
| BET 215                     | Engineering Planning & Control        | 2              |
| CAM 205                     | Computer Aided Mfg.                   | 4              |
| CAM 207                     | Intro To Robotics                     | 4              |
| CAM 208                     | Engineering Probs. & Applications/MFG | 4              |
| *ELT 106                    | Applied Physics: Mechanical           | 5              |
| *ELT 107                    | Applied Physics: Heat/Light/Sound     | 5              |
| ELT 144                     | Digital Fundamentals I                | 5              |
| ELT 150                     | DC Fundamentals I                     | 5              |
| ELT 151                     | DC Fundamentals II                    | 5              |
| ELT 152                     | AC Fundamentals I                     | 5              |
| ELT 153                     | AC Fundamentals II                    | 5              |
| ELT 154                     | Solid State Circuits I                | 5              |
| ELT 155                     | Solid State Circuits II               | 5              |
| ELT 201                     | Digital Fund II                       | 5              |
| ELT 255                     | Linear ICs and Sensors                | 5              |
| ELT 268                     | Practical Solid State Troubleshooting | 5              |
| ELT 276                     | Electronic Robotics                   | 5              |
| MET 101                     | Engineering Materials                 | 4              |
| MET 102                     | Manufacturing Processes               | 3              |
| MET 202                     | Mech Design: Manufacturing            | 3              |
| MET 216                     | Fluid Power                           | 2              |

Select a minimum of 13 credit hours with advisor approval.

| <b>Take one of the following:</b> |                                    | <b>5</b> |
|-----------------------------------|------------------------------------|----------|
| *SPE 115                          | Principles of Speech Communication | 5        |
| *SPE 110                          | Communication Concepts             | 5        |
| *SPE 118                          | Interpersonal Communication        | 5        |
| *SPE 211                          | Professional Oral Communications   | 5        |

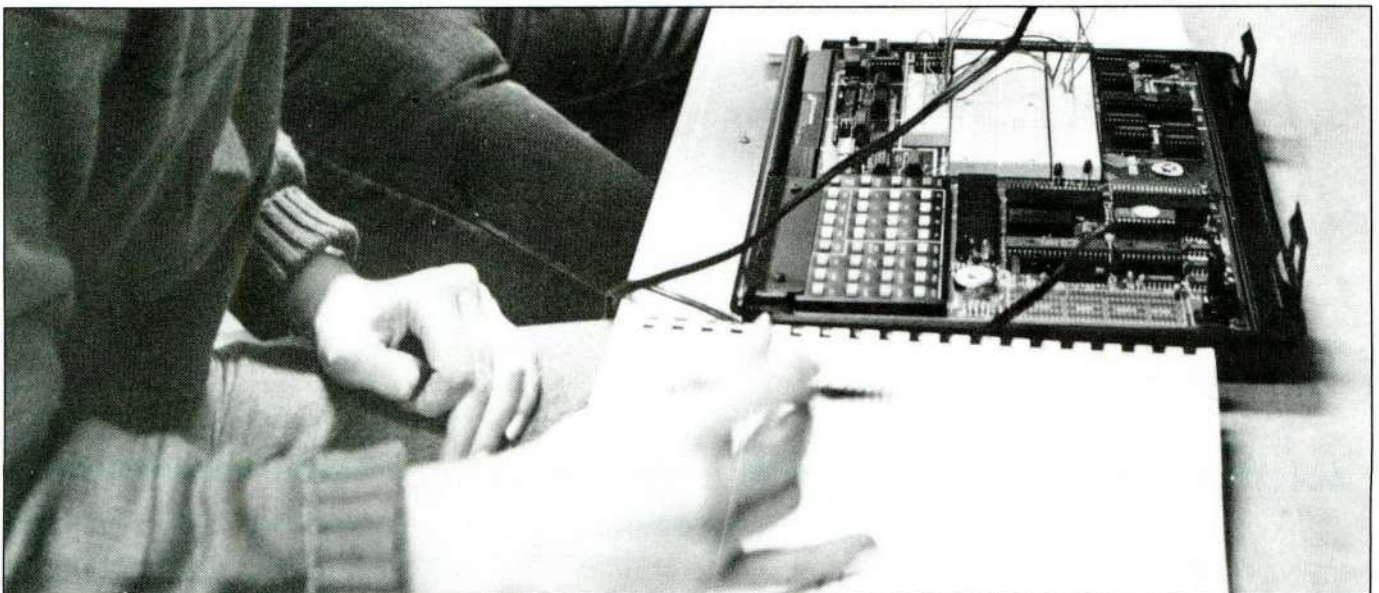
| <b>Take one of the following:</b> |  | <b>5</b> |
|-----------------------------------|--|----------|
| *CIS 116                          | Logic and Program Design                 | 5        |
| *CIS 160                          | BASIC Language Programming               | 5        |
| *CIS 161                          | Advanced BASIC Language Programming      | 5        |
| *CSC 160                          | Computer Science I: (Pascal Programming) | 5        |

| <b>Take one of the following:</b> |                               | <b>3-5</b> |
|-----------------------------------|-------------------------------|------------|
| *ECO 210                          | Principles of Macroeconomics  | 5          |
| *ECO 202                          | Principles of Macroeconomics  | 5          |
| *PSY 101                          | General Psychology I          | 5          |
| *PSY 111                          | Basic Human Potential Seminar | 3          |

**Total Credit Hours for Automated Process Technician Option**  
**A.A.S. Degree** **minimum 110**

**ELECTRONICS TECHNOLOGY  
 ADVISORY COMMITTEE**

|  |   |
|--|---|
| David Frye<br>Kodak of Colorado<br>Windsor             | Rick Peterson<br>Woodward Governor, Inc.<br>Ft. Collins       |
| Randy Gray<br>Hewlett-Packard<br>Fort Collins          | Lowell Shatraw<br>Electronics Technician<br>Greeley, Colorado |
| Tom Henderson<br>Hewlett Packard<br>Greeley            | Eric Shropshire<br>Hewlett-Packard<br>Ft. Collins             |
| Clarence Laber<br>Hewlett-Packard<br>Loveland Division | Ron Williams<br>NCR<br>Ft. Collins                            |
| Michael Longmore<br>Advance Energy<br>Ft. Collins      | Stephen Yablonski<br>Woodward Governor, Inc.<br>Ft. Collins   |
| Dick Lottes<br>Kodak of Colorado<br>Windsor            |   |



## DRAFTING

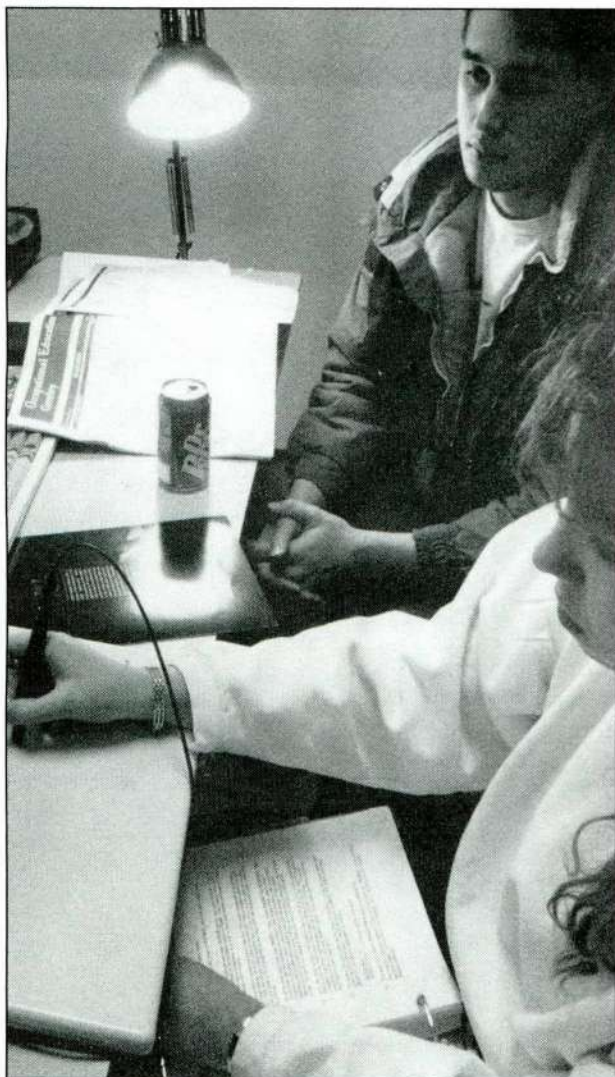
Manual and computer aided drafting courses are offered to meet the needs of students and industry within the college district.

A series of courses is offered as part of the Drafting Technology certificate and the Engineering Technology degree programs. A student who is interested in developing only drafting skills may enroll in these courses (for skill development) providing course prerequisites are met. (See course descriptions for individual course prerequisites.)

Upon written request, non-certificate or non-degree students will be awarded a "Certificate of Completion" for the classes that have been successfully completed.

Drafting courses are also available to students enrolled in the Area Vocational School. These courses are offered during regular college hours to all students of the Aims Junior College District. Students interested in these courses should contact their high school principal or counselors for details and the possibilities for enrollment.

ALL drafting students are ENCOURAGED to join the local Aims Community College Chapter of ADDA (American Design Drafting Association) to enhance their professional development.



## DRAFTING TECHNOLOGY

**Program Advisor:** Don Darling, Art Giesick

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

**Potential Opportunities:** The program is designed to qualify the student for entry level employment as a drafter. The student will develop an understanding of applied mathematics and drafting techniques utilized in the drafting field.

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

1. Architectural Drafting
2. Civil Drafting
3. Urban Plan Drafting
4. Solar Technology Planning and Drafting
5. Engineering and Architectural Related Technologies

**Program Requirements:** Good eyesight, hand dexterity, and a sense of size and proportion are helpful.

Many of the courses within this program have prerequisites that must be met prior to class admittance. See specific course descriptions for requirements.

**General Information:** All students in this program are encouraged to participate in the Aims Community College Chapter of ADDA (American Design Drafting Association).

The student may add electives to the certificate program with advisor approval.

**Registration Requirement:** All students taking a course or courses in a Technical Division program must have an appropriate Technical Division program advisor's signature on the course registration form **before** registering.

### CERTIFICATE PROGRAM

| Certificate Requirements:  |   | CREDITS   |
|--|---|-----------|
|  |   | <b>36</b> |
| BET 100  | Introduction to Technology              | 1         |
| BET 101  | Technical Drawing Concepts              | 6         |
| BET 102  | Drafting Fundamentals                   | 4         |
| BET 103  | Engineering Graphics                    | 4         |
| BET 116  | Applied Technical Mathematics           | 5         |
| BET 118  | Introduction to Computer Aided Drafting | 4         |
| BET 201  | CAD Fundamentals I                      | 4         |
| BET 202  | CAD Fundamentals II                     | 4         |
| BET 207  | Technical Job Seeking                   | 1         |
| MET 101  | Engineering Materials                   | 3         |
| <b>Technical Electives (select with Advisor's approval)</b>      |   | <b>12</b> |
| <b>Credit Hours Required for Drafting Technology Certificate</b> |   | <b>48</b> |

## ENGINEERING TECHNOLOGY

**Program Advisors:** Bill Cullins, Don Darling, Jay Freese, Art Giesick, Gary Hunt

**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 architectural, civil, mechanical, and manufacturing engineering. These occupation entry level activities **may** include drafting, estimating, data gathering, technical reports, minor structural, topographic or mechanical design, surveying, laboratory testing and other engineering assistance skills. The student will develop work skills, an understanding of applied mathematics and physics, and materials and techniques relative to human relations, such as leadership, career planning, and obtaining a position.

**Program Requirements:** Students entering this program are required to complete AIMS assessment examinations in the areas of reading, writing, math, and algebra. If QUALIFYING SCORES are NOT attained, program advisors will determine the preparatory courses required to gain admittance to the program.

Many Engineering Technology courses have prerequisites that MUST be met prior to class admittance. See AET, BET, CAM, CET, and MET course descriptions for specific requirements.

The AAS degree in Engineering Technology requires a demonstrated proficiency in composition. This may be accomplished by **successfully** by completing (ENG 105) Fundamentals of Composition or **qualifying** performance on the assessment examination. Completion of ENG 105 MUST be accomplished during the first three quarters enrolled in the Engineering Technology Program.

Good eyesight, hand dexterity, and a sense of size and proportion are helpful in many of the technical courses.

**General Information:** The Engineering Technology student has the choice of completing a degree in the following option areas: Architectural, Civil, Computer Aided Manufacturing, or Mechanical Technology.

**Registration Requirement:** All students taking a course or courses in a Technical Division program must have an appropriate Technical Division program advisor's signature on the course registration form **before** registering.

### DEGREE PROGRAM

#### ARCHITECTURAL TECHNOLOGY (AET)

**Engineering Technology General Education Courses:** A minimum of 23 quarter credit hours of General Education Courses are required with Advisors approval. The General Education Courses are identified by an (\*).

|   | CREDITS   |
|---|-----------|
| <b>Degree Requirements:</b>                         | <b>24</b> |
| AET 100 Intro to Architectural History & Technology | 3         |
| AET 103 Drafting III: Architecture                  | 6         |
| AET 105 Contract Drawing Interpretation             | 3         |
| AET 201 Drafting IV: Architectural                  | 4         |
| AET 202 Drafting V: Architectural                   | 4         |
| AET 203 Drafting VI: Architectural                  | 4         |
|   | <b>48</b> |

|          |   |           |
|----------|---|-----------|
| BET 100  | Introduction to Technology              | 1         |
| BET 101  | Technical Drawing Concepts              | 6         |
| BET 102  | Drafting Fundamentals                   | 4         |
| BET 103  | Engineering Graphics                    | 4         |
| *BET 106 | Physics: Statics/Dynamics               | 5         |
| *BET 107 | Physics: Heat/Fluids                    | 5         |
| *BET 116 | Technical Mathematics                   | 5         |
| BET 118  | Introduction to Computer Aided Drafting | 4         |
| BET 201  | CAD Fundamentals I                      | 4         |
| BET 206  | Statics                                 | 5         |
| BET 207  | Technical Job Seeking                   | 1         |
| BET 208  | Engineering Problems and Applications   | 4         |
|          |   | <b>17</b> |

|          |   |   |
|----------|---|---|
| CET 201  | Drafting IV: Structural                 | 4 |
| CET 202  | Drafting V: Civil                       | 5 |
| MET 101  | Engineering Materials                   | 3 |
| MET 201  | Strength of Materials                   | 5 |
| *PSY 120 | Psychology of Leadership and Management | 5 |

#### Take one of the following:

|          |                                    |   |
|----------|------------------------------------|---|
| *SPE 115 | Principles of Speech Communication | 5 |
| *SPE 110 | Communication Concepts             | 5 |
| *SPE 118 | Interpersonal Communication        | 5 |
| *SPE 200 | Organizational Communication       | 5 |
| *SPE 211 | Professional Oral Communications   | 5 |

#### Take one of the following:

|          |                            |   |
|----------|----------------------------|---|
| *CSC 100 | The Computer and Society   | 5 |
| *CIS 160 | BASIC Language Programming | 5 |
| *MAT 113 | College Plane Geometry     | 5 |
| *MAT 121 | College Algebra            | 6 |
| *MAT 122 | College Trigonometry       | 5 |

#### Total Credit Hours for Architectural Technology Option

A.A.S. Degree minimum 101

### MECHANICAL TECHNOLOGY (MET)

**General Education Courses:** A minimum of 23 quarter credit hours of General Education Courses are required with Advisors approval. The General Education Courses are identified by an (\*).

#### CREDITS

|                             |   |           |
|-----------------------------|---|-----------|
| <b>Degree Requirements:</b> |   | <b>60</b> |
| BET 100                     | Introduction to Technology              | 1         |
| BET 101                     | Technical Drawing Concepts              | 6         |
| BET 102                     | Drafting Fundamentals                   | 4         |
| BET 103                     | Engineering Graphics                    | 4         |
| *BET 106                    | Physics: Statics/Dynamics               | 5         |
| *BET 107                    | Physics: Heat/Fluids                    | 5         |
| *BET 116                    | Technical Mathematics                   | 5         |
| BET 118                     | Introduction to Computer Aided Drafting | 4         |
| BET 201                     | CAD Fundamentals I                      | 4         |
| BET 202                     | CAD Fundamentals II                     | 4         |
| BET 206                     | Statics                                 | 5         |
| BET 207                     | Technical Job Seeking                   | 1         |
| BET 208                     | Engineering Problems and Applications   | 4         |
| BET 215                     | Engineering Planning & Control          | 2         |



## TECHNICAL DIVISION, cont.

|                                   |   |            |
|-----------------------------------|---|------------|
| BET 216                           | Statistical Process Control             | 2          |
| CAM 105                           | Industrial Electricity                  | 4          |
|                                   |   | <b>4</b>   |
| CET 201                           | Drafting IV: Structural                 | 4          |
|                                   |   | <b>20</b>  |
| MET 101                           | Engineering Materials                   | 3          |
| MET 102                           | Manufacturing Processes                 | 3          |
| MET 201                           | Strength of Materials I                 | 5          |
| MET 202                           | Mechanical Design: Manufacturing        | 3          |
| MET 203                           | Mechanical Design: Facilities           | 3          |
| MET 216                           | Fluid Mechanics                         | 3          |
| *PSY 120                          | Psychology of Leadership and Management | 5          |
| <b>Take one of the following:</b> |   | <b>5</b>   |
| *SPE 115                          | Principles of Speech Communication      | 5          |
| *SPE 110                          | Communication Concepts                  | 5          |
| *SPE 118                          | Interpersonal Communication             | 5          |
| *SPE 200                          | Organizational Communication            | 5          |
| *SPE 211                          | Professional Oral Communications        | 5          |
| <b>Take one of the following:</b> |   | <b>5-6</b> |
| *CSC 100                          | The Computer and Society                | 5          |
| *CIS 160                          | BASIC Language Programming              | 5          |
| *MAT 113                          | College Plane Geometry                  | 5          |
| *MAT 121                          | College Algebra                         | 6          |
| *MAT 122                          | College Trigonometry                    | 5          |

**Elective Credit Hours** (Select with Advisors approval) 5

**Total Credit Hours for Mechanical Technology Option**  
**AAS Degree** minimum 101

### COMPUTER AIDED MANUFACTURING TECHNOLOGY OPTION

**General Education Courses:** A minimum of 23 quarter credit hours of General Education Courses are required with Advisors approval. The General Education Courses are identified by an (\*).

|                             | <b>CREDITS</b> |
|-----------------------------|----------------|
| <b>Degree Requirements:</b> | <b>39</b>      |
| BET 100                     | 1              |
| BET 101                     | 6              |
| *BET 106                    | 5              |
| *BET 107                    | 5              |
| *BET 116                    | 5              |
| BET 118                     | 4              |
| BET 201                     | 4              |
| BET 207                     | 1              |
| BET 208                     | 4              |
| BET 215                     | 2              |
| BET 216                     | 2              |
|                             | <b>22</b>      |
| CAM 105                     | 4              |
| CAM 106                     | 5              |
| CAM 205                     | 4              |
| CAM 206                     | 5              |

|         |                                  |           |
|---------|----------------------------------|-----------|
| CAM 207 | Introduction to Robotics         | 4         |
|         |                                  | <b>12</b> |
| MET 101 | Engineering Materials            | 3         |
| MET 102 | Manufacturing Processes          | 3         |
| MET 202 | Mechanical Design: Manufacturing | 3         |
| MET 216 | Fluid Mechanics                  | 3         |

\*PSY 120 Psychology of Leadership and Management 5

**Take one of the following:** 5

|          |                                    |   |
|----------|------------------------------------|---|
| *SPE 115 | Principles of Speech Communication | 5 |
| *SPE 110 | Communication Concepts             | 5 |
| *SPE 118 | Interpersonal Communication        | 5 |
| *SPE 200 | Organizational Communication       | 5 |
| *SPE 211 | Professional Oral Communications   | 5 |

**Take one of the following:** 5

|          |  |   |
|----------|--|---|
| *CIS 116 | Logic and Program Design                 | 5 |
| *CIS 160 | BASIC Language Programming               | 5 |
| *CIS 161 | Advanced BASIC Language Programming      | 5 |
| *CSC 160 | Computer Science I: (PASCAL Programming) | 5 |

**Elective Credit Hours** (Select with Advisors approval) 15

**Total Credit Hours for Computer Aided Manufacturing Option**  
**AAS Degree** minimum 103

### CIVIL TECHNOLOGY OPTION

**General Education Courses:** A minimum of 23 quarter credit hours of General Education Courses are required with Advisors approval. The General Education Courses are identified by an (\*).

|                             | <b>CREDITS</b> |
|-----------------------------|----------------|
| <b>Degree Requirements:</b> | <b>56</b>      |
| BET 100                     | 1              |
| BET 101                     | 6              |
| BET 102                     | 4              |
| BET 103                     | 4              |
| *BET 106                    | 5              |
| *BET 107                    | 5              |
| *BET 116                    | 5              |
| BET 118                     | 4              |
| BET 201                     | 4              |
| BET 202                     | 4              |
| BET 206                     | 5              |
| BET 207                     | 1              |
| BET 208                     | 4              |
| BET 215                     | 2              |
| BET 216                     | 2              |
|                             | <b>26</b>      |
| CET 105                     | 8              |
| CET 201                     | 4              |
| CET 202                     | 5              |
| CET 203                     | 6              |
| CET 216                     | 3              |

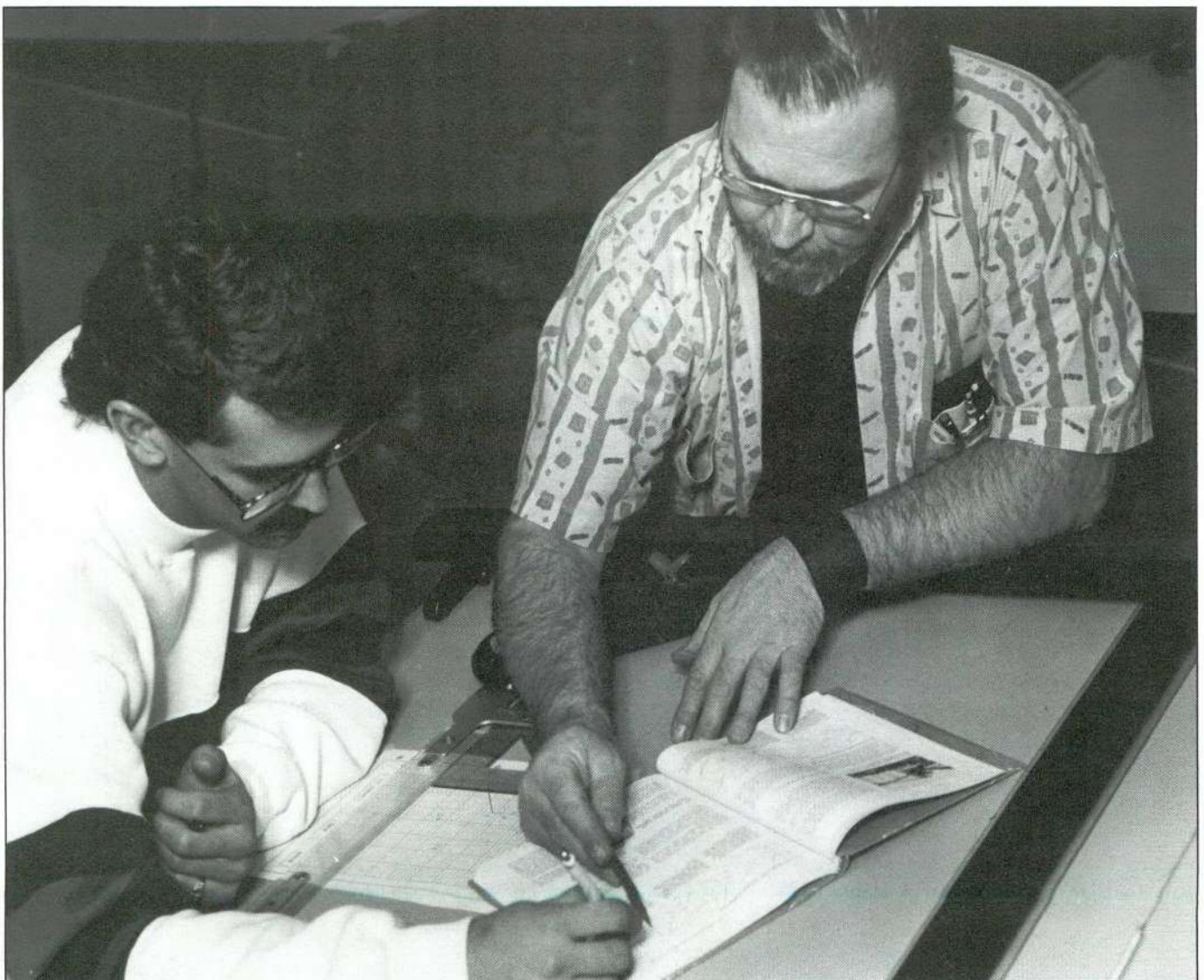
**TECHNICAL DIVISION, cont.**

|                                   |   |            |
|-----------------------------------|---|------------|
| MET 101                           | Engineering Materials                   | 8          |
| MET 201                           | Strength of Materials                   | 3          |
|                                   |   | 5          |
| *PSY 120                          | Psychology of Leadership and Management | 5          |
| <b>Take one of the following:</b> |   | <b>5</b>   |
| *SPE 115                          | Principles of Speech Communication      | 5          |
| *SPE 110                          | Communication Concepts                  | 5          |
| *SPE 118                          | Interpersonal Communication             | 5          |
| *SPE 200                          | Organizational Communication            | 5          |
| *SPE 211                          | Professional Oral Communications        | 5          |
| <b>Take one of the following:</b> |   | <b>5-6</b> |
| *CSC 100                          | The Computer and Society                | 5          |
| *CIS 160                          | BASIC Language Programming              | 5          |
| *MAT 113                          | College Plane Geometry                  | 5          |
| *MAT 121                          | College Algebra                         | 6          |
| *MAT 122                          | College Trigonometry                    | 5          |

**Total Credit Hours for Civil Technology Option**  
**AAS Degree** minimum 105

**ARCHITECTURAL AND ENGINEERING  
 ADVISORY COMMITTEE**

- |  |   |
|--|---|
| Steve Caldwell<br>Colorado Engineering<br>Experiment Station, Inc. | John Lenz<br>Kodak of Colorado<br>Windsor                         |
| Tom Cope<br>Civil Engineer   | Dr. Bill Lee<br>Dept. Industrial Sciences<br>CSU, Ft. Collins, CO |
| Dan Correll<br>Building Inspector<br>City of Greeley               | Bill Frieauf<br>Woodward Governor, Inc.<br>Ft. Collins, CO        |
| Chuck Dayton<br>Hewlett-Packard<br>Greeley Division                |   |



# TRADES & INDUSTRY DIVISION

Division Director:  
 Division Secretary: Terri Peck  
 Location: Trades & Industry, Room 107  
 Telephone: 330-8008, Ext. 284

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.

**Registration Requirement:** All students taking a course or courses in a Trades and Industry Division program must have an appropriate Trades and Industry Division program advisor's signature on the course registration **before** registering.

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>EARLY CHILDHOOD EDUCATION</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)                   |

## TRADES AND INDUSTRY SCHOLARSHIPS

**AWARD: ROY L. SMITH MEMORIAL SCHOLARSHIP**  
 Awarding Division: Trades and Industry (Auto Mechanics)  
 Award Amount: \$100 per quarter throughout the recipient's program  
 Application Deadline: Eighth week of Fall quarter  
 Qualifications: Contact awarding Division for criteria

**AWARD WINOGRAD'S STEEL AND SUPPLY SCHOLARSHIPS**  
 Awarding Division: Trades and Industry (Welding)  
 Award Amount: Two \$300 awards  
 Application Deadline: End of Fall and Winter Quarters  
 Qualifications: Contact awarding Division for criteria

**AWARD: BILL YOUNDER SCHOLARSHIP**  
 Awarding Division: Trades and Industry (Auto Body Repair)  
 Award Amount: \$200 to \$300  
 Application Deadline: Mid-term of Winter quarter  
 Qualifications: Contact awarding Division for criteria

## 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 skills 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.

**Registration Requirement:** All students taking a course or courses in a Trades and Industry Division program must have an appropriate Trades and Industry Division program advisor's signature on the course registration **before** registering. The advisors for the Auto Body program are: Pat Hergenreter, Nick Zenzen, or Division Director.

### CERTIFICATE PROGRAM

| Certificate Requirements:                   | CREDITS   |
|---|-----------|
| Fall Quarter                                | 12        |
| ABF 151 Auto Refinish I                     | 12        |
| Winter Quarter                              | 12        |
| ABF 152 Auto Refinish II                    | 12        |
| Spring Quarter                              | 12        |
| ABF 153 Auto Refinish III                   | 12        |
| <b>Sub Total ABF Courses</b>                | <b>36</b> |
| <b>General Ed. Certificate Requirements</b> | <b>10</b> |
| MAT 101 Applied Mathematics                 | 5         |
| PHY 101 Applied Physics                     | 5         |
| <b>Total Credits for Certificate</b>        | <b>46</b> |



## AUTO BODY REPAIR

**Program Length:** 1000 clock hours (72 credits plus 10 credits in general education) for Certificate in Occupational Education, or 1140 clock hours (72 credits plus 23 credits in 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 being 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 eight certificate requirements will earn a Certificate in Occupational Education. When possible, courses will be scheduled so that the student may take one ABR prefix course per quarter for 12 credits or two ABR prefix courses per quarter for 24 credits.

To earn an Associate of Applied Science degree, the student must complete all ABR prefix certificate requirements and at least 23 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.

**Registration Requirement:** All students taking a course or courses in a Trades and Industry Division program must have an appropriate Trades and Industry Division program advisor's signature on the course registration **before** registering. The advisors for the Auto Body area are: Pat Hergenreter, Nick Zenzen, or Division Director.

### CERTIFICATE PROGRAM

| Certificate Requirements:    | CREDITS   |
|------------------------------|-----------|
| 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>Sub Total ABR Courses</b> | <b>72</b> |

|   |           |
|---|-----------|
| <b>General Ed. Certificate Requirements</b> | <b>10</b> |
| MAT 101 Applied Mathematics                 | 5         |
| PHY 101 Applied Physics                     | 5         |
| <b>Total Credits for Certificate</b>        | <b>82</b> |

### DEGREE PROGRAM

#### Degree Requirements:

Completion of all ABR prefix certificate requirements (72 credits) plus recommended general education courses (23 credits).

|   | CREDITS   |
|---|-----------|
| <b>Certificate Requirements:</b> (ABR prefix courses) | 72        |
| <b>Recommended General Education Courses:</b>         | 23        |
| COS 115 Applied Communications                        | 3         |
| ECO 105 Organizations and Institutions                | 3         |
| HEN 106 Red Cross/Standard First Aid/CPR              | 3         |
| MAT 101 Applied Mathematics I                         | 5         |
| PHY 101 Applied Physics I                             | 5         |
| CSC 100 The Computer and Society                      | 5         |
| <b>Total Credits for A.A.S. Degree</b>                | <b>95</b> |

#### Support Courses

|  |   |
|--|---|
| 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 |
| 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

|   |  |
|---|--|
| Mike Foster<br>Stevens Automotive         | Rondo Sherman<br>Premier's               |
| Dave Keiser<br>Keiser Paint & Body        | Don Wilson<br>Precision Auto Body        |
| Earl Nicks<br>Classic Chevrolet (Retired) | Al Yago<br>Precision Auto Body           |
| Bill Hernandez<br>Quality Auto Body       | Student Representative<br>Auto Body Area |

## AUTOMOTIVE MECHANIC TECHNOLOGY

**Program Length:** 1000 clock hours (72 credits plus 10 credits in general education) for Certificate in Occupational Education, or 1140 clock hours (72 credits plus 23 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:** At the completion of the program, the student should be able to enter into the automotive field at the advance apprentice level. To achieve this, the student will receive instruction and practical experience with both mock-ups and live work. The student can prepare to enter the automotive service field as a general automobile mechanic or 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 who knows why and how it operates so that s/he can diagnose problems quickly and accurately.

We offer a course to help prepare a mechanic for the Colorado Emissions 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.

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

To earn an Associate of Applied Science degree, the student must complete the AMT prefix certificate requirements and at least 23 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.

**Registration Requirement:** All students taking a course or courses in a Trades and Industry Division program must have an appropriate Trades and Industry Division program advisor's signature on the course registration **before** registering. The advisors for the Auto Mechanics program are: Dennis Schossow, or Division Director.

### CERTIFICATE PROGRAM

| Certificate Requirements:                           | CREDITS   |
|---|-----------|
| Core Courses  |           |
| AMT 133 Engine Performance                          | 12        |
| AMT 232 Electrical                                  | 12        |
| AMT 266 Automotive Electronics & Computer Systems I | 12        |
| <b>Core Credit Hours Required</b>                   | <b>36</b> |

### General Automotive Technician Option

|  |    |
|--|----|
| AMT 131 Brakes and Manual Power Trains   | 12 |
| AMT 132 Steering and Suspensions Systems | 12 |
| AMT 231 Automotive Engines               | 12 |

|   |           |
|---|-----------|
| General Automotive Technician Option Credit Hours | 36        |
| <b>Sub Total for Core Plus Option Credits</b>     | <b>72</b> |

### Electronics/Computerized Diagnostics Option

|  |    |
|--|----|
| AMT 267 Advanced Technology/New Car Systems            | 12 |
| AMT 268 Automotive Electronics & Computer Systems II   | 12 |
| AMT 269 Computerized Systems: Diagnosis & Driveability | 12 |

|   |           |
|---|-----------|
| Electronic/Computerized Diagnostics Option    | 36        |
| <b>Sub Total for Core Plus Option Credits</b> | <b>72</b> |

### General Education Certificate Requirements

|  |           |
|--|-----------|
| MAT 101 Applied Mathematics                          | 5         |
| PHY 101 Applied Physics                              | 5         |
| <b>Total Credits for Certificate (either option)</b> | <b>82</b> |

### DEGREE PROGRAM

#### Degree Requirements:

**General Automotive Technician Option:** Completion of all AMT prefix Certificate requirements for General Automotive Technician Option (72 credits) plus recommended general education courses (23 credits).

**Electronics/Computerized Diagnostics Option:** Completion of all AMT prefix Certificate requirements for Electronics/Computerized Diagnostics Option (72 credits) plus recommended general education courses (23 credits).

|  | CREDITS   |
|--|-----------|
| <b>Certificate Requirements: (AMT Prefix courses)</b>  | <b>72</b> |
| <b>Recommended General Education Courses</b>           | <b>23</b> |
| COS 115 Applied Communications                         | 3         |
| ECO 105 Organizations and Institutions                 | 3         |
| HEN 106 Red Cross/Standard First Aid/CPR               | 3         |
| MAT 101 Applied Mathematics I                          | 5         |
| PHY 101 Applied Physics I                              | 5         |
| CSC 100 The Computer and Society                       | 5         |
| <b>Total Credits for A.A.S. Degree (either option)</b> | <b>95</b> |

#### Support Courses

|                                      |   |
|--------------------------------------|---|
| AMT 101 Auto Mechanics for Beginners | 4 |
| 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 116 | Four Wheel Alignment                       | 4  |
| AMT 124 | Automotive Service Management              | 3  |
| AMT 125 | Auto Certification Refresher               | 2  |
| AMT 135 | Colorado Emission License                  | 2  |
| AMT 136 | Emission Control                           | 5  |
| AMT 199 | Special Needs/Auto Mechanics               | 1  |
| AMT 233 | Air Conditioning and Comfort Controls      | 5  |
| AMT 234 | Automotive Transmission & Air Conditioning | 12 |
| AMT 261 | Computer Controlled Engine Systems         | 4  |
| AMT 262 | Automotive Electronics                     | 6  |

**AUTOMOTIVE MECHANICS TECHNOLOGY  
ADVISORY COMMITTEE**

|   |  |
|---|--|
| Glen Morehead<br>U.S. West Communications | Lorraine Toni<br>Colorado Department of<br>Revenue |
| Art Heselius<br>Greeley Dodge             | Charles Jacquinet<br>Pastor Mazda                  |



**EARLY CHILDHOOD  
EDUCATION**

**CERTIFICATE PROGRAM  
PRESCHOOL GROUP LEADER**

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

**Potential Opportunities:** The rapid increase of services needed for young children provides a wide variety of positions available to the person trained in Early Childhood Education. The expansion of knowledge in child development methods, coupled with the economic need for parents to seek part or full-day care outside their home, has created specialized fields for working with young children and their families. Because of the demand for quality child care, the traditional role of baby-sitter has given way to a number of career options in the exciting and rewarding field of Early Childhood Education.

The program is designed to prepare students for group leader entry level positions in private preschools, small and large day care centers, nursery schools, child development centers, and Head Start programs and summer day camps. In most cases, work experience is required in addition to courses listed.

**Prerequisites:** After enrollment, but before the conclusion of the 10-week quarter, each student must submit a dated report of physical examination, dated report of satisfactory tuberculin test or chest x-ray, criminal record check, Central Registry for Child Protection check as required by the Colorado Department of Social Services. Forms and information will be provided by program advisors.

**Registration Requirement:** All students taking a course or courses in a Trades and Industry Division program must have an appropriate Trades and Industry Division program advisor's signature on the course registration form **before** registering. The advisors for the Early Childhood Education area are: Kathy Hamblin, Maurine Summers, or Division Director.

**CREDITS**

**Certificate Requirements:**

|                     |  |          |
|---------------------|--|----------|
| ECE 100             | Introduction to Early Childhood Education            | 2        |
| ECE 131             | Practice Teaching I: Observations                    | 5        |
| ECE 132             | Practice Teaching II: Assistant Group Leader         | 7        |
| ECE 133             | Practice Teaching III: Group Leader                  | 7        |
| ECE 141             | Designing Creative Activities                        | 3        |
| ECE 142             | Designing Learning Activities                        | 3        |
| ECE 161             | Child Growth and Development                         | 5        |
| ECE 162             | Guidance Techniques for Early<br>Childhood Educators | 2        |
| ENG 101             | Fundamentals of Composition                          | 5        |
| COS 115             | Applied Communication                                | 3        |
| HEN 106             | Red Cross/Standard First Aid/CPR                     | 3        |
| <b>ECE-Elective</b> |  | <b>2</b> |

**Total Credits for Certificate** **47**

**DEGREE PROGRAM**

**EARLY CHILDHOOD EDUCATION**

**Program Length:** 1130 clock hours (96 credits), usually six quarters for an Associate of Applied Science degree.

**Potential Opportunities:** The rapid increase of services needed for young children provides a wide variety of positions available to the person trained in Early Childhood Education. The expansion of knowledge in child development methods, coupled with the economic need for parents to seek part or full-day care outside their home, has created specialized fields for working with young children and their families. Because of the demand for quality child care, the traditional role of baby-sitter has given way to a number of career options in the exciting and rewarding field of Early Childhood Education.

The program is designed to academically prepare students for director positions in private preschools, small and large day care centers, nursery schools, child development centers, Head Start and Follow Through programs and summer day camps. In most cases, work experience is required in addition to courses listed.

**Prerequisites:** After enrollment, but before the conclusion of the 10-week quarter, each student must submit a dated report of physical examination, dated report of satisfactory tuberculin test or chest x-ray, criminal record check, the Central Registry for Child Protection check as required by the Colorado Department of Social Services. Forms and information will be provided by program advisors.

**Registration Requirement:** All students taking a course or courses in a Trades and Industry Division program must have an appropriate Trades and Industry Division program advisor's signature on the course registration form before registering. The advisors for the Early Childhood Education area are: Kathy Hamblin, Maurine Summers, or Division Chairman.

**General Education Courses:** A minimum of 23 quarter credit hours of General Education courses are required with advisors approval. The General Education courses are identified by an (\*).

**Degree Requirements: CREDITS**

**First Year**

|                     |   |          |
|---------------------|---|----------|
| ECE 100             | Intro. to Early Childhood Education               | 2        |
| ECE 131             | Practice Teaching I: Observations                 | 5        |
| ECE 132             | Practice Teaching II: Assistant Group Leader      | 7        |
| ECE 133             | Practice Teaching III: Group Leader               | 7        |
| ECE 141             | Designing Creative Activities                     | 3        |
| ECE 142             | Designing Learning Activities                     | 3        |
| ECE 161             | Child Growth and Development                      | 5        |
| ECE 162             | Guidance Techniques for Early Childhood Educators | 2        |
| *ENG 105            | Fundamentals of Composition                       | 5        |
| *COS 115            | Applied Communication                             | 3        |
| *HEN 106            | Red Cross/Standard First Aid/CPR                  | 3        |
| <b>ECE-Elective</b> |   | <b>2</b> |

**Total Credits for First Year 47**

**Second Year**

|         |   |   |
|---------|---|---|
| ECE 202 | Administration: Licensing & Legislation   | 3 |
| ECE 203 | Administration: Working with Parents      | 3 |
| ECE 204 | Nutrition for Young Child                 | 3 |
| ECE 231 | Practice Teaching IV: Team Teacher        | 7 |
| ECE 232 | Practice Teaching V: Lead Teacher         | 7 |
| ECE 233 | Practice Teaching VI: Apprentice Director | 7 |

|          |                                  |   |
|----------|----------------------------------|---|
| ECE 245  | Non-discipline Discipline        | 2 |
| *SOC 101 | Introduction to Sociology I      | 5 |
| OR       |                                  |   |
| *SOC 105 | Sociology of Marriage and Family | 5 |
| *MAT 110 | Applied Business Mathematics     | 5 |
| *PSY 101 | General Psychology I             | 5 |
| OR       |                                  |   |
| *PSY 115 | Humanistic Psychology            | 5 |
| OR       |                                  |   |
| *PSY 166 | Developmental Psychology         | 5 |
| OR       |                                  |   |
| *PSY 248 | Child Psychology                 | 5 |

|                                       |  |           |
|---------------------------------------|--|-----------|
| <b>ECE-Elective</b>                   |  | <b>2</b>  |
| Elective                              |  | 2         |
| <b>Total Credits for Second Year</b>  |  | <b>51</b> |
| <b>Total Credits for A.A.S Degree</b> |  | <b>98</b> |

**Program Electives**

|         |   |   |
|---------|---|---|
| ECE 111 | Early Childhood Leadership Development I    | 1 |
| ECE 112 | Early Childhood Leadership Development II   | 1 |
| ECE 113 | Early Childhood Leadership Development III  | 1 |
| ECE 145 | Creative Materials Workshop                 | 2 |
| ECE 146 | Music/Movement Workshop                     | 2 |
| ECE 147 | Outdoor Activities Workshop                 | 2 |
| ECE 148 | Math and Science Workshop                   | 2 |
| ECE 155 | Toddler Care Workshop                       | 2 |
| ECE 156 | Safety Skills Workshop                      | 2 |
| ECE 157 | Motor Skills Workshop                       | 2 |
| ECE 206 | Literature and Language Workshop            | 2 |
| ECE 207 | Early Childhood Education Trends and Issues | 2 |
| ECE 241 | Unit Planning Workshop                      | 2 |

**COLORADO DEPARTMENT OF SOCIAL SERVICES REQUIREMENTS:**

- Total or 18 quarter credits of Child Development and Nursery School Education (at least 5 credits in Child Development.)
- 4.5 quarter credits in Psychology
- 4.5 quarter credits in Sociology
- Total of 9 quarter credits of Nutrition/Administration

(The following Aims courses meet Colorado Department of Social Services requirements for director qualifications for large day care centers (13 or more children).)

**CHILD DEVELOPMENT AND ECE METHODS:**

(Choose 18 quarter credits with at least 5 credits in child development..)

|         |                                     |                |
|---------|-------------------------------------|----------------|
|         |                                     | <b>CREDITS</b> |
|         |                                     | 18             |
| ECE 100 | Intro. to Early Childhood Education | 2              |
| ECE 131 | Practice Teaching I: Observations   | 5              |
| ECE 141 | Designing Creative Activities       | 3              |
| ECE 142 | Designing Learning Activities       | 3              |
| ECE 145 | Creative Materials Workshop         | 2              |
| ECE 146 | Music/Movement Workshop             | 2              |
| ECE 147 | Outdoor Activities Workshop         | 2              |
| ECE 148 | Math and Science Workshop           | 2              |

|         |   |   |
|---------|---|---|
| ECE 155 | Toddler Care Workshop                       | 2 |
| ECE 156 | Safety Skills Workshop                      | 2 |
| ECE 157 | Motor Skills Workshop                       | 2 |
| ECE 161 | Child Growth and Development                | 5 |
| ECE 206 | Literature and Language Workshop            | 2 |
| ECE 207 | Early Childhood Education Trends and Issues | 2 |
| ECE 245 | Non Discipline Discipline                   | 2 |

**PSYCHOLOGY (Choose one course)**

|         |                          |   |
|---------|--------------------------|---|
| PSY 101 | General Psychology I     | 5 |
| PSY 115 | Humanistic Psychology    | 5 |
| PSY 166 | Developmental Psychology | 5 |
| PSY 248 | Child Psychology         | 5 |

**SOCIOLOGY (Choose one course)**

|         |                                  |   |
|---------|----------------------------------|---|
| SOC 101 | Introduction to Sociology I      | 5 |
| SOC 105 | Sociology of Marriage and Family | 5 |

**ADMINISTRATION/NUTRITION**

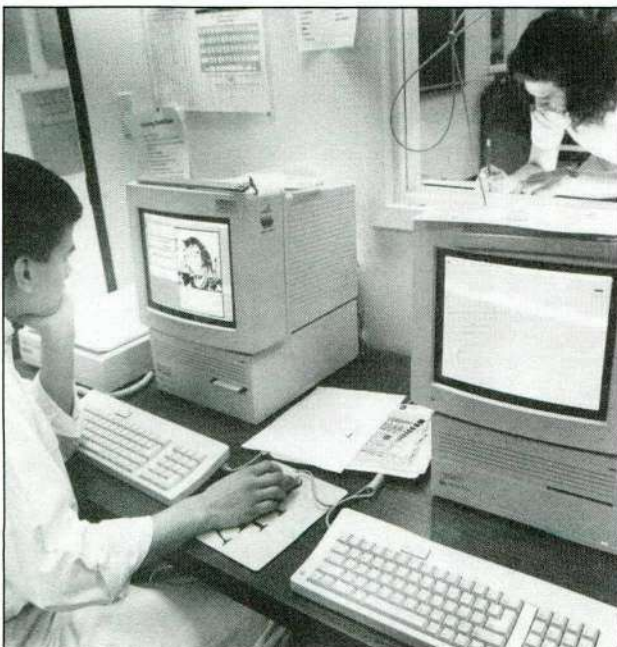
(9 quarter credit hours required)

|         |                                      |   |
|---------|--------------------------------------|---|
| ECE 204 | Nutrition For Young Children         | 3 |
| ECE 202 | Administration of Child Care Centers | 3 |
| ECE 203 | Administration: Working with Parents | 3 |

**EARLY CHILDHOOD EDUCATION**

**ADVISORY COMMITTEE**

|  |  |
|--|--|
| Terri Kellor, Director<br>Family Educational Network<br>of Weld County | Terri Hunter<br>Early Childhood Specialist                                 |
| Barbara McFerron<br>Children's World &<br>Learning Center              | Peggy Armagost-Burdan,<br>Director<br>My Friends and Me Learning<br>Center |
| Susan Krcmarik, Training<br>Specialist<br>Dept. Of Social Services     | Patricia Thomas, Director<br>Faith Preschool Parent<br>Cooperative         |



**GRAPHIC TECHNOLOGY**

**Program Length:** 900 clock hours (74 credits) for the Certificate in Occupational Education or 1150 clock hours (98 credits) for the Pre-press Option or 1120 clock hours (97 credits) for the Press Option within the Associate of Applied Science degree program.

**Potential Opportunities:** The program will prepare the student for entry into a number of career fields; opportunities are almost unlimited in Graphic Technology. Key occupations include: computer graphics, desk-top publishing, 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 offers the student additional theory as it is related to the student's area of specialization. The degree is recommended for persons wishing to advance in the printing industry.

**Registration Requirement:** All students taking a course or courses in a Trades and Industry Division program must have an appropriate Trades and Industry Division program advisor's signature on the course registration form before registering. The advisors for the Graphic Technology program are: Deb King, Lori Ford, or Division Director.

**CERTIFICATE PROGRAM**

| <b>Certificate Requirements:</b> |                              | <b>CREDITS</b> |
|----------------------------------|------------------------------|----------------|
| Fall Quarter                     |                              | 24             |
| BUS 101                          | Keyboarding I                | 4              |
| GRT 101                          | Graphic Technology I         | 20             |
| Winter Quarter                   |                              | 25             |
| BUS 141                          | Intro to Communications      | 5              |
| GRT 102                          | Graphic Technology II        | 20             |
| Spring Quarter                   |                              | 25             |
| MAT 110                          | Applied Business Mathematics | 5              |
| GRT 103                          | Graphic Technology III       | 20             |

**Total Credits for Certificate** **74**

**General Education Courses:** A minimum of 23 quarter credit hours of General Education courses are required with advisors approval. The General Education courses are identified by an (\*).

**DEGREE PROGRAM**

**Degree Requirements:**

Completion of six core courses plus six to seven courses related to the student's specialization as listed below. (Total Degree Requirements range from 97 to 98 credits.)



TRADES & INDUSTRY DIVISION, cont.

|                     |                                  | CREDITS |
|---------------------|----------------------------------|---------|
| <b>Core Courses</b> |                                  |         |
| GRT 101             | Graphic Technology I             | 20      |
| GRT 102             | Graphic Technology II            | 20      |
| GRT 103             | Graphic Technology III           | 20      |
| *HEN 106            | Red Cross/Standard First Aid/CPR | 3       |
| *BUS 141            | Intro to Communications          | 5       |
| *BUS 165            | Human Relations at Work          | 5       |

**Core Credit Hours Required 73**

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

**PRE-PRESS OPTION**

**Required Courses:**

|          |                             |   |
|----------|-----------------------------|---|
| *MAT 110 | Applied Business Math       | 5 |
| *BUS 142 | Intermediate Communications | 5 |

You must choose 4 credits from the following electives

|         |                         |   |
|---------|-------------------------|---|
| BUS 101 | Keyboarding I           | 4 |
| BUS 131 | Keyboarding Refresher I | 4 |

**Electives**

You must choose 11 credits from the following electives

|          |  |   |
|----------|--|---|
| *AAD 101 | Fundamentals of Art and Design I           | 5 |
| *AAD 128 | Computer Graphics I                        | 3 |
| *AAD 129 | Computer Graphics II                       | 3 |
| *AAD 131 | Drawing I                                  | 3 |
| *AAD 132 | Drawing II                                 | 3 |
| *AAD 221 | Graphic Design I                           | 3 |
| *AAD 222 | Graphic Design II                          | 3 |
| *AAD 241 | Photography I                              | 3 |
| *AAD 242 | Photography II                             | 3 |
| *CIS 118 | Introduction to Microcomputer Applications | 5 |
| CIS 125  | Ventura                                    | 5 |
| BUS 128  | Keyboarding for Computers                  | 2 |
| BUS 256  | Desktop Publishing Page Maker Software     | 2 |
| *CSC 100 | The Computer and Society                   | 5 |
| *CIS 160 | BASIC Language Programming                 | 5 |
| *ENG 105 | Fundamentals of Composition                | 5 |
| GRT 196  | Graphic Technology Independent Study       | 3 |
| *MGT 208 | Small Business Management                  | 5 |

**Total Pre-Press Option Credits 98**

**PRESS OPTION**

**Required Courses**

|          |                       |   |
|----------|-----------------------|---|
| *MAT 101 | Applied Mathematics I | 5 |
| *PHY 101 | Applied Physics       | 5 |

**Electives**

You must choose 14 credits from the following electives

|          |                             |   |
|----------|-----------------------------|---|
| BUS 115  | Introduction to Business    | 5 |
| BUS 101  | Keyboarding I               | 4 |
| BUS 131  | Keyboarding Refresher I     | 4 |
| *BUS 142 | Intermediate Communications | 5 |
| *CSC 100 | The Computer and Society    | 5 |
| *CIS 160 | BASIC Language Programming  | 5 |

|                                   |                                      |           |
|-----------------------------------|--------------------------------------|-----------|
| GRT 196                           | Graphic Technology Independent Study | 3         |
| *MAT 111                          | Beginning Algebra                    | 5         |
| *MGT 208                          | Small Business Management            | 5         |
| *PHY 105                          | Conceptual Physics                   | 5         |
| <b>Total Press Option Credits</b> |                                      | <b>97</b> |

**Support Courses:**

|         |  |    |
|---------|--|----|
| GRT 104 | Graphic Technology IV                  | 10 |
| GRT 107 | Silk Screen Printing                   | 2  |
| GRT 199 | Graphic Technology/Special Needs       | 1  |
| GRT 295 | Graphic Technology/Independent Study A | 2  |
| GRT 296 | Graphic Technology/Independent Study B | 3  |
| GRT 297 | Graphic Technology/Independent Study C | 5  |
| GRT 299 | Graphic Technology/Practicum           | 1  |

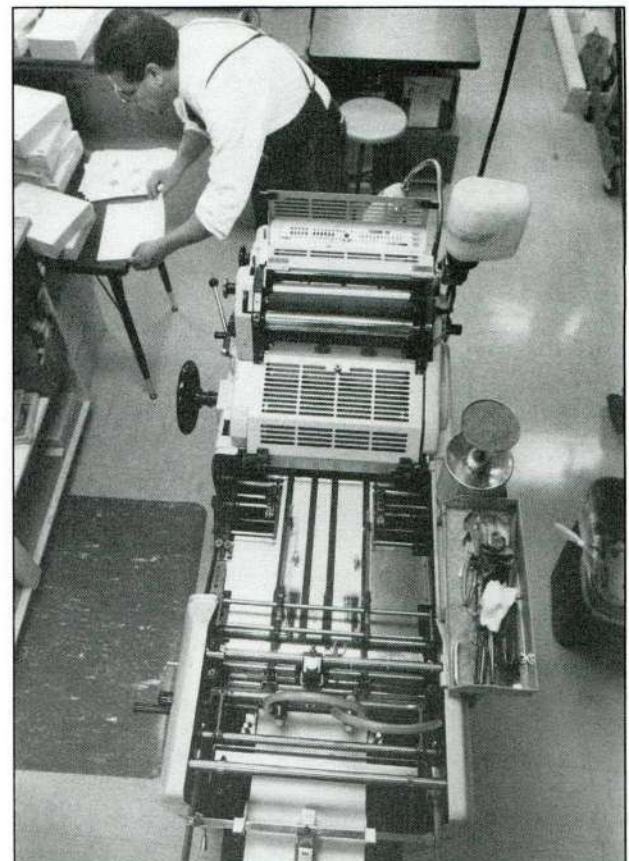
The above supporting courses are for the purpose of enriching the Degree or Certificate programs, but are not required.

**GRAPHIC TECHNOLOGY  
ADVISORY COMMITTEE**

|                    |                 |
|--------------------|-----------------|
| Pat Donovan        | Mark Simon      |
| Monfort Inc.       | United Printing |
| Equipment/Supplies |                 |

|                         |                  |
|-------------------------|------------------|
| Margaret Willoughby     | Ken Eberly       |
| Aims/Graphic Production | Butler Paper Co. |

|              |   |
|--------------|---|
| Chuck Rehmer | Dean Ginther  |
| Copyworld    | Printing Plate Product &<br>Technology Development<br>Kodak/Colorado Division |



## WELDING TECHNOLOGY

**Program Length:** 1000 clock hours (82) credits for a Certificate in Occupational Education, Welding Technician Option. 940 clock hours (85) credits for a Certificate in Occupational Education, Welding Systems Management Option. 1140 clock hours (72 credits plus 23 credits in general education) for an Associate of Applied Science degree.

**Potential Opportunities: Welding Technician Option.** 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 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.

**Welding Systems Management Option.** The program is designed to develop skills necessary for evaluating and utilizing modern welding processes and related technology with emphasis on improving quality, productivity, and profitability. Application of leadership and communication skills is stressed as an integral part of all class and lab work. Students desiring to become American Welding Society Certified Welding Inspectors will find this course very useful. Other employment opportunities exist over a wide spectrum that includes engineering, technical, supervision, research, instruction, consulting, and sales. Craftsmen and supervisors currently employed in the field are especially encouraged to apply for admittance to the program. Persons new to the trade will realize increased employment opportunities by taking this program concurrently with the Welding Technician Option.

**Welder Certificate Information:** Welder Certification Services are available to students and non-students alike. All tests are certified by an independent testing lab. For more information, contact a welding program advisor or call (303) 330-8008, ext. 203

**Program Requirements:** Completion of the certificate requirements for either option will earn a certificate in Occupational Education.

To earn an Associate of Applied Science degree, the student must complete the WLT prefix certificate requirements for the Welding Technician option and at least 23 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.

For the students' convenience, the Welding Technology program offers an alternate delivery method for certificate program courses. This will allow students to take WLT 151, 152, and 153 for 72 credits or WLT 141, 142, 143, 241, 242, and 243 for 72 credits.

**Registration Requirement:** All students taking a course or courses in a Trades and Industry Division program must have an

appropriate Trades and Industry Division program advisor's signature on the course registration form **before** registering. The advisors for the Welding Technology program are: Bill Killebrew, John Hickman, Mike Spika, or Division Director.

### CERTIFICATE PROGRAM (Welding Technician Option)

| Certificate Requirements:        |   | CREDITS   |
|----------------------------------|---|-----------|
| Fall Quarter                     |   | 24        |
| WLT 151                          | Welding Technology I<br>(Equivalent to WLT 141 and 142)   | 24        |
| Winter Quarter                   |   | 24        |
| WLT 152                          | Welding Technology II<br>(Equivalent to WLT 143 and 241)  | 24        |
| Spring Quarter                   |   | 24        |
| WLT 153                          | Welding Technology III<br>(Equivalent to WLT 242 and 243) | 24        |
| <b>Sub Total for WLT Courses</b> |   | <b>72</b> |

|   |                     |           |
|---|---------------------|-----------|
| <b>General Ed. Certificate Requirements</b> |                     | <b>10</b> |
| MAT 101                                     | Applied Mathematics | 5         |
| PHY 101                                     | Applied Physics     | 5         |

**Total Credits for Certificate (Welding Technician Option) 82**

### Alternate Delivery Method for Certificate Program (Welding Technician Option)

|         |                        |    |
|---------|------------------------|----|
| WLT 141 | Oxy-Acet Welding       | 12 |
| WLT 142 | Shielded Metal Arc I   | 12 |
| WLT 143 | Shielded Metal Arc II  | 12 |
| WLT 241 | Shielded Metal Arc III | 12 |
| WLT 242 | Pipe Welding           | 12 |
| WLT 243 | Gas Metal Arc Welding  | 12 |
| MAT 101 | Applied Mathematics    | 5  |
| PHY 101 | Applied Physics        | 5  |

**Total Alternate Credits for Certificate (Welding Technician Option) 82**

### (Welding Systems Management Option)

| Certificate Requirements: |  | CREDITS |
|---------------------------|--|---------|
| WLT 121                   | Basic Welding Layout                         | 3       |
| WLT 122                   | Safety Awareness in Metal Joining Technology | 3       |
| WLT 123                   | Modern Metal Joining Processes               | 5       |
| WLT 124                   | Fundamentals of Welding Metallurgy           | 5       |
| WLT 125                   | Industrial Blueprint Reading                 | 5       |
| WLT 126                   | Welding Inspection and Quality Control       | 5       |
| WLT 127                   | Basic Weldment Design                        | 3       |
| WLT 128                   | Basic Weld Estimating                        | 5       |
| WLT 141                   | Oxy-Acet Welding                             | 12      |
| WLT 142                   | Shielded Metal Arc I                         | 12      |
| WLT 143                   | Shielded Metal Arc II                        | 12      |

**Sub Total for WLT Courses 70**

TRADES & INDUSTRY DIVISION, cont.

|   |           |
|---|-----------|
| <b>General Ed. Certificate Requirements</b> | <b>15</b> |
| MGT 207 Human Resource Management           | 5         |
| MAT 101 Applied Mathematics                 | 5         |
| PHY 101 Applied Physics                     | 5         |

**Total Credits for Certificate (Welding Systems Management Option) 85**

**DEGREE PROGRAM**

**Degree Requirements:**

Completion of all WLT prefix certificate requirements for Welding Technician Option (72 credits) plus recommended general education courses (23 credits).

|   |                |
|---|----------------|
|   | <b>CREDITS</b> |
| <b>Certificate Requirements:</b>              | 72             |
| <b>Recommended General Education Courses:</b> | 23             |
| COS 115 Applied Communications                | 3              |
| ECO 105 Organizations and Institutions        | 3              |
| HEN 106 Red Cross/Standard First Aid/CPR      | 3              |
| PHY 101 Applied Physics I                     | 5              |
| MAT 101 Applied Mathematics                   | 5              |
| CSC 100 The Computer and Society              | 5              |

**Total Credits for A.A.S. Degree 95**

**Support Courses**

|                                |   |
|--------------------------------|---|
| WLT 100 Beginning Welding      | 2 |
| 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 116 Farm and Ranch Welding              | 3  |
| WLT 121 Basic Welding Layout                | 3  |
| WLT 144 Specialized Welding I               | 12 |
| WLT 199 Welding Specialities                | 1  |
| WLT 204 Welding Problems I                  | 4  |
| WLT 205 Welding Problems II                 | 4  |
| WLT 206 Welding Problems III                | 4  |
| WLT 236 Special Problems in Welding I       | 24 |
| WLT 237 Special Problems in Welding II      | 24 |
| WLT 244 Specialized Welding II              | 12 |
| WLT 251 Welding Fabrication                 | 24 |

**WELDING TECHNOLOGY  
ADVISORY COMMITTEE**

|   |                                      |
|---|--------------------------------------|
| Mike Emerick<br>Hobart Brothers Welding | Dale Majors<br>Majors Welding Supply |
| Roger Felker<br>Felder & Sons Welding   | Larry Sarchet<br>Certified Welding   |
| Marty Hoium<br>Buckeye Welding Supply   | Lee Benson<br>Monfort of Co., Inc.   |



# COURSE DESCRIPTIONS

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# COURSE DESCRIPTIONS

## ACC: ACCOUNTING

### ACC 101 FUNDAMENTALS OF ACCOUNTING I

This course presents the basic elements and concepts of accounting with emphasis on the procedures used for maintaining journals, ledgers, and other related records, and for completion of end-of-period reports for small service and merchandising businesses. This course is not intended as part of the accounting sequence or for transfer credit.

Formerly BUS 121 - College Bookkeeping I

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 or ACC 121 or permission of instructor

Three credits: 30 clock hours

### ACC 111 ACCOUNTING REVIEW I

To provide the opportunity for the student to review accounting materials that would up-date and refresh their knowledge of Accounting I.

Prerequisite: Permission of instructor

One credit: 15 clock hours

### ACC 112 ACCOUNTING REVIEW II

To provide the opportunity for the student to review accounting materials that would up-date and refresh their knowledge of Accounting II.

Prerequisite: Permission of instructor

One credit: 15 clock hours

### ACC 113 ACCOUNTING REVIEW III

To provide the opportunity for the student to review accounting materials that would up-date and refresh their knowledge of Accounting III.

Prerequisite: Permission of instructor

One credit: 15 clock hours

### ACC 121 PRINCIPLES OF ACCOUNTING I

This course introduces the study of accounting principles to give the student an understanding of the theory and logic that underlay procedures and practices. Major topics include: the accounting cycle for service and merchandising companies, special journals and subsidiary ledgers, internal control principles and practices, and notes and interest.

Formerly ACC 101

Five credits: 50 clock hours

### ACC 122 PRINCIPLES OF ACCOUNTING II

This course continues the study of accounting principles as they apply to sole proprietorships and corporations. Major topics include inventory systems and costing, plant assets and intangible asset accounting, depreciation methods and practices, stocks and bonds, and investments.

Formerly ACC 102

Prerequisite: ACC 121 (ACC 196 recommended to be taken concurrently).

Five credits: 50 clock hours

### ACC 123 PRINCIPLES OF ACCOUNTING III

A continuation of ACC 122 emphasizing departmental, manufacturing and cost accounting, flow of funds, standard cost and capital budgeting, and statement analysis.

Formerly ACC 103

Prerequisite: ACC 122 (ACC 197 recommended to be taken concurrently).

Five credits: 50 clock hours

### ACC 131 INCOME TAX ACCOUNTING I

A study of the important income tax code provisions primarily as they affect individuals. Topics include: filing requirements and status, inclusions/exclusions of gross income, itemized deductions, losses, depreciation, credits, and property transactions.

Formerly ACC 121

Five credits: 50 clock hours

### ACC 132 INCOME TAX ACCOUNTING II

A continuation of ACC 131 emphasizing the rules and regulations as they apply to corporations, S corporations, partnerships, and estates.

Formerly ACC 122

Prerequisite: ACC 131 or permission of instructor

Three credits: 30 clock hours

### ACC 133 INCOME TAX ACCOUNTING I and II

Combined ACC 131 and ACC 132 into one class. Covers same topics.

Formerly ACC 125

Eight credits: 80 clock hours

### ACC 196 ACCOUNTING PRACTICUM

The completion of a merchandising practice set for a proprietorship.

Prerequisite: ACC 121

One credit: 15 clock hours

### ACC 197 COMPUTERIZED PRACTICUM I

A practice set to be completed on a microcomputer using integrated accounting software.

Prerequisite: ACC 122 and ACC 196 or permission of instructor

One credit: 15 clock hours

**ACC 198 COMPUTERIZED PRACTICUM II**

A practice set to be completed on a microcomputer using integrated accounting software.

Prerequisite: ACC 123 and ACC 197 or permission of instructor

One credit: 15 clock hours

**ACC 207 FINANCIAL MANAGEMENT**

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

Prerequisite: ACC 123 or permission of instructor

Five credits: 50 clock hours

**ACC 208 LOTUS 1-2-3 APPLICATIONS FOR BUSINESS**

This course introduces the student to concepts and applications of an electronic spreadsheet. Topics include calculations, built-in functions, and spreadsheet design; also an introduction to graphics, database, and macros.

Three credits: 30 clock hours

**ACC 209 LOTUS 1-2-3 APPLICATIONS FOR COST ACCOUNTING**

To provide the student with the opportunity to use electronic spreadsheets to solve common cost accounting problems such as job order costing, budgeting, standard costing, and inventory control.

Prerequisite: ACC 208 and ACC 226 (may be taken concurrently)

Two credits: 30 clock hours

**ACC 211 INTERMEDIATE ACCOUNTING I**

This course is a study of the conceptual framework of financial accounting and advanced theory and practice applicable to the following major topics: financial accounting functions and basic theory, time value of money, current assets, current liabilities, and operational assets.

Formerly ACC 201

Prerequisite: ACC 123 or permission of instructor

Five credits: 50 clock hours

**ACC 212 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.

Formerly ACC 202

Prerequisite: ACC 211 or permission of instructor

Five credits: 50 clock hours

**ACC 215 LOTUS 1-2-3 APPLICATIONS FOR FINANCE**

Provides the student with the opportunity to use electronic spreadsheets to solve common financial management problems such as ratio analysis, financial forecasting, and asset management.

Prerequisite: ACC 207 (may be taken concurrently) and ACC 208

Two credits: 30 clock hours

**ACC 216 LOTUS 1-2-3 ADVANCED APPLICATIONS FOR BUSINESS**

This course continues to build on skills learned in ACC 208. Topics include advanced database creation and manipulation, graphics, advanced functions, spreadsheet linking, advanced macro commands, and data tables.

Prerequisite: ACC 208 or permission of instructor

Three credits: 30 clock hours

**ACC 226 COST ACCOUNTING**

This course is a study of the cost accumulation methods and management reports. The concepts and procedures of job order, process, standard and direct cost systems are covered and budgeting, planning, and control of costs are included.

Formerly ACC 206

Prerequisite: ACC 123 or permission of instructor

Five credits: 50 clock hours

**ACC 228 ACCOUNTING SYSTEMS**

A study of the flow of 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. An advanced accounting practice set will be completed.

Formerly ACC 205

Prerequisite: ACC 105, ACC 198 (may be taken concurrently) and ACC 211 or permission of instructor

Five credits: 50 clock hours

**ACC 235 VOLUNTEER INCOME TAX ASSISTANCE - VITA**

The student will learn to assist taxpayers with the preparation of Forms 1040 A, 1040 EZ, 1040, and selected related schedules. The student will gain technical proficiency in basic tax law.

Formerly ACC 225

Prerequisite: ACC 131 or permission of instructor

Two credits: 30 clock hours

**ACC 280 ACCOUNTING SEMINAR****ACC 281 ACCOUNTING SEMINAR****ACC 282 ACCOUNTING SEMINAR****ACC 283 ACCOUNTING SEMINAR****ACC 284 ACCOUNTING SEMINAR****ACC 285 ACCOUNTING SEMINAR**

A series of courses which will provide opportunities for students to update knowledge in specific areas of accounting and explore accounting applications.

.5 to 5 credits hours each: contact instructor

**ACC 297 ADVANCED COMPUTERIZED PRACTICUM**

To provide the student with the opportunity to complete a computerized accounting simulation involving advanced accounting theory related to a corporation.

Prerequisite: ACC 123 and ACC 197 or permission of instructor

Two credits: 30 clock hours

**ACC 298 ACCOUNTING PRACTICUM II**

The completion of a practice set commensurate with the level of accounting theory the student has taken. It could be a practice set for a corporate merchandising firm, job order or process cost practice set or working from incomplete records.

Prerequisite: ACC 196 and ACC 122 or permission of instructor

One credit: 15 clock hours

# AGRICULTURE TECHNOLOGY

## FMT: FARM AND RANCH BUSINESS MANAGEMENT

### FMT 101 FARM AND RANCH BUSINESS MANAGEMENT I

The first in a series that is one year or a full business cycle in length. In this course the student will acquire basic knowledge of the personal computer using agriculture software to develop an accurate and realistic set of farm/ranch records. Initial records will be used to locate problems and set goals and objectives. The initial data gathered during this business cycle will be used in the second and third business cycles.

Twenty-Seven credits: 30 hours lecture, 12 farm/ranch instructor visits

Prerequisite: Actively engaged as a farm/ranch operator in Aims Community College District.

### FMT 102 FARM AND RANCH BUSINESS MANAGEMENT II

The second in the series also covers a full business cycle or one year. This course will continue with improvement or agriculture accounting. The student will acquire basic knowledge of the use of spread sheets on the computer to help them with analysis of the data gathered during the previous business cycle. Emphasis will be on determining the cost of production, projections, and monitoring income and expenses throughout the business cycle.

Twenty-Seven credits: 30 hours lecture, 12 farm/ranch instructor visits

Prerequisite: FMT 101

### FMT 103 FARM AND RANCH BUSINESS MANAGEMENT III

The third course of the three year business cycle. During this course the student will acquire the skill to further develop computer spread sheets to advance their analysis, projections and marketing skills. Students will be encouraged to enroll in a follow-up Commodity Marketing course.

Twenty-Seven credits: 30 hours lecture, 12 farm/ranch instructor visits

Prerequisite: FMT 102

### FMT 106 DIARY MANAGEMENT RECORDS

Students are instructed in operation of a Dairy Management software program and apply software use to the management practices on their dairy herd.

Twenty credits: 24 hours lecture, 12 farm/ranch instructor visits.

Prerequisite: Owner/operator of a dairy or dairy herdsman/woman

### FMT 107 AGRICULTURE COMMODITY MARKETING

This course is designed for the producer of agriculture commodities and covers the different methods of marketing agriculture products. Instruction covers how to effectively use the cash and future markets.

Six credits: 60 hours lecture.

Prerequisite: None

### FMT 111 AGRICULTURE ACCOUNTING FOR COMPUTER USERS I

The first course in a series designed for the owner/operator of a farm/ranch who presently uses a computer to do their farm/ranch accounting, but want to more fully utilize the capabilities of their accounting software. The course covers the following subject areas: (a) Understanding the chart of accounts (b) The balance sheet (c) Understanding debits and credits in transactions (d) Entering your monthly transactions (e) Finding errors in transactions.

Six credits: 60 hours lecture

Prerequisite: Own a computer and agricultural accounting software.

### FMT 112 AGRICULTURE ACCOUNTING FOR COMPUTER USERS II

The second course in a series designed for the owner/operator of a farm/ranch who presently uses a computer to do farm/ranch accounting. This course covers the following subject areas: (a) Generating the income statement reports (b) Generating the balance sheet reports (c) Understanding the income statement (d) Understanding the balance sheet reports. (e) Balance sheet adjustments (f) Allocating income and expense.

Six credits: 60 hours lecture.

Prerequisite: FMT 111 or Instructor permission.

### FMT 113 AGRICULTURE ACCOUNTING FOR COMPUTER USERS III

The final course in a series designed for the owner/operator of a farm/ranch who presently uses a computer to do farm/ranch accounting. The course covers the following subject areas: (a) Closing out the year: tax purpose; accountant information; estimating tax liabilities (b) End of year accrued reports: adjustments (c) Year-end evaluations (d) New year adjustments.

Six credits: 60 hours lecture.

Prerequisites: FMT 111 and FMT 112.

### FMT 121 INTRODUCTION TO SPREAD SHEETS FOR AGRICULTURE - "AS EASY AS"

This course is designed to teach the student how to use the "As Easy As" spread sheet software program, with special emphasis on Agricultural applications.

Three credits: 30 hours lecture.

Prerequisite: None

### FMT 122 ADVANCED SPREAD SHEETS FOR AGRICULTURE "AS EASY AS"

A continuation of FMT 121 providing the student with the opportunity to develop spread sheets for record keeping applications on the farm/ranch.

Three credits: 30 hours lecture.

Prerequisite: FMT 121

### FMT 109 FARM/RANCH COMPUTER - INDEPENDENT STUDY

An individualized course providing the opportunity for the agriculture student to study a specific computer related area or skill under the direction of a qualified agriculture faculty member.

One credit: 10 hour lecture.

Prerequisite: None

### FMT 119 FARM/RANCH COMPUTER - INDEPENDENT STUDY

An individualized course providing the opportunity for the agriculture student to study a specific computer related area or skill under the direction of a qualified agriculture faculty member.

Two credits: 20 hours lecture.

Prerequisite: None

**FMT 129 FARM/RANCH COMPUTER - INDEPENDENT STUDY**

An individualized course providing the opportunity for the agriculture student to study a specific computer related area or skill under the direction of a qualified agriculture faculty member.

Three credits: 30 hours lecture.

Prerequisite: None

## **AGS: AGRICULTURE HOME STUDY COURSES**

**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

## **ANT: ANTHROPOLOGY**

**ANT 101 CULTURAL ANTHROPOLOGY**

Studies human cultural patterns and learned behavior. Includes linguistics, social and political organization, religion, culture and personality, culture change, and applied anthropology.

Five credits

**ANT 111 PHYSICAL ANTHROPOLOGY**

Studies human biology and its effects on behavior. Includes principles of genetics and evolution, vertebrates and primates, human origins, human variation, and ecology.

Five credits

## **ART: ART AND DESIGN**

**ART: ART****ART 100 ART APPRECIATION**

Introduction to art, architecture, and several fields of design. Through visual presentation, discussions, and studio exercises, students examine various ways in which people express themselves, and solve problems: e.g. painting, sculpture, ceramics, jewelry and photography.

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**

Provides the knowledge base to understand the visual arts, especially as related to Western Culture. Surveys the visual arts from the Ancient through Medieval periods, and art of the non-European tradition. Course fulfills a humanities requirement.

Five credits

**ART 112 ART HISTORY II**

Provides the knowledge base to understand the visual arts, especially as related to Western Culture. Surveys the visual arts from the Renaissance through the Modern periods. Course fulfills a humanities requirement.

Five credits

**ART 113 ART HISTORY III**

Provides the knowledge base to understand the visual arts, especially as related to NON-WESTERN CULTURE.

Five credits

**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: ART STUDIO****ARS 125 CERAMIC DESIGN I****ARS 126 CERAMIC DESIGN II****ARS 127 CERAMIC DESIGN III**

The study of functional and decorative design elements, designing hand built ceramics, and instruction in several methods of hand building.

Three credits each: 40 clock hours each

**ARS 135 FIGURE PAINTING I**

Includes a survey of figure painting, instruction in basic techniques of painting the human figure and study of sensual and structural elements of the human anatomy.

Three credits: 40 clock hours

**ARS 141 CREATIVE PAINTING I****ARS 142 CREATIVE PAINTING II****ARS 143 CREATIVE PAINTING III**

These courses cover various painting techniques as a means for self-expression to discover individual painting styles.

One credit each: 20 clock hours each

**ARS 235 FIGURE PAINTING II**

Includes a survey of figure painting, study of anatomy, advanced painting problems, additional instruction in figure painting techniques.

Three credits: 40 clock hours



**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: 40 clock 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: 40 clock 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 and construction. Three credits each: 40 clock 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: 40 clock hours each

**ARS 263 JEWELRY & METALWORK III****ARS 264 JEWELRY & METALWORK IV**

Continuation of use of skills in casting, fabrication and stone setting to create more complicated jewelry pieces with emphasis on design and craftsmanship. Three credits each: 40 clock hours each

**ARS 271 POTTERY/WHEEL THROWING I****ARS 272 POTTERY/WHEEL THROWING 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; and experience in designing for ceramic objects. 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: 40 clock hours each

**ARS 273 POTTERY/WHEEL THROWING III****ARS 274 POTTERY/WHEEL THROWING IV**

Pottery and Ceramic Design III offers a survey of wheel thrown pottery, with emphasis on more advanced forms, refining technique, glaze techniques and kiln firing. Pottery and Ceramic Design IV presents a deeper involvement in all aspects of pottery making, glazing, and firing. Three credits each: 40 clock hours each

**ARS 281 WEAVING I**

This course is the introduction to four harness loom weaving. It includes preparation of warp, dressing the loom and learning tapestry and rug techniques of weaving. A historical review of weaving with emphasis on design is studied prior to individual work. Design emphasis is in the area of tapestry and decorative weaving. Three credits: 40 clock hours

**ARS 282 WEAVING II**

This course continues four harness loom weaving of patterned fabric, teaches reading of pattern drafts and weaving sequences for woven yardage. It includes a more in-depth study of fibers with their wearability and care. The emphasis is on functional and wearable fabric. Three credits: 40 clock hours each

**AAD: 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; and second course focuses on three-dimensional conditions. Five credits each 50 clock hours

**AAD 121 COMPUTER DESIGN I**

This course will be an introduction to the use of MacIntosh computers and the applications of HyperCard, some of which are how to find, create and store words, pictures and charts in creative ways to be used as graphic design. This course will be a way for new students to begin using computer graphics and will also be helpful to students with computer graphic knowledge to improve their creative design skills. Emphasis of the course will be on design, not computer skills. The computer is only the tool to be used for creative graphic design. Students will work at the computer each class with specific assignments that will give direction and requirements for completing weekly design problems. Three credits: 40 clock hours

**AAD 122 COMPUTER DESIGN II**

This class will be a continuation of Computer Design I, with new software programs being introduced that give more ability to incorporate and manipulate typography into graphic design. Computer skills & knowledge will be expanded because of time to work on the computer, solving design problems. Three credits: 40 clock hours

**AAD 123 COMPUTER DESIGN III**

This course will allow students to develop a professional level computer design portfolio. Creative ideas will be emphasized. A comfortable level of computer design skill will be attained. Several software programs will be available. Three credits: 40 clock hours

**AAD 128 COMPUTER GRAPHICS I**

This course lets students use the TIME ARTS LUMENA Computer System, including a graphics tablet with stylus, and a color monitor. Three credits: 40 clock hours - contact instructor

**AAD 129 COMPUTER GRAPHICS II**

This course allows students to work on a WYSE Computer with a SONY TRINITRON color monitor with a stylus. The software is RIO and TIPS. Both are video compatible.

Three credits: 40 clock hours - contact instructor

**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: 40 clock hours each

**AAD 139 HISTORY OF PHOTOGRAPHY**

This course surveys the history of photography from the early 17th century through current trends. To understand where the medium of photography is going one must know where it came from

Three credits: 40 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, catalogs, or service manuals. Students will execute a project through camera ready art.

Three credits each: 40 clock 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: 40 clock hours

**AAD 225 CALLIGRAPHY****AAD 226 CALLIGRAPHY II****AAD 227 CALLIGRAPHY III**

This course introduces 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: 40 clock 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 additional study of anatomy and complex drawing problems.

Three credits each: 40 clock hours each

**AAD 241 PHOTOGRAPHY I**

This is a course for beginning to semi-advanced students of photography. It includes camera functions, black and white film development, print making, compositional techniques, and weekly projects.

Three credits: 40 clock hours

**AAD 242 PHOTOGRAPHY II**

This course is a survey of commercial photography. It covers photojournalism, portraiture, fine art color, glamour, advertising, nature and architecture photography. There are weekly projects and an emphasis on quality print making.

Prerequisite: Photography I or equivalent experience.

Three credits: 40 clock hours

**AAD 243 PHOTOGRAPHY III****AAD 244 PHOTOGRAPHY IV**

Photography I and II include 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. Photography IV emphasizes the aesthetics of contemporary photographic procedures and helps to prepare the serious student of photography to prepare an exhibition grade portfolio.

Three credits each: 40 clock hours each

**AAD 249 FINE ART PHOTOGRAPHY**

This course includes the study of the zone system, various fine art styles of photography such as abstract, avant garde, people and landscape. Woman photographers and fine art masters before 1950 are also covered. There are weekly projects and excellent printing skills are required.

Prerequisite: Photography I and II or equivalent experience.

Three credits: 40 clock hours

**AAD 251 INTERIOR DESIGN I****AAD 252 INTERIOR DESIGN II****AAD 253 INTERIOR DESIGN III**

Interior Design I and II cover 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: 40 clock hours each

## AST: ASTRONOMY

**AST 105 INTRODUCTORY ASTRONOMY**

(Formerly AST 101) 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 106 ASTRONOMY SEMINAR**

(Formerly AST 102) 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 lecture

**AST 185 SPECIAL TOPICS IN ASTRONOMY**

Topics will reflect the special expertise of the faculty and/or the special needs of the students.

Prerequisite: Consent of Instructor

One to Six credits

**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 advisor

**ABF: AUTO BODY REFINISHING****ABR: AUTO BODY REPAIR****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 oxyacetylene 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 PANEL REPLACEMENT**

Students will remove, replace, and align damaged panels using proper tools and equipment.

Prerequisite: ABR 111 or permission of instructor.

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 or permission of instructor

Four credits: 40 clock hours

**ABR 141 AUTO BODY REPAIR I**

Students will learn to weld lap, butt, and T-joints in the flat and vertical positions using oxyacetylene 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 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

**ABF 151 AUTO REFINISH I**

Students will become familiar with refinishing materials, solvents, primers, sandpapers, top coats, and the use of each. They will become familiar with tools, spray guns, sanders, transformers, air compressors, and accessories used in auto refinishing.

Twelve credits: 150 clock hours

**ABF 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: ABF 151 or permission of instructor

Twelve credits: 150 clock hours

**ABF 153 AUTO REFINISH III**

Students will prep and apply top coats to the entire car using lacquers and enamels.

Prerequisite: ABF 151, or permission of instructor

Twelve credits: 150 clock hours

**ABR 199 SPECIAL NEEDS/AUTO BODY REPAIR**

This course is 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 credit: 10 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 become 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 (totaled) and do the operations required to make the auto road-worthy.

Prerequisite: 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 (totaled) and do the operations required to make the auto road-worthy.

Prerequisite: ABR 221 or permission of instructor

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 (totaled) and do the operations required to make the auto road-worthy.

Prerequisite: ABR 221 and ABR 222 or permission of instructor

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; 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 (totaled) and do the operations required to make the auto road-worthy.

Prerequisite: ABR 141 or permission of instructor

Twelve credits: 150 clock hours

## AMT: AUTOMOTIVE MECHANICS TECHNOLOGY

**AMT 101 AUTO MECHANICS FOR BEGINNERS**

Students should develop a basic knowledge of the major systems of the automobile. They will learn parts identification and basic theory of how automotive systems work. Minor repair and diagnosing common problems will be taught. Good shop safety practices and accident prevention are included with each job in this course.

Four credits: 60 clock hours

**AMT 104 BRAKE REPAIR**

Designed to prepare students for the specialty work of modern automobile brake repair service, and diagnosis. Emphasis will be placed on disc/drum systems with an introduction to anti-lock brake systems found on the modern vehicles. Good shop safety practices and accident prevention are included with each job in this course.

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. Good shop safety practices and accident prevention are included.

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 should be able to diagnose and service the components of the engine, ignition systems and perform minor fuel system service. Good shop safety practices and accident prevention are included.

Four credits: 60 clock hours

**AMT 107 ADVANCED ENGINE TUNE-UP**

Designed to provide the advanced student additional skills and knowledge in advanced analyzer operation, carburetor overhaul and adjustments, and fuel injection service. Upon course completion students should be able to use these skills to perform proper repair procedures related to these areas.

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 should 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. Good shop safety practices and accident prevention are included.

Four credits: 40 clock hours

**AMT 116 FOUR WHEEL ALIGNMENT**

Designed for the experienced front end alignment mechanic that would like to learn how to align all four wheels on modern front wheel drive automobiles using the latest computer four wheel alignment machine.

Four credits: 60 clock hours

**AMT 124 AUTOMOTIVE SERVICE MANAGEMENT**

Students develop basic management concepts relating to automotive service including theory, skills in leadership, human relations, and failures. Students learn duties, problems, and methods of management.

Three credits: 30 clock hours

**AMT 125 AUTO CERTIFICATION REFRESHER**

This course prepares professional auto mechanics for certification tests given by National Institute for Automotive Service Excellence.

Two credits: 24 clock hours

**AMT 131 BRAKES & MANUAL POWER TRAINS**

This course begins with a study of disc and drum brake systems. The student will study the many terms plus the theory of operation of the entire brake system in the classroom, and will experience the actual job operations in the shop. Complete brake service work will be performed by the student. During the second half of the course students will perform service procedures on clutch assemblies, transaxles, and final drive components. The constant velocity joint will be introduced in this unit. Classroom work will involve learning the operations and vocabulary of each system. Safety awareness and accident prevention policies will remain a high priority throughout this course of instruction.

Twelve credits: 150 clock hours

**AMT 132 STEERING AND SUSPENSION SYSTEMS**

Students will develop necessary skills and knowledge to repair all parts of the suspension system, align front ends, perform four wheel alignment, balance wheels/tire assemblies, service rack and pinion, conventional and power steering units. Included is MacPherson strut service, constant velocity joint service, and independent rear suspension service and adjustment. Good safety practices and accident prevention are included with each job in this course.

Twelve credits: 150 clock hours

**AMT 133 ENGINE PERFORMANCE**

Students will study the procedures to restore the engine and its related systems to obtain maximum performance, economy, and emission control. Part identification and theory learning will be done in the classroom, while hands-on activities will be accomplished in the shop. Recommended testing and service procedures will be done on the engine, ignition system, and fuel system which would include

feedback carburetors and fuel injection. Emission control systems will be introduced. The student will learn to use equipment that ranges from well-known electrical meters or vacuum gauges to the more advanced computerized analyzers and testers. Manufacturer and trade manuals will be used to insure proper adjustments and service results. Troubleshooting and diagnostic techniques will be emphasized during each unit of instruction. Safety awareness and accident prevention are stressed throughout the course.

Twelve credits: 150 clock hours

**AMT 135 COLORADO EMISSION LICENSE PROGRAM**

This course follows the recommended program outlined by the Colorado Department of Health to prepare automotive technicians for a Colorado Emission License. Study of the emissions rules and regulations and hands on use of the approved testing machines is covered.

Two credits: 20 clock hours

**AMT 136 EMISSION CONTROL**

This course provides a basic knowledge and understanding of the various emission control systems and how they function on the automobile to aid in reducing emissions. Students will also cover the program recommended by the Colorado Department of Health for mechanics applying for an emission license. Use of the latest emission testing machines will be stressed. Students will perform mock emission inspections using the Colorado approved inspection machines. Upon completion of the course students may test for a Colorado Emission License with the Colorado Department of Health.

Prerequisite: AMT 106, AMT 107, AMT 133, or permission of instructor

Five credits: 50 clock hours

**AMT 199 SPECIAL NEEDS/AUTO MECHANICS**

This course is 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.

One credit: 10 clock hours

**AMT 231 AUTOMOTIVE ENGINES**

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 measurements, 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**

This course begins with the fundamentals of the electron and conventional theory of electrical energy. Students will study electrical terms, circuit designs, Ohm's law, and perform calculations to determine circuit values. The course will progress to the study of wiring diagram schematics and the logical approach to circuit troubleshooting. The testing, service and repair of electrical components such as alternators, starters, batteries, relays, solenoids, and switches will be practiced by the student using the correct up-to-date equipment. The student will also become familiar with the semiconductive components of late model vehicles and their use in the computerized systems. Proper safety practices and accident prevention are stressed throughout each phase of 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 are also covered.

Five credits: 50 clock hours

**AMT 234 AUTOMATIC TRANSMISSIONS AND AIR CONDITIONING**

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 and complete diagnosis of functions. Basic theory of refrigeration systems, components, evacuation, charging, and testing automotive air conditioners is included. Students will learn how to install after-market units, service factory installed air conditioners, and solve problems on late model units. Good safety practices and accident prevention are included with each job in this course.

Twelve credits: 150 clock hours

**AMT 261 COMPUTER CONTROLLED ENGINE SYSTEMS**

This course provides a basic knowledge and understanding of computer command controlled engines. Feedback carburetors, all fuel injected systems including ported fuel injection systems will be covered. The input sensors and the electronic controls that change engine fuel, timing, and emission controls will also be covered. Students will learn how to test computer equipped engines using special test instruments and also with simple shop equipment such as an ohmmeter, voltmeter, and dwell meter. Design and service of turbochargers for these engines will be covered.

Prerequisite: AMT 133 or AMT 106 and AMT 107 or permission of instructor

Four credits: 60 clock hours

**AMT 262 AUTOMOTIVE ELECTRONICS**

This course is designed to emphasize the ever increasing electronic systems of the modern automobile. Students are instructed in a thorough session of electricity fundamentals which include terms, circuits, laws, formulas, and calculations of various electrical circuits. Study will also include an in-depth look at the most common types of semiconductors that are currently used in the electronic circuitry. Students will be allowed to develop a high level of proficiency in using a multimeter through the use of bread-board assignments and actual on-the-car activities. Computer design and operation as it relates to automotive systems will be covered.

Six credits: 60 clock hours

**AMT 266 AUTOMOTIVE ELECTRONICS AND COMPUTER SYSTEMS I**

This course will introduce the student to automotive computer systems and their use in the management of emission control systems. Instruction will begin with concentrated study of each emission control system to include component identification and system operation. As the student becomes familiar with these features, the study will shift to incorporation of the computer, its sensors, and the process by which it provides optimum pollution control from the automobile. Lab activities will include testing emission control components, analyzing exhaust gases and learning about the computer system.

Prerequisite: AMT 133 and AMT 232 or permission of instructor

Twelve credits: 150 clock hours

**AMT 267 ADVANCED TECHNOLOGY/NEW CAR SYSTEMS**

This course is designed to provide an in-depth study of various automotive computerized systems. Students will study specific models, both domestic and import. Training will focus on current year models. The instructional approach will involve a detailed examination of the systems that are controlled or operated by a computer. The student will become proficiently familiar with each component of the system, its individual function, and the interrelation that exists with other components in the system. Emphasis will be placed on thoroughly understanding the operation of specific computerized systems.

Prerequisite: AMT 266, or instructor permission

Twelve credits: 150 clock hours

**AMT 268 AUTOMOTIVE ELECTRONICS & COMPUTER SYSTEMS II**

This course is designed to allow the student to improve his/her knowledge and skills regarding the automotive computerized system. Instruction will review electrical concepts and extend into the area of automotive electronics. Concentrated study with electrical diagrams and schematics will be incorporated with proper troubleshooting and repair techniques. The student will gain knowledge about computers, their main components and functions, plus basic training in methods of operation. Shop experience will include working with the on-board computer to determine system problems, and activities that relate to diagnosis and repair procedures of such systems.

Prerequisite: AMT 266, or instructor permission

Twelve credits: 150 clock hours

**AMT 269 COMPUTERIZED SYSTEMS; DIAGNOSIS AND DRIVEABILITY**

This course is designed to provide advanced training in the use of electronic equipment to diagnose driveability problems on the modern high-technology automobile. The list of equipment will range from the powerful computerized analyzers to the convenient hand-held scanners. There will be continued training on the all-important digital multimeter and logic probe. Performing automatic diagnostic tests following a computerized flow chart, or reading a dual trace scope are but a sample of the skills to be practiced. The student will also receive extended training in fuel injection as it interrelates with the electronic systems. Service and repair procedures will be practice.

Prerequisite: AMT 266, or instructor permission

Twelve credits: 150 clock hours

## AVT: AVIATION TECHNOLOGY

**AVT 100 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 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 & AVT 105

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 103 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 pass a phase I flight check.

Prerequisite: AVT 102, or Private Certificate or instructor permission.

Five credits: 70 clock hours

**AVT 104 COMMERCIAL FLIGHT LAB II**

Continuation of AVT 103 with a greater emphasis on cross country and night flying. Upon successful completion of the course, the student will pass a phase II flight check.

Prerequisite: AVT 103 or permission of instructor

Five credits: 70 clock hours

**AVT 105 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 107 AIRPLANE PINCH HITTER COURSE**

This course is designed to provide training for non-pilots who wish to be able to assist a pilot of a small airplane and also to be prepared to handle the airplane in an emergency.

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 hours

**AVT 109 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 will be able to pass the FAA instrument test.

Prerequisite: Private certificate, or permission of instructor

Six credits: 60 clock hours

**AVT 111 INSTRUMENT FLIGHT SIMULATOR I**

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 105, concurrent enrollment in AVT 109 or permission of instructor

Three credits: 30 clock hours

**AVT 115 AIRLINE MANAGEMENT & ECONOMICS**

A general study of management, marketing and economic aspects of commercial aviation intended to impart an understanding of the requirements necessary for successful operation of an air transport business.

Five credits: 50 clock hours

**AVT 116 MATHEMATICS FOR AVIATORS**

This course is designed for students in the aviation program and consists of a survey of topics from algebra, geometry, and trigonometry with relevant applications to aviation.

Prerequisite: Assessment exam required.

Five credits: Fifty clock hours

**AVT 119 CONVENTIONAL GEAR TRANSITION LAB**

Includes orientation to tail wheel aircraft including principles of "P" factor and torque.

Two credits: 20 clock hours

**AVT 202 INSTRUMENT SIMULATOR REFRESHER**

Course is designed to assist the instrument rated pilot in main-training current status for IFR flight.

Prerequisite: Instrument rating or permission of instructor

One credit: 10 clock hours

**AVT 205 FLIGHT INSTRUCTOR GROUND SCHOOL**

Theory and practice of instructional methods; fundamentals of instruction and preparing a lesson plan. The successful student will be able to pass the FAA Fundamentals of Instruction and Flight Instructor-Airplane written tests.

Prerequisites: Commercial and Instrument Ground Schools

Five credits: 50 clock hours

**AVT 206 COMMERCIAL GROUND SCHOOL**

Includes a review of material for commercial flying and FAR part 135. To successfully complete the course, the student will be able to pass the FAA commercial written test.

Prerequisite: Private certificate, or permission of instructor

Five credits: 50 clock hours

**AVT 207 BASIC GROUND INSTRUCTOR**

The successful student will pass the FAA Basic Ground Instructor test and receive the Basic Ground Instructor Rating.

Prerequisite: permission of instructor

Two credits: 20 clock hours

**AVT 208 ADVANCED GROUND INSTRUCTOR**

The successful student will be able to pass the FAA Advanced Ground Instructor test and receive the Advanced Ground Instructor rating.

Prerequisite: permission of instructor

Two credits: 20 clock hours

**AVT 209 INSTRUMENT GROUND INSTRUCTOR**

The successful student will pass the FAA Instrument Ground Instructor test and receive the Instrument Ground Instructor rating.

Prerequisite: permission of instructor

Two credits: 20 clock hours

**AVT 211 INSTRUMENT FLIGHT SIMULATOR II - PART A**

This course and AVT 212 meet the requirements for AVT 213. Course designed to refine instrument flying skills.

Prerequisite: AVT 111 or permission of instructor

Three credits: 30 clock hours

**AVT 212 INSTRUMENT FLIGHT SIMULATOR II - PART B**

This course and AVT 211 meet the requirements for AVT 213. Cross country flying and communication skills will be stressed. The student will fly an instrument proficiency check ride at the end of the course.

Prerequisite: AVT 211

Three credits: 30 clock hours

**AVT 213 INSTRUMENT FLIGHT SIMULATOR II**

Course will develop skills in all phases of instrument flying. Includes review of skills learned in AVT 111 and cross country procedures. The student will fly an instrument proficiency check ride at the end of course.

Prerequisite: AVT 111 or permission of instructor

Six credits: 60 clock hours

**AVT 214 MULTI-ENGINE SIMULATOR, AIRLINE TRANSITION**

Designed to bring instrument flying skills and procedures to the level of Airline Transport Pilot standards.

Prerequisite: AVT 226 Instrument rating and Commercial certificate or permission of instructor.

Five credits: 50 clock hours

**AVT 216 INSTRUMENT FLIGHT LAB**

Includes flight instruction to qualify the student to receive the FAA instrument rating. To successfully complete the course, the student will pass the FAA instrument check ride.

Prerequisite: AVT 104 or permission of instructor

Five credits: 70 clock hours

**AVT 217 COMMERCIAL FLIGHT LAB III**

The final flight lab in preparation for the commercial license. To successfully complete of the course, the student will pass the FAA commercial flight check.

Prerequisite: concurrent enrollment in AVT 216 or permission of instructor

Five credits: 70 clock hours

**AVT 218 CERTIFIED FLIGHT INSTRUCTOR LAB**

Theory and practice of instructional methods; fundamentals of instruction and preparing a lesson plan. A review of flight maneuvers. To successfully complete the course, the student will pass the FAA CFI check ride.

Prerequisite: AVT 205 or permission of instructor

Five credits: 50 clock hours

**AVT 219 INSTRUMENT FLIGHT INSTRUCTOR LAB**

Theory and practice of teaching basic attitude instrument flying, instrument flight planning, and instructional techniques. To successfully complete the course, the student will pass the FAA IFI check ride.

Prerequisite: AVT 218 or permission of instructor

Three credits: 30 clock hours

**AVT 221 SINGLE ENGINE INSTRUMENT PROFICIENCY CHECK**

This course is designed as a refresher on IFR flight for the instrument rated pilot. A proficiency check is given by the instructor.

Prerequisites: Instrument flight rating and permission of instructor

One credit: 10 clock hours

**AVT 222 MULTI-ENGINE INSTRUMENT PROFICIENCY CHECK**

This course is designed as a refresher on instrument procedures for the instrument rated pilot. A proficiency check is given by the instructor.

Prerequisites: Instrument flight ratings and permission of instructor

One credit: 10 clock hours

**AVT 225 MULTI-ENGINE TRANSITION LAB**

Principles and procedures of light twin-aircraft, complicated systems, orientation and familiarization, emergency situations. To successfully complete the course, the student will pass the multi-engine check ride.

Prerequisite: commercial pilot license or permission of instructor

Four credits: 40 clock hours

**AVT 226 MULTI-ENGINE SIMULATOR I, SINGLE PILOT**

To prepare the student for single pilot multi-engine operations in multi-engine aircraft.

Prerequisite: Private Pilot certificate & instrument rating or permission of instructor

Three credits: 30 clock hours

**AVT 227 MULTI-ENGINE INSTRUMENT SIMULATOR III, SINGLE PILOT**

Designed to give the student additional skill in instrument flight with a multi-engine airplane and to develop instrument and emergency skills to a high level.

Prerequisite: permission of instructor

Two credits: 20 clock hours

**AVT 228 MULTI-ENGINE SIMULATOR III, SINGLE PILOT**

To prepare the student for single pilot, multi-engine aircraft and operations. Course also can provide a comprehensive review for multi-engine rated pilots.

Prerequisite: permission of instructor

One credit: 10 clock hours

**AVT 235 FLIGHT ENGINEER - SYSTEMS**

Course covers background and theory necessary to impart understanding of aircraft systems. One of two courses preparing the student for the FAA Flight Engineer written examination.

Prerequisites: AVT 206 or permission of instructor

Six credits: 60 clock hours

**AVT 236 FLIGHT ENGINEER - POWER PLANT**

Course covers background and theory necessary to impart understanding of aircraft power plants. One of two courses preparing the student for the FAA Flight Engineer written examination.

Prerequisites: AVT 206, or permission of instructor,

Six credits: 60 clock hours.

**AVT 237 PROFESSIONAL PILOT PREPARATION**

Designed to prepare Professional Pilot Program (PPP) students for entry into the job market as a professional pilot. Emphasis will be placed on professionalism in the cockpit.

Prerequisite: AVT 206, or permission of instructor

Two credits: 20 clock hours



# BIO: BIOLOGICAL SCIENCES

## BIO 105 SCIENCE OF BIOLOGY

(Formerly BIO 101) Designed for non-science students. Examines the basis of biology in the modern world and surveys the current knowledge and conceptual framework of the discipline. Biology as a science—a process of gaining new knowledge—is explored as is the impact of biological science on society. This course includes laboratory experiences.

Five credits: four hours lecture, two hours lab 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 INTRODUCTORY NUTRITION

Basic principles involved in human nutrition with the relationships between nutrient intake and health. Enables students to judge the scientific validity of nutritional claims.

Five credits: Five hours lecture per week

## GENERAL COLLEGE BIOLOGY I, II, III

This sequence of courses is designed for students interested in the Life Sciences or Pre-Health Professions. It is recommended that students complete and transfer these courses as an aggregate.

## BIO 111 GENERAL COLLEGE BIOLOGY I

Examines the fundamental molecular, cellular and genetic principles characterizing plants and animals. Includes cell structure and function; energy, respiration and photosynthesis; mitosis and meiosis; developmental biology; heredity and evolution. This course includes laboratory experience.

Five credits: four hours lecture, two hours lab per week

## BIO 112 GENERAL COLLEGE BIOLOGY II

A continuation of Biology I. Includes classification of animals; structure and function in animals; and ecology of animals. This course includes laboratory experience.

Prerequisites: BIO 111

Five credits: three hours lecture, four hours lab per week

## BIO 113 GENERAL COLLEGE BIOLOGY III

A continuation of Biology II. Includes classification of plants; structure and function in plants; and plant ecology and evolution.

Prerequisite: BIO 112

Five credits: three hours lecture, four hours lab 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 or Five credits: four or five hours lecture per week

## BIO 120 BASIC HUMAN ANATOMY AND PHYSIOLOGY

An introductory course in human anatomy and physiology which emphasizes the relationship between body structure and function. The laboratory portion includes microscopic study of tissue and selected dissections. Credit will not be given for BIO 120 and BIO 211.

Prerequisite: none

Five credits: four hours lecture, three hours lab per week

## BIO 150 HUMAN SEXUALITY

A survey of the biological, psychosocial, behavioral, clinical and cultural perspectives of human sexuality with emphasis on anatomy, physiology, reproduction, contraception and developmental sexuality.

Prerequisite: none

Three credits

## BIO 185 SPECIAL TOPICS IN BIOLOGY

Topics will reflect the special expertise of the faculty and/or the special needs of the students.

Prerequisite: Consent of instructor

One to Six credits

## HUMAN ANATOMY AND PHYSIOLOGY I, II, III

This sequence of courses is designed for students interested in the Life Science, Pre-Health or Pre-Nursing emphases. It is recommended that students complete and transfer these courses as an aggregate.

## BIO 211 HUMAN ANATOMY AND PHYSIOLOGY I

First in a sequence of three courses emphasizing broad principles of human biology, anatomical structure of the human organism and the relationship between structure and function at all levels of organization. Includes chemical composition, cellular and tissue organization, the integumentary system, the skeletal system and basic concepts concerning the blood, lymph, intracellular fluids and electrolytes.

Prerequisite: BIO 105 or permission of instructor

Five credits: four hours lecture, three hours lab per week

## BIO 212 HUMAN ANATOMY AND PHYSIOLOGY II

Second course in the sequence emphasizing broad principles of human biology and the relationship of structure to body function. Includes the muscular system, the nervous system including the special senses, and the endocrine and digestive systems.

Prerequisite: BIO 211 or permission of the instructor

Five credits: four hours lecture, three hours lab per week

## BIO 213 HUMAN ANATOMY AND PHYSIOLOGY III

Third course in the sequence emphasizing broad principles of human biology and the relationship of structure to body function. Includes nutrition and metabolism, the respiratory system, the cardiovascular system, immunology and the lymphatic system, the urinary system, fluid and electrolyte balance, the reproductive system and human genetics.

Prerequisite: BIO 212 or permission of the instructor

Corequisite: Registration and completion of TEM 127 Cardiopulmonary Resuscitation (CPR)

Five credits: four 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 prokaryotic and eucaryotic micro-organisms. Emphasizes organisms with medical and economic impact on human populations. Major laboratory emphasis is on staining techniques and laboratory safety.

Prerequisite: BIO 105 or one year high school biology and permission of the instructor

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 105 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 advisor

## **BIS: BUSINESS INFORMATION SYSTEMS**

(See Computer Information Systems)

## **BUS: GENERAL BUSINESS**

### **BUS 101 KEYBOARDING I**

An introduction to keyboarding. Emphasizes learning the keyboard, proper technique, speed and control, and basic keyboarding applications such as copy placement, business letters, tabulations, and simple reports. For students with little or no keyboarding background. Replaces Typewriting I. Additional lab hours will be needed.

Four credits: 50 clock hours

### **BUS 102 KEYBOARDING II**

A skill-building class designed to help the student build speed and accuracy through the use of proper technique, proper position, and concentrated effort. Replaces Typewriting II. Continued basic keyboarding applications. Additional lab hours will be needed.

Prerequisite: BUS 101 or one year high school keyboarding and/or 40 wpm keyboarding speed.

Four credits: 50 clock hours

### **BUS 103 KEYBOARDING III**

Further development of keyboarding techniques and use of electronic typewriters or personal computers. Emphasis on production of mailable copy of business letters, tabulations, business communication forms, and special reports. Replaces Typewriting III.

Prerequisite: BUS 102 or 50 wpm keyboarding speed. Additional lab hours will be needed.

Four credits: 50 clock hours

### **BUS 104 KEYBOARDING IV**

Further development of keyboarding techniques as applied in machine transcription and in office-type situations. Emphasis will be placed on production of mailable copy. Additional lab hours will be needed.

Prerequisite: Permission of instructor or BUS 103, BUS 142, and BUS 151 (or BUS 181 plus BUS 182) and 55 wpm keyboarding speed.

Four credits: 50 clock hours

### **BUS 106 OFFICE SKILLS I**

The basic objectives of this course include giving students fundamental skills, competencies, and confidence to enable them to succeed in a vocational setting. Whenever possible, the course will draw on available resource materials and/or persons available in the immediate vicinity of the Aims campus or its environs.

Three credits: 30 clock hours

### **BUS 107 BASIC OFFICE PROCEDURES**

A study of general business office duties and problems, job interviewing and application, business etiquette, reception and messenger work, mail handling, telephone technique, and filing.

Prerequisite: BUS 101 or equivalent

Five credits: 50 clock hours

### **BUS 108 COMPUTERIZED 10-KEY TOUCH CALCULATING**

Students will become proficient in the touch method operation of the 10-key pad for data-entry operations.

One credit: 15 clock hours

### **BUS 109 OFFICE SKILLS II**

Review of basic keyboarding, filing procedures, communication, mailing procedures, human relations, personnel, use of duplicating processes, as well as other similar duties.

Two credits: 30 clock hours

### **BUS 114 LEGAL KEYBOARDING**

Production practice in preparing legal documents and legal forms. Emphasizes keyboarding and spelling accuracy of legal terminology.

Note: BUS 114 is to be taken concurrently with BUS 117.

Note: Successful completion of BUS 114 with a grade of C or better is a prerequisite to both BUS 118 Legal Machine Transcription and to BUS 211 Legal Office Procedures.

Prerequisite: BUS 103 and BUS 151 (or BUS 181 and BUS 182) and 60 wpm keyboarding speed.

Formerly BUS 115

Four credits: 50 clock hours

### **BUS 115 INTRODUCTION TO BUSINESS**

A survey of the operation of the American Business System; fundamentals of the economy, careers and opportunities, marketing, management, production, governmental regulations, tools of business, and social responsibilities.

Formerly BUS 100

Five credits: 50 clock hours

### **BUS 117 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.

Note: Successful completion of BUS 117 with a grade of C or better is a prerequisite to BUS 118 Legal Machine Transcription and BUS 211 Legal Office Procedures.

Five credits: 50 clock hours

### **BUS 118 LEGAL MACHINE TRANSCRIPTION**

Students will learn to transcribe mailable and properly formatted copy from legal dictation, master legal terms, use proper grammar and spelling, proofread accurately and keyboard the legal forms and correspondence commonly used in legal offices.

Prerequisite: BUS 114, BUS 117, and BUS 142

Four credits: 50 clock hours

### **BUS 121 ALPHA SHORTHAND I**

This is an introductory course covering the theory of an alphabetic system of shorthand. Brief forms, theory, dictation speed, and transcription skills will be developed.

Prerequisite: Permission of instructor or BUS 141 and BUS 101 or 30 wpm keyboarding speed.

Formerly BUS 161

Five credits: 50 clock hours

**BUS 125 ADDING AND CALCULATING MACHINES**

Student will acquire basic skills necessary to process data accurately and rapidly. They will learn to use electronic calculators properly and efficiently via the touch method.

Prerequisite: Permission of instructor or MAT 110.

Two credits: 30 clock hours

**BUS 126 PROOFREADING TECHNIQUES**

This course will assist individuals in developing proofreading skills necessary to create error-free communications. Recommended for all office occupations majors.

One credit: 10 clock hours

**BUS 127 BUSINESS WORD USAGE**

This course will assist individuals in developing business language skills necessary to create error-free communications. Recommended for all office occupations majors.

Prerequisite: Permission of instructor or BUS 141.

Three credits: 45 clock hours

**BUS 128 KEYBOARDING FOR COMPUTERS**

This course offers the opportunity to learn or improve keyboarding skills on a computerized keyboard. This course is intended for non-secretarial majors.

Two credits: 30 clock hours

**BUS 129 TELEPHONE COMMUNICATIONS**

This course gives students an orientation and hands-on training to develop effective telephone skills. These skills include communicating with difficult callers and presenting a business-like manner.

One credit: 15 clock hours

**BUS 131 KEYBOARDING REFRESHER I**

This is an individualized keyboarding course designed to increase speed and improve accuracy. Effective in helping students refresh their keyboarding skills. Additional lab hours will be needed.

Prerequisite: BUS 101 or one year high school keyboarding class and/or keyboarding speed of more than 28 wpm.

Four credits: 50 clock hours

**BUS 136 COMPUTERIZED PROOFREADING APPLICATIONS**

Practical hands-on-experience of proofreading applications on the microcomputer. The student's proofreading skill will be improved through self-paced learning experiences delivered by computer software.

Prerequisite: Permission of instructor or BUS 126.

One credit: 15 clock hours

**BUS 138 WORD PROCESSING FOR THE MACINTOSH**

A beginning computer seminar for the MAC user in which students will learn to use basic word processing commands to produce reports and other assignments for communication classes, personal business letters, and other business and educational applications.

Preapproved elective for A.A., A.S., and A.G.S. degrees

One credit: 10 clock hours

**BUS 139 YOU AND YOUR WORLD OF WORK**

Students will be provided with the business skills necessary to select, critique, and evaluate position opening notices; to present themselves successfully in job interviews; to integrate themselves effectively into the world of work. As part of the course, students will learn office procedures commonly used in business, job interview skills, job maintenance skills, and communication skills necessary for success in the work environment.

One credit: 8 clock hours

**BUS 141 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 these principles apply to the business world. Written business communication will be introduced through computerized applications.

Five credits: 50 clock hours

**BUS 142 INTERMEDIATE COMMUNICATIONS**

Students will 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 through computerized applications.

Prerequisite: Permission of instructor or BUS 141 & BUS 101 or BUS 128.

Five credits: 50 clock hours

**BUS 146 OFFICE INTERNSHIP**

The office internship is a transition/capstone course that offers on-the-job experience in a business office. Designed for students with limited or no office work experience.

Prerequisite: Permission of instructor and GPA of 2.75 or higher

Three credits: 90 clock hours

**BUS 150 INFORMATIONAL CONCEPTS FOR BANKERS**

This course introduces students to the basics of computer operation, and, in particular, the skills necessary for the banking industry.

Two credits: 20 clock hours

**BUS 151 WORD PROCESSING I/WORDPERFECT**

This course is designed to provide instruction in the preparation of business documents for the modern office using basic software commands and functions. This includes originating, processing, and editing documents using Word Perfect.

Prerequisite: Permission of instructor or BUS 103 and CIS 118, both with a grade of C or better.

Formerly BUS 111

Four credits: 50 clock hours

**BUS 152 WORD PROCESSING II/WORDPERFECT**

A continuation course designed to provide students the opportunity to develop proficiency, speed, and independence in using WordPerfect word processing software and personal computers for production of business correspondence. Expand knowledge of office automation functions and procedures.

Prerequisite: Permission of instructor or BUS 151 with a grade of C or better, and 50 wpm keyboarding speed.

Formerly BUS 112

Four credits: 50 clock hours

**BUS 155 RECORDS MANAGEMENT**

Students will learn the nature and purpose of records and the need to implement and use rules to maintain up-to-date records and to retrieve records.

Two credits: 20 clock hours

**BUS 162 SHORTHAND II**

Students will develop their ability to construct outlines for unfamiliar words and increases their skill in transcription. This course emphasizes the production of mailable letters from office style dictation, reviews the theory of shorthand, and increases the students' shorthand reading speed.

Prerequisite: BUS 121 and BUS 142 or previous shorthand

Five credits: 50 clock hours

**BUS 165 HUMAN RELATIONS AT WORK**

This course is a study of several topics including personal development and adjustment in business and industry, as well as attitudes and working relationships with co-workers and supervisors, so that the information learned will help organizations function in greater harmony.

Five credits: 50 clock hours

**BUS 171 BUSINESS LEADERSHIP ACTIVITIES****BUS 172 BUSINESS LEADERSHIP ACTIVITIES****BUS 173 BUSINESS LEADERSHIP ACTIVITIES**

These courses are designed to encourage growth and development through activities in a student organization with professional goals.

Two credits each

**BUS 181 INTRODUCTION TO WORD PROCESSING**

A beginner's level word processing class to be taught on various word processing programs (such as WordPerfect, MicroSoft Word, or MicroSoft Works) utilizing personal computers (such as IBM or Macintosh). Students will learn to use basic commands and functions used in producing various documents, including business letters, memos, reports, and tables. (This course may not be substituted for BUS 151 in Office Occupations degree/certificate requirements.)

Prerequisite: Permission of instructor or BUS 128 and/or keyboarding skills of 20 wpm.

Formerly BUS 151

Two credits: 30 clock hours

**BUS 182 INTERMEDIATE WORDPROCESSING**

A continuation (intermediate) word processing class to be taught on various word processing programs (such as WordPerfect, MicroSoft Word, or MicroSoft Works) utilizing personal computers (such as IBM or Macintosh). Students will have the opportunity to learn intermediate commands and functions used in producing various business documents. These commands will assist in producing applications utilizing search and replace, mail merge, columnar text formatting, move and copy, on header and footer features, and tables. (This course may not be substituted for BUS 151 or BUS 152 in Office Occupations degree/certificate requirements.)

Prerequisite: Permission of instructor or BUS 181

Formerly BUS 152

Two credits: 30 clock hours

**BUS 185 OFFICE INDEPENDENT STUDY****BUS 186 OFFICE INDEPENDENT STUDY****BUS 187 OFFICE INDEPENDENT STUDY****BUS 188 OFFICE INDEPENDENT STUDY****BUS 189 OFFICE INDEPENDENT STUDY**

These courses provide the opportunity for the student to study a specific area or skill under the direction of a qualified faculty member. One to five credits

**BUS 195 BOOKKEEPING PRACTICUM**

This course provides students with the opportunity to apply basic bookkeeping theory by working through the bookkeeping cycle through the completion of a merchandising proprietorship practice set.

Prerequisite: Permission of instructor or ACC 101

One credit: 15 clock hours

**BUS 196 COMPUTERIZED BOOKKEEPING PRACTICUM**

This course provides students with the opportunity to apply basic bookkeeping principles by working through the bookkeeping cycle through the completion of a merchandising proprietorship computerized practice set.

Prerequisite: Permission of instructor or ACC 101 and BUS 195

One credit: 15 clock hours

**BUS 197 COMBINED BOOKKEEPING PRACTICUM**

This course provides students with the opportunity to review and apply basic bookkeeping theory by working through the completion of a merchandising proprietorship practice set manually and on the computer.

Prerequisite: Permission of instructor or ACC 101

Three credits: 45 clock hours

**BUS 206 TELECOMMUNICATIONS**

This course presents the fundamental concepts of telecommunications, which primarily involves transmission of data from one location to another by way of computers.

Prerequisite: CIS 118

Two credits: 30 clock hours

**BUS 210 BUSINESS AND BANKING**

This is 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 211 LEGAL OFFICE PROCEDURES**

This course acquaints students with the tasks performed in a legal office and shows them how these tasks relate to the court system.

Prerequisite: BUS 114 and BUS 117 both with a grade of C or better

Five credits: 50 clock hours

**BUS 212 CAREER LEGAL SECRETARY**

A comprehensive course designed for advanced-level students who desire to become legal secretaries. It is designed to meet the needs of a legal trainee by integrating previously acquired knowledge and applying it to a legal office.

Prerequisite: BUS 211

Four credits: 50 clock hours

**BUS 215 NALS OFFICIAL COURSE FOR LEGAL SECRETARIES I**

This course is designed for the legal secretary who may perform the duties of a legal assistant; it assumes some knowledge of the law.

Formerly BUS 225

Three credits: 33 clock hours

**BUS 216 LEGAL ENVIRONMENT OF BUSINESS**

The student will gain an understanding of the nature of the legal system from the standpoint of sources, philosophy, and relationship to ethics with emphasis on its application to business relations through government regulation.

Formerly BUS 208

Five credits: 50 clock hours.

**BUS 217 BUSINESS COMMUNICATIONS AND REPORT WRITING**

Students will develop communication skills to write with clarity and confidence. Students work toward precise, powerful business writing through computerized applications. The basic principles and practices of business letters, reports, memos, and oral communication are studied and applied.

Prerequisite: Permission of instructor or BUS 142

Five credits: 50 clock hours

**BUS 220 CPS REVIEW I**

This is a review course highlighting six areas of business: business law, economics and management, accounting, behavioral science, office administration and communication, and office technology. It is designed to prepare the student for the Certified Professional Secretary Examination.

Formerly BUS 221

Two credits: 20 clock hours

**BUS 221 BUSINESS LAW**

An introductory study of Business Law to include, but not restricted to, such topics as: foundations of the legal system, contracts, sales (UCC), agency, and property (real and personal).

Formerly BUS 200

Five credits: 50 clock hours

**BUS 222 CPS REVIEW II**

This course is a continuation of BUS 220.

Prerequisite: BUS 220

Two credits: 20 clock hours

**BUS 225 NALS OFFICIAL COURSE FOR LEGAL SECRETARIES II**

This course is a continuation of BUS 215 and is designed for the legal secretary who may perform the duties of a legal assistant; it assumes some knowledge of the law.

Prerequisite: BUS 215

Formerly BUS 215

Three credits: 33 clock hours

**BUS 231 LEGAL WORD/INFORMATION PROCESSING**

In this course the student will learn to use the word processor to prepare legal documents and legal correspondence from rough drafts and to further develop problem solving and proofreading skills. Students will gain production experience on word processing software.

Prerequisite: BUS 114 and BUS 151

Four credits: 50 clock hours

**BUS 234 BUSINESS SEMINAR**

**BUS 235 BUSINESS SEMINAR**

**BUS 236 BUSINESS SEMINAR**

**BUS 237 BUSINESS SEMINAR**

**BUS 238 BUSINESS SEMINAR**

**BUS 239 BUSINESS SEMINAR**

These courses provide students opportunities to update knowledge and explore business applications in the world of work.

One-half to Five credits: 5 to 50 clock hours

**BUS 241 INTEGRATED OFFICE PROCEDURES**

A capstone course designed to simulate a typical business office. This class provides culminating, integrating experience in keyboarding, word processing, shorthand, communications, and interpersonal skills. Students will gain production experience on word processing equipment.

Prerequisite: Permission of instructor or BUS 104, BUS 107, BUS 151, and BUS 121

Four credits: 50 clock hours

**BUS 255 ADVANCED WORDPERFECT**

An advanced-level continuation course designed for experienced users of word processing software. Emphasis of the curriculum includes desktop publishing applications of producing business correspondence, the math feature of tables, columnar text, and the sorting function. This includes production of documents utilizing the line draw feature, graphics, shading, horizontal and vertical rules, and multiple-column layout. (This course may not be substituted for BUS 151 or BUS 152 in Office Occupations degree/certificate requirements.)

Prerequisite: Permission of instructor or BUS 182, with a grade of C or better.

Two credits: 30 clock hours

**BUS 256 DESKTOP PUBLISHING**

An introductory course which provides the opportunity to learn basic software commands used in producing business correspondence, such as a company letterhead, sales flyer, business newsletter, and a three-panel brochure. Emphasis includes design and layout concepts which should be applied when integrating graphics and text in a document. The curriculum is taught using PageMaker 4.0 software, Windows 3.0, laser printers, and a laser scanner. Participants will apply these concepts through hands-on applications in the production of these business applications.

Prerequisite: Permission of instructor or BUS 101 or BUS 128 or keyboarding of 20 wpm.

Two credits: 30 clock hours

**BUS 257 OFFICE SYSTEMS MANAGEMENT**

An advanced-level office automation course utilizing integrated software applications. Students will explore the concepts of the cooperative computing environment and how office productivity is affected by modern technology.

Prerequisite: Permission of instructor or BUS 152

Four credits: 50 clock hours

**BUS 285 SECRETARIAL INDEPENDENT STUDY**

**BUS 286 SECRETARIAL INDEPENDENT STUDY**

**BUS 287 SECRETARIAL INDEPENDENT STUDY**

**BUS 288 SECRETARIAL INDEPENDENT STUDY**

These courses provide opportunities for the students to study a specific knowledge or skill under the direction of a qualified faculty member.

One to four credits

**BUS 291 LEGAL INTERNSHIP**

This course provides legal secretarial students with work experience in the legal field and prepares them to accept a position as a legal trainee.

Prerequisite: BUS 211

Three credits: 90 clock hours

**BUS 296 BUSINESS HONORS**

This course includes the presentation and discussion of topics of current interest to business persons. It will provide students the opportunity to discuss the issues with local and regional business leaders and individuals whose expertise will be of interest to business persons.

Prerequisite: Business Division Advisor approval

Three credits: 30 clock hours

# CHE: CHEMISTRY

## CHE 100 FUNDAMENTALS OF CHEMISTRY

A preliminary college chemistry course designed to be the basis of a thorough preparation for the higher level college chemistry courses which are required of science and engineering majors (CHE 111, 112, 113). The basic principles of chemistry are studied and may include classroom and laboratory studies of measurements, nuclear chemistry compounds, energy, elements, conversions, mole concept, gases, atomic structure, periodic table, chemical bonding, formulas, nomenclature, chemical equations, chemical arithmetic, acids, bases, pH and organic compounds. The laboratory exercises are designed to complement and reinforce lecture topics.

Prerequisite: one year of high school algebra, MAT 111 or equivalent.

Five credits: three hours lecture, four hours lab per week

## CHE 110 INTRODUCTION TO INORGANIC CHEMISTRY

The first course in a three quarter chemistry sequence designed to meet the needs of allied health students. This course will introduce the student to the fundamental laws and theories of inorganic chemistry. Applications to health related areas will be stressed where appropriate. Prerequisite: One year high school algebra or MAT 111 or the equivalent. High school chemistry or CHE 100 is recommended.

Five credits: four hours lecture, and three hours lab per week

## GENERAL COLLEGE CHEMISTRY I, II, III

Students majoring in chemistry, chemical technology, biology, pre-veterinary medicine, pre-medicine, pre-dental medicine and pre-chiropractic medicine should complete this series as fulfillment of a full year of general chemistry. Pre-engineering requires all or part of this series. Each course includes an integrated lecture and laboratory study. It is recommended that students complete and transfer these courses as an aggregate.

## CHE 111 GENERAL COLLEGE CHEMISTRY I

(Formerly CHE 101) Includes the study of measurements, atomic theory, chemical bonding, stoichiometry and gases. Also includes the problem solving skills and descriptive contents for these topics. Laboratory techniques used in the experiments will demonstrate the above concepts as well as the qualitative and quantitative analytical techniques involved in chemistry.

Prerequisite: One year of high school chemistry or CHE 100

Corequisite: Intermediate Algebra (MAT 112) or consent of the instructor

Five credits: three hours lecture, four hours lab per week

## CHE 112 GENERAL COLLEGE CHEMISTRY II

(Formerly CHE 102) A continuation of CHE 111. Includes condensed states, solutions, thermodynamics, chemical kinetics and chemical equilibrium. Also includes the problem solving skills and descriptive contents for these topics. The laboratory experiments will demonstrate both qualitative and quantitative analytical techniques.

Prerequisite: CHE 111

Corequisite: College Algebra (MAT 121) or equivalent

Five credits: three hours lecture, four hours lab per week

## CHE 113 GENERAL COLLEGE CHEMISTRY III

(Formerly CHE 103) A continuation of CHE 112. Includes acid-base equilibrium, ionic equilibrium, electrochemistry, nuclear chemistry and organic chemistry. Also includes the problem solving skills and descriptive contents for these topics. Organic chemistry may be included if time permits. The laboratory experiments will demonstrate both qualitative and quantitative analytical techniques.

Prerequisite: CHE 112

Five credits: three hours lecture, four hours lab 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 111 or permission of instructor

One credit: two hours lecture, sixteen hours lab.

## 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 111 or permission of instructor

One credit: two hours lecture, sixteen hours lab.

## CHE 120 INTRODUCTORY ORGANIC CHEMISTRY

The second course in a three quarter sequence designed primarily for the allied health student. The course 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 presented.

Prerequisite: CHE 100 or CHE 110 or equivalent.

Five credits: four hours lecture, three hours lab per week

## CHE 185 SPECIAL TOPICS IN CHEMISTRY

Topics will reflect the special expertise of the faculty and/or the special needs of the students.

Prerequisite: Consent of instructor

One to Six credits

## ORGANIC CHEMISTRY I, II, III

Students majoring in chemistry, chemical technology, biology, pre-veterinary medicine, pre-medicine, pre-dental medicine and pre-chiropractic medicine should complete this series as fulfillment of a full year of organic chemistry. Each course integrates laboratory and lecture.

## 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 111 or equivalent

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 permission of instructor

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 permission of instructor

Five credits: three hours lecture, four hours lab per week

**CHE 210 INTRODUCTION TO HUMAN BIOCHEMISTRY**

The third course of a three quarter sequence designed primarily for the allied health student. This course will introduce the student to the chemistry of living systems with emphasis on biochemical structures and the reactions involved in metabolic pathways. Applications to human disease processes will be introduced where appropriate.

Prerequisite: CHE 120 or equivalent.

Five credits: four hours of lecture, three hours of 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 112 or permission of instructor

One credit: two hours lecture, sixteen hours lab.

**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 112 or permission of instructor

One credit: two hours lecture, sixteen hours lab.

**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 112 or permission of instructor

One credit: two hours lecture, sixteen lab hours.

**CHE 226 GAS CHROMATOGRAPHY**

Instrument operation parameters, column selection and applications using internal and external standards will be investigated.

Prerequisite: CHE 201 or permission of instructor

One credit: two hours lecture, sixteen hours lab.

**CHE 235, 236 CHEMICAL TECHNOLOGY IV**

Consists of two modules: Infrared Spectroscopy and High Performance Liquid Chromatography.

**CHE 235 INFRARED SPECTROSCOPY**

Concentrated study of instrumentation, sample preparation, applications and interpretation of infrared absorption spectra.

Prerequisite: CHE 202 or permission of instructor

One credit: two hours lecture, sixteen hours lab.

**CHE 236 HIGH PERFORMANCE LIQUID CHROMATOGRAPHY**

Instrument operation parameters and applications will be investigated using various mobile phases and detectors.

Prerequisite: CHE 112 or permission of instructor

One credit: two hours lecture, sixteen hours lab.

**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 advisor

**CIS: COMPUTER INFORMATION SYSTEMS****CIS 110 INTRODUCTION TO MICROCOMPUTER OPERATING SYSTEM: DOS**

(Formerly BIS 138) This course introduces concepts, terminology, and skills in the use of a operating system. The emphasis will be on understanding and using an operating system in a practical way, in order to complement the student's use of application software on the microcomputer.

Three credits: 30 clock hours

**CIS 115 MICROSOFT WINDOWS**

(Formerly BIS 208) This course introduces the student to terminology, concepts, and uses of Microsoft Windows. Topics include starting Windows in different modes, the Window's desktop, program manager, file manager and accessories.

Three credits: 30 clock hours

**CIS 116 LOGIC AND PROGRAM DESIGN**

(Formerly BIS 110) This course is an introduction to the development of computer program design using the concepts of structured programming and logic. Topics include pseudocode and/or flowcharts, structure charts, and other current structure design tools.

Five credits: 50 clock hours

**CIS 117 COMPUTER OPERATIONS**

(Formerly BIS 117) This course introduces the student to computer mainframe operating systems. Topics include problem solving techniques, data communication, job scheduling and report distribution.

Prerequisite: CIS 116

Five credits: 50 clock hours

**CIS 118 INTRO TO MICROCOMPUTER APPLICATIONS**

(Formerly BIS 105) This course introduces standard software packages available to support a microcomputer-based work station. Included are descriptions of hands-on work with word processors, spreadsheets, file and database management systems, or other common application packages.

Prerequisite: None. However, some touch typing skills or BUS 128 is recommended.

Five credits: 50 clock hours

**CIS 125 VENTURA**

(Formerly BIS 215) This is an introductory course using a desktop publishing software package. Students will create documents in a format that is ready for publication.

Prerequisite: CIS 110

Five credits: 50 clock hours

**CIS 140 INTRODUCTION TO MICROCOMPUTER DATABASES: DBASE**

(Formerly BIS 115) This course introduces the functions of a database. It includes skills such as file creation, searches, sorts, simple editing, and indexing. Topics include use of the user interface provided by the software; design, creation, and maintenance of a database structure; creation and use of custom reports and screen displays; and criteria for selecting a database package for use in home or business.

Five credits: 50 clock hours

**CIS 142 ADVANCED MICROCOMPUTER DATABASE: DBASE**

(Formerly BIS 235) This continues to build on database application skills

Prerequisite: CIS 140

Five credits: 50 clock hours

**CIS 160 BASIC LANGUAGE PROGRAMMING**

(Formerly BIS 116 and CSC 101) This is an introductory course using the BASIC programming language. Topics include program design, input/output, loop control, string manipulation, subroutines, and arrays.

Prerequisite: High School Algebra I or MAT 111 strongly recommended

Five credits: 50 clock hours

**CIS 161 ADVANCED BASIC LANGUAGE PROGRAMMING**

(Formerly CSC 102) Students will study advanced programming concepts and techniques using the BASIC programming language. Topics may include user-defined functions, subroutines, data editing and error handling, sequential and random access files, batch and interactive processing, and sound and graphic functions.

Prerequisite: CIS 160 or permission of instructor

Five credits: 50 clock hours

**CIS 165 RPG PROGRAMMING**

(Formerly BIS 126) This is an introductory course using the Report Program Generator language. Topics include form specifications, calculations, indicators, comparisons, control breaks, headings, fetch overflow, arrays and tables, matching records, and file processing.

Prerequisite: CIS 118 or CIS 116

Five credits: 50 clock hours

**CIS 175 UNIX**

(Formerly BIS 136) This course covers the structure and fundamentals of UNIX operating system. Topics covered will include the file system and file processing, various utility programs and shell, multi-user operation, memory management, text processing, and communications.

Prerequisite: CIS 160 or permission of instructor

Five credits: 50 clock hours

**CIS 185 SPECIAL TOPICS**

Topics will reflect the special expertise of the faculty and/or the special needs of the students.

One to Six credits: 10 to 60 clock hours

**CIS 245 DATABASE MANAGEMENT SYSTEMS**

(Formerly BIS 111) This course introduces the principles of database management systems. Topics include relational, hierarchical, and network database structures, query commands, and command level programs. Students will examine current issues including model selection, database design, usage, implementation, and maintenance.

Prerequisite: CIS 118

Five credit: 50 clock hours

**CIS 260 COBOL PROGRAMMING**

(Formerly BIS 221) This is computer programming in which the elements of the COBOL language are taught. Students will design, code, debug, and document solutions to a variety of business-oriented problems.

Prerequisite: CIS 116 and CIS 160

Five credits: 50 clock hours

**CIS 261 ADVANCED COBOL PROGRAMMING**

(Formerly BIS 222) This course is a continuation of the study of the COBOL programming language. Emphasis will be placed on teaching students the more sophisticated capabilities of COBOL.

Prerequisite: CIS 260

Five credits: 50 clock hours

**CIS 265 ASSEMBLY LANGUAGE PROGRAMMING (BAL)**

(Formerly BIS 205) This is an introductory course using an assembly language. Topics include system organization, data representation, input/output, arithmetic, control structures and debugging techniques.

Prerequisite: Any high level programming language

Five credits: 50 clock hours

**CIS 275 TELECOMMUNICATIONS**

This course introduces the student to the concepts of telecommunications/data communications. Topics include hardware devices, transmission characteristics, network configurations, codes and modes of transmission, software, and protocols.

Prerequisite: CIS 118 or permission of instructor

Five credits: 50 clock hours

**CIS 276 SYSTEMS ANALYSIS AND DESIGN**

(Formerly BIS 211) This course introduces the student to the materials, techniques, procedures and human interrelations involved in developing a computerized information system. Topics covered include the systems approach, fact gathering techniques, form design, input/output, file design, file organization, various charting techniques, system audits and controls, project management, and implementation and evaluation. Students will complete a systems development project.

Prerequisite: One programming language

Five credits: 50 clock hours

**CIS 290 USER TRAINING I**

This student will develop user training skills by assisting in an entry level CIS class or observing on the job in industry.

Prerequisite: CIS 118 or CIS 160 or CIS 110

One credit: 20 clock hours

**CIS 291 USER TRAINING II**

The student will practice user training skills by assisting in an entry level CIS class or observing on the job in industry.

Prerequisite: CIS 290

One credit: 20 clock hours



**CIS 292 JCL AND WRITING COMPUTER DOCUMENTATION**  
(Formerly BIS 112 AND BIS 137) IBM/OS Job Control Language will be presented; additionally, the student will learn to integrate the disciplines of computer programming and English by applying good writing techniques when documenting a computer system.  
Prerequisite: CIS 260 (can be taken concurrently)  
Five credits: 50 clock hours

**CIS 296 NEW ISSUES AND DEVELOPMENT**  
(Formerly BIS 206) New hardware and software developments will be researched and presented in this course. In addition, this course will cover job search skills and oral presentation skills.  
Prerequisite: Sophomore status  
Three credits: 30 clock hours

## COM: COMMUNICATIONS MEDIA

**COM 112 INTRODUCTION TO MASS MEDIA**  
Students study 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 I**  
Introduces basic radio principles and production techniques. Includes some laboratory experience in the studio.  
Five credits: four hours lecture, two hours lab per week

**COM 114 INTRODUCTION TO TELEVISION BROADCASTING I**  
Introduces the video production field, including equipment and processes. Students will operate TV cameras, microphones, audio mixes and video switchers, as well as facing the camera.  
Five credits: four hours lecture, two hours lab per week

**COM 118 INTRODUCTION TO AUDIO PRODUCTION**  
Introduces the audio production field, including equipment and processes. Students will operate microphones, audio mixers, and other equipment, as well as write and produce various projects. Includes some voice work.  
Five credits: four hours lecture, two hours lab per week

**COM 136 BROADCAST ANNOUNCING**  
Introduces the field of broadcast announcing, including the techniques and proficiencies involved in announcing for radio and television. The students will acquire practice in operating broadcast equipment with an emphasis on voice, diction, writing and performance.  
Three credits: two hours lecture, two hours lab per week.

**COM 210 NEWSWRITING I**  
Students will learn elements of writing style and judgment in reporting the news for the various media.  
Prerequisite: ENG 105 or permission of instructor  
Five credits

**COM 211 NEWSWRITING II**  
Provides more variety and real-life experience in news writing opportunities, including on-the-scene newsgathering, dealing with deadline pressures, developing checklists to strengthen news writing skills, depth into ethics, and emphasis on broadcast journalism and the differences and similarities with print journalism.  
Prerequisite: COM 210  
Five credits

**COM 213 INTRODUCTION TO RADIO BROADCASTING II**  
The student will learn advanced concepts of radio broadcasting, such as copyrighting, advanced commercial production, newscasting, broadcast law and management.  
Prerequisite: COM 113  
Five credits: four hours lecture, two hours lab per week.

**COM 214 INTRODUCTION TO TELEVISION BROADCASTING II**  
Introduces students to the fundamentals of TV broadcasting, including the technical aspects of scripting, visualizing, producing and performing in original videotaped programs, and explores possible careers in this field.  
Prerequisite: COM 114  
Five credits: four hours lecture, two hours lab per week

**COM 241 CABLE TELEVISION PRODUCTION I**  
Students will synthesize knowledge and experience gained in Basic TV Production in a real-life simulation of the world of teleproduction, including a director, crew and talent.  
Prerequisite: COM 114  
Five credits: four hours lecture, two hours lab per week

**COM 242 CABLE TELEVISION PRODUCTION II**  
The techniques and theories needed to produce regularly scheduled television programs as part of a production unit in a studio and remote environment.  
Prerequisite: COM 241  
Five credits: four hours lecture, two hours lab per week

**COM 245 BROADCAST COPYWRITING AND PRODUCTION**  
Students will learn the skills and techniques required of copywriters employed in radio, television, cable TV and advertising agencies.  
Prerequisite: COM 112  
Five credits: four hours lecture, two hours lab per week

**COM 260 BROADCAST SALES/MANAGEMENT**  
This class will apply basic sales and management principles to radio, television, and cable operations; and address copyright law, promotion, research, broadcast ethics, and human relations in the work place. Through guest speakers from the broadcast industry and individual student projects, the course emphasizes realistic work situations.  
Prerequisite: COM 112  
Five credits

**COM 280 DESKTOP VIDEO GRAPHICS**  
Course will consist of lecture/demonstration of desktop video production techniques, such as titling, animation, digitizing, genlocking, graphics production and special effects using the Amiga computer. Depending on emerging software, other topics, such as 3-D rendering, modeling, ray-tracing, color cycling, and transition effects will be covered.  
Prerequisite: None  
Three credits: two hours lecture, two hours lab per week

**COM 291 TV FIELD PRODUCTION LAB I**  
Prepares students for production of professional-quality video programming. Students will have an opportunity to attain proficiency in single-camera remote videography, as well as post-production editing and engineering considerations.  
Prerequisite: COM 214  
Five credits: two hours lecture, two hours lab per week

**COM 295 ADVANCED VIDEOTAPE EDITING**

This is an advanced videotape editing course. Content will include critical examinations and applications of aesthetic theory and practical "hands-on" technical editing strategies.

Prerequisite: COM 291

Three credits: two hours lecture, two hours lab per week

**COM 298 MASS MEDIA INTERNSHIP**

This course affords Communications Media students an opportunity for actual on-the-job experience.

Prerequisite: COM 291 and permission of instructor

Five credits

**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

## CSC: COMPUTER SCIENCE

**CSC 100 THE COMPUTER AND SOCIETY**

An introduction to computers, their application and their impact on our lives. Included is an overview of the history, the components, the terminology and uses of the computer. The hands-on lab exposes the student to a sampling of software and programming.

Prerequisite: None

Five credits

**CSC 105 INTRODUCTION TO PERSONAL COMPUTING**

Developing programs for home and educational use is emphasized. Microcomputer terminology and concepts of disk handling including initializing, loading, saving, and deleting—are covered. Students will also develop specific criteria for evaluating software. The hands-on lab introduces the student to creating and modifying programs using the programming languages of BASIC and LOGO. (Credit will not be allowed for both CSC 101 and CSC 105; Computer Science students should take CSC 101.)

Prerequisite: None

Two to Four credits: one to three lecture hours, two lab hours per week.

**CSC 120 INSTRUCTIONAL COMPUTING IN THE CLASSROOM**

Primarily designed for educators, this course will provide an introduction to computers and computerized teaching materials for a variety of fields. Use of the computer as an educational tool will be emphasized. Students will explore educational games, simulations, tutorials, and problem-solving programs and will learn to integrate these materials into their curricula. Computer managed instructional programs and word processing applications will also be presented.

Prerequisite: None

Three or Four credits

**CSC 130 APPLEWORKS I**

This course is an introduction to the software product Appleworks. Students will gain proficiency with three components of this package: word processor, electronic spreadsheet, and data base; and learn how to integrate them into one application.

Prerequisite: None

Two to four credits

**CSC 131 APPLEWORKS II**

A continuation of CSC-130. The student will explore in greater depth, the word processing, spreadsheet and data base capabilities of Appleworks.

Prerequisite: CSC 130 or permission of instructor

Two to four credits

**CSC 148 FORTRAN PROGRAMMING**

**(Formerly CSC 201)** Students will attain programming skills using the FORTRAN programming language. Topics include program design, data types, looping structures, formatted and unformatted input/output, array and matrix processing, character manipulations, functions and subroutines, and sequential and direct file applications.

Prerequisite: One high-level language and algebra

Five credits

**COMPUTER SCIENCE I; II, Part 1; II, Part 2**

It is recommended that students complete and transfer this sequence as an aggregate.

**CSC 160 COMPUTER SCIENCE I (PASCAL PROGRAMMING)**

**(Formerly CSC 121)** This course will introduce students to the discipline of computer science. Topics covered will include algorithm development, data representation, arithmetic and logical expressions, sub-programs and input/output operations using a structured programming language. Intensive computer laboratory activities are required.

Prerequisite: One high-level language and algebra

Five credits

**CSC 161 COMPUTER SCIENCE II, Part 1 (USING PASCAL)**

**(Formerly CSC 233)** This course continues the structured algorithm development and problem solving techniques begun in Computer Science I. Students gaining experience in the use of data structures will be emphasized. Intensive computer laboratory experience required.

Prerequisite: CSC 160

Five credits

**CSC 162 COMPUTER SCIENCE II, Part 2 (USING PASCAL)**

This course is a continuation of Computer Science II, Part 1. Topics include number representation, iterative approximation, file systems, data base models, and computer graphics.

Prerequisite: CSC 161

Four credits

**CSC 185 SPECIAL TOPICS IN COMPUTER SCIENCE**

Topics will reflect the special expertise of the faculty and/or the special needs of the students.

Prerequisite: Consent of instructor

One to Six credits

**CSC 216 PROGRAMMING THE MICROPROCESSOR**

The student will be introduced to a microprocessor by writing programs using the instruction set and developing macros. Topics include: binary and BCD arithmetic, logical operations, microprocessor organization, instruction sets, subroutines and macros, and addressing modes.

Prerequisite: CSC 148 or CSC 160 or permission of the instructor

Five credits

### **CSC 225 COMPUTER ORGANIZATION I**

(Formerly CSC 221) This course introduces the student to the organization of a computer at the logic level. Topics covered will include numbering systems, digital logic, digital systems, machine level representation of data, assembly level machine organization and memory system organization.

Prerequisite: CSC 148 or CSC 160

Four credits

### **CSC 226 COMPUTER ORGANIZATION II**

(Formerly CSC 222) This is a continuation of Computer Organization I. Topics included are logic circuits, registers, counters, computer design, and micro assembler.

Prerequisite: CSC 225

Four credits

### **CSC 230 C LANGUAGE PROGRAMMING**

(Formerly BIS 201) Students are introduced to the C Programming Language, which is a "mid-level" language whose economy of expression and data manipulation features allow a programmer to deal with the computer at a "low level."

Prerequisite: CSC 160 or CIS 261 or permission of instructor

Five credits

### **CSC 231 ADVANCED C LANGUAGE PROGRAMMING**

(Formerly BIS 202) This course continues the study of C begun in CSC 230. Topics include pointers, arrays, linked lists, stacks and queues, trees and advanced user interfaces such as menus, windows and cursor control.

Prerequisite: CSC 230

Five credits

### **CSC 235 COMPUTER GRAPHICS PROGRAMMING**

This programming course allows the student to experiment with graphic designs while learning proven techniques. Elementary figures, windows, clipping, shading and transformations will be covered.

Prerequisite: CSC 160 or permission of the instructor

Five credits

### **CSC 240 ADA\* PROGRAMMING**

(Formerly CSC 232) The student will learn to program in ADA. Topics include: Overloading procedures/functions, the package concept, data types, scope and visibility, binding modes, variant records, discriminants, and tasking.

\*Registered trademark of U.A. Government (AJPO)

Prerequisite: CSC 160 or CSC 230 or CSC 148

Five credits

### **CSC 295 INDEPENDENT STUDY IN COMPUTER PROGRAMMING**

Provides an opportunity for the experienced programming student to complete appropriate projects if interested. 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 advisor

## **CRJ: CRIMINAL JUSTICE**

### **CRJ 110 INTRODUCTION TO CRIMINAL JUSTICE**

A history and philosophy of the American criminal justice system; an overview of the crime phenomena; organization of federal, state, and local criminal justice agencies and their bureaucratic interaction. (Offered Fall Quarter.)

Five credits: 50 clock hours

### **CRJ 111 THE POLICE FUNCTION**

Police as agents of social control, the conflict generated by the demands of the "police subculture" and the formal requirements of law; The concept of "Peace-making." (Offered Winter Quarter.)

Five credits: 50 clock hours

### **CRJ 112 THE JUDICIAL FUNCTION**

This course examines the criminal court system and criminal process with an analysis of the major judicial decision-makers, i.e., prosecutors, defense attorneys, judges, and the discretionary aspects of adjudication. (Offered Winter Quarter.)

Five credits: 50 clock hours

### **CRJ 113 THE CORRECTIONAL FUNCTION**

An examination of the history and philosophy of correctional theory and practice. (Offered Spring Quarter.)

Five credits: 50 clock hours

### **CRJ 114 COMMUNITY AND THE JUSTICE SYSTEM**

A critical and interdisciplinary examination of the human influences on the justice system; special emphasis on the interrelationships and role expectations of criminal justice actors and society; The concept of "Peace-making." (Offered Fall Quarter.)

Five credits: 50 clock hours

### **CRJ 141 LEGAL RESEARCH/WRITING I**

Materials and methods of legal research and writing. After intensive consideration of the types of law books and their functions, students prepare written material of various kinds designed to develop both research technique and criminal justice writing style. (Outside research required.) (Offered Fall Quarter.)

Two credits: 30 clock hours.

### **CRJ 142 LEGAL RESEARCH/WRITING II**

Materials and methods of legal research and writing. After intensive consideration of the types of law books and their functions, students prepare written material of various kinds designed to develop intermediate research technique and criminal justice writing style. (Outside research required.) (Offered Winter Quarter.)

Prerequisite: CRJ 141

Two credits: 30 clock hours.

### **CRJ 143 LEGAL RESEARCH/WRITING III**

Materials and methods of legal research and writing. After intensive consideration of the types of law books and their functions, students prepare written material of various kinds designed to develop advanced research technique and criminal justice writing style. (Outside research required.) (Offered Spring Quarter.)

Prerequisite: CRJ 141, CRJ 142

Two credits: 30 clock hours

### **CRJ 196 SEMINAR IN POLICE PRACTICES & PROBLEMS**

An examination of the changes and future trends regarding police procedures and practices; focus on critical issues and application of technology to the enforcement service.

One credit: 10 clock hours

**CRJ 197 SEMINAR IN POLICE PRACTICES & PROBLEMS**

An examination of the changes and future trends regarding police procedures and practices; focus on critical issues and application of technology to the enforcement service.

Two credits: 20 clock hours.

**CRJ 198 SEMINAR IN POLICE PRACTICES & PROBLEMS**

An examination of the changes and future trends regarding police procedures and practices; focus on critical issues and application of technology to the enforcement service.

Three credits: 30 clock hours

**CRJ 199 SEMINAR IN POLICE PRACTICES & PROBLEMS**

An examination of the changes and future trends regarding police procedures and practices; focus on critical issues and application of technology to the enforcement service.

Four credits: 40 clock hours

**CRJ 201 CRIMINAL LAW**

Development, implementation and sociology of criminal law. Examination of how and under what conditions behavior comes to be defined as criminal. (Offered Winter Quarter.)

Prerequisite: CRJ 110, 111, 112, and 113

Five credits: 50 clock hours

**CRJ 202 CONSTITUTIONAL LAW**

A study of the powers of government as they are allocated and defined by the United States Constitution; intensive analysis of United States Supreme Court decisions. (Offered Fall Quarter.)

Five credits: 50 clock hours

**CRJ 203 CRIMINAL PROCEDURE**

An intensive analysis of United States Supreme Court decisions interpreting the procedural and substantive protections of individual rights. (Offered Spring Quarter.)

Prerequisite: CRJ 202

Five credits: 50 clock hours

**CRJ 204 JUVENILE LAW/PROCEDURE**

A critical examination of the history and development of the juvenile court and the juvenile justice system. (Offered Winter Quarter.)

Five credits: 50 clock hours

**CRJ 205 CIVIL LAW/PROCEDURE**

A survey of civil procedure and principles of evidence to familiarize students with the basic legal principles, constraints, and requirements for the conduct of civil litigation. (Offered Spring Quarter.)

Five credits: 50 clock hours

**CRJ 211 SEMINAR: ISSUES IN POLICING**

An in-depth analysis of the principles, that could be used by peace officers to deal with crime and society; The concept of "Peace-making." (Offered Fall Quarter.)

Prerequisites: CRJ 111, or permission of instructor

Three credits: 30 clock hours

**CRJ 212 SEMINAR: ISSUES IN CRIMINAL COURTS**

A critical examination of social, psychological, and political variables upon the discretionary judgments of police, prosecuting attorneys, defense attorneys, judges, and jurors during the judicial function. (Offered Winter Quarter.)

Prerequisites: CRJ 112, or permission of instructor

Three credits: 30 clock hours.

**CRJ 213 SEMINAR: CONTROVERSIAL ISSUES IN CORRECTIONS**

A review of the history and present conditions regarding treatment of law violators. The conflict among rehabilitation, vengeance, and deterrent principles. Analysis of civil rights, racial antagonism, and politicalization in the contemporary American correctional system. (Offered Winter Quarter.)

Prerequisites: CRJ 113, or permission of instructor.

Three credits: 30 clock hours

**CRJ 248 SEMINAR: THE ETIOLOGY OF CRIME**

Examination of the question of crime causation from legal, social, political, psychological, and theoretical perspectives; history and development of criminology. (Offered Fall Quarter.)

Three credits: 30 clock hours

**CRJ 249 SEMINAR: DISCRETIONARY JUSTICE/ETHICS**

The use of discretionary authority throughout all phases of the justice system and the influence of social, psychological and political variables upon justice actor's discretionary judgments; and the concept of "Peace-making." (Offered Spring Quarter.)

Five credits: 50 clock hours

**CRJ 250 ADVANCED OFFICER ACADEMY**

To provide updated and refresher training for sworn peace officers at all levels.

Four credits: 40 clock hours

**CRJ 261 CRIMINAL JUSTICE PRACTICUM ("POLICE ACADEMY")**

An intensive theoretical/practical introduction to law enforcement. Courses include: administration of justice, basic law, human relations, patrol procedures, traffic management, criminal investigation, firearms, written communications, driving techniques, and arrest control techniques. (Aims Basic Peace Officer Academy)

Forty credits: minimum 450 clock hours

**CRJ 296 SPECIAL ISSUES IN CRIMINAL JUSTICE**

Forum for special course offerings focusing upon special issues in criminal justice by visiting instructors or regular faculty. Topics covered may change.

One credit: 10 clock hours

**CRJ 297 SPECIAL ISSUES IN CRIMINAL JUSTICE**

Forum for special course offerings focusing upon special issues in criminal justice by visiting instructors or regular faculty. Topics covered may change.

Two credits: 20 clock hours

**CRJ 298 SPECIAL ISSUES IN CRIMINAL JUSTICE**

Forum for special course offerings focusing upon special issues in criminal justice by visiting instructors or regular faculty. Topics covered may change.

Three credits: 30 clock hours

**CRJ 299 SPECIAL ISSUES IN CRIMINAL JUSTICE**

Forum for special course offerings focusing upon special issues in criminal justice by visiting instructors or regular faculty. Topics covered may change.

Four credits: 40 clock hours

## EAS: EARTH SCIENCE

### EAS 100 FIELD STUDY OF ROCKS AND MINERALS

A study of the field characteristics of rocks and common rock forming minerals.

Two credits: one hour lecture per week, plus two field trips

### 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.

Prerequisite: PHY 105 or equivalent

Four credits: three hours lecture, two hours lab per week

### EAS 185 SPECIAL TOPICS IN EARTH SCIENCE

Topics will reflect the special expertise of the faculty and/or the special needs of the students.

Prerequisite: Consent of instructor

One to Six credits

### 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 advisor

## ECO: ECONOMICS

### ECO 100 INTRODUCTION TO ECONOMICS

Survey course offering an introduction to basic economics. Current economic issues receive considerable attention.

Five credits

### ECO 105 ORGANIZATIONS AND INSTITUTIONS

**(This course will not satisfy minimum nor elective requirements for the A.A. or A.S. degree. Trades and Industry Division course.)** Students will engage in study and activities which will enhance their ability to understand organizations that deal with such areas as financing; local, state and federal government; employee considerations, etc.; small business assistance; professional services; and management techniques.

Three credits: 30 clock hours

### ECO 201 PRINCIPLES OF MACROECONOMICS

Studies the American economy, stressing the interrelationships among the household, business, and government sectors. Explores saving and investment decisions, unemployment, inflation, national income accounting, taxing and spending policies, the limits of the market and government, public choice theory, the Federal Reserve System, money and banking, and international trade.

Five credits

### ECO 202 PRINCIPLES OF MICROECONOMICS

Studies the firm in-depth, the nature of cost, and how those relate to the economy as a whole. Analyzes economic models of the consumer, perfect competition, monopoly, oligopoly, and monopolistic competition. Explores economic issues including market power, population growth, positive and negative externalities, income distribution, poverty and welfare, discrimination, and international economic interdependence.

Five credits

## ECE: EARLY CHILDHOOD EDUCATION

### ECE 100 INTRODUCTION TO EARLY CHILDHOOD EDUCATION

An orientation to the field of early childhood education. Students will investigate different types of programs available for young children in relation to their own career goals and individual potentials for teaching. Advocacy skills for Early Childhood Education will be practiced.

Two credits: 20 clock hours

### ECE 111 EARLY CHILDHOOD LEADERSHIP DEVELOPMENT I

### ECE 112 EARLY CHILDHOOD LEADERSHIP DEVELOPMENT II

### ECE 113 EARLY CHILDHOOD LEADERSHIP DEVELOPMENT III

These courses encourage growth and development through activities in a student organization (Aims Association for the Education of Young Children) with professional goals.

One credit: 10 clock hours

### ECE 131 PRACTICE TEACHING I: OBSERVATION

An orientation to teaching in the laboratory preschool. Child development principles are applied to a real life setting through written assignments of observations of children. Effective teaching strategies are discussed weekly in class. Two (2) hours per week required in observing lab preschool

Five credits: 50 clock hours

### ECE 132 PRACTICE TEACHING II: ASSISTANT GROUP LEADER

A practical experience in a laboratory preschool designed to develop skills of an assistant group leader: planning activities for small groups of children; identifying and assessing appropriate techniques for guiding the activities and behaviors of young children. To be taken concurrently with ECE 141 or ECE 142.

Prerequisite: ECE 131 or permission of instructor

Seven credits: 100 clock hours

### ECE 133 PRACTICE TEACHING III: GROUP LEADER

A continuation of Practice Teaching II. The student will plan, implement and evaluate activities for all areas of the preschool classroom. Strategies for classroom management will be discussed. To be taken concurrently with ECE 141 or ECE 142.

Prerequisite: ECE 132 or permission of instructor

Seven credits: 100 clock hours

**ECE 141 DESIGNING CREATIVE ACTIVITIES**

Introduction of theory and practical application of developmentally appropriate activities for young children in motor, sensory, outdoor and music/movement experiences. Additional topics include: planning the play environment, writing and implementing behavioral objectives and developing specified curriculum content. To be taken concurrently with ECE 132 or ECE 133.

Three credits: 30 clock hours

**ECE 142 DESIGNING LEARNING ACTIVITIES**

Practical application and theory of developmentally appropriate activities for young children in art, dramatic play, natural/physical science and block play experiences. Additional topics include: planning for group times, developing specified curriculum content and developing a unit plan of activities for a young child's classroom. To be taken concurrently with ECE 132 or ECE 133.

Three credits: 30 clock hours

**ECE 145 CREATIVE MATERIALS WORKSHOP**

Hands-on experience with a variety of materials suitable for use with young children. Special emphasis on self-directing open-ended materials created by students.

Two credits: 20 clock hours

**ECE 146 MUSIC AND MOVEMENT WORKSHOP**

Students will develop and implement innovative plans using music and movement activities with young children. Emphasis is on creating self-confidence with creative movement activities in the preschool classroom.

Two credits: 20 clock hours

**ECE 147 OUTDOOR ACTIVITIES WORKSHOP**

After visiting and evaluating various playgrounds, the student will design learning activities appropriate for young children's developing abilities in the outdoor environment.

Two credits: 20 clock hours

**ECE 148 MATH AND SCIENCE WORKSHOP**

Students will develop concepts and determine effective ways to plan and implement activities which will foster the young child's cognitive development through discovery processes, creative materials, divergent questions and practical activities.

Two credits: 20 clock hours

**ECE 155 TODDLER CARE WORKSHOP**

Students will discuss child development and issues, evaluate play experiences, develop activities, and observe environments for children ages 12 months to 3 years.

Two credits: 20 clock hours

**ECE 156 SAFETY SKILLS WORKSHOP**

How to teach young children basic survival skills for physical and psychological security in a non-threatening manner. Students will develop age-appropriate materials for classroom use and parent education.

Two credits: 20 clock hours

**ECE 157 MOTOR SKILLS WORKSHOP**

Students will examine the progression of large and small motor skill development as experienced by the young child. Teaching techniques and motor skills activities will be designed and implemented.

Two credits: 20 clock hours

**ECE 161 CHILD GROWTH AND DEVELOPMENT**

Designed for adults who work with young children, this course examines the theories and sequence of growth and development of children from birth through the early elementary school years. Emphasis is on the concept of the whole child and how adults can provide a supportive environment for positive interactions with children in the early childhood classroom.

Five credits: 50 clock hours

**ECE 162 GUIDANCE TECHNIQUES FOR EARLY CHILDHOOD EDUCATORS**

The student will study the components of the guidance system: the child, the adults and the physical environment. Theories will be explored to determine how to guide the child toward self-control and individual competence.

Two credits: 20 clock hours

**ECE 202 ADMINISTRATION: LICENSING & LEGISLATION**

To acquaint the student with the variables involved in organizing and managing a preschool program. Provides the technical information needed to open and operate a licensed child care facility. Strategies for advocating for early childhood education are practiced.

Prerequisite: ECE 100 or instructor permission

Three credits: 30 clock hours

**ECE 203 ADMINISTRATION: WORKING WITH PARENTS**

Students will examine family system relationships and how they affect the young child in a group care setting. Provides students with home-school communication skills, problem solving strategies, and referral information.

Prerequisite: ECE 100 or instructor permission

Three credits: 30 clock hours

**ECE 204 NUTRITION FOR YOUNG CHILDREN**

Students will study the essential nutrients and their function for a healthy child; evaluate menus and snacks for necessary food requirements for the growing child; understand the value of nutrition education for children; understand the principles of food service and kitchen sanitation. Promoting good nutritional practices in an early childhood center is emphasized.

Three credits: 30 clock hours

**ECE 206 LITERATURE AND LANGUAGE WORKSHOP**

Students examine, design and implement curriculum which will foster receptive and expressive communication skills in young children. Children's literature, bibliotherapy, reading readiness and story reading and story telling techniques will be practiced.

Two credits: 20 clock hours

**ECE 207 EARLY CHILDHOOD EDUCATION TRENDS AND ISSUES**

Students will examine critical issues and current trends pertinent to Early Childhood Education professionals through professional journals, current publications, and guest speakers.

Two credits: 20 clock hours

**ECE 231 PRACTICE TEACHING IV: TEAM TEACHER**

Students will develop team teaching skills in the laboratory preschool or in a supervised early childhood classroom. The student's responsibilities will include unit planning and organizing the classroom for effective learning. Emphasis will be on the teacher as a *team member*. To be taken concurrently with ECE 202, 203 or 245.

Prerequisite: ECE 133 or permission of instructor

Seven credits: 100 clock hours

**ECE 232 PRACTICE TEACHING V: LEAD TEACHER**

A continuation of Practice Teaching IV. The emphasis of this course is the development of positive and constructive techniques for self appraisal and the appraisal of others as early childhood teachers. To be taken concurrently with ECE 202, 203 or 245.

Prerequisite: ECE 231 or permission of instructor

Seven credits: 100 clock hours

**ECE 233 PRACTICE TEACHING VI: APPRENTICE DIRECTOR**

The student will examine the effects of family, class and ethnic value systems on the young child's personality growth in this teaching experience. The student will study the administrative policies and procedures of the program where assigned. Students will plan and implement parent conferences. To be taken concurrently with ECE 202, or ECE 203 or ECE 245.

Prerequisite: ECE 232 or permission of instructor

Seven credits: 100 clock hours

**ECE 241 UNIT PLANNING WORKSHOP**

Students will plan activity schedules appropriate for implementation in an early childhood group setting. Educational play materials, individualized learning by young children and effective communication of activity plans to staff and parents will be discussed.

Two credits: 20 clock hours

**ECE 245 NON-DISCIPLINE DISCIPLINE**

Students will examine behavior management styles and alternatives as they apply to young children in group settings with emphasis on individual needs.

Prerequisite: ECE 162 or instructor permission

Two credits: 20 clock hours

## COS: COMMUNICATIONS

**COS 115 APPLIED COMMUNICATIONS**

(This course will not satisfy minimum nor elective requirements for the A.A. or A.S. degree. Public Service and Trades & Industry courses.) This course explores the communication process through a study of basic theory and principles of communication in man's social and working environment. Study will also include writing business letters, developing resumes, correctly filling out job applications, repair orders and other business forms and an introduction to oral communications.

Three credits

## EDU: EDUCATION

### BILINGUAL TEACHERS AIDE PROGRAM

**EDU 106 INTRODUCTION TO TEACHER AIDE: BILINGUAL EDUCATION**

To provide the student with information on various aspects of organization and planning for instruction in bilingual education.

Four credits

**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 the adoption of materials for use in a bilingual classroom.

Three credits: 30 clock hours

**EDU 108 FIELD EXPERIENCE IN BILINGUAL TEACHER AIDE PROGRAM**

Exposure to actual on-the-job experience in a classroom setting.  
Five credits

**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

**EDU 111 PARAPROFESSIONALS IN THE CLASSROOM**

Participants will focus on the roles and responsibilities of the Paraprofessional in the classroom setting. Learn the skills needed by the paraprofessional in order to become an effective educator.

One-Five credits

**EDU 219 ENGLISH AS A SECOND LANGUAGE METHODS**

Students will learn the most current research and methodologies for teaching English as a second language (ESL) to Limited English Proficient students (LEP).

Two credits

**EDU 237 TEACHING READING TO THE BILINGUAL CHILD**

To emphasize the teaching of reading to Limited English Proficient (LEP) students. Course will cover methods and techniques.

Three credits

**EDU 267 SELECTION AND EVALUATION OF BILINGUAL MATERIALS**

Students develop an understanding of available resource materials for bilingual classroom and give them the skills necessary to evaluate the appropriateness of these resource materials.

Three credits

**EDU 276 LEARNERS WITH SPECIAL NEEDS**

Provide students with background on various aspects of planning and teaching learners with special needs.

Four credits

## EDUCATION

**EDU 119 CREATIVE JOURNAL WRITING IN THE CLASSROOM**

Learn to use the journal writing process with children to enhance the powers of imagination, creativity, and self-direction.

One credit

**EDU 125 NEURO-LINGUISTIC PROGRAMMING**

An overview of personal learning styles, body language cues and communication styles will be presented.

One credit

**EDU 126 DEVELOPING WELLNESS IN THE CLASSROOM**

This class emphasizes the teacher's role in helping children develop healthy lifestyles in the area of nutrition, fitness and stress management.

One to Three credits

**EDU 129 DEVELOPING CAPABLE PEOPLE**

Using the curriculum of Stephen Glenn, this class emphasizes the importance of helping children develop positive perceptions of themselves.

One-four credits

**EDU 135 COMMUNITY ENVIRONMENTAL AWARENESS**

Develop an understanding of the environment we live in so we can begin to act to protect it. Strategies and resources for the classroom and the community will be presented.

One credit

**EDU 138 CHILD SAFETY: SAFE KIDS ARE NO ACCIDENT**

Provides participants with knowledge and strategies that can be used with children to reduce risks of unintentional injuries among children.

One credit

**EDU 139 GRANT AND PROPOSAL DEVELOPMENT**

This class will prepare individuals with basic information regarding the grant and proposal development process.

One credit

**EDU 141 DYNAMICS IN STEP FAMILIES**

Participants will increase their understanding of the dynamics of a blended family unit.

One-half to three credits

**EDU 145 CREATING EDUCATIONAL CHANGE**

This class will provide information about restructuring environments to enable change including ideas about how to deal with resistance.

One credit

**EDU 146 RECRUITMENT AND CARE OF VOLUNTEERS IN THE SCHOOLS**

Provides creative ways to recruit volunteers, train them quickly and help them to find a place where they can be effective.

One credit

**EDU 152 CHILD SEXUAL ASSAULT: AWARENESS, INTERVENTION & PREVENTION**

Participants will be able to identify signs and symptoms in children and adult survivors of childhood sexual abuse, and learn how to access appropriate resources for intervention. Awareness of this issue will lead participants to develop intervention and prevention strategies.

One to five credits

**EDU 155 PERSONAL AND PROFESSIONAL ETHICS**

To assist participants in identifying ethical dilemmas and issues. The class provides awareness of risks and rewards of ethical decision making and behavior.

One credit

**EDU 158 USING HUMOR IN THE CLASSROOM**

Participants will learn the benefits of making humor a more important part of the classroom.

One-half credit

**EDU 159 CHANGING CHILDREN'S BEHAVIOR**

This class will assist participants in identifying temperamental styles and designing a "goodness of fit" for managing behavior.

One-half to one credit.

**EDU 165 COPING WITH DIFFICULT PEOPLE**

Participants will identify types of difficult people and develop effective strategies for coping with them.

One to three credits

**EDU 168 CARE WHEN THERE IS NO CURE: THE ROLE OF SCHOOL PERSONNEL IN SUPPORTING CHILDREN WITH ONGOING ILLNESS**

This class is designed to assist teachers in supporting the student in the management of diabetes, asthma and epilepsy.

One to three credits

**EDU 175 THE TYPE E WOMAN**

This class will help participants develop better balance in their lives and develop ways to reduce inner and outer pressures.

One-half to two credits

**EDU 177 SETTING GOALS: ARE YOU THRIVING OR SURVIVING?**

This motivational class will give participants the skills and tools needed to accomplish goals and manage time.

One to three credits

**EDU 178 EMOTIONALLY DISTURBED CHILD IN THE CLASSROOM**

This class provides information and insight on the development of childhood emotional and personality disturbances, how the problems are manifested in the classroom and presents methods of intervention.

One to three credits

**EDU 179 TAKE CHARGE OF YOUR LIFE**

Develop strategies to reduce the stressors at home and at work.

One-half to three credits

**EDU 187 NEUROLINGUISTIC PROGRAMMING II**

A further examination of NLP in communication skills, learning styles and positive exercises that lead to supportive classroom environments.

One to five credits

**EDU 208 TURNING POINTS: TEEN SEXUALITY & RELATIONSHIPS**

To assist parents and teachers in communicating effectively with teenagers on sexual issues confronting teens today.

One credit

**EDU 216 SUICIDE: TEACHER AWARENESS AND INTERVENTION**

To develop an understanding of the incidence and impact of suicide, and how to implement an intervention program. (Second in a series of 3 classes on Suicide.)

One credit

**EDU 217 RELATING TO TEENS**

Participants will learn the reasons for teen misbehavior and learn the appropriate responses. It will emphasize how to develop the teen's responsibility and enhance communication skills.

One to three credits

**EDU 218 CHILD ABUSE, NEGLECT AND PROTECTION**

Become knowledgeable in signs, symptoms and patterns of child abuse and neglect; prevention strategies; and child advocacy in the system and community.

One credit



**EDU 223 CHILDREN'S ADJUSTMENT TO FAMILY SUICIDE**

The course explores the dynamics felt by children whose Mom, Dad or family member have suicided. The content is geared to how adults, either surviving parents, or those working with the children, can respond to this traumatic event in a helpful and meaningful way.  
One to three credits

**EDU 225 CRISIS TEAM DEVELOPMENT FOR TEACHERS**

Participants are encouraged to involve peers and administrators in their schools to develop a functioning crisis team within their own school. (Third in a series of 3 classes on Suicide.)  
One credit

**EDU 229 CREATIVE CONFLICT MANAGEMENT**

Designed to look at conflict as a dynamic that occurs within any family setting, and explore ways to deal meaningfully with it.  
One credit

**EDU 235 TURNING POINTS: TEEN ALCOHOL AND DRUG ABUSE**

To increase awareness of teenage drinking patterns and explore the role of families and community resources.  
One credit

**EDU 236 MIDLIFE TRANSITIONS**

Participants will explore adult development and identify and integrate predictable issues and tasks arising at midlife.  
One to three credits

**EDU 238 CHILDREN OF DIVORCE**

Explore the dynamics felt by children experiencing divorce, and look at ways for the adult world to deal with such dynamics.  
One credit

**EDU 245 POSITIVE RELATIONSHIPS BETWEEN MEN AND WOMEN IN THE WORKPLACE**

Designed for women and men to reflect on their histories and look sensitively at their responses to one another, especially in the work setting.  
One credit

**EDU 246 HOW TO TALK SO KIDS WILL LISTEN**

For parents of children age 3 years and older. Reviews developmental expectations of the preschool and school age child with a focus on communication skills, discipline techniques, and fostering self-confidence and responsibility.  
One credit

**EDU 248 SELF-ESTEEM FOR CHILDREN**

An overview of the origin and development of self worth in individuals within the family. Different parenting styles will be explored to determine the impact of each style on the child's self-esteem. Techniques and skills for fostering positive self-esteem will be presented.  
One credit

**EDU 253 DEVELOPMENTAL PRINCIPLES: IMPLICATIONS FOR EDUCATORS**

Participants will examine very early influences on development and the impact on learning. Other developmental issues and characteristics that impact the teacher/learner process will be explored.  
One to five credits

**EDU 257 TURNING POINTS: TEENS AND STRESS**

To assist parents and teachers in understanding teen stress and how to relate effectively to a teen under stress.  
One credit

**EDU 269 THE ASSERTIVE LIFESTYLE**

To learn and practice how to stand up for one's rights without infringing upon the rights of others, through direct, honest and appropriate behavior.  
One credit

**EDU 279 COUNSELING TECHNIQUES IN THE CLASSROOM**

Participants will learn methods of dealing constructively with children's emotional problems in the classroom.  
One to three credits

**EDU 281 PRINCIPLES OF LEARNING FOR EDUCATORS**

Participants will become familiar with different perspectives on learning and review applications of different theories for the classroom.  
One to five credits

**EDU 282 LOVE AND LOGIC IN THE HOME & CLASSROOM**

Based on Foster Cline/Jim Fay's book and tapes, this class will help adults teach children to make good choices without power struggles.  
One to five credits.

**EDU 283 HABITS OF HIGHLY EFFECTIVE PEOPLE**

Participants will use principles of fairness and integrity to develop the seven habits common to highly effective people.  
One to four credits

**EDU 286 BUILDING HEALTHY FAMILIES: THE WORLD ACCORDING TO JOHN BRADSHAW**

After viewing the John Bradshaw videos on the family, participants will identify the major problems that families face today and learn how to become healthy functioning systems.  
One credit

**EDU 288 USING NEWSPAPERS IN THE CLASSROOM**

This class will feature the newspaper as a teaching tool in the classroom with activities tailored to individual teaching situations.  
One credit

## ELT: ELECTRONICS TECHNOLOGY

**ELT 100 SURVEY OF ELECTRONICS**

(This course will not satisfy minimum or elective credit for the AAS degree.) Introduces the wide range of opportunities in electronics. Provides hands on experience in the areas of test equipment operation, circuit fabrication and testing, troubleshooting, and computer programming  
Two credits: 32 clock hours

**ELT 106 PHYSICS: Mechanical**

Provides the technical student with an understanding of the basic principles of mechanics and properties of matter through problem solving and the practical applications of the basic physics laws in an industrial environment.

Prerequisite: BET 116 or permission of instructor

Five credits: 60 clock hours

**ELT 107 PHYSICS: Heat-Light-Sound**

Provides the technical student with an understanding of the physical properties of heat, light (optics) and sound through problem solving, and practical applications of the applicable physical laws and their relation to the industrial environment.

Prerequisite: ELT 106 or permission of instructor

Five credits: 60 clock hours

**ELT 144 DIGITAL FUNDAMENTALS 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 153 or permission of instructor

Five credits: 60 clock hours

**ELT 150 DC FUNDAMENTALS**

Analysis, construction and measurement procedures for series and parallel DC circuits. Theory and practice of interconnection methods.

Prerequisite: BET 100, and BET 116 (or may be taken concurrently) and qualifying assessment scores

Five credits: 60 clock hours

**ELT 151 DC FUNDAMENTALS II**

Continuation of ELT 150. The application of basic fundamentals and the study of their functional characteristics, DC complex circuits and circuit theorems.

Prerequisite: ELT 150 or permission of instructor

Five credits: 60 clock hours

**ELT 152 AC FUNDAMENTALS I**

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 permission of instructor

Five credits: 60 clock hours

**ELT 153 AC FUNDAMENTALS II**

Continuation of ELT 152. The study of reactive component analysis, AC power circuits and resonance.

Prerequisite: ELT 152 or permission of instructor

Five credits: 60 clock hours

**ELT 154 SOLID STATE CIRCUITS I**

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 permission of instructor

Five credits: 60 clock hours

**ELT 155 SOLID STATE CIRCUITS II**

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.

Prerequisite: ELT 154 or permission of instructor

Five credits: 60 clock hours

**ELT 201 DIGITAL FUNDAMENTALS II**

Continuation of hardware and software elements of digital machines. Counters, registers, ROM, RAM and reference to systems (microprocessor) continues.

Prerequisite: ELT 144 or permission of instructor

Five credits: 60 clock hours

**ELT 202 MICROPROCESSORS I**

Microprocessors are employed to obtain systems experience and application of fundamentals. Involves hardware and software studies and trade-offs between hardware/software. Organization of a microprocessor; clock, CPU, I/O, bus concepts, EPROM, RAM, programming and peripherals.

Prerequisite: ELT 201 or permission of instructor

Five credits: 60 clock hours

**ELT 203 MICROPROCESSORS II**

Review of microprocessor fundamentals and special studies in computer systems DIG and analog interfacing, data communications and network systems.

Prerequisite: ELT 202 or permission of instructor

Five credits: 60 clock hours

**ELT 223 INDUSTRIAL ELECTRICITY II**

To provide a working knowledge of motors, generators, industrial wiring, and production line electricity maintenance.

Prerequisite: CAM 105 or permission of instructor

Five credits: 60 clock hours

**ELT 224 INDUSTRIAL ELECTRICITY III**

A study of programmable logic controllers (PLC's) and associated I/O devices, design logic diagrams and program controllers.

Prerequisite: ELT 223 or permission of instructor

Five credits: 60 clock hours

**ELT 255 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 155 or permission of instructor

Five credits: 60 clock hours

**ELT 266 ELECTRONIC DESIGN AND FABRICATION**

Provides a working knowledge of electronics layout, design, and fabrication technique along with print reading and documentation encountered in the industry.

Prerequisite: ELT 255, ELT 271, and ELT 201

Five credits: 60 clock hours

**ELT 268 PRACTICAL SOLID STATE TROUBLESHOOTING**

A logical approach to troubleshooting modern, solid-state equipment. Lab and industrial systems are stressed. Also covers some electronics used in homes.

Prerequisites: ELT 202, ELT 255, & ELT 272 or permission of instructor

Five credits: 60 clock hours

**ELT 271 ELECTRONIC 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 155 or permission of instructor  
Five credits: 60 clock hours

**ELT 272 ELECTRONIC COMMUNICATIONS II**

Systems approach will be major emphasis as individual circuits studied previously will be combined in complete systems. Modulation modes, transmission lines, and antennas are studied along with methods 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 ELECTRONIC COMMUNICATIONS III**

Advanced topics in Electronic Communications are studied. This includes data transmission techniques, video monitors and TV systems, and microwave systems. Prerequisite: ELT 272 or permission of instructor  
Five credits: 60 clock hours

**ELT 275 INTEGRATED CIRCUIT FABRICATION TECHNIQUES**

Provides students with a general view of manufacturing processes. Topics include physics of semiconductors, materials used, processes including photolithography, diffusion/vacuum systems, device recognition, and data acquisition. Field trips are included. Prerequisites: ELT 255, CIS 160, and ELT 201 or permission of instructor  
Five credits: 60 clock hours

**ELT 276 ELECTRONIC ROBOTICS**

Provides the student with general terminology, mechanical and electronic operating procedures, microcomputer control, and industrial applications of robots. Prerequisites: ELT 255, ELT 106, ELT 107, or permission of instructor  
Five credits: 60 clock hours

**ELT 277 VIDEO SYSTEMS**

Video and sweep sections of video monitors and televisions will be studied. Included will be cathode ray tubes, high and low voltage power supplies, color circuits and the NTSC color system. Prerequisites: ELT 155 or permission of instructor  
Five credits: 60 clock hours

**ELT 278 CET EXAM PREPARATION**

Introduction and preparation for the Certified Electronics Technician exam with emphasis on the Associate level exam. Prerequisite: permission of instructor  
Five credits: 60 clock hours

**ELT 209 INDEPENDENT STUDY IN ELECTRONIC  
219 TECHNOLOGY  
229**

Provides the opportunity to engage in intensive study in areas of electronic technology that are not covered in scheduled classes or in greater depth than covered in class activities. Studies are under the direction of a faculty member and are limited as to the credits taken per quarter. Prerequisite: Previous academic study or experience in Electronic Technology and instructor permission  
ELT 209: One credit: 10 clock hours  
ELT 219: Two credits: 20 clock hours  
ELT 229: Three credits: 30 clock hours

**TEM: EMERGENCY MEDICAL SERVICES****TEM 100 INTRODUCTION TO EMERGENCY CARE**

Provides the student with certification in CPR by the AHA along with instruction on common medical and trauma emergencies. The student will learn how to access the EMS system, recognize medical and trauma emergencies, and give basic treatment until advanced medical help arrives.  
Two credits: 23 clock hours

**TEM 105 EMERGENCY MEDICAL TECHNICIAN**

Instruction in recognition and treatment for patients of medical and trauma emergencies. Included is anatomy/physiology, terminology, control of accident scene, safe and efficient transport, reporting and record keeping, medical equipment and its use, legal aspects of emergency care, and cardiopulmonary resuscitation (CPR). Strong emphasis on practical application of skills. Prerequisite: First Responder advised as prerequisite, but not required  
Twelve credits: 160 clock hours

**TEM 106 FIRST RESPONDER**

Designed to teach skills to those who will be first on the scene of an accident or medical illness. Recognition and treatment of medical and trauma patients along with use of pertinent equipment for stabilization until advanced help arrives. Certification in CPR. Strongly recommended before taking an EMT course.  
Four credits: 47 clock hours

**TEM 107 EMERGENCY MEDICAL TECHNICIAN -  
INTERMEDIATE**

Instruction in recognition and treatment in advanced procedures for patients of medical and trauma emergencies. Includes shock/fluid therapy, cardiology/defibrillation, pharmacology/drug therapy, advanced respiratory assessment and management, ACLS, mega-code, and a variety of other topics. Prerequisite: Current Colorado EMT-B certification, physician advisor, contact EMS department for additional requirements.  
Fourteen credits: 195 clock hours

**TEM 108 EMT REFRESHER**

Updating and renewing skills for recertifying as an EMT-B. Condensed EMT-Basic class with strong emphasis on cognitive application and skills performance.  
Four credits: 47 clock hours

**TEM 109 EMT REFRESHER SEMINAR**

This class is geared for EMT-B's interested in continuing medical education applied toward recertification of the EMT-B certificate. Hours can be accumulated to recertify without taking entire EMT Refresher course.  
One credit: 10 clock hours

**TEM 115 EMERGENCY MEDICAL DISPATCH**

Specifically designed for dispatchers and includes information on medical dispatch to rescuers, medical information dissemination to the public, and communication skills.  
Three credits: 30 clock hours

**TEM 116 EMT IV-MAST**

Cognitive and practical information on indications for, use of, and precautions of IV-MAST use. Anatomy and physiology background suggested. This class is only for current state certified medical personnel. Continued medical education and skills use required.

Prerequisites: Physician advisor's signature, current EMT-B state certification or above, liability insurance required.

Two credits: 39 clock hours

**TEM 126 INTRO TO ADVANCED LIFE SUPPORT**

Designed to enhance patient management skills by exploring the pathophysiology of common medical and trauma problems. The student will be able to take a more active role with existing ALS agencies. This class offers advanced skills in assessment, trauma and medical problems, "hands on" experience, pharmacological and cardiac intervention, and much more.

Prerequisites: Current EMT - B certificate

Three credits: 30 clock hours

**TEM 127 CARDIOPULMONARY RESUSCITATION (CPR)**

Designed to qualify the student for basic rescuer certification by the American Heart Association. Covers basic CPR and emergency cardiac care in both theory and practice. Includes one and two rescuer CPR, infant and child CPR, and choking.

One credit: 10 clock hours

**TEM 128 CPR INSTRUCTOR**

Designed to qualify the student for Basic Life Support instructor certificate issued by the American Heart Association. Covers basic life support techniques and teaching methods necessary to instruct CPR. Also includes manikin maintenance and cleaning.

Prerequisites: Current AHA CPR "Course C" certificate

One credit: 14 clock hours

**TEM 129 CPR INSTRUCTOR TRAINER**

Qualifies the student to train and certify CPR instructors for the American Heart Association. Strong emphasis on teaching methods and teaching aids.

Prerequisites: Current AHA CPR instructor card

One credit: 10 clock hours

**TEM 131 EKG - BASIC**

A very basic class designed for the student who has a desire to learn how to read and interpret EKG's.

Prerequisite: Current EMT-B certification, or higher

Four credits: 40 clock hours

**TEM 132 EKG - DEFIB**

Designed for the student who needs to learn cardiac defibrillation. Strong emphasis on indications for, use of, and precautions of defibrillation.

Prerequisites: Current EMT-B certification, TEM 131, Physician advisor signature

One credit: 10 clock hours

**TEM 135 ADVANCED CARDIAC LIFE SUPPORT (ACLS)**

Theory and skills for those needing to provide advanced cardiac care. Topics include: acid base balance, drug therapy, airway management, rhythm recognition, defibrillation and general cardiac care.

Prerequisites: EMT-P level certification or above, current CPR card. Others may attend class but will be unable to gain state ACLS certification.

Two credits: 20 clock hours

**TEM 136 PRE-HOSPITAL TRAUMA LIFE SUPPORT (PHTLS)**

A class designed to teach rescuers the most updated information in trauma assessment along with skills to enhance patient care. Rapid assessment and treatment emphasized.

One and one-half credits: 14 clock hours

**TEM 137 EMERGENCY RESPONSE TO SPORTS INJURIES**

Designed primarily for coaches but open to all. Includes recognition, assessment and treatment of most emergent sports injuries, common medical emergencies, accessing EMS, and rehabilitation.

One credit: 12 clock hours

**TEM 138 HEART SAVER CPR**

American Heart Association certification in one rescuer CPR and choking. For those who want a quick CPR class with strong emphasis on skills performance.

One-half credit: 6 clock hours

**TEM 139 TOT SAVER CPR**

American Heart Association certification specializing in CPR and choking maneuver for the infant and child. This class is skills and practice oriented.

One half credit: 6 clock hours

**TEM 145 CPR REFRESHER**

Designed to recertify students in basic CPR by the AHA.

Prerequisites: Current CPR card

One-half credit: 5 clock hours

**TEM 146 FIRST RESPONDER REFRESHER**

Updating and renewing skills for recertifying as a First Responder.

Two credits: 23 clock hours.

**TEM 147 CAREER DEVELOPMENT**

Provides students with general and specific skills needed for employment in the EMS field. Class includes: work ethics, application procedures, resume writing, interview skills, stress management, interpersonal skills and EMS employers panel.

**TEM 151 BASIC TRAUMA LIFE SUPPORT/BTLS**

This course is designed to teach the skills and knowledge needed to recognize, assess and treat/transport victims of trauma. This class helps build on the EMT-B skills and focuses primarily on trauma.

Prerequisites: EMT-B Certification

One and one half credits: 19 clock hours

**TEM 152 BASIC TRAUMA LIFE SUPPORT ADVANCED**

This course is designed to teach advanced knowledge and skills to recognize, assess, and perform critical advanced life support skills for the victim of trauma.

Prerequisites: EMT-P, R.N., or M.D.

One and one half credits: 19 clock hours

**TEM 185 EMS SEMINARS**

This class covers a variety of EMS topics structured for the First Responder, EMT, and Paramedic. Can be used for continuing medical education credit.

One-half credit: 5 clock hours

**TEM 186 EMS SEMINARS**

Class includes a variety of EMS topics for all provider levels.

One credit: 10 clock hours

**TEM 187 EMS SEMINARS**

Class includes a variety of EMS topics for all provider levels.  
Two credits: 20 clock hours

**TEM 188 EMS SEMINARS**

Class includes a variety of EMS topics for all provider levels.  
Three credits: 30 clock hours

**TEM 189 EMS SEMINARS**

Class includes a variety of EMS topics for all provider levels.  
Four credits: 40 clock hours

**TEM 195 CONTINUING MEDICAL EDUCATION**

Geared specifically for fire departments or special groups, this class includes continuing medical education which can be used for state recertification at various provider levels. This class emphasizes both theory and skills.  
One-half credit: 5 clock hours

**TEM 196 CONTINUING MEDICAL EDUCATION**

Class includes ongoing education for state recertification.  
One credit: 10 clock hours

**TEM 197 CONTINUING MEDICAL EDUCATION**

Class includes ongoing education for state recertification.  
Two credits: 20 clock hours

**TEM 198 CONTINUING MEDICAL EDUCATION**

Class includes ongoing education for state recertification.  
Three credits: 30 clock hours

**TEM 199 CONTINUING MEDICAL EDUCATION**

Class includes ongoing education for state recertification.  
Four credits: 40 clock hours

**TEM 205 PEDIATRIC ADVANCED LIFE SUPPORT**

Includes recognition and treatment of shock, advanced airway management, IV access in pediatrics, and rhythm interpretation and treatment.  
Prerequisite: EMT-I, Paramedic, Nurse, PA, MD, DO  
Two credits: 20 hours

**TEM 206 MEDICAL TERMINOLOGY**

Includes terminology which directly relates to the emergency medical field. Includes common root words, prefixes, suffixes, along with word meanings, spellings and grammatical use.  
One credit: 10 clock hours

**TEM 207 STREET SURVIVAL**

Involves general knowledge in communications, safety, scene control, weapons, gangs, protection of responding crews, and managing stress.  
One credit: 10 hours

**TEM 208 LAW IN EMS**

Includes review of current EMS laws, legislation and practice. Reviews what you can and cannot do, what you need to know regarding everyday work situations, covers how to protect yourself, your patients and your employees/employer.

**TEM 209 ETHICS IN EMS**

Review and discuss ethics as related to the medical profession and specifically the EMS field.  
One credit: 10 hours

**TEM 215 COMMUNICATIONS IN EMS**

Includes report writing and documentation of all medical/scene information consistent with state guidelines and practices. Emphasis on accuracy, adequacy and legal considerations. Introduces use of accepted abbreviations, medical terminology and communication skills.  
Prerequisite: First Responder, EMT-B, EMT-I, EMT-P, Nurse, PA  
Two credits: 20 hours

## ENG: ENGLISH COMMUNICATIONS

\*Indicates instruction is administered by Developmental Studies Division.

**\*ENG 012 DEVELOPMENTAL WRITING II**

The purpose of this course is to improve the student's ability to communicate well in writing. This course emphasizes (a) using and spelling words correctly and (b) writing sentences correctly in regard to sentence structure and punctuation.  
Prerequisite: placement  
Two to five credits

**\*ENG 013 DEVELOPMENTAL WRITING III**

The purpose of this course is to improve the student's ability to communicate well in writing. This course emphasizes (a) writing sentences correctly in regard to sentence structure and punctuation and (b) writing effective paragraphs.  
Prerequisite: placement  
Two to five credits

**\*ENG 014 DEVELOPMENTAL WRITING IV**

The purpose of this course is to improve the student's ability to communicate well in writing. This course emphasizes (a) writing effective paragraphs and (b) writing effective essays.  
Prerequisite: placement  
Two to five credits

**\*ENG 015 BASIC WRITING SKILLS**

The purpose of this course is to improve the student's ability to communicate well in writing. This course emphasizes (a) writing effective essays and (b) preparing for the GED Writing Test and college level writing tasks.  
Prerequisite: placement  
Two to five credits

**\*ENG 095 BASIC COMMUNICATION SKILLS**

This is a transition course for students who have a high school diploma or its equivalent but who have a limited background in basic language skills. The course is a survey of basic grammar, punctuation, sentence structure, and paragraph development.  
Prerequisite: placement  
Five credits

# ENG: ENGLISH (COMPOSITION)

## ENG 105 FUNDAMENTALS OF COMPOSITION

(Formerly CON 101) This course helps prepare students for ENG 121 by emphasizing basic techniques of essay development: illustration, contrast, classification, and causal analysis. Grammar review, including mandatory writing lab work on grammar software, is a significant component of the course. Proficiency in essay writing and competence in language skills are required for a passing grade, and students must earn a "C" or better in ENG 105 before they will be admitted to ENG 121. Student must also pass an exit essay with a "C" or better to earn course credit.

Note: ENG 105 is a non-transferable course that carries credit only toward occupational degrees and certificates.

Prerequisite: ENG 095 or placement test

Five credits

## ENG 111 WRITING YOUR LIFE I

This course is designed to encourage participants to write about their own life experiences and to produce a personal life history for themselves and future generations.

One to two credits

## ENG 112 WRITING YOUR LIFE II

This class is designed for participants to continue writing their life experiences and to produce a personal life history for themselves and future generations.

One to two credits

## ENG 113 WRITING YOUR LIFE III

To continue writing life experiences and to produce a personal life history for participants and future generations.

One to two credits

## ENG 114 WRITING YOUR LIFE IV

Class time will be spent editing previously written autobiographical stories, printing, learning publishing possibilities and completing the project.

One to two credits

## ENG 115 HANDWRITING ANALYSIS (GRAPHOANALYSIS)

Aid in self-understanding, understanding families and associates, aid teachers and people involved in helping others, and acquaint people with scientific handwriting analysis.

Two credits

## ENG 121 ENGLISH COMPOSITION I

(Formerly CON 102) This course emphasizes the planning, writing, and revising of compositions and develops critical and logical thinking skills. This course will include a minimum of five (5) compositions, which may include expressive, informative, analytical, evaluative, and persuasive/argumentative writing. Proficiency in essay writing is required for a passing grade, and students must have a "C" or better in ENG 121 before they will be admitted to ENG 122. Students must also pass an exit essay with a 74% or better to earn course credit.

Prerequisite: ENG 105 or placement test

Five credits

## ENG 122 ENGLISH COMPOSITION II

(Formerly CON 103) This course expands and refines the objectives of English Composition I. Emphasizes critical and logical thinking, problem definition, research strategies, and writing analytical, evaluative, and/or persuasive papers that incorporate research.

**NOTE:** This course requires that papers be written with the aid of a computer.

Prerequisite: ENG 121

Five credits

## ENG 225 ADVANCED COMPOSITION

(Formerly CON 202) This course offers students the opportunity to study the styles of professional writers in order to refine students' writing skills. Students will study advanced techniques in essay and article writing.

Prerequisite: ENG 121

Five credits

## ENG 226 CREATIVE WRITING

(Formerly CON 109) This course offers 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 their individual interest and talent. Students will receive positive criticism for improvement and practical information on publication.

Three-Five credits

## ENG 227 CREATIVE WRITING PROJECTS I

(Formerly CON 211) This course provides the student with instruction on how to write creatively by working on individual writing projects in the development of some poetry, short stories, or a novel.

Prerequisite: ENG 226 or permission of instructor.

Three-Five credits

## ENG 228 CREATIVE WRITING PROJECTS II

A continuation of ENG 227.

Prerequisite: ENG 227 or permission of instructor

Three credits

## ENG 229 CREATIVE WRITING PROJECTS III

A continuation of Creative Writing Projects II, with the addition of more advanced goals.

Prerequisite: ENG 228 or permission of instructor

Three credits

## ENG 295 INDEPENDENT STUDY IN COMMUNICATION

(Formerly CON 295) Independent study 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. (This course is repeatable as long as content varies.)

Prerequisite: ENG 121, permission of an instructor required

One to three credits

# ENGINEERING TECHNOLOGY

## AET: ARCHITECTURAL ENGINEERING TECHNOLOGY

### AET 100 ARCHITECTURAL HISTORY AND TECHNOLOGY

This course introduces the student to the world of architecture: the practice, drawing format, work environment, and history of land description as well as history and philosophy of architecture from Stone-henge to modern times.

Prerequisite: None

Three credits: 40 clock hours

### AET 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 the basic idea and culminating with a full set of working construction drawings.

Prerequisite: AET 105, BET 102, BET 115 or instructor permission

Six credits: 80 clock hours

### AET 105 CONTRACT DRAWING INTERPRETATION

Provides students with an opportunity to continue the study and interpretation of construction documents. Drawings, forms, schedules, reference sources and code requirements encountered in the day-to-day operation of an architectural design office are reviewed.

Prerequisite: AET 100, BET 115, and BET 101 or permission of instructor

Three credits: 40 clock hours

### AET 151 INTRODUCTION TO BUILDING CODES AND STANDARDS

Upon completion of this course the student will have a fundamental understanding of the basic codes and standards as set forth by the International Conference of Building Officials (Uniform Building Code). Basic areas of study include: engineering regulations, public property and street regulations, requirements based on occupancy and construction types as well as fire resistive standards for fire protection. The student will also be introduced to related codes and standards, i.e., Uniform Housing Code, Uniform Sign Code, Uniform Solar Code, and Uniform Plumbing Code.

Prerequisite: None

Three credits: 30 clock hours

### AET 201 DRAFTING IV: ARCHITECTURAL

The student will study multi-family, multi-level frame and timber construction techniques and review modular and component applications.

Prerequisite: AET 103 and AET 105 or permission of instructor

Four credits: 60 clock hours

### AET 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: AET 103 and CET 201 or permission of instructor

Four credits: 60 clock hours

### AET 203 DRAFTING VI: ARCHITECTURAL

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

Prerequisite: AET 103, AET 202 and CET 201 or permission of instructor

Four credits: 60 clock hours

## BET: BASIC ENGINEERING TECHNOLOGY (CORE COURSES)

### BET 100 INTRODUCTION TO TECHNOLOGY

Provides introductory information concerning technologies (architectural, civil, computer aided manufacturing, electronic and mechanical) and how to plan for success in a technical environment.

Prerequisite: None, however, SHOULD BE TAKEN FIRST QUARTER ENROLLED IN ENGINEERING OR ELECTRONIC TECHNOLOGY PROGRAMS MUST BE COMPLETED BY END OF SECOND QUARTER OF PROGRAM ENROLLMENT.

One credit: 15 clock hours

### BET 101 TECHNICAL DRAWING CONCEPTS

A freehand sketch approach to technical drawing intended to familiarize the student with the basic concepts and techniques of the engineering language. Covered will be basic introductory knowledge of engineering lettering, scaling, geometric construction, orthographic projection, sections, auxiliary views, threaded fasteners, pictorials, dimensioning procedures, and assembly drawings.

Prerequisite: BET 100 and BET 115 or concurrent with BET 100 and BET 115

Six credits: 80 clock hours

### BET 102 DRAFTING FUNDAMENTALS

Initial development of manual drafting skills in the areas of drafting tool usage, freehand lettering, understanding and applying ANSI standards and concepts to detail drawings. Application of dimensioning and tolerancing, threads and fasteners, section views and auxiliary views will be made to detail, assembly and pictorial drawings.

Prerequisite: BET 101 and BET 116

Four credits: 60 clock hours

### BET 103 ENGINEERING GRAPHICS

Introduction to engineering graphics and applications. Areas studied include descriptive geometry, auxiliary views, intersections and developments, and charts and graphs.

Prerequisite: BET 102 or permission of instructor

Four credits: 60 clock hours

### BET 106 PHYSICS: STATICS/DYNAMICS

Provides the technical student with an understanding of the basic principles of mechanics and properties of matter through problem solving and practical applications of the basic laws of physics in an industrial environment.

Prerequisite: BET 116 or equivalent, or permission of instructor

Five credits: 60 clock hours

### BET 107 PHYSICS: HEAT/FLUIDS

Provides the student with an understanding of the physical properties of heat and fluids through problem solving and the application of applicable physical laws and their relation to the industrial environment.

Prerequisite: BET 116 or equivalent, or permission of instructor

Five credits: 60 clock hours

### BET 115 INTRODUCTION TO TECHNICAL MATHEMATICS

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 basic algebra and practical applications.

Prerequisite: Qualifying assessment scores. COURSE WILL NOT FULFILL PROGRAM REQUIREMENTS FOR GRADUATION

Five credits: 60 clock hours

**BET 116 TECHNICAL MATHEMATICS**

The student will become proficient in the solution of practical problems through the use of linear equations in one and multiple unknowns, simultaneous and quadratic equations and graphic algebra. The student will also study right and oblique triangle trigonometry problems as applied to land surveying, physics, statics, and related engineering technology courses.

Prerequisite: Qualifying pre-assessment scores in mathematics and algebra skills. If acquired score is less than required, a Technical Division advisor will assist in placement in the proper skill development course.

Five credits: 60 clock hours

**BET 118 INTRODUCTION TO COMPUTER AIDED DRAFTING**

This course will provide a review of drafting procedures along with a short history and outlook of CAD/CAM/CIM. The student will also become acquainted with the computer keyboard, the disk operating system, and CAD files management. The student will gain practical hands-on experience through the use of the computer and AutoSketch software.

Prerequisite: BET 100 or concurrent with BET 100, or permission of instructor.

Four credits: 60 clock hours

**BET 201 COMPUTER AIDED DRAFTING FUNDAMENTALS I**

A continuation of BET 118 with emphasis on engineering computer graphics. The student will use AutoCAD software in the extended study of size and shape description, note and dimension generation, and editing and facilitation of engineering drawings. The student will be introduced to drawing attributes and CAD/CAM linkage.

Prerequisite: BET 101, BET 116 and BET 118

Four credits: 60 clock hours

**BET 202 COMPUTER AIDED DRAFTING FUNDAMENTALS II**

A continuation of BET 201 with emphasis on advanced sized shape description, editing and attribute applications. The student is also introduced to tablet usage and software customization.

Prerequisite: BET 201

Four credits: 60 clock hours

**BET 203 ADVANCED COMPUTER AIDED DRAFTING III**

The student will become more proficient in the production of CAD drawings with an emphasis on proficiency in the area of the student's program option, i.e., architectural, computer aided manufacturing, civil, or mechanical.

Prerequisite: BET 202

Four credits: 60 clock hours

**BET 206 STATICS**

A study of analytical mechanics and the comprehension of the underlying principles and their application in the design of mechanisms and static structures. The successful student will be able to apply the principles to the design and/or analysis of static structures.

Prerequisite: BET 106 and BET 116

Five credits: 60 clock hours

**BET 207 TECHNICAL JOB SEEKING**

The students will develop a better understanding of their skills, interests and job (employment) search procedures. Preparation of resumes, visas, and applications is studied along with how to prepare and present oneself for an interview.

Prerequisite: None

One credit: 10 clock hours

**BET 215 ENGINEERING PLANNING AND CONTROL**

An introduction to concepts and applications in the areas of scheduling, estimating and process planning.

Prerequisite: MET 102, BET 118

Two credits: 30 clock hours

**BET 216 STATISTICAL PROCESS CONTROL**

An introduction to the basic concepts of SPC as applied to manufacturing processes.

Prerequisite: BET 215, or permission of instructor

Two credits: 30 clock hours

**BET 208 ENGINEERING PROBLEMS AND APPLICATIONS**

Provides practical and realistic application of engineering technology skills. The student will encounter various situations similar to those found in industry and will be required to apply engineering technology skills individually and as a project team member.

Prerequisite: ALL required courses for quarters one through five.

Four credits: 60 clock hours

**BET 209 INDEPENDENT STUDY IN ENGINEERING TECHNOLOGY 229**

Provides the opportunity to engage in intensive study in areas of engineering technology that are not covered in scheduled classes or in greater depth than covered in class activities. Studies are under the direction of a faculty member and are limited as to the credits taken per quarter.

Prerequisite: Previous academic study or experience in Engineering Technology and instructor permission.

**BET 209:** One credit: 10 clock hours

**BET 219:** Two credits: 20 clock hours

**BET 229:** Three credits: 30 clock hours

**CET: CIVIL ENGINEERING TECHNOLOGY****CET 105 BASIC FIELD SURVEY**

Acquaints the student with basic surveying equipment, calculations, and note forms derived during survey operations. The student will become proficient in fundamental survey techniques and in the care and daily maintenance of survey equipment and in computer computations used in surveying.

Prerequisite: BET 102 and BET 116 or permission of instructor

Eight credits: 100 clock hours

**CET 201 DRAFTING IV: STRUCTURAL**

This course acquaints the student with structural drafting practices, enabling completion of structural plans and details in steel, and concrete for commercial, and industrial structural systems.

Prerequisite: BET 103

Four credits: 60 clock hours

**CET 202 DRAFTING V: CIVIL I**

Topographic drafting principles, interpretation, plotting, and detailing are studied to assist the student in the areas of open and closed traverses relating land descriptions and aspects of tract, plat, plot, and site maps.

Prerequisite: BET 101 through BET 116 and CET 105

Five credits: 60 clock hours



**CET 203 APPLIED CIVIL DESIGN**

A consolidation of the major aspects of the Civil Engineering Technology program with principle emphasis on design.

Prerequisite: CET 201 and CET 202

Six credits: 80 clock hours

**CET 216 CIVIL HYDRAULICS**

A study of open channel flow and hydrology. The student will gain an understanding of urban drainage requirements and the solution of urban drainage problems through the use of design manuals. Design of small drainage structures will also be studied.

Prerequisite: BET 116, BET 106, and BET 107

Three credits: 40 clock hours

**MET: MECHANICAL ENGINEERING TECHNOLOGY****MET 101 ENGINEERING MATERIAL**

Materials of industry are studied from the properties and applications viewpoints with emphasis on woods, metals, plastics, and concrete.

Prerequisite: BET 115 or concurrent with BET 116

Three credits: 40 clock hours

**MET 102 MANUFACTURING AND PROCESSES**

Continuation of MET 101 with an emphasis on manufacturing processes that use metals, woods and other common materials.

Prerequisite: MET 101

Three credits: 40 clock hours

**MET 201 STRENGTH OF MATERIALS**

The study of properties and their effects relevant to material stress and strain, tension, compression, and shear. Design of beams, columns, thin walled pressure vessels, and rivetted and welded joints are studied. Centroids, moments of inertia, shear and moment diagrams and stresses in beams are included.

Prerequisite: BET 106 and BET 116

Five credits: 60 clock hours

**MET 202 MECHANICAL DESIGN: MANUFACTURING**

This course will acquaint the student with mechanical design practices for manufacturing using sketching and problem solving techniques.

Prerequisite: BET 100, BET 106, BET 107, BET 116, and BET 118, or permission of instructor

Three credits: 40 clock hours

**MET 203 MECHANICAL DESIGN: FACILITIES**

This course will acquaint the student with mechanical design practices for facilities using sketching and problem solving techniques.

Prerequisite: BET 101, BET 106, BET 107, BET 116 and BET 118 or permission of instructor

Three credits: 40 clock hours

**MET 205 ELECTRO/MECHANICAL DESIGN**

This course will acquaint the student with electronic design drafting practices. Introduces the student to basic diagrams and packaging systems.

Prerequisite: BET 100 through BET 116 and BET 201 or permission of instructor

Three credits: 40 clock hours

**MET 216 FLUID POWER**

A study of fluid power systems (hydraulic and pneumatic) and the applications of these systems in the engineering fields.

Prerequisite: BET 106

Three credits: 40 clock hours

**CAM: COMPUTER AIDED MANUFACTURING****CAM 105 INDUSTRIAL ELECTRICITY**

The student will study the basic concepts of electrical circuits, equipment, and applications. Safety, troubleshooting, and National Electric Codes (NEC) will also be studied.

Prerequisite: None

Four credits: 60 clock hours

**CAM 106 ELECTRONICS FOR ENGINEERING TECHNICIANS I**

This course will cover the basic concepts of industrial electronics with an emphasis on circuits and components.

Prerequisite: BET 116 or permission of instructor

Five credits: 60 clock hours

**CAM 205 COMPUTER AIDED MANUFACTURING**

An introduction to the concepts of Computer Aided Manufacturing, including CNC programming and CIM.

Prerequisite: BET 116, BET 201, and MET 102

Four credits: 60 clock hours

**CAM 206 ELECTRONICS FOR ENGINEERING TECHNICIANS II**

A continuation of CAM 106. The student will become familiar with microprocessor interfacing, troubleshooting, and typical robotics/CNC electronic systems.

Prerequisite: CAM 106

Five credits: 60 clock hours

**CAM 207 INTRODUCTION TO ROBOTICS**

A basic course emphasizing the components, systems, and applications of industrial robots.

Prerequisite: CAM 205 & CAM 206 or instructor permission

Four credits: 60 clock hours

**ESL: ENGLISH AS A SECOND LANGUAGE****ESL 009 CONVERSATIONAL ENGLISH AS A SECOND LANGUAGE**

This course is designed for adult students with no educational background in spoken English. It is designed for the student to develop listening, speaking, and basic vocabulary skills.

Prerequisite: Placement

**ESL 010 CONVERSATIONAL ENGLISH AS A SECOND LANGUAGE**

Continuation of the course designed for adult students with no educational background in spoken English (ESL 009)

Prerequisite: Placement or ESL 009

**ESL 011 SURVIVAL ENGLISH AS A  
SECOND LANGUAGE I**

This course begins a sequence which provides the non-English speaking individual with functional English language skills in listening, speaking, reading, and writing. The present continuous tense is introduced.

Prerequisite: Placement

**ESL 012 SURVIVAL ENGLISH AS A  
SECOND LANGUAGE II**

This course will continue to expand the objectives of ESL 011. The simple present tense is introduced.

Prerequisite: ESL 011 or placement

**ESL 013 SURVIVAL ENGLISH AS A  
SECOND LANGUAGE III**

This course will continue to expand the objectives of ESL 012. The simple future and the simple past tenses are introduced.

Prerequisite: ESL 012 or placement

**ESL 014 SURVIVAL ENGLISH AS A  
SECOND LANGUAGE IV**

This course will continue to expand the objectives of ESL 013. This course offers the student a basic review of the simple present, past, and future tenses.

Prerequisite: ESL 013 or placement

**ESL 015 SURVIVAL ENGLISH AS A  
SECOND LANGUAGE V**

This course will continue to expand the objectives of ESL 014. The past and future continuous tenses are introduced.

Prerequisite: ESL 014 or placement

**ESL 016 SURVIVAL ENGLISH AS A  
SECOND LANGUAGE VI**

This course will continue to expand the objectives of ESL 015. The present perfect tense is introduced.

Prerequisite: ESL 015 or placement

**ESL 017 SURVIVAL ENGLISH AS A  
SECOND LANGUAGE VII**

This course will continue to expand the objectives of ESL 016. The past perfect, the present perfect continuous, and the past perfect continuous tenses are introduced.

Prerequisite: ESL 016 or placement

**ESL 018 SURVIVAL ENGLISH AS A  
SECOND LANGUAGE VIII**

This course will continue to expand the objectives of ESL 017. The passive voice and the subjunctive mood will be introduced.

Prerequisite: ESL 017 or placement

**ESL 019 SURVIVAL ENGLISH AS A  
SECOND LANGUAGE IX**

This course requires the most advanced level of English proficiency. The student will be introduced to the fundamentals of public speaking, reading in the content areas and writing compositions using appropriate grammar and style.

Prerequisite: ESL 018 or placement

## **FAMILY AND LIFE EDUCATION**

**Expectant Families and Positive Parenting and Personal Growth are cosponsored with North Colorado Medical Center.**

### **FLE: EXPECTANT FAMILIES**

**FLE 115 PREPARED CHILDBIRTH**

Prepare for the birth of your baby. Group discussions focus on the physical and emotional changes of pregnancy, the labor and birth process, postpartum period, family relationships, the unique role of the father, basic nutrition, and initial newborn care. Time will be spent each class learning and practicing relaxation and breathing techniques including the Lamaze method. Also included is a tour of North Colorado Medical Center's family birth center.

Two credits

**FLE 117 CHILDBIRTH REFRESHER**

For parents who previously have completed a comprehensive childbirth education course. Review and practice relaxation and breathing techniques for labor and birth. Discuss choices for childbirth and sibling rivalry. Family birth center tour is included.

Prerequisite: childbirth education course

One credit

**FLE 121 YOUR AMAZING INFANT**

Acquaints parents with growth, development, and the normal characteristics of early infancy. Safety and common illnesses will be discussed. Helps parents relax and enjoy the experience of parenting.

One-half - one credit

**FLE 131 EXERCISE FOR PREGNANCY I**

Helps women prepare physically for the birth of their baby. Includes stretching, body conditioning, and aerobic exercises designed specifically for pregnant women and new mothers.

One credit

**FLE 132 EXERCISE FOR PREGNANCY II**

Helps women prepare physically for the birth of their baby. Includes stretching, body conditioning, and aerobic exercises designed specifically for pregnant women and new mothers.

One credit

**FLE 141 SHAPE UP WITH BABY I**

Helps women get back into shape after the birth of their baby and enjoy exercising with their baby at the same time.

One credit

**FLE 145 BREASTFEEDING: OFF TO A GOOD START**

Designed to prepare women for the experience of breastfeeding. Basics of breastfeeding, pumping and mother-infant relationships will be discussed.

One-half to one credit

### **FLF: POSITIVE PARENTING AND PERSONAL GROWTH**

**FLF 118 HEALTHY COUPLESHP**

To increase the participant's awareness of the dynamics of healthy relationships and to provide tools for strengthening and enriching the coupleship.

One credit

**FLF 119 HEALTHY COUPLESHP II**

This class will increase participant's knowledge of good communication skills, identify issues in the relationship and provide skills of resolving conflict. One credit

**FLF 127 COPING WITH YOUR ACTIVE TODDLER**

For parents of one to two and one-half 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. One to two credits

**FLF 168 DANCE OF ANGER: WOMEN IN INTIMATE RELATIONSHIPS**

Participants will become aware of the dynamics of anger in intimate relationships and learn tools for handling anger in appropriate ways to enhance relationships. One to three credits

**FLF 205 SUCCESS THROUGH SELF-TALK**

Develop use of affirmations, imagery and positive self-talk to change or improve self-concept and wellness level. One credit

**FLF 208 CHILDREN'S LITERATURE: DEVELOPING A LOVE OF READING THROUGH LITERATURE**

This course will serve as a general introduction to literature from the major genres for children and young adults. Ideas and ways to use literature with children at home and at school to develop a love of reading will be explored. One credit

**FLF 215 SUICIDE: CHILDREN AND TEENS IN CRISIS**

A class for parents and professionals that focuses on the systems designed to address the prevention and intervention in the phenomenon of suicide in children. (First in a series of three classes on suicide.) One credit

**FLF 216 ACTIVE PARENTING: RAISING A RESPONSIBLE CHILD**

To increase parent awareness of effective parent-child communication and to provide problem solving skills and methods of achieving enhanced family relationships. Class discussions will center around video tape vignettes of parent-child interactions. One credit

**FLF 228 WOMEN'S SELF-ESTEEM**

Provides an overview of the issues that promote or inhibit positive self esteem for women. One credit

**FLF 238 CREATIVE JOURNALING:THE ART OF FINDING OURSELVES**

To help students become familiar with the tool of creative journal keeping. One credit

**FLF 249 EATING DISORDERS AWARENESS WORKSHOP**

This workshop will focus on the dynamics of eating disorders, including how an eating disorder is developed, how it is treated and how eating disorders can be prevented. One to three credits

Parents and students, please look under Education (EDU) for classes on The Family also.

**FLC/FLS: SENIOR**

**FLC 125 UNDERSTANDING MEDICARE AND SUPPLEMENTAL INSURANCE**

To inform consumers about how the medicare system functions and how to choose supplemental health insurance. One-half credit

**FLS 111 SENIOR SHAPE UP I**

Introduces body conditioning to raise fitness levels of older adults. One credit

**FLS 112 SENIOR SHAPE UP II**

A continuation of Senior Shape Up I to better improve fitness levels. One credit

**FLS 113 SENIOR SHAPE UP III**

Allows the student to continue improvement of body fitness. One credit

**FLS 115 MANAGING STRESS FOR HEALTHY AGING**

Identify age-related stress situations and learn techniques to cope. One credit

**FLS 117 MEDICINE:LET'S TALK ABOUT IT**

Provides consumer information on medications. One-half credit

**FLS 118 MENTAL JOGGING**

Turn on your brain and improve your mental "fitness" with games and thinking exercises. One credit

**FLS 121 ADVANCED SENIOR SHAPE UP I**

A more active, exercise class with moderate aerobic activity for older adults. One credit

**FLS 122 ADVANCED SENIOR SHAPE UP II**

Further develops fitness levels. One credit

**FLS 123 ADVANCED SENIOR SHAPE UP III**

Allows continued improvement of total body fitness. One credit

**FLS 131 MOVING TOGETHER FOR FITNESS I**

An exercise program for older adults with special needs. One credit

**FLS 132 MOVING TOGETHER FOR FITNESS II**

A continuation of exercise to improve strength and flexibility. One credit

**FLS 133 MOVING TOGETHER FOR FITNESS III**

Allows for continued improvement in strength and flexibility for older adults. One credit

**FLS 151 SENIOR WALK 'N SHAPE UP I**

Includes the "Shape Up" exercise, floor work and a 30-minute walk. One and one-half credits

**FLS 152 SENIOR WALK 'N SHAPE UP II**

A continuation of the "Shape Up" exercise, floor work and a 30-minute walk. One and one-half credits

**FLS 153 SENIOR WALK 'N SHAPE UP III**

Allows for continued "Shape Up" exercise, floor work and a 30-minute walk.

One and one-half credits

**FLS 165 SURVIVING THE SUPERMARKET**

Discover the secrets of the supermarket and clear up the confusion about food shopping.

One-half credit

**FLS 179 SELF-ESTEEM:THE MATURE YEARS**

Examines how to restore and maintain feelings of self-worth in later years.

One credit

## **FIS: FIRE SCIENCE**

**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. Students will also receive the skills and knowledge necessary for entry level written examinations and oral interview procedures.

Five credits: 50 clock hours

**FIS 102 INTRODUCTION TO FIRE PREVENTION AWARENESS**

Students will acquire the ability to inspect buildings for the compliance of adopted codes in their respective service area, as well as understanding the functions for the fire prevention organization. The importance of prefire planning as well as good public relations will be emphasized.

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, group dynamics, company level budgeting, counseling personnel at company level, 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.

Thirty-four credits: 460 clock hours

**FIS 106 FIRE FIGHTING STRATEGY AND TACTICS**

Review of fire chemistry, equipment, and manpower; basic fire fighting tactics and strategy; methods of attack, preplanning fire problems.

Five credits: 50 clock hours

**FIS 110 FIRE APPARATUS AND PROCEDURES**

Driving laws, driving techniques; construction and operation of pumping engines, ladder trucks, aerial platforms, and specialized equipment; apparatus maintenance.

Five credits: 50 clock hours

**FIS 111 FIRE FIGHTER OCCUPATIONAL SAFETY**

Students will learn to recognize those areas of the fire service where accidents frequently occur and how to recognize safety measures which will assist to decrease the hazards associated with operational areas. NFPA 1500 will be covered in depth.

Five credits: 50 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 115 INDUSTRIAL FIRE SAFETY CONCEPTS**

Familiarization with the various trades in which specific hazards may present complicated and unique fire suppression or rescue problems for the fire fighter. The safety of fire fighters will be stressed at all times.

Three credits: 30 clock hours

**FIS 117 EFFECTIVE FIRE SERVICE PRESENTATIONS**

A public speaking course designed to provide students with skills in public speaking, listening skills, and fundamentals in presenting public fire safety education programs.

Five credits: 50 clock hours

**FIS 118 FIRE CAUSE DETERMINATION**

Students will acquire the ability to determine the cause of fire (accidental, suspicious and incendiary); types of fire, area and point of origin, method and cause of fire spread, recognition and preservation of possible evidence.

Three credits: 30 clock hours

**FIS 119 FIRE INSTRUCTOR I**

Students will learn the role of the fire service instructor in today's fire service. Topics will include: The Instructor and the Job, Concepts of Learning, Planning Instruction, Presenting Instruction, Audio-Visual use, and Testing and Evaluation.

Three credits: 30 clock hours

**FIS 185 VOLUNTEER FIRE SEMINAR**

Provides Fire Service Training on a supplementary and upgrading basis to fire fighters who are members of volunteer fire departments, fire protection districts, or paid members of smaller fire departments. The objective is to orient the training toward the equipment available in the department or district and to stress fire fighting methods appropriate to the equipment and to the district.

Six credits: 60 clock hours

**FIS 186 VOLUNTEER FIRE SEMINAR**

Class includes the same type of information as FIS 185.

Eight credits: 80 clock hours

**FIS 187 VOLUNTEER FIRE SEMINAR**

Class includes the same type of information as FIS 185.

Twelve credits: 120 clock hours

**FIS 188 VOLUNTEER FIRE SEMINAR**

Class includes the same type of information as FIS 185.

Sixteen credits: 160 clock hours

**FIS 190 FIRE SERVICE AND THE LAW**

This course is to inform fire departments, fire boards, and fire fighters of civil and criminal liabilities under the law. This course will also cover pensions, Workmen's Compensation, drug testing, union bargaining agreements and more. Colorado laws and revised statutes will be covered.

Three credits: 30 clock hours

**FIS 195 VOLUNTEER FIRE SEMINAR**

Provides Fire Service Training on a supplementary and upgrading basis to fire fighters who are members of volunteer fire departments, fire protection districts, or paid members of smaller fire departments. The objective is to orient the training toward the equipment available in the department or district and to stress fire fighting methods appropriate to the equipment and to the district.

One-half credit: 5 clock hours

**FIS 196 VOLUNTEER FIRE SEMINAR**

Class includes the same type of information as FIS 195.

One credit: 10 clock hours

**FIS 197 VOLUNTEER FIRE SEMINAR**

Class includes the same type of information as FIS 195.

Two credits: 20 clock hours

**FIS 198 VOLUNTEER FIRE SEMINAR**

Class includes the same type of information as FIS 195.

Three credits: 30 clock hours

**FIS 199 VOLUNTEER FIRE SEMINAR**

Class includes the same type of information as FIS 195.

Four credits: 40 clock hours

**FIS 202 FIRE INSPECTION PRACTICES**

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 204 RELATED CODES AND ORDINANCES I**

Familiarization and interpretation of national, state and local codes; ordinances and the laws which influence the field of fire prevention. The Uniform Fire Code, Uniform Building Code and Life Safety Code will be reviewed and referred to throughout this course.

Three credits: 30 clock hours

**FIS 205 RELATED CODES AND ORDINANCES II**

Continuation of FIS 204, emphasizing life safety and fire codes.

Three credits: 30 clock hours

**FIS 207 CHEMISTRY FOR FIRE PROTECTION**

A basic, practical course in chemistry designed specifically for fire fighters. Various materials which fire fighters encounter will be reviewed in open classroom discussion.

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 or equivalent

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 or equivalent

Three credits: 30 clock hours

**FIS 212 FIXED FIRE PROTECTION EQUIPMENT AND SYSTEMS**

Portable fire extinguishing equipment requirements. Sprinkler systems: types, installation, and maintenance. Special protection systems for various occupancies, including residential sprinklers.

Three credits: 30 clock hours

**FIS 213 FIRE SERVICE SUPERVISION**

Studies fire department organization. Includes personnel relations, leadership, motivation, training, hiring, and disciplinary action.

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, risk analysis, organizational structure, and labor relations.

Three credits: 30 clock hours

**FIS 218 ARSON INVESTIGATION**

The student will acquire information on the national arson problem - fire investigation responsibilities and the conduct of the investigator. Student will acquire the ability to recognize and preserve evidence of arson, understanding of the law as it applies to arson, the process of interviewing witnesses and suspects, arrest and detention procedures, court procedures and proper presentation of testimony will be stressed.

Three credits: 30 clock hours

**FIS 230 BUILDING PLANS & CONSTRUCTION**

Students will study various types of building construction, principles of fire resistance, flame spread, and fire and smoke containment. Students will also acquire the knowledge to read and understand blueprints, specifications and schedules.

Five credits: 50 clock hours

## FOREIGN LANGUAGE

**NOTE:** Students wishing to satisfy a five-semester hour language requirement at the university level need to take a minimum of two quarters of the same foreign language at Aims College.

### FRE: FRENCH

**FRE 101 BASIC APPLIED FRENCH I**

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

**FRE 102 BASIC APPLIED FRENCH II**

This course introduces the student to the basic forms, vocabulary and phrases of the spoken language. It is an advancement of FRE 101.

Prerequisite: FRE 101 or instructor's permission

Three credits

**FRE 103 BASIC APPLIED FRENCH III**

This course introduces the student to the basic forms, vocabulary and phrases of the spoken language. It is an advancement of FRE 102.

Prerequisite: FRE 102 or instructor's permission  
Three credits

**FRE 111 FRENCH LANGUAGE I**

Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading, and writing the language. (Course fulfills Humanities requirement.)

Five credits

**FRE 112 FRENCH LANGUAGE II, PART 1**

Continues French Language I in the development of functional proficiency in listening, speaking, reading, and writing the language. (Course fulfills Humanities requirement.)

Prerequisite: FRE111 or instructor's permission  
Five credits

**FRE 113 FRENCH LANGUAGE II, PART 2**

Continues French Language II in the development of functional proficiency in listening, speaking, reading, and writing the language. (Course fulfills Humanities requirement.)

Prerequisite: FRE 112 or instructor's permission  
Five credits

**JPN: JAPANESE****JPN 101 BASIC APPLIED JAPANESE I**

An introduction to the basic forms, vocabulary, and phrases of spoken Japanese designed to facilitate oral communication and heighten cultural awareness of Japan.

Three credits

**JPN 102 BASIC APPLIED JAPANESE II**

Introduces the student to the basic forms, vocabulary, and phrases of the language. This course is an advancement of JPN 101. Encourages an understanding of the culture.

Prerequisite: JPN 101 or instructor's permission  
Three credits

**JPN 111 JAPANESE LANGUAGE I**

Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading, and writing the language. (Course fulfills Humanities requirement.)

Five credits

**JPN 112 JAPANESE LANGUAGE II, PART 1**

Continues Japanese Language I in the development of functional proficiency in listening, speaking, reading, and writing the language. (Course fulfills Humanities requirement.)

Prerequisite: JPN 111 or instructor's permission  
Five credits

**JPN 113 JAPANESE LANGUAGE II, PART 2**

Continues Japanese Language II in the development of functional proficiency in listening, speaking, reading, and writing the language. (Course fulfills Humanities requirement.)

Prerequisite: JPN 112 or instructor's permission  
Five credits

**SPA: SPANISH****SPA 101 BASIC APPLIED SPANISH I**

Introduces the student to basic Spanish conversation, including basic forms, vocabulary, and spoken phrases. This course is designed to give the student a prompt ability to communicate orally in the language.

Two to Three credits

**SPA 102 BASIC APPLIED SPANISH II**

This course introduces the student to the basic forms, vocabulary and phrases of the spoken language. It is an advancement of SPA 101.

Prerequisite: SPA 101 or instructor's permission  
Two to Three credits

**SPA 103 BASIC APPLIED SPANISH III**

This course introduces the student to the basic forms, vocabulary and phrases of the spoken language. It is an advancement of SPA 102.

Prerequisite: SPA 102 or instructor's permission  
Two to Three credits

**SPA 109 SPANISH CONVERSATIONAL REVIEW**

Designed for students who have been away from the language for a while and wish to review the conversational aspects of the language.

Prerequisite: Permission of instructor  
One to three credits

**SPA 111 SPANISH LANGUAGE I**

Begins a sequence dealing with the development of functional proficiency in listening, speaking, reading, and writing the language. (Course fulfills Humanities requirement.)

Five credits

**SPA 112 SPANISH LANGUAGE II, PART 1**

Continues Spanish Language I in the development of functional proficiency in listening, speaking, reading, and writing the language. (Course fulfills Humanities requirement.)

Prerequisite: SPA 111 or instructor's permission  
Five credits

**SPA 113 SPANISH LANGUAGE II, PART 2**

Continues Spanish Language II in the development of functional proficiency in listening, speaking, reading, and writing the language. (Course fulfills Humanities requirement.)

Prerequisite: SPA 112 or instructor's permission  
Five credits

**SPA 201 ADVANCED SPANISH CONVERSATION**

Gives Spanish students the opportunity to continue their study of the language and to practice their speaking of the language.

Prerequisite: SPA 103, SPA 113 or permission of instructor  
Three credits

**SPA 211 SPANISH LANGUAGE III**

Continues Spanish Language I and II in the development of increased functional proficiency in listening, speaking, reading and writing the language. (Course fulfills a Humanities requirement.)

Prerequisite: SPA 113 or permission of instructor  
Five credits

### **SPA 295 SPANISH INDEPENDENT STUDIES**

Designed to meet the needs of those students who already have a background in Spanish and who desire to improve their language skills and whose needs are not met by our regular first year Spanish offerings. (This course is repeatable as long as content varies.)

Prerequisite: permission of instructor

One to Three credits

## **GEO: GEOGRAPHY**

### **GEO 105 GEOGRAPHY**

An introductory course designed to facilitate an understanding of spatial relationships between and among the geographic regions of the world. Included are demographic and cultural (political, economic, and historic) forces related to the physical environments of selected regions. Methods of study include analysis of/and interrelationships between developed and developing regions.

Five credits

## **GEY: GEOLOGY**

### **GEY 100 SURVEY OF GEOLOGY**

A general study of the characteristics of the past and present physical environment and the geologic forces at work to sculpture the landscape. Credit will not be given for both GEY 100 and GEY 111.

Three credits: two hours lecture, two hours lab per week

### **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.

Four credits: four hours lecture per week

### **GEY 111, 112, 121**

For programs that require two semesters (1 year) of geology, students should complete all three courses. This sequence will transfer to other academic institutions as an aggregate.

### **GEY 111 PHYSICAL GEOLOGY**

Studies the materials of the earth, its structure, surface features and the geologic processes involved in its development. This course includes laboratory experience. Field trips required.

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 121 HISTORICAL GEOLOGY**

**(Formerly GEY 113)** Studies the physical and biological development of the earth through the vast span of geologic time. Emphasizes the investigation and interpretation of sedimentary rocks, the record of ancient environment, fossil life forms, and physical events, all within the framework of shifting crustal plates.

Prerequisite: Physical Geology (GEY 111) or permission of instructor

Five credits: three hours lecture, four hours lab per week

### **GEY 185 SPECIAL TOPICS IN GEOLOGY**

Topics will reflect the special expertise of the faculty and/or the special needs of the students.

Prerequisite: Consent of instructor

One to Six credits

## **GOV: DEVELOPMENTAL GOVERNMENT**

### **GOV 014 DEVELOPMENTAL GOVERNMENT IV**

The purpose of the course is to increase student knowledge of community, state, and federal government. Emphasis is given to the relationship between individual citizens and the selection and maintenance of government.

Prerequisite: placement

Three to five credits

## **GRT: GRAPHIC TECHNOLOGY**

### **GRT 101 GRAPHIC TECHNOLOGY I**

Students will be given the opportunity to acquire basic knowledge and skills in computer graphics, computer typesetting and page layout, desk-top publishing, 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 acquire advanced knowledge and skills in one of two options; press or pre-press. Students in the press option will develop skills in ink and water balance, multi-color printing, press registration techniques, trouble shooting, and job estimating. Students in the pre-press option will develop skills in advanced computer page layout and graphic design, learn more darkroom and stripping techniques. The students will perform these activities listed above at a production quality level. The student will also acquire knowledge and skills in job placement.

Prerequisite: GRT 101 or permission of instructor

Twenty credits: 250 clock hours

### **GRT 103 GRAPHIC TECHNOLOGY III**

Students will be given the opportunity to further develop the skill acquired in GRT 101 and GRT 102. The student will perfect the quality of their work and increase their production of work. The student will also be given the opportunity to participate in an internship directly related to his/her specialization.

Prerequisite: GRT 102 or permission of instructor

Twenty credits: 250 clock hours

### **GRT 104 GRAPHIC TECHNOLOGY IV**

Students will be given the opportunity to choose an additional specialization from the Pre-Press option or Press option.

Prerequisite: GRT 103 or permission of instructor

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 credits: 10 clock hours

**GRT 295 GRAPHIC TECHNOLOGY/ INDEPENDENT STUDY A**

This course provides an opportunity for the student to engage in intensive study and research on a specific topic under the direction of a faculty member.  
Prerequisite: permission of instructor only  
Two credits: 20 clock hours

**GRT 296 GRAPHIC TECHNOLOGY/ INDEPENDENT STUDY B**

This course provides an opportunity for the student to engage in intensive study and research on a specific topic under the direction of a faculty member.  
Prerequisite: permission of instructor only  
Three credits: 30 clock hours

**GRT 297 GRAPHIC TECHNOLOGY/ INDEPENDENT STUDY C**

This course provides an opportunity for the student to engage in intensive study and research on a specific topic under the direction of a faculty member.  
Prerequisite: permission of instructor only  
Five credits: 50 clock hours

**GRT 299 GRAPHIC TECHNOLOGY PRACTICUM**

This 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: 10 clock hours

**HEN: HEALTH EDUCATION****HEN 106 RED CROSS STANDARD FIRST AID/CPR**

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. Students will also learn the proper techniques for adult, child and infant CPR. (The students who satisfactorily pass the American Red Cross examination will receive their; Standard First Aid, Adult CPR and Infant CPR cards.)  
Three credits: 30 clock hours

**HEN 109 SAFETY/FIRST AID REVIEW**

Refresher course covering the American Red Cross Standard handbook for renewal of current card.  
One-half credit: 10 clock hours

**HEN 117 BEHAVIORAL WEIGHT CONTROL I**

This course utilizes a behavioral/nutritional approach that will enable overweight individuals to lose excess body weight. Permanent weight control will be the main objective of this course.  
Nutritional counseling will include: 1) Proper nutrition 2) Exchange system of food charting 3) Shopping and reading labels 4) Keeping a nutritional diary 5) Integrating a nutritional food plan into one's daily life.

Behavioral education will include: 1) What to do to lose weight 2) Keeping weight off permanently 3) Controlling overeating practices 4) Learning about feelings and how moods affect eating behavior 5) Eating on special occasions/restaurants 6) Stress Management/relaxation training 7) Assertiveness training 8) Eating Disorders.  
One credit: 10 clock hours

**HEN 118 BEHAVIORAL WEIGHT CONTROL II**

Continuation of HEN 117. Further emphasis on nutritional counseling and behavioral education.  
One credit: 10 clock hours

**HEN 119 BEHAVIORAL WEIGHT CONTROL II**

Continuation of HEN 118. Further emphasis on nutrition counseling and behavioral education.  
One credit: 10 clock hours

**HEN 125 RED CROSS EMERGENCIES RESPONDER**

This course will prepare students to learn how to handle many different types of emergencies that can and do occur everyday. It includes life threatening emergencies which call for CPR (Adult) and explains other types of emergencies and prevention techniques.  
Three credits: 30 clock hours

**HEN 126 FIRST AID**

This course is designed to give students basic First Aid Skills and the ability to perform adult CPR.  
One credit: 10 clock hours

**HLH: HEALTH OCCUPATIONS**

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.)

**HLH 127 RESIDENTIAL CARE FACILITY MEDICATION AIDE**

Designed to qualify the learner to administer medications to residents of residential care facilities in accordance with the provisions of Colorado House Bill No. 1065 of 1988. Meets training requirements of the Colorado Department of Health.

Upon successful completion of this course the learner should be able to: 1) identify basic concepts of medications and pharmacology pertinent to the residential care facility setting 2) determine principles in the care and proper storage of medications 3) demonstrate basic principles and procedures in medication administration 4) demonstrate proper recording and reporting of medication administration.  
Prerequisite: none  
Three credits: 30 clock hours

**HLH 128 HEALTH CARE SEMINAR**

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  
Variable credit: 1 to 12 clock hours



### **HLH 129 SCHOOL HEALTH CLERK**

Intended to prepare the learner to assist the school nurse in managing the Health Office and in performing selected duties as framed by Weld County School District 6 policies. Includes American Red Cross Standard First Aid.

Upon successful completion of this course the learner should be able to demonstrate the knowledge, attitudes, and skills necessary to perform as a school health clerk in District 6 schools. Content includes management and maintenance duties within the Health Office, maintenance of health records, determination of ill or injured persons and appropriate actions to be taken, performance of initial health screening tests, appraisal of immunization needs, legal parameters, reports, records, ethical concepts, infection control.

Prerequisite: H.S. diploma or G.E.D.

Four credits: 40 clock hours

### **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 audiovisual aids and discussion.

Three credits: 30 clock hours

### **HLH 135 GERIATRIC AIDE**

Intended to prepare the learner for entry-level employment as an aide in providing nursing care to elderly patients/clients/residents such as might commonly be found in skilled or intermediate care facilities within this community.

Upon completion of this course the learner should be able to demonstrate basic competencies in the 1) performance of personal care skills 2) performance of selected basic nursing skills, 3) provision of privacy, safety, and comfort, 4) structuring of care to provide health maintenance while promoting patient/client/resident independence.

Recommended: Read at or above 10th grade level.

Prerequisite: Be in good health and without medical restrictions on lifting activities.

Ten credits: 130 clock hours

### **HLH 136 MEDICAL OFFICE LABORATORY TECHNIQUES**

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.

Specimen collection, routine urinalysis, plating of cultures, complete blood count, slide testing for mononucleosis and pregnancy (kit) are included.

Prerequisite: current employment as a medical assistant, office nurse, or with instructor's permission

Four credits: 40 clock hours

### **HLH 206 IV MEDICATIONS FOR LPNs**

Intended for the LPN who is currently IV certified by the State of Colorado. This course includes the additional theory and clinical practice in IV medications that is required by the Colorado Board of Nursing to retain IV certification.

Prerequisite: current Colorado nursing license, current IV certification by the State of Colorado, personal professional liability insurance

One and one-half credits: 20 clock hours

### **HLH 207 BASIC IV THERAPY & MEDICATIONS FOR LPNs**

Intended to prepare the LPN for the expanded role in relation to adult IV therapy and IV medications in accordance with the rules and regulations of the Colorado Board of Nursing. Content includes related anatomy, physiology, and pharmacology, basics of fluid and electrolyte balance, selection and use of appropriate equipment, specialized nursing care, regulations, policies, procedures pertinent to IV therapy and IV medications. Also computation, regulation and maintenance of an infusion rate, techniques for venipuncture, and collection of venous blood specimens. Successful clinical experience required to complete course.

Prerequisite: current Colorado nursing license, personal professional liability insurance

Five credits: 58 clock hours

## **HIS: HISTORY**

### **HIS 101 WESTERN CIVILIZATION I**

Explores the major political, economic, social, diplomatic/military, cultural, and intellectual events and the roles of key personalities that shaped Western civilization from the prehistoric era to 1000 A.D.

Five credits

### **HIS 102 WESTERN CIVILIZATION II**

Explores the major political, economic, social, diplomatic/military, cultural, and intellectual events and the roles of key personalities that shaped Western civilization from 1000 A.D. to 1800 A.D.

Five credits

### **HIS 103 WESTERN CIVILIZATION III**

Explores the major political, economic, social, diplomatic/military, cultural, and intellectual events and the roles of key personalities that shaped Western civilization from 1800 A.D. to the present day.

Five credits

### **HIS 108 MODERN RUSSIAN CIVILIZATION**

A contemporary study of the Soviet Union. Contrasts life of today with the past by focusing on societal and cultural traits.

Five credits

### **HIS 115 HISTORY OF THE OCCULT, MAGIC & SUPERSTITION**

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 157 ANCIENT EGYPTIAN HISTORY**

Provides an overview of our current knowledge concerning the genesis of the fabulous culture and examines the Age of the Great Pyramids, the predynastic culture, unification of Egypt, development of Egyptian mortuary architecture during the first six dynasties and the decline of Pharaonic power.

Five credits

### **HIS 201 U.S. HISTORY I**

**(Formerly HIS 105)** Examines the major political, economic, social, diplomatic/military, cultural, and intellectual events in American History from the first inhabitants through the Civil War /Reconstruction.

Five credits

**HIS 202 U.S. HISTORY II**

(Formerly HIS 106) Examines the major political, economic, social, diplomatic/military, cultural, and intellectual events in American History from Reconstruction to 1945.

Five credits

**HIS 203 U.S. HISTORY III**

(Formerly HIS 107) Examines the major political, economic, social, diplomatic/military, cultural, and intellectual events in American History since 1945.

Five 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 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 235 MODERN GERMAN HISTORY**

A survey of German history from unification under Bismarck to reunification in 1990 and beyond, including political, economic, social, intellectual, and religious developments. Emphasis is given to the Weimar and Nazi periods.

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 EARLY HISTORY OF MEXICO**

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.

Five credits

**HUM: HUMANITIES****HUM 105 WORLD MYTHOLOGY**

Students are acquainted with myths and legends from many areas of world culture.

Two to Five credits

**HUM 106 INTRODUCTION TO WORLD RELIGIONS**

A comparative study of the developing ideas and doctrines of the world's major religions.

Three to Five credits

**HUM 108 EASTERN PHILOSOPHY**

A study of the major thought systems of India, China, and Japan.

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

**HUM 121 SURVEY OF HUMANITIES I**

(Formerly HUM 101) Introduces students to the history of ideas in Western cultures through a study of the visual arts, literature, drama, music, and philosophy of early civilizations, Greek and Roman antiquity and Christian eras. Emphasizes connections among the arts, values, and diverse cultures. (This course is a Humanities requirement for all A.A. and A.S. degrees.)

Five credits

**HUM 122 SURVEY OF HUMANITIES II**

(Formerly HUM 102) Examines the Medieval, Renaissance, and Baroque periods through a study of the visual arts, literature, music, and philosophy. Compares and contrasts diverse cultural ideas and feminine and masculine viewpoints. (Course fulfills a Humanities requirement.)

Note: HUM 121 is not a prerequisite for HUM 122.

Five credits

**HUM 123 SURVEY OF HUMANITIES III**

(Formerly HUM 103) Examines the cultures of the 17th through the 20th centuries by focusing on the interrelatedness of the arts, ideas and history. Considers the influences of industrialism, scientific development and non-European peoples. (Course fulfills a Humanities requirement.)

Note: HUM 121 and HUM 122 are not prerequisites for HUM 123.

Five credits

**HUM 151 INTRODUCTION TO THE ART OF FILM**

This course promotes an appreciation of film as an art form by exploring relationships between a film's visual and narrative components. Students view, discuss, and critically analyze a variety of motion pictures from technical, historical, and aesthetic perspectives. The course incorporates the vocabulary of film's mechanics (e.g. cinematography, editing, sound, art direction) as well as film's literary strategies (plot structure, character motivation, conflict, closure).

Five credits

**MAS 105 INTRODUCTION TO MEXICAN AMERICAN STUDIES**

This course is designed to provide the student with the opportunity to study the evolution of a new Mexican-American culture in the New World and to develop an understanding and appreciation of this unique culture in a contemporary setting.

Five credits

**MAS 120 CULTURE OF MEXICO AND SOUTH AMERICA**

Examines the social and cultural institutions, as well as the history of Mexico and South America from pre-Colombian time to the present. Emphasis will be placed on the Folkloric aspects of Hispanic culture.

Five credits

## LIT: LITERATURE

### LIT 115 INTRODUCTION TO LITERATURE

(Formerly LIT 105) Introduces students to fiction, poetry, and drama. Emphasizes active and responsive reading. (Course fulfills a Humanities requirement.)

Five credits

### LIT 116 THE AMERICAN WEST

(Formerly LIT 205) Introduces students to literature of American West as it reveals both the particularity and universality of the region's experience. Continues the study of literary elements in poetry, drama, and fiction.

Five credits

### LIT 201 MASTERPIECES OF LITERATURE I

Examines significant writings in world literature from the ancients through the Renaissance. Emphasizes careful reading and understanding of the works and their cultural backgrounds. (Course fulfills a Humanities requirement.)

Five credits

### LIT 202 MASTERPIECES OF LITERATURE II

Examines significant writings in world literature from the seventeenth century to the present. Emphasizes careful reading and understanding of the works and their cultural backgrounds. (Course fulfills a Humanities requirement.)

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.

Five credits

### LIT 215 SCIENCE FICTION

Students examine the genre of science fiction as it reflects social, political, psychological, and moral views of a variety of writers through the ages.

Five credits

### LIT 216 HORROR FICTION

Introduces students to the genre of horror fiction. Explores the psychological and cultural dimensions of horror reflected in significant works in the field, particularly the short story.

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 286 STUDIES IN LITERATURE

The study of various themes, topics, or genres in literature such as Fiction, Nonfiction, Famous Lovers, etc. Courses may be repeated under various subtitles.

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. (This course is repeatable as long as content varies.)

Prerequisite: ENG 121 and a course in literature or humanities

One to three credits: contact instructor

## MAT: MATHEMATICS

\*Indicates instruction is administered by Developmental Studies 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 in whole numbers to enable the student to enter MAT 013.

Prerequisite: placement

Two to five credits

### \*MAT 013 DEVELOPMENTAL MATHEMATICS III

Provides students, who lack computational skills, with instruction in the operations dealing with fractions. The major objective is to develop computational skills in fractions to enable the student to enter MAT 014.

Prerequisite: MAT 012 or placement

Two to five credits

### \*MAT 014 DEVELOPMENTAL MATHEMATICS IV

Provides students, who lack computational skills, with instruction in decimals, ratios, proportions, and percents. The major objective is to develop computational skills in decimals, ratios, proportions, and percents to enable the student to enter MAT 015.

Prerequisite: MAT 013 or placement

Two to five credits

### \*MAT 015 DEVELOPMENTAL MATH V

Provides students, who lack computational skills, with instruction in graphs, measurement, and introductory algebra. Prepares the student to pass the mathematics portion of the GED test.

Prerequisite: MAT 014 or placement

Two to five credits

### \*MAT 095 INTRODUCTION TO MATHEMATICS

This is a course for students who have a high school diploma or its equivalent but need to review basic computational skills. The topics include order of operations, fractions, decimals, ratios, proportions, percents, an introduction to algebra and basic geometric concepts. The major objective of the course is to provide students with the necessary computational skills to enter business math or beginning algebra.

Prerequisite: placement

Five credits

### \*MAT 097 INTRODUCTION TO BEGINNING ALGEBRA

This course allows the student to review concepts in preparation for beginning algebra. The topics include fractions, decimals, percents, integers, order of operations, exponential expression, algebraic expressions and formulas, linear equations, polynomials and basic geometric concepts.

Prerequisite: placement

Three credits

**MAT 101 APPLIED MATHEMATICS I**

(This course will not satisfy minimum nor elective requirements for the A.A. or A.S. degree. Trades & Industry Division course)

Reviews many of the basic fundamentals of math as used in everyday life, on the job, at home, in business, and for leisure. Includes fractions, decimals, percentages, measurement, ratio and proportion, equation fundamentals, right angle trigonometry, and metric conversions. The mathematical concepts and problems can be applied by the student to his or her special area of interest.

Five credits:

**MAT 110 APPLIED BUSINESS MATHEMATICS**

(This course will not satisfy minimum nor elective requirements for the A.A. or A.S. degree. Business Division course)

The objectives of this course are to: (1) provide the student with math skills to enter a job in business; (2) provide the student with a broad introduction into the math and terminology used in different areas of business; and (3) provide the student with the basic math procedures in order to make better use of calculators.

Five credits: 50 clock hours

**MAT 111 BEGINNING ALGEBRA**

(This course will not satisfy minimum nor elective requirements for the A.A., A.S. or A.G.S. degree.)

(Formerly MAT 121) 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: MAT 095; or MAT 097; or entrance exam is required

Five credits

**MAT 112 INTERMEDIATE ALGEBRA**

(This course will not satisfy minimum nor elective requirements for the A.A., A.S. or A.G.S. degree.)

(Formerly MAT 122) 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 111, or equivalent high school course; an entrance exam is required

Five credits

**MAT 113 COLLEGE PLANE GEOMETRY**

(This course will not satisfy minimum nor elective requirements for the A.A., A.S. or A.G.S. degree.)

(Formerly MAT 123) 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 111 or equivalent

Five credits

**MAT 115 MATHEMATICS FOR DECISION MAKING**

(Formerly MAT 130) Topics to include equations, inequalities, exponential and logarithmic functions, matrices, systems of equations, combinatorics, probability and statistics.

Prerequisite: MAT 112 or equivalent

Five credits

**MAT 121 COLLEGE ALGEBRA**

(Formerly MAT 131) Includes a brief review of intermediate algebra, equations and inequalities, functions and their graphs, exponential and logarithmic functions, linear and non-linear systems, graphing of the conic sections, introduction to sequences and series, permutations and combinations, the binomial theorem, theory of equations and an introduction to matrices and determinants.

Prerequisite: High school Algebra I and II or MAT 112. One year of high school Geometry or MAT 113 strongly recommended. An entrance exam is required

Six credits

**MAT 122 COLLEGE TRIGONOMETRY**

(Formerly MAT 132) 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, topics in analytic geometry and an introduction to vectors.

Prerequisite: 1 year of high school geometry or MAT 113 and MAT 121 or permission of instructor; an entrance exam is required

Five credits

**MAT 125 SURVEY OF CALCULUS**

(Formerly MAT 160) For business, life science and social science majors. Includes derivatives, integrals, and their applications, with attention restricted to algebraic, exponential and logarithmic functions.

Prerequisite: MAT 115 or MAT 121 or permission of instructor

Five credits

**MAT 135 INTRODUCTION TO STATISTICS**

(Formerly STA 200) Includes data presentation and summarization, introduction to probability concepts and distributions, statistical inference-estimation, hypothesis testing, comparison of populations, correlation and regression.

Prerequisite: Two years high school algebra or Intermediate Algebra (MAT 112)

Five credits

**MAT 185 SPECIAL TOPICS IN MATHEMATICS**

Topics will reflect the special expertise of the faculty and/or the special needs of the students.

Prerequisite: Consent of instructor

One to six credits

**MAT 201 CALCULUS I**

(Formerly MAT 161) Introduces single variable calculus and analytic geometry. Includes limits, continuity, derivatives, and applications of derivatives as well as indefinite and definite integrals.

Prerequisite: MAT 121 and MAT 122 or permission of instructor; an entrance exam may be requested.

Five credits

**MAT 202 CALCULUS II**

(Formerly MAT 162) Continuation of single variable calculus which will include applications of integrals, exponential and logarithmic functions, trigonometric and hyperbolic functions, and techniques of integration.

Prerequisite: MAT 201

Five credits

**MAT 203 CALCULUS III**

(Formerly MAT 163) Continuation of single variable calculus which will include polar coordinates, analytic geometry, improper integrals, infinite series and vectors in two and three dimensions.

Prerequisite: MAT 202

Five credits

**MAT 215 DISCRETE MATHEMATICS**

Designed for computer science students. Includes algorithms, counting, graph theory, logic and finite-state machines.

Prerequisite: MAT 125 or MAT 201, and one high-level programming language.

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 203 or permission of instructor

Five credits

**MAT 262 CALCULUS IV**

Vector functions, functions of several variables, partial derivatives, double and triple integrals and line integrals are presented. Applications of all of the above topics are included.

Prerequisite: MAT 203; MAT 261 is highly recommended.

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 advisor

## MAS: MEXICAN AMERICAN STUDIES

**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.

Five credits

**MAS 120 CULTURE OF MEXICO AND SOUTH AMERICA**

Examines the social and cultural institutions, as well as the history of Mexico and South America from pre-Columbian times to the present. Emphasis will be placed on the Folkloric aspects of Hispanic culture.

Five credits

**MAS 161 EARLY HISTORY OF MEXICO**

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.

Five credits

## MCM: SPECIALIZED MANUAL COMMUNICATION

**MCM 212 INTRODUCTION TO SIGNING EXACT ENGLISH**

This course introduces Signing Exact English as used in educational settings. Exposure to the deaf culture, mainstreaming, finger spelling, and the Dolch lists will be topics of discussion.

Three credits

**MCM 213 SIGNING EXACT ENGLISH I**

This course is a continuation of Introduction to S.E.E. and will consist of weekly reviews of introductory materials combined with practical applications of those skills. New material will cover additional vocabulary from word groups, sign creation, affixes and skill enhancement.

Prerequisite: MCM 212 or instructor's permission

Three credits

**MCM 221 INTRODUCTION TO AMERICAN SIGN LANGUAGE**

The purpose of this course is to provide the student with an overview of American Sign language (A.S.L.) and Deaf Culture. The student will be introduced to basic sign vocabulary and conversational skills.

Three credits

**MCM 222 AMERICAN SIGN LANGUAGE I**

This course is a continuation of MCM 221, and is designed to build the students' expressive skills in American Sign Language, through knowledge of A.S.L. syntax.

Prerequisite: MCM 221 or instructor's permission

Three credits

**MCM 223 AMERICAN SIGN LANGUAGE II**

This course focuses on students' receptive skills through in-depth study of American Sign Language syntax, body language, and different signing styles.

Prerequisite: MCM 222 or instructor's permission

Three credits

**MCM 224 AMERICAN SIGN LANGUAGE III**

This class is designed to encourage students to become intermediate to advanced signers/receivers of American Sign Language.

Prerequisite: MCM 223 or instructor's permission

Three credits

# MGT: MARKETING/ MANAGEMENT

## MAN 226 PRINCIPLES OF MANAGEMENT

A study of the principles of management. Emphasis will be on the primary functions of planning organizing, staffing, directing, and controlling with a balance between the behavioral and operational approach.

Formerly MGT 215

Five credits: 50 clock hours

## MAR 216 PRINCIPLES OF MARKETING

Students will analyze theoretical marketing processes and the strategies of product development, pricing, promotion and distribution, and their applications to business and the individual consumer.

Formerly MGT 211

Five credits: 50 clock hours

## MGT 101 SALES

The student will learn to develop and deliver effective sales techniques. Topics include product knowledge, consumer buying behavior, and the progression from prospecting to closing the sale.

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.

Prerequisite: MGT 101

Five credits: 50 clock hours

## MGT 105 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 106 CONTEMPORARY RETAILING

This course is an introductory course which will examine strategies for retail store management. The content will include retail organization, management, merchandising, promotion, control, and customer service.

Five credits: 50 clock hours

## MGT 109 INTRODUCTION TO THE HOSPITALITY INDUSTRY

An exploratory course designed to acquaint the student with the restaurant/bar, hotel/motel and resort business, and the employment opportunities available in the growing area of hospitality management.

Three credits: 30 clock hours

## MGT 115 INTRODUCTION TO FOOD SERVICE MANAGEMENT

To familiarize the student with the principles of food service management, including organization and functions; design, layout and equipment; cost controls; laws and regulations; and marketing.

Five credits: 50 clock hours

## MGT 116 INTRODUCTION TO FOOD SERVICE MANAGEMENT II

Students learn specific management practices being utilized in the food service industry. Emphasis is on management control functions such as *purchasing, inventory, and budgeting*. Students learn marketing and financing techniques.

Three credits: 30 clock hours

## MGT 120 INTRODUCTION TO FASHION MERCHANDISING

The fundamentals of fashion and the basic principles that control fashion movement are studied. The student will also learn how fashion originated and how it is produced and merchandised. Also covered are the interrelationships of the various levels of the fashion industry and careers in the fashion industry.

Five credits: 50 clock hours

## MGT 126 FASHION BUYING

This course examines the buyer's role in retail merchandising, including the concepts and principles of fashion merchandising, operations, the buyer's responsibility, and buying practices and techniques.

Four credits: 40 clock hours

## MGT 127 FASHION EVOLUTION

This course is a study of fashion clothing from Egyptians to present day. This includes understanding the contribution of important eras and their influence upon today's fashion.

Three credits: 30 clock hours

## MGT 171 MANAGEMENT ACTIVITY I

This course is designed to encourage growth and development through activities in a student or business organization with professional goals. Delta Epsilon Chi is the student organization for Marketing/Management majors.

Two credits: 20 clock hours

## MGT 185 INDIVIDUAL STUDIES IN MARKETING

## MGT 186 INDIVIDUAL STUDIES IN MARKETING

## MGT 187 INDIVIDUAL STUDIES IN MARKETING

These courses provide an opportunity for students to engage in intensive study and research beyond the stated prerequisites.

Prerequisite: MAR 216 and Marketing/Management major or advisor approval

One to Three credits each: contact instructor

## MGT 205 MARKETING/MANAGEMENT SEMINAR

Students will explore contemporary marketing or management problems as they relate to their goals and aspirations.

.5 credit hours: 5 clock hours

## MGT 206 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.

Prerequisite: MAR 216, MGT 101, MAT 110, or permission of instructor

Five credits: 50 clock hours

## MGT 207 HUMAN RESOURCES MANAGEMENT

This course will present the methods, functions, and techniques of personnel administration. Emphasis is placed on legal and social contexts of personnel issues, job analysis and design, training and evaluation, compensation, and benefit administration, labor/management issues, and safety, health, and employee assistance programs.

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: Marketing/Management core requirements or advisor approval

Five credits: 50 clock hours

**MGT 209 ENTREPRENEURSHIP**

This course will cover strategies in starting your own business. The course will require the student to develop a business plan. Concepts the student will develop are getting into small business, start-up capital, management, marketing, inventory control, and current issues. This course is recommended for persons considering starting their own businesses.

Prerequisite: MGT 208 recommended

Three credits: 30 clock hours

**MGT 212 MANAGEMENT DECISION MAKING**

The study of making management decisions with the aid of computer simulations. Illustrates how various combinations of the "marketing mix" change the business outcome.

Prerequisite: MGT 208

Five credits: 50 clock hours

**MGT 225 RETAIL MERCHANDISING**

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 and MGT 126 or permission of instructor

Five credits: 50 clock hours

**MGT 226 TEXTILES**

Students will study natural and man-made fibers, including characteristics, properties, and uses. The students will also identify various yarn constructions, fabric constructions, dyeing, printing and finishing methods.

Five credits: 50 clock hours

**MGT 235 ORGANIZATIONAL BEHAVIOR**

Provides an understanding of human behavior, management theory, and leadership as they relate to the student's success in the work environment.

Prerequisite: MGT 237 or permission of instructor

Five credits: 50 clock hours

**MGT 236 LABOR LAW RELATIONS**

Gives students an understanding of the various laws that govern employer/employee relationships, unfair labor practices, strikes, boycotts, bargaining units, antitrust, anti-injunction, etc.

Five credits: 50 clock hours

**MGT 237 SUPERVISORY MANAGEMENT I**

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 reexamination of his or her position and how it relates to other levels in the organization.

Five credits: 50 clock hours

**MGT 238 MARKETING RESEARCH**

This course will introduce the principles and practices of marketing research, including research instruments and data collection and interpretation.

Prerequisite: MAR 216

Four credits: 40 clock hours

**MGT 245 ANALYSIS OF FASHION CONCEPTS**

Students will learn elements and principles of design as they relate to fashion and analyze garments in terms of suitability for various images and body types.

Three credits: 30 clock hours

**MGT 246 BUSINESS ETHICS**

Students will examine current problems, practices, and trends of business ethics, including truth in advertising and professional codes of conduct.

Three credits: 30 clock hours

**MGT 247 SUPERVISORY MANAGEMENT II**

This course is a continuation of Supervisory Management I. It assists the potential or newly appointed supervisor in becoming acquainted with the many problems which will confront him/her and offers practical advice for their solution. The experienced supervisor should benefit by a reexamination of his/her position and how it relates to other levels in the organization.

Prerequisite: MGT 237

Five credits: 50 clock hours

**MGT 255 REAL ESTATE LICENSE PREPARATION**

The student will review information which will be covered by the Colorado Real Estate license examination. This is a review course for students who have completed MGT 257 and MGT 258 but have not completed the state exam.

Prerequisite: MGT 257 and MGT 258

Three credits: 30 clock hours

**MGT 256 REAL ESTATE CLOSING AND TRUST ACCOUNTS**

The student will analyze the legal requirements; record keeping responsibilities; establishment and maintenance of trust accounts; and the brokers responsibilities related to closing.

Three credits: 30 clock hours

**MGT 257 REAL ESTATE PRACTICE AND LAW**

The student should be able to identify the language of real estate, identify the essential elements of real estate law and principles, and be able to practice real estate under the supervision and training of a manager broker. This course is required for the Colorado Real Estate license exam.

Six credits: 60 clock hours

**MGT 258 COLORADO REAL ESTATE LAW & COLORADO REAL ESTATE CONTRACTS**

Students will categorize and develop a comprehension of Colorado Real Estate laws and Colorado Real Estate contracts. This course is required for the Colorado Real Estate license exam.

Three credits: 30 clock hours

**MGT 259 REAL ESTATE SALES TRAINING**

Students will identify and consider skills needed to list and sell real estate and arrange financing for the buyer.

Prerequisite: MGT 257 and MGT 258

Three credits: 30 clock hours

**MGT 265 REAL ESTATE FINANCE**

The student will formulate how to counsel buyers and sellers in financing techniques, including sellers financing, the importance of calculations, and disclosures required for the various methods of financing, and do an analysis of necessary documents for financing.

Prerequisite: MGT 257

Two credit: 20 clock hours

**MGT 266 REAL ESTATE APPRAISAL**

This course will prepare the student to develop the competencies needed to obtain a Real Estate Appraisal license

Five credits: 50 clock hours

**MGT 267 ADVANCED REAL ESTATE LAW**

Students shall examine the sources of law and the legal system, the law of agency, licensing concerns, limitations of ownerships, evidence of title, notes and security instruments, and current legal concerns.

Prerequisite: MGT 257

One credit: 10 clock hours

**MGT 268 REAL ESTATE CONTINUING EDUCATION COURSE**

This course is required by the Real Estate Commission for license renewal. The course will cover new laws, commission rules, recent court decisions, changing standards or practice and other areas of concern to the public, commission and industry.

Prerequisite: Active or inactive Real Estate Broker or Sales license

One credit: 10 clock hours

**MGT 275 MARKETING/MANAGEMENT SEMINAR****MGT 276 MARKETING/MANAGEMENT SEMINAR****MGT 277 MARKETING/MANAGEMENT SEMINAR**

Contemporary problems are explored as they relate to students' goals and aspirations.

Prerequisite: Marketing/Management major or advisor approval

One to Three credits each: 10 to 30 clock hours

**MGT 285 INDIVIDUAL STUDIES IN MANAGEMENT****MGT 286 INDIVIDUAL STUDIES IN MANAGEMENT****MGT 287 INDIVIDUAL STUDIES IN MANAGEMENT**

These courses provide an opportunity for students to engage in extensive study and research beyond the stated prerequisites.

Prerequisite: MAN 226 and Marketing/Management major or advisor approval

One to Three credits each: contact instructor

**MGT 291 PERSONAL ADJUSTMENT TO BUSINESS****MGT 292 PERSONAL ADJUSTMENT TO BUSINESS****MGT 293 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: Declared Marketing/Management major, consent of a Marketing/Management advisor, enrolled in one or more of the Marketing/Management program courses each quarter, employed in an area which is complimentary to degree option.

Six credits: 160 clock hours each

**MUS: MUSIC****MUS 100 FUNDAMENTALS OF MUSIC THEORY**

This course is designed to help beginning music students, or those students with limited background in music theory. The course focuses upon the basic elements of music, including notation, rhythm, scales, key signatures, intervals, and chords.

Five credits

**MUS 101 MUSIC THEORY I**

This course reviews music fundamentals, and emphasizes diatonic four-part harmony, analysis, ear training, and keyboard harmony.

Prerequisite: MUS 100 or instructor permission

Four credits

**MUS 102 MUSIC THEORY II**

This course emphasizes chromatic four-part harmony, analysis, ear training, and keyboard harmony.

Prerequisite: Music Theory I or Instructor permission

Four credits

**MUS 111 MUSIC EXPRESSIONS I****MUS 112 MUSIC EXPRESSIONS II****MUS 113 MUSIC EXPRESSIONS III**

Provides a variety of musical experiences to stimulate senses, encourages participation and self-expression; provides information on composers, musical styles and history of music and songs.

One to two credits

**MUS 120 MUSIC APPRECIATION**

Covers the basic materials of music, musical forms, media, genres, and musical periods. Emphasizes the development of tools for intelligent listening and appreciation. The course fulfills a humanities requirement.

Five credits

**MUS 121 INTRODUCTION TO MUSIC HISTORY I**

Introduction to Music History I studies the various periods of music history with regard to the composers, aesthetics, forms, and genres of each period. Considers music from the Middle Ages through the Classical Period. This course fulfills a humanities requirement.

Five credits

**MUS 122 INTRODUCTION TO MUSIC HISTORY II**

Continues Introduction to Music History I with a review of the elements of music and a study of music from Early Romantic Period to the present. This course fulfills a humanities requirement.

Five credits

**MUS: PERFORMANCE****MUS 131 CLASS PIANO I****MUS 132 CLASS PIANO II****MUS 133 CLASS PIANO III****MUS 134 CLASS PIANO IV****MUS 135 CLASS PIANO V****MUS 136 CLASS PIANO VI****MUS 131 CLASS GUITAR I****MUS 132 CLASS GUITAR II****MUS 133 CLASS GUITAR III****MUS 134 CLASS GUITAR IV****MUS 135 CLASS GUITAR V****MUS 136 CLASS GUITAR VI**



|         |                 |
|---------|-----------------|
| MUS 131 | CLASS VOICE I   |
| MUS 132 | CLASS VOICE II  |
| MUS 133 | CLASS VOICE III |
| MUS 134 | CLASS VOICE IV  |
| MUS 135 | CLASS VOICE V   |
| MUS 136 | CLASS VOICE VI  |

This course is an application of the fundamentals of music to the (name of performance), plus introduction of basic technique, repertoire, and sight-reading. Evaluation will be on both written and practical skills.

Two credits each

## MUS: PRIVATE INSTRUCTION

|         |                   |
|---------|-------------------|
| MUS 141 | APPLIED PIANO I   |
| MUS 142 | APPLIED PIANO II  |
| MUS 143 | APPLIED PIANO III |
| MUS 144 | APPLIED PIANO IV  |
| MUS 145 | APPLIED PIANO V   |
| MUS 146 | APPLIED PIANO VI  |

|         |                    |
|---------|--------------------|
| MUS 141 | APPLIED GUITAR I   |
| MUS 142 | APPLIED GUITAR II  |
| MUS 143 | APPLIED GUITAR III |
| MUS 144 | APPLIED GUITAR IV  |
| MUS 145 | APPLIED GUITAR V   |
| MUS 146 | APPLIED GUITAR VI  |

|         |                   |
|---------|-------------------|
| MUS 141 | APPLIED VOICE I   |
| MUS 142 | APPLIED VOICE II  |
| MUS 143 | APPLIED VOICE III |
| MUS 144 | APPLIED VOICE IV  |
| MUS 145 | APPLIED VOICE V   |
| MUS 146 | APPLIED VOICE VI  |

Private instruction consists of one thirty minute lesson per week. Participation in a student performance is required at least once each quarter.

Two credits each

|         |                          |
|---------|--------------------------|
| MUS 161 | KEYBOARD EXPRESSIONS I   |
| MUS 162 | KEYBOARD EXPRESSIONS II  |
| MUS 163 | KEYBOARD EXPRESSIONS III |

|         |                       |
|---------|-----------------------|
| MUS 161 | VOICE EXPRESSIONS I   |
| MUS 162 | VOICE EXPRESSIONS II  |
| MUS 163 | VOICE EXPRESSIONS III |

|         |                        |
|---------|------------------------|
| MUS 161 | GUITAR EXPRESSIONS I   |
| MUS 162 | GUITAR EXPRESSIONS II  |
| MUS 163 | GUITAR EXPRESSIONS III |

Private instruction consists of one thirty minute lesson per week. Expand musical skills and enjoy playing/singing different musical styles in an atmosphere that promotes growth and acceptance. Not for music emphasis students.

Two credits each

## 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 the student's level of proficiency. May be repeated at different levels of proficiency.

One to Three credits: contact program coordinator

## PHI: PHILOSOPHY

### PHI 111 INTRODUCTION TO PHILOSOPHY

(Formerly PHI 105) Introduces significant human questions and emphasizes understanding the meaning and methods of philosophy. Includes the human condition, knowledge, freedom, history, ethics, the future, and religion. (Course fulfills a Humanities requirement.)

Five credits

### PHI 112 ETHICS

(Formerly PHI 108) Examines human life, experience, and thought in order to discover and develop the principles and values of pursuing a more fulfilled existence. Theories designed to justify ethical judgements are applied to a selection of contemporary and social issues. (Course fulfills a Humanities requirement.)

Five credits

### PHI 113 LOGIC

(Formerly PHI 107) Studies effective thinking using language-oriented logic. Provides tools and develops skills for creative and critical thinking. Emphasizes the development of decision-making and problem-solving skills. (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

## PEA: PHYSICAL EDUCATION ACTIVITIES

### UNLIMITED REPEATABILITY

#### 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 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 151 AQUASIZE**

This unique form of exercise tones and trims with minimal effort and also has therapeutic value. Class is performed in swimming pool. Basic water safety tips are taught.  
One credit: 20 clock hours  
One and one half credit: 30 clock hours

**PEA 161 SWIMMING I**

Instructs non-swimmers, using the American Red Cross swimming program. Teaches basic strokes of swimming.  
One credit: 20 clock hours  
One and one half credit: 30 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  
One and one half credit: 30 clock hours

**PEA 163 SWIMMING III**

For the advanced swimmer to maintain and increase his/her endurance level.  
One credit: 20 clock hours  
One and one half credit: 30 clock hours

## **PEB: PHYSICAL EDUCATION BALL SPORTS**

**UNLIMITED REPEATABILITY**

**PEB 101 BASKETBALL I**

An activity class which allows the student to learn and develop the fundamentals of basketball. Class also involves term play  
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 104 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  
One and one half credit: 30 clock hours

**PEB 105 FLAG FOOTBALL II**

Allows students to participate on a team level and provides additional opportunities in leadership experience.  
One credit: 20 clock hours  
One and one half credit: 30 clock hours

**PEB 106 FLAG FOOTBALL III**

Involves those skills/techniques learned in flag football I and football II.  
One credit: 20 clock hours  
One and one half credit: 30 clock hours

**PEB 107 GOLF I**

Develops knowledge of the rules, courtesies, and skills of golf and instills an appreciation of the game.  
One credit: 20 clock hours  
One and one half credit: 30 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  
One and one half credit: 30 clock hours

**PEB 109 GOLF III**

Develops advanced techniques of golf.  
One credit: 20 clock hours  
One and one half credit: 30 clock hours

**PEB 115 WALLYBALL I**

Combination of Volleyball and Racquetball skills to play an off-the-wall volleyball game.  
One credit: 20 clock hours  
One and one half credit: 30 clock hours

**PEB 116 WALLYBALL II**

Players will experience a higher level of skill and strategies.  
One credit: 20 clock hours  
One and one half credit: 30 clock hours

**PEB 117 WALLYBALL III**

The purpose of this class is to further the skills and strategies of Wallyball II.  
One credit: 20 clock hours  
One and one half credit: 30 clock hours

**PEB 141 RACQUETBALL I**

Teaches the basic movements, skills and rules of racquetball.  
One credit: 20 clock hours  
One and one half credit: 30 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  
One and one half credit: 30 clock hours

**PEB 143 RACQUETBALL III**

For students who want to further improve the skills and knowledge of racquetball as covered in Racquetball I and II.  
One credit: 20 clock hours  
One and one half credit: 30 clock hours

**PEB 144 ADVANCED RACQUETBALL**

An advanced course that will emphasize more strategy and a variety of difficult shots.  
One credit: 20 clock hours  
One and one half credit: 30 clock hours

**PEB 151 SOFTBALL I**

Teaches various skills, techniques, rules, and regulations of softball.  
One credit: 20 clock hours  
One and one-half credits: 30 clock hours

**PEB 152 SOFTBALL II**

Improves knowledge of the fundamentals, skills, rules, and regulations of softball.  
One credit: 20 clock hours  
One and one-half credits: 30 clock hours

**PEB 153 SOFTBALL III**

Softball III will give students the opportunity to further their skills and knowledge learned in Softball I and Softball II.

One credit: 20 clock hours

One and one half credit: 30 clock hours

**PEB 161 TENNIS I**

Introduces theory and practice of tennis. Skills taught include serve, forehand and backhand, volleying, footwork, scoring, rules.

One credit: 20 clock hours

One and one-half credits: 30 clock hours

**PEB 162 TENNIS II**

Improves the player's skills and strategies. More individual play will be stressed.

One credit: 20 clock hours

One and one-half credits: 30 clock hours

**PEB 163 TENNIS III**

For improvement and advancement of skills in tennis, especially strategy.

One credit: 20 clock hours

One and one-half credits: 30 clock hours

**PEB 171 VOLLEYBALL I**

Teaches basic skills of volleyball. Team play is stressed, and some intra-squad competition is provided.

One credit: 20 clock hours

One and one-half credits: 30 clock hours

**PEB 172 VOLLEYBALL II**

Teaches the finer skills and strategies of PEB 171. More time will be devoted to team play and intra-squad competition.

One credit: 20 clock hours

One and one-half credits: 30 clock hours

**PEB 173 VOLLEYBALL III**

Improvement of skills, strategies, and knowledge of volleyball stressed.

One credit: 20 clock hours

One and one-half credits: 30 clock hours

**PEB 181 COMPETITIVE VOLLEYBALL I**

Provides the students with the opportunity to develop skills and strategies for competitive volleyball.

One credit: 20 clock hours

One and one-half credits: 30 clock hours

**PEB 182 COMPETITIVE VOLLEYBALL II**

Provides the students the opportunity to continue improvement of skills and strategies of competitive volleyball.

One credit: 20 clock hours

One and one-half credits: 30 clock hours

**PEB 183 COMPETITIVE VOLLEYBALL III**

The course gives the student the opportunity to maintain the high level of skills used in competitive volleyball.

One credit: 20 clock hours

One and one-half credits: 30 clock hours

**PEB 201 INTRAMURAL BASKETBALL I**

Basic intramural basketball program ending with a tournament. Emphasis is on teamwork and good sportsmanship. "Course" would not involve the instruction found in a basketball class.

One credit: 20 clock hours

One and one-half credits: 30 clock hours

**PEB 202 INTRAMURAL BASKETBALL II**

Gives students a further opportunity to enhance what they experienced in PEB 201.

One credit: 20 clock hours

One and one-half credits: 30 clock hours

**PEB 271 INTRAMURAL VOLLEYBALL I**

Intramural volleyball classes will emphasize rules, regulations, sportsmanship and teamwork. Class will end with a tournament. The course will not involve teaching as many skills as emphasized in a volleyball class.

One credit: 20 clock hours

One and one half credit: 30 clock hours

## PEB: PHYSICAL EDUCATION DANCE

**UNLIMITED REPEATABILITY****PEB 101 CLASSICAL BALLET I**

Develops poise, grace, agility, and rhythm by learning the classical Cecchetti form of ballet.

One credit: 20 clock hours

One and one-half credits: 30 clock hours

**PEB 102 CLASSICAL BALLET II**

Increases the poise, grace, agility, and rhythm achieved in PEB 101. Develops an appreciation of ballet as an art form.

One credit: 20 clock hours

One and one-half credits: 30 clock hours

**PEB 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

One and one-half credits: 30 clock hours

**PEB 111 AEROBICS I**

Helps students gain cardiovascular efficiency through a variety of dance routines.

One credit: 20 clock hours

One and one-half credits: 30 clock hours

**PEB 112 AEROBICS II**

Involves the student in more strenuous and difficult dance routines. Develops better cardiovascular efficiency and proficiency.

One credit: 20 clock hours

One and one-half credits: 30 clock hours

**PEB 113 AEROBICS III**

Continues to aid the student in maintaining greater cardiovascular efficiency. Routines will be more difficult.

One credit: 20 clock hours

One and one-half credits: 30 clock hours

**PEB 117 BENCH AEROBICS I**

Step training class using individual benches to step on and off of while simultaneously performing upper body movements. This low impact/high intensity cardiovascular workout is an excellent fat burning class which also works the legs and gluts.

One credit: 20 clock hours

One and one-half credits: 30 clock hours

**PED 118 BENCH AEROBICS II**

This step class is for the intermediate participant. The intensity and duration is increased for a higher level workout.

One credit: 20 clock hours

One and one-half credits: 30 clock hours

**PED 119 BENCH AEROBICS III**

An advanced student will enjoy a higher level of intensity and a thorough workout. Choreography and upper body movements will be more advanced.

One credit: 20 clock hours

One and one-half credits: 30 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

One and one-half credits: 30 clock hours

**PED 122 JAZZ DANCE II**

Continued instruction in jazz dance. Provides a rewarding, satisfying jazz dance experience.

One credit: 20 clock hours

One and one-half credits: 30 clock hours

**PED 123 JAZZ DANCE III**

Advanced instruction in jazz dance: develops a greater knowledge and proficiency in jazz as a form of dance.

One credit: 20 clock hours

One and one-half credits: 30 clock hours

**PED 126 LOW IMPACT AEROBICS I**

This class is designed to help the student obtain a better understanding of Health & Fitness through cardiovascular exercise without the normal impact of aerobic activity.

One credit: 20 clock hours

One and one-half credits: 30 clock hours

**PED 127 LOW IMPACT AEROBICS II**

Continued instruction in Health and Fitness through cardiovascular exercise without the normal impact of aerobic activity.

One credit: 20 clock hours

One and one-half credits: 30 clock hours

**PED 128 LOW IMPACT AEROBICS III**

Advanced instruction in cardiovascular exercise.

One credit: 20 clock hours

One and one-half credits: 30 clock hours

**PED 135 TRI FIT I**

This class works on cardiovascular endurance, muscular toning and flexibility by using low-impact aerobics and resistance wall-pulleys at the same time, it is for the person who wants a milder aerobic class with more effective muscular toning.

One credit: 20 clock hours

One and one half credit: 30 clock hours

**PED 136 TRI FIT II**

Same as Tri-Fit I only the intensity can be geared to intermediate exercise as a class preference.

One credit: 20 clock hours

One and one half credit: 30 clock hours

**PED 137 TRI FIT III**

Same as Tri-Fit II, only the intensity can be more advanced at individual's preference.

One credit: 20 clock hours

One and one half credit: 30 clock hours

**PED 165 BALLROOM DANCING I**

Students will learn a variety of social dances and various steps and the rhythmical aspects of ballroom dance.

One credit: 20 clock hours

One and one half credit: 30 clock hours

**PED 166 BALLROOM DANCING II**

For students who desire to further their skills in ballroom dancing.

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

**PED 174 COUNTRY SWING IV**

This class is especially designed for advanced level students. The specific steps to be taught are triple step, two step, waltz, double two step, cowboy cha-cha and advanced turns associated with each rhythm.

One credit: 20 clock hours

## PEF: PHYSICAL EDUCATION FITNESS

**UNLIMITED REPEATABILITY****PEF 104 AEROBIC CONDITIONING I**

This class emphasizes increasing cardiovascular endurance through a variety of Aerobic dance activities as well as walking. Muscular toning exercises are included.

One credit: 20 clock hours

One and one half credit: 30 clock hours

**PEF 105 AEROBIC CONDITIONING II**

Same as Aerobic Conditioning I, only the intensity can be geared to intermediate exercise.

One credit: 20 clock hours

One and one half credit: 30 clock hours

**PEF 106 AEROBIC CONDITIONING III**

Same as Aerobic Conditioning II, only intensity can be more advanced at individual's preference.

One credit: 20 clock hours

One and one half credit: 30 clock hours

**PEF 107 SELF-DEFENSE I**

Teaches various skills and techniques of self defense.  
One credit: 20 clock hours

**PEF 108 SELF-DEFENSE II**

To further the skills and techniques of more advanced self-defense.  
One credit: 20 clock hours

**PEF 117 ELASTIC BAND WORKOUT**

The purpose and objectives of this course is to enable the student to tone, strengthen and reapportion all body parts with the use of rubber band resistance.

One credit: 20 clock hours  
One and one-half credits: 30 clock hours

**PEF 118 FAT BURNERS**

This course is designed for overweight individuals who wish to tone and burn fat from the body frame. Students will learn to isolate and tone various muscle groups through continuous activity.

One credit: 20 clock hours  
One and one-half credits: 30 clock hours

**PEF 119 FAT BURNERS II**

This class is a continuation of the Fat Burner course focused on fat burning exercise and low impact aerobics activity. Designed for overweight individuals.

One credit: 20 clock hours  
One and one-half credits: 30 clock hours

**PEF 120 FAT BURNERS III**

A continuation of Fat Burners II concentrating on burning fat through low to moderate exercise. Designed for overweight individuals.

One credit: 20 clock hours  
One and one-half credits: 30 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  
One and one-half credits: 30 clock hours

**PEF 122 SLIMNASTICS II**

Designed to improve the individual's figure, posture, and coordination.

One credit: 20 clock hours  
One and one-half credits: 30 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  
One and one-half credits: 30 clock hours

**PEF 126 AEROSPACE FITNESS & PERFORMANCE I**

This class will provide an individualized program of exercise, nutrition, and health enrichment for increased performance and prolonged career in aviation. Physiological evaluation in FITPAC lab available at cost of \$15.00.

Two credits: 30 clock hours

**PEF 141 YOGA I**

Helps students attain physical health, clarity of mind, and spiritual awareness through various exercises. Studies a person's entire being, consisting of body, mind, and spirit.

One credit: 20 clock hours  
One and one-half credit: 30 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  
One and one-half credit: 30 clock hours

**PEF 143 YOGA III**

A more advanced course that will train students to hold asanas for approximately 5 minutes and will introduce breathing exercises not addressed in Yoga I

One credit: 20 clock hours  
One and one-half credit: 30 clock hours

**PEF 145 BEGINNING FAT BURNERS**

This is a low intensity level class designed for the beginning exerciser who wants to achieve increased endurance and muscular tone while burning body fat without strenuous movement.

One credit: 20 clock hours  
One and one-half credit: 30 clock hours

**PEF 151 EXERCISE & HEALTH I**

This class provides the student with an individualized exercise program of health and fitness. Periodic lecture sessions will be held which involve health topics. Exercise programs include choices of aerobics, walking, jogging, exercise bicycles, treadmill, rope jumping and strength building equipment. An optional fitness test analysis is offered for a \$15.00 fee. The test includes a sub-maximal exercise test performed by the student on the treadmill or stationary bicycle. The instructor monitors the heart rate and blood pressure and at the termination of the test, provides the student with a computerized read-out. The read-out gives specifics as to the individual's current health status, and focuses on required weight of individual, body fat percentages, caloric intake, and an exercise prescription.

Two credits: 30 clock hours

**PEF 161 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  
One and one-half credits: 30 clock hours

**PEF 162 BODYBUILDING II**

To allow the student to continue improvement in bodybuilding techniques and improve physical condition.

One credit: 20 clock hours  
One and one-half credit: 30 clock hours

**PEF 163 BODYBUILDING III**

To improve lifting and bodybuilding techniques to maintain and improve physical conditioning.

One credit: 20 clock hours  
One and one-half credits: 30 clock hours

**PEF 171 KUNG FU I**

**Emphasis: Tai Chi Chuan I** China's oldest martial art form will be introduced, stressing the traditional basics of body alignment, relaxation, and the cultivation of health. Classroom discussion will include practical Internal Boxing theory for the beginner.

**Emphasis: Shaolin Temple Boxing I** The basic concepts of Chinese boxing will be taught with the purpose of developing a foundation for robust health in the beginning students. In addition, an appreciation of the traditional Chinese view of martial arts will be encouraged.

**Emphasis: Power Building.** This class will stress the development of health and strength through the Chinese method of internal training. Long-term benefits will be emphasized.

One credit: 20 clock hours

One and one-half credit: 30 clock hours

#### PEF 172 KUNG FU II

**Emphasis: Tai Chi Chuan II.** This class will build on the basics introduced in Tai Chi Chuan I. In addition, martial theory peculiar to Tai Chi Chuan will be introduced.

**Emphasis: Shaolin Temple Boxing II.** The basic concepts of Chinese Boxing will be taught concerning the development of strength and power in the beginning student. Both Internal and External strength will be discussed in relationship to practical application.

One credit: 20 clock hours

One and one-half credits: 30 clock hours

#### PEF 175 MARTIAL ARTS I

To promote physical fitness through various methods of martial arts conditioning and to provide students with a basic understanding of weaponless self-defense methods.

One credit: 20 clock hours

One and one-half credits: 30 clock hours

**Emphasis in ANSHINKAI-DO (JAPANESE).** Anshinkai-Do is a blending of Japanese and Okinawan karate systems. Anshinkai-Do places the emphasis on self-defense and the perfection and understanding of kata's. Anshinkai-Do is a traditional karate system, not a sport style.

**Emphasis in KEMPO.** Shim Pu-Kai Kempo is a Sino-Japanese martial art focused on a scientific approach to self defense rooted in traditional oriental combative methodology. Course based on sequential levels of training which advance students from novice to expert status with its non sport or non competition approach to instruction. Students learn a balance of hand and foot technique which promote of practical self defense application and life long participation in the art.

**Emphasis in TAEKWONDO.** Taekwondo is a form of weaponless self defense that originated in Korea. It is a hard style, known for many standing and flying kicking techniques.

#### PEF 176 MARTIAL ARTS II

Students will learn the advanced form of kicking, punching and blocking, and self-defense techniques of martial arts.

One credit: 20 clock hours

One and one-half credits: 30 clock hours

#### PEF 177 MARTIAL ARTS III

A continuation of Martial Arts II. Students will develop a deeper understanding of the principles of martial arts through the study of advanced techniques.

One credit: 20 clock hours

One and one-half credits: 30 clock hours

#### PEF 178 ADVANCED MARTIAL ARTS

Advanced Martial Arts is an activities course directed toward the further advancement of skills and knowledge of those individuals who have had previous training equivalent to the green belt level, or higher, in a karate like discipline.

One credit: 20 clock hours

#### PEF 181 ADULT FITNESS I

The student will be instructed in activities which are in fulfillment with his/her individual exercise prescription. A variety of activities will be introduced as an appropriate means of attaining physical fitness. Periodic evaluations will be necessary for prescription purposes.

One credit: 20 clock hours

One and one-half credits: 30 clock hours

#### PEF 186 YOGA MEDITATION

Students will be taught to sit in a variety of positions and to hold themselves in those positions for ten minute periods, where with the aid of the teacher's verbal guidance they may direct their concentration into an awareness of internal phenomenon associated with breath, glandular secretions, cardiovascular circulation, and neural transmission occurring within their bodies.

One credit: 20 clock hours

One and one-half credits: 30 clock hours

#### PEF 194 BODY SCULPTING

This class is designed to strengthen and tone all major muscles of the body with isolated muscular exercise using a variety of resistance apparatus for better results.

One credit: 20 clock hours

One and one-half credits: 30 clock hours

#### PEF 197 INDIAN MARTIAL ARTS

**Emphasis: Kalaripayit/Silambam I.** The evolutionary importance of Kalaripayit/Silambam as the "worlds oldest martial discipline" will be explored through the traditional study of footwork and strategy. A beginning student can expect to gain stamina, agility, and lightness in his physical movement.

One credit: 20 clock hours

One and one-half credit: 30 clock hours

#### PEF 261 BODY BUILDING POSING I

This class is designed to teach students how to pose for competition in body building or for fun and personal tone, strength and overall body balance. Improves posture and overall muscular fitness. Includes putting a routine to music.

One credit: 20 clock hours

One and one half credit: 30 clock hours

## PHY: PHYSICS

#### PHY 101 APPLIED PHYSICS I

(This course will not satisfy minimum nor elective requirements for the A.A. or A.S. degree, Trades and Industry course)

Introduces the student to the principles of technology as it applies to the scientific concepts and laws of mechanics. Practical applications of these concepts and laws are stressed. Involves lecture and discussion on theory. No lab time is required.

Five credits

#### PHY 105 CONCEPTUAL PHYSICS

(Formerly PHY 120) Studies mechanics, heat, properties of matter, electricity and magnetism, light and modern physics. This course includes laboratory experience.

Prerequisite: MAT 111 or equivalent

Five credits: four hours lecture, two hours lab per week

### **PHY 106 LABORATORY TECHNIQUES IN PHYSICS**

An experiential study of selected laws of physics using standard laboratory equipment. Emphasis will be placed on solving problems using the scientific approach.

One - Three credits

### **PHYSICS: ALGEBRA BASED I, II, III**

An introductory sequence of courses for students in pre-professional disciplines. It is recommended that this sequence be transferred to other academic institutions as an aggregate.

### **PHY 111 PHYSICS: ALGEBRA-BASED I**

(Formerly PHY 151) Studies mechanics including the concepts of statics, kinematics, momentum, work and energy. This course includes laboratory experience.

Corequisite: College Trigonometry (MAT 122) or permission of instructor

Five credits: four hours lecture, two hours lab per week

### **PHY 112 PHYSICS: ALGEBRA-BASED II**

(Formerly PHY 152) A continuation of PHY 111. Studies the concepts of heat, light, waves, optics and energy transformations. This course includes laboratory experience.

Prerequisite: PHY 111

Five credits: four hours lecture, two hours lab per week

### **PHY 113 PHYSICS: ALGEBRA-BASED III**

(Formerly PHY 153) A continuation of PHY 112. Studies the concepts of electricity, magnetism, modern physics, special relativity, quantum phenomena and radioactivity. This course includes laboratory experience.

Prerequisite: PHY 112

Five credits: four hours lecture, two hours lab per week

### **PHY 185 SPECIAL TOPICS IN PHYSICS**

Topics will reflect the special expertise of the faculty and/or the special needs of the students.

Prerequisite: Consent of instructor

One to Six credits

### **PHYSICS: CALCULUS BASED I, II, III**

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 an aggregate.

### **PHY 211 PHYSICS: CALCULUS-BASED I**

(Formerly PHY 201) An analytical and comprehensive treatment of mechanics and mechanical waves, including basics of relativistic mechanics. This course includes laboratory experience.

Prerequisite: MAT 122, MAT 201 and MAT 202 (or MAT 202 may be taken concurrently)

Five credits: four hours lecture, three hours lab per week

### **PHY 212 PHYSICS: CALCULUS-BASED II**

(Formerly PHY 202) A continuation of PHY 211. An analytical and comprehensive treatment of wave motion, sound light and energy transformations. This course includes laboratory experience.

Prerequisite: MAT 203 (or MAT 203 may be taken concurrently), and PHY 211

Five credits: four hours lecture, three hours lab per week

### **PHY 213 PHYSICS: CALCULUS-BASED III**

(Formerly PHY 203) A continuation of PHY 212. An analytical and comprehensive treatment of thermodynamics, electricity and magnetism. A research paper or project may be required. This course includes laboratory experience.

Prerequisite: MAT 203 and PHY 212

Five credits: four hours lecture, three 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 advisor

## **POS: POLITICAL SCIENCE**

### **POS 105 INTRODUCTION TO POLITICAL SCIENCE**

(Formerly POS 100) 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 111 AMERICAN GOVERNMENT**

(Formerly POS 101) Includes the background of the U.S. Constitution; the philosophy of American government; general principles of the Constitution; federalism; civil liberties; public opinion and citizen participation; political parties, interest groups, and the electoral process; and the structure and functions of the national government.

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 the underlying principles of international relations with a view toward understanding current international problems.

Five credits

### **POS 208 COMPARATIVE FOREIGN GOVERNMENT**

The governmental systems and political cultures of several representative countries outside the United States are surveyed.

Five credits

## **PSY: PSYCHOLOGY**

### **PSY 101 GENERAL PSYCHOLOGY I**

Scientific study of behavior including motivation, emotion, sexuality, physiological psychology, stress and coping, research methods, consciousness, sensation, perception, learning, and memory.

Prerequisite: 85+ on reading assessment

Five credits

### **PSY 102 GENERAL PSYCHOLOGY II**

Scientific study of behavior including cognition, language, intelligence, psychological assessment, personality, abnormal psychology, therapy, life span development and social psychology.

Prerequisite: 85+ on reading assessment

Five credits

**PSY 111 BASIC HUMAN POTENTIAL SEMINAR**

A personal growth workshop based on the self-actualization principles 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 117 INTRODUCTION TO CAREER PLANNING**

A course designed to help clarify abilities, interests, and values; and to help with job information, vocational planning, and decision making.

One or three credits

**PSY 118 PSYCHOLOGY OF ADULTHOOD**

Explores the psychological, social, and physiological issues of adulthood and aging, from a life span perspective and as a framework for viewing the adult years.

Three credits

**PDY 119 PSYCHOLOGY OF SUCCESS**

A course designed to help students learn what resources are available for success in college and life. Topics include: study skills, decision making, goal setting, motivation and planning.

**PSY 120 PSYCHOLOGY OF LEADERSHIP AND MANAGEMENT**

This course is designed to provide students with an overview of organizational leadership and management from a psychological perspective. Students will be introduced to such concepts as: the relationship between leadership and management, the psychology of individual and group change, the leading-learning styles of leadership, the use of conflict resolution and problem solving in organizations and the situational management style.

Five credits

**PSY 121 DEATH & DYING: A HOLISTIC PERSPECTIVE**

To acquaint participants with new research, alternate approaches, psychological literature on death and dying.

Three credits

**PSY 138 BIOFEEDBACK AND STRESS MANAGEMENT**

A survey of coping and preventive skills and techniques for dealing with the effects of stress and anxiety. The successful transfer of these skills and techniques to real-life situations is enhanced by supplementing classroom presentations with regular lab work utilizing biofeedback.

Four credits: three hours lecture, two hours lab

**PSY 166 DEVELOPMENTAL PSYCHOLOGY**

A survey of the entire human life span from conception through senescence. A study of the major themes in human development; cognitive, physical, social, perceptual, emotional, personality, language, and moral development. Also covers adult developmental tasks and crisis periods.

Five credits

**PSY 177 CAREER AND LIFE PLANNING**

A study of personal awareness, career exploration/research, skills identification, decision making, time management, and stress management as it relates to careers and long term life decisions. Time is divided between classroom instruction and lab activities.

Five credits

**PSY 205 PSYCHOLOGY OF ADOLESCENCE**

An investigation of the psychological, social, physiological development of individuals between puberty and young adulthood. Special problems and deviation from normal development will also be treated.

Three 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 209 PSYCHOLOGY OF PREJUDICE**

A study of the underlying causes of prejudice and how prejudicial behavior is learned, continued, and diminished.

Three credits

**PSY 221 ABNORMAL PSYCHOLOGY**

A study of abnormal behavior found in humans. Such disorders as organic mental, schizophrenic, paranoid, anxiety, dissociative, and psychosexual disorders will be considered for causes, symptoms, characteristics, treatment, and prevention.

Prerequisite: PSY 101

Five credits

**PSY 225 ADVANCED COUNSELING**

The emphasis of the course is on a multimodal approach to the development of counseling skills such as attending, assessment, life-style analysis, pacing, empathy, reframing, and problem solving skills.

Prerequisite: PSY 131

Four credits

**PSY 229 ALCOHOL & SUBSTANCE ABUSE**

This course provides the student with current information concerning the physiological, psychological, and sociological aspects of drug use, misuses, and abuse.

Three credits

**PSY 232 PSYCHOLOGY OF DREAMS**

An exploration of the literature in the field. Coverage will include theory and technique and current sleep research with a major goal of understanding the process of dreaming.

Three credits

**PSY 237 ASSERTIVENESS TRAINING**

Study and practice in asserting individual needs and feelings.

Three credits

**PSY 241 BIOFEEDBACK I: BIOFEEDBACK AND THE PSYCHOLOGY OF HEALTH (PRINCIPLES)**

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.

Five credits



**PSY 242 BIOFEEDBACK AND STRESS MANAGEMENT II**

Continuation of Biofeedback and Stress Management. Concrete applications of biofeedback training as well as the use of adjunctive techniques of covert sensitization, covert reinforcement, imagery, desensitization, implosion, flooding and cognitive restructuring.

Prerequisite: PSY 138, PSY 241 or PSY 244

Four credits: three hours lecture, two hours lab

**PSY 244 BIOFEEDBACK AND HEALTH**

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 lab sessions each week

**PSY 248 CHILD PSYCHOLOGY**

A study of the normal child's emotional, physical, cognitive, social, and moral development from infancy through adolescence.

Five credits

**PSY 261 THEORY AND PRACTICE OF COUNSELING**

Students are introduced to basic concepts and techniques of behavior, gestalt, cognitive, Adlerian, client centered, transactional analysis, and psychoanalytic therapies.

Five credits

**PSY 267 FIELD EXPERIENCE A**

Students learn basic counseling skills for working with addictive persons by helping professional therapists in various alcohol and substance abuse treatment centers.

Ten credits

**PSY 268 FIELD EXPERIENCE B**

Continuation of PSY 267

Ten credits

**PSY 269 FIELD EXPERIENCE C**

Continuation of PSY 268.

Ten credits

**PSY 271 GROUP COUNSELING**

Introduction to theory and practice of group dynamics.

Five credits

**PSY 276 HUMAN SEXUALITY**

A survey of human sexual functioning with emphasis on psychological, cultural, and biological components. Topics covered include; sexual variation, sexual identity, personal development and fulfillment, and social and ethical aspects of sex.

Three credits

**PSY 278 PSYCHOLOGY OF CRIMINAL BEHAVIOR**

Analysis of the personality structure of criminals and the study of effective rehabilitation techniques.

Three credits

**PSY 279 PSYCHOLOGICAL ASPECTS OF ABUSE IN RELATIONSHIPS**

This course introduces the issues of abuse in relationships from the perspective of the victim, the perpetrator and society.

Three credits

**PSY 287 CLIENT RECORDS MANAGEMENT**

Students interested in chemical/alcohol counselor I certification will learn Colorado state laws, counter methods and client records documentation in this course.

Two credits: see instructor

**PSY 288 BASIC THERAPEUTIC SKILLS**

Experimental clinical skill practice, crisis intervention techniques and an overview of substance abuse are presented in this course. This course is for persons seeking chemical/alcohol counselor certification.

Four credits: see instructor

**PSY 289 INTRODUCTION TO ADDICTIVE BEHAVIORS**

This course presents the subject of addictive behavior and its effect on individuals, families and society.

Five 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

## XRT: RADIOLOGIC TECHNOLOGY

**XRT 100 INTRODUCTION TO RADIOLOGIC TECHNOLOGY**

Prerequisite course required for program application. Provides an avenue for assessing the student's program entry level skills. Introduces the student to the role of radiography in health care delivery. Emphasis will be placed on department organization, ethics and medicolegal issues, professional communications and conduct, radiology terminology, general and radiation safety, Universal precautions, radiographic positioning, and radiographic exposure.

Prerequisite: none

Five credits: 30 hours lecture, 30 hours lab

**XRT 101 RADIOGRAPHIC POSITIONING I**

Designed to ensure that students gain the ability and confidence they need to perform the radiographic examinations 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: XRT 100, majors only

Four credits: 20 hours lecture, 30 hours lab

**XRT 102 RADIOGRAPHIC POSITIONING 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: XRT 101, majors only

Four credits: 20 hours lecture, 30 hours lab

**XRT 103 RADIOGRAPHIC POSITIONING 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, bony thorax, sinuses, facial bones and cranium.

Prerequisite: XRT 101, XRT 102, majors only

Four credits: 20 hours lecture, 30 hours lab

**XRT 104 RADIOGRAPHIC POSITIONING IV**

A continuation of XRT 101, XRT 102, and XRT 103. Emphasis on sinuses, facial bones, and special positions of the cranium.

Prerequisite: XRT 101, XRT 102, and XRT 103, majors only

Four credits: 20 hours lecture, 30 hours lab

**XRT 105 PROCEDURES IN PATIENT CARE**

Designed to ensure that students gain the ability and confidence to perform proper body mechanics, universal precaution techniques, vital signs assessment, CPR, contrast media and drug preparation and administration, venipuncture, and routine and emergency patient care. Aspects of medico-legal issues, professional ethics, communication methods, professionalism, and death and dying will be discussed.

Prerequisite: XRT 100

Five credits: 30 hours lecture, 30 hours lab

**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

Three credits: Approximately 60 contact hours

**XRT 112 CLINICAL EXPERIENCE II**

Continuation of supervised clinical education under the direct supervision of a qualified radiologic technologist. Correlates skills from academic courses.

Prerequisite: XRT 111, majors only

Eight credits: Approximately 160 contact hours

**XRT 113 CLINICAL EXPERIENCE III**

Continuation of supervised clinical education under the direct supervision of a qualified radiologic technologist. Correlates skills from academic courses.

Prerequisite: XRT 112, majors only

Eight credits: Approximately 160 contact hours

**XRT 114 CLINICAL EXPERIENCE IV**

Continuation of supervised clinical education under the direct supervision of a qualified radiologic technologist. Correlates skills from academic courses.

Prerequisite: XRT 113, majors only

Fourteen credits: Approximately 240 clinical hours and 20 lecture hours

**XRT 118 RADIATION PROTECTION & 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 hours lecture

**XRT 121 RADIOGRAPHIC EXPOSURE I**

Introduces the student to the theory of radiographic prime factors, factors influencing exposure values, attenuating and restricting devices, technique charts and their application. Provides the student with guided experiences in the laboratory setting to reinforce the theory material.

Prerequisite: majors only

Four credits: 30 hours lecture, 15 hours lab

**XRT 122 RADIOGRAPHIC EXPOSURE II**

Continuation of XRT 121 with emphasis on application of theory.

Prerequisite: XRT 121, XRT majors only

Three credits: 20 hours lecture, 15 hours lab

**XRT 205 RADIOGRAPHIC SPECIAL PROCEDURES**

Acquaints the student with the theory, equipment, and methodology of selected special procedures.

Prerequisite: permission of instructor, or XRT 104

Three credits: 30 hours lecture

**XRT 206 RADIOGRAPHIC PATHOLOGY**

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, XRT 104, 121 & 122

Three credits: 30 hours lecture

**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: Approximately 240 contact hours

**XRT 212 CLINICAL EXPERIENCE VI**

Continuation of XRT 211. Correlates skills from previous classes.

Prerequisite: XRT 211, majors only

Eight credits: Approximately 240 contact hours

**XRT 213 CLINICAL EXPERIENCE VII**

Continuation of XRT 212.

Prerequisite: XRT 212, majors only

Ten credits: Approximately 240 clinical hours and 20 lecture hours

**XRT 214 CLINICAL EXPERIENCE VIII**

Continuation of XRT 213.

Prerequisite: XRT 213, majors only

Ten credits: Approximately 240 clinical hours and 20 lecture hours

**XRT 215 REGISTRY REVIEW**

Designed to consolidate the basic fundamental technical information recommended for student radiographers preparing to sit for National Registry Examination.

Prerequisite: 2nd year radiography student or graduate

One credit: 10 hours lecture

**XRT 221 X-RAY PHYSICS**

Imparts an understanding of basic x-ray physics, includes: unit of measurement, mechanics, structure of matter, electrostatics, magnetism, electrodynamics, and electromagnetism.

Prerequisite: permission of instructor

Five credits: 50 hours lecture

**XRT 225 RADIOGRAPHIC QUALITY ASSURANCE**

Designed to provide the student with an introduction to the evaluation of radiographic systems to assure consistency in the production of quality images. The components involved in the radiography system will be identified. Tests and procedures to evaluate these components will be discussed. State and federal impacts will be described.

Prerequisite: XRT majors only or permission of instructor or XRT 221

Three credits: 30 hours lecture

**XRT 226 RADIOGRAPHIC EQUIPMENT AND IMAGING**

A study of image intensification, recording media, special imaging techniques, x-ray circuit and x-ray tubes.

Prerequisite: permission of instructor, OR XRT 221

Four credits: 40 hours lecture

**XRT 227 COMPUTERS IN MEDICINE**

Designed to make the student aware of the various uses of computers in imaging.

Prerequisite: permission of instructor or XRT 221

Two credits: 20 hours lecture

**XRT 231 RADIOLOGICAL SCIENCES**

Designed to give students an over-all review of courses and clinical work in the Radiography Program.

Prerequisite: 8th Quarter radiography student or graduate

Three credits: 30 hours lecture

**XRT 235 RADIOGRAPHIC COMPUTERS**

Designed to address basic computer terminology with orientation to computerized imaging.

Prerequisite: none

One credit: 10 hours lecture

**XRT 236 CROSS SECTIONAL ANATOMY OF CT IMAGES**

Designed to orient the student to the aspects of cross-sectional anatomy in relation to conventional radiographic anatomy

Prerequisite: none

One credit: 10 hours lecture

**XRT 237 WHY ULTRASOUND?**

Introduces sonographic cross-sectional anatomy vs. flat AP or PA x-ray anatomy. Comparison of x-ray to ultrasound appearances of similar studies.

Prerequisite: none

One credit: 10 hours lecture

**XRT 238 MAMMOGRAPHY**

Introduces the concepts of mammography imaging to include positioning and technique.

Prerequisite: none

One credit: 10 hours lecture

**XRT 289 to****XRT 298 CLINICAL ACTIVITY**

Designed to provide radiographic clinical experience for students with prior clinical involvement.

Prerequisite: previous radiographic clinical experience

One to Ten credits: approximately 30-300 contact hours

**REA: READING**

**\*This course will not satisfy minimum nor elective requirements for the A.A. or A.S. degree.**

**\*REA 012 DEVELOPMENTAL READING II**

To provide the student with instruction in word attack, skills, vocabulary development and comprehension. Primary purposes are to give the student a basic introduction to general reading skills and to prepare the student for REA 013.

Prerequisite: placement

Two to five credits

**\*REA 013 DEVELOPMENTAL READING III**

To provide the student with instruction in structural analysis, vocabulary development, and comprehension, through practice in 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

Two to five credits

**\*REA 014 DEVELOPMENTAL READING IV**

To provide the student with additional instruction in vocabulary development, structural analysis, comprehension, through practice in general and content area reading materials. Primary purposes are to improve the student's reading level, and to expand the variety of reading skills the student uses.

Prerequisite: REA 013 or placement

Two to five credits

**\*REA 015 DEVELOPMENTAL READING V**

This course provides an additional opportunity for the student who has completed the work at the REA 014 level, but who is not quite ready to advance to GED or College Skills classes, to receive additional instruction in vocabulary development, structural analysis, and comprehension. Includes instruction in general and content area reading materials. Primary purposes are to improve the students' reading level and to expand the variety of reading skills the student uses.

Prerequisite: REA 014 or placement

Two to five credits

**\*REA 092 VOCABULARY EXPLORATION (INDEPENDENT STUDY)**

This course helps the student improve understanding in reading by mastering the recognition, meanings, proper uses and spellings of words that are commonly used in college-level materials.

Prerequisite: Placement

One to three credits

**\*REA 094 LITERATURE READING**

To provide a basic introduction to reading in the content field of literature. Major objectives are to familiarize students with the content vocabulary in literature, and to prepare students to pass the literature reading section of the GED test.

Prerequisite: Placement

Two to five credits

**\*REA 099 SPELLING MINI-COURSE**

To improve spelling skills of students who do not master spelling by traditional methods.

Prerequisite: Placement

One to three credits

**REA 100 INTRODUCTION TO COLLEGE READING**

To provide instruction in literal, inferential, and critical reading skills that are necessary for success in college-level reading.

Prerequisite: Placement

Five credits

**REA 101 MASTERING COLLEGE READING**

To provide advanced instruction to increase the student's ability to comprehend college-level texts. Emphasis will be placed on critical and inferential reading skills through longer passages.

Prerequisite: Placement

Five credits

**REA 103 VOCABULARY SKILLS**

To provide students an opportunity to learn the strategies for improving vocabulary as well as mastering given words.

Prerequisite: Placement

Three credits

**REA 104 SPELLING SKILLS**

To provide the opportunity to learn and improve the basic spelling skills necessary for academic success.

Prerequisite: Placement

Two credits

**REA 111 BECOMING A MASTER STUDENT**

The purpose of this course is to help students succeed in college. The students learn tools and techniques such as how to get the most out of a college textbook, how to prepare for exams, how to communicate well with instructors, and how to get the most benefit for their college dollars.

Prerequisite: Placement

Five credits

**REA 197 READING SPEED AND EFFICIENCY (INDEPENDENT STUDY)**

This course helps the student increase his/her knowledge of literal, critical, and affective comprehension skills while learning the use of several reading speeds.

Prerequisite: Placement

Three to five credits

**SCI: SCIENCE**

**\*Indicates instruction is administered by Developmental Studies 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

Three to five credits

**\*SCI 015 DEVELOPMENTAL SCIENCE V**

The primary purposes of the course are: to teach basic facts and ideas; to continue the development of 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

Three to 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 them to apply comprehension skills of reading appropriate to the area of the natural science adequate to allow them to pass the reading comprehension section of the GED test.

Prerequisite: placement

Two to 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 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 185 SPECIAL TOPICS IN SCIENCE**

Topics will reflect the special expertise of the faculty and/or the special needs of the students.

Prerequisite: Consent of instructor

One to six 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 acknowledgments also will be included.

Prerequisite: ENG 121 or equivalent

Three credits

**SOC: SOCIOLOGY**

**\*Indicates instruction is administered by Developmental Studies Division.**

**\*SSS 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 them to apply comprehension skills of reading appropriate to the area of social science adequate to allow them to pass the reading comprehension sections of the GED test.

Prerequisite: Placement

Two to five credits

**SOC 101 INTRODUCTION TO SOCIOLOGY I**

Examines the basic concepts, theories, and principles of sociology, as well as human cultures, social groups, and the social issues of age, gender, class and race.

Five credits

**SOC 102 INTRODUCTION TO SOCIOLOGY II**

Examines social institutions and organizations from the macro perspective. Emphasizes issues of social change, demography, social movements, and conflicts and trends within education, religion, family, political, and economic structures.

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.

Five credits

**SOC 106 CONTEMPORARY SOCIAL PROBLEMS**

A study of both specific and general problems of our time. Some of the social problem studies include poverty, civil liberties, social change, crime and delinquency in the context of contemporary American society.

Three credits

**SOC 205 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 207 SOCIOLOGY OF WORK AND 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 affected by new occupations, new opportunities, and non-work patterns of behavior.

Three credits

**SOC 218 SOCIOLOGY OF MINORITIES**

This course explores the variety of intergroup relations—race, income, minority and urban/rural, and offers methods of teaching and measuring these intergroup relations.

Five credits

**SOC 219 GENERIC SOCIAL WORK**

Basic elements of social work will be presented in this class, including the various tasks of Social Workers, including short-term focused brief therapy, mental health, aging and community organizations.

Five 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

**SPP: SPECIAL PROGRAMS****DST 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.

**DST 065 BILINGUAL DRIVER'S EDUCATION**

Designed to prepare students to understand and pass the driver's license oral or written examination. If the student cannot read or write, emphasis is given to the verbal understanding of signs, rules, and state laws. Spanish instruction will be provided for those who need it.

**DST 092 ORIENTATION TO GED**

Includes orientation for students in the content areas that are tested in the GED exam. Informs students of the eligibility and requirements pertaining to the GED test, and introduces the students to test taking techniques.

Prerequisite: Placement

**SPE: SPEECH****SPE 110 COMMUNICATION CONCEPTS**

(Formerly SPE 115) Provides students with practical experience in everyday, oral communication such as interpersonal communication, group discussion, listening skills, and certain fundamentals of public speaking.

Three to Five credits

**SPE 115 PRINCIPLES OF SPEECH COMMUNICATION**

(Formerly SPE 116) A course combining the basic theory of speech communication with public speech performance skills. Emphasizes speech delivery, preparation, organization, support, and audience analysis.

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 word functions in the English language 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.

Five credits

**SPE 200 ORGANIZATIONAL COMMUNICATION**

Students will investigate the nature of communication systems within an organization, with special emphasis on strategies and practice in effective organizational communication.

Five credits

**SPE 216 ADVANCED PUBLIC SPEAKING**

Continuation of SPE 115 with emphasis on longer in-depth speeches using informative and persuasive techniques. Class includes extemporaneous, impromptu, manuscript, special occasion speeches and group decision making.

Prerequisite: SPE 115

Five credits

### **SPE 221 PROFESSIONAL ORAL COMMUNICATIONS**

This course focuses on professional speaking skills and situations such as presentations, speaker analysis, interviewing and listening and helps students improve their oral communication skills through practice in a variety of professional speaking situations.

Five 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: SPE 115 and permission of instructor

One to three credits

## **STA: STATISTICS**

### **STA 185 SPECIAL TOPICS IN STATISTICS**

Topics will reflect the special expertise of the faculty and/or the special needs of the students.

Prerequisite: Consent of instructor

One to six 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. Students will be introduced to the use of computers in organizing and analyzing data for statistical analysis.

Prerequisite: two years high school algebra or MAT 112 or permission of the instructor

Five credits

### **STA 202 STATISTICS FOR BUSINESS, SCIENCE, AND SOCIAL SCIENCE II**

Emphasizes concepts and applications of inferential statistics including hypothesis testing and estimation using z, t, chi-square and F distributions. Tests and estimates for means, proportions, variance and standard deviation will be used. Analysis of variance, multiple regression, and selected nonparametric statistics will also be covered. Computers will be used as an aid in organizing and analyzing data.

Prerequisite: STA 201 or permission of instructor

Five credits

### **STA 203 STATISTICS FOR BUSINESS, SCIENCE, AND SOCIAL 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

### **STA 205 STATISTICAL ANALYSIS USING COMPUTERS**

This course provides an introduction to computer packages which can be used for statistical analysis. Applications in statistics will include selected topics in probability, descriptive, and inferential statistics, such as, simulation of probability experiments, organization and analysis of data, hypothesis testing, correlation, and estimation.

Prerequisite: MAT 135 or STA 201 or permission of the instructor

Two-three credits

## **THE: THEATRE**

### **THE 116 SCREEN ACTING I**

### **THE 117 SCREEN ACTING II**

### **THE 118 SCREEN ACTING III**

These courses teach the differences between stage acting, and screen (video) acting, and all the how to's involved in that area. Development of characterization skills, increased understanding of human behavior and relationships, and imaginative encounters with one's self, build confidence and improve audition/interview abilities.

Three credits each: 40 clock hours each

### **THE 211 DEVELOPMENT OF THEATRE I**

Surveys the history and evolution of the theatre from Ancient Greece to the Renaissance, emphasizing all aspects of the art form from period values to analysis of dramatic literature and performance. (This course fulfills a Humanities requirement.)

Five credits

### **THE 212 DEVELOPMENT OF THEATRE II**

Surveys the history and evolution of drama from the Renaissance to the present, emphasizing all aspects of the art form from period values to the analysis of dramatic literature and performance. (This course fulfills a Humanities requirement.)

Five credits

### **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 in which the student is working and the student's level of proficiency. May be repeated at different levels of proficiency.

One to Three credits: contact program coordinator

## **WLT: WELDING TECHNOLOGY**

### **WLT 100 BEGINNING WELDING**

This course will introduce the student to the basic welding processes. It will have an emphasis on safety and a knowledge of the welding processes. Upon completion of this course, the student will have a basic understanding of oxy-acetylene and arc welding.

Two credits: 30 clock hours

### **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 116 FARM AND RANCH WELDING**

To introduce farmers and ranchers to the repair welding field. Demonstrations of Hardfacing, Cast Iron welding, Oxy-acet Safety, Oxy-Acet welding, Oxy-Acet cutting, Brazing, Soldering, Electric Arc welding with stick and continuous feed electrodes, and new equipment.

Two credits: 20 clock hours

**WLT 121 BASIC WELDING LAYOUT**

To introduce the participant to the basic layout tools and techniques, including the use of a calculator to compute angles and lengths.

Three credits: 30 clock hours

**WLT 122 SAFETY AWARENESS IN METAL JOINING TECHNOLOGY**

This course will introduce the student to safety concerns in the metal joining trade and impart the skills that are necessary to implement a safety awareness program.

Three credits: 30 clock hours

**WLT 123 MODERN METAL JOINING PROCESSES**

This course will introduce the student to the theory and application of current welding processes. The student will learn how to apply this knowledge to increase the percent of certainty when trying to choose the correct welding process for a specific application.

Five credits: 50 clock hours

**WLT 124 FUNDAMENTALS OF WELDING METALLURGY**

This course is designed to give the student a basic understanding of the metallurgy involved in welding and the skill to apply this knowledge to the development of sound welding techniques.

Five credits: 50 clock hours

**WLT 125 INDUSTRIAL BLUEPRINT READING**

This course is designed to give the student a fundamental understanding of AWS Welding Symbols and Blueprint reading. The ability to apply these fundamentals to the interpretation of actual prints used in Industry is stressed.

Five credits: 50 clock hours

**WLT 126 WELDING INSPECTION AND QUALITY CONTROL**

This course is designed to give the student a working knowledge of the codes, requirements and procedures used in the inspection of welds and the control of quality. This course is also an excellent starting point for individuals interested in becoming Certified Welding Inspectors.

Five credits: 50 clock hours

**WLT 127 BASIC WELDMENT DESIGN**

This course is designed to give the student a basic knowledge of the theory used to design welded components and structures and the skill necessary to distinguish between good and bad designs.

Five credits: 50 clock hours

**WLT 128 BASIC WELD ESTIMATING**

This course will give the student a basic knowledge of the elements and formulas used in estimating welding costs. The student will demonstrate his skills by estimating costs on simulated projects.

Three credits: 30 clock hours

**WLT 141 OXY/ACET WELDING**

Students will be given training and skill development in the use of oxy-acet welding equipment including fusion welding, brazing and cutting.

Twelve credits: 150 clock hours

**WLT 142 SHIELDED METAL ARC I**

Students will be given training and skill development in shielded metal arc welding. Welding will be in all positions on 3/16" mild steel using various electrodes.

Twelve credits: 150 clock hours

**WLT 143 SHIELDED METAL ARC II**

Students will be given training on multiple pass fillet welds in all positions using E-6010 and E-7018 electrodes.

Twelve credits: 150 clock hours

**WLT 144 SPECIALIZED WELDING I**

This course is 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.

Twelve credits: 150 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.

Prerequisite: WLT 151 or instructor permission

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.

Prerequisite: WLT 152 or instructor permission

Twenty-Four credits: 300 clock hours

**WLT 199 WELDING SPECIALTIES**

This course is designed for in-service students. It will provide upgrading skills to persons who are actually involved in the field of welding. Objectives will be agreed upon by the instructor, program supervisor and the student.

One credit: 10 clock hours

**WLT 204 WELDING PROBLEMS I**

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 205 WELDING PROBLEMS II**

This course is 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. Normally used as advanced study beyond WLT 204.

Four credits: 60 clock hours

**WLT 206 WELDING PROBLEMS III**

This course is 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. Normally used as advanced study beyond WLT 205.

Four credits: 60 clock hours

**WLT 236 SPECIAL WELDING PROBLEMS I**

This course is 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

**WLT 237 SPECIAL WELDING PROBLEMS II**

This course is 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. Normally used as advanced study for WLT 236.

Twenty-Four credits: 300 clock hours

**WLT 241 SHIELDED METAL ARC III**

Students will be given instruction in the welding of beveled butt joints with an open root using E-6010 and E7018. Basic blueprint reading and weld symbols will also be covered.

Twelve credits: 150 clock hours

**WLT 242 PIPE WELDING**

Instruction will be given on uphill pipe welding using the SMAW process. Pipe will be welded in the 5 and 6G positions using E-6010 and E-7018 electrodes.

Twelve credits: 150 clock hours

**WLT 243 GAS METAL ARC WELDING**

Students will learn to operate and perform basic trouble shooting on GMAW equipment. Welding will be done on a variety of metal thicknesses with solid and flux core wire.

Twelve credits: 150 clock hours

**WLT 244 SPECIALIZED WELDING II**

This course is 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. Normally used as advanced study beyond WLT 144.

Twelve credits: 150 clock hours

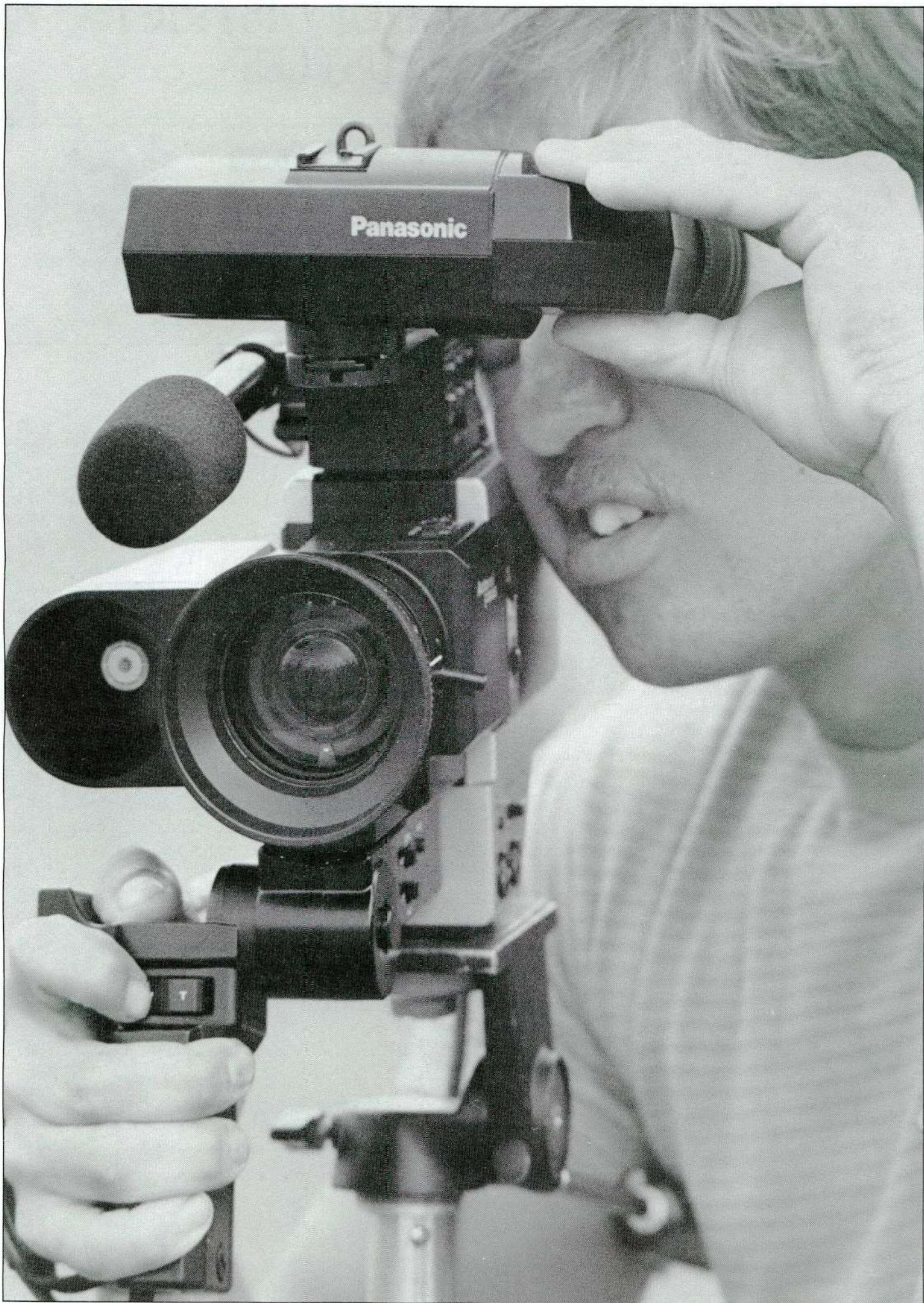
**WLT 251 WELDING FABRICATION**

This course is designed to provide basic knowledge in the areas of layout, fabrication tools and equipment, and assembly of welding structures. Actual hands-on work will be provided.

Prerequisite: WLT 151 and WLT 152, or permission of instructor.

Twenty-Four credits: 300 clock hours

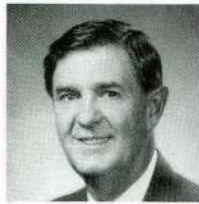




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## ADMINISTRATIVE STAFF

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| DR. GEORGE R. CONGER (President) .....  | 1979 | * |
| PAUL W. GAISER (Vice President and Dean of Occupational Education) .....                          | 1967 |   |
| DR. JERRY A. KIEFER (Vice President and Dean of the College) .....                                | 1974 |   |
| DR. DWANE R. RAILE (Vice President and Dean of Arts and Sciences) .....                           | 1971 |   |
| WILLIAM M. HILLARD (Vice President and Dean of Students) .....                                    | 1984 |   |
| DR. JOSEPH HELBLING (Associate Dean of Occupational Education).....                               | 1991 |   |
| ROBERT N. RANGEL (Associate Dean of the College and Affirmative Action Officer) .....             | 1969 |   |
| ARIETTA M.C. WIEDMANN (Associate Dean of Arts and Sciences and Director of the West Campus) ..... | 1984 |   |
| RICHARD E. BOGGS (Director: Computer Services) .....  | 1977 |   |
| TERRY CARR (Director: Financial Aid) .....  | 1971 |   |
| SUE DAVISSON (Director: Counseling/Assessment) .....  | 1976 |   |
| DR. SOMPHOL "PIA" DOUNGLOMCHUNT (Director of Budget and Auxiliary Services).....                  | 1980 |   |
| DAVID FRANSEN (Controller) .....  | 1990 |   |
| WILLIAM D. GREEN (Registrar) .....  | 1985 |   |
| RALPH D. MARTINEZ (Director: Student Personnel Services - South Campus) .....                     | 1973 |   |
| DIANE W. MILLER (Director: Personnel and Payroll) .....   | 1984 |   |
| DR. ROBERT MITCHELL (Business Manager) .....  | 1985 |   |
| MARK L. OLSON (Director: Public Information: Executive Director of the Aims Foundation) .....     | 1982 |   |
| DR. DON B. RITTER (Director: Institutional Planning, and Director: Physical Plant) .....          | 1971 |   |
| KEN SAUER (Director: Media Services and Telecommunications) .....                                 | 1979 |   |
| DICK SCHUBERT (Internal Auditor) .....  | 1988 |   |
| DAVE WERNER (Director: Library Services) .....  | 1969 |   |
| DR. RICHARD WOOD (Director: Continuing Education) .....   | 1991 |   |

## DIVISION DIRECTORS

|  |      |
|--|------|
| DR. JOHN T. TURNER (Behavioral & Social Science) .....       | 1968 |
| CHRISTA ADAMS (Communications & Humanities) .....            | 1983 |
| DR. WALTER RICHTER (Mathematics, Science and Computer) ..... | 1980 |
| DON E. BUTLER (Developmental Studies) .....                  | 1988 |
| DR. ANN ARON (Business) .....                                | 1978 |
| DANIEL D. PECK (Public Service) .....                        | 1971 |
| R. ARTHUR GIESICK (Technical) .....                          | 1970 |

\*Indicates the year individual joined the College.

# AIMS COMMUNITY COLLEGE FACULTY

## ABBOTT, JANE

(Division Chair - West Campus)  
(Communications & Humanities)

B.A., Pierce College; M.A., University of Denver; Advanced Graduate Study, University of Denver, Colorado State University 1989

## ACKERMAN, ALAN H.

(Chemistry and Biology)

B.A., Clark University, Massachusetts; Ph.D., Massachusetts Institute of Technology. 1986

## ADAMS, CHRISTA

(Division Director, Communications & Humanities)

B.A., University of Northern Colorado; M.A., University of Northern Colorado; Advanced Graduate Study, Colorado State University. 1983

## ARON, ANN

(Division Director, Business)

B.S., University of Nebraska; M.A., University of Northern Colorado; Ed. D., University of Northern Colorado; Advanced graduate studies, University of Colorado, Colorado State University. 1978

## BANTIN, FREDERICK

(Electronics Technology)

B.A., University of Nebraska-Omaha; Electronic Technology Institute, Inc., Denver; Graduate study, University of Northern Colorado; 12 years industrial experience. 1981

## BATMAN, LARRY G.

(Chair, Mathematics)

B.A., University of Northern Colorado; M.A., University of Northern Colorado; Advanced graduate study, Colorado State University. 1967

## BAUMAN, H-DIRKSEN

(Communications & Humanities)

B.A., Colorado College; M.A., University of Northern Colorado 1990

## BAY, MARVIN L.

(Aviation Technology, Department Chair)

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, Department Chair)

Two years electronics school, U.S. Navy; 15 years industrial experience. 1980

## BEECHER, SUSAN MK

(Coordinator, Criminal Justice and Associate Academy Director)

Certified Legal Assistant. 17 years paralegal experience. A.A.S. and A.A., Aims Community College 1989

## BENAVIDEZ, E. C. "VERA"

(Developmental Studies, South Campus)

B.A., Metropolitan State College; M.A., University of Northern Colorado; Winner of Award for Excellence, Amnesty Program Team 1984

## BENESCH, BARBARA

(Division Chair - South Campus, Business)

B.S., Colorado State University; M.E., Colorado State University. 1984

## BESS, ROBERT

(Developmental Studies)

B.S., University of Illinois, Champaign, Illinois; M.S., Illinois State University, Normal, Illinois. 1989

## BJORNEBY, WALTER J.

(Aviation Technology)

B.A., University of Maryland. 34 years military and industrial experience 1989

## BROCKSHUS, MERLE

(Agriculture Technology)

(Farm and Ranch Business Management)

B.S. Iowa State University; M.S. Iowa State University; Graduate study, University of Wisconsin, University of Northern Iowa, and Colorado State University. 1985

## BRODA, ALYSAN

(Department Chair, Speech)

(Communications & Humanities)

B.A., William Paterson College, New Jersey; M.A., William Paterson College, New Jersey; Advanced graduate study, Colorado State University. 1988

## BUTLER, DONALD E.

(Division Director, Developmental Studies)

B.A., Brigham Young University; M.A., Brigham Young University. 1988

## 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

**CHRISTENSON, MAXINE GROSS****(Marketing/Management)**B.S., University of Wisconsin, M.S., University of Wisconsin;  
Advanced graduate study, University of Northern Colorado, five  
years business experience 1986**CLAY, DOUGLAS G.****(Chair, Computer Science)**B.S., Purdue University, Indiana; M.A., Lesley College,  
Massachusetts; Advanced Graduate Study, Florida International  
University, University of Northern Colorado. 1985**COLTON, KERRY L.****(Accounting)**B.A., University of Northern Colorado; M.S., University of  
Northern Colorado; Advanced Graduate Study, Colorado  
State University 1971**COOPER, SAM****(Physics and Computer Science)**A.A., Aims Community College; B.A., University of Northern  
Colorado; M.A., University of Northern Colorado;  
Advanced graduate study, Colorado State University. 1981**COURSON, RONALD****(Chairman, Division of Behavioral & Social Sciences,  
South Campus)**

B.A., Cornell College; M.A., Drake University 1991

**CRIBELLI, SUSAN****(Mathematics and Computer Science)**B.A., University of Northern Colorado; M.A., University of  
Northern Colorado; Advanced graduate study, University  
of Northern Colorado. 1972**CROSS, EUGENE (GENE)****(Electronics Technology)**B.S.E.E., University of Pittsburgh; Graduate study, University  
of Northern Colorado and Colorado State University; 20  
years industrial experience. 1984**CULLINS, BILL****(Engineering Technology)**B.S., Tarleton State University, Texas; Graduate study  
University of Northern Colorado and Angelo State University;  
Certified Manufacturing Engineer (CMFGE). 1982**DARLING, DONALD W.****(Engineering Technology, Department Chair)**A.A., Foothill College, California; B.A., University of Northern  
Colorado; M.A., University of Northern Colorado; Graduate  
study, Colorado State University; 15 years industrial  
experience. 1976**DAVISSON, SUE E.****(Director, Counseling/Assessment Center)**B.A., University of Northern Colorado; M.A., University of  
Northern Colorado; Advanced graduate study, Kephart Clinic;  
Ed.S., University of Northern Colorado. 1976**DEWITT, ROGER A.****(Chairman, Division of Behavioral & Social Sciences,  
West Campus)**B.A., University of Northern Colorado; M.A., University of  
Northern Colorado; 1991 Student Award for  
Excellence in Teaching 1986**DRISKILL, MARSHA J.****(Mathematics; Coordinator, Aims/UNC Math Program)**

B.S., University of Kansas; M.A., University of Northern Colorado 1990

**DUNN, RICHARD****(Farm & Ranch Business Management)**B.S. Colorado State University; M.S. Colorado State University;  
Graduate Study, Colorado State University; 20 years business  
experience. 19**ECKHARDT, LUCILLE****(General Business)**B.A., University of Northern Colorado; Six years business  
experience. Aims Foundation Fellow, 1982. 1969**EDWARDS, J. PHIL****(Computer Science and Physical Science; Division Chair,  
Math/Science/Computer, West Campus)**B.A., University of Northern Colorado; M.A., University of  
Northern Colorado; Advanced Graduate Study, Colorado State  
University, American University/Commonwealth Institute. 1986**EDWARDS, MARTHANNE****(Accounting)**B.A., University of Minnesota; M.S., Colorado State University;  
Advanced graduate study University of Northern Colorado  
Ten years business experience. 1985**EVANS, LUCILE****(Radiologic Technology)**Radiologic Technology Certificate, Weld County General  
Hospital; Registered Technologist (American Registry of  
Radiologic Technology); Six years of clinical experience. 1985**FAJARDO, JOSEPH S.****(Chair, Anthropology; Spanish)**B.A., University of Denver; M.A., University of Colorado; M.A.,  
University of Northern Colorado; Advanced graduate study,  
University of Colorado. 1974**FISHER, CHUCK****(Assistant Chair, Writing Center)****(Communications & Humanities)**B.A., University of Southern California; M.A., University of  
Northern Colorado 1990**FORD, LORI****(Graphic Technology)**Certificate, Graphic Technology, Aims Community College;  
Seven years industrial experience. 1985**FRANEY, JAY****(Assistant Division Director, Fire Science)**AAS-Fire Science, 22 years public fire suppression, administration  
and training experience, five years post-secondary  
teaching experience. 1990

- FREDERICK, GENE A.**  
(Chair, Economics and Geography)  
B.S., University of Missouri; M.A., Adams State College; Advanced graduate study, Purdue University, University of Northern Colorado, University of New York. Aims Foundation Fellow, 1982. 1968
- FREESE, JASPER (Jay)**  
(Engineering Technology)  
B.S.C.E., Worcester Polytechnic Institute; M.S.C.E., University of Southern California; Colorado Registered Professional engineer and land surveyor; 30 years professional and business experience. 1981
- GEARHEART, SUSAN**  
(Criminal Justice)  
B.A., University of Northern Colorado; Five years corrections experience 1991
- GIESICK, R. ARTHUR**  
(Division Director, 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; 26 years industrial and military experience. 1970
- GODDARD, JERRY F.**  
(General Business)  
A.A., Graceland College, Iowa; A.B., University of Northern Colorado; M.A., Colorado State University; advanced graduate study, University of Northern Colorado, Leslie College, Colorado State University; four years business experience. 1972
- GOMEZ, RUTH**  
(Developmental Studies)  
M.A., University of Northern Colorado, Advanced Graduate Study, University of Northern Colorado; Winner of Award for Excellence, Amnesty Program Team 1973
- GORDON, FRANK J.**  
(Chair, Department of Political Science)  
B.A., University of Colorado; M.A., University of Colorado; Ph.D., University of Colorado-Boulder; Postdoctoral research at Harvard University, West Berlin, Hannover, Goettingen, Marburg University-West Germany. 1982
- GOSCH, PHYLLIS**  
(Developmental Studies, Reading)  
B.A., State University College of New York at Fredonia; M.A., State University College of New York at Buffalo 1990
- GREEN, JUDITH**  
(Psychology/Biofeedback)  
B.A., University of Chicago; M.A., University of Iowa; Ph.D., Union Graduate School, Ohio. 1982
- HALL, CATHERINE**  
(Computer Information Systems)  
A.A.S., Aims Community College; B.S., Moorhead State College, Minnesota; M.S., University of New Mexico; Five years business experience. Aims Foundation Fellow, 1985. 1982
- HAMBLIN, KATHERINE**  
(Director, Early Childhood Education Center)  
B.S., Colorado State University; M.A., University of Northern Colorado; State Certified Child Care Center Director, Six years experience in child care services. Aims Foundation Fellow, 1984. 1976
- HARDGRAVE, BILLY D.**  
(Counseling)  
A.A., Pensacola Junior College, B.A., University of West Florida, M.A. and Ed.D., University of Northern Colorado. 1989
- HARRIS, DONALD T.**  
(Chemistry)  
B.S., Western Kentucky State University; M.A., Western Kentucky State University; Advanced graduate study, University of Northern Colorado (ABD). Aims Foundation Fellow, 1983. 1970
- HEEN, SAMUEL K.**  
(Chairman, Department of Physical Education)  
B.A., Colorado State University; M.Ed., Colorado State University; Advanced graduate study, University of Northern Colorado. 1971
- HEIMAN, GALE E.**  
(General Business)  
A.B., University of Northern Colorado; M.A., University of Northern Colorado; Ph.D., Laurence University School of Banking, California; 14 years of business experience. 1969
- HERGENRETER, PAT**  
(Auto Body)  
Three years study; Colorado State University, Vocational Education Credential, 16 years industrial experience. 1989
- HICKMAN, JOHN C.**  
(Welding)  
Welding Certificate, Hobart Technical Center; Colorado State University; 18 years industrial experience. 1970
- HULL, ELIZABETH A.**  
(Mathematics and Computer Disciplines, Division Chair Math/Science/Computer, South Campus)  
B.A. University of Colorado; M.Ed., University of Texas; M.Ed., Lesley College; Advanced graduate study, University of Northern Colorado 1990
- HUNT, GARY L.**  
(Engineering Technology)  
B.S.E.E., Northern Arizona University; M.S.E.E., Colorado State University; Seven years industrial experience. 1988
- JOHNSON, MARYJANE**  
(Chair, Department of History)  
A.A. Aims Community College; B.A., University of Northern Colorado; M.A., University of Northern Colorado. 1989
- JOKERST, JAMES C.**  
(Psychology)  
B.A., University of Arizona; M.A., University of Northern Colorado; Ph.D., University of Northern Colorado. Aims Foundation Fellow, 1982. 1971

- KARST, GERALD L.**  
(Chair, Department of Sociology)  
B.A., University of Northern Colorado; M. Ed., Colorado State University; Advanced graduate study, University of Northern Colorado. 1970
- KELSEY, LOYAL L.**  
(Aviation Technology)  
B.A., University of Northern Colorado; M.A., Central Michigan State University. 32 years military and industrial experience. 1988
- KIEKHAEFER, ELMER A.**  
(Marketing/Management)  
B.A., Valparaiso University, Indiana; M.A., University of New Mexico; Advanced graduate study, University of Northern Colorado. Nineteen years business experience. 1974
- KILLEBREW, WILLIAM A.**  
(Welding)  
A.A.S., Aims Community College; Four years industrial experience. 1974
- KING, DEBRA**  
(Graphic Technology)  
Certificate, Graphic Communications, Mankato Area Vocational Technical Institute; Seven years industrial experience. 1983
- KLINE, GINA**  
(Aviation Technology)  
A.A.S. Aims Community College, Six years Industrial experience. 1987
- 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
- LEUSINK, JUDITH P.**  
(General Business)  
B.S., Colorado State University; Graduate study, University of Northern Colorado; Five years business experience. 1971
- LEWIS, CHARLINE**  
(Emergency Medical Services)  
B.A. University of Colorado, NREMT-P, Colorado Certified EMT-P; Six years field and teaching experience. 1992
- LORENSEN, M. RUTH**  
(Professor, Health Occupations)  
Nursing Diploma, University of Oklahoma; B.S.N., University of Colorado; M.A., University of Northern Colorado; Ed.D., University of Northern Colorado. Ten years nursing experience. 1971
- LOVELESS, RUBY**  
(Computer Information Systems)  
B.S., Colorado State University; Six years business experience. 1981
- MARQUEZ, MAXINE F.**  
(General Business)  
B.A., University of Northern Colorado; M.A., Colorado State University. Aims Foundation Fellow, 1983. 1974
- MARTIN, PAUL**  
(General Business)  
B.A., McNeese State University, Louisiana; M.A., University of Northern Colorado; Advanced graduate study, University of Northern Colorado; 12 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, Colorado State University, Naropa Institute. 1969
- MAST, MARY K.**  
(Emergency Medical Services)  
Diploma, University of Wyoming, School of Nursing; Advanced Cardiac Life Support Instructor; Pediatric Advanced Life Support Instructor and Affiliate Faculty; Seven years post secondary teaching experience; 22 years clinical experience. 1991
- MAXFIELD, BARBARA**  
(Developmental Studies)  
B.A., Colorado State University; B.S., Colorado State University; M.A., University of Northern Colorado. Aims Foundation Fellow, 1985; Winner of Award for Excellence, Amnesty Program Team 1980
- MEIER, DONNA L.**  
(Professor, Criminal Justice)  
B.S., Colorado State University; J.D., University of Colorado Law School. 1990
- MILLER, DAVID R.**  
(Emergency Medical Services)  
B.S. Indiana State University; Colorado Certified Paramedic; seven years field experience 1990
- MONTHEI, CAROL E.**  
Division Chair - West Campus, Business  
B.S., Drake University; M.Ed., Colorado State University; Ph.D., Colorado State University 1991
- MONTOYA, TRUDI C.**  
(General Business)  
B.S., University of Colorado; M.A., University of Northern Colorado; Ten years business and industry experience. 1985
- MUSIL, SUSAN**  
(Coordinator, Business Lab)  
B.A., University of Northern Colorado 1985
- MYERS, CHARLES E., II**  
(Department Chair, Criminal Justice, Academy Director)  
B.A., California State University-Fresno; M.A., University of Northern Colorado. 1982

- NEET, KENNETH**  
(Accounting)  
B.A., Point Loma College, California; Seven years business experience. Aims Foundation Fellow, 1986. 1982
- OWENS, DONALD R.**  
(Fire Science)  
AAS-Fire Science, 20 years' public fire suppression, administration and training experience; 14 years post-secondary teaching experience. 1990
- PARK, ANTHONY**  
(Communications & Humanities)  
B.A., Colorado State University; M. A., Colorado State University; Advanced Graduate Study, Colorado State University. 1988
- PECK, DANIEL D.**  
(Division Director, Public Service)  
B.E., Colorado State University; M. Ed., Colorado State University; 12 years industrial experience. 1971
- PELLICAN, STEVEN**  
(Computer Information Systems)  
M.A., Western State; Five years business experience. 1987
- PETERSON, KEN D.**  
(Design and Creative Studies)  
(Communications & Humanities)  
B.M., Utah State; M.M., Illinois State University 1991
- REIERSTAD, KEITH B.**  
(Division Chair - South Campus)  
(Communications & Humanities)  
B.A., Wesleyan University; M.A./Ph. D., University of Pennsylvania 1986
- RICHTER, WALTER**  
(Division Director, Mathematics, Science and Computers)  
B.S., Wagner College, New York; Ph.D., University of Vermont; Post-doctoral Research Fellow, University of Alabama Medical Center. 1980
- ROBINSON, JAMES (LYN)**  
(Physical Science)  
B.S., University of New Mexico; M.A., University of New Mexico; Ed.D, University of Northern Colorado; Advanced graduate study, University of Kansas, University of Denver, Colorado State University. 1969
- ROBINSON, KAREN**  
(Mathematics and Computer Science)  
B.S., Colorado State University; M.S., Colorado State University. 1985
- RUNGE, TEDD**  
(Chairman - Design & Creative Studies)  
(Communications & Humanities)  
B.F.A. - Painting, University of Illinois-Champaign; M.A. - Painting, University of Northern Colorado, Advanced graduate study, University of Northern Colorado. 1984
- RODRIGUEZ, CHARLOTTE**  
(Counselor)  
M.A., University of Northern Colorado; Vocational Guidance Specialist Credential; Colorado Licensed Professional Counselor, 1990 1971
- SARKIS, LEBE W.**  
(Biology)  
B.A., California State University, Northridge; M.A., University of Northern Colorado; D.A., University of Northern Colorado 1991
- SCHOSSOW, DENNIS**  
(Automotive)  
B.S., Moorhead State University, Minnesota; Vocational Education Certificate, Colorado State University; Five years industrial experience. 1980
- SCHWARTZ, PATRICIA (TRISH)**  
(Physical Education)  
B.S. Physical Education, Colorado State University, 1984  
M.S. Exercise Physiology, Colorado State University, 1986 1991
- SCOTT, LINDA**  
(General Business)  
B.S.E., North East Missouri State University; M.A. University of Northern Colorado. Aims Foundation Fellow, 1983. 1982
- SHATRAW, DIANA**  
(Assistant Division Director, Radiologic Technology)  
Radiologic Technology Certificate, Weld County General Hospital; Registered Technologist (American Registry of Radiologic Technology); Ten years clinical experience.  
B.S., Colorado State University 1979
- SHELLENBERGER, ROBERT**  
(Chair, Department of Psychology)  
B.A., Bluffton College, Ohio; B.D., Vanderbilt University, Tennessee; M.A., Northwestern University; Ph.D., Northwestern University. Aims Foundation Fellow, 1985 1975
- SLOMER, RUTH**  
(Communications & Humanities)  
B.S., Illinois State University; M.A., Western State College; Advanced graduate study, University of Colorado, University of Northern Colorado, Colorado State University, Denver University, Brigham Young University. 1970
- SOUTAR, KAREN H.**  
(Chair, Developmental Studies, South Campus)  
B.A., Miami University, Oxford, Ohio; M.A., Ball State, Muncie, Indiana. 1989
- SOWDER, GLEN E.**  
(Agriculture Technology)  
A.A., Northeastern Junior College, Colorado; B.S., Colorado State University; M.E., Colorado State University; Graduate study, University of Northern Colorado. Aims Foundation Fellow, 1983. 1981
- SPECKETER, JANET A.**  
(Emergency Medical Services)  
Radiologic Technology Certificate, Rock Island Franciscan Hospital; Registered Technologist (American Registry of Radiologic Technology); 12 years of clinical experience. 1992

**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.****(Computer Information Systems)**

A.A.S., Aims Community College; B.M.E., Indiana University; Three years business experience. 1976

**STEVENS, CLAUDIA B.****(Marketing/Management)**

B.A., University of Northern Colorado; graduate study, University of Northern Colorado; Ten years business experience. 1985

**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; Cambridge University, England; 1991 Division Director and Faculty Senate Awards for Excellence in Teaching 1967

**SUMMERS, MAURINE****(Early Childhood Education)**

B.A., University of Northern Colorado; M.Ed., Colorado State University; Advanced graduate study, Pacific Oaks College, California; University of Northern Colorado; Seven years experience in child care services. Aims Foundation Fellowship, 1986. 1972

**TARNASKY, RALPH F.****(Department Chair-Foreign Languages)****(Communications & Humanities)**

B.A., University of North Dakota; M.A., University of Nebraska-Lincoln; Ed.S., University of Nebraska at Omaha. 1990

**TAYLOR, VAL W.****(Aviation Technology)**

B.A., University of Northern Colorado; M.A., Troy State University. 31 years military and industrial experience. 1989

**TERRAZAS, ARTHUR****(Developmental Studies)**

A.A., Aims Community College; B.A., University of Northern Colorado; M.A., University of Northern Colorado. 1973

**TURNER, JOHN T.****(Division Director, Behavioral & Social Sciences)**

B.A., Adams State College; M.A., Adams State College; Advanced graduate study, Colorado State University; Aims Foundation Fellow, 1983; Aims Foundation Fellow 1989; Ph.D., University of Northern Colorado 1968

**VAN DER PLOEG, DIANA****(Department Chair, Emergency Medical Services)**

B.A., University of Denver; M.A., University of Northern Colorado; Ph.D. candidate Colorado State University; Colorado certified paramedic; Flight Paramedic; eight years field experience. 1986

**VAN-NIX, BARBARA****(Communications & Humanities)**

B.A. Wichita State University; M.A., Wichita State University 1989

**VANTINE, DIANE L.****(Communications & Humanities)**

B.A., University of Wyoming; M.A., University of Wyoming; Ph. D., University of Denver. Aims Foundation Fellow, 1984; NEH Fellow, Harvard, 1987. 1969

**VELASQUEZ, MARIA B.****(Developmental Studies)**

B.A., University of Northern Colorado; M.A., University of Northern Colorado; Winner of Award for Excellence, Amnesty Program Team 1972

**VIGIL, MARY L.****(Developmental Studies)**

B.A., University of Colorado; Winner of Award for Excellence, Amnesty Program Team 1973

**WARD, RUSSELL E.****(Program Chair-Communications, Foreign Language, English, Speech)****(Communications & Humanities)**

B.A., University of Northern Colorado; M.A., University of Northern Colorado; D.A., Idaho State University. 1987

**WEBSTER, MARY****(Marketing/Management)**

B.S., Colorado State University; M.S., Colorado State University; Six years business experience. 1978

**WERNER, DAVID D.****(Director of Library Services)**

B.A., University of Montana; M.A., University of Montana; M.A.L., University of Denver; Advanced graduate study, University of Northern Colorado. 1969

**WILSON, JULIA****(Mathematics Chair, Developmental Studies)**

B.A., University of South Florida; M.A., University of Northern Colorado. 1989

**ZENZEN, NICK****(Auto Body)**

B.S., Colorado State University, Vocational Education Credential, 8 years industrial experience. 1990



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## EMERITUS STATUS

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**Robert Stockhouse, Ph.D.**

**(Director Emeritus, Assessment Center)**

A.A.S., Aims Community College; B.S. Black Hills State College;  
M.A., Columbia University; Ed.D., Stanford University; Kellogg  
Post-Doctoral Fellowship, University of Texas.

**W. Arlin Brown, Ed.D**

**(Faculty Emeritus, Communications/Humanities)**

B.A., Eastern New Mexico University;  
M.A., Western State College of Colorado;  
Ed.D., University of Northern Colorado.

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**PRIOR EDUCATION** (mark all that apply):

Attended Aims Courses previously

College transfer\* or graduate (show name and location of last college attended): \_\_\_\_\_ If graduate show: \_\_\_\_\_

\_\_\_\_\_ Degree \_\_\_\_\_ Mo./Yr. \_\_\_\_\_ 02/1

\*If you intend to transfer in credit, submit transcripts with request for evaluation. \_\_\_\_\_ (01/1)

High School graduate \_\_\_\_\_ School Name \_\_\_\_\_ Location \_\_\_\_\_ Mo./Yr. \_\_\_\_\_

Received G.E.D.(General Education Diploma) instead of High School diploma \_\_\_\_\_ Location \_\_\_\_\_ Mo./Yr. \_\_\_\_\_ 9999(03/1)

Current High School Student in grade \_\_\_\_\_ (9-12) \_\_\_\_\_ 06/6

at \_\_\_\_\_ Name of High School \_\_\_\_\_

Withdrew from school (Non High School graduate). Show highest grade completed \_\_\_\_\_ (1-11) \_\_\_\_\_ 04/1 or 04/3 (Basic Ed)

**EDUCATION PLANS AT AIMS** (mark one):

A.A. - Associate of Arts - Liberal Arts major. Emphasis (optional): \_\_\_\_\_ AA: \_\_\_\_\_

A.S. - Associate of Science - Liberal Arts major. Emphasis (optional): \_\_\_\_\_ AS: \_\_\_\_\_

A.A.S. - Associate of Applied Science - Specific major: \_\_\_\_\_ AAS: \_\_\_\_\_

Occupational Certificate - Specific major: \_\_\_\_\_ CERT: \_\_\_\_\_

A.G.S. - Associate of General Studies - Liberal Arts major (See catalog or Counseling Center for details - you will be "undeclared" until contract is completed.) UNCL: 555555

G.E.D. - General Education Diploma BE: 3 2 0 1 0 1

Professional development/skills upgrade: \_\_\_\_\_ Field of Study \_\_\_\_\_ NONE: \_\_\_\_\_

Undecided - I would like assistance from the Counseling Center for career education planning:  Yes  No UNCL: 555555

Personal interest/none of the above. UNCL: 555555

ADVISOR: \_\_\_\_\_

**EDUCATION PLANS AFTER CURRENT PROGRAM** (mark one):

None/Undecided  4 year degree N 4

2 year degree/certificate  4 year degree and beyond 2 5

If planning to transfer, where: \_\_\_\_\_ Name of School \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

|   |   |  |
|---|---|--|
| <p><b>EMPLOYMENT STATUS</b></p> <p>I am employed or self-employed:</p> <p><input type="checkbox"/> working more than 35 hours/week</p> <p><input type="checkbox"/> working 10-35 hours/week</p> <p><input type="checkbox"/> working less than 10 hours/week</p> <p>or</p> <p>I am unemployed, but looking for work:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> Retired</p> <p><input type="checkbox"/> No</p> | <p><b>OFFICE USE ONLY</b></p> <p>F</p> <p>P</p> <p>M</p> <p>L</p> <p>N</p> <p>R</p> | <p><b>PERSONAL DATA</b></p> <p>The information below is requested for Federal and State reporting and for internal college purposes only. It is to be supplied only on a voluntary basis to assist the college in serving students, will be kept confidential, and is not required for admission.</p> <p>Ethnic Background:</p> <p><input type="checkbox"/> American Indian or Alaskan Native</p> <p><input type="checkbox"/> Black</p> <p><input type="checkbox"/> Asian or Pacific Islander</p> <p><input type="checkbox"/> Hispanic</p> <p><input type="checkbox"/> Caucasian</p> <p>Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female</p> |
|---|---|--|

I certify that to the best of my knowledge the information furnished on this form is true and complete.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**IMMUNIZATION**

Aims Community College does not require (but strongly encourages) immunization for measles or other diseases prior to admission. Students are urged to consult their personal health authorities regarding potential health risks.





**PRIOR EDUCATION (mark all that apply):**

- Attended Aims Courses previously
- College transfer\* or graduate (show name and location of last college attended): \_\_\_\_\_ If graduate show: \_\_\_\_\_  
 \_\_\_\_\_ Degree \_\_\_\_\_ Mo./Yr. \_\_\_\_\_
- \*If you intend to transfer in credit, submit transcripts with request for evaluation.
- High School graduate \_\_\_\_\_ School Name \_\_\_\_\_ Location \_\_\_\_\_ Mo./Yr. \_\_\_\_\_
- Received G.E.D.(General Education Diploma) instead of High School diploma \_\_\_\_\_ Location \_\_\_\_\_ Mo./Yr. \_\_\_\_\_
- Current High School Student in grade \_\_\_\_\_ (9-12)  
 at \_\_\_\_\_  
 Name of High School \_\_\_\_\_
- Withdrew from school (Non High School graduate). Show highest grade completed \_\_\_\_\_ (1-11)

**OFFICE USE ONLY**

\_\_\_\_\_ 02/1  
 \_\_\_\_\_ (01/1)  
 9999(03/1)  
 06/6  
 04/1 or 04/3 (Basic Ed)

**EDUCATION PLANS AT AIMS (mark one):**

- A.A. - Associate of Arts - Liberal Arts major. Emphasis (optional): \_\_\_\_\_
- A.S. - Associate of Science - Liberal Arts major. Emphasis (optional): \_\_\_\_\_
- A.A.S. - Associate of Applied Science - Specific major: \_\_\_\_\_
- Occupational Certificate - Specific major: \_\_\_\_\_
- A.G.S. - Associate of General Studies - Liberal Arts major (See catalog or Counseling Center for details - you will be "undeclared" until contract is completed.)
- G.E.D. - General Education Diploma
- Professional development/skills upgrade: \_\_\_\_\_  
 Field of Study \_\_\_\_\_
- Undecided - I would like assistance from the Counseling Center for career education planning:  Yes  No
- Personal interest/none of the above.

AA: \_\_\_\_\_  
 AS: \_\_\_\_\_  
 AAS: \_\_\_\_\_  
 CERT: \_\_\_\_\_  
 UNCL: 555555  
 BE: 3 2 0 1 0 1  
 NONE: \_\_\_\_\_  
 UNCL: 555555  
 UNCL: 555555  
 ADVISOR: \_\_\_\_\_

**EDUCATION PLANS AFTER CURRENT PROGRAM (mark one):**

- None/Undecided  4 year degree
- 2 year degree/certificate  4 year degree and beyond
- If planning to transfer, where: \_\_\_\_\_  
 Name of School \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

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**EMPLOYMENT STATUS**

- I am employed or self-employed:
- working more than 35 hours/week
  - working 10-35 hours/week
  - working less than 10 hours/week
- or
- I am unemployed, but looking for work:
- Yes  Retired
  - No

**OFFICE USE ONLY**

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**PERSONAL DATA**

The information below is requested for Federal and State reporting and for internal college purposes only. It is to be supplied only on a voluntary basis to assist the college in serving students, will be kept confidential, and is not required for admission.

- Ethnic Background:
- American Indian or Alaskan Native
  - Black
  - Asian or Pacific Islander
  - Hispanic
  - Caucasian

- Sex:  Male  Female

I certify that to the best of my knowledge the information furnished on this form is true and complete.

\_\_\_\_\_  
 Applicant's Signature Date

**IMMUNIZATION**

Aims Community College does not require (but strongly encourages) immunization for measles or other diseases prior to admission. Students are urged to consult their personal health authorities regarding potential health risks.

