

# MSI Separator Sheet



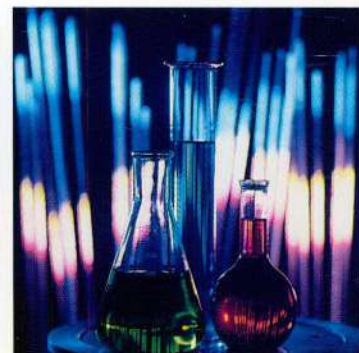
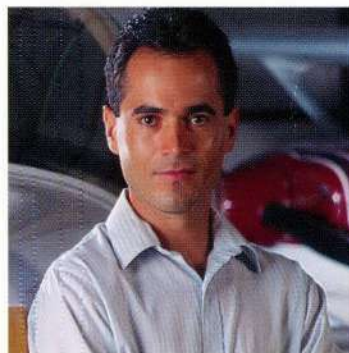
MSI2010

1996 - 1997

# Archive Copy

Lighting up your future

Aims Community College  
Greeley Fort Lupton Loveland, Colorado



C A T A L O G      1996-1997

Aims Community College, Colorado



# ***Aims Community College 1996-97 Catalog***

---

(Effective Summer Quarter, 1996)

**Established 1967**

**A College Serving  
North-Central Colorado**

## **MAIN CAMPUS**

5401 W. 20th Street  
P.O. Box 69  
Greeley, Colorado 80632  
(970) 330-8008  
FAX (970) 339-6664

## **SOUTH CAMPUS**

260 College Avenue  
Fort Lupton, Colorado 80621  
(303) 857-4022  
Greeley (303) 352-4664  
Metro 659-2243  
FAX (303)352-5443

## **WEST CAMPUS**

104 E. Fourth Street  
Loveland, Colorado 80537  
(970) 667-4611  
Greeley (970) 330-4661  
Metro 447-9092  
FAX (970) 635-9022



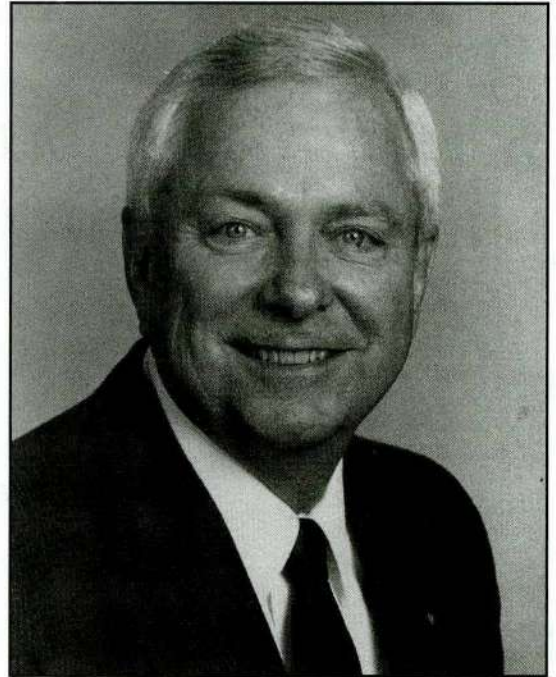
# ***A Letter From The President. . .***

---

As President of Aims Community College, I would like to commend each of you who has chosen to entrust this institution with your educational hopes and dreams. Approximately 15,000 students will attend Aims College's three campuses this year, and we will do our utmost to meet your diverse educational needs.

To each of you, regardless of age and school experience, I'd like to say that our teachers and staff understand that an institution of higher learning can sometimes be a formidable place. Don't ever be afraid to ask for help or direction. The purpose of our jobs is to ensure your success.

Please study this catalog carefully. It is the single most important and informative document we print each year. Read it, know what is expected of you as a student, and spend time considering your personal course of study. A large measure of your success will depend on the effort you put forth on your own behalf.



Welcome to Aims Community College. May your life be enriched by the time you spend with us.

Yours very truly,

A handwritten signature in cursive script that reads "George R. Conger". The signature is written in dark ink and is positioned above the printed name and title.

Dr. George R. Conger  
President



# Table of Contents

---

## GENERAL INFORMATION

Campus Map .....	2
Academic Calendar .....	3
Degree and Certificate Index .....	5
Aims Overview .....	7
Main Campus .....	10
South Campus .....	11
West Campus .....	12
Admissions .....	13
Tuition and Fees .....	16
Advising/Assessment & Career Services .....	17
Advising .....	17
Credit for Prior Learning .....	18
Course Information .....	19
Grading System .....	20
Academic Standards .....	21
Graduation Requirements .....	23
Records, Transcripts, and Requests for Information .....	24
Special Instructional Programs .....	25
Student Financial Assistance .....	26
Scholarships .....	31
Aims Foundation .....	33
Child Care: Monfort Early Childhood Education Center .....	34
General Information .....	34
Student Activities and Organizations .....	37

## ACADEMIC AFFAIRS

Degree & Certificate Overview .....	39
Behavioral, Social, and Economic Sciences Division .....	40-46
Communications, Humanities, and Business Division .....	47
Mathematics/Natural and Applied Sciences Division .....	64
Developmental Education Division .....	74
Technology Division .....	90
Continuing Education .....	92
	110

## COURSE DESCRIPTIONS

.....	112
-------	-----

## BOARD OF TRUSTEES AND ADMINISTRATION

.....	178
-------	-----

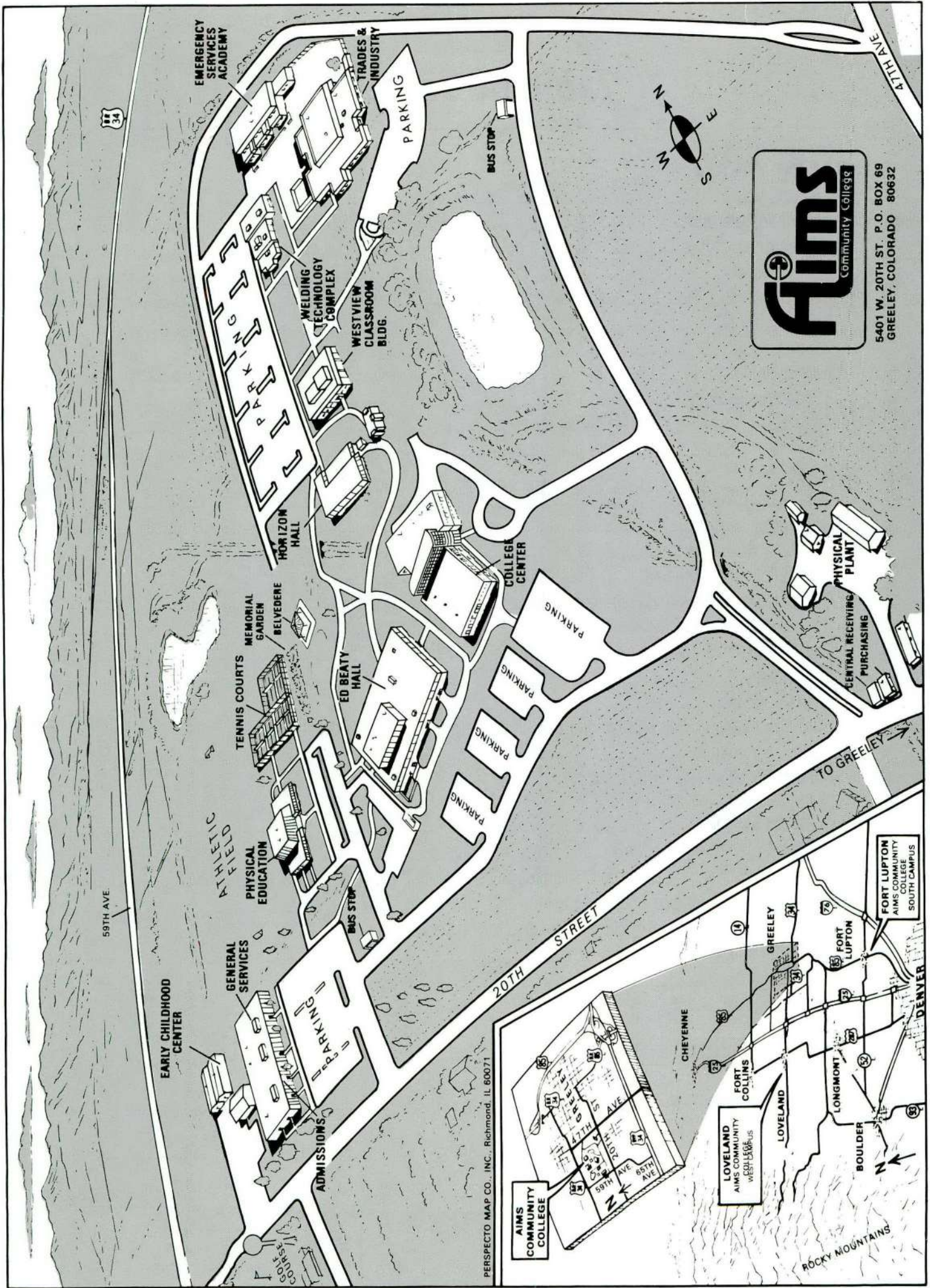
## FACULTY

.....	180
-------	-----

## INDEX

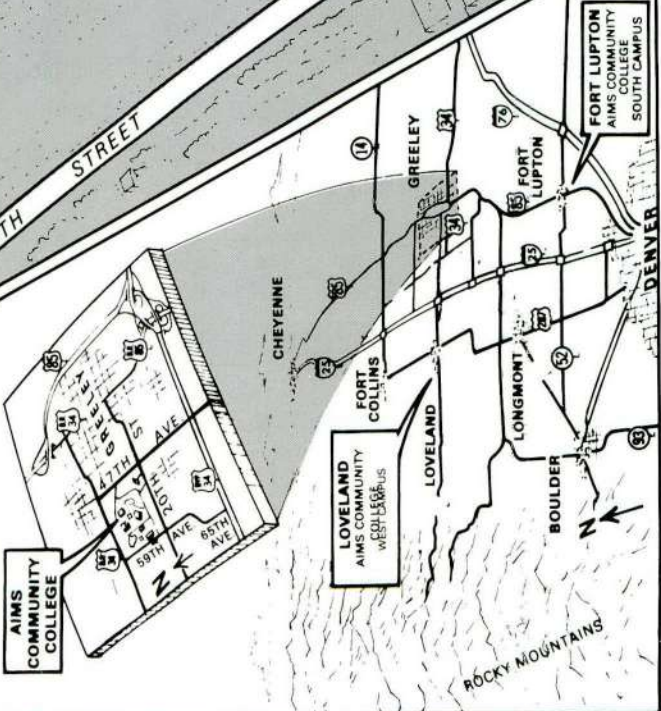
.....	187
-------	-----





5401 W. 20TH ST. P.O. BOX 69  
 GREELEY, COLORADO 80632

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







# Academic Calendar

---

## SUMMER QUARTER, 1996

(4-Day Week, 33 Days, 75 Minute Periods, 2 Evaluation Days)

Thursday-Friday, May 23-24, 1996 ..... Returning Student Registration  
May 28-June 11, 1996 ..... Registration  
Monday, June 10-August 29, 1996 ..... 4 Day Work/Class Week Schedule (college closed Friday, Saturday, Sunday)  
**Monday, June 17, 1996** ..... **Classes Begin**  
Thursday, July 4, 1996 ..... Independence Day (college closed)  
Tuesday, August 13, 1996 ..... Last Day of Classes  
Wednesday-Thursday, August 14-15, 1996 ..... Evaluation Days  
**Thursday, August 15, 1996** ..... **Graduation (7:00 p.m.)**

## FALL QUARTER, 1996

(50 Days - 2 Evaluation, 1 Staff Development Day, 1 Faculty-to-Faculty Conference Day)

July 8-25, 1996 ..... Returning Student Registration  
July 29-August 27, September 3-6 ..... Registration (no registration August 28-29 [term end processing])  
Monday, September 2, 1996 ..... Labor Day, college closed, (no registration before 1 p.m. September 3)  
Tuesday, September 3, 1996 ..... General Staff Meeting (offices closed to public until 1:00 p.m.)  
**Monday, September 9, 1996** ..... **Classes Begin**  
Friday, October 11, 1996 ..... Faculty-to-Faculty Conferences (no classes, offices closed to public)  
Friday, November 15, 1996 ..... Staff Development Day (no classes, offices closed to public)  
Tuesday, November 19, 1996 ..... Last Day of Classes  
Wednesday-Thursday, November 20-21, 1996 ..... Evaluation Days  
**Friday, November 22, 1996** ..... **End of Quarter/Graduation (7:00 p.m.)**  
Wednesday-Friday, November 27-29, 1996 ..... Thanksgiving Holiday (college closed)  
Monday-Friday, December 23-27, 1996 ..... Christmas Holiday (college closed)

## WINTER QUARTER, 1997

(48 Days - 2 Evaluation)

November, 4-8, 1996 ..... Returning Student Registration  
November 11, 1996 - January 3, 1997 ..... Registration (no registration November 27-29,  
December 2-4 [term end processing], December 23-27, January 1)  
Wednesday, January 1, 1997 ..... New Year's Holiday (college closed)  
**Monday, January 6, 1997** ..... **Classes Begin**  
Wednesday, March 12, 1997 ..... Last Day of Classes  
Thursday-Friday, March 13-14, 1997 ..... Evaluation Days  
**Friday, March 14, 1997** ..... **Graduation (7 p.m.)**  
Monday-Friday, March 17-21, 1997 ..... Spring Break

## SPRING QUARTER, 1997

(50 Days - 2 Evaluation)

Monday-Friday, February 24-28, 1997 ..... Returning Student Registration  
March 3-18, 1997 ..... Registration (no registration March 19-21 - [term end processing])  
**Monday, March 24, 1997** ..... **Classes Begin**  
Friday, April 18, 1997 ..... Staff Development Day (no classes, offices closed to public)  
Monday, May 26, 1997 ..... Memorial Day (college closed)  
Tuesday, June 3, 1997 ..... Last Day of Classes  
Wednesday-Thursday, June 4-5, 1997 ..... Evaluation Days  
**Saturday, June 7, 1997** ..... **Graduation (9 a.m.)/End of Quarter**  
Wednesday-Thursday, June 11-12, 1997 ..... No Registration (term end processing)







# Degree and Certificate Index

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

(Liberal Arts Major 2 Year) - Areas of Emphasis:

Accounting (page 49)
Biofeedback (page 59)
Business Transfer (page 68)
Colorado Alcohol & Drug Abuse Certification (page 60)
Communications Media (page 69)
Computer Information Systems (page 77)
Computer Programming (page 78)
Computer Science (page 78)
Counseling (page 61)
Criminal Justice (page 51)
Design (page 71)
Elementary Education (page 53)
Emergency Medical Services-Manager (page 80)
Emergency Medical Services-Specialist (page 80)
Fine Arts (page 72)
General Psychology (page 62)
Human Resources Management (page 63)
International Studies (page 53)
Literature (page 70)
Music (page 73)
Prelaw (page 59)
Prenursing (page 87)
Political Science (page 58)

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

(Liberal Arts Major 2 Year) - Areas of Emphasis:

Chemistry (page 85)
Chemical Testing Technology (page 85)
Computer Programming (page 78)
Computer Science (page 78)
Life Sciences (page 86)
Mathematics (page 85)
Preengineering (page 85)
Prehealth Profession (page 86)

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

(Liberal Arts Major 2 Year) - Areas of Emphasis:

Drug/Alcohol Counselor II (page 61)
Early Childhood Education (page 55)
Human Resources Management (page 62)

## ASSOCIATE OF APPLIED SCIENCE (A.A.S.) DEGREE PROGRAMS

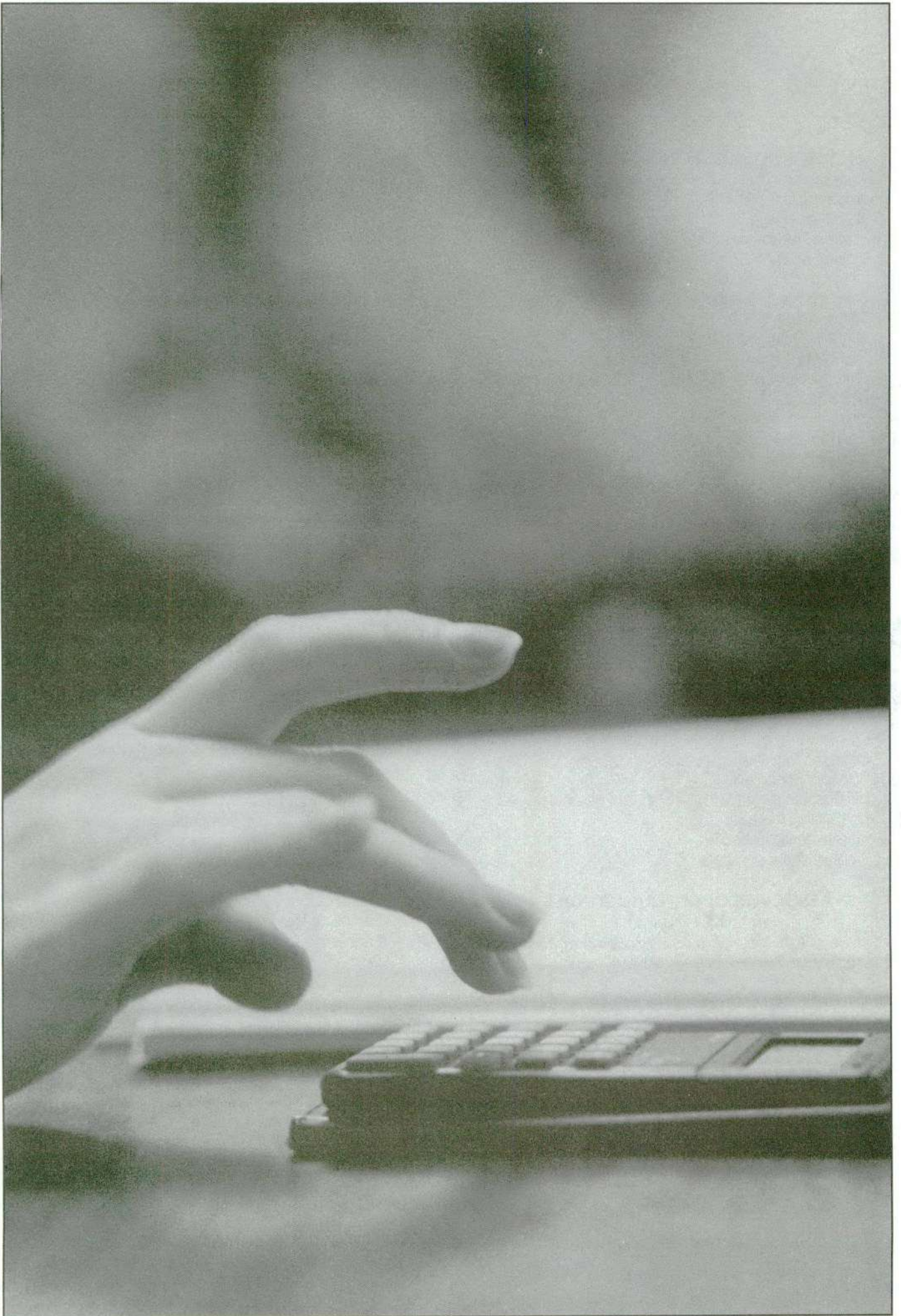
Accounting (page 49)	2 YR
Agriculture Technology (page 94)	3 YR
Farm & Ranch Business Management Option (page 94)	
Automotive Collision Repair Technology (page 95)	2YR
Automotive Mechanics Technology (page 97)	2YR
General Automotive Technician Option (page 97)	
Diagnostics/Driveability Option (page 98)	
Aviation (page 99)	2 YR
General Aviation Pilot Option (page 99)	
Professional Pilot Program (PPP) Option (page 100)	
Communications Media (page 69)	2YR

Computer Information Systems (page 76)	2 YR
Criminal Justice (page 51)	2 YR
Early Childhood Education (page 54)	2 YR
Electronics Technology (page 101)	2 YR
Engineering Technology (page 103)	2 YR
Fire Science Technology (page 81)	2 YR
Fire Protection Option (page 81)	
Fire Science Option (page 81)	
Graphic Technology (page 106)	2 YR
Press Option (page 106)	
Pre-Press Option (page 106)	
Management (page 56)	2 YR
Marketing (page 57)	2 YR
Office Technology (page 66)	2 YR
Administrative Support Option (page 67)	
Legal Office Option (page 67)	
Medical Office Option (page 67)	
Radiologic Technology (page 107)	2 YR
Welding Systems Management	2YR
Welding Technology (page 108)	1 YR
Welding Technician Option (page 109)	

## CERTIFICATE PROGRAMS

Accounting (page 49)	4 QT
Automotive Collision Repair Technology	
Auto Body Refinishing Option (page 96)	3 QT
Auto Body Repair Option (page 96)	3 QT
Automotive Mechanics Technology	
General Automotive Technician Option (page 97)	3 QT
Diagnostics/Driveability Option (page 98)	3 QT
Aviation (page 100)	4 QT
Basic Peace Officer Academy (page 50)	3 QT
Computer Information Systems	
Local Area Network Administration Emphasis	3QT
Early Childhood Education (page 54)	3 QT
Emergency Medical Technician Basic (page 79)	1 QT
Emergency Medical Technician	2 QT
Intermediate (page 79)	
Electronics Technology (page 101)	3 QT
Engineering Technology (page 103)	3 QT
Farm & Ranch Business Management	
Options (page 94)	
Fire Service Training Academy (page 81)	1 QT
Graphic Technology - Pre-Press	
Option (page 106)	3 QT
Graphic Technology - Press Option (page 106)	3 QT
Infant/Toddler Care (page 55)	1 QT
Marketing/Management (page 57)	4 QT
Nurse Aide (page 83)	1 QT
Office Technology (page 67)	4 QT
Volunteer Fire Fighter Training (page 82)	4 QT
Welding Systems Management (page 109)	3 QT
Welding Technician (page 107)	3 QT
Young Farmer (page 95)	1 YR









# 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-seven years from 900 students in the fall 1967 to over 15,000 credit students annually in 1996.

## 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 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 whose purposes are to provide:

1. College parallel courses preparing students to transfer to four-year colleges or universities and occupational education courses preparing students for initial employment, further education, or advancement in employment.
2. 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;
3. Developmental education for those not prepared for college level study to achieve a higher level of educational attainment;
4. Advising and assessment services to enable students to more clearly define their educational goals; and
5. Community services and continuing educational offerings for adults of all ages.

## APPROVAL AND ACCREDITATION

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.

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 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, gender, national origin, or disability. 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, gender, national origin, or disability should contact the Affirmative Action Officer/Vice President of the College, Robert Rangel, General Services Building, room 201, Ext. 480.

## 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

### 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.



## Aims Overview, cont.

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.

### 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. Advising/Assessment & Career Services - 330-8008 ext. 251
- B. Human Resources 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 - 351-0240 (Greeley) 669-9989 (Loveland)
- E. Narcotics Anonymous - 353-6324
- F. Larimer County Mental Health Center - 679-4465 (after hours 667-3752)
- G. Drug Rap Line - 352-3784
- H. 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-SAY-NO-TO

National Clearinghouse for Alcohol and Drug Information

Information on ordinances/statutes, health risks, and referral sources will be maintained in the Office of the Dean of Student Services, in the College Center, the Human Resources Office, in the General Services building, and the Advising/Assessment & Career Services, also located in the General Services Building.



### CAMPUS SAFETY ACT REPORT

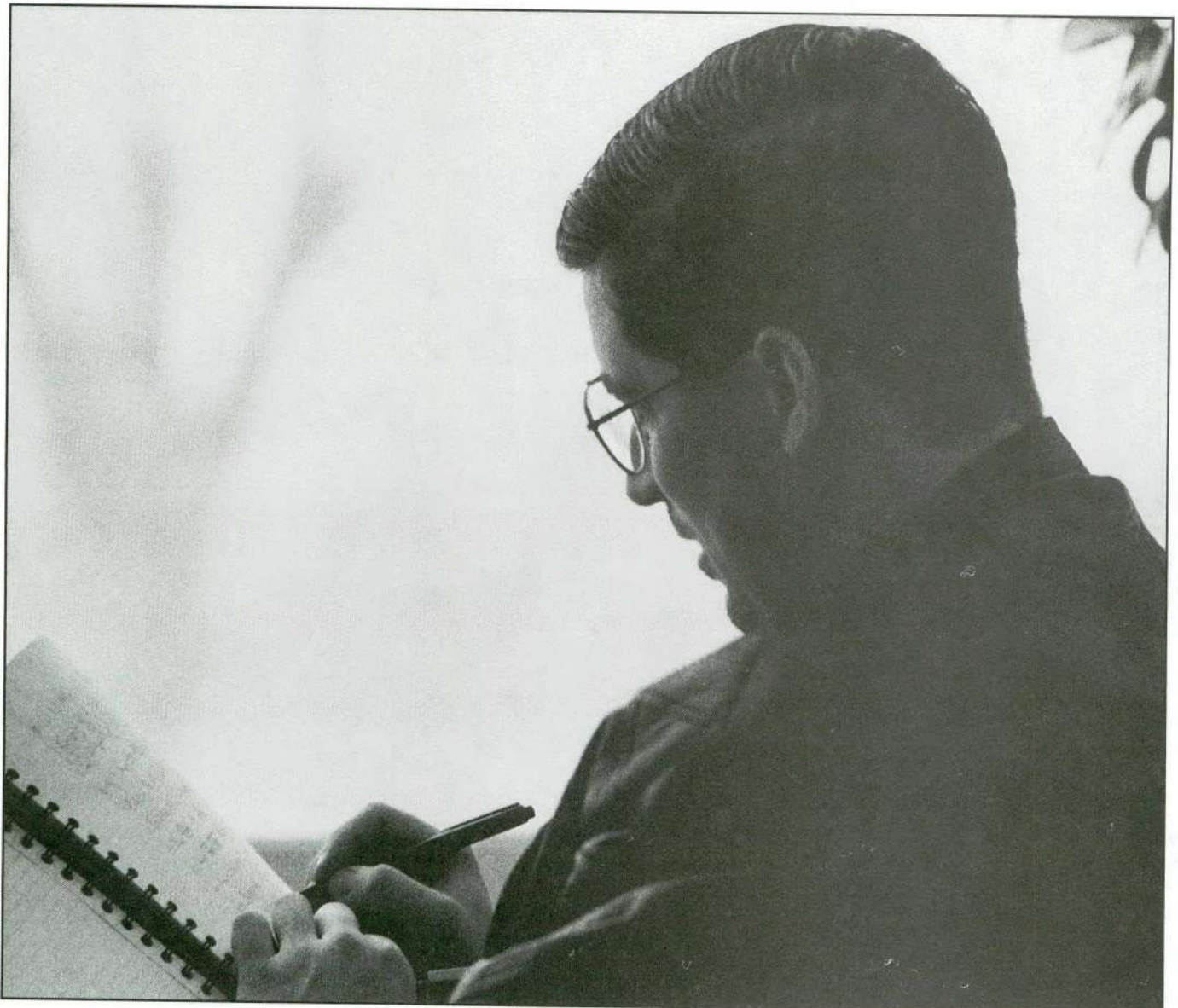
In accordance with the Campus Safety Act, each institution of higher education is required to annually prepare a Uniform Campus Crime Report, consistent with the FBI's uniform crime reporting system. The report is to reflect the crime statistics on the property of the institution for the preceding calendar year.

Following is the statistical report for crime on the campuses of Aims Community College for 1995. The Crime Rate is derived by dividing the number of incident reports by total number of FTE (Full-Time Equivalent) students and employees for the same calendar period.

Crime Category	Number of Incidents 1995	Crime Rate 1995
Homicide	00	00
Rape	00	00
Robbery	00	00
Aggravated Assault	00	00
Burglary	00	00
Motor Vehicle Theft	00	00

### 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.



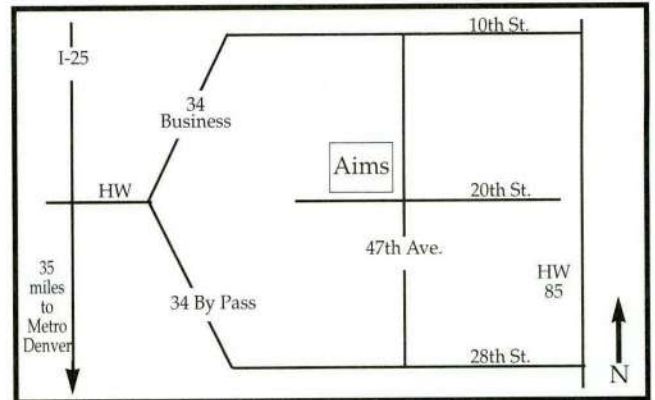


# Main Campus - Greeley

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

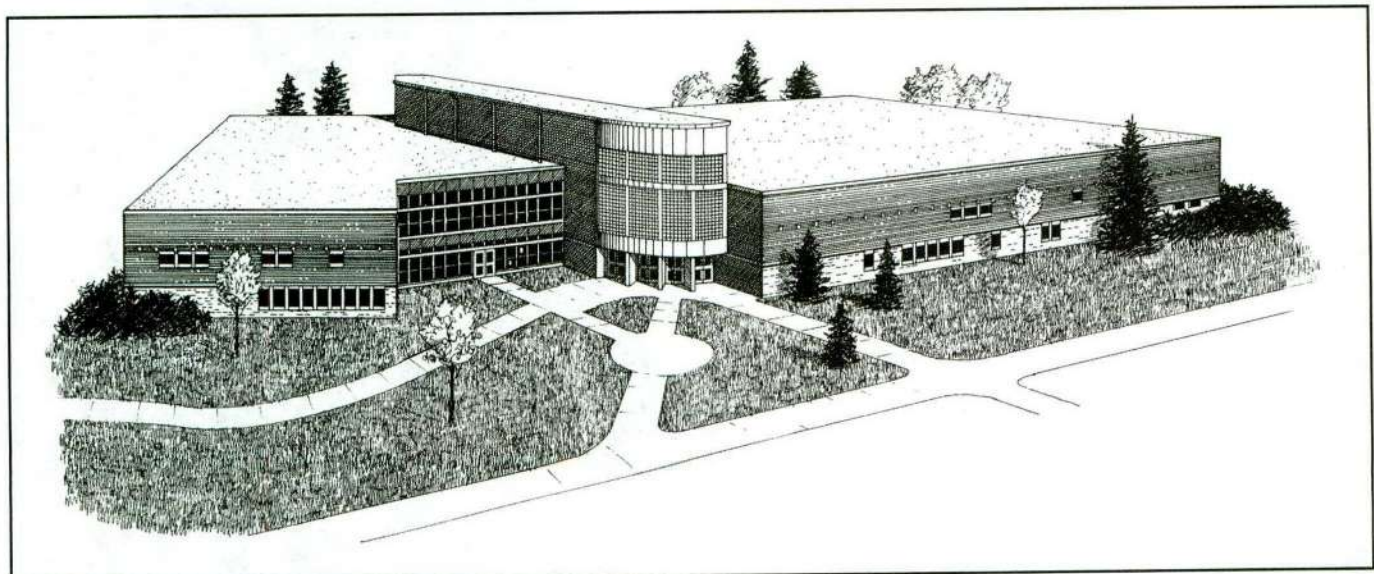
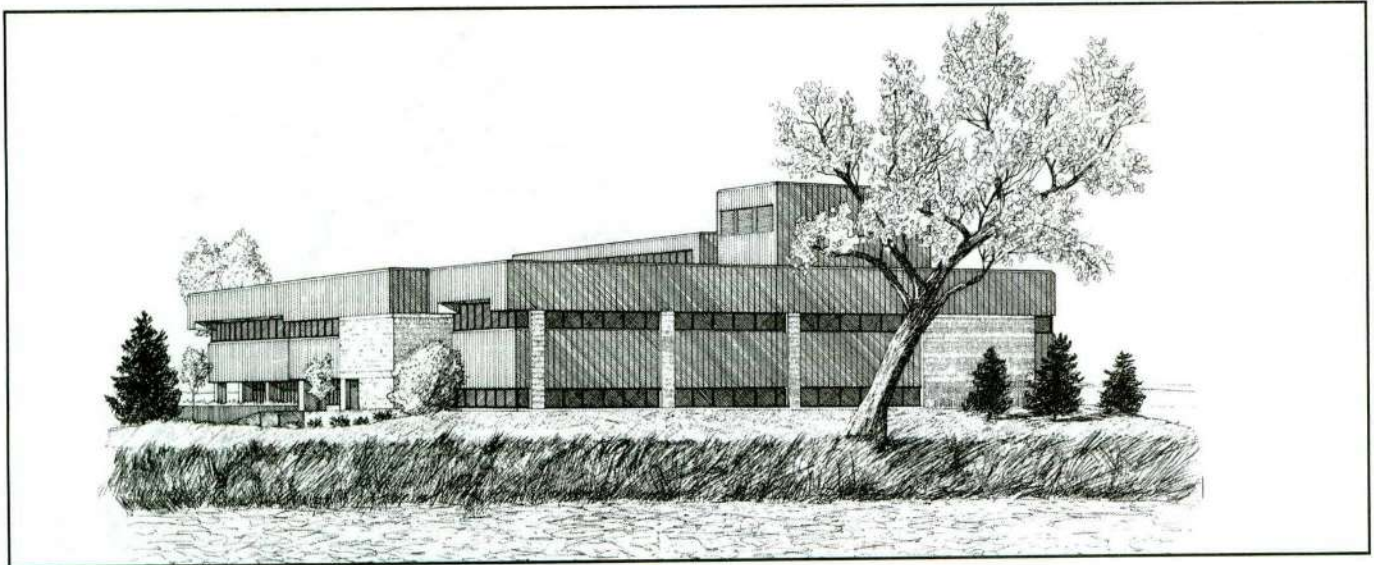
Of the 15,000 students that attend Aims annually, 80% of them take classes on the Greeley campus.

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



Map not to scale

P.O. Box 69  
5401 W. 20th Street  
Greeley, Colorado 80632  
(970)330-8008





# South Campus - Fort Lupton



**Dr. Douglas D. Smith,**  
Dean-South Campus

**Location:**  
260 College Avenue,  
Fort Lupton, CO 80621

**Telephone:**  
(303)857-4022  
Greeley - 352-4664  
Denver - 659-2243

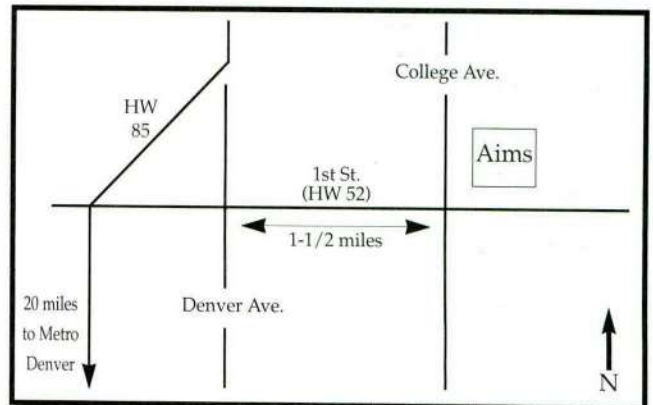
**Director Student Services:**  
Ralph Martinez

**Office Manager:**  
Diana Laws

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 and Northern Adams County regions. 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 and GED testing.

A learning resource lab equipped with personal computers is available to assist students with coursework. During each quarter, the lab has both day, evening, and some Saturday hours.

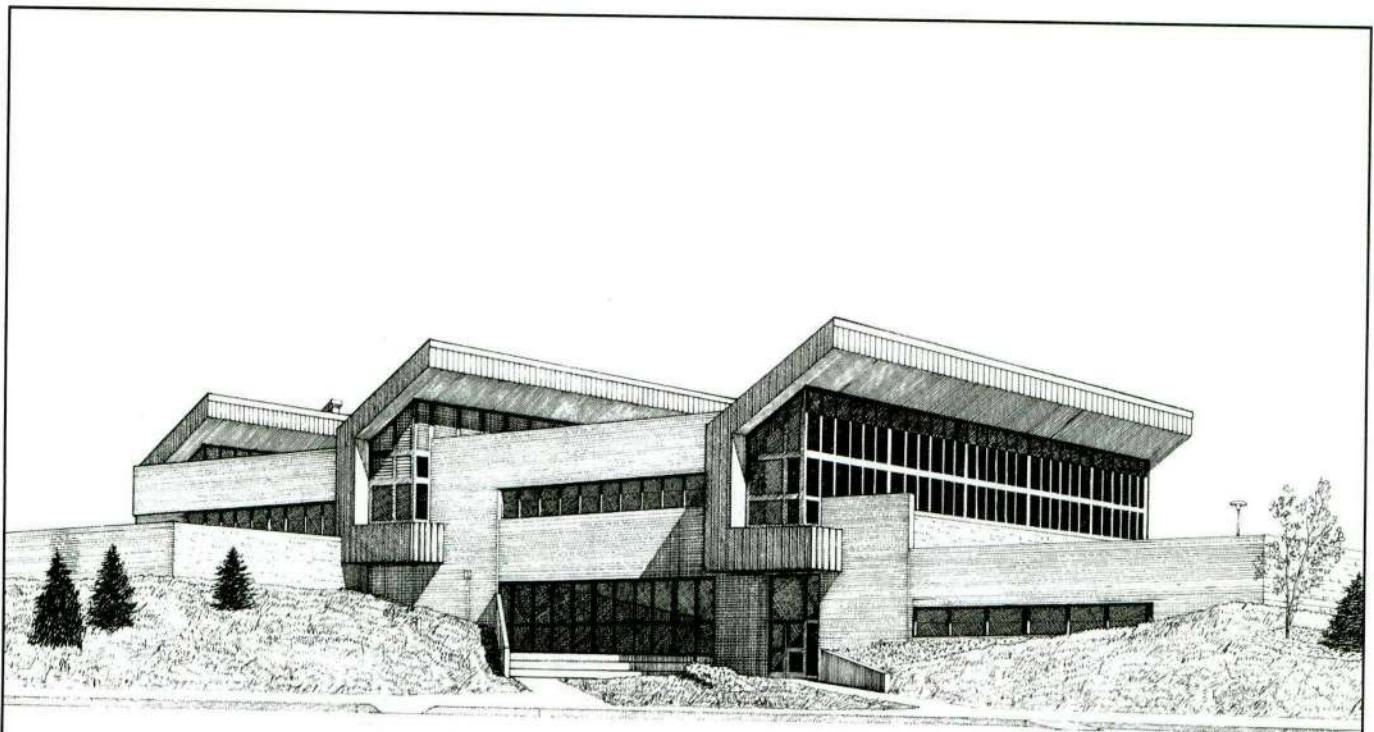


Map not to scale

260 College Avenue  
Fort Lupton, Colorado 80621

South Campus classes are designed to meet the needs of day and evening students. South Campus hours are as follows: Monday - Thursday 8:00 a.m. - 10:00 p.m., Friday 8:00 a.m. - 5:00 p.m., and Saturday 9:00 a.m. - 12:00 noon.

Classes for most degrees are available as well as special non-credit workshops and seminars.





# West Campus - Loveland



**Dr. Carol E. Monthei**  
Dean-West Campus

**Location:**

104 E. Fourth Street,  
Loveland, CO 80537

**Telephone:**

(970)667-4611, Ext. 300

**FAX:**

(970)635-9022

**Student Services:**

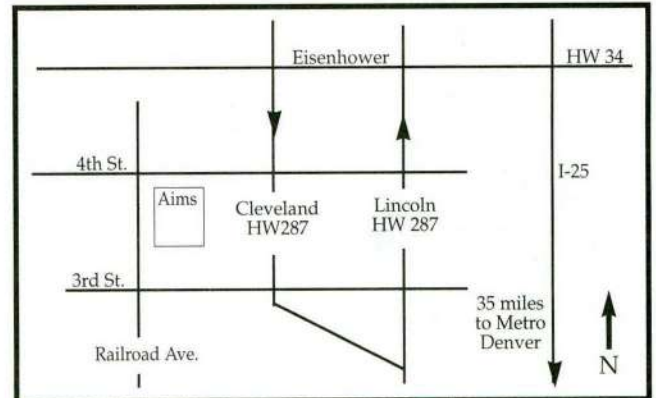
Barbara Miller, Ext 305  
Charlotte Hardgrave, Ext. 312

**Coordinator of Services:**

Sandy Reynolds, Ext. 336

**Office Supervisor:**

Mary Lou Scherbyn, Ext. 308



Map not to scale

104 E. Fourth Street  
Loveland, Colorado 80537  
(970)667-4611

Located in the heart of Loveland, the West Campus facility, donated by the McKee Charitable Trust, opened in the Fall of 1990. Close-in, free parking makes the West Campus ideal for the busy student. Advising, financial aid information, GED testing, assessment and career classes are provided. Associated Students of Aims Community College (ASACC) activities are held each year.

An expansion of the West Campus facility, donated by the McKee Charitable Trust, was completed in the Fall of 1993. This included several classrooms, offices and the Thomas M. McKee Learning Resource Center. The Learning Resource Center is equipped with a variety of hardware, software and other reference materials. In addition, two computer labs feature current software. The Learning Resource Center and computer labs are available each quarter during the day, evening and weekends.

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

Classes for most degree plans are regularly available as well as special non-credit workshops and seminars. The West Campus hours are designed for the working student's convenience. Aims Community College has close working relationships with area colleges and universities including Regis University, in the downtown Loveland Center.





# Admissions

<b>Registrar</b> William Green	<b>Location:</b> General Services Building
<b>Telephone:</b> 330-8008, Ext. 440	<b>Secretary:</b> Barbara Porter

## ADMISSION

Aims Community College will not deny admission to any district resident because of financial need as determined by the Student Financial Assistance Office. No admission fee is required as a condition for admission. Admission does not assure acceptance of an individual student into 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 disability may, in the opinion of the College, appear to be impractical or dangerous. The College may deny admission or re-enrollment to individuals who cannot benefit from the programs/courses offered or are considered detrimental to the best interest of the college community.

Some students may be requested to enroll in special courses for correction of scholastic or other deficiencies as identified by the college's assessment process. Minimum skill levels are required for admission to even basic education courses. (See Assessment Requirements)

New students may apply for admission at any time however, in most cases course registration must be made after the Returning Student registration period as shown in the schedule of classes. Any new students who identifies himself/herself as an individual with a disability (mobility, visual, hearing, learning, mental, emotional, speech, or health) should complete the Admissions application and schedule an appointment with Supplemental Services by calling (970)330-8008 ext. 388 or TDD (970)339-6388 at least four weeks prior to the beginning of the quarter. Appropriate documentation is requested by the institution to support services the individual may request. Supplemental Services must be involved in the process of arranging for accommodations for any qualified student with a disability seeking access to educational programs.

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 providers regarding potential health risks

## ENROLLMENT PROCESS

All students are responsible for their own enrollment, for identifying disabilities, and, if needed, requesting special accommodations. 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 process
- Apply for financial aid (if desired).
- 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
- steps for enrollment
- career planning options

New students should go to the Advising/Assessment & Career Services 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 the beginning of the term to get the best selection of available courses.

### For Domestic Students:

1. Submit Application for Admission
2. 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.
3. If transferring credits see TRANSFER CREDIT section for procedure.

## 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). Financial assistance is not available for International students.
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 REQUIREMENTS

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 Advising/Assessment & Career Services to meet the assessment requirement **prior** to conferring with an advisor and registration.



## Admissions, cont.

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

1. Take the Aims Community College assessment 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, or
4. Show proof of minimum SAT scores of 550 in the verbal area and 560 in the math area for tests taken before April 1995. For SAT tests taken in April 1995 and after, the scores on the recentered scale are 620 in the verbal area and 570 in the math area.

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

**SPECIAL NOTES:** Some departments may require that a student take one or more of the assessments 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. For example, some mathematics courses require a prerequisite math course be taken within the last year or the student must assess into the class.

Students with mobility, visual, hearing, learning, mental, emotional, speech or health disabilities must meet with Supplemental Services to arrange for special accommodations in testing.

Students should contact Advising/Assessment & Career Services for information and for testing times.

## CAMPUS VISITATIONS

Greeley Campus tours are available September-May. Consult the current class schedule for specific times and dates. Groups of more than five, or those individuals with disabilities requesting accommodations, must make reservations one week prior to the scheduled tour by calling the Public Information Office (970)330-8008, extension 544. High School groups may make arrangements for tours by calling the same number. All tours meet in the main lobby of the College Center.

For visitations to the West Campus at Loveland, contact the West Campus Admissions office at (970)667-4611, extension 301. For visitations to the South Campus at Fort Lupton, contact the South Campus Admissions office at (303)857-4022.

## REGISTRATION

After completing the admissions and assessment processes, each student must complete the following registration process 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 the returning student registration period for returning students and the registration period 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 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.

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

**NOTE:** Supplemental Services must be involved in the process of arranging for accommodations for any qualified student with a disability seeking access to educational programs. Students with mobility, visual, hearing or learning disabilities, as well as students with chronic health conditions, are eligible for accommodations. **A Request For Special Accommodations form MUST BE COMPLETED BY THE RETURNING STUDENT REGISTRATION DEADLINE FOR EACH QUARTER TO GUARANTEE ACCOMMODATIONS for the first day of classes.** These forms are available in Supplemental Services, HH 308. Students may call 330-8008, extension 388 or TDD (970)339-6388.

## 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 (6th day of summer quarter) 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, the faculty may assign a W grade (see Grading System).

### HOW TO ADD, DROP, WITHDRAW

1. Fill out add/drop/withdrawal form available from Admissions and Records.
2. Obtain instructor's approval and signature to add courses designated in the Schedule of Classes as "Instructors signature? - Yes."
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.



## Admissions, cont.

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.
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 AND RECORDS 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 and Records Office. The date the request is made at the Admissions and Records Office, or the postmark date for letters, will be used in determining eligibility for 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, 15% of short course      100%
- B. After eighth (8) day of the Quarter, sixth (6) day of Summer Quarter, 15% of short course      NO REFUND

- C. Cancelled Classes: 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."

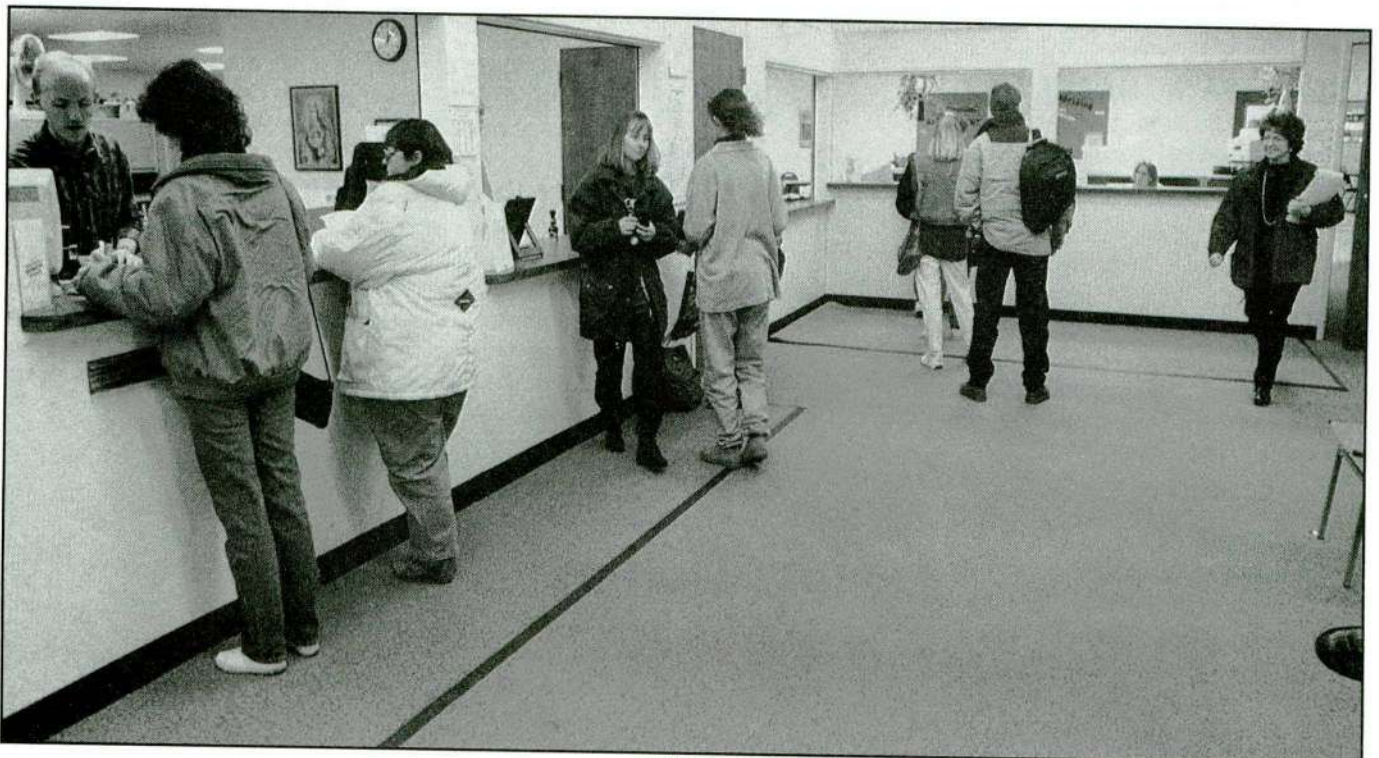
### COOPERATIVE REGISTRATION AGREEMENTS

#### 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 Offices on all three campuses.

#### 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 Offices on all three campuses.





# Tuition and Fees

(Tuition and fees subject to change after May 1, 1996. Consult quarterly schedule.)

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

Number of Credit hours	Tuition Rate and Student Fee Per Credit Hour		
	*In-District	Out-of-District	Out-of-State
1-15 credit hrs	\$23.00	\$40.00	\$125.00
for each credit hour over 15	\$16.00	\$30.00	\$115.00
<b>STUDENT FEE: \$2.00 PER CREDIT HOUR THROUGH 15 CREDIT HOURS FOR ALL STUDENTS (MAXIMUM OF \$30.00 PER STUDENT). THIS FEE INCLUDES INSURANCE.</b>			

\*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 live 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 and Records Office where students may obtain a Change of Residency Petition. The final petition must be submitted 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.

## TUITION PAYMENT POLICY

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

Bill Range	Minimum Down-payment
Up to \$100.00	\$ 25.00
\$101.00 to \$250.00	\$ 50.00
\$251.00 to \$450.00	\$ 75.00
\$451.00 to \$600.00	\$100.00
Over \$550.00	50%

If registering during Returning Student Registration period: Full or down-payment (based on minimum down-payment) due 2 business days before classes begin.

If registering after Returning Student Registration period: Full or down-payment (based on minimum down-payment) due 2 business days before classes begin.

If registering the day before classes begin: Full or down-payment (based on minimum down-payment) due on day of registration.

For Students Making Down-Payments: Full balance is due 45 calendar days into quarter. **Post Mark Dates Will No Longer be Accepted.**

Classes will be dropped or withdrawn if payments are not received by due dates.

Students may re-enroll for dropped classes up to the drop/add deadline for the classe(s). Students wanting to re-enroll in withdrawn classes must re-enroll by the end of the seventh week of classes, must re-enroll in all classes from which they were withdrawn and must pay a \$20.00 re-registration fee.

See quarterly schedule of classes for dates and details of all above information.

## 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, Choice Card, or Discover 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 CrediCheck. 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 valid letter of sponsorship must be on file in Fiscal Services.
  - Students must make arrangements for agency billing with Fiscal Services in accordance with payment deadlines.
  - Students are responsible for any charges not covered by their Agency and are subject to late fees and refund guidelines.
  - 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.



# Advising/Assessment & Career Services



**Sue Davisson**  
Director

**Location:**  
General Services Building

**Telephone:**  
330-8008 ext. 200

**Secretary:**  
Ruby Blandin

Advising/Assessment and Career Services (AACS) provides a setting in which students may discuss in confidence with qualified professionals, problems which may be important to them. The 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 AACS.

Since counseling 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 Planning
2. Career Planning
3. Advising
4. Test Evaluation (interest, aptitude and personality)
5. Referral Services
6. Crisis Counseling

## **ADVISING/ORIENTATION:** **Program Director, Debra Bell.**

All students with a declared major and/or any student taking five 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 Advising/Assessment & Career Services. The advisor becomes conversant with the student's background, aptitudes, educational objectives, and takes a personal interest in the student's education. 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;
3. Make an appointment with an advisor when problems/changes arise in the student's program; and
4. File appropriate advisor and program change forms with Admissions and Records.

The Advising Core, located in Advising/Assessment & Career Services provides services to all degree/certificate seeking students as well as undeclared students.

## **ASSESSMENT: Program Director, 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

Diploma. This test is available to those individuals who did not graduate from high school yet want a diploma in order to qualify for employment or to enter a post-secondary school.

3. Aims Assessment Center is a Work Keys Service Center for the American College Testing Program. Work place literacy skills are assessed for your current or prospective employees.

Contact our Continuing Education Department for more information on arranging this service.

4. Employment testing such as keyboarding, typing, and adding/calculating tests are offered by the Assessment Center. Call to inquire about fees and testing times.

5. Other testing offered by Assessment includes the the Vocational Basic Skills Test for a full-time vocational credential, and proctoring of instructional tests as needed.

## **CAREER SERVICES:** **Supervisor, Bill Hardgrave.**

Career Services offers career advising, career counseling and career assessment to assist students in any aspect of the career planning process. Professional counselors can help student clarify personal interests and values and assess skills, explore feasible educational directions, and select potential careers. The Career Resource Center contains career information, educational or training information, and career planning software. Resources for career exploration, job search strategies, career planning, and self improvement may be checked out. Two computer software packages, DISCOVER and COCIS, allow the student to pursue career planning at their own pace and career exploration videos are available for multi site viewing. The Aims Community College Career educational program is known throughout Colorado for its excellence in career counseling.

Career Planning Services are provided in a variety of formats.

- \*CSL-177 Career/Life Planning is a comprehensive five-credit hour course designed to investigate personal awareness, career exploration, skills identification and decision making processes.
- \*CSL-109 Intro to Career Planning is a three credit hour course designed to identify students career potential by clarifying abilities, interests and values.
- \*CSL-108 is a 20 hour School to Work seminar for high school grades 10 and 11.
- \*CSL-105 Business/Industry Career Planning is a 10-30 hour seminar format for established groups, i.e. business, clubs.
- \*Occupational Planning is a 10 hour module for students enrolled in Occupational Programs at Aims.
- \*Community adults may prefer an individual assessment and career counseling package offered for a fee.



# Credit for Prior Learning

Aims recognizes that learning is gained in a variety of ways. While some students have taken college courses at other colleges and universities and transfer those credits to Aims, others have acquired knowledge and competencies outside a formal college setting. The learning obtained from these life or work experiences is termed experiential learning and can occur in a variety of non-college settings: in the workplace, in the home, through mass media, through a vocational or service organization, or the military. Aims recognizes that transfer credit or experiential learning may be equivalent to Aims college courses.

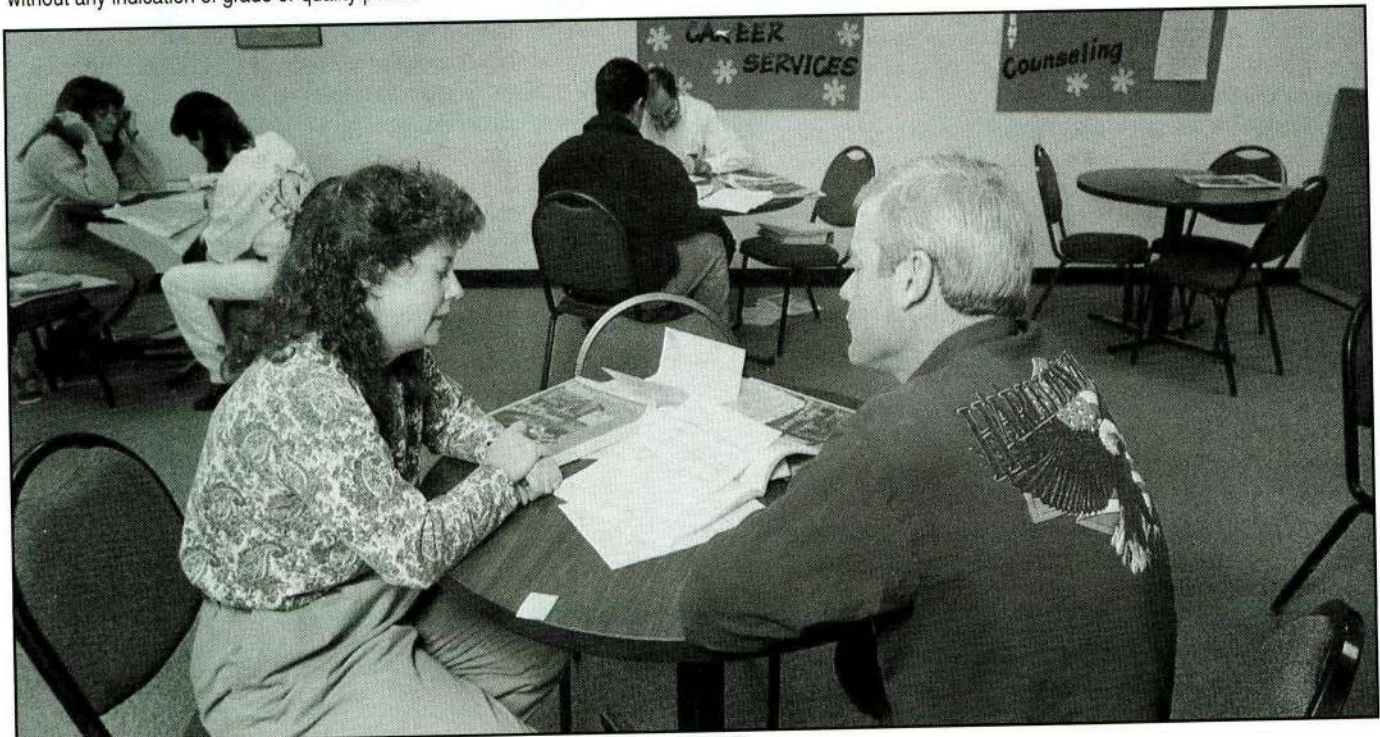
Students requesting Credit for Prior Learning must meet the following general requirements: submit an application for admission and declare a specific degree or certificate program. Credit for Prior Learning **does not** meet residency requirements nor does it contribute to eligibility requirements for Financial Aid or Veteran's benefits. Additional information regarding Credit for Prior Learning procedures and requirements may be obtained from Admissions and Records; Advising, Assessment & Career Services; and faculty advisors. Applications for Credit for Prior Learning are available in Admissions and Records.

## TRANSFER CREDIT

All undergraduate credit hours awarded within the prior ten years from any accredited higher education institution will be transferred into an Aims Community College Degree Program if they apply to the completion of the student's graduation requirements. Credits older than ten years, however, will also receive careful consideration for transfer. The College reserves the right to examine all credits to determine equivalency of content. In the event that course work is found not to be equivalent, the course may not be accepted as transfer credit. Course content which is obsolete is not considered equivalent. The College will accept those courses for transfer which have been completed with a "C" grade or better at an accredited college or university, or other approved institution, and are applicable to the student's 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 a request for transfer credit evaluation toward a specified certificate or degree program to Admissions and Records. The request for review and the official transcript to be reviewed must be received in the Admissions Office no later than the quarter prior to the anticipated quarter of 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 who have completed courses which may demonstrate their proficiency in math, English, and/or reading may also 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 (course descriptions and course syllabi, when needed) 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. Transfer credit evaluation will be completed within thirty (30) calendar days after all documents are received in the Admissions and Records Office. If the evaluation is not completed within this time frame or if the student is not satisfied with the transcript evaluation, the student may appeal the matter through the office of the Registrar. The decisions regarding course transferability and/or placement made in the initial transcript evaluation will be binding if the student fails to file a written letter of appeal to the Registrar within fifteen (15) calendar days.





## STANDARDIZED TESTING

Aims Community College offers credit for achievement and knowledge gained outside the traditional classroom through standardized tests such as the College Level Examination Program (CLEP), the Advanced Placement Program (AP), Defense Activity for Non-Traditional Education (DANTES) and American College Testing-Proiciency Examination Program (ACT-PEP). Applications for credit by examination are available in the Admissions and Records Office.

## PUBLISHED GUIDES

Formal military and/or business/industry training may receive credit through an evaluation of that learning using Published Guides. The American Council on Education (ACE) Military program uses the credit recommendations of the American Council on Education (ACE) to evaluate military training. Credit awards for military experiential learning are based on recommendations contained in The Guide to the Evaluation of Educational Experiences in the Armed Forces. Credit awards for business and industry training are based on recommendations contained in The Directory of the National Program on Noncollegiate Sponsored Instruction (PONSI). Applications for credit by Published Guides are available in the Admissions and Records Office.

## COURSE CHALLENGE

A student may challenge a course for which the student believes his or her prior training and/or experiences are adequate to meet the instructor's course requirements. Earning course credit through Challenge Examination is equivalent to passing a cumulative, end-of-the-term examination or a series of comparable exams. Examinations will vary depending on the type of course being challenged and will be arranged and evaluated by faculty who teach the course. Only certain courses identified by individual divisions, are available for this option.

## PORTFOLIO

Students at Aims can earn credit for experiential learning through the presentation of the portfolio. Aims recognizes that some students may have acquired theory and knowledge outside the academic setting through life experiences which may be equivalent to college-level course work. The portfolio is not merely a study of accumulated knowledge, but rather an examination of learned life experiences discussed in essays and presented through publicly verifiable documentation. Students should prove to an expert in the field that they possess the learning which is claimed: This learning must reflect theory beyond the specific situation, procedure, routine or skill from which the learning was based. Further, students must document the relationship between prior learning, written academic goals, and their degree program, and should connect a cognitive theory of learning to the relationship between theory, knowledge, and experience. Students will be responsible for preparation, presentation, and documentation of the portfolio to gain credit for specific courses at Aims. Additionally, students will be required to take a Portfolio course prior to submission of a portfolio.

## Course Information

### 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 an 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. By failing to withdraw as requested, the student may be officially withdrawn by the instructor, or the instructor may assign a final grade. Withdrawals must be processed by the deadline shown in the schedule of classes.

### 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. A student may not repeat a course in which the student 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
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. After 60% of the course, faculty may assign as a final grade 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 Dean 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

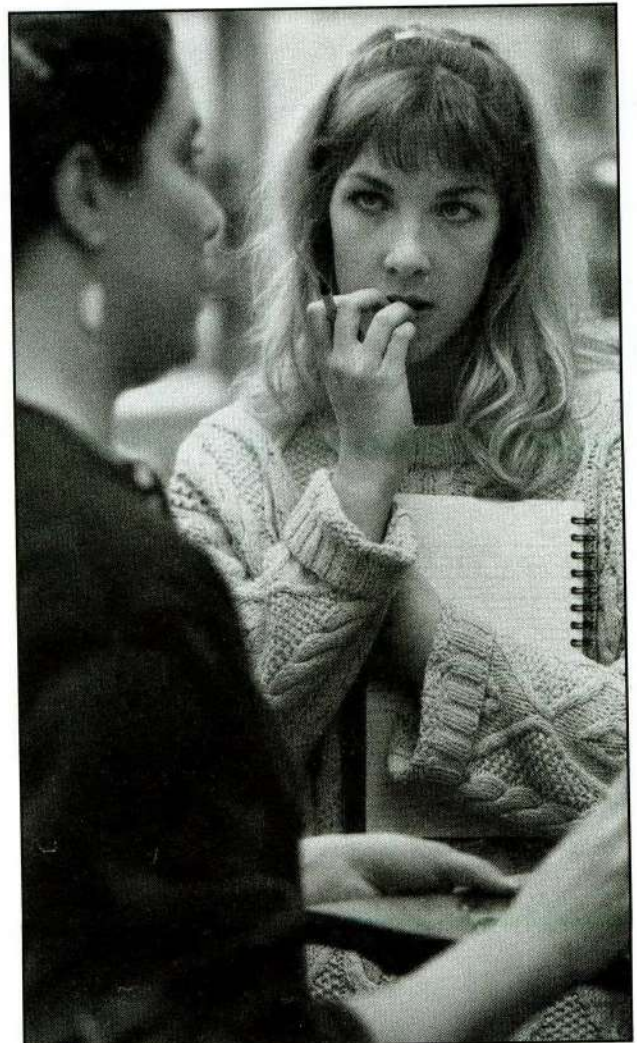
none

## 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 and transcripts. 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 a student is provided timely assistance by an advisor when experiencing academic difficulties. In order for a student to receive a degree or certificate, a minimum cumulative GPA of 2.00 is required. Therefore, a student whose GPA has fallen below 2.00 for a quarter should consult with an advisor.

Among the options available to the student and advisor are:

1. Skills development course work
2. Career skills/goals assessment
3. Program change
4. Course load reduction

Financial aid and certain Aims programs may have more specific guidelines concerning course load and GPA. The goal of Aims is to provide a student with the opportunity to be successful in completing his/her academic pursuits.

## 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.

## NOTICE FOR INFORMING STUDENTS OF PERFORMANCE EXPECTATIONS

### INSTITUTIONAL ACCOUNTABILITY FOR INSTRUCTIONAL OUTCOMES:

The objectives and course content within the Arts and Sciences curriculum reflect six institutional expectations for instructional outcomes for the students who successfully complete courses or the Liberal Arts degrees and majors at Aims Community College. They are:

1. Plan and write well organized essays and papers that focus on interpretation, critical analysis, and evaluation using the basic resources of the library to conduct research at success or minimum competency levels established by the faculty in the division and course work.
2. Read critically and respond logically using both oral and written language skills at success or minimum competency levels established by the faculty in the division and course work.
3. Think critically about psychological, sociological and geographical issues at success or minimum competency levels established by the faculty in the division and course work.
4. Weigh and respect different systems of human values, both contemporary and historical, making appropriate connections



## Academic Standards, cont.

between past, present and future at success or minimum competency levels established by the faculty in the division and course work.

5. Use mathematical data and quantitative reasoning skills, and to collect and analyze data using scientific methods at success or minimum competency levels established by the faculty in the division and course work.
6. Acquire subject matter content, including vocabulary and basic concepts appropriate to the breath and depth of the topics covered.

The objectives and course content within the Occupational Education curriculum reflect four institutional expectations for instructional outcomes for the students who successfully complete courses or the Occupational Degrees and certificates at Aims Community College. They are:

1. Demonstrate the ability to perform specific tasks for specific jobs for clusters of related jobs at success or minimum competency levels established by the faculty in the occupational majors.

2. Demonstrate the practical applications of theory in a technical specialty at success or minimum competency levels established by the faculty in the occupational majors.
3. Use communications skills related to the field of study (reading, writing, speaking) at success or minimum competency levels established by the faculty in the occupational majors.
4. Use mathematical data and quantitative reasoning skills in relation to a field of study at success or minimum competency levels established by the faculty in the occupational majors.

The objectives and course content within the Developmental Education curriculum reflect three institutional expectations for instructional outcomes for the students who successfully complete designated developmental education courses at Aims Community College. They are:

1. Read, write, and perform arithmetic skills at a level necessary to succeed in college level courses.
2. Possess the study skills necessary to succeed in college level courses.
3. Pass the GED exam.





# Graduation Requirements

## GENERAL 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 Advising/Assessment & Career Services.

Twenty-four of the student's last thirty-six quarter hours of course work applicable to the degree or 50% of course work applicable to the certificate program and taken 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 and degree worksheets 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 signature of the Dean of Mathematics/Natural and Applied Science Division and the A.G.S. degree requires the signature of the Advising Program Director in Advising/Assessment & Career Services. A.A. or A.S. degrees with an emphasis require signature of the Division Dean. 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 degree or certificate 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 degree or certificate program, or waive any course prerequisite or corequisite.





# 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, gender, 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. Updated transcripts are available seven working days after the end of the term. 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 and are not released as public data/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.

Currently enrolled students may request that the college prohibit the release of public information by notifying the registrar in writing. The college will honor the request as soon as possible, but no later than 5 days after the registrar receives the notice. The college will honor the request until:

1. The student is no longer currently enrolled, or
2. The student notifies the registrar in writing to void the request (it may take up to 5 days after receiving the notice to void the request).

If the student has a break in enrollment, other than between Spring and Fall terms, the request to prohibit the release of public information will be considered voided. The student must notify the registrar in writing of the request to prohibit the release of public information when the student re-enrolls. The college assumes no liability which may arise from compliance with a request to prohibit the release of public information.



# Special Instructional Programs

## 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.

## DEVELOPMENTAL EDUCATION

Many students achieve success at Aims by first taking one or more courses in the Developmental Education 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.

## 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.

The Early Childhood Education Program provides training for students who want to work with young children in preschools, day care centers, Head Start and other child care facilities.

## SENIOR EDUCATION PROGRAM

The Senior Education Program presents stimulating opportunities for the mature adult population to enhance their quality of life through the philosophy of Lifelong Learning. The program is committed to the furtherance of the intellectual, social, and physical wellness of the participants.

Exciting educational courses and physical fitness classes are held at convenient off-campus locations in Greeley and throughout Weld County at senior and community centers, churches, housing units, and long term care facilities. Subject areas include world and local history and geography, painting, drawing, music, computer, literature, writing, language study, dancing, and physical fitness. Newly organized classes are available each quarter to meet the needs and expectations of this fast-growing population. Consequently, hundreds of participants of various ages enroll in approximately 260 classes offered throughout the school year, thus making this Program unique throughout the country.





# Student Financial Assistance



**Terry Carr**  
Director

**Location:**  
General Services Building  
**Telephone:**  
330-8008, Ext. 548

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 financial aid programs are available in the Office of Student Financial Assistance (General Services Building) and the South Campus and West Campus.

## APPLICATION PROCEDURES

Most financial aid is awarded to students on the basis of NEED. In determining NEED in a consistent way for aid candidates, Aims Community College requires financial aid applicants to apply for financial assistance by using the Free Application for Federal Student Aid. Applications and information about financial aid may be obtained from high school guidance counselors and/or the Office of Student Financial Assistance at Aims Community College.

Complete program eligibility guidelines are listed in the Student Financial Assistance Handbook. Contact the Office of Student Financial Assistance for additional information.

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

1. Federal Student Aid Report (if selected for verification)
2. Financial Aid Transcript (only for students who have attended another college)
3. Aims Data Form
4. 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 assessment testing procedures listed in this catalog. The following dates will be the deadlines for submitting applications for guaranteed processing:

Summer and Fall Quarter.....April 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 Office of Student Financial Assistance will accept applications after the deadline dates, but awards will depend on the availability of funds at the time of processing.

## ESTIMATED ACADEMIC YEAR BUDGETS (9 MONTHS)

<u>Resident (Weld County)</u>	<u>Non-Resident</u>
Tuition/Fees .....\$ 975.00	Tuition/Fees.....\$4,953.00
Room/Board .....5,082.00	Room/Board.....5,082.00
Books/Supplies.....450.00	Books/Supplies .....450.00
Personal Exp. ....1,149.00	Personal Exp.....1,149.00
Transportation.....721.00	Transportation.....721.00
<hr/>	<hr/>
\$8,377.00	\$12,355.00

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





## ELIGIBILITY

To determine eligibility for the various types of grants, loans, and work-study, the student and parents (if student is dependent) must complete the Free Application for Federal Student Aid. This application will determine the student's eligibility for all federal and state programs that we administer at Aims Community College, except the Colorado Undergraduate Scholarship Program.

Aims does not administer any type of aid for International students.

## GRANTS

### FEDERAL PELL GRANT:

Federal 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 Student Financial Assistance. Financial aid applicants must establish their eligibility for this program before other aid can be awarded. Awards ranged from \$200 to \$2,340 for the 1995-96 academic year.

### FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT:

Awards will be made to undergraduate students with the lowest family contribution who are also receiving a Pell Grant. These grants are allocated after other sources of aid are awarded and the applicant still has unmet need. Awards currently range from \$400 to \$4,000 for a full academic year of attendance.

### COLORADO STATE GRANT:

State funds are 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.

### COLORADO STUDENT INCENTIVE GRANT:

These funds are awarded to students with exceptional need (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, depending upon the student's need and available funds. Funds are allocated to the college in 50% federal and 50% state monies.

### COLORADO DIVERSITY GRANT:

Funds are to be used for undergraduate students from diverse backgrounds, as defined by the college. Awards range from \$300 to \$1,500 per academic year. Awarding of funds is dependent upon funding from the Colorado General Assembly. Awards are currently targeted to first generation college students and/or GED students.

## STUDENT EMPLOYMENT

### FEDERAL COLLEGE AND COLORADO NEED 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 Office of Student Financial Assistance. Awards can range from \$900 to \$2,400 per academic year.

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

Awards from the Colorado No-Need Work-Study Program may 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 Office of Student Financial Assistance. Awards can range from \$900 to \$2,400 per academic year.

## LOANS

### FEDERAL PERKINS LOANS

Undergraduate students may borrow up to \$3,000 per academic year, depending upon the available funds in the Federal Perkins Loan Program at Aims Community 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 \$40 per month. The current interest rate is 5%. Principal and interest payments are deferrable during periods of at least half-time study. The period of repayment may not exceed ten years.

### WILLIAM D. FORD FEDERAL FAMILY EDUCATION LOAN PROGRAMS

#### 1. FEDERAL DIRECT LOANS

LOAN LIMIT - Depending on the student's eligibility, a student who has **not** successfully completed the first year of a program of undergraduate education may borrow up to \$2,625 per academic year. Depending on the student's eligibility, a student who has successfully completed the first year of a program of undergraduate education may borrow up to \$3,500 per academic year.  
INTEREST RATE - Variable, not to exceed 8.25%, plus 4% loan fee.

#### 2. FEDERAL UNSUBSIDIZED DIRECT LOANS

Students who do not qualify for the total amount of a Federal Direct Loan, as listed above, may be eligible to borrow the remaining amount under this program.

INTEREST RATE - Variable, not to exceed 8.25%, plus 4% loan fee.

#### 3. FEDERAL DIRECT PLUS LOANS

Parents of dependent undergraduate students who do not qualify for a Federal Direct or Federal Unsubsidized Direct Loan may apply for this loan program.

LOAN LIMITS - A parent may borrow up to the cost of education minus any student assistance (this includes scholarships) the student may receive during the academic year.

INTEREST RATE - Variable, not to exceed 9%, plus 4% loan fee.

The federal loan programs require a 30-day delayed disbursement for all first-time borrowers. Therefore, the Office of Student Financial Assistance will check class attendance and grade progress before loan checks can be disbursed to students. If the student is not attending classes or maintaining at least a "C" grade, the loan cannot be disbursed to the student, and the loan must be cancelled.



### WILLIAM M. THORKILDSEN 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, books, and supply costs.

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

For further details, contact the Aims Community College Office of Student Financial Assistance.

### AIMS TUITION GRANTS

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

Tuition grants do not cover student fees, lab fees, books, or supplies.

### AIM HIGH PROGRAM

Aims Community College offers tuition-free summer classes for graduating seniors from Weld, Larimer or Brighton high schools. Students who have just earned their G.E.D. and reside in the above areas may also take advantage of Aim High.

Individuals may select from more than 400 day and evening courses at Aims campuses in Greeley, Fort Lupton and Loveland. Students pay only for textbooks and any lab, insurance or student fees.

Credits earned during the summer may apply toward college graduation.

Contact the Aims College Public Information Office at (970)330-8008, extension 544, for further information.

Certain restrictions apply.

### SCHOLARSHIPS

(See following section)

### VETERANS BENEFITS

The Office of Student Financial Assistance helps the Department of Veterans Affairs implement the various programs of benefit to veterans or eligible relatives of veterans under 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 Student Financial Assistance Office at least eight weeks before enrolling to assure timely payment of benefits.

Students receiving VA benefits are required to complete a quarterly enrollment form from the Student Financial Assistance Office during registration for each quarter they are enrolled. Failure to do so will result in termination of enrollment certification to the VA.

### CHAPTER 30 - MONTGOMERY GI BILL - MONTHLY RATES:

Full-Time (12 credit hrs.) .....	\$416
Three-Fourths Time (9-11 credit hrs.) .....	312
Half Time (6-8 credit hrs.) .....	208

Above rates are based on three or more years of military service. Rates for two years of service may vary. Rates may also vary for supplemental benefits, "kickers," or special programs.

### CHAPTER 32 - VEAP

Students eligible for this program should contact the Office of Student Financial Assistance for information on application procedure and pay rates. Individual rates may vary according to amount of contribution.

### CHAPTER 106 - SELECTED RESERVE - MONTHLY RATES:

Full-Time (12 credit hrs.) .....	\$197
Three-Fourths Time (9-11 credit hrs.) .....	148
Half Time (6-8 credit hrs.) .....	98

### CHAPTER 35 - SURVIVORS & DEPENDENTS OF DECEASED/DISABLED VETERANS - MONTHLY RATES:

Full-Time (12 credit hrs.) .....	\$404
Three-Fourths Time (9-11 credit hrs.) .....	303
Half-Time (6-8 credit hrs.) .....	202

Students should contact the Office of Student Financial Assistance for specific Chapter 35 eligibility requirements and application information.

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

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. This information must also be reported to the Department of Veterans Affairs.

### 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% of the student's in-state tuition charges each quarter. Assistance may not be granted for more than 198 quarter hours of course work.



## Student Financial Assistance, cont.

Applications for this program should be obtained from the National Guard Unit Commanders. Final letters of approval should be presented to the Fiscal Office at the time of registration.

### FINANCIAL AID SATISFACTORY PROGRESS

Aims Community College students who receive federal or state aid, student loans, and/or veterans assistance are required to:

- A. Enroll each quarter for the minimum number of credit hours (determined by awarded enrollment status) in classes that are applicable to the student's degree or certificate program.
  1. Full-time award = minimum of 12 credit hours of enrollment each quarter
  2. Three-quarter time award = minimum of 9 credit hours of enrollment each quarter
  3. Half-time award = minimum of 6 credit hours of enrollment each quarter
  4. Less than half time award = 1 to 5 credit hours of enrollment each quarter
- B. Maintain satisfactory academic progress each quarter while receiving aid, as defined below.
- C. Seek and receive 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. The Grade Point Average (GPA) and number of credit hours completed each quarter are used as the basis for determining STANDARDS OF PROGRESS. A standard 0 (F) to 4.00 (A) scale is used to determine satisfactory academic progress:
  - 1st quarter of enrollment: 1.75 quarter GPA
  - 2nd quarter of enrollment: 1.90 cumulative GPA
  - 3rd quarter and all subsequent quarters of enrollment: 2.00 cumulative GPA
1. Full-time students must complete a minimum of 12 credit hours each quarter.
2. Three-quarter time students must complete a minimum of 9 credit hours each quarter.
3. Half-time students must complete a minimum of 6 credit hours each quarter.
4. Less than half-time students must complete the total number of credit hours each quarter, depending upon the total credits awarded during each quarter.
- B. 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)
- C. The following shall not be considered as credit completed:
  1. "F" grades
  2. "W" withdrawals
  3. "U" unsatisfactory grades
  4. "NC" no credits
  5. "I" incomplete (see section on reinstatement)
- D. Prior academic progress will be a consideration for eligibility of financial aid. Continuing students who have never received student assistance and have failed to maintain satisfactory progress during one prior quarter will be placed on FINANCIAL AID PROBATION. Those students who have attended more than one quarter at Aims Community College and have failed to meet the conditions of satisfactory progress during two or more quarters will not be

eligible for financial aid until they meet the conditions of reinstatement. Students in this situation may appeal this decision using the regular appeal procedure.

**REVIEW PROCEDURE** - Following every quarter the GPA and number of credit hours completed by each student will be reviewed in the Office of Student Financial Assistance.

### FINANCIAL AID PROBATION

- A. In the event a student fails to meet satisfactory academic progress criteria in a particular quarter, the student will be placed on FINANCIAL AID PROBATION. Probation status will remain on the student's financial aid record for the entire time the student receives aid at Aims Community College. Probation can only be removed by grade changes.
  1. A student on probation may receive assistance for the subsequent quarter in which he/she enrolls, but must maintain satisfactory academic 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 means the TERMINATION of all financial aid. Suspension will remain until the student has achieved the reinstatement requirements. After being placed on Financial Aid Suspension, it is the student's responsibility to contact the Cashier's Office for prompt payment of the next quarter's tuition and fees.

### CONDITIONS OF REINSTATEMENT

- A. To be reinstated a student must:
  - OPTION I - Have his/her appeal approved by Financial Aid Appeals Committee
  - OPTION II - With his/her own funds enroll in and complete the appropriate number of credit hours (based upon the awarded enrollment status at the time of suspension) with a cumulative GPA of at least 2.00. At that time students may request in writing (also submitting proof of payment for the prior quarter) to have their financial aid (if funds are available) reinstated for the subsequent quarters for which they will enroll. All requests must be submitted to the Office of Student Financial Assistance.
- B. Students reinstated will receive financial aid, but they remain on financial aid probation.
- C. A student placed on suspension may be reinstated only once.
- D. Probation and/or suspension as a result of incomplete grades will be reviewed by the Director of Financial Aid after the student completes the class and submits to the Office of Student Financial Assistance a grade change form completed by the class instructor.

### APPEAL OF FINANCIAL AID SUSPENSION

Once "unsatisfactory progress" has been determined, the student may appeal the decision to terminate all financial aid awards using the following steps:

- A. Student must complete a financial aid appeal form and indicate in writing to the Financial Aid Appeals Committee:



## Student Financial Assistance, cont.

1. The reason why he/she did not achieve satisfactory academic progress
  2. The reason why his/her aid should not be terminated.
- B. The Financial Aid Appeals 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. The Financial Aid Appeals Committee meets only once each quarter and will only process appeals turned in on time. The deadline for submitting appeals is 9 days after the end of the quarter.
- C. A student wishing to appeal the decision of the Financial Aid Appeals Committee may do so in writing to the Vice President of Student Services.
- D. A student will be granted the right to an appeal only once after being placed on financial aid suspension. If suspension occurs again, the student may not appeal again.

### LIMIT ON STUDENT AID

- A. Students in a degree program two or more years in length may receive aid for up to 10 quarters or the completion of one degree program. Students retain the right to appeal for additional quarters beyond the maximum of 10 quarters.
- B. Students in a degree/certificate program one year or less in length may receive aid up to 6 quarters or the completion of one degree/certificate program. Students retain the right to appeal for additional quarters beyond the maximum of 6 quarters.

### APPEAL OF LIMIT FOR STUDENT AID

- A. The student must complete a financial aid quarter limit appeal form. A program evaluation form is to be completed by the student's Academic Advisor. Both forms are to be submitted to the Financial Aid Appeals Committee.

- B. The Financial Aid Appeals Committee will review the appeal and determine whether additional quarters of assistance are justified. The student will be advised, in writing, of the Committee's decision. The Financial Aid Appeals Committee meets only once each quarter and will only process appeals turned in on time. The deadline for submitting appeals is 9 days after the end of the quarter.
- C. A student wishing to appeal the decision of the Financial Aid Appeals Committee may do so in writing to the Vice President of Student Services.
- D. A student will be granted the right to an appeal only once and may not appeal again.

### PRORATA REFUNDS

Federal Title IV Student Financial Assistance regulations require the college to calculate prorata refunds for students attending Aims Community College and receiving federal financial aid for the first time. Prorata means a refund of tuition and fees for a student whose date of withdrawal is at or before the 60% point in the quarter for which the student has been charged. Any refund calculated under this policy will be returned to the actual funds from which the student received federal Title IV aid for the quarter of enrollment.

Federal financial assistance refunds will be calculated according to federal regulations using the college refund policy and Appendix A refund requirements or prorata requirements that apply.







# SCHOLARSHIPS

## BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES

**AWARD:** LOUIS C. RIEKER SCHOLARSHIP  
Awarding Division: Criminal Justice  
Award Amount: Reimbursement for portion of books/supplies  
Application Deadline: No deadline. See department chair  
Qualifications: Contact awarding Division for criteria

## COMMUNICATIONS, HUMANITIES, AND BUSINESS

**AWARD:** DOROTHY M. STEWART WRITING AWARDS  
Awarding Division: Communications, Humanities, and Business  
Award Amount: One \$300 cash prize and certificate; four \$50 prizes and certificates  
Application Deadline: Students must fill out an application and submit a portfolio by May 1 of each year. Recipient chosen by faculty. Award announced Spring quarter.  
Qualifications: Contact Division for criteria.

**AWARD:** FREDERICK S. TAYLOR HUMANITIES AWARD  
Awarding Division: Communications, Humanities, and Business  
Award Amount: \$100 cash prize and certificate  
Application Deadline: No application required. Recipient nominated and chosen by faculty. An essay may be required. Award announced Spring quarter.  
Qualifications: Contact Division for criteria.

**AWARD:** MIRIAM E. PETERSON SCHOLARSHIP  
Awarding Division: Communications, Humanities, and Business and Behavioral, Social, and Economic Sciences  
Award Amount: Two \$1,200 scholarships  
Application Deadline: Contact awarding Divisions.  
Qualifications: Contact Divisions for criteria.

## MATH/NATURAL AND APPLIED SCIENCES

**AWARD:** CHEMICAL RUBBER COMPANY (CRC) CHEMISTRY AWARD  
Awarding Department: 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.

**AWARD:** NURSE AIDE SPONSORSHIP  
Awarding Department: Health Occupations  
Award Amount: Tuition and student fees.  
Application Deadline: Contact Dr. Ruth Lorenson in Health Occupations  
Qualifications: Some health care facilities and agencies pay tuition and student fees. Interested students should request an interview with the employer of their choice.

## DEVELOPMENTAL EDUCATION

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

## TECHNOLOGY DIVISION

**AWARD:** CAPTAIN AL HAYNES AVIATION SCHOLARSHIP  
Awarding Division: Technology (Aviation)  
Award Amount: Two \$750 scholarships  
Application Deadline: Mid-term of Spring quarter  
Qualifications: Contact awarding Division for criteria

**AWARD:** AVIATION DEPARTMENT SCHOLARSHIP  
Awarding Division: Technology (Aviation)  
Award Amount: \$750  
Application Deadline: Mid-term of Spring quarter  
Qualifications: Contact awarding Division for criteria

**AWARD:** LOYAL KELSEY FLIGHT-TIME SCHOLARSHIP  
Awarding Division: Technology (Aviation)  
Award Amount: \$500  
Application Deadline: Mid-term of Spring Quarter  
Qualifications: Contact awarding Department for criteria

**AWARD:** BERGER SCHOLARSHIP  
Awarding Division: Technology  
Award Amount: \$1,500. Up to four awards given.  
Application Deadline: End of Spring Quarter  
Qualifications: Contact the Assistant Vice President of Academic Affairs for criteria

**AWARD:** GIL BORTHICK MEMORIAL SCHOLARSHIP  
Awarding Division: Technology (Engineering)  
Award Amount: Handbook in Field of Study  
Application Deadline: No Application - Selected by Faculty  
Qualifications: Outstanding Engineering Technology Graduate



## Scholarships, cont.

**AWARD:** **ROY L. SMITH MEMORIAL SCHOLARSHIP**  
Awarding Division: Technology (Automotive 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:** **BILL YOUNDER SCHOLARSHIP**  
Awarding Division: Technology (Automotive Collision Repair)  
Award Amount: \$200 to \$300  
Application Deadline: Mid-term of Winter quarter  
Qualifications: Contact awarding Division for criteria

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

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

## FOUNDATION

**AWARD:** **NORWEST BANK SCHOLARSHIPS**  
Awarding Division: Aims Foundation  
Award Amount: Two \$100 scholarships  
Application Deadline: Contact the Foundation Office at Aims  
Qualifications: Must be a graduate from Greeley Central or Greeley West High School.

**AWARD:** **FLORENCE WINOGRAD SCHOLARSHIP**  
Awarding Division: Aims Foundation  
Award Amount: Up to three \$1,000 scholarships  
Application Deadline: Contact the Foundation Office, GS 233  
Qualifications: Contact Foundation Office for details

## 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 \$2,000 per academic year.

## UNPUBLICIZED SCHOLARSHIPS

Local, regional and private scholarship information is contained in the Aims Library on an "as-received" basis. Ask to see the Financial Aid notebook at the information desk.





# Aims Foundation

## AN INVITATION TO PLANT AN INVESTMENT

You're invited to plant an investment.

Aims Community College wants to go beyond excellence in education. The College desires to provide superior training in innovative and creative programs, which will set the standard for year to come.

The key to this dream is the success of the Aims Community College Foundation.

Since 1979, the Foundation has sponsored several programs recognized nationally for their impact on higher education.

Help us continue our pacesetting trend. Plant an investment that will flourish for years to come.

You may designate a gift or bequest for a specific purpose, or make available an unrestricted gift to be used at the discretion of the Foundation. In either case, you will be helping Aims Community College to continue its role as a leader in higher education.

For further information, call the Aims Community College Foundation Office, 330-8008, extension 365.

## MISSION STATEMENT

"The Mission of the Aims Community College Foundation, Inc., is to support the goals and objectives of the College by providing supplemental resources to ensure success.

The Foundation is charged with enhancing community awareness of the college; securing and receiving private contribution, bequests and donations; and accounting for, managing, conserving and appreciating funds or property assigned to the Foundation.

Such funding is managed by the Foundation and is distributed to benefit and advance the College and its teaching efforts. This involves attracting, supporting encouraging and subsidizing students, employees and worthy programs."

## FOUNDATION BOARD



Dr. Bryan Ericson, President,  
Aims Foundation

Dr Bryan Ericson, President

Roger Bates, Vice President

Dr. Robert Mitchell, Secretary/Treasurer

Don Commins

Wes Goehring

Marion Jobe

Carol McDermott

Ruth Slomer

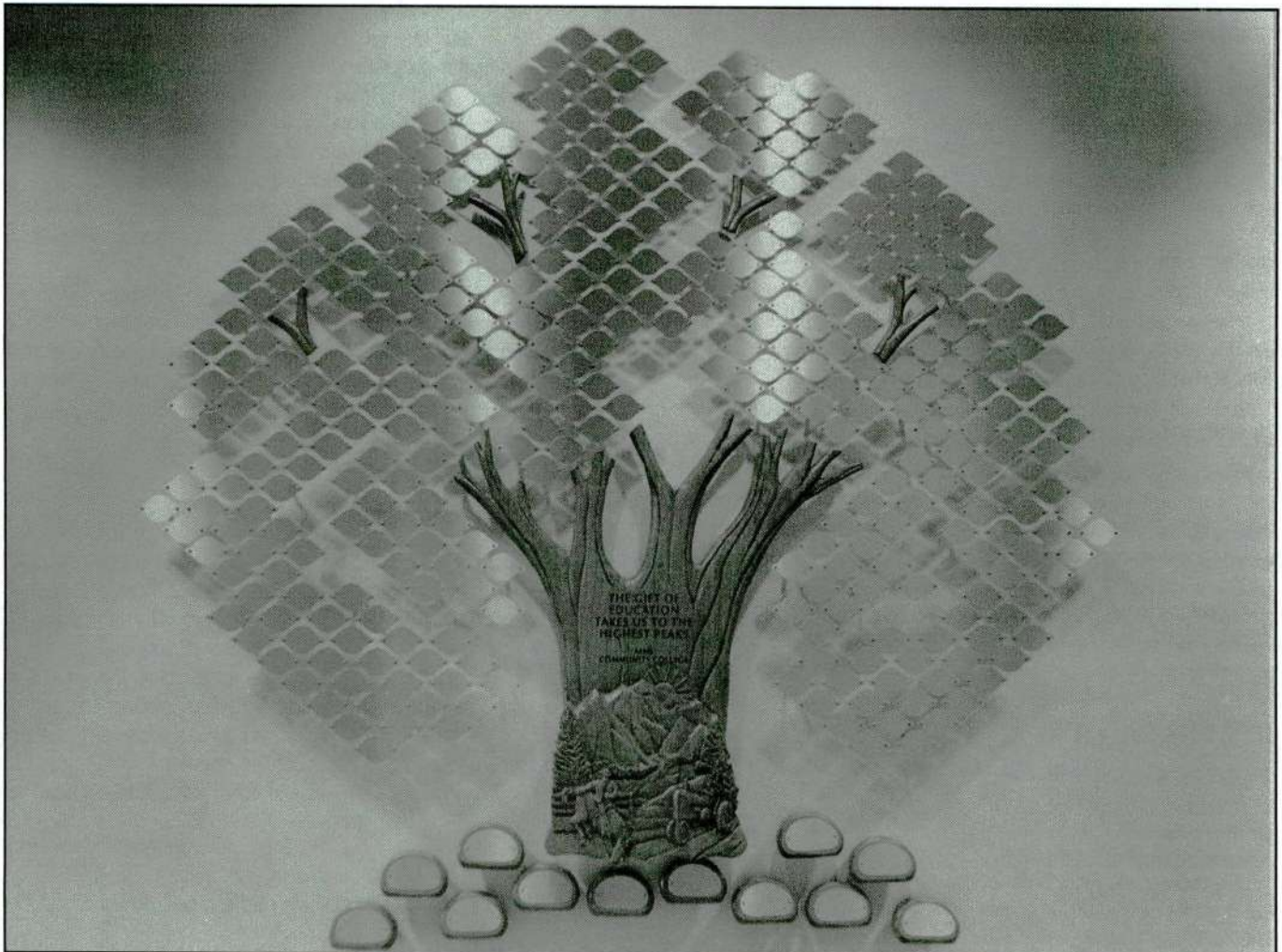
Dorothy Stewart

Bob Stone

Pat Thomas

Ken Whitney

Jerry Winters







# General Information

---

## BOOKSTORE

The Aims College Bookstore, located in the College Center 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 at the West Campus, Loveland.

## 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.

## MONFORT EARLY CHILDHOOD EDUCATION CENTER

The Monfort Early Childhood Education Center, located on the Greeley Campus, offers a developmentally appropriate program for children, ages 6 weeks to 8 years. The Center is licensed by the Colorado Department of Human Services and follows NAEYC Accreditation guidelines for staff to child ratios. The staff meets the Department of Human Services requirements for their positions.

The Center is opened from 7:30 a.m. to 5:30 p.m. Monday through Friday. Full day, hourly care, and morning preschool hours are available. The Center serves children of Aims students, faculty, and staff. Limited spaces are offered to the community.

The Monfort Early Childhood Education Center also serves as a laboratory school for students in the Early Childhood Education Program. Student teachers work side by side with the lead teachers and their Early Childhood instructors in the center classroom.

Enrollment is open and available as space permits for each classroom. Registration forms are available at the Center. Payment of the registration fee and completion of all registration forms assures a child's placement in the center. Children must attend for a minimum of two consecutive hours and the hours of attendance must be scheduled in advance. Fees are assessed by the quarter and are payable weekly, monthly, or quarterly. Sliding fee scale is available to Aims students thanks to the Aims Foundation.

## FOOD SERVICE

Arty's Campus Grill is located in the College Center and offers a variety of breakfast, lunch and snack foods including deli & grill items, daily specials, cold and hot drinks. During fall, winter and spring quarters, hours are 7:30 a.m. - 6:30 p.m., Monday - Thursday, and 7:30 a.m. to 5:00 p.m. on Friday. Summer quarter hours are 7:00 a.m.-5:00 p.m. Monday - Thursday.

Food and snack vending machines are located in buildings on each campus.

## 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 Students in the Student Life Office in the College Center.

The mandatory Student Accident Insurance Coverage, paid by student fees, is administered in the Student Life 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 Student Life Office in the College Center for processing of insurance claims.

## 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. Apartment guides are available in the Student Life Office in the College Center.

## STUDENT EMPLOYMENT SERVICES

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 Student Employment 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 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 Student Employment Office provides resource materials and instruction on careers and employers. Resume assistance is also available.

The Student Employment Office is located in General Services Building. Students interested in full and part-time jobs should contact the Student Employment Office and complete an application for employment. This free service is available to all past and present students of Aims Community College.

## LIBRARY

### LIBRARY - GREELEY CAMPUS

Located on the second floor, South, of the College Center, the Library stores and circulates about 40,000 books and over 500 periodicals and newspapers, which include over 300 full-text online periodicals. Online databases at the library provide abstracts and/or citations to over 4,500 periodicals and to over 30,000 library catalogs, and Internet searching is also available at the Library. Access to the card catalogs of UNC and other Colorado libraries is available on the CARL on-line terminals. Library users may check out materials not owned by Aims Library by requesting an interlibrary loan (ILL). 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 presenting their Aims Library card. Community users check out materials by presenting a valid Colorado Library card and being entered onto the Aims Library list of borrowers.



## General Information, cont.

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.

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 inquiries about renewals and questions about overdue materials; Ext. 326 for AV equipment; Ext. 237 for the Director of Library Services. See the *Aims Library Handbook* in the reference section for details about library policies, as well as information about using the Library.

### **LIBRARY - SOUTH CAMPUS**

Located at Fort Lupton High School, the expanded Fort Lupton Public and School Library provides a full range of library services to Aims students. In the South Campus Center itself, the Resource Lab contains a few standard reference materials, such as an encyclopedia, dictionaries, thesauruses, and the like, for immediate on-site needs. A microcomputer with CD-ROM has additional reference materials, such as world and U.S. atlases, almanac, encyclopedia, and a "book" of quotations. Full CARL-accessed information is available in the Resource Lab, providing users with information access identical to that found in the Greeley campus through CARL. This includes over 300 full-text online periodicals as well as databases providing abstracts and/or citations to over 4,500 periodicals and to over 30,000 library catalogs.

### **LIBRARY - WEST CAMPUS**

The new Thomas M. McKee Learning Resource Center contains a few standard reference materials, such as an encyclopedia, dictionaries, and thesauruses for immediate on-site needs. A microcomputer with CD-ROM has additional reference materials, world and U.S. atlases, almanac, encyclopedia, and a "book" of quotations. Full CARL-accessed information is available in the Learning Resource Center, providing users with information access identical to that found in the Greeley campus through CARL. This includes over 300 full-text online periodicals as well as databases providing abstracts and/or citations to over 4,500 periodicals and to over 30,000 library catalogs. Please call 667-4611 extension 318 for additional information regarding the Learning Resource Center. Additional resources are available at the Loveland Public Library located in downtown Loveland at 415 East 5th Street. Please call 667-4040 for hours and other information regarding the Loveland Public Library.

### **MEDIA/TELECONFERENCING SERVICES/ TV DISTRIBUTION**

Media Services provides service to Aims Community College faculty, students and staff in the design, development, and production of informational and instructional materials for distribution via live television, videotape, audiotape, and computer-based or multimedia formats. Media Services also provides academic and institutional support in graphics, photography, audio, public address, distance learning, educational technology, and interactive instruction.

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 Services personnel are trained instructional designers who work closely with clients in the areas of needs analysis, target audience and content research, development of instructional goals and strategies, production of mediated instructional packages and formative and summative evaluations.

Television services include scriptwriting, pre-production services, production and post-production editing for live television, and/or videotaped instructional or promotional programs. Color television production is provided on location, in the three-camera studio and editing suite, or in our mediated classroom. Television is used for a wide variety of instructional purposes, including mirror teaching, student observation, evaluation and testing, training videotapes, telecourses, promotion and public relations, and duplication services.

Photographic services include black and white and/or color original photography, either in-studio or on-location, electronic photography, digital photo enhancement and manipulation, 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.

Graphic services include overhead transparencies, full-color computer transparencies, poster mounting, lettering, lamination, dry-mounting and framing. Instructional graphic design services are also available.

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 both high-speed and real-time audio duplication services are also available.

Media Services can deliver real-time, interactive teleclasses on the main campus and design and produce original, interactive computer-based instructional and promotional materials. Computer-based instructional services include scripting, flowcharting, storyboarding, screen design and creation, including animations and interactive programming.

Teleconferencing services include the development of original programming for instruction, scriptwriting, pre-production services, production, and post-production editing. Internships are available for qualified students seeking further television production experience. Media Services also coordinates PBS telecourse offerings.

The Television Distribution area includes a twelve channel closed-circuit television distribution system which feeds nearly 100% of the main campus classrooms with a tape library of over 2,000 volumes. Satellite reception is provided for off-air taping and teleconferences, and cable access is available. Programs are also prepared for cablecast on local cable systems. This area also coordinates videotape purchases for the college.

### **PARKING**

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



## General Information, cont.

### LEARNING, RESOURCE CENTER

This center is multipurpose in its approaches to academic support for all students and faculty.

**LABS:** (Horizon Hall 301 and 302, ext 541; South Campus, 352-4664; and West Campus, 667-4611, ext. 306).

- \*Macintosh and IBM Computers
- \*Independent study courses for credit
- \*Tutorial software and videos
- \*Word processing - Mac & IBM options
- \*Open lab for IBM-based computer classes
- \*Broad-based support for ENG, ESL, MAT, and REA

**SUPPLEMENTAL SERVICES:** (Horizon Hall 308, ext 388; South Campus, 352-4664; and West Campus 105.2, 667-4611, ext 313). TDD (970)339-6388.

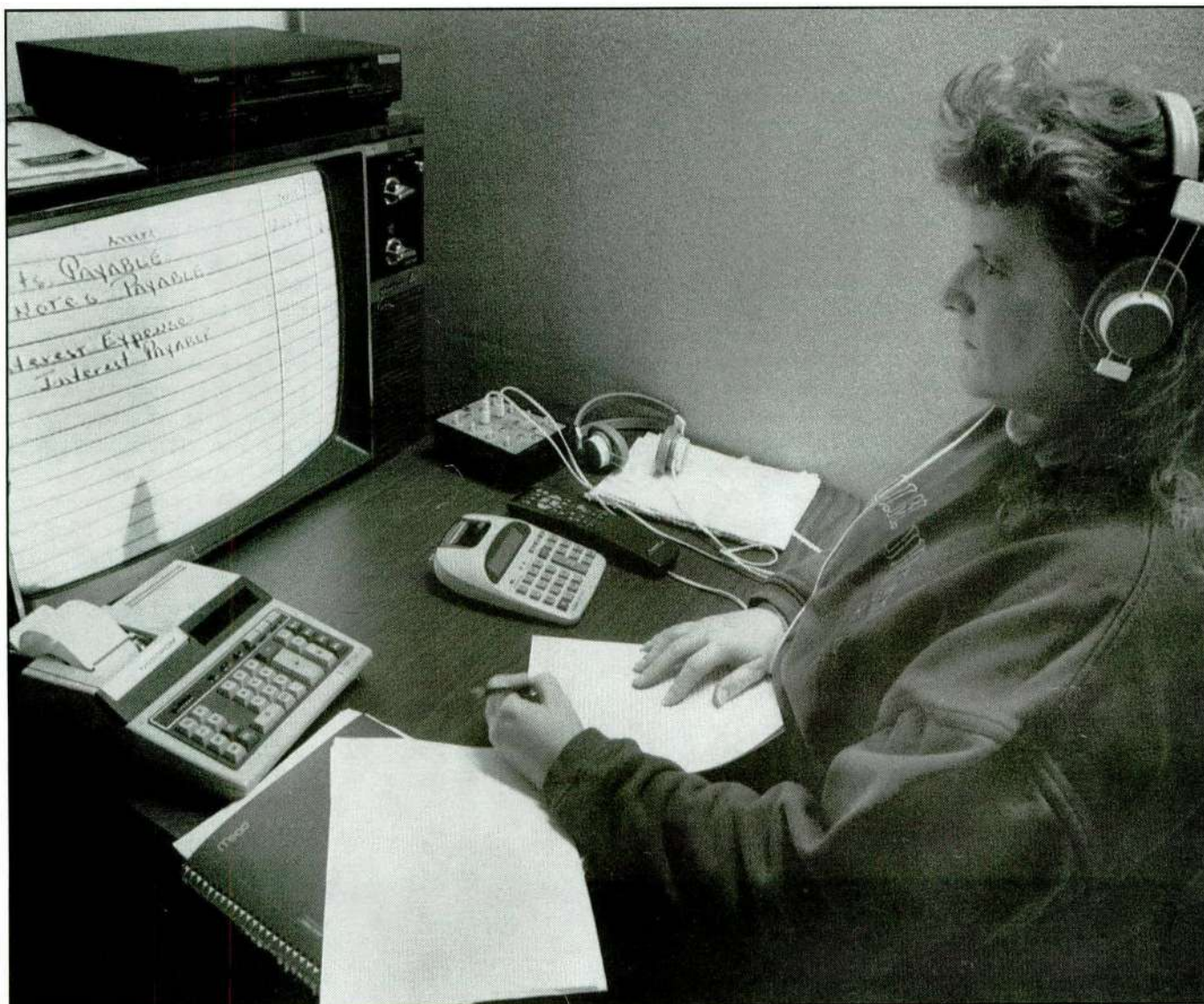
- \*Tutoring:
  - one-on-one (instructor referral required)
  - drop-in (Horizon Hall 310, West Campus 104)
- \*Accommodations for students with disabilities:
  - Adaptive equipment
  - Interpreters

- Notetaking paper
- Quiet testing
- Readers
- Writers

Any returning student with a disability requesting accommodations must contact Supplemental Services by the Returning Student Registration deadline for each upcoming quarter. A student needs a completed and signed Advising Registration Form plus a completed Request For Special Accommodations form to ensure accommodations are available on the first day of classes.

### STUDENT ACCIDENT INSURANCE

Student Accident Insurance is provided for students at Aims Community College. Additional information may be obtained through the Dean of Students Office (Ext. 225).





# Student Activities and Organizations



**Ron Fay**  
Director

**Location:**  
College Center

**Telephone:**  
330-8008, Ext. 359

**Secretary:**  
Ellen Garrett  
Susan Hale

The Associated Students of Aims Community College, **ASACC**, is a student organization comprised of the students enrolled at Aims Community College. This organization serves the students at Aims in dealing with student concerns, student related non-academic issues, and diversified student activities. The organization is governed by a student group consisting of a governing board and a programming board, with representation from all three campuses. These boards work together, forming the Associated Students Board.

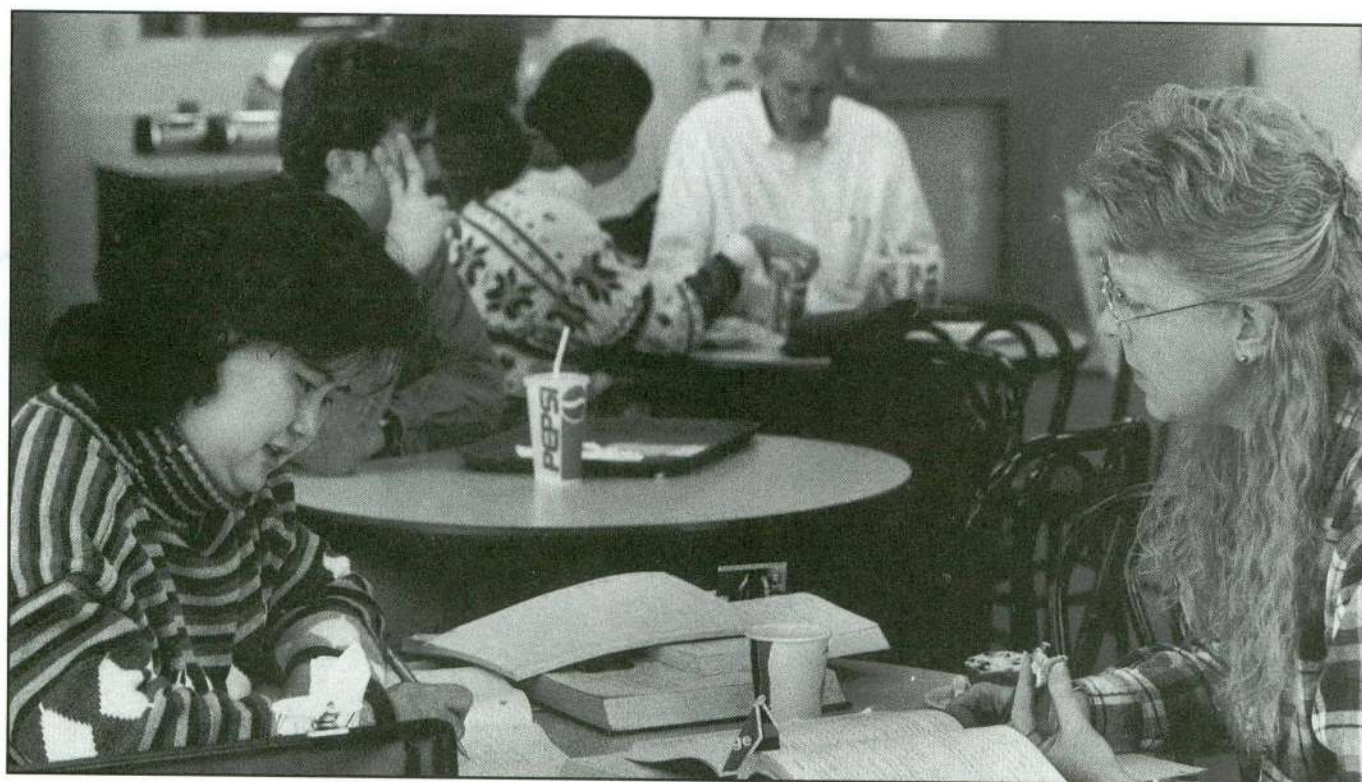
The governing board represents the diverse needs and interests of Aims' students and assists in chartering and working with student organizations. This board takes an active role in providing student participation in the decision making process of the college. Members of this board represent the opinions and concerns of the students at Aims on various campus and community committees. They provide input on student life issues to the college administration and the Governing Board of the institution. This board also recognizes that student organizations provide valuable services to student, especially if they emphasize programs for professional, philosophical, or occupational development. To encourage success of students organizations a method of financial assistance has been implemented by the Associated Students Board for projects and activities. All students at

Aims are encouraged to seek professional and/or personal growth through involvement. Organizations currently recognized are:

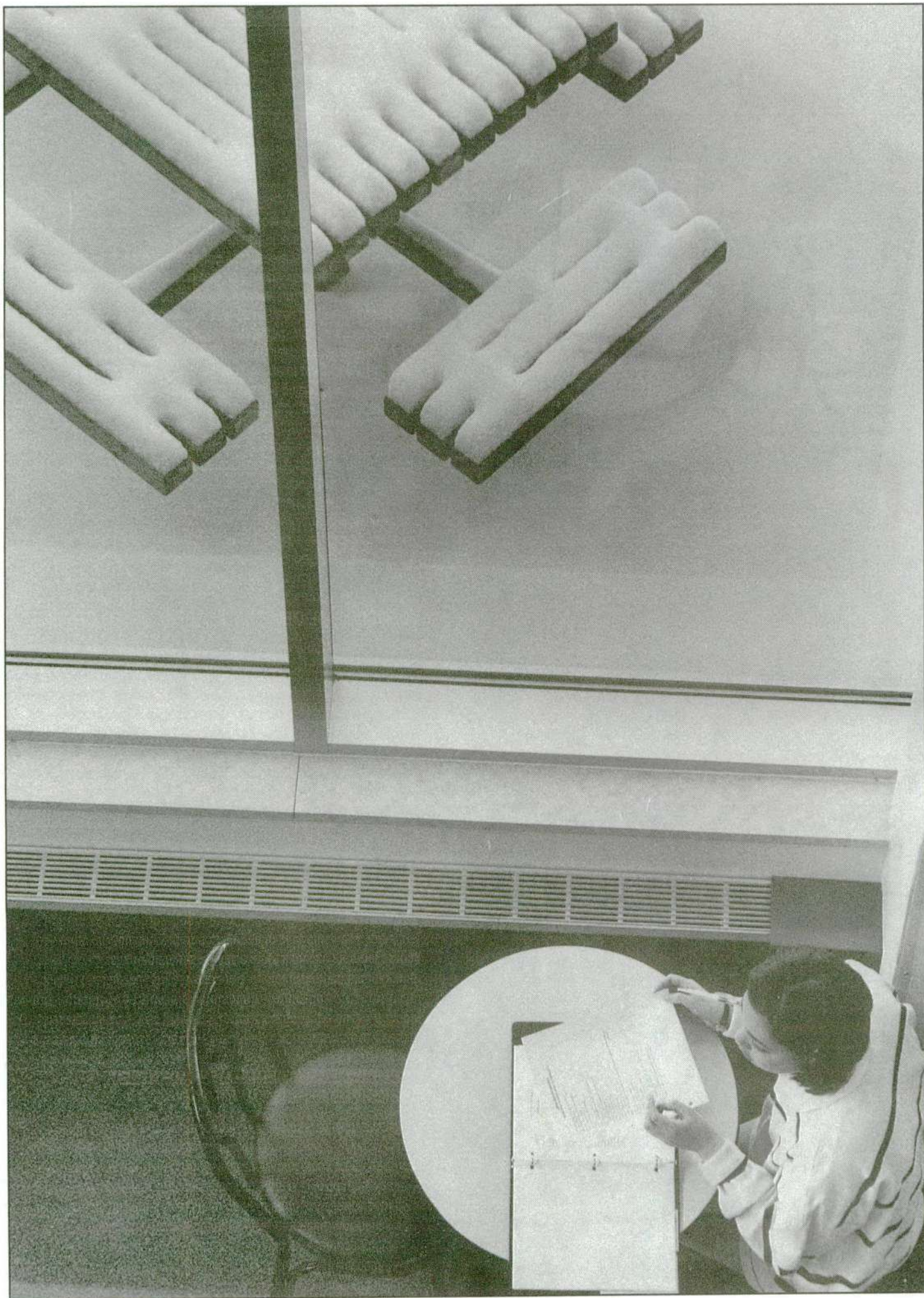
- VICA - Vocational and Industrial Clubs of America (Electronics)
- PBL - Phi Beta Lambda
- APRS - Aims Program Radiography Students
- AECA -- Aims Early Childhood Association
- AHS - Aims Honor Society
- MECHA - Chicano Student Movement of Aztlan

The programming board of the Associated Students is responsible for initiating activities to complement the educational aspect of college life. These activities encompass the social, cultural, and recreational needs of the students at Aims. The activities produced by this board include: Fall-in, Winter-fest, Spring-fest, Coffee houses, comedy acts, films, lectures, workshops, ski trips, and sporting contests to name but a few. The college believes that such activities are an important element of the college experience and aid in the development of a meaningful, productive, and balanced student life.

The Associated Students in conjunction with the college also provide the student with an opportunity to relax, converse with fellow students, study, and/or participate in light recreation in the student areas of the College Center. These areas have been designed to help meet the needs of the student's non-academic life. They include general and club lounges with couches, table, chairs, and a big screen television; a light recreation/game room with pool tables, video machines, and pinball machines; and a copy center with a copy machine, computer, typewriter, and assembly area for documents or papers. The student areas are accessible to all students during normal school hours Monday through Friday. All students are encouraged to take advantage of these facilities as well as the library, bookstore, and food services also located in the College Center.









# Academic Affairs



**Dr. John T. Turner**  
Vice President for  
Academic Affairs

**Location:**  
Westview, Room, 694B

**Telephone:**  
330-8008, Ext. 220

**Administrative Assistant:**  
Judy Elliott

Aims Community College is comprised of six academic units: Behavioral, Social, and Economic Sciences; Communications, Humanities, and Business; Developmental Education; Mathematics/Natural and Applied Sciences; Technology; and Continuing Education. These academic units offer a variety of instructional programs designed to meet the needs of a diverse student body.

In response to a highly technological society, each academic unit represents the integration of academics (arts and sciences) and occupational training (vocational/career education). All academic degree programs contain liberal arts transfer courses that prepare students for baccalaureate programs at four-year institutions. However, an academic student pursuing a transfer degree may also elect one of many occupational emphases in preparation for a specific profession. All occupational degree and certificate programs stress job entry. However, many contain transfer components for students who choose eventually--or immediately--to pursue advanced training or a degree.

Four academic units--Behavioral, Social, and Economic Sciences; Communications, Humanities, and Business; Mathematics/Natural and Applied Sciences; and Technology--offer degrees and certificates designed for transfer to four-year institutions and/or placement into specific occupations. Developmental Education provides basic skills programs in mathematics, reading, writing; English as a Second Language (ESL); and General Education Development (GED). Continuing Education offers customized and basic skills training for business and industry; self-interest programs; lifelong learning workshops and seminars; and quality improvement training, including the Continuing Education Quality Improvement Certification Program.

## DEGREES AND CERTIFICATES

Students may choose from a number of degrees or certificates designed to meet a variety of educational needs:

- Associate of Arts Degree
- Associate of Science Degree
- Associate of General Studies Degree
- Associate of Applied Science Degree
- Occupational Certificate

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 that 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 that 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 if all course and program requirements for each degree or certificate are satisfied. Students may not earn more than one A.A., A.S., or A.G.S. degree. Additional A.A.S. degrees or certificates must be earned in a different major/option.

## ASSOCIATE OF ARTS (A.A), AND ASSOCIATE OF SCIENCE (A.S.) DEGREES

The Associate of Arts (A.A.) and the Associate of Science (A.S.) degrees are awarded to the student who successfully completes a program designed to transfer to a four-year college or university for the purpose of earning a baccalaureate degree. Although the requirements of the two degrees are similar, the Associate of Science degree program includes more science and mathematics.

Liberal Arts is the only major a student may pursue within the A.A. and A.S. degrees. However, the student who plans to pursue a particular major at a four-year institution may wish to select a particular area of emphasis within the A.A. or A.S. degrees. Also the student may select only one emphasis to be recorded with the Liberal Arts major for the A.A. or A.S. degree.

Although all courses included within an Associate of Arts or an Associate of Science program are intended to be transferable, the student should realize that occasional arts and sciences courses and many occupational courses may not be accepted for transfer by baccalaureate institutions. The student who desires to include these courses as electives within an A.A. or an A.S. program should check carefully the requirements of the receiving institution as well as the particular program into which he or she wishes to transfer. In addition, occupational education courses require the approval of the Vice President for Academic Affairs or her designee.

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

The A.G.S. degree includes selected professional courses and serves students who need an individualized or professional degree program toward job requirements, career advancement, and/or personal development. The A.G.S. degree, however, guarantees neither 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 designated curriculum of general education courses must be completed. A degree contract must be signed by the student, faculty advisor and the Advising Program Director in Advising/Assessment & Career Services prior to acceptance into the degree program.

Liberal Arts is the designated major for the Associate of General Studies degree. However, selected A.G.S. Degrees contain pre-professional emphases, designed for students who choose an individualized program, but who wish to focus on a particular occupation. The A.G.S. degree may include professional or occupational courses, which often are not transferable to four-year institutions. Therefore, an A.G.S. student who plans to transfer to a four-year college or university should check carefully the receiving institution's requirements.



**GENERAL REQUIREMENTS FOR THE A.A., A.S., AND A.G.S. DEGREES**

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 are required for graduation. Particular program requirements are outlined in this catalog within the Academic Affairs section.
2. A student must maintain 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 applicable to the student's program and completed prior to graduation must be taken in residence at Aims Community College.
4. Most general education courses numbered 100 and above are applicable toward the A.A., A.S., or A.G.S. degrees.
5. Occupational courses are accepted toward the A.A., A.S., and A.G.S. degree requirements only upon the approval of the Vice President for Academic Affairs or her designee. This approval is given only when the courses are appropriate to the student's educational objectives.
6. The student's faculty advisor must sign the application for graduation. For A.S. degrees, the Mathematics/Natural and Applied Science Division Dean must also sign the application. The Associate of General Studies degree requires the signature of the faculty advisor and the Advising Program Director in Advising/Assessment & Career Services. Required signatures certify the advisor has reviewed completion of the student's degree 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 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.

**GENERAL REQUIREMENTS FOR THE A.A.S. DEGREE**

- The following are general requirements for the A.A.S. degree:
1. A minimum of ninety-five quarter hours in approved course work is required for graduation. Since each A.A.S. program is designed for a specified occupational field, the minimum requirements will vary with the particular program. Twenty three 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 Academic Affairs 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.

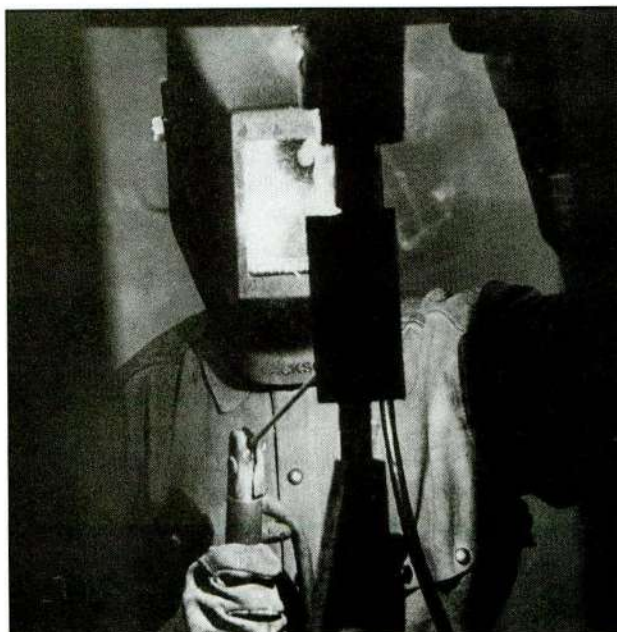
4. Normally, only courses numbered 100 or above are applicable toward this degree.
5. Courses used as electives in meeting degree requirements and taken in addition to specified courses in a particular program are accepted toward the requirements of this degree only upon the approval of the appropriate 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 Academic Affairs 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 course work applicable to the student's program and completed prior to graduation must be taken in residence at Aims Community College.
3. Normally, only courses numbered 100 or above are applicable toward a Certificate in 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.





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

For more information, students should consult their advisor.

### CORE TRANSFER CLASSES

#### 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

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

#### Behavioral and Social 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

#### Humanities

ART 110	Art Appreciation
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

\* Includes Spanish, French, Italian, German, Japanese, and others recognized as meeting Core requirements. Check the current schedule of classes for foreign languages offered.

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

### 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, Humanities, and Business 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:

General Education	Credits
Communications	15
Humanities	15
Behavioral, Social, and Economic Sciences	15
Mathematics/Natural, and Applied Sciences	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 Composition Style and Technique (ENG 100) as a prerequisite for ENG 121. Students who take ENG 100, 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
<b>Total Credits for A.A. Degree</b>		<b>15</b>

#### HUMANITIES

CREDITS

Students will take three courses from at least two different disciplines (with two different prefixes). 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 110	Art Appreciation	5
ART 111	Art History I	5
ART 112	Art History II	5
* 111	Foreign Language I	5
* 112	Foreign Language II, Part 1	5
* 113	Foreign Language II, Part 2	5
* 211	Foreign Language III	5
* 212	Foreign Language IV, Part 1	5
* 213	Foreign Language IV, 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

\* Includes Spanish, French, Italian, German, Japanese, and others recognized as meeting Core requirements. Check the current schedule of classes for Foreign languages offered.

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

### BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES

CREDITS

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

Select two courses with different prefixes from two of the following areas 10

#### ANTHROPOLOGY

ANT 101	Cultural Anthropology	5
ANT 111	Physical 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
<b>Total Credits for A.A. Degree</b>		<b>15</b>

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

### MATHEMATICS/NATURAL AND APPLIED SCIENCES

**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 100, MAT 105, MAT 135) should not continue on with the next course in the series. They are required to repeat the course and demonstrate mastery of the material by earning a grade of C or better.

MATHEMATICS	CREDITS	
Students will select a minimum of one of the following choices:		
MAT 121	College Algebra	6
MAT 125	Survey of Calculus	5



## Academic Affairs, cont.

MAT 135	Introduction to Statistics	5
MAT 190	Mathematics for the Liberal Arts*	5
MAT 201,	Calculus I	5
MAT 202	Calculus II	5
MAT 203	Calculus III	5

\*MAT 190 is **not** a core transfer class. However, it will transfer and satisfy graduation requirements at certain four-year school for particular majors. Check with your advisor or the Aims mathematics department faculty.

### 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	6
GEY 121	Historical Geology	6
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 OR 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 100, MAT 101, MAT 105, MAT 110, MAT 113, SCI 230 and any courses numbered below 100.

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

### PHYSICAL EDUCATION

A minimum of five, separate credits of prefixes PEA, PEB, PED, PEF will be selected from any physical education activities offered. This will provide the student with adequate opportunity to be introduced to a variety of physical fitness and leisure time activities to round out his or her general education. Please note that PEF 140 fulfills 1/2 credit hour of the requirement and PEF 151 fulfills 1 credit hour of the requirement.

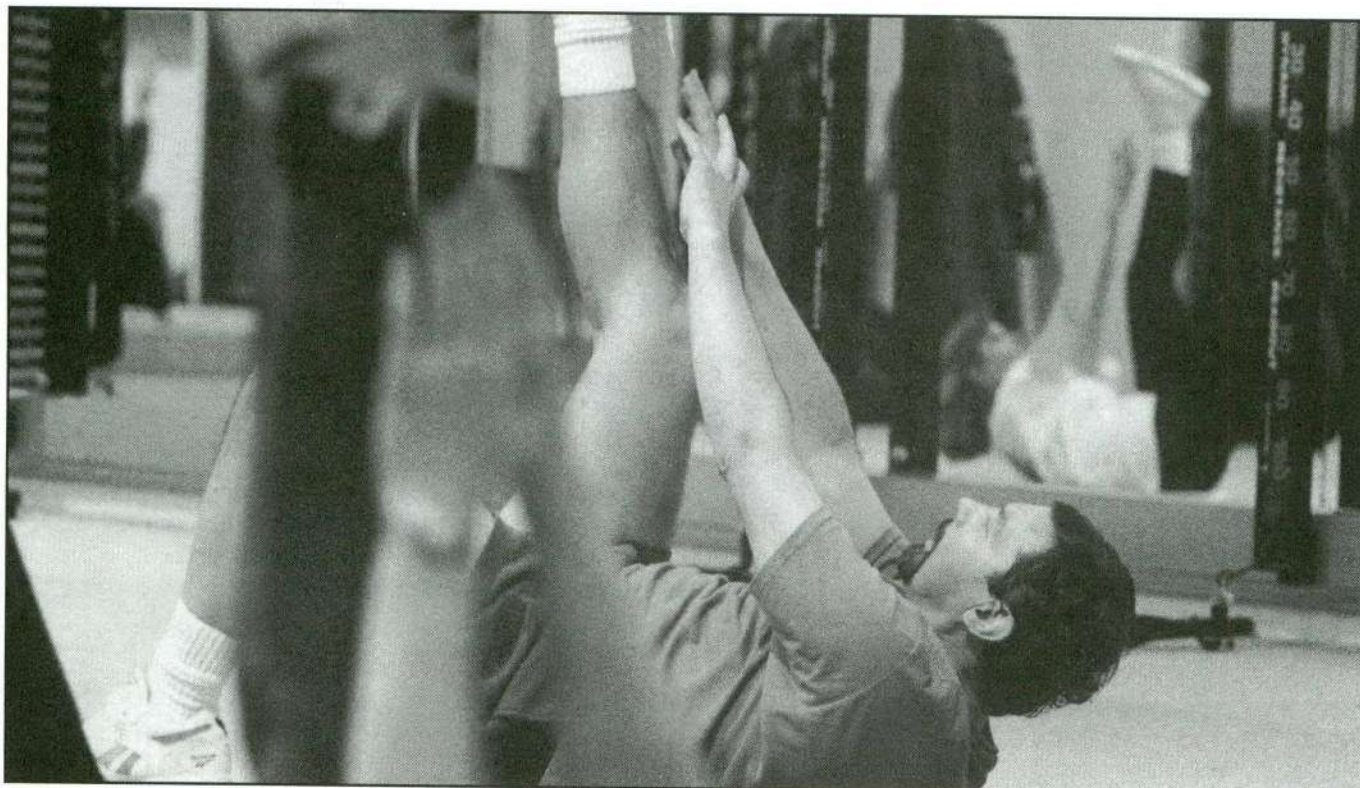
Veterans or students with a doctor's excuse may have their physical education requirements waived. They must still meet the 96 credit hour requirements for the A.A. degree. Students who desire a physical education waiver must contact the registrar.

**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, Social, and Economic Sciences	15
Physical Education	5
Mathematics/Natural, and Applied Sciences	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 Composition Style and Technique (ENG 100) as a prerequisite for ENG 121. Students who take ENG 100, 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
<b>Total Credits for A.S. Degree</b>		<b>15</b>

#### HUMANITIES

CREDITS

Students will take three courses from at least two different disciplines (with two different prefixes). 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 110	Art Appreciation	5
ART 111	Art History I	5
ART 112	Art History II	5
* 111	Foreign Language I	5
* 112	Foreign Language II, Part 1	5
* 113	Foreign Language II, Part 2	5
* 211	Foreign Language III	5
* 212	Foreign Language IV, Part 1	5
* 213	Foreign Language IV, 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

\* Includes Spanish, French, Italian, German, Japanese, and others recognized as meeting Core requirements. Check the current schedule of classes for Foreign languages offered.

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

### BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES

Select one of the following courses:	CREDITS	
PSY 101	General Psychology I	5
SOC 101	Introduction to Sociology I	5

Select two courses with different prefixes from two of the following areas: 10

#### ANTHROPOLOGY

ANT 101	Cultural Anthropology	5
ANT 111	Physical 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
<b>Total Credits for A.S. Degree</b>		<b>15</b>

### PHYSICAL EDUCATION

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. Please note that PEF 140 fulfills 1/2 credit hour of the requirement and PEF 151 fulfills 1 credit hour of the requirement.

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**



**Academic Affairs, cont.**

**MATHEMATICS, SCIENCE AND COMPUTER**

**Note:** Students pursuing an Associate of Science degree must see an advisor in the Mathematics/Natural and Applied Sciences Division to help them plan their academic program. Furthermore, all degree plans must be **approved** by the faculty advisor or by the Division Dean of Mathematics/Natural and Applied Sciences.

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.

All course prerequisites must be met. A **minimum** of 46 credits is required for the Associate of Science Degree. All mathematics and science courses applied to this degree must be completed with a grade of 'C' or better.

**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	Calculus I	5
MAT 202	Calculus II	5
MAT 203	Calculus III	5

**SCIENCE**

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

BIO 111,	General College Biology I, II and III	15
112 & 113		

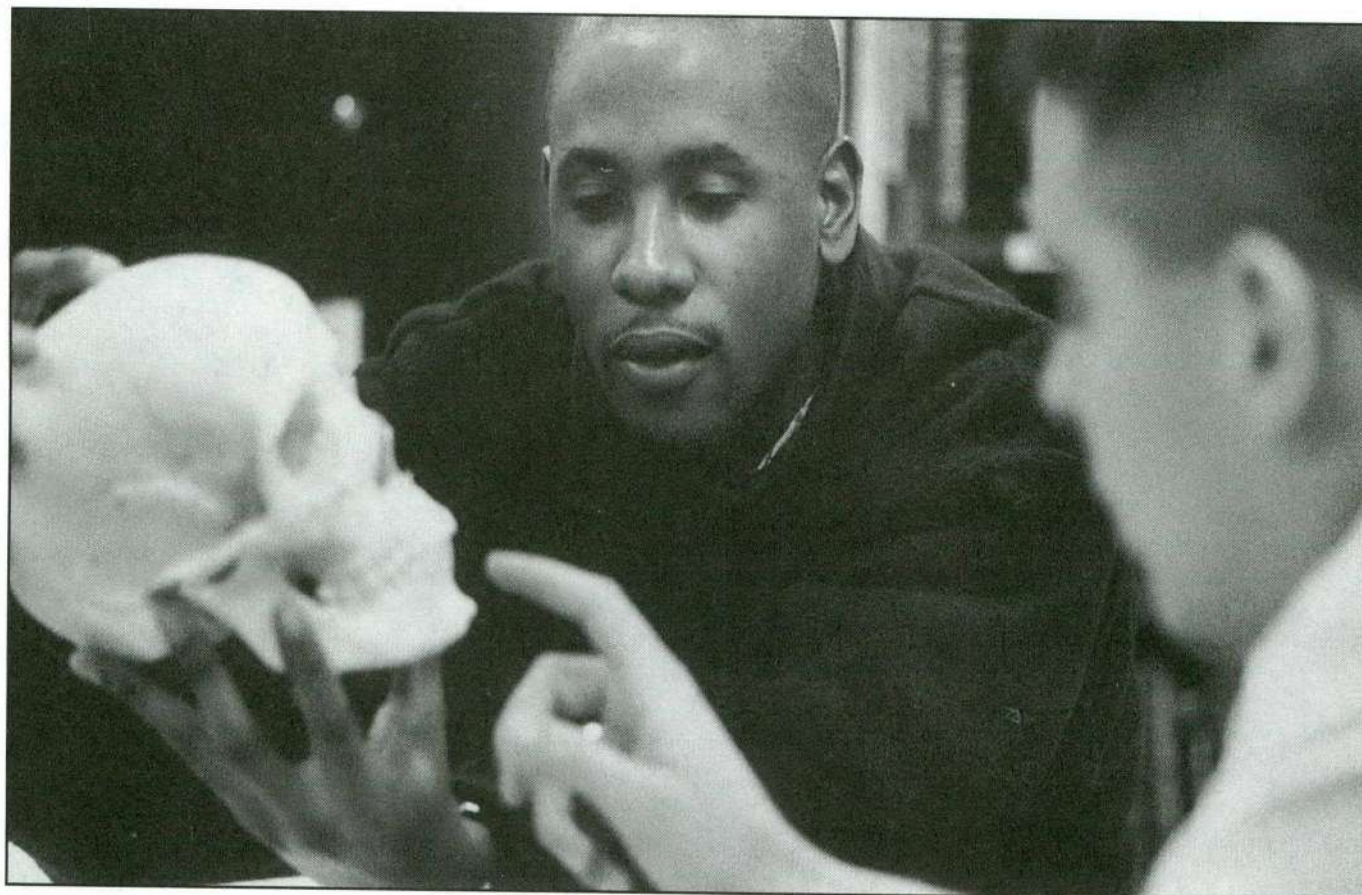
CHE 111,	General College Chemistry I, II and III	15
112 & 113		
PHY 111,	Physics: Algebra-based I, II and III	15
112 & 113		
PHY 211,	Physics: Calculus-based I, II and III	15
212 & 213		
GEY 111,	Physical Geology,	
121	Historical Geology	12

**MATHEMATICS, SCIENCE AND COMPUTER**

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

**Note:** The following courses may not be used towards the mathematics and science requirements for the A. S. Degree: MAT 100, MAT 101, MAT 105, MAT 110, MAT 113, 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 and the Advising Program Director prior to acceptance into the degree program.

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

	CREDITS
Communications and Humanities	15
Mathematics/Natural, and Applied Sciences	10
Behavioral, Social, and Economic Sciences	10
Professional Courses	14
Physical Education	2
Electives	45
<b>Total</b>	<b>96</b>

<b>Total Minimum Requirements:</b>		<b>CREDITS</b>
<b>COMMUNICATIONS AND HUMANITIES</b>		<b>15</b>
<b>Required Courses:</b>		
ENG 121	English Composition I (see requirements in A.A. degree)	5
SPE 115	Principles of Speech Communication	5
or		
SPE 125	Interpersonal Communication	5
or		
SPE 221	Professional Oral Communication	5

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

### MATHEMATICS, SCIENCE AND COMPUTER 10

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

### BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES 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. Please note that PEF 140 fulfills 1/2 credit hour of the requirement and PEF 151 fulfills 1 credit hour of the requirement.

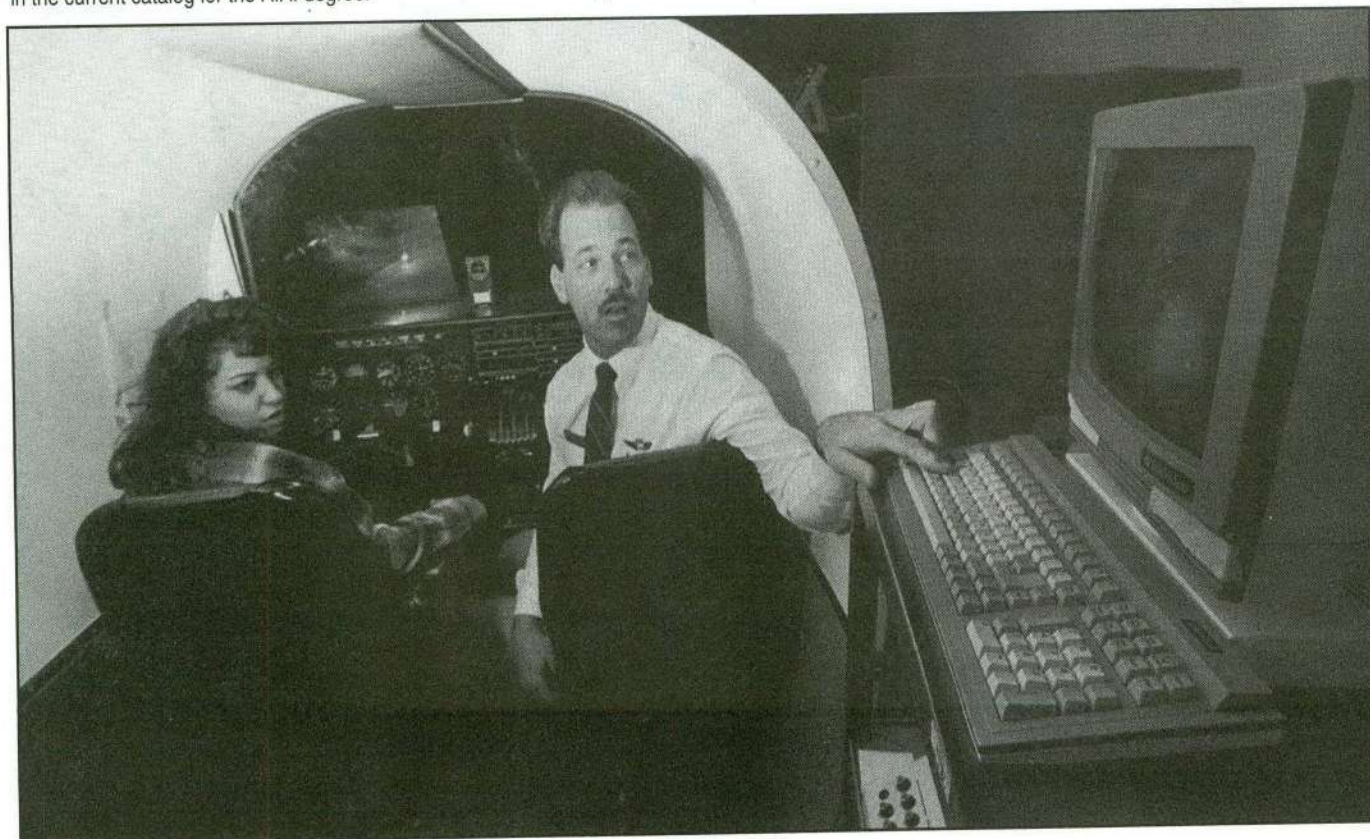
### PROFESSIONAL COURSES 14

Any combination of professional courses with the following prefixes as listed in the current catalog: ACC, BTE, BUS, CSC, EDT, EDU, MAN, MAR, CIS, HLH, ECE, CSL.

### ELECTIVE CREDIT 45

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, and Economic Sciences Division



**Donna L. Meier**  
Interim Academic Dean

**Location:**  
Westview, 2nd floor, 690

**Telephone:**  
330-8008, ext. 390

**Office Supervisor:**  
Cindy Donovan

## ACCOUNTING DEPARTMENT

**Location:** Westview, Office 690 - 330-8008, Ext 208

**Department Chair:** Kerry Colton, Ext. 215

**Faculty:** Betty Buxman, Ext. 386  
Marthanne Edwards, Ext. 336  
Ken Neet, Ext. 384

**Division Chair, West Campus:** Roger DeWitt  
Loveland, 667-4611, Ext. 317

**Division Chair, South Campus:** Ron Courson, Ft. Lupton,  
352-4664, Ext. 305

### **Degrees offered:**

Accounting Emphasis (two-year A.A. degree)  
Accounting Degree Program (two-year A.A.S. degree)  
Accounting Certificate Program (one-year certificate)

## ANTHROPOLOGY DEPARTMENT

**Location:** Westview, Office 690 - 330-8008, Ext 208

**Department Chair:** Jose Fajardo, Ext. 238

**Division Chair, West Campus:** Roger Dewitt, Loveland,  
667-4611, Ext. 317

**Division Chair, South Campus:** Ron Courson, Ft. Lupton,  
352-4664, Ext. 305

## CRIMINAL JUSTICE DEPARTMENT

**Location:** Emergency Services Academy, Room 903  
330-8008, Ext 269

**Department Chair:** Charles E. Myers II, Ext. 451

**Faculty:** Susan Gearheart, Ext. 560  
Donna Meier, Ext. 453

**Director, Peace Officer Academy:** Charles E. Myers II, Ext. 451

**Associate Director, Peace Officer Academy:** Susan "MK" Beecher,  
Ext. 313

### **Degrees offered:**

Criminal Justice (two-year A.A.S. or A.A. degree)  
Basic Peace Officer Academy (certificate)

## GEOGRAPHY/ECONOMICS DEPARTMENT

**Location:** Westview, Office 690 - 330-8008, Ext 208

**Department Chair:** Dr. Michael Kelsey, Ext. 393

**Division Chair, West Campus:** Roger Dewitt, Loveland,  
667-4611, Ext. 317

**Faculty:** Jeffrey Reynolds, 667-4611, Ext 330

**Division Chair, South Campus:** Ron Courson, Ft. Lupton,  
352-4664, Ext. 305

### **Degrees offered:**

International Studies Emphasis (two-year A.A. degree)

## FAMILY & LIFE EDUCATION

**Location:** Westview, Room 660 - 330-8008, Ext 214

**Department Chair:** Mellie Brand, Ext. 467

**Director, Monfort Early**

**Childhood Education Center:** Linda Neigherbauer, Ext. 760

**Program Coordinator Expectant Families:** Kitty Stevens, 350-6944

**Professional & Parent Education:** Joan Hellerich, Ext. 470

**Faculty-Early Childhood Education:** Kathy Hamblin, Ext 501

**Secretary:** Sue Lorge, Ext 567

### **Certificates and Degrees offered:**

Early Childhood Education - includes  
Preschool Group Leader Courses (one-year certificate)  
Early Childhood Education - includes Child Care  
Center Director Courses (two-year A.A.S. or A.G.S. degree)  
Infant Toddler Care - includes Infant Nursery  
Supervisor Courses (one-quarter certificate)

## HISTORY DEPARTMENT

**Location:** Westview, Office 690 - 330-8008, Ext 208

**Department Chair:**

**Division Chair, West Campus:** Roger Dewitt, Loveland,  
667-4611, Ext. 317

**Faculty:** Jeffrey Reynolds, 667-4611, Ext 330

**Division Chair, South Campus:** Ron Courson, Ft. Lupton,  
352-4664, Ext 305

## MARKETING/MANAGEMENT DEPARTMENT

**Location:** Westview, Office 690 - 330-8008, Ext 208

**Department Chair:** Claudia Stevens, Ext. 362

**Faculty:** Maxine Christenson, Ext. 255  
Mary Webster, Ext. 385

**Division Chair, West Campus:** Roger DeWitt, Loveland,  
667-4611, Ext. 317

**Division Chair, South Campus:** Ron Courson, Ft. Lupton,  
352-4664, Ext. 305

### **Degrees Offered:**

Management Degree Program (two-year A.A.S. degree)  
Marketing Degree Program (two-year A.A.S. degree)  
Marketing/Management Certificate (one-year certificate)

## PHYSICAL EDUCATION DEPARTMENT

**Location:** Gym, Room 429 - 330-8008, Ext 295

**Department Chair:** Sam Heen, Ext. 515

**Division Chair, West Campus:** Roger Dewitt, Loveland,  
667-4611, Ext. 317

**Division Chair, South Campus:** Ron Courson, Ft. Lupton,  
352-4664, Ext. 305

## POLITICAL SCIENCE DEPARTMENT

**Location:** Westview, Office 690 - 330-8008, Ext 208

**Department Chair:** Dr. Frank Gordon, Ext. 314

**Division Chair, West Campus:** Roger Dewitt, Loveland,  
667-4611, Ext. 317

**Division Chair, South Campus:** Ron Courson, Ft. Lupton,  
352-4664, Ext. 305

### **Degrees offered:**

Political Science Emphasis (two-year A.A. degree)  
Prelaw Emphasis (two-year A.A. degree)



### **PSYCHOLOGY DEPARTMENT**

**Location:** Westview, Office 690 - 330-8008, Ext 208

**Department Chair:** Dr. Robert Shellenberger, Ext. 346

**Faculty:** Dr. Judy Green  
Dr. Bill Hardgrave  
Dr. Jim Jokerst  
Dr. John Turner

**Division Chair, West Campus:** Roger Dewitt, Loveland,  
667-4611, Ext. 317

**Division Chair, South Campus:** Ron Courson, Ft. Lupton,  
352-4664, Ext. 305

#### **Degrees offered:**

Biofeedback Emphasis (two-year A.A. degree)  
Colorado Alcohol and Drug Abuse Certification Programs:  
Drug/Alcohol Counselor II (two-year A.A. degree)  
Drug/Alcohol Counselor II (two-year A.G.S. degree)  
Counseling Emphasis (two-year A.A. degree)  
General Psychology Emphasis (two-year A.A. degree)  
Human Resource Management Emphasis:  
Personnel Management (two-year A.G.S. degree)  
Personnel Management Emphasis: (two-year A.A. degree)

### **SENIOR EDUCATION**

**Location:** Westview, Room 662C - 330-8008, Ext 469

**Program Director:** Marilyn Gerbrandt

### **SOCIOLOGY DEPARTMENT**

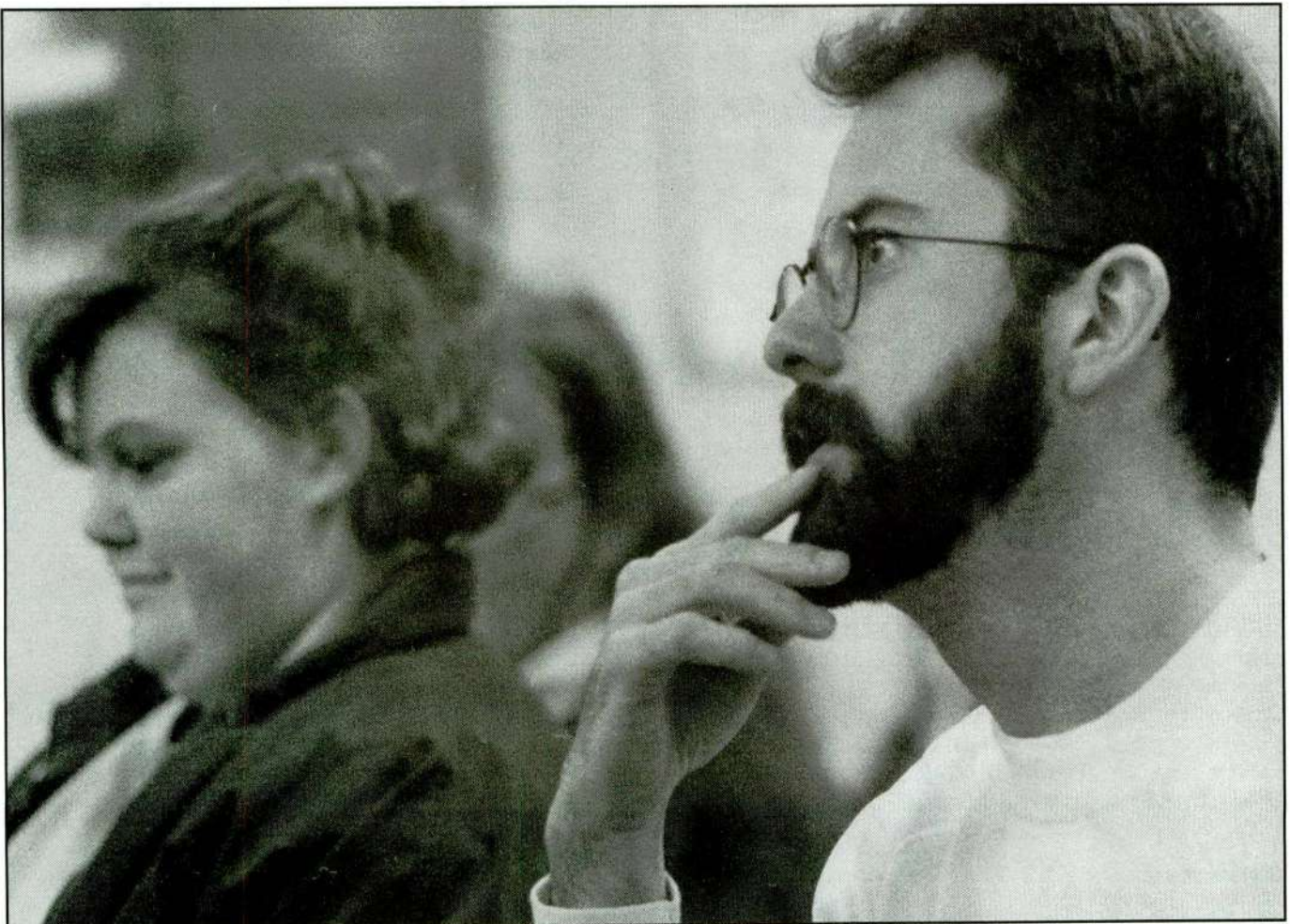
**Location:** Westview, Office 690 - 330-8008, Ext 208

**Department Chair:** Jerry Karst, Ext. 317

**Division Chair, West Campus:** Roger Dewitt, Loveland,  
667-4611, Ext. 317

**Division Chair, South Campus:** Ron Courson, Ft. Lupton,  
352-4664, Ext. 305

The Behavioral, Social and Economic Sciences Division offers a wide variety of programs designed to assist those students who are pursuing particular careers or particular majors at a four-year institution. The curricula described in the following sections provide the student with information about requirements for the completion of specific options and emphases within a specific degree or certificate program. The A.A.S. degree and certificate programs are designed for the student who seeks immediate employment upon graduation. The student may select one of three options within that degree or may select the one-year certificate program. The A.A. degree allows the student to transfer to a four year school in order to pursue completion of the B.A. or B.S. degree. With the A.A. degree, Liberal Arts major, students may select an area of emphasis in order to focus their educational goals. It is important for students to remember that selecting an area of emphasis is an option. Students can elect to earn an A.A. degree by completing the college's core and elective requirements with a concentration of courses in one area of emphasis.





# Accounting Department

## ACCOUNTING

(Associate of Applied Science Degree)

**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 Behavioral, Social and Economic Sciences program must have an appropriate Behavioral, Social and Economic Sciences 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 (\*).

### ACCOUNTING

Degree Requirements:	CREDITS
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	2
ACC 207 Financial Management	5
ACC 208 Lotus 1-2-3 Applications for Business	3
ACC 209 Lotus 1-2-3 Applications for Cost Accounting	3
ACC 211 Intermediate Accounting I	5
ACC 212 Intermediate Accounting II	5
ACC 215 Lotus 1-2-3 Applications for Finance	3
ACC 226 Cost Accounting	5
ACC 228 Accounting Systems	5
BTE 108 Ten-Key by Touch	1
*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>72</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>
<b>Electives (selected with advisor's approval)</b>	<b>9</b>
<b>Total Credits for A.A.S. Degree</b>	<b>96</b>

### A.A. DEGREE WITH EMPHASIS IN ACCOUNTING

COMMUNICATIONS	15
ENG 121 English Composition I	5
ENG 122 English Composition II	5
SPE 115 Principles of Speech Communication	5

HUMANITIES	15
See A.A. degree requirements	

BEHAVIORAL, SOCIAL AND ECONOMIC SCIENCES	15
PSY 101 General Psychology I OR	5
SOC 101 Introduction to Sociology	5
ECO 201 Principles of Macroeconomics	5
POS 105 Introduction to Political Science OR	5
POS 111 American Government	5

PHYSICAL EDUCATION	5
See A.A. degree requirements	

MATHEMATICS/NATURAL AND APPLIED SCIENCES	15
MAT 135 Introduction to Statistics OR	5
MAT 121 College Algebra	6
Remaining credits selected in consultation with advisor per A.A. requirements	

Electives	31
ACC 121 Principles of Accounting I	5
ACC 122 Principles of Accounting II	5
ACC 123 Principles of Accounting III	5
ECO 202 Principles of Economics Microeconomics	5
*ACC 208 Lotus 1-2-3 Applications for Business	3
*ACC 196 Accounting Practicum	1
*ACC 197 Computerized Practicum I	1
*ACC 198 Computerized Practicum II	2
Remaining electives in consultation with advisor	4

\*These courses will be accepted as elective courses for the A.A. degree with an emphasis in Accounting only. To determine transferability of these courses, students should contact the receiving institution. Transferability varies from institution to institution.

### ACCOUNTING CERTIFICATE PROGRAM

Certificate Requirements:	CREDITS
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 208 Lotus 1-2-3 Applications for Business	3
BTE 108 Ten-Key by Touch	1
BUS 142 Intermediate Communications	5
BUS 217 Business Communications and Report Writing	5
CIS 118 Introduction to Microcomputer Applications	5
MAT 110 Applied Business Mathematics	5
<b>Total credits from above courses</b>	<b>44</b>



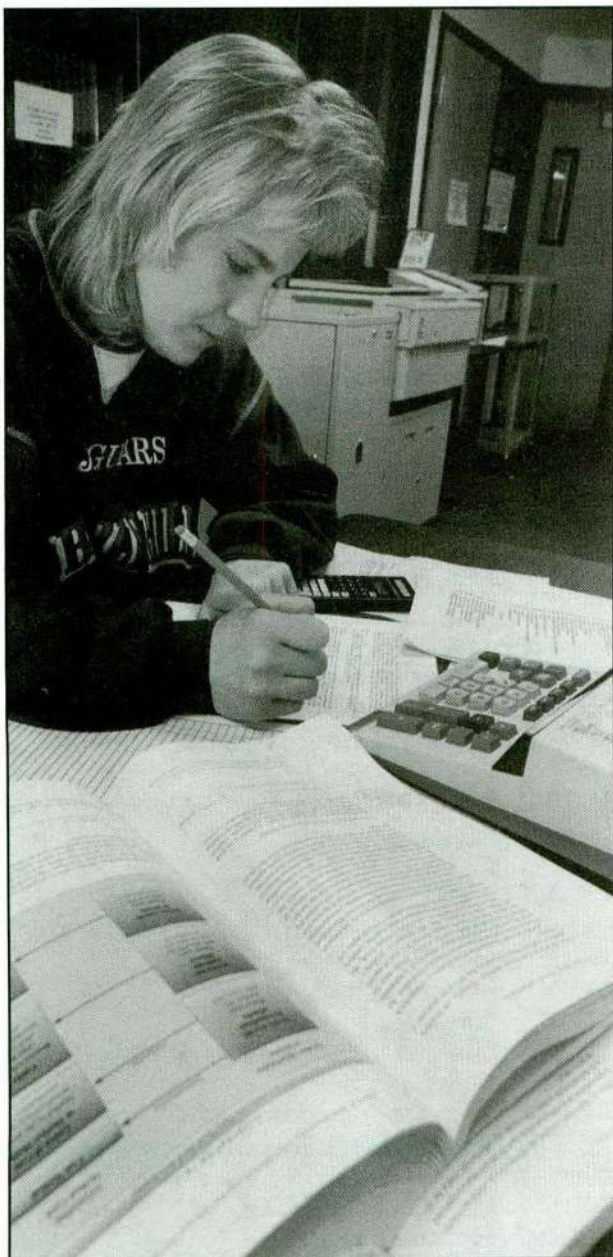
Select one from the following courses:	
BUS 115 Introduction to Business	5
BUS 165 Human Relations at Work	5
<b>Total credits from above courses</b>	<b>5</b>
<b>Total Credits for Certificate</b>	<b>49</b>

**ACCOUNTING ADVISORY COMMITTEE**

Vicki Sears Anderson & Whitney	Marcia Siebring Kosmicki, Dollerhide & Co.
-----------------------------------	---

Judi Pippin Aims Community College	Allen McConnell University of Northern Colorado
---------------------------------------	--

Thomas Dye Monfort, Inc.	David Sanchez Accounting Plus
-----------------------------	----------------------------------



**BASIC PEACE OFFICER ACADEMY**

**Academy Director,** Charles E. Myers II  
**Associate Academy Director,** Sue Beecher, 330-8008, Ext 313/269  
**Academy and Registration Information:** Must consult with the Associate Academy Director, (Sue Beecher).

**Part-time Program: (Fall, Winter, Spring Quarters)** generally Tuesday, Wednesday, Thursday nights; Saturdays and Sundays. (Skills Training generally occurs during both day and night hours, in required blocks, i.e., Monday through Sunday.)

**Full-time Program:** Sixteen weeks (June, July, August September), Monday through Sunday. (Skills training occurs during day and night hours).

**Mission Statement:** To educate and train peace officers to think clearly and act wisely in their profession.

**Program Objective:** We provide prospective peace officers with the opportunity to acquire basic academic knowledge and basic technical skills to enter their professional work assignments.

Therefore, our academy is oriented toward academic-stress, mental stress, and technical proficiency.

**Student Workload:** We believe 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 45 hours per week outside of the classroom and to ferret out that knowledge necessary to successfully complete this Academy.

**College Credit:** Success in the Academy leads to a "certificate of completion" and 54.5-quarter college credits.

**Assessment Guidelines:** Must consult with Associate Director.

**Application/Registration Information:** Must consult with the Associate Academy Director.

**CERTIFICATE PROGRAM**

		<b>CREDITS</b>
POA 160	Administration of Justice	3
POA 161	Substantive Criminal Law	8
POA 162	Procedural Criminal Law	3
POA 163	Human Relation Skills	4
POA 164	Patrol Procedures	4
POA 165	Officer Survival Tactics	3
POA 166	Traffic Laws and Procedures	4
POA 167	Criminal Investigation Techniques	2
POA 168	Crime Scene Techniques	6
POA 169	Communications	4
POA 270	Arrest Control Training	4.5
POA 271	Firearms	5.5
POA 272	Law Enforcement Driving	3.5
<b>Total Credits</b>		<b>54.5</b>

**Q:** Is there financial aid available for the Academy?

**A:** Contact Student Financial Assistance at extension 548 for specific details.

**Q:** How do I become a certified peace officer?

**A:** This is governed by the Colorado P.O.S.T. Board. For details, contact Mr. John Shell, Director of P.O.S.T., at 866-5380 (Denver).



**CRIMINAL JUSTICE EMPHASIS**

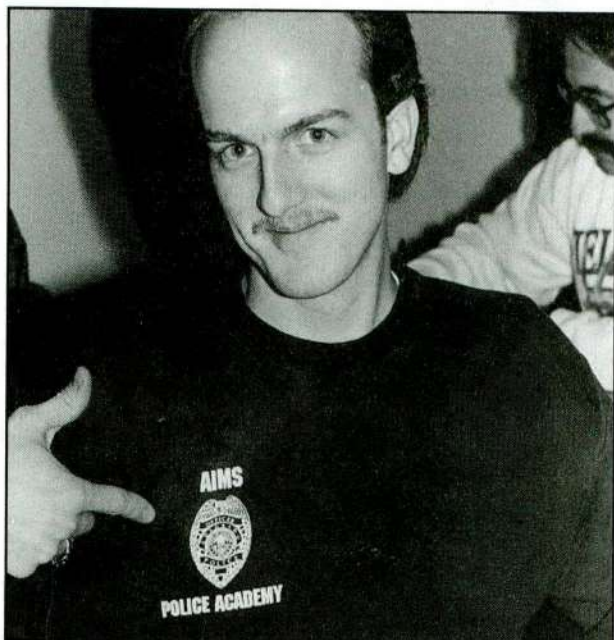
(Associate of Arts Degree)

This emphasis is for individuals who wish to transfer to a four-year college or university criminal justice, pre-law, political science, social work, or sociology program. For further information and advising, contact the Criminal Justice Department. (Ext. 269).

Students are **strongly urged** to take courses in the proper sequence.

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, SOCIAL, AND ECONOMIC SCIENCES</b>	15
See A.A. degree requirements	
<b>MATHEMATICS/NATURAL AND APPLIED SCIENCES</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>



**CRIMINAL JUSTICE**

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

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

**Non-Majors:** Students **do not** have to be Criminal Justice majors to enroll in Criminal Justice classes.

**Course Sequence:** Students are **strongly urged** to take courses in the proper sequence.

**Program Description:** 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:** Graduates may find positions with various state and local criminal justice agencies.

**Assessment Guidelines:** See Criminal Justice Advisor.

**QUESTIONS AND ANSWERS**

**Q:** Can I transfer credits from Aims Criminal Justice Program to other colleges?

**A:** Just as we have our own criteria in considering acceptance of credits, so each individual school has its own requirements and criteria regarding accepting courses from other schools. When you are ready to transfer, consult the school to which you are transferring.

**Q:** How long does it take to complete an entire A.A. or A.A.S. Criminal Justice degree program?

**A:** Each student progresses at their own pace, depending upon the student's background, academic ability, work schedule and most importantly, motivation.

**Q:** What is the difference between A.A. and A.A.S. in Criminal Justice?

**A:** The A.A. degree prepares you for a four year college education; while the A.A.S. degree prepares you for a career in a criminal justice or a related field.

**DEGREE PROGRAM**

**Criminal Justice General Education Courses:** A minimum of 30 quarter credit hours of General Education Courses are required.

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 Department Chair.

	CREDITS
<b>Degree Requirements:</b>	72
<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	5



**Criminal Justice Department, cont.**

**SOPHOMORE LEVEL COURSES**

CRJ 201	Criminal Law	5
CRJ 202	Constitutional Law	5
CRJ 203	Criminal Procedure	5
CRJ 204	Juvenile Justice	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 <b>OR</b>	5
*BUS 142	Intermediate Communications	

**ORAL COMMUNICATIONS**

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

**MATH**

*MAT 100	Elementary Algebra <b>OR</b>	5
*MAT 135	Introduction to Statistics	

**COMPUTERS**

*CIS 116	Logic and Program Design <b>OR</b>	5
*CIS 118	Introduction to Microcomputer Applications <b>OR</b>	
*CSC 100	Computer Literacy	

**BEHAVIORAL, SOCIAL AND ECONOMIC 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 249	Abnormal Psychology
*PSY 288	Basic Therapeutic Skills
*SOC 101	Introduction to Sociology I
*SOC 218	Sociology of Minorities

**ELECTIVES** 10

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

**Total Credits for A.A.S. Degree** 112

**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 Loveland Police Department	Al Dominguez, Jr. District Attorney Weld County
William E. West District Court Chief Judge 19th Judicial District	Philip L. Reichel, Ph.D. Professor, Sociology UNC
Mr. Doug Erler Director, Restitution Center Weld County	Sgt. Lesa Post Training Officer Longmont Police Department
James Kenney Peace Officer Estes park P.D.	





**INTERNATIONAL STUDIES EMPHASIS**

**(Associate of Arts Degree)**

This emphasis will help students develop a broad understanding of international relations through the study of geography, foreign language, economics, history, political science, anthropology, and sociology. The program will prepare individuals to work in diverse careers related to international business, government, and travel. Any interest or questions may be directed to Dr. Mike Kelsey at 330-8008, ext. 393.

	<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, SOCIAL, AND ECONOMIC SCIENCES</b>	<b>15</b>
ECO 201 Principles of Macroeconomics	5
GEO 105 World Geography	5
SOC 101 Introduction to Sociology I	5
<b>PHYSICAL EDUCATION</b>	<b>5</b>
See A.A. degree requirements	
<b>MATHEMATICS/NATURAL AND APPLIED SCIENCES</b>	<b>15</b>
See A.A. degree requirements	
<b>ELECTIVE</b>	<b>35</b>
Foreign Language (depends on geographic area)	10
ANT 101 Cultural Anthropology	5
ECO 202 Principles of Microeconomics	5
GEO 106 Human Geography	5
HIS 203 U.S. History III	5
POS 205 International Relations	5
<b>Total Credits for Area of Emphasis</b>	<b>100</b>



**ELEMENTARY EDUCATION EMPHASIS**

**(Associate of Arts Degree)**

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, SOCIAL, AND ECONOMIC SCIENCES</b>	<b>15</b>
HIS 201 U.S. History I OR	5
HIS 202 or HIS 203	
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/NATURAL AND APPLIED SCIENCES</b>	<b>15</b>
BIO 105 Science of Biology	5
(or EAS 105 Earth Science)	
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 110 Art Appreciation	5
MUS 100 Fundamentals of Music Theory	5
SOC 218 Sociology of Minorities	5
POS 111 American Government	5
PSY 235 Developmental Psychology	5
(or LIT 115 - listed as option under Humanities)	
C. It is recommended that the following three 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	5
MATH 181 Fundamentals of Mathematics I	5
EDFE 270 Field Based Experience	5
<b>Total Credits for Area of Emphasis</b>	<b>96</b>



## Family & Life Education Department

### FAMILY AND LIFE EDUCATION

John Turner, Ph.D.  
Academic Dean  
Behavioral, Social &  
Economic Sciences  
Aims Community College

Mellie Brand, M.A.  
Department Chair  
Aims Community College  
North Colorado Medical Center

Joan Hellerich, M.P.H. - Parent and Professional Education Coordinator  
Kathleen Stevens, R.N., M.S.N., I.C.C.E. - Expectant Families Coordinator  
Kathy Hamblin, M. A. - Early Childhood Education Faculty  
Linda Neigherbauer, M.A., Director, Monfort Early Childhood Education Center  
Sue Lorge, Secretary, Ext 567

### SENIOR EDUCATION PROGRAM

This unique program caters to the interests of the vibrant mature adult population and enhances the intellectual and physical well-being of hundreds of enthusiastic multi-age participants. Classes are held at numerous sites throughout Weld County as well as on the Greeley Aims campus.

John Turner, Ph.D.  
Academic Dean  
Behavioral, Social &  
Economic Sciences  
Aims Community College

Marilyn Gerbrandt, M.A.  
Director, Senior Education Program  
Behavioral, Social &  
Economic Sciences  
Aims Community College

Marilynn Freier, B.S., Physical Education Exercise Coordinator  
Linda Ziegler, B.S., Physical Education Exercise Coordinator

### EARLY CHILDHOOD EDUCATION

#### CERTIFICATE PROGRAM FOR PRESCHOOL GROUP LEADER

**Program Length:** Usually three quarters (48 credits) 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 child care centers, child development centers, Head Start programs, before and after school programs, and summer day camps. Work experience is required in addition to courses listed.

**Prerequisites:** After enrollment, but before the conclusion of the first quarter, each student must submit a dated report of physical

examination, dated report of satisfactory tuberculin test or chest x-ray, criminal record check, and 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 Occupational Education program must have an appropriate Occupational Education program advisor's signature on the course registration form **before** registering. The advisor for the Early Childhood Education area is: Kathy Hamblin, Family & Life Education Department Chair.

Certificate Requirements:		CREDITS
ECE 101	Introduction to Early Childhood Education	2
ECE 102	ECE Lab Experience I	4
ECE 103	ECE Lab Experience II	8
ECE 104	ECE Lab Experience III	8
ECE 115	Creativity and the Young Child	3
ECE 116	Science/Math and the Young Child	3
ECE 162	Guidance Techniques	2
EMS 100	Introduction to Emergency Care	2
ENG 100	Composition Style and Technique	5
SPE 125	Interpersonal Communication	5
ECE 238	Child Development	5
<b>Elective</b>		<b>1</b>
<b>Total Credits for Certificate</b>		<b>48</b>

### DEGREE PROGRAM

#### EARLY CHILDHOOD EDUCATION

**Program Length:** Usually six quarters for an Associate of Applied Science degree (97 credits).

**Potential Opportunities:** The program is designed to continue the academic requirements for the assistant director and director position in the same work sites as described in the Certificate Program. Work experience is required in addition to the courses listed.

**Prerequisites:** Completion of the Courses required for the Certificate Program.

**Registration Requirement:** All students taking a course or courses in a Occupational Education program must have an appropriate Occupational Education program advisor's signature on the course registration form before registering. The advisors for the Early Childhood Education area are: Kathy Hamblin, or Family & Life Education Department Chair.

Degree Requirements:		CREDITS
<b>First Year</b>		
ECE 101	Intro. to Early Childhood Education	2
ECE 102	ECE Lab Experience I	4
ECE 103	ECE Lab Experience II	8
ECE 104	ECE Lab Experience III	8
ECE 115	Creativity and the Young Child	3
ECE 116	Science/Math and the Young Child	3
ECE 162	Guidance Techniques	2
EMS 108	Daycare Provider CPR and First Aid	1.5
ENG 100	Composition Style and Technique	5
SPE 125	Interpersonal Communication	5
ECE 238	Child Development	5
<b>Elective</b>		<b>1.5</b>
<b>Total Credits for First Year</b>		<b>48</b>



## Family & Life Department, cont.

### Second Year

ECE 202	ECE Lab Experience IV	8
ECE 203	ECE Lab Experience V	8
ECE 204	Field Experience	6
ECE 205	Nutrition and the Young Child	3
ECE 216	Human Relations for Early Childhood Administrators and Staff	3
ECE 226	Administration of Early Childhood Programs	3
ECE 227	Methods/Techniques: Curriculum Development	2
ECE 287	Exceptional Child	2
MAT 110	Applied Business Mathematics	5
PSY 101	General Psychology I	5
	OR	
PSY 248	Child Psychology	(5)
SOC 101	Introduction to Sociology I	5
	OR	
SOC 205	Sociology of Marriage and Family	(5)
<b>Elective</b>		<b>3</b>
<b>Total Credits for Second Year</b>		<b>53</b>
<b>Total Credits for A.A.S Degree</b>		<b>101</b>

Students must have a "C" or better in each practicum course before they can advance to the next practicum course. Practicum courses are: ECE 102, ECE 103, ECE 104, ECE 202, ECE 203, ECE 204.

### Program Electives

ECE 151	Early Childhood Leadership Development I	1
ECE 152	Early Childhood Leadership Development II	1
ECE 153	Early Childhood Leadership Development III	1
ECE 145	Creative Materials Workshop	2
ECE 195	Music and Movement Workshop	2
ECE 206	Literature and Language Workshop	2
ECE 251	Early Childhood Leadership Development IV	1
ECE 252	Early Childhood Leadership Development V	1
ECE 253	Early Childhood Leadership Development VI	1

### COLORADO DEPARTMENT OF HUMAN SERVICES REQUIREMENTS:

#### Academic Courses Required for Director

- Total of 18 quarter credits of Child Development and Nursery School Education Classes
- 4.5 quarter credits in Psychology
- 4.5 quarter credits in Sociology
- Total of 9 quarter credits of Nutrition/Administration for Child Care classes

Documented work experience is required.

All ECE courses listed in Degree Program for Early Childhood Education meet the Department of Human Services requirements for group leader and director with the exception of the practicum courses: ECE 102, ECE 103, ECE 104, ECE 202, ECE 203 and ECE 204.

The practicum courses however are accepted as partial completion of the documented work experience.

### EARLY CHILDHOOD EDUCATION ADVISORY COMMITTEE

Terri Kellor, Director Family Educational Network of Weld County	Peggy Burdan, Director My Friends and Me Learning Center
--	--

Barbara McFerron Children's World & Learning Center	Patricia Thomas, Director Faith Preschool Parent Cooperative
---	--

Susan Krmarik, Training Specialist  
Dept. Of Social Services

### A.G.S. DEGREE

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. Students are accepted into the A.G.S. degree by signing a contract with an Advising Program Director and a program advisor. The degree consists of 51 credits of General Education Courses and 45 credits of Elective Courses (a maximum of 30 credits from one area). See A.G.S. degree information under the Academic Affairs section.

Early Childhood Education is one option for the elective portion of the A.G.S. degree. Students who choose this path will have met course work required by Colorado Department of Human Services for director positions in child care centers (experience is also required). This degree will provide a strong child development base for individuals who will seek an advanced degree in Child Development, Elementary Education, Child Psychology or other child/family related areas. The degree does not guarantee transferability or employability.

ECE COURSES FOR A.G.S. DEGREE		CREDITS
ECE 101	Introduction to Early Childhood Education	2
ECE 102	ECE Lab Experience I: Observation	4
ECE 115	Creativity & the Young Child	3
ECE 116	Science/Math & the Young Child	3
ECE 262	Guidance Techniques for Early Childhood	2
ECE 238	Child Development	5
ECE 226	Administration of ECE Programs	3
ECE 216	Human Relations for ECE Adm./Staff	3
ECE 205	Nutrition and the Young child	3
ECE 287	The Exceptional Child	2

### INFANT/TODDLER CARE CERTIFICATE

This competency-based, one-quarter certificate is designed to satisfy Colorado Department of Human Services requirements for Infant Nursery Supervisor positions in child care centers. It includes 80 clock hours of training and a practicum course. ECE 110 also satisfies Family Child Care provider requirements for caring for children under 2 years of age.

ECE 110	Introduction to Care of Infants and Toddlers	4
ECE 111	Infants and Toddlers: Developmental Theories and Practices	5
ECE 112	Care and Nurturing of Infant/Toddler Lab	3



**MARKETING OR MANAGEMENT**

**Program Length:** Usually six quarters for Associate of Applied Science degree program. The degree will be awarded in Marketing or Management. Real Estate courses are offered toward the completion of the Colorado Real Estate Agent license or the Colorado Real Estate Broker license. No degree is offered in real estate. Insurance education courses are offered, see INS prefix under course description for specifics. No degree is offered in insurance.

A student seeking an Associate of Applied Science degree in Marketing or Management must consult with a Marketing or Management faculty advisor in the Behavioral, Social and Economic Sciences 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 marketing or 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 Behavioral, Social and Economic Sciences Division.

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

**Marketing or 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 (\*).



**MANAGEMENT DEGREE PROGRAM**

**(Associate of Applied Sciences Degree)**

		<b>CREDITS</b>
ACC 208	Lotus 1-2-3 Applications for Business	3
*BUS 216	Legal Environment of Business	5
*BUS 217	Business Communications and Report Writing	5
MAN 125	Teambuilding	2
MAN 155	TQI: Principles	2
MAN 156	TQI: Decision Making Tools and Techniques	2
MAN 157	TQI: Customer Focus	2
MAN 207	Human Resource Management	5
MAN 212	Marketing/Management Strategies	5
MAN 226	Principles of Management	5
MAN 235	Organizational Behavior	5
MAN 237	Supervisory Management I	5
MAN 245	Managing Diversity	2
MAN 247	Supervisory Management II	5
MAN 246	Business Ethics	2
MAR 111	Sales	5
MAR 125	Marketing Resource Systems	2
MAR 216	Principles of Marketing	5
*PSY 120	Psychology of Leadership and Management	5
<b>Total credits from above courses:</b>		<b>72</b>
 <b>Select two courses from the following:</b>		<b>7-10</b>
MAN 208	Small Business Management	5
MAN 236	Negotiations	5
MAN 291	Cooperative Work Experience	2-5
MAR 117	Retailing	5
 <b>Select one course from the following:</b>		<b>5</b>
ACC 101	Fundamentals of Accounting I	5
ACC 121	Principles of Accounting I	5
 <b>Select one course from the following:</b>		<b>5</b>
*MAT 110	Applied Business Mathematics	5
*MAT 100	Elementary Algebra	5
 <b>Select one from the following:</b>		<b>5</b>
*CIS 118	Introduction to Microcomputer Applications	5
*ECO 201	Principles of Microeconomics	5
*ECO 202	Principles of Macroeconomics	5
*GEO 105	Geography	5
*PSY 101	General Psychology I	5
*SOC 101	Introduction to Sociology I	5
* 111	Foreign Language I	5
<b>Electives (selected with advisor's approval)</b>		<b>8</b>
<b>Total Credits for Degree Program</b>		<b>102-105</b>



**MARKETING DEGREE PROGRAM**

(Associated of Applied Science Degree)

	CREDITS
ACC 208 Lotus 1-2-3 Applications for Business	3
*BUS 216 Legal Environment of Business	5
*BUS 217 Business Communications and Report Writing	5
MAN 125 Teambuilding	2
MAN 155 TQI: Principles	2
MAN 156 TQI: Decision Making Tools and Techniques	2
MAN 157 TQI: Customer Focus	2
MAN 207 Human Resource Management	5
MAN 212 Marketing/Management Strategies	5
MAN 226 Principles of Management	5
MAN 245 Managing Diversity	2
MAN 246 Business Ethics	2
MAR 105 Advertising and Promotion	5
MAR 111 Sales	5
MAR 125 Marketing Resource Systems	2
MAR 206 Sales Management	5
MAR 216 Principles of Marketing	5
MAR 238 Marketing Research	3
MAR 285 International Marketing	3
*PSY 120 Psychology of Leadership and Management	5
<b>Total credits from above courses:</b>	<b>73</b>
<b>Select two courses from the following:</b>	<b>7-10</b>
MAR 117 Retailing	5
MAN 208 Small Business Management	5
MAN 236 Negotiations	5
MAN 291 Cooperative Work Experience	2-5
<b>Select one course from the following:</b>	<b>5</b>
ACC 101 Fundamentals of Accounting I	5
ACC 121 Principles of Accounting I	5
<b>Select one course from the following:</b>	<b>5</b>
*MAT 110 Applied Business Mathematics	5
*MAT 100 Elementary Algebra	5
<b>Select one from the following:</b>	<b>5</b>
*CIS 118 Introduction to Microcomputer Applications	5
*ECO 201 Principles of Microeconomics	5
*ECO 202 Principles of Macroeconomics	5
*GEO 105 Geography	5
*PSY 101 General Psychology I	5
*SOC 101 Introduction to Sociology I	5
* 111 Foreign Language	5
<b>Electives (selected with advisor's approval)</b>	<b>10</b>
<b>Total Credits for Degree Program</b>	<b>102-105</b>

**MARKETING/MANAGEMENT CERTIFICATE PROGRAM**

	CREDITS
<b>Certificate Requirements:</b>	<b>46</b>
PSY 120 Psychology of Leadership	5
BUS 217 Business Communications and Report Writing	5
CIS 118 Introduction to Microcomputer Applications	5
MAN 125 Teambuilding	2
MAN 207 Human Resource Management	5
MAN 226 Principles of Management	5
MAN 237 Supervisory Management I	5
MAN 246 Business Ethics	2
MAR 111 Sales	5
MAR 125 Marketing Resource Systems	2
MAR 216 Principles of Marketing	5
<b>Electives (selected with advisor approval)</b>	<b>5</b>
<b>Total Credits for Certificate</b>	<b>51</b>

**REAL ESTATE**

Courses offered for the Colorado Real Estate Agent License:

MAR 257 Real Estate Practice and Law	6
MAR 258 Colorado Real Estate Law and Colorado Real Estate Contracts	3

Courses offered for the Colorado Real Estate Broker License:

MAR 256 Real Estate Closing and Trust Accounts	3
MAR 257 Real Estate Practice and Law	6
MAR 258 Colorado Real Estate Law and Colorado Real Estate Contracts	3
MAR 265 Real Estate Finance	2
MAR 267 Advanced Real Estate Law	1

**Elective/Support Courses**

MAR 255 Real Estate License Preparation	3
MAR 256 Real Estate Closing and Trust Accounts	3
MAR 265 Real Estate Finance	2
MAR 266 Real Estate Appraisal	5
MAR 267 Advanced Real Estate Law	1



**INSURANCE COURSES**

The following insurance classes are offered through the Marketing/Management department:

INS 100	Licensure Property/Casualty Insurance	1.5
INS 101	Licensure Life Insurance	1.5
INS 102	Licensure Accident/Health Program	1.5
INS 105	Introduction to Claims	1.5
INS 200	Property and Liability Insurance Principles	3
INS 201	Personal Insurance	3
INS 202	Commercial Insurance	3

**MARKETING/MANAGEMENT/REAL ESTATE ADVISORY COMMITTEE**

Dara Hinds	Kay Miller
Fantastic Sams	Greeley Chamber of Commerce
Steve Young	
State Farm Insurance Company	

**POLITICAL SCIENCE EMPHASIS**

(Associate of Arts Degree)

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

Recommended degree requirements for area of emphasis:

	CREDITS
<b>COMMUNICATIONS</b>	<b>15</b>
See A.A. degree requirements	
<b>HUMANITIES</b>	<b>15</b>
See A.A. degree requirements and consult with advisor.	
<b>BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES</b>	<b>15</b>
See A.A. degree requirements. One required course must be either POS 105 Introduction to Political Science or POS 111 American Government	
<b>PHYSICAL EDUCATION</b>	<b>5</b>
See A.A. degree requirements	
<b>MATHEMATICS/NATURAL AND APPLIED SCIENCES</b>	<b>15</b>
See A.A. degree requirements	
<b>Electives</b>	<b>31</b>
Select courses in political science, history, and humanities in consultation with advisor.	
<b>Total Credits for Area of Emphasis</b>	<b>96</b>





## Political Science Department

### PRELAW EMPHASIS

(Associate of Arts Degree)

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.

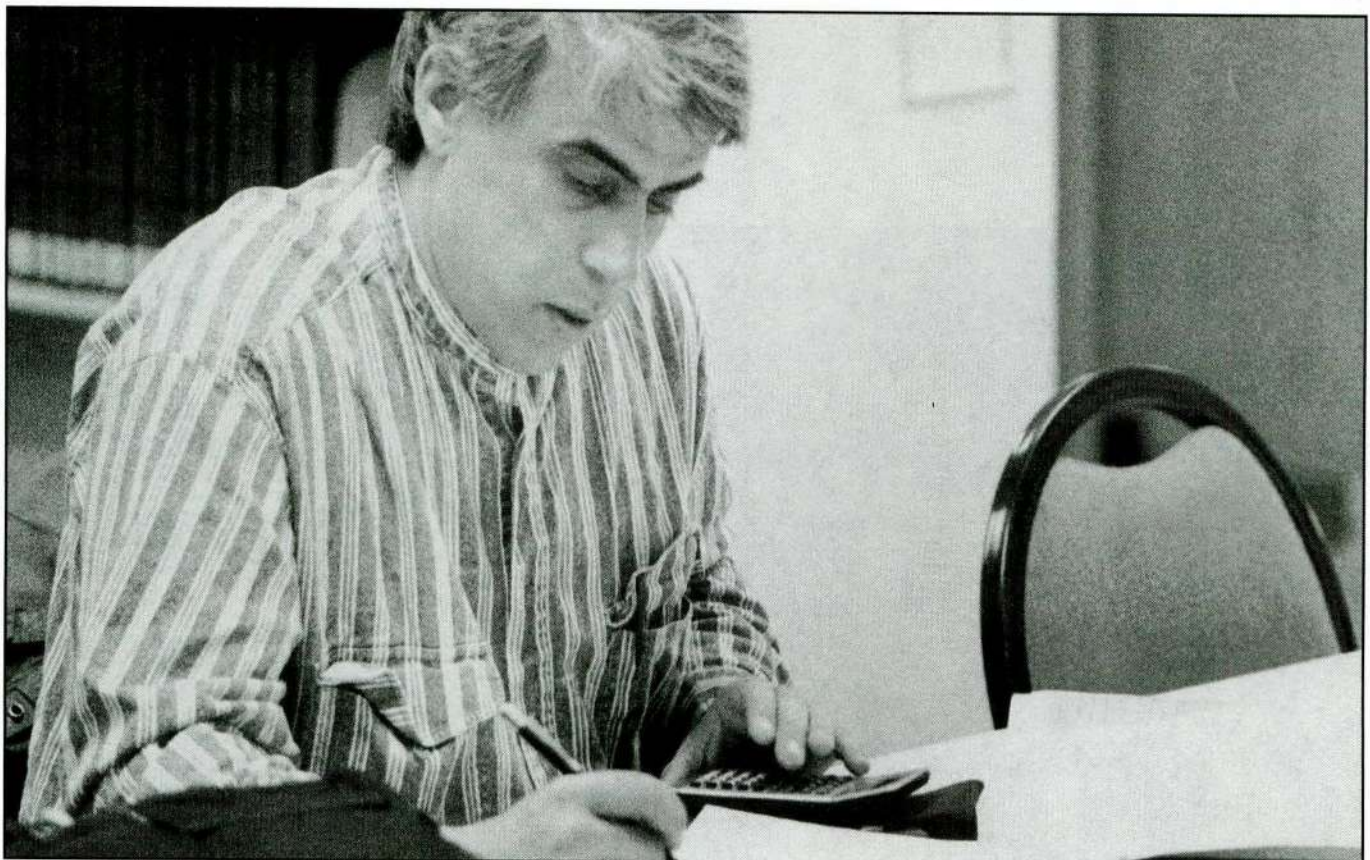
## Psychology Department

### BIOFEEDBACK EMPHASIS

(Associates of Arts Degree)

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, SOCIAL AND ECONOMIC SCIENCES</b>	15
PSY 101 General Psychology I	5
See A.A. degree requirements	10
<b>PHYSICAL EDUCATION</b>	5
See A.A. degree requirements	
<b>MATHEMATICS/NATURAL AND APPLIED SCIENCES</b>	15
MAT 135 Introduction to Statistics	5
BIO 120 Basic Human Anatomy and Physiology	5
See A.A. degree requirements	5
<b>Electives</b>	14
PSY 138 Biofeedback and Stress Management	4
PSY 241 Biofeedback I	5
PSY 261 Theory and Practice of Counseling	5
Take 17 additional credits in consultation with a biofeedback advisor	17
<b>Total Credits for Area of Emphasis</b>	<b>96</b>





**COLORADO ALCOHOL AND DRUG ABUSE PROGRAM: COUNSELOR I**

**PROGRAM DESCRIPTION:**

Completion of classes, CSL 287 & CSL 288 and 1,000 hours of field experience will fulfill requirements established by the Colorado Department of Health's Alcohol and Drug Abuse Division (ADAD), allowing the students to **apply** to ADAD for certification as a COUNSELOR 1.

**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.

**ADVISING:**

Advisors for the program are Roger DeWitt (Loveland Campus), Ron Courson (Fort Lupton Campus), and Robert Shellenberger (Greeley Campus).

<b>COUNSELOR I REQUIREMENTS</b>		<b>CREDITS</b>
PSY 287	Client Records Management	3
PSY 288	Basic Therapeutic Skills	4
	PLUS	

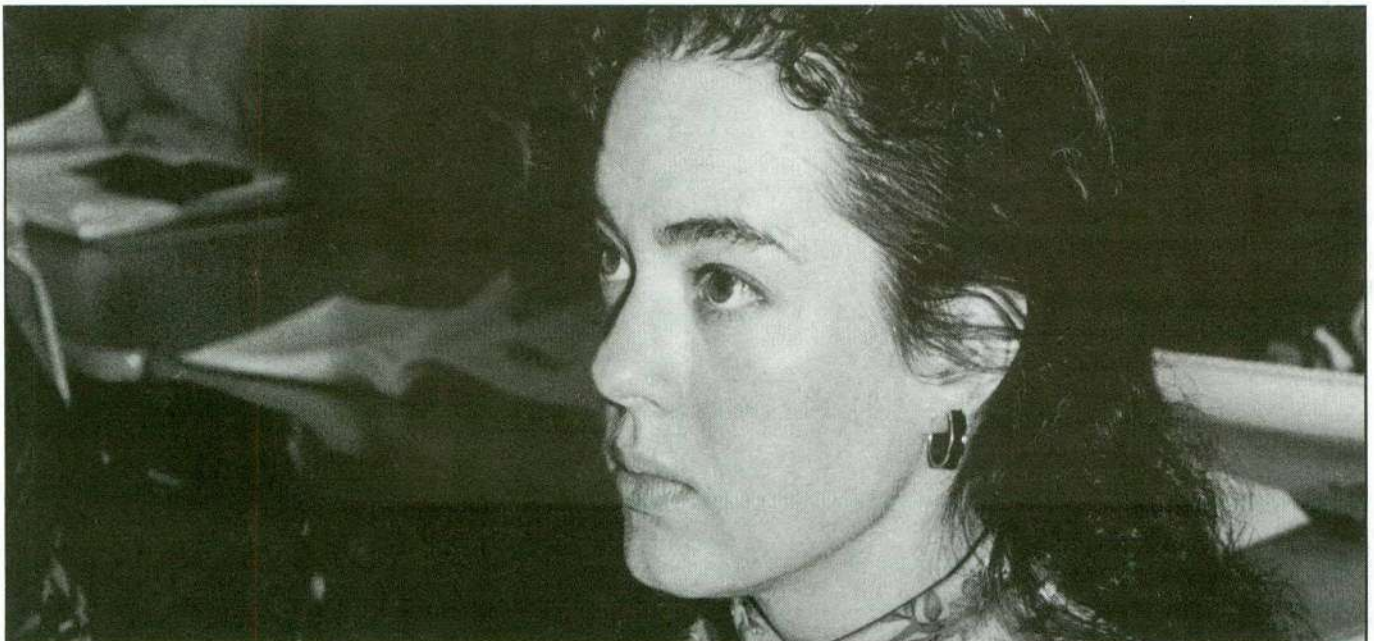
1,000 hours of field experience in state-approved treatment centers.

**COLORADO ALCOHOL AND DRUG ABUSE PROGRAM: COUNSELOR II**

(Associates of Arts Degree)

The following program is for students who wish to upgrade Counselor I to Counselor II while working for the A.A. Degree. This program is recommended for those students who wish to transfer to the University of Northern Colorado or Colorado State University after completion of the two year degree.

	<b>CREDITS</b>
<b>COMMUNICATIONS</b>	<b>15</b>
See A.A. degree requirements	
<b>HUMANITIES</b>	<b>5</b>
See A.A. degree requirements	
<b>BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES</b>	<b>15</b>
General Psychology I	5
See A.A. degree requirements	
<b>PHYSICAL EDUCATION</b>	<b>5</b>
See A.A. degree requirements	
<b>MATHEMATICS/NATURAL AND APPLIED SCIENCES</b>	<b>15</b>
See A.A. degree requirements	
<b>Electives Credits</b> (Choose from the following courses)	<b>31</b>
PSY 138 Biofeedback and Stress Management	4
PSY 217 Group Counseling	5
PSY 219 Resistant Client	2
PSY 229 Introduction to Addictive Behaviors	5
PSY 241 Biofeedback I	5
PSY 249 Abnormal Psychology	5
PSY 256 Domestic Violence Counseling	5
PSY 261 Theory & Practice of Counseling	5
<b>Total Credits of the A.A. Degree</b>	<b>96</b>





**COLORADO ALCOHOL AND DRUG ABUSE PROGRAM: COUNSELOR II**

(Associates of General Studies Degree)

The following program is for students who wish to upgrade Counselor I to Counselor II while working for the AGS Degree

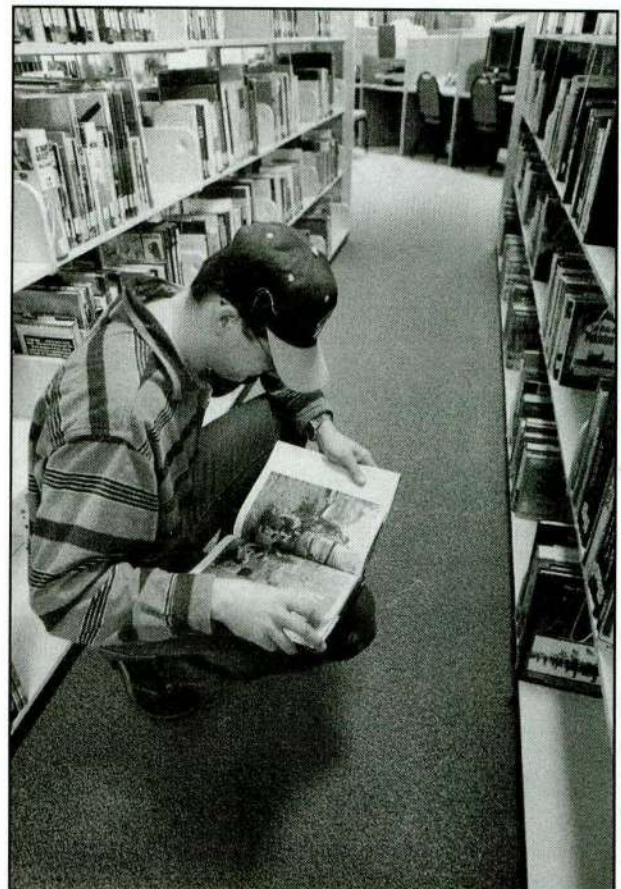
	<b>CREDITS</b>
<b>COMMUNICATIONS</b>	<b>10</b>
SPE 125 Interpersonal Communication	5
ENG 121 English Composition I	5
<b>HUMANITIES</b>	<b>5</b>
Choose one class with one of the following prefixes: ART, MUS, THE, SPA, LIT, PHI, HUM	
<b>BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES</b>	<b>10</b>
Any combination of classes listed in the current catalog for the A.A. degree	
<b>PHYSICAL EDUCATION</b>	<b>2</b>
Select any combination of classes with the following prefixes: PEA, PEB, PED, PEF.	
<b>MATHEMATICS/NATURAL AND APPLIED SCIENCES</b>	<b>10</b>
Any combination of classes with the following prefixes which are 100 level and above: AST, BIO, CHE, CIS, CSC, EAS, GEY, PHY, SCI, STA, or MAT (MAT 101, 110, and PHY 101 will not apply to this category)	
<b>PROFESSIONAL COURSES</b>	<b>14</b>
Any combination of professional courses with the following prefixes as listed in the current catalog: ACC, BUS, CSC, EDT, EDU, MAN, MAR, CIS, HLH, ECE, CSL.	
<b>Electives Credits</b> (Choose from the following courses)	<b>45</b>
CSL 247 Family Dynamics of Substance Abuse	5
PSY 138 Biofeedback and Stress Management	4
PSY 217 Group Counseling	5
PSY 219 Resistant Client	3
PSY 229 Introduction to Addictive Behaviors	5
PSY 241 Biofeedback I	5
PSY 249 Abnormal Psychology	5
PSY 256 Domestic Violence Counseling	5
PSY 261 Theory & Practice of Counseling	5
PSY 278 Psychology of Criminal Behavior	5
<b>Total Credits of the AGS Degree</b>	<b>96</b>

**COUNSELING EMPHASIS**

(Associates of Arts Degree)

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>MATHEMATICS/NATURAL AND APPLIED SCIENCES</b>	<b>15</b>
MAT 135 Introduction to Statistics	5
See A.A. degree requirements	
<b>PHYSICAL EDUCATION</b>	<b>5</b>
See A.A. degree requirements	
<b>BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES</b>	<b>15</b>
PSY 101 General Psychology I	5
See A.A. degree requirements	
<b>Electives</b>	<b>31</b>
PSY 261 Theory and Practice of Counseling	5
PSY 249 Abnormal Psychology	5
PSY 241 Biofeedback I	5
PSY 138 Biofeedback and Stress Management	4
Take 12 additional credits in consultation with advisor	
<b>Total Credits for Area of Emphasis</b>	<b>96</b>





**GENERAL PSYCHOLOGY EMPHASIS**

(Associates of Arts Degree)

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>	<b>15</b>
See A.A. degree requirements	
<b>HUMANITIES</b>	<b>15</b>
See A.A. degree requirements	
<b>MATHEMATICS/NATURAL AND APPLIED SCIENCES</b>	<b>15</b>
MAT 135 Introduction to Statistics	5
and BIO 120 Basic Human Anatomy & Physiology	5
See A.A. degree requirements	5
and an additional 5 credit course in Math/Science/Computer area.	
<b>PHYSICAL EDUCATION</b>	<b>5</b>
See A.A. degree requirements	
<b>BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES</b>	<b>15</b>
PSY 101 General Psychology I	5
See A.A. degree requirements	
<b>Electives</b>	<b>25</b>
PSY 102 General Psychology II	5
PSY 235 Developmental Psychology	5
PSY 241 Biofeedback I	5
PSY 249 Abnormal Psychology	5
PSY 261 Theory and Practice of Counseling	5
Take six additional credits of your choice	6
<b>Total credits for Area of Emphasis</b>	<b>96-97</b>



**HUMAN RESOURCE MANAGEMENT EMPHASIS (PERSONNEL MANAGEMENT)**

(Associate of General Studies Degree)

**PROGRAM DESCRIPTION:**

Completion of requirements will fulfill academic and field experience requirements for entering the field of human resource management and receiving an A.G.S. degree.

**POTENTIAL OPPORTUNITIES:**

Human resource managers are employed by businesses, educational and governmental institutions.

Recommended degree requirements for area of emphasis.

	<b>CREDITS</b>
<b>COMMUNICATIONS &amp; HUMANITIES</b>	<b>15</b>
SPE 125 Interpersonal Communication	5
ENG 121 English Composition I	5
Select one of the Humanities five-hour courses listed in the current catalog for the A.A. degree	5
<b>BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES</b>	<b>10</b>
PSY 101 General Psychology I	5
ECO 201 Principles of Macroeconomics	5
<b>PHYSICAL EDUCATION</b>	<b>2</b>
Any combination of classes listed in the current catalog for the A.A. degree	
<b>MATHEMATICS/NATURAL AND APPLIED SCIENCES</b>	<b>10</b>
Any combination of classes with the following prefixes which are 100 level and above: AST, BIO, CHE, CSC, CSL, EAS, GEY, PHY, SCI, STA, or MAT (MAT 101, 110, will not apply to this category)	
<b>PROFESSIONAL COURSES</b>	<b>15</b>
MAN 207 Human Resource Management	5
MAN 236 Negotiations	5
CSL 119 Psychology of Success	3
Select any combination of professional courses with the following prefixes as listed in the current catalog: BUS, CSC, CIS, HLH, ECE, CSL, MAN, MAR	2
<b>ELECTIVE COURSES</b>	<b>44-48</b>
PSY 120 Psychology of Leadership & Management	5
PSY 261 Theory and Practice of Counseling	5
CSL 109 Introduction to Career Planning	3
MAN 235 Organizational Behavior	5
<b>OR</b>	
PSY 206 Organizational Psychology	5
Select additional classes	16-27
CSL 267 Field Experience	3-10
<b>Total Credits for the A.G.S. degree with Emphasis</b>	<b>96-100</b>



**Psychology Department**

**HUMAN RESOURCE MANAGEMENT EMPHASIS (PERSONNEL MANAGEMENT)**

(Associates of Arts Degree)

**PROGRAM DESCRIPTION:**

Completion of requirements will fulfill academic and field experience requirements for entering the field of human resource management and receiving an A.A. degree.

**POTENTIAL OPPORTUNITIES:**

Human resource managers are employed by businesses, educational and governmental institutions.

	<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, SOCIAL, AND ECONOMIC SCIENCES</b>	<b>15</b>
PSY 101   General Psychology I	5
ECO 201   Principles of Macroeconomics	5
See A.A. degree requirements	5

<b>PHYSICAL EDUCATION</b>	<b>5</b>
Any combination of classes listed in the current catalog for the A.A. degree	

<b>MATHEMATICS/NATURAL AND APPLIED SCIENCES</b>	<b>15</b>
See A.A. degree requirements	

<b>PROFESSIONAL &amp; ELECTIVE COURSES</b>	<b>31-35</b>
MAN 207   Human Resource Management	5
PSY 120   Psychology of Leadership & Management	5
PSY 261   Theory and Practice of Counseling	5
CSL 119   Psychology of Success	3
MAN 235   Organizational Behavior	5
<b>OR</b>	
PSY 206   Organizational Psychology	5
MAN 236   Negotiations	5
CSL 267   Field Experience	3-10
<b>Total Credits for the A.A. degree with Emphasis</b>	<b>96-100</b>





# Communications, Humanities, and Business Division



**Susan Cribelli**  
Academic Dean

**Division Office Location:**  
Westview, Room 652

**Telephone:**  
330-8008, Ext. 244

**Office Supervisor:**  
Elizabeth Korbitz, Ext. 539

**Secretaries:**  
Susan Young, Ext. 244  
Kris Goranson-Gallop, Ext. 265  
Pat Hessenflow, Ext. 244

**Business Lab:**  
Westview, Rooms 606/618,  
Ext. 428/338

**Writing Center:**  
Horizon Hall, Room 305  
Ext. 328

## COMMUNICATIONS/MEDIA DEPARTMENT

**Location:** General Services, Room 260 - 330-8008, Ext. 256  
**Department Chair:** Ken Sauer, Ext. 207

## ENGLISH DEPARTMENT

**Location:** Westview, Room 652 - 330-8008, Ext. 244  
**Department Chair:** Dr. Russ Ward, Ext. 468  
**Writing Center Supervisor:** John Jordan, Horizon Hall, Ext. 328  
**Faculty:** Don Butler, Ext. 370  
Chuck Fisher, Ext. 520  
Holly Hartwick, Ext. 426  
Evan Oakley, Ext. 260  
Michael Ort, Ext. 507

**Division Chair, Communications & Humanities, South Campus:**  
Dr. Keith Reierstad, 352-4664, Ext. 310

**Division Chair, Communications & Humanities, West Campus:**  
Jane Abbott, 667-4611, Ext. 315

**Assistant English Chair, West Campus:** Tony Park, 667-4611, Ext. 332

## FOREIGN LANGUAGES DEPARTMENT

**Location:** Westview, Room 652 - 330-8008, Ext. 244  
**Department Chair:** Ralph Tarnasky, Ext. 543  
**Faculty:** Jane Chambers, Ext. 245  
Jose Fajardo, Ext. 238

## GENERAL BUSINESS DEPARTMENT

**Location:** Westview, Room 652 - 330-8008, Ext. 244  
**Department Chair:** Paul Martin, Ext. 216  
**Assistant Department Chair:** Judy Leusink, Ext. 250  
**Business Lab Supervisor:** John Jordan, Ext. 338  
**Faculty:** Jerry Goddard, Ext. 253  
Trudi Manuel, Ext. 425  
Sue Musil, Ext. 505

**Division Chair, Business, South Campus:** Ellen Joder,  
352-4664, Ext. 311

**Division Chair, Business, West Campus:** Judy Stencel,  
667-4611, Ext. 316

## HUMANITIES DEPARTMENT

**Location:** Westview, Room 652 - 330-8008, Ext. 244  
**Department Chair:** Nancy Martz, Ext. 234  
**Faculty:** Chuck Fisher, Ext. 520  
Michael Ort, Ext. 507  
Tony Park, 667-4611, Ext. 332

**Division Chair, Communications & Humanities, South Campus:**  
Dr. Keith Reierstad, 352-4664, Ext. 310

**Division Chair, Communications & Humanities, West Campus:**  
Jane Abbott, 667-4611, Ext. 315

## SPEECH DEPARTMENT

**Location:** Westview, Room 652 - 330-8008, Ext. 244  
**Department Chair:** Alysyan Broda, Ext. 246  
**Faculty:** Nancy Roy, Ext. 447

## VISUAL AND PERFORMING ARTS DEPARTMENT

**Location:** Ed Beaty Hall, Room 521 - 330-8008, Ext. 259  
**Department Chair:** Alysyan Broda, Ext. 246  
**Fine Arts and Design Faculty:** Tedd Runge, Ext. 287  
**Department Chair, Music/Theater:** Ken Peterson, Ext. 357

## COMMUNICATIONS, HUMANITIES, AND BUSINESS SCHOLARSHIPS AND AWARDS

**AWARD:** **MIRIAM E. PETERSON SCHOLARSHIP**  
**Awarding Division:** Communications, Humanities, and Business in conjunction with Behavioral, Social, and Economic Sciences.

**Award Amount:** Tuition Grant

**Application Deadline:** Deadline will be posted. Recipient chosen by committee.

**Qualifications:** Contact Divisions for criteria.

**AWARD:** **DOROTHY M. STEWART WRITING AWARDS**  
**Awarding Division:** Communications, Humanities, and Business

**Award Amount:** One \$300 cash prize and certificate; four \$50 prizes and certificates.

**Application Deadline:** Students must fill out an application and submit a portfolio by May 1 of each year. Recipient chosen by faculty. Award announced Spring quarter.

**Qualifications:** Contact Division for criteria.

**AWARD:** **FREDERICK S. TAYLOR HUMANITIES AWARD**  
**Awarding Division:** Communications, Humanities, and Business

**Award Amount:** \$100 cash prize and certificate

**Application Deadline:** No application required. Recipient nominated and chosen by faculty. An essay may be required. Award announced spring quarter.

**Qualifications:** Contact Division for criteria.



**GENERAL INFORMATION:**

The Communications, Humanities, and Business Division offers a variety of programs designed to assist those students who are pursuing particular majors at a four-year institution or particular careers. The curricula described in the following sections provide the student with information about requirements for the completion of specific options and emphases within a specific degree or certificate program. The A.A.S. degree and certificate programs are designed for the student who seeks immediate employment upon graduation. The student may select one of three options within that degree or may select the one-year certificate program. The A.A. degree allows the student to transfer to a four-year school in order to pursue completion of the B.A. or B.S. degree. Within the A.A. degree, Liberal Arts major, students may select an emphasis to focus their career and educational goals. It is important for students to remember that selecting an emphasis is an option. Students can elect to earn an A.A. degree by completing the college's core and elective requirements without a concentration of courses in one emphasis. The following options, certificates, and emphases are offered through this division:

- |                               |                          |
|-------------------------------|--------------------------|
| Communications Media          | (two-year A.A.S. degree) |
| Office Technology             | (two-year A.A.S. degree) |
| Administrative Support Option |                          |
| Legal Office Option           |                          |
| Medical Office Option         |                          |
| Office Technology             | (one-year certificate)   |
| Business Transfer Emphasis    | (two-year A.A. degree)   |
| Communications/Media Emphasis | (two-year A.A. degree)   |
| Literature Emphasis           | (two-year A.A. degree)   |
| Design Emphasis               | (two-year A.A. degree)   |
| Fine Arts Emphasis            | (two-year A.A. degree)   |
| Music Emphasis                | (two-year A.A. degree)   |

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, and computers.

The **Writing Center**, Horizon Hall, Room 305 and 314, is a walk-in writing resource center and Macintosh computer lab. The Writing Center is equipped with Macintosh computers and provides a quiet atmosphere in which students may work on writing projects. Writing assistance is available for any Aims student.

**BUSINESS**

Communications, Humanities, and Business faculty advise those students who plan to complete an Office Technology one-year certificate, an Office Technology two-year A.A.S. degree, or a two-year A.A. degree with a Business Transfer Emphasis. In addition, the Division offers a variety of business-related workshops and seminars designed for employed persons or those wishing to improve their employability, to increase their knowledge, upgrade their skills, or acquire skills using the latest in business technology.

Aims Community College -- including the departments of General Business, Accounting, and Marketing/Management--is a member of the Association of Collegiate Business Schools and Programs (ACBSP).

A student who intends to enroll in a business program should consult an appropriate advisor at the earliest opportunity to design an educational plan.





## Business Department

### GENERAL BUSINESS

**ADVISORS:** Jerry F. Goddard, Judy Leusink, Paul Martin, Trudi Manuel, Sue Musil - Greeley Campus  
Ellen Joder - South Campus  
Judy Stencil - West Campus

The A.A.S. and certificate programs in Office Technology are designed for persons interested in gaining skills and knowledge using state-of-the-art equipment and up-to-date technology. Employment opportunities include government, small business, banking, medical, real estate, insurance, law offices, and the judicial legal system.

Students entering Aims Community College with high school credit in keyboarding, word processing, bookkeeping, and/or notetaking may substitute other courses with the consent of their General Business Department advisor.

**Registration Requirement:** All students taking a course or courses in a General Business program must have an appropriate General Business 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 is required with advisor's approval. The General Education courses are identified by an asterisk (\*).

#### OFFICE TECHNOLOGY DEGREE PROGRAM

(Associate of Applied Science Degree)

Degree Core Requirements:	CREDITS
ACC 101 Fundamentals of Accounting I	5
ACC 208 Lotus 1-2-3 Applications for Business	3
BTE 102 Basic Keyboarding Applications	4
BTE 108 Ten-Key by Touch	1
BTE 151 Word Processing I (WordPerfect)	4
BUS 103 Advanced Keyboarding Applications	4
BUS 111 Multimedia Business Presentation I	2
BUS 129 Telephone Communications	1
*BUS 142 Intermediate Communications	5
BUS 147 Notetaking	5
BUS 152 Word Processing II	4
*BUS 165 Human Relations at Work	5
BUS 181 Introduction to Word Processing (WP/WIN)	2
BUS 206 Introduction to Business Telecommunications	2
*BUS 217 Business Communications and Report Writing	5
BUS 257 Managing Office Technology (Microsoft Word)	4
BUS 291 Internship: Office/Legal/Medical	3
*MAT 110 Applied Business Mathematics	5

Select one from the following:

*CIS 118 Introduction to Microcomputer Applications	5
CIS 138 Microcomputer Interfaces: Windows	3
<b>Total credits from above courses</b>	<b>67-69</b>

#### OFFICE TECHNOLOGY ADMINISTRATIVE SUPPORT OPTION

Additional Degree Requirements:	CREDITS
BUS 107 Office Procedures	5
*BUS 115 Introduction to Business	5
BUS 197 Combined Bookkeeping Practicum	3
BUS 204 Machine Transcription	4

BUS 241 Integrated Office Procedures	4
<b>Total credits from above courses</b>	<b>21</b>

**Electives** Select 6-8 credits from the following courses:  
(or other courses as approved by advisor)

ACC 105 Payroll Accounting	3
ACC 121 Principles of Accounting I	5
ACC 122 Principles of Accounting II	5
BTE 100 Touch Keyboarding	4
BUS 101 Speed and Accuracy I	4
BUS 116 Introduction to International Business	5
BUS 126 Proofreading Techniques	1
BUS 127 Business Word Usage	3
BUS 128 Keyboarding for Computers	2
BUS 131 Speed & Accuracy II	4
BUS 136 Computerized Proofreading Applications	1
BUS 138 Word Processing for the Macintosh	1
BUS 141 Introduction to Communications	5
BUS 182 Intermediate WordPerfect	2
BUS 221 Business Law	5
BUS 234 Business Seminar	.5
BUS 235 Business Seminar	1
BUS 236 Business Seminar	2
BUS 237 Business Seminar	3
BUS 238 Business Seminar	4
BUS 239 Business Seminar	5
BUS 256 Desktop Publishing	2
BUS 296 Business Honors	3
CIS 110 Intro to Microcomputer Operating System: DOS	3
*CIS 118 Introduction to Microcomputer Applications	5
CIS 138 Microcomputer Interfaces: Windows	3
MAN 125 Teambuilding	2
MAN 207 Human Resources Management	5
MAN 237 Supervisory Management I	5
MAN 246 Business Ethics	2
MAN 247 Supervisory Management II	5
<b>Total credits for A.A.S. Degree</b>	<b>96</b>

#### OFFICE TECHNOLOGY LEGAL OFFICE OPTION

Additional Degree Requirements:	CREDITS
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
<b>Total credits from above courses</b>	<b>28</b>
<b>Electives</b> (selected with advisor approval)	<b>1-3</b>
<b>Total Credits for A.A.S. Degree</b>	<b>98</b>

#### OFFICE TECHNOLOGY MEDICAL OFFICE OPTION

Additional Degree Requirements:	CREDITS
BUS 107 Office Procedures	5
*BUS 115 Introduction to Business	5
BUS 197 Combined Bookkeeping Practicum	3



**Business Department, cont.**

BUS 245	Medical Machine Transcription	4
BUS 246	Medical Office Procedures	4
HLH 131	Medical Terminology	4
<b>Total Credits from above courses</b>		<b>25</b>

**Recommended Electives**

EMS 127	Cardiopulmonary Resuscitation (CPR)	1
PSY 101	General Psychology I	5
<b>Total credits from above courses:</b>		<b>6</b>
<b>Total Credits for A.A.S. Degree</b>		<b>98-100</b>

**OFFICE TECHNOLOGY CERTIFICATE PROGRAM**

**(Occupational Certificate)**

<b>Certificate Requirements:</b>		<b>CREDITS</b>
BTE 102	Basic Keyboarding Applications	4
BTE 108	Ten-Key by Touch	1
BTE 151	Word Processing I (WordPerfect) (or BUS 181 and 182 with program advisor approval)	4
BUS 103	Advanced Keyboarding Applications	4
BUS 107	Office Procedures	5
BUS 129	Telephone Communications	1
*BUS 142	Intermediate Communications	5
BUS 147	Notetaking	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>44</b>

**Electives:** Select 7 credits from the following courses  
(with business advisor approval):

ACC 101	Fundamentals of Accounting I	5
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	3
BTE 100	Touch Keyboarding	4
BUS 101	Speed and Accuracy I	4
BUS 111	Multimedia Business Presentation I	2
BUS 112	Multimedia Business Presentation II	2
*BUS 115	Introduction to Business	5
BUS 116	Introduction to International Business	5
BUS 126	Proofreading Techniques	1
BUS 127	Business Word Usage	3
BUS 128	Keyboarding for Computers	2
BUS 131	Speed and Accuracy II	4
BUS 136	Computerized Proofreading Applications	1
BUS 138	Word Processing for the Macintosh	1
BUS 141	Introduction to Communications	5
BUS 152	Word Processing II (WordPerfect)	4
BUS 171	Business Leadership Activities	2
BUS 172	Business Leadership Activities	2
BUS 173	Business Leadership Activities	2
BUS 181	Introduction to Word Processing	2
BUS 196	Computerized Bookkeeping Practicum	1
BUS 197	Combined Bookkeeping Practicum	3
BUS 204	Machine Transcription	4
BUS 206	Introduction to Business Telecommunications	2
BUS 255	Advanced Word Processing	2

BUS 256	Desktop Publishing	2
BUS 291	Office Internship: Office/Legal/Medical	3
*CIS 118	Introduction to Microcomputer Applications	5
CIS 138	Microcomputer Interfaces: Windows	3
<b>Total credits from above courses</b>		<b>7</b>
<b>Total Credits for Certificate</b>		<b>51</b>

**GENERAL BUSINESS ADVISORY COMMITTEE**

Sally Asmus	Erlinda Hernandez
Jan Barthel Snyder Oil Corporation	Pam Ingmire Hewlett Packard
Judy Boker William L. Crosier, Attorney	Carol McDermott Linnette Noffsinger
Joyce Geiger Windsor High School	Cynthia Reighter Burton, Busch, & Garcin
Anna Marie Giese University of Northern Colorado	Kent Stauffer State Farm Insurance
Bob Hayes Farr Feeders	Judy Stencil Learning Dynamics





## Business Department

### BUSINESS TRANSFER EMPHASIS

(Associate of Arts Degree)

**ADVISORS:** Alysan Broda, Chuck Fisher, Jerry Goddard, Holly Hartwick, John Jordan, Michael Ort, Nancy Roy, - Greeley Campus  
Keith Reierstad - South Campus  
Jane Abbott, Tony Park - West Campus

The Business Transfer Emphasis (A.A. degree) program is designed for the student who is planning to enter a business degree program at a four-year institution. A Business Transfer Emphasis is complex for three reasons: (1) university business departments do not accept all courses for transfer; (2) university business requirements vary from school to school, and (3) some core courses meet specific business program requirements. The Business Transfer program combines general education classes with specific business courses to meet requirements of university business programs.

After completing an A.A. degree with a Business Transfer Emphasis, a student may seek entrance into a university College of Business program. At the university, a student would pursue a Bachelor of Science Degree in Business Administration with an emphasis in a particular area, such as accounting, finance, general business, marketing, or management. The Bachelor of Science Degree program prepares a student for employment within public and private industry or with a governmental agency in a professional position of business leadership. Another direction that a business student may choose is certification to teach business courses at the secondary or postsecondary levels. After completion of the Bachelor's degree, a student may seek additional degrees or certification.

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

#### CREDITS

#### Select electives based on transfer institution requirements

#### SEE ADVISOR

ACC 121	Principles of Accounting I	5
ACC 122	Principles of Accounting II	5
ACC 123	Principles of Accounting III	5
BUS 115	Introduction to Business	5
BUS 216	Legal Environment of Business	5
BUS 217	Business Communications & Report Writing	5
CIS 118	Introduction to Microcomputer Applications	5
ECO 201	Principles of Macroeconomics	5
ECO 202	Principles of Microeconomics	5
MAN 226	Principles of Management	5
MAR 216	Principles of Marketing	5
MAT 125	Survey of Calculus	5
POS 105	Introduction to Political Science	5
POS 111	American Government	5

#### Select one of the following electives based on transfer requirements.

#### SEE ADVISOR

MAT 135	Introduction to Statistics	5
or		
BUS 226	Business Statistics	6

**Minimum Elective Credits for Area of Emphasis** 25

**Total Elective Credits for A.A. Degree** 31

**COMMUNICATIONS** 15  
See A.A. degree requirements

**HUMANITIES** 15  
See A.A. degree requirements

**BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES** 15  
See advisor for requirements

**PHYSICAL EDUCATION** 5  
See A.A. degree requirements

**MATHEMATICS/NATURAL AND APPLIED SCIENCES** 15  
See A.A. degree requirements

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





## Communications Media Department

### COMMUNICATIONS MEDIA EMPHASIS (Associate of Arts Degree)

**DEPARTMENT OFFICE LOCATION:**

General Services, Room 260  
970-330-8008, Ext. 256

**SECRETARY:** Ronda Lopez, Ext. 256

**ADVISORS:** Kenneth Sauer and Scott Lowe

The Communications Media Emphasis is available 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 literature available in the Library, Media Services Office, or Career Resource Center.

Students preparing for this area of study should ensure sufficient 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:		CREDITS
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 I	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 218	Introduction to Audio Production II	5
COM 220	Audio Production III: MIDI	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 281	Advanced Desktop Video Production	3
COM 291	TV Field Production	5
COM 295	Advanced Videotape Editing	3
COM 298	Mass Media Internship	5
COM 299	Communications Practicum	1-3
<b>Minimum Elective Credits for Area of Emphasis</b>		<b>31</b>
<b>Total Elective Credits for A.A. Degree</b>		<b>31</b>

**Radio/Audio Option:** Students are required to take the following courses:

COM 113	Introduction to Radio Broadcasting I	5
COM 213	Introduction to Radio Broadcasting II	5
COM 118	Introduction to Audio Production	5

**Television Option:** Students are encouraged to take the following courses:

COM 114	Introduction to Television Broadcasting I	5
COM 214	Introduction to Television Broadcasting II	5
COM 291	TV Field Production	5

**COMMUNICATIONS** 15  
See A.A. degree requirements

**HUMANITIES** 15  
See A.A. degree requirements

**BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES** 15  
See A.A. degree requirements

**MATHEMATICS/NATURAL AND APPLIED SCIENCES** 15  
See A.A. degree requirements

**PHYSICAL EDUCATION** 5  
See A.A. degree requirements

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

## Communications Media Department

### COMMUNICATIONS MEDIA (Associate of Applied Science Degree)

**DEPARTMENT OFFICE LOCATION:**

General Services, Room 260  
970-330-8008, Ext. 256

**SECRETARY:** Ronda Lopez, Ext. 256

**ADVISORS:** Kenneth Sauer and Scott Lowe

Students who wish to enter the job market rather than transfer to a four-year college or university may complete the two-year Communications Media A.A.S. degree. Students in this program must complete a core of general education courses (25 hours), Introduction to Mass Communications (5 hours), either a Radio/Audio or TV/Video core group of courses (15 hours), and a minimum of 52 other credit hours of courses bearing the COM- prefix. Certain interdisciplinary electives (non-COM courses) may be applied if pre-approved by a Communications Media advisor.

General Education Courses:		CREDITS
BUS 115	Introduction of Business	5
CIS 118	Introduction to Microcomputer Applications	5
ENG 121	English Composition I	5
SOC 101	Introduction to Sociology	5
SPE 115	Principles of Speech	5
<b>Total Credits from above courses</b>		<b>25</b>

**Communications Media Core Courses**

**Required Program Courses:**

All students will take:

COM 112	Introduction to Mass Media	5
---------	----------------------------	---

and:

**Radio/Audio:**

COM 113	Introduction to Radio Broadcasting I	5
COM 213	Introduction to Radio Broadcasting II	5
COM 118	Introduction to Audio Production	5

or

**TV/Video:**

COM 114	Introduction to Television Broadcasting I	5
COM 214	Introduction to Television Broadcasting II	5
COM 291	Television Field Production	5

**Total credits from above courses** 20

**Electives:** Select 52 credits from the following courses:  
(or other courses approved by advisor)

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 I	5
COM 136	Broadcast Announcing	3
COM 180	Desktop Video Production I	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 218	Introduction to Audio Production II	5
COM 220	MIDI Production	5
COM 241	Cable TV Production I	5
COM 242	Cable TV Production II	5



COM 243	Cable TV Production III	5
COM 245	Broadcast Copywriting & Production	5
COM 260	Broadcast Sales & Management	5
COM 280	Desktop Video Production II	3
COM 281	Desktop Video Production III	3
COM 283	Educational Technology	5
COM 285	Multimedia Authoring and Design	5
COM 287	Digital Photography & Imaging	3
COM 289	Instructional Telecommunications	5
COM 295	Advanced Video Editing	3
COM 291	TV Field Production	5
COM 298	Mass Media Internship	5
COM 299	Communications Practicum	1-3

**Total Credits from above courses**

**52**

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

~~96~~

97

**COMMUNICATIONS MEDIA ADVISORY COMMITTEE:**

J.Carson Hamlin City of Fort Collins	Karen Height TCI Cable, Greeley
Andrew Nagel Mirage Productions	Joe Tennessen KFKA, Radio
D.J. Hjelle Aims/Public Information Office	Janet Krause Aims/Supplemental Services
Ken Sauer Aims/Communications Media	Gary Croshaw KCNC-TV Northern Bureau



**Humanities Department**

**LITERATURE EMPHASIS**

**(Associate of Arts Degree)**

**ADVISORS:** Diane (Vantine) Brotemarkle, Charles Fisher, and Nancy Martz - Greeley Campus  
Keith Reierstad - South Campus  
Jane Abbott, Tony Park - West 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 need adequate preparation in writing, reading, and speaking. Assessment in reading and writing skills is required before the student registers for the Literature Emphasis. Skill-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>	
ENG 221	Creative Writing	3-5
HUM 105	World Mythology	3-5
HUM 109	Modern American Culture	5
HUM 122	Survey of Humanities II	5
HUM 123	Survey of Humanities III	5
LIT 135	Topics in Literature	5-5
LIT 201	Masterpieces of Literature I	5
LIT 202	Masterpieces of Literature II	5
LIT 225	Introduction to Shakespeare	5
LIT 235	Science Fiction	5
LIT 245	Literature of the American West	5
LIT 246	The Literature of Women	5
PHI 115	Comparative Religions	5
PHI 116	Eastern Traditions	5
THE 212	Development of Theatre II	5
<b>Minimum Elective Credits for Area of Emphasis</b>		<b>20</b>

**Total Elective Credits for A.A. Degree** **31**

**COMMUNICATIONS** **15**

See A.A. Degree requirements

**HUMANITIES** **15**

The following course is required of all students:

HUM 121 Survey of Humanities I 5

Students may 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

**BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES** **15**

See A.A. degree requirements

**MATHEMATICS/NATURAL AND APPLIED SCIENCES** **15**

See A.A. degree requirements

**PHYSICAL EDUCATION** **5**

See A.A. degree requirements

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



## Visual & Performing Arts Department

### DESIGN EMPHASIS

(Associate of Arts Degree)

**DEPARTMENT OFFICE LOCATION:** Ed Beaty Hall, Room 521  
970-330-8008, Ext 259

**ADVISOR:** Tedd Runge

**SECRETARY:** Billie Cobb, 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 Visual and Performing Arts 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.

**\*NOTE:** A wide variety of visual, spatial, auditory, kinesthetic, and creative thinking abilities are involved, and--while not assessed--are instrumental in the successful completion of these courses.

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

	<b>CREDITS</b>
ART 111 Art History I	5
ART 112 Art History II	5
ART 121 Drawing I	3
ART 122 Drawing II	3
ART 131 Design I	3
ART 132 Design II	3
<b>Minimum Elective Credits for Area of Emphasis</b>	<b>22</b>

**Total Elective Credits for A.A. Degree** **31**

#### COMMUNICATIONS 15

See A.A. degree requirements

#### HUMANITIES 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 may select the other two courses from those listed below.

ART 110 Art Appreciation	5
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

#### BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES 15

See A.A. degree requirements

#### PHYSICAL EDUCATION 5

See A.A. degree requirements

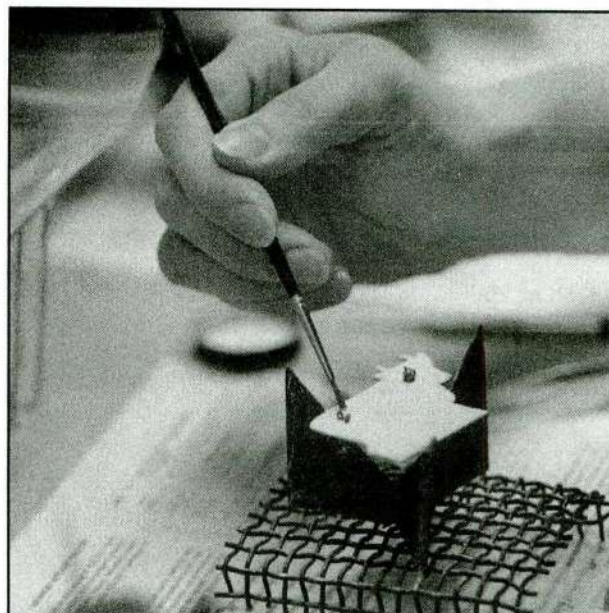
#### MATHEMATICS/NATURAL AND APPLIED SCIENCES 15

See A.A. degree requirements

#### Electives - Select from the following courses, with advisor approval:

ART 113 Non-Western Art	5
ART 116 Lettering I	3
ART 117 Lettering II	3
ART 118 Lettering III	3
ART 135 Computer Graphics I	3
ART 136 Computer Graphics II	3
ART 151 Photography I	3
ART 152 Photography II	3
ART 231 Watercolor I	3
ART 232 Watercolor II	3
ART 244 Graphic Design I	3
ART 245 Graphic Design II	3
ART 246 Graphic Design III	3
ART 270 Figure Drawing I	3
ART 271 Figure Drawing II	3
ART 295 Independent Study	1-3
ART 299 Art Practicum	1-3
AAD 131 Calligraphy I	3
AAD 132 Calligraphy II	3
AAD 133 Calligraphy III	3
AAD 242 Special Topics in Photography	1-3
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

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





## Visual & Performing Arts Department

### FINE ARTS EMPHASIS

(Associate of Arts Degree)

**ADVISOR:** Tedd Runge

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.

**\*NOTE:** A wide variety of visual, spatial, auditory, kinesthetic, and creative thinking abilities are involved, and--while not assessed--are instrumental in the successful completion of these courses.

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

	<b>CREDITS</b>
ART 111 Art History I	5
ART 112 Art History II	5
ART 121 Drawing I	3
ART 122 Drawing II	3
ART 131 Design I	3
ART 132 Design II	3
<b>Minimum Elective Credits for Area of Emphasis</b>	<b>22</b>

**Total Elective Credits for A.A. Degree** **31**

**COMMUNICATIONS** **15**  
See A.A. degree requirements

**HUMANITIES** **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 may select the other two courses from those listed below.

ART 110 Art Appreciation	5
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

**BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES** **15**  
See A.A. degree requirements

**PHYSICAL EDUCATION** **5**  
See A.A. degree requirements

**MATHEMATICS/NATURAL AND APPLIED SCIENCES** **15**  
See A.A. degree requirements

#### Electives - Theatre

Select from the following courses, with advisor approval:

THE 101 Acting I	5
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
MUS 176 Music Theatre Performance	3

#### Electives - Art

Select from the following courses with advisor approval:

ART 113 Non-Western Art	5
ART 116 Lettering I	3
ART 117 Lettering II	3
ART 118 Lettering III	3
ART 141 Jewelry and Metalwork I	3
ART 142 Jewelry and Metalwork II	3
ART 161 Ceramics I	3
ART 162 Ceramics II	3
ART 163 Handbuilt Clay I	3
ART 164 Handbuilt Clay II	3
ART 211 Painting I	3
ART 212 Painting II	3
ART 231 Watercolor I	3
ART 232 Watercolor II	3
ART 241 Jewelry and Metalwork III	3
ART 242 Jewelry and Metalwork IV	3
ART 261 Ceramics III	3
ART 262 Ceramics IV	3
ART 265 Handbuilt Clay III	3
ART 266 Handbuilt Clay IV	3
ART 270 Figure Drawing I	3
ART 271 Figure Drawing II	3
ART 273 Figure Painting I	3
ART 274 Figure Painting II	3
ART 295 Art Independent Study	1-3
ART 299 Art Practicum	1-3
ARS 281 Weaving I	3
ARS 282 Weaving II	3
AAD 131 Calligraphy I	3
AAD 132 Calligraphy II	3
AAD 133 Calligraphy III	3

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



## Visual & Performing Arts Department

### MUSIC EMPHASIS

(Associate of Arts Degree)

**ADVISOR:** Ken Peterson

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

**Courses required of all students with a Music Emphasis include:** Music Theory I (MUS 101), Music Theory II (MUS 102), eight credits of Applied Lessons (MUS 141-146), and four credits of performance oriented courses (MUS 151, 152, 155, 176, 205, 223, 299). Additional courses in Music History are recommended.

**\*NOTE:** A wide variety of visual, spatial, auditory, kinesthetic, and creative thinking abilities are involved, and--while not assessed--are instrumental in the successful completion of these courses.

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

	<b>CREDITS</b>
MUS 101 Music Theory I	4
MUS 102 Music Theory II	4
MUS 141-146 Applied Lessons	8
MUS 151 Performance	4
152, 155, 176, 205, 223, 299	

**Minimum Elective Credits for Area of Emphasis** **20**

**Total Elective for A.A. Degree** **31**

**COMMUNICATIONS** **15**

See A.A. degree requirements

**HUMANITIES** **15**

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

ART 110 Art Appreciation	5
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

**BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES** **15**

See A.A. degree requirements

**PHYSICAL EDUCATION** **5**

See A.A. degree requirements

**MATHEMATICS/NATURAL AND APPLIED SCIENCES** **15**

See A.A. degree requirements

#### ELECTIVES

Select from the following courses, with advisor approval:

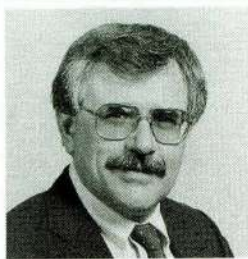
MUS 100 Fundamentals of Music Theory	5
MUS 101 Music Theory I	4

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 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 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
MUS 151 Community Chorale	1
MUS 152 Concert Chorale	1
MUS 155 Jazz/Fusion/Blues Ensemble	1
MUS 176 Music Theatre Performance	3
MUS 205 Recital Performance	1-3
MUS 223 Jazz-Rock Theory/Improvisation	2
MUS 244 English Diction	2
MUS 299 Music Practicum	1-3
<b>Total Credits for A.A. Degree</b>	<b>96</b>

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



# Mathematics/Natural and Applied Sciences Division



**Dr. Walt Richter**  
Academic Dean

**Location:**  
Ed Beaty Hall, Room 592

**Telephone:**  
330-8008, Ext. 252

**Office Supervisor:**  
Cathie Johnson

**Senior Secretary:**  
Bonnie Nichols

**Location:**  
Emergency Services  
Academy, Room 903

**Telephone:**  
330-8008, Ext. 269

**Office Supervisor:**  
Rose Heberlein

**Part-time Secretary:**  
Karen Oldright

The Mathematics/Natural and Applied Sciences Division is comprised of six academic departments. Each department consists of a department chair, the full-time and part-time faculty who teach courses within the department and support staff. The six departments and the personnel affiliated with the curricular programs is as follows:

## COMPUTER DEPARTMENT

**Location:** Ed Beaty Hall, Room 592 - 330-8008, Ext. 252

**Department Chairs:** Thelma Stephenson, CIS Chair, Ext. 289  
Doug Clay, CSC Chair, Ext. 489

**Faculty:** Sam Cooper, Ext. 424  
Cathy Hall, Ext. 389  
Ruby Loveless, Ext. 372  
Rex A. Parr, Ext. 363  
Linda Scott, Ext. 427

**Division Chair:** Phil Edwards, Loveland, 667-4611, Ext. 314

**Division Chair:** Liz Ryan, Ft. Lupton, 352-4664

The Computer department offers the following programs:

Computer Information Systems Certificate	
Local Area Network Administration Emphasis	Certificate
Computer Information Systems Emphasis	A.A.S. or A.A. Degree
Computer Programming Emphasis	A.S. or A.A. Degree
Computer Science Emphasis	A.S. or A.A. Degree

## EMERGENCY MEDICAL SERVICES DEPARTMENT

**Location:** Emergency Services Academy, Room 903,  
330-8008, Ext. 269

**Department Chair:** Gregory R. Valcourt, Ext. 460

**Faculty:** Mary Mast, Ext. 421  
J.T. Long, Ext. 536

**CPR Coordinador:** Randall Souther, Ext. 407

**Department Secretary:** Jennifer Young-Holtz, Ext. 343

The Emergency Medical Services department offers the following programs:

Emergency Medical Technician - Basic	Certificate
Emergency Medical Technician - Intermediate	Certificate
Emergency Medical Services Field Specialist Emphasis	A.A. Degree
Emergency Medical Services Manager Emphasis	A.A. Degree

## FIRE SCIENCE TECHNOLOGY DEPARTMENT

**Location:** Trades and Industry Building, Room 105  
330-8008, Ext. 452

**Department Chair:** John Lee, Ext. 452

**Coordinator of Special Classes:** Darrel Schneider, Ext. 276

**Part-time Instructors/Coordinators:** Verne Einspahr, Ext. 461  
David Einspahr, Ext. 309  
Doyle Schaeffer, Ext. 309

The Fire Science Technology department offers the following programs:

Volunteer Firefighting Training	Certificate
Fire Service Training Academy	Certificate
Fire Science Technology	
Fire Protection Option	A.A.S. Degree
Fire Science Option	A.A.S. Degree

## HEALTH OCCUPATIONS DEPARTMENT

**Location:** Ed Beaty Hall, Room 567 - 330-8008, Ext. 239

**Department Chair:** Dr. Ruth Lorenson, Ext. 312

**Office Supervisor:** Tonya Kral, Ext. 239

The Health Occupations department offers the following program:

Nurse Aide	Certificate
------------	-------------

## MATHEMATICS DEPARTMENT

**Location:** Ed Beaty Hall, Room 592 - 330-8008, Ext. 252

**Department Chair:** Marsha Driskill, Ext. 637

**Faculty:** Randall Boan, Ext. 598  
Keith Lane, Ext. 368  
Karen Robinson, Ext. 394

**Division Chair:** Phil Edwards, Loveland, 667-4611, Ext. 314  
Tom Griffin, Loveland, 667-4611, Ext. 331

**Division Chair:** Liz Ryan, Ft. Lupton, 352-4664, Ext. 309

The Mathematics department offers the following program:

Mathematics Emphasis	A.S. Degree
Pre-Engineering Emphasis	A.S. Degree

## SCIENCE DEPARTMENT

**Location:** Ed Beaty Hall, Room 592 - 330-8008, Ext. 252

**Department Chair:** Dr. James (Lyn) Robinson, Ext. 310

**Faculty:** Dr. Alan Ackerman, Chemistry & Health Science, Ext. 334  
Sam Cooper, Physics, Ext. 424  
Tom Griffin, Geology, 667-4611, Ext. 331  
Don Harris, Chemistry & Chemical Technology, Ext. 488  
Dr. Leba Sarkis, General Biology & Microbiology, Ext. 367

**Science Lab Coordinator:** Ext. 379

**Division Chair:** Phil Edwards, Loveland, 667-4611, Ext. 314

**Division Chair:** Liz Ryan, Ft. Lupton, 352-4664

The Science department offers the following programs

Chemistry Emphasis	A.S. Degree
Chemical Testing Technology Emphasis	A.S. Degree
Life Sciences Emphasis	A.S. Degree
Prehealth Emphasis	A.S. Degree
Prenursing Emphasis	A.A. Degree

The Mathematics/Natural and Applied Sciences Division provides a wide variety of course offerings which can enrich the student in one or more of the following ways:



1. We provide course work which will fulfill the requirements of specific certificate programs or lead to completion of an A.A.S., A.A., A.S. or A.G.S. degree.
2. We provide freshman and sophomore level course work in a number of areas that will transfer readily to four-year colleges and universities, even if the student transfers without first completing a degree.
4. We provide courses in selected areas which can lead to entry level employment opportunities.
4. We provide the non-degree seeking student a variety of courses which will upgrade knowledge or skills.

#### AREAS OF EMPHASIS: PURPOSE AND GUIDELINES

The Computer, Emergency Medical Services, Mathematics and Science departments offer areas of emphasis within the A.S. or A.A. degree programs from which a student may choose. These emphases were created for two main reasons:

1. they indicate to the student who is contemplating earning a Bachelor's degree in a specific area the typical freshman and sophomore level courses required of that major.
2. they provide a concentrated program of theory and skills for those who plan to enter the work force after completing one of the Associate's degrees.

The following information regarding areas of emphasis applies to all programs except for the two emphases offered through the Emergency Medical Services department. Under these two emphases, all listed electives must be completed.

It is important for students to understand that they **need not complete** all the requirements for an area of emphasis in order to earn either the A.A. or A.S. degree. Students can elect to earn an A.A. or A.S. degree by completing the College's general education and elective requirements **without** a concentration of courses in one area of emphasis. Many students who earn a degree, do so without completion of an area of emphasis. Some students, on the other

hand, find it advantageous to complete the degree requirements with a concentration of courses in an area of emphasis.

The courses listed under each emphasis are **guidelines** to help students identify which courses are the most applicable to their chosen area of interest. Not all of the courses listed under an area of emphasis need be taken in order for a student to earn the emphasis in conjunction with an A.A. or A.S. degree; some substitutions are allowed. However, the department chair must approve all courses applied to a chosen program.

All students planning to major in the sciences, mathematics or computer disciplines or pursue a majority of course work in these disciplines must have a faculty advisor from one of these departments. The advisor will work closely with students in planning their programs. This requirement applies to students who do not intend to continue their education after earning an A.A. or A.S. degree as well as to students who are planning to transfer selected courses into a Bachelor's program at the college or university of their choice. For those intending to transfer, it is the student's responsibility to become informed about the course requirements particular to the Bachelor's program the student intends to pursue.

The Associate of Science (A.S.) Degree will not be granted to students who have completed only survey type courses in mathematics, science and computer areas. All mathematics, science and computer courses applied to this degree must be completed with a grade of "C" or better.

#### SCIENCE SCHOLARSHIP

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





## Computer Department

# COMPUTER INFORMATION SYSTEMS

(Associate of Applied Science Degree)

(Thelma Stephenson, Department Chair, Ext. 289; Cathy Hall, Ext. 389; Ruby Loveless, Ext. 372; Rex A. Parr, Ext. 363; Linda Scott, Ext. 427)

**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.

Students who earn a D grade in a course which serves as a prerequisite to another course **may not** enroll in the higher level course. They are strongly advised to repeat the prerequisite course and demonstrate mastery of the material by earning a grade of C or better.

**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 217	Intermediate Communications	5
*SPE 115	Principles of Speech Communications	5
CIS 110	Intro to Microcomputer Operating Systems - DOS	3
CIS 116	Logic and Program Design	5
*CIS 118	Introduction to Microcomputer Applications	5
CIS 139	Advanced Microcomputer Interfaces: Windows	3
CIS 160	BASIC Language Programming	5
CIS 175	UNIX	5
CIS 250	Local Area Networks	3
CIS 251	Local Area Network Administration	5
CIS 253	LAN Service and Support	5
CIS 260	COBOL Programming	6
CIS 264	Visual Basic	5
CSC 160	Computer Science I (C++ Programming)	5
*MAT 105	Intermediate Algebra	5
		<b>75</b>
Select one from Category I:		
CIS 119	Advanced Microcomputer Applications	5
CIS 140	Introduction to Microcomputer Databases: Access	3
		<b>5</b>
Select two from Category II:		
CIS 245	Database Management Systems	5
CIS 252	Multi-Vendor Networking	5
CIS 254	TCP/IP and the Internet	5
CIS 255	Advanced LAN Service and Support	5
CIS 256	Telecommunications/Data Communications	5
		<b>10</b>
Select one from Category III:		
*BUS 216	Legal Environments in Business	5
*PSY 101	General Psychology I	5
*SOC 101	Introduction to Sociology I	5

*SPE 125	Interpersonal Communications	5
		<b>5</b>
<b>Electives</b> (selected with advisor approval)		4
<b>Total Credits for A.A.S. Degree</b>		<b>99</b>

### COMPUTER INFORMATION SYSTEMS CERTIFICATE LOCAL AREA NETWORK ADMINISTRATION EMPHASIS

Completion of this certificate will prepare students to pursue careers in networking environments and to further training for career advancement. All courses in this specialty certificate can be used as either required or elective credits in the Computer Information Systems A.A.S. degree.

Students entering this certificate program are required to document an extensive microcomputer background with emphasis in applications and an operating system. Prerequisite courses to enter this program include CIS-110, CIS-118, CIS-139, CIS-160, and CIS-175. Computer classes require lab time beyond scheduled class time.

#### CERTIFICATE PROGRAM

Required:		
CIS 177	UNIX Systems Administration	5
CIS 250	Local Area Networks	3
CIS 251	Local Area Network Administration	5
CIS 252	Multi-Vendor Networking	5
CIS 253	LAN Service and Support	5
CIS 254	TCP/IP and the Internet	5
CIS 255	Advanced LAN Service and Support	5
CIS 256	Advanced LAN Administration	5
CIS 264	Visual Basic	5
CIS 275	Telecommunications/Data Communications	5
<b>Total Credits for Certificate</b>		<b>48</b>

### COMPUTER INFORMATION SYSTEMS ADVISORY COMMITTEE

Richard Boggs	Gary Parker
Aims Community College	State Farm Insurance Company
Duane Nelson	Daniel Peterson
School District Six	Hewlett Packard
Beth Hammer	Vicki Sauer
City of Greeley	UNC
Deck Reichert	
The Gates Rubber Company	



## Computer Department

# COMPUTER INFORMATION SYSTEMS EMPHASIS

(Associate of Arts Degree)

(Douglas Clay, Ext.. 489)

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/Computer 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:**

**COMMUNICATIONS** **CREDITS**  
See A.A. degree requirements 15

**HUMANITIES**  
See A.A. degree requirements 15

### BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES

Select one from the following courses:

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

Select from two of the following courses:

ECO 201 Principles of Macroeconomics 5  
ECO 202 Principles of Microeconomics 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/NATURAL AND APPLIED SCIENCES** 15

Select one of the following required Mathematics courses:

MAT 121 College Algebra 6  
MAT 125 Survey of Calculus 5  
See A.A. degree requirements for Science selection 5  
Select from CIS/CSC courses min. 5

### ELECTIVES:

**Note:** Some colleges and universities may not accept the transfer of courses from Occupational Education programs, 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:

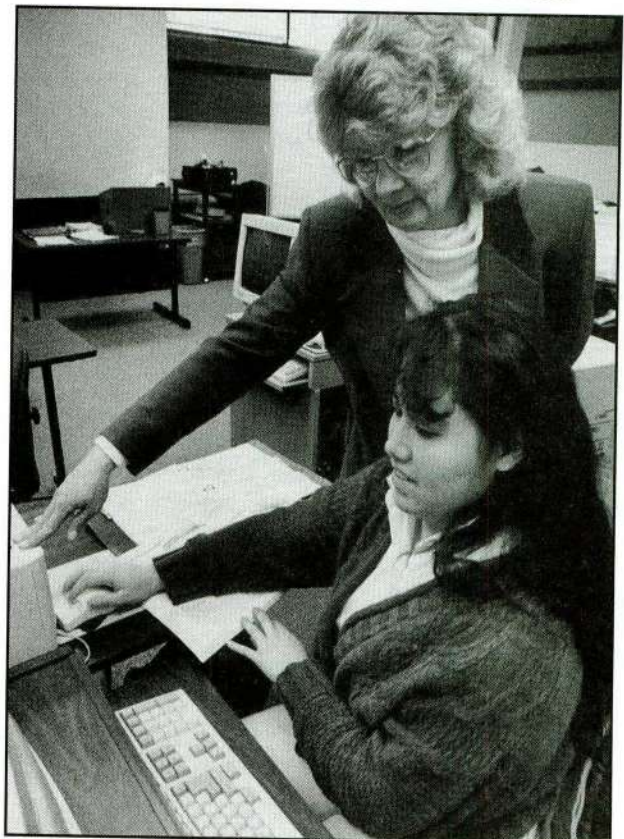
CSC 100 Computer Literacy 5  
CIS 118 Introduction to Microcomputer Applications 5

**Required:** **CREDITS**  
CIS 160 BASIC Language Programming 5  
CIS 260 COBOL Programming 6

Select any of the following courses:

CIS 110 Intro to Microcomputer Operating Systems - DOS 3  
CIS 116 Logic and Program Design 5  
CIS 139 Advanced Microcomputer Interfaces: Windows 3  
CIS 165 RPG Programming 5  
CIS 175 UNIX 5  
CIS 177 UNIX Systems Administration 5  
CIS 250 Local Area Networks 3  
CIS 251 Local Area Networks Administration 5  
CSC 148 FORTRAN Programming 5  
CSC 160 Computer Science I (C++ Programming) 5  
CSC 161 Computer Science II Part 1 (using C++) 5  
CSC 162 Computer Science II Part 2 (using C++) 4  
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 Department

### COMPUTER PROGRAMMING EMPHASIS

(Associate of Science or Associate of Arts Degree)

(Douglas Clay, Department Chair, Ext 489; Sam Cooper, Ext 424)

This emphasis is for the student who wants to specialize in writing computer programs. Both computer science and computer information systems courses give the student a varied background in computer related topics.

Recommended degree requirements for area of emphasis:

COMMUNICATIONS	CREDITS
See A.A. or A.S. degree requirements	15
<b>HUMANITIES</b>	
See A.A. or A.S. degree requirements	15
<b>BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES</b>	
See A.A. or A.S. degree requirements	15
<b>PHYSICAL EDUCATION</b>	
See A.A. or A.S. degree requirements	5
<b>MATHEMATICS, NATURAL AND APPLIED SCIENCES</b>	
See A.A. or A.S. degree requirements	15-46

Required Courses:

<del>CIS</del> CSC 160	Computer Science I (C++ Programming)	5
<del>CIS</del> CSC 161	Computer Science II Part 1 (Using C++)	5
<del>CIS</del> CSC 162	Computer Science II Part 2 (Using C++)	5
<del>CIS</del> CSC 225	Computer Organization	6

Select any of these Recommended Elective Courses:

CSC 100	Computer Literacy	5
CSC 148	FORTTRAN Programming	5
CSC 235	Computer Graphics Programming	5
CSC 240	ADA Programming	5
CSC 265	PC Assembly Language - Programming	5
CIS 110	Intro to Microcomputer Operating Systems: DOS	3
CIS 116	Logic and Program Design	5
CIS 160	BASIC Language Programming	5
CIS 175	UNIX	5
CIS 177	UNIX System Administration	5
CIS 260	COBOL Programming	6
CIS 264	Visual Basic	5

**Note:** Some colleges and universities may not accept the transfer of occupational education courses, while other schools will accept selected courses from these areas. Consult with your advisor regarding the transferability of these courses to the school of your choice.

## Computer Department

### COMPUTER SCIENCE EMPHASIS

(Associate of Science or Associate of Arts Degree)

(Douglas Clay, Department Chair, Ext 489; Sam Cooper, Ext 424)

The Computer Science emphasis is primarily designed for the student who wishes to transfer into a Computer Science degree program at a four-year school. This emphasis will provide the student with the necessary math, science, and computer science courses needed for transfer. The Associate of Science Degree is highly recommended.

Recommended degree requirements for area of emphasis:

COMMUNICATIONS	CREDITS
See A.A. or A.S. degree requirements	15
<b>HUMANITIES</b>	
See A.A. or A.S. degree requirements	15
<b>BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES</b>	
See A.A. or A.S. degree requirements	15
<b>PHYSICAL EDUCATION</b>	
See A.A. or A.S. degree requirements	5
<b>MATHEMATICS, NATURAL AND APPLIED SCIENCES</b>	
See A.A. or A.S. degree requirements	15-46

Required Courses:

CSC 160	Computer Science I (C++ Programming)	5
CSC 161	Computer Science II Part 1 (Using C++)	5
CSC 162	Computer Science II Part 2 (Using C++)	5
CSC 225	Computer Organization	6
MAT 122	College Trigonometry	5
MAT 201	Calculus I	5
MAT 202	Calculus II	5
MAT 203	Calculus III	5

Select any of these Recommended Elective Courses:

CSC 100	Computer Literacy	5
CSC 148	FORTTRAN Programming	5
CSC 235	Computer Graphics Programming	5
CSC 240	ADA Programming	5
CSC 265	PC Assembly Language - Programming	5
CIS 110	Intro to Microcomputer Operating Systems: DOS	3
CIS 116	Logic and Program Design	5
CIS 160	BASIC Language Programming	5
CIS 175	UNIX	5
CIS 177	UNIX System Administration	5

**Note:** Some colleges and universities may not accept the transfer of occupational education courses, while other schools will accept selected courses from these areas. Consult with your advisor regarding the transferability of courses to the school of your choice.



## Emergency Medical Services Department

### EMERGENCY MEDICAL SERVICES

Emergency Medical Services (Emergency Service Academy)  
(Gregory R. Valcourt, Department Chair, Ext. 460; Mary Mast, Ext. 421; Jeffery Long, Ext. 536; Randall Souther, Ext. 407; Jennifer Young-Holtz, Ext. 343.)

The Emergency Medical Services department offers the following programs:

Emergency Medical Technician - Basic	Certificate
Emergency Medical Technician - Intermediate	Certificate
Emergency Medical Services Manager Emphasis	A.A. Degree
Emergency Medical Services Field Specialist Emphasis	A.A. Degree

#### EMERGENCY MEDICAL TECHNICIAN - BASIC (EMT-B)

**Program Length:** EMT-B is currently a 190 hour, 13.5 credit program with a certificate awarded upon completion. 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 and fire department employees (paid or volunteer), police officers, military medical personnel, ski patrol, and search and rescue members. Entry level employment as an EMT-B may be available through various opportunities. 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 must have an appropriate program advisor's signature on the course registration before registering. All EMT-B students are required to take pre-assessment testing and meet minimum assessment requirements. Hepatitis-B Vaccine or signed waiver and current TB skin test required. Proof of current (one year) tetanus booster and second dose of MMR vaccine (if born after 1957) strongly recommended. Prerequisites: EMS 103-Healthcare Provider CPR.

CERTIFICATE PROGRAM REQUIREMENTS		CREDITS
EMS 140	Emergency Medical Technician - Basic	12
EMS 141	EMT-B Clinical Experience	1.5
<b>Total Credits for Certificate</b>		<b>13.5</b>

CERTIFICATE RENEWAL PROGRAM REQUIREMENTS		CREDITS
EMS 142	EMT-B Refresher	4
<b>Total Credits for Certificate Renewal</b>		<b>4</b>

#### EMERGENCY MEDICAL TECHNICIAN - INTERMEDIATE (EMT-I)

**Program Length:** EMT-I is currently a 195 hour, 14 credit 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. 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-I refresher and skills check off class or by on-going Continuing Medical Education.

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

**Registration Requirements:** Physician advisor approval required. There are various pre-requisites and certifications required. The student must meet with an EMS Department advisor and an advisor signature is required prior to registration.

CERTIFICATE PROGRAM REQUIREMENT		CREDITS
EMS 240	Emergency Medical Technician-Intermediate (EMT-I)	14
<b>Total credits for Certificate</b>		<b>14</b>

CERTIFICATE RENEWAL PROGRAM REQUIREMENTS		CREDITS
EMS 214	EMT-I Refresher	3
EMS 242	EMT-I Skills Check Off	.5
<b>Total Credits for Certificate Renewal</b>		<b>3.5</b>

#### Supporting Classes

EMS 100	Introduction to Healthcare Professions	2
EMS 101	Heartsaver CPR	.5
EMS 102	Pediatric CPR	.5
EMS 103	Healthcare Provider CPR	.5
EMS 104	CPR Renewal	.5
EMS 105	CPR Instructor	1
EMS 106	CPR Instructor Renewal	.5
EMS 107	First Aid	.5
EMS 108	Daycare Provider CPR & First Aid	1.5
EMS 130	First Responder	5
EMS 131	First Responder Refresher	2
EMS 143	EMT-B Transition	3
EMS 144	EMT-B Skill Review	1.5
EMS 145	EMT-B CME	
EMS 146	EMS Seminars	
EMS 160	Automated External Defibrillation (AED)	.5
EMS 161	Emergency Medical Dispatch	2.5
EMS 162	Emergency Response to Sports Injury	1
EMS 163	Introduction to Advance Life Support	3
EMS 200	Basic IV Therapy	3.5
EMS 201	EKG Basic	4
EMS 202	EMS Career Preparation	3
EMS 203	BTLS Advanced	1.5
EMS 204	OSHA Bloodborne Pathogens	.5



EMS 205	Emergency Response to Crisis	2
EMS 206	EMS Clinical Internship	3
EMS 207	Safety & Street Survival	2
EMS 208	Law in EMS	3
EMS 209	Ethics in EMS	2
EMS 210	EMS Managerial Internship	3
EMS 211	Pediatric Assessment and Care	3
EMS 212	Instructor Training	5
EMS 213	Basic CISM	1.5
EMS 214	Emergency Vehicle Operations	3
EMS 215	Communications in EMS	2
EMS 216	Advanced Field EMS Skills	3
EMS 220	Advanced Cardiac Life Support (ACLS)	1
EMS 221	ACLS Renewal	.5
EMS 222	ACLS Instructor	1.5
EMS 223	Pediatric Advanced Life Support (PALS)	1
EMS 224	PALS Renewal	.5
EMS 225	PALS Instructor	1.5
EMS 240	EMT Intermediate (EMT-I)	14
EMS 241	EMT-I Refresher	3
EMS 242	EMT-I Skills Check Off	.5
EMS 260	EMT-Paramedic (EMT-P) Refresher	3
EMS 261	EMT-P Skills Check Off	.5
EMS 262	EMT-P CME	



## EMERGENCY MEDICAL SERVICES MANAGER EMPHASIS

(Associate of Arts Degree)

For EMS field providers who desire to function in management positions such as field supervisor, manager, director, etc.

**Pre-Requisites:**

EMS 140 EMT-Basic or higher

**Require Courses for Degree:**

**COMMUNICATIONS** **CREDITS**

ENG 121	English Composition I	5
ENG 122	English Composition II	5
SPE 115	Principles of Speech Communication	5

**HUMANITIES** **15**

HUM 121	Survey of Humanities	5
PHI 112	Ethics	5
PHI 113	Logic	5

**BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES** **15**

PSY 101	General Psychology	5
POS 111	American Government	5
ECO 201	Principles of Macroeconomics	5
or		
ECO 202	Principles of Microeconomics	5

**MATHEMATICS/NATURAL AND APPLIED SCIENCES** **15**

MAT 135	Introduction to Statistics	5
CIS 118	Introduction to Microcomputer Applications	5
BIO 120	Basic Human Anatomy	5

**PHYSICAL EDUCATION** **5**

See A.A. degree requirements

**EMS CORE COURSES:** **36**

EMS 204	OSHA Bloodborne Pathogens	.5
EMS 208	Law in EMS	3
EMS 209	Ethics in EMS	2
EMS 210	EMS Managerial Internship	3
EMS 213	Basic CISM	1.5
EMS 215	Communications in EMS	2
PSY 138	Biofeedback/Stress Management	4
MAN 207	Human Resources Management	5
MAN 236	Negotiations	5
MAN 237	Supervisory Management	5
BUS 165	Human Relations at Work	5
or		
PSY 120	Psychology of Leadership and Management	5

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



## Emergency Medical Services Department

### EMERGENCY MEDICAL SERVICES FIELD SPECIALIST EMPHASIS

(Associate of Arts Degree)

Students entering EMS may want to prepare for this increasingly competitive field by enrolling in this program. This degree is geared towards providing care in the prehospital EMS setting.

#### Pre-Requisites:

EMS 140 EMT-Basic or higher

#### Require Courses for Degree:

	<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 Communications	5
<b>HUMANITIES</b>	<b>15</b>
HUM 121 Survey of Humanities	5
PHI 112 Ethics	5
PHI 113 Logic	5
<b>BEHAVIORAL, SOCIAL, AND ECONOMIC SCIENCES</b>	<b>15</b>
PSY 101 General Psychology	5
POS 111 American Government	5
ECO 201 Principles of Macroeconomics	5
or	
ECO 202 Principles of Microeconomics	5
<b>MATHEMATICS/NATURAL AND APPLIED SCIENCES</b>	<b>15</b>
MAT 135 Introduction to Statistics	5
CIS 118 Introduction to Microcomputer Applications	5
BIO 120 Basic Human Anatomy	5
<b>PHYSICAL EDUCATION</b>	<b>5</b>
See A.A. degree requirements	
<b>EMS CORE COURSES:</b>	
<b>EMT-B (37)</b>	
EMS 200 Basic IV Therapy	2
EMS 201 EKG Basic	4

<b>EMT-I/P (33.5)</b>	<b>33.5</b>
EMS 213 Basic CISD	1.5
EMS 223 PALS	1

#### Both core courses require the following:

EMS 202 EMS Career Preparation	3
EMS 203 BTLS Advanced	1.5
EMS 204 OSHA Bloodborne Pathogens	.5
EMS 205 Emergency Response to Crisis	2
EMS 206 EMS Clinical Internship	3
EMS 207 Safety & Street Survival	2
EMS 208 Law in EMS	3
EMS 209 Ethics in EMS	2
EMS 214 Emergency Vehicle Operations	2
EMS 215 Communications in EMS	2
EMS 216 Advanced Field EMS Skills	3
PSY 138 Biofeedback/Stress Management	4
PSY 227 Death and Dying	3

**Total Credits for Area of Emphasis:** EMT-B 102  
EMT-I/P 98.5

#### EMERGENCY MEDICAL SERVICES ADVISORY COMMITTEE

Don Cadwallader Chief, Eaton Volunteer Fire Department	Jim Campain, MD Northern Colorado Emergency Physicians-EMS Department Medical Director
Cloyd Conley Battalion Chief, Greeley Fire Department	Larry Harrison Department Chair, Community Health & Education University of Northern Colorado
Margaret A. Valcourt, RN, NREMT-P Program Manager Emergency Services and Air Life North Colorado Medical Center	Rachel Kolokoff Aims EMS Department
Gary McCabe Director, Weld County Ambulance Service	



## Fire Science Technology Department

### FIRE SCIENCE TECHNOLOGY DEGREE PROGRAM

(John Lee, Department Chair, Ext. 452; Darrel Schneider, Ext. 276; Verne Einspahr, Ext. 461; Dave Einspahr, Ext. 309; Doyle Schaeffer, Ext 309)

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

**Potential Opportunities:** The protection of life and property from fire is the primary function of a firefighter. With today's sophisticated techniques, training, and equipment, however, modern firefighters must be well educated in physics, chemistry, other sciences, and state and city laws and codes applicable to fire science. A high school diploma or the equivalent is required at a minimum. Some departments are adopting varying levels of higher education as a prerequisite for hiring and promotion. 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.

Students have 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 Science majors to enroll in Fire Science classes.

**Fire Science Technology General Education Courses:** 39 quarter credit hours of General Education Courses are required. The General Education courses are identified by an asterisk (\*).

Common Requirements for Degree	CREDITS
<b>Core Degree Requirements:</b>	<b>34</b>
FST 102 Introduction to Fire Science & Suppression	5
FST 103 Firefighter Occupational Health & Safety	5
FST 105 Building Plans and Construction	5
FST 107 Hazardous Materials I	3
FST 115 Industrial Fire Safety Concepts	3
FST 150 Effective Fire Service Presentations	5
FST 250 Chemistry for Fire Protection	5
FST 254 Hazardous Materials II	3
<b>General Education Requirements</b>	<b>39</b>
*CIS 118 Introduction to Microcomputer Applications	5
*ENG 121 English Composition I	5
*MAT 100 Elementary Algebra	5
*PHI 113 Logic	5
*PHY 105 Conceptual Physics	5
*POS 111 American Government	5
*PSY 138 Biofeedback and Stress Management	4
*SOC 101 Introduction to Sociology	5
<b>Recommended Electives: (with advisor's approval)</b>	<b>13/17</b>
BTE 100 Touch Keyboarding	4
*COM 112 Introduction to Mass Media	5

*ENG 100	Composition Style and Technique	5
*ENG 225	Advanced Composition	5
FST 112	Fire Service Planning	3
FST 201	Fire Instructor I	3
FST 256	Fire Department Administration	3
PED 112	Aerobics II	1
CSL 177	Career and Life Planning	5
REA 111	Becoming a Master Student	5

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 receiving certification as an Emergency Medical Technician through non-college based training programs will be granted five credit hours of elective credits toward the AAS Degree upon presentation of a current Colorado State certification.

**Total Credits for A.A.S. Degree** **108**

#### FIRE PROTECTION TECHNOLOGY OPTION

Option Requirements:	CREDITS
FST 104 Fire Protection Systems	3
FST 106 Fire Inspection Practices	3
FST 204 Related Codes & Ordinances I	3
FST 208 Related Codes & Ordinances II	3
FST 251 Fire Service and the Law	3
FST 252 Fire Investigation	3

#### FIRE SCIENCE TECHNOLOGY OPTION

Option Requirements:	CREDITS
FST 113 Fire Prevention Awareness	3
FST 114 Fire Company Organization & Procedure	3
FST 151 Fire Apparatus and Procedures	5
FST 202 Fire Fighting Strategy and Tactics	5
FST 205 Fire Cause Determination	3
FST 206 Fire Service Supervision	3

#### FIRE SERVICE TRAINING ACADEMY

**Program Length:** Usually 10 weeks for Certificate in Occupational Education program. Thirty-four 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 examinations for Colorado Firefighter I are given prior to academy graduation. Students who are not EMT's are encouraged to take the EMT-B Course.

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

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



<b>CERTIFICATE PROGRAM</b>	<b>CREDITS</b>
<b>Certificate Requirements:</b>	<b>34</b>
FST 100 Fire Service Training Academy	34
<b>Total Credits for Certificate</b>	<b>34</b>

**VOLUNTEER FIRE FIGHTER TRAINING**

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

Volunteer Firefighter Training is a certificate program, designed to provide theory and practical training for volunteer firefighters and those who wish to become volunteer firefighters.

**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 Requirements:** Fire Science Department signature required as necessary - refer to current quarter schedule of classes

<b>Certificate Program</b>	<b>CREDITS</b>
<b>Certificate requirements:</b>	<b>36</b>

A total of 36 credit hours from the following list of classes must be completed:

FST 185	Volunteer Fire Seminar	6
FST 186	Volunteer Fire Seminar	8
FST 187	Volunteer Fire Seminar	12
FST 188	Volunteer Fire Seminar	16
FST 195	Volunteer Fire Seminar	.5
FST 196	Volunteer Fire Seminar	1
FST 197	Volunteer Fire Seminar	2
FST 198	Volunteer Fire Seminar	3
FST 199	Volunteer Fire Seminar	4
EMS 103	Health Care Provider CPR	.5
EMS 105	CPR Instructor	1
EMS 130	First Responder	5
EMS 145	EMT-B CME	1

The above classes must cover the following required topics:

<b>FIRE TRAINING</b>	<b>8</b>
Firefighter Certification Course (maximum of 6 credits)	
Fire Safety	

<b>DRIVER TRAINING</b>	<b>5</b>
EVOC-Fire	
VFIS-EVDT	
FD Apparatus Engineer	
Hydraulics	

<b>EMS/RESCUE TRAINING</b>	<b>6</b>
First Responder	
Emergency Medical Technician	
Health Care Provider CPR	
Dive Rescue	
Ice Rescue	
Trench Rescue	
Farm Accident Rescue	
Extrication	
Other EMS/Rescue topics approved by advisor	

<b>COMMAND/ADMINISTRATION TRAINING</b>	<b>6</b>
ICS	

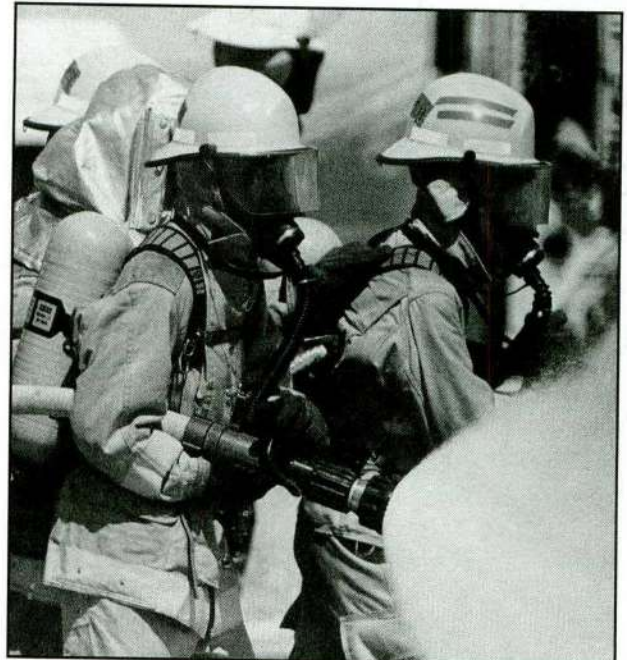
PIC/CIR  
 FSS-IPE/FSS-ITE  
 Volunteer Fire Service Management  
 Other Command Administration topics approved by advisor

<b>HAZARDOUS MATERIALS TRAINING</b>	<b>3</b>
Hazmat First Responder-Awareness level	
Hazmat First Responder-Operations level	

<b>FIREFIGHTER ELECTIVES</b>	<b>8</b>
Regular Department Training (maximum of 4 credit hours)	
Fire/Rescue Field Days	
"Initial Fire Attack"	
"Making the Difference"	
"First Due"	
"Rural Fire Fighting Tactics"	

**FIRE SCIENCE ADVISORY COMMITTEE**

Matt Carlson Eaton Fire Department	Richard Minor Loveland Fire Department
Gene Chantler Poudre Fire Authority	Willard (Bill) Martin Greeley Fire Department
Steve Charles Berthoud Fire Protection Dist.	Katherine Ridenhour Alumni Representative
Ken Haas Windsor Fire Department	Robert Starman Loveland Fire Department
Dan Herrera Johnstown Fire Department	Jerry Ward Mountain View Fire Department
Tim Johnson Super Vac	





# Health Occupations Department

## NURSE AIDE

(Ruth Lorenson, Department Chair, Ext. 312)

**Program Length:** 108 clock hours usually scheduled over 3 weeks.

**Program Description:** Intended for the individual desiring to be a nurse aide focusing on care for the adult or disabled patient/client/resident living at home or in a health 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. Local opportunities are limited for employment in hospitals and medical offices. 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 this program must have the program advisor's signature on the course registration before registering.

### CERTIFICATE PROGRAM

<b>Certificate Requirements:</b>	<b>CREDITS</b>
HLH 135 Nurse Aide	8
<b>Total Credits for Certificate:</b>	<b>8</b>

### Support Courses

HLH 128	Health Care Seminar	0.5-12
HLH 129	School Health Clerk	4
HLH 161	Basic Health Care Behaviors	5
HLH 162	Basic Health Care Techniques	5
HLH 207	Basic IV Therapy and Medications for LPNs	5

### COMMUNITY CERTIFIED NURSE AIDE TRAINING PROGRAM ADVISORY COMMITTEE

Bonell Good Samaritan Center Bernie Gorek, MA, RN, GNP Esther Rempel, RN, BSN	Centennial Health Care Center Crystal Pierre, RN, BSN
Fairacres Manor, Inc. Terri Cochran, RN Chris Parins, RN	Greeley Center for Independence Kathy Kelly, RN, BSN
Kenton Manor Nancy L. Jones, RN Carol Alfsen, RN	Rehabilitation & Visiting Nurse Association Home Care Services, Inc. Peggy Fink, RN
LHS Home & Community Care Edie Hughes, RN, BSN	University of Northern Colorado Gerontology Program Robbyn R. Wacker, Ph.D.
Program Instructor/Coordinator Tess Masters, RN	The Villa at Greeley, Inc. Debbie Husby, LPN
Colorado Home Care Judi DeVore, RN, BSN	Quality Home Care Marlene Nofziger, RN Dennis Baack





**MATHEMATICS EMPHASIS**

(Associate of Science Degree)

(Marsha Driskill, Department Chair, Ext. 637; Randall Boan, Ext. 598; Keith Lane, Ext. 368; Karen Robinson, Ext. 394)

Students may complete the first two years of a typical major through Elementary Differential Equations. See advisor for required courses.

Recommended degree requirements for are of emphasis:

	CREDITS
<b>COMMUNICATIONS:</b>	
See A.S. degree requirements	15
<b>HUMANITIES:</b>	
See A.S. degree requirements	15
<b>BEHAVIORAL AND SOCIAL SCIENCES:</b>	
See A.S. degree requirements	15
<b>PHYSICAL EDUCATION:</b>	
See A.S. degree requirements	5
<b>MATHEMATICS/NATURAL AND APPLIED SCIENCES</b>	<b>46</b>
Required Courses:	
MAT 135 Statistics	5
MAT 201 Calculus I	5
MAT 202 Calculus II	5
MAT 203 Calculus III	5
One computer programming class chosen from:	
CSC 148 Fortran Programming	5
CSC 160 Computer Science I (C++)	5
One year of lab science, chosen from:	
PHY 211, Physics: Calculus-based I, II, III	15
212, 213	
CHE 111, General College Chemistry I, II, III	15
112, 113	
BIO 111, General College Biology I, II, III	15
112, 113	
GEY 111 and 121 Physical Geology and Historical Geology	12
Recommended courses:	
MAT 121 College Algebra	6
MAT 122 Trigonometry	5
MAT 255 Linear Algebra	5
MAT 260 Calculus IV	5
MAT 265 Differential Equations	5
PHY 211 Physics: Calculus-based I	5
PHY 212 Physics: Calculus-based II	5
PHY 213 Physics: Calculus-based III	5

**PREENGINEERING EMPHASIS**

(Associate of Science Degree)

(Randall Boan, Ext. 598; Keith Lane, Ext. 368; Karen Robinson, Ext 394)

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. See advisor for required courses.

Recommended degree requirements for are of emphasis:

	CREDITS
<b>COMMUNICATIONS:</b>	
See A.S. degree requirements	15
<b>HUMANITIES:</b>	
See A.S. degree requirements	15
<b>BEHAVIORAL AND SOCIAL SCIENCES:</b>	
See A.S. degree requirements	15
<b>PHYSICAL EDUCATION:</b>	
See A.S. degree requirements	5
<b>MATHEMATICS/NATURAL AND APPLIED SCIENCES</b>	<b>46</b>
Required Courses:	
MAT 201 Calculus I	5
MAT 202 Calculus II	5
MAT 203 Calculus III	5
PHY 211 Physics: Calculus-based I	5
PHY 212 Physics: Calculus-based II	5
PHY 213 Physics: Calculus-based III	5
Recommended Courses:	
MAT 121 College Algebra	6
MAT 122 Trigonometry	5
MAT 135 Statistics	5
MAT 255 Linear Algebra	5
MAT 260 Calculus IV	5
MAT 265 Differential Equations	5
CHE 111 General College Chemistry I	5
CHE 112 General College Chemistry II	5
CHE 113 General College Chemistry III	5
CSC 160 Computer Science I (C++)	5
CSC 148 Fortran Programming	5

**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.



## CHEMISTRY EMPHASIS

(Associate of Science Degree)

(Alan Ackerman, Ext. 334; Don Harris, Ext. 488)

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. See advisor for course selections.

Recommended degree requirements for are of emphasis:

	CREDITS
<b>COMMUNICATIONS:</b>	
See A.S. degree requirements	15
<b>HUMANITIES:</b>	
See A.S. degree requirements	15
<b>BEHAVIORAL AND SOCIAL SCIENCES:</b>	
See A.S. degree requirements	15
<b>PHYSICAL EDUCATION:</b>	
See A.S. degree requirements	5
<b>MATHEMATICS/NATURAL AND APPLIED SCIENCES</b>	<b>46</b>
Required Courses:	
MAT (Choose from A.S. Requirements)	5-6
CHE 111, General College Chemistry I, II, III	15
112, 113	
CHE 211, Organic Chemistry I, II, III	15
212, 213	
Recommended Courses:	
MAT 201, Calculus I, II, III	15
202, 203	
PHY 211, Physics: Calculus -based I, II, III (each)	5
212, 213	
CSC 160 Computer Science I	5

**Note:** Course substitutions may be made with Science Chair approval. Prerequisites for the above courses will not be considered as part of the required 46 credits.



## CHEMICAL TESTING TECHNOLOGY EMPHASIS

(Associate of Science Degree)

(Don Harris, Ext. 488)

This emphasis is designed to train chemical laboratory technicians who will be qualified for immediate employment as chemical technicians or research assistants in area industries. They may enter such fields as film processing, soil testing, food and beverage manufacture and assay, environmental testing, 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 about course selections.

Recommended degree requirements for area of emphasis:

	CREDITS
<b>COMMUNICATIONS:</b>	
See A.S. degree requirements	15
<b>HUMANITIES:</b>	
See A.S. degree requirements	15
<b>BEHAVIORAL AND SOCIAL SCIENCES:</b>	
See A.S. degree requirements	15
<b>PHYSICAL EDUCATION:</b>	
See A.S. degree requirements	5
<b>MATHEMATICS/NATURAL AND APPLIED SCIENCES</b>	<b>46</b>
Required Courses:	
MAT 121 College Algebra	6
CHE 111, General College Chemistry I, II, III	15
112, 113	
CHE 115, Chemical Technology I	2
116	
CIS 160 Computer Science I	5
HEN 106 Safety and First Aid	3
CHE 211, Organic Chemistry I, II, III	15
212, 213	
CHE 215, Chemical Technology II	2
216	
CHE 225, Chemical Technology III	2
226	
CHE 235, Chemical Technology IV	2
236	
Recommended Courses:	
GEY 111 Physical Geology	6
PHY 111, Physics: Algebra Based I, II, III	15
112, 113	
BIO 105 Science of Biology	5
MAT 135 Introduction to Statistics	5
MAT 201 Calculus I	5
BIO 205 Microbiology	5
CHE 295 Independent Study - Chemical Literature and Study Methods	1



## LIFE SCIENCES EMPHASIS

(Associate of Science Degree)

(Lyndon Robinson, Department Chair, Ext 310)

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.

Recommended degree requirements for are of emphasis:

	CREDITS
<b>COMMUNICATIONS:</b>	
See A.S. degree requirements	15
<b>HUMANITIES:</b>	
See A.S. degree requirements	15
<b>BEHAVIORAL AND SOCIAL SCIENCES:</b>	
See A.S. degree requirements	15
<b>PHYSICAL EDUCATION:</b>	
See A.S. degree requirements	5
<b>MATHEMATICS/NATURAL AND APPLIED SCIENCES</b>	<b>46</b>
Required Courses:	
MAT (Choose from A.S. Requirements)	5-6
BIO 111, General College Biology I, II, III	15
112, 113	
CHE 111, General College Chemistry I, II, III	15
112, 113	
Recommended Courses:	
MAT 121 College Algebra	6
MAT 122 College Trigonometry	5
BIO 201, Human Anatomy and Physiology	15
202, 203	
BIO 205 Microbiology	5
CHE 210 Biochemistry	5

**Note:** Course substitutions may be made with Science Chair approval. Prerequisites for the above courses will not be considered as part of the required 46 credits.



## PREHEALTH PROFESSION EMPHASIS

(Associate of Science Degree)

(Leba Sarkis, Ext. 367)

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 thus careful planning should be done with the assistance of an advisor.

Recommended degree requirements for are of emphasis:

	CREDITS
<b>COMMUNICATIONS:</b>	
See A.S. degree requirements	15
<b>HUMANITIES:</b>	
See A.S. degree requirements	15
<b>BEHAVIORAL AND SOCIAL SCIENCES:</b>	
See A.S. degree requirements	15
<b>PHYSICAL EDUCATION:</b>	
See A.S. degree requirements	5
<b>MATHEMATICS/NATURAL AND APPLIED SCIENCES</b>	<b>46</b>
Required Courses:	
MAT (Choose from A.S. Requirements)	5-6
BIO 111, General College Biology I, II, III	15
112, 113	
CHE 111, General College Chemistry I, II, III	15
112, 113	
Recommended Courses:	
MAT 121 College Algebra	6
MAT 122 College Trigonometry	5
PHY 111, Physics: Algebra Based	15
112, 113	
BIO 201, Human Anatomy and Physiology	15
202, 203	
CHE 211, Organic Chemistry	15
212, 213	
BIO 205 Microbiology	5
CHE 210 Biochemistry	5

**Note:** Course substitutions may be made with Science Chair approval. Prerequisites for the above courses will not be considered as part of the required 46 credits.



## Science Department

### PRENURSING EMPHASIS

(Associate of Arts Degree)

(Alan Ackerman, Ext 334; Leba Sarkis, Ext 367)

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). Since program or transfer goals/requirements may differ, the student should work closely with the prenursing advisor for help in choosing courses.

Recommended degree requirements for area of emphasis:

	CREDITS
<b>COMMUNICATIONS:</b>	
See A.S. degree requirements	15
<b>HUMANITIES:</b>	
See A.S. degree requirements	15
<b>BEHAVIORAL AND SOCIAL SCIENCES:</b>	
See A.S. degree requirements	15

#### PHYSICAL EDUCATION:

See A.S. degree requirements 5

#### MATHEMATICS/NATURAL AND APPLIED SCIENCES 46

Required Courses:

MAT 135		5
BIO 201, 202, 203	Human Anatomy and Physiology I, II, III	15
CHE 110	Intro to Inorganic Chemistry	5
CHE 120	Intro to Organic Chemistry	5
Recommended Elective Courses:		
PSY 235	Developmental Psychology	5
SOC 101	Intro to Sociology I	5
ANT 101	Cultural Anthropology	5
BIO 205	Microbiology	5
CHE 210	Biochemistry	5

**Note:** Course substitutions may be made with Pre-nursing Advisor approval. This emphasis does not include the Laboratory Science requirement for the CORE stamp; thus an appropriate course must be chosen if the CORE stamp is desired.









# Developmental Education Division



**Ruth Slomer**  
Academic Dean

**Location:**  
Horizon Hall, Room 326

**Office Supervisor III:**  
Anna Maria Rios

**Secretary:**  
Juanita McCloy

**Telephone:**  
330-8008, Ext. 229

## FULL-TIME FACULTY AND AFFILIATED PERSONNEL

E.C. "Vera" Benavidez, English as a Second Language,  
South Campus  
Ruth Gomez, Reading & Adult Basic Education  
Andres, Guerrero, English as a Second Language  
Phyllis Gosch, Chair, Reading  
Jeanine Lewis, Mathematics  
Eglantina Martinez, English as a Second Language  
Barbara Maxfield, GED  
Les Race, Division Chair, West Campus  
Ruth Slomer, Dean  
Karen Soutar, Division Chair, South Campus  
Robert Sullivan, Learning Lab Chair  
Arthur Terrazas, Mathematics  
Maria Velasquez, Chair, English as a Second Language  
Joann Wilcox, Chair, English

The Developmental Education 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 Education Division. The courses offered there are in the areas of math, reading, writing, and English as a second language.

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

## COLLEGE SKILLS PROGRAM

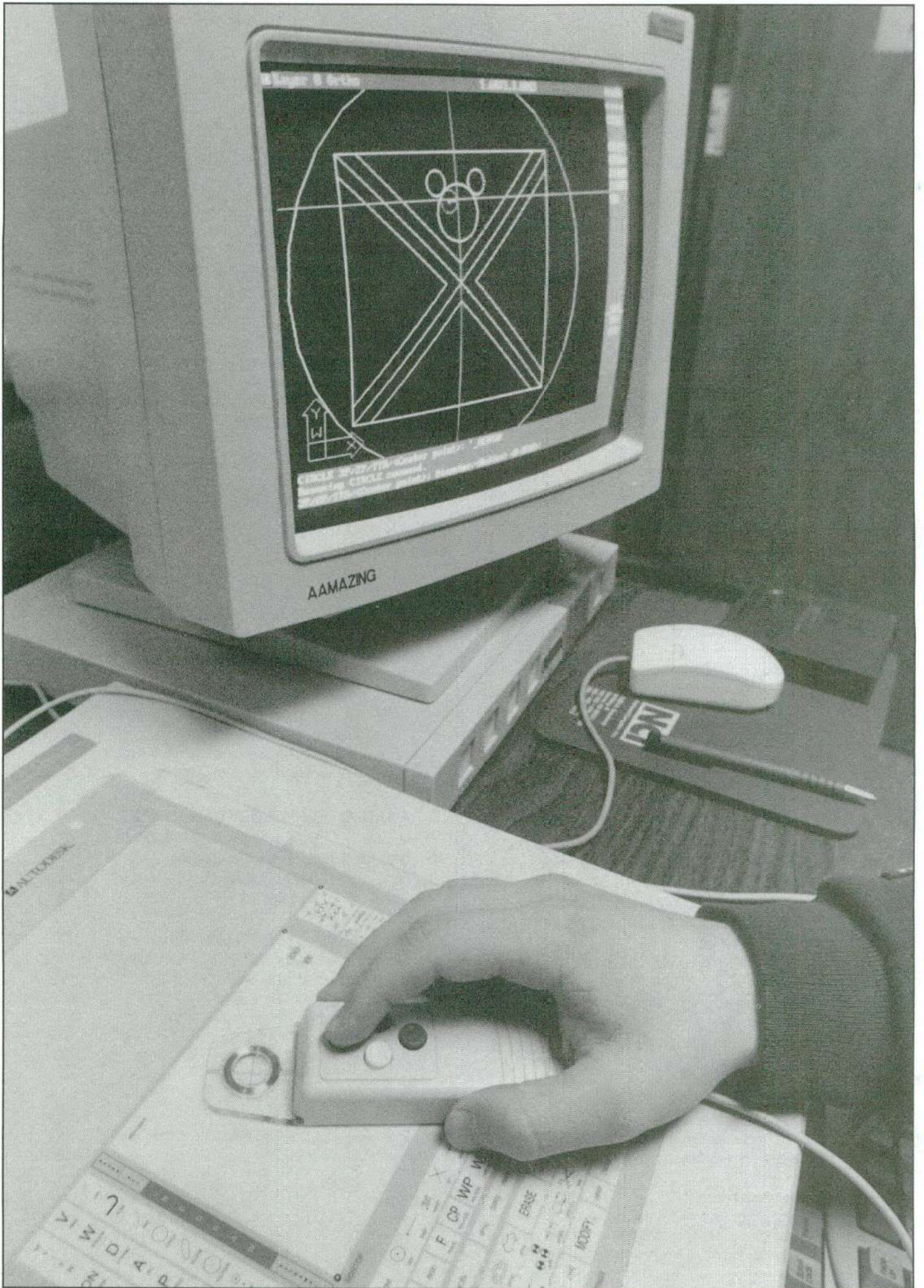
The College Skills Program of Aims Community College is designed for students who want to improve their math, reading, or writing skills. The purpose in taking courses in the program may be to improve such skills for greater achievement in college transfer or vocational courses. Students who intend to 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 EDUCATION SCHOLARSHIP

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









# Technology Division



**Art Giesick**  
Academic Dean

**Location:**  
Ed Beaty Hall,  
Room 540

**Telephone:**  
330-8008, Ext. 286

**Office Supervisor:**  
Sharon Lynch

**Location:**  
Trades & Industry, Room 107

**Telephone:**  
330-8008, Ext. 284

**Office Supervisor:**  
Terri Peck

**Location:**  
Ed Beaty Hall, Room 567

**Telephone:**  
330-8008, Ext. 239

**Senior Secretary**  
Tonya Kral

**Location:**  
Aims Flight Center

**Telephone:**  
356-0790

**Senior Secretary**  
Barbara Soleta

The Technology Division, in addition to the programs listed, has the capability to work collectively or individually 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. Some course material is available in modular format. For more information, see your Technology Division program advisor.

We are also committed to assisting students in the acquisition of job related skills through demonstration and hands-on practice.

## Registration Requirement:

All students enrolling in courses within the division **must** obtain the appropriate program advisor's signature on their course registration form **before** registering.

## General Program Requirements:

Students enrolling in Technology 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 and trigonometry. 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. Students enrolling in designated programs should complete assessment examinations (in College Assessment Center) prior to enrollment. Additional placement or diagnostic evaluations may be required before acceptance into a specific program.
5. Students lacking specific essential skills or background may obtain required knowledge through preparatory courses within the College. See a program advisor for additional information.

## General Education Requirements:

Each A.A.S. degree requires a minimum of 23 quarter credit hours of general education courses. These courses may be program specific or recommended by the program advisor in some areas.

## AGRICULTURE TECHNOLOGY DEPARTMENT

**Location:** Ed Beaty Hall, Room 540 - 330-8008, Ext 286

**Department Chair:** Dave Schaubert, Ext 631

**Faculty:** Richard Dunn, Ext 522  
Glen Sowder, Ext. 416

### Degrees Offered:

Farm & Ranch Business Management Option (two-year A.A.S. Degree)  
Farm & Ranch Business Management Option (Certificate)  
Young Farmer Program Training Option (Certificate)  
Computer Users Option (Certificate)  
Marketing Option (Certificate)

## AUTOMOTIVE COLLISION REPAIR TECHNOLOGY DEPARTMENT

**Location:** Trades & Industry, TRI Room 101 - 330-8008, Ext 284

**Department Chair:** Pat Hergenreter, Ext 278

**Faculty:** Nick Zenzen

### Degrees Offered:

Auto Body Repair Option (two-year A.A.S. Degree)  
Auto Body Repair (Certificate)  
Auto Body Refinishing (Certificate)

## AUTOMOTIVE MECHANICS TECHNOLOGY DEPARTMENT

**Location:** Trades & Industry, TRI Room 107 - 330-8008, Ext 284

**Department Chair:** Dennis Schossow, Ext 277

**Faculty:** Chuck Baratta, Ext 277

### Degrees Offered:

General Automotive Technician Option (two-year A.A.S. Degree)  
General Automotive Technician Option (Certificate)  
Electronics/Computerized Diagnostics Option (two-year A.A.S. Degree)  
Electronics/Computerized Diagnostics Option (Certificate)

## AVIATION TECHNOLOGY DEPARTMENT

**Location:** Ed Beaty Hall, Room 540 - 330-8008, Ext 286

**Department Chair:** Marvin Bay, Ext 378

**Faculty:** Regina Kline, Ext 373  
Val Taylor, Ext. 377

## AIMS FLIGHT TRAINING CENTER

**Location:** Greeley-Weld County Airport, 356-0790  
Tri-County Airport, 661-0943

**Director:** Greg Gaiser

**Assistant Director:** Robert Cashel

**Chief Pilot:** Pat Sickles

**Flight Instructors:** Jamie Olson  
Jay Pickar

### Degrees Offered:

General Aviation Pilot Option (two-year A.A.S. Degree)  
Professional Pilot Program Option (two-year A.A.S. Degree)  
General Aviation Pilot (Certificate)



**ELECTRONICS/ENGINEERING TECHNOLOGY**

**DEPARTMENT**

**Location:** Ed Beaty Hall, Room 540 - 330-8008, Ext 286  
**Department Chair:** Bill Cullins, Ext 415  
**Faculty:** Eugene Cross, Ext 438  
 Jay Freese, Ext. 413  
 Gary Hunt, Ext. 376  
 Lynette Knowlton, Ext. 340

**Degrees Offered:**

~~General Electronics Technician Option~~ (two-year A.A.S. Degree) *+ Certificate*  
~~Automated Process Technician Option~~ (two-year A.A.S. Degree)  
 Engineering Technology (two-year A.A.S. Degree)  
 Engineering Technology (Certificate)

**GRAPHIC TECHNOLOGY DEPARTMENT**

**Location:** Ed Beaty Hall, Room 540 - 330-8008, Ext 286  
**Department Chair:** Debra King, Ext 301  
**Faculty:** Lori Ford, Ext. 329

**Degrees Offered:**

Pre-Press Option (two-year A.A.S. Degree)  
 Pre-Press Option (Certificate)  
 Press Option (two-year A.A.S. Degree)  
 Press Option (Certificate)

**RADIOLOGIC TECHNOLOGY DEPARTMENT**

**Location:** Ed Beaty Hall, Room 567 - 330-8008, Ext 239  
**Department Chair:** Diana Duncan, Ext 341  
**Faculty:** Debi Knudson, Ext. 419  
 Kim Novinger, Ext. 324

**Degrees Offered:**

Radiologic Technology (two-year A.A.S. Degree)

**WELDING TECHNOLOGY DEPARTMENT**

**Location:** Trades & Industry, TRI Room 107 - 330-8008, Ext 284  
**Department Chair:** Bill Killebrew, Ext 203  
**Faculty:** Ed Schwartz, Ext. 203  
 Mike Spika, Ext. 203

**Degrees Offered:**

Welding Technician Option (two-year A.A.S. Degree)  
 Welding Technician Option (Certificate)  
 Welding Systems Management Option (two-year A.A.S. Degree)  
 Welding Systems Management Option (Certificate)

**TECHNOLOGY DIVISION SCHOLARSHIPS**

**AWARDING DEPARTMENT**

**Award:**

Award Amount:  
 Application Deadline:  
 Qualifications:

**AVIATION TECHNOLOGY**

**CAPTAIN AL HAYNES AVIATION SCHOLARSHIP**

\$500  
 Mid-term of Spring quarter.  
 Contact awarding Department for criteria

**Award:**

Award Amount:  
 Application Deadline:  
 Qualifications:

**LOYAL KELSEY FLIGHT-TIME SCHOLARSHIP**

\$500  
 Mid-term of Spring quarter.  
 Contact awarding Department for criteria

**Award:**

Award Amount:  
 Application Deadline:  
 Qualifications:

**AVIATION DEPARTMENT SCHOLARSHIP**

\$750  
 Mid-term of Spring quarter.  
 Contact awarding Department for criteria

**AWARDING DEPARTMENT**

**Award:**

Award Amount:  
 Application Deadline:  
 Qualifications:

**ENGINEERING TECHNOLOGY GIL BORTHICK MEMORIAL AWARD**

Handbook in Field of Study  
 No application - Selected by Faculty  
 Outstanding Engineering  
 Technology Graduate

**AWARDING DEPARTMENT**

**Award:**

Award Amount:  
 Application Deadline:  
 Qualifications:

**AUTOMOTIVE MECHANICS TECHNOLOGY**

**ROY L. SMITH MEMORIAL SCHOLARSHIP**  
 \$100 per quarter throughout the recipients program  
 Eighth week of Fall quarter  
 Contact awarding Department for criteria

**AWARDING DEPARTMENT**

**Award:**

Award Amount:  
 Application Deadline:  
 Qualifications:

**AUTOMOTIVE COLLISION REPAIR TECHNOLOGY**

**BILL YOUNDER SCHOLARSHIP**  
 \$200 TO \$300  
 Mid-term of Winter quarter  
 Contact awarding Department for criteria

**AWARDING DEPARTMENT**

**Award:**

Award Amount:  
 Application Deadline:  
 Qualifications:

**RADIOLOGIC TECHNOLOGY GREELEY MEDICAL FOUNDATION SCHOLARSHIP**

Reimbursement for books and supplies. Award given quarterly  
 Prior to first day of class each quarter  
 Contact awarding Department for criteria

**AWARDING DEPARTMENT**

**Award:**

Award Amount:  
 Application Deadline:  
 Qualifications:

**WELDING TECHNOLOGY WINOGRAD'S STEEL AND SUPPLY SCHOLARSHIP**

Two \$300 awards  
 End of Fall and Winter quarters  
 Contact awarding Department for criteria



## AGRICULTURE TECHNOLOGY

**Program Advisors:** Richard Dunn, David Schaubert, Glen Souder

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 Technology Division Office, Extension 286.

### FARM AND RANCH BUSINESS MANAGEMENT OPTION DEGREE PROGRAM

#### 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 Technology Division course or program **MUST** have an appropriate Technology 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 Core Requirements:		CREDITS
FMT 101	Farm & Ranch Business Management I	27
FMT 102	Farm and Ranch Business Management II	27
<b>Total credits from above courses</b>		<b>54</b>

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.

#### Suggested Electives (Select with advisor approval)

FMT 103	Farm & Ranch Business Management III	27
FMT 107	Agriculture Commodity Marketing	6
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 III	6
<b>Total credits from above courses</b>		<b>30</b>

#### General Education Courses: (23 credits required)

*ENG 100	Composition Style and Technique	5
Select 8 credit hours from the following:		
*CSC 100	Computer Literacy	5
*CSC 105	Introduction to Personal Computing	3
*CIS 160	BASIC Language Programming	5
<b>Total credits from above courses</b>		<b>8</b>

#### 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	Logic	5
<b>Total credits from above courses</b>		<b>10</b>

#### Total Credits for A.A.S. Degree

Farm and Ranch Business Management Option	107
---	-----

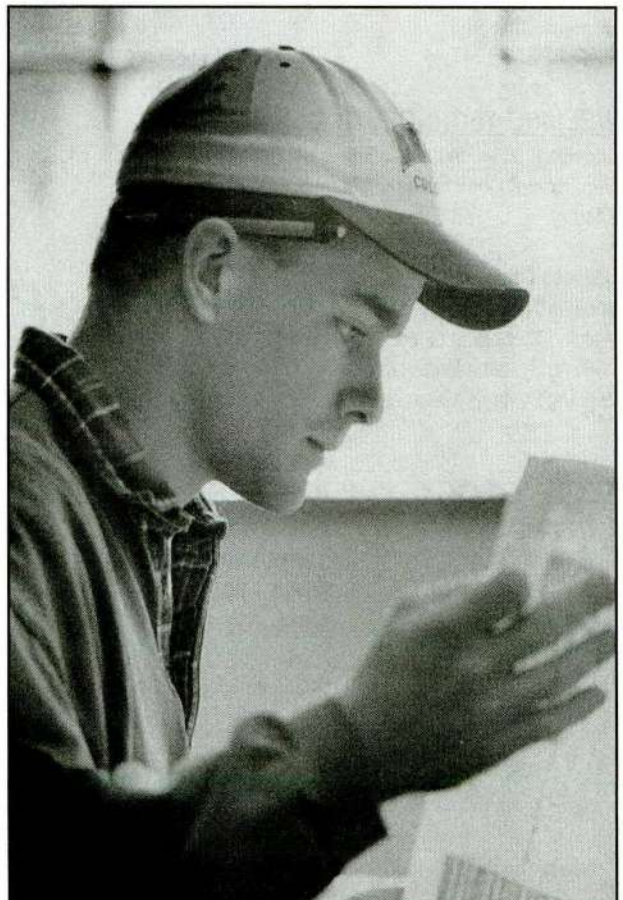
### FARM AND RANCH BUSINESS MANAGEMENT CERTIFICATE PROGRAM

#### 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

#### Total credits for Certificate

Farm and Ranch Business Management	81
------------------------------------	----





### 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 Technology 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>	
AGF 170 Young Farmer Training	4
AGF 171 Young Farmer Training - Part II	2
<b>Total Credits 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 Credits 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 Credits for Certificate</b>	<b>6</b>

### AGRICULTURE ADVISORY COMMITTEE

Ed Printz Agricultural Accountant Platteville, CO	Theresa Wacker Farmer Greeley, CO
Marty Weber Farmer LaSalle, CO	Andrew T. Morehead Agriculture Accountant Eaton, CO
Kenneth Stumpf Banker Eaton, CO	Gary King Banker Keenesburg, CO
David Bell Farmer Keenesburg, CO	

### AUTOMOTIVE COLLISION REPAIR TECHNOLOGY

**Program Advisors:** Pat Hergenreter, Nick Zenzen

**Program Length:** 450 clock hours for a certificate in Occupational Education, Auto Body Refinishing Option, or, 1000 clock hours for a Certificate in Occupational Education, Auto Body Repair option, or 1140 clock hours for an Associate of Applied Science Degree.

**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 skills 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 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.

Each 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.

**Auto Refinish Option:** 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 painters helper.

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.

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

### AUTO BODY REPAIR OPTION CERTIFICATE PROGRAM

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



**Automotive Repair Department, cont.**

**Required General Education**

ENT 115	Introduction to Technical Mathematics	5
PHY 105	Conceptual Physics	5
<b>Total General Education</b>		<b>10</b>

**Total Credits for Auto Body Repair Option Certificate 82**

**AUTO BODY REFINISH OPTION**

<b>Certificate Requirements:</b>		<b>CREDITS</b>
ABR 151	Auto Refinish	12
ABR 152	Auto Refinish II	12
ABR 153	Auto Refinish III	12
<b>Total Option Credits</b>		<b>36</b>

**Required General Education**

ENT 115	Introduction to Technical Mathematics	5
PHY 105	Conceptual Physics	5
<b>Total General Education</b>		<b>10</b>

**Total Credits for Auto Body Refinish Option Certificate 46**

**AUTO BODY REPAIR OPTION DEGREE PROGRAM**

<b>Degree Requirements:</b>		<b>CREDITS</b>
ABR 141	Auto Body Repair I	12
ABR 142	Auto Body Repair II	12
ABR 143	Auto Body Repair III	12
ABR 241	Auto Body Repair IV	12
ABR 242	Auto Body Repair V	12
ABR 243	Auto Body Repair VI	12
<b>Total Option Credits</b>		<b>72</b>

**Required General Education**

CSC 100	Computer Literacy	5
ENG 100	Composition Style & Technique	5
ENT 115	Introduction to Technical Mathematics	5
HEN 106	Red Cross/Standard First Aid/CPR	3
PHY 105	Conceptual Physics	5
<b>Total General Education</b>		<b>23</b>

**Total credits for A.A.S. Degree Auto Body Repair Option 95**

**Support Courses:**

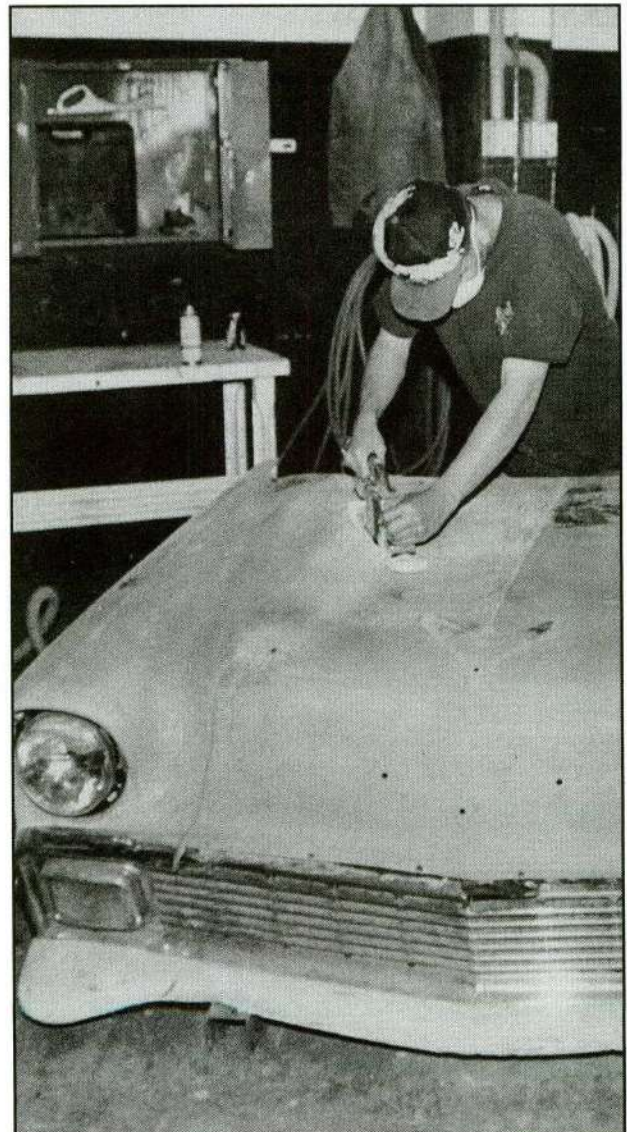
**(Night offerings will not support Certificate or AAS)**

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

**AUTOMOTIVE COLLISION REPAIR TECHNOLOGY ADVISORY COMMITTEE**

Mike Foster Western Auto	Don Westerman State Farm Insurance
Steve Peif Hi-Tech Autobody	Don Wilson Precision Auto Body
Randy Milan Import Auto Body	Tom Milan Retired Employee
JR Cirillo Import Auto Body	





## Automotive Mechanics Department

### AUTOMOTIVE MECHANIC TECHNOLOGY

**Program Advisors:** Dennis Schossow and Chuck Baratta

**Program Length:** 980 clock hours for Certificate in Occupational Education, or 1230 clock hours for Associate of Applied Science degree.

**Potential Opportunities:** The automotive repair industry is becoming an increasingly technical area and is demanding a new class of technician that will accept the challenges of the modern changes to the automobile. Companies are experiencing difficulty in finding qualified technicians who can successfully and efficiently cure the driveability and computerized problems of the now-generation vehicle.

The automotive technology department offers two options for the individual who has a desire to meet the challenges in the repair field. For the individual who enjoys working on the entire vehicle, the General Automotive Technician option provides entry-level knowledge and skill training of the major systems of the automobile. From brake repair, to wheel alignment, to engine rebuilding; the student receives an interesting variety of theory training and practical hands-on experiences. In the Diagnostics option the individual chooses to become heavily involved in advanced technology. The course of study is concentrated around the computer system that controls the engine's performance, economy, and emissions; plus may include the areas of the transmission, brakes, suspension, and lighting. Major emphasis is placed on identification of systems, use of diagnostics equipment, and proficient troubleshooting skills. A graduate with this option should have valuable entry skills as a driveability technician. Employment opportunities are rapidly expanding in this area as more repair facilities are seeking qualified service people who can accurately repair the cars of the 90s. It is our goal 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:** Students can earn a certificate or degree by completing the requirements as listed in the following sections. The average length of time to complete the program in any one of the areas is approximately two years. Certain class schedules may allow a student to take multiple courses during one or more quarters; however, due to the extreme technological changes of the automobile, the department recommends a conservative approach to automotive courses taken by a student in one quarter. Students should, therefore, plan on a two-year commitment when setting their educational goals. The General Automotive Technician Option follows the course listing, class hours and industrial competencies as mandated by NATEF (National Automotive Technicians Education Foundation).

Students are required to furnish a basic hand tool set and personal safety gear. See automotive instructors for current list.

Those students pursuing an Automotive Technology degree or certificate are required to take the College Placement test. Program entry standards are: Reading - 73, Mathematics - 50, Sentence structure - 55.

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

### GENERAL AUTOMOTIVE TECHNICIAN OPTION DEGREE PROGRAM

Degree Requirements:		CREDITS
AMT 131	Brakes	7
AMT 132	Suspension	7
AMT 133	Engine Performance	20
AMT 232	Electrical	15

PLUS: The student **MUST** choose three courses from the following list to complete the automotive requirements:

AMT 134	Manual Drive Trains and Axles	7
AMT 231	Engine Repair	9
AMT 233	Automatic Transmission & Transaxles	9
AMT 234	Heating & Air Conditioning	6

**Total Option Credit Hours** **71 to 74**

#### Required General Education Courses

HEN 106	Red Cross/Standard First Aid/CPR	3
PHY 105	Conceptual Physics	5
BUS 115	Introduction to Business	5

Select one of the following:

CSC 100	Computer Literacy	5
ENT 118	Introduction to Technical Computing	4

Select one of the following:

MAT 110	Applied Business Mathematics	5
MAT 112	Intermediate Algebra	5

Select one of the following:

BUS 141	Introduction to Communications	5
BUS 142	Intermediate Communications	5
ENG 100	Composition Style & Technique	5

**Total General Education Hours** **27**  
**Total Credit Hours For A.A.S. Degree (minimum)** **98**

### GENERAL AUTOMOTIVE TECHNICIAN

Certificate Requirements:		CREDITS
AMT 131	Brakes	7
AMT 132	Suspension	7
AMT 133	Engine Performance	20
AMT 232	Electrical	15
<b>Total Option Credit Hours</b>		<b>49</b>

#### Required General Education Courses

HEN 106	Red Cross/Standard First Aid/CPR	3
MAT 110	Applied Business Mathematics	5
PHY 105	Conceptual Physics	5
<b>Total General Education Hours</b>		<b>13</b>
<b>Total Credit Hours for Certificate</b>		<b>62</b>



**DIAGNOSTICS/DRIVEABILITY OPTION  
DEGREE PROGRAM**

Degree Requirements:		CREDITS
AMT 133	Engine Performance	20
AMT 232	Electrical	15
AMT 262	Automotive Electronics	12
AMT 267	Advanced Technology	8
AMT 268	Equipment & Procedures	15
AMT 269	Diagnostics/Driveability	12
<b>Total Option Credit Hours</b>		<b>82</b>

Required General Education Courses		
HEN 106	Red Cross/Standard First Aid/CPR	3
PHY 105	Conceptual Physics	5
BUS 115	Introduction to Business	5

Select one of the following:

CSC 100	Computer Literacy	5
ENT 118	Introduction to Technical Computing	4

Select one of the following:

MAT 110	Applied Business Mathematics	5
MAT 112	Intermediate Algebra	5

Select one of the following:

BUS 141	Introduction to Communications	5
BUS 142	Intermediate Communications	5
ENG 100	Composition Style & Technique	5
<b>Total General Education Hours</b>		<b>27</b>

**Total Credit Hours For A.A.S. Degree (minimum) 109**

**DIAGNOSTICS/DRIVEABILITY OPTION**

Certificate Requirements:		CREDITS
AMT 133	Engine Performance	20
AMT 232	Electrical	15
AMT 268	Equipment & Procedures	15
<b>Total Option Credit Hours</b>		<b>50</b>

Required General Education Courses		
PHY 105	Conceptual Physics	5
MAT 110	Applied Business Mathematics	5
HEN 106	Red Cross/Standard First Aid/CPR	3
<b>Total General Education Hours</b>		<b>13</b>

**Total Credit Hours for Certificate 63**

**AUTOMOTIVE MECHANICS TECHNOLOGY  
ADVISORY COMMITTEE**

Glen Morehead	Lorraine Toni
U.S. West Communications	Boulder Valley Technical School

Art Heselius	Charles Jacquinot
Greeley Dodge	MAZ Tech

Jon Anderson	Herrick Garnsey
CO's International Motors	Garnsey Wheeler Ford

Dan Ramsire  
A-Tech Inc.





## AVIATION TECHNOLOGY

**Program Advisors:** Marvin Bay, Gina Kline, Val Taylor; **Flight Center Director:** Greg Gaiser

**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.

**Potential Opportunities/AWS Professional Pilot Program (PPP):** The Airway Science 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 Student Employment Office will assist the student in possible employment opportunities throughout the industry.

**Program Requirements:** Students pursuing a 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. Computer Literacy

Tests 1, 2, & 3 are Aims College requirements; tests 4 & 5 are requirements of the Aviation Department. If you successfully pass the Computer Literacy test, you will not be required to take a computer class. Otherwise, you will be required to take one computer class with advisor approval.

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. Flight training is conducted by the Aims College Flight Training Centers located at the Greeley-Weld County Airport and the Tri-County Airport at Erie. (See course descriptions for flight labs.)

The Aviation Department will have information detailing the fees and flight expenses. For more information, call the Aims Flight Center at 356-0790.

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 Technology Division courses **MUST** have an appropriate Technology Division program advisor's signature on the registration form **BEFORE** registering.

## GENERAL AVIATION PILOT OPTION DEGREE PROGRAM

**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	1
AVT 101	Private Flight Lab I	2
AVT 102	Private Flight Lab II	2
AVT 103	Instrument/Commercial Flight Lab I	3
AVT 104	Instrument/Commercial Flight Lab II	4
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 213	Advanced Instrument Simulator	6
AVT 216	Instrument/Commercial Flight Lab III	4
AVT 217	Instrument/Commercial Flight Lab IV	4
AVT 226	Multi-Engine Simulator I, Single Pilot	3
*EAS 106	Meteorology	4
*ENG 121	English Composition I	5
<b>Total credits from above courses</b>		<b>71</b>

Select a math course with advisor approval:

*MAT 121	College Algebra	(6)
ENT 116	Technical Mathematics	(5)
<b>Total credits from above courses</b>		<b>5-6</b>

Select one of the following with advisor approval:

*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
<b>Total credits from above courses</b>		<b>5</b>

Select one of the following with advisor approval:

*SPE 115	Principles of Speech Communication	5
*SPE 221	Professional Oral Communication	5
<b>Total credits from above courses</b>		<b>5</b>

Aviation Electives These electives may include non-aviation subjects. (Select 13-14 credit hours with advisor approval to total 100 credit hours.)

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	2
AVT 227	Multi-Engine Simulator II, Single Pilot	2
AVT 228	Multi-Engine Simulator III, Single Pilot	1

**Total credits from above courses (Aviation Electives)** 13-14  
**Total Credits for Degree General Aviation Option** minimum 100



**AWS PROFESSIONAL PILOT PROGRAM OPTION  
DEGREE PROGRAM  
GENERAL INFORMATION**

The AWS 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", or "F" is recorded must be repeated.

The Aviation Department will have additional information on applicable fees—**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. Satisfactory completion of industry observation ride.
3. Completion of all required training and testing which may include Cockpit Resource Management, Weather Avoidance Radar, FITPAC and required written testing.
4. Award of AWS Aviation Technology degree PPP option.

<b>Degree Requirements:</b>		<b>CREDITS</b>
AVT 100	Aviation Seminar	1
AVT 101	Private Flight Lab I	2
AVT 102	Private Flight Lab II	2
AVT 103	Instrument/Commercial Flight Lab I	3
AVT 104	Instrument/Commercial Flight Lab II	4
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 213	Advanced Instrument Simulator	6
AVT 214	Multi-Engine Simulator, Airline Transition	5
AVT 216	Instrument/Commercial Flight Lab III	4
AVT 217	Instrument/Commercial Flight Lab IV	4
AVT 225	Multi-Engine Transition Lab	2
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
*MAT 121	College Algebra	6
<b>Total credits from above courses</b>		<b>93</b>

Select one of the following with advisor approval:

*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
<b>Total credits from above courses</b>		<b>5</b>

Select one of the following with advisor approval:

*SPE 115	Principles of Speech Communication	5
*SPE 221	Professional Oral Communication	5
<b>Total credits from above courses</b>		<b>5</b>

\*Select a Social Science course with advisor approval (Psychology recommended)

5

\*Select a Humanities course with advisor approval

5

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

**Professional Pilot Program Option**

**AVIATION CERTIFICATE PROGRAM**

<b>Certificate Requirements:</b>	<b>CREDITS</b>	
AVT 100	Aviation Seminar	1
AVT 101	Private Flight Lab I	2
AVT 102	Private Flight Lab II	2
AVT 103	Instrument/Commercial Flight Lab I	3
AVT 104	Instrument/Commercial Flight Lab II	4
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	Advanced Instrument Simulator	6
AVT 216	Instrument/Commercial Flight Lab III	4
AVT 217	Instrument/Commercial Flight Lab IV	4
<b>Total Credits For Certificate</b>		<b>49</b>

**AVIATION TECHNOLOGY ADVISORY COMMITTEE**

Robert Anderson	David Droegemuller
Commercial Pilot/Bank Officer	Commercial Pilot
George Hopper	Kim Achziger
Commercial Pilot	Captain
Flight Instructor	Frontier Airlines
Russ McKnair	Roy Shore, M.D.
Pilot	FAA Medical Examiner
Continental Airlines	Pilot
	John D. Warrender
	Corporate Pilot



### ELECTRONICS TECHNOLOGY

**Program Advisors:** Gene Cross, Gary Hunt

**Program Length:** Usually three quarters for Certificate program, and six quarters for Associate in Applied Science degree program.

**Potential Opportunities:** The certificate and degree programs are designed to prepare students for 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. The student will develop technical work skills, and understanding of applied mathematics and physics, and will learn to use technology to solve typical workplace problems.

**Program Requirements:** Students entering this program are required to complete Aims Computer Placement Test (assessment examinations) in the areas of reading, sentence skills, mathematics, 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. TECHNICAL MATHEMATICS (ENT-116) MUST BE COMPLETED PRIOR TO ENTRY INTO PROGRAM.

A demonstrated proficiency in English Composition is required prior to degree completion. This may be accomplished by SUCCESSFULLY completing (ENG 100) Composition Style and Technique, or QUALIFYING performance on the Computer Placement Test.

Many of the Electronic Technology courses (ELT prefix) have specific prerequisites that must be met prior to class admittance. See course descriptions in the back of the catalog for individual requirements.

Any student registering for an Electronic Technology course must obtain a program advisor's signature on the course registration form before registering.

Any course used to satisfy an Electronic Technology degree or certificate requirement must be completed with a "C" or above grade.

**General Information:** Most courses within the Electronics Technology program require some degree of manual dexterity, good eyesight, and the ability to perform manual operations such as light lifting and operating test equipment.

Specific courses **may be** suitable for the physically impaired student - contact a program advisor if you have specific questions or needs.

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.

**Transfer Credit:** Transfer credit will **NOT** be accepted until all assessment requirements have been met and successful completion of subsequent courses indicate that the student is indeed proficient in the transfer areas.

**TESTING CENTER:** Aims Community College is an authorized testing center for NARTE, ETA, and the FCC exam. **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.

**Program Description:** The A.A.S. degree in Electronics Technology consists of the first year core classes (i.e. the Electronic Certificate), the second year elective block, and the General Education requirements. A student may elect to complete only the one-year certificate, or complete the entire A.A.S. degree program of study. The block of elective courses in the second year allows a student (or employer) to custom tailor the degree plan to fit individual needs. These electives also facilitate the integration of several academic disciplines into a student's program of study. Program advisors work with each student to develop a specific program of study.

#### ELECTRONICS TECHNOLOGY CERTIFICATE PROGRAM

The Electronics Technology Certificate program is a three quarter, 53 credit program that prepares students for many entry-level jobs within the field of electronic technology. The curriculum includes seven elective credits to allow a student to orient his/her study toward a specific area of specialty. This certificate program **also serves as the first year** of the two-year Associate of Applied Science Electronic Technology degree.

Certificate Requirements:		CREDITS
ELT 110	Electronic Assembly	4
ELT 111	DC Fundamentals I	4
ELT 112	DC Fundamentals II	4
ELT 113	AC Fundamentals I	4
ELT 114	AC Fundamentals II	4
ELT 115	Solid State Fundamentals I	4
ELT 116	Solid State Fundamentals II	4
ELT 117	Digital Fundamentals I	5
ENT 118	Introduction to Technical Computing	4
ENT 207	Technical Job Seeking	1

Required General Education Courses:

PHY 111	Physics I: Algebra Based	5
PHY 112	Physics II: Algebra Based	5
CIS 160	BASIC Language Programming	5

**Total Credit Hours for Certificate** **53**

**Note:** An assessment score of 105 or completion of ENG-100 is also required to demonstrate English Proficiency.



**ELECTRONICS TECHNOLOGY A.A.S.  
DEGREE PROGRAM**

The Electronics Technology A.A.S. Degree program is a six quarter, 110 credit hour program that prepares students for more specialized entry-level jobs within the field of electronic technology. The curriculum is designed with a high degree of flexibility so that a student or employer may select electives as needed to prepare for specific occupational needs. The curriculum consists of (a) the first-year core (Electronics certificate), (b) the second-year technical elective "pool", and (c) the general education requirements.

<b>Degree Requirements:</b>	<b>CREDITS</b>
First Year Core: Electronics Certificate	53
Second Year:	
Technical Electives (see note 1)	47
General Educations course (see note 2)	10
<b>Total Credits for Degree</b>	<b>110</b>

**Note 1:** "Technical Electives" refer to courses from the approved elective list, and includes selected courses from Electronics, Engineering, Business, Chemistry, Computer Science, Communications Media, Management, Math/Science, and Statistics.

**Note 2:** Total general education credits are 25, as follows: PHY 111 (5), PHY 112 (5), Speech (5), PSY 120 (5), and CIS 160 (5). The PHY 111/112 and CIS 160 are requirements in the first year core. Fifteen of the 47 "Technical Elective" credits must be from the Electronics area.

**Electives:** Select from the following list with advisor approval.

**From the Business area:**

BUS 115	Introduction to Business	5
BUS 128	Keyboarding for Computers	2
BUS 129	Telephone Communications	1
BUS 141	Introduction to Communications	5
BUS 165	Human Relations at Work	5
BUS 206	Introduction to Business Telecommunication	2
BUS 217	Business Communications	5
BUS 256	Desktop Publishing	2

**From the Chemistry area:**

CHE 100	Fundamentals of Chemistry	5
CHE 111	General College Chemistry I	5
CHE 120	Introduction to Organic Chemistry	5

**From the Computer Science area:**

CIS 110	Introduction to Micro: DOS	3
CIS 116	Logic and Programming Design	5
CIS 118	Micro and Computer Applications	5
CIS 138	Windows	3
CIS 161	Advanced BASIC	5
CIS 175	UNIX	5
CIS 250	Local Area Networks (LANs)	3
CIS 251	LAN Administration	5
CIS 252	Multi-Vendor Networking	5
CIS 253	LAN Service and Support	5
CIS 275	Telecommunications	5
CIS 276	Systems Analysis and Design	5
CIS 230	C Language Programming	5

**From the Communications area:**

COM 113	Introduction to Radio Broadcasting	5
COM 114	Introduction to TV Broadcasting	5
COM 118	Introduction to Audio Production	5
COM 280	Desktop Video Production	3

**From the Electronics area:**

ELT 109	Electronics Tech Seminar I	1
ELT 119	Electronics Tech Seminar II	2
ELT 129	Electronics Tech Seminar III	3
ELT 201	Digital Fundamentals II	5
ELT 202	Microprocessors I	5
ELT 203	PC Repair	5
ELT 204	Linear IC's and Sensors	5
ELT 205	Electronics Communications I	5
ELT 206	Electronics Communications II	5
ELT 207	Electronics Communications III	5
ELT 208	Electronic Design and FAB	5
ELT 209	Independent Study in Electronics Tech I	1
ELT 219	Independent Study in Electronics Tech II	2
ELT 229	Independent Study in Electronics Tech III	3
ELT 210	Practical Solid State Trouble Shooting	5
ELT 211	Integrated Circuit Fabrication Techniques	5
ELT 212	Automation Control Circuits	5
ELT 213	Video Systems	5
ELT 214	CET Exam Preparation	5
ELT 223	Industrial Electricity II	5
ELT 224	Programmable Logic Controllers	5
ELT 296	Electronics Internship	Variable 1-6

**From the Engineering area:**

ENT 101	Technical Print Reading	3
ENT 103	Drafting Fundamentals I	2
ENT 104	Drafting Fundamentals II	2
ENT 105	Field Survey	6
ENT 112	Manufacturing Processes	4
ENT 121	Intro Descriptive Geometry	2
ENT 122	Engineering Graphic App	2
ENT 109	Engineering Seminar I	1
ENT 119	Engineering Seminar II	2
ENT 129	Engineering Seminar III	3
ENT 205	Electro/Mechanical Design	5
ENT 206	Statics	5
ENT 209	Independent Study I	1
ENT 219	Independent Study II	2
ENT 229	Independent Study III	3
ENT 211	Intermediate AutoCad I	2
ENT 212	Intermediate AutoCad II	2
ENT 217	Hydraulics/Pneumatics	3
ENT 221	Strength of Materials	5
ENT 225	Computer Aided Manufacturing	4
ENT 227	Robotics	4
ENT 231	Advanced AutoCad I	2
ENT 232	Advanced AutoCad II	2
ENT 246	Mechanical Design: Manufacturing	3
ENT 247	Mechanical Design: Facilities	3
ENT 298	Engineering Problems	4



**From the Management area:**

MAN 125	Teambuilding	2
MAN 155	Total Quality Improvement: Principals	3
MAN 156	Total Quality Improvement: Decisions	3
MAN 157	Total Quality Improvement: Customers	3
MAN 226	Principles of Management	5
MAN 237	Supervisory Management I	5

**From the Math/Science area:**

MAT 105	Intermediate Algebra	5
MAT 113	College Plane Geometry	5
MAT 121	College Algebra	5
MAT 122	College Trigonometry	5
MAT 125	Survey of Calculus	5
MAT 135	Introduction to Statistics	5
MAT 201	Calculus I	5
PHY 113	Physics III: Algebra Based	5

**From the Statistics area:**

STA 201	Statistics for BUS, SCI, and Social SCI I	5
---------	---	---

**ELECTRONICS TECHNOLOGY ADVISORY COMMITTEE**

David Frye Kodak of Colorado Windsor	Michael Longmore Advanced Energy Ft. Collins
Dick Lottes Kodak of Colorado Windsor	Bob Regan EFTC Contract Manufacturing Greeley
Lowell Shatraw Electronics Technician Greeley	Santiago Lara Hach Chemical Loveland
John Vaughn Hewlett-Packard Fort Collins Division	Jeff Arnold Woodward Governor Co. Loveland Division
Dave Watson Western Sugar Co. Greeley	David Zdanowitz Hewlett Packard Greeley Division
Tony Vella Lexton Inc. Greeley	Jon Schiltz Woodward Governor Co. Fort Collins Division

**ENGINEERING TECHNOLOGY**

**Program Advisors:** Bill Cullins, Jay Freese, Gary Hunt, Lynette Knowlton

**Program Length:** Usually three quarters for a Certificate and six quarters for Associate in Applied Science degree.

**Potential Opportunities:** The certificate and degree programs are designed to prepare students for a wide range of technical occupations in the architectural, civil, mechanical, and manufacturing engineering fields. The entry level occupations within these fields may include drafting/design, CAD, estimating, machine operation and programming, process planning, technical documentation, laboratory testing, and other para-engineering skills. The student will develop technical work skills, an understanding of applied mathematics and physics, and will learn to use technology to solve typical engineering-related problems. These A.A.S. degree graduates are both prepared for the workplace, and prepared to articulate on to selected university programs.

**Program Requirements:** (1) 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 necessary preparatory courses needed to gain admittance to the program. A MINIMUM SCORE OF 79 ON THE READING ASSESSMENT IS REQUIRED FOR ANY ENGINEERING TECHNOLOGY COURSE.

(2) A demonstrated proficiency in English Composition is required before graduation. This may be accomplished by successful completion ("C" grade or above) of ENG 100 Composition and Style, or by a qualifying score on the assessment examination.

(3) Many Engineering Technology courses (ENT prefix) have specific prerequisites that must be met prior to class admittance. See course descriptions in the back of the catalog for individual requirements.

(4) Any student registering for an Engineering Technology course must obtain a program advisor's signature on the course registration form before registering. Any student requesting an evaluation of transfer credits is recommended to meet with an Engineering department advisor.

(5) Any course used to satisfy an Engineering Technology degree or certificate requirement must be completed with a "C" or above grade.

**General Information:** Most courses within the Engineering Technology program requires some degree of manual dexterity, good eyesight, and the ability to perform manual operations such as light lifting and operating test equipment. Specific courses may be suitable for the physically impaired student - contact a program advisor if you have specific questions or needs.

**Program Description:** The A.A.S. degree in Engineering Technology consists of the 1st year core classes (i.e., the Engineering Certificate), the 2nd year elective block, and the General Education requirements. A student may elect to complete only the one-year certificate, or complete the entire A.A.S. degree program of study. The block of elective courses in the 2nd year allows a student (or employer) to custom tailor the degree plan to fit individual needs. These electives also facilitate the integration of several academic disciplines into a student's program of study. Program advisors work with each student to develop a specific program of study.



**ENGINEERING TECHNOLOGY  
CERTIFICATE PROGRAM**

The Certificate program is a three quarter, 54 credit program that prepares students for many entry-level jobs within the field of engineering technology. The curriculum includes 12 elective credits to allow a student to orient his/her study towards a specific area of speciality. This certificate program also serves as the first year of the two-year Associate of Applied Science Engineering Technology degree.

<b>Certificate Requirements:</b>		<b>CREDITS</b>
ELT 107	Industrial Electronics I	5
ENT 101	Intro Engineering Graphics	3
ENT 102	Drafting/Design I	3
ENT 111	Engineering Materials	3
ENT 116	Technical Mathematics	5
ENT 118	Introduction to Technical Computing	4
ENT 201	Computer Aided Drafting I	4
ENT 207	Technical Job Seeking	1
ENT 215	Engineering Planning & Control	2
ENT 216	Statistical Quality Control	2

Required General Education Courses:

PHY 111	Physics: Algebra Based I	5
PHY 112	Physics: Algebra Based II	5

Electives: Select with advisor approval	12
<b>Total Credit Hours for Certificate</b>	<b>54</b>

**Note:** An assessment of 105 or completion of ENG 100 is also required to demonstrate English proficiency.

**ENGINEERING TECHNOLOGY DEGREE PROGRAM**

The Engineering Technology A.A.S. Degree program is a six quarter, 110 credit hour program that prepares students for more specialized entry-level jobs within the field of engineering technology. The curriculum is designed with a high degree of flexibility so that a student or employer may select electives as needed to prepare for specific occupational needs. This degree program will articulate into many university Industrial Technology programs. The curriculum consists of (a) the first-year core (Engineering Certificate), (b) the second year technical elective "pool", and (c) the general education requirements.

<b>Degree Requirements:</b>		<b>CREDITS</b>
First Year Core: (Engineering Certificate)		54
Second Year:		
Technical Electives (see Note 1 below)		43
General Education courses (see Note 2 below)		13
<b>Total Credits for Degree:</b>		<b>110</b>

**Note 1:** "Technical Electives" refer to courses from the approved elective list, and includes selected courses from Engineering, Electronics, Business, Computer Science, Management, Math/Science, Welding, and Design. Technical Electives must be approved by an advisor from the Engineering department.

**Note 2:** Total General Education credits are 23, as follows: PHY 111 (5), PHY 112 (5), Speech (5), PSY 120 (5), and General Education elective (3). PHY 111 and PHY 112 are requirements in the 1st year core.

**From the Design area:**

AAD 251	Interior Design I	3
AAD 252	Interior Design II	3
AAD 253	Interior Design III	3
ART 121	Drawing I	3
ART 122	Drawing II	3
ART 131	Design I	3
ART 132	Design II	3

**From the Business area:**

ACC 121	Principles of Accounting I	5
ACC 122	Principles of Accounting II	5
ACC 123	Principles of Accounting III	5
ACC 208	Lotus 123 Applications for Business	3
BUS 115	Introduction to Business	5
BUS 128	Keyboarding for Computers	2
BUS 165	Human Relations at Work	5
BUS 217	Business Communication and Report Writing	5
BUS 221	Business Law	5
BUS 256	Desktop Publishing	2

**From the Computer Science area:**

CIS 110	Intro to Microcomputer Operating Systems: DOS	3
CIS 116	Logic and Program Design	5
CIS 118	Introduction to Microcomputer Applications	5
CIS 138	Microcomputer Interfaces: Windows	3
CIS 140	Intro to Microcomputer Databases: Access	5
CIS 160	BASIC Language Programming	5
CIS 161	Advanced Basis Language Programming	5
CIS 175	UNIX	5
CIS 276	Systems Analysis and Design	5
CSC 160	Computer Science I: (C++ Programming)	5

**From the Electronics area:**

ELT 108	Industrial Electronics II	5
ELT 109	Electronics Technology Seminar I	1
ELT 110	Electronics Assembly	4
ELT 119	Electronics Technology Seminar II	2
ELT 129	Electronics Technology Seminar III	3
ELT 201	Digital Fundamentals II	5
ELT 202	Microprocessors I	5
ELT 203	PC Repair	5
ELT 204	Linear ICs and Sensors	5
ELT 205	Electronic Communications I	5
ELT 206	Electronic Communications II	5
ELT 207	Electronic Communications III	5
ELT 208	Electronic Design and Fabrication	5
ELT 209	Independent Study in Electronic Technology I	1
ELT 210	Practical Solid State Troubleshooting	5
ELT 211	Integrated Circuit Fabrication Techniques	5
ELT 212	Automation Control Circuits	5
ELT 213	Video Systems	5
ELT 214	CET Exam Preparation	5
ELT 219	Independent Study in Electronic Technology II	2
ELT 223	Industrial Electricity II	5
ELT 224	Programmable Logic Controllers	5
ELT 229	Independent Study in Electronic Technology III	3



**Engineering Department, cont.**

**From the Engineering area:**

ENT 100	Introduction to Technology	1
ENT 103	Drafting/Design II	3
ENT 104	Drafting/Design III	3
ENT 105	Basic Field Survey: Civil	6
ENT 106	Engineering Materials: Civil	3
ENT 109	Engineering Seminar I	1
ENT 119	Engineering Seminar II	2
ENT 129	Engineering Seminar III	3
ENT 112	Manufacturing Processes	4
ENT 113	Architectural Print Reading	4
ENT 114	Introduction to Architectural Drafting	4
ENT 121	Introduction to Descriptive Geometry	2
ENT 122	Engineering Graphic Applications	2
ENT 202	Computer Aided Drafting II	4
ENT 203	Computer Aided Drafting III	4
ENT 204	Computer Aided Drafting IV	4
ENT 205	Electro/Mechanical Design	4
ENT 206	Statics	5
ENT 209	Independent Study in Engineering Technology I	1
ENT 219	Independent Study in Engineering Technology II	2
ENT 229	Independent Study in Engineering Technology III	3
ENT 217	Fluid Mechanics: Hydraulic/Pneumatic	3
ENT 221	Strength of Materials	5
ENT 225	Computer Aided Manufacturing	4
ENT 226	Civil Hydraulics	3
ENT 227	Robotics	4
ENT 235	Drafting: Architectural II	4
ENT 236	Drafting: Structural	4
ENT 237	Drafting: Civil	5
ENT 245	Drafting V: Architectural	4
ENT 255	Drafting VI: Architectural	4
ENT 246	Mechanical Design: Manufacturing	4
ENT 247	Mechanical Design: Facilities	4
ENT 296	Engineering Internship	Variable 1-6
ENT 298	Engineering Problems & Applications	4

**From the Management area:**

MAN 125	Teambuilding	2
MAN 155	Total Quality Improvement: Principles	3
MAN 156	Total Quality Improvement: Decision Making Tools & Techniques	3
MAN 157	Total Quality Improvement: Customer Focus	3
MAN 226	Principles of Management	5
MAN 237	Supervisory Management I	5

**From the Math/Science area:**

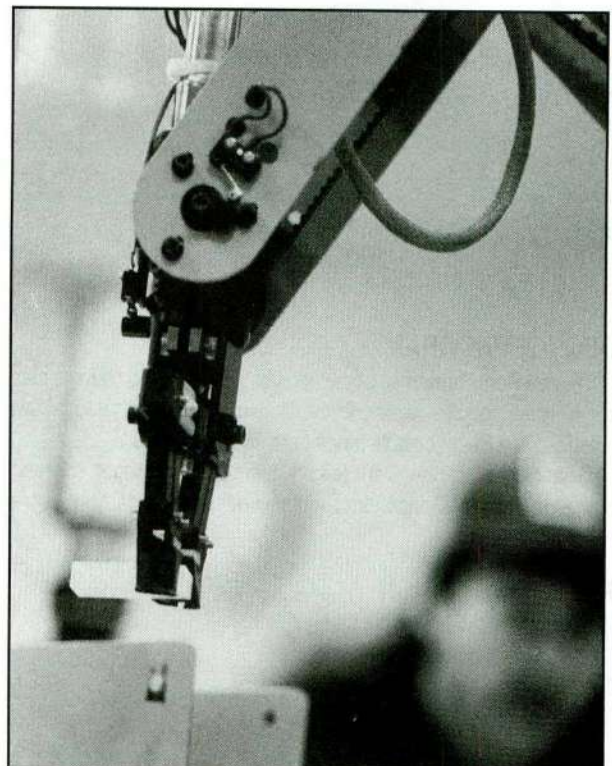
MAT 113	College Plane Geometry	5
MAT 121	College Algebra	5
MAT 122	College Trigonometry	5
MAT 125	Survey of Calculus	5
MAT 135	Introduction to Statistics	5
MAT 201	Calculus I	5
PHY 113	Physics: Algebra Based III	5

**From the Welding area:**

WLT 100	Beginning Welding	2
WLT 124	Fundamentals of Welding Metallurgy	5
WLT 126	Welding Inspection and Quality Control	5

**ENGINEERING ADVISORY COMMITTEE**

Kurt Bachman Kodak of Colorado	Rachel Olbrys Exponential Engineering Co. Fort Collins
Lyle Reynolds EFTC Greeley	John Lenz Engineering Technician Kodak of Colorado
Matt Scheppers Exponential Engineering Co. Fort Collins	James Parnell Construction Management Colorado State University
Donna Camilliere City of Loveland	Herb Peralez Miner & Miner Consulting Engineers, Inc.
Dan Correll Building Inspector City of Greeley	Shawn Renfro Symbios Logic Ft. Collins
Connie Cross Woodward Governor Co.	Elise Sundem AE Associates Greeley
Tom Manus Industrial Sciences Colorado State University	Jeff Wieringa HACH Corporation Loveland
Phyllis Huston Hewlett Packard Ft. Collins Division	David Zdanowitz Hewlett Packard Greeley
Gary Weishahn EFTC Greeley	





## Graphic Department

# GRAPHIC TECHNOLOGY

**Program Advisors:** Deb King and Lori Ford

**Program Length:** 900 clock hours (74 credits) for the Certificate in Occupational Education or 1160 clock hours (99 credits) for the Pre-press Option or 1130 clock hours (98 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 Technology Division program must have an appropriate Technology Division program advisor's signature on the course registration form before registering.

### PRESS OR PRE-PRESS OPTION CERTIFICATE PROGRAM

Certificate Requirements:	CREDITS
Fall Quarter	24
BTE 100 Touch Keyboarding	4
GRT 101 Graphic Technology I	20
Winter Quarter	25
BUS 141 Introduction to Communications	5
GRT 102 Graphic Technology II	20
Spring Quarter	25
MAT 110 Applied Business Mathematics	5
GRT 103 Graphic Technology III	20
<b>Total Credits for Certificate</b>	<b>74</b>

### DEGREE PROGRAM

**Degree Requirements:** Completion of eight required courses plus six to seven courses related to the student's option as listed below. (Total Degree Requirements range from 98 to 99 credits.)

**General Education Courses:** A minimum of 23 quarter credit hours of General Education courses are required with advisors approval.

### PRE-PRESS OPTION

Required Courses:		
GRT 101	Graphic Technology I	20
GRT 102	Graphic Technology II	20
GRT 103	Graphic Technology III	20

### General Education Courses

BUS 141	Introduction to Communications	5
BUS 142	Intermediate Communications	5
BUS 165	Human Relations at Work	5
MAT 110	Applied Business Math	5
PSY 120	Psychology of Leadership	4

### Electives

You must choose 4 credits from the following electives

BTE 100	Touch Keyboarding I	4
BUS 101	Speed and Accuracy I	4

You must choose 11 credits from the following electives

AAD 121	Computer Design I	3
AAD 122	Computer Design II	3
ART 121	Drawing I	3
ART 122	Drawing II	3
ART 131	Design I	3
ART 135	Computer Graphics I	3
ART 136	Computer Graphics II	3
ART 151	Photography I	3
ART 152	Photography II	3
ART 244	Graphic Design I	3
ART 245	Graphic Design II	3
BUS 128	Keyboarding for Computers	2
BUS 256	Desktop Publishing Page Maker Software	2
CIS 118	Introduction to Microcomputer Applications	5
CIS 137	Desktop Publishing: Ventura	5
COM 112	Intro to Mass Media	5
COM 280	Desktop Video Production	3
CSC 100	Computer Literacy	5
CIS 160	BASIC Language Programming	5
ENG 100	Composition Style and Technique	5
GRT 104	Graphic Technology IV	10
GRT 199	Graphic Technology/Special Needs	1
GRT 295	Graphic Technology/Independent Study	2
GRT 296	Graphic Technology/Independent Study	3
GRT 297	Graphic Technology/Independent Study	5
GRT 299	Graphic Technology/Practicum	1
MAN 208	Small Business Management	5
<b>Total Pre-Press Option Credits</b>		<b>99</b>

### PRESS OPTION

#### Required Courses

GRT 101	Graphic Technology I	20
GRT 102	Graphic Technology II	20
GRT 103	Graphic Technology III	20

#### General Education Courses

BUS 141	Intro to Communications	5
BUS 165	Human Relations at Work	5
ENT 115	Intro to Technical Mathematics	5
PHY 105	Conceptual Physics	5
PSY 120	Psychology of Leadership	4



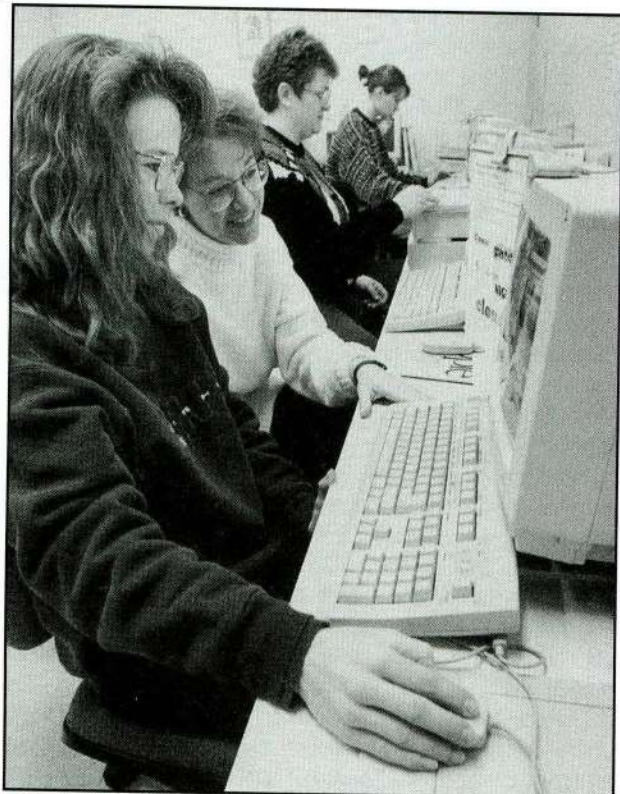
**Electives**

You must choose 14 credits from the following electives

BTE 100	Touch Keyboarding	4
BUS 101	Speed and Accuracy I	4
BUS 115	Introduction to Business	5
BUS 142	Intermediate Communications	5
CIS 160	BASIC Language Programming	5
CSC 100	Computer Literacy	5
GRT 104	Graphic Technology IV	10
GRT 199	Graphic Technology/Special Needs	1
GRT 295	Graphic Technology/Independent Study	2
GRT 296	Graphic Technology/Independent Study	3
GRT 297	Graphic Technology/Independent Study	5
GRT 299	Graphic Technology/Practicum	1
MAN 208	Small Business Management	5
MAT 111	Beginning Algebra	5
<b>Total Press Option Credits</b>		<b>98</b>

**GRAPHIC TECHNOLOGY ADVISORY COMMITTEE**

Pat Donovan	Mark Simon
Choice Printing	United Printing, Denver
Ft. Collins	
Margaret Willoughby	Verne Felton
Aims/Graphic Production	Multigraphics, Cheyenne
Mark Swisher	Dean Ginther
R.R. Donnelley, Norwest, Inc.	Printing Plate Product & Technology Development
	Kodak/Colorado Division
Ron DeVeny	Bill Heideman
Trinity Printing, Inc.	Kodak, Windsor
Longmont	



**RADIOLOGIC TECHNOLOGY**

(Diana Duncan, Dept. Chair, Ext. 341; Debi Knudson, Ext. 419; Kim Novinger, Ext 324)

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

**Entrance Requirements:**

Prerequisites include:

HLH 161	Basic Healthcare Behaviors
HLH 162	Basic Healthcare Techniques
HLH 131	Medical Terminology
EMS 127	CPR
XRT 100	Introduction to Radiologic Technology

High school biology and chemistry or physics and a math assessment score equivalent to basic understanding of intermediate algebra. This program starts **ONLY** in the fall quarter. **Admission is highly competitive and early ADVISING with the Advising Core is recommended. A SPECIAL RADIOLOGIC TECHNOLOGY PROGRAM APPLICATION distributed only in the XRT-100 course,** must be completed and submitted to the department. Students are admitted on a first-come-first served basis, once pre-requisites and acceptable admission rating are achieved. **Contact Advising/Assessment & Career Services for entrance specifics as soon as possible.**

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

<b>Degree Requirements:</b>		<b>CREDITS</b>
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 111	Clinical Experience I	3
XRT 112	Clinical Experience II	5
XRT 113	Clinical Experience III	5
XRT 114	Clinical Experience IV	9
XRT 118	Radiation Protection & Biology	3
XRT 121	Radiographic Exposure I	4



XRT 122	Radiographic Exposure II	3
XRT 206	Radiographic Pathology	3
XRT 211	Clinical Experience V	8
XRT 212	Clinical Experience VI	8
XRT 213	Clinical Experience VII	9
XRT 214	Clinical Experience VIII	9
XRT 221	X-ray Equipment Operation & Maintenance I	5
XRT 222	X-ray Equipment Operation & Maintenance II	4
<b>TOTAL CREDITS</b>		<b>94</b>

<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>20</b>
BIO 120	Basic Human Anatomy & Physiology	5
SPE 125	Interpersonal Communication	5
CSC 185	Special Topics in Computer Science	5
ENG 100	Composition Style and Technique	5
<b>TOTAL CREDITS</b>		<b>20</b>

**Total Curriculum Credit Hours** 114

#### Related Courses

XRT 100	Introduction to Radiologic Technology	5
XRT 231	Radiologic Sciences Review	3
XRT 289	Clinical Activity	1-10
to 298		

### RADIOLOGIC TECHNOLOGY ADVISORY COMMITTEE

Samuel Potts, R.T. (R) Administrative Technologist Longmont United Hospital	Greg Messmer, R.T.(R) Administrative Technologist NCMC & McKee Medical Center
---	---

Hank Thode M.D. Radiologist McKee Medical Center	Tate Borleske, R.T.(R) Staff Technologist Poudre Valley Hospital
--	--

Glenn Hewitt, M.D. Radiology - Medical Advisor North Colorado Medical Center	James Herman, R.T.(R) Staff Technologist North Colorado Medical Center
--	--

Dennis Isaacson, R.T. Administrative Technologist Poudre Valley Hospital	Elizabeth Fegley, R.T.(R) Supervising Technologist Poudre Valley Hospital
--	---

Jodi Buchanan, R.T.(R) Staff Technologist North Colorado Medical Center	Raymond Geis, M.D. Radiologist Poudre Valley Hospital
---	---

John Budge, M.D. Radiologist Longmont United Hospital	Mary Richards, R.T.(R) Clinical Instructor Longmont United Hospital
---	---

Jon Lapp, R.T.(R)  
Greeley, Colorado

## Welding Department

### WELDING TECHNOLOGY

**Program Advisors:** Bill Killebrew, Ed Schwartz, and Mike Spika

**Program Scheduling:** The Welding Department advisors will work with individuals and companies alike to plan customized programs of study that will meet their needs. The standard scheduling for certificates and degrees are listed below:

**WELDING TECHNOLOGY DEGREE: (One Year Option)**

3 to 4 quarters (1160 classroom and lab hours)

**WELDING TECHNOLOGY DEGREE: (Two Year Option)**

6 to 7 quarters (1160 classroom and lab hours)

**WELDING SYSTEMS MANAGEMENT DEGREE: (Two Year Option)**

6 to 7 quarters (1160 classroom and lab hours)

**WELDING TECHNICIAN CERTIFICATE: (One Year Option)**

3 quarters (1000 classroom and lab hours)

**WELDING TECHNICIAN CERTIFICATE: (Two Year Option)**

6 quarters (1000 classroom and lab hours)

**WELDING SYSTEMS MANAGEMENT CERTIFICATE: (Two Year Option)**

6 quarters (1010 classroom and lab hours)

**NOTE:** The Welding Technician (Two year option) and the Welding Systems Management Option can be taken concurrently.

**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.** Designed to develop the skills necessary for managing modern welding processes and related technology with emphasis on improving quality, productivity, and profitability. The principles of Total Quality Leadership are 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.

**American Welding Society Testing Center #940707.** The Aims College Welding Technology Center is accredited to perform tests for the American Welding Society Certified Welder program. The Center also assists companies and individuals in developing welding procedures, in-house welder qualification programs and pre-employment testing. Pre-exam Seminars are available for individuals preparing to successfully complete the AWS Certified Welding Inspector Exam. Besides providing qualification and certification



**Welding Department, cont.**

services for the welding community, the Test Center provides real world experiences for students enrolled in traditional offerings at the Technology Center. 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.

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

**CERTIFICATE PROGRAMS**

<b>Certificate Requirements: (Welding Technician Option)</b>		<b>CREDITS</b>
ENT 115	Introduction to Technical Math	5
PHY 105	Conceptual Physics	5
WLT 141	Oxy-Acet Welding	12
WLT 142	Shielded Metal Arc I	12
WLT 143	Shielded Metal Arc II	12

**Certificate Electives:**

The student must complete a minimum of 36 credit hours of courses selected from the list below. Courses must be approved by a Welding Department Advisor.

*WLT 144	Specialized Welding I	12
WLT 241	Shielded Metal Arc III	12
WLT 242	Pipe Welding	12
WLT 243	Gas Metal Arc Welding	12
*WLT 244	Specialized Welding II	12
<b>Total Credits Required</b>		<b>82</b>

\*Specialized Welding includes, but is not limited to, these specialties: Gas Tungsten Arc Welding, Gas Tungsten Arc Pipe Welding, Structural Welding Processes and Procedures, Fabrication, Welding Repair and Maintenance Techniques

**(Welding Systems Management Option)**

<b>Certificate Requirements:</b>		<b>CREDITS</b>
WLT 121	Calculator Layout Techniques for Materials	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	American Welding Society Welding and Testing Symbols with Blueprint Review	5
WLT 126	Welding Inspection and Quality Control	5
WLT 127	Principles of Weldment Design	5
WLT 128	Principles of Cost Estimating for Welding	3
ENT 115	Introduction to Technical Math	5
PHY 105	Conceptual Physics	5

**Certificate Electives:**

The student must complete a minimum of 36 credit hours of courses selected from the list below. Courses must be approved by a Welding Department Advisor.

*WLT 144	Specialized Welding I	12
WLT 241	Shielded Metal Arc III	12
WLT 242	Pipe Welding	12
WLT 243	Gas Metal Arc Welding	12
*WLT 244	Specialized Welding II	12
<b>Total Credits Required</b>		<b>80</b>

\*Specialized Welding includes, but is not limited to, these specialties: Gas Tungsten Arc Welding, Gas Tungsten Arc Pipe Welding, Structural Welding Processes and Procedures, Fabrication, Welding Repair and Maintenance Techniques

**DEGREE PROGRAMS**

<b>Welding Technology Option</b>		<b>CREDITS</b>
Completion of the certificate requirements for Welding Technician Option plus the following courses:		
CIS 110	Intro to Microcomputer Operating System: DOS	3
ENT 118	Intro To Technical Computing	4
HEN 106	Red Cross/Standard First Aid/CPR	3
	Selected General Education Courses with Advisor Approval	6
<b>Total Credits Required</b>		<b>98</b>

<b>Welding Systems Management Option</b>		<b>CREDITS</b>
Completion of the certificate requirements for Welding Systems Management Option plus the following courses:		
CIS 110	Intro to Microcomputer Operating System: DOS	3
ENT 118	Intro To Technical Computing	4
PSY 120	Psychology of Leadership and Management	5
	Selected General Education Courses with Advisor Approval	12
<b>Total Credits Required</b>		<b>114</b>

**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	2
WLT 121	Calculator Layout Techniques for Materials	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**

Lee Benson Monfort of Co., Inc.	Rick Kamerzell Kodak of Colorado
Mike Emerick Hobart Brothers Welding	Dale Majors Former Owner of Majors Welding Supply
Farren Elwood Self Employed	Glenn Vennendaal Monfort Fab Department
Bill Hancock Colorado Oxygen Company	Bill DeCrescentis Colorado State Forest Service



# Continuing Education Division



**Dr. Richard Wood**  
Dean of  
Continuing Education

**Location:**  
College Center, Room 725

**Telephone:**  
330-8008, Ext. 218

**Office Supervisor:**  
Rebecca Sperber

**Senior Secretary:**  
Marsha Harmon, Ext. 331  
Laura Strong, Ext. 418

**Scheduling Events:**  
Debra Wall, Ext. 354

**Center for Quality Improvement:**  
Don Feldhaus, Ext. 294

**Work Keys Program Director:**  
Julie Wilson, Ext. 318

**Welding Technology Center:**  
Bill Killebrew, Ext. 203

Continuing Education Division at Aims Community College is an exciting and dynamic unit of the institution geared to helping bring the resources of the college to the community. The major goal is to provide life-long learning opportunities. In its mission statement, the Division serves as a support arm of the college in a way that: 1) educational activities for professional growth and recreational interests are provided to individual members of the community with a low-cost, high-benefit ratio; 2) customized training programs are developed and offered to meet the emerging educational needs of local industries; 3) life-long learning is supported by providing programs for all levels of students; 4) a community-based environment is created that supports a focus on the principles of quality improvement; and 5) national resources are made available to the local area through teleconferences, so the citizens of the community are served. To reach these goals, the Continuing Education Division offers a wide variety of services.

## CUSTOMIZED TRAINING

Through Continuing Education, Aims is dedicated to providing high-quality, low-cost support in helping organizations meet their training needs. Customized training involves close collaboration between the customer and the College in the development and delivery of specialized curricula. With the ability to call upon the expertise provided by professional and support staff at Aims Community College and others in the area, the specific needs of organizations can be met. Steps in providing customized training: 1) initial consultation, 2) development of training agreement or contract, 3) needs assessment using a task/work analysis process, 4) instructors and customer collaborate to design program 5) delivery of material with continuous customer involvement, 6) evaluation of delivery and impact on customer organization. The Continuing Education Division extends a simple guarantee for contracted services: *If our services fail to meet your requirements as contractually agreed upon, we will re-provide the services at no charge.*

## JOB PROFILING AND SKILLS ASSESSMENT

To compete in the global economy, businesses are concerned with two major issues involving employees: 1.) upgrading the skill level of the current work force and 2.) selecting a future work force with appropriate skills. To help organizations in this effort, Aims Community College has an ACT Certified Job Profiler who can specifically identify the skills needed to perform a job. This information can be used to upgrade the skill level of the current work force and as a screening device for the future work force. To complete the process, Aims Community College can administer the Work Keys assessments to determine the current functional level of an individual relative to the skills needed to perform the job. Based upon the results of the assessments, Aims Community College can offer training specific to raising the educational level of the work force. Aims Continuing Education Division was one of the first ACT Work Keys Service Centers in the nation.

## COMPUTER TRAINING

In its commitment to upgrading the skill level of the work force, Aims has established Business & Industry Computer Training Facilities. Dedicated to business and industry groups, these facilities are available to serve the training needs of organizations in the area. Our goal is to provide an opportunity to upgrade the work force in ever-changing skills as technology advances. Instruction in various applications can be arranged, including word processing, spreadsheets, data bases, networking, presentation, desktop publishing, and multi-media. We offer numerous software and operating system packages including: Lotus 1-2-3, WordPerfect, MicroSoft Office, Paradox, Quattro Pro, Windows, Windows 95, Netware, Groupwise, DOS, CC Mail and Power Point. Other facilities are also available using IBM or Macintosh environments and collaborative software. If your program is not listed here, instruction can be customized to meet your company's needs.

## SPECIALIZED TRAINING FACILITIES

Aims Community College offers a wide variety of specialized occupational programs and has developed numerous skills-specific labs. Training in special skills enhancement can be arranged upon request, including (but not limited to) the following: flight simulator, reading and writing, automotive shop, printshop/graphics, science and math, biofeedback, early childhood, radiology, welding technology, and engineering/electronic technology.

## CENTER FOR QUALITY IMPROVEMENT AT AIMS (CQIA)

For an organization to survive and compete in the global economy, it needs to be involved in the quality movement. Aims Community College is dedicated to leading the quality revolution in the northern Colorado area. To achieve that end, the Center for Quality Improvement at Aims was established with the goal of providing organizations and individuals help as they progress on the quality journey. The Center offers help with the improvement process, a forum for networking, a resource center, a Quality Improvement Update Newsletter, customer service support, a Quality Improvement Certificate Program, Specialist in Customer Service Certificate Program, and specific skills training.



### QUALITY IMPROVEMENT CERTIFICATE

Quality Improvement is a belief that the quality of products and services provided by an organization or individual can be continuously improved when leadership has a focus on customers. The Continuing Education Quality Improvement Certificate Program is a comprehensive, in-depth exposure to one of the most important issues facing our democratic system. Quality Improvement is a mind set and action-oriented approach to create high-performance work systems that strive to satisfy CUSTOMERS through LEADERSHIP that promotes TEAMWORK and uses DATA to continuously improve products and services. The requirements for a certificate include 62 contact hours of core subjects and a minimum of 24 contact hours of electives, spread over a period of about six months.

### SPECIALIST IN CUSTOMER SERVICE CERTIFICATE

The Customer Service Certificate Program is designed to help organizations and individuals focus on ways to maximize the satisfaction and loyalty of their customers. The certificate program provides comprehensive knowledge and skills development: understanding the customer service chain; how to keep informed of what customers think and feel; phone and service counter interactions; how to handle angry/upset customers; creative ways to thank customers; how to develop a customer service plan; and techniques for customer service trainers. The program is 20 contact hours of formal training and 5 contact hours of participant activities spread over approximately three months.

### LIVE TELECONFERENCES AND TAPED VIDEOCONFERENCES

Live teleconferences provide an opportunity to bring national topics and speakers to the Greeley area at a reasonable price, and include telephone and fax connections for live questions. Previous telecasts have included Deming, Blanchard, Scholtes, Senge, and Covey. Broadcasts are often followed with special presentations or local panel discussions with guests. Some live broadcasts are taped and rebroadcast as a videoconference, at a later date. Additional opportunities to view tapes of some broadcasts can be arranged individually.

### WORKSHOPS & SEMINARS

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

A variety of workshops for adults, teens and families are offered throughout the year including: crafts, nutrition, photography, study skills and driver education.

Seminars and training sessions for professional growth on topics including career advancement, interpersonal relationships, training the trainer, and skill enhancement are offered.

### COLLEGE FOR KIDS

College for Kids is an enrichment program for students in grades one through twelve. 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.

Schedules vary from one-day sessions to eight-week sessions. A variety of classes in six categories are offered: Computer Activities, Fine and Performing Arts, Languages, Physical Education, Smart Kids--Safe Kids, and Explorations in Science. Instructors include Aims faculty, public/private school teachers and other approved professionals. Costs are kept as low as possible to allow all students an opportunity to attend.

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. Enrollment continues at the rate of 1,500 to 2,000 students during the year.

### 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 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.

### FACILITIES RENTAL

Aims Community College has a variety of facilities available for general use by the community at modest fees. The fields and grounds on Aims Campus can also be utilized for a nominal fee. Priority is given to Aims related functions. The community may request the use of the facilities based upon availability.

The classrooms and computer labs can accommodate 15-40 people depending upon the physical environment. Conference rooms can serve up to 300 people comfortably. A variety of audio-visual equipment is available or can be provided in most rooms including: overhead projector, projection screen, TV/VCR, slide projector, flip chart, greaseboard, free-standing microphone, podium with microphone, and satellite downlink capability. The grounds or fields are available for gatherings or athletic activities. Any group outside Aims must sign a facilities/grounds contract prior to the event. Fees for facility or grounds use are based upon the number of people in the group utilizing the facility and charges for food services or additional services rendered. Deposits are required for certain events.

Arty's Campus Grill can provide catering services in the conference rooms to support the needs of any conference, training session or meeting. Groups may also individually purchase food items or beverages from the full-service food bar in the cafeteria. Buffet-style meals are available or you may select from the grill item or the soup/salad bar. Aims Community College is an alcohol and drug free educational institution, therefore, the policy of no alcoholic beverages is enforced. Smoking is not allowed in the buildings, however, there are designated areas outside.



# Course Descriptions

## Table of Contents

COURSE NAME	PAGE	COURSE NAME	PAGE
AAD Design .....	113	INS Insurance .....	155
ABF Auto Body Refinishing .....	113	ITA Italian .....	150
ABR Automotive Collision Repair Technology .....	113	JPN Japanese .....	150
ACC Accounting .....	115	LIT Literature .....	156
AMT Automotive Mechanics Technology .....	116	MAN Management .....	156
ANT Anthropology .....	118	MAR Marketing .....	157
ARS Art .....	118	MAS Mexican American Studies .....	158
ART Art .....	118	MAS Culture of Mexico and South America .....	159
AST Astronomy .....	119	MAT Mathematics .....	158
AVT Aviation Technology .....	120	MCM Specialized Manual Communications .....	160
BIO Biological Sciences .....	122	MUS Music .....	160
BIS Business Information Systems .....	123	PEA Physical Education Activities .....	162
BUS General Business .....	123	PEB Physical Education Ball Sports .....	162
CHE Chemistry .....	126	PED Physical Education Dance .....	163
CIS Computer Information Systems .....	127	PEF Physical Education Fitness .....	163
COM Communications Media .....	129	PHI Philosophy .....	165
CRJ Criminal Justice .....	130	PHY Physics .....	165
CSC Computer Science .....	132	POA Peace Officer Academy .....	166
CSL Counseling .....	168	POS Political Science .....	168
EAS Earth Science .....	133	PSY Psychology .....	168
ECE Early Childhood Education .....	133	REA Reading .....	170
ECO Economics .....	134	SCI Science .....	171
EDU Education .....	135	SOC Sociology .....	171
EDU/EDT Education .....	135/136	SPA Spanish .....	151
ELT Electronics Technology .....	137	SPE Speech .....	172
EMS Emergency Medical Services .....	138	SPP Special Program .....	172
ENG English Communications .....	141	STA Statistics .....	173
ENG English (Composition) .....	141	THE Theatre .....	173
ENT Engineering Technology .....	142	WLT Welding Technology .....	173
ESL English as a Second Language .....	144	XRT Radiologic Technology .....	175
FLC/FLS Senior .....	147		
FLE Expectant Families .....	147		
FLF Positive Parenting and Personal Growth .....	148		
FMT Farm and Ranch Business Management .....	148		
FRE French .....	149		
FST Fire Science .....	145		
GER German .....	149		
GEO Geography .....	151		
GEY Geology .....	152		
GRT Graphic Technology .....	152		
HEN Health Education .....	153		
HIS History .....	153		
HLH Health Occupations .....	154		
HUM Humanities .....	154		





# Course Descriptions

## **AAD: DESIGN**

### **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 131 CALLIGRAPHY I**

This course introduces calligraphy as an art form and as a design element in graphic design. Instruction includes tools and materials, the use of lettering styles and practical applications. Three credits.

### **AAD 132 CALLIGRAPHY II**

This course continues instruction in calligraphy using more advanced tools and lettering styles. Three credits.

### **AAD 133 CALLIGRAPHY III**

This course continues further instruction in calligraphy using more advanced tools, a variety of materials and more advanced lettering styles. Three credits.

### **AAD 242 SPECIAL TOPICS IN PHOTOGRAPHY**

This course offers activities which would involve photo processing and darkroom experience of a specialized nature. One to three credits.

### **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 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.

## **ABF: AUTO BODY REFINISHING ABR: AUTOMOTIVE COLLISION 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 141 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 refinish the damaged area using proper priming, sanding, and color application techniques. Twelve credits: 150 clock hours.

**ABR 142 AUTO BODY REPAIR II**

Students will learn to identify the panels on an auto and to use power tools in the repair, replacement, and alignment of damaged panels. They will remove and replace interior and exterior trim as necessary for completion of the repair, and refinish partial and complete panels. Prerequisite: ABR 141 or permission of instructor. Twelve credits: 150 clock hours.

**ABR 143 AUTO BODY REPAIR III**

Students will learn to diagnose minor electrical malfunctions in circuits, using continuity lights; will properly sand, prime, mask, and seal a car; will refinish the car with finishes currently used in industry, and will become familiar with the use of the front end alignment equipment and methods used in aligning the front end. Students will learn to remove, install, and make adjustment to automotive glass. They also will become familiar with the manuals and procedures of writing estimates. Prerequisite: ABR 141 or permission of instructor. Twelve credits: 150 clock hours.

**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 Hi-Tech 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 single and multiple stage painting, with skills developed from previous courses. 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 read 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. With instructor approval, the student may be placed in an intern position within the trade. Prerequisite: ABR 141 or permission of instructor. Twelve credits: 150 clock hours.



## **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. 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. 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. 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 cash flow statements, financial analysis, budgeting, cost and managerial accounting. Prerequisite: ACC 122 (ACC 197 recommended to be taken concurrently). Five credits: 50 clock hours.

### **ACC 131 INCOME TAX FOR INDIVIDUALS**

A study of the important income tax code provisions primarily as they affect individuals and sole proprietors. Topics include: filing requirements and status, inclusions/exclusions of gross income, itemized deductions, losses, depreciation, credits, and property transactions. Five credits: 50 clock hours.

### **ACC 132 INCOME TAX FOR PARTNERSHIPS AND CORPORATIONS**

A study of the important income tax code provisions as they apply to C corporations, S corporations, and partnerships. Topics include: analyzing forms of ownership, handling distributions, and preparing required forms. Three credits: 30 clock hours.

### **ACC 133 INCOME TAX FOR INDIVIDUALS AND BUSINESS**

Combined ACC 131 and ACC 132 into one class. Covers same topics. 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. Two credits: 30 clock hours.

### **ACC 207 FINANCIAL MANAGEMENT**

Deals with conceptual basis of financial management. Topics include financial statement analysis, budgeting, sources and cost of short-time and long-time capital, time-value of money calculations and analysis of the cost of capital. 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). Three credits: 45 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, current assets, current liabilities, and operational assets. Prerequisite: ACC 123 or permission of instructor. Five credits: 50 clock hours.

### **ACC 212 INTERMEDIATE ACCOUNTING II**

Continuation of ACC 211 with emphasis on long-term assets and liabilities (long-term and short-term), investments, and flow of funds. 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. Three credits: 45 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 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. 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. 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. 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 credit 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.

# **AMT: AUTOMOTIVE MECHANICS TECHNOLOGY**

**Safety awareness and accident prevention will be of top priority in all automotive courses.**

## **AMT 101 AUTO MECHANICS FOR BEGINNERS**

Students develop a basic knowledge of the major systems of the automobile upon successful completion of this course. Lesson plans will cover parts identification and basic theory of operation of the major systems. Minor repair and diagnosing common problems will be taught

and students will be provided the opportunity to try the hands-on activities. Good shop safety practices and accident prevention are included with each job in this course. Four credits: 60 clock hours.

## **AMT 131 BRAKES**

In this course students should learn the proper service procedures on disc, drum, and anti-skid brake systems. Each major system will be studied and tested in component identification and theory of operation. Lab work will involve the practice of performing the proper industrial\* methods of diagnosing, disassembling, measuring, inspecting, cleaning, machining, assembling, adjusting, and testing the various units of the systems. Sources of repair information and recommended maintenance procedures will be sought from automobile makers, component manufactures, and aftermarket manual companies. Safety awareness and accident prevention policies will remain a high priority throughout this course of instruction. Seven credits: 100 clock hours.

## **AMT 132 STEERING AND SUSPENSION SYSTEMS**

In this course the student should learn the proper diagnostic, service, and repair procedures on various suspension and steering systems, on two and four wheel alignments and on wheel and tire assemblies. Each system will be studied and tested in component identification and theory of operation. Lab work will involve the practice of performing the proper industrial\* methods of diagnosing, disassembling, measuring, inspecting, cleaning, assembling, adjusting, and testing of components in the various systems. Sources of repair information and recommended maintenance procedures will be sought from automobile makers, component manufactures, and aftermarket manual companies. Safety awareness and accident prevention policies will remain a high priority throughout this course of instruction. Seven credits: 100 clock hours.

## **AMT 133 ENGINE PERFORMANCE**

In this course students should learn the proper diagnostic, service, and repair procedures on the engine to obtain maximum performance and economy while minimizing exhaust emissions. Each system will be studied and tested in component identification and theory of operation. Lab work will involve the practice of performing the proper industrial\* methods of diagnosing, disassembling, measuring, inspecting, cleaning, assembling, adjusting, and testing of components in the ignition, fuel, computer, and emission control systems. Sources of repair information and recommended maintenance procedures will be sought from automobile makers, component manufactures, and aftermarket manual companies. Safety awareness and accident prevention policies will remain a high priority throughout this course of instruction. Twenty credits: 260 clock hours.

## **AMT 134 MANUAL DRIVE TRAINS AND AXLES**

In this course the students should learn the proper service procedures on clutch assemblies, manual transmissions and final drive components. Each major system will be studied and tested in component identification and theory of operation. Lab work will involve the practice of performing the proper industrial\* methods of diagnosing, disassembling, measuring, inspecting, cleaning, assembling, adjusting, and testing the various units of the systems. Sources of repair information and recommended maintenance procedures will be sought from automobile makers, component manufactures, and aftermarket manual companies. Safety awareness and accident prevention policies will remain a high priority throughout this course of instruction. Seven credits: 100 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**

In this course the student should learn the proper diagnostic, service, and repair procedures on the major systems of the automotive engine. Each system will be studied and tested in component identification and theory of operation. Lab work will involve the practice of performing the proper industrial\* methods of diagnosing, disassembling, measuring, inspecting, cleaning, assembling, adjusting, and testing of the cooling system, lubrication system, block, valve train and supporting components pertaining to those systems. Sources of repair information and recommended maintenance procedures will be sought from automobile makers, component manufactures, and aftermarket manual companies. Safety awareness and accident prevention policies will remain a high priority throughout this course of instruction. Nine credits: 120 clock hours.

### **AMT 232 ELECTRICAL**

In this course the student should learn the proper diagnostic, service, and repair procedures on the electrical and electronic systems. Each system will be studied and tested in component identification and theory of operation. A portion of the course studies the fundamental principles of electricity. Lab work will involve the practice of performing the proper industrial\* methods, where applicable, of diagnosing, disassembling, measuring, inspecting, cleaning, assembling, adjusting, and/or testing of the all major and auxillary electrical circuits, computerized circuits, battery, and charging and starting systems. Sources of repair information and recommended maintenance procedures will be sought from automobile makers, component manufactures, and aftermarket manual companies. Safety awareness and accident prevention policies will remain a high priority throughout this course of instruction. Fifteen credits: 200 clock hours.

### **AMT 233 AUTOMATIC TRANSMISSIONS AND TRANSAXLES**

In this course students should learn the principles of hydraulics, planetary gear sets, and power flow through modern automatic transaxles. Each system will be studied and tested in component identification and theory of operation. Lab work will involve the practice of performing the proper industrial\* methods of diagnosing, disassembling, measuring, inspecting, cleaning, assembling, adjusting, and testing of the various units in the system. Sources of repair information and recommended maintenance procedures will be sought from automobile makers, component manufactures, and aftermarket manual companies. Safety awareness and accident prevention policies will remain a high priority throughout this course of instruction. Nine credits: 120 clock hours.

### **AMT 234 HEATING AND AIR CONDITIONING**

In this course students should learn the proper diagnostic, service, and repair procedures on heating and air conditioning systems to include both R-12 and R134 refrigerants. Each system will be studied and tested in component identification and theory of operation. Lab work will involve the practice of performing the proper industrial\* methods of diagnosing, disassembling, measuring, inspecting, cleaning, assembling, adjusting, and testing of individual components and/or whole systems. In addition, the student should learn the skills of recovering, evacuating, charging, and testing the A/C systems. Students who successfully meet the requirements of the course can complete the necessary testing to become a certified A/C technician.

Sources of repair information and recommended maintenance procedures will be sought from automobile makers, component manufactures, and aftermarket manual companies. Safety awareness and accident prevention policies will remain a high priority throughout this course of instruction. Six credits: 80 clock hours.

### **AMT 261 COMPUTER CONTROLLED ENGINE SYSTEMS**

This course provides a basic knowledge and understanding of computer command controlled engines. Students will study the feedback computer design that incorporates the process of input, processing, and output. The input sensors and the electronic controls that change engine fuel, timing, and emission controls will be recognized from various manufacturers. The connection will be made between various emission control systems, exhaust pollutants, and computer controlled systems. Study will also include basic service procedures of feedback carburetion and fuel injection. Students will learn the process of testing computer equipped engines using special test instruments and with basic shop equipment such as digital multimeter. Prerequisite: AMT 133 or permission of instructor. Four credits: 60 clock hours.

### **AMT 262 AUTOMOTIVE ELECTRONICS**

In this course students should learn the proper terms, circuit designs, semiconductors, and computer functions of automotive electronic systems. Each system will be studied and tested in component identification and theory of operation. A portion of the course will emphasize overall computer operation. Lab work will involve the practice of construction and measuring various circuits and respective components with both the multimeters, oscilloscopes, and logic probes. Proper troubleshooting techniques used on computer systems will be practiced throughout the course. Sources of repair information and recommended maintenance procedures will be sought from automobile makers, component manufactures, and aftermarket manual companies. Safety awareness and accident prevention policies will remain a high priority throughout this course of instruction. Twelve credits: 150 clock hours.

### **AMT 267 ADVANCED TECHNOLOGY**

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 133, or instructor permission. Eight credits: 100 clock hours.

### **AMT 268 EQUIPMENT PROCEDURES**

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 continue to become familiar with the use of digital multimeters, logic probes, scanners, and computer analyzers. Shop activities will also include working with the on-board computer to determine system problems, and activities that relate to diagnosis and repair procedures of such systems. Fifteen credits: 200 clock hours.



### **AMT 269 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 computerized analyzers to the convenient hand-held scanners. 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. This course is designed to allow the student to practice service and repair procedures on a repetitive and daily basis. S/he will encounter numerous driveability problems as a technician would in a working shop. Prerequisite: AMT 268, or instructor permission. Twelve credits: 150 clock hours.

**\*Competencies learned will parallel the requirements established by the Board of the NATIONAL INSTITUTE for AUTOMOTIVE SERVICE EXCELLENCE.**

## **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. Cultural Anthropology deals with issues of cultural diversity, pluralism, and relativism as a component of multi-cultural studies. 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.

## **ARS: ART**

### **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 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.

## **ART: ART**

### **ART 110 ART APPRECIATION**

This course is an introduction to the visual arts including language, concepts, process, and history. Course fulfills a humanities requirement. Five credits.

### **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 NON-WESTERN ART**

Provides the knowledge base to understand the visual arts, especially as related to NON-WESTERN CULTURE. Five credits.

### **ART 116 LETTERING I**

This course is an introduction to the manipulation of materials, tools, and styles of lettering and their uses as fine art media. Three credits.

### **ART 117 LETTERING II**

This course continues the manipulation of materials, tools, and styles of lettering and their uses as fine art media. Three credits.

### **ART 118 LETTERING III**

This course continues advanced manipulation of materials, tools, and styles of lettering and their uses as fine art media. Three credits.

### **ART 121 DRAWING I**

This course is an investigation of various approaches and media designed to develop drawing skills and visual awareness. Three credits.

### **ART 122 DRAWING II**

This course is a study of expressive drawing techniques and development of individual expressive style. Three credits.

### **ART 131 DESIGN I**

This course is a study of basic design elements, visual perception, form, and composition. Three credits.

### **ART 132 DESIGN II**

This course covers the application of design elements and principles to both two and three dimensional problems. Three credits.

### **ART 135 COMPUTER GRAPHICS I**

This course is an introduction to the processes of generating computer design. Three credits.

### **ART 136 COMPUTER GRAPHICS II**

This course continues the study of the processes of generating computer design. Three credits.

### **ART 137 COMPUTER GRAPHICS III**

This course continues advanced study of the processes of generating computer design. Three credits.

### **ART 141 JEWELRY AND METALWORK I**

This course is an introduction to the construction of jewelry designs in metals and small casting techniques. Three credits.

### **ART 142 JEWELRY AND METALWORK II**

This course emphasizes conceptual design development, using casting and specialized techniques. Three credits.



**ART 151 PHOTOGRAPHY I**

This course is an introduction to black and white photography as a fine art medium, and develops skills necessary for basic camera and lab operations. Three credits.

**ART 152 PHOTOGRAPHY II**

This course is a further exploration in camera and lab operations with an emphasis on individual creativity. It includes the development of a comprehensive portfolio. Three credits.

**ART 161 CERAMICS I**

This course is an introduction to traditional and contemporary ceramic forms and processes including handbuilding and throwing on the potter's wheel. Three credits.

**ART 162 CERAMICS II**

This course is a continuation of Ceramics I with emphasis on skills, techniques, and form. Three credits.

**ART 163 HANDBUILT CLAY I**

This course provides instruction in several methods of handbuilding and study of functional and decorative design elements. Three credits.

**ART 164 HANDBUILT CLAY II**

This course provides continued instruction in several methods of handbuilding. Surface treatment will be emphasized. Three credits.

**ART 211 PAINTING I**

This course covers color, composition, materials, and techniques of studio painting. Three credits.

**ART 212 PAINTING II**

This course emphasizes experimentation with materials, composition, and color. Three credits.

**ART 231 WATERCOLOR I**

This course is an introduction to the basic techniques and unique aspects of materials involved with using transparent and/or opaque water media. Three credits.

**ART 232 WATERCOLOR II**

This course provides advanced study of subject development, form, color, and theme. Three credits.

**ART 241 JEWELRY AND METALWORK III**

This course focuses upon advanced work and emphasizes experimentation with materials and techniques, individual designs, and superior craftsmanship. Three credits.

**ART 242 JEWELRY AND METALWORK IV**

This course continues the focus on advanced work and emphasizes experimentation with materials and techniques, individual designs, and superior craftsmanship. Three credits.

**ART 244 GRAPHIC DESIGN I**

This course focuses upon the study of design, layout and conceptual elements concerning graphic design projects such as posters, advertisements, logos and brochures. Three credits.

**ART 245 GRAPHIC DESIGN II**

This course continues instruction in idea development for advanced graphic design. Prerequisite: Graphic Design I or permission of instructor. Three credits.

**ART 246 GRAPHIC DESIGN III**

This course continues instruction in idea development for advanced graphic design. Three credits.

**ART 261 CERAMICS III**

This course encourages students to develop an individual style of wheel thrown and handbuilt ceramic forms with continuing involvement in surface treatment. Three credits.

**ART 262 CERAMICS IV**

This course continues advanced work with emphasis on various clay bodies, unique glazes and engobes, and combining different textures and shapes, and development of personal forms. Three credits.

**ART 265 HANDBUILT CLAY III**

The course covers advanced problems with importance placed on large scale pieces that promote creativity with techniques and combinations of different textures. Three credits.

**ART 266 HANDBUILT CLAY IV**

The study of advanced handbuilding and creative problem solving, with emphasis on innovation, mastering technical skills, and understanding the content of this art. Three credits.

**ART 270 FIGURE DRAWING I**

This course is an introduction to the basic techniques of drawing the human figure. Three credits.

**ART 271 FIGURE DRAWING II**

This course provides continuing study of the various methods of drawing the human figure, with emphasis on the description of form and individual style. Three credits.

**ART 273 FIGURE PAINTING I**

This course is an introduction to painting the human figure, and includes a brief survey of figure painting, instruction in the fundamental methods of composition and expression. Three credits.

**ART 274 FIGURE PAINTING II**

This course offers a continued study of painting the human figure with advanced problem solving in composition and experimentation with materials and techniques. Three credits.

**ART 295 ART INDEPENDENT STUDY**

This course is designed to facilitate development of creative talents. The particular format and content of each independent study is determined by the art form which the student is working in and his level of proficiency. One to three credits.

**ART 299 ART PRACTICUM**

Supervised practical application of creative talents determined by the specific art form in which the student is working, and the student's level of proficiency. One to three credits.

**AST: ASTRONOMY****AST 105 THE SOLAR SYSTEM**

Includes an overview of the history of astronomy, and an indepth look at planets, moons, and the origin of the solar system. Telescopic observations included, weather permitting. Prerequisite: none. Three credits: 30 hours lecture.



**AST 106 STARS AND GALAXIES**

Includes an in-depth study of stars and galaxies. Both historical and modern techniques of observation will be presented. Black holes, quasars, and the origin of the universe are among topics studied. Telescopic observations included, weather permitting. Prerequisite: none. Three credits: 30 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.

**AVT: AVIATION TECHNOLOGY****AVT 100 AVIATION SEMINAR**

A general study of the aviation field which includes theory of flight, history of aviation, aviation in today's economy, and aviation careers. For students who wish to be commercial pilots. One credit: 10 clock hours.

**AVT 101 PRIVATE FLIGHT LAB I**

Designed for completion of first solo flight. Prerequisite: recommended concurrent enrollment in AVT 108 & AVT 105. Two credits: 20 clock hours.

**AVT 102 PRIVATE FLIGHT LAB II**

Designed for completion of private pilot certificate. Includes cross country, emergency procedures, and basic instrument flying. Prerequisite: AVT 101 or previous solo flight. Two credits: 20 clock hours.

**AVT 103 INSTRUMENT/COMMERCIAL FLIGHT LAB I**

The first of four phases in preparation for the FAA commercial certificate. 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. Three credits: 50 clock hours.

**AVT 104 INSTRUMENT/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. Four credits: 60 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**

Upon completion of the course, the student should be able to pass the FAA private pilot computer test. Includes basic aerodynamics, airplane systems, air traffic control and communications, aircraft weight and balance, meteorology, Federal Aviation regulation, basic navigation and radio navigation, 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 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 maintaining 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 computer 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 computer 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 ADVANCED INSTRUMENT SIMULATOR**

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/COMMERCIAL FLIGHT LAB III**

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. Four credits: 60 clock hours.

**AVT 217 INSTRUMENT/COMMERCIAL FLIGHT LAB IV**

The final flight lab in preparation for the commercial certificate. 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. Four credits: 60 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 certificate or permission of instructor. Two credits: 20 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 computer 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 computer 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**

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: 40 hours lecture, 20 hours lab.

### **BIO 106 FIELD BOTANY**

Studies methods of collecting, preserving, and identifying plants. Three credits: 20 hours lecture, 20 hours lab.

### **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. Prerequisite: none. Five credits: 50 hours lecture.

### **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. Prerequisites: 1 year of high school biology or BIO 105 or permission of instructor. Five credits: 40 hours lecture, 20 hours lab.

### **BIO 112 GENERAL COLLEGE BIOLOGY II**

A continuation of Biology I. Includes classification of animals; structure and function, ecology, and evolutionary relationship. This course includes laboratory experience. Prerequisites: BIO 111. Five credits: 30 hours lecture, 40 hours lab.

### **BIO 113 GENERAL COLLEGE BIOLOGY III**

A continuation of Biology II. Includes classification of monera, protista, fungi, and plants; structure and function; ecology and evolutionary relationship. This course includes laboratory experience. Prerequisite: BIO 112. Five credits: 30 hours lecture, 40 hours lab.

### **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. Prerequisite: None. Five credits: 40 hours lecture, 30 hours lab.

### **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, 30 hours lecture.

### **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, Prehealth or Prenursing emphases. It is recommended that students complete and transfer these courses as an aggregate.

### **BIO 201 HUMAN ANATOMY AND PHYSIOLOGY I**

This course is an integrated study of the human body in which the histology, anatomy, and physiology of each system is covered. The first part of the three quarter sequence includes molecular, cellular, and tissue levels of organization, integuments, skeletal, and articulations. This course includes laboratory work involving experimental procedures, microscope work in visual histology, dissection and observation covering the same topics as the lecture. Prerequisite: High school biology or BIO 105 or BIO 120 or permission of instructor. High school chemistry or the equivalent is desirable. Five credits: 40 hours lecture, 30 hours lab.

### **BIO 202 HUMAN ANATOMY AND PHYSIOLOGY II**

This course is an integrated study of the human body in which the histology, anatomy, and physiology of each system is covered. The second part of the three quarter sequence includes muscular, peripheral, central and autonomic nervous systems, endocrine system, the senses, and digestion with nutrition. This course includes laboratory work involving muscular system dissection and physiology, nervous systems response measurements, microscope, observation, and experimentation covering the same topics as the lecture. Prerequisite: BIO 201. Five credits: 40 hours lecture, 30 hours lab.

### **BIO 203 HUMAN ANATOMY AND PHYSIOLOGY III**

This course is an integrated study of the human body in which the histology, anatomy, and physiology of each system is covered. The third part includes the following systems, cardiovascular with hematology, lymphatic, immunology, urinary with fluid and electrolyte balance, respiratory, reproductive with genetics and development. This course includes laboratory experience that involves experimentation, microscope, observation, and dissection. The lab covers the same topics as the lecture. Prerequisite: BIO 202. Corequisite: Valid CPR card or completion of PED 105. Five credits: 40 hours lecture, 30 hours lab.

### **BIO 205 MICROBIOLOGY**

Foundation course in microbiology emphasizing structure function, development and classification of organisms. Includes both procaryotic and eucaryotic micro-organisms. Emphasizes organisms with medical and economic impact on human populations including viruses. Major laboratory emphasis includes culturing, identifying, and controlling micro-organisms. Prerequisites: BIO 111 or BIO 201 or permission of the instructor. Five credits: 30 hours lecture, 40 hours lab. \*Limited seating. Must contact instructor one quarter prior to registering to determine seat availability.

### **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**

#### **BTE 100 TOUCH KEYBOARDING**

This course is an introduction to touch keyboarding as well as basic operations and functions of equipment. Areas of emphasis include learning the alphanumeric keyboard, proper technique, and speed and control. This course is designed for the student who has minimal or no keyboarding skills. Formerly BUS 100 Keyboarding I. Four credits: 50 clock hours.

#### **BTE 102 BASIC KEYBOARDING APPLICATIONS**

This course is designed for students with minimal keyboarding skills. Letters, tables, memos, and reports are introduced. Speed and accuracy is also emphasized. Prerequisite: BTE 100 or one year high school keyboarding and/or 40 wpm with five or fewer errors. Formerly BUS 102 Keyboarding II, Four credits: 50 clock hours.

#### **BTE 108 TEN KEY BY TOUCH**

An introduction to touch control of the ten-key pad. This class emphasizes the development of speed and accuracy using proper technique. Additional lab hours will be needed. Formerly BUS 108 Computerized 10-Key Touch Calculating. One credit: 15 clock hours.

#### **BTE 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 WordPerfect. Prerequisite: Permission of instructor or BTE 102 with a grade of C or better. Formerly BUS 151 Word Processing I (WordPerfect). Four credits: 50 clock hours.

#### **BUS 101 SPEED AND ACCURACY 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: BTE 100 or one year high school keyboarding class and/or keyboarding speed of more than 28 wpm with five or fewer errors. Formerly BUS 131 Keyboarding I. Four credits: 50 clock hours.

#### **BUS 103 ADVANCED KEYBOARDING APPLICATIONS**

Further development of keyboarding techniques on personal computers. Emphasis on production of mailable copy of business letters, tabulations, business communication forms, and special reports. Prerequisite: BTE 102 or 50 wpm with five or fewer errors and BTE 151 with a "C" or better. Formerly BUS 103 Keyboarding III. Four credits: 50 clock hours.

#### **BUS 106 OFFICE SKILLS I**

The basic objectives of this course include developing fundamental skills, competencies, and confidence to enable success in a vocational setting. Three credits: 30 clock hours.

#### **BUS 107 OFFICE PROCEDURES**

A study of general business office duties and problems, job interviewing and application, business etiquette, reception and messenger work, mail handling, and filing. Prerequisite: BTE 100 or equivalent. Five credits: 50 clock hours.

#### **BUS 111 MULTIMEDIA BUSINESS PRESENTATION I**

Students will develop a business presentation using a business presentation software. Emphasis will be placed on developing business presentations utilizing multimedia technology to create overheads, handouts, and other business documents to help present data in a professional manner. Prerequisite: Previous computer experience recommended or permission of instructor. Two credits: 30 clock hours.

#### **BUS 112 MULTIMEDIA BUSINESS PRESENTATION II**

Students will develop more extensive knowledge of multimedia technology by creating/designing a business slide presentation that includes audio and graphic components. Designed for students having completed Multimedia Business Presentation I. Prerequisite: BUS 111. Two credits: 30 clock hours.

#### **BUS 114 LEGAL KEYBOARDING**

Production practice in keyboarding legal correspondence, legal instruments, and court documents. Emphasizes word processing units of instruction.

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: BTE 151 and BUS 103 and 55 wpm keyboarding speed. Four credits: 50 clock hours.

#### **BUS 115 INTRODUCTION TO BUSINESS**

A survey of the American Business System; fundamentals of the economy, careers and opportunities, resources, marketing, management, ethics, and social responsibilities. Five credits: 50 clock hours.

#### **BUS 116 INTRODUCTION TO INTERNATIONAL BUSINESS**

A foundation course introducing students to international business practices. Emphasis will be placed on world market competition and multi-cultural trade markets and the effect they have on foreign and domestic business operations. Five credits: 50 clock hours.

#### **BUS 117 LEGAL TERMINOLOGY**

A study of the language of law. Basic preparation for the student training to work in a legal environment. 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 and BUS 211 Legal Office Procedures. Five credits: 50 clock hours.

#### **BUS 118 LEGAL MACHINE TRANSCRIPTION**

Students will learn to transcribe legal documents in mailable copy and to properly format copy from legal dictation, master legal terms, use proper grammar and spelling, and proofread accurately. Prerequisite: BUS 114, BUS 117, and BUS 142. Four credits: 50 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. 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 SPEED AND ACCURACY II**

This is an individualized keyboarding course designed to increase speed and improve accuracy. It is effective in helping students refresh their keyboarding skills. Additional lab hours will be needed. Prerequisite: BTE 100 or one year high school keyboarding class and/or keyboarding speed of more than 28 wpm with five or fewer errors. Four credits: 50 clock hours.

**BUS 136 COMPUTERIZED PROOFREADING APPLICATIONS**

Practical hands-on experience with proofreading applications on the microcomputer. The student's proofreading skills 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. Pre-approved elective for A.A., A.S., and A.G.S. degrees. One credit: 10 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 and BTE 100 or BUS 128. Five credits: 50 clock hours.

**BUS 147 NOTETAKING**

The student will learn an abbreviated, alphabetic, rapid-writing system. Emphasis will be placed on improved notetaking techniques, incorporating time management and organizational skills. The skills acquired can be applied to business, professional, and/or education endeavors. Five credits: 50 clock hours.

**BUS 152 WORD PROCESSING II (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, merging, the math feature of tables, columnar text, and the sorting function. This includes production of documents utilizing graphics, shading, horizontal and vertical rules, and multiple-column layout. (This course may not be substituted for BTE 151 in Office Occupations degree requirements.) Prerequisite: Permission of instructor or BTE 151 with a grade of C or better. Four 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: 20 clock hours 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. Prerequisite: Permission of instructor or BUS 128. Two credits: 30 clock hours.

**BUS 182 INTERMEDIATE WORD PROCESSING**

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, header and footer features, and tables. Prerequisite: Permission of instructor or BUS 181. 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 manual 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 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 manual practice set, a computerized practice set, and instructional materials. Prerequisite: Permission of instructor or ACC 101. Three credits: 45 clock hours.



**BUS 204 MACHINE TRANSCRIPTION**

Further development of keyboarding techniques as applied in machine transcription from audio tapes, and in office-type situations. Emphasis will be placed on production of mailable copy. Additional lab hours may be needed. Prerequisite: Permission of instructor or BTE 151, BUS 103, and BUS 142, and 55 wpm with five or fewer errors. Formerly BUS 104 Keyboarding IV. Four credits: 50 clock hours.

**BUS 206 INTRODUCTION TO BUSINESS TELECOMMUNICATIONS**

This course focuses on theory and hands-on experiences to show students how some businesses use data, voice, and video communications to link products and services to customers. Prerequisite: BTE 151 or permission of instructor. Two credits: 30 clock hours.

**BUS 211 LEGAL OFFICE PROCEDURES**

This course simulates a typical legal office and acquaints students with the tasks and responsibilities performed in a legal office environment and shows 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 office assistants. It is designed to meet the needs of a legal trainee by integrating previously acquired knowledge and applying it to a legal environment. Prerequisite: BUS 211. Four credits: 50 clock hours.

**BUS 216 LEGAL ENVIRONMENT OF BUSINESS**

This is an activity course which emphasizes public law, employment, regulation of business, ethical considerations, and various relationships which exist within society, government and business. Specific attention will be devoted to economic regulation, and social regulation, regulation and laws impacting labor-management issues, and environment concerns. Student will develop an understanding of the role of law in social, political, and economic change. 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, international communications, resumes, application letters, and oral communication are studied and applied. Prerequisite: Permission of instructor or BUS 142. Five credits: 50 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, legal concepts, terminology, and relationships, contracts, sales (UCC), agency, and property (real and personal). Prerequisite: BUS 216 or permission of instructor. Five credits: 50 clock hours.

**BUS 226 BUSINESS STATISTICS**

Course is intended for business majors, and covers statistical study, descriptive statistics, probability and the binomial distribution, index numbers, time series, decision theory, confidence intervals, hypothesis testing, testing of two-sample means, chi-square and ANOVA, linear regression, and correlation. Prerequisite: Intermediate Algebra or permission of instructor. Six credits: 60 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**

Unique, customized training available to business and industry that provides workers and employers opportunities to update knowledge and skills. May include computer applications covering the latest office technology on state-of-the-art equipment. 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, notehand, communications, and interpersonal skills. Students will gain production experience on word processing equipment. Prerequisite: Permission of instructor or BTE 151, BUS 107, BUS 147, BUS 204, and BUS 217. Four credits: 50 clock hours.

**BUS 245 MEDICAL MACHINE TRANSCRIPTION**

Further development of keyboarding techniques as applied in medical machine transcription and in medical office situations. Emphasis will be placed on production of mailable copy. Additional lab hours may be needed. Prerequisite: Permission of instructor or BTE 151, BUS 103, BUS 142, and HLH 131 and 55 wpm keyboarding speed with five or fewer errors. Four credits: 50 clock hours.

**BUS 246 MEDICAL OFFICE PROCEDURES**

A capstone course designed to simulate a typical medical office. This class provides a culminating, integrating experience in keyboarding, word processing, notehand, communications, and interpersonal skills in the medical office. Students will gain production experience on word processing equipment. Prerequisite: Permission of instructor or BTE 151, BUS 107, BUS 147, BUS 152, BUS 204, and HLH 131. Four credits: 50 clock hours.

**BUS 255 ADVANCED WORD PROCESSING**

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. Students will expand their knowledge of office automation functions and procedures. 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: Touch keyboarding skills recommended. Two credits: 30 clock hours.

**BUS 257 MANAGING OFFICE TECHNOLOGY**

An advanced-level office automation course utilizing integrated software applications. Students will research, explore, and report on current 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 INTERNSHIP: OFFICE/LEGAL/MEDICAL**

This course provides students with work experience in the office, legal, or medical field and prepares them to accept an entry-level position in the public or private sector. Prerequisite: Permission of instructor. 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: Permission of instructor. Three credits: 30 clock hours.

**CHE: CHEMISTRY**

**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: MAT 100 or the equivalent. High school chemistry is recommended. Five credits: 40 hours lecture, and 30 hours lab. (Replaces CHE 100)

**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**

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 110. Intermediate Algebra (MAT 105) or consent of the instructor. Five credits: 30 hours lecture, 40 hours lab.

**CHE 112 GENERAL COLLEGE CHEMISTRY II**

A continuation of CHE 111. Includes condensed states, solutions, thermodynamics, chemical kinetics, chemical equilibrium and organic chemistry. Also includes the problem solving skills and descriptive contents for these topics. The laboratory experiments will demonstrate both qualitative and quantitative analytical techniques using instrumentation where practical. Prerequisite: CHE 111 and MAT 121. Five credits: 30 hours lecture, 40 hours lab.

**CHE 113 GENERAL COLLEGE CHEMISTRY III**

A continuation of CHE 112. Includes acid-base, ionic and solubility equilibrium, electrochemistry, and nuclear chemistry. Also includes the problem solving skills and descriptive contents for these topics. The laboratory experiments will include qualitative elemental analysis of selected cations and anions, and demonstrate quantitative analytical techniques using instrumentation where practical. Prerequisite: CHE 112. Five credits: 30 hours lecture, 40 hours lab.

**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 INTRODUCTION TO 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: 40 hours lecture, 30 hours lab.

**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.

**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: 40 hours lecture, 30 hours of lab.

**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 211 ORGANIC CHEMISTRY I**

The topics in this course include structure and reactions of aliphatic hydrocarbons and selected functional group families. Nomenclature of organic compounds, stereochemistry and reaction mechanisms will be covered. The laboratory will demonstrate the above concepts and techniques. Prerequisite: CHE 112 or equivalent. Five credits: 30 hours lecture, 40 hours lab.



**CHE 212 ORGANIC CHEMISTRY II**

The topics in this course include structure, reactions and reaction mechanisms of aromatic compounds and a continuation of functional group families from CHE-211. Instrumental methods of analysis, including Infra-Red and Nuclear Magnetic Spectroscopy are explored in both lecture and laboratory. The laboratory will demonstrate the above concepts and techniques. Prerequisite: CHE 201 or permission of instructor. Five credits: 30 hours lecture, 40 hours lab.

**CHE 213 ORGANIC CHEMISTRY III**

The topics in this course include structure, reactions and reaction mechanisms of alcohols, carbonyls, acids and derivatives, and a continuation of functional group families from CHE-212. Introduction to the chemistry of heterocycles, and biologically related compounds will be covered as time permits. The laboratory will demonstrate the above concepts and techniques. Prerequisite: CHE 212 or permission of instructor. Five credits: 30 hours lecture, 40 hours lab.

**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 SPECIFIC ION ELECTRODES**

Intensive investigation of electrode construction for hydrogen ion and redox titrimetry. Theory and application of specific ion electrodes for both cation and anion analysis 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. Prerequisite: None. 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 INTRODUCTION 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 skill or BUS 128 is recommended. Five credits: 50 clock hours.

**CIS 119 ADVANCED MICROCOMPUTER APPLICATIONS**

This course continues the study of microcomputer applications. The objective of the course is to extend the student's knowledge of Microsoft Office's four application tools. Advanced capabilities of word processing, spreadsheet creation, database manipulation, and presentation graphics will be presented. Sharing data through OLE will be emphasized. Prerequisite: CIS 118 or permission of instructor. Five credits: 50 clock hours.



**CIS 137 DESKTOP PUBLISHING: VENTURA**

(Formerly BIS 215 or CIS 125) This course introduces the concepts and techniques of desktop publishing using VENTURA. Topics include text input, framing, filing, text editing, drawing, layout, and style modification. Prerequisite: None. Five credits: 50 clock hours.

**CIS 138 MICROCOMPUTER INTERFACES: WINDOWS**

(Formerly BIS 115 or CIS 208) This course introduces the functions of WINDOWS. Demonstrates the use of the graphic-user-interface (GUI) showing the mechanisms of control and of file manipulation as well as program and graphic regulation. Prerequisite: None. Three credits: 30 clock hours.

**CIS 139 ADVANCED MICROCOMPUTER INTERFACES: WINDOWS**

This course is a continuation of the study of WINDOWS, a graphical user interface. Topics may include OLE and DDE packages, Windows for Workgroups, Windows NT, performance concepts, and a survey of the most current version of Windows (95). Prerequisite: CIS 138 or CIS 118 or permission of instructor. Three credits: 30 clock hours.

**CIS 140 INTRODUCTION TO MICROCOMPUTER DATABASE: ACCESS**

(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. Prerequisite: CIS 138 or permission of instructor. 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 100 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 177 UNIX SYSTEM ADMINISTRATION**

This course covers the fundamental and essential tasks of administering and managing a UNIX based system. Topics such as start-up processing, managing users, managing the file system, and security are included. Prerequisite: CIS 175 or permission of instructor. Five credits: 50 clock hours.

**CIS 185 SPECIAL TOPICS IN COMPUTER INFORMATION SYSTEMS**

Topics will reflect the special expertise of the faculty and/or the special needs of the students. One half to Six credits: 5 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 250 LOCAL AREA NETWORKS**

This course will discuss how local area networks are used and when they are appropriate. Topics include: hardware and software alternatives, compatibility issues, network configuration, security issues, transmission media and methods. Prerequisite: (CIS 110 and (CIS 118 or CSC 100)) or documented equivalent experience or permission of instructor. Three credits: 30 clock hours.

**CIS 251 LOCAL AREA NETWORK ADMINISTRATION**

This course introduces students to concepts and techniques of administering a Novell local area network. Topics include setting users and groups, creating/maintaining/administering a network directory service, writing logic scripts, and printing in a Netware 4.1 environment. Prerequisites: CIS 250 and CIS 139 or documented equivalent experience or permission of instructor. Five credits: 50 clock hours.

**CIS 252 MULTI-VENDOR NETWORKING**

This course provides the practical information and guidance you need to plan and implement effective multi-vendor networks. The course will allow you to evaluate inter-networking solutions for a wide range of PC, mini computer, workstation and mainframe environments. Prerequisite: CIS 250 or permission of instructor. Five credits: 50 clock hours.

**CIS 253 LAN SERVICE AND SUPPORT**

This course covers the basic concepts of how a network environment works. Students will learn how to analyze and enhance network performance and resolve operational problems. Prerequisite: CIS 110 or documented equivalent experience or permission of instructor. Five credits: 50 clock hours.

**CIS 254 TCP/IP AND THE INTERNET**

This course is designed to give students up-to-date information on TCP/IP, the protocol suite that guides individuals through Internet complexities. Students will learn how to use the Internet technology to conduct various research on the Internet. Students will install, configure and use TCP/IP in a real-world environment. Prerequisites: CIS 110 and CIS 139 or documented equivalent experience or permission of instructor. Five credits: 50 clock hours.



**CIS 255 ADVANCED LAN SERVICE AND SUPPORT**

This course is a continuation of CIS 253 focusing on the use of local area network research tools to solve hardware and software problems encountered in administering a network. Emphasis is placed on solving "real-world" problems through hands-on classroom activities using on-line documentation and LAN diagnostic software. Prerequisite: CIS 253 and corequisite CIS 251. Five credits: 50 clock hours.

**CIS 256 ADVANCED LOCAL AREA NETWORK ADMINISTRATION**

This course is a continuation of CIS 251, Local Area Network Administration. Through hands-on applications students will install a network server, execute a simple installation, configure a custom installation, create an effective security system, back up the network, and optimize network performance. Prerequisite: CIS 251. Five credits: 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 264 VISUAL BASIC**

This course uses Visual Basic, an object-oriented event-driven language to teach programming concepts. Students will learn how to plan and create their own interactive windows applications. Prerequisite: CIS 160 and CIS 118 or permission of instructor. 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/DATE COMMUNICATIONS**

This course is a capstone course for the LAN certificate program. It 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 251 and CIS 252 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 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.

**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. Newspapers, radio and television broadcasting, and advertising are emphasized. Five credits.

**COM 113 INTRODUCTION TO RADIO BROADCASTING I**

This course introduces basic radio principles and production techniques, including laboratory experience in the studio using microphones, mixers, cart machines, CD's and turntables. Five credits: four hours lecture, two hours lab per week.

**COM 114 INTRODUCTION TO TELEVISION BROADCASTING I**

This course introduces the video production field, including equipment, processes, and possible careers in the field. Students will operate TV cameras, microphones, audio mixers and video switchers, as well as face the camera in live-on-tape studio productions. Five credits: four hours lecture, two hours lab per week.

**COM 118 INTRODUCTION TO AUDIO PRODUCTION I**

This course introduces the audio production field, including equipment and processes. Students will learn the basics of sound theory, acoustics, microphones, mixers, and production. They will learn to operate basic production equipment, consoles, and recorders. This course includes basic writing for production. Five credits: four hours lecture and two hours lab per week.

**COM 136 BROADCAST ANNOUNCING**

This course introduces the field of broadcast announcing, including the techniques and proficiencies involved in announcing for radio and television. Students will acquire practice in announcing and narration 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 the basic elements of newswriting and news editing primarily geared toward print publications. Inverted pyramid writing style is taught using the AP stylebook as a reference tool. This course focuses on non-biased news gathering and teaches organizational skills to assist writers in being thorough and non-judgmental in their news reporting. Prerequisite: ENG 105 or permission of instructor. Five credits.

**COM 211 NEWSWRITING II**

This course provides variety and real-life experience in newswriting opportunities and ethics, including on-the-scene newsgathering, dealing with deadline pressures, and developing checklists to strengthen newswriting skills. Broadcast journalism is emphasized as it is compared and contrasted with print journalism. Prerequisite: COM 210. Five credits.



**COM 213 INTRODUCTION TO RADIO BROADCASTING II**

Students 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**

This course builds upon the fundamentals of COM 114, including advanced aspects of scripting, visualizing, producing and performing in original videotaped programs, including basic lighting and editing techniques. Prerequisite: COM 114. Five credits: four hours lecture, two hours lab per week.

**COM 218 INTRODUCTION TO AUDIO PRODUCTION II**

This course builds on the fundamentals of COM 118, and will include multi-tracking concepts, digital vs. analog production, patching, mixing, monitoring, and producing. Experience will be gained in operating more advanced audio production equipment, including effects generators, processors, and digital amplifiers. Prerequisite: COM 118. Five credits: four hours lecture and two hours lab per week.

**COM 220 MIDI PRODUCTION**

This course will introduce MIDI, including synthesizers, drum machines, samplers, and sequencers. The student will learn to operate a MIDI studio and will gain experience in synthesis, sound programming, sound design, electronic arranging, and production for broadcast. Prerequisite: COM 218. Five credits: four hours lecture and two hours lab per week.

**COM 241 CABLE TELEVISION PRODUCTION I**

Students will synthesize knowledge and experience gained in Introduction to Television Broadcasting I in a real-life simulation of studio television production. The end product will be a weekly campus TV program. Prerequisite: COM 114. Five credits: four hours lecture, two hours lab per week.

**COM 242 CABLE TELEVISION PRODUCTION II**

Students will produce regularly scheduled television programs as part of a production unit in a studio and remote shooting environment. The end product will be a weekly campus TV program. Prerequisite: COM 214 and 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 course applies basic sales and management principles to radio, television, and cable operations; and addresses copyright law, promotion, research, broadcast ethics, and human relations in the workplace. 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 PRODUCTION**

This course consists 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 281 ADVANCED DESKTOP VIDEO PRODUCTION**

This course will build upon the principles of COM 280 regarding computer video design and special effects as produced on an integrated SEG/CG/3D/ Paintbox system (NewTek VideoToaster). Emphasis will be placed upon 3D modeling and animation, bitmap and file conversion, system integration and editing techniques. Prerequisite: COM 280 or permission of instructor. Three credits: two hours lecture, two hours lab per week.

**COM 291 TV FIELD PRODUCTION**

This course 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: four hours lecture, two hours lab per week.

**COM 295 ADVANCED VIDEOTAPE EDITING**

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 in specific areas within mass media. Prerequisite: COM 291 and permission of instructor. Five credits.

**COM 299 COMMUNICATIONS PRACTICUM**

This course provides an opportunity for the serious-minded students to develop his or her skills in writing and producing programs or media materials under the direction of a faculty member. It may be repeated at different levels of proficiency. Prerequisite: permission of instructor. One to three credits.

**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. 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", society and the formal requirements of law. 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. Five credits: 50 clock hours.



**CRJ 113 THE CORRECTIONAL FUNCTION**

An examination of the history and philosophy of correctional theory and practice. 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. Five credits: 50 clock hours.

**CRJ 141 LEGAL RESEARCH/Writing**

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.) Five credits: 60 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. 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. 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. Five credits: 50 clock hours.

**CRJ 204 JUVENILE JUSTICE**

A critical examination of the history and development of juvenile delinquency and the juvenile justice system. 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. 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. 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. 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. 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. Three credits: 30 clock hours.

**CRJ 249 SEMINAR: DISCRETIONARY JUSTICE/ETHICS**

A study of the use of discretionary authority throughout all phases of the justice system and the influence of social psychological variables upon the justice actor's discretionary judgments. 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 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.



## **CSC: COMPUTER SCIENCE**

### **CSC 100 COMPUTER LITERACY**

**(Formerly 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. 50 hours.

### **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: 10 to 30 lecture hours, 20 lab hours.

### **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 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, 50 hours.

### **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 (C++ PROGRAMMING)**

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, 50 hours.

### **CSC 161 COMPUTER SCIENCE II, Part 1 (USING C++)**

**(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 C++)**

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. Five credits: 50 hours.

### **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 225 COMPUTER ORGANIZATION**

**(Formerly CSC 225 and CSC 226)** 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 language programming, machine organization and memory system organization. Prerequisite: CSC 148 or CSC 160 or CSC 230. Six credits: 50 lecture hours and 30 lab hours.

### **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, 50 hours.

### **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, 50 hours.

### **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, 50 hours.

### **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, 50 hours.

### **CSC 265 PC ASSEMBLY LANGUAGE - PROGRAMMING**

This course is designed to teach assembly language programming on the IBM/PC. Topics covered will include COM files, screen processing, string instructions, arithmetic (Binary/ASCII/BCD) operations, table processing and macros. Prerequisite: MAT 121 and CSC 161 or CSC 230.

### **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.



## **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: 10 hours lecture, 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: 40 hours lecture, 20 hours lab.

### **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: 30 hours lecture, 20 hours lab.

### **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.

## **ECE: EARLY CHILDHOOD EDUCATION**

### **ECE 101 INTRODUCTION EARLY CHILDHOOD EDUCATION**

This course is designed to introduce the student to the field of early childhood education including various philosophies, goals, and purposes for early childhood education programs developed for children ages birth through eight. The importance of child growth and development, services available to parents, what constitutes quality programs, curriculum, facilities, professional opportunities, and teacher competencies will be examined. Two credits: 20 clock hours.

### **ECE 102 ECE LAB EXPERIENCE I**

Child development principles are seen in a real life setting. Students will develop skills for observing and recording children's growth and development. Appropriate methods for guiding and interacting with young children will be examined. Three (3) hours per week required in observing lab preschool. Four credits: 50 clock hours.

### **ECE 103 ECE LAB EXPERIENCE II**

A practical experience in a laboratory preschool designed to develop skills of an assistant teacher: 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 115 or ECE 116. Prerequisite: ECE 102 or permission of instructor. Eight credits: 120 clock hours.

### **ECE 104 ECE LAB EXPERIENCE III**

A continuation of ECE Lab Experience 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 115 or ECE 116. Prerequisite: ECE 103 or permission of instructor. Eight credits: 120 clock hours.

### **ECE 110 INTRODUCTION TO CARE OF INFANTS AND TODDLERS**

An overview of growth and development of children up to 30 months. Also covers basic health, safety, nutrition and developmentally appropriate practices applicable to very young children. Four credits: 40 clock hours.

### **ECE 111 INFANTS AND TODDLERS: DEVELOPMENTAL THEORIES AND PRACTICES**

This is a child development course that explores the developmental stages and issues of infants and toddlers in the areas of social, emotional, intellectual, and physical development. These theories will be related to the developmental stages and the interactions in group settings. State requirements for licensed infant-toddler homes and centers will also be analyzed. Corequisite: ECE 110 or permission of instructor. Five credits: 50 clock hours.

### **ECE 112 CARE AND NURTURING OF INFANT/TODDLER LAB**

This course is a supervised lab experience working with infants and toddlers in either a college lab school or an approved, licensed setting. It involves providing care and stimulation appropriate to individual children's growth and developmental needs. Students may be required to participate in weekly seminars designed to facilitate planning and evaluation of specific needs of children. Corequisite: ECE 110 and ECE 111 or permission of instructor. Three credits.

### **ECE 115 CREATIVITY AND THE YOUNG CHILD**

The facilitation of children's creative expression and problem solving in music, movement, art, drama, literature, and other forms is considered in this course. Emphasis is on the ways to create a curriculum and maintain a classroom atmosphere and environment that allows creative expression and encourages and supports self-expression and creativity in individual children. To be taken concurrently with ECE 103 or ECE 104. Three credits: 30 clock hours.

### **ECE 116 SCIENCE/MATH AND THE YOUNG CHILD**

Students will examine Piaget's theory of cognitive development as a framework for conceptualizing the way young children acquire scientific and mathematical skills, concepts, and abilities. Students will research and develop appropriate individual and group scientific/mathematical activities for young children. To be taken concurrently with ECE 103 and ECE 104. Three credits: 30 clock hours.

### **ECE 145 CREATIVE MATERIALS WORKSHOP**

To develop creative ways to prepare inexpensive materials for enhancing the learning of preschool children. To design practical uses for recycled items to the developmental needs of preschool children. Two credits: 20 clock hours.

### **ECE 151 EARLY CHILDHOOD LEADERSHIP DEVELOPMENT I**

### **ECE 152 EARLY CHILDHOOD LEADERSHIP DEVELOPMENT II**

### **ECE 153 EARLY CHILDHOOD LEADERSHIP DEVELOPMENT III**

These courses provide experiences for participation in a student/professional organization: Aims Early Childhood Education Association. One credit: 10 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 195 MUSIC AND MOVEMENT WORKSHOP**

(Formerly ECE 146) The student will be able to demonstrate and identify age appropriate music/movement activities for young children. To plan creative movement lessons according to the needs and interests of the children and to teach the lesson with an emphasis on the creative responses of children. Two credit: 20 clock hours.

**ECE 202 ECE LAB EXPERIENCE IV**

Students develop team teaching skills in the laboratory preschool or in a supervised early childhood classroom. Responsibilities include unit planning and organizing the classroom for effective learning. Emphasis is on the teacher as a team member. To be taken concurrently with ECE 227 or 287. Prerequisite: ECE 104 or permission of instructor. Eight credits: 120 clock hours.

**ECE 203 ECE LAB EXPERIENCE V**

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. Responsibilities include supervision of others, unit planning, tracking children's development, parent teacher conferences, and leadership development. To be taken concurrently with ECE 227 or 287. Prerequisite: ECE 202 or permission of instructor. Eight credits: 120 clock hours.

**ECE 204 FIELD EXPERIENCE**

Students will participate in a licensed group care setting for young children in an off campus setting. Responsibilities include unit planning, participation in regular classroom activities, staff meeting, parent activities, parent-teacher conferences, tracking children's developmental progress and other duties as assigned. Off campus supervisors must meet established criteria for supervising student teachers. Prerequisite: ECE 202 or 203 or permission of instructor. Six credits: 80 clock hours.

**ECE 205 NUTRITION AND THE YOUNG CHILD**

This course provides parents and teachers with comprehensive nutritional information and its implications for the optimal growth and development of young children. Students will participate in planning meals and snacks appropriate to the needs of the young child. In addition, activities will be included for planning nutritional curricula for young children. Three credits: 30 clock hours.

**ECE 206 LITERATURE AND LANGUAGE WORKSHOP**

To examine and evaluate the various forms of literature available for young children. To develop skills in presenting stories to groups of children. Two credits: 20 clock hours.

**ECE 216 HUMAN RELATIONS FOR EARLY CHILDHOOD STAFF/ADMINISTRATORS**

The focus of this course is on the human relations component of an early childhood educator's responsibilities. Topics include director-staff relationships, parent involvement, staff development, and leadership. Prerequisite: ECE 100 or permission of instructor. Three credits: 30 clock hours.

**ECE 226 ADMINISTRATION OF ECE PROGRAMS**

This course is designed to provide students in the field of early childhood education with the opportunity to examine and interpret Colorado's minimal requirements pertaining to the establishment and operation of centers for young children. Course content will focus upon site selection, policy formation, administrative forms, staffing needs and patterns, fiscal management, the selection of appropriate indoor and outdoor equipment, program development and evaluation, and administrative styles and techniques. Prerequisite: ECE 100 or permission of instructor. Three credits: 30 clock hours.

**ECE 227 METHODS/TECHNIQUES CURRICULUM DEVELOPMENT**

This course includes the overall and specific processes of planing appropriate learning environments, materials, and experiences that meet the developmental needs of individuals or groups of children from birth through age eight in a classroom setting. Prerequisite: ECE 115 or ECE 116. Two credits: 20 clock hours.

**ECE 238 CHILD 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 251 EARLY CHILDHOOD LEADERSHIP DEVELOPMENT IV**

**ECE 252 EARLY CHILDHOOD LEADERSHIP DEVELOPMENT V**

**ECE 253 EARLY CHILDHOOD LEADERSHIP DEVELOPMENT VI**

These courses provide students with opportunities to develop "hands-on" leadership skills for professional growth and to promote their understanding of the tools of a professional organization. One credit: 10 clock hours.

**ECE 287 THE EXCEPTIONAL CHILD**

This course explores developmental theories, screening materials, activities, techniques and learning strategies to be used with the integrated environment. It addresses developmentally delayed and gifted children. Prerequisite: ECE 238 or permission of instructor. Two credits: 20 clock hours.

**ECO: ECONOMICS**

**ECO 101 PRINCIPLES OF ENTERPRISE I**

Students will learn about the principles of our free enterprise economic system by participating in the activities of SIFE (students in Free Enterprise), a student organization with professional goals. One to two credits: 10-20 clock hours.

**ECO 102 PRINCIPLES OF ENTERPRISE II**

Students will learn more about the principles of our free enterprise economic system by participating in the activities of SIFE (Students in Free Enterprise), a student organization with professional goals. This course is a continuation of ECO 101. One to two credits: 10-20 clock hours.

**ECO 105 INTRODUCTION TO ECONOMICS**

This course is a survey of economics. It is designed as a beginning economics class. The course covers how modern economics evolved, supply and demand, national income accounting, money and banking, market structures, and contemporary economics issues. Five credits.



**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.

**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.

**EDT: EDUCATION****EDT 115 SUCCESSFUL PARENTING IN THE 90's**

Learn how to make decisions to enhance your child's growth and development using goal setting and problem solving strategies. One to Three credits.

**EDT 202 INCREASING SELF ESTEEM**

(Formerly Women's Self Esteem) Develop awareness and specific skills to help increase the self esteem. One credit.

**EDT 203 EATING DISORDERS AWARENESS WORKSHOP**

(Formerly FLF 249) 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.

**EDT 204 DYNAMICS OF SINGLE PARENTING**

(Formerly FLF 151) Designed to aide and support adults and children as they adjust to their roles as single parent families and to help educators understand the dynamics of single parent families. One to Three credits.

**EDT 207 COPING WITH LIFE CHALLENGES**

Develop skills for coping with life situations by making a plan for survival and by using a learned optimism approach. One to Three credits.

**EDT 211 HOW TO HANDLE DIFFICULT PARENT/TEACHER CONFERENCES**

This course is designed to show teachers how to communicate caring and concern, leading parents to consider teacher suggestions. One-half to Three credits.

**EDT 217 BEHAVIOR PATTERNS OF CHILDREN IN CHANGE/CRISIS**

(Formerly Behavior Patterns of Adopted Children) A look at behavior patterns of children of divorce, adoption, abuse and neglect. One to Three credits.

**EDT 225 SUBSTANCE ABUSE PREVENTION IN THE CLASSROOM**

Examine and identify signs and symptoms in children where substance abuse is an issue for the student and/or family. One to Three credits.

**EDT 226 EACH ONE A STORYTELLER - AN INTRODUCTION TO THE ART OF STORYTELLING**

Learn how to find a story, prepare to tell it and create ways to personalize a tale for use in a classroom setting. One to three credits.

**EDT 231 TEACHING WITH LOVE AND LOGIC IN THE CLASSROOM**

The course is specifically for teachers of grades K-12. Materials are from Foster Cline and Jim Fay. One credit.



**EDT 232 THE BRAIN AND BEHAVIOR AND LEARNING**

The brain governs all that we do and your students as well. This course will consider the profound implications with special references to teaching. One to four credits.

**EDT 234 SPEECH AND LANGUAGE PROBLEMS IN CHILDHOOD (BIRTH-12)**

Learn strategies for working with speech-language disordered children. One to three credits.

**EDT 256 TEAM BUILDING: CREATING A COOPERATIVE ENVIRONMENT**

Discuss the meaning of "Team"; identify the necessary ingredients that make up a work "team"; diagnose "team problems"; and discover new strategies to effective "teamness." One to Three credits.

**EDT 277 REACHING AND TEACHING ADD/ADHD CHILDREN**

To identify the most common characteristics of Attention Deficit Hyperactive Disorder children and to provide several intervention strategies and educational management. One to Three credits.

**EDT 286 SUCCESS THROUGH SELF-TALK**

(Formerly FLF 205) Develop use of affirmations, imagery and positive self-talk to change or improve self-concept and wellness levels. One-half to One credit.

**EDT 289 MANAGING MULTIPLE PRIORITIES**

This course will address how to sort out priorities, and once sorted, how to manage them. One to Three credits.

**EDU: EDUCATION****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 to Four credits.

**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 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 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 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 217 WINNING WITH TEENS (PART I)**

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 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 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 to Four 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 (PART I)**

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 HUMAN DEVELOPMENT TRAINING**

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 264 COOPERATIVE LEARNING**

Show your students how to interact productively within a structured setting. One to Four credits.

**EDU 268 CLASSROOM MANAGEMENT**

This class provides basic knowledge and understanding of the skills that are necessary for effective classroom instruction and practical applications of theory to real problems. One to Three credits.

**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 275 INTERCULTURAL COMMUNICATION IN THE CLASSROOM**

Learn to understand the significance of culture through identification of one's own value system and be able to compare and contrast cultural value differences in the classroom. One to Five credits.



**EDU 282 PARENTING WITH LOVE AND LOGIC IN THE HOME**

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.

**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: 30 clock hours

**ELT 107 INDUSTRIAL ELECTRONICS I**

Basic concepts of electrical circuits, safety, equipment applications, and troubleshooting are studied. Prerequisite: ENT 116 or instructor permission. Five credits: 60 clock hours.

**ELT 108 INDUSTRIAL ELECTRONICS II**

A study of basic concepts of industrial electronics with an emphasis on circuits. Prerequisite: ELT 107 or instructor permission. Five credits: 60 clock hours.

**ELT 109 ELECTRONICS TECHNOLOGY SEMINAR I**

**ELT 119 ELECTRONICS TECHNOLOGY SEMINAR II**

**ELT 129 ELECTRONICS TECHNOLOGY SEMINAR III**

These courses will cover current and advanced topics in industrial electronics. Prerequisite: permission of instructor.

ELT 109: One credit: 10 clock hours

ELT 119: Two credits: 20 clock hours

ELT 129: Three credits: 30 clock hours

**ELT 110 ELECTRONIC ASSEMBLY**

This course covers industrial safety, component recognition, circuit basics, soldering basics, and mass production processes used in electronic assembly. Four credits: 50 clock hours.

**ELT 111 DC FUNDAMENTALS I**

Analysis, construction and measurement procedures for series and parallel DC circuits. Prerequisite: ENT 116 (or may be taken concurrently) and ELT 110 and qualifying assessment scores. Four credits: 50 clock hours.

**ELT 112 DC FUNDAMENTALS II**

The application of basic fundamentals and the study of their functional characteristics, DC complex circuits and circuit theorems. Prerequisite: ELT 111 or permission of instructor. Four credits: 50 clock hours.

**ELT 113 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 112 or permission of instructor. Four credits: 50 clock hours.

**ELT 114 AC FUNDAMENTALS II**

Continuation of ELT 113. The study of reactive component analysis, AC power circuits and resonance. Prerequisite: ELT 113 or permission of instructor. Four credits: 50 clock hours.

**ELT 115 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 114 or permission of instructor. Four credits: 50 clock hours.

**ELT 116 SOLID STATE CIRCUITS II**

Continuation of ELT 115. Extends development of analytical tools to increasingly complex solid state circuits including a variety of integrated circuits and solid state devices. Prerequisite: ELT 115 or permission of instructor. Four credits: 50 clock hours.

**ELT 117 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 116 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 117 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 204 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 116 or permission of instructor. Five credits: 60 clock hours.

**ELT 205 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 116 or permission of instructor. Five credits: 60 clock hours.

**ELT 206 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 205 or permission of instructor. Five credits: 60 clock hours.



**ELT 207 ELECTRONIC COMMUNICATIONS III**

Advanced topics in Electronic Communications are studied. This includes data communications and telecommunications techniques; microwave generation and transmission; vacuum tube, telephone system, antennas and networking theory and applications; satellite technology and global communications, and FCC regulations. Prerequisite: ELT 206 or permission of instructor. Five credits: 60 clock hours.

**ELT 208 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 201, ELT 204, or instructor permission. Five credits: 60 clock hours.

**ELT 209 INDEPENDENT STUDY IN ELECTRONIC TECHNOLOGY I****ELT 219 INDEPENDENT STUDY IN ELECTRONIC TECHNOLOGY II****ELT 229 INDEPENDENT STUDY IN ELECTRONIC TECHNOLOGY III**

These courses provide the opportunity to engage in intensive study in the areas of electronic technology that are not covered in scheduled classes or in greater depth than covered in class activities. Studies are under the supervision of faculty member and are limited as to the credits that may be taken. Independent study courses DO NOT replace required program courses. Prerequisite: permission of instructor.

ELT 209: One credit: 10 clock hours

ELT 219: Two credits: 20 clock hours

ELT 229: Three credits: 30 clock hours

**ELT 210 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 204, or permission of instructor. Five credits: 60 clock hours.

**ELT 211 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 204, CIS 160, and ELT 201 or permission of instructor. Five credits: 60 clock hours.

**ELT 212 AUTOMATION CONTROL CIRCUITS**

Provides the student with general control terminology, theory and application in the areas of motors, motor control, sensors, and closed loop control theory. Prerequisites: ELT 204, ELT 117, or ELT 108, or permission of instructor. Five credits: 60 clock hours.

**ELT 213 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 116 or permission of instructor. Five credits: 60 clock hours.

**ELT 214 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 223 INDUSTRIAL ELECTRICITY II**

To provide a working knowledge of motors, generators, industrial wiring, and production line electricity maintenance. Prerequisite: ENT 107, ELT 116, or permission of instructor. Five credits: 60 clock hours.

**ELT 224 PROGRAMMABLE LOGIC CONTROLLERS**

A study of programmable logic controllers (PLC's) and associated I/O devices, design logic diagrams and program controllers. Prerequisite: ELT 204, ELT 276 or permission of instructor. Five credits: 60 clock hours.

**ELT 296 ELECTRONIC INTERNSHIP**

This course provides students with actual industry experience in the electronics field, preparing them for entry-level employment. Prerequisite: Must be in second year of Electronics program. Instructor permission required. One to Six credits: 30 to 180 clock hours.

**EMS: EMERGENCY MEDICAL SERVICES****EMS 100 INTRODUCTION TO HEALTHCARE PROFESSIONS**

This course provides an introduction to various levels of prehospital and hospital emergency care professions. Professions reviewed include: the emergency medical dispatcher, first responder, emergency medical technician-basic/intermediate/paramedic, flight paramedic/nurse, physician assistant, registered nurse, emergency physician, as well as various other emergency medical assistants and technicians. Two credits: 20 clock hours.

**EMS 101 HEARTSAVER CPR**

This course provides the student with the knowledge and skills to receive an American Heart Association course participant card in one rescuer CPR and choking for the adult victim only. A quick CPR class with strong emphasis on skills performance. 0.5 credit: 7 clock hours.

**EMS 102 PEDIATRIC CPR**

This course provides the student with the knowledge and skills to receive an American Heart Association course participant card. This card specializing in CPR and choking maneuver for the infant and child. This class is skills and practice oriented. One half credit: 6 clock hours.

**EMS 103 HEALTHCARE PROVIDER CPR**

This course provides the student with American Heart Association-"Course C" provider course completion card. This course includes: basic CPR and emergency cardiac care in both theory and practice; one and two rescuer CPR; infant and child CPR; and, choking. One half credit: 7 clock hours.

**EMS 104 CPR RENEWAL**

This course provides renewal in American Heart Association CPR. Prerequisites: Current CPR card. One half credit: 8 clock hours.

**EMS 105 CPR INSTRUCTOR**

This course provides the student with the knowledge and skills to receive a Basic Life Support Instructor Card issued by the American Heart Association. This course includes: basic life support techniques and teaching methods necessary to instruct CPR; manikin maintenance and cleaning. Prerequisites: Current AHA CPR "Course C" course completion card certificate. One credit: 14 clock hours.



**EMS 106 CPR INSTRUCTOR RENEWAL**

This course provides recertification as an American Heart Association CPR Instructor. Prerequisite: Current CPR Instructor certification. One half credit: 8 clock hours.

**EMS 107 FIRST AID**

This course provides the student with the knowledge and skills to perform basic, life-saving aid techniques for victims of sudden illness or injury. One half credits: 6 clock hours.

**EMS 108 DAYCARE PROVIDER CPR & FIRST AID**

This course provides the student with the core knowledge, skills and attitudes to function in the capacity of a "first-aider" until more advanced help arrives. Students will receive AHA "CPR Course Completion Card". 1.5 credits: 18 clock hours.

**EMS 130 FIRST RESPONDER**

This course provides the student with core knowledge, skills and attitudes to function in the capacity of a first responder until more advanced EMS help arrives. Students will receive a CPR "Course C" course completion card. Five credits: 67 clock hours.

**EMS 131 FIRST RESPONDER REFRESHER**

This course provides updating and reviewing skills for recertification as a First Responder. Prerequisite: Current First Responder and AHA "Course C" course completion card. Two credits: 30 clock hours.

**EMS 140 EMERGENCY MEDICAL TECHNICIAN - BASIC (EMT-B)**

This course provides instruction in recognition and treatment of medical and trauma emergencies. Topics include: 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. Strong emphasis on practical application of skills. Prerequisite: Department signature and minimum assessment scores required. Hepatitis-B Vaccine or signed waiver and current TB skin test required. Proof of current (one year) tetanus booster and second dose of MMR vaccine (if born after 1957) strongly recommended. Current AHA CPR "Course C" Course completion card. EMS 141 must be taken concurrently with this course. Student who successfully complete this course will eligible to receive both National Registry and Colorado State EMT-B certifications. Twelve credits: 160 clock hours.

**EMS 141 EMT-B CLINICAL EXPERIENCE**

This course provides the EMT-B student with supervised clinical experience with the emergency department. ALS ambulance, fire department, and 911 dispatch center. This course must be taken concurrently with EMS 140 for successful EMT-B course completion. One and half credits: 30 clock hours.

**EMS 142 EMT-B REFRESHER**

This course provides updating and reviewing skills for recertification as an EMT-B. Condensed EMT-B class with strong emphasis on cognitive application and skills performance. Prerequisites: Current Colorado EMT-B certification and AHA CPR "Course C" course completion card. Four credits: 50 clock hours.

**EMS 143 EMT-B TRANSITION**

This course is designed to provide the currently certified EMT with the new knowledge and skills presented in the current DOT 1994 EMT-B Curriculum. Special emphasis on new field interventions for the practicing EMT-B. Three credits: 40 clock hours.

**EMS 144 EMT-B SKILLS REVIEW**

This course is designed to review current EMT-B practical skills and to prepare the student to pass the Colorado State practical exam. The current EMT-B practical exam is included as part of this course. 1.5 credits: 30 clock hours.

**EMS 145 EMT-B CONTINUING MEDICAL EDUCATION (CME)**

These courses are geared specifically for fire departments or special groups, these classes include continuing medical education which can be used for state recertification EMT-B's. This class emphasizes both theory and skills. Varying credits: varying clock hours.

**EMS 146 EMS SEMINARS**

These courses covers a variety of EMS topics structured for the First Responder, EMT and Paramedic. EMS seminars can be used for continuing medical education credit. Varying credits: varying clock hours.

**EMS 160 AUTOMATED EXTERNAL DEFIBRILLATION (AED)**

This course provides instruction in automated cardiac defibrillation. Strong emphasis on indications for and precautions to be used with automated defibrillators. Prerequisites: current EMT-B level certification or higher. Physician advisor signature required for field use. One half credit: 7 clock hours.

**EMS 161 EMERGENCY MEDICAL DISPATCH**

This course is specifically designed for the student who wants to become or already functions as a 911 dispatcher. Includes: information on medical dispatch, communication; and, medical information dissemination to the public, and emergency rescuers. 2.5 credits: 25 clock hours.

**EMS 162 EMERGENCY RESPONSE TO SPORTS INJURIES**

This course provides instruction in the recognition, assessment and treatment of most sports injury emergencies. Topics include: common medical emergencies, accessing EMS, and sports injury rehabilitation. One credit: 12 clock hours.

**EMS 163 INTRODUCTION TO ADVANCED LIFE SUPPORT**

This course will teach how the EMT-B can take a more active role with responding ALS agencies. Topics include: advanced patient assessment; advanced skills for the management of trauma and medical problems; information on pharmacological intervention; and, some basic EKG recognition. Prerequisites: Current EMT-B certificate, current AHA CPR "Course C" course completion card. Three credits: 40 clock hours.

**EMS 200 BASIC IV THERAPY**

This course provides cognitive and practical information on indications for, the use, and complications of IV therapy. Anatomy and physiology background suggested. This class is only for current state certified medical personnel. Prerequisites: Current EMT-B state certification or other medical certification, department signature, current AHA CPR "Course C" course completion card, liability insurance and minimum assessment scores. Hepatitis-B Vaccine or signed waiver and current TB skin test required. Proof of current (one year) tetanus booster and second dose of MMR vaccine (if born after 1957) strongly recommended. 3.5 credits: 48 clock hours.

**EMS 201 EKG - BASIC**

This course provides instruction in the basic interpretation of EKG's. Prerequisite: Minimum assessment scores current EMT-B level certification or above. Four credits: 40 clock hours.



**EMS 202 EMS CAREER PREPARATION**

This course provides students with general and specific skills needed for employment in the EMS field. Class includes: work ethics, employment application procedures, resume writing, interview skills, stress management, improving interpersonal skills and an opportunity to interview with an EMS employers' panel. Three credits: 30 clock hours.

**EMS 203 BASIC TRAUMA LIFE SUPPORT-ADVANCED**

This course will provide the student with instruction in advanced trauma life support knowledge and skills. Course includes recognition, assessment, and performance of critical advanced life support skills for the victim of trauma. Prerequisites: First Responder certification or higher. One and one half credits: 20 clock hours.

**EMS 204 OSHA BLOODBORNE PATHOGENS**

This course provides the student with the knowledge and skills to comply with the current OSHA Bloodborne Pathogens Standard CFR 1910.1030. 0.5 credits: 6 clock hours.

**EMS 205 EMERGENCY RESPONSE TO CRISIS**

This course provides the student with the necessary theoretical background for understanding crisis as well as present practical guidelines for the proper management of a variety of crisis events. Two credits: 20 clock hours.

**EMS 206 EMS CLINICAL INTERNSHIP**

This course provides the EMT-B certified student with a 98 hour field clinical experience to enhance their knowledge and skills as an EMT-B. Three credits: 90 clock hours.

**EMS 207 SAFETY AND STREET SURVIVAL**

This course provides the student with the knowledge and skills for scene safety and control. Topics include: OSHA and NFPA safety laws and standards; weapons; gangs; on-scene protection of EMS providers; hostage situations; body armor. Two credits: 20 clock hours.

**EMS 208 LAW IN EMS**

This course provides the student with information on current EMS laws, legislation and practice. Reviews situations requiring knowledge of EMS law. Three credits: 30 clock hours.

**EMS 209 ETHICS IN EMS**

This course will review and discuss ethics as related to the medical profession and specifically the EMS field. Two credits: 20 clock hours.

**EMS 210 EMS MANAGERIAL INTERNSHIP**

This course provides the student with a 90 hour managerial internship in a variety of EMS settings to improve their managerial and leadership skills. Three credits: 90 clock hours.

**EMS 211 PEDIATRIC ASSESSMENT AND CARE**

This course provides the student with the special knowledge and skills to effectively assess and treat pediatric patient with a medical illness or traumatic injury. Three credits: 40 clock hours.

**EMS 212 INSTRUCTOR TRAINING**

This course provide the student with the knowledge and skills to become an effective EMS Instructor. The use of video recordings will give the student additional feedback of their practical teaching presentations. Five credits: 60 clock hours.

**EMS 213 BASIC CISD**

This course provides the student with the knowledge and skills necessary to develop and manage a CISD team. In addition, the student will learn how to provide a variety of crisis services for distressed emergency personnel. 1.5 credits: 16 clock hours.

**EMS 214 EMERGENCY VEHICLE OPERATIONS**

This course provides the student with the knowledge, skills and attitudes to become an effective and safe emergency vehicle operator. Three credits: 40 clock hours.

**EMS 215 COMMUNICATIONS IN EMS**

This course includes the writing and documentation of medical/scene information consistent with state guidelines and practices. Emphasis on accuracy, adequacy and legal aspects of documentation. Introduces use of accepted abbreviations, medical terminology and communication skills. Prerequisite: First Responder or higher. Two credits: 20 clock hours.

**EMS 216 ADVANCED FIELD EMS SKILLS**

This course provides students with hands-on experience with emergency medical and victim rescue skills under real world scenarios. Instruction will include specialty areas of patient care such as: wilderness evacuation; water rescue; combative patient management; and helicopter hoisting. Specific personal equipment required for course participation. Prerequisites: Department signature, current EMT-B certification, and current AHA CPR "Course C" course completion card. Three credits: 40 clock hours.

**EMS 220 ADVANCED CARDIAC LIFE SUPPORT (ACLS)**

This course provides instruction in the "core" cognitive and psychomotor skills needed to evaluate and manage witnessed cardiac arrest. Topics include: respiratory arrest; pulseless VF/VT; using the AED; and, management of the acute MI. Prerequisites: Healthcare providers that need proficiency in ACLS. AHA CPR "Course C" course completion card required. Others may attend class at the discretion of the course director. One credit: 14 clock hours.

**EMS 221 ACLS RENEWAL**

This course includes ACLS updates, the treatment of cardiac arrhythmia and sudden death. Prerequisite: EMT-P level certification or above, current AHA-ACLS and CPR "course C" course completion cards. One-half credit: 8 clock hours.

**EMS 222 ACLS INSTRUCTOR**

This course provides current ACLS providers the opportunity to certify as an ACLS instructor. A teaching practicum is required. Prerequisites: EMT-P level certification or above, current ACLS and AHA CPR "Course C" completion cards and letter of recommendation from affiliate faculty or course instructor. 1.5 credits: 20 clock hours.

**EMS 223 PEDIATRIC ADVANCED LIFE SUPPORT (PALS)**

Instruction in PALS. Topics are related to advanced care for the pediatric patient and include: recognition and treatment of shock; advanced airway management; IV access; and newborn resuscitation. Prerequisite: EMT-P level certification or above, current AHA CPR "Course C" course completion card. One credits: 16 clock hours.

**EMS 224 PALS RENEWAL**

Instruction intended to review and update skills associated with PALS. Topics are all related to advanced care for the pediatric patient and include: recognition and treatment of shock; advanced airway management; IV access; and newborn resuscitation. Prerequisite: EMT-P, level certification or above, current PALS and AHA CPR "Course C" completion cards. One-half credit: 8 hours.



### **EMS 225 PALS INSTRUCTOR**

This course provides current PALS providers the opportunity to certify as a PALS instructor. A teaching practicum is required. Prerequisites: Current PALS and AHA CPR "Course C" course completion card and a letter of recommendation from affiliate faculty or course instructor. 1.5 credits: 20 clock hours.

### **EMS 240 EMERGENCY MEDICAL TECHNICIAN - INTERMEDIATE (EMT-I)**

Instruction in the recognition and treatment of medical and trauma emergencies using advanced procedures. Topics include: shock/fluid therapy, cardiology/defibrillation, pharmacology/drug therapy, advanced respiratory assessment and management, ACLS certification. Prerequisite: Current Colorado EMT-B certification, physician advisor, current AHA CPR "Course C" course completion card and minimum assessment scores. Hepatitis-B Vaccine or signed waiver and current TB skin test required. Proof of current (one year) tetanus booster and second dose of MMR vaccine (if born after 1957) strongly recommended. Fourteen credits: 195 clock hours.

### **EMS 241 EMT-I REFRESHER**

This course provides updating and reviewing skills for recertification as an EMT-I. Condensed EMT-I class with strong emphasis on cognitive application and skills performance. Prerequisites: Current Colorado EMT-B certification and AHA CPR "Course C" course completion card. Three credits: 30 clock hours.

### **EMS 242 EMT-I SKILLS CHECK OFF**

This course provide the student with a review and check-off of EMT-I skills for Colorado EMT-I recertification requirements. One half credit: 8 clock hours.

### **EMS 260 EMT-P REFRESHER**

This course provides updating and reviewing of knowledge for recertification as an EMT-P. Prerequisites: Current Colorado EMT-P certification and AHA CPR "Course C" course completion card. Three credits: 30 clock hours.

### **EMS 261 EMT-P SKILLS CHECK OFF**

This course provide the student with a review and check-off of EMT-P skills for Colorado EMT-P recertification requirements. One half credit. 8 clock hours.

### **EMS 262 EMT-P CONTINUING MEDICAL EDUCATION (CME)**

These courses are geared specifically for EMT-I/P's, these classes include various continuing medical education topics which can be used for state recertification of EMT-I/P's. These classes emphasizes both theory and skills. Varying credits: varying clock hours.

## **ENG: ENGLISH COMMUNICATIONS**

\*Indicates instruction is administered by Developmental Education Division.

### **\*ENG 012 DEVELOPMENTAL WRITING II**

This class is for pre-GED students only. 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**

This class is for pre-GED students only. 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**

This class is for pre-GED students only. 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**

This class is only for students preparing to take the GED writing test. 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 I**

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. Students must earn a "C" or better in ENG 095 before they will be admitted to ENG 097. Prerequisite: placement. Five credits.

### **\*ENG 097 BASIC COMMUNICATION SKILLS II**

This course is for students who have a high school diploma or its equivalent but who need a review of grammar, punctuation, and sentence structure. Emphasis will be on advanced paragraph development and introduction to the essay. Students must earn a "C" or better in ENG 097 before they will be admitted to ENG 100. Prerequisite: ENG 095 or placement tests. Five credits.

## **ENG: ENGLISH (COMPOSITION)**

### **ENG 100 COMPOSITION STYLE AND TECHNIQUE**

This course introduces academic writing with an emphasis on writing process, information sources, and organization and development of written assignments for specific purposes and audiences. Students will examine composition techniques, including language fluency, effective diction, and appropriate sentence, paragraph, and essay structure. 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 100 before they will be admitted to ENG 121. Students must also pass an exit essay with a "C" or better to earn course credit.

**Note:** ENG 100 is a non-transferable course that carries credit only toward occupational degrees and certificates. Prerequisite: ENG 097 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 121 ENGLISH COMPOSITION I**

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. Prerequisite: ENG 100 or placement test. Five credits.

**ENG 122 ENGLISH COMPOSITION II**

This course expands and refines the objectives of English Composition I. ENG 122 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, so students must have adequate keyboarding skills. Prerequisite: ENG 121. Five credits.

**ENG 221 CREATIVE WRITING I**

This course teaches techniques for creative writing. Students explore imaginative uses of language through writing short stories, drama, poetry, and/or literary nonfiction. Prerequisite: Permission of instructor. Five credits.

**ENG 222 CREATIVE WRITING II**

This course continues development of written expression in such forms as poetry, fiction, and/or nonfiction writing. Prerequisite: ENG 221 or permission of instructor. Five credits.

**ENG 225 ADVANCED COMPOSITION**

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 227 CREATIVE WRITING PROJECTS I**

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 221 or permission of instructor. Three 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**

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****ENT: ENGINEERING TECHNOLOGY****ENT 100 INTRODUCTION TO TECHNOLOGY**

Provides introductory information on safety, computers and the disk operating system, career planning, program courses and time frame of study concerning Engineering and Electronic Technologies; i.e. Architectural/Civil, Drafting/Design, Computer Aided Manufacturing, General Electronics, and Automated Process Technician. Prerequisite: None. One credit: 15 clock hours.

**ENT 101 INTRODUCTION TO ENGINEERING GRAPHICS**

A print reading approach to understanding of technical/engineering drawing concepts. coverage will include concept of scaling and the associated instrumentation, lettering procedures, linework concepts, orthographic projection, pictorial drawings, measuring tools, and drafting tools. Prerequisite: None. Three credits: 40 clock hours.

**ENT 102 DRAFTING/DESIGN I**

An applications approach to the understanding of technical/engineering drawing concepts. Topics explored will include basic dimensioning concepts including ANSI standards, fasteners, section views, geometric construction, and assembly drawings. Prerequisites: ENT 101, equivalent course work or experience, or instructor permission. Three credits: 40 clock hours.

**ENT 103 DRAFTING/DESIGN II**

Development of manual drafting skills in the area of advanced drafting usage, ANSI standards, basic dimensioning and tolerancing, and concepts pertaining to detail drawings. Prerequisites: ENT 102, equivalent course work or experience, or instructor permission. Three credits: 40 clock hours.

**ENT 104 DRAFTING/DESIGN III**

Continued development of manual drafting skills in the area of threads and fasteners, auxiliary and section views, advanced pictorial drawings, and inking procedures including LeRoy fundamentals. Prerequisites: ENT 103, equivalent course work or experience, or instructor permission. Three credits: 40 clock hours.

**ENT 105 BASIC FIELD SURVEY**

A study of basic surveying equipment, manual calculations, computer computations, and note forms derived during field survey operations. Proficiency in fundamental survey techniques and the daily care and maintenance of survey equipment will be stressed. Prerequisite: ENT 116. Six credits: 80 clock hours.

**ENT 106 ENGINEERING MATERIALS: CIVIL**

A study of basic principles, analysis, design, and application of materials used in civil engineering with an emphasis on soils, concrete, and asphalt. The course will also include the study of soils, concrete, and asphalt testing. Prerequisite: ENT 111 or equivalent. Three credits: 40 clock hours.



**ENT 111 ENGINEERING MATERIALS**

Materials of industry are studied from the properties and applications viewpoint with emphasis on ASTM Standards and Testing as applied to woods, metals, plastics, and concrete. Prerequisite: Concurrent with ENT 116 or permission of instructor. Three credits: 40 clock hours.

**ENT 112 MANUFACTURING PROCESSES**

A study of manufacturing processes that use metals, plastics, and other common materials. Prerequisite: ENT 111, ENT 116. Four credits: 50 clock hours.

**ENT 113 ARCHITECTURAL PRINT READING**

An introduction to construction document interpretation: standard abbreviations, symbols and notation, methods and techniques used to define and differentiate the different parts of a drawing set. Introduction to architectural lettering styles. Introduction to architectural and civil scales and scale use. Prerequisite: None. Four credits: 60 clock hours.

**ENT 114 INTRODUCTION TO ARCHITECTURAL DRAFTING**

An introduction to architectural drafting through development of basic skills in planning, layout and drawing of residential architecture. Students are guided through a series of exercises starting with construction materials and techniques. Introduction to the Uniform Building Code (UBC). Course culminates with a set of residential drawings using pencil on vellum and a word processed code review. Prerequisite: ENT 103, ENT 113 and ENT 116 or equivalent courses or experience. Four credits: 60 clock hours.

**ENT 115 INTRODUCTION TO TECHNICAL MATHEMATICS**

A review of basic mathematics operations and applications to practical problem. Emphasizes word problem solutions. Includes fractions, percentages, ratios and proportions, weights and measures, unit conversions, roots and powers, and an introduction to algebra and practical applications. Prerequisite: Qualifying assessment scores. COURSES DOES NOT FULFILL PROGRAM REQUIREMENTS FOR AAS DEGREE PROGRAMS. Five credits: 60 clock hours.

**ENT 116 TECHNICAL MATHEMATICS**

Solutions of practical problem through the use of linear equations in one and multiple unknowns, simultaneous and quadratic equations and graphic algebra are studied, along with right and oblique triangle trigonometry as applied to land surveying, physics, static and related engineering technology courses. Prerequisite: Qualifying assessment score in mathematics and algebra skills. If acquired score is less than required, a Technology Division advisor will assist in placement in the proper skill development course. Five credits: 60 clock hours.

**ENT 118 INTRODUCTION TO TECHNICAL COMPUTING**

The course will introduce the basic concepts of computer (PC) usage and application. Topics covered will include hardware, software, operating systems, application programs, flowcharting, and programming concepts. Presentation methods will include lecture/demonstration, computer tutorials, required reading, and hands-on lab exercises. Four credits: 60 clock hours.

**ENT 109 ENGINEERING SEMINAR I****ENT 119 ENGINEERING SEMINAR II****ENT 129 ENGINEERING SEMINAR III**

These seminars will cover current and advanced topics in the engineering market place. Prerequisite: permission of instructor.

ENT 109: One credit: 10 clock hours

ENT 119: Two credits: 20 clock hours

ENT 129: Three credits: 30 clock hours

**ENT 121 INTRODUCTION TO DESCRIPTIVE GEOMETRY**

An introduction to descriptive geometry with applications to auxiliary and double auxiliary views. Prerequisite: ENT 101, ENT 102, ENT 103 and ENT 116 or equivalent courses or experience. Two credits: 30 clock hours.

**ENT 122 ENGINEERING GRAPHIC APPLICATIONS**

Engineering graphic applications: double auxiliary, and intersection and development applications. Introduction to charts and graphs. Prerequisite: ENT 101, ENT 102, ENT 103, ENT 116 and ENT 121 or equivalent course work or experience. Two credits: 30 clock hours.

**ENT 201 COMPUTER AIDED DRAFTING I**

An introduction to AutoCad: Basic setup: drawing tools, editing tools, text tools, scaling and drawing aids. Using AutoCad to create and edit simple drawings. Prerequisite: ENT 101 and ENT 118 or permission of instructor. Four credits: 60 clock hours.

**ENT 202 COMPUTER AIDED DRAFTING II**

Advanced applications using the AutoCad program. Applications include advanced dimensioning concepts, polylines, block creation, attribute creation, and manipulation including extraction, hatch application, basic menu customization and script files. Prerequisite: ENT 201 or permission of instructor. Four credits: 60 clock hours.

**ENT 203 COMPUTER AIDED DRAFTING III**

Advanced customizing applications which would include screen menus, pull-down menus, icon menus, tablet menus and mouse buttons. Hatch creation will also be explored. Additional topics would include advanced script files, basic and intermediate AutoLisp. Prerequisite: ENT 202 or permission of instructor. Four credits: 60 clock hours.

**ENT 204 COMPUTER AIDED DRAFTING IV**

Continuation of advanced concepts which would also include solid modeling and 3-D concepts. Prerequisite: ENT 203 or permission of instructor. Four credits: 60 clock hours.

**ENT 205 ELECTRO/MECHANICAL DESIGN**

The study of basic electro/mechanical design drafting practices. Introduces the student to basic electro/mechanical diagrams, (manual and computer generated) and packaging systems. Prerequisite: ENT 102, ENT 107, ENT 201. Four credits: 60 clock hours.

**ENT 206 STATICS**

A study of analytical mechanics and comprehension of the underlying principles and their application in the design of mechanisms and static structures. Applications of these principles to design and/or analysis of static structures is studied. Prerequisite: ENT 116 or equivalent. Five credits: 60 clock hours.

**ENT 207 TECHNICAL JOB SEEKING**

A study of current skills, interests, and employment search procedures, preparation of resumes and applications will be studied along with how to prepare and present oneself for an interview. Preparation of a current resume will be required. Prerequisite: Second year of program. One credit: 10 clock hours.

**ENT 215 ENGINEERING PLANNING AND CONTROL**

An introductory study of the concepts and applications in the areas of scheduling, estimating, and engineering economy. Prerequisite: ENT 116, or permission of instructor. Two credits: 30 clock hours.



**ENT 216 STATISTICAL QUALITY CONTROL**

Basic concepts of SPC relevant to construction, reading and use of control charts will be studied and applied to solve quality problem. Prerequisite: ENT 116 or permission of instructor. Two credits: 30 clock hours.

**ENT 217 FLUID MECHANICS: HYDRAULIC/PNEUMATIC**

A study of hydraulic/pneumatic power systems and the applications of these systems in the engineering field. Prerequisites: PHY 111 and PHY 112. Three credits: 40 clock hours.

**ENT 209 INDEPENDENT STUDY IN ENGINEERING TECHNOLOGY I****219 INDEPENDENT STUDY IN ENGINEERING TECHNOLOGY II****229 INDEPENDENT STUDY IN ENGINEERING TECHNOLOGY III**

These courses provide the opportunity to engage in intensive study in the areas of engineering technology that are not covered in scheduled classes or in greater depth than covered in class activities. Studies are under the supervision of a faculty member and are limited as to the credits that may be taken. Independent study courses DO NOT replace required program courses. Prerequisite: Permission of instructor.

ENT 209: One credit: 10 clock hours

ENT 219: Two credits: 20 clock hours

ENT 229: Three credits: 30 clock hours

**ENT 221 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 vessels, and riveted and welded joints are studied. Also included are the study of centroids, moments of inertia, shear of beams, shear and moment diagrams, and beam and column design. Prerequisite: ENT 111, ENT 116, ENT 206, and PHY 111. Five credits: 60 clock hours.

**ENT 225 COMPUTER AIDED MANUFACTURING**

An introduction to the concepts of Computer Aided Manufacturing, including CNC programming and CIM. Prerequisite: ENT 201 and ENT 112. Four credits: 60 clock hours.

**ENT 226 CIVIL HYDRAULICS**

A study of open channel flow and hydrology. Urban drainage requirements and the solution of urban drainage problem through the use of design manuals and computer software will be studied. Prerequisite: ENT 106, PHY 111 and PHY 112. Three credits: 40 clock hours.

**ENT 227 ROBOTICS**

A basic course emphasizing the components, systems, and applications of industrial robots. Prerequisite: ENT 112 and ELT 208. Four credits: 60 clock hours.

**ENT 235 DRAFTING: ARCHITECTURAL II**

A study of multi-family, multi-level frame and timber construction techniques with a review of modular and component applications. A project (team) approach utilizing AutoCad culminates with a set of working construction drawings for a condominium or town house project. Project includes a word processed code and zoning review document. Prerequisite: ENT 114 or equivalent. Four credits: 60 clock hours.

**ENT 236 DRAFTING: STRUCTURAL**

The study of manual and computer aided structural drafting practices, enabling the completion of structural details and plans in steel and concrete for commercial and industrial structural systems. Prerequisite: ENT 116, ENT 102, ENT 201, and ENT 111. Four credits: 60 clock hours.

**ENT 237 DRAFTING: CIVIL**

The study of manual and computer aided topographic drafting principles, interpolation, plotting, and detailing in the areas of open and closed traverses relating to land descriptions and aspects of tract, plat, plot, and site maps. Prerequisite: ENT 201, ENT 102, and ENT 105. Five credits: 60 clock hours.

**ENT 246 MECHANICAL DESIGN: MANUFACTURING**

The study of basic mechanical design practices for manufacturing using sketching, CAD, and problem solving techniques. Prerequisite: ENT 102, ENT 116, ENT 202, and ENT 221. Four credits: 60 clock hours.

**ENT 247 MECHANICAL DESIGN: FACILITIES**

The study of basic mechanical design practices for facilities using sketching, CAD and problem solving techniques. Prerequisite: ENT 102, ENT 111, ENT 202, and ENT 217. Four credits: 60 clock hours.

**ENT 296 ENGINEERING INTERNSHIP**

This course provides students with actual industry experience in the Engineering field, preparing them for entry-level employment. Students must apply and be accepted into the internship program. Prerequisite: Must be in second year of Engineering program. Department Chair approval required. One to Six credits: 30 to 180 clock hours.

**ENT 298 ENGINEERING PROBLEMS AND APPLICATIONS**

This course provides a 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 those skills individually and/or as a project team member in solving various engineering problems. Prerequisite: All required courses for quarters one through five (enroll during last or graduation quarter.) 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.

## **FST: FIRE SCIENCE**

**FST 100 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: 420 clock hours.

**FST 102 INTRODUCTION TO FIRE SCIENCE AND  
SUPPRESSION**

Introduction to fire service organizations of operations from past to present. Students will study the organization and operation of federal, state, local, and private fire protection agencies. Extinguishing methods and equipment, special extinguishing agents, and special hazard considerations will be covered. Students will also receive skills and knowledge necessary for entry level written examinations and oral interview procedures. Five credits: 50 clock hours.

**FST 103 FIREFIGHTER OCCUPATIONAL HEALTH AND  
SAFETY**

Students will study on scene and on-the-job firefighter health, safety and fitness; the safety officer, mental well-being, stress management and standards related to health, safety and fitness. Five credits: 50 clock hours.

**FST 104 FIRE PROTECTION SYSTEMS**

Students will study portable fire extinguishing equipment requirements. Sprinkler system types, installation, and maintenance. Special protection systems for various occupancies, including residential sprinklers. Three credits: 30 clock hours.

**FST 105 BUILDING PLANS AND CONSTRUCTION**

Students will study various types of building construction, principles of fire resistance, flame spread, smoke and fire containment. Students will also acquire the basic knowledge of plans review, how to read and understand blueprints, specifications and schedules. Five credits: 50 clock hours.

**FST 106 FIRE INSPECTION PRACTICES**

Organization and function of the fire prevention organization; inspections, surveying and mapping procedures; company inspections recognition of fire hazards, engineering a solution to the hazard, enforcement of the solution, and public relations as affected by fire prevention. Three credits: 30 clock hours.

**FST 107 HAZARDOUS MATERIALS I**

Students will analyze hazardous materials incidents, acquire the knowledge to recognize and identify hazardous materials; plan the response, decision making, implement response plans; and evaluate the progress of hazardous materials incident at the Awareness and Operations levels. Three credits: 30 clock hours.

**FST 112 FIRE SERVICE PLANNING**

Students will develop communication and team building skills. These skills will enable them to plan emergency operations, staffing concepts, and effective station placement. Three credits: 30 clock hours.



**FST 113 INTRODUCTION TO FIRE PREVENTION AWARENESS**

Students will acquire the ability to inspect building 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.

**FST 114 FIRE COMPANY ORGANIZATION & PROCEDURE**

Students will study fire department organization, the company officer, fire company organization, communications, group dynamics, leadership styles, counseling personnel, and problem solving techniques. Three credits: 30 clock hours.

**FST 115 INDUSTRIAL FIRE SAFETY CONCEPTS**

Familiarization with 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.

**FST 150 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.

**FST 151 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.

**FST 185 VOLUNTEER FIRE SEMINAR**

Provides Fire Service Training on a supplementary and upgrading basis to firefighters 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.

**FST 186 VOLUNTEER FIRE SEMINAR**

Class includes the same type of information as FST 185. Eight credits: 80 clock hours.

**FST 187 VOLUNTEER FIRE SEMINAR**

Class includes the same type of information as FST 185. Twelve credits: 120 clock hours.

**FST 188 VOLUNTEER FIRE SEMINAR**

Class includes the same type of information as FST 185. Sixteen credits: 160 clock hours.

**FST 195 VOLUNTEER FIRE SEMINAR**

Provides Fire Service Training on a supplementary and upgrading basis to firefighters 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. Half credit: 5 clock hours.

**FST 196 VOLUNTEER FIRE SEMINAR**

Class includes the same type of information as FST 195. One credit: 10 clock hours.

**FST 197 VOLUNTEER FIRE SEMINAR**

Class includes the same type of information as FST 195. Two credits: 20 clock hours.

**FST 198 VOLUNTEER FIRE SEMINAR**

Class includes the same type of information as FST 195. Three credits: 30 clock hours.

**FST 199 VOLUNTEER FIRE SEMINAR**

Class includes the same type of information as FST 195. Four credits: 40 clock hours.

**FST 201 FIRE SERVICE INSTRUCTOR I**

Students will learn the roles and responsibilities of Fire Service Instructor. Competencies covered are oral communications, concepts of learning, instructional materials, instructional planning, lesson plan development, instructional methods, testing and evaluation, training records and reports, and the demonstration of instructional abilities. Three credits: 30 clock hours.

**FST 202 FIRE FIGHTING STRATEGY AND TACTICS**

Students will study basics of strategy and tactics, fire behavior and its relationship to building construction, pre-fire planning, the incident command system, engine and truck company operations and multi-company operations. Five credits: 50 clock hours.

**FST 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.

**FST 205 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 of evidence and preservation of the fire scene. Three credits: 30 clock hours.

**FST 206 FIRE SERVICE SUPERVISION**

Studies fire department organization. Includes personnel relations, leadership, motivation, training, hiring, and disciplinary action. Three credits: 30 clock hours.

**FST 208 RELATED CODES AND ORDINANCES II**

Continuation of FST 204, emphasizing life safety and fire codes. Prerequisite: FST 204. Three credits: 30 clock hours.

**FST 250 CHEMISTRY FOR FIRE PROTECTION**

A basic, practical course in chemistry designed specifically for firefighters. Various materials which firefighters encounter will be reviewed in open classroom discussion. Five credits: 50 clock hours.

**FST 251 FIRE SERVICE AND THE LAW**

This course is to inform fire departments, fire boards, and firefighters 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.



**FST 252 FIRE 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.

**FST 254 HAZARDOUS MATERIALS II**

Students will acquire knowledge and skills necessary for hazardous materials mitigation; the effective use of monitoring devices. Students will become familiar with the components of a mitigation team. Command and control of hazardous materials incidents will be covered. Prerequisite: FST 107 and FST 250 or equivalents. Three credits: 30 clock hours.

**FST 256 FIRE DEPARTMENT ADMINISTRATION**

Students will study concepts and principles of fire service administration. Areas of study include organizational systems design, risk analysis for fire protection, labor relations, and fire financial management. Three credits: 30 clock hours.

**FAMILY AND LIFE EDUCATION**

Expectant Families and Positive Parenting and Personal Growth are cosponsored with North Colorado Medical Center.

**FLS: SENIOR****FLS 111 SENIOR SHAPE UP I****FLS 112 SENIOR SHAPE UP II****FLS 113 SENIOR SHAPE UP III**

Introduces body conditioning to raise fitness levels of older adults. One credit.

**FLS 118 MENTAL JOGGING**

Turn on your brain and improve your mental "fitness" with games and thinking experiences. One credit.

**FLS 121 ADVANCED SENIOR SHAPE UP I****FLS 122 ADVANCED SENIOR SHAPE UP II****FLS 123 ADVANCED SENIOR SHAPE UP III**

A more active exercise class with moderate aerobic activity for older adults. One credit.

**FLS 131 MOVING TOGETHER FOR FITNESS I****FLS 132 MOVING TOGETHER FOR FITNESS II****FLS 133 MOVING TOGETHER FOR FITNESS III**

An exercise program for older adults with special needs. One credit.

**FLS 135 CREATIVE MOVEMENT I****FLS 136 CREATIVE MOVEMENT II****FLS 137 CREATIVE MOVEMENT III**

Using the human body as a means of self expression, students explore and experience their own creativity through movement exercises. One credit.

**FLS 151 SENIOR WALK 'N SHAPE UP I****FLS 152 SENIOR WALK 'N SHAPE UP II****FLS 153 SENIOR WALK 'N SHAPE UP III**

Includes the "Shape Up" exercises, floor work and a 30-minute walk. One credit.

**FLS 179 SELF-ESTEEM:THE MATURE YEARS**

Examines how to restore and maintain feelings of self-worth in later years. One credit.

**FLS 211 INTERMEDIATE SENIOR SHAPE UP I****FLS 212 INTERMEDIATE SENIOR SHAPE UP II****FLS 213 INTERMEDIATE SENIOR SHAPE UP III**

A continuation of Senior Shape Up to improve fitness levels. One credit.

**FLS 221 SUPER SHAPE UP I****FLS 222 SUPER SHAPE UP II****FLS 223 SUPER SHAPE UP III**

To provide exercises for older adults to develop a high level of fitness including exercises for cardiovascular improvement. One credit.

**FLS 231 ADVANCED MOVING TOGETHER FOR FITNESS I****FLS 232 ADVANCED MOVING TOGETHER FOR FITNESS II****FLS 233 ADVANCED MOVING TOGETHER FOR FITNESS III**

Provides exercises for continued improvement in strength and flexibility. One credit.

**FLS 235 ADVANCED CREATIVE MOVEMENT I****FLS 236 ADVANCED CREATIVE MOVEMENT II****FLS 237 ADVANCED CREATIVE MOVEMENT III**

These classes are designed to continue a student's participation in movement exercises at a higher level. One credit.

**FLS 251 ADVANCED WALK 'N SHAPE UP I****FLS 252 ADVANCED WALK 'N SHAPE UP II****FLS 253 ADVANCED WALK 'N SHAPE UP III**

These classes provide high level exercises and brisk walking. One credit.

**FILE: 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 SURVIVAL SKILLS FOR NEW PARENTS**

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 credit.

**FLE 127 LABOR AND BIRTH PREPARATION FOR TEENS**

A special class for expectant teenage parents. Class will focus on preparation for labor and birth. Each class has the option of adding on, "Survival Skills for New Parents". One credit.



- FLE 131 EXERCISE FOR PREGNANCY I**  
**FLE 132 EXERCISE FOR PREGNANCY II**  
**FLE 133 EXERCISE FOR PREGNANCY III**

Helps women prepare physically for the birth of their baby. Maintain level of fitness throughout pregnancy and in some cases, increase endurance for labor and delivery. Designed specifically for pregnant women. One-half credit.

**FLE 135 PARENTS AS TEACHERS**

This class is based on the nationally recognized PAT curriculum. It is designed to maximize children's overall development in the first three years of life. The focus is on how parents can be involved in their child's learning: language, intellectual development, curiosity and social skills. The parent's role in this learning process is emphasized. One-half credit.

- FLE 141 SHAPE UP WITH BABY I**  
**FLE 142 SHAPE UP WITH BABY II**  
**FLE 143 SHAPE UP WITH BABY III**

Get back into shape after the birth of your baby and enjoy exercising with your baby at the same time. One-half 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.

**PREPARED CHILDBIRTH IN SPANISH**

Classes will help mom and coach feel more prepared, relaxed and knowledgeable about childbirth. Includes tour of Monfort Family Birth Center at North Colorado Medical Center. Breathing and relaxation skills are practiced each class. Class is taught entirely in Spanish. One credit.

**FLF: POSITIVE PARENTING AND PERSONAL GROWTH**

**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 129 LOSSES IN LIFE**

Understanding that loss is an important part of life. Many losses are developmentally necessary in order to realize our fullest potential as self actualizing human beings. One to Three credits.

**FLF 203 PARENTING AFTER DIVORCE**

Learn strategies on parenting and how to keep the children out of the middle. One-half credit.

**FLF 237 POSITIVE DISCIPLINE**

A presentation for parents of approaches toward disciplining the young child or adolescent. One to Three credits.

**Parents and students, please look under Education (EDU and EDT) for additional classes on The Family also.**

**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 of 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 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 109 FARM/RANCH COMPUTER - INDEPENDENT STUDY**

An individualized course providing the opportunity for the agriculture student to study a specific computer related area of skill under the direction of a qualified agriculture faculty member. Prerequisite: None. One credit: 10 hours lecture.

**FMT 119 FARM/RANCH COMPUTER - INDEPENDENT STUDY**

An individualized course providing the opportunity for the agriculture student to study a specific computer related area of skill under the direction of a qualified agriculture faculty member. Prerequisite: None. Two credits: 20 hours lecture.

**FMT 129 FARM/RANCH COMPUTER - INDEPENDENT STUDY**

An individualized course providing the opportunity for the agriculture student to study a specific computer related area of skill under the direction of a qualified agriculture faculty member. Prerequisite: None. Three credits: 30 hours lecture.



**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 full 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.

## 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 CONVERSATIONAL FRENCH I**

This is the first course in a sequence for beginning students who wish to understand and speak French. The material will include basic vocabulary, grammar, and expressions that are used in daily situations and in travel. (This is an elective course and may not be used to meet the Humanities requirements for 2-year degrees.) Three credits.

**FRE 102 CONVERSATIONAL FRENCH II**

This is the second course in a sequence for beginning students who wish to understand and speak French. The material will continue to cover basic conversational patterns, expressions, and grammar. (This is an elective course and may not be used to meet the Humanities requirements for 2-year degrees.) Prerequisite: FRE 101. 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.

**FRE 201 CONVERSATIONAL FRENCH III**

This is the third course in a sequence for students who wish to continue their study of understanding and speaking French. The material will include intermediate level vocabulary, grammar, and expressions. (This is an elective course and may not be used to meet Humanities requirements for 2-year degrees.) Prerequisite: FRE 102. Three credits.

**FRE 202 CONVERSATIONAL FRENCH IV**

This is the fourth course in a sequence for students who wish to continue their study of understanding and speaking French. The material will continue to cover intermediate level conversational patterns, expressions, and grammar. (This is an elective course and may not be used to meet Humanities requirements for 2-year degrees.) Prerequisite: FRE 201. Three credits.

**FRE 225 FRENCH FOR THE PROFESSIONAL**

This course, designed for professionals, covers specific job related vocabulary, expressions, and grammar. (This is an elective course and may not be used to meet the Humanities requirements for 2-year degrees.) One to Three credits.

### GER: GERMAN

**GER 101 CONVERSATIONAL GERMAN I**

This is the first course in a sequence for beginning students who wish to understand and speak German. The materials will include basic vocabulary, grammar, and expressions that are used in daily situations and in travel. (This is an elective course and may not be used to meet the Humanities requirements for 2-year degrees.) One to Three credits.

**GER 102 CONVERSATIONAL GERMAN II**

This is the second course in a sequence for beginning students who wish to understand and speak German. The materials will continue to cover basic conversational patterns, expressions, and grammar. (This is an elective course and may not be used to meet the Humanities requirements for 2-year degrees.) Prerequisite: GER 101. One to Three credits.

**GER 111 GERMAN LANGUAGE I**

The first course in a sequence dealing with the development of functional proficiency in listening, speaking, reading, and writing the language. NOTE: The order of the topics and the methodology will vary according to individual texts and instructors. (Course fulfills a Humanities requirement.) Five credits.

**GER 112 GERMAN LANGUAGE II, Part 1**

The second course in a sequence dealing with the development of functional proficiency in listening, speaking, reading, and writing the language. (Course fulfills a Humanities requirement.) Prerequisite: GER 111 or permission of instructor. Five credits.



**GER 113 GERMAN LANGUAGE II, Part 2**

A continuation of German Language II, Part 1. The third course in a sequence dealing with the development of functional proficiency in listening, speaking, reading, and writing the language. (Course fulfills a Humanities requirement.) Prerequisite: GER 112 or permission of instructor. Five credits.

**GER 201 CONVERSATIONAL GERMAN III**

This is the third course in a sequence for students who wish to continue their study of understanding and speaking German. The material will include intermediate level vocabulary, grammar, and expressions. (This is an elective course and may not be used to meet the Humanities requirements for 2-year degrees.) Prerequisite: GER 102. One to Three credits.

**GER 202 CONVERSATIONAL GERMAN IV**

This is the fourth course in a sequence for students who wish to continue their study of understanding and speaking German. The material will continue to cover intermediate level conversational patterns, expressions, and grammar. (This is an elective course and may not be used to meet the Humanities requirements for 2-year degrees.) Prerequisite: GER 201. One to Three credits.

**GER 211 GERMAN LANGUAGE III**

This course continues German 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: GER 113 or permission of instructor. Five credits.

**GER 212 GERMAN LANGUAGE IV, Part 1**

This course continues German Language I, II, and III in the development of increased functional proficiency in listening, speaking, reading and writing the language. (Course fulfills a Humanities requirement.) Prerequisite: GER 211 or permission of instructor. Five credits.

**GER 213 GERMAN LANGUAGE IV, Part 2**

This course continues German Language IV, Part 1, in the development of increased functional proficiency in listening, speaking, reading and writing the language. (Course fulfills a Humanities requirement.) Prerequisite: GER 212 or permission of instructor. Five credits.

**GER 225 GERMAN FOR THE PROFESSIONAL**

This course, designed for professionals, covers specific job related vocabulary, expressions, and grammar. (This is an elective course and may not be used to meet the Humanities requirements for 2-year degrees.) One to Three credits.

**ITA: ITALIAN****ITA 101 CONVERSATIONAL ITALIAN I**

This is the first course in a sequence for beginning students who wish to understand and speak Italian. The material will include basic vocabulary, grammar, and expressions that are used in daily situations and in travel. (This is an elective course and may not be used to meet the Humanities requirements for 2-year degrees.) One to Three credits.

**ITA 102 CONVERSATIONAL ITALIAN II**

This is the second course in a sequence for beginning students who wish to understand and speak Italian. The material will continue to cover basic conversational patterns, expressions, and grammar. (This is an elective course and may not be used to meet the Humanities requirements for 2-year degrees.) Prerequisite: ITA 101. One to Three credits.

**ITA 111 ITALIAN LANGUAGE I**

The first course in a sequence dealing with the development of functional proficiency in listening, speaking, reading, and writing the language. NOTE: The order of the topics and the methodology will vary according to individual texts and instructors. (Course fulfills a Humanities requirement.) Five credits.

**ITA 112 ITALIAN LANGUAGE II, Part 1**

The second course in a sequence dealing with the development of functional proficiency in listening, speaking, reading, and writing the language. (Course fulfills a Humanities requirement.) Prerequisite: ITA 111 or permission of instructor. Five credits.

**ITA 113 ITALIAN LANGUAGE II, Part 2**

A continuation of Italian Language II, Part 1. The third course in a sequence dealing with the development of functional proficiency in listening, speaking, reading, and writing the language. (Course fulfills a Humanities requirement.) Prerequisite: ITA 112 or permission of instructor. Five credits.

**JPN: JAPANESE****JPN 101 CONVERSATIONAL 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. (This is an elective course and may not be used to meet the Humanities requirements for 2-year degrees.) Three credits.

**JPN 102 CONVERSATIONAL 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. (This is an elective course and may not be used to meet the Humanities requirements for 2-year degrees.) 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 CONVERSATIONAL SPANISH I**

This is the first course in a sequence for beginning students who wish to understand and speak Spanish. The material will include basic vocabulary, grammar, and expressions that are used in daily situations and in travel. (This is an elective course and may not be used to meet the Humanities requirements for 2-year degrees.) One to Three credits.

### **SPA 102 CONVERSATIONAL SPANISH II**

This is the second course in a sequence for beginning students who wish to understand and speak Spanish. The material will continue to cover basic conversational patterns, expressions, and grammar. (This is an elective course and may not be used to meet the Humanities requirements for 2-year degrees.) Prerequisite: SPA 101. One 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**

This is a beginning course for students who have had fewer than two years of recent and successful secondary school Spanish. An assessment text for placement may be required. This course begins a sequence dealing with the development of functional proficiency in listening, speaking, reading, and writing the language. (This 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 CONVERSATIONAL SPANISH III**

This is the third course in a sequence for students who wish to continue their study of understanding and speaking Spanish. The material will include intermediate level vocabulary, grammar, and expressions. (This is an elective course and may not be used to meet the Humanities requirements for 2-year degrees.) Prerequisite: SPA 102. One to Three credits.

### **SPA 202 CONVERSATIONAL SPANISH IV**

This is the fourth course in a sequence for students who wish to continue their study of understanding and speaking Spanish. The material will continue to cover intermediate level conversational patterns, expressions, and grammar. (This is an elective course and may not be used to meet the Humanities requirements for 2-year degrees.) Prerequisite: SPA 201. One to Three credits.

### **SPA 203 CONVERSATIONAL SPANISH V**

This is the fifth course in a sequence for students who wish to continue their study of understanding and speaking Spanish. The material will continue to cover intermediate level conversational patterns, expressions and grammar. (This is an elective course and may not be used to meet the Humanities requirements for 2-year degrees.) One to 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 instructor's permission. Five credits.

### **SPA 212 SPANISH LANGUAGE IV, Part 1**

This course continues Spanish Language I, II, and III in the development of increased functional proficiency in listening, speaking, reading and writing the language. Prerequisite: SPA 211 or permission of instructor. Five credits.

### **SPA 213 SPANISH LANGUAGE IV, Part 2**

This course continues Spanish Language IV, Part 1, in the development of increased functional proficiency in listening, speaking, reading and writing the language. Prerequisite: SPA 212 or permission of instructor. Five credits.

### **SPA 225 SPANISH FOR THE PROFESSIONAL**

This course, designed for professionals, covers specific job related vocabulary, expressions, and grammar. (This is an elective course and may not be used to meet the Humanities requirements for 2-year degrees.) One to Three 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. 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.

### **GEO 106 HUMAN GEOGRAPHY**

This course is an introduction to geographic perspectives and methods with applications to the study of human activities, such as resource utilization, agricultural practices, settlement patterns, migrations, cultural activities, and industrialization. Special emphasis is placed on spatial distribution, map interpretation, and human impact on the environment. Three to Five credits.



**GEO 111 PHYSICAL GEOGRAPHY - LANDFORMS**

This course introduces the principles of landforms and soil as major elements in man's natural environment. Topics covered include structure and materials of the earth's crust, agents and processes of landscape development, elements of soil science, distribution of landscapes and soil types, and the impact of different landscapes and soil types upon man and his activities. Course may include laboratory experiences. Five credits.

**GEO 125 GEOGRAPHY OF COLORADO**

This course is a comprehensive survey of the geography of Colorado. Included are both physical and cultural aspects such as land forms, weather and climate, natural resources, economic activities, cultural migrations and trends. Regional differences and human impact upon the environment are also included. Three 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: 20 hours lecture, 20 hours lab.

**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: 40 hours lecture.

**GEY 111, 121**

For programs that require two semesters (1 year) of geology, students should complete both 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. Prerequisite: None. Six credits: 40 hours lecture, 40 hours lab.

**GEY 121 HISTORICAL GEOLOGY**

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. Field trips required. Prerequisite: Physical Geology (GEY 111) or permission of instructor. Six credits: 40 hours lecture, 40 hours lab.

**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.

**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 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 credit: 10 clock hours.

**GRT 295 GRAPHIC TECHNOLOGY/INDEPENDENT STUDY**

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**

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**

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 113 LIFEGUARD TRAINING, AMERICAN RED CROSS**

Upon successful completion of this course, the student will have the basic ability to recognize and attempt to rescue swimmers in distress. The student will learn skills involving swimming rescues, CPR, first aid, public relations and the characteristics and responsibilities of the professional lifeguard. Two credits: 30 clock hours.

**HEN 115 WATER SAFETY INSTRUCTOR (WIS)**

The purpose of this course is to train instructor candidates to teach American Red Cross Swimming and Water Safety Courses. Two credits: 30 clock hours.

**HEN 117 NUTRITION & WEIGHT LOSS**

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 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.

**HEN 195 INDEPENDENT STUDY IN HEALTH**

This course offers the serious minded students an opportunity to be involved in practical experience in teaching and/or research in the area of health and/or physical education. Course can be repeated if content changes. One-half credit: 10 clock hours. One credit: 20 clock hours. One and one-half credits: 30 clock hours. Two credits: 30 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 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 117 THE CIVIL WAR - A HISTORY**

A survey of the history of the Civil War from the causes of the war through approximately Lincoln's assassination. Five credits.

**HIS 139 WOMEN IN U.S. HISTORY**

This course surveys women's changing roles in American history from the colonial period to the present. Special emphasis is placed upon the nature of women's work and the participation of women in the family, church and reform movements. Five credits.

**HIS 140 HISTORY OF WORLD WAR II**

Examines the many factors that combined to cause World War II, as well as the most significant effects of the conflict. Five credits.

**HIS 157 ANCIENT EGYPTIAN HISTORY**

Provides an overview of our current knowledge concerning the geneses 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**

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**

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**

Examines the major political, economic, social, diplomatic/military, cultural, and intellectual events in American History since 1945. 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 225 HISTORY OF COLORADO AND THE ROCKY MOUNTAIN WEST**

This course presents the story of the people, society, and cultures of Colorado from the earliest Native Americans, through the Spanish influx, the explorers, the fur traders and mountain men, the gold rush, railroad builders, the cattlemen and farmers, the silver boom, and the modern twentieth-century state. 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 246 HISTORY OF MEXICO**

This course surveys the major political, economic, social, and cultural developments of Mexico from pre-Columbian times to the present. Five credits.

**HIS 249 HISTORY OF MODERN RUSSIA**

This course surveys the major political, economic, social, and ideological developments that have shaped modern Russia and the Soviet Union. 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. One-two credits: contact instructor.

**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 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: 0.5 to 12 credits; 5-120 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. Four credits: 40 clock hours.

**HLH 135 NURSE AIDE**

Intended to prepare the learner for entry-level employment as an aide in providing nursing care to adult or disabled patients/clients/residents such as might commonly be served by health care facilities and home care agencies within this community. Emphasis is placed on care of the elderly.

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 60 on CPT assessment. Be in good health and without medical restrictions on lifting activities. Eight credits: 108 clock hours.

**HLH 161 BASIC HEALTH CARE BEHAVIORS**  
*COURSE DESCRIPTION PENDING***HLH 162 BASIC HEALTH CARE TECHNIQUES**  
*COURSE DESCRIPTION PENDING***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.

**HUM: HUMANITIES****HUM 105 WORLD MYTHOLOGY**

Students are acquainted with myths and legends from many areas of world culture. (This course is transferable to CSU's Vital Connections Program.) Two to 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. (This course is transferable to the UNC Bound program.) Five credits.



**HUM 121 SURVEY OF HUMANITIES I**

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**

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**

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.

**HUM 160 HUMANITIES AND PUBLIC POLICY**

An examination of public issues affecting the quality of American life. To bring humanities perspectives to public policy and encourage citizen involvement in democratic processes, this course uses methods and materials developed by National Issues Forums. One to Three credits.

**HUM 170 HUMANITIES AND LEADERSHIP**

An examination of leadership issues as expressed in classics from all periods and genres of the humanities arts, including film, literature, theatre, philosophy and the visual arts through the ages. Encourages student involvement in leadership processes through discussion-based learning. This course uses methods and materials developed by Phi Theta Kappa Leadership Development Program. Two to Five credits.

**HUM 180 THE WESTERN TRADITION**

A critical examination of key texts in the formation of Western consciousness from "Gilgamesh" and the Bible to those of Sophokles, Plato, and Renaissance humanism. These form the basis for discussion of contemporary topics as outcomes. Five credits: 50 clock hours.

**HUM 295 HUMANITIES 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. Prerequisite: permission of instructor. One to Three 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.

**INS: INSURANCE****INS 100 LICENSURE PROPERTY/CASUALTY INSURANCE**

Principles of insurance, casualty insurance, legal concepts and regulations and ethics as required by State Division of Insurance for eligibility to test for and receive a Property and Casualty Insurance License. 1.5 credits: 15 clock hours

**INS 101 LICENSURE OF LIFE INSURANCE**

Principles of insurance, life insurance, legal concepts and regulations and ethics as required by State Division of Insurance for eligibility to test for and receive a Life Insurance License. 1.5 credits: 15 clock hours.

**INS 102 LICENSURE ACCIDENT/HEALTH PROGRAM**

Principles of insurance, accident and health, legal concepts and regulations, and ethics as required by State Division of Insurance for eligibility to test for and receive an Accident and Health Insurance License. 1.5 credits: 15 clock hours.

**INS 105 INTRODUCTION TO CLAIMS**

Each person will recognize and appropriately use many terms pertaining to insurance claims handling, demonstrate a basic understanding of how claims are handled, and understand how the role of insurance adjusting relates to the insurance mechanism as a whole. 1.5 credits: 15 clock hours.

**INS 200 PROPERTY AND LIABILITY INSURANCE PRINCIPLES**

Basic principles of insurance, introduction to contracts and operations of insurance business. Meets INS 21 requirements. Three credits: 30 clock hours.

**INS 201 PERSONAL INSURANCE**

Analysis of personal loss exposures and personal insurance coverages including home, auto, life, and health. Meets INS 22 requirements. Three credits: 30 clock hours.

**INS 202 COMMERCIAL INSURANCE**

Commercial coverage including property, business income, inland and ocean marine, crime boiler and machinery, general liability, auto, workers compensation and package policies. Meets INS 23 requirements. Three credits: 30 clock hours.



## **LIT: LITERATURE**

### **LIT 115 INTRODUCTION TO LITERATURE**

Introduces students to fiction, poetry, and drama. Emphasizes active and responsive reading. (Course fulfills a Humanities requirement.) Five credits.

### **LIT 135 TOPICS IN LITERATURE**

Introduces students to a variety of literary genres, including fiction, non-fiction, poetry and/or drama. Particular course titles and emphases will vary based on student interest. Course may be taken more than once for elective credit, provided titles are not repeated. One-half to 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.) LIT 201 is not a prerequisite for LIT 202. Five credits.

### **LIT 225 INTRO TO SHAKESPEARE**

This course explores a selection of works by William Shakespeare. It focuses on careful reading and interpretation of the plays and poems, includes pertinent information about Elizabethan England, and examines formal as well as thematic elements of the selected works. Five credits.

### **LIT 235 SCIENCE FICTION**

Examines the techniques and themes of science fiction through careful reading and interpretation of works by a variety of writers in the genre. Students examine the genre as it reflects social, political, psychological, and moral views. Five credits.

### **LIT 245 LITERATURE OF THE AMERICAN WEST**

This course examines works in various genres by writers of the American West. Investigates the dominant themes and social and historical backgrounds as these reflect both the particularity and the universality of the region's experience. Five credits.

### **LIT 246 THE LITERATURE OF WOMEN**

Uses literature and media to study the variety of experiences encountered by modern women. Helps women to understand not only the difficulties, but also the possibilities of attaining fulfillment beyond coping with life. Five credits.

### **LIT 295 INDEPENDENT STUDY IN LITERATURE**

Provides an opportunity for the serious-minded student to engage in intensive study and research on a specified topic under the direction of a faculty member. (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.

## **MAN: MANAGEMENT**

### **MAN 125 TEAMBUILDING**

This course examines techniques to develop teamwork. By using teamwork, students will develop decision making skills, solve problems, develop planning skills, and create and maintain work channels so that quality leadership is created through teamwork. Two credits: 20 clock hours.

### **MAN 155 TOTAL QUALITY IMPROVEMENT: PRINCIPLES**

Students will participate in an environment that will allow them to use concepts of Total Quality Improvement including the principle foundations, goal setting and teambuilding. Two credits: 20 clock hours.

### **MAN 156 TOTAL QUALITY IMPROVEMENT: DECISION MAKING TOOLS & TECHNIQUES**

Students will participate in using a variety of tools and methods for gathering data so that quality decisions will be made. Two credits: 20 clock hours

### **MAN 157 TOTAL QUALITY IMPROVEMENT: CUSTOMER FOCUS**

Students will participate in learning ways to: recognize who customers are, carry out customer expectations, measure customer satisfaction and reinforce good customer service. Two credits: 20 clock hours.

### **MAN 171 MANAGEMENT ACTIVITY I**

This course is designed to encourage growth and development through activities in a student or business organization. Two credits: 20 clock hours.

### **MAN 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 111, MAR 216, MAT 110, or permission of instructor. Five credits: 50 clock hours.

### **MAN 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.

### **MAN 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.

### **MAN 212 MARKETING/MANAGEMENT STRATEGIES**

The study of making marketing/management decisions with the aid of computer simulations. Illustrates how various combinations of the "marketing mix" change the business outcome. Prerequisite: MAN 226 and MAR 216, or advisor approval. Five credits: 50 clock hours.

### **MAN 226 PRINCIPLES OF MANAGEMENT**

A survey 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. Five credits: 50 clock hours.

### **MAN 235 ORGANIZATIONAL BEHAVIOR**

This course will look at the theories and research of interpersonal relations, work group process, decision making, and change strategies within organizations. Five credits: 50 clock hours.



**MAN 236 NEGOTIATIONS**

Students will explore negotiation and mediation through reading, exercises and class discussion. Conflict resolution, power influence and persuasion will be discussed. Five credits: 50 clock hours.

**MAN 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 re-examination of his or her position and how it relates to other levels in the organization. Five credits: 50 clock hours.

**MAN 245 MANAGING DIVERSITY**

This course will examine and recognize the impact of a diverse workforce. The management issues of dealing with such a work force will be examined. Two credits: 20 clock hours.

**MAN 246 BUSINESS ETHICS**

Students will examine current problems, practices, and trends of business ethics, including truth in advertising and professional codes of conduct. Two credits: 20 clock hours.

**MAN 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 re-examination of his/her position and how it relates to other levels in the organization. Prerequisite: MAN 237. Five credits: 50 clock hours.

**MAN 285 INDIVIDUAL STUDIES IN MANAGEMENT****MAN 286 INDIVIDUAL STUDIES IN MANAGEMENT****MAN 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.

**MAN 291 COOPERATIVE WORK EXPERIENCE****MAN 292 COOPERATIVE WORK EXPERIENCE****MAN 293 COOPERATIVE WORK EXPERIENCE**

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. Two-five credits: 20-50 clock hours each.

**MAR: MARKETING****MAR 105 ADVERTISING AND PROMOTION**

An introduction to functions of advertising as a merchandising tool. Includes study of copy, media, art work, and production. Five credits: 50 clock hours.

**MAR 111 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.

**MAR 117 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.

**MAR 125 MARKETING RESOURCE SYSTEMS**

This course examines the resource systems that influence marketing and related marketing activities. Topics include external planning environment, risk management, business cycles, and international trade. Two credits: 20 clock hours.

**MAR 185 INDIVIDUAL STUDIES IN MARKETING****MAR 186 INDIVIDUAL STUDIES IN MARKETING****MAR 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.

**MAR 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.

**MAR 211 ADVANCED SALES**

Develop skills of the professional salesperson through role playing situations and studies of advanced closing techniques. Prerequisite: MAR 111. 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. Five credits: 50 clock hours.

**MAR 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. Three credits: 30 clock hours

**MAR 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 MAR 257 and MAR 258 but have not completed the state exam. Prerequisite: MAR 257 and MAR 258. Three credits: 30 clock hours.

**MAR 256 REAL ESTATE CLOSING AND TRUST ACCOUNTS**

The student will analyze the brokers responsibilities and legal requirements related to closing; record keeping responsibilities; establishment and maintenance of trust accounts related to real estate closing. Three credits: 30 clock hours.

**MAR 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.



**MAR 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.

**MAR 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: MAR 257 and MAR 258. Three credits: 30 clock hours.

**MAR 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: MAR 257. Two credit: 20 clock hours.

**MAR 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.

**MAR 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: MAR 257. One credit: 10 clock hours.

**MAR 268 REAL ESTATE LICENSE RENEWAL 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 of 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.

**MAR 275 MARKETING/MANAGEMENT SEMINAR**

**MAR 276 MARKETING/MANAGEMENT SEMINAR**

**MAR 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.

**MAR 285 INTERNATIONAL MARKETING**

This course will look at the world environment in which the international marketer must operate. The economic, political, and cultural dimensions of the world's markets that constrains the practice of international marketing will be examined. Three credits: 30 clock hours.

**MAS: MEXICAN AMERICAN STUDIES**

**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 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.

**MAT: MATHEMATICS**

\*Indicates instruction is administered by Developmental Education Division.

**\*MAT 012 DEVELOPMENTAL MATHEMATICS II**

This Pre-GED course 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**

This Pre-GED course 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**

This Pre-GED course 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**

This course 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 060 INDEPENDENT STUDY IN WHOLE NUMBERS**

This course provides a student who has a high school diploma or its equivalent but lacks computational skills in the operations dealing with whole numbers. Independent instruction. Prerequisite: Placement. Two credits.

**\*MAT 063 BASIC MATH III**

This course provides students who have a high school diploma or its equivalent, who lack computational skills, with instruction in the operations dealing with fractions. Prerequisite: Placement. One to three credits.



**\*MAT 064 BASIC MATH IV**

This course provides students who have a high school diploma or its equivalent, who lack computational skills, with instruction in decimals, ratios, proportions, and percents. Prerequisite: MAT 063 or placement. One to three credits.

**\*MAT 065 BASIC MATH V**

This course provides students who have a high school diploma or its equivalent, who lack computational skills, with instruction in signed numbers, exponents, roots, and simple application problems.

**\*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 beginning algebra. Prerequisite: placement. Five credits.

**\*MAT 097 INTRODUCTION TO ELEMENTARY 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, monomials and basic geometric concepts. Prerequisite: placement. Three credits.

**MAT 100 ELEMENTARY ALGEBRA**

(This course may not be applied to the A.A. or A.S. degree.)

This course includes the study of linear equations, polynomials, factoring rational expressions, quadratic equations, linear systems, inequalities, graphing, and applications. Also included are absolute value equations and inequalities, systems of linear inequalities, and radicals. Prerequisite: A current assessment test is required. Five credits, 50 hours.

**MAT 101 APPLIED MATHEMATICS I**

(This course will not satisfy minimum nor elective requirements for the A.A. or A.S. degree. Technology Division)

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 105 INTERMEDIATE ALGEBRA**

(This course will not apply to the A.A. or A.S. degrees.)

This course approaches problem solving using equations, slope, inequalities systems of equations, polynomials, quadratic equations, rational expressions, rational exponents, radical expressions, graphing, and applications. Also covered will be an introduction to functions, inverse functions, quadratic and quotient inequalities, and an introduction to logarithms. Prerequisite: "C" or better in MAT 100, or a current assessment test. Five credits, 50 hours.

**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 113 COLLEGE PLANE GEOMETRY**

(This course will not apply to the A.A. or A.S. degrees.)

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 100 or current assessment test. Five credits, 50 hours.

**MAT 121 COLLEGE ALGEBRA**

Includes 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: "C" or better in MAT 105 within the last 4 quarters or a current assessment test. Permission of the department required. One year of high school Geometry or MAT 113 strongly recommended. Six credits, 60 hours.

**MAT 122 COLLEGE TRIGONOMETRY**

This is a traditional prerequisite course to the calculus sequence. Topics include trigonometric functions (with graphs and inverse functions), identities and equations, solutions of triangles, complex numbers, vectors and topics in analytic geometry. Prerequisite: 1 year of high school geometry or MAT 113 and MAT 121 or a current assessment test. Five credits, 50 hours.

**MAT 125 SURVEY OF CALCULUS**

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 121 or current assessment test. Five credits, 50 clock hours.

**MAT 135 INTRODUCTION TO STATISTICS**

Includes data presentation and summarization, introduction to probability concepts and distributions, statistical inference-estimation, hypothesis testing, comparison of populations, correlation and regression. Prerequisite: "C" or better in MAT 105. within the last 4 quarters or a current assessment test. Permission of the department required. Five credits, 50 hours.

**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 190 MATHEMATICS FOR THE LIBERAL ARTS**

This course is designed to improve the student's real-world problem solving skills. Topics may include sets, logic, probability, data sampling, interest and annuities, geometry, linear programming, exponential and logarithmic functions and/or an introduction to trigonometry. This course may be used for selected A.A. degree students. Although not a CORE math course, MAT 190 is transferable to UNC, CSU and CU for specified majors. Prerequisite: "C" or better in MAT 105. Permission of the department required. Five credits: 50 hours.

**MAT 201 CALCULUS I**

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 a current assessment test. Five credits, 50 hours.



**MAT 202 CALCULUS II**

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, 50 hours.

**MAT 203 CALCULUS III**

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, 50 hours.

**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, 50 hours.

**MAT 255 LINEAR ALGEBRA**

This course includes an introduction to the theory of vector spaces, linear transformations, matrix representations, eigenvalues, and eigenvectors. Prerequisite: MAT 203 or permission of instructor. Five credits, 50 hours.

**MAT 260 CALCULUS IV**

This course completes the traditional subject matter of calculus. Topics include vectors, vector-valued functions, and multi-variable calculus (including partial derivatives, multiple integrals, line integrals, and applications). Prerequisite: MAT 203 MAT 255 is highly recommended. Five credits, 50 hours.

**MAT 265 DIFFERENTIAL EQUATIONS**

The primary emphases in this course are on techniques of problem solving and applications. Topics include first, second, and higher order differential equations, series methods, approximations, systems of differential equations, and Laplace transforms. Prerequisite: MAT 260 and MAT 255. Five credits, 50 hours.

**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.

## **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.

**MCM 225 VOCABULARY BUILDING**

This class will provide vocabulary enrichment for advanced signers, and a general study of the dynamics of both verbal and nonverbal communication. Three credits.

**MCM 226 FINGERSPELLING**

This course is designed for students who want to increase or improve their finger spelling production and comprehension. Finger spelling rates, rhythms, patterns, and styles from different conversational perspectives are included in this course. Prerequisite: MCM 224 or instructor's permission. Three credits.

**MCM 227 SIGNING TO VOICE**

This course is designed to help students to understand the field of interpreting for the deaf. It is also to improve or increase skills and competencies. Prerequisite: MCM 221, 222, 223, 224, 225, and 226 or instructor's permission. Five credits.

## **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. This 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

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 151 COMMUNITY CHORALE**

Community Chorale is open to adult singers of all skill levels and ages and requires no entrance audition. Participants can expect an informal and enjoyable learning environment where techniques of good choral singing will be taught and where they will be exposed to a variety of choral music. Community Chorale, as opposed to Concert Chorale, will be scheduled during evenings in order to better serve the needs of, and be more accessible to the non-traditional student and community members in general. One credit.

**MUS 152 CONCERT CHORALE**

Concert Chorale is open to adult singers of all skill levels and ages and requires no entrance audition. Participants can expect an informal and enjoyable learning environment where techniques of good choral singing will be taught and where they will be exposed to a variety of choral music. One credit.

**MUS 155 JAZZ/FUSION/BLUES ENSEMBLE**

Jazz/fusion/blues ensemble will provide musical experience and learning in a band/ensemble environment, culminating in successful performance. One credit.

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 176 MUSIC THEATRE PERFORMANCE**

Practical experience in the production of a musical. Students will be taught techniques of singing, acting, and movement as well as additional aspects of live performance of music theatre culminating in a public performance. Three credits.

**MUS 205 RECITAL PERFORMANCE**

An opportunity for advanced applied students to perform publicly in a solo recital or half-recital (at least 20 minutes). One to three credits.

**MUS 223 JAZZ-ROCK THEORY/IMPROVISATION**

This course utilizes the student's primary instrument, piano, voice, and ear to teach music theory as it applies to improvisation and performing solo over jazz, rock, fusion, and blues music. Two credits.

**MUS 244 ENGLISH DICTION**

A course in the performance of English Song Literature with particular emphasis upon the problems of singing in one's own language and upon learning the International Phonetic Alphabet. Two credits.

**MUS 299 MUSIC PRACTICUM**

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



## **PEA: PHYSICAL EDUCATION**

### **ACTIVITIES**

- PEA 101 ARCHERY I  
PEA 102 ARCHERY II  
PEA 103 ARCHERY III

Teaches the techniques and fundamentals of archery. One credit: 20 clock hours.

- PEA 131 BOWLING I  
PEA 132 BOWLING II  
PEA 133 BOWLING III

Rules, skills, strategy, and courtesies of individual and team bowling are covered. One credit: 20 clock hours.

- PEA 151 AQUASIZE I  
PEA 152 AQUASIZE II  
PEA 153 AQUASIZE III

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  
PEA 163 SWIMMING III

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 185 SCUBA DIVING

This course strictly follows the program of study prescribed by P.A.D.I., and students who successfully complete this course and subsequently satisfy the open-water dive requirements will be certified by P.A.D.I. and receive a basic SCUBA "C" card. One credit: 20 clock hours.

## **PEB: PHYSICAL EDUCATION**

### **BALL SPORTS**

- PEB 100 RECREATIONAL BASKETBALL

Gives students the opportunity to learn and practice good teamwork, sportsmanship and cooperation. One credit: 20 clock hours. One and one half credits: 30 clock hours.

- PEB 101 BASKETBALL I

An activity class which allows the student to learn and develop the fundamentals of basketball. Class also involves team play. One credit: 20 clock hours. One and One-half credits: 30 clock hours.

- PEB 102 BASKETBALL II

Gives students additional training in basketball skills, fundamentals, and team play. One credit: 20 clock hours. One and One-half credits: 30 clock hours.

- PEB 103 BASKETBALL III

Reviews and further develops course content covered in Basketball I and Basketball II. One credit: 20 clock hours. One and One-half credits: 30 clock hours.

- PEB 104 FLAG FOOTBALL I  
PEB 105 FLAG FOOTBALL II  
PEB 106 FLAG FOOTBALL III

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 credits: 30 clock hours.

- PEB 107 GOLF I  
PEB 108 GOLF II  
PEB 109 GOLF III

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 credits: 30 clock hours.

- PEB 115 WALLYBALL I  
PEB 116 WALLYBALL II  
PEB 117 WALLYBALL III

Combination of Volleyball and Racquetball skills to play an off-the-wall volleyball game. One credit: 20 clock hours. One and one half credits: 30 clock hours.

- PEB 121 SOCCER I

This class is to teach the basic soccer skills, techniques, physical fitness, and team work. The goal is to develop a basic understanding of the game on both offense and defense and to achieve a higher standard of soccer play. One credit: 20 clock hours. One and one half credits: 30 clock hours.

- PEB 122 SOCCER II

This class is to improve and/or enhance experienced soccer player's skills and techniques. To emphasize team work, physical fitness, and improve individual fundamentals and ball handling skills. The goal will be to develop well organized strategies on both offense and defense and to achieve a higher standard of soccer play. One credit: 20 clock hours. One and one half credits: 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 credits: 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 credits: 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 credits: 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 credits: 30 clock hours.

- PEB 151 SOFTBALL I  
PEB 152 SOFTBALL II  
PEB 153 SOFTBALL III

Teaches various skills, techniques, rules, and regulations of softball. One credit: 20 clock hours. One and one-half credits: 30 clock hours.



- PEB 161 TENNIS I  
 PEB 162 TENNIS II  
 PEB 163 TENNIS III

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 171 VOLLEYBALL I  
 PEB 172 VOLLEYBALL II  
 PEB 173 VOLLEYBALL III

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 181 COMPETITIVE VOLLEYBALL I  
 PEB 182 COMPETITIVE VOLLEYBALL II  
 PEB 183 COMPETITIVE VOLLEYBALL III

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 203 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 204 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 275 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 credits: 30 clock hours.

## PEB: PHYSICAL EDUCATION DANCE

- PEB 111 AEROBICS I  
 PEB 112 AEROBICS II  
 PEB 113 AEROBICS III

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 117 BENCH AEROBICS I  
 PEB 118 BENCH AEROBICS II  
 PEB 119 BENCH AEROBICS III

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.

- PEB 126 LOW IMPACT AEROBICS I  
 PEB 127 LOW IMPACT AEROBICS II  
 PEB 128 LOW IMPACT AEROBICS III

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 135 TRI FIT I  
 PED 136 TRI FIT II  
 PED 137 TRI FIT III

This class works on cardiovascular endurance, muscular toning and flexibility by using low-impact aerobics and resistance wall-pulleys at the same time. In addition, other methods are used for variety such as very basic bench aerobics, circuit training, and rubber band toning techniques. One credit: 20 clock hours. One and one half credits: 30 clock hours.

- PED 165 BALLROOM DANCING I  
 PED 166 BALLROOM DANCING II

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 credits: 30 clock hours.

- PED 171 COUNTRY SWING I  
 PED 172 COUNTRY SWING II  
 PED 173 COUNTRY SWING III

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 174 ADVANCED COUNTRY SWING

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

- PEF 104 AEROBIC CONDITIONING I  
 PEF 105 AEROBIC CONDITIONING II  
 PEF 106 AEROBIC CONDITIONING III

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 credits: 30 clock hours.

- PEF 108 SELF-DEFENSE I  
 PEF 109 SELF-DEFENSE II

Teaches various skills and techniques of self defense. One credit: 20 clock hours.

- PEF 111 PHYSICAL FITNESS

With permission of the department chair, a student who wishes to be involved with a variety of physical activities may enroll in this course. Course content could involve walking, jogging, hiking, swimming, tennis, golf, basketball, weight lifting, racquetball, etc. One credit: 20 clock hours. One and One-half credits: 30 clock hours.

- PEF 118 FAT BURNERS  
 PEF 119 FAT BURNERS II  
 PEF 120 FAT BURNERS III

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 140 WELLNESS: HEALTHY LIVING FOR LIFE**

Students will learn to identify lifestyle choices that help promote health and prevent premature diseases. Wellness involves self-responsibility, proper breathing, exercise, healthy eating, positive thinking and self talk, restful sleep, humor and play and other stress skills. Effects of high blood pressure and cholesterol will also be discussed. Two credits: 30 clock hours. (0.5 credit counts towards P.E. requirements. Remaining 1.5 credits count as elective credits.)

**PEF 141 BEGINNING YOGA I**

**PEF 142 BEGINNING YOGA II**

**PEF 143 BEGINNING YOGA III**

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 145 BEGINNING FAT BURNERS**

**PEF 146 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 credits: 30 clock hours.

**PEF 151 EXERCISE & NUTRITION**

This course is designed to provide information of all aspects of physical fitness and to teach each student how to achieve physical fitness on an individualized basis. Many health issues will be presented as well. In addition, the course intends to provide each student with a comfortable and enjoyable experience in a variety of fitness programs according to their personal capabilities. A pre-and post-fitness evaluation will be included. This course is for all ages and fitness levels and will educate and train individuals to pursue, achieve, and maintain good health as part of an everyday lifestyle! (One credit counts towards P.E. requirements. Remaining 2 credits count as elective credits). Three credits: 40 clock hours.

**PEF 161 BODYBUILDING I**

**PEF 162 BODYBUILDING II**

**PEF 163 BODYBUILDING III**

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 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 credits: 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**

**PEF 176 MARTIAL ARTS II**

**PEF 177 MARTIAL ARTS III**

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.** Issho-ryu 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 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 I**

**PEF 195 BODY SCULPTING II**

**PEF 196 BODY SCULPTING III**

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 credits: 30 clock hours.

**PEF 210 MOUNTAIN HIKING I**

This ten week class starts with a discussion on basic conditioning, equipment and the planning needed for safe day hiking in our beautiful Rockies. The class eventually progresses to a hike up one of the area's highest mountains. One and one-half credits: 30 clock hours.

**PEF 211 MOUNTAIN HIKING II**

This course reviews basic conditioning, equipment, and the planning needed for safe day hiking. The class hikes up several of the area's highest mountains. One and one-half credits: 30 clock hours.

**PEF 241 INTERMEDIATE YOGA I**

This class will emphasize holding intermediate level asanas (asanas such as headstand, shoulderstand, wheel, and the Marchi series) for periods from one to five minutes. Breathing exercises, as well, will be sustained from one to five minutes. One credit: 20 clock hours. One and one half credits: 30 clock hours.

**PEF 260 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 credits: 30 clock hours.

**PHI: PHILOSOPHY****PHI 111 INTRODUCTION TO PHILOSOPHY**

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**

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**

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 115 COMPARATIVE RELIGIONS**

This course introduces students to the similarities and differences among concepts predominant in the major world religions. Included in this study will be a comparison of the sociological and philosophical similarities and differences between major world faiths and the other world faiths. Five credits.

**PHI 116 EASTERN TRADITIONS**

A study of the great traditions of philosophy and religion within Eastern cultures, mainly of India, China, and Japan. (This course is transferable to the UNC Bound Program.) 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.

**PHY: PHYSICS****PHY 105 CONCEPTUAL PHYSICS**

Studies mechanics, heat, properties of matter, electricity and magnetism, light and modern physics. This course includes laboratory experience. Prerequisite: MAT 100 or equivalent. Five credits: 40 hours lecture, 20 hours lab.

**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 to 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**

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. Technology students contact Technology Division advisor for prerequisite. Five credits: 40 hours lecture, 20 hours lab.

**PHY 112 PHYSICS: ALGEBRA-BASED II**

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: 40 hours lecture, 20 hours lab.

**PHY 113 PHYSICS: ALGEBRA-BASED III**

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: 40 hours lecture, 20 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**

An analytical and comprehensive treatment of mechanics (not mechanical waves), including basics of relativistic mechanics. A research paper or project may be required. This course includes laboratory experience. Prerequisite: MAT 122, MAT 201 and MAT 202 (or MAT 202 may be taken concurrently), and instructor's signature. Five credits: 40 hours lecture, 30 hours lab.

### **PHY 212 PHYSICS: CALCULUS-BASED II**

A continuation of PHY 211. An analytical and comprehensive treatment of mechanical wave and wave motion. Sound, light, and energy transformation also included. A research paper or project may be required. This course includes laboratory experience. Prerequisite: MAT 203 (or MAT 203 may be taken concurrently), and PHY 211, and instructor's signature. Five credits: 40 hours lecture, 30 hours lab.

### **PHY 213 PHYSICS: CALCULUS-BASED III**

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. (or MAT 203 may be taken concurrently), and instructor's signature. Five credits: 40 hours lecture, 30 hours lab.

### **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.

## **POA: PEACE OFFICER ACADEMY**

### **POA 160 ADMINISTRATION OF JUSTICE**

To facilitate the opportunity for the Academy student to acquire a knowledge of: the operations of the criminal justice system; organization and operation of the judicial process; functions and jurisdictions of federal, state, and local law enforcement agencies; ethics integrity and their relationship to peace officers. Prerequisite: Full and complete acceptance into the Aims Police Academy per P.O.S.T. rules. Three credits: 30 clock hours.

### **POA 161 SUBSTANTIVE CRIMINAL LAW**

To facilitate the opportunity for the Academy student to acquire a knowledge of: the major provisions of the Colorado Criminal Code; the major provisions of the Colorado Liquor Code; the effective and competent communication of facts in a courtroom; the statutory provisions and court decisions relative to the use of force; the legal aspects of establishing if and when deadly force is appropriate; the legal aspects of establishing if and when deadly force is appropriate; the legal concepts of court rulings concerning civil liability issues. Prerequisite: Full and complete acceptance into the Aims Police Academy per P.O.S.T. rules AND successful completion of POA 160 with 80% or better. Eight credits: 80 clock hours.

### **POA 162 PROCEDURAL CRIMINAL LAW**

To facilitate the opportunity for the Academy student to acquire a knowledge of: the Bill of Rights and the U.S. Constitution; statutory provision, court decisions, and current rules covering a peace officer's conduct as it pertains to arrest, search, seizure, interrogations, confessions, and rules of evidence. Prerequisite: Full and complete acceptance into the Aims Police Academy per P.O.S.T. rules AND successful completion of POA 160 and POA 161 with an 80% or better in EACH stated prerequisite class. Three credits: 30 clock hours.

### **POA 163 HUMAN RELATION SKILLS**

To facilitate the opportunity for the Academy student to acquire a knowledge of: the interrelationship of and between peace officers and the community; the how's and why's of stress, its effects, and reduction techniques; the role of conflict in human interaction; the laws relating to victim rights and of available resources/services; the basic theories of crime prevention; the relationship between the officer and each member within an agency staff. Prerequisite: Full and complete acceptance into the Aims Police Academy per P.O.S.T. rules AND successful completion of POA 160, POA 161, and POA 162 with an 80% or better in EACH stated prerequisite class. Four credits: 40 clock hours.

### **POA 164 PATROL PROCEDURES**

To facilitate the opportunity for the Academy student to acquire a knowledge of: the diverse factors affecting perception and observation and techniques to qualitatively improve those aspects of patrol procedures; the responsibilities, safe tactics and effective methodology for intervention and mediation in domestic and non-domestic disputes; the legal framework and effective methodology required for a vehicle search; the legal framework and effective methodology for intervening in hostile crowd behavior, civil disobedience, and various related crowd control police tactics; the safe, humanistic, and statutory requirements for approaching and assisting special populations; the statutory, humanistic, and safe evidence gathering, report writing, intervention, and effective follow-up for the crime of ethnic intimidation; the appropriate definitions, recognition, and responsibility of peace officers as first responders at the operations level when hazardous materials are present. Prerequisite: Full and complete acceptance into the Aims Police Academy per P.O.S.T. rules AND successful completion of POA 160, POA 161, POA 162, and POA 163 with an 80% or better in EACH stated prerequisite class. Four credits: 40 clock hours.

### **POA 165 OFFICER SURVIVAL TACTICS**

To facilitate the opportunity for the Academy student to acquire a knowledge of: effective vehicle stops from legal, theoretical, and pragmatic bases; approaching/stopping a pedestrian in a safe, effective and competent manner consistent with the legal framework established by the U.S. Supreme Court; the legal and pragmatic aspects of responding to crimes in progress in an effective and competent manner; the legal and pragmatic aspects required for the effective, safe and competent search of a building; the mental, physical, and tactical analysis, resources, responses, reactions, and consequences of situations that promote safety hazards, including but not limited to critical incidents. Prerequisite: Full and complete acceptance into the Aims Police Academy per P.O.S.T. rules AND successful completion of POA 160, POA 161, POA 162, POA 163, POA 164 with an 80% or better in EACH stated prerequisite class. Three credits: 30 clock hours.



### **POA 166 TRAFFIC LAWS AND PROCEDURES**

To facilitate the opportunity for the Academy student to acquire a knowledge of: the Uniform Motor Vehicle Law contained in Colorado Revised Statutes, Title 42 and the methodology necessary to stop, approach, and contact suspected traffic violators; the legal frameworks and pragmatic methodology to assess an accident scene for hazardous complications, injuries, and evidence and effectively prepare ancillary reports; the effects of alcohol to an individual and to society as well as the legal framework and necessary methodology to detect, apprehend, process, and testify regarding a DUI violator; the location of, meaning of, and consequences of violations of the Uniform Traffic Code. Prerequisite: Full and complete acceptance into the Aims Police Academy per P.O.S.T. rules AND successful completion of POA 160, POA 161, POA 162, POA 163, POA 164, and POA 165 with an 80% or better in EACH stated prerequisite class. Four credits: 40 clock hours.

### **POA 167 CRIMINAL INVESTIGATION TECHNIQUES**

To facilitate the opportunity for the Academy student to acquire a knowledge of: crime scene analysis, prioritization of investigative tasks, gathering of physical evidence and witnesses, and protection of crime scene; the legal framework and methodology to perform effective and proper interviews and interrogations in order to obtain information from people, witnesses, and victims. Prerequisite: Full and complete acceptance into the Aims Police Academy per P.O.S.T. rules AND successful completion of POA 160, POA 161, POA 162, POA 163, POA 164, POA 165, POA 166 with an 80% or better in EACH stated prerequisite class. Two credits: 20 clock hours.

### **POA 168 CRIME SCENE TECHNIQUES**

To facilitate the opportunity for the Academy student to acquire a knowledge of: the legal framework and effective methodology to gather testimonial and non-testimonial evidence when conducting a crime scene search; the principles of competent crime scene search techniques and appropriate chain of custody procedures; the legal framework and effective methodology for efficiently recording, sketching, and photographing a crime scene; the value of measurements to record positional relationships and chronological accounting of activities/evidence; the legal framework and effective methodology for collecting, preserving, marking, packaging, documenting, and maintaining admissibility of evidence; legal framework and effective methodology to conduct a basic death investigation and other major crimes--including but not limited to sexual assault and burglary; the mental, psychological, and emotional consequences of major crimes upon victims, survivors, and witnesses. Prerequisite: Full and complete acceptance into the Aims Police Academy per P.O.S.T. rules AND successful completion of POA 160, POA 161, POA 162, POA 163, POA 164, POA 165, POA 166, and POA 167 with an 80% or better in EACH stated prerequisite class. Six credits: 60 clock hours.

### **POA 169 COMMUNICATIONS**

To facilitate the opportunity for the Academy student to acquire a knowledge of: the legal framework and effective methodology to competently prepare a written crime report and affidavits/warrants; the power of language as it relates to perception, dichotomies, behavior, reactions, and responses of officers and individuals they contact and how that affects the quality of the officers, their work, and their safety; includes verbal, non-verbal, and written communication. Prerequisite: Full and complete acceptance into the Aims Police Academy per P.O.S.T. rules AND successful completion of POA 160, POA 161, POA 162, POA 163, POA 164, POA 165, POA 166, POA 167, and POA 168 with an 80% or better in EACH stated prerequisite class. Four credits: 40 clock hours.

### **POA 270 ARREST CONTROL TRAINING**

To facilitate the opportunity for the Academy student to acquire a knowledge of: the continuum/paradigm of force and related legal issues; the concept of de-escalation of force; alternatives to the use of deadly force based on a subject's behavior; the physical proficiencies necessary to accomplish an effective, safe search and handcuff techniques in a variety of situations; the physical and mental proficiencies necessary to effectively and safely gain control over people; the physical and mental proficiencies necessary to control and/or retrieve one's duty weapon and other police instruments; the positive and negative consequences resulting from the use of neck restraints; the appropriate physical and mental proficiencies necessary to be an effective and safe peace officer. Prerequisite: Full and complete acceptance into the Aims Police Academy per P.O.S.T. rules AND successful completion of POA 160, POA 161, POA 162, POA 163, POA 164, POA 165, POA 166, POA 167, POA 168, and POA 169 with an 80% or better in EACH stated prerequisite class. Appropriate required clothing, equipment, and safety equipment. ADDITIONALLY, a student who does NOT successfully complete any skills course in the Academy (e.g., POA 270, POA 271, POA 272) WILL NOT BE ALLOWED TO PARTICIPATE IN THE REMAINING SKILLS COURSES. SUCCESSFUL COMPLETION MEANS 80% OR BETTER ON THE WRITTEN EXAMINATIONS(S) AND GRADED PRACTICAL DEMONSTRATIONS. Four and one-half credit hours: 56 clock hours.

### **POA 271 FIREARMS**

To facilitate the opportunity for the Academy student to acquire a knowledge of: applicable safety rules; the continuum/paradigm of force and related legal issues; the concept of de-escalation of force; alternatives to the use of deadly force based on a subject's behavior; the common mechanical actions of firearms; the safe and effective handling of firearms, weapons, type/actions; safety issues, including on-duty, off-duty, and "special"; various firearms equipment, their selection and maintenance, the physical and mental proficiencies underlying the basic principles of shooting a handgun and as required by the Colorado P.O.S.T. Board; the advantages and disadvantages of the basic fundamentals of marksmanship; the safe and effective procedures for loading/reloading a firearm; responses to firearm equipment malfunctions; the mental and physical proficiencies regarding the use of force and the correlation of mind set; the physiological and psychological forces that affect a person threatened with danger; the legal aspects of the use of deadly force; the responsibility of the shooter in deadly force decisions; commonly recognized, survival-based, shooting techniques as outlined by the Colorado POST Board--including live fire scenarios; the advantages and disadvantages of using weak/strong hand; the safe and effective utilization of a weapon under dim light conditions as outlined by the Colorado P.O.S.T. Board; the advantages and disadvantages of flashlight use (type/action) and method. Prerequisite: Full and complete acceptance into the Aims Police Academy per P.O.S.T. rules AND successful completion of POA 160, POA 161, POA 162, POA 163, POA 164, POA 165, POA 166, POA 167, POA 168, and POA 169 with an 80% or better in EACH stated prerequisite class. Bullet-proof vest and appropriate required equipment and safety equipment. ADDITIONALLY, a student who does NOT successfully complete any skills course in the Academy (e.g., POA 270, POA 271, POA 272) WILL NOT BE ALLOWED TO PARTICIPATE IN THE REMAINING SKILLS COURSES. SUCCESSFUL COMPLETION MEANS 80% OR BETTER ON THE WRITTEN AND PRACTICAL EXAMINATIONS/ DEMONSTRATIONS. Five and one-half credits: 76 clock hours.



## **POA 272 LAW ENFORCEMENT DRIVING**

To facilitate the opportunity for the Academy student to acquire a knowledge of: applicable safety rules, statutory law, case law, and principles of liability governing police vehicle operations for both non-emergency and emergency driving; the mental and physical proficiencies necessary for effective and safe driving skills and defensive driving methods for law enforcement; the legal limitations/implications of an emergency response/vehicle pursuit based upon state statutes, Colorado case law, U.S. Supreme Court decisions, departmental policy; the positive and negative consequences of vehicle dynamics and methodologies of driving; the psychological aspects of non-emergency law enforcement driving; the psychological aspects of emergency law enforcement driving conditions; the use of force continuum/paradigm. Prerequisite: Full and complete acceptance into the Aims Police Academy per P.O.S.T. rules AND successful completion of POA 160, POA 161, POA 162, POA 163, POA 164, POA 165, POA 166, POA 167, POA 168, and POA 169 with an 80% or better in EACH stated prerequisite class. Valid driver's license and current vehicle insurance. ADDITIONALLY, a student who does NOT successfully complete any skills course in the Academy (e.g., POA 270, POA 271, POA 272) WILL NOT BE ALLOWED TO PARTICIPATE IN THE REMAINING SKILLS COURSES. SUCCESSFUL COMPLETION MEANS 80% OR BETTER ON THE WRITTEN AND PRACTICAL EXAMINATIONS/ DEMONSTRATIONS. Three and one-half credit: 92 clock hours.

## **POS: POLITICAL SCIENCE**

### **POS 105 INTRODUCTION TO POLITICAL SCIENCE**

Introduces the student to the field of political science by examining the state, elements of government, the political process, political ideologies, and international relations. Five credits.

### **POS 111 AMERICAN GOVERNMENT**

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**

This course is a study of the structure and function of state, county, and municipal governments including their relations with each other and with national government. Colorado government and politics are emphasized. Five credits.

### **POS 205 INTERNATIONAL RELATIONS**

This course examines relationships among modern nation-states. Topics include diplomacy, nationalism, ideologies, power and influence, conflict and cooperation, the role of non-state actors, and theoretical attempts to understand international behavior. Five credits.

### **POS 208 COMPARATIVE FOREIGN GOVERNMENT**

This course is a comparison of the basic features of selected developed and developing countries. Topics include ideologies, political parties, interest groups, and governmental institutions. Five credits.

## **PSY/CSL: PSYCHOLOGY/ COUNSELING**

### **CSL 105 OCCUPATIONAL PLANNING**

Provides access to occupational resources within a chosen profession and educational program. Students learn how to identify salary scales, how to pursue a particular job, where jobs of interest are found, the employment outlook and working conditions. Students will have the opportunity to participate in the job search procedures. One credit.

### **CSL 109 INTRODUCTION TO CAREER PLANNING**

This course helps students recognize their career potential by clarifying abilities, interests, and values; and helps students with job information, vocational planning, and decision making. One to Three credits.

### **CSL 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.

### **CSL 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: CSL 111. Three credits.

### **CSL 119 PSYCHOLOGY OF SUCCESS**

A course designed to help students learn what resources are available for success in work and life. Topics include: study skills, decision making, goal setting, motivation and planning. One to Five credit.

### **CSL 148 ISSUES IN CRITICAL INCIDENT DEBRIEFING PROCEDURES**

Methods and techniques for helping survivors and professionals cope with extreme crises like airplane accidents, floods, homicide, suicide, etc. One half to Three credits.

### **CSL 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. This class cannot be used in addition to CSL 109 as an A.A. elective. Five credits.

### **CSL 237 ASSERTIVENESS TRAINING**

Study and practice in asserting individual needs and feelings. Three credits.

### **CSL 247 FAMILY DYNAMICS OF SUBSTANCE ABUSE**

Examines the dynamics of families of substance abusers and methods for effective intervention. Three to Five credits.

### **CSL 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. One to Ten credits.



**CSL 268 FIELD EXPERIENCE B**

Continuation of CSL 267. One to Ten credits.

**CSL 269 FIELD EXPERIENCE C**

Continuation of CSL 268. One to Ten credits.

**CSL 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. Three credits.

**CSL 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.

**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: 70+ 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: 70+ on reading assessment. Five 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. Five credits.

**PSY 120 PSYCHOLOGY OF LEADERSHIP AND INTERPERSONAL RELATIONS**

Students will learn how to develop leadership skills and how to use those skills for effective working relationships with coworkers and supervisors. Topics will include communication and listening, attitudes and values, motivation, team building, conflict resolution and problem solving, and special challenges in interpersonal relations. Four to Five 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 147 DEALING WITH STRESS**

This course identifies the physiological, emotional, and behavioral aspects of stress. Techniques of stress reduction and management are explored and applied. One to Three credits.

**PSY 205 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 206 ORGANIZATIONAL PSYCHOLOGY**

This course will look at the theories and research of interpersonal relations, work group processes, decision making, and change strategies within organizations. Five 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 217 GROUP COUNSELING**

Study and practice of theories and techniques of group counseling. Five credits.

**PSY 219 RESISTANT CLIENT**

Therapeutic approaches for working with difficult clients in alcohol and drug treatment centers. Two or Three 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 261. Five credits.

**PSY 227 DEATH & DYING: A HOLISTIC PERSPECTIVE**

To acquaint participants with new research, alternate approaches, psychological literature on death and dying. Three to Five credits.

**PSY 229 INTRODUCTION TO ADDICTIVE BEHAVIORS**

This course presents the subject of addictive behavior and its effect on individuals, families and society. Five 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. Two to Five credits.

**PSY 235 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 239 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. Five credits.

**PSY 241 BIOFEEDBACK I**

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 244 BIOFEEDBACK AND CARDIOVASCULAR 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 249 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 256 DOMESTIC VIOLENCE COUNSELING**

Focuses on understanding domestic violence perpetrators and therapeutic techniques. Four to 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 265 PSYCHOLOGY OF PERSONALITY**

This course examines structure, function, and development of personality. Major theories of personality are considered. The impact of family, culture, and stress are viewed in their relationship to personality. Three to 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 to Five 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 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.

**PSY 297 PSYCHOLOGY OF SUBSTANCE ABUSE/YOUNG ADULTS/ADULT CRIMINALS**

Will evaluate some psychological effects and influence of substance abuse on young adults and adults. How all aspects of one's life and environment are effected. A detailed treatment approach. Three credits.

**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. One 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. One 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. One 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. One to Five credits.

**\*REA 016 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. One to Five credits.

**\*REA 060 VOCABULARY EXPLORATION (INDEPENDENT STUDY)**

Highlights of the course include: intensive words-in-context approach, practice and reinforcement, and essential words focus. Prerequisite: Placement. Three credits.

**\*REA 062 VOCABULARY BUILDING**

Highlights of the course include intensive works-in-context approach, practice and reinforcement, and essential words focus at a level above REA 060. Prerequisite: Placement. Three credits.

**\*REA 065 SPELLING SKILLS (INDEPENDENT STUDY)**

To provide fundamental information and varying strategies to best master common spelling rules and exceptions to same while working with word lists developed by the student in conjunction with the teacher. Prerequisite: Placement. Two credits.



**REA 095 INTRODUCTION TO COLLEGE READING**

To provide instruction in literal, inferential, and critical reading skills that are necessary for success in college-level reading. Students must earn a "C" or better in REA 095 before they will be admitted to REA 100. Prerequisite: Placement. Five credits.

**REA 100 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. Students must earn a "C" or better to pass this class. Prerequisite: REA 095 or Placement. Five credits.

**REA 103 VOCABULARY SKILLS (INDEPENDENT STUDY)**

Helps students master strategies for becoming independent learners of vocabulary that is relevant to continuing academic work. Prerequisite: Placement. Three credits.

**REA 105 READING SPEED AND EFFICIENCY (INDEPENDENT STUDY)**

This course helps the student increase her/his knowledge of literal, critical, and affective comprehension skills while learning the use of several reading speeds. Prerequisite: Placement. Five credits.

**STS 105 BECOMING A MASTER STUDENT**

The purpose of this course is to provide a comprehensive approach to study utilized by successful students. Areas of emphasis include reading and understanding textbook material, outlining and notetaking, with understanding of test taking techniques, memory devices, and time management skills. An examination of personal patterns and goals is an integral of the course content. Prerequisite: Placement. Five credits.

**SCI: SCIENCE**

\*Indicates instruction is administered by Developmental Education Division.

**\*SCR 013 DEVELOPMENTAL SCIENCE READING III**

The primary purposes of this course is to introduce students to reading in the content area of science. Course work includes an emphasis on the development and application of vocabulary and reading comprehension skills in science. Prerequisite: Placement. One to Five credits.

**\*SCR 014 DEVELOPMENTAL SCIENCE READING IV**

This course is designed to continue to develop the student's reading in the content area of science. Course work includes further development and application of vocabulary and reading comprehension skills in science. Prerequisite: Placement or SCR 013. One to Five credits.

**\*SCR 015 SCIENCE READING V**

This course provides a basic introduction to reading in the content field of science. Major objectives of the course are to familiarize students with content vocabulary and to prepare students fully to apply reading comprehension skills in science, preparing them to take the science section of the GED test. Prerequisite: Placement or SCR 014. One 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 Education Division.

**\*SSR 013 DEVELOPMENTAL SOCIAL STUDIES READING III**

The primary purpose of this course is to introduce students to reading in the content area of social studies. Course work includes an emphasis on the development and application of vocabulary and reading comprehension skills in social studies. Prerequisite: Placement. One to Five credits.

**\*SSR 014 DEVELOPMENTAL SOCIAL STUDIES READING IV**

This course is designed to continue to develop the student's reading in the content area of social studies. Course work includes further development and application of vocabulary and reading comprehension skills in social studies. Prerequisite: Placement or SSR 013. One to five credits.

**\*SSR 015 SOCIAL STUDIES READING V**

This course provides a basic introduction to reading in the content field of social studies. Major objectives of the course are to familiarize students with content vocabulary and to prepare students fully to apply reading comprehension skills in social studies, preparing them to take the social studies section of the GED test. Prerequisite: Placement or SSR 014. One 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 205 SOCIOLOGY OF MARRIAGE AND FAMILY**

This course will help develop an understanding of marriage, family and kinship. It examines the family as an institution and how social, cultural, and personal factors influence family relations. The stability and diversity of the family will be explored, along with current trends and some alternative life styles. Five 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 210 SOCIOLOGY OF AGING**

To introduce the student to issues relating to social gerontology. The students will acquire an understanding of the social, environmental, physical and psychological aspects that influence the lives of older individuals. Information will be introduced through lectures, class discussion, films, group activities, and presentations from community resources. Five credits.

**SOC 215 CONTEMPORARY SOCIAL PROBLEMS**

This course explores current social issues that result in societal problems. It focuses on such issues as civil liberties, gender discrimination, substance abuse, crime, poverty, and social change. Five credits.

**SOC 218 SOCIOLOGY OF MINORITIES**

This course explores the variety of intergroup relations; race, nationality, ethnicity, income, and other minority classifications. Patterns of prejudice, discrimination, and possible solutions to these issues will be examined. 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 235 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 assess for upward mobility. 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.

**SPE: SPEECH****SPE 115 PRINCIPLES OF SPEECH COMMUNICATION**

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 117 ORAL INTERPRETATION**

This course is designed to introduce students to the theory and practice of analyzing and reading aloud good literature. Performance experience includes the genres of prose, poetry, and storytelling in both individual and group settings. 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 125 INTERPERSONAL COMMUNICATION**

This course is an examination of communication involved in interpersonal relationships occurring in family, social, and career situations. Relevant concepts include self-concept, perception, listening, nonverbal communication, and conflict negotiation. One to 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 COMMUNICATION**

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 225 ORGANIZATIONAL COMMUNICATION**

This course is a study of human communications systems and patterns in business and organizational setting. Topics include exploration of leadership strategies; effective managerial communication skills with peers, superiors, and subordinates; and organizational communication environments, networks, and goals. Prerequisite: SPE 115 or instructor's permission. 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.

**SPP: SPECIAL PROGRAMS****DST 020 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.

**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.

**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: a current assessment test is required. Five credits, 50 hours.

**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. One way analysis of variance, correlation and regression analysis, selected nonparametric statistics, and selected business statistics topics will also be covered. Computers will be used as an aid in organizing and analyzing data. Prerequisite: STA 201 or MAT 135 or permission of instructor. Five credits, 50 hours.

**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 to Three credits.

**THE: THEATRE****THE 101 ACTING I**

An introduction to basic principles of acting and dramatic production, development of characterization skills, and familiarity with dramatic literature. Five credits.

**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. THE 211 is not a prerequisite for THE 212. 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 department chair.

**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 CALCULATOR LAYOUT TECHNIQUES FOR MATERIALS**

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 AMERICAN WELDING SOCIETY WELDING & TESTING SYMBOLS WITH BLUEPRINT REVIEW**

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 PRINCIPLES OF 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 PRINCIPLES OF COST ESTIMATING FOR WELDING**

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.

**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, professional communications and conduct, problem solving, radiography terminology, radiation safety, radiographic positioning, and radiographic exposure. Prerequisite: None Five credits: 30 hours lecture, 40 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. Four credits: 20 hours lecture, 40 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, hip, and abdominal contents. Prerequisite: XRT 101. Four credits: 20 hours lecture, 40 hours lab.

**XRT 103 RADIOGRAPHIC POSITIONING III**

A continuation of XRT 101 and XRT 102. Emphasis on the structure and positioning of spinal column, bony thorax, shoulder and pelvic girdle and special radiographic procedures. Prerequisite: XRT 101, XRT 102. Four credits: 20 hours lecture, 40 hours lab.

**XRT 104 RADIOGRAPHIC POSITIONING IV**

A continuation of XRT 101, XRT 102, and XRT 103. Emphasis on cranium, sinuses, facial bones, and special positions of the cranium. Prerequisite: XRT 101, XRT 102, and XRT 103. Four credits: 20 hours lecture, 40 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: XRT 100. Majors only. Three credits: Approximately 80 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 101, and XRT 111, majors only. Five 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 102, and XRT 112, majors only. Five 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 103, and XRT 113, majors only. Nine credits: Approximately 270 contact 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: 20 hours lecture, 40 hours lab.

**XRT 122 RADIOGRAPHIC EXPOSURE II**

Continuation of XRT 121 with emphasis on application of theory. Prerequisite: XRT 121, majors only. Three credits: 20 hours lecture, 20 hours lab.



**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 101, XRT 102, XRT 103, 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 211. Correlates skills from previous classes. Prerequisite: XRT 212, majors only. Nine credits: Approximately 270 contact hours.

**XRT 214 CLINICAL EXPERIENCE VIII**

Continuation of XRT 213. Prerequisite: XRT 213, majors only. Nine credits: Approximately 270 contact hours.

**XRT 221 RADIOGRAPHIC EQUIPMENT OPERATION & MAINTENANCE I**

Imparts an understanding of basic x-ray physics, includes: structure of matter, electrostatics, magnetism, electrodynamics, electromagnetism, x-ray generator circuit components & function. Operation and maintenance of radiographic equipment. Prerequisite: permission of instructor. Five credits: 50 hours lecture.

**XRT 222 RADIOGRAPHIC EQUIPMENT OPERATION & MAINTENANCE II**

Continuation of XRT 221. Designed to provide the student with an introduction to the operation and evaluation of standard and special 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. Four credits: 40 hours lecture.

**XRT 231 RADIOLOGICAL SCIENCES REVIEW**

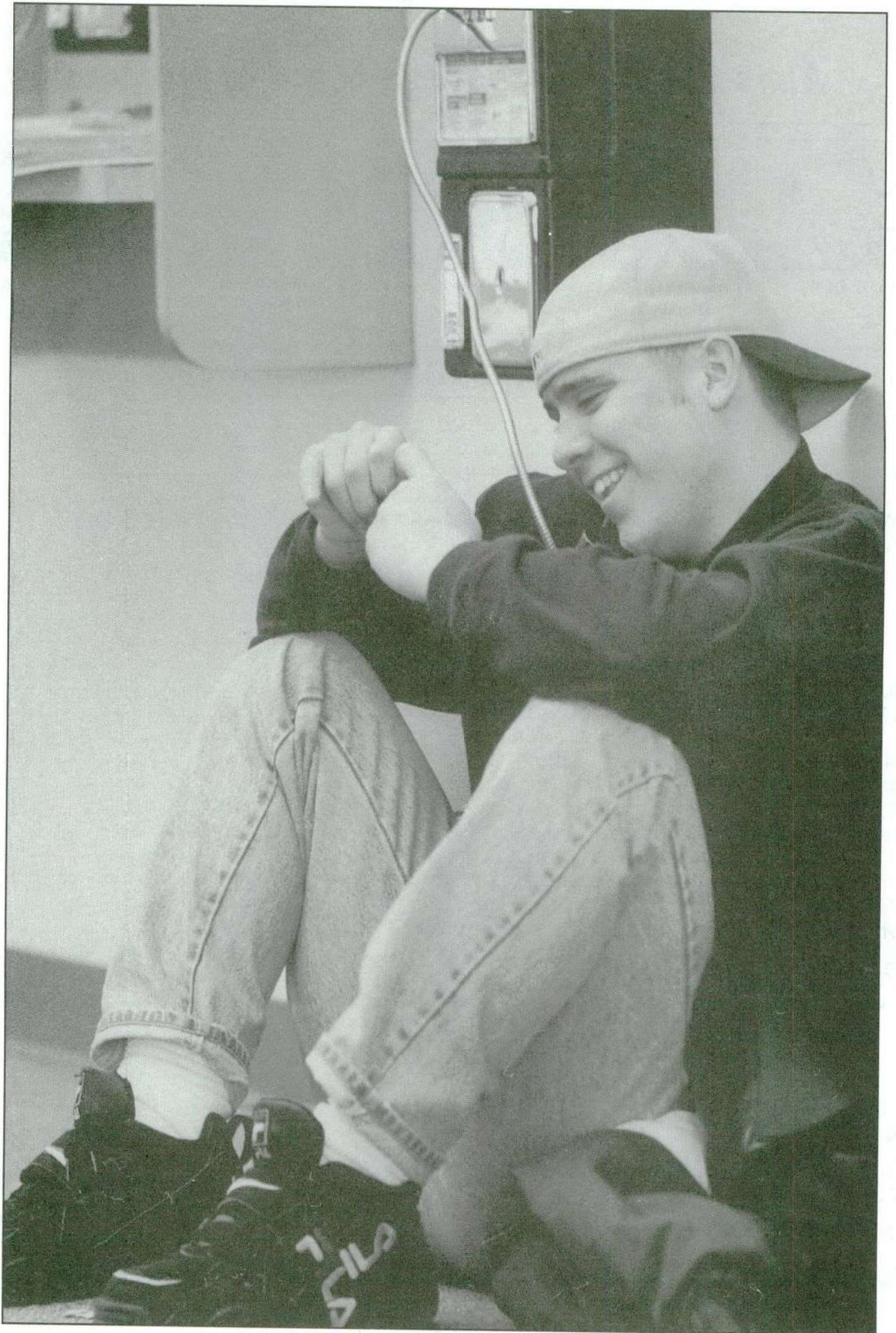
Designed to give students an over-all review of courses and clinical work in the Radiography Program. Prerequisite: 8th Quarter radiography student or graduate. Three credits: 30 hours lecture.

**XRT 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 hours.







# Aims Community College Board of Trustees



John R. Dent  
Chair



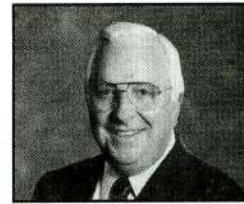
Roger L. Schulz  
Secretary



J. Edward Husted  
Treasurer



James T. Turner  
Member



Gerald Shadwick  
Member

## Administrative Staff

DR. GEORGE R. CONGER (President) .....	*1979
DR. JERRY A. KIEFER (Executive Vice President) .....	1974
WILLIAM M. HILLARD (Vice President and Dean of Students) .....	1984
DR. JOHN T. TURNER (Vice President for Academic Affairs) .....	1968
ROBERT N. RANGEL (Vice President of the College/Affirmative Action Officer) .....	1969
DR. ROBERT MITCHELL (Vice President/Business Manager) .....	1985
DR. DIANA VAN DER PLOEG (Associate Vice President of the College) .....	1986
PAT McGUIRE (Associate Vice President for Academic Affairs) .....	1993
DR. CAROL E. MONTHEI (Dean, West Campus, Loveland) .....	1995
DR. DOUGLAS SMITH (Dean, South Campus, Fort Lupton, ) .....	1993
JERALD BLAKE (Director: Purchasing) .....	1992
RICHARD E. BOGGS (Director: Computing and Telecommunication Services) .....	1977
TERRY CARR (Director: Student Financial Assistance) .....	1971
SUE DAVISSON (Director: Advising/Assessment & Career Services) .....	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: Human Resources) .....	1984
MARK L. OLSON (Director: Public Information, Executive Director: Aims Foundation) .....	1982
DONALD A. PLANT (Director: Physical Plant) .....	1981
DR. DON B. RITTER (Director: Institutional Planning) .....	1971
KENNETH F. SAUER (Director: Media/Teleconferencing Services) .....	1979
DICK SCHUBERT (Internal Auditor) .....	1988
JEAN L. WARNKE (Director: Library Services) .....	1992

### ACADEMIC DEANS

DONNA L. MEIER, Interim Dean (Behavioral, Social and Economic Sciences) .....	1990
SUSAN CRIBELLI (Communications, Humanities, and Business) .....	1972
DR. WALTER RICHTER (Mathematics/Natural and Applied Sciences) .....	1980
RUTH SLOMER (Developmental Education) .....	1970
R. ARTHUR GIESICK (Technology) .....	1970
DR. RICHARD WOOD (Continuing Education) .....	1991

\*Indicates the year individual joined the College.



# **Aims Community College Foundation Awards for Excellence**

The Aims Community College Foundation pays special tribute to several outstanding faculty members each year for excellence in teaching. The following individuals have been awarded the prestigious Award for Excellence Bell and presented a cash gift. The program is made possible through donations from regional businesses.

### **The Eastman Kodak Award STUDENT SELECTION**

Roger A. DeWitt, 1991 & 1994  
Anthony Park, 1993

Joseph S. Fajardo, 1992  
Michael Ort, 1995

### **The Hensel Phelps Award ACADEMIC DEANS' SELECTION**

Dorothy M. Stewart, 1991  
Dr. Robert Shellenberger, 1993  
Maria Velasquez, 1995

Dr. Russell E. Ward, 1992  
Dr. Diane Vantine Brotemarkle, 1994

### **The Flood & Peterson Award FACULTY SENATE SELECTION**

Dorothy M. Stewart, 1991  
Judy P. Leusink, 1993  
Donna Meier, 1995

Betty. J Buxman, 1992  
Dr. Ruth Lorensen, 1994

### **Phelps-Tointon, Bank One and Union Colony Bank Award TEAM AWARD**

Amnesty Team, 1991

Anna Maria Rios  
Olivia Montes  
Juanita McCloy  
Mary Vigil  
Vera Benavidez  
Maria Velasquez  
Roth Gomez  
Barbara Maxfield

Family and Life Education, 1992

Mellie Brand  
Joan Eisenman  
Roger A. DeWitt  
Katharine Frey  
Marilyn Gerbrandt  
Sue Lorge  
Kitty Stevens

Supplemental Services, 1993

Era Berg  
Janet Krause  
Les Race  
Karen H. Soutar  
Linda Wallis

1994 (tie) - The 5C's Team

Jane Abbott, John Jordan  
Beth Korbitz, Mark Lewis  
Michael Ort, Anthony Park  
Dr. Russell Ward, Jean Warnke  
Sue Young

Psychology Team

Ron Courson, Sue Davisson  
Roger DeWitt, Dr. Judith Green  
Dr. Bill Hardgrave, Dr. Jim Jokerst  
Mark Lewis, Charlotte Rodriguez  
Dr. Robert Shellenberger, Ruth Slomer  
Dr. John Turner

Computer Science/Computer Information Team, 1995

Doug Clay, Sam Cooper, Cathy Hall  
Ruby Loveless, Rex Parr, Linda Scott  
Thelma Stephenson

### **Bank One of Greeley Award**

Samuel E. Cooper, 1994

### **Union Colony Bank of Greeley Award**

Dr. Judith Green, 1994

### **William F. "Bill" Hartman Award**

Dr. Carol Monthei, 1994  
Donna Meier, 1995

### **Aims Foundation Award**

Darlene Nold, 1994  
Beck Sperber, 1995

### **HONORED GUESTS**

Margaret Houtchens, 1991  
Julianne Haefeli, 1993  
Florence and Harold Winograd, 1995

Vic Nottingham, 1992  
Ken Monfort, 1994



# Aims Community College Faculty

## ABBOTT, JANE

(Division Chair, Communication, Humanities - West Campus)

B.A., Pierce College; M.A., University of Denver; Graduate Certificate in Women's Studies, Colorado State University; Advanced Graduate Study, University of Denver, Colorado State University; Ph.D., Colorado State University 1989

## ACKERMAN, ALAN H.

(Chemistry and Biology)

B.A., Clark University, Massachusetts; Ph.D., Massachusetts Institute of Technology. 1986

## ARON, ANN

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

## BARATTA, CHARLES

(Automotive Mechanic Technology)

A.A.S. Aims Community College, Vocational Teaching Credential, Nine years Industrial experience, ASE Certified Master Technician 1994

## 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

## BEECHER, SUSAN MK

(Criminal Justice and Associate Police Academy Director)

Certified Legal Assistant. 17 years paralegal experience. A.A.S. and A.A., Aims Community College; B.A., University of Northern Colorado 1989

## BENAVIDEZ, E. C. "VERA"

(Developmental Education, South Campus)

B.A., Metropolitan State College; M.A., University of Northern Colorado; Winner of Award for Excellence, Amnesty Program Team. Advanced graduate study, University of Northern Colorado. 1984

## BOAN, RANDALL P.

(Math/Science/Computer/Statistics)

B.A., University of Northern Colorado; M.S. University of Northern Colorado; Four years consulting experience. 1993

## BRODA, ALYSAN

(Chair, Visual & Performing Arts)

(Department Chair, Speech)

(Speech)

B.A., Paterson State College, New Jersey; M.A., William Paterson College, New Jersey; Advanced graduate study, Colorado State University and University of Northern Colorado. 1988

## BUTLER, DONALD E.

(English)

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; Advanced graduate study UNC. 1992 Faculty Senate Award for Excellence in Teaching. 1993 Faculty of the Year Award. Eight years business experience. 1974

## CHAMBERS, JANE

(Foreign Languages)

B.S., University of Vermont; M.A., Middlebury College 1996

## 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. 1994 Academic Director's Award for Teaching. 1981

## COURSON, RONALD

(Division Chair-South Campus, Behavioral, Social & Economic Sciences)

B.A., Cornell College; M.A., Drake University 1991

## CRIBELLI, SUSAN

(Academic Dean, Communications, Humanities & Business)

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/Electronics Technology, Department Chair)  
B.S., Tarleton State University, Texas; Graduate study University of Northern Colorado and Angelo State University; Certified Manufacturing Engineer (CMFGE). 1982
- DAVISSON, SUE E.**  
(Director, Advising/Assessment & Career Services)  
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.**  
(Division Chair, Behavioral, Social & Economic 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.**  
(Chair, Mathematics & Coordinator, Aims/UNC Math Program)  
B.S., University of Kansas; M.A., University of Northern Colorado 1990
- DUNCAN, DIANA**  
(Radiologic Technology, Department Chair)  
Radiologic Technology Certificate, Weld County General Hospital; Registered Technologist (American Registry of Radiologic Technology); Ten years clinical experience.  
B.S., Colorado State University 1979
- DUNN, RICHARD**  
(Agriculture Technology, Farm & Ranch Business Management)  
B.S. Colorado State University; M.S. Colorado State University; Graduate Study, Colorado State University; 20 years business experience. 1988
- EDWARDS, J. PHIL**  
(Computer Science and Physical Science; Division Chair, Mathematics/Natural & Applied Sciences, 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
- FAJARDO, JOSEPH S.**  
(Chair, Anthropology; Spanish)  
B.A., University of Denver; M.A., University of Colorado; M.A., University of Northern Colorado; Ph.D., University of Colorado.  
1992 Student Award for Excellence in Teaching. 1974
- FISHER, CHUCK**  
(English & Humanities)  
B.A., University of Southern California; M.A., University of Northern Colorado; Advanced graduate study, UNC, Educational Technology 1990
- FORD, LORI**  
(Graphic Technology)  
Certificate, Graphic Technology, Aims Community College; Seven years industrial experience. 1985
- 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; M.A., University of Northern Colorado. 1991
- GIESICK, R. ARTHUR**  
(Academic Dean, Technology)  
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 Education)  
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. 1967-70; 1982
- GOSCH, PHYLLIS**  
(Chair, Developmental Education, 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. Certified Biofeedback Therapist. 1994 Faculty Senate Award for Excellence in Teaching 1982



**GRIFFIN, THOMAS J.**

(Mathematics/Natural & Applied Sciences, West Campus)  
 B.S., Kansas State University; M.S., Kansas State University;  
 Six years professional experience 1993

**GUERRERO, ANDRES G.**

(Developmental Education)  
 B.A., University of St. Thomas, M.Th., University of  
 St. Thomas, M.A., University of St. Thomas, Th.M.,  
 Harvard University, Th.D., Harvard University 1996

**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.**

(Psychology/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

**HARTWICK, HOLLY**

(English)  
 B.A., Colorado State University; M.Ed., Wichita State University;  
 M.A., University of Northern Colorado 1995

**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

**HERGENRETER, PATRICK**

(Auto Collision Repair Technology, Department Chair)  
 Three years study; Colorado State University, Vocational  
 Education Credential, 18 years industrial experience.  
 ASE Master Certified 1989

**HUNT, GARY L.**

(Engineering Technology)  
 B.S.E.E., Northern Arizona University; M.S.E.E., Colorado  
 State University; Seven years industrial experience. 1988

**JODER, ELLEN**

(Division Chair, Business-South Campus)  
 B.A., B.S., University of Northern Colorado; M.A., Colorado  
 State University; Five years business experience. 1995

**JOKERST, JAMES C.**

(Psychology/Counseling)  
 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, MICHAEL L.**

(Chair, Department of Geography/Economics)  
 B.S., Salisbury State University, Maryland; M.A., University of  
 Northern Colorado; Ph.D., Kent State University. Twelve  
 years corporate and independent business experience 1993

**KILLEBREW, WILLIAM A.**

(Welding Technology, Department Chair)  
 A.A.S., Aims Community College; Four years industrial  
 experience, AWS Certified Welding Instructor (CWI) 1974

**KING, DEBRA**

(Graphic Technology, Department Chair)  
 Certificate, Graphic Communications, Mankato Area Vocational  
 Technical Institute; Seven years industrial experience. 1983

**KLINE, GINA**

(Aviation Technology)  
 A.A.S., Aims Community College; B.A., University of Northern  
 Colorado, 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

**LEE, JOHN**

(Department Chair, Fire Science)  
 A.A.S. Fire Science Technology, San Antonio College;  
 15 years public fire suppression and administration 1993

**LEUSINK, JUDITH P.**

(Assistant Chair, General Business)  
 B.S., Colorado State University; Graduate study, University of  
 Northern Colorado; Five years business experience.  
 1993 Faculty Senate Award for Excellence in Teaching.  
 1994 Faculty of the Year Award. 1971

**LEWIS, JEANINE MARIE**

(Developmental Education)  
 B.A., University of Nebraska - Lincoln, M.A., University  
 of Nebraska - Lincoln. 1995



**LONG, JEFFERY T.****(Associate Professor, Emergency Medical Services)**

B.S.-B.A. West Virginia University; Nationally certified  
Emergency Medical Technician-Paramedic/Firefighter;  
Colorado certified Emergency Medical Technician-  
Paramedic; 16 year Emergency Medical Services/Fire  
related experience. 1995

**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.  
1994 Faculty Senate Award for Excellence in Teaching  
1995 Faculty of the Year Award. 1971

**LOVELESS, RUBY****(Computer Information Systems)**

B.S., Colorado State University; Six years business  
experience. 1981

**MANUEL, TRUDI C.****(General Business)**

B.S., University of Colorado; M.A., University of Northern  
Colorado; Second M.A., University of Northern Colorado;  
Ten years business and industry experience. 1985

**MARTIN, PAUL****(Department Chair, 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

**MARTINEZ, EGLANTINA****(Developmental Education)**

A.A., Aims Community College; B.A., University of Northern  
Colorado; M.A., University of Northern Colorado; Ed.D.,  
University of Northern Colorado 1994

**MARTZ, NANCY SUE****(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.****(Assistant Professor, Emergency Medical Services)**

Diploma, University of Wyoming, School of Nursing; Advanced  
Cardiac Life Support and Pediatric Advanced Life Support  
Instructor and Affiliate Faculty; Nine years teaching experience;  
24 years clinical experience. 1991

**MAXFIELD, BARBARA****(Developmental Education)**

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.****(Criminal Justice)**

B.S., Colorado State University; J.D., University of Colorado  
Law School. 1990

**MUSIL, SUSAN****(Chair, Business Lab)**

B.A., University of Northern Colorado 1985

**MYERS, CHARLES E., II****(Department Chair, Criminal Justice; Police Academy Director)**

23 years of law enforcement related experience. 1982

**NEET, KENNETH****(Accounting)**

B.A., Point Loma College, California; Seven years business  
experience. Aims Foundation Fellow, 1986. 1982

**NOVINGER, KIMBERLY J.****(Radiologic Technology)**

A.A.S., Radiologic Technology from Aims Community College,  
Registered with American Registry of Radiologic Technologists  
in Radiography and Mammography. 1994

**OAKLEY, EVAN****(English)**

B.S., Colorado State University; M.A., University of  
Northern Colorado; M.F.A., George Mason University. 1995

**ORT, MICHAEL****(English & Humanities)**

B.A., University of Northern Colorado; M.A. University of  
Northern Colorado. 1995 Student's election for  
Excellence in Teaching 1992

**PARK, ANTHONY****(Assistant Chair, English; Humanities)**

B.A., Colorado State University; M. A., Colorado State University;  
Advanced Graduate Study, Colorado State University.  
1993 Student Selection for Excellence in Teaching 1988

**PARR, REX A.****(Computer Information Systems)**

B.S. Wesleyan College, Ohio; M.A., Webster University, Illinois;  
Master of Telecommunications, Denver University;  
20 years government and civilian business experience 1993

**PETERSON, KEN D.****(Department Chair, Music/Theatre)****(Visual & Performing Arts)**

B.M., Utah State; M.M., Illinois State University;  
Doctoral studies in music, University of Northern Colorado. 1991

**RACE, LES****(Division Chair - West Campus, Developmental Education)**

B.A., M.A., Western State College; Post M.A., UNC.  
1993 Team Award for Excellence in Teaching. 1991

**REIERSTAD, KEITH B.****(Division Chair, Communications, Humanities - South Campus)**

B.A., English, Wesleyan University; M.A./Ph. D., English,  
University of Pennsylvania 1986

**REYNOLDS, JEFFREY A.****(History/Geography, West Campus)**

B.A., University of Northern Colorado; M.A., University of  
Northern Colorado; Ph.D. in progress, CU - Boulder. 1993



**RICHTER, WALTER****(Academic Dean, Mathematics/Natural & Applied Sciences)**

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/Natural & Applied Sciences)**

B.S., Colorado State University; M.S., Colorado State University. 1985

**ROY, NANCY****(Speech)**

B.S., University of Wisconsin, LaCrosse; M.A., University of Northern Colorado. 1993

**RUNGE, TEDD****(Fine Arts & Design)****(Visual & Performing Arts)**

B.F.A. - Painting, University of Illinois-Champaign; M.A. - Painting, University of Northern Colorado, Advanced graduate study, University of Northern Colorado. 1984

**RYAN, ELIZABETH A.****(Division Chair-South Campus, Mathematics/Natural & Applied Sciences)**

B.A. University of Colorado; M.Ed., University of Texas; M.Ed., Lesley College; Advanced graduate study, University of Northern Colorado 1990

**SARKIS, LEBE W.****(Biology)**

B.A., California State University, Northridge; M.A., University of Northern Colorado; D.A., University of Northern Colorado 1991

**SCHAUBERT, DAVID L.****(Department Chair, Agriculture Technology, Farm & Ranch Business Management)**

B.S., North Dakota State University; M.S., North Dakota State University 1993

**SCHOSSOW, DENNIS****(Automotive Mechanics Technology, Department Chair)**

B.S., Moorhead State University, Minnesota; Vocational Education Certificate, Colorado State University; Seven years industrial experience. ASE Certified Master Technician 1980

**SCHWARTZ, EDGAR H.****(Welding Technology)**

Quality Management Certificate; 15 years industrial experience, AWS Certified Welding Instructor (CWI). 1992

**SCOTT, LINDA****(Computer Information Systems)**

B.S.E., North East Missouri State University; M.A. University of Northern Colorado. Aims Foundation Fellow, 1983. 1982

**SHELLENBERGER, ROBERT****(Chair, Department of Psychology/Counseling)**

B.A., Bluffton College, Ohio; B.D., Vanderbilt University, Tennessee; M.A., Northwestern University; Ph.D., Northwestern University. Aims Foundation Fellow, 1985. 1993 Division Directors Selection for Excellence in Teaching. 1975

**SLOMER, RUTH****(Academic Dean, Developmental Education)**

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.****(Division Chair-South Campus, Developmental Education)**

B.A., Miami University, Oxford, Ohio; M.A., Ball State, Muncie, Indiana. 1993 Team Award for Excellence in Teaching. 1989

**SOWDER, GLEN E.****(Agriculture Technology, Farm & Ranch Business Management)**

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

**SPIKA, MICHAEL****(Welding Technology)**

A.A., Long Beach City College, California; Advanced study, California State University-San Diego, University of California Los Angeles; Nine years industrial experience, AWS Certified Welding Instructor (CWI). 1978

**STENCEL, JUDY A.****(Division Chair, Business-West Campus)**

B.A., University of Northern Colorado; Twelve years business experience; Graduate study, Colorado State University. 1986

**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.****(Department Chair, Marketing/Management)**

B.A., University of Northern Colorado; graduate study, University of Northern Colorado; Twelve years business experience. 1985

**SULLIVAN, ROBERT****(Reading Lab Chair, Developmental Education)**

B.S., Wisconsin State University; M.S., University of Wisconsin-Platteville; Additional graduate coursework, University of Northern Colorado; 20 years higher education administrative experience. 1992

**TARNASKY, RALPH F.****(Department Chair, Foreign Languages; Spanish)**

B.A., University of North Dakota; M.A., University of Nebraska-Lincoln; Ed.S., University of Nebraska at Omaha. A.B.D., University of Northern Colorado. 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 Education)**

A.A., Aims Community College; B.A., University of Northern Colorado; M.A., University of Northern Colorado.

1973

**VALCOURT, GREGORY R.****(Department Chair, Emergency Medical Services)**

A.A.S. in EMS from Northern Virginia Community College; Paramedic and Firefighter III certified; 25 years EMS/FIRE/RESCUE field and teaching experience in volunteer and career settings. Colorado ACLS/PALS/BTLS Instructor and Affiliate Faculty

1995

**VELASQUEZ, MARIA B.****(Developmental Education)**

B.A., University of Northern Colorado; M.A., University of Northern Colorado; Winner of Award for Excellence, Amnesty Program Team

1972

**WARD, RUSSELL E.****(Department Chair, English)**

B.A., University of Northern Colorado; M.A., University of Northern Colorado; D.A., Idaho State University.

1992 Division Director Award for Excellence in Teaching.

1987

**WEBSTER, MARY****(Marketing/Management)**

B.S., Colorado State University; M.S., Colorado State University; Six years business experience.

1978

**WILCOX, JOANN S.****(English Chair, Developmental Education)**

B.Ed. University of Wisconsin-Whitewater; graduate study, Iowa State University, State College of Iowa, University of Wisconsin.

1991

**WILSON, JULIA****(Mathematics Chair, Developmental Education)****(ACT Certified Job Profiler/WorkKeys Coordinator, Continuing Education)**

B.A., University of South Florida; M.A., University of Northern Colorado.

1989



# Index

## A

Academic Affairs	39
Academic Budgets, Estimated	26
Academic Calendar	3
Academic Deans	178
Academic Standards	21
Accounting (ACC) Course Descriptions	115
Accounting Program	49
Accreditation	7
Activities, Student	37
Adding Classes	14
Add/Drop Withdraw	14
Administrative Staff	178
Admissions, Application for	13, back of catalog
Admission Requirements for International Students	13
Admissions	13
Advising	18
Advising/Assessment & Career Services	17
Affirmative Action	7
Agriculture Technology Program	94
Aim High Program	28
Aims Foundation	33
Aims Junior College District Board of Trustees	178
Alcohol & Drug Abuse Prevention	7
Alcohol & Drug Free	7
Anthropology (ANT) Course Descriptions	118
Application for Admission to Aims Community College	back of catalog
Application Procedures (Student Financial Assistance)	26
Approval (Aims Community College Operation)	7
Art (ARS) Course Descriptions	118
Art (ART) Course Descriptions	118
Assessment	13, 17
Assessment Center	17
Associate Degrees	39
Associate of Applied Science: Requirements	40
Associate of Arts Degree: Requirements	39, 42
Associate of Science Degree: Requirements	39, 44
Associate of General Studies Degree: Requirements	39, 46
Astronomy (AST) Course Descriptions	119
Attendance	19
Auto Body Refinishing (ABF) Course Descriptions	113
Auto Body Refinishing Program	95
Automotive Collision Repair (ABR) Course Descriptions	113
Automotive Collision Repair Program	95
Automotive Technician Option	97
Automotive Collision Repair Technology	95
Automotive Mechanics Technology (AMT) Course Descriptions	11
Automotive Mechanics Technology Program	97
Aviation Technology (AVT) Course Descriptions	120
Aviation Technology Program	99
Awards for Excellence	179

## B

Basic Peace Officer Academy	50
Behavioral, Social and Economic Sciences Division: Areas of Emphasis	47

Biofeedback Emphasis	59
Biological Sciences (BIO) Course Descriptions	122
Board of Trustees, Aims Junior College District	179
Bookstore	34
Budgets, Estimated Academic Year (Student)	26
Bus Service	34
Business (BUS) Course Descriptions	123
Business Division Programs	66
Business Information Systems Program (see Computer Information Systems)	
Business Transfer Emphasis	68

## C

Campus Map, Greeley	2
Campus Safety Act Report	9
Campus Visitations	14
Career Services	17
Catalog Changes	9
Catalog, Effective	23
Certificates Awarded	39
Certificate of Occupational Education: Total Minimum Requirements	40
Challenging, Course	19
Cheating	21
Chemical Testing Technology Emphasis	86
Chemistry (CHE) Course Descriptions	126
Chemistry Emphasis	86
Child Care Services (See Early Childhood Education)	34
Class Cancellation	14
College for Kids	111
College Skills Program	90
Colorado National Guard Tuition Assistance Program	28
Communications, Humanities and Business Division: Areas of Emphasis	64
Communications Media (COM) Course Descriptions	129
Communications Media Emphasis; A.A.	69
Communications Media Program: A.A.S.	69
Community Interest Programs	25
Computer Information Systems (CIS) Course Descriptions	127
Computer Information Systems Emphasis; A.A.	77
Computer Information Systems Program; A.A.S.	76
Computer Information Systems Certificate Local Area Network Administration	76
Computer Programming Emphasis	78
Computer Science (CSC) Course Descriptions	132
Computer Science Emphasis	78
Conduct, Standards of	21
Continuing Education	110
Cooperative Registration Agreements	15
Core Transfer Classes	41
Counseling (CSL) Course Descriptions	168
Counseling Emphasis	61
Course Cancellation	14
Course Challenging	19
Course Descriptions	112
AAD (Design)	113
ABF (Auto Body Refinishing)	113
ABR (Automotive Collision Repair)	113
ACC (Accounting)	115



AMT (Automotive Mechanics Technology) .....	116
ANT (Anthropology) .....	118
ARS (Art Studio) .....	118
ART (Art) .....	118
AST (Astronomy) .....	119
AVT (Aviation Technology) .....	120
BIO (Biological Sciences) .....	122
BIS (Business Information Systems) .....	123
BUS (General Business) .....	123
CHE (Chemistry) .....	126
CIS (Computer Information Systems) .....	127
COM (Communications Media) .....	129
CRJ (Criminal Justice) .....	130
CSC (Computer Science) .....	132
CSL (Counseling).....	168
EAS (Earth Science) .....	133
ECE (Early Childhood Education) .....	133
ECO (Economics) .....	134
EDU (Education) .....	135
ELT (Electronics Technology) .....	137
EMS (Emergency Medical Service) .....	138
ENG (English Communications) & (English Composition) .....	141
ENT (Engineering Technology) .....	142
ESL (English as a Second Language) .....	144
FLC/FLS (Senior) .....	147
FLE (Expectant Families) .....	147
FLF (Positive Parenting & Personal Growth) .....	148
FMT (Farm & Ranch Business Management) .....	148
FRE (French) .....	149
FST (Fire Science) .....	145
GEO (Geography) .....	151
GER (German).....	149
GEY (Geology) .....	152
GRT (Graphic Technology) .....	152
HEN (Health Education) .....	153
HIS (History) .....	153
HLH (Health Occupations) .....	154
HUM (Humanities) .....	154
INS (Insurance).....	155
ITA (Italian).....	150
JPN (Japanese) .....	150
LIT (Literature) .....	156
MAN (Management) .....	156
MAR (Marketing).....	157
MAS (Mexican American Studies) .....	158
MAT (Mathematics).....	158
MCM (Specialized Manual Communication).....	160
MUS (Music) .....	160
PEA (Physical Education Activities) .....	162
PEB (Physical Education Ball Sports) .....	162
PED (Physical Education Dance) .....	163
PEF (Physical Education Fitness) .....	163
PHI (Philosophy) .....	165
PHY (Physics).....	165
POA (Peace Officer Academy) .....	166
POS (Political Science).....	168
PSY (Psychology) .....	168
REA (Reading).....	170
SCI (Science).....	171
SOC (Sociology) .....	171
SPA (Spanish) .....	151
SPE (Speech).....	172
SPP (Special Programs).....	172
STA (Statistics).....	173
THE (Theatre).....	173
WLT (Welding Technology) .....	173

XRT (Radiologic Technology) .....	175
Course Information .....	19
Course Load .....	19
Course Numbering .....	19
Course, Repeating .....	19
Credit for Prior Learning.....	18
Criminal Justice (CRJ) Course Descriptions .....	130
Criminal Justice Emphasis (A.A.).....	51
Criminal Justice Program (A.A.S.).....	51

## D

Dean, Academic.....	178
Degrees and Certificates Index.....	5
Degree Programs	
Associate of Applied Science Degree .....	40,
Associate of Arts Degree .....	39,
Associate of Science Degree .....	39,
Associate of General Studies Degree .....	39
Design (AAD) Course Descriptions .....	113
Design Emphasis .....	71
Developmental Government (GOV) Course Description.....	151
Developmental Education Division .....	25, 90
Dismissal .....	21
Dropping Classes.....	14
Drug/Alcohol Counselor Program.....	60, 61
Drug Free Workplace .....	7

## E

Early Childhood Education Center .....	34
Early Childhood Education (ECE) Course Description .....	133
Early Childhood Education Program .....	54
Earth Science (EAS) Course Descriptions .....	133
Economics (ECO) Course Descriptions .....	134
Education (EDU) Course Descriptions .....	135
Educational Rights and Privacy Act .....	7
Effective Catalog .....	23
Electronics Technology (ELT) Course Descriptions .....	137
Electronics Technology Program .....	101
Elementary Education Emphasis .....	53
Eligibility (Student Financial Assistance) .....	27
Emergency Medical Service (EMS) Course Descriptions .....	138
Emergency Medical Services Degree Programs .....	80
Emergency Medical Services Field Specialist Emphasis.....	80
Emergency Medical Services Manager Emphasis.....	80
Emergency Medical Technician - Basic/Intermediate.....	79
Emeritus Status.....	186
Employment: Part-Time, Student .....	28
Engineering Curriculum .....	103
Engineering Technology (ENT)	
Course Descriptions .....	142
Engineering Technology Program .....	103
English Communications (ENG) Course Descriptions .....	141
English as a Second Language .....	90
English as a Second Language (ESL) Course Descriptions .....	144
Enrollment Process .....	13
Expectations for Performance .....	21

## F

Faculty .....	180
Family and Life Education .....	25, 54
Family and Life Education (FLE, FLF, FLC, FLS)	
Course Descriptions .....	147, 148
Farm & Ranch Business Management (FMT)	
Course Descriptions .....	148
Farm & Ranch Business Management Option.....	94



Fees, Laboratory .....	16
Fees, Student Insurance .....	16
Financial Assistance, Application Procedures .....	26
Financial Assistance, Eligibility .....	27
Financial Assistance, Student .....	26
Financial Assistance, VA Satisfactory Progress .....	28
Financial Assistance Programs, Student .....	27
Financial Obligations of Students .....	16
Fine Arts (ARS) & (ART) Course Descriptions .....	118
Fine Arts Emphasis .....	72
Fire Protection Technology Program .....	82
Fire Science Training Academy .....	82
Fire Science (FST) Course Descriptions .....	145
Fire Science Technology Option.....	82
Fire Service Technology Degree Program .....	82
Food Service .....	34
Foreign Languages (FRE, GER, ITA, JPN, SPA) Course Descriptions .....	150, 151
Foundation, The (Aims Community College) .....	33
French (FRE) Course Descriptions .....	149

## G

GED.....	90
General Aviation Pilot Option .....	99
General Business Program .....	66
General Business (BUS) Course Descriptions .....	123
General Education Core Transfer Program .....	41
General Education Development (GED) .....	90
General Electronic Technician Option .....	101
General Information.....	34
General Psychology Emphasis .....	62
Geography (GEO) Course Descriptions .....	151
Geology (GEY) Course Descriptions .....	152
Government, Student (ASACC) .....	37
Grade Point Average .....	20
Grading System .....	20
Graduation Requirements .....	23
Grants .....	27
Grants, Tuition (Student) .....	28
Graphic Technology (GRT) Course Descriptions .....	152
Graphic Technology Program .....	106

## H

Handicapped Parking Permits (See Health Services) .....	34
Health Education (HEN) Course Descriptions .....	153
Health Occupations (HLH) Course Descriptions .....	154
Health Services .....	34
History, Aims Community College .....	7
History (HIS) Course Descriptions .....	153
Honors .....	21
Housing .....	34
Humanities (HUM) Course Descriptions .....	154
Humanities Resource Management Emphasis (A.G.S.) .....	62
Humanities Resource Management Emphasis (A.A.) .....	63

## I

Independent Study Courses .....	41
Individualized Courses .....	41
Infant/Toddler Care Certificate .....	55
Insurance (INS) Course Descriptions.....	155
Insurance Fees, Student .....	16
International Students, Admission Requirements for .....	13
International Studies Emphasis (A.A.) .....	53

## L

Law Enforcement (see Criminal Justice).....	51
Library .....	34
Life Sciences Emphasis .....	87
Literature (LIT) Course Descriptions .....	156
Literature Emphasis .....	70
Load, Course .....	19
Loans .....	27
Loveland Center .....	12

## M

Main Campus, Greeley.....	10
Map, Greeley Campus .....	2
Management (MAN) Course Descriptions.....	156
Marketing (MAR) Course Descriptions .....	157
Management Program .....	56
Marketing Program.....	57
Marketing/Management Certificate Program .....	57
Marketing Option, Marketing/Management Program .....	56
Mathematics/Natural & Applied Science Division: Areas of Emphasis .....	74
Mathematics (MAT) Course Descriptions .....	158
Mathematics Emphasis .....	85
Media/Teleconferencing Services .....	35
Mexican American Studies (MAS) Course Descriptions .....	158
Music (MUS) Course Descriptions .....	160
Music Emphasis .....	73

## N

Nurse Aide.....	84
Nurse Assistant .....	84
Nursing, see PreNursing Emphasis .....	88

## O

Office Occupations .....	66
Administrative Support Option .....	67
Legal Office Option .....	67
Medical Office Option.....	67
Office Technology Certificate .....	67
Official Add/Drop Period .....	14
Organizations, Student .....	37
Overview .....	7

## P

Parking .....	35
Part-Time Employment Student .....	27
Peace Officer Academy (POA).....	50
Performance Expectations .....	21
Philosophy, Aims Community College .....	7
Philosophy (PHI) Course Descriptions .....	165
Photography (ART) Course Descriptions .....	118
Physical Education Activities (PEA) Course Descriptions .....	162
Physical Education Ball Sports (PEB) Course Descriptions .....	162
Physical Education Dance (PED) Course Descriptions .....	163
Physical Education Fitness (PEF) Course Descriptions .....	163
Physics (PHY) Course Descriptions.....	165
Placement Services .....	34
Police Academy (see Peace Officer Academy).....	50
Political Science (POS) Course Descriptions.....	168
Political Science Emphasis .....	58
PreEngineering Emphasis.....	85
PreHealth Profession Emphasis .....	87
PreLaw Emphasis .....	59



PreNursing Emphasis.....	88
PrePress Option, Graphic Technology Program .....	106
Press Option, Graphic Technology Program .....	106
Privacy Act, Education Rights and .....	7
Professional Pilot Program Option .....	100
Psychology (PSY) Course Descriptions.....	168
Public Information .....	7
Purpose, Aims Community College .....	7

## R

Radiologic Technology (XRT) Course Descriptions .....	175
Radiologic Technology Programs .....	107
Reading (REA) Course Descriptions.....	170
Real Estate for Colorado Licensing .....	57
Records.....	24
Refund Regulations .....	15
Registration .....	14
Repeating Courses .....	19
Requests for Information.....	24
Rights and Privacy Act, Educational .....	7

## S

Satisfactory Progress, Financial Aid and VA .....	28
Scholarships .....	31
School and College Relations .....	17
Science (SCI) Course Descriptions.....	171
Senior Education Program .....	25, 54
Secretarial (BUS) Course Descriptions .....	123
Self-Supporting Classes, Refund Regulation.....	15
Smoking Policy.....	7
Sociology (SOC) Course Descriptions .....	171
South Campus .....	11
Spanish (SPA) Course Descriptions .....	151
Special Instructional Programs .....	25
Special Programs (SPP) Course Descriptions.....	172
Specialized Manual Communication (MCM) Course Descriptions .....	160
Speech (SPE) Course Descriptions .....	172
Standards of Conduct .....	21
Statistics (STA) Course Descriptions .....	173
Student Life .....	37
Student Employment .....	27
Student Employment Services.....	34
Student Financial Assistance .....	26
Student Financial Assistance Programs .....	27

Student Advisory Board (ASACC) .....	37
Student Insurance Fees .....	16
Student Organizations .....	37
Student Records .....	24
Student Rights .....	7
Student, Financial Obligations of .....	16
Supervisory Management Option, Marketing/Management Program .....	56
Supplemental Services .....	36
Survival English as a Second Language (ESL) .....	90

## T

Table of Contents .....	1
Technology Division Programs .....	92
Telecommunication Services .....	35
Tele-Conferences .....	111
Theatre (THE) Course Descriptions.....	173
Transcript Evaluation .....	24
Transcripts .....	24
Transcripts, Requests for .....	24
Transfer Credit .....	18
Tuition .....	16
Tuition Assistance, Veterans .....	28
Tuition Assistance, National Guard .....	28
Tuition Grants, Student .....	28
Tuition and Fees .....	16

## V

VA Satisfactory Progress .....	28
Veterans' Benefits .....	28
Visual and Performing Arts, Areas of Emphasis .....	71
Volunteer Firefighter Training .....	83

## W

Welding Technology (WLT) Course Descriptions .....	173
Welding Technology Program .....	108
West Campus, Loveland .....	12
Withdrawal from Classes.....	14
Work-Study Program .....	27

## Y

Young Farmer Program .....	95
----------------------------	----











<p><b>EDUCATION PLANS AT AIMS</b> (mark one):</p> <p><input type="checkbox"/> A.A. - Associate of Arts - Liberal Arts major. Emphasis (optional): _____</p> <p><input type="checkbox"/> A.S. - Associate of Science - Liberal Arts major. Emphasis (optional): _____</p> <p><input type="checkbox"/> A.A.S. - Associate of Applied Science - Specific major: _____</p> <p><input type="checkbox"/> Occupational Certificate - Specific major: _____</p> <p><input type="checkbox"/> A.G.S. - Associate of General Studies - Liberal Arts major (See catalog or Advising, Assessment, &amp; Career Services for details - you will be "undeclared" until contract is completed.)</p> <p><input type="checkbox"/> G.E.D. - General Educational Development (Colorado High School Equivalency Diploma)</p> <p><input type="checkbox"/> Professional development/skills upgrade: _____  <div style="text-align: right; margin-right: 100px;">Field of Study</div></p> <p><input type="checkbox"/> Personal interest/none of the above.</p>	<p style="text-align: center;"><b>OFFICE USE ONLY</b></p> <p>AA: _____</p> <p>AS: _____</p> <p>AAS: _____</p> <p>CERT: _____</p> <p>UNCL: 555555</p> <p>NONE: 3 2 0 1 0 1</p> <p>NONE: _____</p> <p>UNCL: 555555</p> <p>ADVISOR: _____</p>
--	--

<p><b>PRIOR EDUCATION</b> (mark all that apply):</p> <p><input type="checkbox"/> Attended Aims Courses previously:</p> <p><input type="checkbox"/> College transfer* or graduate (show name and location of last college attended): If graduate, show:  _____ Degree _____ Mo./Yr. _____</p> <p>*If you intend to transfer in credit, submit transcripts with request for evaluation.</p> <p><input type="checkbox"/> High School graduate _____ School Name _____ Location _____ Mo./Yr. _____</p> <p><input type="checkbox"/> Received G.E.D. certificate (General Educational Development) instead of High School diploma _____ Location _____ Mo./Yr. _____</p> <p><input type="checkbox"/> Current High School Student in grade _____ (9-12) Expected Graduation date _____ Mo./Yr. _____  at _____ Name of High School _____</p> <p><input type="checkbox"/> Withdrew from school (Non High School graduate). Show highest grade completed _____ (1-11)</p>	<p style="text-align: right;">_____ 02/1</p> <p style="text-align: right;">_____ (01/1)</p> <p style="text-align: right;">9999(03/1)</p> <p style="text-align: right;">06/1</p> <p style="text-align: right;">_____ HS</p> <p style="text-align: right;">04/1 or 04/3 (Basic Ed)</p>
---	--

<p><b>EDUCATION PLANS AFTER CURRENT PROGRAM</b> (mark one):</p> <p><input type="checkbox"/> None/Undecided <input type="checkbox"/> 4 year degree</p> <p><input type="checkbox"/> 2 year degree/certificate <input type="checkbox"/> 4 year degree and beyond</p> <p>If planning to transfer, where: _____  <div style="display: flex; justify-content: space-between; width: 100%;"> <span>Name of School</span> <span>City</span> <span>State</span> </div></p>	<p style="text-align: right;">N 4</p> <p style="text-align: right;">2 5</p> <p style="text-align: right;">---</p>
---	---

<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 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 style="text-align: center;"><b>OFFICE USE ONLY</b></p> <p style="text-align: center;">F P M</p> <p style="text-align: center;">L R N</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: <span style="float: right;">Gender: <input type="checkbox"/> Male</span></p> <p><input type="checkbox"/> American Indian or Alaskan Native <span style="float: right;"><input type="checkbox"/> Female</span></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>I certify that to the best of my knowledge the information furnished on this form is true and complete without evasion or misrepresentation.</p> <p>_____ Date _____</p> <p>Applicant's Signature</p>	<p><b>IMMUNIZATION</b></p> <p>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 providers regarding potential health risks.</p>
--	--











